

AGREEMENT

between

MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT

Centereach, New York

and

MIDDLE COUNTRY SECRETARIAL ASSOCIATION

CLERICAL UNIT

July 1, 2019 to June 30, 2022

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1.0 THE AGREEMENT

1.1 Term of Agreement

This agreement shall be effective July 1, 2019, and all terms and conditions shall remain in force and effect until June 30, 2022, except as hereinafter otherwise specifically provided.

1.2 Past Better Conditions

Any "terms and conditions of employment" not specifically covered herein shall not be changed during the life of this agreement without prior negotiations with the Association.

1.3 Required Notice

The following notice is included in this agreement as required by law:

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

1.4 Changes in Personnel Policy

Should the District contemplate changes in personnel policy that involve "terms and conditions of employment" which are not covered by this agreement, and which would affect any or all of the employees covered by this agreement, the District shall apprise the Association of such changes, and notification shall be given not later than ten (10) working days prior to such action or change. Such changes shall not be implemented prior to discussion with the Association, if discussion is requested.

1.5 The Association and the employees recognize the right of the District to legislate and regulate work rules for all employees of the District as provided by law. The Association and

employees further recognize the right of the District to manage its affairs and to direct the work force, and to be able to make all decisions as to the operation of the school system and its work force, including, but not limited to, the increase and/or decrease of the work force, discipline, and all other rights normally inherent in management, except as is otherwise limited by the terms of this agreement.

2.0 ASSOCIATION STATUS AND RIGHTS

2.1 Recognition and Leave

(a) The District recognizes the Association as the exclusive representative for the purposes of collective negotiations and pursuant to Article 14 of the Civil Service Law of all clerical and data processing employees, including part-time employees, but excluding substitute and temporary employees. The period of unchallenged exclusive recognition shall continue in effect through the maximum allowable period by law.

(b) Assignment of work to clerical/data processing employees shall be done in accordance with past practice of the parties.

(c) Union Business - Up to a maximum of forty-eight (48) hours per year shall be available for Association business. Prior approval must be secured from the Superintendent or his/her designee and the individuals' immediate Supervisor. Approval shall not be unreasonably withheld.

2.2 Dues Deduction

At the member's request, the District shall deduct from pay dues as designated by the Association for membership in the Association on the basis of individually signed, voluntary deduction authorization cards, in form agreed to by the District and the Association.

2.3 Grievance Procedure

(a) Any grievance or dispute which may arise between the parties with respect to the applicable meaning or interpretation of this agreement shall be settled in the following manner:

STEP 1 - The Association shall take up the grievance with the immediate Supervisor of the employee or employees involved within fifteen (15) working days of its occurrence. If, at that time, the Association is unaware of the grievance, it shall be taken up within fifteen (15) working days of his/her knowledge of its occurrence. The Supervisor shall then attempt to adjust the matter, and shall respond to the Association within five (5) working days. The Association shall receive a written response to a grievance at Step 1, if the grievance is submitted in writing on the appropriate form.

STEP 2 - If the grievance has not been settled, it shall be presented, in writing, by the Association to the Superintendent's designee within seven (7) working days after the Supervisor's response is due. The Superintendent's designee shall respond to the Association, in writing, within five (5) working days.

STEP 3 - If the grievance determination by the Superintendent or his/her designee is found to be unsatisfactory, the Association may petition the Board of Education to review the decision of the Superintendent or his/her designee in Executive Session within two (2) calendar weeks. The Board of Education shall respond, in writing, to the Association within five (5) working days after the review of the grievance.

STEP 4

(a) If the grievance is still unsettled, the Association may, within fifteen (15) working days after the reply of the Board of Education is due, by written notice to the Board, indicate its intention to arbitrate.

(b) Failure to respond within the indicated time limits shall allow an appeal as if a denial had been made the last day possible.

(c) Nothing in this grievance procedure shall prevent any employee from initiating and processing a grievance, but only the Association can request arbitration. In the event an employee initiates a grievance, the Association shall be given the opportunity to participate in all proceedings.

(d) When an employee has a grievance pending, filed by the Association, no representative of the District shall discuss the grievance or related conditions of employment with that employee, unless a representative of the Association shall be present.

(e) The cost of the arbitrator shall be shared by the parties.

(f) Whenever the Association initiates a grievance on its own behalf, the grievance procedure shall commence at Step 2 on page 5.

