



"Learning is not some of the time; it's all the time – for all of us"

Skaneateles Central School
District
Bargaining Agreement
between the
Skaneateles Administrators' Association
and the
Superintendent of Schools
2020-2023

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On April 1, 2008, the Skaneateles Central School District Board of Education, by resolution, voluntarily recognized the Skaneateles Administrators' Association (SAA) as the exclusive representative of a group of employees as follows:

The District's regularly appointed employees in the positions of High School Principal; Middle School Principal; Elementary Principal(s); Assistant High School Principal/Data Coordinator; K-12 Humanities Curriculum Coordinator; K-12 STEM Curriculum Coordinator; Director of Innovation, Instructional Design, and Technology; Director of Learning; and Director of Student Wellness, Activities, and Athletics; exclusive of the Superintendent of Schools, Assistant Superintendent(s), all other District employees, BOCES employees, and all substitute, casual and temporary employees.

Civil Service Law 204(1) authorizes public employers to recognize employee organizations for the purpose of negotiating collectively and in the determination of and administration of grievances arising under the terms and conditions of employment of their public employers and to negotiate and enter into written agreements with such employee organizations in determining such terms and conditions of employment.

Either party may act to modify the recognition in any manner permitted by law.

ARTICLE I - MANAGEMENT RIGHTS

Section 1 – MANAGEMENT RIGHTS

1.1 The School District retains the sole right to manage its business and services and to direct its work force, including, but not limited to, the right to decide the number and location of its business and service operations, the business and service operations to be conducted and rendered, and the methods, processes and means used in operating its business and services, and the control of the buildings, real estate, materials, parts, tools, machinery and all equipment which may be used in the operation of its business or in supplying its services; to determine the numbers and duties of employees; to maintain order and efficiency in all its departments and operations, including the sole right to discipline, suspend and discharge employees, to hire, layoff, assign, transfer, promote and determine the qualifications of employees; to determine the starting and quitting time and the number of hours to be worked, subject to such regulations governing the exercise of these rights as are expressly provided by law, and further subject to the provisions of this agreement. The School District reserves the right to reduce the work force at any time as conditions demand.

Section 2 – WORK ASSIGNMENTS

2.1 Before the Skaneateles Central School District assigns work, which has

been performed by bargaining unit members, to persons other than the District's own employees, the District will meet with the Union to discuss the decision prior to any formal decision by the Board of Education. The District will negotiate the subsequent impact of the decision.

Section 3 – DISTRICT RIGHTS, POWERS, & AUTHORITY

3.1 It is the intention of the parties that except for the provisions of this agreement all of the rights, powers, and authority that the District had prior to the signing of this Agreement are retained by the District and that with the exception of specific provisions of this Agreement the District shall have unrestricted right to manage its affairs. This Agreement constitutes the full and complete commitments of the School District to the Skaneateles Administrators Association.

Section 4 - PROVISIONS

4.1 In the exercise of such rights above, the Management of the District shall comply with the provisions of this Agreement. It is further agreed that the final decision of the District made by the Superintendent with respect to any of the items specified in this article shall not be further reviewable by the grievance procedure. The Association reserves the right to negotiate these provisions in the future.

Section 5 – NON-ASSERTION

5.1 In extending recognition to the Skaneateles Administrators Association (SAA), that Unit affirms that it does not assert the right to strike against any government, to assist or participate in such strikes, or to pose an obligation to conduct, assist, or participate in such a strike.

Section 6 - COMPLIANCE WITH EDUCATION LAW §3012-d

6.1 The parties agree to continue negotiations at times mutually agreed upon between the parties for the purpose of compliance with section 3012-d of the Education Law and the regulations promulgated by the Commissioner of Education.

ARTICLE II: LEAVES OF ABSENCES

Section 1 - SICK LEAVE

1.1 Personal illness and physical disability leaves will be granted without loss of pay in any school year according to the following schedule:

1. Twelve (12) working days to ten (10) month administrators
2. Thirteen (13) working days to eleven (11) month administrator
3. Fourteen (14) working days to twelve (12) month administrators

Said leave for all administrators is cumulative and said leave shall have no limit. On July 1st of each year, each administrator shall be credited

with his/her cumulative sick leave.

