

FINAL 8-22-24

AGREEMENT

Between the

SUPERINTENDENT

of the

BETHLEHEM CENTRAL SCHOOL DISTRICT

and the

BETHLEHEM CENTRAL UNITED EMPLOYEES ASSOCIATION

July 1, 2024 through June 30, 2029



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## PREAMBLE

This Agreement, entered into on \_\_\_\_\_ between the SUPERINTENDENT OF THE BETHLEHEM CENTRAL SCHOOL DISTRICT and THE BETHLEHEM CENTRAL UNITED EMPLOYEES ASSOCIATION shall serve to:

1. Provide for the declaration of mutually agreeable terms and conditions of employment.
2. Assure the orderly and most effective continuation of the business of the Bethlehem Central School District by providing a mutually-agreeable declaration of the rights and responsibilities existing between the employees represented by the Bethlehem Central United Employees Association and the Bethlehem Central School District, and mutually-agreeable procedures for the resolution of such differences as may arise between the employees represented by Bethlehem Central United Employees Association and Bethlehem Central School District during the term of this Agreement.
3. Both parties herein pledge to exercise their best efforts to effectuate this Agreement and that neither party shall engage in conduct, proceedings, or activities contrary to the terms, conditions and intent herein set forth.

## ARTICLE I - RECOGNITION

The Board recognizes the Association as the exclusive bargaining agent for all regularly employed non-instructional personnel of the School District, except the School District Clerk; School District Treasurer; Director of Facilities and Operations; Director of Transportation; Assistant Supervisor of Transportation; Superintendent of Buildings and Grounds; Assistant Superintendent of Buildings and Grounds; Food Service Director; employees declared confidential or managerial by PERB; and substitute employees.

## ARTICLE II - RESERVATION OF RIGHTS

Except as provided by the terms of this Agreement, the District, Board and Superintendent reserve and retain unto itself and themselves all rights, authorities; duties and responsibilities conferred and invested in it and them by the Constitution and Statutes of the State of New York, the rules and regulations of the Commissioner of Education and agencies of the State and Federal Government.

## ARTICLE III -CONDITIONS REGARDING AGREEMENT

1. IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREOF, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.
2. The provisions hereof shall be effective as of July 1, 2024, and remain in effect until June 30, 2029. Either party shall notify the other party by February 1, 2029, in writing, to commence negotiations.
3. Should either party timely notify the other of a desire to amend or modify this Agreement as hereinbefore provided, negotiations for a subsequent Agreement shall commence and proceed pursuant to Article IV hereof.

#### **ARTICLE IV - NEGOTIATIONS**

1. Designated representative(s) of the District shall meet at such mutually agreed upon places and times with the representatives of the Association for the purpose of effecting a free exchange of facts, opinions, proposals and counterproposals in an effort to reach mutual understanding and agreement. Both parties agree to conduct such negotiations in good faith and to deal openly and fairly with each other on all matters. Following the initial meetings as described above, such additional meetings shall be held as the parties may require, to reach an understanding on the issue(s) or until an impasse is reached. Meetings preferably shall not exceed two (2) hours and shall be held at a time other than during the regular school day. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals and reach compromises in the course of negotiations.
2. Both parties shall furnish each other in good faith with available information, except confidential information, which shall enhance the negotiating process.
3. The parties agree that during the period beginning with the first meeting after the preliminary exchange of proposals, and prior to reaching agreement or the declaration of an impasse, the specific details of the negotiations shall not be released to the general public, except with the approval of both parties. If one of the parties should violate this provision, the other party is free to make public details of the negotiations.
4. When tentative agreement is reached covering an area under discussion, the tentative agreement shall be reduced to writing, dated and initialed by a representative of each party to the negotiations. The final agreement shall be subject to ratification by the Board and the Association.
5. When agreement is not reached concerning a specific issue or area, all parties will commit their positions to writing. If agreement still cannot be reached following the exchange of these statements, the issues will be set aside for discussion at a later date.
6. Mediators provided by the Public Employees Relation Board may be used at any time during the negotiation procedure. However, unless waived by mutual agreement, if comprehensive agreement is not concluded by March 1, the parties shall, within two working days, request the Public Employees Relation Board to appoint a mediator or a fact-finder. Such mediation and fact-findings will be governed by the provisions of Article 14, Section 209 of the Civil Service Law.

#### **ARTICLE V - ASSOCIATION RIGHTS AND PRIVILEGES**

1. If labor difficulties occur which are not caused by the BCUEA, the represented employees shall report for work. The employer may assign the employee to jobs other than their regular one at their regular pay. If the employer decides to send the employees home, salary will be paid. The employer will endeavor to provide employment for the employees, but if the labor difficulties continue beyond ten (10) workdays, the employer may lay off employees without pay, or provide employment at a different job and different rate of pay.
2. The employer agrees to recognize the Association as the representative for all grievance matters involving members
3. The Association shall have the right to use school buildings at all reasonable hours for its Association business meetings. Application for the use of the buildings requested shall be made to the building principal and the School District Chief Business and Financial Officer as may be required. Applications shall be made at least two (2) days prior to the date for which use is requested. The Association will pay to the

- District any additional costs incurred by the District as the result of any such use.
4. The agenda for each official Board meeting are available online.
  5. Minutes of the official Board meetings are available online. .
  6. The Association will provide a camera-ready copy of the finalized Agreement to the Board who will then provide 500 copies of the Agreement in booklet form to the Association.
  7. The Association shall be allowed to use a reasonable amount of existing bulletin board space in each work area for posting notices. The Association shall have the right to make use of existing school delivery services to communicate with its members on Association business. The Association will provide its own envelopes properly addressed.
  8. The Association shall be entitled to appoint representatives in each work area or department of the negotiating unit.
  9. The President of the Association and the Superintendent of Schools may meet from time to time on matters deemed to be important to either party. By mutual consent the Board and the Association may agree to meet for further discussions.
  10. The District agrees to provide up to ten (10) days release time to an employee(s) selected by the Association whose presence, in the opinion of the Association, is required at a grievance meeting, arbitration, or PERB hearing, or to attend lobby day or the delegate assembly but only if the same are scheduled during that employee's normal work hours. The employee(s) entitled to such release time will be selected by the Association provided that no more than ten (10) full days of release time will be provided for the entire unit per year of the contract.
  11. In addition to the release time provided hereinabove, the District agrees to provide up to three (3) hours per week of release time for the Association President. The Parties agree that there shall be no substitute cost to the District and that such release time shall be non-cumulative and subject to a maximum of 60 hours per year. When possible, the Association will provide 24 hours' notice to the District.
  12. Prior to school opening for students, the Association will be allowed space and opportunity to conduct an Association meeting.

#### **ARTICLE VI - DUES DEDUCTION**

1. The District agrees, upon the written authorization of the Association, to deduct the dues for the Association from their members' salaries, and to transmit such dues to NYSUT and/or BCUEA within thirty (30) days of deduction, in the format as mutually agreed upon.
2. The dues deduction shall be computed by dividing the dues owed by the number of pay periods from which dues are to be deducted without rounding.
3. The Association will certify to the District in writing the current rate of membership dues for each Association member. The Association will give the District thirty (30) days' written notice, prior to the effective date of any change.
4. Deductions referred to above will be made in equal installments. The District will not be required to honor for any month's deduction any authorizations that are delivered to it later than two (2) weeks prior to the distribution of the payroll from which the deductions are to be made.

5. No later than September 30th of each year, except the employees hired by the School District after that date, the Association will provide the Board with a list of those employees who have voluntarily authorized the District to deduct dues. The list will show the amount of dues to be deducted from each payroll. This will be affixed to a claim form and transmitted to the business office for payment. The District will notify the Association of any changes in said listing.
6. During the term of this agreement, the District agrees it will not accord dues deductions or similar check off rights to any other organizations or associations purporting to represent those employees presently represented by the Association, unless another organization is lawfully recognized.
7. Any employee represented by the Association may individually and voluntarily authorize the District to make certain deductions other than dues deductions from their salary. Such other deductions include health and dental insurance, repayment of employee loans to retirement systems, United Way pledges, individual adjustments for withholding tax, tax sheltered annuities, NYSUT/NEA/AFT member benefit programs, VOTE/COPE, flexible spending plans, and credit union.
8. Except as otherwise provided, any organization authorized to receive moneys deducted from employees' salaries, must maintain records and submit invoices to the Chief Business and Financial Officer to have funds which have been withheld remitted to that organization.
9. The parties agree to reopen negotiations if the Association loses the right to collect agency shop fees based on a decision by the United States Supreme Court.

**ARTICLE VII - GENERAL CONDITIONS OF EMPLOYMENT**

1. Work Schedules. Employees shall work at the schedules listed in Appendix 5 exclusive of the time scheduled for lunch.
  - a. Full-time, 10-month clerical employees shall work every day from September 1 through June 30, except Saturdays, Sundays and holidays designated by the holiday schedule. The work year for full-time 10-month clerical employees may be amended to work up to two weeks in the summer in exchange for not working a like period during the school year. Any such change must be mutually agreed upon between an administrator and the employee. Full time custodial and maintenance employees, except as otherwise expressly provided herein, shall work every day in the year except their vacations, Saturdays, Sundays and holidays designated by the holiday schedule.
    - i. The 12 and 10 month titles will have an annual reconciliation of work days. After the official district calendar is adopted by the Board of Education in each year for the following school year. Prior to June 30 of the current school year, employees will be credited with calendar comp time for any scheduled work days beyond the number reflected for their position in Appendices 5 and 6 to be used in following school year.
    - ii. For 10-month employees with 215 days the work days shall be counted between September 1 and June 30. For 12-month employees with 260 days, the work days shall be counted between July 1 and June 30. Such calendar comp time will be used during the school year in which it is credited at a time mutually agreed upon between the employee and supervisor. Notice of the resulting calendar comp time, if any, per the annual review, will be provided to the President of the association by the Chief Business and Financial Officer.
  - b. All custodial overtime opportunities shall be offered on a voluntary rotating basis by building.
    - i. The District shall have the right to assign a Tuesday through Saturday custodial position and a Wednesday through Sunday custodial position.

- ii. The District shall have the right to assign a Tuesday through Saturday groundskeeper position.
- iii. The District shall have the right to assign a Tuesday through Saturday maintenance position.

The District will first solicit volunteers for the above assignments, giving senior staff priority when appropriate. The positions will be assigned according to least senior where necessary. Any custodial, groundskeeper or maintenance employee who held a full-time position in one of these categories on June 30, 1998, will not be involuntarily assigned to one of the above positions.

- iv. Establishing Call Lists for Alarms Drops and Other Emergent Matters: The District will annually solicit interest from maintenance staff who wish to be on the emergency call list. Emergency calls require an immediate response, therefore eligible employees must be able to arrive at the response scene within 15 minutes of the call, from the employee's home (as per Google Maps). The District will assign interested and eligible employees to a building-specific call list that is provided to the alarm company and to the police. Employees will be assigned to building(s), in an order that is anticipated to evenly distribute the unplanned work; however, because of the unknown number of calls to each building, there is no expectation that extra work will be assigned solely by seniority. The calls from the alarm company or the police will be made in the order of assignment to the building list, and calls will continue to be made until an employee answers the call and indicates they are responding.
- c. Full-time bus drivers shall work every day set forth in the school calendar as established in Section "d" below, plus working on a rotating basis with part-time drivers, at the applicable hourly rate when Bethlehem schools are closed, but non-public schools are in session.
- d. All 10-month staff, including non-benefit eligible staff, are expected to work a work year of up to 198 days, inclusive of all paid holidays, as established by this school calendar adopted in accordance with Section 12 below. All workdays, consisting of both days' students are in attendance and any training (e.g. Superintendent days), shall be paid. The work year may commence prior to Labor Day as per the adopted calendar. If this occurs, Labor Day shall be considered a paid holiday for 10-month employees. Should an employee be absent for accepted reasons set forth in Article VIII they must follow the standard process for reporting absences. This provision excludes bus drivers and attendants who attend bid day pursuant to Article XII(1)(b)(i) who shall be paid in accordance with that provision. In addition, any employees in the Food Service Titles who are required to work prior to the start of the work year as established by the calendar shall be paid overtime for all such work. Any School Monitors attending TCIS training over the summer will be paid their regular rate of pay for such training.
- e. Any time worked beyond the daily hours stated in Appendix 5 will be eligible for additional compensation or compensatory time (if approved) based on the following: overtime rates at time and one-half compensation will only apply to hours worked beyond 40 hours. Straight time rates will apply to hours worked beyond the daily hours stated in Appendix 5 and for hours worked up to 40 hours. All overtime must be authorized by an immediate supervisor. Employees assigned for a partial day will not be paid at an overtime rate until the weekly hours exceed 40 hours. Paid leave shall count toward the full-time hours.
- f. The beginning and ending time of a work day shall be discussed by the employee and their department supervisor and shall be one that is best suited to the needs of the area served. The department supervisor's decision shall be final.

The immediate supervisor shall be responsible to implement all changes in an employee's scheduled workday that have been authorized by the department supervisor.



- g. When employees' work schedules have been finalized, each employee shall file with the Chief Business and Financial Officer a time card showing the hours they are regularly scheduled to work. Deviations from this schedule shall be reported and appropriate deductions shall be made for time lost due to lateness, failure to attend scheduled meetings held during the work day, or unauthorized leave taken unless compensatory service is rendered. Where possible, the immediate supervisor will notify affected employees of deviations in work schedules at least five (5) days in advance of the contemplated change. The weekly pay period includes time worked from Saturday through Friday.
  - h. Compensatory Time: The district retains the right to approve both the earning of compensatory time and when it is used, to be used at times agreeable to the employee and his immediate supervisor. The maximum compensatory time balance that may be accrued by ten and twelve-month employees is three (3) days. The maximum compensatory time balance that may be accrued by ten-month staff is ten (10) days, excluding any days that may be credited pursuant to paragraph 1.a.i. Thereafter, any extra time worked must be paid out at the appropriate rate. Twelve-month staff may carry forward any compensatory balances remaining on June 30. Ten-month staff must use all compensatory time within the fiscal year, on days mutually agreed to with their immediate supervisor. Other ten-month staff will be paid the compensatory time at the end of the school year if not used by the end of the school year.
  - i. Accounting for time will be in multiples of no less than fifteen (15) minutes.
2. Seniority. A seniority list shall be maintained by the District and be provided to the Association upon request.
- a. Seniority shall remain in effect for each employee until:
    - i. The resignation of the employee or termination of services.
    - ii. The employee is discharged, and the discharge is upheld, or the non-compliance with a recall to work following an employment release due to a reduction in the work force.
  - b. Seniority Accrual
    - i. Except as may otherwise be provided by the Civil Service Law covering reduction of work force in the competitive class, seniority shall accrue as follows:
 

As of July 1, 1977, employees hired who work less than one-half of the regular work hours per week for a given job title, as defined in Article VII.1 and Appendix 4, shall accrue no seniority.
  - c. Seniority by Classification  
 Seniority shall commence from an employee's first date of regular employment with the District. Such seniority shall be based upon continuous service in a classification with no lapse in service exceeding one year.
 

School monitors shall accrue seniority within one of the following distinct sub-classifications:

    - i. Transportation monitors (bus attendants)
    - ii. Aides to students with disabilities, Teacher aides
    - iii. Library monitors, Clerical monitors, Restricted Study Hall monitors and In-School Suspension monitors

iv. Hall monitors

All non-paid leave time in excess of thirty days and all layoff time in excess of thirty days shall not be counted for seniority purposes.

3. Provisional Appointments.

Unit members may be provisionally appointed to Competitive Class bargaining unit positions in the Classified Service in accordance with New York State Civil Service Law.

4. Probationary Appointments

Each employee appointed to a permanent position in a competitive, non-competitive or labor class position under NYS Civil Service Law shall serve a nine (9) month probationary period.

The District may extend the probationary period for up to an additional three (3) months, providing one (1) month notice of such extension to any such employee together with specific reasons for such extension and specific performance expectations.

Regular represented employees reassigned through the process of promotion to a higher class, to a newly-established position, or to a vacancy in another class, shall be subject to a ninety (90) working day probationary period on the new assignment. At the completion of the ninety (90) working day probationary period, the reassigned employee shall be appropriately appointed to the new classification if they have satisfactorily demonstrated to the District their ability to perform the duties of the new assignment, and they are qualified under the Civil Service Regulations. Should the employee fail to prove their ability to perform the duties of the new assignment, then the employee shall be returned to their former position without loss of rights.

5. Vacancies, New Jobs, Promotions and Temporary Assignments.

When a vacancy occurs in a particular classification, location or work shift, or an opportunity for promotion occurs, notice shall be delivered to the President of the Association. Notices shall also be posted by the District in each job location.

Represented employees desiring to be considered for the posted position shall file written request with the contact person listed on the vacancy posting within ten (10) work days of the posting date.

Merit and ability shall be the criterion for appointment to such position. Other factors being substantially equal, applicants from within the School District will be given first consideration and be given an interview upon request.

For Operations and Maintenance, when a vacancy occurs in a particular location or work shift, in order to give existing employees an opportunity to make a lateral transfer to a different location or shift assignment, prior to release of the vacancy posting by the Business Office, an Internal Announcement will be released by the department supervisor and will be posted for five (5) work days. Employees should respond to the Internal Announcement within the five-day period if they wish to be considered for the lateral transfer; however, interviews are not required for lateral transfers, and will only be granted upon request. There may be several Internal Announcements prior to the vacancy posting, if there are one or more employee transfers between locations and work shifts. Selection of a candidate to fill a lateral transfer to a different location or shift assignment are at the discretion of the departmental/building supervisor.

Represented employees deemed appropriate by the employer may be assigned to fill vacancies or be temporarily assigned to perform the duties of an employee on leave, or absent for another cause.

When a vacancy occurs, the vacated job may be temporarily filled by a member or members of the unit. However, in the event that a permanent assignment to the vacancy has not been made within ten (10) workdays, the unit member filling the vacancy shall receive the contractual compensation for that job title.

At no time will they receive a rate less than their current rate, excluding school monitors (noon hour aides). After such temporary out-of-title job assignment is made, the District agrees to continue such temporary appointment, with the employee receiving the contractual compensation for that job title after the ten workdays, until the vacancy is filled. For these interim assignments, the District in its sole discretion shall determine when a vacancy exists and who shall be assigned to fill such vacancy at the appropriate rate of compensation. There will be at least two business days' notice to BCUEA before the vacancy is filled. Such decision shall be made by the Superintendent, the Chief Business and Financial Officer, the building principal and/or the Director of the Department.

Other than as specified below or in Article XII, vacancies will be posted regardless of when they occur in the year. For 10-month School Monitor (Aides to Students with Disabilities) positions (ASWD's), if the vacancy occurs with fewer than five (5) months remaining between the appointment date and the end of the school year, the person filling the vacancy will be appointed to a temporary assignment, with a specified beginning and ending date. However, if the vacancy occurs on or after May 1st, the posting will be for a position that begins in the new school year. For ASWD's, if the person receiving the appointment has been continuously serving in the same student/classroom assignment while the student's needs were being evaluated, then the step to which they are appointed will be made retroactively, to the 61st day serving in the position.