2.4 Arbitration

(a) Selection of the arbitrator shall be made pursuant to the Voluntary Rules of the American Arbitration Association. The arbitrator shall have no authority to add to or delete from the provisions of this agreement, but shall only be empowered to interpret the provisions herein.

(b) The decision of the arbitrator shall be final and binding upon all parties, and shall be complied with promptly.

2.5 No Strikes

The Association affirms that it does not assert the right to strike against the District or any government, nor will it assist or participate in any such strike, nor impose an obligation to conduct a strike, or participate in such a strike.

2.6 Representative Status

The Association affirms it will represent all employees in the unit described in Section 2.1 on page 2 without regard to whether or not they are members of the Association.

2.7 Involuntary Transfers

It is hereby agreed that, except in emergency situation, the Association shall be given ten (10) days prior notice of involuntary transfers of employees. Every reasonable effort will be made to permit full discussion of the employee's view with respect to the pending transfer.

2.8 Notification of Vacancies

a) The District shall forward notices of any vacancies within the bargaining unit to the President of the Association and to the appropriate Administrators, who shall post such notices in their buildings.

b) The District shall provide the MCSA with a list of vacancies every six (6) weeks, upon request of the Association.

3.0 WORKING CONDITIONS

3.1 Workweek

The regular workweek for employees shall consist of five (5) consecutive days, seven and one-half (7½) hours per day, thirty-seven and one-half (37½) hours per week plus one (1) hour for lunch per day/five (5) additional hours per week.

When school is not in session, the regular workweek shall consist of five (5) consecutive days, seven (7) hours per day, thirty-five (35) hours per week plus one (1) hour for lunch per day/five (5) additional hours per week. Unit Members shall work a reduced work week during the summer recess consisting of four (4) consecutive days. Said days shall be determined by the Superintendent of Schools. Unit members may be required to work a five-day week during the

last two (2) weeks of summer recess prior to the week when teachers are first required to return to work (i.e., when MCAA Administrators are required to work a five-day week). Any unit member required to work the five-day work week by his/her Building Administrator will be granted a compensatory day for each of the up to two required days, to be taken on a day when students are not in attendance and upon prior notice by the employee to the Building Administrator.

3.2 Seniority

(a) Seniority shall be based on job title or classification for purposes of determining seniority in position.

(b) For longevity increment or vacation purposes, seniority shall commence with the most recent date of regular employment on contract using payroll records as the source documents. Time on approved leaves shall not be counted as a break in service, but time on such leave shall not count as "service" for such purposes.

(c) It is understood that the seniority provision in Section 3.2(a) is deemed to mean that for purposes of layoff only, seniority shall be based upon length of continuous service within the District. With respect to regular part-time employees, credit shall be given for each year of part-time service. To accomplish this, seniority for both full-time and part-time employees shall be computed upon an hourly basis.

3.3 Vacations

(a) Employees are allowed two (2) weeks of paid vacation after one (1) year of employment, and additional days of paid vacation as follows:

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Years of Service</u>	<u>Vacation Days</u>
1	10	6	16
2	11	7	17
3	12	8	18
4	13	9	19
5	15	10	20

(b) Ten (10) and eleven (11) month secretarial personnel shall be entitled to pro rata vacations pursuant to Section 3.3(a) and Section 3.4.

(c) Vacation entitlement for all employees shall be arranged between the employee and his/her immediate Supervisor, and shall be taken at a time when schools are not in session. An employee may request that up to five (5) days vacation entitlement be taken when schools are in session. Such requests may be granted at the discretion of the Superintendent or his/her designee.

3.4 Vacation Pay Upon Termination

Paid vacation days are earned in accordance with the following schedule, and employees upon termination are entitled to unused earned prorated vacation pay in accordance herewith:

<u>Years of Service</u>	<u>Earned Vacation Days Per Month</u>	<u>Years of Service</u>	<u>Earned Vacation Days Per Month</u>
1st	.83	6th	1.33
2nd	.92	7th	1.42
3rd	1.00	8th	1.50
4th	1.08	9th	1.58
5th	1.25	10th	1.66

3.5 Holidays

(a) Employees are entitled to fifteen (15) holidays per year as follows:

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Columbus Day

Election Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas
Christmas
Day before New Year's Day

If the clerical unit is required to work on any of the above holidays, the Superintendent shall determine an alternative holiday, during the period of September 1 to June 30, in which the altered holiday fell, after consultation with the Union. Employees who work on the alternate holiday shall not be paid at the overtime rate, unless they work in excess of the seven and one-half (7 ½) hour day.

