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ABSTRACT

THIS STUDY, FUNDED UNDER TITLE III OF THE ELEMENTARY AND SECONDARY EDUCATION ACT, REPORTS RESULTS OF 31 RESPONSES TO A QUESTIONNAIRE COVERING THE SPECTRUM OF NEGOTIATIONS BETWEEN LOCAL BOARDS OF EDUCATION (EMPLOYER) AND VARIOUS GROUPS OF EMPLOYEES. EMPLOYEE GROUPS INCLUDE FACULTY (PROFESSIONAL STAFF) AND NON-FACULTY OF SERVICE EMPLOYEES. PART ONE OF THIS STUDY DESCRIBES SIZE OF DISTRICTS REPORTING, EXTENT OF NEGOTIATIONS, DURATION OF AGREEMENTS, EMPLOYER'S TIME INVESTMENT IN NEGOTIATIONS, COMPOSITION OF EMPLOYEE NEGOTIATING TEAM, EMPLOYEE REPRESENTATION, COMPOSITION OF EMPLOYER NEGOTIATING TEAM, AND EXTENT OF SERVICE ORGANIZATION PARTICIPATION. PART TWO DEALS WITH ANALYSIS OF CONTRACTS AND SALARY SCHEDULES SUBMITTED TO THE CATSKILL AREA SCHOOL STUDY COUNCIL. INCLUDED IN THE ANALYSIS ARE EXTRA PAY FOR EXTRA DUTIES, LEAVES OF ABSENCE, AND SABBATICAL LEAVE. THE DOCUMENT IS APPENDED WITH MATERIALS USED IN COMPILING DATA FOR THE STUDY. A RELATED DOCUMENT IS RC 004 096. (SW)

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AND
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FOR THE YEAR 1968-69

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Title III ESEA

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Greene Central School
Hancock Central School
Jefferson Central School
Laurens Central School
Margaretville Central School
Milford Central School
Morris Central School
Mount Upton Central School
New Berlin Central School
Oneonta City School District
Owen D. Young Central School
Roxbury Central School
Sidney Central School
South Kortright Central School
South New Berlin Central School
Stamford Central School
Walton Central School
Windham-Ashland-Jewett Central School
Worcester Central School

DESCRIPTION

Scope and Limitations The study was limited to the local school districts that compose the Catskill Area School Study Council. Of these schools, thirty-one responded to the questionnaire. It was additionally limited to those negotiations that transpired during the school year 1967-68 resulting in agreements for the school year 1968-69.

The questionnaire covered the spectrum of negotiations between the employer (local boards of education) and various groups of employees. Basically, these groups can be divided into two categories; faculty (professional staff), and non-faculty or service employees (other employees). Not all school districts responded to all questions nor in fact did all school districts enter into a form of negotiations with any or all employees.

The Instrument The questionnaire and follow-up letters were issued on Catskill Area School Study Council stationery and were returned to the Council office. All replies have been handled confidentially. Thirty-eight school districts were mailed questionnaires and of these thirty-one responded for an 82 percent return. A copy of the questionnaire appears in the Appendix.

Analysis The data was analyzed in two parts. That part pertaining to the questionnaire was handled by Lawrence Heldman and appears in PART ONE. The data pertaining to contracts, salary schedules and other submitted materials was organized and analyzed by Charles Reimer. It appears in PART TWO. Responsibility for mailing and receiving all materials as well as the final typing was given to Evelyn Lower.

Remarks This report is one of several studies being conducted by the Catskill Area School Study Council. It is being mailed to all participating schools as well as the Boards of Cooperative Educational Services involved. No attempt has been made to forecast or draw assumptions from the data. If it is helpful to area schools then it shall be repeated. Any reference made to other studies will be so noted, and those studies will be made available to local schools on a loan basis from the Catskill Area School Study Council office.

It should also be noted that no attempt has been made to compare one area school with another. All schools have been treated anonymously in the text of this report.

Dr. Charles Reimer and Dr. Lawrence Heldman are available to answer questions or to consult with area administrators concerning this report. They can be reached at - Dr. Reimer - 431-3226 and Dr. Heldman - 432-1445.

PART ONE

Size of Districts Reporting The thirty-one school districts that reported ranged in size from a pupil population of 233 to 3033 in grades K-12. Their corresponding faculties ran from twenty-five to 206 full-time professional staff including non-teaching professional staff. The average district size considering this range would be approximately 890 students with a total full-time staff of 57.

