

WEEDSPORT CENTRAL SCHOOL DISTRICT

SECRETARIAL AND CLERICAL PERSONNEL

BULLETIN

July 1, 2023 through June 30, 2025

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SECTION A

PERSONNEL COVERED IN BULLETIN

1. This Personnel Bulletin describes policies and employment rates of pay, which will be in effect from July 1, 2023 through June 30, 2025 for secretarial and clerical staff as described in Section A, Item 3.
2. If requested by an employee group or representative committee thereof between January 1 and March 1 of a given year, the Superintendent of Schools, or his/her designee, will meet to discuss rates of pay, benefits, and working conditions for the ensuing year(s).
3. This Personnel Bulletin covers all regularly employed full-time and part-time secretarial and clerical staff.

Included: Senior Typist
 Typist
 Senior Account Clerk
 Account Clerk
 Senior Account Clerk Typist
 Account Clerk Typist
 School Receptionist

Excluded: All other employees, including substitute and casual employees in the included titles above, and specifically excluding School Tax Collector, Registered Professional Nurse (School), Licensed Professional Nurse (School), School District Treasurer, District Clerk, Secretary to the Superintendent, Clerk (Part – Time), and Census Enumerator.

4. The following non-instructional/non-contractual positions will receive the terms and benefits as indicated in the Weedsport Central School District Secretarial and Clerical Personnel Bulletin of July 1, 2023 – June 30, 2025 except as otherwise determined by the Board of Education. The positions are: Registered Professional Nurse, Licensed Professional Nurse, District Treasurer, Secretary to the Superintendent.
5. All other employees, including substitute and casual employees not listed in 3 and 4 above are excluded.
6. Salaries not listed in the base pay schedule shall be determined by the Board of Education.
7. The Board of Education reserves the right to amend, modify, or terminate the provisions contained within this bulletin.

SECTION B

SPECIFIC CONDITIONS OF EMPLOYMENT

1. PERIOD OF EMPLOYMENT

Work hours are established by the Superintendent of Schools or designee. The normal work week for ten (10) and twelve (12) month employees is 40 hours inclusive of lunch and breaks.

During July and August, and vacation periods when school is not in session, work hours will be adjusted to 7:30 a.m. to 3:00 p.m. inclusive of a 30 minute lunch.

2. COMPENSATION

1. Effective July 1, 2023, all employees covered by this Agreement shall receive a 3.25% increase over their 2022 – 2023 school year rate and a \$1.50 per hour wage increase.
2. Effective July 1, 2024, all employees covered by this Agreement shall receive a 3.00% increase over their 2023 – 2024 school year rate.

Starting salaries will be determined by the Superintendent of Schools.

2a. STAFF DEVELOPMENT STIPEND

It is recognized that employee training and involvement in relevant staff development is crucial to maintaining current knowledge and skill level for the job assignment. Therefore, effective July 1, 2002, the following compensation for approved and relevant continuing education is available:

- A stipend will be added to the base salary for college credit at the rate of \$100 for 3 credits received from an approved institution of higher learning (cumulative starting July 1, 2002).
- A stipend will be given to an employee who accumulates 20 classroom hours of approved in-service at the rate of \$100 for every 20 classroom hours (cumulative starting July 1, 2002). To qualify for the stipend in-service must take place during non-working hours such as; after school, evenings, weekends etc. Unless otherwise approved by the Superintendent of Schools.
- Prior approval of all in-service or course work must be received by the Superintendent or his/her designee.

2b. LONGEVITY

Permanent longevity will apply to all full-time employees covered in this personnel bulletin in accordance with the following:

Any employee who has completed ten (10) years of service with the District shall receive a total of \$200 in addition to his/her wage or salary each year.

Any employee who has completed fifteen (15) years of service with the District shall receive an additional \$200 for total of \$400 in addition to his/her wage or salary each year.

Any employee who has completed twenty (20) years of service with the District shall receive an additional \$300 for total of \$700 in addition to his/her wage or salary each year.

