

HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT
AGREEMENT BETWEEN
THE BOARD OF EDUCATION
AND
HALF HOLLOW HILLS ASSOCIATION OF MONITORS
JULY 1, 2021 TO JUNE 30, 2026

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AGREEMENT made and entered into this 1st day of July, 2021, by and between the BOARD OF EDUCATION OF THE HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT (hereinafter referred to as the "District") and the HALF HOLLOW HILLS ASSOCIATION OF UNIT MEMBERS, (hereinafter referred to as the "Union").

ARTICLE 1 - UNION RECOGNITION

The District recognizes the Union as the bargaining representative for the bargaining unit, which Union was duly recognized as such by resolution dated July 22, 1994. The bargaining unit is comprised of Lunchroom Monitors, Special School Monitors and Hall Monitors.

ARTICLE 2 - DURATION

The terms of this Agreement shall commence on July 1, 2021, and shall continue in force and effect until June 30, 2026.

ARTICLE 3 - EMPLOYEE RIGHTS

A. Personnel File

Upon request, each individual in the bargaining unit shall have access to his or her personnel file in the Central Administration office during regular business hours. The individual shall be permitted to make copies of documents, at the prevailing rate, in his or her file other than "prior employment materials." The individual shall be entitled to be accompanied by a representative of the Union when examining his or her file.

B. Dues Deduction

The District will notify the Association of the starting date, building and assignment of all new employees eligible for membership in the Association within 5 school days of start date.

1) Members shall be entitled to have membership dues for the Association and its affiliates collected via payroll deduction. Such authorization shall continue from year to year unless revoked in writing by the member. Upon receipt of a written authorization from the member directing payroll deduction, the District shall deduct and remit the biweekly dues from the regular salary of each employee. For new hires, such deduction is to begin as soon as practicable - no later than 30 days - after the effective date of employment, provided written authorization for payroll deduction has been received.

2.) Should a member who has authorized dues deduction be removed from the District's payroll or placed on a voluntary or involuntary unpaid leave, such employee's membership in the Association shall be continued upon his or her return to the payroll.

- C. The Association will certify to the Board, in writing, the current rate of the membership dues of the Association named in Section B above.
- D. No later than October 30 of each year, or as soon thereafter as is practical, the Board will provide the Association with a list of those employees who have voluntarily authorized the Board to deduct dues for the Associations named in Section B above. The Board will notify the Association of any changes in said list.
- E. Any member desiring to have the Board discontinue the deduction he/she has authorized must notify the Board and the Association concerned in writing within the window period of August 1-31 for that year's dues. In the event an employee notifies the District that he or she has revoked his or her membership

from the Association, irrespective of payroll deduction status, the District must notify the Association of the member's statement within two (2) business days of the notice provided by the employee to the District.

ARTICLE 4 - SCHOOL CLOSINGS

- A. If there is a delayed opening or early dismissal, the unit member will be paid for their assigned hours. In the event of a delayed opening, unit members are expected to arrive in time to prepare for the arrival of students.

- B. If the emergency school closing days are not made up before the last day on the school calendar, monitors on payroll will receive one day's pay per snow day, to be paid in the last paycheck of the school year for their regular hours. Monitors on payroll will be paid their daily rate on snow days where remote instruction is provided.

ARTICLE 5 - TRAINING

Unit members will be required to complete two hours of paid professional development annually. The President of the Association shall meet and confer with the Coordinator of Staff Development regarding the subject matter of Professional Development Plan ("PDP") workshops.

ARTICLE 6 – SALARY

- A. All unit members will be required to enroll in direct deposit.

- B. Salaries of unit members covered by this Agreement are set forth in the Monitor's Salary Schedule, attached. The parties agree effective July 1, 2021, Unit members will be placed on the new salary schedule as outlined in the attachment.

- C. Effective July 1, 2022, July 1, 2023, July 1, 2024, and July 1, 2025, there will be a 1.5% increase applied to all steps in the salary schedule. Members shall continue to move one step each July 1.
- D. Overtime rate of pay (i.e., one and one-half times the normal hourly rate) shall be paid for those hours of work performed beyond forty hours in a work week period.
- E. The monitors agree to be part of an automated sign-in/ sign-out system where members shall be required to sign in at the commencement of the day and shall sign out at the end of the day only, for a total of two punches per day. Monitors will be provided a grace period or "swing time" of up to 10 minutes prior or after their assigned start time, before their wages are deducted for time worked. This does not grant the monitors permission to arrive to work past their scheduled start time."

