**Final** Contract Language – Updated 08/11/23

**PREAMBLE**

In order to encourage and promote effective and harmonious working relationships, the following agreements between the Pittsford Board of Education (the District) and the Pittsford District Teachers' Association (the Association) shall be in effect.

The District recognizes the Association as the exclusive sole negotiating representative for all regularly assigned certified non-supervisory personnel and shall not recognize or bargain with any other representative of the employees in the bargaining unit.  The District also recognizes the Association as the exclusive sole negotiating representative for the following regularly assigned non-supervisory personnel; to include paraprofessionals, registered nurses, tutors, ~~audio-visual supervisor~~, audio-visual assistants, Teacher Center Materials Specialist, Career Internship Coordinator, ~~Prevention Coordinator~~, Instructional Technology Specialist, ~~Media Specialist~~ Performing Arts Coordinator, and College Career Center Coordinators.

For the purposes of this contract:

* ***Elementary*** is defined as Kindergarten - 5th grade
* ***Middle*** is defined as 6th grade - 8th grade
* ***High*** is defined as 9th grade - 12th grade
* ***Secondary*** is defined as 6th grade - 12th grade

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* 1. Compensation – Starting Salaries 1-1-1 The original salary placement for newly hired staff shall be determined based upon years of service granted at the time of hiring plus graduate level credits. Credit for years of service at the Bachelor's Degree level shall be as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **New Certificated:** |  |  |  |
| **Step** | **2023-2024** | **2024-2025** | **2025-2026** | **2026-2027** |
|  |  |  |  |  |
| **1** | $48,111  | $49,073  | $50,055  | $51,556  |
| **2** | $49,073  | $50,055  | $51,056  | $52,577  |
| **3** | $50,055  | $51,056  | $52,077  | $53,618  |
| **4** | $51,056  | $52,077  | $53,118  | $54,681  |
| **5** | $52,077  | $53,118  | $54,181  | $55,765  |
| **6** | $53,118  | $54,181  | $55,265  | $56,870  |
| **7** | $54,181  | $55,265  | $56,370  | $57,997  |
| **8** | $55,265  | $56,370  | $57,497  | $59,147  |
| **9** | $56,370  | $57,497  | $58,647  | $60,320  |
| **10** | $57,497  | $58,647  | $59,820  | $61,517  |
| **11** | $58,647  | $59,820  | $61,017  | $62,737  |
| **12** | $59,820  | $61,017  | $62,237  | $63,982  |
| **13** | $61,017  | $62,237  | $63,482  | $65,251  |
| **14** | $62,237  | $63,482  | $64,751  | $66,546  |
| **15** | $63,482  | $64,751  | $66,046  | $67,877  |

**1-1-4** Full-time employees returning for the following school years shall have their salaries increased as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 |
| % | 4.2% | 4.0% | 3.75% | 4.0% |
| Then Added to Base Salary (Prorated for part-time) |  |  |  | $750 |
| Then Added to Base Salary (Prorated for part-time) |  |  |  | plus a 0.25% increase for every 0.5% that the CPI-U (School District’s tax cap calculation) is above the 4%Capped at CPI-U 7% |

**1-1-6**        ***Member Over-Payment:*** The District will inform the PDTA President and the member(s) impacted in writing including names of employee(s) impacted, amount(s), reason for over-payment, and a suggested corrective action. No member shall have wages deducted without their prior knowledge and that of the Association. The Association will respond to the District in writing within ten (10) business days. Failure to respond within the stated timeline will be deemed agreement with the suggested corrective action. When feasible and reasonable, the member shall have 14 days or one pay period, whichever is longer, prior to commencement of deduction(s). A mutually agreed upon timeline shall be negotiated in the rare scenario where the funds are not able to be recouped prior to the end of the current fiscal year. If the member's employment status is terminated for any reason prior to the recouping of all funds, the total shall be due to the District within 14 days.

Repeat for 25-1-6(Para) and 48-4 (Aux)

**Compensation for Coaching 2023-2027**

|  |
| --- |
| **Key to Compensation Table** |
| **2023-2024 / 2024-2025** |
| **2025-2026 / 2026-2027** |















**1-2-5** Employees seeking National Board Certification must provide notification to the Human Resources Office prior to the start of the certification process. Teachers who receive National Board Certification through the National Board for Professional Teaching Standards shall receive an annual stipend of $1,000 ~~each year for the 2019-23 school years.~~

~~1-3-8 In the 2019-20 school year the Athletics Compensation Review Committee, consisting of the Athletic Director, Building
 Athletic Coordinators (one per level) and 3 PDTA member coach representatives (1 from each sports season), will be
 convened to make recommendations for a comprehensive review process of the Compensation for Coaching schedule (1-
 3-5) to the Superintendent and PDTA President.~~

 ~~In the 2020-21 school year the Athletics Compensation Review Committee will be convened to make recommendations for
 changes to the level and/or titles in the Coaching Compensation schedule (1-3-5) to the Superintendent and PDTA
 President. The Committee's recommendations will not exceed the total Compensation for Coaching negotiated.~~

