

# **COLLECTIVE NEGOTIATIONS AGREEMENT**

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Between the Orchard Park Central School District  
and the Orchard Park Teachers Association

Term: September 1, 2024 through August 31, 2029



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## **PREAMBLE**

This Agreement is entered into effective as of September 1, 2024 by and between the Superintendent of the Orchard Park Central School District and the Orchard Park Teachers Association.

### **ARTICLE 1: PERTAINING TO THIS AGREEMENT**

- 1.1 TAYLOR LAW NOTICE: IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDEMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.
- 1.2 Definitions: Definitions as used in this Agreement:
  - a) "Agreement" means this Agreement, all appendices, if any, attached hereto, and all amendments hereto, if any made during the term of this Agreement.
  - b) "District" means the Orchard Park Central School District.
  - c) "Board" means the Board of Education of the District.
  - d) "Superintendent" means the person appointed to the position of Superintendent by the Board.
  - e) "Association" means the Orchard Park Teachers Association.
  - f) "Teacher" means a person in the negotiating unit for which the Board has recognized the Association as the exclusive representative.
  - g) "Parties" means the District and the Association.
  - h) "Party" means the District or the Association.
- 1.3 Conformity to Law: It is the intent of the parties that a term or condition of employment expressed in a provision of the Agreement shall prevail unless there is an applicable constitution or statute which explicitly and definitely prohibits agreement on such a provision.
- 1.4 Term: This Agreement shall have the term September 1, 2024 through August 31, 2029.
- 1.5 Complete Agreement: This Agreement is the complete record of all commitments between the parties. No other commitment is binding between the parties unless it is: (a) dated after the execution date of this Agreement and, (b) is signed by duly authorized representatives of each party.
- 1.6 Amendment Waiver: This Agreement may not be waived or amended by implication or by any other means than a written and dated amendment signed by duly authorized representatives of each party.

- 1.7 Negotiate Successor Agreement: If either party desires to negotiate a successor to this Agreement, it shall so notify the other party in writing not later than February 15th of the final school year of this Agreement. Such notice must be accompanied by the notifying party's written proposals. If such notice is given, the first negotiations meeting shall be held not later than March 15th of the final school year of this Agreement at a mutually agreeable place, time and date.
- 1.8 Copies: The District will reproduce fifty (50) copies of this Agreement (8 x 11) to be made available to the Association within thirty (30) days. The Association is then responsible for any further reproduction, using District equipment and supplies at no cost.

## **ARTICLE 2: DISTRICT- ASSOCIATION RELATIONS**

### 2.1 Recognition

- 2.1.1 Negotiating Unit: The Board recognizes the Association as the exclusive representative for receiving the rights and privileges as set forth in this Agreement for purposes of collective negotiations and the administration of grievances under this Agreement of the District's employees in the Instructional Negotiating Unit which is described as follows: all personnel holding positions of employment with the District for which the law (or rules or regulations having the force and effect of law) requires certification by the Department of Education of the State of New York as teachers, school counselors, librarians, social workers, psychologists or teaching assistants excluding all members of the District's administration.
- 2.1.2 Occupational Therapists and Physical Therapists
  - (a) The Board, in addition, recognizes the Association as the exclusive representative for receiving the rights and privileges as set forth in this Agreement for purposes of collective negotiations and the administration of grievances under this Agreement of the District's employees who are duly certified for and hold the position of Occupational Therapist or Physical Therapist.
  - (b) Occupational Therapists and Physical Therapists shall not be entitled to the following rights and privileges under this Agreement:
    - 1) Inclusion on Teacher Seniority Lists; a separate seniority list will be established for Occupational Therapists and Physical Therapists.
    - 2) Probationary Periods: All laws, rules and regulations of Civil Service shall apply. Occupational Therapists and Physical Therapists will serve a six-month probationary period.
    - 3) Disciplinary procedures; however, the disciplinary process described in Collective Negotiations Agreement between the District and its School Related Personnel shall apply.
    - 4) All provisions related to mentoring/intervention.
    - 5) All provisions relative to dismissal and layoff. Among Occupational Therapists appointed on the same day, seniority shall be determined by the person who has the lowest retirement number with the New York State Employees Retirement System.

2.1.3 Teaching assistants – Individuals employed as teaching assistants shall receive all the benefits of the collective bargaining agreement except as set forth:

- 1) The salary of each teaching assistant shall be 70% of the appropriate step, upon hiring, of the applicable teacher salary schedule, either Bachelors or Masters, determined by the teaching assistants credentials. If the teaching assistant does not currently hold a degree, they will be placed on the applicable step on the Bachelors schedule.
- 2) Teaching assistant who earns a Level 3 Certification as established by NYSED shall be entitled to an annual stipend of \$500.
- 3) Teaching assistants will be utilized by the District as Applicable by NYSED Regulation.
- 4) The Part 80 Regulations (8 NYCRR 60-5.6) is incorporated in the collective agreement (Appendix M).
- 5) If a teaching assistant employed by the District, who is a certified teacher, applies for a vacant teaching position within the District, they shall be considered for an interview for the position.
- 6) The terms of this agreement shall be enforceable through the contractual grievance and arbitration process.
- 7) The cooperating teacher of the teaching assistant(s) will have time built into their daily schedule to meet with, plan and direct the teaching assistant(s) in their department/content area.

This time will be separate from the personal daily planning time for the cooperating teacher. At the elementary level, the teaching assistant cooperating teacher will have a 30-minute planning period daily with their cooperating teaching assistant(s). At the secondary level (6-12), one period of the six allocated to teach or supervise students will be provided to the cooperating teacher to plan with the teaching assistant(s).

2.1.4 Period: This recognition shall extend for the maximum period permitted by law.

## 2.2 Facilities and Information for Association

- 2.2.1 District Documents and Records: On reasonable advance request, the District shall furnish to the Association copies of documents in the District's possession or (b) reasonable access to District records(as the case may require) whichever will enable the Association to obtain information relevant to the administration of this Agreement. The Association shall pay the same price per copy for such documents as is charged by the District to others pursuant to the current Board policy.
- 2.2.2 Orientation Day: The Association shall be given time (not to exceed 15 minutes) to address teachers at Orientation Day.
- 2.2.3 School Mail: The Association may send materials in reasonable quantities through school mail facilities and boxes provided that a copy of such material is given to the Superintendent and the Building Principals in the case of a District-wide mailing or to the Building Principal only in the case of a single building mailing.
- 2.2.4 Bulletin Board: The Association shall have the exclusive use of a bulletin board located in each school building at a place mutually agreeable to the Association and the Building Principal. The Building

Principal shall be given a copy of all material to be posted on the Association bulletin board and shall have the right to remove from any other material. Association postings shall be limited to the designated boards.

- 2.2.5 Board Agenda and Minutes: The District will send to the Association a copy of the agenda for and the minutes of each Board meeting at the same time such documents are sent to Board members.
- 2.2.6 Association / Administration Meetings: Meetings respecting the administration of this Agreement or terms and conditions of employment of teachers not covered herein shall be held, on reasonable advance notice of the desire for and intended subject of the discussion between (a) the Superintendent and officers of the Association, and (b) a Building Principal and the Association's Building Representative(s). All such discussions shall be held at reasonable times and place mutually agreed upon. The representatives of either party may invite others to participate in the discussions. The parties, upon request, shall be informed of all the individuals who will be present for the discussion.
- 2.2.7 Dues Deductions / Agency Fee
- (a) The Association shall certify in writing to the District the amount of its annual dues per member and the District shall deduct such dues from the pay of each member who filed with the District a written authorization therefore which he/she has voluntarily signed and which he/she has not subsequently revoked by delivery to the District of a written, signed and dated statement of revocation. The annual dues shall be deducted from the pay of each such teacher in equal installments on each warrant pay date which occurs not less than one calendar week after receipt of their written authorization. The total amount of dues so deducted on each such date shall be forwarded to the Association within one calendar week thereafter.
  - (b) In accordance with applicable New York State Laws, the District agrees to deduct from salaries of members of the bargaining unit who are not members of the Association, an Agency Fee equivalent to the dues levied by the Orchard Park Teachers Association.
  - (c) The Association shall indemnify, defend and save the District harmless against any and all claims, demands, suits or other forms of liability that shall or may rise out of the District's proper implementation of the Agency Fee. Except in the case of clerical error, questions as to the implementation of this provision shall be settled between the teacher and the Association.
- 2.2.8 Association Meetings: The Association shall be given automatic approval to hold meetings of its membership, officers and committees in school buildings pursuant to the then-current Board policy (except for the requirements of maintaining liability insurance) and charges applicable to other organizations provided that the requested meeting facilities have not previously been scheduled for other users. No more than two such general meetings per month or two such school meetings per month in any building shall begin during the 7 1/2 hour work day, but shall not interrupt the instructional day.
- 2.2.9 Seniority List: A seniority list for all teachers in the District entitled to accrue seniority as provided by law will be prepared annually and shared with the Association by February 1st of each year. The District will provide 30 copies of the Seniority List to the Association by February 1st of each year. The Seniority List shall reflect service to the prior June 30th.

With exception of grievances directly related to paragraphs 5.5.3 and 5.6.2 of this Agreement, any action taken by the District in reliance on the list will not be subject to the grievance/arbitration provisions of this Agreement.

- 2.2.10 Vote Cope: The District agrees to permit voluntary deductions for VOTE - COPE. Authorization for deductions must be submitted to the payroll office on forms provided by OPTA no later than 20 days before the deductions are to begin. Deductions and transmittal of VOTE - COPE monies shall be made at the same time as dues deductions.
- 2.2.11 Presidential Time: The President of the Association shall not be assigned a supervisory period during the school day, and shall be permitted to utilize all non-instructional time for the conduct of Association business. In the event the President is an elementary level teacher, President time arrangements shall be made by agreement between the Superintendent and the Association President.
- 2.2.12 Labor-Management Committee: The parties recognize the benefit of the exploration and study of current and potential problems and differences by meetings of representatives of the parties and exchange of views and information without the stresses and time limitations which may exist at the bargaining table. The District and the Association agree to establish a Labor-Management Committee to study, explore and make recommendations to the parties during the life of this Agreement concerning matters referred to the Labor-Management Committee by the parties.
- 2.2.13 NYSUT Benefit Trust Fund: The District shall permit and make accommodations for payroll deductions for the NYSUT Benefit Trust (see Appendix I).
- 2.2.14 Cafeteria Plan: The District and OPTA shall evenly split any FICA savings which result from the 125/129 Cafeteria Plan. The FICA savings realized by OPTA hereunder will be utilized by it to absorb the costs of administering the 125/129 Cafeteria Plan, together with whatever other resources currently being devoted to that purpose. The employee may designate only one (1) time per year the amount to be distributed to the plan and may make changes only as the Law permits, relative to changes in personal circumstances.
- 2.2.15 Shared Professional Decision-Making: Each building shall have a Building Effectiveness Team ("BET") consisting of the OPTA building representatives and administration representatives. The establishment of a BET does not limit nor constrain any other types of teams, groups or committees from being formed or operated in a building. The parties to a BET shall meet at times mutually agreed upon. The BET is charged with the ability to make recommendations that provide a positive influence on the decisions at the building and district levels, however, no party under this framework abrogates its rights and responsibilities as grounded in education or public law including controlling regulations of the Commissioner of Education or the State of New York. Either the President of OPTA or the Superintendent of Schools may determine that any given topic is not appropriate for this forum. This forum is not intended to take the place of collective bargaining or grievance administration.

### 2.3 Grievance Procedures

- 2.3.1 Purpose: The District and Association recognize the importance of an orderly, clearly defined procedure for processing grievances for members of the professional staff. The primary intention of this procedure is to resolve any grievances at the lowest practicable level.
- 2.3.2 Definitions: Definitions as used in this Section 2.3:
- (a) "Grievant" shall mean a teacher who is employed by the District and covered by the terms and conditions of this Agreement. Alternatively, "grievant" shall mean the Association in each of these

situations: (a) the grievance alleges a violation of a provision of this Agreement which sets forth a right or privilege owing to the Association as such (e.g., exclusive representation pursuant to 2.1.1) as distinct from a right or privilege owing to a teacher or group of teachers; (b) the number of teachers aggrieved constitutes at least a majority of the teachers in the District in a subject area, in a grade level or a building.

- (b) "Grievance" shall mean any alleged violation of the terms and conditions of this Agreement.
- (c) "Immediate Supervisor" shall mean the administrator to whom the teacher is directly responsible.
- (d) "Representative" shall mean the person or persons from the Association or its affiliates designated by the aggrieved employee or their representative.
- (e) "Days" shall mean days when school is in session, except that during the summer recess "days" shall mean any day except a Saturday, Sunday or legal holiday.

- 2.3.3 Right to Present Grievance: Every teacher shall have the right to present their grievance as herein provided.
- 2.3.4 Right to Representation: Every teacher shall have the right to be represented at all stages of the grievance procedure. The Association shall have the right to be present at all stages of the grievance procedure even if the teacher/grievant has chosen to proceed without representation.
- 2.3.5 Time Limits: Time is of the essence in presenting and processing grievances. Therefore, the teachers and the parties shall strictly adhere to the time limits set forth in this Article 2. However, the parties can mutually agree in a dated and signed statement to extend or reduce any such time limit.
- 2.3.6 Time Limit to Begin Procedure: To be considered a proper grievance, the written grievance must be presented within 20 days of (a) the day of the occurrence giving rise to the grievance, or (b) the first day when the grievant(s) became aware (or reasonably should have become aware) of that occurrence.
- 2.3.7 Grievance Form: Written grievances shall be presented, answered and appealed on the form set forth in Appendix A of this Agreement.
- 2.3.8 Failure to Answer or Appeal: If the grievant does not receive the decision of a supervisor or the Superintendent by the final day required by this procedure, the grievant may nevertheless appeal the grievance to the next Level as though the decision had been given on the last day allowed. If any appeal is not made on the last day allowed by this procedure, the grievance shall be deemed to have been satisfied by the decision not appealed from.
- 2.3.9 Level I: A written grievance shall be presented to the grievant's immediate supervisor. Not later than the eighth day after the grievance is presented, the immediate supervisor shall give their written determination to the grievant. Within such eight (8) day period, the grievant and the immediate supervisor shall meet to discuss the grievance if either so request. The grievance will be closed unless a written notice of appeal is received by the Superintendent not later than the third day after the day on which the immediate supervisor presented their written determination.
- 2.3.10 Level II. The Superintendent or their designee shall meet with the grievant to discuss the grievance if either the grievant or the Superintendent (or their designee) so requests. Within 12 days after

receiving the appeal, the Superintendent shall render a written decision, copies of which shall be delivered to the grievant and the Association. The grievance will be closed unless a written notice of appeal is received within five (5) days by the Superintendent.

2.3.11 Level III. If the grievant is not satisfied with the decision at Level II, the Association may submit the grievance to arbitration not later than the 12<sup>th</sup> day after delivery of the Superintendent's decision at Level II by notifying the Superintendent, in writing, of the intent to arbitrate.

2.3.12 Selection of Arbitrator: Within five (5) working days of such written notice of the intent to arbitrate, the representatives of the Association and the district will agree upon a mutually acceptable arbitrator competent in the area of the grievance. If the parties are unable to agree upon an arbitrator, the Association will request a list of arbitrators from the American Arbitration Association not later than the 10<sup>th</sup> work day after the date of the notice provided to the Superintendent in Section 2.3.11 above.

To submit such a grievance to arbitration, the Association shall send a demand to the American Arbitration Association (AAA) and a copy to the Superintendent. The demand shall request the AAA to send to the Association and to the Superintendent a list of twenty names of arbitrators. Within 10 days of the day on which it receives its copy of the list, each party will return its copy to the AAA with all names which are unacceptable to it crossed off and the remaining names numbered in order of the party's preference. If the AAA determines that no mutually acceptable arbitrator has been selected by the parties, the AAA shall send to each party a second list of ten names and the foregoing procedure will be followed with respect to it. If the AAA determines that no mutually acceptable arbitrator has been selected by the parties from the second list, the AAA will name the arbitrator.

2.3.13 Single Grievance Rule: No more than one grievance may be appealed to a single arbitration proceeding, unless the parties expressly agree in writing to the appeal of more than one grievance.

2.3.14 Arbitrator's Power: The arbitrator shall determine whether this Agreement has been violated as alleged in the grievance, but he/she may not add to, subtract from, or modify any of those terms nor shall he/she require anyone to commit an act which is prohibited by law.

2.3.15 Final and Binding Decision: The arbitrator's decision shall be final and binding upon all parties and teachers.

2.3.16 Cost of Arbitration: One-half of the fees and expenses of the arbitrator shall be paid by the District and one-half by the Association. All other expenses incident to the arbitration, including compensation of witnesses, shall be paid by the party which incurs them.

2.3.17 Meeting Time: All meetings involving grievances will be held after school hours, unless the parties agree otherwise.

2.3.18 Privacy: During the pendency of any proceeding, and until a final determination has been reached, all proceedings shall be private. Any preliminary disposition will not be made public without the agreement of all parties, provided, however, that if any such proceeding or preliminary disposition is made public; the parties shall not therefore be bound to observe this paragraph with respect to the grievance in question.

- 2.3.19 Inclusion in Personnel File: All documents, communications, and records dealing with the processing of a grievance shall be maintained separately from the personnel file of the grievant. Nothing in this section will interfere with or restrict the district's ability to use or maintain grievance records separate from personnel files.

## **ARTICLE 3: COMPENSATION**

### **3.1 Annual Salaries**

- 3.1.1 Schedules: The annual salaries of teachers shall be computed in accordance with the provisions of sections 3.1, 3.2 and 3.3 of this Agreement and:

The attached salary schedules shall be utilized during the years indicated to implement the following:

2024-2025 – an increase of 1.4% on Steps 1-19, an increase of 2% on Step 20

2025-2026 – an increase of 1.4% on Steps 1-19, an increase of 2% on Step 20

2026-2027 – an increase of 1.4% on Steps 1-19, an increase of 2% on Step 20

2027-2028 – an increase of 1.4% on Steps 1-19, an increase of 2% on Step 20

2028-2029 – an increase of 1.4% on Steps 1-19, an increase of 2% on Step 20

- 3.1.2 Credit for Service Elsewhere: The amount of prior service credit will be left to the determination of the Superintendent. Accreditation for service elsewhere can be obtained through any combination of the following:

- (a) Teaching service in other schools.
- (b) Military Service - Credit of one step may be given for one year of military service. Additional credit of one year may be given if two or more years have been spent in service and part of such service was in a field directly related to teaching or the subject matter to be taught.
- (c) Other Activities - Credit may be granted for service in other fields such as business or industry if the experience in that field is directly related to the subject or subjects to be taught.

- 3.1.3 Time of Step Adjustment: A teacher employed by February 1st, continuously employed, will be eligible to move to the next step on the salary schedule effective the next following September 1<sup>st</sup>.

### **3.2 Credit for Graduate Work**

- 3.2.1 Approval: Salary advancement for courses completed is subject to approval of the Superintendent or their designee. A teacher must request approval of course work no less than ten (10) days prior to the date a course begins or as soon as the course listing is available. The District shall respond within ten (10) days. Any course requests that are denied may be reviewed by the building principal and be reconsidered for approval based upon the principal's recommendation regarding the course utility to the job being performed by the teacher. In general, the basis for approval of courses will be:

- (a) Study in the field or fields being taught by the teacher.
- (b) Study in fields directly related, in the judgment of the Superintendent or their designee, to the teacher's field.



- (c) In-service course and/or the participation with an instructional coach (requires prior approval from the Superintendent or their designee).

Instructional Coaching participation will take place during the course of the contractual work day to be eligible for salary advancement/stipend credit. Sessions with an Instructional Coach may take place before student arrival, after student dismissal, during planning time, and/or during an employee's lunch period.

Choosing to engage in coaching during a lunch or planning period is considered voluntary and will not be considered eligible for planning time reimbursement outline in 6.2.1.4. Credit for participation outside of the work day will be considered for special circumstances and requires approval from the Superintendent or their designee.

Instructional coaching when "pushing into" the classroom during an instructional period is not eligible for salary advancement/stipend credit.

A maximum of 15 hours may be approved per academic school year.

- (d) Special institutes and program if offered by approved agencies or schools (requires prior approval from the Superintendent or their designee).
- (e) Hours beyond Bachelor's Degree plus 60 hours must be in a teacher's area of certification, or in a program leading to a degree.
- (f) Other hours beyond a Bachelor's Degree plus 60 hours should be directly related to the job in the judgment of the Superintendent or their designee and receive prior approval to be considered for salary advancement.
- (g) Graduate credit may be approved only for those courses which require attendance. Graduate credit will not be approved for correspondence courses. Correspondence courses may be approved for in-service credit in accordance with (c) above.
- (h) College courses leading to certification outside of the teacher's current tenure area or leading to a different vocation will not be approved, except as outlined in (i). Special education, reading, early literacy, computer instruction and other courses outside the teacher's tenure area that enhance a teacher's effectiveness may be approved at the discretion of the Superintendent/designee.
- (i) College course work that is part of a program that leads to certification as a School Building Leader, School District Leader, or a School District Business Leader (administrative positions) shall be eligible for reimbursement, at the approval of the Superintendent or their designee, for tuition costs by the District upon satisfactory evidence of completion of the required course work and possession of NYSED certification.

In order to seek prior approval for reimbursement, the teacher shall provide to the Superintendent or their designee, for tuition costs by the District upon satisfactory evidence of completion of the required course work and possession of NYSED certification.

In order to seek prior approval for reimbursement, the teacher shall provide to the Superintendent or their designee, at least thirty days prior to the start of the educational leadership program the scope and sequence of the proposed coursework and the anticipated time frame for achieving the certification (Appendix L).

Following the teacher's receipt of the reimbursement, if the teacher leaves the employment of the District within two years after receipt of the reimbursement under circumstance other than a layoff by the District, the teacher will reimburse the District the following percentages, as dictate by their unique circumstances:

- Within one year of receiving District reimbursement, 50% of the reimbursement received by the teacher will be returned to the District.
- Between year one to year two of receiving District reimbursement, 25% of the reimbursement received by the teacher will be returned to the District.

3.2.2 Submission Form, Dates, and Hour Rate: A form entitled Submission of Courses for Salary Advancement must be used to submit courses for salary credit. The required date for filing is not later than October 1st for a change in salary retroactive to September 1st, or February 1<sup>st</sup> for a change in salary retroactive to January 1st. Salary credit will be granted in blocks of five (5) hours through and including 90 hours beyond the Bachelor's Degree. Such hours shall be paid at the following rates; per block of hours approved and credited:

BA + 5, 10, 15, 20, 25 (blocks of 5)	\$190
BA + 30, 35, 40, 45, 50, 55 (blocks of 5)	\$220
BA + 60	\$450
BA + 65, 70, 75, 80, 85, 90 (blocks of 5)	\$235

The District may pay tuition costs for course work above 30 hours to 120 hours. Teachers taking course work between 30 and 90 hours may elect either salary advancement credit or tuition reimbursement.

Those selecting tuition reimbursement: (1) will notify the District prior to taking the course except under extenuating circumstances, and (2) will be paid upon proof of receipt of payment and satisfactory course completion. Payment will be made within 30 days after submission of the required documentation.

Any teacher who reaches the 90-credit column on the Bachelor or Master's salary schedule will be paid a one-time sum of \$230 for each in-service course approved and completed which exceeds the 90 credits accumulated. An in-service credit for purposes of this provision shall be the completion of 15 credit hours of study in a District sponsored or endorsed course.

### 3.2.3 Advanced Degree Salary Rate, Filing Date

- (a) Upon receiving the first Master's degree a teacher will be placed on the Master's Degree Schedule.
- (b) Teachers receiving a second advanced degree shall receive an additional \$1,320.
- (c) Advanced degrees filed with the District not later than October 1 will be paid retroactive to September 1<sup>st</sup>. Advanced degrees filed with the District not later than February 1 will be paid retroactive to January 1<sup>st</sup>.
- (d) Only those teachers credited with more than two (2) advanced degrees in the 1980-83 Agreement will continue to be compensated at the rate of \$1,100 for each degree.

- 3.2.4 Evidence: Written statement of courses claimed for schedule change will be accepted but must be verified by an official grade report. A new transcript will be required after each 15 hours of credit. An official notification of completion of work for an advanced degree including the date of award will be accepted in lieu of actual award of the degree.

### 3.3 Additional Stipends

#### 3.3.1 Instructional Leaders (High School)

- (a) The following are rates of payment for **High School Instructional Leaders**:

# Teachers in the Unit	4 Teaching Periods	5 Teaching Periods	6 Teaching Periods
2-5	\$1,536	\$2,064	\$2,585
6-8	\$1,966	\$2,479	\$3,007
9-12	\$2,380	\$2,902	\$3,627
13-15	\$2,796	\$3,317	\$3,845
16+	\$3,212	\$3,732	\$4,063

- (b) Not fewer than two (2), no more than three (3) candidates will be submitted to the Building Principal by a department for an instructional leader position. Tenured candidates will be given first consideration.
- (c) An instructional leader will serve for a two (2) year period unless given an unsatisfactory evaluation by the immediate supervisor.
- (d) Instructional leaders, in accordance with 5.2.4, will not be required to evaluate any other teacher in the unit. However, instructional leaders shall assist unit members toward the improvement of instruction.
- (e) Responsibilities are to be flexible in order to accomplish instructional goals. It is expected that instructional leader positions, duties and responsibilities will be continually reviewed for potential modifications.