The posting and bidding provisions of this contract will be used in the filling of vacancies, except that the employer shall have the right to fill non-competitive positions and competitive positions where no Civil Service list is available with persons not currently in the employ of the School District.

6. Reduction, Bumping, Retreat and Recall

a. Competitive

In the event of a reduction of work force, provisions of N.Y.S. Civil Service Law regarding bumping and retreat shall apply to the competitive class employees.

Employees shall be laid off in the inverse order of their seniority and be placed on a Civil Service preferred recall list, such list to remain in effect for four years, unless otherwise provided by the Civil Service Law. Once an employee is placed on a recall list, during the month of June each year, they shall notify the Chief Business and Financial Officer in writing of their intention to remain on said list. If the employee fails to so notify the Chief Business and Financial Officer, their name shall be deleted from the recall list, and they shall be declared to have terminated their employment with the School District.

When an employee is required to move to another job title in a lower pay grade, in accordance with the procedures herein set forth, credit shall be given for the years of service in the grade from which they are being relocated and their former grades to ascertain their appropriate compensation on the compensation grade scale. In no case, however, shall the rate of pay be greater than that being paid in the displaced grade.

b. Non-Competitive

Non-competitive employees in job titles to which there is a direct line of promotion who are displaced, may displace employees in the same or next lower occupied title in the same line of promotion who have the least seniority, but only if the displacing employees have greater seniority. Where displacement involves more than one position in a title, the order of displacement will be in the inverse of the original displacement. That is, the most senior employee shall be the first to displace, etc. If an employee refuses to displace the junior employee, they must be laid off. When the next lower title has been occupied by means of displacement, regardless of when displacement into the title occurred, the position is considered occupied for further displacement purposes by another displaced employee with requisite seniority.

Where no lower occupied position in direct line of promotion is available, a non-competitive employee may retreat back to the last permanently held civil service title and displace the most junior employee, if the employee who is retreating has greater seniority. If an employee refuses to displace a junior employee, they must be laid off.

If no position by bumping or retreat is available, an employee may be assigned any available position, which the Chief Business and Financial Officer deems the employee able to perform.

When an employee is required to move to another job title in a lower pay grade, in accordance with the procedures herein set forth, credit shall be given for the years of service in the grade from which they are being relocated and their former grades, to ascertain their appropriate compensation on the compensation grade scale. In no case, however, shall the rate of pay be greater than that being paid in the displaced grade.

Non-Competitive employees shall be laid off in the inverse order of their seniority and placed on a preferred recall list, such list to remain in effect for four years. Employees will be recalled in order of their seniority to the position formerly held, or to another position for which they may be qualified if the position held at the time of layoff is not available. Once an employee is placed on the recall list, during the month of June each year, they shall notify the Chief Business and Financial Officer in writing of their intention to remain on said list and current mailing address. If the employee fails to so notify the Chief Business and Financial Officer, their name shall be deleted from the recall list, and they shall be declared to have terminated their employment with the School District.

c. Recall

Employees who are affected by reduction, bumping, retreat or relocation, shall receive at least fourteen (14) calendar days' notice, or earlier notice when the District knows the employee will be affected, and such notice can be given.

Recall of listed employees laid off by a reduction of work force shall be in order of their seniority from the seniority recall list. Notice of recall shall be by certified mail, return receipt requested, to the last known address.

An employee shall be dropped from the recall list and declared to have terminated their employment with the School District, if they do not respond to the employer within five (5) days after receipt of notice of recall or five (5) days of proof of non-delivery.

Any employee who refuses to return to work to a position for which they are qualified and which position pays at least 80% of their salary at the time of layoff, shall be declared to have terminated their employment with the School District.

d. Return to Rank

Any employee who is reduced in rank and compensation by the procedures herein set forth shall be placed on a promotion preferred list. Employees on this list shall have absolute priority for return to the prior rank and compensation without regard to the posting and bidding provisions for job openings set forth elsewhere in this Agreement.

e. Relocation - Work Site and Shift

Any employee who is displaced from his regular work site and/or shift, in complying with the procedures herein set forth, shall have one opportunity to be relocated to their former work site and/or shift should a vacancy occur, and the employee has requisite seniority. Any employee so displaced shall have one opportunity to be reinstated to the regular work site and/or shift from which they were displaced when a vacancy recurs. An employee shall have either, but not both, of the above opportunities.

f. Notice of Position Availability for Ten Month Staff

Ten-month employees who are not going to be offered a position for the following September will be so notified by June 30th.

7. Resignations

All non-instructional employees shall be required to give at least thirty (30) days written notice to the Superintendent of their intention to terminate their employment with the School District, unless waived by mutual agreement.

8. Use of Part-Time Help

Subject to the limitations above, the employer may utilize part-time help as substitute for regular full-time employees, who may be absent, or to perform required services of an unanticipated nature, or to augment the regular working staff during peak demand periods.

9. Protection

It is agreed that in the event a represented employee pursuing his employment with the School District is involved in an occurrence which results in property damage or personal injury, the employee involved will, unless disabled, give immediate notice to his supervisor and thereafter file a written narrative report with the School District Clerk within five (5) calendar days of the occurrence, and provide such other information as is thereafter deemed appropriate by the School District.

10. Bomb Scares, Disasters and Emergencies

It is agreed that in the event of a bomb threat, disaster or emergency, represented employees shall not be required to remain in any area evacuated, in the interest of safety, unless agreed between an affected represented employee and the appropriate supervisor.

In the event particular premises of the School District are evacuated, represented employees shall remain available for reassignment to such other work as is deemed appropriate by the employer for the duration of the emergency situation.

The emergency preparedness plan, available in each facility, delineates procedures to be followed in the event of a bomb scare, disaster or other emergency situation.

11. Uniforms

When uniforms are required by the School District, they will be provided at School District expense.

In such instance, uniforms and work clothes will be furnished and required to be worn by, all cafeteria, transportation and plant personnel on all days while on duty and schools are in session. Maintenance and laundry of the uniforms will be the responsibility of the employees. The plant maintenance mechanics will be furnished with one pair of coveralls per year. Uniforms are not to be worn on days when employees do not render service.

12. School Calendar

The Superintendent will meet annually, prior to March 1, with a Committee, including two (2) members appointed by the Association, to study and review the existing school calendar and to make suggestions for the following year before preparing such recommendations to be submitted to the Board of Education for adoption.

The District will provide at least 30 days' notice prior to any training.

13. Video Camera

The parties agree that the District has the right to install video cameras in the schools, buses and District property to ensure a safe and secure environment for the school community. These cameras will be placed in areas where there is no expectation of privacy and may be used to follow up on complaints from staff, students or the community. Such cameras shall not be used for routine evaluation of employees. No information generated from such systems shall be used in any discipline unless the conduct concerns issues affecting the health, safety, or welfare of persons or the theft or destruction of District equipment or property.

**ARTICLE VIII - LEAVES AND ABSENCES**

Eligible Employees

Employees who work less than one half of the full-time weekly hours as defined in Appendix 5, or who are employed on a temporary basis for six months or less, shall accrue no leave rights hereunder.

1. Personal Illness and Family Illness

- a. Regularly-employed personnel hired into a benefit-eligible position will be credited with three (3) days of sick leave upon appointment. Beginning in the seventh month of employment and thereafter, employees will be credited with one and one quarter (1-1/4) days per month.

Regularly employed personnel hired into a benefit-eligible position prior to July 1, 2018, will be credited with one and one quarter (1-1/4) sick days per month.

- b. Sick leaves may be taken in not less than 15-minute increments.
- c. Regularly employed personnel may use up to fifteen (15) days per year of their annual sick leave entitlement for occasions of illness in the immediate family. "Immediate family" is defined as husband, wife, mother, mother-in-law, step-mother, father, father-in-law, step-father, son, son-in-law, step-son, daughter, daughter-in-law, step-daughter, brother, brother-in-law, step-brother, sister, sister-in-law, step-sister, grandmother, grandfather, grandchildren, any relative living as a member of an employee's household.

In the event an employee has used all fifteen (15) days of this family sick leave, extensions may be granted at the discretion of the CBFO, including, should the CBFO specifically require, a physician's statement at the expense of the employer and with authorization to be provided by the employee. Any such extensions or additional time shall be deducted from sick leave and shall be conditioned on satisfactory performance of the employee.

In accordance with the Federal Family and Medical Leave Act requirements, an employee will be required to provide medical documentation for any illness that causes them to be absent for three or more consecutive days, or for a chronic condition requiring intermittent leave.

2. Bereavement Leave

Regularly employed unit members will be granted an annual paid leave of up to five (5) days to be used in the event of death in the immediate family. In the event an individual has used all five (5) days of his or her annual leave for death in the immediate family, the additional days will be granted for each additional death. Such days to be the first five (5) work days for which the unit member is regularly scheduled for work which occur in the first seven (7) calendar days following the death of the member of the immediate family. For example, the death occurs on a Friday and the unit member is scheduled to work the following Monday

through Friday, then they can take the Monday through Friday as paid bereavement leave. If the death occurs on the Friday immediately before a recess period for which the unit member is not scheduled to work, then no paid bereavement leave is available.

Such leave may be taken on non-consecutive days and beyond the first seven (7) calendar days following the death of the member of the immediate family, based on proof of arrangements. Such leave is not to be deducted from sick leave and is not to be cumulative.

Immediate family is defined as husband, wife, mother, step-mother, mother-in-law, father, step-father, father-in-law, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandmother, grandfather, grandson, granddaughter, other members of the employee's household.

### 3. Jury Duty and Court Appearance

- a. Regularly-employed personnel shall be granted time necessary to serve as required on Jury Duty with payment of their regular salary for such service not to include money received as payment for jury duty for up to 10 (ten) days per contract year. Any additional time off shall be with payment of their regular salary, less the amount of money received as payment for jury duty, except in the case of unit personnel who receive a salary less than the compensation provided by jury duty. In such cases, when compensation for jury duty is received, the employee shall reimburse the School District for salary received during the period of jury duty which shall be verified by the jury duty voucher.
- b. Regularly-employed personnel subpoenaed to appear before a court or any agency with the power of subpoena shall be granted leave with pay for the necessary time. The subpoena, or its copy, must be presented to the Chief Business and Financial Officer. If the employee is a party to the proceeding, they may have leave without pay, in the event they have no available personal leave time remaining.
- c. If jury duty or court appearance is cancelled, adjourned, postponed or not required for any reason for the full or partial day, the employee will telephone the department supervisor as soon as the employee knows of the change and arrange to report to work at the earliest time.
- d. Second shift employees will not be required to work their shift if they have served four (4) hours or more on jury duty and notify their supervisor.

### 4. Personal Leave

- a. Each employee at his/her own discretion, without submitting a reason to the employer, will be granted three (3) days of personal leave annually. Except in the case of emergency, the employee shall notify his/her supervisor five (5) days in advance of the leave date. Personal leave will not be used for the first day of the school year, or the day immediately preceding or following a holiday or holiday period, except in the case of an emergency, as determined by the Chief Business and Financial Officer. During the month of June, 10-month staff may not use personal time at times where students are in attendance without an approved written request to the CBFO. Such requests are intended to address important and infrequent family events. The CBFO may request information to prove the need for such a request. Such decisions by the CBFO are non-grievable.

Personal leave may be used on the last day of the school year, if students are not in attendance, and as may be allowed by their Building Principal (or departmental supervisor), subject to the overall staffing needs of their department. Personal time may only be used on days that are before or after a "non-holiday" weekday that school is not in session, with the approval of his/her supervisor, subject to staffing availability. While approvals will not be unreasonably withheld, should a supervisor decline the request, said decision will be grievable, but not arbitrable.

No personal leave may be used in combination with unpaid leave to extend a recess period. No more than two personal leave days may be used consecutively except as allowed by the Chief Business and Financial Officer. Personal leave days will not be cumulative, will not be deducted from the employee's sick leave, and will be granted without salary deduction. Personal leave shall be taken in not less than one-hour multiples.

Any exceptions to the contractual restrictions on the use of personal days as written herein will be made on a case-by-case basis as determined by the CBFO. Decisions on any exceptions are non-grievable. The practice of "one-time waivers" is discontinued and any past one-time waivers will have no future effect.

- b. One day of unused personal leave may be utilized, at the option of the employee, to participate in the sick leave bank in accordance with Section 13. Any unused personal leave not designated for the sick leave bank will be added to the employee's cumulative sick leave.
- c. Any staff requesting time off for religious holidays shall be granted by the District, and charged to personal time, if available, or unpaid, if personal leave is not available.
- d. If an employee is absent for personal or family illness and has exhausted all accrued days of personal and family illness, they shall use any accrued personal leave to cover such extended absence.

5. Childcare Leave

Childcare Leave shall be granted without pay for a period not to exceed one year from the commencement of leave.

6. Other Leaves

An employee shall be granted an extended leave of absence without loss of position for a period not to exceed six months for reasons of personal illness upon receipt of a written statement of a physician stating the need for same. In the discretion of the employer, additional leave may be granted for personal illness. The leave referred to in this paragraph shall be without pay.

At the District's discretion, the District may grant personal leave for non-FMLA-eligible purposes. Such leave will not be granted for outside employment. The district may grant such leave upon written request from employee to CBFO. Ten-month staff are limited to a one-semester leave and 12-month staff are limited to six (6) months leave. Decisions will be non-grievable.

7. Return From Leave of Absence

Any employee on approved leave of absence in excess of one month shall notify their immediate supervisor of the date they intend to return to service fifteen (15) days before the termination of the leave, unless such leave of absence is a period exceeding four (4) months, in which case the employee shall notify their supervisor of their intention to return to service thirty (30) days before the expiration of leave.

8. Restoration of Benefits

All benefits to which the employee was entitled at the time their approved leave of absence commenced, including unused cumulative sick leave, shall be restored to the employee at the time of their return to employment.



9. Use of Paid Leave

In the event any employee uses paid leave for any purpose other than as defined in this contract, they will be subject to discipline, which may include loss of leave pay and suspension for an equivalent period of time, but not less than one day.

10. Attendance at Conferences

The immediate supervisor or the School District Chief Business and Financial Officer or his assistant shall confer with an employee where a claimed violation of the above paragraph occurs or where the use of leave appears excessive or abused. A report of the conference shall be filed with the Chief Business and Financial Officer or his/her designee for the employee's personnel file. The employee has the right to respond in writing. After said conference whenever a regular employee is absent from work for reason of illness on the day immediately preceding or following a holiday or holiday period, or for three (3) consecutive days or for frequent illnesses, the employee may be required to furnish a doctor's statement certifying as to the illness, whether their own or in their family, and any expenses for said doctor's statement will be paid by the employer, and the employee will provide any necessary authorization.

11. Emergency Days

When schools are closed due to inclement weather, clerical, custodial and maintenance personnel, technology personnel, and garage mechanics are expected to report to work. Cafeteria employees, school monitors, and bus drivers are not expected to report to work. On full day closures, pre-approved personal time, FMLA, or sick time requests will not be charged against an employee's leave accruals.

On full day closures, or if the District releases staff early, the Superintendent, at his/her sole discretion, will specify a time for district staff to report, or to leave, that is different than the normal times, resulting in a shorter work day. In those circumstances, such time off shall be paid without charge to available leave accruals. Decisions by the Superintendent under this paragraph are non-grievable.

If schools are delayed, or closed early due to inclement weather, cafeteria employees, school monitors, and bus drivers are to check with their supervisors for clarification on when to report to work, or when to leave work. On partial day closures, pre-approved personal time, FMLA, and sick time requests will not be charged against an employee's leave accruals if the leave time falls within the period when school is closed.

If all district facilities are closed due to extremely hazardous emergency conditions, all employees may be directed not to come to work. If staff are required to report to work in order to secure building and grounds, or for emergency clean-up work, all time worked on such a day will be paid at time and a half.

Full recognition exists that conditions severe enough to close schools will create hardships and danger for personnel coming to work. It is not the intention of the Board of Education or administration that the employees should jeopardize their personal safety. Efforts to report to work should be governed by good judgment and if the decision is made not to report to work, and such absence is not charged against any available personal or vacation leave day, there will be a loss of pay by the employee unless, at the discretion of the department supervisor, the time the employee was absent from work is made up during the current pay period or the pay period immediately following.

If the Board declares a non-used snow day to be a day off, members of the bargaining unit who were required to be at work in accordance with the first paragraph of this provision, shall be given this day off with pay.

12. Absence Notification

If a regular employee fails to report to work at the beginning of the work period and fails to notify the employer that they will be absent or late, and if a substitute has been engaged to do their work, the regular

employee will not work that day and will lose the day's pay. If the employee presents an acceptable reason, the time lost may be charged against any available personal leave, or if absence qualifies for any other type of leave, such leave will be granted if substantiated.

13. Absent Without Leave

An employee absent from work without authorization pursuant to the provisions herein contained or notification by the employee to the District for ten (10) or more consecutive work days shall be deemed to

have resigned from their position if they have not provided a satisfactory explanation for such absence on or before the eleventh (11th) work day following the commencement of such unauthorized absence. This procedure shall be in lieu of the disciplinary procedures prescribed under this contract or by Civil Service Law. Any action taken pursuant to the provisions herein contained shall require notice to the employee by the District. Such notice shall be in the form of a registered letter to the last known address of the employee on file with the business office. This provision shall not apply to any employee on an authorized, unpaid leave.

14. Sick Leave Bank

A sick leave bank is hereby established for employees who work half time or more and who are physically disabled for an extended period during the school year.

Such bank shall be made up of personal leave days provided under Article VIII, paragraph 5, that remain unused by employees at the close of each school year.

In order to participate in the bank, employees must have at least one personal leave day remaining at the end of such school year. The bank shall thereafter be replenished by sick leave days as it may be diminished through use, up to the prescribed maximum of 200 days. Effective July 1, 2005, a compulsory lottery list of all participating members will be created in a random fashion as mutually determined by the Association and the District. As new members enter the program, their name will be added to the bottom of the list. On a routine basis (month of December) the number of hours needed to maintain the bank at the 1500 hours will be charged to members, at the rate of one day per member, on a rotating basis, using this list. Employees will be notified when their sick leave will be charged to replenish the bank. Part-time employees may join the plan with an equivalent contribution of not less than four (4) hours to the bank.

Any employee who was previously a member of the Sick Leave Bank and withdrew may re-join the Sick Leave Bank if they so notify the Director of Human Resources no later than June 30, 2024, in writing of such decision. Effective July 1, 2024, any member of the Sick Leave Bank may withdraw from the sick bank but may not thereafter re-enter.