- 1.2 For absences resulting from personal illness extending beyond the accrued sick leave, tenured administrators will be allowed Special, Additional Sick Leave without loss of pay under the following conditions:
 - a. It shall be non-cumulative.
 - b. It shall be granted on the basis of one day of special additional sick leave for each day of accrued, regular Sick Leave on record as of July 1 in any given school year, subject to the further conditions:
 - b.1. It shall not exceed fifteen (15) school days during the life of this agreement.
 - b.2. It shall not, in combination with regularly-accrued sick leave, result in more than a total of ninety (90) school days of paid sick leave for any administrator in any school year.
 - c. It shall be granted only for absences validated by a doctor's certificate that the administrator was ill and unable to perform his or her usual, required duties.
 - d. In the event an administrator is injured and incurs a disability, which is determined to be eligible for compensation by the Worker's Compensation Board, the administrator will not lose accumulated sick leave benefits for the first seven (7) days of such disability.
 - e. The District shall be entitled to any payments from the Worker's Compensation Board, which shall be attributable to the first seven (7) days of the disability.
- 1.3 A new administrator to the district may be credited with up to 25% of the sick leave, which he/she had accumulated at their previous place of employment. This will be requested in writing within 30 days of the date of hire.

Section 2 - ILLNESS IN THE IMMEDIATE FAMILY

- 2.1 Administrators may use up to ten (10) days each year for illness in the immediate family. The days will be deducted from the administrator's annual sick day allotment and will be non-cumulative.

Section 3 - DEATH IN THE IMMEDIATE FAMILY

- 3.1 Five (5) working days will be granted without loss of pay for each death in the immediate family (father, mother, sister, brother, wife, child, husband or parent(s) of spouse).

Section 4 - DEATH OF A CLOSE RELATIVE OR IN-LAW

- 4.1 Two (2) working days will be granted without loss of pay for each death of a close relative or in-law (grandparent, aunt, uncle, in-law).

Section 5 - JURY DUTY

- 5.1 Leave of Absence shall be granted for required Jury Duty. The Board of Education shall pay to the Administrator an amount equal to the difference between the administrator's daily salary and the daily jury fee paid by the Court (not including travel expenses) for each day on which the Administrator reports for and performs jury duty and on which he would otherwise have been scheduled for administrative duties.

Section 6 - PERSONAL LEAVE

- 6.1 Personal Leave shall be defined as leave which shall be available to administrators for the conduct of personal business which cannot be conducted outside of normal school hours. Such leave shall not be used for litigation against the school district, its employees or Board of Education. Further, there is an explicit understanding that personal leave days shall not be used for extending a holiday period.

An administrator who has been granted a personal leave day shall not receive compensation in any form other than regular salary without explicit authorization from the superintendent.

- 6.2 Absences for Personal Leave shall be for a maximum of four (4) days for each school year, shall be non-cumulative as personal leave days, but will be credited and accrue as sick leave days, and shall be allowed without salary deductions for the following reasons when the request has been reviewed and approved by the Superintendent.
- a. Family, blood relatives of administrator and spouse (e.g. - sickness, graduation, confirmation, ordination, other special school, college or church observances)
 - b. Business (e.g. internal revenue, state income tax bureau, real estate, banking, legal)
 - c. Funerals
 - d. Conferences: Attendance at conferences falls in one of the following categories:
 - d.1. Conference attended with approval of Superintendent for a specific purpose related to the instructional program at Skaneateles Central School. This would be in the nature of an assignment and would carry full salary plus the stipulated expenses with no loss of leave time.

- d.2. Conference attended at initiative of administrator and in area related to administrator's field but not for specific application to instructional program at Skaneateles Schools.
The Superintendent could approve this with no loss of salary or leave credit but with no expenses paid.
- e. Requests for Personal Leave shall be made on special Personal Absence Forms and shall be subject to prior approval of the Superintendent. If possible, the request shall be made at least one (1) week in advance of the proposed absence.

When at least one week's notice is given of a request for personal leave, the Superintendent will acknowledge receipt of the request within two (2) school days. Exceptions to the prior approval requirement shall be made where circumstances have made it impossible for the Administrator to become aware of the impending absence within the time limit specified.

- 6.3 Absence in excess of four (4) days shall be requested on Personal Leave Forms and shall be accompanied by a letter explaining use made of four (4) days already taken. This request shall be evaluated individually by the Superintendent for approval as absence with leave, but compensation for administratively approved absence with leave will be determined by the Board of Education on the basis of the merit of the individual case. Requests for this compensation must be filed on the day the administrator returns to duty following the absence in question.
- 6.4 Absence for personal leave shall not be deducted from accumulated sick leave.

Section 7 - EMERGENCY LEAVE

- 7.1 One (1) special leave day, in addition to those designated in Article III, Sections 1-6, may be granted each year in order to meet emergency situations. Emergency situations are defined as non-health related issues and are situations that are unforeseen. This special leave shall be cumulative to a total of two (2) days, and the emergency must be identified in writing after return to school in order to qualify for leave under this category.