#### 3.3.2 Instructional Leaders (Middle /Elementary)

- (a) Elementary Instructional Leaders - The following Instructional Leader positions shall be filled:
- (1) Four (4) Science (one (1) per building) (Drop Science Lead Teacher)
  - (2) One (1) Special Education (Total District)
  - (3) Eight (8) Whole Language (two (2) per building; 1 = K-2, and 1 = 3-5; (if needed)
  - (4) Appointment of an individual to coordinate Whole Language Instructional Leaders shall be at the District's discretion.

Additionally:

- (1) Maintain Instructional Leaders as above, on an as-needed basis as determined by the District.

- (2) Appoint one (1) Whole Language Coordinator, to be a Teacher on Special Assignment, as determined and appointed by the District.

Elementary Instructional Leaders may be added or discontinued by subject area on a need basis as determined by the District, through joint discussion between the parties.

Responsibilities for Elementary Instructional Leaders are to be flexible but reflective of the responsibilities as recommended by the joint District/OPTA Committee.

Elementary Instructional Leaders will serve for a two-year period unless given an unsatisfactory evaluation by the immediate supervisor.

As an Instructional Leader one will not be required to evaluate any other member of the bargaining unit. However, Instructional Leaders shall assist unit members toward the improvement of instruction.

Payment for **Elementary Instructional Leaders** shall be as follows:

Number of Teachers	Stipend
Up to 13	\$ 3,422
13 or More	\$ 3,955

- (b) The following are rates of payment for **Middle School Instructional Leaders**:

Number of Teachers in the Unit	4 Teaching Periods	5 Teaching Periods	6 Teaching Periods
2-5	\$1,536	\$2,064	\$2,585
6-8	\$1,966	\$2,479	\$3,007
9-12	\$2,380	\$2,902	\$3,627
13-15	\$2,796	\$3,317	\$3,845
16+	\$3,212	\$3,732	\$4,063

- (c) Duties and responsibilities of Middle School Instructional Leaders to be established by a joint committee within the teachers and administrators in the Middle School.
- (d) By mutual agreement of the Building Principal and the Instructional Leaders, if the need arises after the school year ends, an Instructional Leader may be brought into work during the summer for up to three (3) days at \$46 per hour.

3.3.3 Counselors, Social Workers, and Psychologists: School counselors, school social workers and school psychologists will receive seven percent (7%) of their salary on the teacher's salary schedule, in addition to their salary on the teacher salary schedule, for additional work time scheduled by the immediate supervisor. Additional time in excess of the maximum number of attendance days for classroom teachers shall be scheduled by the immediate supervisor after consultation with the employee and shall not exceed the equivalent of nine (9) work days in addition to the maximum 188 between September 1 and June 30.

Payment for the time scheduled and worked will be made in the next most appropriate special payroll.

As it pertains to this provision only, "days" shall be defined as a regular work day or, with the prior approval of the immediate supervisor, a combination of hours for services performed equivalent of the regular length of the teacher work day. Payment will be made upon submission of the appropriate forms at least two weeks prior to a special payroll. Adjustments will be made in the final payroll for work scheduled and not performed.

3.3.4 Coaching Salaries: Coaching salaries shall be determined as follows:

- (a) Credit for coaching experience outside the District will be left to the determination of the Superintendent or their designee.
- (b) The steps will be determined based on years of experience as follows:

<b>Step</b>	1	2	3	4
<b>Experience Years</b>	1	2	3	4

- (c) The schedule based on the above is set forth in Appendix F of this Agreement.
- (d) Coaches and the trainer will receive an additional \$330 per week for coaching beyond their normal ECIC season or a pro-rated amount of \$66 per day for regular school days.
- (e) The District and the coaches will jointly establish a coaching evaluation form and procedure. Evaluations will take place at least every other year or more frequently if needed.
- (f) Coaches that receive approval from the District's Athletic Director to begin coaching their assigned team before September 1 shall receive an additional stipend of \$330 per week, or a prorated amount of \$66 per day.

3.3.5 Intramurals: The intramural salary schedule will be based upon the number of hours allotted for that activity by the building principal. There will be no index or credit given for years of experience on the intramural payment schedule. The hourly rate will be \$36.

3.3.6 Extra Class Activities: Extra class activities will be paid according to the groups and schedule shown in Appendix E of the Agreement on which only experience with the District will be credited.

3.3.7 Chaperones: All chaperone appointments are voluntary and subject to approval by the building principal or unit supervisor. Compensation will be paid using the Class I and Class II designation up to eight (8) hours. Activities demanding compensation beyond eight hours in a single day will require prior approval by the building principal or unit supervisor. However, if no chaperones are available, the building principal shall formulate an arrangement whereby the co-curricular activities will not be curtailed. Chaperones will be paid by the District according to the classification of the activity chaperoned.

**Effective 9/1/19**

**Class I**

Up to 3.0 hours..... \$78

**Class II**

3.0 to 4.0 hours..... \$106

**Class III**

Overnight ..... \$131

**Class IV**

More than one night..... \$188

3.3.8 Summer Curriculum: Salary for summer curriculum work or any other curriculum work performed beyond the normal work day of teachers is subject to the District's approval of the work and estimated time to complete responsibilities and shall be compensated at \$46 per hour or a pro-rated portion thereof.

3.3.9 Summer School: Salary for teaching summer school shall be paid at the rate of \$46 per hour. Summer school teachers shall have one (1) sick day to use which will be non-accumulative. Teachers working in the same program the prior year shall have employment preference over the applicants for summer school, provided they had satisfactory performance.

Any teacher who is employed as a summer school teacher shall be eligible to request a summer leave of absence under the following conditions:

- (a) The individual must be employed in summer school for a minimum of five years.
- (b) Eligibility for summer leaves of absence are available to each teacher only once in a five (5) year period.
- (c) The teacher will return to same program, but not necessarily the same position.
- (d) Up to four (4) leaves per year will be granted by the District; however, at its discretion the District may exceed the four (4) leaves should it feel the integrity of the program can still be maintained.
- (e) The District will maintain a separate eligibility list for each program (Reading, Special Education (EIP), and Special Education (non-mandated).
- (f) In the event the District reduces the number of positions affiliated with a specific summer school program during a given year, it will decrease staff from among the least senior 50% of qualified teachers in programs with six or fewer teachers and the three least senior qualified teachers in programs with seven or more teachers. Seniority for this purpose will be based upon summer school service.
- (g) Ability to take a summer leave (4) shall be determined by seniority in the summer school program.
- (h) Requests for summer leaves must be received by the District before April 1st of each year.

#### 3.3.10 Elementary Lead Teachers

- (a) The District, in its discretion, may appoint Elementary Lead Teachers to assist in the coordination and implementation of specific curriculum.
- (b) Assignment to this position shall be done by the building principal from those teachers within a building who voluntarily apply.
- (c) An Elementary Lead Teacher will serve a one year, renewable term.
- (d) Responsibilities are to be flexible in order to meet the instructional objectives within the building and curriculum area.
- (e) The stipend for an Elementary Lead Teacher will be \$1,583 per academic year. Summer employment will be at the discretion of the District based upon the needs within a curriculum area and shall be paid at the summer curriculum rate in effect.

- 3.3.11 Home Teaching: The stipend for home teacher (including preparation time, travel and parking) will be \$46 per hour.
- 3.3.12 Instructional Period Coverage: The stipend for any teacher who covers an extra instructional period at the direction of their building principal during their preparation time or lunch will be \$46.
- 3.3.13 Regents/AP Preparation Classes: The stipend for Regents/AP preparation classes approved by the Assistant Superintendent for Curriculum and conducted during recess periods will be \$46 per hour.
- 3.3.14 Test Scoring: Teachers that participate in regional test scoring events or other scoring events recommended or required by the State Education Department shall be compensated at the rate of \$46 per hour or a prorated portion thereof *for hours worked in excess of the maximum length of the teachers' day*.

Note: Travel time to and from scoring sites are not included as time worked as related to 3.3.14, however the district will apply the mileage reimbursement rate for travel incurred from the employee's assigned school to the scoring site and the return trip.

- 3.3.15 Blended Teachers: Teachers with Blended responsibilities shall be eligible for up to thirty (30) hours of compensation at \$46 per hour for instructional preparation work which occurs *beyond the regular teacher work day* in a given school year, provided such preparation work is acknowledged in advance by the building administrator.

Note: It is understood by the parties that the Director of Special Education shall make available to the building principals each year a list of those employees eligible for the benefits of 3.3.15.

- 3.3.16 Teaching/Leading In-service Courses: For each hour of approved instruction, members shall be paid \$48 per hour. However, instructors of an initial course offering, i.e., the first time the course is being offered, shall have the option to be paid \$48 per hour or receive hour-for-hour course credit to be applied toward salary advancement consistent with Section 3.2.1 of the collective bargaining agreement.

If the course enrollment is 20 or more, then two members may be appointed to teach/lead the in-service course and each member shall be eligible for compensation at \$48 per hour or receive the hour-for-hour course credit (see above). Each member can teach the same or similar course a maximum of three (3) times per year unless otherwise authorized by the Superintendent or their designee.

OPTA members have not been granted "exclusivity" in regard to teaching/leading in-service courses and the District retains the right to appoint individuals other than OPTA members to teach/lead in-service courses.

- 3.3.17 Technology Assistance Benefiting Instructional Staff: If, with the mutual agreement of the building Principal, Technology Director and Association Member, an Association Member provides technology assistance during the summer months which is intended to benefit instructional staff, such work shall be compensated at a rate of \$46 per hour. Further, if such work is mutually approved and completed during the school year outside of the Association Member's assigned classroom or supervisory time, this work shall similarly be compensated at \$46 per hour.

- 3.3.18 OPTA Appointed to Curriculum Coordinator: OPTA members appointed to the position of Curriculum Coordinator shall have the following terms and conditions:

- (1) Appointment as a curriculum coordinator shall be for one year. The appointment shall be effective July 1st through June 30th.
- (2) OPTA members in the position of curriculum coordinator will be expected to provide up to sixty (60) hours of work occurring outside of regular daily assignments, such service may include work during the summer or other recess periods. If the services are provided during the regular work day, the teacher remains responsible for completing their regular work obligations outside the regular work day without further compensation.
- (3) Curriculum coordinator work shall be recorded by the individual periodically, as requested, on a log which describes the work conducted and approximate time invested.
- (4) Unit members performing as coordinators shall be compensated at the rate of \$4,497 for the year. Compensation for partial year performance shall be pre-rated based upon the volume of work completed to date. For example: If 30 hours were logged then the partial year stipend would be \$2,248.50 ( $\$4,497 \times 30/60$ ).
- (5) If the District determines that additional hours of work are required of one or more unit members serving as a curriculum coordinator, it shall notify the individual(s), in writing, of the specific tasks to be performed. Any unit member(s) so notified shall be compensated for such work at the rate of \$73 per hour. Additional hours of work must be approved in advance by the District.
- (6) The qualifications, goals and responsibilities of unit members serving as curriculum coordinators will be those set forth in Appendix K of this Agreement.
- (7) Appointments to curriculum coordinator positions shall be subject to the annual recommendation of the superintendent and approval of the board of education. Concerns with individual performance shall be initially discussed with the curriculum coordinator and addressed with counseling memos, as warranted; however, the District retains its managerial right to determine the best individuals to serve as a curriculum coordinator annually.
- (8) Service as a curriculum coordinator shall not be a factor in any teacher's annual evaluation.

3.3.19 Longevity: Upon entering year 25 of service to the District, each OPTA member will receive an annual, one-time \$1,000 off base payment in December of each year.

Upon entering year 30 of service to the District, each OPTA member will receive an annual, one-time \$2,000 off base payment in December of each year.

3.3.20 Family Solutions Center: This program must have certified mental health professionals (school counselors, psychologists and social workers) as defined by NYSED. The hourly rate of \$73 per hour will be for work above and beyond the employee's contractual work day and will be utilized strictly for counseling services provided at the Family Solution Center.

### 3.4 Payments

3.4.1 Terms of Payment: The terms of payment are:

- (a) Pay Schedule: A schedule of paydays will be provided for the school year.
- (b) Pay Schedule: The schedule will provide for a full paycheck on the first Friday of the school year and every two weeks thereafter on Friday.



In those situations where a teacher has left the employment of the District and due to overpayment of any kind owes the District money, the District will make an attempt to recover such funds. As appropriate, letters to those individuals will include statements regarding notification to the Commissioner about lack of legal notice and cause for withdrawal of their teaching certification.

Should the District still be unsuccessful in obtaining monies owed, OPTA will assume responsibility and make payment to the District for the full amount.

- (c) Pay Schedule: Whenever school is not in session on a Friday pay date, the last school day prior to such Friday shall be payday. When the last school day is more than two (2) days prior to such payday, the scheduled Friday pay date will apply.
- (d) Number of Paychecks: The number of paychecks shall be optional, being either 22 or 26 or rotating 26. Teachers choosing the 26-paycheck option must notify the District two (2) weeks prior to the first pay date. Failure to do so will automatically put an individual in the 22-paycheck schedule.
- (e) Twenty-six (26) week schedule: Checks issued on the rotating 26 payments will include payments which coincide with the District's July and August payroll dates and will include normal tax deductions only. There will be no deductions made for credit union, TSA's, etc. in those last four paychecks.
- (f) Twenty-six (26) week schedule: Final payment for those on the 26 payments shall be made as follows:  
  
Direct Deposit Accounts -the payment representing the last four (4) paychecks of the 26-payment schedule will be deposited simultaneously into the employee's account on the last pay date in June.  
  
Payroll checks - the payment representing the last four (4) paychecks of the 26-payment schedule will be available as separate checks beginning with the first pay date in July followed by the next three regularly scheduled pay dates of July and August.
- (g) The checks indicate all deductions. The last checks cover all adjustments necessary to make total deductions accurate.
- (h) Teachers are urged to cash checks within five (5) days. Teachers should not leave school during required hours of duty to cash checks.

3.4.2 Coaching and Extra-Class Activities: Coaches and extra-class activity advisors shall be paid at least twice yearly - at midpoint and at the end of the season or activity. In each case "end" means within two weeks of the date the season or activity finishes or on the next payday after that finishing date, whichever is later. All such salaries will be paid by separate check.

### 3.5 Non-Salary Compensation:

On July 1, 2027, a one-time increase of 10% of the non-salary OPTA compensation total will be applied to all compensation amounts outside of the salary schedules in collaboration and agreement between OPTA and the District.

## **ARTICLE 4: ABSENCE**

### 4.1 Sick Leave

4.1.1 Amounts: Each teacher is entitled to 15 days of sick leave including personal business leave with

full pay per year. While sick leave days are credited at the beginning of each year, they are actually earned at the rate of 1.5 per month of actual employment. Teachers who begin employment after September will be granted 1.5 days for each month remaining in the school year. If a teacher leaves or resigns before the end of the school year and there is an excess in days used, over days of sick leave earned, deduction will be made from the final payment on the basis of 1.5 days earned per month of employment.

4.1.2 Accumulation:

(a) Unused sick leave will accumulate to a maximum of 320 days.

(b) While no more than 320 days of unused sick leave may be carried forward from the end of one school year (June 30) to the beginning of the next school year (September 1), any sick day used during a given school year by a teacher who has accumulated 320 sick days, at the end of the prior year, will be deducted from the fifteen (15) days annual entitlement and not be deducted from the 320 days maximum accrual.

(c) The District shall give to each teacher written notice of the number of sick leave days accumulated not later than the last payday in November.

4.1.3 Attendance Stipend: Any teacher continuously employed from September 1 through June 30 who does not utilize any days charged against their accumulated sick leave or recorded as "Approved Absence without Pay (Personal)" shall receive a stipend of \$264.

Any such teacher who utilizes no more than one (1) day during a complete school year shall receive a stipend of \$198.

Any such teacher who utilizes no more than two (2) days during a complete school year shall receive a stipend of \$132. All of these stipends are payable the following October. These stipends shall be prorated for part-time teachers. Contributions to the Sick Leave Bank do not pertain to this section.

4.1.4 Approval: Requests for "Approved Absence with Pay" - Educational or Personal must be sent to the Assistant Superintendent for Personnel & Pupil Services for consideration of such requests.

4.1.5 Proof of Illness: The Superintendent may require a physician's certificate of illness and necessity for absence from duty. The District reserves the right to require a physical examination by the school physician before the teacher returns to duty.

4.1.6 Other Uses: Sick Leave days may also be used for:

(a) Serious illness in the immediate family. Illness should be of such nature and degree to necessitate the presence and care of the teacher. After the use of 10 sick leave days for this purpose, the situation should be discussed with the Assistant Superintendent for Personnel to determine if the conditions conform to the requirements. Immediate family means a parent, spouse, parental in-laws, grandparents, grandchildren, children, siblings or another relative who is a member of the employee's household, or another relative for whom the employee can prove to the satisfaction of the Assistant Superintendent for Personnel.

(b) Death in the immediate family (five (5) days per death). Immediate family means parent, spouse, parental in-laws, children, siblings, grandparents, grandchildren. This leave provision may also be applied in the case of the death of another relative or person for whom the employee can prove

to the satisfaction of the building principal they had direct responsibility for said person. Leave used for this purpose will not be considered in calculating perfect attendance.

- (c) Funeral - one-half to two days depending on location - approval of time to be arranged with the building principal.
- (d) Religious Holidays - three (3) days per school year for holidays listed in the school calendar published annually by the New York State Education Department. Religious days shall not be deducted from accumulated sick leave.
- (e) Religious Holidays do not count against a perfect attendance stipend if 1) the religious holiday is listed as a religious observance on the SED calendar, and 2) the individual is prohibited from work on that day from their religion.

- 4.1.7 Sick Leave Bank: The Sick Bank shall be maintained by an automatic deduction of one day from each teacher upon notification to the District from OPTA. Such notification may be made only when the Bank drops below fifty (50) days of available use. No more than one (1) day per teacher per year may be deducted and credited to the Bank.

A probationary or tenured teacher who is unable to teach because of illness or injury of prolonged duration, and who has exhausted all other such leave days available may make application to the Sick Leave Bank Committee for use of days from the Bank after a three (3) work day waiting period without pay.

A Sick Leave Bank Committee shall consist of two (2) Association representatives and the Superintendent's designee. The Committee shall decide the number of days up to 90 that any one (1) teacher may be eligible to use. The Committee may request statements from a teacher's physician. Decisions of the Committee shall be final and binding on all parties.

Decisions of the Sick Bank Committee are not grievable under the terms of this Agreement. Should an individual disagree with the decision of the Committee he/she may appeal to and meet with the Committee to discuss the decision and receive reconsideration of their request. If the individual does not agree with the decision of the Committee after the appeal, he/she may request a review by the OPTA Executive Committee. The decision of the OPTA Executive Committee shall be final and binding on all parties.

- 4.1.8 Sick Leave - Summer Employment: While sick leave days may not be used for illnesses during summer employment, it is understood that per diem (PPS, Guidance, and Curriculum) schedules may be changed to prevent loss of wages. This will not occur during the last week of summer.

#### 4.2 Personal Leave

- 4.2.1 Amount and Accumulation: Each teacher is entitled, if needed, to five (5) days of personal leave per year with full pay as provided in Paragraph 4.1.1, each day without reason. The teacher's unused personal leave will accumulate as unused sick leave under the provisions of Paragraph 4.1.2 of this Agreement.
- 4.2.2 Prior Notification: No prior notification is necessary for the use of Personal Days, except under normal procedures for securing a substitute.

- 4.2.3 Partial Day: If the whole day is not needed to conduct personal business, the teacher is expected to report to school. In such cases the building principal shall determine whether there should be a deduction from accumulated leave.
- 4.2.4 Before/After Holidays and Vacations: In general, personal days may not be used to extend a holiday or vacation and are deducted from perfect attendance. However, the use of personal days to extend a holiday or vacation, or the use of personal days taken consecutively (more than three) must be requested in writing to the Assistant Superintendent for Human Resources and Administration for approval. Please have the appropriate building principal indicate their support of this leave request by initialing the written request, prior to submitting the request to Human Resources.
- 4.2.5 Excluded Days: Unpaid leave of absence request to extend a holiday, vacation, recreation, or for other employment, will not be approved.
- 4.2.6 Suspected Abuse: When the District suspects abuse or inappropriate use of Personal Days, it maintains its right to question an employee in which case a reason for the use of a Personal Day must be provided.

#### 4.3 Other Short-Term Leaves

- 4.3.1 Jury Duty: Teachers will be given time to serve on jury duty subject to the following conditions:
- (a) Teachers must file with the building principal a copy of the official summons indicating selection for jury duty.
  - (b) The teacher will discuss with the building principal the best time to serve on jury duty. Any direction or recommendation by the principal shall be advisory.
  - (c) The teacher will be paid their regular salary provided they file with the District a statement from the court indicating days served on jury duty.
  - (d) Teachers must report to school while not actually serving on jury duty.

Attendance at any court or administrative agency necessitated by a subpoena shall be an excusable absence without loss of pay or accumulated leave provided the subpoena is filed with the principal. This provision shall not encompass attendance at any proceeding related to the activities of the Association.

- 4.3.2 Special Conference Reimbursement: A teacher wishing to attend a special conference shall refer their request through the immediate supervisor to the Superintendent for their action. Each request will be dealt with on the basis of its merit and funds available. Within ten (10) days of the receipt of a conference request, the immediate supervisor shall notify the individual with information regarding the status of the request. The person attending the conference must submit a voucher to the Business Office. The District will publish its 21-day billing cycle and those receipts for expenses received in the business office no later than seven (7) days before the 21st day shall be reimbursed. Approved expenses may include:
- (a) Transportation - round trip fair by plane, bus or train. Tax exemption certificate should be obtained from the Business Office before purchasing transportation. If transportation is by auto, mileage at the approved rate will be paid. Parking and thruway toll are reimbursable. In the event that many might be assigned to a conference and transportation is by auto, every effort should be made to travel together.

(b) Housing - Motel or hotel expenses are approved, but every effort should be made to use double occupancy of rooms.

(c) Special Conference charges, but not membership dues.

- 4.3.3 Visitation/Conference Not Reimbursed: A teacher at their own expense, or by sharing the cost with the District, may attend a special conference, visit other classrooms, or schools, or such appropriate places of educational value, if approved by the immediate supervisor and the Superintendent. Such conference attendance or visitation, if approved, shall be without deduction from accumulated sick leave.
- 4.3.4 Teacher Retirement Convention Leave: The District shall grant two (2) days with pay to each Teacher Retirement Delegate, not to exceed two (2) delegates, for the purpose of attendance at the Retirement Convention. Such days will not be deducted from accumulated leave.
- 4.3.5 Association Business: The District will grant a total of 20 days, a maximum of 10 days per teacher, per school year for teacher absence without loss of pay so that the teacher can attend to Association business. Notice of the name(s) of the teacher(s) and the days of leave must be given in writing to the Superintendent and the building principal by the Association President not less than 24 hours in advance of the first day of such leave in each instance. The Association shall reimburse the District for the cost of a substitute for each such day of leave used, per person.

#### 4.4 Maternity/Child Care Leave

- 4.4.1 Purpose and Notice: The teacher must give the Superintendent written notice of the pregnancy as soon as he/she becomes aware. The notice must be provided on the approved form (Appendix H-1) and must be accompanied by a statement from the attending physician stating the date of delivery for the teacher or spouse.
- 4.4.2 Duration; Adoptions; Disabled Child: A maternity/child care leave for up to approximately two (2) years will be granted without pay or increment. Teachers shall specify the length of the requested leave at the time of the application. Such application must be made on the approved form (Appendix H-2) at least 30 calendar days prior to the expected delivery date as provided by the physician in the notice of pregnancy. The teacher may state a specific date on which the leave will begin. A teacher who provides an approximate ("on or about") date shall within 10 days of delivery, provide the District with the specific date for the beginning of the leave on a revised approved form (Appendix H-2).

The leave shall expire at the beginning of a semester, unless mutually agreed upon by the employee and the District.

A written notice must be submitted 60 calendar days prior to the expiration of the leave indicating the teacher's intention to return to teaching. A teacher returning in September shall give such notice no later than May 1.

Child-care leave will apply to adoptions. A teacher who is to become an adoptive parent will notify the District as soon as possible about the expected date of placement and expected date when the leave should begin.

An unpaid leave of absence of up to two (2) years will be granted for the disability care of a child, spouse, or parent. Such leave request must be accompanied by a letter from the physician which must include a statement of need for the leave.