(b) Should a holiday fall on a Saturday or Sunday, respectively, Friday or Monday, respectively, shall be deemed the holiday, unless school is in session that day, in which case the District and the Association shall meet and agree upon another day.

4.0 COMPENSATION

4.1 Salaries

Effective July 1, 2019: The 2018-19 salary schedule shall be increased by the State-issued tax levy limit based upon the consumer price index for all urban consumers (CPI-U) for the twelve (12) month period ending December 31, 2018, with a minimum of 1% and a maximum of 2% (i.e., 2% based upon a State levy limit of 2%).

Effective July 1, 2020: The 2019-20 salary schedule shall be increased by the State-issued tax levy limit based upon the consumer price index for all urban consumers (CPI-U) for the twelve (12) month period ending December 31, 2019, with a minimum of 1% and a maximum of 2%.

Effective July 1, 2021: The 2020-21 salary schedule shall be increased by the State-issued tax levy limit based upon the consumer price index for all urban consumers (CPI-U) for the twelve (12) month period ending December 31, 2020, with a minimum of 1% and a maximum of 2%.

The salary schedules reflecting these increases are attached hereto as appendices "A," "B," and "C."

4.2 Longevity Increments

Employees who have completed the following years of service shall receive the indicated longevity increases.

Years of Service	Increment
10	\$725
13	\$825
18	\$925
20	\$1,150

Longevity payments pursuant to this provision shall be paid in the first payroll which occurs in July.

4.3 Chief Secretary Payment

The Chief Building Secretary for each school shall be designated, in writing, by the building principal, and shall receive a Six Hundred (\$600) Dollar annual payment for remaining on call during his/her break time. Such payment shall be made as a lump sum in the first payroll in July.

4.4 Shift Differential

Employees whose shift commences at 3:00 p.m., or whose major portion of the workday is after 3:00 p.m., shall be paid a differential of forty (40¢) cents per hour for all hours after 3:00 p.m.

4.5 Overtime

(a) All overtime shall be computed on a daily and weekly basis.

(b) All overtime performed Monday through Saturday shall be computed at the rate of time and one-half. All work performed on a Sunday shall be paid at a rate of double time. All work performed on a holiday shall be paid at the rate of double time, plus a day's pay for the holiday.

(c) All employees shall receive double time payment after sixteen (16) hours of continuous work.

(d) All overtime shall be the responsibility of the Superintendent and/or his/her designee and must be approved in advance.

4.6 Method of Payment

All ten (10) month and eleven (11) month employees may, at their own option, choose the twenty-six (26) payment method of pay.

5.0 EMPLOYEE BENEFITS

5.1 Medical Insurance

The following health insurance plans are the "base plans":

NYSHIP and

HIP Access

After prior consultation with the Association, the District may offer voluntary health insurance plans in addition to the "base plans."

There shall only be two "base plans" (NYSHIP and HIP Access) offered to all active employees as well as employees retiring from the District.

Effective July 1, 2019, all unit members who choose to enroll in a "base plan" will contribute 8% of the health insurance premium of said "base plan." Effective July 1, 2020 all unit members shall contribute 8.5% of the health insurance premiums of said "base plan." Effective July 1, 2021 all unit members shall contribute 9.5% of the health insurance premiums of said "base plan."

The District shall pay one hundred (100%) percent of the cost of individual coverage upon retirement and fifty (50%) percent of the cost of dependent coverage upon retirement. To be eligible for health insurance into retirement, the unit member must have ten (10) years of full-time service within the District, and actually retire from the District, as accepted and approved by the New York State Employees Retirement System.

Unit members currently enrolled in a "base plan," and unit members who were formerly enrolled in a "base plan" but who currently are receiving payments for declining such coverage as set forth below, who opt to enroll in a voluntary plan with premiums which exceed those of their former "base plan," effective July 1, 2019 shall contribute 8% of said premiums. Effective July 1, 2020, such contributions shall be 8.5%. Effective July 1, 2021, such contributions shall be 9.5%. In addition, such unit members shall pay 100% of the difference in premiums between their former "base plan" and their voluntary plan.