The granting of such extended leave benefit shall be subject to the following conditions:

- a. The employee's accumulated sick leave is exhausted.
- b. The employee satisfies a five (5) unpaid working day waiting period after exhaustion of the accumulated sick leave.
- c. The employee provides medical evidence acceptable to the District of the extended nature of the disability. The District may require an examination by another physician. Should sick leave or sick leave bank extend beyond 10-months (or 12-months for 260-day staff), the District may require additional medical documentation for approval.
- d. Individual withdrawals shall be limited to the equivalent number of accumulated sick leave days in the employee's account at the beginning of the school year during which the onset of the disability

occurs.

The District reserves the right to withhold such extended leave benefit when:

- a. The employee cannot continue to provide medical evidence acceptable to the District of the continuation of the disability when requested to do so by the District.
- b. The employee may qualify for disability retirement under either any public retirement system or social security.

## **ARTICLE IX - HOLIDAYS AND VACATIONS**

### Holidays and Vacations - Eligible Employees

Employees hired after July 1, 1977, who work less than one-half of the full-time weekly hours as defined in Appendix 5 or who are employed on a temporary basis for six months or less, shall accrue no rights hereunder.

#### 1. Holidays

- a. 12-month employees shall be granted thirteen (13) paid holidays in accordance with the District's annually published holiday schedule, following mutual agreement during the development of the school calendar. 215-day employees shall be granted twelve (12) holidays (*excluding July 4*). 10-month employees shall be granted eleven (11) paid holidays (*excluding July 4 and Labor Day*). If an employee is in no-pay status on the day before or after a holiday, they are not paid for the holiday.
- b. Any service required to be performed on any one of the holidays listed in Appendix 3 shall be compensated for at the rate of 2 times the hourly rate paid the employee and shall be paid at said rate in addition to their regular holiday pay, except as provided under Article VII.1.

#### 2. Vacation

All regularly employed 12-month personnel shall be granted vacation as follows:

- a. During the first year of employment, employees shall earn paid vacation time equal to one (1) day for each month worked prior to June 30<sup>th</sup>. After completion of six (6) months of service, an employee may elect to use up to three (3) days of vacation time in the year of hire. The balance of time earned will then be credited July 1<sup>st</sup>.
- b. For each year of employment thereafter, each employee shall receive twelve (12) days paid vacation for that year through the 7<sup>th</sup> year of employment.
- c. An additional annual entitlement of five (5) days of paid vacation shall be granted after the completion of seven (7) years of employment.
- d. An additional three (3) days of paid vacation shall be granted after the completion of fifteen (15) years of service.
- e. Vacation days are to be taken at times mutually agreeable to the employee and the immediate supervisor. Vacation days are not cumulative.
- f. Vacations may be taken during a school recess period in the year following that in which the vacation was earned.

- g. A day of vacation will not be charged when a day observed as a holiday falls within the vacation period.
- h. In the event that sickness, disability, or compensable accident occurs prior to and interferes with the scheduled vacation of an employee, the vacation will be rescheduled whenever practicable within the school year. If prolonged disability occurs prior to an employee's vacation and makes it impossible for the employee to take their vacation that year, they shall be allowed their normal vacation without curtailment of concurrent benefits.
- i. Whenever a unit member employee, employed not less than six (6) months voluntarily resigns, enters military service, is laid off because of lack of work, is discharged or is retired, they shall be entitled to their earned paid vacation at their regular rate.
- j. If any vacation is taken beyond that granted under this policy, pay deduction will be made at the rate of 1/260 of a year's salary for 12-month employees covered by this Agreement for each extra vacation day.
- k. Employees may carry over up to five (5) days of unused vacation leave from one year to the next under the following conditions. The employee must notify the Chief Business and Financial Officer in writing no later than June 1<sup>st</sup> of the request to carry over unused vacation leave days and how many are requested. A maximum of five (5) days may be carried over from one year to the next. Any vacation days not used and not carried forward are lost. All such carry-over vacation days must be used by the employee no later than June 30<sup>th</sup> of the following year.
- l. An employee who has been a ten-month employee working half time or more will be eligible to have such service credited in determining vacation if the employee is appointed to a half time or more 12-month position.

3. Vacation Days for 10-Month Clerical Staff

Ten-month clerical employees shall be entitled to two (2) paid vacation days when school is not in session in addition to the holidays scheduled during their ten-month period. These days shall be taken at times mutually agreeable to the employee and their immediate supervisor. These days are not cumulative.

**ARTICLE X - COMPENSATION AND RELATED ITEMS**

1. Compensation Rates

- a. The new wage schedules for School Monitor (including all subtitles) and the Bus Attendants (Appendices 5 and 6) for the years 2024-2025 and each year thereafter showing increases of step plus 2.5% each year to the prior year's schedule are attached hereto. There are two sets of schedules, one for employees not trained in TCIS (or any similar successor training designated by the District) and one for those trained. The other conditions for these schedules and employees are discussed below;
- b. The new wage schedules for all other titles (for Appendices 5 and 6) are attached hereto. They represent increases of step plus 3%, 3%, 2.75%, 2.5%, and 2.5% each year to the prior year's schedules;
- c. Effective July 1, 2024, all members shall be required to utilize direct deposit to have their paycheck directly deposited into a financial institution of their choice except those grandfathered in a side letter dated January 2024. Note: the side letter includes the members who currently do not utilize direct deposit (24 at present) on the condition that if they later voluntarily choose to participate in

direct deposit or leave the employment of the District and later return to employment, they lose their grandfathered status. Also, any new hires after the date of February 26, 2024 shall be required to elect direct deposit.

## 2. Additional Pay

### a. Inconvenience Pay

- i. All unit personnel shall be entitled to the rate of \$100.00 per month if their normal workday schedule includes at least four hours between 6:00 pm and 6:00 am.
- ii. All full-time unit personnel shall be entitled to extra pay in any month in which they work over one-half the possible work days in that month.
- iii. All days absent from work on authorized paid leave shall be considered as days worked.
- iv. Eligible Unit personnel shall have inconvenience pay paid on a bi-weekly basis in accordance with the established pay calendar.
- v. Part-time regular unit employees shall be granted the above pro-rated in accordance with the number of hours worked, compared with the number of hours required of a full-time employee. To be eligible, a part-time employee must work at least one-half of their regular daily schedule between 6:00 p.m. and 6:00 a.m.

### b. Proctoring/Chaperone Duty

In the event that instructional staff are unavailable to cover a proctoring or chaperone duty related to student supervision, unit members may be requested to provide this service. The rate of compensation for this service is \$34.00 per hour effective July 1, 2024.

### c. Call in Pay

An employee who is called in to work at the District's request at times other than the employee's regular work schedule, shall be paid a minimum of two (2) hours' pay at the applicable rate of pay in accordance with Article VII.1 (f). Employees are paid a two (2) hour minimum as a form of inconvenience pay for the employee called in to work during non-scheduled work hours. The responding employee may not work a full two-hour period, if the response does not require two hours to resolve the issue. If the call-in event requires more than two hours to resolve the issue, the employee will be compensated for all hours actually worked at the applicable pay rate. If there are a succession of responses that occur during overlapping times during the same off-duty time period, the employee will be compensated from the time of the first call-in, through two hours after the final call-in. Such compensation shall be paid in blocks of time, not on a per alarm basis. However, if the employee has returned home before a second event occurs, then the employee will be paid a minimum of two hours for that event. If there are a succession of responses that do not occur during overlapping times during the same off-duty time period, each call-in that is responded to will be paid the two-hour minimum or more if additional time beyond two hours is worked to resolve the problem.

d. Additional Time Worked

During the school year, outside of summer and vacation periods:

- i. If the part-time employee is performing extra work or is subbing in the same title in which they normally serve, the employee will be paid at the present step and grade for the current title in which the employee serves.
- ii. If the part-time employee is performing extra work or is subbing in another title, they will be paid at step 1 of the grade for that specific substitute title.

e. Referral Bonus

Any BCUEA employee who refers a potential bus driver to the District (the “referring employee”), upon board appointment of the new driver, the referring employee will receive a lump sum payment of \$300 within 30 calendar days of approval. If the new driver remains in the District’s employ as an active driver, the referring employee will receive a lump sum payment of \$300 within 30 calendar days after the driver’s attainment of six months of active, appointed service (excludes summertime, or any other authorized leaves in excess of 30 calendar days). There is no proration of the referral bonus in the event the new driver leaves prior to attaining six months of active service. This referral bonus shall remain in effect for the life of the contract and shall sunset on June 30, 2029.

3. Overtime and Premium Pay

The regular workweek for regularly-employed personnel shall be as contained in the work schedule set forth in General Conditions of Employment in Article VII.

Overtime pay earned will be paid on a current basis. All full-time employees will be paid or granted compensatory time at the rate of time and one-half for time worked over 40 hours in any workweek. Compensatory time to be taken as per Article VII.1(i).

Any regular full-time unit member asked to perform additional limited duty other than their regular employment at a time other than during their regular working hours shall be paid at the rate of time and one-half for such services with said pay to accrue for the actual time worked, which shall be in increments of not less than fifteen (15) minutes and shall be paid at the specified bargaining rate for the job performed.

Overtime work shall be made available to members of the particular department on a rotating seniority basis, except for Aides to Students with Disabilities (ASWD), as stated below. Only employees qualified to perform the overtime work at issue are eligible (e.g., operating machinery or vehicles). In the event no employee or an insufficient number of employees volunteer for overtime work, the District has the right to assign such work to the employee(s) first refusing the work so that the work is performed.

Notwithstanding the foregoing, an ASWD will be assigned additional work based on who is familiar with a particular student’s needs, with preference given to the ASWD(s) who regularly work (or have recently worked) with the student. The determination of which ASWD is qualified for a particular assignment rests solely in the discretion of the Director of SESS or their designee, and this determination is not grievable.

If a student requires an ASWD in order to participate in a school activity that is not an extension of the school day, but instead requires a return to work in the evening, or on a weekend, an ASWD assigned to work with that student will be compensated at the rate of time and a half for all hours worked in that assignment (salary only, not compensatory time), even if the ASWD has not worked 40 hours during the week. A two-hour minimum compensation shall apply to these evening/weekend duties.

Assignments that merely extend the work day (such as accompanying a student to a school activity following the school day) will be compensated at overtime rates only when the ASWD works more than 40 hours in the week (excluding any time paid at overtime rates per the previous paragraph). If there is no qualified volunteer ASWD, the District retains its right to assign such work.

#### Earning of Overtime in Combined Positions

- f. The District will make temporary appointments to School Monitor (Noon Hour Aide) positions in which the employee's hours per week may exceed 40 hours, when combined with their benefit-eligible appointment to a transportation position that is more than half time. The School Monitor appointments will be made for a one-month period and may be renewed by the District as needed.
- g. All temporary appointments are subject to the ability of the District to continue to provide school services on an in-person basis as established at the time of appointment. The parties recognize that the current issues surrounding the pandemic, the executive orders of the Governor and the School District's reopening plan may change the current staffing needs.
- h. All regular weekly hours worked in excess of 40 hours will be paid at time and one-half, and this overtime rate will be based upon the employee's hourly pay rate as a Transportation employee (either as a School bus driver or as a School bus Attendant/Monitor), if this rate is higher.
- i. All hours worked as a School Monitor will continue to be reported on a timesheet. School Monitor hours at or below a combined 40 hours per week will be paid at straight time, at the School Monitor hourly rate of pay based on the rate approved by the Board at the time of appointment.
- j. In the event a transportation employee performs extra work as a transportation employee, and the extra work results in work in excess of 40 hours during the week, then the transportation work will be paid at time and one-half based upon Article XII of the existing collective bargaining.
- k. Alternatively, any Transportation employee (bus driver or monitor) who from time to time is willing to serve as a substitute School Monitor may do so. If the School Monitor work causes the employee to exceed 40 hours per week, the hours in excess of 40 hours will be paid at time and one-half in their transportation position. The hourly rate for substitute School Monitors for hours worked under 40 hours in a week will continue to be paid at step 1 on the School Monitor schedule.
- l. Except as agreed in this section on combined positions, there are no other contractual benefits that accrue to the School Monitor positions other than payments for hours worked (such as the earning of leave credits or the ability to use paid time off).
- m. It is acknowledged that the transportation role is the more difficult role to fill, and in the event that any transportation assignment conflicts with the School Monitor duties, the transportation employee will fulfill the transportation work, and the District will use a substitute for the School Monitor Duties.
- n. The authorization to allow temporary appointments on a month-to-month discretionary basis to combined positions that result in earned overtime will sunset on June 30, 2029.

#### 4. Summer and Vacation Period Employment

Ten-month employees working during the summer and vacation periods of the school year will be compensated at the employees' 10-month rate of pay if the employment is in the same title as in their 10-month position. If not in the same employment title, the employee will be compensated at the step one

pay of the applicable grade assigned to the title in which the employee is working, except for summer custodial work and for Bus Drivers working as School Monitors (Bus Attendants). Summer Custodial Workers will be paid at the Board-approved annual rate for Custodial Extra Help. Bus Drivers working as School Monitors will be paid at the School Monitor grade; however, the Bus Drivers will be paid at the step held for the regular 10-month Bus Driver position. It is expressly acknowledged that seniority will not be a consideration in filling summer positions. (See Article XII (9) concerning rotating summer extra trips/assignments for transportation staff).

5. Mileage Reimbursement

In the event an employee is required to use their personal automobile for School District purposes, they shall be compensated at the maximum rate per mile allowable by the IRS.

6. Health Insurance and Retirement - Eligible Employees

A. Health Insurance

The parties agree to reopen negotiations, as necessary, to address conforming changes with the Affordable Care Act at any time on or after July 1, 2018.

Any employee represented by the Association who is engaged in regular employment with the School District shall be considered an eligible employee for the benefits of the programs as set forth below:

- i. Employees who work less than one-half of the full-time weekly hours as defined in Appendices 5 and 6 or who are employed on a temporary basis for six months or less, shall not be eligible for health insurance coverage. Employees hired prior to May 1, 2014, who work at least one half of the full-time weekly hours as defined in Appendices 5 and 6 shall be eligible for health insurance coverage for their entire District employment so long as the employee works at least one half of the full-time weekly hours, not on a temporary basis, for more than six months.
  - ii. Employees hired after May 1, 2014, who work on a regular basis between 20 hours or more per week, and less than 30 hours per week, will be eligible to obtain health insurance coverage by contributing an additional seven percent (7%) of the premium cost beyond the contribution rate of full-time employees.
  - iii. Employees hired after May 1, 2014, who work more than 30 hours per week on a regular basis, will be eligible for coverage under the District plans by paying the premium contributions as set forth in A.1.
  - iv. Ten-month employees who are eligible for health insurance shall have their contributions for health insurance for 12 months (September to the following August) deducted during the 10-month period from September through June. For eligible employees who commence employment after the start of the work year, such deductions shall include the time remaining in the year inclusive of the following July and August. Any increase in premiums for July and August shall be deducted from pay in the months of May and June.
1. Employees may participate in either Secure Blue Preferred (PPO), or the Capital District Physicians Health Plan (EPO). Effective July 1, 2021, all eligible employees will participate in the CASHIC model plan with CDPHP and Blue Shield, as designed as of the date of ratification of this Agreement. The CASHIC model plan has copays for services as set forth in Appendix 8. For BCUEA employees who retire on or before June 30, 2021, the employee may elect to keep their coverage and co-pay structure as of February 28, 2018 (the ratification date of this Agreement)



until the employee is eligible for Medicare; or the employee may elect the CASHIC model plan.

The District and Employee shall pay the following premium contributions effective July 1, each year: 14% for the employee for individual, 23% for the employee if dependent; and 86% or 77% for the District as appropriate.

Any out of network benefit plan made available through the District will include a \$250/500 annual deductible with an out-of-pocket limit of \$2,500 per individual and \$5,000 per family per year.

Prescription drug plans offered by the District will reflect the following employee contributions: \$5 for generic drugs; \$25 for name-brand on formulary; and, \$40 for non-formulary name-brand drugs.

The mail order drug program will be based on a contribution by the employee equal to two months' contribution for a three-month supply of medication. The Parties agree to a separate Drug Program under a pharmacy benefit management company.

The District also will make available to members of the Association, on a voluntary basis, an additional option for prescription health coverage through CanaRx under the terms stated below in subsections i. – iv.

- i. CanaRx Services Inc. ("CanaRx") is a privately held Canadian company which provides certain brand name maintenance medications at a uniform reduced cost to American residents. The advantages of participation in the program offered by CanaRx is reduced cost to both the employer and employee.
- ii. The District wishes to offer CanaRx as a prescription resource available to members of the Association on a voluntary basis. Members would participate in CanaRx in accordance with the requirements of CanaRx in terms of enrollment and any forms to be completed. Information regarding participation in the program will be made available to members by the District. Any administrative costs associated with the program being made available shall be borne by the District.
- iii. The offering of CanaRx by the District shall in no way replace or alter the existing prescription benefit program provided pursuant to this section of the Agreement and is offered "in addition to" not "in lieu of" that existing program. Members of the Association may voluntarily choose to participate in CanaRx and shall continue to have the ability to use or return to the use of the prescription program offered under this section. Only members of the Association that participate in the District's health insurance program may participate in this plan.
- iv. The parties agree that CanaRx will be offered as an alternative prescription program to members of the Association.

Effective July 1, 2008, or as soon thereafter as practicable, the parties agree to participate in the CDPHP EPO plan in place of the current CDPHP HMO plan. Should the cost of the insurance premium on this plan rise above the cost of the HMO at that point in time due to its experience rating, the Association may require the District to revert to the community rated HMO product offered through CDPHP at the next scheduled change date.

In the event that the Association requires the District to revert to the community rated HMO plan, the District will make members financially whole for any premium share or out of pocket expense that occurred beyond what would have been experienced under the CDPHP HMO plan currently

in effect, from the date of the notice from the Association of its desire to switch plans to the effective date of the switch.

2. Health Insurance Buyout - Active Employees

a. In lieu of participating in the health insurance and prescription drug coverage provided in this article, for which the employee would be otherwise eligible, an employee may elect to waive such coverage in favor of direct compensation. Election to participate in this option must be made in writing on a form provided by the District no later than June 15 for the subsequent school fiscal year and once selected is irrevocable for the duration of the fiscal year except for reasons of a qualifying event as defined by the Internal Revenue Code. Elections to participate must be submitted annually, on the form provided by the District and with the required proof of coverage. Where one spouse is employed by the District and receives the health insurance benefit, and the other spouse is a benefit eligible District employee as well, one of the spouses may elect to participate in the buyout at the individual buyout amount.

b. Compensation for Employees so electing shall be as follows:

i. The buyout is open for all employees who qualify to receive District health insurance, who is benefit eligible pursuant to Article X, Section 6 of the contract. Employees electing to waive such coverage will be compensated at the following rates:

Individual	\$1,000
Two Person	\$2,000
Family	\$3,000

The employee can only be reimbursed at the level of insurance to which they have been receiving coverage and/or are entitled to receive coverage. Employees must provide written documentation of health insurance coverage by a primary health insurance carrier in order to participate in the health insurance buyout option. In the event of a partial period of declination, there will be a pro-rata adjustment in the buyout amount.

ii. All above amounts will be paid directly to eligible employees in the form of a separate check, on the second pay date in January of each school year.

c. Each school year of the agreement, eligible employees may elect to buy out health insurance coverage in accordance with the schedules outlined above in accordance to the level of insurance they would otherwise be entitled to, based on the level of dependent coverage by the spouse. If there are no dependents, or if the individual's spouse also works for the District, then the employee is eligible for the individual buyout amount.

d. If an employee chooses to re-enroll in the District health insurance plan, the employee must re-enroll at the open enrollment period preceding retirement, unless a qualifying event occurs that would allow a mid-year change in coverage.