ARTICLE 7 – OTHER BENEFITS

- A. Sick Leave
 - 1. Unit members with less than five years of service shall be granted three days of sick leave annually to be used for personal illness. Unit members who have completed five years of service shall be granted five days of sick leave annually to be used for personal illness. Unused sick days can be accumulated from year to year without limitation. Sick leave can be used in half-day increments.
 - 2. Unit members who have completed five years of service shall be granted one day of personal leave. Unit members who have completed ten years of service shall be granted two days of personal leave annually to be used for personal business. Unit members who have completed fifteen years of service shall be granted three days of personal leave annually to be used for personal business. Unused personal days will be carried over as sick days. Personal leave can be used in half-day increments.

3. Unit members who have completed a minimum of fifteen years of service as a monitor in the Half Hollow Hills CSD shall, upon retirement from the District, be entitled to receive payment for their unused sick days at the rate of one day's pay for each three unused sick days.

B. Bereavement Leave

1. Unit members will be entitled to a maximum of three days per occurrence in the event of death of a spouse, child, parent, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, or person in loco parentis.

C. Unit members will receive compensation for the regular hours worked for holidays according to the following:

Year of Service	Number of Holidays	Holidays
1 st	1	Christmas
2 nd	3	Christmas, New Year's Day, Thanksgiving
3 rd	5	Christmas, New Year's Day, Thanksgiving, Memorial Day, Veterans Day
4 th and more	7	Christmas, New Year's Day, Thanksgiving, Memorial Day, Martin Luther King Jr. Day, Columbus Day, Veterans Day

D. Recruitment Bonus

A unit member who recruits an individual for hire by forwarding to the District-wide Administration Office the individual's name and the referred individual is thereafter hired and serves as a unit member for at least six months shall receive a \$100 recruitment bonus. The unit member shall not be eligible for the bonus if the individual learned of the opening by means other than by the unit member.

- E. Jury Duty- Unit members shall be paid their regular daily pay while absent due to jury service.

- F. Sick leave and personal leave shall be credited on July 1st, provided, however, that new unit members who are not employed on or before the preceding April 1st shall not accrue additional leave until July 1st following one full year of employment. Eligibility for federal holidays shall be determined in accordance with the above in order to calculate year of service.

ARTICLE 8 – GRIEVANCE PROCEDURE

A. Definition of Grievance

Grievance shall mean a claimed violation of an express provision of this Agreement.

B. Time Limitation

No grievance will be entertained unless it is forwarded at the first stage in writing thirty working days after the unit member knew or should have known of the act or condition upon which the grievance is based. In no event will a grievance be entertained following sixty working days of the date of the occurrence of the act or condition upon which the grievance is based.

C. First Stage

The aggrieved employee shall present the grievance to his/her immediate supervisor, in writing. The immediate supervisor shall render his/her determination to the aggrieved employee within five working days of receipt of the written grievance. If such grievance is not satisfactorily resolved at this stage, the aggrieved employee may proceed to the second stage. If the grievance affects unit members in more than one building, same may be commenced at the Superintendent's level.

D. Second Stage

If the grievant or the Union is not satisfied at the first stage, the aggrieved employee or the Union may appeal the determination to the Superintendent of Schools within five working days of receipt of the decision at the first stage. Thereafter, the Superintendent of Schools shall schedule a meeting with the aggrieved employee and/or the Union to review the grievance within fifteen working days of receipt of the request for appeal. The decision of the Superintendent of Schools shall be final and binding upon the parties.

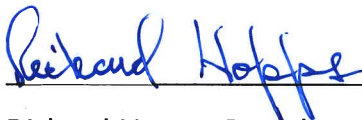
ARTICLE 9 – MISCELLANEOUS

- A. All vacancies for unit member positions shall be posted in each building with a copy sent to the Association President.
- B. Unit members shall be responsible for the cleanliness of their assigned tables during the entire lunch period. Cleanliness includes: no garbage, crumbs or individual spills. Unit members shall not be required to wash tables and chairs in the cafeteria at the conclusion of the final lunch period of the day.