The term "applicable" shall mean the appropriate corresponding level of coverage, either individual or family, for which the unit member is eligible.

Unit members currently enrolled in a "base plan," and unit members who were formerly enrolled in a "base plan" who currently are receiving payments for declining coverage, who opted to enroll in a voluntary plan with premiums which are less than those of the former "base plan" will, effective July 1, 2019 contribute 8% of the premiums of the voluntary plan. Effective

July 1, 2020, such contribution shall be 8.5%. Effective July 1, 2021, such contribution shall be 9.5%.

Unit members who previously opted, upon commencement of employment, for the declination outline below and who later enroll in a voluntary plan with premiums which exceed those of the most expensive applicable "base plan," effective July 1, 2019 shall contribute 8% of the premiums of the voluntary plan. Effective July 1, 2020, such contribution shall be 8.5%. Effective July 1, 2021, such contribution shall be 9.5%. In addition, such unit members shall pay 100% of the difference in premiums between the most expensive applicable "base plan" and their voluntary plan. These rates and rules shall also be applicable to new hires who choose a voluntary plan whose premiums exceed those of the expensive applicable "base plan."

Unit members who previously opted, upon commencement of employment, for the declination outlined below and who later enrolled in a voluntary plan with premiums which are less than the most expensive applicable "base plan," effective July 1, 2019 shall contribute 8% of the premiums of the voluntary plan. Effective July 1, 2020, such contribution shall be 8.5%. Effective July 1, 2021, such contribution shall be 9.5%. These rates and rules shall also be applicable to new hires who choose a voluntary plan with premiums which are less than the most expensive applicable "base plan."

Unit members may only change plans in accordance with plan policy.

Unit employees who are eligible to receive health insurance coverage through the District may opt not to be covered by the District. Unit employees who elect not to be covered for health insurance by the District shall be entitled to receive \$1,500 provided the employee remains uncovered by the District for a period of twelve (12) consecutive months.

Unit employees shall advise the District of their desire not to be covered no later than December 1st and coverage shall cease as of January 1st. Payments shall be made during the first pay period of the following January provided the declination has been in effect from the preceding January.

The declination of Health Insurance shall remain in force annually thereafter unless the employee(s) who have declined such coverage for a given year wish to re-enroll in the Health Insurance Program for the following year. Said employee(s) shall notify the District of such change no later than November 1st preceding the year in which they wish to reenter the plan. Such coverage shall take effect on January 1st.

Unit employees hired on or after January 1st may advise the District of their desire not to be covered by Health Insurance at any time in their first calendar year. Such employees shall receive a pro rata share of the \$1,500 provided the employee remains uncovered by the District through December of that same calendar year. Thereafter, they shall be treated the same as all other unit employees declining coverage.

Individuals making this election shall submit sworn statements to the District indicating they have health insurance coverage under another plan.

Nothing contained herein shall preclude a member of the unit from applying to reenter the District's plan at any time for reasons consistent with the rules of the District's flexible benefit plan and applicable law. In the event a unit employee reenters the plan within the first twelve (12) months, no payment shall be made. In the event a unit employee resumes health insurance coverage after the first twelve (12) months of declined coverage, but prior to the due date for their annual payments, no payments shall be made for the year in which the unit employee's declination was for less than twelve (12) months.

In the event a member seeks to reenter the District's Plan, the District shall request that the Plan waive any applicable waiting period.

In accordance with the rules and regulations of the Empire Plan, a unit employee who is employed by the District and whose spouse is employed by the District shall not be entitled to family coverage provided by the District, unless the maintenance of such plan is required to comply with a court order, judgment or legal separation.

With respect to those unit employees whose spouses are employed by the District, the employees will have the option of determining which spouse shall be covered by the District's Family Plan.

Nevertheless, a unit employee who thereafter becomes no longer covered by his/her spouse's said coverage (e.g., death, divorce, loss of job, loss of coverage, etc.) shall be entitled to immediate reinstatement without any restrictions, without any cost to the individual and pre-existing conditions shall not in any way preclude full coverage.

Unit employees who lose coverage shall notify the District as soon as reasonably possible of their intent to re-enroll in the District's health insurance plan. Such reinstatement shall be immediate upon notice to the District.