1

**1-4-1** District Standards Leader Stipends and release time arrangements shall be provided for persons designated as District Standards Leaders as follows:
~~\*In the 2016-2017 school year Teachers serving as Instructional Leaders stipends were increased by 2% over the 2015-16 school year.  The increase is reflected in the stipend amount listed by each area (if applicable).~~

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  **Stipend** |  **Release** |
|  |  |  |  |  | **2023-2027** |  |
|  | Art K-12 |  |  |  | 12,540 | 10 days |
|  | Behavioral Specialist |  |  |  | 4,439 | 10 days |
|  | Business Education 9-12 |  |  |  | 6,039 | 10 days |
|  | Counseling K-12 |  |  |  | 8,647 | 10 days |
|  | Elementary ELA& Elementary Reading  |  |  |  |  - | 1.0 |
|  | Elementary Mathematics/Science |  |  |  | - | 1.0 |
|  | ~~Elementary Science~~ |  |  |  | ~~-~~ | ~~.5~~  |
|  |  |  |  |  |  |  |
|  | Elementary Social Studies / Generalist |  |  |  | - | 1.0 |
|  | Secondary English L.A. |  |  |  | - | .4 |
|  | ENL K-12 (Starting 2017-18)FACS 6-7 & HE 6, 8, 10 |  |  |  | 4,439 4,439 | 10 days |
|  | Library/Media |  |  |  | 11,442 | 10 days |
|  | Secondary Mathematics |  |  |  | - | .4 |
|  | Music K-12 |  |  |  | 12,814 | 10 days |
|  | PE K-12 |  |  |  | 12,814 | 10 days |
|  | Instructional Challenge K-8 |  |  |  | 6,902 | 10 days |
|  | Psychologist K-12 |  |  |  | 6,902 | 10 days |
|  | Secondary Reading K |  |  |  | 4,528 | 10 days |
|  | Secondary Science |  |  |  | - | .5 |
|  | S.N.T./Nurse K-12 |  |  |  | 12,540 | 10 days |
|  | Secondary Social Studies |  |  |  | - | .4 |
|  | Special Education K-12 |  |  |  |  | 1.0 |
|  | Speech |  |  |  |  6,863 |  10 days |
|  | Technology Education |  |  |  | 6,450 | 10 days |
|  | World Languages |  |  |  | - | .4 |

**1-4-2** Each District Standards Leader will be given two (2) summer days paid at 1/200th of annual salary. In addition, District Standards Leaders who receive ten (10) days or more may convert 2.5 release days for one additional summer day. Summer work in excess of time allotted can be submitted for pre-approval to the *Assistant Superintendent for Instruction* and may include time for relevant research, etc.

**1-4-3** Department Leader - Secondary Level

 Stipend will be based upon the number of department members (full-time equivalents), within the building, as of August 1 of the current school year.  Paraprofessionals and auxiliary staff assigned to the department will count as .5 of a full-time professional staff.  Counseling clerical staff will count as .5 of a full-time professional staff.

 The principal will grant up to one day release time per year, per full-time equivalent teacher, including the Department Leader, to carry out department responsibilities.  The principal may grant up to 5 summer work days to complete tasks related to the improvement of instruction for the department and subject area.

 The Department Leader may opt to convert 2.5 school year release days for 1 paid summer work day.

 To the extent possible, Department Leader positions are intended to be filled by different staff from the District Standards Leader positions.  In unusual circumstances, with the permission of the Association and the Superintendent, the same person may be allowed to fill both positions.

                          Small departments below 1.6 FTEs will be included in larger departments for the purpose of cooperative decision making (Instructional Leadership Team representation). Speech Language will be included in the Special Education Department.  At the high school level, if Health and/or Reading fall below 1.5 FTEs they will be included in the Physical Education/English departments respectively.

***FTEs 2019-2023 Stipend***

*1.5-2.5 (including MS FACS/Health 1.0-1.5) 3,007*

 *<1.5 (HS Health and/or Reading choosing to serve on ILT) 867*

***1-4-4 Middle School Team Leader***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  **Stipend** |
| 4-5 person Team Leader |  |  |  |  4,155 |
| 6-8 person Team Leader |  |  |  |  5,400 |

 ~~Two (2) person Team Leader 2,753~~

**1-4-6 Other Leaders**

|  |  |
| --- | --- |
|  | **2023-2027Stipend** |
| Secondary Bldg. Technology Committee Chair | 2,092 |
| Elementary Bldg. Technology Committee Chair | 1,345 |
| Mentor (per mentee) | 1,814 |
| Teacher Center Director | 3,217 |
| Driver Education | $43.26 per hour |
| ~~Summer Prep Academy Director Special Education, Library, SNT, ENL, Instructional Challenge~~ | ~~11,202~~ |
| Driver Education Coordinator | 13,006 |
| Director of Summer Enrichment | 11,768 |
| Instructional Coaches | 1,345 |
|  High School Online Coordinator (maximum of 10 students; prorated for less than full year courses) | $1,000 + $550/student |
| High School Scheduler | .2 Releaseor15% Salary Overage |
| District Odyssey of the Mind Coordinator | 1,807 |
| Building Athletic Coordinator(.2 Release) MS | $9,201\*$200 for each additional year of service |
| Building Athletic Coordinator(.2 Release) HS | $11,502 \*$350 for each additional year of service |