Extent of Negotiations Of the thirty-one schools reporting, five did not enter into negotiations (16.1 percent). An additional three districts negotiated for salaries only (9.6 percent). Nine of the thirty-one schools entered into negotiations with the professional staff only (29 percent) and sixteen school districts entered into negotiations with all employees (51.6 percent).

Duration of Agreements Twelve of the districts reported that they made agreements with their employees for a period of one year. Eight of the districts entered into two year agreements. Some of the schools noted that the two year agreements were to be reopened on the salary issue at the end of one year.

Employers Time Investment in Negotiations The thirty-one schools represent 25,828 students and 1,644 full-time professional staff. Twenty-five districts reported spending a total of 866 hours in negotiations with their teaching staff. The range extended from two hours to 300 hours with an average of $34\frac{1}{2}$ hours per district reporting.

Seventeen districts invested a total of 363 hours in negotiations

EXTENT OF NEGOTIATIONS

	%	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	
<u>Reported</u>		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<u>Did Not Negotiate</u>		X	X	X																		
																						(16.1)
<u>Negotiated Salary Only</u>		X	X																			
																						(9.6)
<u>Negotiated With Professional Staff Only</u>		X	X	X	X	X	X															
																						(29.0)
<u>Negotiated With All Employees</u>		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
																						(51.6)



with service (non-professional) employees. The range in this case ran from two to 160 hours. The average time invested per district was a little over twenty-one hours. In two of the seventeen cases reported, the time devoted to service-employee negotiations was greater than that devoted to professional staff negotiations.

Composition of Employee Negotiating Team Twenty-five of the school districts reported the composition of their employees negotiating teams. In all but three of the descriptions the teams were made up of both elementary (K-6) and secondary (7-12) teachers. In the three exceptions there were no elementary participants. In ten of twenty-five cases, the teams also had representatives from the K-12 or specialist ranks (example, physical education teachers, guidance, art, music, etc.).

Nine of the teams were composed of five members and twelve were composed of three members. The remaining eight teams ran from two members to seven members.

The teams were predominately male by a ration of three male to two female members. However, in all reports that indicated the sex of the team members only two districts had all male teams. Therefore, twenty-three teams included both male and female representatives.

Members of the negotiating teams ranged in teaching experience from two years to thirty-nine years. Seven of the 96 team members had three or less years of experience while the average member had 13.5 years of experience.

Employee Representation In all cases reported the employees were

represented by a local faculty association.

Composition of Employer Negotiating Team Of the districts reporting on the composition of their employer negotiating team it was shown that in eighteen cases the team was made up of three persons. In the remaining eight situations the size ranged from one person (two cases) to the entire board plus the chief school officer.

The typical arrangement (twelve cases) showed a composition of the chief school officer and two board members. Other arrangements included the school business manager, all board teams, lay citizens, board attorney, building principal and district clerk. In all but one case reported, there were board members on the negotiating team.

Extent of Service Organization Participation Seventeen districts reported meeting with employee representatives of other than professional staff organizations. In twelve of seventeen districts the service personnel were represented by one bargaining unit. In the other districts as many as four separate groups met to negotiate. For example, groups listed as custodial, cafeteria, bus drivers, secretarial, teacher aides, etc., composed the individual units while in other districts one inclusive organization such as the "Non-Teaching Association" represented all service personnel.

Summary of PART ONE This report represents an 82 percent reply to the questionnaire and as all districts answered all appropriate questions it can be considered a valid instrument as far as it went. It appears that on many items there is a great deal of homogeneity. The use of faculty associations, the make up of bargaining teams, the male-female ratio, and

the fact that most districts met with all employees would support this premise.

The greatest difference among districts appeared in the item dealing with the time involved in negotiation. Some of the schools were able to settle demands in less than ten hours while at least one district after lengthy negotiations went to a technical impasse requiring a neutral to sit in.

PART TWO of this study will deal with an analysis of the contracts and salary schedules.

PART TWO

Contracts and Salary Schedules Received Sixteen contracts between school districts and the authorized bargaining agents were received and analyzed. Twenty-nine salary schedules were made available for this study.

Contracts The sixteen contracts varied greatly in size and scope. They varied from a four part agreement to one containing eighteen articles.

Most of them began with a preamble stating the basic intent of the agreement, followed by the article on recognition of the accepted bargaining agent and a definition of parties and terms. Most of the contracts also defined times for negotiations to be conducted.