In any event the spouse who is no longer entitled to the family coverage has the option of individual coverage or a \$1,500 payment. Such payment will be made during the first pay period of the following January.

The District has instituted a flexible benefits plan pursuant to Internal Revenue Code Section 125 in which unit employees are eligible to participate in accordance with the rules of the plan.

5.2 Life Insurance

Clerical employees shall be provided fifteen thousand (\$15,000) dollar group life insurance at no cost to the employee.

5.3 Dental Insurance

The District shall include the personnel covered by this agreement in a dental insurance plan, paid for by the District, known as New York Life Insurance Company.

5.4 Retirement Program

(a) Effective July 1, 1989, all employees shall be included under Section 75(i) of the New York State Employees Retirement Law, the cost of which shall be fully paid by the District.

(b) Upon notice of retirement four (4) months prior to the date of actual retirement, an employee shall receive a per diem rate of compensation of two (2) days for every five (5) days of their accumulated sick leave. Payment shall be included in the regular paycheck over the last four (4) months of service prior to retirement.

5.5 Sick Leave

(a) All employees shall accrue one (1) sick day per month. Such accrual shall aggregate to 160 days. After one (1) year of service, the employee shall be entitled to his/her annual accrual of sick leave at the beginning of the year, provided, however, that if the employee leaves the District prior to the end of the school year, he/she will only be entitled to a prorated amount of sick leave based on actual service to the District.

(b) Clerical employees employed for three (3) or more years shall be eligible for extended sick leave beyond their accrued sick leave, equivalent to twice the amount of their accrued sick leave at the time of the commencement of the extended illness, with a minimum of

110 workdays and a maximum of 220 workdays, provided they meet the following eligibility requirements:

1. A signed physician's note must be supplied by the employee to the Personnel Office attesting to the fact that the employee is under a doctor's care, and will be unable to report to work because of health reasons for a minimum of twenty-five (25) calendar days.

2. Only employee illness which confines the employee to a hospital or his/her home will qualify (aside from office calls to his/her physician or other medical facility).

3. The District's doctor must agree that the illness referred to in (b) requires confinement to home or hospital, and that the employee will be unable to report to work because of health reasons for a minimum of twenty-five (25) calendar days.

4. In the event of a dispute between the District's doctor and the employee's doctor, they shall agree on a third doctor, whose opinion shall be binding. The cost of the third doctor shall be paid by the District. In the event the doctors are unable to agree upon a third doctor, the employee may grieve the District's denial under the grievance procedure commencing at the Board of Education level.

5. Extended Sick Leave may not be used for Workers' Compensation cases.

6. Extended Sick Leave may be used only for the employee's personal illness.

7. In the event the District alleges an abuse by an employee on Extended Sick Leave, a committee composed of two (2) representatives of the Union, two (2) representatives of the Superintendent, and a fifth party mutually selected by the parties shall hear and adjudicate such alleged abuses. In the event the parties are unable to agree, the third party shall be selected from a list submitted by the American Arbitration Association (AAA).

8. Employees shall use their accrued sick leave prior to becoming eligible for Extended Sick Leave.

9. Upon return from sick leave, employees shall have their accumulated sick leave credited with one-third (1/3) of the number of accumulated sick days at the time of the commencement of the extended illness.

10. In the event an employee has exhausted his/her sick leave, and has an extended illness for more than ten (10) calendar days but less than twenty-five (25) calendar days, such employee may be placed on Extended Sick Leave, provided he/she complies with all the other requirements listed above, and provided further (1) that upon return from such leave, the employee shall have deducted from his/her "future" sick leave the days advanced by the District; and (2) the employee agrees that in the event he/she leaves the employ of the District prior to paying back the advanced days, he/she shall authorize the District to deduct from his/her final paychecks the amounts advanced by the District.

5.6 Payment for Unused Sick Leave

Unit members who have a minimum of thirty (30) sick days as of June 30th shall be eligible to sell back up to five (5) sick days at the unit member's per diem rate. Unit members who have a minimum of fifty (50) sick days as of June 30th shall be eligible to sell back up to eight (8) sick days at the unit member's per diem rate. The remaining unused days shall be applied to the employee's accrued leave days. Payment for these days will be paid in a separate check the following school year the first week in December.

Employees shall notify the District, in writing, of their intention to exercise this option by the last day of the school year. To be eligible, employees must work, their full contract year.