 **1-4-7 Compensation for Instructional Support Teams (IST)**

When the IST meets during the school day, there will be no compensation for team members. The meetings/duties may not impede or supplant the member’s daily lunch or planning periods. When applicable during the work day, the meetings shall be considered part of the Member’s Administrative Duty, not to exceed 3 periods per 6-day cycle.

When IST meets outside the school day, team members shall receive a stipend of $900 or an hourly rate of $25/hour, not to exceed $900.

 **Stipend**

Elementary chair $1,150

Secondary co-chair $900

**1-5 Compensation for Extracurricular**

Review Schedule (Traditional and Performance to alternate years following the first year)

|  |  |
| --- | --- |
| Traditional Clubs/Activities  (T)    | 2023-2024, 2025-2026 |
| Performance Clubs/Activities  (P)     | 2024-2025, 2026-2027 |
| Student Social, Cultural and Academic Clubs/Activities  (S) | Annually |
| District Initiative Clubs/Activities  (D)      | Annually |

~~Step increase and 3% increase in 2019-20. Step increase and 2.9% increase in years 2012-13 and 2014-15. For the 2011-2012 school year, one additional club for each secondary building (4 new) will be allowed regardless of whether or not clubs are removed. Up to $5000.00 will be allotted for this one-time adjustment.~~

1-5-1 Compensation for extracurricular clubs/activities, not yet compensated according to table 1-5-2, will be granted an annual stipend based on continuous service.

$200 in year two

$300 in year three

$400 in year four

$500 in each following consecutive year until designated in table 1-5-2

All uncompensated clubs established prior to 2023 will receive $200 in the 2023-2024 school year, following submission of extracurricular survey.

### **1-7 CAREER AWARD**

A teacher satisfying the conditions set forth above shall receive a payment of $60 per day of accumulated personal and family sick leave to a maximum of 200 days plus $600 per year of service. Payment will be made in one lump sum payment during the month of July to a qualified 403(b) plan as allowed by law and outlined in the District’s Plan document to a maximum of $30,000.

f. The District will pay the reasonable cost of the dinner for the retiree, those individuals entering the 20-year club, and their guest at the annual PDTA sponsored retirement party.

**1-9-3** Staff that provide AIS summer services for students under the Title 1 grant, and all tutoring services

excluding those provided by district based Tutoring Center ~~as well as Summer Quest teachers for both the Middle and Elementary levels~~ will be paid $55.00 per hour.  Staff that provide AIS services in Title 1 programs during the months of September through June will be paid a fixed rate of $40.00 per hour.

**1-9-4** Each Instructional Technology Teacher (ITT) will be given two (2) summer days paid at 1/200th of annual

salary. Summer work in excess of time allotted can be submitted for pre-approval by Director of Technology.

**1-10-3** ~~Training will be provided for those who engage in curriculum writing.~~ Yearly asynchronous PD is required for

all curriculum writers.

**1-13**  Interview Committee: Staff members that voluntarily participate on an interview committee outside the normal

work day, who are not otherwise compensated for the role, may submit timesheets at the hourly rate of $24.50.

Repeat for 25-7 (Para) and 46-2 (Aux)

**2-1 Tuition Reimbursement**

2-1-1 All courses taken for credit must be approved, and the finances encumbered, prior to the start of the course by the Superintendent or his/her designee.

2-1-2 Employees shall be eligible for 1/2 tuition reimbursement for an unlimited number of hours of graduate study or university sponsored professional clinical training programs during each fiscal year until attaining a Masters Degree. After that, employees shall be eligible for 1/2 tuition reimbursement for 6 hours of graduate study or university sponsored professional clinical training programs during each fiscal year in which the credits were approved and the finances encumbered.

2-1-5 To claim tuition reimbursement, the employee must submit proof of payment to the Human Resources Office along with evidence of successful completion of the course. Since the funds were encumbered, tuition reimbursement may occur in the subsequent fiscal year.

**2-2-2** ~~Beginning with the 2008-2009 school year,~~ Staff members will be required to participate in twelve (12) hours of

professional learning annually. The hours must be completed by May 31. The twelve (12) hours must occur outside of

the regular school day and be designated as building or District opportunities OR related to individual targets and

approved by the building principal. The requirement for part-time staff shall be prorated based on their FTE.