Ten of the sixteen contracts outlined a grievance procedure. From their content this researcher feels that the bargaining parties used a common source for the contents of this section.

Contents of contract articles included such topics as: teacher absence from school, visitation days, personal leave, sabbatical leave, teaching conditions, use of school facilities, extra duties, school calendar, non-teaching duties, additional study, preparation for instruction, and salary schedules.

Most contracts closed with an article titled "Duration of Agreement" in which the life of the contract was defined in the most accurate terms.

Several of the contracts contained the NYSTA's Code of Ethics as an additional article for the agreement. One contract was unique in that it had a "Bill of Rights for Teachers" immediately following the preamble.

Several of the agreements included an article on dues deductions.

At the risk of oversimplification, a typical contract outline appears as follows:

- Preamble
- I. Recognition
- II. Definitions and Principles
- III. Grievance Procedure
- IV. Salary Schedules
- V. Extra Pay for Extra Curricular Activities
- VI. Leaves of Absence (Personal, Sabbatical, etc.)
- VII. School Calendar, Length of School Day, Preparation for Instruction, Working Conditions, Non-Teaching Duties
- VIII. Tenure
- IX. School Policy
- X. Miscellaneous Provisions
- XI. Duration of Agreement
- Appendix: NYSTA's "Code of Ethics"

(Specific contract inclusions are listed by contract in Appendix B.)

Salary Schedules Twenty-nine schools presented their salary schedules for the 1968-69 term. This research analyzed the schedules to determine the range of salaries for six educational preparation levels at five points of time. The results of this are on the following page.

A flat increment was used in twenty-five of the thirty-one salary schedules studied. The only variables noted were as follows:

- a) Occasional larger increments, for example, at the tenure level a \$400 increase instead of a \$250 increment.
- b) The rate of increase might be greater in the MA column than in the BA column. For example, \$300 yearly increments in the MA but \$200 in the BA.
- c) The implication of super-maximum increment at five or more years beyond maximum.

MINIMUM AND MAXIMUM SALARY RANGE 1968-69

Education	STEP ONE		STEP FIVE		STEP TEN		TOP REGULAR STEP		TOP SPECIAL STEP	
	Min.	Mean Salary	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
Less than BA	5200	5700	6200	7000	7200	8600	7500	9250	8400	9750
BA*	5700	6000	6800	7680	8050	9180	8550	10100	9250	12100
BA + 30*	6100	6300	7100	8040	8350	9420	9100	10400	9700	12400
MA	6000	6350	7200	8280	8450	9780	9000	10500	9700	12500
BA + 60*	6400	6600	7400	8280	8650	9780	9300	11040	9900	12700
MA + 30*	6300	6700	7400	8880	8800	10440	9300	12120	10000	12800

*Most accurate. Almost every school reported these three categories, while all did not report the unmarked categories.

The actual range of increments on the flat schedule was from \$200 - \$300 per year with \$250 the most frequently used.

The remaining six schools used a variable index to formulate increases. This type of index was related to both experience (vertical) and education (horizontal).

In terms of numbers of steps available on the schedule, the range of regular steps were as follows: (For specific information related to the top of the regular schedule see Appendix C.)

RANGE OF NUMBER OF STEPS TO
REACH NORMAL MAXIMUM SALARY

<u>Educational Level</u>	<u>Reporting Schools</u>	<u>Number of Steps</u>	
		<u>Minimum</u>	<u>Maximum</u>
Less than BA	17	10	14
BA	29	11	14
BA + 30	27	11	15
MA	19	11	15
BA + 60	26	11	15
MA + 30	14	11	14

Eighteen schools reported additional special steps ranging from one to six steps. (See Appendix D for specific information.)

In order to assess change in salaries over the last twelve years, this researcher studied two earlier publications of the Catskill Area School Study Council, one written in 1956-57, and the other in 1966-67, and the following ranges of salaries emerge from this comparison.

Educational Level	1956-57		1966-67		1968-69	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Less than BA	3500	5700	4900	7150	5200	9250
Bachelors	3500	6500+	5200	9000	5700	10100
Masters	3700	6500+	5200	9900	6000	10500

One can see the changes that twelve years have made to salaries being offered in this general area. The schools responding to Catskill Area School Study Council researchers during the three time periods covered may have changed due to centralization, but the salary trends they reflect presents at least a general picture for purposes of comparison.