- 4.4.3 Early Return: A teacher making application to return prior to the expiration of the leave will be given preference if a vacancy occurs in their area of prior service.
- 4.4.4 Benefits Upon Return: At the conclusion of the leave, a teacher who takes a leave of absence of no longer than one (1) year in duration, shall be entitled to return to a position in the same building. Teachers taking a leave of more than one (1) year in duration shall be entitled to the same or similar position as the one held prior to the commencement of the leave. Upon return, all benefits accumulated as of the last day of work prior to the commencement of the leave will be restored. Additional benefits such as seniority, sick leave, and step advancement do not accrue during an unpaid leave of absence.
- 4.4.5 Childbirth Disability Period: Childbirth is considered a disability. Upon the date of the delivery the teacher may utilize sick days from their accumulated sick leave days. A period of six weeks from the date of delivery may be utilized for a normal delivery and eight weeks may be utilized for Cesarean Section. Additional days beyond the 6- to 8-week recovery period may be requested; however, a physician's certificate of illness and necessity for absence from duty will be required. The District may, at its discretion, have the individual examined by a physician designated by the District. An unpaid leave can then commence after the above disability expires (also see 4.4.2).

#### 4.5 Sabbatical Leave

- 4.5.1 Eligibility: All staff members of the District properly certified by the Education Department of the State of New York, having had at least seven (7) consecutive years of service in the District are eligible to apply for sabbatical leave.
- 4.5.2 Application: Applications must be made in writing and presented to the building principal or immediate supervisor by February 1. All applications shall then be forwarded to the Superintendent by the first Thursday in March preceding the school year in which leave is requested. Such applications shall state the purposes for which leave is sought and the plans for achieving them.

If an application is for study, the educational institution shall be named and the courses to be taken enumerated if known.

If it is for independent study of a problem, its nature shall be outlined in detail.

If it is for travel-study the itinerary shall be described in addition to the study program.

- 4.5.3 Conditions: Each candidate must promise in their application to continue in the employ of the District for a period of two years subsequent to the expiration of the leave of absence, except for uncontrollable causes. No person during the period of leave shall basically alter the program initially approved without written consent of the Board. The candidate shall report to the Superintendent in writing on their progress at the midpoint of the program being pursued. A full report shall be submitted to the Superintendent within two (2) weeks after the completion of the sabbatical leave.
- 4.5.4 Duration and Return: All such applications are subject to the Board's approval. Leave may be granted for a period of one school year and shall start at the beginning of the term unless determined otherwise by the Board. The employee shall not be eligible to return to their position until the expiration of leave except with the approval of the Board. While there can be no commitment that the returning teacher will be assigned to the same schedule, subjects or grade level, their assignment will be determined in the same way as though he/she had been teaching the previous year.

Leave which ceases to serve the purposes for which it was granted or the conditions of which may fall into default, may be terminated and payments discontinued.

- 4.5.5 Salary and Benefits: Any employee on sabbatical leave shall receive a salary equal to one half of the pay of the Teacher Salary Schedule for that year which he/she would receive if on active duty. It shall be payable on the same dates active teachers are paid. He/she shall be entitled to the same privileges of advancement on the Salary Schedule as if he/she had been employed full-time and shall be entitled to such advancement in status on the schedule as any graduate work completed may entitle him/her. Rights, also under the New York State Teachers Retirement System, Social Security, and full insurance benefits shall not be impaired. Sick Leave benefits will not accrue during a sabbatical leave.

#### 4.6 Other Long-Term Leaves

- 4.6.1 Military Service: Leave of absence for military service will be granted according to the Military Law and all provisions contained therein will be followed.
- 4.6.2 Study: Teachers serving under tenure appointments may apply for a one year leave of absence for study under the following conditions:
- (a) The leave of absence must be requested in writing by February 1, of the year in which the leave is to commence.
  - (b) The teacher must inform the Superintendent in writing by February 1, preceding the terminal date of such leave, of intention to return to duty or resign.
  - (c) Leave of Absence for study is without pay or other benefits provided by the District.
- 4.6.3 Travel: Leaves of absence for travel may be approved when such travel is directly connected with the teacher's field of work. Detailed plans must be submitted to the Superintendent by February 1. Leave of absence for travel is without pay or other benefits provided by the District.
- 4.6.4 Association Office: The District may grant a leave of absence without pay or benefits to a teacher who is elected to office in an employee organization affiliated with the Association. Such leave shall be for a maximum of two (2) years, but the Superintendent may, in their sole discretion, grant additional leave. Such a leave must terminate at the end of a semester and must be preceded by written notice from the teacher to the Superintendent that the teacher intends to return at the end of the semester. The notice must be delivered to the Superintendent not later than the 60th calendar day prior to the end of the semester. A teacher's request for an early return from such leave shall be honored if a vacancy exists in the teacher's area of prior service. On their return, the teacher shall have restored to him/her all benefits accumulated on a time basis (e.g., seniority, sick leave) which he/she had accumulated as of their last day of work prior to the commencement of the leave, but he/she shall not be entitled to any additional benefits by reason of their time on leave.

The District may grant a leave of absence without pay or benefits to a teacher who is elected to public office. Public office is defined as an elected town, county, state or federal position. Such leave shall be for a maximum of two (2) years. The Superintendent, in their sole discretion, may grant additional leave. Such a leave must terminate at the end of a semester and must be preceded by written notice from the teacher to the Superintendent that the teacher intends to return at the end of the semester.

- 4.6.5 Public Office: The notice must be delivered to the Superintendent not later than the 60<sup>th</sup> calendar day prior to the end of the semester. A teacher's request for an early return from such leave shall be honored if a vacancy exists in the teacher's area of prior service. On their return, the teacher shall have restored to him/her all benefits accumulated on a time basis, (e.g., seniority, sick leave) which he/she had accumulated as of their last day of work prior to the commencement of the leave, but he/she shall not be entitled to any additional benefits by reason of their time on leave.
- 4.6.6 Special Reasons: A leave of absence, without pay or benefits, for special reasons may be approved at the discretion of the Superintendent of Schools.

## **ARTICLE 5. EMPLOYMENT MATTERS**

### **5.1 Personnel File**

- 5.1.1 Review: Each teacher shall have the right, upon their reasonable advance request, but not later than one (1) day (as defined in 2.3.2 (e)) after their request, to review the contents of one official personnel file maintained in the District's central office. The review shall be conducted in the presence of an administrator. The teacher may be accompanied by an Association representative of the teacher's own choosing. The teacher, their representative if any, and the administrator shall sign a log showing the date the review was conducted.
- 5.1.2 Contents, Response: No material, other than routine personnel documents, shall be put in the teacher's personnel file unless he/she has been given the opportunity to examine it. Such materials will be signed and placed in the personnel file within five (5) days. The teacher must sign the copy to be filed, but their signature shall not be construed to represent the teacher's agreement with the content of the material. The teacher may make a written, signed and dated response to any material in their file and such response shall be attached to the material in the file. Factually incorrect material will not be placed in the personnel files.
- 5.1.3 Copy: Upon receipt of a written request, the teacher shall be furnished with one copy of any material in the teacher's file, and the teacher shall sign a receipt if requested to do so.
- 5.1.4 Employment Information: Reference and other material obtained in the evaluation of a teacher for initial employment or for reemployment shall be removed from the teacher's file before it is reviewed and the teacher shall not be entitled to a copy of such material.

### **5.2 Formal Observation and Evaluation**

(For teachers not subject to the OPCSD/OPTA APPR MOA)

- 5.2.1 Formal Observation of Probationary/Tenured Teachers: A probationary teacher shall be formally observed at least twice in each of their probationary years. Tenured teachers shall be formally observed on an equitable, rotating basis at least once in any three (3) year period. On written request from the teacher, a third formal observation in a year will be given. Each such formal observation shall be followed by a conference between the teacher and the observer not more than ten (10) school days after the formal observation.



During such conference, the observer shall give the teacher a written report of the formal observation. The teacher shall acknowledge receipt thereof by signing and dating the file copy. The signature of the teacher indicates that the teacher has had an opportunity to review and discuss the report. It does not necessarily indicate the teacher's concurrence with the report. Not later than ten (10) school days after the conference, the teacher may submit a written, signed and dated response to the report which will be filed with the report.

Building administrators are discouraged from making formal observations of probationary teachers during the first and last week of any semester or on the two days prior to Thanksgiving or Winter and Spring recess, or on the day following these recess periods.

5.2.2 Observation Procedure for Teachers: When a teacher is formally observed the following procedure shall be followed:

Pre-Observation Conference

The conference shall be used by the observer and the teacher to discuss and/or agree upon the information to be collected, establish the general and specific focus of the lesson, the intent and procedures of the lesson and explore the long- and short-term goals for students, where appropriate.

Formal Observation

The formal observation shall be of sufficient duration to see a complete lesson. The purpose of the formal observation is to collect discussed or agreed upon information. Collection of information should be as objective and descriptive as possible.

Post-Observation Conference

A written report of each formal observation shall be presented at a post-observation conference which shall be held within 10 school days after the formal observation. The conference should include a discussion of all parts of the report, establish final recommendations and post-observation decisions and if necessary, additional observation schedules. The post-observation report shall be based upon the pre-observation conference and include, but not be limited to:

- A) Review of strengths and weaknesses
- B) Recommendations for improvement
- C) Guidance and assistance, if requested by the teacher

A teacher may request a second conference for purposes of review and further discussion of the written report, at which time further clarification may be presented. The teacher may request the presence of an OPTA building representative as an observer.

All formal observations and evaluations shall be completed on forms currently developed by joint action of the parties to this Agreement.

5.2.3 Annual Performance Evaluation: An Annual Performance Evaluation will be completed for each teacher. They shall be completed no later than June 10 of each year and take into account the total performance of the individual for the year.

The evaluator shall notify staff that Annual Performance Evaluations are about to be completed, and ask for input to be included, especially in the recognition area. The evaluator will complete the report and share it with the teacher; a conference shall be held if requested by either the evaluator or the teacher.

The teacher may add any comments within ten (10) days of the receipt of the evaluation. The evaluation will be signed and dated by both the evaluator and teacher, and a copy will be included in the teacher's personnel folder. The teacher's signature indicates an opportunity to review the evaluation and does not indicate concurrence.

- 5.2.4 Evaluation by Teacher: No teacher in the negotiating unit shall be required to evaluate any other teacher in the unit.
- 5.25 Change – Evaluation Process: The evaluation process established during the 2000-01 school year and described more fully in the District's Annual Professional Performance Review Plan shall be the recognized evaluation process between the parties for teachers not covered by NYS Education Law Section 3021C and the OPCSD/OPTA APPR Memorandum of Agreement. Thereafter, should the APPR Committee agree to modify the Plan, the parties will negotiate, if necessary, issues concerning the impact of the plan, as well as any "procedure" as distinguished from "methods" or "criteria" called for in a revised plan which differs from a procedure contained in this Agreement.

### 5.3 Discipline

- 5.3.1 Representation: Whenever a teacher is informed by the District that the purpose of a meeting with a District representative will be disciplinary in nature, or if the teacher is informed at the meeting that discipline will be discussed, said teacher shall have the right to be accompanied by an Association representative. This provision shall not be interpreted to include the conference referred to in Article 5.2.1.

The District shall be prohibited from using any information or material discussed at the above-mentioned meetings, unless an OPTA representative is present or the employee has expressly waived such right of representation.

Meetings held with the building level administration, the employee shall select from OPTA representatives that are available in the building at the time of said meeting. If no representative is available, the building administrator will reschedule the meeting when one is available.

All meetings of this nature shall be held during the contractual work day if at all possible.

### 5.4 Mentoring/Intervention

- 5.4.1 Probationary/Tenured Teachers: The mentoring program shall operate in accordance with the guidelines established by the joint OPTA/District committee. All first-year teachers (new to Orchard Park) will be mentored. Mentors will assist in the evaluation of first year teachers to the extent that they will sign-off on a jointly established check list which may include recommendations for improvement.

- Release time for mentors shall be provided through the use of substitute teachers, up to ten (10) days per year.
- Mentors shall receive an annual stipend of \$1,312.
- Mentors and Mentees are expected to use time before and after the student day, as well as contractual planning time to meet.

In the intervention program, no evaluative materials will be shared, except between the mentor and the teacher. Teachers being mentored through this process may be assigned to observe or assist other teachers, including the mentor, in lieu of a duty assignment.

Other factors in or modifications of these programs may occur.

It is expected that the Mentoring Committee will meet to evaluate and, if necessary, modify the mentoring programs as needed.

#### 5.5. Dismissal / Layoff

- 5.5.1 Dismissal Third/Fourth Year: Dismissal during last year of probationary period: If, during the final year of the employee's probationary appointment by the District as a full-time regular (i.e. not a temporary replacement for another teacher) teacher, a teacher is dismissed or denied tenure, he/she may appeal the decision to dismiss him/her or to deny him/her tenure to the Superintendent. Such appeal must be made in writing not later than the fifteenth (15th) consecutive calendar day after the teacher was notified in writing of the decision. The Superintendent's decision shall be in writing not later than the fifteenth (15th) consecutive calendar day after receipt of the appeal. The decision of the Superintendent shall not be subject to the grievance and arbitration procedure set forth in the Contract.

This procedure shall not preclude the parties from meeting informally before or after charges are preferred in an attempt to settle differences without a hearing.

- 5.5.2 Charges Against Tenured Teacher: The charges will be as specific as those filed under Section 3020-a. The charge(s), and specifications may not be amended after the Board has referred them for a hearing.
- (a) A tenured teacher who is served with disciplinary charges shall, within 10 days of receipt of the charges, notify the Clerk of the Board in writing whether he/she elects (1) a hearing before an arbitrator; or (2) to waive their right to a hearing before an arbitrator. Failure to so notify the Clerk of the Board in writing within the specified time period shall be deemed to be a waiver of a hearing before an arbitrator.
  - (b) Upon notice of the election of the teacher to have the case heard in arbitration, the District shall within fifteen (15) days of the receipt of the teacher's written election, notify the American Arbitration Association ("AAA") of the agreed upon need for an arbitrator to determine the charges against the teacher. The notification shall request the AAA to send to each party a list of twenty (20) names of arbitrators. No later than the tenth (10th) working day after receipt of its copy of the list, each party shall mail its copy of the list to the AAA with any names thereon which are unacceptable to it crossed out and all other names numbered to show the party's preference. The AAA shall then name the arbitrator most preferred by the parties as indicated on the lists submitted. If the AAA determines that no mutually acceptable arbitrator has been selected by the parties, it shall submit a second list of twenty (20) names and the same procedure shall be followed with respect to it. If the AAA determines that no mutually acceptable arbitrator has been selected by the parties from the second list, it shall name an arbitrator not previously submitted to the parties.
  - (c) The Voluntary Labor Arbitration Rules of the AAA shall govern the proceeding before the arbitrator, to the extent that such rules do not conflict with the provisions of this Article.
  - (d) If the teacher is suspended pending the determination of charges by means of a hearing before an arbitrator, that suspension shall be with pay. The District and the teacher shall endeavor to initiate and complete the arbitration proceeding in a timely manner as practicable. All scheduling of hearing dates will be in the hands of the arbitrator and all parties will make every attempt to schedule consecutive days of hearings to complete the process in a swift and timely fashion.

- (e) One-half of the fees of the arbitrator shall be paid by each party. All other expenses, including the compensation of witness's incident to the arbitration, shall be paid by the party incurring them. However, if either party shall cause to be made a written, mechanical or other record of the proceedings, one-half of these expenses shall be paid by each party.
- (f) In the proceeding, the issue to be decided by the arbitrator shall be "Is (name of teacher) guilty of any or all of the charges against (him/her)? If so, what penalty, if any, shall be imposed?"
- (g) Charges determined by means of a hearing before an arbitrator, may be reviewed in the manner provided by law for the review of arbitration decisions.
- (h) The decision rendered by the arbitrator will be implemented by the Board, pending the appeal.
- (i) If a teacher is charged with failure to maintain certification notwithstanding any of the above, the teacher shall be suspended without pay or benefits, as the current law allows.
- (j) The teacher will be provided the following along with the charge(s) showing what the teachers rights are under this provision: (a) A cover memo indicating information to be provided, (b) 3020-a time table, (c) 3020-a the Law, (d) 3020-a rights of a tenured teacher and (e) a copy of the Agreement.

5.5.3 Partial Seniority: Beginning in September 1992, part-time tenured teachers shall accrue appropriate partial seniority.

5.5.4 Abolishment of Positions: When positions are abolished, the District shall follow the applicable provisions of the New York State Education Law. When deciding questions of length of service among two or more teachers in the same tenure area who started work on the same day:

- (a) A teacher who was appointed by the Board earlier than another teacher shall be considered the more senior, and
- (b) Among teachers appointed on the same day, seniority shall be determined by the person who has the lowest retirement number with the New York State Teachers Retirement System.

### 5.6 Filling Positions

5.6.1 Posting: Vacancies in the negotiating unit shall be posted in each building for a period of 10 calendar days prior to being filled, except emergencies. In such situations the District will consult with the President of OPTA. A vacancy occurs when the number of regularly appointed teachers is less than the number of positions authorized by the Board of Education in a given year. (Technically, a vacancy does not exist if the position is encumbered by a teacher on a leave of absence.)

5.6.2 Inter-Building Transfer: It is the District's intention that all transfers be mutually acceptable and voluntary in so far as possible.

When transfers are required, voluntary transfers will be solicited and considered prior to affecting an involuntary transfer. An involuntary transfer is defined as the reassignment of a teacher to another building without the teacher's consent.

All teachers interested in voluntary transfers will indicate the same in writing to the Assistant Superintendent for Human Resources and Administration prior to May 1, for the following September or by responding in writing to any posted vacancies within 10 days. Transfers initiated after the school year has begun will not take effect until the following September, unless it is approved by the Superintendent of Schools.

All probationary or tenured teachers requesting voluntary transfer will be provided an opportunity to be interviewed by the building principal of the receiving school before a determination is made.

In the case of voluntary transfers, should three (3) or more teachers apply for such a transfer, the District will select the teacher for transfer from this group. Should more than three (3) teachers apply for the transfer, the District will select from the three (3) most senior teachers who apply. Should fewer than three (3) teachers apply for the transfer, the District may select from those who apply, may affect an involuntary transfer or may fill the position from outside the unit.

If an involuntary transfer is necessary it will be from the least senior 25% of the tenure area, building or department. The District reserves the right to transfer a teacher, when it is determined that such a transfer to a new environment is intended to improve the level of instruction of the teacher, or if it is determined that a transfer will improve the educational program, the following will occur:

- (1) This teacher will be first transferred to a vacancy in the tenure area in another building.
- (2) If no vacancy exists and another person is affected, it will be from the least senior 25% of the tenure area affected.

5.6.3 Summer School, Coaching and Extra Class: With respect to summer school, coaching and extra class activity positions listed in this Agreement or Appendices:

- (a) Acceptance of such positions shall be voluntary.
- (b) The District shall give preference to qualified applicants from the negotiating unit before hiring others for such positions.
- (c) Acceptance or non-acceptance of such positions and performance therein shall not be taken into account in evaluating teachers for continued employment as teachers.
- (d) The District shall post coaching and extra class activity positions listed in this Agreement for at least ten (10) days before filling them, except in emergencies. All applicants shall be notified of the District's decision respecting the position.
- (e) The District shall post summer positions at least thirty (30) days prior to the end of the school year. All applicants shall be notified not later than June 15th of the District's decision respecting each position.
- (f) If an incumbent in any position is not being considered for that position, he/she will be so notified prior to the posting. A discussion will take place with the individual and their immediate supervisor.
- (g) OPTA members in such positions shall be evaluated using the form included herein as appendix ( ) during such assignments. Members shall be given a copy of the completed evaluation form and shall be entitled to respond to the evaluation in writing.

- 5.6.4 Recommendation for New Activities: Any member of the negotiating unit may submit suggestions or recommendations for the creation of new co-curricular or interscholastic activities for the current school year to the member's Building Principal for approval or disapproval by the Superintendent and the Board.

New positions in the extra-class activities (Appendix E) shall be negotiated between the District and the Association, with reference to initial placement on the schedule.

#### 5.7 Job Sharing

- 5.7.1 Job Sharing Process: Upon application of one tenured teacher satisfactory to their immediate supervisor and approved by the Superintendent, he/she may be permitted to job share for one (1) year in circumstances where the District, in its sole discretion, determines that the educational needs of the students involved will not be compromised. The provisions of this subsection 5.7.1 will not be subject to the grievance procedure.

### **ARTICLE 6: TIMES**

#### 6.1 Annual

- 6.1.1 School Year: Legally the teacher is continuously employed. The maximum number of teacher attendance days for classroom teachers shall not exceed 188 days inclusive of one day comprised of six (6) hours of teacher-directed professional development.

The teacher work year shall begin the Wednesday before Labor Day. During the first two teacher attendance days, teachers will be guaranteed a minimum of six (6) hours of teacher directed professional development.

The Friday before Labor Day will not be a teacher work day. The first day of student attendance will be no earlier than the Tuesday after Labor Day. The Wednesday before Thanksgiving will not be a teacher work day. On years in which teachers report in August, the school calendar will be constructed giving priority to Easter Monday (Dyngus Day) and December 23rd as days off.

New Teacher Orientation: Teachers new to the OPCSD may be required to be in attendance an additional three (3) days prior to the beginning of their employment or regularly scheduled days for returning teachers, without additional pay. OPTA will be provided with two (2) hours on the first day of orientation to address these new employees.

- 6.1.2 Holidays: Teachers will be entitled to all holidays as provided in the school calendar. The school calendar is subject to change by the Board during the school year.
- 6.1.3 Emergency Closings: In the event that school is closed for emergency reasons teachers will not suffer a loss in pay if attendance is not required. These days will not be rescheduled unless the number of student attendance days falls below the days required as a minimum for state certification. Should it become necessary to schedule additional days to meet minimum requirements for full state aid, such scheduling will be done by the Superintendent with the consultation of the Association.
- 6.1.4 Early Release: Early release of teachers immediately prior to the end of the school year is discouraged. However, under special circumstances the Superintendent may authorize early releases. Early releases shall be without pay unless the Superintendent determines that remuneration is warranted because the early release has special value to the school district.

6.1.5 Open Houses/Events: All teachers will attend up to two (2) after school open houses per year.

## 6.2 Daily

6.2.1 Schedule: Teachers are expected to follow the daily time schedules and assignments as specified each year for the school or schools in which they teach. Such schedules and assignments, however, shall meet the following minimum requirements:

- (a) Length of day: The maximum length of classroom teacher work day shall be seven and one-half hours (7.5). If a teacher is requested to stay beyond the work day due to unforeseen circumstances necessitating the supervision of students, the District will consider providing compensatory time.
- (b) Lunch: The work day shall include a minimum 30-minute duty-free period for lunch.
- (c) Daily Assignments: For grades 6 through 12 teachers, daily assignments shall not exceed six (6) periods (or the equivalent) of instruction or supervision.
- (d) Subject preparations: For grades 6 through 12 teachers, the number of subject preparations assigned to a teacher shall not exceed three (3) but this shall not preclude a teacher from volunteering to accept a greater number of preparations. Before a fourth (4th) subject preparation may be assigned to a probationary teacher, the concern will be discussed with the department to find a volunteer. Science laboratory classes will be considered a separate preparation.

A remote section of a course is considered a different subject preparation from an in-person course.

Appendix J describes how subject preparations are to be counted for the delivery of secondary special education services.

- (e) Preparation Time: Teachers shall be entitled to the following preparation time:
  - (1) Grades 6-12 teachers: one (1) period per day of not less than 40 minutes during the student day.
  - (2) Grades K-5 teachers: one (1) 45-minute period per student day. This section shall apply to all classroom teachers including Special Education, Resource Room and AIS.
  - (3) Grades K - 5 special teachers: not less than 240 minutes per week during the student day. No period of less than 15 consecutive minutes will be included in the 240-minute calculation.
  - (4) Lost Prep/Planning Period - Partial Day: Teachers engaged in district- directed (not voluntary) non-teaching assignments, duties, or activities (such as but not limited to field trips not initiated by the teacher, scoring, visitations, conferences, professional development) for a partial day (a day when the teacher is teaching no less than one of their regular classroom teaching assignments), shall receive \$46 for a lost preparation/planning period on that day.

As an alternative, if the teacher and Principal both agree, in lieu of the \$46 compensation, the teacher's schedule may be modified for the day or comp time granted.

- (5) Lost Prep/Planning Period - Full Day: Teachers engaged in non- teaching assignments, duties, or activities (such as but not limited to field trips, scoring, visitations, conferences, professional development) for a full school day, shall NOT receive compensation for a lost preparation/planning period(s) on those days.

- (f) There will be no students in attendance during the first teacher work day and the last teacher work day of the school year.
- (g) The following schedule will occur during the last week of school:

High School – As per the Regents Exam Schedule. Any teacher who proctors an exam on the last student attendance day will be provided compensatory time.