**Certificated staff** members will be reimbursed ***for hours beyond*** the required twelve (12) as follows:

**Professional Learning Initiatives:** **Electives:** $25 per hour

* 0-12 no pay
* 12.5-24 $28 per hour
* 24.5+ $25 per hour

**3-5-4** If the compensation provided by the military is less than the employee’s base salary with the District, the District will provide compensation for the difference. Health and dental insurance coverage will be continued at the current cost sharing rate.

Repeat for 29-5-4 (Para) and 49-5-3 (Aux)

**4-1-2**  **Insurance**

Starting in the 2019-20 school year, all RASHP II health insurance plans will be offered. RASHP II Value will remain base plan.

If the employee elects coverage through a less expensive plan than the base, the District shall pay the difference in cost between the cost of the plan and the District contribution for the RASHP II Value policy, up to 100%.

Employees who elect to enroll a “domestic partner” for health insurance and/or dental coverage may do so by submitting the “Domestic Partnership Affidavit” to the Human Resources Department. See Appendix A.

 Starting in the 2026-27 school year, all employees will pay **12%** of the premium for RASHP II Value.

**4-1-6** Provision of Health Insurance for Deceased Retiree:

~~Starting in the 2019-2020 school year~~ The District shall continue coverage for 3 years to the spouse/domestic partner as referred to in Section 4-1-2 and/or dependent children of the deceased full-time or part-time eligible employee unless remarriage or becoming otherwise insured. Employees who retire July 1, 2019 or later are eligible for this provision.

Repeat for 30-1-6 (Para) and 50-1-6 (Aux)

**4-1-10** Temporary Suspension of Insurance in Retirement:

When deemed permissible by the plan and in accordance with all governing laws/regulations, a temporary suspension of payments and coverage for health insurance shall be granted to a retiree, retiring on or after July 1, 2023 if such request is made in writing to the District prior to the termination of District coverage.

Repeat for 30-1-10 (Para) and 50-1-10 (Aux)

**4–1–11** Spouse Retirement Insurance:

Spouses or domestic partners, having both been employed by the District, each independently qualifying for the District provided health care provision at retirement, shall be individually entitled to a single payer plan or a single payer plan paired with a sponsor/family plan at their retiree rate sharing costs. If the cost of these individual plans exceeds the cost of the equivalent shared plan, the member’s combined contribution shall not exceed the amount of the comparative shared plan. In the event the members retire with different rate sharing costs, the average of the two rates shall be used to calculate the corresponding cost of the shared plan.

Repeat for 30-1-11 (Para) and 50-1-11 (Aux)

 **4-6 Health Fund**

~~Beginning in the 2019-2020 school year no additional contributions will be made to the Health Fund.~~

Administrative costs for pre-existing health funds shall be maintained by the District. Staff members on the payroll prior to June 30, 2019 shall be eligible for this benefit.

~~4-6-1 REMOVE~~

~~4-6-2 REMOVE~~

~~4-6-3 REMOVE~~

**Repeat for 31 (Para) and 55 (Aux)**

**5-2-1** Parent/Guardian Conferences

 Teachers of grades K-5 shall be provided the equivalent of 4 half days of release time during the school year to conduct parent/guardian conferences. ~~Full-time kindergarten teachers shall be released 8 one-half days annually for conferences~~. ~~Half time kindergarten teachers shall be released 4 one-half days for conferences.~~

### **5-5** K-3 Paraprofessional Support

**5-5-1** Elementary classroom teachers of grades K-3 will be provided with consistent paraprofessional support:
 Grades K-1 6 hours/day
 Grade 2 3 hours/day
 Grade 3 2.5 hours/day

~~5-5-2 REMOVE~~ **new 5-5-2 below**

**5-5-2** When consistent paraprofessional support (grades K-3) is not provided, as defined in 5-5-1, the elementary classroom teacher shall receive an additional $15 per hour for unsupported time.

**5-5-3** Additional paraprofessional support may be provided in grades 4-5 in unusual circumstances for classrooms with special needs.

 **6-1 Class Size Maximums**

Elementary Level

• K-1 24 consultant/co-taught classes 22, with no more than 8 students with an IEP

{Planning number of 23 students}

• 2-3 26 consultant/co-taught classes 24, with no more than 8 students with an IEP

{Planning number of 24 students}

• 4-5 28 consultant/co-taught classes 26, with no more than 8 students with an IEP

{Planning number of 25 students}

Middle School Level

* 6 28 (except that World Language classes will be 25)
* 7-8 29 (except that World Language classes will be 26)
* 6-8 112 Team Maximum Exception: 96 student maximum for co-taught teams if mathematically

possible and no more than 25% of the students on team with an IEP. Consultant/co-taught classes will have no more than 12 students with any IEP.

High School

* 9-12 29
* 9-12 24 Consultant/co-taught taught classes will have no more than 12 students with any IEP. \*\*

For consultant/co-taught classes with 12 or more students with IEPs and 504s combined there will be a discussion with the principal to consider additional support.