Section 8 - PROFESSIONAL MEETINGS, CONFERENCES AND TUITION

- 8.1 Attendance at conferences and special meetings falls in one of the categories defined under Article III, Section 6.2, paragraph d.
- 8.2 Authorized travel expenses of Administrators shall be paid by the Board of Education upon the recommendation of the Superintendent. Cost of meals, lodging and incidental expenses shall be a proper charge under authorized travel expenses.

- a) The District agrees to pay the tuition for one course per semester that is approved by the Superintendent. An Administrator may take up to three (3) courses per calendar year. There will be no dollar limit placed in this category; only the stipulation that the Superintendent must approve the course selection and school attending. The administrator requesting reimbursement should submit a voucher to the Business Office. It is understood that the administrator will also submit proof of successful completion of the course at the end of the semester. If the course has not been successfully completed, the administrator will be required to refund the payment received, to the school

Section 9 - SABBATICAL LEAVE

- 9.1 An Administrator who has completed seven (7) years of service in the Skaneateles Central School District may, at the discretion of the Board of Education, be granted a regular sabbatical leave of one year at half-pay or one-half year at full pay for the following purposes:
 - a. to study at an accredited institution;
 - b. to travel for the purpose of research in language and customs of foreign country;
 - c. to research material germane to his subject area.
- 9.2 In lieu of regular sabbatical leave, an Administrator may apply for a summer sabbatical leave for the purpose of study at an accredited institution. Summer sabbatical leave shall be for a period of three (3) consecutive summers. The salary for each of the respective summers shall be one-sixth (1/6) of the Administrator's annual salary during the preceding school year. A candidate for a regular sabbatical leave may, as an alternative option, request a summer sabbatical if it appears that equivalent objectives could be obtained through that procedure. Interest in the alternative option must be stated and included in the original request.

Such request is to be submitted to the Board of Education by March 1 of the year preceding such leave. Spring semester sabbaticals are to be submitted to the Board of Education by November 1 and answered by December 15.

The improvement of the educational program at Skaneateles Central School in specific reference to the educational welfare of the pupils, shall be the predetermining condition for evaluating the validity of the request. Requests for sabbatical leave shall include a written proposal including detailed and specific information to justify the request in terms of the above-stated criteria. The prospective candidate may be required to appear before the Board to explain the purpose of his leave. A candidate is to be informed of the action on

his request no later than April 15. A candidate is to signify to the Board no later than April 30, preceding the leave, of acceptance or rejection of the leave. No more than one administrator from each area, Elementary, Middle or High School, or a maximum of three at the Board's discretion, may have regular leave at any one time; but no set numerical limit will apply to the summer leave. The approval of the sabbatical will include, in writing, the agreement of the administrator to return to his administrative duties in Skaneateles Central School for at least one (1) year. A denial of sabbatical by the Board will be accompanied by an explanation or reason for denial in writing. The effectiveness of each leave will be evaluated by the administrator and the Superintendent during the semester following the administrator's return on the basis of the criteria that were established to justify the leave.

Section 10 - OTHER LEAVES OF ABSENCE

- 10.1 Requests for Leaves of Absence other than those specified elsewhere shall be judged by the Board of Education on the basis of their individual merit. All requests for consideration of this type shall be in writing and the Board of Education shall decide the extent to which compensation will be granted for the period of the absence. An administrator who requests and is granted a leave of absence, except for those specified above, in excess of one semester shall notify the Board of Education not later than one full semester preceding the semester in which duties will be resumed of his intent to resume said duties. Failure to meet this condition will be construed as just cause to revoke any rights and privileges of appointment, which might otherwise accrue to, said administrator.

Section 11 - MATERNITY LEAVE

- 11.1 Pregnant employees shall be entitled to a leave of absence for a maximum of two (2) years. Request for such leave shall be made in writing to the Superintendent as soon as the fact of pregnancy is known or not later than the fifth month. Request for leave shall indicate the probable beginning date and duration of the leave. The duration of such leave shall be mutually agreed upon by both parties at the time such leave is granted and the return shall be set so that, insofar as possible, the continuity of the educational program shall not be disrupted.
- 11.2 An employee who is pregnant may continue in active employment as late into pregnancy as is desired, provided she is able to properly perform her required function and that she is physically and medically able to do so as certified by her physician.
- 11.3 Leave taken by an employee resulting from a medical disability connected with or resulting from pregnancy can be charged to available sick leave. Certification by her physician that such leave is due to such medical disability will be required. If the District is not satisfied with the certification submitted by the administrator's physician, then, the District's

physician may consult with the administrator's physician as to the basis of the findings of the administrator's physician.