Middle School - The Middle School testing schedule will be similar to the High School Regents schedule.

Elementary School – Students will be scheduled for 180 attendance days. If student attendance days fall below the 180 required student attendance days/hours as required by NYSED at the elementary level, additional days as needed to fulfill NYSED minimums for student attendance, will be added to the end of the student school year calendar.

If, after the 180<sup>th</sup> student attendance day, more than three teacher attendance days are needed without students, the additional teacher days beyond three will be allocated for professional development. PD activities for these days will be jointly planned between OPTA and the District.

- 6.2.2 Deviation: All teachers are expected to be in their building(s) daily for the entire work day. In the event that a teacher must deviate from the prescribed time schedule, arrangements should be made with the immediate supervisor. If a teacher must leave the school building during the work day, but outside the student day, he/she may do so by signing out on the forms provided in the school office including a statement of where he/she can be reached.

This provision is not intended to allow employees to leave school on a regular basis following their assignments.

- 6.2.3 Cafeteria Rotation: Every reasonable effort will be made to rotate cafeteria duty on a yearly basis among available secondary teachers in each building.
- 6.2.4 Responsibility for Pupils At All Times: While teachers have specific schedules to follow, they are on call at all times during the school day for emergencies. Teachers are expected to take responsibility for any pupils in any situation at any time if the teacher is at the scene where a decision is needed. This is not confined to the room or building in which the teacher is scheduled. All teachers are responsible for pupils in general.
- 6.2.5 Faculty Meetings: There are three types of faculty meetings: (a) general, (b) school, and (c) department, grade, subject or special area. All teachers are expected to attend all faculty meetings pertaining to their department, school, or the District. In an emergency, a teacher may be excused from attendance by the person calling the meeting. Every reasonable effort will be made to hold such meetings within the teacher work day, but up to two (2) such general meetings per month or two (2) such school meetings per month in any building may extend beyond the teacher work day. When a faculty meeting is held in the morning, the meeting will end at least five (5) minutes before student arrival time, barring unforeseen circumstances.
- 6.2.6 Reduction of Elementary Contact Time: The District agrees to maintain four (4) teachers at the elementary level to provide additional planning time for K - 5 classroom teachers. The District, effective with the 1995-96 school year shall provide one (1) elementary half-day per year.



- 6.2.7 IEP Days: Special Education teachers shall be assured of no less than two (2) days (or the equivalent) per year for IEP preparation and conferences.

### 6.3 Character Ed

- 6.3.1 Schedule: Each building principal, after consultation with that building's Building Character Education Committee (BCEC), will create a schedule of character education class meetings to implement the character education program.
- 6.3.2 Annual time: In grades K–12, the character education class meetings led by OPTA members will comprise no more than 400 minutes per teacher per school year.
- 6.3.3 Class Meetings: Elementary buildings will each schedule no more than twenty-character education class meetings and secondary buildings will schedule no more than ten-character education class meetings.
- 6.3.4 Character Ed. Curriculum Responsibility: It will be the responsibility of the District to provide the character education curriculum and resources to teachers.

## **ARTICLE 7: BENEFITS AT RETIREMENT**

- 7.1 Duration: A Sick Leave Conversion Plan will be in effect for all teachers eligible therefore according to the following terms:
- 7.2 Eligibility - To be eligible for payments under the Sick Leave Conversion Plan a teacher must have reached age 55 and had at least ten (10) years of service in the Orchard Park Schools and be eligible to draw benefits from the NYSTRS.
- 7.3 Notification to District: To be eligible for the benefit under the Sick Leave Conversion Plan, the employee must notify the District in writing of their intention to retire by February 1st with an effective retirement date of July 1st of the immediately upcoming summer.
- 7.3.1 Eligibility with Leave: A teacher who reaches the age of 55 and has earned 10 years of service with the Orchard Park Schools and is eligible to draw retirement benefits from the NYSTRS between September 1<sup>st</sup> and June 30 who wishes to retire during the school year may do so and be eligible for Sick Leave Conversion benefits if the individual is granted an unpaid leave of absence from September 1<sup>st</sup> to the date of retirement.

To be eligible for a retirement incentive, the employee must notify the District in writing of their intention to retire and request an unpaid leave of absence from September 1<sup>st</sup> to the date of retirement.

### 7.4 Sick Leave Conversion

- 7.4.1 200 Day Accumulation: A teacher who files written notice of retirement as set forth above will be entitled to \$150 for each day of unused sick leave to a maximum of two hundred (200) days. Any days in excess of 200 shall be donated to the OPTA sick leave bank upon retirement.

- 7.4.2 Schedule for Conversion: The maximum amount a teacher may receive under this provision is \$30,000.
- 7.4.3 Maximum Amount: Sick leave conversion benefits payable under this section shall be paid according to the options set forth in Section 7.4.4 below. The teacher must select the option(s) for payment within thirty (30) days after the notification or retirement required in section 7.3 above.
- 7.4.4 Payment Options: The dollar value of an employee's sick leave conversion shall be used by the District to continue the employee's health insurance benefits. This provision will constitute a "non-elective distribution" and the said dollar value will be paid by the District to either:
- (a) each retiring teacher's 403(b) / 105(h) account, by the end of October following the employee's retirement, or
  - (b) an account maintained by the District for use in paying health insurance premiums through its group plan applicable to members of the negotiating unit, subject to the applicable rules of the District's health insurance carrier.

An employee must show proof of insurance upon request, either District provided insurance or Insurance purchased and/or enrolled in from a source outside of District, at all times the employee is employed or retired and receiving benefits outlined in 7.4 or 7.5 from the district.

#### 7.5 Retirement Incentive

- 7.5.1 Amount / Rescind: Eligible Association members who provide the district with a written resignation letter for purposes of retirement by February 1st with an effective retirement date of the immediately following July 1st, along with documentation that they will meet the eligibility requirements (see below) will be entitled to:
- (a) If enrolled in District health insurance as primary policy holder as of August 30<sup>th</sup> of the retiring year, will receive a \$35,000 retirement incentive; or
  - (b) If not enrolled in District health insurance as a primary policy holder as of August 30<sup>th</sup> of the retiring year, will receive a \$70,000 retirement incentive.

Once provided, such written resignation as outlined above, may not be rescinded unless the anticipated retiree provides evidence satisfactory to the Board of Education of an unexpected and significant life-changing event occurring between the date of resignation and May 1st of that year. The decision of the Board of Education to allow an employee to rescind a resignation shall be final and shall not be subject to the grievance procedure or to any other administrative or judicial review process in any forum.

- 7.5.2 Additional Benefit: This retirement incentive is in addition to any sick leave conversion benefits for which the employee may be eligible per sections 7.1 – 7.4.4.
- 7.5.3 Payment Options: No retiree shall be eligible to receive the retirement incentive as a cash payment. The District will distribute the \$35,000 or \$70,000 incentive as an employer contribution to the unit member's 403(b)/105(h) retirement plan. The employer contribution will be made in one installment of \$35,000 or \$70,000 no later than the end of October following the employee's retirement; provided,

however, the maximum Employer Contribution shall not cause an employee's 403(b)/105(h) account to exceed the applicable contribution limit under Section 415(c)(1) or the Code, as adjusted for cost-of-living increases. For Employer Non-Elective Contributions made postemployment to a former employee's 403(b)/105(h) account, the Contribution Limit shall be based on the employee's compensation, as determined under Section 403(b)/105(h) (3) of the Code and, in any event, no Employer Non-elective Contribution shall be made on behalf of such former employee after the fifth taxable year following the taxable year in which that employee terminated employment.

If, in the 2023-24 school year, ten (10) or more OPTA members who did not retire at their first year eligible retire this year (2023-24) and do retire on July 1, 2024 in accordance with the notice requirements above, the incentive provided above will be made available to such members.

If, in the 2023-24 school year, ten (10) or more OPTA members are first year eligible to retire this year (2023-24) and do retire on July 1, 2024 in accordance with the notice requirements above, the incentive provided above will be made available to such members.

- 7.5.4 Payments exceeding IRS regulation: In the event that the calculation of the Employer Non-elective Contribution referenced in any of the preceding paragraphs exceed the applicable Contribution Limits, the Employer shall first make an Employer Non-elective Contribution up to the Contribution Limit of the Internal Revenue Code. To the extent that the Employer Non-elective Contribution exceeds the Contribution Limit, such excess shall be reallocated to the Retiree in January of the following year as an Employer Non-elective Contribution.
- 7.5.5 Eligibility Requirement: Association members are only eligible for this retirement incentive during the first school year in which the retiree is/will be eligible to retire on the immediately following July 1st with NYSTRS or NYSERS pension plan, under one of the two following conditions:
- (1) Being 55 years old or older and having accumulated 30 or more years of service credit in NYSTRS or NYSERS (55/30)
  - (2) Being 62 years old or older and having accumulated 20 or more years of service credit with NYSTRS or NYSERS (62/20).
- 7.5.6 Summer Birthday: Association members who first attain eligibility to retire as set forth in section 7.5.5 between July 2 and the first day of teacher attendance in the next ensuing school year shall be deemed eligible to receive the Sick Leave Conversion and the Retirement Incentive if such individual otherwise meets the eligibility and notice provision of Article 7 and retires no later than the date on which eligibility to retire is attained.

## **ARTICLE 8: MISCELLANEOUS**

- 8.1 Mileage Rate: The District will pay a mileage rate equal to the rate allowed by the Internal Revenue Service for trips in a teacher's own automobile on school business which has been approved in advance by the Superintendent.
- 8.2 Notification of Assignments: Before the last day of school, teachers shall be notified of their anticipated subject and grade level assignments for the next school year. When subsequent changes become necessary, the affected teachers shall be notified when the District learns of the necessity.

- 8.3 Assignments as Substitute: The District shall make every reasonable effort to call in substitutes for absent teachers. However, when such efforts are unsuccessful, no teacher shall be required to substitute for another teacher for more than one (1) hour per day, or three (3) days per school year. Substitute coverage will be rotated among available teachers such that no teacher will be required to substitute a second time or third time until other available teachers, in rotation, had substituted once or twice respectively.
- 8.4 Academic Freedom: It will be the teacher's professional responsibility to choose the appropriate materials and time they should be presented in the class in accordance with the powers and duties as stated in the Education Law for Boards of Education (Section 1709) and the Superintendent of Schools (Section 2508).
- 8.5 Clothing Damage: A teacher may be reimbursed for loss or damage to their clothing or other items of wearing apparel resulting from action which occurred while the teacher was engaged in the proper exercise of responsibilities. Reimbursement shall not exceed \$360 per instance and shall be made upon presentation of:
- (a) the damaged clothing or evidence of loss
  - (b) evidence of cost of repair or replacement
  - (c) a written waiver of all further claims against the District for loss or damage
- 8.6 Enrollment of Teachers' Children: The children of Non-Resident District Teachers existing on July 1, 2000 may be enrolled in the District's schools without the payment of tuition. The children of Non-Resident District Teachers born after July 1, 2000 will not be permitted enrollment in the District's schools without the payment of tuition in accordance with the policy of the District.
- 8.7 Safe/Professional Environment: Every reasonable effort will be made to maintain a safe and professional environment. Problems relating to this shall not be remedied through the grievance procedure. Teachers are encouraged to use the shared decision-making process to deal with these issues.
- 8.8 Teacher Input – Professional Staff: Teachers will have input into the selection of new professional staff.
- 8.9 Parent Conferences: Two half-days (with students not in attendance) will be provided K-8 teachers during the first elementary marking period for the purpose of their conducting conferences with parents.
- In addition, K-5 teachers, in coordination with their building principals, will provide at least three hours opportunity outside of the teacher work day during the first elementary marking period for the purpose of conducting parent-teacher conferences. For each hour of teacher participation in parent-teacher conferences scheduled outside the teacher work day, a teacher will be given one-hour time off during the teacher work day to be scheduled at a time when students are not in attendance satisfactory to the building principal involved.
- 8.10 Early Literacy: The District shall provide two days during each fall semester and two days during each spring semester of release time for K-3 teachers, which time will be devoted to working with students on literacy portfolios.

## ARTICLE 9: HEALTH INSURANCE

- 9.1 Availability – BC/BS POS: The District will offer full-time employees the opportunity to enroll in either one single or one family coverage (as appropriate). As examples: a husband and wife who are both employed by the District shall be eligible for either one family plan or two single plans (not two family plans), or a family plan and an in-lieu payment. Also, a single employee without eligible dependents shall be provided a single plan (not a family plan). The coverage policy provided will be the Blue Cross Blue Shield (BC/BS) Point of Service POS Plan which includes a \$15 office visit co-pay, a three tier RX co-pay structure of \$7/\$25/\$40, zero co-pay for children doctor visits, inpatient hospitalization covered in full, one co-pay for ninety day supply of mail order Rx, a \$250 lifestyle benefit, age 26 dependent/student coverage, and guest membership benefits as detailed in the Summary Plan Description.. Effective 9/1/16, employees shall pay a premium as follows:
- (1) 2024/25: 7% provided that no employee premium share shall exceed \$660 (single) / \$1,600 (family).
  - (2) 2025/26: 7% provided that no employee premium share shall exceed \$660 (single) / \$1,600 (family).
  - (3) 2026/27: 7% provided that no employee premium share shall exceed \$660 (single) / \$1,600 (family).
  - (4) 2027/28: 7% provided that no employee premium share shall exceed \$660 (single) / \$1,600 (family).
  - (5) 2028/29: 7% provided that no employee premium share shall exceed \$660 (single) / \$1,600 (family).
- 9.2 Availability - BC/BS Traditional: Any employee also may enroll in a District-sponsored Blue Cross and Blue Shield Traditional Plan, provided the employee pays the difference in the premium cost existing between the cost of the Traditional Plan and the cost for the previously described POS plan, for which the employer would be otherwise eligible. The Traditional plan will include a \$250/\$500 deductible with 20% coinsurance up to the applicable out of pocket · maximum of \$500/\$1,000 for out of network coverage, age 26 dependent coverage, and a three tier Rx co-pay structure of \$7/\$25/\$40, among its other benefits.
- 9.3 Availability – BC/BS PPO: The District, in addition, will make available a Blue Cross and Blue Shield Preferred Provider Plan (PPO) for employees to enroll in, provided the employee pays the difference in the premium cost between the cost of the PPO plan and the cost for the previously described POS plan, for which the employer would be otherwise eligible. The PPO plan will include \$10 office visit co-pay, a three tier Rx co-pay structure of \$5/\$15/\$35, and a 25/25 dependent/student coverage, among its other benefits.
- 9.4 Changing Health Insurance Provider: The District may provide the coverage specified in this section, or any portion of that coverage, through a different carrier or administrator so long as the coverage, benefits, co-pays and deductibles are, on an overall basis, the same as the coverage, benefits, co-pays and deductibles of the Blue Cross/Blue Shield POS 298 in effect as of August 31, 2019. The Health Insurance Review Committee (HIRC) including representative(s) of OPTA must agree the coverage is the same. If the Committee disagrees that the coverage, benefits, co-pays and deductibles are the same as the existing plan, the matter will be submitted to expedited arbitration on the sole issue of the

equality of the plans and the decision of the arbitrator will be final and binding on the parties. Once the existence of a dispute about the equality of the plans is identified, the parties will name a mutually agreeable individual, competent in the area of health insurance benefits to hear the dispute. If the parties cannot agree upon an arbitrator, either party may submit the matter to the New York State Public Employment Relations Board for the purpose of appointing an arbitrator; costs related to arbitration will be shared equally by the parties. No change can be made to any plan, carrier or administrator until the arbitration process is complete.

If, pursuant to the provisions above, the District changes the plan carrier and/or administrator, the parties shall monitor the impact on bargaining unit members. If a member has an unforeseen increase in an out-of-pocket cost they believe was occasioned solely by the change in plan carrier and / or administrator, the employee may have an opportunity to discuss a possible remedy with the District.

- 9.5 Self-funded Insurance: Health care plan coverage (as previously described) may be offered -either through the purchase of insurance, or through self-funding. Any self-funded plans offered by the district will comply with all state and federal requirements regarding health insurance benefits, privacy and security. The procedure for appealing claims decisions shall be the third-party administrator's normal appeals process.
- 9.6 Health Maintenance Account (IRC 105-h): The District will establish a "health maintenance account" under IRC§105-h for each unit member enrolled in the district's health insurance. The District will annually deposit in such accounts as follows:
- (1) Effective 7/1/2025: \$660 (single) / \$1,600 (family)
  - (2) Effective 7/1/2026: \$660 (single) / \$1,600 (family)
  - (3) Effective 7/1/2027: \$660 (single) / \$1,600 (family)
  - (4) Effective 7/1/2028: \$660 (single) / \$1,600 (family)
  - (5) Effective 7/1/2029: \$660 (single) / \$1,600 (family)

Annually, a teacher may authorize the District to use such funds to pay the employee's health insurance premium share with any remaining funds deposited into the employee's 105-h account; in such case the total amount contributed by the District for premium and 105-h account shall not exceed the amount set forth above.

- 9.7 Plan Change Notice: All coverage made hereunder will be subject to the rules of the carriers/providers thereof. Upon the District's receipt of written notice from a carrier/provider concerning a plan change, the District will notify the Association thereof, and at the request of the Association, will engage in impact negotiation concerning any such change to the extent required by law.
- 9.8 District Contributions, Non-Duplicate Payment: The District will reimburse teachers who do not have coverage under the plan described above. If, in any year, the number of teachers opting out of health insurance is 69 or fewer, the reimbursement will be \$2,200 per year. If the number is 70 or more, the reimbursement will be \$2,750 per year.

These teachers must disclose and prove that they have other coverage. Reimbursement will be in one check in November upon proof of alternative coverage. The disclosure form must be completed/changed by September 15<sup>th</sup> for November payment.

Teachers may be reinstated in the health insurance program provided by the District at times and under conditions described by the insurance carrier. Should this occur during a school year, that teacher's annual reimbursement shall be repaid to the district on a prorated basis by the teacher.

- 9.9 Dental Insurance: A dental insurance program chosen by the Orchard Park Teachers Association will be available to teachers. The District's annual contribution toward the premium costs of the plan shall be as follows: \$182,008.

Premium costs above those contributed by the District in each of the school years will be paid by the employees. The District will pay an additional \$475 for each unit member above 400 FTE. For example: 401 unit members = \$182,483.

- 9.10 Disclosure of Coverage: Employees must disclose and prove to the District all the health insurance plans under which they are covered. Such disclosure will be required one time unless the employee's health insurance coverage changes at which time the employee is responsible to request and complete a new disclosure form. The disclosure form used by the District is shown in Appendix G.
- 9.11 Part Time Employees: The District provides 50% of the payment for part-time employees who work 50% but less than 75% of the time, and provides 75% of the payment for part-time employees who work more than 75% of the time. Part-of-the-year employees are not eligible for these benefits. Staff members on leave are eligible for these coverages at their own expense without any payment by the District.
- 9.12 Coverage Study Committee: The Health Insurance Review Committee including representative(s) of OPTA will evaluate the cost effectiveness of the present BCBS contracts. Any changes in existing coverage must be approved by both parties to this Agreement. An annual review/audit of expenses, costs and plan rates will be provided to the union by the district by June 30<sup>th</sup>.

**Memorandum of Understanding**  
**Between**  
**Orchard Park Teachers Association**  
**And**  
**Orchard Park Central School District**

**Whereas**, the Orchard Park Teachers Association (OPTA) and Orchard Park Central School District (OPCSD) are parties to a collective bargaining agreement with the term 7/1/2019- 8/31/2024;

**Whereas** the parties have met and negotiated the terms of a successor to that agreement; and

**Whereas** the parties wish to set forth their agreements in writing:

**It is therefore understood:**

**That**, the attached page sets forth the modifications, additions and deletions to be effected in the current contract;

**That**, date references in the collective bargaining agreement will be updated to reflect the new term of the agreement;

**That**, all items not addressed in the attached pages shall remain in full force and effect for the duration of the new agreement.

**That**, the agreement shall be subject to ratification by the members of OPTA and by the OPCSD Board of Education



Adam Ziccardi, President  
OPTA



David Lilleck, Superintendent  
OPCSD

Date: 12/13/23

Date: 12/13/23



**GRIEVANCE RECORD**

(see article 2.3)

GRIEVANT'S NAME(S): \_\_\_\_\_

\_\_\_\_\_

BUILDING: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_ SUBJECT: \_\_\_\_\_

**LEVEL I: STATEMENT OF GRIEVANCE** (see Section 2.3.6 for time requirements)

The following paragraph(s) of the Agreement allegedly violated:

\_\_\_\_\_

\_\_\_\_\_

(1) This is a brief summary of the facts:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(2) The date of the alleged violation(s) being grieved occurred on: \_\_\_\_\_

(3) The District is requested to take the following action(s) to correct the situation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grievant's signature(s): \_\_\_\_\_

Date presented to supervisor: \_\_\_\_\_

**LEVEL I: SUPERVISOR'S DETERMINATION**

(see Section 2.3.9 regarding eight (8) day response requirement)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Date given to grievant(s): \_\_\_\_\_

One copy sent to the Association: \_\_\_\_\_

**LEVEL II: APPEAL** (see Section 2.3.9 regarding three-day appeal requirement)

(1) This grievance is appealed to the Superintendent (or designee).

Grievant's signature(s):

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**LEVEL II: SUPERINTENDENT'S (or designee's) DECISION**

(see Section 2.3.10 regarding twelve-day response requirement)

(1) The grievance form was received on: \_\_\_\_\_

(2) The Level meeting was held on: \_\_\_\_\_

and was attended by: \_\_\_\_\_

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(3) Decision: \_\_\_\_\_

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Superintendent's (or designee's) Signature: \_\_\_\_\_

Date sent to Grievant(s) and Supervisor: \_\_\_\_\_

Date sent to the Association: \_\_\_\_\_

**LEVEL III: SUBMISSION TO ARBITRATION**

(see section 2.3.10 for five-day appeal requirement and 2.3.12 to 2.3.18 for arbitration requirements)

(1) Each grievant whose signature appears below is not satisfied with the Level II decision:

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(2) Association Representative's Signature: \_\_\_\_\_

(3) Date form returned to the **SUPERINTENDENT**: \_\_\_\_\_

The Association has submitted the grievance to arbitration. A copy of the letter to the AAA is attached.