* 9-12\* 114 Yearly average English Teacher load 9-12\*

17 24 when learning specialist is assigned to the classroom daily

* English 12 with a Concentration in Composition and Contemporary Texts
* Decision Making in Mathematics
* Geometry
* Algebra II
* Functions and Trigonometry
* Economic Issues I
* Living Environment: Biology 3
* Living Environment: Biology 3R
* Physical Setting: Earth Science 3
* Physical Setting: Earth Science 3R

\*Changes or additions to course offerings/names will initiate a conversation between the District and the Association to establish class size using comparable criteria. This will occur following course approval and prior to the initiation of scheduling.

Blended/Online Learning: Class size will not exceed 24 and will align with similar population courses from the offerings above.

FTE of 0.2 = 3 traditional class periods and 3 virtual class periods per 6-day cycle.

FTE of 0.1=1 traditional class period and 1.5 virtual class periods.

**6-1-1b** If a high school section is collapsed due to low enrollment after June 1st, a member’s FTE would remain unchanged for that impacted school year and the teacher can be otherwise assigned.

**6-1-7** For a credit bearing special class that has a maximum allowed number of students of 15, there will be a maximum of 6 students when taught by 1 teacher or there will be a maximum of 15 students when taught by 2 teachers**.**

**6-2** Teachers of Science, Art, Music and Physical Education of grades K-5 shall be scheduled to a maximum of 1,440 minutes per six-day cycle. The minimum number of minutes for full-time status shall be 1297 per six-day cycle.

District Based classes shall be counted as sections for these teachers only when direct instruction is provided. If it is necessary to assign students from the same class to multiple teachers in the same department, the sections will be:
 Assigned greater than 50% of a class = 1 section (40 minutes)
 Assigned 50% or less of a class = half section (20 minutes)

**6-3** Special Education consultant~~/~~co-taught teachers at the high school level will teach with a maximum of two (2) academic departments. ~~Special Education co-teachers at the high school level will teach with a maximum of two (2) academic departments.~~ Special Education consultant/co-taught teachers at the middle school level will teach with a maximum of two (2) departments or one (1) team.

### **8-1 Evaluation Procedures**

The District and Association agree to work on the new Annual Professional Performance Review (APPR) guidelines as they become available from the state.  The parties agree that they will conduct negotiations concerning APPR as soon as practicable after the adoption of regulations of the Commissioner of Education required by Chapter 103 of the Laws of 2010, or as thereafter modified to the extent necessary to comply with said regulations.  The District and Association shall each appoint three members to the Professional Standards Small Group Committee who will review and negotiate terms and conditions of the APPR.

**8-1-1** Evaluation procedures have been designed to:

1. Provide assessment of teaching performance.
2. Improve the quality of instruction.
3. Be supportive of professional growth for certificated staff.
4. Provide an opportunity for the teacher and supervisor to discuss mutual interests and concerns.
5. Provide a written record for feedback and follow-up.

### **8-2** **Targets**

8-2-1 In cooperation with the appropriate supervisor the teacher will develop two or more target areas each year.  One of those targets will be drawn from the PCSD approved framework.  Annual Target conferences will be combined with the summative assessment conferences.  Certificated staff Target Appraisals forms will be submitted at the beginning of the school year by October 15.

**8-2-3** In the second and/or third year the Target conference should be conducted by the building administrator in conjunction with a Summative Evaluation.  This conference will be conducted by May 1.  One of those targets will be drawn from the PCSD approved framework.

**8-2-4** For Tenured Staff:  The Target conference should be conducted by the building administrator between May 1st and  October 15th in conjunction with the Teacher’s Summative Evaluation.  In the years in which a Summative Evaluation is not required, the administrator or his/her designee will conduct the target conference.  One of those targets should be drawn from the PCSD approved framework.

**8-4-7**     No audio, video, or photo shall be used for the purposes of observation, evaluation, or compliance with routine procedures without prior knowledge and consent of the member. By virtue of the fact that these facilities are public buildings, there should exist no expectation of protection from the use of cameras for the purpose in which they are intended when illegal activity, and/or violations of local, state and federal ordinances are suspected.

**Repeat for (Para) and (Aux)**

# 16 CLERICAL SUPPORT

16-3 Clerical support shall be provided to IST Teams at all levels.

***PARAPROFESSIONAL, SCHOOL NURSE, AND TUTOR SECTION***

For the purpose of defining eligibility for benefits, a full-time Educational Assistant (Computer Paraprofessional, Library Paraprofessional, Math Paraprofessional, Classroom Paraprofessional, Resource Paraprofessional, Special Education Classroom Paraprofessional), CSE Assigned Paraprofessional, Supervisory Paraprofessional, School Nurse, or Tutor shall be one who is regularly assigned to work 30 hours or more per week.