- 11.4 All rights and privileges accumulated prior to the effective date of such leave shall be reinstated. No credit for tenure shall accumulate during said leave.
- 11.5 An administrator going on leave who has served one-half (1/2) year or more shall, upon return, be granted salary credit for one (1) full year.

Section 12 - ABSENCE PROCEDURES

- 12.1 Each administrator who expects to be absent from duty must notify the Superintendent or his office as early as possible.
- 12.2 A Report of Absence and Salary Claim shall be filed on a standard form as a matter of record by each administrator for all absences in excess of one hour on any day. As used herein, the term, "Absence" refers to any situation in which the administrator is not physically present on the school premises during the stated period of the school day for reasons other than assigned duties off the said school premises. This report must be filed at the Superintendent's office on the day the administrator returns to duty. Failure to file this report will be sufficient reasons to cancel any salary credit, which might otherwise be due the administrator for the period of the absence.
- 12.3 Persons absent for more than five (5) consecutive school days for personal illness may be required to submit a Physician's Certificate to validate the absence and certify approval for the resumption of duties. The Physician's Certificate shall be attached to and made a part of the Report of Absence and Salary Claim unless this requirement cannot be met because of circumstances beyond the control of the administrator. Circumstances of that type will warrant a temporary waiver of the requirement provided that an explanatory note, explaining the circumstances and indicating that the required certificate is forthcoming is attached to and made a part of the Report of Absence and Salary Claim.

ARTICLE III: LONGEVITY

Section 1 - LONGEVITY

- 1.1 For unit members employed on or after July 1, 2006, a longevity increase of \$500 will be added to a unit member's salary on July 1st following the completion of six (6) years of service to the District; \$500 will be added to a unit members salary on July 1st following ten (10) years of service to the District; \$1000 will be added to a unit members salary on July 1st following fourteen (14) years of service to the District; and \$1000 will be added to a unit members salary on July 1st following eighteen (18) years

of service to the District.

- 1.2 For an administrator employed prior to July 1, 2006 who has completed twenty (20) years of service in teaching and/or administration, and has served at least fifteen (15) of those years of service to the Skaneateles Central School District, will become eligible for a Longevity Increase. The Longevity Increase may only be elected one time. The administrator must notify the Superintendent of Schools in writing by April 1st of his or her intention to request the Longevity Increase.

The Longevity Increase will consist of an adjustment of \$2500 to the annual base salary of the administrator each year for three (3) consecutive years.

This clause of the contract will sunset on June 30, 2024, and no further administrators will be eligible to opt into this benefit after January 1, 2022.

ARTICLE IV: HEALTH AND DENTAL INSURANCE

Section 1 - HEALTH INSURANCE

- 1.1 The District shall contribute during the 2020-21, 20-21-22, and 2022-23 school years, 100% of the cost of the individual's health insurance premium and 80% of the dependent coverage premium for the health insurance program, for those employees employed on or before July 1, 2002. For new hires, after July 1, 2002, the district will contribute 90% of the cost of the individual's health insurance premium and 80% of the dependent coverage premium.
- 1.2 For administrators employed after July 1, 2007 – the district will contribute 90% of the cost of the individual's health insurance premium and 80% of the dependent premium based on the premium for the modified traditional healthcare plan. The administrator will be able to choose between the two plans, while the district's contribution will be based on premiums for the modified traditional plan.
- 1.3 The District shall have the right to select the insurance carrier as long as the schedule of benefits is equal to or better than the benefits contained in the health insurance program in effect as of June 30, 1978.
- 1.4 The District shall have the right to provide a schedule of benefits which is equal to or better than the benefits contained in the health insurance program in effect as of June 30, 1979, through a program of self-funding.

The major medical limitation shall be defined as an amount not to exceed \$1,000,000 for each individual case.

The District agrees that the administration of claims under any program of

self-funding shall be substantially equivalent to the administration of claims under the existing health insurance program.

- 1.5 The District agrees to provide a right of conversion to an equivalent insurance plan for employees who cease employment with the school district for reasons other than retirement or discharge prior to the age of 65. Such conversion rights shall be available only in the event the employee is not eligible for group health insurance benefits provided by another employer. If an individual is unable to convert, then the individual shall, at his or her written request be continued under the self-funded program for a period not to exceed one (1) year from the date his or her employment with the school district ceases. The full cost of the premium under either conversion or continuation shall be assumed by the employee.

If the District establishes a committee to study insurance carriers or self-funding, the Association may select a representative as an ex officio member of the committee.