APPENDIX B-1

2024/25 BACHELOR'S SALARY SCHEDULE

2024/25																			
	B	B5	B10	B15	B20	B25	B30	B35	B40	B45	B50	B55	B60	B65	B70	B75	B80	B85	B90
1	\$44,938	\$45,128	\$45,318	\$45,508	\$45,698	\$45,888	\$46,108	\$46,328	\$46,548	\$46,768	\$46,988	\$47,208	\$47,658	\$47,893	\$48,128	\$48,363	\$48,598	\$48,833	\$49,068
2	\$45,503	\$45,693	\$45,883	\$46,073	\$46,263	\$46,453	\$46,673	\$46,893	\$47,113	\$47,333	\$47,553	\$47,773	\$48,223	\$48,458	\$48,693	\$48,928	\$49,163	\$49,398	\$49,633
3	\$46,632	\$46,822	\$47,012	\$47,202	\$47,392	\$47,582	\$47,802	\$48,022	\$48,242	\$48,462	\$48,682	\$48,902	\$49,352	\$49,587	\$49,822	\$50,057	\$50,292	\$50,527	\$50,762
4	\$47,084	\$47,274	\$47,464	\$47,654	\$47,844	\$48,034	\$48,254	\$48,474	\$48,694	\$48,914	\$49,134	\$49,354	\$49,804	\$50,039	\$50,274	\$50,509	\$50,744	\$50,979	\$51,214
5	\$48,215	\$48,405	\$48,595	\$48,785	\$48,975	\$49,165	\$49,385	\$49,605	\$49,825	\$50,045	\$50,265	\$50,485	\$50,935	\$51,170	\$51,405	\$51,640	\$51,875	\$52,110	\$52,345
6	\$49,909	\$50,099	\$50,289	\$50,479	\$50,669	\$50,859	\$51,079	\$51,299	\$51,519	\$51,739	\$51,959	\$52,179	\$52,629	\$52,864	\$53,099	\$53,334	\$53,569	\$53,804	\$54,039
7	\$51,039	\$51,229	\$51,419	\$51,609	\$51,799	\$51,989	\$52,209	\$52,429	\$52,649	\$52,869	\$53,089	\$53,309	\$53,759	\$53,994	\$54,229	\$54,464	\$54,699	\$54,934	\$55,169
8	\$52,847	\$53,037	\$53,227	\$53,417	\$53,607	\$53,797	\$54,017	\$54,237	\$54,457	\$54,677	\$54,897	\$55,117	\$55,567	\$55,802	\$56,037	\$56,272	\$56,507	\$56,742	\$56,977
9	\$54,316	\$54,506	\$54,696	\$54,886	\$55,076	\$55,266	\$55,486	\$55,706	\$55,926	\$56,146	\$56,366	\$56,586	\$57,036	\$57,271	\$57,506	\$57,741	\$57,976	\$58,211	\$58,446
10	\$55,107	\$55,297	\$55,487	\$55,677	\$55,867	\$56,057	\$56,277	\$56,497	\$56,717	\$56,937	\$57,157	\$57,377	\$57,827	\$58,062	\$58,297	\$58,532	\$58,767	\$59,002	\$59,237
11	\$57,594	\$57,784	\$57,974	\$58,164	\$58,354	\$58,544	\$58,764	\$58,984	\$59,204	\$59,424	\$59,644	\$59,864	\$60,314	\$60,549	\$60,784	\$61,019	\$61,254	\$61,489	\$61,724
12	\$59,853	\$60,043	\$60,233	\$60,423	\$60,613	\$60,803	\$61,023	\$61,243	\$61,463	\$61,683	\$61,903	\$62,123	\$62,573	\$62,808	\$63,043	\$63,278	\$63,513	\$63,748	\$63,983
13	\$62,113	\$62,303	\$62,493	\$62,683	\$62,873	\$63,063	\$63,283	\$63,503	\$63,723	\$63,943	\$64,163	\$64,383	\$64,833	\$65,068	\$65,303	\$65,538	\$65,773	\$66,008	\$66,243
14	\$64,824	\$65,014	\$65,204	\$65,394	\$65,584	\$65,774	\$65,994	\$66,214	\$66,434	\$66,654	\$66,874	\$67,094	\$67,544	\$67,779	\$68,014	\$68,249	\$68,484	\$68,719	\$68,954
15	\$67,537	\$67,727	\$67,917	\$68,107	\$68,297	\$68,487	\$68,707	\$68,927	\$69,147	\$69,367	\$69,587	\$69,807	\$70,257	\$70,492	\$70,727	\$70,962	\$71,197	\$71,432	\$71,667
16	\$70,248	\$70,438	\$70,628	\$70,818	\$71,008	\$71,198	\$71,418	\$71,638	\$71,858	\$72,078	\$72,298	\$72,518	\$72,968	\$73,203	\$73,438	\$73,673	\$73,908	\$74,143	\$74,378
17	\$72,961	\$73,151	\$73,341	\$73,531	\$73,721	\$73,911	\$74,131	\$74,351	\$74,571	\$74,791	\$75,011	\$75,231	\$75,681	\$75,916	\$76,151	\$76,386	\$76,621	\$76,856	\$77,091
18	\$75,672	\$75,862	\$76,052	\$76,242	\$76,432	\$76,622	\$76,842	\$77,062	\$77,282	\$77,502	\$77,722	\$77,942	\$78,392	\$78,627	\$78,862	\$79,097	\$79,332	\$79,567	\$79,802
19	\$78,610	\$78,800	\$78,990	\$79,180	\$79,370	\$79,560	\$79,780	\$80,000	\$80,220	\$80,440	\$80,660	\$80,880	\$81,330	\$81,565	\$81,800	\$82,035	\$82,270	\$82,505	\$82,740
20	\$100,357	\$100,547	\$100,737	\$100,927	\$101,117	\$101,307	\$101,527	\$101,747	\$101,967	\$102,187	\$102,407	\$102,627	\$103,077	\$103,312	\$103,547	\$103,782	\$104,017	\$104,252	\$104,487

## APPENDIX B-2

## 2024/25 MASTER'S SALARY SCHEDULE

2024/25													
	M30	M35	M40	M45	M50	M55	M60	M65	M70	M75	M80	M85	M90
1	\$48,800	\$49,020	\$49,240	\$49,460	\$49,680	\$49,900	\$50,350	\$50,585	\$50,820	\$51,055	\$51,290	\$51,525	\$51,760
2	\$49,900	\$50,120	\$50,340	\$50,560	\$50,780	\$51,000	\$51,450	\$51,685	\$51,920	\$52,155	\$52,390	\$52,625	\$52,860
3	\$51,000	\$51,220	\$51,440	\$51,660	\$51,880	\$52,100	\$52,550	\$52,785	\$53,020	\$53,255	\$53,490	\$53,725	\$53,960
4	\$52,100	\$52,320	\$52,540	\$52,760	\$52,980	\$53,200	\$53,650	\$53,885	\$54,120	\$54,355	\$54,590	\$54,825	\$55,060
5	\$53,200	\$53,420	\$53,640	\$53,860	\$54,080	\$54,300	\$54,750	\$54,985	\$55,220	\$55,455	\$55,690	\$55,925	\$56,160
6	\$54,400	\$54,620	\$54,840	\$55,060	\$55,280	\$55,500	\$55,950	\$56,185	\$56,420	\$56,655	\$56,890	\$57,125	\$57,360
7	\$55,900	\$56,120	\$56,340	\$56,560	\$56,780	\$57,000	\$57,450	\$57,685	\$57,920	\$58,155	\$58,390	\$58,625	\$58,860
8	\$58,000	\$58,220	\$58,440	\$58,660	\$58,880	\$59,100	\$59,550	\$59,785	\$60,020	\$60,255	\$60,490	\$60,725	\$60,960
9	\$60,200	\$60,420	\$60,640	\$60,860	\$61,080	\$61,300	\$61,750	\$61,985	\$62,220	\$62,455	\$62,690	\$62,925	\$63,160
10	\$62,500	\$62,720	\$62,940	\$63,160	\$63,380	\$63,600	\$64,050	\$64,285	\$64,520	\$64,755	\$64,990	\$65,225	\$65,460
11	\$64,800	\$65,020	\$65,240	\$65,460	\$65,680	\$65,900	\$66,350	\$66,585	\$66,820	\$67,055	\$67,290	\$67,525	\$67,760
12	\$67,200	\$67,420	\$67,640	\$67,860	\$68,080	\$68,300	\$68,750	\$68,985	\$69,220	\$69,455	\$69,690	\$69,925	\$70,160
13	\$69,900	\$70,120	\$70,340	\$70,560	\$70,780	\$71,000	\$71,450	\$71,685	\$71,920	\$72,155	\$72,390	\$72,625	\$72,860
14	\$72,700	\$72,920	\$73,140	\$73,360	\$73,580	\$73,800	\$74,250	\$74,485	\$74,720	\$74,955	\$75,190	\$75,425	\$75,660
15	\$75,600	\$75,820	\$76,040	\$76,260	\$76,480	\$76,700	\$77,150	\$77,385	\$77,620	\$77,855	\$78,090	\$78,325	\$78,560
16	\$78,700	\$78,920	\$79,140	\$79,360	\$79,580	\$79,800	\$80,250	\$80,485	\$80,720	\$80,955	\$81,190	\$81,425	\$81,660
17	\$81,900	\$82,120	\$82,340	\$82,560	\$82,780	\$83,000	\$83,450	\$83,685	\$83,920	\$84,155	\$84,390	\$84,625	\$84,860
18	\$86,000	\$86,220	\$86,440	\$86,660	\$86,880	\$87,100	\$87,550	\$87,785	\$88,020	\$88,255	\$88,490	\$88,725	\$88,960
19	\$91,600	\$91,820	\$92,040	\$92,260	\$92,480	\$92,700	\$93,150	\$93,385	\$93,620	\$93,855	\$94,090	\$94,325	\$94,560
20	\$110,650	\$110,870	\$111,090	\$111,310	\$111,530	\$111,750	\$112,200	\$112,435	\$112,670	\$112,905	\$113,140	\$113,375	\$113,610

APPENDIX C-1

2025/26 BACHELOR'S SALARY SCHEDULE

2025/26																			
	B	B5	B10	B15	B20	B25	B30	B35	B40	B45	B50	B55	B60	B65	B70	B75	B80	B85	B90
1	\$45,567	\$45,757	\$45,947	\$46,137	\$46,327	\$46,517	\$46,737	\$46,957	\$47,177	\$47,397	\$47,617	\$47,837	\$48,287	\$48,522	\$48,757	\$48,992	\$49,227	\$49,462	\$49,697
2	\$46,140	\$46,330	\$46,520	\$46,710	\$46,900	\$47,090	\$47,310	\$47,530	\$47,750	\$47,970	\$48,190	\$48,410	\$48,860	\$49,095	\$49,330	\$49,565	\$49,800	\$50,035	\$50,270
3	\$47,285	\$47,475	\$47,665	\$47,855	\$48,045	\$48,235	\$48,455	\$48,675	\$48,895	\$49,115	\$49,335	\$49,555	\$50,005	\$50,240	\$50,475	\$50,710	\$50,945	\$51,180	\$51,415
4	\$47,744	\$47,934	\$48,124	\$48,314	\$48,504	\$48,694	\$48,914	\$49,134	\$49,354	\$49,574	\$49,794	\$50,014	\$50,464	\$50,699	\$50,934	\$51,169	\$51,404	\$51,639	\$51,874
5	\$48,890	\$49,080	\$49,270	\$49,460	\$49,650	\$49,840	\$50,060	\$50,280	\$50,500	\$50,720	\$50,940	\$51,160	\$51,610	\$51,845	\$52,080	\$52,315	\$52,550	\$52,785	\$53,020
6	\$50,608	\$50,798	\$50,988	\$51,178	\$51,368	\$51,558	\$51,778	\$51,998	\$52,218	\$52,438	\$52,658	\$52,878	\$53,328	\$53,563	\$53,798	\$54,033	\$54,268	\$54,503	\$54,738
7	\$51,754	\$51,944	\$52,134	\$52,324	\$52,514	\$52,704	\$52,924	\$53,144	\$53,364	\$53,584	\$53,804	\$54,024	\$54,474	\$54,709	\$54,944	\$55,179	\$55,414	\$55,649	\$55,884
8	\$53,587	\$53,777	\$53,967	\$54,157	\$54,347	\$54,537	\$54,757	\$54,977	\$55,197	\$55,417	\$55,637	\$55,857	\$56,307	\$56,542	\$56,777	\$57,012	\$57,247	\$57,482	\$57,717
9	\$55,077	\$55,267	\$55,457	\$55,647	\$55,837	\$56,027	\$56,247	\$56,467	\$56,687	\$56,907	\$57,127	\$57,347	\$57,797	\$58,032	\$58,267	\$58,502	\$58,737	\$58,972	\$59,207
10	\$55,879	\$56,069	\$56,259	\$56,449	\$56,639	\$56,829	\$57,049	\$57,269	\$57,489	\$57,709	\$57,929	\$58,149	\$58,599	\$58,834	\$59,069	\$59,304	\$59,539	\$59,774	\$60,009
11	\$58,400	\$58,590	\$58,780	\$58,970	\$59,160	\$59,350	\$59,570	\$59,790	\$60,010	\$60,230	\$60,450	\$60,670	\$61,120	\$61,355	\$61,590	\$61,825	\$62,060	\$62,295	\$62,530
12	\$60,691	\$60,881	\$61,071	\$61,261	\$61,451	\$61,641	\$61,861	\$62,081	\$62,301	\$62,521	\$62,741	\$62,961	\$63,411	\$63,646	\$63,881	\$64,116	\$64,351	\$64,586	\$64,821
13	\$62,983	\$63,173	\$63,363	\$63,553	\$63,743	\$63,933	\$64,153	\$64,373	\$64,593	\$64,813	\$65,033	\$65,253	\$65,703	\$65,938	\$66,173	\$66,408	\$66,643	\$66,878	\$67,113
14	\$65,732	\$65,922	\$66,112	\$66,302	\$66,492	\$66,682	\$66,902	\$67,122	\$67,342	\$67,562	\$67,782	\$68,002	\$68,452	\$68,687	\$68,922	\$69,157	\$69,392	\$69,627	\$69,862
15	\$68,482	\$68,672	\$68,862	\$69,052	\$69,242	\$69,432	\$69,652	\$69,872	\$70,092	\$70,312	\$70,532	\$70,752	\$71,202	\$71,437	\$71,672	\$71,907	\$72,142	\$72,377	\$72,612
16	\$71,232	\$71,422	\$71,612	\$71,802	\$71,992	\$72,182	\$72,402	\$72,622	\$72,842	\$73,062	\$73,282	\$73,502	\$73,952	\$74,187	\$74,422	\$74,657	\$74,892	\$75,127	\$75,362
17	\$73,982	\$74,172	\$74,362	\$74,552	\$74,742	\$74,932	\$75,152	\$75,372	\$75,592	\$75,812	\$76,032	\$76,252	\$76,702	\$76,937	\$77,172	\$77,407	\$77,642	\$77,877	\$78,112
18	\$76,732	\$76,922	\$77,112	\$77,302	\$77,492	\$77,682	\$77,902	\$78,122	\$78,342	\$78,562	\$78,782	\$79,002	\$79,452	\$79,687	\$79,922	\$80,157	\$80,392	\$80,627	\$80,862
19	\$79,710	\$79,900	\$80,090	\$80,280	\$80,470	\$80,660	\$80,880	\$81,100	\$81,320	\$81,540	\$81,760	\$81,980	\$82,430	\$82,665	\$82,900	\$83,135	\$83,370	\$83,605	\$83,840
20	\$102,364	\$102,554	\$102,744	\$102,934	\$103,124	\$103,314	\$103,534	\$103,754	\$103,974	\$104,194	\$104,414	\$104,634	\$105,084	\$105,319	\$105,554	\$105,789	\$106,024	\$106,259	\$106,494

## APPENDIX C-2

## 2025/26 MASTER'S SALARY SCHEDULE

2025/26													
	M30	M35	M40	M45	M50	M55	M60	M65	M70	M75	M80	M85	M90
1	\$49,483	\$49,703	\$49,923	\$50,143	\$50,363	\$50,583	\$51,033	\$51,268	\$51,503	\$51,738	\$51,973	\$52,208	\$52,443
2	\$50,599	\$50,819	\$51,039	\$51,259	\$51,479	\$51,699	\$52,149	\$52,384	\$52,619	\$52,854	\$53,089	\$53,324	\$53,559
3	\$51,714	\$51,934	\$52,154	\$52,374	\$52,594	\$52,814	\$53,264	\$53,499	\$53,734	\$53,969	\$54,204	\$54,439	\$54,674
4	\$52,829	\$53,049	\$53,269	\$53,489	\$53,709	\$53,929	\$54,379	\$54,614	\$54,849	\$55,084	\$55,319	\$55,554	\$55,789
5	\$53,945	\$54,165	\$54,385	\$54,605	\$54,825	\$55,045	\$55,495	\$55,730	\$55,965	\$56,200	\$56,435	\$56,670	\$56,905
6	\$55,162	\$55,382	\$55,602	\$55,822	\$56,042	\$56,262	\$56,712	\$56,947	\$57,182	\$57,417	\$57,652	\$57,887	\$58,122
7	\$56,683	\$56,903	\$57,123	\$57,343	\$57,563	\$57,783	\$58,233	\$58,468	\$58,703	\$58,938	\$59,173	\$59,408	\$59,643
8	\$58,812	\$59,032	\$59,252	\$59,472	\$59,692	\$59,912	\$60,362	\$60,597	\$60,832	\$61,067	\$61,302	\$61,537	\$61,772
9	\$61,043	\$61,263	\$61,483	\$61,703	\$61,923	\$62,143	\$62,593	\$62,828	\$63,063	\$63,298	\$63,533	\$63,768	\$64,003
10	\$63,375	\$63,595	\$63,815	\$64,035	\$64,255	\$64,475	\$64,925	\$65,160	\$65,395	\$65,630	\$65,865	\$66,100	\$66,335
11	\$65,707	\$65,927	\$66,147	\$66,367	\$66,587	\$66,807	\$67,257	\$67,492	\$67,727	\$67,962	\$68,197	\$68,432	\$68,667
12	\$68,141	\$68,361	\$68,581	\$68,801	\$69,021	\$69,241	\$69,691	\$69,926	\$70,161	\$70,396	\$70,631	\$70,866	\$71,101
13	\$70,879	\$71,099	\$71,319	\$71,539	\$71,759	\$71,979	\$72,429	\$72,664	\$72,899	\$73,134	\$73,369	\$73,604	\$73,839
14	\$73,718	\$73,938	\$74,158	\$74,378	\$74,598	\$74,818	\$75,268	\$75,503	\$75,738	\$75,973	\$76,208	\$76,443	\$76,678
15	\$76,658	\$76,878	\$77,098	\$77,318	\$77,538	\$77,758	\$78,208	\$78,443	\$78,678	\$78,913	\$79,148	\$79,383	\$79,618
16	\$79,802	\$80,022	\$80,242	\$80,462	\$80,682	\$80,902	\$81,352	\$81,587	\$81,822	\$82,057	\$82,292	\$82,527	\$82,762
17	\$83,047	\$83,267	\$83,487	\$83,707	\$83,927	\$84,147	\$84,597	\$84,832	\$85,067	\$85,302	\$85,537	\$85,772	\$86,007
18	\$87,204	\$87,424	\$87,644	\$87,864	\$88,084	\$88,304	\$88,754	\$88,989	\$89,224	\$89,459	\$89,694	\$89,929	\$90,164
19	\$92,882	\$93,102	\$93,322	\$93,542	\$93,762	\$93,982	\$94,432	\$94,667	\$94,902	\$95,137	\$95,372	\$95,607	\$95,842
20	\$112,863	\$113,083	\$113,303	\$113,523	\$113,743	\$113,963	\$114,413	\$114,648	\$114,883	\$115,118	\$115,353	\$115,588	\$115,823

## APPENDIX D-1

## 2026/27 BACHELOR'S SALARY SCHEDULE

2026/27																			
	B	B5	B10	B15	B20	B25	B30	B35	B40	B45	B50	B55	B60	B65	B70	B75	B80	B85	B90
1	\$46,205	\$46,395	\$46,585	\$46,775	\$46,965	\$47,155	\$47,375	\$47,595	\$47,815	\$48,035	\$48,255	\$48,475	\$48,925	\$49,160	\$49,395	\$49,630	\$49,865	\$50,100	\$50,335
2	\$46,786	\$46,976	\$47,166	\$47,356	\$47,546	\$47,736	\$47,956	\$48,176	\$48,396	\$48,616	\$48,836	\$49,056	\$49,506	\$49,741	\$49,976	\$50,211	\$50,446	\$50,681	\$50,916
3	\$47,947	\$48,137	\$48,327	\$48,517	\$48,707	\$48,897	\$49,117	\$49,337	\$49,557	\$49,777	\$49,997	\$50,217	\$50,667	\$50,902	\$51,137	\$51,372	\$51,607	\$51,842	\$52,077
4	\$48,412	\$48,602	\$48,792	\$48,982	\$49,172	\$49,362	\$49,582	\$49,802	\$50,022	\$50,242	\$50,462	\$50,682	\$51,132	\$51,367	\$51,602	\$51,837	\$52,072	\$52,307	\$52,542
5	\$49,575	\$49,765	\$49,955	\$50,145	\$50,335	\$50,525	\$50,745	\$50,965	\$51,185	\$51,405	\$51,625	\$51,845	\$52,295	\$52,530	\$52,765	\$53,000	\$53,235	\$53,470	\$53,705
6	\$51,317	\$51,507	\$51,697	\$51,887	\$52,077	\$52,267	\$52,487	\$52,707	\$52,927	\$53,147	\$53,367	\$53,587	\$54,037	\$54,272	\$54,507	\$54,742	\$54,977	\$55,212	\$55,447
7	\$52,478	\$52,668	\$52,858	\$53,048	\$53,238	\$53,428	\$53,648	\$53,868	\$54,088	\$54,308	\$54,528	\$54,748	\$55,198	\$55,433	\$55,668	\$55,903	\$56,138	\$56,373	\$56,608
8	\$54,337	\$54,527	\$54,717	\$54,907	\$55,097	\$55,287	\$55,507	\$55,727	\$55,947	\$56,167	\$56,387	\$56,607	\$57,057	\$57,292	\$57,527	\$57,762	\$57,997	\$58,232	\$58,467
9	\$55,848	\$56,038	\$56,228	\$56,418	\$56,608	\$56,798	\$57,018	\$57,238	\$57,458	\$57,678	\$57,898	\$58,118	\$58,568	\$58,803	\$59,038	\$59,273	\$59,508	\$59,743	\$59,978
10	\$56,661	\$56,851	\$57,041	\$57,231	\$57,421	\$57,611	\$57,831	\$58,051	\$58,271	\$58,491	\$58,711	\$58,931	\$59,381	\$59,616	\$59,851	\$60,086	\$60,321	\$60,556	\$60,791
11	\$59,217	\$59,407	\$59,597	\$59,787	\$59,977	\$60,167	\$60,387	\$60,607	\$60,827	\$61,047	\$61,267	\$61,487	\$61,937	\$62,172	\$62,407	\$62,642	\$62,877	\$63,112	\$63,347
12	\$61,540	\$61,730	\$61,920	\$62,110	\$62,300	\$62,490	\$62,710	\$62,930	\$63,150	\$63,370	\$63,590	\$63,810	\$64,260	\$64,495	\$64,730	\$64,965	\$65,200	\$65,435	\$65,670
13	\$63,864	\$64,054	\$64,244	\$64,434	\$64,624	\$64,814	\$65,034	\$65,254	\$65,474	\$65,694	\$65,914	\$66,134	\$66,584	\$66,819	\$67,054	\$67,289	\$67,524	\$67,759	\$67,994
14	\$66,652	\$66,842	\$67,032	\$67,222	\$67,412	\$67,602	\$67,822	\$68,042	\$68,262	\$68,482	\$68,702	\$68,922	\$69,372	\$69,607	\$69,842	\$70,077	\$70,312	\$70,547	\$70,782
15	\$69,441	\$69,631	\$69,821	\$70,011	\$70,201	\$70,391	\$70,611	\$70,831	\$71,051	\$71,271	\$71,491	\$71,711	\$72,161	\$72,396	\$72,631	\$72,866	\$73,101	\$73,336	\$73,571
16	\$72,229	\$72,419	\$72,609	\$72,799	\$72,989	\$73,179	\$73,399	\$73,619	\$73,839	\$74,059	\$74,279	\$74,499	\$74,949	\$75,184	\$75,419	\$75,654	\$75,889	\$76,124	\$76,359
17	\$75,018	\$75,208	\$75,398	\$75,588	\$75,778	\$75,968	\$76,188	\$76,408	\$76,628	\$76,848	\$77,068	\$77,288	\$77,738	\$77,973	\$78,208	\$78,443	\$78,678	\$78,913	\$79,148
18	\$77,806	\$77,996	\$78,186	\$78,376	\$78,566	\$78,756	\$78,976	\$79,196	\$79,416	\$79,636	\$79,856	\$80,076	\$80,526	\$80,761	\$80,996	\$81,231	\$81,466	\$81,701	\$81,936
19	\$80,826	\$81,016	\$81,206	\$81,396	\$81,586	\$81,776	\$81,996	\$82,216	\$82,436	\$82,656	\$82,876	\$83,096	\$83,546	\$83,781	\$84,016	\$84,251	\$84,486	\$84,721	\$84,956
20	\$104,411	\$104,601	\$104,791	\$104,981	\$105,171	\$105,361	\$105,581	\$105,801	\$106,021	\$106,241	\$106,461	\$106,681	\$107,131	\$107,366	\$107,601	\$107,836	\$108,071	\$108,306	\$108,541