5.7 Personal Leave

Employees shall be entitled to three (3) days off with pay for personal leave time per year. In the event that employees require additional time, such days may be granted where, in the judgment of the District, circumstances warrant the granting of such days. Unused personal days shall be rolled over at the end of the school year into unused sick leave.

5.8 Bereavement Leave

Employees shall be entitled to three (3) days off with pay for death in the family. "Family" shall include: father, mother, brother, sister, half-brother, half-sister, children, husband, wife, grandmother, grandfather, grandchild, mother-in-law, and father-in-law.

5.9 In-service Course Time

Employees shall be entitled to attend in-service courses during regular working hours without loss of pay, with the Supervisor's approval, providing, however, the courses are not directly related to Civil Service tests.

5.10 Secretarial Conference Time

Employees shall be entitled to one (1) day per year for Secretarial Conference, whenever attendance at such conference shall be, with the approval of the Superintendent of Schools.

5.11 Notice of Termination

Members of the unit shall be entitled to a thirty (30) day Notice of Termination if their position is abolished.

5.12 Inclement Weather

When school is closed all day due to inclement weather, all employees shall be paid their regular rate of pay for two (2) such days per year.


Personnel required to work when school is closed due to inclement weather shall receive compensatory time off with the approval of their Supervisor.

5.13 Unpaid Leave of Absence

Clerical employees with a minimum of five (5) years of full-time service with the District may be granted an unpaid leave of absence at the discretion of the Board of Education, which shall not deny such request arbitrarily or capriciously. Such unpaid leave, if granted, shall be for a minimum of six (6) months and up to a maximum of one (1) year. Request for such leaves must be submitted at least sixty (60) days in advance of the commencement of such leave and the request must include the commencement date and termination date of such requested leave. Employees who are granted such leave must advise the District if they plan to return from such leave at least forty-five (45) days prior to the end of a six (6) month or ninety (90) days prior to the end of a leave in excess of six (6) months.

SIGNATURE OF THE PARTIES TO
THE AGREEMENT

MIDDLE COUNTRY
CENTRAL SCHOOL DISTRICT

By: 
Dr. Karen Lessler, President
Board of Education

Date: 11/20/19

MIDDLE COUNTRY
SECRETARIAL ASSOCIATION
CLERICAL UNIT

By: 
Colleen Moore
President

Date: 11-20-19

MCSA Salary Schedule
2019 / 2020
(2.00% INCREASE)

STEP	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>
E	34,983	36,851	38,131	38,725	42,496	47,270	52,150	57,365
1	36,236	38,105	39,389	39,985	43,757	48,311	53,406	58,741
2	37,423	39,303	40,579	41,179	44,949	50,056	55,184	60,501
3	38,741	40,610	41,891	42,485	46,259	52,055	56,984	62,317
4	40,193	42,058	43,328	43,934	47,704	53,923	58,169	64,187
5	41,763	43,628	44,907	45,505	49,277	56,035	60,260	66,111
6	43,456	45,331	46,612	47,200	50,981	58,276	62,351	68,096
7	45,577	47,450	48,731	49,320	53,100	60,600	64,633	70,137
8	47,694	49,569	50,846	51,437	55,209	62,919	67,215	72,242
9	49,967	51,841	53,121	53,710	57,487	65,199	69,495	74,410
10	51,965	53,918	55,247	55,857	59,786	67,804	72,273	76,642
11	54,165	56,117	57,448	58,057	61,985	70,004	74,472	78,943
GRADE A	OFFICE ASSISTANT, CLERK							
GRADE B	STENOGRAPHER							
GRADE C	SENIOR OFFICE ASSISTANT, SENIOR STENOGRAPHER							
GRADE D	ACCOUNT CLERK, ACCOUNT CLERK TYPIST							
GRADE E	PRINCIPAL OFFICE ASSISTANT, PRINCIPAL STENOGRAPHER, SENIOR ACCOUNT CLERK							
GRADE F	SECRETARIAL ASSISTANT, MANAGEMENT INFORMATION SYSTEM SPECIALIST MICRO COMPUTER REPAIR TECH, PURCHASING TECHNICIAN, COMPUTER OPERATOR II							
GRADE G	PRINCIPAL ACCOUNT CLERK, DISTRICT TREASURER							
GRADE H	PAYROLL SUPERVISOR, EMPLOYEE BENEFITS SUPERVISOR, PERSONNEL ASSISTANT, DISTRICT CLERK							