Dated: Dix Hills, New York

August 27, 2021

HALF HOLLOW HILLS
ASSOCIATION OF MONITORS



Richard Hopps, President

FOR THE DISTRICT
HALF HOLLOW HILLS CSD



Dr. Patrick Harrigan, Superintendent

MONITORS ASSOCIATION SALARY SCHEDULE

STEP	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
1	\$ 15.00	\$ 15.23	\$ 15.46	\$ 15.69	\$ 15.93
2	\$ 15.30	\$ 15.53	\$ 15.76	\$ 16.00	\$ 16.24
3	\$ 15.61	\$ 15.84	\$ 16.08	\$ 16.32	\$ 16.56
4	\$ 15.92	\$ 16.16	\$ 16.40	\$ 16.65	\$ 16.90
5	\$ 16.24	\$ 16.48	\$ 16.73	\$ 16.98	\$ 17.23
6	\$ 16.56	\$ 16.81	\$ 17.06	\$ 17.32	\$ 17.58
7	\$ 16.89	\$ 17.14	\$ 17.40	\$ 17.66	\$ 17.92
8	\$ 17.23	\$ 17.49	\$ 17.75	\$ 18.02	\$ 18.29
9	\$ 17.57	\$ 17.83	\$ 18.10	\$ 18.37	\$ 18.65
10	\$ 17.93	\$ 18.20	\$ 18.47	\$ 18.75	\$ 19.03
11	\$ 18.28	\$ 18.55	\$ 18.83	\$ 19.11	\$ 19.40
12	\$ 18.65	\$ 18.93	\$ 19.21	\$ 19.50	\$ 19.79
13	\$ 19.02	\$ 19.31	\$ 19.60	\$ 19.89	\$ 20.19
14	\$ 19.40	\$ 19.69	\$ 19.99	\$ 20.29	\$ 20.59
15	\$ 19.79	\$ 20.09	\$ 20.39	\$ 20.70	\$ 21.01
16	\$ 20.19	\$ 20.49	\$ 20.80	\$ 21.11	\$ 21.43
17	\$ 20.59	\$ 20.90	\$ 21.21	\$ 21.53	\$ 21.85
18	\$ 21.00	\$ 21.32	\$ 21.64	\$ 21.96	\$ 22.29

Placement on Salary Scale Effective July 1, 2021

The unit members on Schedule A

- Those members who are currently on step 1 of salary schedule A would move to step 2 on the new schedule
- Those members who are currently on step 2 of salary schedule A would move to step 4
- Those members who are currently on step 3 of salary schedule A would move to step 6
- Those members who are currently on step 4 of salary schedule A would move to step 7
- Those members who are currently on step 5 of salary schedule A would move to step 9
- Those members who are currently on step 6 of salary schedule A would move to step 10
- Those members who are currently on step 7 and 8 of the salary schedule A would move to step 11
- Those members who are currently on step 9 and 10 of salary schedule A would move to step 14
- Those members who are currently on step 11 and 12 of salary schedule A would move to step 15
- Those members who are currently on steps 13 and 14 of schedule A shall move to step 17
- Those members who are currently on steps 15 on schedule A will move to step 18

The unit members on Schedule B

- Those members who are currently on steps 1-3 and who would have moved to steps 2-4 in 2021-22 school year shall be placed on step 2 of this new schedule
- Those members who are on step 4 will move to step 3 of this new schedule
- Those members who are on step 5 will move to step 4 of this new schedule
- Those members who are one step 6 will move to step 5
- Those members who are currently on step 7 will move to step 6
- Those members who are currently on step 8 will move to step 7
- Those members who are currently on step 9 will move to step 8
- Those members who are currently on step 10 will move to step 9
- Those members who are currently on step 11 will move to step 10
- Those members who are currently on step 12 will move to step 11
- Those members who are currently on step 13 will move to step 12
- Those members who are currently on step 14 will move to step 13