Extra Pay for Extra Duties Eleven of the contracts studied indicated definite financial compensation to staff for directing activities beyond the scope of their regular employment. The following examples are listed below indicating the position, range of compensation, and frequency of occurrence.

<u>Type</u>	<u>Range in Dollars</u>	<u>Frequency out of 11</u>
No free period other than noon hour	\$ 50.00	1
Class advisor	75.00 - 100.00	3
Coaching, including all sports and cheerleading	100.00 - 1000.00	9
Chaperones per event	5.00 - 15.00	4
Clubs - student council activities	25.00 - 300.00	3
Yearbook	100.00 - 250.00	6
School paper	75.00 - 150.00	
A. V. coordinator	150.00	1
Vice principal	400.00	2
Intra-murals	50.00 - 200.00	2
Plays - theater	75.00 - 200.00	6
Adult education	150.00 per term or \$4-5 hourly	3
Census	150.00	1
Summer band	500.00	1
Senior trip	50.00 - 150.00	2

The above list represents the material found in the contracts submitted and does not necessarily reflect arrangements in existence that were not made a part of the contract.

Leaves of Absence Nine of the contracts studied made specific reference to sick leave for professional staff. The most common practice described allowed ten days per year to be accumulated up to 150 days. The range extended to fifteen days annually and up to 180 days of accumulated leave.

Eleven districts made agreements concerning personal business leave. It ranged from one to five days annually with the most common being three. In all cases this type of leave would not be accumulated nor on the other hand was it deducted from sick leave. Most practices described required the teacher to request the leave in writing at least twenty-four hours prior to the day.

Sabbatical leave was a practice described in only four contracts.

Agreements Between Service Employees and Local Boards of Education

Only six contracts were received and each was individually different. Attempts to compare these graphically would not be valid or helpful. All contracts received were analyzed and briefly described in Appendix E.

Return to: Lawrence J. Heldman
 Catskill Area School Study
 Council
 State University College
 Oneonta, New York 13820

Form - Negotiations

School District _____

Person Reporting _____

1. We: a) did not negotiate at all _____,
 b) negotiated only salary _____,

- 1) negotiated with professional staff only _____,
 2) negotiated with non-professional staff only _____,
 3) negotiated with all employees _____,
 4) other comment _____,
 5) are part-time non-professional staff included?
 in b - 2 and 3 above? _____,

- c) negotiated a (one, two) year contract with professional staff for all items except;

List _____

- d) found it necessary to obtain the services of an outside fact-finder _____
 or mediator _____ and/or legal consultant _____

2. a) The process of negotiation with the professional staff took approximately how many hours of the board's and your time _____
 b) The process of negotiation with the non-professional staff took approximately how many hours of the board's and your time _____

c) Teacher Negotiating Team Make-Up

Area of Employment	Number on Team	Male (M) Female (F)	Approx. Years of Teaching Experience of Team Member
K-3			
4-6			
7-9			
10-12			
Spec. Area			
Teacher K-12			
Other			

3. a) The teachers were represented by _____
 (name of organization)
 b) List the person or persons representing the board in negotiating by position, for example, chief school official, business manager, board member, etc.
 _____, _____, _____.

- c) The other employee groups were _____
(For example, list each unit _____
that negotiated - _____
bus drivers, cafeteria workers, _____
secretarial, etc. _____

Please send your contracts and salary schedules.

Any significant comments that you would like to make will be gratefully appreciated.

Appendix B

CONTRACT TABLES OF CONTENTS
FOR PROFESSIONAL STAFF

(Indicates span of negotiated items)

Data Code Number 11

- I. Recognition
- II. Recognition Agreement
- III. Grievance Procedure
- IV. Lunch Period
- V. Handbook
- VI. Vacancies
- VII. Tenure
- VIII. Elementary Organization
- IX. Classroom Space
- X. Temporary Leaves
- XI. Extended Leaves
- XII. Sabbatical Leaves
- XIII. In-Service Education
- XIV. Health Insurance
- XV. Salary Schedule
- XVI. Extra Curricular Activities
- XVII. Substitute Teachers
- XVIII. Miscellaneous Provisions
- XIX. Duration of Agreement

Data Code Number 13

- Preamble
- I. Agreement
- II. Philosophy
- III. Recognition
- IV. Principle
- V. Areas for Discussion and Agreement
- VI. Procedures for Conducting Negotiations
- VII. Implementation and Amendment