- 1.6 The long-term disability insurance policy provided by the Board of Education is terminated effective November 30, 1976.
- 1.7 The Administrators agree to allow the District to offer an alternative healthcare plan beginning July 1, 2004. Participation in this plan will be on a voluntary basis. Open enrollment will be July 1st and January 1st.

Section 2 - DENTAL INSURANCE

- 2.1 During the 2020-21, 2021-22, and 2022-23 school years, the District shall contribute 100% of the cost per year of coverage for the Ameritas “Low Plan” for each administrator in the dental program, or the District will pay up to \$120 for each administrator in a mutually agreed upon plan for the administrative group. Each administrator is eligible for the “Medium” and “High” plans, but would be required to pay the difference between the selected plan and the low plan. All covered employees are eligible for the Medium and High plans with additional contribution.

Section 3 - DISABILITY INSURANCE

- 3.1 During the life of this agreement, the district will contribute up to 50% of the cost per year for each administrator in the long-term disability program designated for the Instructional Unit. In the event the administrators opt for a different program, the amount of funding provided by the district will be equal to 50% of individual premiums for the Instructional Unit’s program.

Section 4 – PERSONAL HEALTH, WELLNESS

- 4.1 Any administrator may have a complete physical exam at District expense up to a maximum of \$150 annually.

Section 5 - INSURANCE FOR RETIRED ADMINISTRATORS

5.1 The School District will, at the request of an administrator retiring before the age of 65, continue that employee in the present health insurance program or in the District's program of self-funding the schedule of benefits with the group health premiums, or costs, payable by the employee until such time as that employee becomes eligible for Medicare or becomes employed in a position which provides group coverage. At such time that the retired employee becomes eligible for Medicare, he/she will be allowed to continue on the District's program under the Medicare Supplemental coverage.

Administrators who have a minimum of ten (10) years of administrative service to the District will be eligible to continue in the District's health insurance program upon retirement. Eligibility will continue until the time the retiree becomes eligible for Medicare or becomes employed in a position which provides group coverage. The District shall contribute 80% of the cost of the individual's premium and 50% of the dependent coverage premium. At the time the retiree becomes eligible for Medicare, the district will contribute to the Medicare supplemental premiums at the same ratio.

ARTICLE V: PAYROLL SCHEDULE AND PAYROLL DEDUCTIONS

Section 1 - PAYROLL SCHEDULES

1.1 A payroll schedule will be furnished each administrator no later than the second pay period of each school year; and insofar as possible, pay days will be scheduled on Friday to take advantage of extended banking hours.

Section 2 - TAX-SHELTERED ANNUITIES

2.1 Tax-sheltered annuities will be purchased by the Board of Education in accordance with the provisions of Section 403 (b) of the Internal Revenue Code, and any amendment thereto; and subject to the further condition that elections to purchase the said annuities shall be initiated or changed with the first paycheck of any given month. Twelve (12) month administrators will be afforded 12-month deductions.

Section 3 - CREDIT UNION

3.1 An employee may have a payroll deduction for deposits in or payments to a duly chartered Credit Union of which he is a member, but payroll deductions for this purpose shall be limited to the actual process of the payroll deduction. The Skaneateles Central School District will assume no responsibility for the calculating of any individual or group charges, bookkeeping and accounting procedure other than those required for the School District records. The account may be initiated or deductions changed with the first paycheck of any given month.

Section 4 - DUES DEDUCTION

- 4.1 An employee may have Employee Organization dues deducted on a uniform basis during the period from October through June. The Employee Organization will furnish the District Office with the signed Payroll Deduction Authorization Cards and the list of employees electing this option. Payroll Deduction Authorization Cards, when filed in accordance with this procedure, are binding until revoked in writing by the employee.

ARTICLE VI: THE WORK YEAR AND VACATIONS

Section 1 - THE WORK YEAR

- 1.1 Administrators employed on a 10-month basis shall work from the opening of school in September to June 30 except on legal holidays on the school calendar. In addition, the respective building principals or Superintendent of Schools may request that the 10-month administrators work during teacher vacations including Christmas break, mid-winter break and spring break, when necessary.
- 1.2 Administrators employed on an 11-month basis shall work on all days designated for teaching personnel from the opening of school in September to the closing of school in June. In addition, they shall work the remaining weekdays during the month of June and twenty additional days from July 1 to the opening of school in September. The summer work schedule shall be approved in advance by the administrator's immediate supervisor. Should additional days beyond the 11-month basis be determined to be necessary by the Superintendent of Schools to begin, continue, or complete assignments/initiatives, the 11-month employee will be compensated at a rate of 1/220th of their annual salary. The Association must mutually agree to any such assignment.
- 1.3 Administrators employed on a 12-month basis shall work on all weekdays during the calendar year except on legal holidays on the school calendar and legal holidays during the summer recess. In addition, they will be entitled to twenty (20) days of paid vacation.

