

AGREEMENT

-between-

NORTH SHORE CENTRAL SCHOOL DISTRICT

-and-

NORTH SHORE SCHOOLS FEDERATED EMPLOYEES
SECRETARIAL UNIT

July 1, 2021 – June 30, 2026

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AGREEMENT made this _____ day of _____, 2023, by and between the NORTH SHORE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION (hereinafter referred to as the “District”) and NORTH SHORE SCHOOLS FEDERATED EMPLOYEES - SECRETARIAL UNIT (hereinafter referred to as the “Federation”).

WITNESSETH

ARTICLE I. RECOGNITION

A. The Board recognizes the Federation as the exclusive representative for all Senior Library Clerks, Switchboard Operators, Clerk Typists, Senior Clerk Typists, Stenographers, Senior Stenographers, Accounts Clerks, Senior Account Clerks, Principal Account Clerks, IT Specialist I (effective July 1, 2022), and IT Specialist II (effective July 1, 2022), excluding students and temporary employees, and those employees designated as “Confidential” by mutual agreement or the Public Employment Relations Board, for the purpose of negotiating collectively terms and conditions of employment and administering grievances arising under this Agreement.

B. The Federation shall be entitled to unchallenged representation status for the maximum period permissible by law.

ARTICLE II. DUES CHECKOFF

The District agrees to deduct dues for those employees who execute proper dues check off authorizations. Deductions shall commence as soon as possible following receipt of the authorization.

ARTICLE III. VACATIONS

All personnel covered by this Agreement employed for twelve (12) months shall be entitled to paid vacation time as follows:

1. All personnel having service with the District for more than six (6) months, but less than five (5) years, shall be entitled to two (2) weeks’ vacation. New twelve-month employees (those in their first year with the District) having less than six (6) months’ service at the end of a fiscal year, shall be entitled to one (1) day of vacation for each complete month of employment. Such vacation shall be taken after the close of that fiscal year.

2. All personnel having five (5) or more years of service with the District, but less than thirteen (13) years, shall be entitled to three (3) weeks’ vacation.

3. All personnel having thirteen (13) years or more of service with the District shall be entitled to four (4) weeks’ vacation.

4. The above vacations shall be taken during the period beginning July 1st and ending six (6) working days immediately preceding the first day of classes for students, except for Central Office personnel, where vacations shall be spaced according to workload, with permission of the individual's immediate supervisor and the Assistant Superintendent for Business. School personnel shall be permitted to take vacations outside of the aforementioned timeframe provided thirty (30) days' notice is given and the employee receives the permission of his/her immediate supervisor and Assistant Superintendent for Business to take vacation at the requested time. Vacation days shall not be taken the six (6) working days immediately preceding the first day of classes for students of any given year. A member may request from the Superintendent of Schools or his/her designee to utilize vacation time during these six (6) working days. Decisions on this issue will be at the sole discretion of the Superintendent of Schools and will not be subject to grievance.

5. At the time of resignation and/or retirement, members shall be paid for their accrued and unused vacation days up to twenty (20) days. No member will be entitled to payout at retirement for vacation days should they be separated for cause. There is no other separation payment for accrued leave other than vacation leave.

6. School personnel shall provide a written vacation request form to their supervisor for each vacation day taken pursuant to this article. The request form is attached as Appendix C.

7. Whenever possible, school personnel shall provide at least thirty (30) days' notice before taking vacation time.

ARTICLE IV. TIME OFF DURING THE SCHOOL YEAR

A. Offices shall be closed for the Christmas recess (which includes Christmas Day and New Year's Day). In addition, unit members shall receive 13 paid holidays according to the schedule set forth in Appendix A.

B. On the last working day prior to Thanksgiving Day and Christmas Day, the personnel covered by this contract will be required to work not later than fifteen (15) minutes after the dismissal of students and teachers unless an emergency situation arises.

C. Five (5) additional days off shall be granted to each employee to be taken at the discretion of the employee subject to the approval of the immediate supervisor when school is not in session.

ARTICLE V. FEDERATION BUSINESS

The Board shall make available to the Federation, without charge, space for the conduct of general meetings of the membership and individual committee meetings.

No federation business meetings shall be conducted during working hours, except as granted by the Assistant Superintendent for Business.

A Federation representative may enter the premises for Federation business upon prior notice to the Assistant Superintendent for Business. Entry will be after working hours when school is not in session, unless prior approval is given by the Assistant Superintendent for Business.

Furthermore, representatives of the Federation may be excused to attend official meetings of the affiliate unions to which they are members of (e.g., NYSUT and AFT/NEA) and the New York State Educational Secretaries' Association. Payment for time lost shall be limited to not more than two (2) members of the local organization. Officers shall be free to attend a reasonable number of additional meetings. Payment for lost time shall be limited to not more than two days, with either one officer receiving pay for two days or two officers receiving pay for one day. Additional days, if any, shall be without pay. Attendance at such meetings shall be subject to the approval of the Building Principal or his/her official representative and the Superintendent or his/her official representative.

The Assistant Superintendent for Business shall supply a copy of the Board minutes to the Federation upon request of the Federation President or his/her designated representative.