3. Employees retiring from the District under the NYS Retirement System and who have at least fifteen (15) years of continuous qualifying (benefit eligible) employment in the District shall be eligible to receive the Health Insurance Coverage applicable to retirees. For employees retiring on or after July 1, 2018, any gaps of less than 12-months in continuous qualifying (benefit eligible) employment that

is caused by an approved unpaid medical leave (including unpaid workers' compensation leave) (not receiving a district paycheck due to no remaining leave accruals), will not be considered a break in service with respect to the 15 year measurement period and will not result in the measurement period starting over.

Such retirees are eligible for the District contribution for individual coverage that was in effect as of their retirement date, and a 50% District contribution rate for dependent coverage.

The District will offer one or more Medicare Advantage Plans (MAP) to those District employees, retirees, spouses or family who are Medicare eligible. Participation by such participant shall be totally voluntary. The MAP's are offered by the existing commercial carriers for the District: Blue Shield and CDPHP. Eligibility to enroll is subject to the MAP's program requirements, including residency requirements within the local service area for at least six months during the calendar year. Participants may revert to any of the non-MAP commercial plans offered by the District. In the event a participant voluntarily chooses to revert to one of the non-MAP commercial plans offered by the District, the ability to revert will be subject to the existing plan's entrance requirements.

Any eligible employee who retires on or before June 30, 2021, who is not Medicare-eligible as of retirement, will be able to retain the health insurance plans in place between 2018-19 through 2020-21, should the employee so choose. The retiring employee may alternatively choose to participate in the CASHIC model plan on a voluntary basis. Upon attaining Medicare-eligible age, the employee then must choose between the CASHIC model plan or a Medicare Advantage Plan.

4. The Medicare reimbursement will be frozen at the monthly rate in effect on July 1, 1987 (\$17.90 per month, paid quarterly).
5. Dental Insurance - The Association will administer the NYSUT BCUEA Dental Plan. The District will contribute an annual amount as specified in the table below (paid quarterly to the Association), for eligible members who are employed by the District on a half-time or more basis. At no point will the District contribution exceed 60% of the total premium. Employees are responsible for paying their share of plan costs via payroll deductions.

Annual Individual Contribution by the District	Annual Dependent Contribution by the District
\$250	\$530

6. The District shall provide and implement a full cafeteria plan under IRS code §125 with the district paying the administrative costs thereof. Such plan will permit employee contributions for employee health insurance premiums, unreimbursed medical and dental expenses, and allowable childcare expenses, etc., in before-tax dollars. Staff paid on a timesheet basis are not eligible to participate. In accordance with the IRS's option to enable plan participants to carry over up to \$500 of unused funds for qualifying medical expenses from one plan year to the next, the maximum \$500 carryover option will be incorporated within the plan, enabling an employee access to any unused funds from the prior plan year.
7. The District will pay \$26,000 to the Association annually, to be used by the Association for ancillary insurance. This payment will be made in full by October 1<sup>st</sup> of each year, or upon receipt and acceptance by the District of the Association's plan documentation. Provided, however, no payment will be made by the District for the 2018-2019 through 2021-2022 school years. The District shall resume annual funding in the 2022-2023 school year. Additionally, prior to payment by the District, the Association will provide documentation to the District about the plan, as requested by the CBFO. Such documentation may include a copy of the Summary Plan

Description, audit reports of the welfare fund for the ancillary insurance, plan utilization, and such other documents as the District deems necessary.

8. Any BCUEA member who applies for the Domestic Partner Benefit shall be required to certify, under oath, the existence of the domestic partner relationship through the Affidavit contained in Appendix "7" to maintain this benefit. This benefit shall only apply to the BCUEA member, his/her partner and any child of the BCUEA member, not a child or dependent of the BCUEA's member's partner.
9. 10-month employees shall have employee health insurance premium amounts for July and August deducted equally over two (2) pay periods in May and two (2) pay periods in June (in addition to June's premium). Premium amounts for September through June shall be deducted twice a month, for that month's coverage.

10-month employees who are on time-sheet status will have their July and August health insurance deductions taken from their last four paychecks of the school year, in addition to June's premium.

10. Health Reimbursement Account

The District will establish a Section 105(h) plan account for eligible unit members for payment of unreimbursed medical, dental, vision expenses, and other allowable expenses, which shall be subject to any applicable laws, rules, and regulations, beginning with the 2021-22 fiscal year. Eligible members are those employees enrolled in the District's Health Insurance plan. Ineligible employees are those who have waived coverage and those who are not benefit-eligible pursuant to the collective bargaining agreement.

The health reimbursement account's plan year will be the calendar year.

Effective July 1, 2021, the District will fund \$250 into the Section 105(h) account of eligible unit members.

Effective on January 15, 2023, and each year thereafter, the District will fund \$100 into the Section 105(h) account of eligible unit members, for the full plan year.

- a. The District assumes all administrative costs and fees associated with the health reimbursement account.
- b. Unit members will utilize their Section 125 plan deposits, if any, prior to their Section 105(h) plan deposits.
- c. Once a unit member retires from or terminates his/her employment with the District, there will be no further contributions to the individual's account, but he/she may continue to access any remaining deposits until the account is exhausted, subject to plan requirements. Should the member predecease their spouse or domestic partner, the remaining funds may be used by their spouse or domestic partner until the funds are exhausted.
- d. In the event of a partial year of service, the annual deposit will be prorated in the fiscal year. However, if there are insufficient funds in the individual's account, there will be no requirement for the individual to make the District or fund whole.
- e. The third party administrator and/or District will provide members with no less than four (quarterly) statements per year.
- f. Unit members may not elect cash in lieu of the district funding of the health reimbursement account.
- g. All unused deposits, if any, will roll over from year to year, with no maximum limit.

## B. Retirement

1. All employees covered by this Agreement who are members of the New York State Retirement System shall be covered by the 1/50th "Non-contributory 25 Year Career Plan." (Section 759, N.Y.S. Retirement and Social Security Law)
2. Tier I and Tier II employees covered by this Agreement who are members of the New York State Retirement System shall be covered by the "New Career Retirement Plan." (Section 75-I, N.Y.S. Retirement and Social Security Law)

## C. Retirement Benefit

The following retirement benefit program will be instituted:

### 1. Eligibility

Employees who retire under the rules of the New York State Employees Retirement System with fifteen (15) years of full-time service in the Bethlehem Central School District shall be eligible for the benefit. Employees who retire under the rules of the New York State Employees Retirement System with fifteen (15) years of part-time and/or full-time service in the Bethlehem Central School District shall be eligible for the benefit hereinafter provided for at a pro-rata percentage based on their total district-wide part-time service or combination thereof.

In addition, employees must give a written letter of retirement at least six (6) months in advance of retirement.

### 2. Payment

One-half of the payment shall be made on the first pay date following July 1st of the retirement date. The remaining half of the payment shall be made on the first pay date following January 1st.

### 3. The retirement benefit shall be as follows:

Eligible employees as defined in this section shall receive the following flat dollar amount in addition to specified payment for unused accumulated sick leave, subject to a maximum overall limitation of \$25,000 to any retiring employee based on Sections C3 and C4. Eligibility in the NYS Employees' Retirement System, the benefit is \$5,000

The effective date of retirement must fall within the eligibility window. The first year of eligibility begins the year a person is eligible to retire (without penalty) under the NYS retirement system (NYSERS).

The first year of eligibility is specific to the membership tier and is as follows:

Tier 2,3,4,5,6 - The first year of eligibility is the fiscal year you turn 62 OR the fiscal year you have 30 or more years of retirement system service credit, at or after age 55.

4. In addition to the above benefit employees in Tiers 1 – 5 of the ERS shall have up to the first 165 days of unused accumulated sick leave to supplement retirement service credit subject to the provisions of the New York State Employees' Retirement System, including those applicable to section 41(j). Employees in Tier 6 will be limited to 100 days, as per 41(j). Employees will be eligible for the section 41j option regardless of their status with respect to any eligibility benefit payment as per section C.3.

Thereafter, the cash value of unused accumulated sick leave days in excess of 165 days or 100 days if Tier 6, will be applied toward the cost of any contributory health insurance premium upon retirement at the following percentages of the employee's per diem rate at that time, subject to a maximum of \$25,000 (including any benefit payment paid in section C.3) in the amount of 40%.

This provision shall only apply to full-time unit members employed at least half-time or more. The Parties agree to prorate the above payment based upon full-time equivalency for part-time employees. Employees are not required to receive the benefit as per sections 1, 2 and 3 above, in order to participate in the option to apply excess credits towards the employee's share of health insurance premiums.

The District will make a \$500 payment to any member retiring with 25 or more years of service, and such amount will not be offset within the \$25,000 benefit cap.

5. The parties agree that in the event the District elects to implement any New York State-provided early retirement benefit plan, this language shall be void for that particular school year.
6. For any purpose under this article, at the discretion of the Superintendent, a waiver may be granted on the basis of a written application regarding:
  - a. The effective date of retirement.
  - b. Notice of retirement.
  - c. Retraction of a previously-submitted notice of retirement.

Such decision by the Superintendent is final and binding, non-grievable, and not subject to any review.

#### 7. Work Connected Disability Absences

- a. Absences due to work-connected disability will not be charged against the employee's sick leave accruals under the following conditions. Employees up to their fifth year of continuous service shall be provided with a single bank of sixty (60) work days from which they may charge absences due to work-related disability before their absence is charged against their sick leave accruals. Employees commencing their fifth year of continuous service with the District shall be provided with an additional bank of eighty (80) work days from which they may charge absences due to work related disability before their absence is charged against their sick leave accruals. In each case, the bank of days are non-renewable. Any unused days from the initial bank of sixty days shall roll over to the next period.
- b. Once an employee has exhausted the bank of days, their absences due to work related disability shall be charged against any sick leave accruals they may have. Employees may also utilize the sick bank if they are a member and satisfy any requirements for participation in the sick bank. Any reimbursement from Worker's Compensation payments shall first be used to reimburse the sick bank. If the employee does not have sick leave accruals and is not eligible for the sick bank, then their pay shall cease, and they shall only be entitled to retain any Worker's Compensation payments received.

- c. During the period in which the employee is using the bank of days, any Worker's Compensation payments shall be provided directly to the District. During any period of time in which the employee is using their own accumulated sick leave, any Worker's Compensation payments shall be provided directly to the District with the employee's sick leave being reinstated on a pro-rated basis. For example, if an employee has used sixty work days of paid sick leave and the value of any payment received by the District from Worker's Compensation is equivalent to forty work days, then only forty sick leave days shall be reinstated to the employee.
  - d. If a case is controverted by the carrier of the Worker's Compensation Insurance, the employee's absences shall be charged against his/her accumulated sick leave until the work connection is established. When established, the used sick leave will be returned to the employee's credit and absences shall be administered in accordance with the above procedure.
  - e. The District may require physical examinations of the employee by physicians specializing in the field of the disability for the purpose of determining if the employee is capable of performing any work in the District.
8. Rates for New Jobs

Salary rates for any new position within one of the several general employment categories represented by the Association, shall be established by the employer, using the compensation and grade charts from this Agreement as a guide for determining the salary. Jobs created and filled for periods of six months or more shall be reviewed semi-annually by the District and Association to determine whether a recommendation is to be made to the Board of Education that the position be designated permanent, rather than temporary. Student employees are excluded.
9. Advancement on the Salary Scale

For unit employees to advance to the next step on the salary scale on July 1, the date of their official appointment must be no later than the prior January 1<sup>st</sup> for 12-month employees, or the prior February 1 for 10-month employees. Any person whose official appointment date is later than those specified may advance to the next step of the salary scale on July 1 of the following year.
10. Placement on Step When Upgrading

Employees shall be placed on a step on the salary schedule commensurate with their years of service with the District if they continue in the same civil service title or who advance through the direct titles of promotion as determined by the Department of Civil Service. When an employee is reemployed in a title not in a direct line of promotion as determined by the Department of Civil Service, the employee will be placed on a step commensurate with their years of related experience at the District's sole discretion.
11. Credit for Work Experience

New staff may not be appointed as a permanent employee at a rate below the first step or above the sixth step of the salary schedule for their position.
12. In-service Training and Tuition Assistance

The Association and the Employer will meet to explore and implement in-service training programs for the mutual benefit of the parties hereto. The employer will bear the cost of such in-service programs provided.

It is the intention and expectation of the Employer and the Association that the represented employees will attend and participate in the in-service training programs in their respective fields of work.

### 13. Continuing Education

The District shall provide employees with the opportunity to take continuing education classes approved by the Chief Business and Financial Officer and related to and enhancing job skills of employees and offered by the District at no cost to the employee.

### 14. Aides to Students with Disabilities

- a. Notice of Assignments: Aides to Students with Disabilities (ASWD) will be notified of his or her assignment no later than five (5) days prior to the start of the school year. Provided, however, that any time a change in student enrollment requires reassignment of ASWD, the assignment may change and will not be considered a contract violation.
- b. Full TCIS training and certification (or similar training and certification as may be required by the District) shall be completed by all existing employees in any School Monitor (including subtitles) and Bus Attendant titles (hereinafter collectively “employee” or “employees” for this section) no later than June 30, 2026 and for any newly hired employees no later than one year after commencing employment. Employees are required to also complete any required recertification or training as maybe required to maintain TCIS certification. The District will offer an opportunity for a second or additional training session(s) to any employee in the event they fail the initial training. Such retraining, if desired, by the employee, will be offered on an unpaid, voluntary basis to help the employee meet the minimum qualifications. All current employees who are not currently trained must take the initial training in the 2024-2025 school year and, if they fail, attempt re-training at the next available session(s). However, they will have until June 30, 2026 to become certified. Employees who are not certified will remain on the Required Training in Progress salary schedule. Employees who fail to obtain or maintain such certification may, in the District’s complete discretion, be deemed unqualified for the position and may be subject to termination. Provided, however, that employees who have completed all TCIS training except the physical portions that prevent completion of the TCIS training, must submit full medical documentation supporting such exemption to the District and will be assessed by the District for continued employment under the applicable disability legal guidelines;
- b. Those employees without such training shall be compensated on the attached wage schedule identified as “Required Training in Progress” until such time as they complete such training. Employees with such training shall be compensated on the attached wage schedule identified as “Required Training Completed”. Employees who complete such training during a work year (e.g. newly hired employees) shall be placed on the Schedule identified as “Required Training Completed” as soon as practicable following successful completion of the training with pay based on the Training Completed schedule being retroactive to the first workday following when the employee has such valid certification. Any employee who fails to maintain such certification shall be returned to Schedule identified as “Required Training in Progress” pending any review of continued employment, with the return to the Required Training in Progress schedule being retroactive to the first work day following when the employee fails to maintain such certification ;
- c. The District will make training available to employees during scheduled training days or, at the District’s discretion, will make additional training available over the summer. If such training occurs outside of the work year, attendance at training shall be paid.
- d. Students in Swimming Pools: No ASWD will be required to enter a swimming pool with the student to whom the ASWD is assigned.



15. Lead Food Service Helpers

A Lead Food Service Helper assigned to one of the elementary schools where no cook is assigned will receive a stipend each year, payable on or after January 1<sup>st</sup>. Such payment will be pro-rated if a Lead Food Service Helper serves less than one full school year. The stipend amounts are as follows, based on the number of years serving as a Lead:

Upon Appointment as a Lead	Amount:
In years 1 through 3	\$250
In years 4 through 6	\$500
In years 7 through 9	\$750
In years 10 and beyond	\$1,000

16. Lead Custodians

A Lead Custodian assigned to one of the elementary schools where no Head Custodian is assigned or an evening shift Custodian at the Middle School and at the High School where no Head Custodian is assigned, will receive a stipend of \$500 each year, payable on the second payroll in January. Such payment will be pro-rated if a Custodian serves less than one year as a Lead Custodian.

17. Step Placement for Transportation

Effective July 1, 2013, if a bus driver returns to regular status within one year or less of dropping to substitute status, the bus driver shall be restored to the same step he or she held prior to substitute status consistent with Article IX, Section 9, Advancement on the Salary Step. If a bus driver returns to regular status more than one year after dropping to substitute status, the bus driver shall be appointed to no higher than the third step of the salary schedule based on prior experience. Such bus driver who returns within one year to regular status shall have any sick leave accumulation restored to his or her credit.

18. Timesheet Language

- a. Definition of “contracted”: when an hourly, non-exempt employee is paid an amount equal to an annualized salary, divided over the number of pay periods in a given year.
- b. Definition of “time-sheeted”: when an employee becomes ineligible for contracted status, and they must submit all hours worked on a bi-weekly time sheet and are paid on a two-week lag.
- c. When an employee’s use of sick leave causes their sick leave accrual balance to drop below one day of sick leave remaining, they are notified in writing by the business office that they will be required to submit a time sheet for the remainder of the school year and will continue to be on a time sheet until such time that they accrue ten (10) or more sick and personal days, measured as of June 30th. Upon attaining a balance of at least 10 days, the employee will return to regular, contracted status at the beginning of the next fiscal year.

19. Restoration of Leave Accruals upon Return to Benefit-Eligible Status (non-transportation employees):

Effective March 1, 2016, if a 10-month employee (“employee”) is benefit eligible and entitled to leave accruals, but experiences a reduction in hours due to District needs which results in a loss of benefit eligibility including leave accruals, the employee may be eligible for restoration of any sick leave accruals earned and unused as of the date that they became ineligible, if the employee meets the following conditions:

- The employee returns to eligibility within one (1) year after the time that they lost their benefit eligible status.
- The employee continuously maintains a less than half time position without interruption in service during this time period.
- The maximum amount of sick leave to be restored will be the balance on record as of the last day of eligible status, in hours (without conversion based on the new assignment). Any personal time remaining

as of the reduction in hours is forfeited.

- If an employee declines a benefit eligible position within the one-year period, the employee forfeits any accrued sick leave balances.
- If an employee resigns or is otherwise separated from service, any leave time held as of their separation date is permanently forfeited.