Data Code Number 18

- Preamble
- I. Agreement
- II. Philosophy
- III. Recognition
- IV. Principles
- V. Procedures for Conducting Negotiations
- VI. School Year Calendar
- VII. Salaries
- VIII. Promotions
- IX. Starting Time of Elementary Schools
- X. Pay Days
- XI. Lunch Periods
- XII. Completion of Duty Days
- XIII. Junior High School English Teachers
- XIV. Conclusion
- XV. Duration of Agreement
Calendar
Salary Schedule
School Day

Data Code Number 15

- Preamble
- I. Recognition
- II. Negotiation Procedure
- III. Miscellaneous Provisions
- IV. Salary Guides
- V. Professional Up-Grading
- VI. Leave Policy
- VII. Conferences
- VIII. Teachers Schedule
- IX. Duration

Appendix B (continued)

Data Code Number 4

- Preamble
- I. Recognition
- II. Definitions
- Grievance Procedure
 - I. Declaration of Purpose
 - II. Definition
 - III. Procedures
 - IV. Time Limits
- III. Principles
- IV. (No Title - Defines Times for Negotiation)
- V. (No Title - Urges Members to Support Community Groups)
- VI. (No Title - Board of Education Grants Help in Hospital Plan)
- VII. (No Title - Salary Schedule)
- VIII. Duration of Agreement

Data Code Number 20

- I. Preamble
- II. Adoption
- III. Negotiation Procedure
- IV. School Calendar
- V. Maintenance Standards
- VI. Teacher Aides
 - Substitute Teachers
- VII. Leaves of Absence
- VIII. Medical Examinations
- IX. Health Insurance
- X. Probationary Period
- XI. Salary Provisions
 - Salary Schedule
- XII. Extra Curricular Compensation
 - Schedule
- XIII. Grievance Procedure

Data Code Number 16

- I. Preamble
- II. A Bill of Rights for Teachers
- III. Recognition
- IV. Negotiation Procedures
- V. School Policy
- VI. Grievance Policy and Procedures
- VII. Salary
- VIII. Non-Teaching Duties
- IX. Working Conditions
- X. Leaves of Absence
- XI. Tenure
- XII. Dues Deduction
- XIII. Miscellaneous Provisions
- XIV. Duration of Agreement
 - Designation and Payroll Deduction Authorization
 - Signed Agreement - Association and Board Signatures

Data Code Number 30

- Preamble
- I. Recognition
- II. Negotiation Procedures
- III. Health Insurance
- IV. Maintenance of Standards
- V. Salary
- VI. Compensation for Extra-Curricular Activities
- VII. Leave of Absence
- VIII. Sick Leave
- IX. Daily Schedule
- X. Miscellaneous Provisions
- XI. Additional Study
- XII. Code of Ethics
- XIII. Duration of Agreement
 - Grievance Procedure

Appendix B (continued)

Data Code Number 7

- Preamble
- I. Recognition
- II. Negotiation Procedures
- III. Grievance Procedures
 - I. Declaration of Purpose
 - II. Definition
 - III. Procedures
 - IV. Time Limits
- IV. Salary
- V. Sick Leave
- VI. Personal Leave
- VII. Other Leaves
- VIII. Sabbatical and Educational Leaves
- IX. Prior Service Credit
- X. Health Insurance
- XI. Teaching Conditions
- XII. School Calendar
- XIII. Use of School Facilities
- XIV. Extra Duties
- XV. Tax Sheltered Annuities
- XVI. Miscellaneous Provisions
- XVII. Dues Deduction
- XVIII. Duration of Agreement

Data Code Number 9

- Negotiation Procedures
- Miscellaneous Provisions
- Grievance Procedures
- 20 Provisions on Agreements Between Association and Board

Data Code Number 10

- Preamble
- I. Negotiation Procedures
- II. Conditions of Employment
 - A. Teacher Absence from School
 - B. Teacher Visitation Days
 - C. Salary
 - D. Salary Schedule for 1968-70
 - E. Professional Responsibility
 - F. Non-Teaching Duties
 - G. Preparation for Instruction
 - H. Assistance to Students
 - I. Additional Study
 - J. Sabbatical Leave
 - K. Terminal Leave Pay
 - L. Transfer Within School System
 - M. Insurance

Data Code Number 25

- Teacher Requests
- Board Requests
- Salary Scale
- Copy of Taylor Law

Appendix B (continued)