Section 2 - VACATION

- 2.1 Administrators wishing to utilize any vacation days during any fiscal year, at times other than July 1 through August 31, will be enabled to do so upon prior approval of the Superintendent of Schools.
- 2.2 While the district encourages all administrators to schedule and utilize their vacation periods from July 1 to June 30 of each fiscal year, in the case where all vacation days for 12 month administrators are not utilized in a given year, the employee may:
 - a. Carry over up to ten (10) days to the next fiscal year;

- b. Cash in up to five (5) days in the next fiscal year to be paid at a rate of 1/240th of the administrator’s salary; and/or
- c. Carry over for purposes of accumulation up to five (5) days* for a maximum of forty (40) days to be paid at 1/240th of a retiring administrator’s salary.

*

For 12 month administrators who have 15 years of service or more, up to ten (10) days may be cashed in or carried over towards the maximum accumulation of forty (40) days

- 2.3 The Superintendent may grant up to two (2) un-credited vacation days to 12-month employees during each of the school vacation periods - December, February and April. This leave is reflective of the number of night events that 12-month administrators are required to attend.

ARTICLE VII: PERSONAL PROCEDURES

Section 1 - TRAVEL EXPENSES

- 1.1 Authorized travel expenses of administrators shall be paid by the Board of Education upon the recommendation of the Superintendent. Cost of meals, lodging and incidental expenses shall be a proper charge under authorized travel expenses.
- 1.2 Authorized travel expenses for mileage will be reimbursed at the rate set at the reorganizational meeting each year.

ARTICLE VIII: SALARY

Section 1 - ANNUAL SALARY

Each administrator will receive an increase of 3% for each year, 2020-21, 2021-22, and 2022-23.

Administrative Positions	2020-2021		2021-2022		2022-2023	
High School Principal (12)	\$136,247	\$177,118	\$140,335	\$182,431	\$144,545	\$187,904
Middle School Principal (12)	\$129,086	\$167,779	\$132,958	\$172,812	\$136,947	\$177,996
Elementary Principal (12)	\$111,273	\$144,652	\$114,611	\$148,992	\$118,049	\$153,461
Assistant High School Principal/Data Coordinator (12)	\$105,201	\$136,762	\$108,357	\$140,865	\$111,608	\$145,091
Director of	\$107,461	\$138,720	\$110,685	\$142,882	\$114,005	\$147,168

Innovation, Instructional Design, and Technology (12)						
K-12 STEM Curriculum Coordinator (11)*	\$95,744	\$119,949	\$98,616	\$123,547	\$101,574	\$127,254
K-12 Humanities Curriculum Coordinator (11)	\$95,744	\$119,949	\$98,616	\$123,547	\$101,574	\$127,254
Director of Student Wellness, Activities, and Athletics (11)	\$91,573	\$112,706	\$94,320	\$116,087	\$97,150	\$119,569
Director of Learning (12)	\$107,461	\$138,720	\$110,685	\$142,882	\$114,005	\$147,168

**For 11 month employees who are to work twenty (20) days between July 1 and August 30, there are occasions where additional days are need to complete work assigned and/or to launch district initiatives. In such cases where more than twenty (20) days are needed, the employee may, with permission from the superintendent, work additional days. Such days will either be compensated at 1/220th of the annual salary or, with permission from the superintendent, may be utilized as compensatory time to be utilized during the subsequent school year.*

ARTICLE IX: RETIREMENT

Section 1 - RETIREMENT

1.1 Any administrator who retires during the 2020-2021, 2021-2022, and 2022-2023 fiscal years and who notifies the Board of this intention with at least four (4) months’ notice will receive in addition to any other District compensation, the following:

For each 50 days of unused sick leave the Board will pay the cost of one year (or prorated portion thereof) of hospital/medical benefits, at least equal to those now enjoyed by the administrator, her/his spouse and dependents.

Should the administrator die before the end of the time for receiving this benefit, it shall be paid for benefit of the surviving spouse and/or dependents. If a person or dependents do not survive the administrator, the benefits will terminate on the death of the administrator.

ARTICLE X: ALLOWANCES

Section 1 – WELLNESS ALLOWANCE

- 1.1 The district desires to promote wellness for all administrators. The district will reimburse the administrator for membership to a health club or purchase of exercise/wellness equipment up to \$300 annually. Claim forms will be filed with the business office, including copies of paid invoices.