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**25-2 Compensation- Paraprofessionals**

**2023-2027 Supervisory, CSE Assigned and Educational Assistant Hiring Schedule**





**25-2-2 Paraprofessional Salary Increase Composition for Returning Staff**

Full-time employees returning for the following school years shall have their salaries increased as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 |
| % | 4.2% | 4.0% | 3.75% | 4.0% |
| Then Added to Base Salary (Prorated for part-time) | $0.61 / hour | $0.57 / hour | $0.44 / hour | $0.79 / hourand$750 |
| Then Added to Base Salary (Prorated for part-time) |  |  |  | plus a 0.25% increase for every 0.5% that the CPI-U (School District’s tax cap calculation) is above the 4% Capped at CPI-U 7% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **~~Fixed Amount~~**  |  |  |  |  |
|  |  |  |  |  |
| ~~Fixed Amount(prorated for part-time)~~ | ~~$ 775.00~~ | ~~Prior year’s Fixed Amount+$ 25.58~~ | ~~Prior year’s Fixed  Amount+ $ 27.22~~ | ~~Prior year’s Fixed Amount+$ 27.32\*~~ |
|  | *~~\* The 2022-23 Fixed Amount shall be included in future calculations of Base Salary~~* |

**25-2-3** **Paraprofessional ~~Advisors~~ Mentors**

 Paraprofessional Mentors will be paid a stipend of $460 per mentee.

**25-2-5** CSE Assigned Paras and Educational Assistants in *District Based Programs* and CSE Assigned Paras assigned to a student that has a BIP/IEP/504 identifying toileting, eloping, significant health need requiring additional training, and/or physical aggression will receive a stipend of **$250** per semester.

**25-3 Compensation- School Nurses and Tutors**

**2023-2027 School Nurse and Tutor Hiring Schedule**





**25-3-2 School Nurse and Tutor Salary Increase Composition for Returning Staff**

Full-time employees returning for the following school years shall have their salaries increased as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 |
| % | 4.2% | 4.0% | 3.75% | 4.0% |
| Then Added to Base Salary (Prorated for part-time) |  |  |  | $750 |
| Then Added to Base Salary (Prorated for part-time) |  |  |  | plus a 0.25% increase for every 0.5% that the CPI-U (School District’s tax cap calculation) is above the 4% - Capped at CPI-U 7% |

###

### **25-6** SRP Work for Before and After School Activities

* The rate of pay for 1:1 supervision of students with disabilities that takes place before and/or after school is **$31.09** per hour or the individual’s hourly rate, whichever is higher.

|  |  |
| --- | --- |
| Chaperone | $31.09/hour |

### **25-6-1** Compensation for Chaperones

**26-2** **Professional Learning Compensation**

Paraprofessionals:

* + - * + 0-12 hours $20/hour
				+ 12.5+ hours $17.50/hour

# 27 CAREER AWARD

**27-1** Employees who have 10 years of full-time, continuous service or 12,000 continuous contract hours of service,

shall be eligible upon retirement through the NYS Employees' Retirement System and/or the Social Security System,

to be paid an allowance of $**5**0/day for each unused personal and family illness day AND $**3**50.00 for each year of service

to a maximum of $1**8**,000. To be eligible for the Career Award employees can retire anytime between November 1 and

March 31. Otherwise notice of retirement is required by April 1 of the year of retirement.

**27-2** The District will pay the reasonable cost of the dinner for the retiree, those individuals entering the 20-year club, and their guest at the annual PDTA sponsored retirement party.

**28-1** Employees who are regularly assigned to work 6 hours per day or more shall be granted 12 paid holidays as follows: New Year's Day, Presidents' Day, Martin Luther King Day, Memorial Day, Columbus Day, Labor Day, Veterans' Day, Thanksgiving Day, Juneteenth, and the Friday following Thanksgiving, Christmas Day, and one floating holiday as determined by the Superintendent.

**28-2** Employees who are regularly assigned to work less than 6 hours per day shall be granted 11 of the paid holidays, as per the list specified in 28-1.

### **30-1-2** **INSURANCE**

Starting in the 2019-20 school year, all RASHP II health insurance plans will be offered. RASHP II Value will remain base plan.

If the employee elects coverage through a less expensive plan than the base, the District shall pay the difference in cost between the cost of the plan and the District contribution for the RASHP II Value policy, up to 100%.

Employees who elect to enroll a “domestic partner” for health insurance and/or dental coverage may do so by submitting the “Domestic Partnership Affidavit” to the Human Resources Department. See Appendix A.

 Starting in the 2026-27 school year, all employees will pay **12%** of the premium for RASHP II Value.

**34 TUITION REIMBURSEMENT**

~~An employee with a minimum of 3 full years of Pittsford experience in the District shall be eligible for 1/2 tuition reimbursement for 6 hours of undergraduate study during each fiscal year to a maximum total of 60 hours or until a Bachelor's degree is attained, whichever occurs first. Paraprofessionals may be reimbursed using this same formula for graduate study that leads toward teacher certification. In the case of a LPN working towards their RN degree tuition reimbursement, as above, would apply immediately.~~ See 34-2

34-1 All courses taken for credit must be approved, and the finances encumbered, prior to the start of the course by the Superintendent or his/her designee.