## **ARTICLE XI - RESOLUTION OF DIFFERENCES**

### 1. Grievance Procedure

The following is the grievance procedure established by the Board of Education and the Bethlehem Central United Employees Association of the Bethlehem Central School District:

It is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to grievances of employees through procedures by which the Board of Education and its non-instructional employees are afforded adequate opportunity to dispose of their differences without the necessity of time-consuming and costly proceedings before administrative agencies or in the courts.

Except for disciplinary action, due process under Article V 2, where a represented employee elects to resolve a grievable issue by judicial or administrative proceedings other than the grievance procedure herein provided, then grievance proceedings, other than initiation of same shall be suspended pending the conclusion or termination of such other action or proceeding. Where a binding judicial or administrative determination on a grievable issue is made in such judicial or administrative proceeding other than the grievance procedure herein, the grievance procedure shall be deemed waived and concluded in accordance with the judicial or administrative determination made. Otherwise, nothing shall be deemed a waiver of the rights of grievance, should a represented employee elect to so proceed.

All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

It is agreed that if the School District receives a complaint that could negatively affect evaluation of job performance or the opportunity for advancement of an employee, the employee involved shall be advised of the complaint by the School District and be given an opportunity to confer with appropriate supervisory personnel about the complaint and make such response as the employee deems appropriate to protect their employee record.

### 2. Right of Grievance

A grievance proceeding may be initiated by a permanent employee or their representative. Every employee has the right to present their grievance personally or through their representative in accordance with the procedures established herein.

### 3. Definition of Grievance

Grievance shall mean a claimed violation, misinterpretation or inequitable application of the terms of this Agreement, or, upon completion of a nine (9) month probationary period as provided herein, a claim by a represented employee that they have been reduced in rank, disciplined, discharged, or suffered a loss of compensation without just cause. In the event that such employee's probationary period has been extended as provided herein, the inclusion provided hereinabove shall be extended to coincide with the duration of the probationary period.

### 4. Procedures

- a. All grievances shall be in writing on the standard form, a copy of which is attached hereto in Appendix 2 and shall include the name and position of the aggrieved party, a general statement of

the nature of the grievance and the redress sought by the aggrieved party. A grievance shall be signed by the aggrieved party or on behalf of the aggrieved party by an Association representative acting under the authority of the Association.

- b. All decisions shall be in writing, dated, and signed at each Step of the grievance procedure. Each decision shall be transmitted to the employee, the Association and the Superintendent within three days of the date of decision.
  - c. If, in the opinion of the Association, a grievance affects a group of employees and appears to be associated with Department-wide or System-wide policy, it may be submitted by the Association directly at Step 2.
  - d. If a grievance is related to discharge or suspension, it shall commence at Step 1.
  - e. The Board of Education and the Association agree to facilitate any investigation which may be required concerning an alleged grievance.
  - f. An aggrieved party and any other party in interest shall have the right at all formal steps of the grievance procedure to present relevant information, including witnesses, and request relevant information from the other party reasonably necessary to facilitate review of the grievance.
  - g. Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with a supervisor or any member of the administration and having the grievance informally settled without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement. In the event that a grievance is adjusted without formal determination, pursuant to this procedure, while such adjustment shall be binding upon the aggrieved party and shall, in all respects, be final, it shall not create a precedent or ruling binding on either of the parties to this Agreement in future proceedings.
  - h. The Superintendent shall be responsible for accumulating and maintaining an Official Grievance Record, which consists of the written grievance, all exhibits, transcripts, communications, minutes and transcribed notes of testimony, written arguments and briefs and all written decisions. The Official Grievance Record shall be available for inspection by the aggrieved party, the Association and the Board, but shall not be deemed a public record.
  - i. Since it is important to have good relationships that grievances be processed as rapidly as possible, every effort shall be made by all parties to expedite the process. The time limits specified for either party may be extended only by mutual agreement.
  - j. If a decision at one step is not appealed to the next step of the procedure within the time specified, the grievance will be deemed to be discontinued and further appeal under this Agreement shall be barred.
  - k. The parties agree to abide in good faith to the final determination under this procedure.
  - l. A grievance shall be deemed waived unless it is submitted within thirty days (30) after the aggrieved party knew or should reasonably have known of the events or conditions on which it is based.
5. Four-Step Grievance Procedure
- a. Step 1  
An employee must first present their grievance to their department supervisor. Although the employee is free to informally discuss the grievance with their department supervisor consistent with

Section 4(g) above, it is the filing of a written grievance with triggers the grievance process. The aggrieved or their Association representative shall set forth their grievance fully in writing, signed, and filed with the Department Supervisor. Once a grievance has been filed in writing with the department supervisor, the supervisor shall provide for a complete review and decision within five (5) business days. If the grievance is not satisfactorily determined, the employee or Association may appeal to Step 2 within five (5) business days.

b. Step 2

The aggrieved or their representative shall set forth their grievance fully in writing, signed and filed with the department supervisor and the Chief Business and Financial Officer.

The Chief Business and Financial Officer shall investigate all matters relating to the grievance and conduct a hearing within ten (10) business days after receipt of the appeal. All parties shall cooperate with the investigation and work for a satisfactory solution. The decision shall be given in writing within thirty (30) business days after the hearing. Signed copies of the decision shall be given to all parties.

c. Step 3

If the grievant feels the decision at the conclusion of Step 2 is not satisfactory, the grievant may submit the grievance to the Association for its consideration for a Step 3 hearing. If the Association decides that the employee has a grievance of merit, it shall, within fifteen (15) business days of receiving the decision at Step 2, appeal in writing to the Board of Education. Upon receipt of the appeal, the Board shall conduct a hearing within thirty (30) business days of the regular Board meeting following receipt of the appeal. The decision of the Board of Education shall be issued in writing within fifteen (15) business days after the hearing or the receipt of the transcript of the hearing, if one is taken, and copies of the decision will be filed with the other records of the proceeding.

d. Step 4

If the grievant feels that the decision at the conclusion of Step 3 is not satisfactory, the grievant may submit the grievance to the Association for its consideration for arbitration. If the Association decides that the employee has a grievance of merit, it shall, within fifteen (15) days after receiving the written decision from Step 3 file a written demand for arbitration with Superintendent of Schools. The parties agree to utilize a panel of arbitrators which shall include Dennis Campagna, Louis Patack and Jeffrey Selchick. The parties shall rotate the above-mentioned arbitrators, unless they mutually agree to go out of order and choose another one of the arbitrators. The parties may mutually agree to amend this list at any time in writing and may agree to submit a particular grievance to any mutually acceptable arbitrator, even if said arbitrator does not appear on this list. The American Arbitration Association Voluntary Labor Arbitration Rules shall be followed in any arbitration, unless mutually agreed otherwise. The decision of the arbitrator shall be final and binding on all parties involved.

6. Expenses

The parties shall share equally the costs of arbitration and the costs of two copies of any hearing transcripts at Step 3, and three copies at Step 4.

7. Discipline, Suspension and Discharge

- a. The employer may discipline, reprimand, discharge or reduce an employee in rank or compensation, or deprive him of any advantage, subject to review as provided for under the grievance procedure provided herein. All rights arising under this provision shall apply upon completion of a probationary

period as provided in Article VII, Section 4.

- b. The parties agree that such review procedure in arbitration hereunder shall be the sole and exclusive due process remedy available to employees for any disciplinary action taken by the District. Such limitation is a specific waiver of Sections 75 and 76 of the CSL only.
- c. Transfers between work sites and work assignments will not be presumed subject to the disciplinary procedure provided herein. If an employee claims that such transfer constitutes improper discipline, the burden of proof shall rest with the employee.
- d. The forms of disciplinary action shall be limited to oral reprimand, written reprimand, suspension, discharge or as further provided above. If an employee is reprimanded, it shall be done in a manner that is not intended to embarrass the employee.
- e. When an employee is suspended or discharged, written notice shall be forwarded to the employee. Permanent employees shall also receive written notice of the cause of suspension or discharge.
- f. If the employee is reinstated, compensation and other rights shall be determined by the body or tribunal making the determination directing reinstatement and if the determination is not complete with regard to such rights, the parties shall meet to determine the conditions of reinstatement.

## **ARTICLE XII - TRANSPORTATION**

- 1. Bidding - Bidding for bus runs shall be in accordance with the following procedures and conditions.
  - a. The District has the right and discretion to establish what runs exist and how they are configured (e.g., what partial runs may be joined to form a single bus run);
  - b. There shall be two bidding opportunities per year.
    - i. The first bidding opportunity shall be at the beginning of the school year (i.e., before the first day of school). At this time, all bus runs are open to bid by all drivers based on seniority. Similarly, all bus attendant runs are open to bid by all bus attendants based on seniority. The School District will schedule a day for orientation, mandated safety refresher course, and route bidding each year. Should this day occur prior to Labor Day, it will be scheduled during the week prior to Labor Day and members of the Transportation Department shall be notified of that date no later than June 15th of that year. Each bargaining unit member who is required to attend and who is not otherwise already scheduled to work that day will be paid time and one-half for actual hours of attendance that day. In such instances, Labor Day will not be paid out as a holiday, unless the school year starts in advance of Labor Day as set forth in Article VII (a). Should the selected day fall after Labor Day, the affected unit members would experience normal compensation rates.
    - ii. The second bidding opportunity shall occur in January. At that time, only those runs which are vacant (i.e., unencumbered and filled by a substitute) plus any runs which have changed in length by 31 minutes or more per day, are available for bidding. Such runs shall be bid by seniority until all runs are filled. A bus driver or bus attendant can only bid on a run which would result in a monetary gain to that bus driver or bus attendant (i.e., no lateral moves).
  - c.
    - i. In the event a bus driver or bus attendant resigns, retires, or otherwise leaves employment after the initial bidding at the beginning of the year, the most senior driver will fill such run

only if the run would result in a monetary gain (no lateral moves). After the bid of the vacancy by the senior driver, all other such assignments will be filled on a temporary basis by a driver or attendant determined by the Supervisor of Transportation until the January bidding when such assignment shall be bid by seniority. Except that a new driver or attendant appointed to such vacancy on or before March 31<sup>st</sup> will be considered a regular appointment (not a temporary appointment) and eligible for leave accruals and insurance benefits, consistent with those sections of the contract. Any new driver or attendant appointed on or after April 1<sup>st</sup> will be considered a temporary employee and will only be eligible for pro-rated leave benefits, not any insurance benefits.

- ii. In the event a bus driver or bus attendant resigns, retires, or otherwise leaves employment after the January bidding but before March 31<sup>st</sup>, the most senior driver will fill such run only if the run would result in a monetary gain (no lateral moves). After the bid of the vacancy by the senior driver, all other such assignments will be filled on a temporary basis by a driver or attendant determined by the Supervisor of Transportation until the next bidding at the commencement of the next school year, when such bidding shall be by seniority.
  - iii. In the event a bus driver or bus attendant resigns, retires, or otherwise leaves employment after March 31<sup>st</sup>, all other assignments will be filled on a temporary basis by a driver or attendant determined by the Supervisor of Transportation until the next bidding at the commencement of the next school year.
2. Drivers shall receive a minimum of two (2) hours pay at the appropriate rate for trips driven outside their regular daily runs. If a driver reports for an assigned trip which is cancelled, the driver shall receive two hours pay at the applicable rate unless additional time is authorized by the Supervisor of Transportation. When trips originate prior to the end of the regular day, a full-time driver shall be compensated at his overtime rate for the actual hours in excess of his eight-hour daily schedule. When the trip involves a second full-time driver, the second full-time driver shall be paid at time and one-half (1-1/2) his rate from the end of his workday until the end of his overtime trip. All mandatory meetings occurring between runs shall be deemed "call-backs" and paid a minimum of two (2) hours.
    - a. On regular workdays of a week when school is recessed and Bethlehem student bussing is needed, it shall be on a voluntary basis and at the regular hourly rate. Such trips shall be assigned on a seniority basis, with each volunteer assigned at least one trip. If there are more trips than volunteers, such assignment shall be made again by seniority, until available trips are filled.
    - b. Bus drivers who are employed during the recess weeks shall receive overtime only in accordance with Article VII.1.f. of the contract.
  3. Part-time drivers shall have a minimum of two (2) hours for call-backs. This minimum does not apply if the part-time driver is merely continuing existing runs.
  4. Transportation vehicles operated by the District's Transportation Department shall be operated by Transportation Department personnel.
  5. The District will reimburse drivers for the actual cost of acquiring and maintaining their commercial driver's license (fee to DMV for class D license conversion to a CDL, and subsequent renewal fees). This provision shall apply to new employees after they have completed their first year of employment.
  6. Drivers and bus monitors working during the summer and vacation periods of the school year shall be compensated based upon their regular contractual rate in accordance with Article X(4) - Summer and Vacation Period Employment.

## 7. Extra Trips

- a. All extra trip assignments shall be posted at least one day in advance of the day of its performance where there is advance notice to the Supervisor of Transportation or designee. Any extra trip assignment not posted at least one day in advance of the day of its performance shall not deprive a driver of a turn if he cannot meet the schedule. A driver will lose the turn for any extra trip assignments posted a day in advance which is refused or when the driver is absent. Any extra trip accepted by a driver with less than 24-hour notice will be counted as a trip on the regular trip rotation list.

Any driver "booking off" or refusing to accept three (3) consecutive extra trip assignments offered in accordance with this article shall have his/her name removed from the extra trip rotation list and remain ineligible for the remainder of that school year in which the three (3) consecutive refusals occurred. Any exceptions to this rule will be jointly determined by the Supervisor of Transportation and a BCUEA representative.

- b. The Supervisor of Transportation shall determine and designate whether an extra run is one-way (i.e., it consists solely as a trip to or trip from a destination without the driver remaining) or roundtrip (i.e., the same driver takes the bus to and from the destination and waits for the students while at the destination).
- c. If the extra trip is one-way to a destination, a regular driver is not eligible for that assignment if it conflicts with the driver's regular run (e.g., afternoon student run).
- d. Regular drivers are eligible for assignment to one-way extra trips returning from a destination on a rotating seniority basis.
- e. Regular drivers are eligible for assignment to extra round trips on a rotating seniority basis even if part of the extra round trip conflicts with the driver's regular run as determined in Section 7(b).
- f. A pool of drivers consisting of 35 drivers (full-time then part-time by seniority) shall be established each year from which those extra trips which return after 4:00 p.m. (i.e., one-way return trips and weekend trips) are assigned on a rotating seniority basis. Such list shall be renewed each January at the time of bidding.
- g. The Supervisor of Transportation will prepare and post separate seniority lists of bus drivers for the purpose of rotating extra trip assignments and assignments when Bethlehem schools are not in session and other schools are in session.
- h. Field trips and other extra trips during the regular school day will be rotated among part-time bus drivers (who are not on the list of drivers described in Section 7(f)) in accordance with Section 7(a) of this article.
- i. Athletic or other trips returning after four o'clock (4:00p.m.) during the regular school week, and during weekends and holidays, will normally be rotated among full-time and part-time bus drivers in accordance with Section 7(f) above of this Article. However, when, in the sole determination of the Transportation Supervisor, district drivers or buses are not available to handle an athletic or other trip on a round-trip basis, or to handle the entire group going on the trip, the Transportation Supervisor may arrange for contracted transportation services to and from the athletic or other trips on a round-trip basis.
- j. Any additional time worked by a driver which exceeds his/her regular work assignment will be

additionally compensated.

- k. Notwithstanding any provision to the contrary, the District shall have the right to include on any rotation list for extra trip assignments all full-time and part-time drivers. Staff other than school bus driver (e.g., dispatcher, 19A Head Trainer) shall not be placed on any such extra trip assignment list.
- l. For purposes of this Article, "extra trip assignments" shall not be interpreted to apply to drivers' meetings, mid-day runs during examination weeks and early dismissals. This means drivers assigned to their regular routes on early dismissal days will experience a shift in their usual work times, therefore the shifted run shall not qualify as an "extra trip assignment". During examination weeks and early dismissal events, bus drivers may improve their overall hours by accepting extra work or exam runs even where it conflicts with their regular run. Once the extra work or exam run is completed, drivers are expected to be available for any remaining time to complete his/her contract time. Personal (or other applicable leave) may be charged with advance notice if a driver is unable to work the early dismissal run.
- m. For all field trips or extra trips, bus drivers will be paid at their hourly rate.

In 2014-2015 and thereafter, the District will only use a charter bus if the trip is over 75 miles one way or if special student needs require a charter bus. Provided, however, that the District agrees that the trip to Silver Bay and Chingachgook will continue to be made on a District bus.

- 8. Monthly safety meetings where the District provides a cancellation notice via bulletin board with more than 24 hours' notice, the employees shall receive no extra compensation. When monthly safety meetings are cancelled with less than 24 hours' notice, employees will be compensated one and one-half hours pay at the employee's regular hourly rate.
- 9. Summer Employment: The 10-month Bus Drivers or Bus Attendants will be offered first consideration for employment during the summer months with compensation in accordance with the nature of the summer employment. The parties agree to continue the practice of rotating summer extra trips/assignments based upon seniority from among those drivers who indicate an interest in summer extra trips/assignments on a sign-up sheet posted in May for a minimum of ten working days. The tentative routes will be posted for a minimum of five working days, in the second full week in June. Any changes to the tentative routes, based on changes in student needs, will be updated prior to bidding on the summer work. Bidding will occur on Monday during the last week that school is in session. Bidding will be done based upon seniority, from the drivers who wish to work summer assignments. Any new routes that occur after bidding will be assigned by the Director of Transportation on a first refusal basis to any driver whose route was eliminated, by seniority.

Any 10-month Bus Driver or Bus Attendant who is employed during the summer can charge up to one (1) day of leave for any valid reason currently provided in the contract, with the approval of their supervisor. Said charge shall be to accrued sick leave.

- 10. Reimbursements for Bus Mechanics: Bus Mechanics shall be entitled to up to a \$600 reimbursement for tools annually, subject to approval of their supervisor and submission of receipts to the Business Office by June 1st. The District will repair or replace tools that are not covered under warranty.

Bus mechanics shall be entitled to up to an annual \$200 reimbursement for OSHA compliant work shoes upon providing receipts to the Business Office.

- 11. The parties agree to discuss the application of seniority rights as they pertain to reduction in force among bus drivers in the transportation department, including the order of lay-off, bumping, retreat, and recall,



particularly with respect to aggregated seniority among all bus driver classifications and/or discrete seniority within individual bus driver classifications.