Section 2 – TECHNOLOGY ALLOWANCE

- 2.1 The district desires to promote the efficiency of work for administrators and will reimburse up to \$750 annually the purchase of computer hardware, peripherals, software, and on-line services that will assist the administrator in this regard.

*Section 1.1 and 2.1 allowances may be combined for technology **or** wellness provisions.*

Section 3 – CELL PHONE ALLOWANCE

- 3.1 The district will provide an annual stipend of \$1,020.00, with an additional 2% increase annually, to each administrator for the use of their personal cell phone & associated service plans that could enhance their ability to carry out their work assignments outside of their school's office.

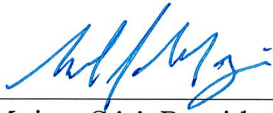
Section 4 – PROFESSIONAL MEMBERSHIP TO SUPPORT PROFESSIONAL LEARNING

- 1.1 The district encourages administrators to join a statewide professional administrators' organization so as to take advantage of professional learning, services, networking, and related opportunities. The district will provide for one (1) annual membership for each administrator.

Section 5 – TEAM CULTURE

- 1.1 The district desires to continuously build a culture of team/common direction amongst the administration. The district will reimburse each administrator for purchase of apparel with district insignia up to \$500 annually. Claim forms will be filed with the business office, including copies of paid invoices.

The following signatures indicate agreement in whole with the terms and conditions set forth herein.



Michael Major, SAA President

2-19-20

Date

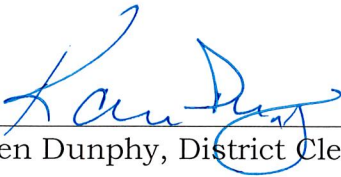


Dr. Jeffrey Bryant, Interim Superintendent of Schools

2/19/2020

Date

A Resolution of the Board of Education of the Skaneateles Central School District providing the necessary funds for this agreement was passed on 02/04/2020.



Karen Dunphy, District Clerk

2/19/2020

Date

APPENDIX A: GRIEVANCE PROCEDURE

Section 1 – DEFINITIONS

- 1.1 A Grievance is any alleged violation of this Agreement or any dispute with respect to its meaning or application.
- 1.2 The Chief Executive Officer is the Superintendent of Schools.
- 1.3 Association shall mean Skaneateles Administrators' Association.
- 1.4 Aggrieved Party shall mean any person or group of persons filing a grievance.
- 1.5 Party in Interest shall mean the Grievance Committee of the Association and any party named in a grievance who is not the aggrieved party.
- 1.6 Grievance Committee is the committee created and constituted by the Skaneateles Administrators' Association.
- 1.7 Hearing Officer shall mean any individual or board charged with the duty of rendering decisions at any stage on grievances hereunder.

Section 2 – PROCEDURES

- 2.1 All grievances shall include the name and position of the aggrieved party, the identity of the provision of this agreement involved in the said grievance, the time when and the place where the alleged events or conditions constituting the grievance existed, the identity of the party responsible for causing the said events or conditions, if known to the aggrieved party, and a general statement of the nature of the grievance and the redress sought by the aggrieved party.

The District and the Association have agreed upon an Annual Professional Performance Review Plan (APPR) for the evaluation of principals, assistant principals, directors and coordinators. The parties agree to review the APPR plan and to negotiate those mandatory subjects of negotiations on an annual basis.

- 2.2 Except for informal decisions at Stage 1a, all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of fact, conclusions and supporting reasons therefore. Each decision shall be promptly transmitted to the aggrieved party, the Association, and the Board.
- 2.3 The preparation and processing of grievances, insofar as practicable, shall be conducted during the hours of employment. All reasonable effort will be made to avoid interruption of school or district activity.
- 2.4 The District and the Association agree to facilitate any investigation which may be required and to make available to the aggrieved party and

party in interest any non-confidential materials, documents, communications and records concerning the alleged grievance.

- 2.5 Except as otherwise provided in Section 4.1 a, an aggrieved party and any party in interest shall have the right at all stages of a grievance to confront and cross examine all witnesses called against him, to testify and to call witnesses on his own behalf.
- 2.6 No interference, coercion, restraint, discrimination or reprisal of any kind will be taken by the District or by the Association against the aggrieved party, any party in interest, any representative, any member of the grievance committee or any other participant in the grievance procedure or any other person by reason of presenting or prosecuting a grievance or participation therein.
- 2.7 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. Materials dealing with the processing of a grievance, which are taken from personnel files shall, however, be returned to the personnel files from which they were taken.
- 2.8 Nothing contained herein will be construed as limiting the right of any administrator having a grievance to discuss the matter informally with the Superintendent or designee and having the grievance informally adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and the Association has been given an opportunity to be present at such adjustment and to state its views on the grievance. In the event that any grievance is adjusted without formal determination, pursuant to this procedure, while such adjustment shall be binding upon the aggrieved party and shall, in all respects, be final, said adjustment shall not create a precedent or ruling binding upon either of the parties to this agreement in future proceedings.
- 2.9 If any provision of this grievance procedure or any application thereof to any administrator or group of administrators in the negotiating unit shall be finally determined by any court or administrative agency to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.
- 2.10 The Superintendent and the Association are responsible for accumulating and maintaining their own records regarding the grievance and its advance through the grievance procedure.