Any employee who has completed twenty-five (25) years of service with the District shall receive an additional \$200 for total of \$900 in addition to his/her wage or salary each year.

Any employee who has completed thirty (30) years of service with the District shall receive an additional \$100 for total of \$1000 in addition to his/her wage or salary each year.

For full-time employees covered in this personnel bulletin who were originally appointed after July 1, the longevity step will be awarded in the school year after the service threshold was met.

3. PAID LEGAL HOLIDAYS

All employees covered hereunder shall be entitled to the following paid holidays provided they are scheduled to work during the period the holiday occurs:

Twelve Month Employees
4 th of July
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
½ Day Christmas Eve
Christmas Day
½ Day New Year's Eve
New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day
Juneteenth
Floating Holiday

(Total – 15 Holidays)

If a holiday falls on a Saturday, the preceding Friday shall be celebrated as the paid holiday, and if a holiday falls on a Sunday, the following Monday shall be celebrated as the paid holiday

4. EMERGENCY SCHOOL CLOSINGS

Office personnel are expected to report for work on days when school is closed for emergency or weather related conditions no later than 1.5 hours later than their identified time for reporting to work. Any employee who finds it impossible to report to work must notify their supervisor. Such absence cannot be considered for personal leave. The superintendent and/or his/her designee will make a determination with the individual employee about an appropriate way to make up for any lost time because of such days.

5. VACATIONS

Vacation time is available for twelve-month employees in the following schedule:

In the first year of employment, vacation time will be ten work days, which may be prorated based on hiring date and the start of the school year being July 1st.

After two years	11 days	nine years	14 days
Three years	11	ten years	15
Four years	12	eleven years	16
Five years	12	twelve years	17
Six years	13	thirteen years	18
Seven years	13	fourteen years	19
Eight years	14	fifteen years	20

All twelve-month employees may carry over up to seven (7) vacation days with permission of their supervisor. A request must be submitted in writing prior to June 15th to the employee's supervisor. If approved, carryover days must be used prior to August 15th of the next school year. For example, an employee carrying over 7 days as of June 15, 2024 must use the days before August 15, 2024. These carryover days have no monetary value.

6. HEALTH BENEFITS

a) Qualification for health and dental benefits requires a minimum work week of 25 hours in order for benefits to be paid by the School District, or 15 hours if the employee wishes to pay the full premium for coverage.

b) The following health insurance premium benefits shall be applicable effective July 1, 2012:

- Individual: The District pays 90% of the premium per year, per individual.
- Family: The District pays 85% of the premium per year for dependent coverage.

The District shall have the right to select the insurance carrier, as long as the schedule of benefits is equal to or better than the benefits contained in the health insurance program in effect as of June 30, 1980.

The District shall have the right to provide a schedule of benefits, which is equal to or better than the benefits contained in the health insurance program in effect as of June 30, 1980, through a program of self-funding, or in the dental program, which became effective September 1, 1981.

Effective July 1, 1983, any employee covered by this agreement who retires with 10 years of service from the Weedsport Central School District shall be eligible to participate in the District's health insurance program, except that the District shall pay 100% of premium cost for INDIVIDUAL COVERAGE ONLY. The retired employee may elect to continue with family coverage, but must pay 100% of the dependent coverage.

An employee who is on authorized leave without pay may continue health, dental and life insurance coverage by making FULL PREMIUM payments to the District Office (BOTH EMPLOYEE AND EMPLOYER SHARE) while on said leave in order to keep their health, dental and life insurance coverage in effect.

- c) Effective January 1, 1993, the major medical deductible shall be increased to \$100.00 for each individual and \$300.00 per family.

Effective October 5, 1992, family dental coverage is available for all non-instructional employees, under the stipulations as outlined in the "General Provisions" of the Cayuga-Onondaga Dental Care Plan.

7. RETIREMENT

The District participates in the New York State Employees' Retirement System. Eligibility requirements and full benefit information is available in the District Office.