ARTICLE VI. PRIOR WORK EXPERIENCE

The Board shall have the right to hire new employees at a salary which reflects all of their prior related experience. Twelve month employees hired after January 1st and ten month employees hired after February 1st shall not receive step movement in the following year.

ARTICLE VII. TRANSFERS

A. Voluntary

Notices of vacancies in the bargaining unit shall be posted in the District before being advertised. Presently employed personnel shall have the opportunity to apply for such positions. Selection of personnel to fill vacancies shall be made by the Board in its sole discretion.

B. Involuntary

No involuntary transfers will be made until the employee to be transferred has been notified and given the opportunity to meet with the Superintendent to discuss the reasons for the transfer.

ARTICLE VIII. PERSONAL BUSINESS DAYS

A. Whenever possible, employees shall provide at least thirty (30) days' notice before taking a personal day.

B. In the event that personal business cannot be accomplished outside of working hours, an employee shall submit his/her request for such time in writing to his/her immediate supervisor. No reason other than "personal business" need be given for absence, except for days taken before or after school holidays. The supervisor, in turn, will refer the matter, with his/her recommendation to

the Superintendent (or his/her official representative). With the approval of the Superintendent (or his/her official representative) such absence on personal business for contract employees, for the time necessary, will be allowed with full compensation not to exceed two (2) days per year.

Where any additional time may be needed, the employee will be docked for each day's absence over the two (2) compensated days at the rate of 1/260th of salary per day.

Unused personal leave shall be added to the employee's sick leave accrual.

Personal business days may not be taken before or after Christmas recess period, vacations and/or holidays without the approval of the Superintendent.

ARTICLE IX. MEDICAL EXAMINATIONS

The Federation members hereby agree to the Board's policy as set for all employees of the District.

ARTICLE X. WORK YEAR AND HOURS OF WORK

A. The work year shall extend from September 1st through June 30th for ten (10) month employees.

The work year shall extend from July 1st through June 30th for twelve (12) month employees.

B. Whenever school is not in session, the regular workweek shall be thirty (30) hours per week and the regular workday shall be six (6) hours per day. The regular work week for all personnel covered by this Agreement shall be thirty-five (35) hours per week and the regular workday shall be seven (7) hours per day when school is in session. On Superintendent Conference days, the regular work day shall be six (6) hours.

C. Time worked beyond thirty-five (35) hours per week when school is in session and thirty (30) hours per week when school is not in session and on Saturdays shall be compensated at time and one-half.

D. Time worked on Sunday and legal holidays shall be compensated at double time.

E. An employee may elect compensatory time not to exceed 21 hours per year at the above rates, provided there is prior approval by the supervisor and the Assistant Superintendent for Business. Compensatory time must be utilized by September 1st of the school year following the school year in which it is accrued. Any compensatory time not utilized shall be lost.

F. Employees hired after September 1, 1999, may, at the discretion of the District, have their work schedules modified to suit the needs of the District. Employees may be scheduled to commence work anytime between the hours of 7:00 a.m. and 9:00 a.m.

G. Employees hired prior to September 1, 1999, may have their work schedules modified as follows:

1. Employees may be scheduled to work anytime between the hours of 7:30 a.m. and 8:30 a.m.
2. The work schedule modification will be based on a demonstrable need of the District.
3. Prior to any change in the work schedule, the District will obtain the consent of the Association. Such consent may not be unreasonably withheld.

ARTICLE XI. EMERGENCY AND SPECIAL SCHOOL CLOSINGS

Employees shall receive regular payment for days when school buildings are closed and educational services are cancelled for an emergency or special observations, such as snow, hurricane, national mourning, etc. No employee shall be required to report to work on such days unless the immediate supervisor of the employee deems it essential that the employee report for work. In this case, compensatory time off, equivalent to an additional half-day (one and one-half days total) shall be taken at a time mutually agreeable to the employee and the immediate supervisor. As an alternative to compensatory time off, the employee may request time-and-a-half pay, subject to the approval of the Assistant Superintendent for Business.

Virtual learning days (defined as a day when school buildings are closed but educational services are provided to students through virtual means) will be considered a workday for employees, and work assignments to be performed at home may be issued by supervisors. Employees may be called in for on-site work only if deemed essential by the immediate supervisor. During periods of virtual education, employees shall remain available for recall to on-site work within 24 hours if necessary.

Inclement weather — When the District institutes an early dismissal for students due to inclement weather, members cannot leave at the dismissal time. They will be required to remain until the end of their shift or unless otherwise granted early leave by the Superintendent of Schools or his/her designee.

ARTICLE XII. INSURANCE

A. The District shall provide on behalf of the members of the bargaining unit the same Health and Major Medical Insurance Plan as provided to the North Shore Federated Teachers. Employees shall pay 20% of the premium cost of their family and individual health insurance coverage.

B. The Board shall purchase long-term disability insurance to cover all employees on the following basis: 90 calendar day waiting period with 66-2/3 percent base salary benefit under the terms and conditions of the Hartford General Disability Insurance contract.