12. Bus attendants will start the same day as bus drivers in order to learn the route and review IEPs as necessary.
13. 19-A Medical Exams: Any Bus Driver required to have a medical examination as a requirement of their employment will have such examination performed by the school physician, without charge. The dates and places of such examinations are to be made at the discretion of the District, but if such examinations are held during working hours, employees will not suffer any loss of time. Should the examination be held outside the employee's workday, then he/she will be compensated with 90 minutes of regular pay for the initial exam. Should any follow up medical appointments be necessary, the District will compensate the Bus Driver 60 minutes of regular pay for up to two additional physician's visits. This last provision shall not apply to any applicants who are required to have a medical examination as part of the pre-employment process.
14. Driver Trainers, 19-A Examiners, School Bus Driver Instructors (SBDI), and Bus Attendant Training for Drivers: Effective July 1, 2018, the Director of Transportation will determine how many driver trainers, 19-A Examiners and SBDI's are needed each year, and who shall fill such assignments, in his/her sole discretion. Assignments will be posted for 10 days at the end of each school year.

Driver Trainers, 19-A Examiners and SBDI's who are selected by the Director of Transportation shall be eligible for this work at their regular rate and shall rotate these assignments based on their seniority as a Bus Driver, from those who responded to the posting.

Subject to attaining prior approval from the Director of Transportation and the CBFO, the district will reimburse the initial course fees for the SBDI accreditation (approx. \$880) and the 19-A examiner course fee (approx. \$700), when Bus Drivers are selected to perform this work.

Additionally, if approved by the Director of Transportation, based on available staffing, prospective 19-A Examiners and SBDI's may be granted paid release time to attend training if it occurs when school is in session. If the training occurs when school is not in session, Bus Drivers will be paid for their training time. Although the course hours may be in excess of the driver's regular contract hours, drivers will not be paid more than the amount of their regular daily hours (as of the preceding school year, for training that occurs during the summer).

Any Driver Trainers (including BEAT team, SMART team, or other initiatives) must have three years of school bus driving experience, and no chargeable accidents within the last three years, in order to be eligible for these assignments.

Any Bus Driver who has been approved by the Director of Transportation to serve as a Bus Attendant, upon attaining their certification as a Bus Attendant, will be paid for any mandatory training necessary to maintain their Bus Attendant certification.

15. Rotation of Work for Bus Attendants: Extra work for bus attendants will be assigned according to seniority from the seniority list. Two lists will be maintained, as follows:
  - a. Attendants, who work at least half time (3.75 hours), but less than full-time (7.5 hours), are eligible for mid-day extra work.
  - b. Attendants who work full-time (7.5 hours) are eligible for trips that occur after 4:00 pm or on weekends.

The Director of Transportation or his/her designee will update the seniority list of the attendants every school year and as needed throughout the school year.

The list will start with the most senior attendant (the top) and then go through the entire list, and then back to the top, in a continuous rotation. It will not start at the top of the list for every extra work request received, but rather where it last left off.

16. Placement on Step When Upgrading: If a Bus Driver on Appendix 6 (grade 6) is promoted into an Appendix 6, grade 11 title (Full Time Dispatcher, Head 19-A Trainer, or Mechanic), the employee will maintain their current step upon transferring into the higher-grade title.

17. Retention Bonus

Any bus driver hired and board-appointed on or after ratification, upon attainment of 10 full months of service during the academic year (excluding summertime work), will receive a lump sum retention bonus of \$1,000, payable within 30 calendar days of attainment of their 10-month service mark. This retention incentive shall remain in effect for the life of the contract and shall sunset on June 30, 2029.

## **ARTICLE XIII -GENERAL PROVISIONS**

1. Contract Statements

- a. This contract constitutes the full and complete Agreement between both parties, and it may be altered, changed, added to, deleted from, or modified only by the mutual consent of the parties by an instrument in writing signed by the duly authorized representatives of the respective parties.
- b. This contract supersedes any rules, regulations, or practices of the Board or Association which shall be contrary to or inconsistent with its terms. The provisions of this Agreement are incorporated into and are considered part of the established policies of the Board.
- c. The Board of Education agrees to include in the proposed budget submitted to the electorate all moneys necessary for the implementation of this Agreement.
- d. The Employer may issue and post rules affecting each of the several departments within the School District.
- e. Except in case of emergency, when the Employer intends to make a change, which substantially affects working conditions of represented employees, the Association will receive two days prior notice and be provided the opportunity to confer with the Employer regarding such changes. If an emergency occurs which mandates an immediate change, such change shall be effected with notification to the Association and a conference, if requested, to follow.

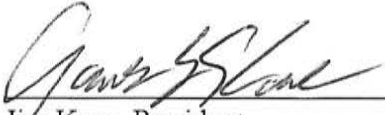
2. Savings Clause

The parties recognize that this Agreement has been entered into pursuant to the Public Employees' Fair Employment Law. If any provisions of this Agreement or any application of the Agreement shall be found contrary to law by a court of competent jurisdiction, then such provision or application shall not be deemed to be valid and subsisting, except to the extent permitted by law, but all other provisions of applications will continue in full force and effect.

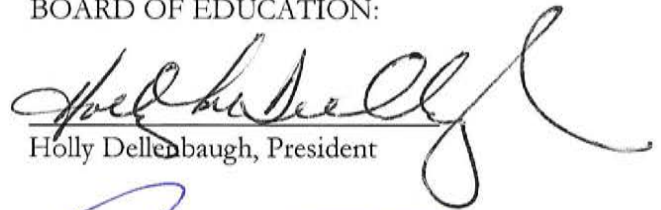
**ARTICLE XIV**

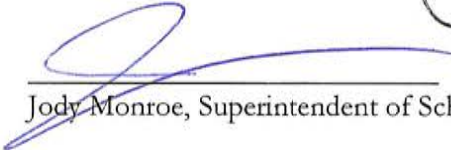
CONTRACT SIGNATURES:

ASSOCIATION:

By:   
Jim Kane, President

BOARD OF EDUCATION:

By:   
Holly Dellenbaugh, President

By:   
Jody Monroe, Superintendent of Schools

Date: August 29, 2021

**GLOSSARY OF TERMS**

**GENERAL TERMS**

DISTRICT - Bethlehem Central School District of the Towns of Bethlehem and New Scotland.

BOARD - The Board of Education of the School District.

SUPERINTENDENT - The Chief Executive Officer of the District.

CHIEF BUSINESS AND FINANCIAL OFFICER - The official in charge of School District Business Operations.

EMPLOYER - Board of Education of the District.

EMPLOYEE - BCUEA Unit Personnel as defined by Article I.

ASSOCIATION - The Bethlehem Central United Employees Association (BCUEA).

SUPERVISOR - Any supervising officer or director.

DEPARTMENTS - Transportation, Food Service, Clerical, Custodial and Maintenance, and School Monitor Departments.

FIRST DAY OF THE SCHOOL YEAR - The first day that all students are scheduled to report to the school prior to summer vacation.

LAST DAY OF THE SCHOOL YEAR - The last day that students are scheduled to report to the school prior to summer vacation.

**GRIEVANCE TERMS**

Association- BCUEA.

AGGRIEVED PARTY - Person or group of persons filing a grievance.

PARTY OF INTEREST - Association, party filing a grievance, party named in a grievance, Board of Education, Superintendent and Supervisor.

EMPLOYEES REPRESENTATIVE - Association, or persons selected to represent an employee.

HEARING OFFICER - Individual or Board with duty to render decisions.

INFORMAL PROCEEDINGS - First step of grievance procedure.

FORMAL PROCEEDINGS - Steps following Step I of grievance procedure.

DAYS - Working days for 12-month office employees.

BETHLEHEM CENTRAL SCHOOL DISTRICT  
700 Delaware Avenue  
Delmar, New York 12054

Name of Grievant: \_\_\_\_\_ Date of Filing: \_\_\_\_\_

Position: \_\_\_\_\_ School: \_\_\_\_\_

**GRIEVANCE:**

Location of: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Provision of Master Agreement or School Policy Allegedly Violated:  
\_\_\_\_\_

Statement of Grievance and Party Responsible:  
\_\_\_\_\_

**SUPPORTING INFORMATION**

Information and documents accompanying grievance are to be labeled Appendix A, B, C, etc., and listed below:

Appendices

A \_\_\_\_\_

B \_\_\_\_\_

C \_\_\_\_\_

**ACTION REQUESTED:**

\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant \_\_\_\_\_

Grievance Representative \_\_\_\_\_

BETHLEHEM CENTRAL SCHOOL DISTRICT

NON-INSTRUCTIONAL EMPLOYEES HOLIDAY SCHEDULE

INDEPENDENCE DAY  
LABOR DAY  
COLUMBUS DAY  
VETERAN'S DAY  
THANKSGIVING RECESS (2 days)  
CHRISTMAS (2 days)  
NEW YEAR'S DAY  
MARTIN LUTHER KING'S BIRTHDAY  
PRESIDENTS' BIRTHDAY  
GOOD FRIDAY  
MEMORIAL DAY

**LIST OF JOB TITLES**

<b><u>CUSTODIAL TITLES</u></b>	<b><u>GRADE</u></b>
Custodial Worker	7
Custodian	9
Head Custodian	11
<b><u>MAINTENANCE TITLES</u></b>	<b><u>GRADE</u></b>
Building Maintenance Helper	7
Building Maintenance Person	9
Building Maintenance Mechanic	11
<b><u>CLERICAL TITLES</u></b>	<b><u>GRADE</u></b>
Account Clerk I P/T	5
Clerical Assistant	5
Senior Account Clerk	7
Senior Keyboard Specialist	7
Secretary I	9
Secretary I (SESS)	10
Secretary II	12
<b><u>SCHOOL MONITOR TITLES (1)</u></b>	<b><u>GRADE</u></b>
School Monitor (Aide to Students with Disabilities) (Teacher Aide)	3-1
School Monitor (Clerical) <i>(Includes Copy Machine Operators)</i>	3-1
School Monitor (Library Aide)	3-1
School Monitor (ISS/RSH)	3-1
School Monitor (Hall Monitor)	3-1
School Monitor (Noon Hour Aide) <i>(employees hired after May 4, 2005)</i>	3-1
School Monitor (Noon Hour Aide) <i>(incumbents hired on or before May 4, 2005)</i>	A/1
<b><u>TECHNOLOGY TITLES</u></b>	<b><u>GRADE</u></b>
Technology Procurement & Support Specialist	7/1
Technology Support Specialist <i>(Education)</i>	7/1
Help Desk Technician	9/1
Technical/Database Support Specialist	11/1
Network and Systems Technician	11/1
<b><u>TRANSPORTATION TITLES</u></b>	<b><u>GRADE</u></b>
Bus Attendant <i>(incumbents hired on or before May 4, 2005)</i>	A/1
Bus Attendant <i>(employees hired after May 4, 2005)</i>	3-1
School Bus Driver	6
School Bus Garage Dispatcher	6 (App. 5), 11 (App. 6)
19-A Examiner/Driver Trainer	6 (App. 5), 11 (App. 6)
Automotive Mechanic I	11
<b><u>FOOD SERVICE TITLES (2)</u></b>	<b><u>GRADE</u></b>
Cook	B/1
Food Service Helper	C
Food Service Technician	F

(1) Civil Service Title is School Monitor. The Titles listed are for BCUEA differentiation purposes

(2) Civil Service Title is Food Service Helper. The Titles listed are for BCUEA differentiation purposes.

**INDEX FOR POSITIONS ON APPENDIX 5 and 6**

	<b># OF DAYS PER YEAR</b>	<b>STANDARD WORK HOURS</b>
<b>CUSTODIAL TITLES</b>		
Custodial Worker	260	8
Custodian	260	8
Head Custodian	260	8
<b>MAINTENANCE TITLES</b>		
Building Maintenance Helper	260	8
Building Maintenance Person	260	8
Building Maintenance Mechanic	260	8
<b>CLERICAL TITLES</b>		
Account Clerk I P/T	260	7.5
Clerical Assistant	215 or 260	7.5
Senior Account Clerk	260	7.5
Senior Keyboard Specialist	215 or 260	7.5
Special Education Specialist	260	7.5
Secretary I	260	7.5
Secretary I (Principal)	260	7.5
Secretary II	260	7.5
<b>SCHOOL MONITOR TITLES</b>		
School Monitor (Aide to Students with Disabilities)	*	*
School Monitor (Teacher Aide)	*	*
School Monitor (Clerical)	*	*
School Monitor (Library Aide)	*	*
School Monitor (ISS/RSH)	*	*
School Monitor (Hall Monitor)	*	*
School Monitor (Noon Hour Aide) ( <i>incumbents hired on or before May 4, 2005</i> )	*	*
School Monitor (Noon Hour Aide) ( <i>employees hired after May 4, 2005</i> )	*	*
<b>TECHNOLOGY TITLES</b>		
Technology Procurement & Support Specialist	260	7.5
Technology Support Specialist (Education)	260	7.5
Help Desk Technician	260	8
Technical/Database Support Specialist	260	8
Network and Systems Technician	260	8
<b>TRANSPORTATION TITLES</b>		
Bus Attendant ( <i>incumbents hired on or before May 4, 2005</i> )	*	*
Bus Attendant ( <i>employees hired after May 4, 2005</i> )	*	*
School Bus Driver	*	*
School Bus Garage Dispatcher	260	8
19-A Examiner/Driver Trainer	260	8
Automotive Mechanic I	260	8
<b>FOOD SERVICE TITLES</b>		
Food Service Helper	*	*
Cook	*	*
Food Service Technician	*	*
Cook Manager I	*	*

BCUEA members are expected to work a work year of up to the number of days reflected in the chart above as established and defined by the school calendar.

BCUEA titles noted with an \* will have a work year in accordance with Article VII, Section 1(d)e



**Appendix 5 - Bethlehem Central United Employees Association**

**Bus Driver / 19A Examiner / Dispatcher**

**Grade 6**

	<b>Current</b>	<b>3.00%</b>	<b>3.00%</b>	<b>2.75%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	28.01	28.85	29.72	30.54	31.3	32.08
2	29.27	30.15	31.05	31.90	32.70	33.52
3	30.54	31.46	32.40	33.29	34.12	34.97
4	31.80	32.75	33.73	34.66	35.53	36.42
5	33.07	34.06	35.08	36.04	36.94	37.86
6	34.33	35.36	36.42	37.42	38.36	39.32
7	35.59	36.66	37.76	38.80	39.77	40.76
8	35.59	36.66	37.76	38.80	39.77	40.76
9	35.59	36.66	37.76	38.80	39.77	40.76
10	35.59	36.66	37.76	38.80	39.77	40.76
11	36.86	37.97	39.11	40.19	41.19	42.22
12	36.86	37.97	39.11	40.19	41.19	42.22
13	36.86	37.97	39.11	40.19	41.19	42.22
14	36.86	37.97	39.11	40.19	41.19	42.22
15	36.86	37.97	39.11	40.19	41.19	42.22
16	38.12	39.26	40.44	41.55	42.59	43.65
17	38.12	39.26	40.44	41.55	42.59	43.65
18	38.12	39.26	40.44	41.55	42.59	43.65
19	38.12	39.26	40.44	41.55	42.59	43.65
20	39.39	40.57	41.79	42.94	44.01	45.11
Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year						

**Appendix 5 - Bethlehem Central United Employees Association**

**Automotive Mechanic**

**Grade 11**

	<b>Current</b>	<b>3.00%</b>	<b>3.00%</b>	<b>2.75%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	27.52	28.35	29.20	30.00	30.75	31.52
2	28.68	29.54	30.43	31.27	32.05	32.85
3	29.84	30.74	31.66	32.53	33.34	34.17
4	30.99	31.92	32.88	33.78	34.62	35.49
5	32.15	33.11	34.10	35.04	35.92	36.82
6	33.31	34.31	35.34	36.31	37.22	38.15
7	34.46	35.49	36.55	37.56	38.50	39.46
8	34.46	35.49	36.55	37.56	38.50	39.46
9	34.46	35.49	36.55	37.56	38.50	39.46
10	34.46	35.49	36.55	37.56	38.50	39.46
11	35.62	36.69	37.79	38.83	39.80	40.80
12	35.62	36.69	37.79	38.83	39.80	40.80
13	35.62	36.69	37.79	38.83	39.80	40.80
14	35.62	36.69	37.79	38.83	39.80	40.80
15	35.62	36.69	37.79	38.83	39.80	40.80
16	36.78	37.88	39.02	40.09	41.09	42.12
17	36.78	37.88	39.02	40.09	41.09	42.12
18	36.78	37.88	39.02	40.09	41.09	42.12
19	36.78	37.88	39.02	40.09	41.09	42.12
20	37.93	39.07	40.24	41.35	42.38	43.44
Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year						

**Appendix 5 - Bethlehem Central United Employees Association**

**Secretary I**

**Grade 9**

	<b>Current</b>	<b>3.00%</b>	<b>3.00%</b>	<b>2.75%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	26.12	26.90	27.71	28.47	29.18	29.91
2	27.26	28.08	28.92	29.72	30.46	31.22
3	28.39	29.24	30.12	30.95	31.72	32.51
4	29.53	30.42	31.33	32.19	32.99	33.81
5	30.67	31.59	32.54	33.43	34.27	35.13
6	31.80	32.75	33.73	34.66	35.53	36.42
7	32.94	33.93	34.95	35.91	36.81	37.73
8	32.94	33.93	34.95	35.91	36.81	37.73
9	32.94	33.93	34.95	35.91	36.81	37.73
10	32.94	33.93	34.95	35.91	36.81	37.73
11	34.07	35.09	36.14	37.13	38.06	39.01
12	34.07	35.09	36.14	37.13	38.06	39.01
13	34.07	35.09	36.14	37.13	38.06	39.01
14	34.07	35.09	36.14	37.13	38.06	39.01
15	34.07	35.09	36.14	37.13	38.06	39.01
16	35.21	36.27	37.36	38.39	39.35	40.33
17	35.21	36.27	37.36	38.39	39.35	40.33
18	35.21	36.27	37.36	38.39	39.35	40.33
19	35.21	36.27	37.36	38.39	39.35	40.33
20	36.34	37.43	38.55	39.61	40.60	41.62
Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year						

**Appendix 5 - Bethlehem Central United Employees Association**

**Secretary I**

**Grade 10**

	<b>Current</b>	<b>3.00%</b>	<b>3.00%</b>	<b>2.75%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	27.74	28.57	29.43	30.24	31.00	31.78
2	28.93	29.80	30.69	31.53	32.32	33.13
3	30.11	31.01	31.94	32.82	33.64	34.48
4	31.30	32.24	33.21	34.12	34.97	35.84
5	32.48	33.45	34.45	35.40	36.29	37.20
6	33.67	34.68	35.72	36.70	37.62	38.56
7	34.85	35.90	36.98	38.00	38.95	39.92
8	34.85	35.90	36.98	38.00	38.95	39.92
9	34.85	35.90	36.98	38.00	38.95	39.92
10	34.85	35.90	36.98	38.00	38.95	39.92
11	36.04	37.12	38.23	39.28	40.26	41.27
12	36.04	37.12	38.23	39.28	40.26	41.27
13	36.04	37.12	38.23	39.28	40.26	41.27
14	36.04	37.12	38.23	39.28	40.26	41.27
15	36.04	37.12	38.23	39.28	40.26	41.27
16	37.22	38.34	39.49	40.58	41.59	42.63
17	37.22	38.34	39.49	40.58	41.59	42.63
18	37.22	38.34	39.49	40.58	41.59	42.63
19	37.22	38.34	39.49	40.58	41.59	42.63
20	38.41	39.56	40.75	41.87	42.92	43.99
Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year						