Section 3 - TIME LIMITS

- 3.1 Since it is important to good relationships that grievances be processed as

rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended only by mutual agreement.

- 3.2 No grievance will be entertained as described below, and such grievance will be deemed waived unless the grievance is forwarded at the first available stage within twelve (12) work days after the occurrence of said grievance.
- 3.3 If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this agreement shall be barred.
- 3.4 Failure at any stage of the grievance procedures to communicate a decision to the aggrieved party, his/her representatives, the Association, the Superintendent of Schools, and the Board, within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time which would have been allotted had the decision been communicated on the final day.

Section 4. PROCEDURES

4.1 Stage 1: Superintendent of Schools

- a. An administrator having a grievance will discuss it with the Superintendent of Schools, directly, with the objective of resolving the matter informally within twelve (12) school days of the occurrence of the grievance. If the administrator submits the grievance through a representative, the administrator will be present during the discussion of the grievance.
- b. If the grievance is not resolved informally, it shall be reduced to writing and presented to the Superintendent of Schools within five (5) work days of the decision at Stage 1(a). Within five (5) work days after the written grievance is presented to him, the Superintendent of Schools shall render a decision thereon, in writing, and present it to the administrator, his/her representative and the Association.

4.2 Stage 2: Board of Education

- a. If the administrator initiating the grievance is not satisfied with the written decision at the conclusion of Stage 1 (b), and wishes to proceed further under this grievance procedure, the administrator shall elect within five (5) work days, to present the grievance to the Association's Grievance Committee for its consideration.
- b. If the Grievance Committee determines that the administrator has a meritorious grievance, then it will file a written appeal of the decision at Stage 1 (b) with the Board of Education within seven (7) work days after the administrator has received such written decision.

Copies of the written decision at Stage 1 shall be submitted with the appeal.

- c. At the next regularly scheduled Board of Education Meeting after receipt of the appeal, the Board of Education shall hold a hearing with the Superintendent (or designated representative), the administrator and the Grievance Committee or its representative and all other parties in interest, including witnesses not named in the Grievance. The hearing shall be conducted in executive session.
- d. Within fifteen (15) work days after the conclusion of the hearing, the Board of Education shall render a decision, in writing, on the grievance.

4.3 **Stage 3: Arbitration**

- a. If the administrator and the Grievance Committee are not satisfied with the decision at Stage 3, and the Association determines that the grievance is meritorious, it may submit the grievance to arbitration by written notice to the Board of Education within seven (7) work days of the receipt of the decision at Stage 3. Election of an alternative course of action or remedy prior to the submission of a grievance at this stage shall be considered to be a waiver of the right of the employee thereafter to seek recourse of the alleged grievance by means of the grievance procedure.
- b. Within seven (7) work days after such written notice of submission to arbitration, the Board of Education and the Association will attempt to agree upon a mutually acceptable arbitrator competent in the reason of the grievance, and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- c. The selected arbitrator will hear the matter promptly and will issue his decision not later than fourteen (14) calendar days from the date of the close of the hearing. The arbitrator's decision will be in writing.
- d. The arbitrator shall have no power or authority to make any decision, which requires the commission of an act prohibited by law or which is violative of the terms of this agreement.
- e. The arbitrator shall have no power to alter, modify, add to or subtract from the provisions of this agreement.
- f. The arbitrator's award shall not be contrary to any provision of law,

regulation of the Commissioner of Education having the force and effect of law, or Rule of the Board of Regents having the force and effect of law.

- g. The decision of the arbitrator shall be final and binding upon all parties.
- h. The total billed costs for the arbitration in its entirety will be borne by the Board of Education and the Association, but the expenses and salary of a Superintendent of Schools or his representatives and Association representatives will be paid by the parties they represent.

Section 5 – APPLICATION

- 5.1 All rights, privileges, and procedures described above under this Grievance Procedure shall apply equally and impartially to all parties to this Agreement, namely and specifically the Skaneateles Administrators' Association, the members of the stated Negotiating Unit, the Board of Education, and the Chief Executive Officer or his designated representatives.