34-2 An employee with a minimum of 3 full years of Pittsford experience in the District shall be eligible for 1/2 tuition reimbursement for 6 hours of undergraduate study during each fiscal year in which the credits were approved and the finances encumbered, to a maximum total of 60 hours or until a Bachelor's degree is attained, whichever occurs first. Paraprofessionals may be reimbursed using this same formula for graduate study that leads toward teacher certification. In the case of a LPN working towards their RN degree tuition reimbursement, as above, would apply immediately.

**34-4** To claim tuition reimbursement, the employee must submit proof of payment to the Human Resources Office along with evidence of successful completion of the course. Since the funds were encumbered, tuition reimbursement may occur in the subsequent fiscal year.

### **37-1** **Voluntary Transfer**

37-1-1 Procedures for Educational Assistants, Supervisory Paraprofessionals, School Nurses and Health Office Assistants:

 Voluntary transfer requests shall be considered only for the start of the school year.  A list of known vacancies in each category for the start of the following school year shall be posted in each school building by May 15 each year.  Additional vacancies shall be posted as they occur until August 15.  Paraprofessionals who desire a change in assignment shall provide a written request to the Human Resources Office for the desired change within 5 working days from the date of the posting.  Paraprofessionals who desire a change in assignment following August 15 shall notify the Human Resources Office in writing prior to August 15.  Transfer requests after August 15 shall be honored when it is judged by the Superintendent or his/her designee to be in the best interest of the District to do so. If an opening occurs during the school year, the position will be filled by a new hire and their assignment classified as "Paraprofessional Undesignated."    The position will then be posted at the end of the school year as part of the regular voluntary transfer postings.

# 39 SUBSTITUTE POLICY FOR K-12 PARAPROFESSIONALS

**39-1** Paraprofessionals with a minimum of two (2) years of college, may substitute on a per diem basis if no certified

substitute can be secured. The paraprofessional typically assigned to the classroom may be offered the opportunity to

substitute for the certificated member upon mutual agreement of the certificated member and principal. The

paraprofessional will receive an additional **$18** per hour for substituting for the teacher.

When consistent contractual paraprofessional support is not provided, as defined in 5-5-1, the paraprofessional will receive an additional **$28** per hour for substituting for the teacher.

**39-2** When a substitute cannot be secured for a paraprofessional and another paraprofessional is assigned to the

role, the one serving in the role will receive an additional **$10** per hour. This provision is not applicable to a

paraprofessional whose typical job duties are not required that day (ex. CSE Assigned Paraprofessional whose designated student is absent).

**AUXILLIARY**

### **46-1** Compensation Auxiliary Staff

 The salary ranges for school year 2023-2024 shall be as follows:

|  |
| --- |
| **2023-2024** |
| 4 | Career Internship Coordinator | $55,966 | $83,245 |
| Performing Arts Coordinator |
| 3 | Instructional Technology Specialist | $42,310 | $55,813 |
| 2 | AV Assistant | $40,379 | $51,883 |
| 1 | Career Center Coordinator | $33,098 | $42,527 |
| TC Materials Specialist |
| **2024-2025** |
|  4 | Career Internship Coordinator | $57,085 | $84,910 |
| Performing Arts Coordinator |
| 3 | Instructional Technology Specialist | $43,156 | $56,930 |
| 2 | AV Assistant | $41,187 | $52,921 |
| 1 | Career Center Coordinator | $33,760 | $43,378 |
| TC Materials Specialist |

|  |
| --- |
| **2025-2026** |
| 4 | Career Internship Coordinator | $58,227 | $86,608 |
| Performing Arts Coordinator |
| 3 | Instructional Technology Specialist | $44,019 | $58,068 |
| 2 | AV Assistant | $42,010 | $53,979 |
| 1 | Career Center Coordinator | $34,435 | $44,245 |
| TC Materials Specialist |

|  |
| --- |
| **2026-2027** |
| 4 | Career Internship Coordinator | $59,892 | $88,840 |
| Performing Arts Coordinator |
| 3 | Instructional Technology Specialist | $45,399 | $59,730 |
| 2 | AV Assistant | $43,351 | $55,559 |
| 1 | Career Center Coordinator | $35,624 | $45,630 |
| TC Materials Specialist |

**46-1-1** The Career Internship Coordinator, Instructional Technology Specialists ~~and AV Supervisor~~ shall be 12-month positions.  The Performing Arts Coordinator and ~~Prevention Coordinator~~ Career Center Coordinator shall be 11-month positions.  The Teacher Center Materials Specialist ~~and AV Assistant~~ shall be a 10-month position. The AV Assistant shall be a 10 month + 20 days position.