**APPENDIX D-2      2026/27 MASTER'S SALARY SCHEDULE**

<b>2026/27</b>													
	<b>M30</b>	<b>M35</b>	<b>M40</b>	<b>M45</b>	<b>M50</b>	<b>M55</b>	<b>M60</b>	<b>M65</b>	<b>M70</b>	<b>M75</b>	<b>M80</b>	<b>M85</b>	<b>M90</b>
<b>1</b>	\$50,176	\$50,396	\$50,616	\$50,836	\$51,056	\$51,276	\$51,726	\$51,961	\$52,196	\$52,431	\$52,666	\$52,901	\$53,136
<b>2</b>	\$51,307	\$51,527	\$51,747	\$51,967	\$52,187	\$52,407	\$52,857	\$53,092	\$53,327	\$53,562	\$53,797	\$54,032	\$54,267
<b>3</b>	\$52,438	\$52,658	\$52,878	\$53,098	\$53,318	\$53,538	\$53,988	\$54,223	\$54,458	\$54,693	\$54,928	\$55,163	\$55,398
<b>4</b>	\$53,569	\$53,789	\$54,009	\$54,229	\$54,449	\$54,669	\$55,119	\$55,354	\$55,589	\$55,824	\$56,059	\$56,294	\$56,529
<b>5</b>	\$54,700	\$54,920	\$55,140	\$55,360	\$55,580	\$55,800	\$56,250	\$56,485	\$56,720	\$56,955	\$57,190	\$57,425	\$57,660
<b>6</b>	\$55,934	\$56,154	\$56,374	\$56,594	\$56,814	\$57,034	\$57,484	\$57,719	\$57,954	\$58,189	\$58,424	\$58,659	\$58,894
<b>7</b>	\$57,476	\$57,696	\$57,916	\$58,136	\$58,356	\$58,576	\$59,026	\$59,261	\$59,496	\$59,731	\$59,966	\$60,201	\$60,436
<b>8</b>	\$59,635	\$59,855	\$60,075	\$60,295	\$60,515	\$60,735	\$61,185	\$61,420	\$61,655	\$61,890	\$62,125	\$62,360	\$62,595
<b>9</b>	\$61,897	\$62,117	\$62,337	\$62,557	\$62,777	\$62,997	\$63,447	\$63,682	\$63,917	\$64,152	\$64,387	\$64,622	\$64,857
<b>10</b>	\$64,262	\$64,482	\$64,702	\$64,922	\$65,142	\$65,362	\$65,812	\$66,047	\$66,282	\$66,517	\$66,752	\$66,987	\$67,222
<b>11</b>	\$66,627	\$66,847	\$67,067	\$67,287	\$67,507	\$67,727	\$68,177	\$68,412	\$68,647	\$68,882	\$69,117	\$69,352	\$69,587
<b>12</b>	\$69,095	\$69,315	\$69,535	\$69,755	\$69,975	\$70,195	\$70,645	\$70,880	\$71,115	\$71,350	\$71,585	\$71,820	\$72,055
<b>13</b>	\$71,871	\$72,091	\$72,311	\$72,531	\$72,751	\$72,971	\$73,421	\$73,656	\$73,891	\$74,126	\$74,361	\$74,596	\$74,831
<b>14</b>	\$74,750	\$74,970	\$75,190	\$75,410	\$75,630	\$75,850	\$76,300	\$76,535	\$76,770	\$77,005	\$77,240	\$77,475	\$77,710
<b>15</b>	\$77,732	\$77,952	\$78,172	\$78,392	\$78,612	\$78,832	\$79,282	\$79,517	\$79,752	\$79,987	\$80,222	\$80,457	\$80,692
<b>16</b>	\$80,919	\$81,139	\$81,359	\$81,579	\$81,799	\$82,019	\$82,469	\$82,704	\$82,939	\$83,174	\$83,409	\$83,644	\$83,879
<b>17</b>	\$84,209	\$84,429	\$84,649	\$84,869	\$85,089	\$85,309	\$85,759	\$85,994	\$86,229	\$86,464	\$86,699	\$86,934	\$87,169
<b>18</b>	\$88,425	\$88,645	\$88,865	\$89,085	\$89,305	\$89,525	\$89,975	\$90,210	\$90,445	\$90,680	\$90,915	\$91,150	\$91,385
<b>19</b>	\$94,183	\$94,403	\$94,623	\$94,843	\$95,063	\$95,283	\$95,733	\$95,968	\$96,203	\$96,438	\$96,673	\$96,908	\$97,143
<b>20</b>	\$115,120	\$115,340	\$115,560	\$115,780	\$116,000	\$116,220	\$116,670	\$116,905	\$117,140	\$117,375	\$117,610	\$117,845	\$118,080



**APPENDIX D-3**
**2027/28 BACHELOR'S SALARY SCHEDULE**

<b>2027/28</b>																			
	<b>B</b>	<b>B5</b>	<b>B10</b>	<b>B15</b>	<b>B20</b>	<b>B25</b>	<b>B30</b>	<b>B35</b>	<b>B40</b>	<b>B45</b>	<b>B50</b>	<b>B55</b>	<b>B60</b>	<b>B65</b>	<b>B70</b>	<b>B75</b>	<b>B80</b>	<b>B85</b>	<b>B90</b>
<b>1</b>	\$46,852	\$47,042	\$47,232	\$47,422	\$47,612	\$47,802	\$48,022	\$48,242	\$48,462	\$48,682	\$48,902	\$49,122	\$49,572	\$49,807	\$50,042	\$50,277	\$50,512	\$50,747	\$50,982
<b>2</b>	\$47,441	\$47,631	\$47,821	\$48,011	\$48,201	\$48,391	\$48,611	\$48,831	\$49,051	\$49,271	\$49,491	\$49,711	\$50,161	\$50,396	\$50,631	\$50,866	\$51,101	\$51,336	\$51,571
<b>3</b>	\$48,618	\$48,808	\$48,998	\$49,188	\$49,378	\$49,568	\$49,788	\$50,008	\$50,228	\$50,448	\$50,668	\$50,888	\$51,338	\$51,573	\$51,808	\$52,043	\$52,278	\$52,513	\$52,748
<b>4</b>	\$49,090	\$49,280	\$49,470	\$49,660	\$49,850	\$50,040	\$50,260	\$50,480	\$50,700	\$50,920	\$51,140	\$51,360	\$51,810	\$52,045	\$52,280	\$52,515	\$52,750	\$52,985	\$53,220
<b>5</b>	\$50,269	\$50,459	\$50,649	\$50,839	\$51,029	\$51,219	\$51,439	\$51,659	\$51,879	\$52,099	\$52,319	\$52,539	\$52,989	\$53,224	\$53,459	\$53,694	\$53,929	\$54,164	\$54,399
<b>6</b>	\$52,035	\$52,225	\$52,415	\$52,605	\$52,795	\$52,985	\$53,205	\$53,425	\$53,645	\$53,865	\$54,085	\$54,305	\$54,755	\$54,990	\$55,225	\$55,460	\$55,695	\$55,930	\$56,165
<b>7</b>	\$53,213	\$53,403	\$53,593	\$53,783	\$53,973	\$54,163	\$54,383	\$54,603	\$54,823	\$55,043	\$55,263	\$55,483	\$55,933	\$56,168	\$56,403	\$56,638	\$56,873	\$57,108	\$57,343
<b>8</b>	\$55,098	\$55,288	\$55,478	\$55,668	\$55,858	\$56,048	\$56,268	\$56,488	\$56,708	\$56,928	\$57,148	\$57,368	\$57,818	\$58,053	\$58,288	\$58,523	\$58,758	\$58,993	\$59,228
<b>9</b>	\$56,630	\$56,820	\$57,010	\$57,200	\$57,390	\$57,580	\$57,800	\$58,020	\$58,240	\$58,460	\$58,680	\$58,900	\$59,350	\$59,585	\$59,820	\$60,055	\$60,290	\$60,525	\$60,760
<b>10</b>	\$57,454	\$57,644	\$57,834	\$58,024	\$58,214	\$58,404	\$58,624	\$58,844	\$59,064	\$59,284	\$59,504	\$59,724	\$60,174	\$60,409	\$60,644	\$60,879	\$61,114	\$61,349	\$61,584
<b>11</b>	\$60,047	\$60,237	\$60,427	\$60,617	\$60,807	\$60,997	\$61,217	\$61,437	\$61,657	\$61,877	\$62,097	\$62,317	\$62,767	\$63,002	\$63,237	\$63,472	\$63,707	\$63,942	\$64,177
<b>12</b>	\$62,402	\$62,592	\$62,782	\$62,972	\$63,162	\$63,352	\$63,572	\$63,792	\$64,012	\$64,232	\$64,452	\$64,672	\$65,122	\$65,357	\$65,592	\$65,827	\$66,062	\$66,297	\$66,532
<b>13</b>	\$64,758	\$64,948	\$65,138	\$65,328	\$65,518	\$65,708	\$65,928	\$66,148	\$66,368	\$66,588	\$66,808	\$67,028	\$67,478	\$67,713	\$67,948	\$68,183	\$68,418	\$68,653	\$68,888
<b>14</b>	\$67,585	\$67,775	\$67,965	\$68,155	\$68,345	\$68,535	\$68,755	\$68,975	\$69,195	\$69,415	\$69,635	\$69,855	\$70,305	\$70,540	\$70,775	\$71,010	\$71,245	\$71,480	\$71,715
<b>15</b>	\$70,413	\$70,603	\$70,793	\$70,983	\$71,173	\$71,363	\$71,583	\$71,803	\$72,023	\$72,243	\$72,463	\$72,683	\$73,133	\$73,368	\$73,603	\$73,838	\$74,073	\$74,308	\$74,543
<b>16</b>	\$73,240	\$73,430	\$73,620	\$73,810	\$74,000	\$74,190	\$74,410	\$74,630	\$74,850	\$75,070	\$75,290	\$75,510	\$75,960	\$76,195	\$76,430	\$76,665	\$76,900	\$77,135	\$77,370
<b>17</b>	\$76,068	\$76,258	\$76,448	\$76,638	\$76,828	\$77,018	\$77,238	\$77,458	\$77,678	\$77,898	\$78,118	\$78,338	\$78,788	\$79,023	\$79,258	\$79,493	\$79,728	\$79,963	\$80,198
<b>18</b>	\$78,895	\$79,085	\$79,275	\$79,465	\$79,655	\$79,845	\$80,065	\$80,285	\$80,505	\$80,725	\$80,945	\$81,165	\$81,615	\$81,850	\$82,085	\$82,320	\$82,555	\$82,790	\$83,025
<b>19</b>	\$81,958	\$82,148	\$82,338	\$82,528	\$82,718	\$82,908	\$83,128	\$83,348	\$83,568	\$83,788	\$84,008	\$84,228	\$84,678	\$84,913	\$85,148	\$85,383	\$85,618	\$85,853	\$86,088
<b>20</b>	\$106,499	\$106,689	\$106,879	\$107,069	\$107,259	\$107,449	\$107,669	\$107,889	\$108,109	\$108,329	\$108,549	\$108,769	\$109,219	\$109,454	\$109,689	\$109,924	\$110,159	\$110,394	\$110,629

**APPENDIX D-4      2027/28 MASTER'S SALARY SCHEDULE**

<b>2027/28</b>													
	<b>M30</b>	<b>M35</b>	<b>M40</b>	<b>M45</b>	<b>M50</b>	<b>M55</b>	<b>M60</b>	<b>M65</b>	<b>M70</b>	<b>M75</b>	<b>M80</b>	<b>M85</b>	<b>M90</b>
<b>1</b>	\$50,878	\$51,098	\$51,318	\$51,538	\$51,758	\$51,978	\$52,428	\$52,663	\$52,898	\$53,133	\$53,368	\$53,603	\$53,838
<b>2</b>	\$52,025	\$52,245	\$52,465	\$52,685	\$52,905	\$53,125	\$53,575	\$53,810	\$54,045	\$54,280	\$54,515	\$54,750	\$54,985
<b>3</b>	\$53,172	\$53,392	\$53,612	\$53,832	\$54,052	\$54,272	\$54,722	\$54,957	\$55,192	\$55,427	\$55,662	\$55,897	\$56,132
<b>4</b>	\$54,319	\$54,539	\$54,759	\$54,979	\$55,199	\$55,419	\$55,869	\$56,104	\$56,339	\$56,574	\$56,809	\$57,044	\$57,279
<b>5</b>	\$55,466	\$55,686	\$55,906	\$56,126	\$56,346	\$56,566	\$57,016	\$57,251	\$57,486	\$57,721	\$57,956	\$58,191	\$58,426
<b>6</b>	\$56,717	\$56,937	\$57,157	\$57,377	\$57,597	\$57,817	\$58,267	\$58,502	\$58,737	\$58,972	\$59,207	\$59,442	\$59,677
<b>7</b>	\$58,281	\$58,501	\$58,721	\$58,941	\$59,161	\$59,381	\$59,831	\$60,066	\$60,301	\$60,536	\$60,771	\$61,006	\$61,241
<b>8</b>	\$60,470	\$60,690	\$60,910	\$61,130	\$61,350	\$61,570	\$62,020	\$62,255	\$62,490	\$62,725	\$62,960	\$63,195	\$63,430
<b>9</b>	\$62,764	\$62,984	\$63,204	\$63,424	\$63,644	\$63,864	\$64,314	\$64,549	\$64,784	\$65,019	\$65,254	\$65,489	\$65,724
<b>10</b>	\$65,162	\$65,382	\$65,602	\$65,822	\$66,042	\$66,262	\$66,712	\$66,947	\$67,182	\$67,417	\$67,652	\$67,887	\$68,122
<b>11</b>	\$67,560	\$67,780	\$68,000	\$68,220	\$68,440	\$68,660	\$69,110	\$69,345	\$69,580	\$69,815	\$70,050	\$70,285	\$70,520
<b>12</b>	\$70,062	\$70,282	\$70,502	\$70,722	\$70,942	\$71,162	\$71,612	\$71,847	\$72,082	\$72,317	\$72,552	\$72,787	\$73,022
<b>13</b>	\$72,877	\$73,097	\$73,317	\$73,537	\$73,757	\$73,977	\$74,427	\$74,662	\$74,897	\$75,132	\$75,367	\$75,602	\$75,837
<b>14</b>	\$75,796	\$76,016	\$76,236	\$76,456	\$76,676	\$76,896	\$77,346	\$77,581	\$77,816	\$78,051	\$78,286	\$78,521	\$78,756
<b>15</b>	\$78,820	\$79,040	\$79,260	\$79,480	\$79,700	\$79,920	\$80,370	\$80,605	\$80,840	\$81,075	\$81,310	\$81,545	\$81,780
<b>16</b>	\$82,052	\$82,272	\$82,492	\$82,712	\$82,932	\$83,152	\$83,602	\$83,837	\$84,072	\$84,307	\$84,542	\$84,777	\$85,012
<b>17</b>	\$85,388	\$85,608	\$85,828	\$86,048	\$86,268	\$86,488	\$86,938	\$87,173	\$87,408	\$87,643	\$87,878	\$88,113	\$88,348
<b>18</b>	\$89,663	\$89,883	\$90,103	\$90,323	\$90,543	\$90,763	\$91,213	\$91,448	\$91,683	\$91,918	\$92,153	\$92,388	\$92,623
<b>19</b>	\$95,501	\$95,721	\$95,941	\$96,161	\$96,381	\$96,601	\$97,051	\$97,286	\$97,521	\$97,756	\$97,991	\$98,226	\$98,461
<b>20</b>	\$117,423	\$117,643	\$117,863	\$118,083	\$118,303	\$118,523	\$118,973	\$119,208	\$119,443	\$119,678	\$119,913	\$120,148	\$120,383

## APPENDIX D-5

## 2028/29 BACHELOR'S SALARY SCHEDULE

2028/29																			
	B	B5	B10	B15	B20	B25	B30	B35	B40	B45	B50	B55	B60	B65	B70	B75	B80	B85	B90
1	\$47,508	\$47,698	\$47,888	\$48,078	\$48,268	\$48,458	\$48,678	\$48,898	\$49,118	\$49,338	\$49,558	\$49,778	\$50,228	\$50,463	\$50,698	\$50,933	\$51,168	\$51,403	\$51,638
2	\$48,105	\$48,295	\$48,485	\$48,675	\$48,865	\$49,055	\$49,275	\$49,495	\$49,715	\$49,935	\$50,155	\$50,375	\$50,825	\$51,060	\$51,295	\$51,530	\$51,765	\$52,000	\$52,235
3	\$49,299	\$49,489	\$49,679	\$49,869	\$50,059	\$50,249	\$50,469	\$50,689	\$50,909	\$51,129	\$51,349	\$51,569	\$52,019	\$52,254	\$52,489	\$52,724	\$52,959	\$53,194	\$53,429
4	\$49,777	\$49,967	\$50,157	\$50,347	\$50,537	\$50,727	\$50,947	\$51,167	\$51,387	\$51,607	\$51,827	\$52,047	\$52,497	\$52,732	\$52,967	\$53,202	\$53,437	\$53,672	\$53,907
5	\$50,972	\$51,162	\$51,352	\$51,542	\$51,732	\$51,922	\$52,142	\$52,362	\$52,582	\$52,802	\$53,022	\$53,242	\$53,692	\$53,927	\$54,162	\$54,397	\$54,632	\$54,867	\$55,102
6	\$52,764	\$52,954	\$53,144	\$53,334	\$53,524	\$53,714	\$53,934	\$54,154	\$54,374	\$54,594	\$54,814	\$55,034	\$55,484	\$55,719	\$55,954	\$56,189	\$56,424	\$56,659	\$56,894
7	\$53,958	\$54,148	\$54,338	\$54,528	\$54,718	\$54,908	\$55,128	\$55,348	\$55,568	\$55,788	\$56,008	\$56,228	\$56,678	\$56,913	\$57,148	\$57,383	\$57,618	\$57,853	\$58,088
8	\$55,869	\$56,059	\$56,249	\$56,439	\$56,629	\$56,819	\$57,039	\$57,259	\$57,479	\$57,699	\$57,919	\$58,139	\$58,589	\$58,824	\$59,059	\$59,294	\$59,529	\$59,764	\$59,999
9	\$57,423	\$57,613	\$57,803	\$57,993	\$58,183	\$58,373	\$58,593	\$58,813	\$59,033	\$59,253	\$59,473	\$59,693	\$60,143	\$60,378	\$60,613	\$60,848	\$61,083	\$61,318	\$61,553
10	\$58,259	\$58,449	\$58,639	\$58,829	\$59,019	\$59,209	\$59,429	\$59,649	\$59,869	\$60,089	\$60,309	\$60,529	\$60,979	\$61,214	\$61,449	\$61,684	\$61,919	\$62,154	\$62,389
11	\$60,887	\$61,077	\$61,267	\$61,457	\$61,647	\$61,837	\$62,057	\$62,277	\$62,497	\$62,717	\$62,937	\$63,157	\$63,607	\$63,842	\$64,077	\$64,312	\$64,547	\$64,782	\$65,017
12	\$63,276	\$63,466	\$63,656	\$63,846	\$64,036	\$64,226	\$64,446	\$64,666	\$64,886	\$65,106	\$65,326	\$65,546	\$65,996	\$66,231	\$66,466	\$66,701	\$66,936	\$67,171	\$67,406
13	\$65,665	\$65,855	\$66,045	\$66,235	\$66,425	\$66,615	\$66,835	\$67,055	\$67,275	\$67,495	\$67,715	\$67,935	\$68,385	\$68,620	\$68,855	\$69,090	\$69,325	\$69,560	\$69,795
14	\$68,532	\$68,722	\$68,912	\$69,102	\$69,292	\$69,482	\$69,702	\$69,922	\$70,142	\$70,362	\$70,582	\$70,802	\$71,252	\$71,487	\$71,722	\$71,957	\$72,192	\$72,427	\$72,662
15	\$71,399	\$71,589	\$71,779	\$71,969	\$72,159	\$72,349	\$72,569	\$72,789	\$73,009	\$73,229	\$73,449	\$73,669	\$74,119	\$74,354	\$74,589	\$74,824	\$75,059	\$75,294	\$75,529
16	\$74,266	\$74,456	\$74,646	\$74,836	\$75,026	\$75,216	\$75,436	\$75,656	\$75,876	\$76,096	\$76,316	\$76,536	\$76,986	\$77,221	\$77,456	\$77,691	\$77,926	\$78,161	\$78,396
17	\$77,133	\$77,323	\$77,513	\$77,703	\$77,893	\$78,083	\$78,303	\$78,523	\$78,743	\$78,963	\$79,183	\$79,403	\$79,853	\$80,088	\$80,323	\$80,558	\$80,793	\$81,028	\$81,263
18	\$80,000	\$80,190	\$80,380	\$80,570	\$80,760	\$80,950	\$81,170	\$81,390	\$81,610	\$81,830	\$82,050	\$82,270	\$82,720	\$82,955	\$83,190	\$83,425	\$83,660	\$83,895	\$84,130
19	\$83,105	\$83,295	\$83,485	\$83,675	\$83,865	\$84,055	\$84,275	\$84,495	\$84,715	\$84,935	\$85,155	\$85,375	\$85,825	\$86,060	\$86,295	\$86,530	\$86,765	\$87,000	\$87,235
20	\$108,629	\$108,819	\$109,009	\$109,199	\$109,389	\$109,579	\$109,799	\$110,019	\$110,239	\$110,459	\$110,679	\$110,899	\$111,349	\$111,584	\$111,819	\$112,054	\$112,289	\$112,524	\$112,759

## APPENDIX D-6

## 2028/29 MASTER'S SALARY SCHEDULE

2028/29													
	M30	M35	M40	M45	M50	M55	M60	M65	M70	M75	M80	M85	M90
1	\$51,591	\$51,811	\$52,031	\$52,251	\$52,471	\$52,691	\$53,141	\$53,376	\$53,611	\$53,846	\$54,081	\$54,316	\$54,551
2	\$52,754	\$52,974	\$53,194	\$53,414	\$53,634	\$53,854	\$54,304	\$54,539	\$54,774	\$55,009	\$55,244	\$55,479	\$55,714
3	\$53,917	\$54,137	\$54,357	\$54,577	\$54,797	\$55,017	\$55,467	\$55,702	\$55,937	\$56,172	\$56,407	\$56,642	\$56,877
4	\$55,079	\$55,299	\$55,519	\$55,739	\$55,959	\$56,179	\$56,629	\$56,864	\$57,099	\$57,334	\$57,569	\$57,804	\$58,039
5	\$56,242	\$56,462	\$56,682	\$56,902	\$57,122	\$57,342	\$57,792	\$58,027	\$58,262	\$58,497	\$58,732	\$58,967	\$59,202
6	\$57,511	\$57,731	\$57,951	\$58,171	\$58,391	\$58,611	\$59,061	\$59,296	\$59,531	\$59,766	\$60,001	\$60,236	\$60,471
7	\$59,097	\$59,317	\$59,537	\$59,757	\$59,977	\$60,197	\$60,647	\$60,882	\$61,117	\$61,352	\$61,587	\$61,822	\$62,057
8	\$61,317	\$61,537	\$61,757	\$61,977	\$62,197	\$62,417	\$62,867	\$63,102	\$63,337	\$63,572	\$63,807	\$64,042	\$64,277
9	\$63,643	\$63,863	\$64,083	\$64,303	\$64,523	\$64,743	\$65,193	\$65,428	\$65,663	\$65,898	\$66,133	\$66,368	\$66,603
10	\$66,074	\$66,294	\$66,514	\$66,734	\$66,954	\$67,174	\$67,624	\$67,859	\$68,094	\$68,329	\$68,564	\$68,799	\$69,034
11	\$68,506	\$68,726	\$68,946	\$69,166	\$69,386	\$69,606	\$70,056	\$70,291	\$70,526	\$70,761	\$70,996	\$71,231	\$71,466
12	\$71,043	\$71,263	\$71,483	\$71,703	\$71,923	\$72,143	\$72,593	\$72,828	\$73,063	\$73,298	\$73,533	\$73,768	\$74,003
13	\$73,897	\$74,117	\$74,337	\$74,557	\$74,777	\$74,997	\$75,447	\$75,682	\$75,917	\$76,152	\$76,387	\$76,622	\$76,857
14	\$76,857	\$77,077	\$77,297	\$77,517	\$77,737	\$77,957	\$78,407	\$78,642	\$78,877	\$79,112	\$79,347	\$79,582	\$79,817
15	\$79,923	\$80,143	\$80,363	\$80,583	\$80,803	\$81,023	\$81,473	\$81,708	\$81,943	\$82,178	\$82,413	\$82,648	\$82,883
16	\$83,201	\$83,421	\$83,641	\$83,861	\$84,081	\$84,301	\$84,751	\$84,986	\$85,221	\$85,456	\$85,691	\$85,926	\$86,161
17	\$86,584	\$86,804	\$87,024	\$87,244	\$87,464	\$87,684	\$88,134	\$88,369	\$88,604	\$88,839	\$89,074	\$89,309	\$89,544
18	\$90,918	\$91,138	\$91,358	\$91,578	\$91,798	\$92,018	\$92,468	\$92,703	\$92,938	\$93,173	\$93,408	\$93,643	\$93,878
19	\$96,838	\$97,058	\$97,278	\$97,498	\$97,718	\$97,938	\$98,388	\$98,623	\$98,858	\$99,093	\$99,328	\$99,563	\$99,798
20	\$119,771	\$119,991	\$120,211	\$120,431	\$120,651	\$120,871	\$121,321	\$121,556	\$121,791	\$122,026	\$122,261	\$122,496	\$122,731

**EXTRA CLASS ACTIVITY SALARY SCHEDULE**

<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Experience</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Group I</b>	\$2,565	\$2,836	\$3,034	\$3,906
<b>Group II</b>	\$2,037	\$2,255	\$2,486	\$2,982
<b>Group III</b>	\$1,562	\$1,707	\$1,866	\$2,275
<b>Group IV</b>	\$1,260	\$1,372	\$1,509	\$1,827
<b>Group V</b>	\$ 732	\$ 824	\$ 897	\$1,082
<b>Group VI</b>	\$ 534	\$ 586	\$ 652	\$ 772

The following “grouping-categories” are considered “directly related” for step assignment (salary):