Membership is MANDATORY for FULL TIME employees (12 month/8 hours per day) and OPTIONAL for ALL OTHERS.

8. MEDICAL EXAMINATIONS

Non-instructional personnel are required to have a medical examination after they have been appointed, and MUST file a report following any serious health change.

9. ABSENCE

Employees who are ill are required to notify, their supervisor of their illness and when they intend to return to work. Absences of three (3) days or more require a doctor's statement to be submitted to their supervisor when the employee returns to work.

10. SICK LEAVE

Sick leave shall be granted at the rate of twelve (12) days annually for ten (10) and twelve (12) month full-time employees hired on or before June 30, 2004. Ten (10) month employees hired on or after July 1, 2004 shall be granted ten (10) days sick leave annually. Unused sick leave will accumulate to one hundred and eighty (180) days. Sick leave is granted for personal illness or for illness in the employee's family requiring the absence of the employee.

Part-time employees will be entitled to sick leave. The amount of sick leave that will be granted will be determined by pro-rating with that of a full-time employee.

11. PERSONAL LEAVE

Each full-time, non-instructional employee is entitled annually to (2) days of personal leave. Personal leave will be granted for business which cannot be conducted during other than school hours, such as: court appearances, house closings, funerals of relatives of close friends not otherwise allowed for, or graduation of children from college.

If personal leave is not used, it shall be added to the annual sick leave accumulation.

Personal leave SHALL NOT BE USED for social or recreational purposes. Employees are required to apply for such leave through their immediate supervisor.

12. DEATH IN IMMEDIATE FAMILY

Up to five (5) days absence will be allowed for each death occurring in the immediate family (parents including foster or step-parents, grandparents, spouse, brothers, sisters, children, grandchildren, brother-in-law, sister-in-law, parental-in-laws, aunt and uncle, or other relative living in the household) of the employee.

Leave for death in the family shall be taken at a time proximate to the date of death, funeral, or burial.

13. CHILD BEARING DISABILITY LEAVE

An employee who is pregnant may continue in active employment as late into pregnancy as is desired, provided she is able to properly perform her required function and that she is physically and medically able to do so.

Leave taken by an employee resulting from pregnancy can be charged to available sick leave. Certification by her physician that such leave is due to such medical disability will be required. If the District is not satisfied with the certification submitted by the employee's physician, then the District may select an obstetrician or other appropriate specialist to examine the employee. If, the employee's physician and the physician selected by the District mutually agree that the employee is medically disabled, then the employee may charge the leave against available sick leave.

14. CHILD CARE LEAVE

Employees shall be entitled to a leave of absence. Request for such leave shall be made in writing to the Chief School Administrator as soon as the fact of pregnancy is known or not later than the fifth month. Request for leave shall indicate the duration of the leave and the probable beginning date. The duration of such leave shall be mutually agreed upon by both parties at the time such leave is granted. Both the beginning date and the return date from such leave shall be set.

All rights and privileges accumulated prior to the effective date of such leave shall be reinstated.

15. UNPAID LEAVE OF ABSENCE

The Superintendent of Schools, at his/her discretion, may grant an unpaid leave of absence to any non-instructional employee who has exhausted their sick leave or personal leave. Consideration will be given to the impact of granting such a leave upon the educational program of the District.

16. OVERTIME RECIPROCATION

In lieu of extra pay for hours worked beyond the regularly scheduled work week, the employee may, by mutual agreement and with prior written approval from the supervisor, accumulate time. Time used in such a manner shall not exceed five (5) days per year and may not be carried forward from one school year to the next.

*Overtime reciprocation will only be taken from September 1st through June 30th.

If the time worked would have been paid at the overtime rate (over 40 hours per week) then 1 ½ hours will be allowed for each of such overtime hours accumulated.

Arrangement for the use of such accumulated time must receive the approval of the immediate supervisor. Any time accumulated and left unused at the end of the school year will be compensated.

17. VACANCIES

When vacancies occur, the jobs will be posted in each work area. Consideration will be given to promotions from all such regulations for exams and promotions.