**Appendix 5 - Bethlehem Central United Employees Association**

**Secretary II**

**Grade 12**

	<b>Current</b>	<b>3.00%</b>	<b>3.00%</b>	<b>2.75%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	31.06	31.99	32.95	33.86	34.71	35.58
2	32.35	33.32	34.32	35.26	36.14	37.04
3	33.64	34.65	35.69	36.67	37.59	38.53
4	34.93	35.98	37.06	38.08	39.03	40.01
5	36.22	37.31	38.43	39.49	40.48	41.49
6	37.51	38.64	39.80	40.89	41.91	42.96
7	38.80	39.96	41.16	42.29	43.35	44.43
8	38.80	39.96	41.16	42.29	43.35	44.43
9	38.80	39.96	41.16	42.29	43.35	44.43
10	38.80	39.96	41.16	42.29	43.35	44.43
11	40.09	41.29	42.53	43.70	44.79	45.91
12	40.09	41.29	42.53	43.70	44.79	45.91
13	40.09	41.29	42.53	43.70	44.79	45.91
14	40.09	41.29	42.53	43.70	44.79	45.91
15	40.09	41.29	42.53	43.70	44.79	45.91
16	41.38	42.62	43.90	45.11	46.24	47.40
17	41.38	42.62	43.90	45.11	46.24	47.40
18	41.38	42.62	43.90	45.11	46.24	47.40
19	41.38	42.62	43.90	45.11	46.24	47.40
20	42.66	43.94	45.26	46.50	47.66	48.85

Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 5 - Bethlehem Central United Employees Association**

**Senior Account Clerk / Senior Keyboard Specialist / Special Education Specialist**

**Grade 7**

	<b>Current</b>	<b>3.00%</b>	<b>3.00%</b>	<b>2.75%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	23.32	24.02	24.74	25.42	26.06	26.71
2	24.36	25.09	25.84	26.55	27.21	27.89
3	25.40	26.16	26.94	27.68	28.37	29.08
4	26.44	27.23	28.05	28.82	29.54	30.28
5	27.48	28.30	29.15	29.95	30.70	31.47
6	28.52	29.38	30.26	31.09	31.87	32.67
7	29.56	30.45	31.36	32.22	33.03	33.86
8	29.56	30.45	31.36	32.22	33.03	33.86
9	29.56	30.45	31.36	32.22	33.03	33.86
10	29.56	30.45	31.36	32.22	33.03	33.86
11	30.60	31.52	32.47	33.36	34.19	35.04
12	30.60	31.52	32.47	33.36	34.19	35.04
13	30.60	31.52	32.47	33.36	34.19	35.04
14	30.60	31.52	32.47	33.36	34.19	35.04
15	30.60	31.52	32.47	33.36	34.19	35.04
16	31.64	32.59	33.57	34.49	35.35	36.23
17	31.64	32.59	33.57	34.49	35.35	36.23
18	31.64	32.59	33.57	34.49	35.35	36.23
19	31.64	32.59	33.57	34.49	35.35	36.23
20	32.68	33.66	34.67	35.62	36.51	37.42

Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 5 - Bethlehem Central United Employees Association**

**Account Clerk I / Clerical Assistant**

**Grade 5**

	<b>Current</b>	<b>3.00%</b>	<b>3.00%</b>	<b>2.75%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	20.87	21.50	22.15	22.76	23.33	23.91
2	21.83	22.48	23.15	23.79	24.38	24.99
3	22.79	23.47	24.17	24.83	25.45	26.09
4	23.75	24.46	25.19	25.88	26.53	27.19
5	24.71	25.45	26.21	26.93	27.60	28.29
6	25.67	26.44	27.23	27.98	28.68	29.40
7	26.63	27.43	28.25	29.03	29.76	30.50
8	26.63	27.43	28.25	29.03	29.76	30.50
9	26.63	27.43	28.25	29.03	29.76	30.50
10	26.63	27.43	28.25	29.03	29.76	30.50
11	27.59	28.42	29.27	30.07	30.82	31.59
12	27.59	28.42	29.27	30.07	30.82	31.59
13	27.59	28.42	29.27	30.07	30.82	31.59
14	27.59	28.42	29.27	30.07	30.82	31.59
15	27.59	28.42	29.27	30.07	30.82	31.59
16	28.55	29.41	30.29	31.12	31.90	32.70
17	28.55	29.41	30.29	31.12	31.90	32.70
18	28.55	29.41	30.29	31.12	31.90	32.70
19	28.55	29.41	30.29	31.12	31.90	32.70
20	29.51	30.40	31.31	32.17	32.97	33.79
Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year						

**Appendix 5 - Bethlehem Central United Employees Association**

**Head Custodian / Building Maintenance Mechanic**

**Grade 11**

	<b>Current</b>	<b>3.00%</b>	<b>3.00%</b>	<b>2.75%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	27.52	28.35	29.20	30.00	30.75	31.52
2	28.68	29.54	30.43	31.27	32.05	32.85
3	29.84	30.74	31.66	32.53	33.34	34.17
4	30.99	31.92	32.88	33.78	34.62	35.49
5	32.15	33.11	34.10	35.04	35.92	36.82
6	33.31	34.31	35.34	36.31	37.22	38.15
7	34.46	35.49	36.55	37.56	38.50	39.46
8	34.46	35.49	36.55	37.56	38.50	39.46
9	34.46	35.49	36.55	37.56	38.50	39.46
10	34.46	35.49	36.55	37.56	38.50	39.46
11	35.62	36.69	37.79	38.83	39.80	40.80
12	35.62	36.69	37.79	38.83	39.80	40.80
13	35.62	36.69	37.79	38.83	39.80	40.80
14	35.62	36.69	37.79	38.83	39.80	40.80
15	35.62	36.69	37.79	38.83	39.80	40.80
16	36.78	37.88	39.02	40.09	41.09	42.12
17	36.78	37.88	39.02	40.09	41.09	42.12
18	36.78	37.88	39.02	40.09	41.09	42.12
19	36.78	37.88	39.02	40.09	41.09	42.12
20	37.93	39.07	40.24	41.35	42.38	43.44
Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year						



**Appendix 5 - Bethlehem Central United Employees Association**

**Custodian / Building Maintenance Person**

**Grade 9**

	<b>Current</b>	<b>3.00%</b>	<b>3.00%</b>	<b>2.75%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	24.49	25.22	25.98	26.69	27.36	28.04
2	25.56	26.33	27.12	27.87	28.57	29.28
3	26.62	27.42	28.24	29.02	29.75	30.49
4	27.68	28.51	29.37	30.18	30.93	31.70
5	28.75	29.61	30.50	31.34	32.12	32.92
6	29.81	30.70	31.62	32.49	33.30	34.13
7	30.88	31.81	32.76	33.66	34.50	35.36
8	30.88	31.81	32.76	33.66	34.50	35.36
9	30.88	31.81	32.76	33.66	34.50	35.36
10	30.88	31.81	32.76	33.66	34.50	35.36
11	31.94	32.90	33.89	34.82	35.69	36.58
12	31.94	32.90	33.89	34.82	35.69	36.58
13	31.94	32.90	33.89	34.82	35.69	36.58
14	31.94	32.90	33.89	34.82	35.69	36.58
15	31.94	32.90	33.89	34.82	35.69	36.58
16	33.01	34.00	35.02	35.98	36.88	37.80
17	33.01	34.00	35.02	35.98	36.88	37.80
18	33.01	34.00	35.02	35.98	36.88	37.80
19	33.01	34.00	35.02	35.98	36.88	37.80
20	34.07	35.09	36.14	37.13	38.06	39.01
Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year						

**Appendix 5 - Bethlehem Central United Employees Association**

**Custodial Worker / Building Maintenance Helper**

**Grade 7**

	<b>Current</b>	<b>3.00%</b>	<b>3.00%</b>	<b>2.75%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	21.86	22.52	23.20	23.84	24.44	25.05
2	22.84	23.53	24.24	24.91	25.53	26.17
3	23.81	24.52	25.26	25.95	26.60	27.27
4	24.79	25.53	26.30	27.02	27.70	28.39
5	25.76	26.53	27.33	28.08	28.78	29.50
6	26.74	27.54	28.37	29.15	29.88	30.63
7	27.71	28.54	29.40	30.21	30.97	31.74
8	27.71	28.54	29.40	30.21	30.97	31.74
9	27.71	28.54	29.40	30.21	30.97	31.74
10	27.71	28.54	29.40	30.21	30.97	31.74
11	28.69	29.55	30.44	31.28	32.06	32.86
12	28.69	29.55	30.44	31.28	32.06	32.86
13	28.69	29.55	30.44	31.28	32.06	32.86
14	28.69	29.55	30.44	31.28	32.06	32.86
15	28.69	29.55	30.44	31.28	32.06	32.86
16	29.66	30.55	31.47	32.34	33.15	33.98
17	29.66	30.55	31.47	32.34	33.15	33.98
18	29.66	30.55	31.47	32.34	33.15	33.98
19	29.66	30.55	31.47	32.34	33.15	33.98
20	30.64	31.56	32.51	33.40	34.24	35.10
Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year						

**Appendix 5 - Bethlehem Central United Employees Association  
 Bus Attendant - School Monitor - Required Training in Process**

**Grade 3/1**

	<b>Current</b>	<b>2.50%</b>	<b>2.50%</b>	<b>2.50%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	19.13	19.61	20.10	20.60	21.12	21.65
2	20.01	20.51	21.02	21.55	22.09	22.64
3	20.88	21.40	21.94	22.49	23.05	23.63
4	21.76	22.30	22.86	23.43	24.02	24.62
5	22.63	23.20	23.78	24.37	24.98	25.60
6	23.51	24.10	24.70	25.32	25.95	26.60
7	24.38	24.99	25.61	26.25	26.91	27.58
8	24.38	24.99	25.61	26.25	26.91	27.58
9	24.38	24.99	25.61	26.25	26.91	27.58
10	24.38	24.99	25.61	26.25	26.91	27.58
11	25.26	25.89	26.54	27.20	27.88	28.58
12	25.26	25.89	26.54	27.20	27.88	28.58
13	25.26	25.89	26.54	27.20	27.88	28.58
14	25.26	25.89	26.54	27.20	27.88	28.58
15	25.26	25.89	26.54	27.20	27.88	28.58
16	26.13	26.78	27.45	28.14	28.84	29.56
17	26.13	26.78	27.45	28.14	28.84	29.56
18	26.13	26.78	27.45	28.14	28.84	29.56
19	26.13	26.78	27.45	28.14	28.84	29.56
20	27.01	27.69	28.38	29.09	29.82	30.57
Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year						

**Appendix 5 - Bethlehem Central United Employees Association  
 Bus Attendant - School Monitor - Required Training Completed**

**Grade 3/1**

	<b>Current</b>		<b>2.50%</b>	<b>2.50%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	19.13	22.87	23.44	24.03	24.63	25.25
2	20.01	23.84	24.44	25.05	25.68	26.32
3	20.88	24.8	25.42	26.06	26.71	27.38
4	21.76	25.76	26.4	27.06	27.74	28.43
5	22.63	26.72	27.39	28.07	28.77	29.49
6	23.51	27.69	28.38	29.09	29.82	30.57
7	24.38	28.65	29.37	30.1	30.85	31.62
8	24.38	28.76	29.48	30.22	30.98	31.75
9	24.38	28.95	29.67	30.41	31.17	31.95
10	24.38	29.94	30.69	31.46	32.25	33.06
11	25.26	30.04	30.79	31.56	32.35	33.16
12	25.26	30.15	30.9	31.67	32.46	33.27
13	25.26	30.25	31.01	31.79	32.58	33.39
14	25.26	30.37	31.13	31.91	32.71	33.53
15	25.26	31.24	32.02	32.82	33.64	34.48
16	26.13	31.24	32.02	32.82	33.64	34.48
17	26.13	31.24	32.02	32.82	33.64	34.48
18	26.13	31.24	32.02	32.82	33.64	34.48
19	26.13	31.24	32.02	32.82	33.64	34.48
20	27.01	32.12	32.92	33.74	34.58	35.44
Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year						

**Appendix 5 - Bethlehem Central United Employees Association**

**Bus Attendant - Grandfathered - Required Training in Process**

**Grade A**

	<b>Current</b>	<b>2.50%</b>	<b>2.50%</b>	<b>2.50%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	24.85	25.47	26.11	26.76	27.43	28.12
2	25.49	26.13	26.78	27.45	28.14	28.84
3	26.12	26.77	27.44	28.13	28.83	29.55
4	26.76	27.43	28.12	28.82	29.54	30.28
5	27.39	28.07	28.77	29.49	30.23	30.99
6	28.02	28.72	29.44	30.18	30.93	31.70
7	28.66	29.38	30.11	30.86	31.63	32.42
8	28.66	29.38	30.11	30.86	31.63	32.42
9	28.66	29.38	30.11	30.86	31.63	32.42
10	28.66	29.38	30.11	30.86	31.63	32.42
11	29.29	30.02	30.77	31.54	32.33	33.14
12	29.29	30.02	30.77	31.54	32.33	33.14
13	29.29	30.02	30.77	31.54	32.33	33.14
14	29.29	30.02	30.77	31.54	32.33	33.14
15	29.29	30.02	30.77	31.54	32.33	33.14
16	29.93	30.68	31.45	32.24	33.05	33.88
17	29.93	30.68	31.45	32.24	33.05	33.88
18	29.93	30.68	31.45	32.24	33.05	33.88
19	29.93	30.68	31.45	32.24	33.05	33.88
20	30.56	31.32	32.10	32.90	33.72	34.56

Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 5 - Bethlehem Central United Employees Association**

**Bus Attendant - Grandfathered - Required Training Completed**

**Grade A**

	Current		2.50%	2.50%	2.50%	2.50%
Step	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
1	24.85	28.59	29.30	30.03	30.78	31.55
2	25.49	29.32	30.05	30.80	31.57	32.36
3	26.12	30.04	30.79	31.56	32.35	33.16
4	26.76	30.76	31.53	32.32	33.13	33.96
5	27.39	31.48	32.27	33.08	33.91	34.76
6	28.02	32.20	33.01	33.84	34.69	35.56
7	28.66	32.93	33.75	34.59	35.45	36.34
8	28.66	33.04	33.87	34.72	35.59	36.48
9	28.66	33.13	33.96	34.81	35.68	36.57
10	28.66	33.23	34.06	34.91	35.78	36.67
11	29.29	33.97	34.82	35.69	36.58	37.49
12	29.29	34.07	34.92	35.79	36.68	37.60
13	29.29	34.18	35.03	35.91	36.81	37.73
14	29.29	34.28	35.14	36.02	36.92	37.84
15	29.29	34.40	35.26	36.14	37.04	37.97
16	29.93	35.04	35.92	36.82	37.74	38.68
17	29.93	35.04	35.92	36.82	37.74	38.68
18	29.93	35.04	35.92	36.82	37.74	38.68
19	29.93	35.04	35.92	36.82	37.74	38.68
20	30.56	35.67	36.56	37.47	38.41	39.37
Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year						

**Appendix 5 - Bethlehem Central United Employees Association  
School Monitor - Grandfathered - Required Training in Process**

**Grade A**

	<b>Current</b>	<b>2.50%</b>	<b>2.50%</b>	<b>2.50%</b>	<b>2.50%</b>	<b>2.50%</b>
<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
1	24.83	25.45	26.09	26.74	27.41	28.10
2	25.48	26.12	26.77	27.44	28.13	28.83
3	26.13	26.78	27.45	28.14	28.84	29.56
4	26.78	27.45	28.14	28.84	29.56	30.30
5	27.43	28.12	28.82	29.54	30.28	31.04
6	28.08	28.78	29.50	30.24	31.00	31.78
7	28.73	29.45	30.19	30.94	31.71	32.50
8	28.73	29.45	30.19	30.94	31.71	32.50
9	28.73	29.45	30.19	30.94	31.71	32.50
10	28.73	29.45	30.19	30.94	31.71	32.50
11	29.38	30.11	30.86	31.63	32.42	33.23
12	29.38	30.11	30.86	31.63	32.42	33.23
13	29.38	30.11	30.86	31.63	32.42	33.23
14	29.38	30.11	30.86	31.63	32.42	33.23
15	29.38	30.11	30.86	31.63	32.42	33.23
16	30.03	30.78	31.55	32.34	33.15	33.98
17	30.03	30.78	31.55	32.34	33.15	33.98
18	30.03	30.78	31.55	32.34	33.15	33.98
19	30.03	30.78	31.55	32.34	33.15	33.98
20	30.67	31.44	32.23	33.04	33.87	34.72
Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year						

**Appendix 5 - Bethlehem Central United Employees Association  
School Monitor (Grandfathered) - Required Training Completed**

**Grade A**

	Current		2.50%	2.50%	2.50%	2.50%
Step	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
1	24.83	28.57	29.28	30.01	30.76	31.53
2	25.48	29.31	30.04	30.79	31.56	32.35
3	26.13	30.05	30.80	31.57	32.36	33.17
4	26.78	30.78	31.55	32.34	33.15	33.98
5	27.43	31.52	32.31	33.12	33.95	34.80
6	28.08	32.26	33.07	33.90	34.75	35.62
7	28.73	33.00	33.83	34.68	35.55	36.44
8	28.73	33.11	33.94	34.79	35.66	36.55
9	28.73	33.20	34.03	34.88	35.75	36.64
10	28.73	33.30	34.13	34.98	35.85	36.75
11	29.38	34.06	34.91	35.78	36.67	37.59
12	29.38	34.16	35.01	35.89	36.79	37.71
13	29.38	34.27	35.13	36.01	36.91	37.83
14	29.38	34.37	35.23	36.11	37.01	37.94
15	29.38	34.49	35.35	36.23	37.14	38.07
16	30.03	35.14	36.02	36.92	37.84	38.79
17	30.03	35.14	36.02	36.92	37.84	38.79
18	30.03	35.14	36.02	36.92	37.84	38.79
19	30.03	35.14	36.02	36.92	37.84	38.79
20	30.67	35.78	36.67	37.59	38.53	39.49
Employees Beyond Step 20 Receive the Scale Percentage Increase Noted Above for Each Year						