Group I - Academic Clubs Category .....	AP/ACT Coordinator
Group I - Academic Clubs Category .....	DECA Club (HS)
Group I - Academic Clubs Category .....	World Affairs (MS-Grade 8)
Group I - Performing Arts Category .....	Director (Musical & Drama) (HS)
Group I - Publishing Category .....	Media Productions Club
Group I - Publishing Category .....	Newspaper (The Voice) (HS)
Group I - Publishing Category .....	Yearbook (HS)
Group I - Student Government Category .....	Co-Curricular Coordinator (HS, MS, Elem)
Group I - Student Government Category .....	STAP – Comm. (HS)
Group II - Academic Clubs Category.....	AFS International Club
Group II - Academic Clubs Category.....	Corporate Economics (HS)
Group II - Academic Clubs Category.....	International Club (HS)
Group II - Academic Clubs Category.....	Library Web Club
Group II - Academic Clubs Category.....	Mock Trial Club (HS)
Group II - Academic Clubs Category.....	STEM/Rocket Club (HS)
Group II - Academic Clubs Category.....	Study Skills Group (Elem)
Group II - Academic Clubs Category.....	World Affairs (MS-Grade 7)
Group II - Civic Clubs Category .....	Forensic Club (HS)
Group II - Civic Clubs Category .....	Ski Club (MS)
Group II - Civic Clubs Category .....	Windom Buddy
Group II - Civic Clubs Category .....	Yorkers (MS)
Group II - Performing Clubs Category.....	Drama Club Productions (HS)
Group II - Performing Clubs Category.....	Musical Choreographer (HS)
Group II - Performing Clubs Category.....	Musical Director (MS)
Group II - Performing Clubs Category.....	Musical Manager (MS)
Group II - Performing Clubs Category.....	Stage Crew (HS)

Group II - Publishing Clubs Category.....	Assistant Yearbook Advisor (HS)
Group II - Publishing Clubs Category.....	MSTV (MS)
Group II - Publishing Clubs Category.....	Yearbook (MS)
Group II - Quaker Marching Band .....	Marching Band Choreographer
Group II - Quaker Marching Band .....	Marching Band Director (Fall/Winter/Spring)
Group II - Quaker Marching Band .....	Marching Band Director Program
Group II - Student Government Category .....	Junior Class Advisor (HS)
Group II - Student Government Category .....	Senior Class Advisor (HS)
Group II - Student Government Category .....	Student Council (MS)
Group III - Academic Category.....	Art Club (MS)
Group III - Academic Category.....	Best International Game Club
Group III - Academic Category.....	Computer Club (HS)
Group III - Academic Category.....	Grammar Club (HS)
Group III - Academic Category.....	Health Club (MS)
Group III - Academic Category.....	History Club (HS)
Group III - Academic Category.....	Japanese Exchange Program (HS)
Group III - Academic Category.....	Math Club (HS & MS)
Group III - Academic Category.....	Math/Physics Club (HS)
Group III - Academic Category.....	National Honor Society (HS)
Group III - Academic Category.....	News & Views (MS)
Group III - Academic Category.....	News Crew (MS)
Group III - Academic Category.....	NHS Tutoring Advisor (HS)
Group III - Academic Category.....	Science Club (HS & MS)
Group III - Academic Category.....	Spanish Club (Elem)
Group III - Academic Category.....	Sustainability Group (HS)
Group III - Academic Category.....	Technology Club (HS)
Group III - Civic Category .....	Educational Outreach (HS)
Group III - Civic Category .....	Game Club (MS)
Group III - Civic Category .....	Pep Club (HS)
Group III - Civic Category .....	Wellness (HS)
Group III – Elementary .....	4th Grade Nature Club
Group III – Elementary .....	5th Grade Nature Club
Group III – Elementary .....	Agriculture Club
Group III – Elementary .....	Fitness Club
Group III – Elementary .....	Kindergarten Board Game & Puzzle Club
Group III – Elementary .....	Math Club Grades 2-4
Group III – Elementary .....	Mind, Body & Soul Club for Girls
Group III – Elementary .....	Morning Announcements
Group III – Elementary .....	Rise & Shine Yoga Club
Group III – Elementary .....	Spanish Club
Group III – Elementary .....	Spirit Club
Group III – Elementary .....	STEM

Group III – Elementary .....	Study Buddies
Group III – Elementary .....	Study Skills Group Grades 3-5
Group III – Elementary .....	Wellness Club
Group III - Performing Arts Category.....	Costume Designer (MS)
Group III - Performing Arts Category.....	Drama (MS)
Group III - Performing Arts Category.....	Instrumental Coordinator for Musical
Group III - Performing Arts Category.....	Musical (Vocal) Director (HS)
Group III - Performing Arts Category.....	Musical Director (Elem)
Group III - Performing Arts Category.....	Set Design (HS)
Group III - Performing Arts Category.....	Variety Show Director (HS)
Group III - Publishing Category.....	Literary (Pulse) Magazine (HS)
Group III - Publishing Category.....	Yearbook Advisor (Elem)
Group III - Quaker Marching Band Category .....	Assoc. Marching Band Director (Fall/Spring)
Group III - Quaker Marching Band Category .....	Marching Band Choreographer (HS)
Group III - Quaker Marching Band Category .....	Marching Band Color Guard Director (HS)
Group III - Quaker Marching Band Category .....	Marching Band Instructor (HS)
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Group III - Student Government Category.....	Sophomore Class Advisor (HS)
Group III - Student Government Category.....	Student Fund Coordinator (HS)
Group IV - Academic Category .....	Aviation Club
Group IV - Academic Category .....	Computer Club (MS)
Group IV - Academic Category .....	Engineering Club (MS)
Group IV - Academic Category .....	French NHS (HS)
Group IV - Academic Category .....	French Club (MS)
Group IV - Academic Category .....	Latin NHS (HS)
Group IV - Academic Category .....	Life & Career Skills Club (MS)
Group IV - Academic Category .....	Model Rocket (MS)
Group IV - Academic Category .....	Model United Nations
Group IV - Academic Category .....	OPHS Society of Science Scholars (HS)
Group IV - Academic Category .....	Quaker Coding Club (MS)
Group IV - Academic Category .....	Robotics Club (MS)
Group IV - Academic Category .....	Science Club (Elem)
Group IV - Academic Category .....	Spanish Club (MS)
Group IV - Academic Category .....	Spanish NHS (HS)
Group IV - Academic Category .....	Spectrum / OM Coordinator (Elem, MS, HS)
Group IV - Academic Category .....	Tri-M Music Honor Society (HS)
Group IV - Academic Category .....	Young Writers Club (MS)
Group IV - Civic Category .....	Abercrombie (HS)
Group IV - Civic Category .....	Cancer Awareness (HS)
Group IV - Civic Category .....	eSports Club (MS)
Group IV - Civic Category .....	Gay/Straight Alliance (HS)
Group IV - Civic Category .....	Varsity Club (HS)

Group IV – Elementary .....	2nd Grade STEAM Club
Group IV – Elementary .....	3rd Grade STEAM Club
Group IV – Elementary .....	Ellicott Bookstore
Group IV – Elementary .....	Math Club
Group IV – Elementary .....	Musical Choreographer/Stage Crew
Group IV – Elementary .....	Musical Choreographer/Stage Crew Manager
Group IV – Elementary .....	Musical Costume Designer
Group IV – Elementary .....	Science Club
Group IV – Elementary .....	Tech & STEM
Group IV - Performing Arts Category .....	B Sharps (MS)
Group IV - Performing Arts Category .....	Business Manager (Musical and Drama) (HS)
Group IV - Performing Arts Category .....	Chamber Orchestra (MS)
Group IV - Performing Arts Category .....	Costume Coordinator (Musical & Drama) (HS)
Group IV - Performing Arts Category .....	Fiddle Club
Group IV - Performing Arts Category .....	Instrumental Music Advisor (Elem)
Group IV - Performing Arts Category .....	Jazz Ensemble (MS)
Group IV - Performing Arts Category .....	Jazz Lab (MS)
Group IV - Performing Arts Category .....	JR. QMB (MS)
Group IV - Performing Arts Category .....	Music Accompanist
Group IV - Performing Arts Category .....	Musical Art Director (Elem)
Group IV - Performing Arts Category .....	Select Choir (MS)
Group IV - Performing Arts Category .....	Set Designer (MS)
Group IV - Performing Arts Category .....	Vocal Music Conductor (Elem)
Group IV - Publishing Category .....	Literary Magazine (MS)
Group IV - Publishing Category .....	Newspaper Assistant (HS)
Group IV - Quaker Marching Band Category .....	Assistant Color Guard Director (HS)
Group IV - Quaker Marching Band Category .....	Brass Instructor (HS)
Group IV - Quaker Marching Band Category .....	Drill Instructor (HS)
Group IV - Quaker Marching Band Category .....	Marching Band Instructors
Group IV - Quaker Marching Band Category .....	Percussion Instructor (HS)
Group IV - Quaker Marching Band Category .....	Woodwind Instructor (HS)
Group IV - Student Government Category .....	Freshman Seminar Advisor (HS)
Group IV - Student Government Category .....	Freshmen Class Advisor (HS)
Group IV - Student Government Category .....	Student Council (Elem)
Group V - Academic Category .....	Art Club (Elem)
Group V - Academic Category .....	Book F(r)iends (MS)
Group V - Academic Category .....	French Club (HS)
Group V - Academic Category .....	Library Club (Elem)
Group V - Academic Category .....	Masterminds JV (HS)
Group V - Academic Category .....	Masterminds Varsity (HS)
Group V - Academic Category .....	PSAT/SAT Coordinator
Group V - Academic Category .....	Saturday Detention Coordinator (HS & MS)



Group V - Academic Category.....	Science Olympiad (HS)
Group V - Academic Category.....	Sign Language Club
Group V - Academic Category.....	Spanish Culture Club
Group V - Academic Category.....	Writers Sodality (HS)
Group V - Civic Category .....	Bicycle Club (HS)
Group V - Civic Category .....	Card Collectors (HS)
Group V - Civic Category .....	Future Teachers Club (HS)
Group V - Civic Category .....	Gender Equity Club (MS)
Group V - Civic Category .....	Kindness Club (MS)
Group V - Civic Category .....	OP Impact
Group V - Civic Category .....	Outdoor Wilderness Club (MS)
Group V - Civic Category .....	Rifle Club (HS)
Group V - Civic Category .....	Social Communications Skills (MS)
Group V - Civic Category .....	We Delivery (Elem)
Group V – Elementary .....	Art Club
Group V – Elementary .....	Book Club
Group V – Elementary .....	Coding Club
Group V – Elementary .....	Dance Club
Group V – Elementary .....	LEGO Club
Group V – Elementary .....	Library Club
Group V – Elementary .....	Project Creation
Group V – Elementary .....	Theatre Club
Group V - Performing Arts Category.....	AV Coordinator
Group V - Performing Arts Category.....	Chamber Orchestra (HS)
Group V - Performing Arts Category.....	Drum Club (MS)
Group V - Performing Arts Category.....	Fiddlers (HS)
Group V - Performing Arts Category.....	Instrumental Prep for Musical
Group V - Performing Arts Category.....	Media Productions (HS)
Group V - Performing Arts Category.....	Musical Choreographer (MS)
Group V - Performing Arts Category.....	Orchestra Conductor (HS Musical)
Group V - Performing Arts Category.....	Rehearsal Accompanist (HS)
Group V - Performing Arts Category.....	Select Choir (HS)
Group V - Performing Arts Category.....	Stage Crew (MS)
Group V - Publishing Category.....	Writers Club
Group V - Publishing Category.....	Yearbook - Computer Layout Coordinator
Group VI - Academic Category .....	Challenge 24 Math Club
Group VI - Academic Category .....	Gingerbread Club
Group VI - Academic Category .....	Intramural Coordinator (MS)
Group VI - Academic Category .....	Library Media Club (HS)
Group VI - Academic Category .....	Medical Career Interest Group
Group VI - Academic Category .....	Open Campus Advisor

Group VI - Civic Category .....	3rd Grade Boys Club
Group VI - Civic Category .....	3rd Grade Girls Club
Group VI - Civic Category .....	Archery Club (HS)
Group VI - Civic Category .....	Board Game Club (HS)
Group VI - Civic Category .....	Chess Club (HS and MS)
Group VI - Civic Category .....	Equestrian
Group VI - Civic Category .....	Gender Equity Club (HS)
Group VI - Civic Category .....	Racial Equality Alliance (HS)
Group VI - Civic Category .....	Racquetball
Group VI - Civic Category .....	Russian
Group VI - Civic Category .....	S.A.V.E Club (HS)
Group VI - Civic Category .....	The Committee
Group VI – Elementary .....	American Sign Language 3-5
Group VI – Elementary .....	American Sign Language K-2
Group VI – Elementary .....	Board Games Club
Group VI – Elementary .....	Chess Club
Group VI – Elementary .....	Computer/Programming Club
Group VI – Elementary .....	Nature Club
Group VI – Elementary .....	School Newspaper
Group VI - Performing Arts Category .....	Concert Accompanist (HS)
Group VI - Performing Arts Category .....	Drama – Props (HS)
Group VI - Performing Arts Category .....	Musical – Makeup (HS)
Group VI - Performing Arts Category .....	Musical – Props (HS)
Group VI - Publishing Category .....	Literary Magazine (Elem)
Group VI - Publishing Category .....	School Newspaper (Elem)

1. The parties agree that extra class step credit will be granted for consecutive, full year activity advisor experience within the same grouping-category (see # 6 above), provided that the most recent such experience occurred within the four school years immediately prior. Unavoidable absences of less than four weeks, for example an absence due to illness, shall not prevent the assignment from being considered “full year.”
2. Nothing herein will preclude an OPTA member from requesting credit for experience incurred outside the time limits set forth above or for experience incurred in a category other than those set forth above. Credit granted pursuant to such a request will be subject to the building principal’s discretion and written approval.

## COACHING SALARY SCHEDULE \*corrected 5/22/24

	Season	Step 1	Step 2	Step 3	Step 4
<b><u>Baseball</u></b>					
Varsity Head	Spring	\$4,990	\$5,413	\$5,880	\$6,469
JV (Varsity Assistant)	Spring	\$3,460	\$3,816	\$4,269	\$4,826
Modified	Spring	\$3,393	\$3,718	\$4,056	\$4,337
Program Assistant	Spring	\$3,460	\$3,816	\$4,269	\$4,826
<b><u>Basketball- Boys &amp; Girls</u></b>					
Varsity Head	Winter	\$7,486	\$8,119	\$8,820	\$9,703
JV (Varsity Assistant)	Winter	\$4,990	\$5,413	\$5,880	\$6,469
Freshman (Varsity Assistant)	Winter	\$4,672	\$5,103	\$5,604	\$6,125
Modified (Varsity Assistant)	Winter	\$4,672	\$5,103	\$5,604	\$6,125
Program Assistant	Winter	\$4,990	\$5,413	\$5,880	\$6,469
<b><u>Bowling - Boys &amp; Girls</u></b>					
	Winter	\$3,460	\$3,816	\$4,269	\$4,826
<b><u>Cheerleading - Fall</u></b>					
Varsity Head	Fall	\$4,990	\$5,413	\$5,880	\$6,469
JV (Varsity Assistant)	Fall	\$3,460	\$3,816	\$4,269	\$4,826
Modified	Fall	* \$3,393	\$3,718	\$4,056	\$4,337
Program Assistant	Fall	\$3,460	\$3,816	\$4,269	\$4,826
<b><u>Cheerleading - Winter</u></b>					
Varsity Head	Winter	\$7,486	\$8,119	\$8,820	\$9,703
JV (Varsity Assistant)	Winter	\$4,826	\$5,316	\$5,857	\$6,468
Modified	Winter	\$4,672	\$5,103	\$5,604	\$6,125
Program Assistant	Winter	\$4,826	\$5,316	\$5,857	\$6,468
<b><u>Cross Country</u></b>					
Varsity - Head	Fall	\$4,990	\$5,413	\$5,880	\$6,469
Varsity Assistant	Fall	\$3,460	\$3,816	\$4,269	\$4,826
Modified	Fall	* \$3,393	\$3,718	\$4,056	\$4,337
<b><u>Field Hockey</u></b>					
Varsity	Fall	\$4,990	\$5,413	\$5,880	\$6,469
JV (Varsity Assistant)	Fall	\$3,460	\$3,816	\$4,269	\$4,826
Modified	Fall	* \$3,393	\$3,718	\$4,056	\$4,337
Program Assistant	Fall	\$3,460	\$3,816	\$4,269	\$4,826
<b><u>Flag Football</u></b>					
Varsity Head	Spring	\$4,990	\$5,413	\$5,880	\$6,469
JV (Varsity Assistant)	Spring	\$3,460	\$3,816	\$4,269	\$4,826
Modified	Spring	\$3,393	\$3,718	\$4,056	\$4,337
Program Assistant	Spring	\$3,460	\$3,816	\$4,269	\$4,826

	Season	Step 1	Step 2	Step 3	Step 4
<b><u>Football</u></b>					
Varsity Head	Fall	\$6,238	\$6,766	\$7,350	\$8,086
Varsity Assistant (2)	Fall	\$4,695	\$5,066	\$5,485	\$5,954
JV (Varsity Assistant) (2)	Fall	\$4,695	\$5,066	\$5,485	\$5,954
Freshman (Varsity Assistant)	Fall	\$4,695	\$5,066	\$5,485	\$5,954
Modified (Varsity Assistant)	Fall	\$4,487	\$4,819	\$5,209	\$5,632
<b><u>Golf – Boys &amp; Girls</u></b>	Fall	\$3,460	\$3,816	\$4,469	\$4,826
<b><u>Gymnastics</u></b>					
Varsity Head	Fall	\$4,141	\$4,538	\$5,004	\$5,532
Program Assistant	Fall	\$4,141	\$4,538	\$5,004	\$5,532
<b><u>Ice Hockey - Boys &amp; Girls</u></b>					
Varsity Head	Winter	\$7,486	\$8,119	\$8,820	\$9,703
Program Assistant	Winter	\$4,990	\$5,413	\$5,880	\$6,469
<b><u>Lacrosse - Boys &amp; Girls</u></b>					
Varsity Head	Spring	\$4,990	\$5,413	\$5,880	\$6,469
Varsity Assistant	Spring	\$3,460	\$3,816	\$4,269	\$4,826
JV (Varsity Assistant)	Spring	\$3,460	\$3,816	\$4,269	\$4,826
Modified	Spring	\$3,393	\$3,718	\$4,056	\$4,337
<b><u>Rifle</u></b>	Winter	\$3,460	\$3,816	\$4,269	\$4,826
<b><u>Soccer - Boys &amp; Girls</u></b>					
Varsity Head	Fall	\$4,990	\$5,413	\$5,880	\$6,469
JV (Varsity Assistant)	Fall	\$3,460	\$3,816	\$4,269	\$4,826
Modified	Fall	\$3,393	\$3,718	\$4,056	\$4,337
Program Assistant	Fall	\$3,460	\$3,816	\$4,269	\$4,826
<b><u>Softball</u></b>					
Varsity Head	Spring	\$4,990	\$5,413	\$5,880	\$6,469
JV (Varsity Assistant)	Spring	\$3,460	\$3,816	\$4,269	\$4,826
Modified	Spring	\$3,393	\$3,718	\$4,056	\$4,337
Program Assistant	Spring	\$3,756	\$4,053	\$4,388	\$4,763
<b><u>Swimming - Boys</u></b>					
Varsity Head	Winter	\$6,182	\$6,787	\$7,504	\$8,282
Varsity Assistant	Winter	\$4,484	\$4,932	\$5,304	\$6,002
Modified	Winter	\$3,393	\$3,718	\$4,056	\$4,337

	Season	Step 1	Step 2	Step 3	Step 4
<b><u>Swimming - Girls</u></b>					
Varsity Head	Fall	\$4,990	\$5,413	\$5,880	\$6,469
Varsity Assistant	Fall	\$3,393	\$3,718	\$4,056	\$4,826
Modified	Winter	\$3,393	\$3,718	\$4,056	\$4,337
<b><u>Tennis - Boys &amp; Girls</u></b>					
Varsity (Boys)	Spring	\$4,990	\$5,413	\$5,880	\$6,469
Assistant (Boys)	Spring	\$3,460	\$3,816	\$4,269	\$4,826
JV (Varsity Assistant) (Boys)	Spring	\$3,460	\$3,816	\$4,269	\$4,826
Modified (Boys)	Spring	\$3,393	\$3,718	\$4,056	\$4,337
Varsity (Girls)	Fall	\$4,990	\$5,413	\$5,880	\$6,469
Assistant (Girls)	Fall	\$3,460	\$3,816	\$4,269	\$4,826
JV (Varsity Assistant) (Girls)	Fall	\$3,460	\$3,816	\$4,269	\$4,826
Modified (Girls)	Fall	\$3,393	\$3,718	\$4,056	\$4,337
<b><u>Track - Spring</u></b>					
Varsity	Spring	\$4,990	\$5,413	\$5,880	\$6,469
JV	Spring	\$3,460	\$3,816	\$4,269	\$4,826
Modified	Spring	\$3,393	\$3,718	\$4,056	\$4,337
<b><u>Track - Winter</u></b>					
Varsity Head	Fall	\$7,486	\$8,119	\$8,820	\$9,703
Varsity Assistant	Fall	\$4,826	\$5,316	\$5,857	\$6,468
<b><u>Volleyball - Boys &amp; Girls</u></b>					
Varsity Head	Fall	\$4,990	\$5,413	\$5,880	\$6,469
JV (Varsity Assistant)	Fall	\$3,460	\$3,816	\$4,269	\$4,826
Modified	Fall	\$3,393	\$3,718	\$4,056	\$4,337
Program Assistant	Fall	\$3,460	\$3,816	\$4,269	\$4,826
<b><u>Wrestling – Boys &amp; Girls</u></b>					
Varsity Head	Winter	\$7,486	\$8,119	\$8,820	\$9,703
Varsity Assistant	Winter	\$4,826	\$5,316	\$5,857	\$6,468
Modified (Varsity Assistant)	Winter	\$4,672	\$5,103	\$5,604	\$6,125
<b><u>Unified Bowling</u></b>					
	Winter	\$2,682	\$2,958	\$3,309	\$3,741
<b><u>Unified Basketball</u></b>					
	Spring	\$2,682	\$2,958	\$3,309	\$3,741
<b><u>Unified Bocce</u></b>					
	Fall	\$2,682	\$2,958	\$3,309	\$3,741

**ORCHARD PARK CENTRAL SCHOOL DISTRICT  
Insurance Information Form (In-lieu)**

Employee Name: \_\_\_\_\_

I desire the following coverage through the Orchard Park Central School District:

- ☐ NONE  
☐ INDIVIDUAL  
☐ FAMILY

Only one family health insurance plan per eligible family unit. Please list eligible children or dependents.

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

Marital Status:    ☐ Single            ☐ Married

Spouse's name and birth date: \_\_\_\_\_

Spouse's medical insurance carrier and group number: \_\_\_\_\_  
\_\_\_\_\_

NEW EMPLOYEES: Immediate prior insurance group and group number: \_\_\_\_\_

\_\_\_\_\_

I certify that the information provided above is a true representation of my medical insurance coverage on this date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MATERNITY NOTIFICATION  
INITIAL NOTIFICATION FORM**  
(see OPTA 4.4.1)

TO: Personnel Office  
Orchard Park Central School District  
2240 Southwestern Boulevard  
West Seneca, NY 14224

FROM: \_\_\_\_\_  
(print your name / building location)

This is to inform you, that in accordance with Article 4.4 of the Collective Bargaining Agreement, that I am pregnant.

My expected date of delivery is (month/day/year): \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

As per the provision of the Agreement, I have attached a statement from my attending physician.

Should the status of my pregnancy change, I will notify you under the terms of the Agreement.

Signed,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Additional Planning Information for Teacher

**Sick Leave Days (paid days):** An individual's accumulated sick leave days may be accessed for continuation of salary during the maternity and new born time period. After the birth date, generally up to six weeks may be used for regular delivery and up to eight weeks for caesarian section, provided the teacher has accumulated a sufficient number of sick days. See OPTA 4.4.5 and appendix H-2 of the Agreement.

**FMLA Leave** provides for continuation of district paid health care coverage for up to twelve weeks and might be available for use if a teacher goes on unpaid leave. Please Note: FMLA leave runs concurrently with other forms of leave for a period of up to 12 weeks each year for all eligible employees. See HR office for more information and appendix H-2 of the Agreement.

**Extended Child Care Leave (unpaid days):** Extended unpaid time off for child care is available following the terms of the Agreement. Please see OPTA section 4.4. and appendix H-3 of the Agreement.

As per the provision of the Agreement, I have attached a statement from my attending physician. Should the status of my pregnancy change, I will notify you under the terms of the Agreement.

xc: Assistant Superintendent for Personnel & Pupil Services  
Orchard Park Teachers Association  
Building Principal  
Payroll Department

**MATERNITY LEAVE NOTIFICATION  
NOTICE OF PURPOSE**  
(see OPTA 4.4.1)

\*\* Provide notice 30 days prior to delivery \*\*

TO: Personnel Office  
Orchard Park Central School District  
2240 Southwestern Boulevard  
West Seneca, NY 14224

FROM: \_\_\_\_\_  
(print your name / building location)

This is to inform you, that in accordance with Article 4.4 of the Collective Bargaining Agreement, that I am pregnant.