Data Code Number 28

- Preamble
- I. Recognition
- II. Dues Deduction
- III. Negotiation Procedures
- IV. Grievance Procedure
- V. Joint Committee
- VI. Personal Leave
- VII. Health Insurance
- VIII. Salary
- IX. Miscellaneous Provisions
- X. Duration

Data Code Number 21

- Preamble
- I. Recognition
- II. Negotiation Procedure
- III. Miscellaneous Provisions
- IV. Salary Schedule
- V. Compensation for Extra-Curricular Activities
- VI. Sick Leave
- VII. Personal Business
- VIII. Maternity Leave
- IX. Personal Leave of Absences
- X. Professional Conferences
- XI. Substitutes
- XII. Free Time Around Noon Hour
- XIII. Duration of Agreement

Data Code Number 23

- Preamble
- I. Recognition
 - Procedures for Conducting Negotiations
 - Principles and Definitions
 - Salary Schedule
 - Leaves of Absence
 - Miscellaneous Provisions
 - Health Insurance
 - Extra Pay for Extra Duties
 - Grievance Procedure
 - Entire Agreement
 - Duration of Agreement

Appendix C

MAXIMUM ON REGULAR SALARY SCHEDULES

School	Number Regular Steps to		Less BA	Number Regular Steps to		BA Salary	Number Regular Steps to		MA Salary	Number Regular Steps to		BA+60	Number Regular Steps to	MA+30
	Maximum	BA		Maximum	BA		Maximum	BA+30		Maximum	BA+60			
1				11	12	9480	10320	13	11040	13	11040	14	11120	
2				11		9200		11	9900			11	10200	
4				12	13	8850	9450	14		14	10200	14	10150	
5	11	7700		12	13	9000	9500	13	9650	14	10000	14	10150	
6	12	8750		12	13	8750	9350	13	9350	13	9650	13	9650	
7	11	8000		12	13	9050	9600	14		14	10150	12	9700	
8	10	7500		12	12	9000	9300	12	9400	12	9600	14	9700	
9	12	8600		13	13	9150	9250	13	9250	14	9700	14	9800	
10				12	13	8600	9100	14		14	9600			
11				11	11	8700	9000	11	9050	11	9300			
12				12	13	9000	9500	14		14	10000			
13	11	8350		12	13	8900	9500	14		14	10100			
14	11	7400		14	15	9150	9700	15	9700	15	10000			
15	11	8400		12	13	9300	9960	13	9960	14	10800	14	10800	
16	11	8700		12	12	9300	9960	12	9780	12	10200	11	10380	
18	12	8126		12	12	9600	10080	12	10080	12	10560			
19				12	13	8800	9300	14		14	9800			
20				13	13	9300	9600	13	9900	13	9900			
21	12	8550		12	13	8550	9100	13	9200	14	9650	14	9750	
23	11	7750		12	15	8750	9900	15	10100	15	10300			
24	12	9200		14	14	10100	10400	14	10500	14	10700	14	10800	
25				12	12	8900	9300	12		12	9800			
26	14	9250		14	14	9250	9550	14	9550	14	9850	14	9850	
27	11	8500		12	13	8950	9500	13	9600					
28	11	7600		12	13	8600	9300	14		14	10000			
29				12	12	9300	9600	12		12	9900			
30	11	7700		12	13	8800	9300	13	9400	14	9800	14	9900	
31				14	14	8600	8600	14	8900	14	9200	14	9200	
33				11	11	8700		11	9000	11	9300	11	9300	

Missing Numbers Represent Unusable Data or No Data.

Appendix D

TOP SPECIAL SCHEDULE
(Beyond Regular Maximum)

<u>School</u>	<u>Number of Steps Beyond Reg. Max.</u>	<u>Less BA</u>	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>BA+60</u>	<u>MA+30</u>
2	3		10600		11300		11600
5	2		9500	10000	10150	10500	10650
6	2	9250	9250	9850	9850	10150	10150
7	4			10900		11850	
8	1		9250	9600	9700	9900	10000
11	2		9400	9700	9750	10000	
13	1-6	8600	10800	11100		11400	
15	2		10200	10860	10860	11400	11400
16	2	9300	9900	10260	10380	10620	10980
18	1		10200	10710	10710	11220	
20	1-3			10200		10750	
21	3	9750	9750	10300	10400	10850	10950
23	2-3		10250	10900	11100	11300	
24	4		12100	12400	12500	12700	12800
26	3			11050	11050	11350	11350
27	2	9000	9450	10000	10100		
28	1-4	8400	9350	9800		10250	
33	6		10900		11200		11500

Table Shows Only Those School Districts That Reported Super-Maximum Schedule.