**Appendix 6 - Bethlehem Central United Employees Association**

**Bus Driver  
Grade 6**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	24.25	24.98	25.73	26.44	27.10	27.78
2	24.80	25.54	26.31	27.03	27.71	28.40
3	25.36	26.12	26.90	27.64	28.33	29.04
4	25.93	26.71	27.51	28.27	28.98	29.70
5	26.51	27.31	28.13	28.90	29.62	30.36
6	27.11	27.92	28.76	29.55	30.29	31.05
7	27.72	28.55	29.41	30.22	30.98	31.75
8	28.34	29.19	30.07	30.90	31.67	32.46
9	28.98	29.85	30.75	31.60	32.39	33.20
10	29.63	30.52	31.44	32.30	33.11	33.94
11	30.30	31.21	32.15	33.03	33.86	34.71
12	30.98	31.91	32.87	33.77	34.61	35.48
13	31.68	32.63	33.61	34.53	35.39	36.27
14	32.39	33.36	34.36	35.30	36.18	37.08
15	33.12	34.11	35.13	36.10	37.00	37.93

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
 19A Examiner / Driver Trainer/ Dispatcher/Automotive Mechanic  
 Grade 11**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	26.98	27.79	28.62	29.41	30.15	30.90
2	27.58	28.41	29.26	30.06	30.81	31.58
3	28.20	29.05	29.92	30.74	31.51	32.30
4	28.84	29.71	30.60	31.44	32.23	33.04
5	29.49	30.37	31.28	32.14	32.94	33.76
6	30.15	31.05	31.98	32.86	33.68	34.52
7	30.83	31.75	32.70	33.60	34.44	35.30
8	31.52	32.47	33.44	34.36	35.22	36.10
9	32.23	33.20	34.20	35.14	36.02	36.92
10	32.96	33.95	34.97	35.93	36.83	37.75
11	33.70	34.71	35.75	36.73	37.65	38.59
12	34.46	35.49	36.55	37.56	38.50	39.46
13	35.23	36.29	37.38	38.41	39.37	40.35
14	36.03	37.11	38.22	39.27	40.25	41.26
15	36.84	37.95	39.09	40.16	41.16	42.19

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
Cook  
Grade B1**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	19.75	20.34	20.95	21.53	22.07	22.62
2	20.20	20.81	21.43	22.02	22.57	23.13
3	20.65	21.27	21.91	22.51	23.07	23.65
4	21.11	21.74	22.39	23.01	23.59	24.18
5	21.59	22.24	22.91	23.54	24.13	24.73
6	22.07	22.73	23.41	24.05	24.65	25.27
7	22.57	23.25	23.95	24.61	25.23	25.86
8	23.08	23.77	24.48	25.15	25.78	26.42
9	23.60	24.31	25.04	25.73	26.37	27.03
10	24.13	24.85	25.60	26.30	26.96	27.63
11	24.67	25.41	26.17	26.89	27.56	28.25
12	25.23	25.99	26.77	27.51	28.20	28.90
13	25.80	26.57	27.37	28.12	28.82	29.54
14	26.38	27.17	27.98	28.75	29.47	30.21
15	26.97	27.78	28.61	29.40	30.13	30.88

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
Food Service Technician / Cook Manager I  
Grade F**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	27.69	28.52	29.38	30.19	30.94	31.71
2	28.32	29.17	30.05	30.88	31.65	32.44
3	28.95	29.82	30.71	31.55	32.34	33.15
4	29.60	30.49	31.40	32.26	33.07	33.90
5	30.27	31.18	32.12	33.00	33.82	34.67
6	30.95	31.88	32.84	33.74	34.58	35.44
7	31.65	32.60	33.58	34.50	35.36	36.24
8	32.36	33.33	34.33	35.27	36.15	37.05
9	33.09	34.08	35.10	36.07	36.97	37.89
10	33.83	34.85	35.90	36.89	37.81	38.76
11	34.59	35.63	36.70	37.71	38.65	39.62
12	35.37	36.43	37.52	38.55	39.51	40.50
13	36.17	37.26	38.38	39.44	40.43	41.44
14	36.98	38.09	39.23	40.31	41.32	42.35
15	37.81	38.94	40.11	41.21	42.24	43.30

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
Food Service Helper  
Grade C**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	17.81	18.34	18.89	19.41	19.90	20.40
2	18.21	18.76	19.32	19.85	20.35	20.86
3	18.62	19.18	19.76	20.30	20.81	21.33
4	19.04	19.61	20.20	20.76	21.28	21.81
5	19.47	20.05	20.65	21.22	21.75	22.29
6	19.91	20.51	21.13	21.71	22.25	22.81
7	20.36	20.97	21.60	22.19	22.74	23.31
8	20.81	21.43	22.07	22.68	23.25	23.83
9	21.28	21.92	22.58	23.20	23.78	24.37
10	21.76	22.41	23.08	23.71	24.30	24.91
11	22.25	22.92	23.61	24.26	24.87	25.49
12	22.75	23.43	24.13	24.79	25.41	26.05
13	23.26	23.96	24.68	25.36	25.99	26.64
14	23.79	24.50	25.24	25.93	26.58	27.24
15	24.32	25.05	25.80	26.51	27.17	27.85

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
 Tech Procurement and Support Specialist / Tech Support Specialist  
 Grade 7/1**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	20.84	21.47	22.11	22.72	23.29	23.87
2	21.30	21.94	22.60	23.22	23.80	24.40
3	21.78	22.43	23.10	23.74	24.33	24.94
4	22.27	22.94	23.63	24.28	24.89	25.51
5	22.78	23.46	24.16	24.82	25.44	26.08
6	23.29	23.99	24.71	25.39	26.02	26.67
7	23.81	24.52	25.26	25.95	26.60	27.27
8	24.35	25.08	25.83	26.54	27.20	27.88
9	24.90	25.65	26.42	27.15	27.83	28.53
10	25.46	26.22	27.01	27.75	28.44	29.15
11	26.03	26.81	27.61	28.37	29.08	29.81
12	26.61	27.41	28.23	29.01	29.74	30.48
13	27.21	28.03	28.87	29.66	30.40	31.16
14	27.82	28.65	29.51	30.32	31.08	31.86
15	28.45	29.30	30.18	31.01	31.79	32.58

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
 Help Desk Technician  
 Grade 9/1**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	23.13	23.82	24.53	25.2	25.83	26.48
2	23.65	24.36	25.09	25.78	26.42	27.08
3	24.18	24.91	25.66	26.37	27.03	27.71
4	24.73	25.47	26.23	26.95	27.62	28.31
5	25.29	26.05	26.83	27.57	28.26	28.97
6	25.85	26.63	27.43	28.18	28.88	29.60
7	26.44	27.23	28.05	28.82	29.54	30.28
8	27.03	27.84	28.68	29.47	30.21	30.97
9	27.64	28.47	29.32	30.13	30.88	31.65
10	28.26	29.11	29.98	30.80	31.57	32.36
11	28.90	29.77	30.66	31.50	32.29	33.10
12	29.55	30.44	31.35	32.21	33.02	33.85
13	30.21	31.12	32.05	32.93	33.75	34.59
14	30.89	31.82	32.77	33.67	34.51	35.37
15	31.59	32.54	33.52	34.44	35.30	36.18

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
Network & Systems Technician / Technical/Database Support Specialist  
Grade 11/1**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	28.43	29.28	30.16	30.99	31.76	32.55
2	29.07	29.94	30.84	31.69	32.48	33.29
3	29.72	30.61	31.53	32.40	33.21	34.04
4	30.39	31.30	32.24	33.13	33.96	34.81
5	31.08	32.01	32.97	33.88	34.73	35.60
6	31.78	32.73	33.71	34.64	35.51	36.40
7	32.49	33.46	34.46	35.41	36.30	37.21
8	33.22	34.22	35.25	36.22	37.13	38.06
9	33.97	34.99	36.04	37.03	37.96	38.91
10	34.73	35.77	36.84	37.85	38.80	39.77
11	35.52	36.59	37.69	38.73	39.70	40.69
12	36.31	37.40	38.52	39.58	40.57	41.58
13	37.13	38.24	39.39	40.47	41.48	42.52
14	37.97	39.11	40.28	41.39	42.42	43.48
15	38.82	39.98	41.18	42.31	43.37	44.45

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year



**Appendix 6 - Bethlehem Central United Employees Association  
Secretary I  
Grade 9**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	24.34	25.07	25.82	26.53	27.19	27.87
2	24.88	25.63	26.40	27.13	27.81	28.51
3	25.44	26.20	26.99	27.73	28.42	29.13
4	26.02	26.80	27.60	28.36	29.07	29.80
5	26.60	27.40	28.22	29.00	29.73	30.47
6	27.20	28.02	28.86	29.65	30.39	31.15
7	27.81	28.64	29.50	30.31	31.07	31.85
8	28.44	29.29	30.17	31.00	31.77	32.56
9	29.08	29.95	30.85	31.70	32.49	33.30
10	29.73	30.62	31.54	32.41	33.22	34.05
11	30.40	31.31	32.25	33.14	33.97	34.82
12	31.08	32.01	32.97	33.88	34.73	35.60
13	31.78	32.73	33.71	34.64	35.51	36.40
14	32.50	33.47	34.47	35.42	36.31	37.22
15	33.23	34.23	35.26	36.23	37.14	38.07

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
Secretary I  
Grade 10**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	25.84	26.62	27.42	28.17	28.87	29.59
2	26.42	27.21	28.03	28.80	29.52	30.26
3	27.01	27.82	28.65	29.44	30.18	30.93
4	27.62	28.45	29.30	30.11	30.86	31.63
5	28.24	29.09	29.96	30.78	31.55	32.34
6	28.88	29.75	30.64	31.48	32.27	33.08
7	29.53	30.42	31.33	32.19	32.99	33.81
8	30.19	31.10	32.03	32.91	33.73	34.57
9	30.87	31.80	32.75	33.65	34.49	35.35
10	31.57	32.52	33.50	34.42	35.28	36.16
11	32.28	33.25	34.25	35.19	36.07	36.97
12	33.00	33.99	35.01	35.97	36.87	37.79
13	33.75	34.76	35.80	36.78	37.70	38.64
14	34.51	35.55	36.62	37.63	38.57	39.53
15	35.28	36.34	37.43	38.46	39.42	40.41

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
Secretary II  
Grade 12**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	28.93	29.8	30.69	31.53	32.32	33.13
2	29.58	30.47	31.38	32.24	33.05	33.88
3	30.25	31.16	32.09	32.97	33.79	34.63
4	30.93	31.86	32.82	33.72	34.56	35.42
5	31.62	32.57	33.55	34.47	35.33	36.21
6	32.33	33.30	34.30	35.24	36.12	37.02
7	33.06	34.05	35.07	36.03	36.93	37.85
8	33.80	34.81	35.85	36.84	37.76	38.70
9	34.57	35.61	36.68	37.69	38.63	39.60
10	35.34	36.40	37.49	38.52	39.48	40.47
11	36.14	37.22	38.34	39.39	40.37	41.38
12	36.95	38.06	39.20	40.28	41.29	42.32
13	37.78	38.91	40.08	41.18	42.21	43.27
14	38.63	39.79	40.98	42.11	43.16	44.24
15	39.50	40.68	41.90	43.05	44.13	45.23

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
 Senior Account Clerk / Senior Keyboard Specialist / Special Education Specialist  
 Grade 7**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	21.73	22.38	23.05	23.68	24.27	24.88
2	22.21	22.88	23.57	24.22	24.83	25.45
3	22.71	23.39	24.09	24.75	25.37	26.00
4	23.22	23.92	24.64	25.32	25.95	26.60
5	23.75	24.46	25.19	25.88	26.53	27.19
6	24.28	25.01	25.76	26.47	27.13	27.81
7	24.83	25.57	26.34	27.06	27.74	28.43
8	25.39	26.15	26.93	27.67	28.36	29.07
9	25.96	26.74	27.54	28.30	29.01	29.74
10	26.54	27.34	28.16	28.93	29.65	30.39
11	27.14	27.95	28.79	29.58	30.32	31.08
12	27.75	28.58	29.44	30.25	31.01	31.79
13	28.37	29.22	30.10	30.93	31.70	32.49
14	29.01	29.88	30.78	31.63	32.42	33.23
15	29.67	30.56	31.48	32.35	33.16	33.99

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
Account Clerk I / Clerical Assistant  
Grade 5**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	19.43	20.01	20.61	21.18	21.71	22.25
2	19.87	20.47	21.08	21.66	22.20	22.75
3	20.32	20.93	21.56	22.15	22.70	23.27
4	20.77	21.39	22.03	22.64	23.21	23.79
5	21.24	21.88	22.54	23.16	23.74	24.33
6	21.72	22.37	23.04	23.67	24.26	24.87
7	22.21	22.88	23.57	24.22	24.83	25.45
8	22.71	23.39	24.09	24.75	25.37	26.00
9	23.22	23.92	24.64	25.32	25.95	26.60
10	23.74	24.45	25.18	25.87	26.52	27.18
11	24.28	25.01	25.76	26.47	27.13	27.81
12	24.82	25.56	26.33	27.05	27.73	28.42
13	25.38	26.14	26.92	27.66	28.35	29.06
14	25.95	26.73	27.53	28.29	29.00	29.73
15	26.54	27.34	28.16	28.93	29.65	30.39

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
Head Custodian / Building Maintenance Mechanic  
Grade 11**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	25.64	26.41	27.2	27.95	28.65	29.37
2	26.22	27.01	27.82	28.58	29.29	30.02
3	26.81	27.61	28.44	29.22	29.95	30.70
4	27.41	28.23	29.08	29.88	30.63	31.40
5	28.03	28.87	29.74	30.56	31.32	32.10
6	28.66	29.52	30.41	31.25	32.03	32.83
7	29.30	30.18	31.09	31.95	32.75	33.57
8	29.96	30.86	31.79	32.66	33.48	34.32
9	30.64	31.56	32.51	33.40	34.23	35.09
10	31.33	32.27	33.24	34.15	35.00	35.88
11	32.03	32.99	33.98	34.91	35.78	36.67
12	32.75	33.73	34.74	35.70	36.59	37.50
13	33.49	34.49	35.52	36.50	37.41	38.35
14	34.24	35.27	36.33	37.33	38.26	39.22
15	35.01	36.06	37.14	38.16	39.11	40.09

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
Custodian / Building Maintenance Person  
Grade 9**

<b>Step</b>	<b>Current 2023-2024</b>	<b>3.00% 2024-2025</b>	<b>3.00% 2025-2026</b>	<b>2.75% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	22.80	23.48	24.18	24.84	25.46	26.10
2	23.32	24.02	24.74	25.42	26.06	26.71
3	23.84	24.56	25.30	26.00	26.65	27.32
4	24.38	25.11	25.86	26.57	27.23	27.91
5	24.93	25.68	26.45	27.18	27.86	28.56
6	25.49	26.25	27.04	27.78	28.47	29.18
7	26.06	26.84	27.65	28.41	29.12	29.85
8	26.65	27.45	28.27	29.05	29.78	30.52
9	27.25	28.07	28.91	29.71	30.45	31.21
10	27.86	28.70	29.56	30.37	31.13	31.91
11	28.49	29.34	30.22	31.05	31.83	32.63
12	29.13	30.00	30.90	31.75	32.54	33.35
13	29.78	30.67	31.59	32.46	33.27	34.10
14	30.45	31.36	32.30	33.19	34.02	34.87
15	31.14	32.07	33.03	33.94	34.79	35.66

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
Custodial Worker / Building Maintenance Helper  
Grade 7**

Step	2023-2024	3.00%	3.00%	2.75%	2.50%	2.50%
		2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
1	20.36	20.97	21.60	22.19	22.74	23.31
2	20.82	21.44	22.08	22.69	23.26	23.84
3	21.28	21.92	22.58	23.20	23.78	24.37
4	21.76	22.41	23.08	23.71	24.30	24.91
5	22.25	22.92	23.61	24.26	24.87	25.49
6	22.75	23.43	24.13	24.79	25.41	26.05
7	23.27	23.97	24.69	25.37	26.00	26.65
8	23.79	24.50	25.24	25.93	26.58	27.24
9	24.32	25.05	25.80	26.51	27.17	27.85
10	24.87	25.62	26.39	27.12	27.80	28.49
11	25.43	26.19	26.98	27.72	28.41	29.12
12	26.00	26.78	27.58	28.34	29.05	29.78
13	26.59	27.39	28.21	28.99	29.71	30.45
14	27.19	28.01	28.85	29.64	30.38	31.14
15	27.80	28.63	29.49	30.30	31.06	31.84

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year



**Appendix 6 - Bethlehem Central United Employees Association  
 Bus Attendant - School Monitor - Required Training in Process  
 Grade 3/1**

<b>Step</b>	<b>Current 2023-2024</b>	<b>2.50% 2024-2025</b>	<b>2.50% 2025-2026</b>	<b>2.50% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	17.81	18.26	18.72	19.19	19.67	20.16
2	18.21	18.67	19.14	19.62	20.11	20.61
3	18.62	19.09	19.57	20.06	20.56	21.07
4	19.04	19.52	20.01	20.51	21.02	21.55
5	19.47	19.96	20.46	20.97	21.49	22.03
6	19.91	20.41	20.92	21.44	21.98	22.53
7	20.36	20.87	21.39	21.92	22.47	23.03
8	20.81	21.33	21.86	22.41	22.97	23.54
9	21.28	21.81	22.36	22.92	23.49	24.08
10	21.76	22.30	22.86	23.43	24.02	24.62
11	22.25	22.81	23.38	23.96	24.56	25.17
12	22.75	23.32	23.90	24.50	25.11	25.74
13	23.26	23.84	24.44	25.05	25.68	26.32
14	23.79	24.38	24.99	25.61	26.25	26.91
15	24.33	24.94	25.56	26.20	26.85	27.52

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year

**Appendix 6 - Bethlehem Central United Employees Association  
 Bus Attendant - School Monitor - Required Training Completed  
 Grade 3/1**

<b>Step</b>	<b>Current 2023-2024</b>	<b>2024-2025</b>	<b>2.50% 2025-2026</b>	<b>2.50% 2026-2027</b>	<b>2.50% 2027-2028</b>	<b>2.50% 2028-2029</b>
1	17.81	22.00	22.55	23.11	23.69	24.28
2	18.21	22.50	23.06	23.64	24.23	24.84
3	18.62	23.01	23.59	24.18	24.78	25.40
4	19.04	23.53	24.12	24.72	25.34	25.97
5	19.47	24.06	24.66	25.28	25.91	26.56
6	19.91	24.60	25.22	25.85	26.50	27.16
7	20.36	25.15	25.78	26.42	27.08	27.76
8	20.81	25.72	26.36	27.02	27.70	28.39
9	21.28	26.30	26.96	27.63	28.32	29.03
10	21.76	26.89	27.56	28.25	28.96	29.68
11	22.25	27.50	28.19	28.89	29.61	30.35
12	22.75	28.12	28.82	29.54	30.28	31.04
13	23.26	28.75	29.47	30.21	30.97	31.74
14	23.79	29.40	30.14	30.89	31.66	32.45
15	24.33	30.06	30.81	31.58	32.37	33.18

Employees Beyond Step 15 Receive the Scale Percentage Increase Noted Above for Each Year