

## MEMORANDUM

The agreement will cover conditions specified for three years effective July 1, 1999 through June 30, 2002. Other items not specified will continue according to past practice.

### ARTICLE I - LONGEVITY

1. A longevity formula will be applied in accordance with the following formula:

Completed 5 through 9	-	450
10        14	-	500
15        19	-	600
20        24	-	700
25 or more	-	800

This sum is to be paid on the anniversary date of employment.

Betty VanTassel	7/15/82
Christie Danko	8/01/82
Sonia Downing	2/29/88
Denise Jameson	3/18/85
Carolyn Wright	8/27/86
Carol Boyle	9/01/85
Lynn Hayn	10/21/96

### ARTICLE II - LEAVES OF ABSENCES

#### A. ABSENCE FOR PERSONAL ILLNESS

1. Absence for personal illness shall be allowed and shall include full pay not to exceed twelve days in one year for 12 month secretaries, and ten days for 10 month secretaries. For 12 month secretaries, if fewer than twelve school days of allowed sick leave are taken in any school year, then the number of days not utilized shall be accumulated without limit. For 10 month secretaries, it is 10 days.

2. In case of illness incurred during the school day which results in the secretary leaving school before 11:00 A.M., a full day will be charged, if after 11:00 A.M., a half-day will be charged. (Adjustments will be made depending on starting time of individual secretary.)

#### B. PERSONAL AND EMERGENCY DAYS

1. Personal days will be designated as Personal/Emergency days with emergency days not requiring prior notice. Four (4) Personal Days and two (2) Emergency Days will be granted per year. In the event that Personal and Emergency days are not used in any

given year, the number of days not used will be accumulated as sick leave.

**C. ABSENCE FOR DEATH IN THE IMMEDIATE FAMILY**

1. Absence due to death in the secretaries immediate family or household shall be allowed with pay for the required period not to exceed five school days. The term “immediate family” shall include wife, husband, children, mother, father, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law.
2. Two days with full pay shall be allowed in the event of the death of a grandparent and one day with pay shall be allowed in the event of the death or other non-immediate members of the family.

**D. ABSENCE FOR JURY DUTY**

1. Secretaries will be granted time off to serve on Jury Duty without being penalized. They will receive full pay and time spent on Jury Duty will not be charged against personal leave and will count as time on the job. An employee called for jury duty shall report same to the Superintendent and while on jury duty, will report their schedule for the following days.

**E. EXTENDED ABSENCES**

1. All extended absences and other absences not otherwise specifically covered herein shall be considered only after application therefor to the Board of Education.

**F. RETIREMENT**

1. Upon retirement, unused sick leave will be reimbursed at a rate of \$35.00 per day for each unused sick leave day accumulated to the day of retirement. Retirement shall mean a secretary having filed the necessary papers to affect same with the Public Employees Retirement System.

**ARTICLE III - INSURANCE**

A. A Board paid family plan for the following will be provided:

1. Hospitalization/Major Medical Health Plan
2. Dental Plan
3. Prescription Plan
4. Optical Plan

#### **ARTICLE IV - VACATIONS**

- A. 12 month secretaries will take their vacation during the months of July and August. No vacation will be permitted during the full week prior to the opening of school. Vacation schedules will be approved by the Superintendent. In the event that all 5 secretaries choose the same day(s), week(s), seniority rules, leaving 2 secretaries in the building on that particular day(s), week(s).

Vacation shall be earned as follows:

After 1 full year's service	- 10 working days
After 5 full year's service	- 15 working days

- B. No more than 3 consecutive days with the Superintendent's approval during the school year. All other vacations will be limited to July and August.

#### **ARTICLE V - HOLIDAYS**

- A. Secretaries receive seven fixed holidays with pay and they are as follows:

1. New Year's Day	4. Labor Day
2. Memorial Day	5. Thanksgiving Day
3. Fourth of July	6. Day after Thanksgiving
7. Christmas Day	

- B. In addition, 12 month secretaries shall receive four days from the following list. These days shall be approved by the Superintendent. In the event that all 5 secretaries choose the same day, seniority rules, leaving 2 secretaries in the building on that particular day.

1. Good Friday	4. President's Day
2. Christmas Eve	5. Day after President's Day
3. New Year's Eve	6. Day after Christmas
7. Floating Day	

**ARTICLE VI - INCLEMENT WEATHER**

- A. When school is operating on a 2 hour delayed opening, secretaries are to report to work 2 hours later than their reporting time. When school is closed due to inclement weather, secretaries are not required to report to work.

---

President, Wallkill Valley  
Board of Education

CLERICAL	<u>1999-2000</u>	<u>2000-2001</u>	<u>2001-2002</u>
Christie Danko	36,120	37,490	38,920
Denise Jameson	35,000	36,330	37,710
Sonia Downing	33,720	35,000	36,330
Betty VanTassel	34,190	35,490	36,840
Carolyn Wright	32,110	33,330	34,590
Carol Boyle (10 mth)	27,130	28,170	29,230
LIBRARY AID			
Lynn Hayn (10 mth)	20,190	20,960	21,750

**AGREEMENT**

**between the**

**WALLKILL VALLEY REGIONAL  
HIGH SCHOOL  
BOARD OF EDUCATION**

**and**

**WALLKILL VALLEY  
SECRETARIES**

**Covering the period**

**July 1, 1999**

**to**

**June 30, 2002**