Appendix E

CONTRACT DESCRIPTIONS BETWEEN LOCAL BOARDS
OF EDUCATION AND SERVICE EMPLOYEES

Data Code Number 5

Wages 8 percent increase 1968-69 - same dollar increase
1969-70 - extra driving at \$2.50 per hour

Retirement school district pays 5 percent 1968-69
8 percent 1969-70

Sick Leave 15 days per year for 12 month employees
12 days per year for 10 month employees
full-time employees accumulate to 100 days
part-time employees accumulate to 60 days
2 days may be used for personal business from sick leave

Vacations all 12 month full-time - 1 week after first year
2 weeks after second year
3 weeks after seventh year
also provisions for part-time

Seniority Recognized

General Provisions - attend workshops
contract binding only under the law

Data Code Number 9

Article One Agreement
Article Two Philosophy
Article Three Recognition
Article Four Principles
Article Five Areas for discussion and agreement
Article Six Procedures

Definition of Non-Teachers

Custodians
Cleaners
Cook
Cafeteria Service Helpers (salaried employees only)
Garage Mechanic
Garage Mechanic, Helpers and Drivers
Bus Drivers

Sick Leave - 10 days per year accumulated for 2 years (20 days)
Personal Leave - only for certain named employees
Specific increase per specific employees - described by name and position

Appendix E (continued)

Data Code Number 9 (continued)

Separate contract for education sec. and school aides
 Same as above through article six
 Sick leave 10 days per year for 2 years (20 days)
 Personal business - 2 days per year
 Specific salary increments per named employee

Data Code Number 10

Statement of Recognition and Duration of Contract

Individual contract outlines for each of the following categories -

Secretarial - Office
 Teacher Aides
 Custodial, Custodial-Driver
 Cafeteria Personnel
 Bus Drivers

Outline for each category includes -

Hours and length of year
 Vacation schedule (applied only to secretarial and custodial)
 Holidays defined
 Sick leave (5 days per year accumulated to 30 days)
 Salary schedules per category
 Time cards as required
 Overtime provisions
 Hospital insurance
 Physical examination required annually
 Retirement to be investigated for future inclusion

Data Code Number 13

Local Board and Civil Service Employees Unit

Article 1 The Law
 2 Recognition
 3 Unit includes all: custodial, mechanical, bus drivers,
 cafeteria and food service
 4 Compensation - separate schedules attached to the contract
 for each of the above
 5 Work day, week and overtime defined
 6 Holidays defined
 7 Sick leave - full-time employees - 1 day per month accumulated
 to 180 days
 drivers - 5 days accumulated to 50 days
 Vacation - 2 weeks after 1 year
 Personal leave - 2 days per year
 8 Pension and health insurance - participation described in
 N.Y.S. Plan
 9 Seniority

Appendix E (continued)

Data Code Number 13 (continued)

- 10 Tenure
- 11 Miscellaneous Compensation
- 12 Grievance Procedures Established
- 13 Reciprocal Rights
- 14 Previous rights and benefits recognized

Data Code Number 16

Preamble

Recognition

Defines full-time, 3/4 time and 1/2-time employees

Established grievance committee

Holidays defined

Sick Leave - full-time 10 days per year accumulated to 100 days

3/4 time 6 days per year accumulated to 50 days

1/2 time 4 days per year accumulated to 30 days

also defines sick leave and may require doctor's certificate

Personal Leave - full-time 3 days per year

3/4 time 2 days per year

Health Insurance - 60 percent of state plan

Vacation - full-time 2 weeks after first full year

Salary - specified by position and duties defined

Data Code Number 18

Preamble

- Article 1 Agreement
- 2 Philosophy
- 3 Recognition
- 4 Principle
- 5 Areas for discussion and agreement
- 6 Procedures
- 7 Wages - specified for maintenance personnel, cafeteria personnel, clerical personnel
- 8 Longevity
- 9 Interrupted Service
- 10 Vacations - 2 weeks after 1 year
3 weeks after 10 years
- 11 Pay Days
- 12 Leaves of Absence
- 13 Changing Positions within the District
- 14 Supplementary Pay
- 15 Conclusion

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*These reports are available on a loan basis from the CASSC office.