My expected date of delivery is (month/day/year):      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

My leave will tentatively start on (month/day/year):      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I expect to return to work on (month/day/year):      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Additional Planning Information for Teacher

\_\_\_\_ Sick Leave Days (paid days): I plan on using my accumulated sick leave days. I estimate that I currently have the following balance of accumulated sick leave: \_\_\_\_\_ and plan to use \_\_\_\_\_ days.

Note: After the birthdate, generally up to six (6) weeks may be used for regular delivery and up to eight (8) weeks for caesarian section, provided the teacher has accumulated a sufficient number of sick days. (See OPTA 4.4.5 Appendix H-2 of the Agreement.)

\_\_\_\_ FMLA Leave (provides for continuation of district paid health care coverage): I plan on using FMLA leave (if available) to continue my health care coverage, if I go on unpaid leave before my return.

Please note: FMLA leave runs concurrently with other forms of leave (paid / unpaid) for a period of up to 12 weeks annually for eligible employees. Contact the personnel office for more information.

\_\_\_\_ Extended Child Care Leave(unpaid): I plan on taking an extended unpaid child care leave (see OPTA section 4.4.) after my allowable paid days are exhausted. I understand that this leave is to expire at the beginning of a semester, unless mutually agreed upon by the employee and District. I therefore plan to return from the extended leave on the following date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. Should the status of my pregnancy change, I will notify you under the terms of the Agreement.

Signed,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

xc: Assistant Superintendent for Personnel & Pupil Services  
Orchard Park Teachers Association  
Building Principal  
Payroll Department



**CHILD CARE LEAVE**  
(OPTA 4.4)

TO: Personnel Office  
Orchard Park Central School District  
2240 Southwestern Boulevard  
West Seneca, NY 14224

FROM: \_\_\_\_\_  
(print your name / building location)

This is to inform you that, in accordance with Article 4.4 of the Collective Bargaining Agreement, I am requesting an unpaid child care leave of absence.

Under the terms of the Agreement I am requesting that this unpaid leave begin on the following date:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

I am further requesting that this unpaid leave expire on the following date: \_\_\_\_/\_\_\_\_/\_\_\_\_ with the option to return at the end of one (1) school year (see Section 4.4).

Additional Planning Information (please see OPTA 4.4)

- These leaves are to expire at the beginning of a semester (exceptions must be mutually agreed upon) and may be for up to approximately two (2) years (see Section 4.4.2).
- A written notice must be submitted 60 calendar days prior to the expiration of the leave indicating the teacher's intention to return to teaching. A teacher returning in September shall give such notice no later than May 1st (see Section 4.4.2)
- At the conclusion of the leave a teacher who takes a leave of absence of no longer than one (1) year in duration, shall be entitled to return to a position in the same building. Teachers taking a leave of more than one (1) year in duration shall be entitled to the same or similar position as the one held prior to the commencement of the leave (see Section 4.4.4).

Should the status of my unpaid leave change, I will notify you under the terms of the OPTA Agreement.

Signed,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

xc: Assistant Superintendent for Personnel & Pupil Services  
Orchard Park Teachers Association  
Building Principal  
Payroll Department

**MEMORANDUM OF AGREEMENT  
BETWEEN**

**Orchard Park School Related Professionals Association (OPSRPA)  
Orchard Park Teachers Association (OPTA)  
and  
Orchard Park Central School District**

WHEREAS, a Collective Bargaining Agreement exists between the District and each of the above-named Associations and,

WHEREAS, in each of the respective Collective Bargaining Agreements there are specific enumerated clauses (2.2.14 OPTA, 4.7 SRPA) that create IRS section 125 Cafeteria Plans and describe how FICA savings will be used to absorb the costs of administering the plan and,

WHEREAS, in each of the respective Collective Bargaining Agreements there are specific enumerated clauses (9.4 OPTA, 8.2 SRPA) that create IRS section 105(h) plans including the amounts to be contributed by the District, describe the formula(s) for 105(h) contributions by the District and describe how these 105(h) accounts will be administered and the swipe (debit) card benefit that is provided to unit members, and

WHEREAS, in each of the respective Collective Bargaining Agreements there are specific enumerated clauses (9.7 OPTA , 8.6 SRPA) that create a dental insurance program chosen by each Association , define a dollar amount identified as the District contribution to the respective dental insurance programs and a formula which addresses the issue of an increased District contribution to the respective dental insurance program when there is an increase of either membership within the unit or a new building within the District and

WHEREAS, the Cafeteria Plans (IRS section 125 plans), IRS section 105(h) accounts and the Dental Insurance Programs operate without the benefits of a formalized Benefit Fund and,

WHEREAS, District has voiced concern about how the District's contribution is forwarded to the various Plans and Dental Insurance Programs and WHEREAS, the District and the Associations wish to formalize the Dental Insurance Programs, Cafeteria Plans (IRS section 125plans) and IRS section 105(h) accounts into one Benefit Fund and

WHEREAS, the parties (Associations and District) wish to create a Benefit Fund which formally addresses the issues of District Contribution to the Dental Insurance Plans, the operation of the IRS section 125 Cafeteria Plans and the IRS section 105(h) accounts

THEREFORE, the parties agree to the following terms and conditions relative to the creation of a formal Benefit Fund and said terms and conditions will be incorporated into the successor collective bargaining agreements for each Association:

1. Effective approximately July 2007 a Benefit Fund, to be known as the Orchard Park School Related Professionals and Teachers Benefit Trust Fund will be established by the Associations for the purpose of providing a continuing program of benefits for members of the bargaining units.
2. FICA savings accruing to the District as a result of the creation of the IRS section 125 Cafeteria Plans shall be paid to the Benefit Fund rather than individual Associations following the last pay in December and the last pay in June.
3. A Benefit Fund plan document will be developed by the Associations on or before September 1st 2007 and shared with the District.
4. In lieu of the contributions specified in the respective collective bargaining agreements as of the effective date of this memorandum of agreement, the District will pay to the Benefit Fund the specified amounts found in each current collective bargaining agreement for the life of those respective agreements as well as any increases as resulting from application of the specified formula.
5. The Benefit Fund will be audited annually and a report will be presented to the Employer no later than August 1st.
6. The dollar amount to be deposited in each 105(h) account will be determined annually no later than the first payroll date in September. Each account holder and the fund will be informed of the amount to be deposited no later than the first payroll date in September.
7. Annually, the District will provide to Benefit Fund Coordinator /Head Trustee a list of eligible employees (those receiving health insurance a specified within the respective Collective Bargaining Agreements), no later than the first payroll date in September.
8. The District will provide the Benefit Trust Fund with its annual total contribution for the respective 105(h) plans/programs and the respective dental plans, no later than the first payroll date in October.
9. The District will continue to pay an amount equal to the administrative fees and the costs associated with the swipe (debit) cards. The fee structure is: \$2.50 per month per employee with 125 and 105h plans, \$4.50 per month per employee with 105h plan only. Any changes to the fee structure by P&A Administrators will require a meeting and agreement regarding the per month amount. This amount will be payable to the Benefit Trust Fund on or before the first business day of the month. The Benefit Trust fund shall thereafter be responsible for the payment of all such fees and costs to the providers and the District shall have no further responsibility therefore. Fees for the summer months are to be paid by the last business day of the month of June.
10. Effective 10/1/07 the 125 plan's and 105(h) plan's plan-year will be 10-1 through 9-30. Employees employed at the end of the 2006-2007 school year and employed September 2007 will receive an

additional \$12.50/single plan or \$25/family plan for the month of September 2007. For all new employees, then, the plan years will begin on 10-1.

11. The Benefit Trust Fund coordinators from each respective Association will provide support services to the Fund by way of opening day packet distribution, orientation of new employees eligible for District provided health insurance programs and/or 125 Cafeteria Plans, and other services as needed by the Benefit Trust Fund.
12. The Benefit Trust Coordinators will pro-rate the district's contribution for any employee that has begun or ceased employment with the district mid-year. Any financial benefit owed to either party will be handled on a case by case basis by the Benefit Trust Coordinators.

Orchard Park Central School District  
**DELIVERY OF SECONDARY SPECIAL EDUCATION SERVICES**  
 (October 17, 2007)

**DSS - Declassification Support Services:** A student is given this classification after re-evaluation and a determination that there is no need for special education services. The student is followed for up to one year to determine if he/she should be declassified with/without testing modifications or reclassified with special education supports. The expectation for the special education teacher is to have no less than one contact quarterly (via phone, e-mail etc.) with the general education teacher(s) and parent(s) to determine if the student's needs are being addressed appropriately without special education services. This classification may be eliminated as soon as 10 weeks into the school year through a documented referral to the CSE for approval. This special education assignment is not counted as a subject preparation as no preparation is needed or expected outside of the assigned period itself. Depending upon the DSS needs this service may be counted as part of a teacher's daily supervisory assignment (6.2.1 c).

**CT - Consultant Teacher Services:** As defined in Sections 200.1(m) and 200.6(d) of the Commissioner's Regulations, consultant teacher services means direct and/or indirect services provided to a student with a disability who attends general education classes and/or to such student's general education teachers. General education classes include career and technical education.

- Direct consultant teacher services means specially designed individualized or group instruction provided by a certified special education teacher to a student with a disability in general education classes.
- Indirect consultant teacher services means consultation provided by a certified special education teacher to general education teacher(s) to assist them in adjusting the learning environment and/or modifying their instructional methods to meet the individual needs of a student with a disability who attends their classes.

The special education teacher will provide either group or individual services to students in the general education classroom as per the Commissioner's Regulations.

As this assignment will require the teacher to prepare materials outside of the assigned class time for supplemental instruction, this assignment is counted as a subject preparation for each unique course (example: if a teacher has a CT Direct assignment in Aquatics and a CT Indirect assignment in Aquatics, this would count as one subject preparation). The caseload of students assigned to the CT special education teacher will be in accordance with the Part 200 Regulations.

**Resource Room:** The Special Education Teacher offers supplemental, direct re-teaching of General Education concepts to an instructional group of no more than five (5) students with similar needs.

- Supplemental instruction in core content areas and concepts
- Re-teaching of skill areas
- Individualized instruction based on student IEP goals
- Problem-Solving assignments
- Develop tasks and strategies appropriate to the student's identified needs
- Coordinate learning tasks in the resource room with those of the general education classroom
- Provide consistency in educational programming to increase student performance in the least restrictive environment
- Organization
- Time Management

As this assignment will require the teacher to prepare materials outside of the assigned class time for supplemental instruction, this assignment is counted as a subject preparation (see 6.2.1 d).

**Special Class (AKA Self Contained Class):** A Special Education Teacher, working with or without a content teacher, designs special, daily instruction outside the General Education environment. Instruction is delivered in a small group setting not to exceed the program option stated on the IEP. The determination of this option is based on the disability and management needs and may offer:

- Direct instruction of core curriculum
- Modification of content for instruction as appropriate to the needs of the assigned students
- Designed instruction specific to the learning styles of the students
- IEP goals addressed throughout the instructional day

As this assignment will require the teacher to prepare materials outside of the assigned class time for supplemental instruction, this assignment is counted as a subject preparation (see 6.2.1 d).

**Special Class Lab (AKA self-contained Lab 1:15, 1:12:1):** At the secondary level, special class labs are designed for the development of targeted skills and homework assistance. This special education assignment is counted as a subject preparation.

Note however, when students assigned to a special class lab are aligned nearly identically with those students enrolled in the special class content course, volunteers to accept such labs as a fourth preparation will initially be sought publicly at a department meeting. If no volunteers are forthcoming, acceptance of such special class lab assignments as preparations beyond three may be required of the assigned teacher only if all members of the department have three or more subject preparations already scheduled.

**CURRICULUM COORDINATORS**

**GOAL:** To provide coordination and leadership for the improvement of curriculum and instruction by working closely with faculty, instructional leaders and administrators.

**QUALIFICATIONS:**

- NYS Administrative and/or Teacher Certification
- Extensive knowledge and proficiency in area of subject discipline
- Minimum five (5) years of teaching experience
- Experience with curriculum development
- Experience with scoring state assessments
- Demonstrates leadership in school setting
- Communicates effectively
- Current employee of OPCSD

**RESPONSIBILITIES:**

- Plan agenda and meet regularly with instructional Leaders.
- Disseminate information to instructional leaders, faculty and parents.
- Provide assistance and support with integration of NYS Common Core Learning Standards and development of local curriculum.
- Communicate regularly with building principals and the other subject area coordinator regarding aspects of the program.
- Stay current with and report out trends, issues, and research in the area of instruction, curriculum, state assessments, and student/district performance.
- Assist with the implementation of the k-12 action plan (CDEP) to improve student achievement, including participation and leadership on district councils.
- Train teachers as scoring leaders and scorers for state assessments.
- Other tasks and responsibilities as designated by the Assistant Superintendent for Curriculum and Pupil Services.

**EDUCATIONAL LEADERSHIP TUITION REIMBURSEMENT (MOA dated May 2020)**

Directions: Please submit two (2) copies of this form before taking a course. One (1) copy will be returned to you so you can request reimbursement after completing the course.

College course work that is part of a program that leads to certification as a School Building Leader, School District Leader, or a School District Business Leader (administrative positions) shall be eligible for reimbursement, at the approval of the Superintendent or their designee, for tuition costs by the District upon satisfactory evidence of completion of the required course work and possession of NYSED certification.

Please complete the required information and provide to the Superintendent at least thirty days prior to the start of the educational leadership program. Attach additional information if necessary.

**University/College:** \_\_\_\_\_

**Certification sought:** \_\_\_\_\_

Course#	Title	Semester begin date	Semester End date	*Tuition costs (do not include fees/textbooks, etc.)

Reimbursement is limited to tuition and requires the employee provide to the District (Personnel Office) satisfactory proof of tuition expenses, completion of Educational Leadership certification, and a copy of this approval form (a copy will also be kept within the employee's personnel file).

I understand that after I receive District reimbursement, and if I leave the employment of the District within two years after receipt of the reimbursement under circumstances other than a layoff by the District, I will reimburse the District the following percentages, as dictated by my unique circumstances:

- Within one year of receiving District reimbursement, 50% of the reimbursement received will be returned to the District.
- Between year one to year two of receiving District reimbursement, 25% of the reimbursement received will be returned to the District.

Should any information found above change, I will notify the District as soon as applicable.



**EDUCATIONAL LEADERSHIP TUITION REIMBURSEMENT (MOA dated May 2020)****PRE-APPROVAL:**

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date Submitted*

*For Personnel Office Use Only*

**PRE-APPROVAL GRANTED:**

\_\_\_\_\_  
*Superintendent / Designee*

\_\_\_\_\_  
*Date Approved*

-----  
**Upon completion of certification, complete and submit to Personnel**

**FINAL APPROVAL:**

\$ \_\_\_\_\_  
*Final Tuition Reimbursement Requested:*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date Submitted*

*For Personnel Office Use Only*

**FINAL APPROVAL FOR TUITION REIMBURSEMENT:**

\_\_\_\_\_  
*Superintendent / Designee*

\_\_\_\_\_  
*Date Approved*

xc: Employee  
 Employee's Personnel File  
 Assistant Superintendent for Personnel & Pupil Services  
 Orchard Park Teachers Association

**TEACHING ASSISTANT (Part 80 Regulations (8 NYCRR 80-5.6))****(1) Description and duties.**

(i) Description. A teaching assistant is appointed by a board of education to provide, under the general supervision of a licensed or certified teacher, direct instructional service to students.

**(ii) Duties.**

(a) Teaching assistants assist teachers by performing duties such as:

- (1) working with individual pupils or groups of pupils on special instructional projects;
- (2) providing the teacher with information about pupils that will assist the teacher in the development of appropriate learning experiences;
- (3) assisting pupils in the use of available instructional resources, and assisting in the development of instructional materials;
- (4) utilizing their own special skills and abilities by assisting in instructional programs in such areas as: world languages other than English, arts, crafts, music and similar subjects; and
- (5) assisting in related instructional work as required.

(b) Teaching assistants who hold the pre-professional teaching assistant certificate shall have the same scope of practice as other teaching assistants, in accordance with the duties prescribed in clause (a) of this subparagraph. Within that scope of practice, teaching assistants holding a pre-professional teaching assistant certificate may, at the discretion of the employing district, and while under the general supervision of a teacher, perform such duties as:

- (1) working with small groups of children so the teacher can work with a large group or individual children;
- (2) helping a teacher to construct a lesson plan;
- (3) presenting segments of lesson plans, as directed by the teacher;
- (4) communicating with parents of students at a school site or as otherwise directed by a teacher; and
- (5) helping a teacher to train other teaching assistants.

**(2) Licensure and certification requirements.**

(i) The requirements of this subparagraph shall be applicable in the event that an application has been submitted to the department on behalf of the candidate on or before February 1, 2004 for either the temporary license or continuing certificate, and upon application the candidate qualifies or has qualified for the credential; and for candidates who do not meet this condition, the requirements of subparagraph (ii) of this paragraph apply. Any such candidate employed as a teaching assistant shall hold one of the following credentials:

(a) Temporary license. Upon application of a superintendent of schools, a temporary license as a teaching assistant may be issued to a person having the qualifications defined in subclause (1) of this clause:

- (1) Preparation. The candidate shall have completed a four-year high school program or its equivalent. Such study shall be supplemented by training and experience appropriate to the position in question.

- (2) The application for this license shall be filed on forms prescribed by the commissioner and shall include the following information: the name and address of the candidate; the candidate's education; related teaching, administrative and/or supervisory experience; occupational and/or practical experience; and other unusual qualifications; a description of the teaching assistant's duties; a description of how the teaching assistant will be supervised; a description of the employing school district's in-service training program for teaching assistants and the professional staff utilizing such personnel; and a description of the district's plan for using teaching assistants.
- (3) Time validity. The temporary license shall be valid for one year from its effective date. No more than two temporary licenses may be issued to the same individual.

(b) Continuing certificate. Upon application of a superintendent of schools, a continuing certificate as a teaching assistant may be issued to a person having the qualifications defined in subclauses (1) and (2) of this clause:

- (1) Preparation. The candidate shall have completed six semester hours of appropriate collegiate study in or related to the field of elementary and/or secondary school service at a regionally accredited institution of higher education or at an institution approved by the department. The commissioner may approve alternative preparation as required in this paragraph.
- (2) Experience. The candidate shall have completed one year of experience as a licensed teaching assistant or as a certified teacher in an approved school.
- (3) Time validity. The continuing certificate shall be valid continuously, except when the holder thereof has not been regularly employed as a teaching assistant in the public schools of New York for a period of five consecutive years, in which case the validity of the certificate shall lapse.

(ii) The requirements of this subparagraph shall apply to candidates who apply on or after February 2, 2004 for a credential to work as a teaching assistant. The candidate shall apply to the department for the certificate.

(a) Level I teaching assistant certificate.

- (1) Preparation. The candidate shall meet the requirements in each of the following items:

(i) Education. The candidate shall have attained a high school diploma or its equivalent.

(ii) Examination. The candidate shall submit evidence of having achieved a satisfactory level of performance on the New York State assessment of teaching assistant skills.

- (2) Time validity. The certificate shall be valid for three years from its effective date. The certificate shall be renewable on one occasion only for three years, except for a certificate that already has been renewed once for a one-year term which may be renewed on one additional occasion only for three years, provided that for a certificate to be renewed the candidate must submit to the department adequate evidence substantiating that the candidate has a commitment for employment in a teaching assistant position under the level I teaching assistant certificate. For individuals called to active duty, the validity period of the level I teaching assistant certificate may be extended by the commissioner for a candidate called to active duty in the Armed Forces for the period of active service and an additional 12 months from the end of such service.

(b) Level II teaching assistant certificate.

(1) Preparation. The candidate shall meet the requirements in each of the following items:

(i) Education. The candidate shall have attained a high school diploma or its equivalent. In addition, the candidate who applies for the certificate on or before February 1, 2007, shall be required to have successfully completed a total of at least six semester hours of collegiate study acceptable toward meeting the requirements for an associate or baccalaureate degree and the candidate who applies for the certificate after February 1, 2007 shall be required to have successfully completed a total of at least nine semester hours of such collegiate study.

(ii) Examination. The candidate shall submit evidence of having achieved a satisfactory level of performance on the New York State assessment of teaching assistant skills.

(iii) Experience. The candidate shall submit adequate evidence substantiating satisfactory employment as a teaching assistant for one school year under a level I teaching assistant certificate or an emergency COVID-19 teaching assistant certificate or under a temporary license authorizing employment as a teaching assistant.

(2) Time validity. The certificate shall be valid for three years from its effective date and shall not be renewable, except that the validity period of the level II teaching assistant certificate may be extended by the commissioner for a candidate called to active duty in the Armed Forces for the period of active service and an additional 12 months from the end of such service. The commissioner may also extend the time validity of an expired level II teaching assistant certificate in increments of one year for a candidate who has applied for citizenship or permanent residency, and whose application for citizenship or permanent residency has not been acted upon by the U.S. Citizenship and Immigration Services (USCIS) until the USCIS acts upon such application. Such candidates must provide documentation satisfactory to the department that they meet these requirements, and that they have completed all other requirements for a level III certificate.

(c) Level III teaching assistant certificate.

(1) Preparation. The candidate shall meet the requirements in each of the following items:

(i) Education. The candidate shall have attained a high school diploma or its equivalent and successfully completed a total of at least 18 semester hours of collegiate study acceptable toward meeting the requirements for an associate or baccalaureate degree.

(ii) Examination. The candidate shall submit evidence of having achieved a satisfactory level of performance on the New York State assessment of teaching assistant skills.

(iii) Experience. The candidate shall submit adequate evidence substantiating satisfactory employment as a teacher in the classroom teaching service as defined in section 80-1.1 of this Part, a teaching assistant for one school year under a level I teaching assistant certificate, a level II teaching assistant certificate, or an emergency COVID-19 teaching assistant certificate, or under a temporary license authorizing employment as a teaching assistant.

(2) Validity of certificate. The level III teaching assistant certificate shall be continuously valid.

(d) Pre-professional teaching assistant certificate.

(1) Preparation. The candidate shall meet the requirements in each of the following items:

(i) Education. The candidate shall have attained a high school diploma or its equivalent, successfully completed a total of at least 18 semester hours of collegiate study acceptable toward meeting the requirements for an associate or baccalaureate degree, and be matriculated in a program registered as leading to teacher certification pursuant to section 52.21 of this Title, or its equivalent, or in a program with an articulation agreement with such a program.

(ii) Examination. The candidate shall submit evidence of having achieved a satisfactory level of performance on the New York State assessment of teaching assistant skills.

(iii) Experience. The candidate shall submit adequate evidence substantiating satisfactory employment as a teaching assistant for one school year under a level I teaching assistant certificate, a level II teaching assistant certificate, or a level III teaching assistant certificate, or an emergency COVID-19 teaching assistant certificate, or under a temporary license or continuing certificate authorizing employment as a teaching assistant.

(2) Validity of certificate and renewal of certificate. The certificate shall be valid for five years from its effective date, at which time it must be renewed to be valid. In order to be renewed, the holder of the certificate shall demonstrate matriculation in a program registered as leading to teacher certification pursuant to section 52.21 of this Title, or its equivalent, or in a program with an articulation agreement with such a program, and completion during the five-year period in which the certificate is held of 30 semester hours of coursework in such a program. For individuals called to active duty in the Armed Forces, the validity period for a pre-professional teaching assistant certificate and any renewal of such certificate may be extended by the commissioner for the time of active service and an additional 12 months from the end of such service.

## APPR MOA

**Memorandum of Understanding  
Between  
Orchard Park Teachers Association  
And  
Orchard Park Central School District**

Whereas, the Orchard Park Teachers Association (OPTA) and Orchard Park Central School District (OPCSD) are parties to an Annual Professional Performance Review agreement comporting with Education Law Section 3012-c;

Whereas the parties have met and negotiated the terms of a successor to that agreement to comport with Education Law Section 3012-d; and

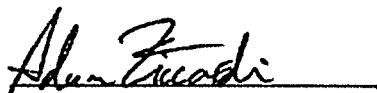
Whereas the parties wish to set forth their agreements in writing:

It is therefore understood:

That, the attached document sets forth the terms of the new APPR agreement;

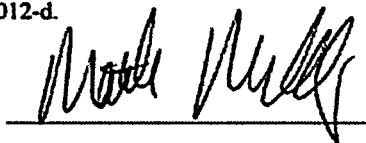
That, any items not addressed in the attached agreement will be resolved by the parties through negotiations;

That, the terms of this agreement shall be submitted to NYSED in the manner required by NYSED in satisfaction of Education Law Section 3012-d.



Adam Ziccardi, President

OPTA



Matthew McGarrity, Superintendent

OPCSD

Date: 12/5/16

Date: 12/8/16

(<https://www.opschools.org/Page/10204>)