**MCSA Salary Schedule
2020 / 2021
(1.81% INCREASE)**

STEP	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>
E	35,616	37,518	38,821	39,426	43,266	48,125	53,094	58,403
1	36,892	38,795	40,102	40,709	44,549	49,185	54,372	59,804
2	38,100	40,015	41,314	41,924	45,763	50,962	56,183	61,596
3	39,442	41,345	42,649	43,254	47,096	52,997	58,015	63,445
4	40,920	42,819	44,112	44,729	48,568	54,899	59,222	65,349
5	42,519	44,418	45,720	46,329	50,169	57,049	61,350	67,307
6	44,243	46,152	47,456	48,054	51,904	59,331	63,479	69,329
7	46,402	48,308	49,613	50,213	54,061	61,697	65,803	71,407
8	48,557	50,466	51,766	52,368	56,208	64,058	68,432	73,550
9	50,872	52,779	54,082	54,682	58,527	66,379	70,753	75,757
10	52,906	54,893	56,247	56,868	60,868	69,031	73,581	78,029
11	55,146	57,133	58,488	59,108	63,107	71,271	75,819	80,371
GRADE A	OFFICE ASSISTANT, CLERK							
GRADE B	STENOGRAPHER							
GRADE C	SENIOR OFFICE ASSISTANT, SENIOR STENOGRAPHER							
GRADE D	ACCOUNT CLERK, ACCOUNT CLERK TYPIST							
GRADE E	PRINCIPAL OFFICE ASSISTANT, PRINCIPAL STENOGRAPHER, SENIOR ACCOUNT CLERK							
GRADE F	SECRETARIAL ASSISTANT, MANAGEMENT INFORMATION SYSTEM SPECIALIST MICRO COMPUTER REPAIR TECH, PURCHASING TECHNICIAN, COMPUTER OPERATOR II							
GRADE G	PRINCIPAL ACCOUNT CLERK, DISTRICT TREASURER							
GRADE H	PAYROLL SUPERVISOR, EMPLOYEE BENEFITS SUPERVISOR, PERSONNEL ASSISTANT, DISTRICT CLERK							

MCSA Salary Schedule
2021 / 2022
(1.23% INCREASE)

STEP	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>
E	36,054	37,979	39,298	39,911	43,798	48,717	53,747	59,121
1	37,346	39,272	40,595	41,209	45,097	49,790	55,041	60,540
2	38,569	40,507	41,822	42,440	46,325	51,589	56,874	62,354
3	39,927	41,853	43,173	43,786	47,675	53,649	58,729	64,225
4	41,424	43,346	44,654	45,279	49,165	55,574	59,950	66,153
5	43,042	44,964	46,282	46,899	50,786	57,751	62,105	68,135
6	44,787	46,720	48,039	48,645	52,543	60,060	64,260	70,182
7	46,973	48,903	50,223	50,830	54,726	62,456	66,612	72,285
8	49,155	51,087	52,403	53,012	56,900	64,845	69,273	74,455
9	51,497	53,429	54,747	55,355	59,247	67,195	71,623	76,689
10	53,557	55,569	56,939	57,568	61,616	69,880	74,486	78,989
11	55,824	57,836	59,207	59,835	63,883	72,147	76,752	81,360
GRADE A	OFFICE ASSISTANT, CLERK							
GRADE B	STENOGRAPHER							
GRADE C	SENIOR OFFICE ASSISTANT, SENIOR STENOGRAPHER							
GRADE D	ACCOUNT CLERK, ACCOUNT CLERK TYPIST							
GRADE E	PRINCIPAL OFFICE ASSISTANT, PRINCIPAL STENOGRAPHER, SENIOR ACCOUNT CLERK							
GRADE F	SECRETARIAL ASSISTANT, MANAGEMENT INFORMATION SYSTEM SPECIALIST MICRO COMPUTER REPAIR TECH, PURCHASING TECHNICIAN, COMPUTER OPERATOR II							
GRADE G	PRINCIPAL ACCOUNT CLERK, DISTRICT TREASURER							
GRADE H	PAYROLL SUPERVISOR, EMPLOYEE BENEFITS SUPERVISOR, PERSONNEL ASSISTANT, DISTRICT CLERK							