**46-1-2** Salaries for returning staff shall be increased as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 |
| % | 4.2% | 4.0% | 3.75% | 4.0% |
| Then Added to Base Salary (Prorated for part-time) |  |  |  | $750 |
| Then Added to Base Salary (Prorated for part-time) |  |  |  | plus a 0.25% increase for every 0.5% that the CPI-U (School District’s tax cap calculation) is above the 4%Capped at CPI-U 7% |

**47 TUITION REIMBURSEMENT**

47-1 All courses taken for credit must be approved, and the finances encumbered, prior to the start of the course by the Superintendent or his/her designee.

47-2 An employee with a minimum of three full years of Pittsford auxiliary staff experience in the District shall be eligible for 1/2 tuition reimbursement for 6 hours of undergraduate or graduate study during each fiscal year in which the credits were approved and the finances encumbered, to a maximum total of 60 hours or until a Bachelor's degree is attained, whichever occurs first. Auxiliary staff may be reimbursed using this same formula for graduate study that leads toward teacher certification or relates to the assigned area of responsibility.

47-4 To claim tuition reimbursement, the employee must submit proof of payment to the Human Resources Office along with evidence of successful completion of the course. Since the funds were encumbered, tuition reimbursement may occur in the subsequent fiscal year.

**48- 3** **Pay Periods**

10-month staff will have option of annual salary payments as follows:

1. 1/20 of the annual salary in 20 equal payments

 Or

1. 1/24 of the annual salary in 19 equal payments and 5/24 of the annual salary in the last pay in June

**50-1-2** **INSURANCE**

Starting in the 2019-20 school year, all RASHP II health insurance plans will be offered. RASHP II Value will remain base plan.

If the employee elects coverage through a less expensive plan than the base, the District shall pay the difference in cost between the cost of the plan and the District contribution for the RASHP II Value policy, up to 100%.

Employees who elect to enroll a “domestic partner” for health insurance and/or dental coverage may do so by submitting the “Domestic Partnership Affidavit” to the Human Resources Department. See Appendix A.

 Starting in the 2026-27 school year, all employees will pay **12%** of the premium for RASHP II Value.

# 58 CAREER AWARD

**58-1** Employees who have 10 years of full-time, continuous service or 12,000 continuous contract hours of service,

shall be eligible upon retirement through the NYS Employees’ Retirement System and/or the Social Security System,

to be paid an allowance of $50/day for each unused personal and family illness day AND $350 for each year of service

to a maximum of $18,000 for 10-month employees, $19,000 for 11-month employees and $20,000 for 12 month

employees.

**58-2** The District will pay the reasonable cost of the dinner for the retiree, those individuals entering the 20-year club, and

their guest at the annual PDTA sponsored retirement party.

# 59 WORK YEAR

59-1 59-1 10-month employees 200 days less ~~11~~ 12 holidays during the work year

59-2 59-2 11-month employees 220 days less ~~12~~ 13 holidays during the work year

59-3 59-3 12-month employees 260 days less ~~14~~ 15 holidays and less paid vacation

59-4 59-4 The ~~11~~ 12 paid holidays for ten-month employees are the following: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Presidents’ Day, Memorial Day, Juneteenth and one floating holiday as determined by the Superintendent.

59-5 59-5 The ~~12~~ 13 paid holidays for eleven-month employees are the same as above plus the Fourth of July.

59-6 59-6 The ~~14~~ 15 paid holidays for the twelve-month employees are the same as the above plus two additional days when school is not in session, following a discussion with the Association President and at the discretion of the Superintendent.

59-7 59-7 In the event that 10 month or 11-month employees are requested to work beyond the specified days, they shall be compensated at the rate of 1/200 or 1/220 of their annual salary for each day worked respectively.  Authorization to work beyond specified days shall be obtained from the Superintendent of Schools or his/her designee.

|  |  |
| --- | --- |
| Chaperone | $31.09/hr |

### 59-8 Compensation for Chaperones

**60-2** **Auxiliary Professional Learning Compensation**

Auxiliary:

* + - * + 0-12 hours $20/hr.
				+ 12.5+ hours $17.50/hr.

**Offline Items:**

* Para Bus Supervision/Teacher Workday Substitute – Continue as MOAs
* The union to include in retirement brochure recommendation for continued coverage/explanation of potential risks relative to (4-1-10, 30-1-10, 50-1-10) and plan restrictions
* District to create prohibitive extenuating circumstances exemption process for K-3 paras at 6.5 hours
* Finalize teacher and para sub flow charts
* Special Area Staffing Formula Process Doc Language - Place \*\* after “District-Based Class” in each subject category. At bottom of document would be: \*\*To the extent possible, all district-based classes, whether taught as a special class or mainstreamed into a general education section, will be assigned to the 1.0 non-traveling special area teachers.

***Agreed to but not in Contract:***

* two part-time (0.5) counselors at the Middle School increase to 1.0 each
* two SSTs at Middle School increase from (.06) to 0.8
* two SSTs at High School increase from (.08) to 1.0
* shift 504s to SST role at Elementary
* shift responsibility for NYS testing away from counselors at Elementary