C. In the case of an extended illness only, the District shall continue to pay ninety (90%) percent of the employee's health insurance premium for one (1) year from the date the employee exhausts his/her sick leave allowance and accumulation.

D. The District shall provide life insurance to unit members in an amount equal to their salary. The District shall pay the full premium.

E. Dental Insurance - The District shall pay the premium cost of the Metropolitan Plan for full-time participating unit members as follows: \$40.00 per month for individual coverage and \$100.00 per month for family coverage.

F. A unit member who retires from the School District under the State Retirement System after at least ten (10) years of employment in the District shall continue to be covered by the District health insurance program as though he/she were still in the employ of the District, except for maternity and obstetrical coverage. Unit members shall be granted District health insurance during retirement and his/her "retirement percentage" contribution will be frozen at the existing percentage contribution rate at the time of his/her retirement.

ARTICLE XIII. RETIREMENT

A. Permanent employees shall be covered pursuant to Section 75(i) of the New York State Employees Retirement Plan.

B. Military Service Credit

The Board shall adopt such policies and/or resolutions as are required by law so that eligible members of the unit can claim military service credit toward retirement, whenever the state legislature passes legislation making the claiming of such credit possible.

C. N.Y. Retirement and Social Security Law Section 41(j) - Upon approval by the New York State Employees' Retirement System, the parties agree to adopt Section 41(j) for the Employees Retirement System (ERS). A unit member must accrue a minimum of fifty (50) sick leave days upon retirement, in order to be eligible for section 41(j).

ARTICLE XIV. GRIEVANCE PROCEDURE

Each employee shall be entitled to a representative of his/her own choice at each step of the grievance procedure.

Any dispute arising concerning the interpretation or application of the terms of this contract or the rights claimed to exist there under may be the subject of a grievance and shall be processed and resolved in accordance with the following:

A. All grievances must be submitted to the employee's immediate supervisor within ten (10) working days following the act or condition which is the basis for the grievance. Any grievance which is not brought within ten (10) working days following the act or condition which is the basis

for the grievance shall be waived. The District shall have ten (10) working days to confer with the union and/or grievant.

B. In the event such grievance is not resolved, in writing, within five (5) working days following such presentation, it shall be presented, in writing, within five (5) working days after receipt of reply to the Assistant Superintendent for Business, by the employee.

C. Within five (5) working days after receipt of the written grievance, the Assistant Superintendent for Business shall confer in person with the aggrieved and his/her representative, if he/she so chooses. In the event such grievance is not satisfactorily resolved, in writing, at the Assistant Superintendent for Business' level within ten (10) working days after presentation, the grievance shall be presented in writing within ten (10) working days after receipt of reply to the Superintendent of Schools for settlement. Within five (5) working days after receipt of the written grievance, the Superintendent of Schools shall confer in person with the aggrieved and his/her representative, if he/she so chooses.

D. In the event such grievance is not satisfactorily resolved, in writing, at the Superintendent's level within ten (10) working days after presentation, the grievance shall be presented, in writing, within ten (10) working days after receipt of reply to the Board of Education for settlement. The decision of the Board shall be final and binding on all parties.

E. A reasonable amount of time will be granted to handle any emergency grievances that may arise during working hours. It is understood that such activity shall be handled as quickly as possible.

ARTICLE XV. WORKLOAD

No employee covered under this Agreement shall be expected to do work for any other individual except the ones to whom he/she is assigned, unless by specific request of that supervisor (or supervisors) and provided that it will not interfere with his/her regular duties nor require additional working hours, except by request of the administrator.

No employee covered under this Agreement shall be required to work as a cashier in the cafeteria, except in emergency situations.

ARTICLE XVI. SICK LEAVE, BEREAVEMENT LEAVE AND FAMILY ILLNESS

A. Sick Leave

Effective July 1, 2018, all members will be entitled to twelve (12) paid sick leave days per year. Each October 1st the District shall provide each unit member with the number of his/her accumulated days as of the previous June 30. After use of three (3) or more consecutive sick leave days being used, the member may be asked to submit a medical verification or an employee affirmation attesting that the leave was for illness or injury.

B. Bereavement Leave

An employee shall be entitled up to a maximum of five (5) days of paid bereavement leave in the event of a death in the employee's immediate family. Immediate family is defined as the employee's mother, father, spouse, child, sister, brother, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, or legal guardian.

C. Family Illness

In addition to the 12 sick leave days in Section A, an employee shall be granted up to five (5) days of paid family illness leave per year in the event of a serious illness in the employee's immediate family. Such leave may be extended at the sole discretion of the Superintendent (or his/her official representative). For the purposes of this section, 'immediate family' is defined as the employee's spouse, child, mother, father, sister, or brother (and corresponding in-laws). Unused family illness leave days shall not carry over to the subsequent school year.

ARTICLE XVII. CHILD REARING LEAVE

A. Employees covered by this Agreement may, upon request, be granted a child rearing leave of up to two (2) years without salary or increment. This leave may be granted provided that the employee apply for such leave at least four (4) months prior to its commencement and specify in the application the date of beginning and termination of said leave.

B. An employee wishing to return sooner than the date specified in his/her application shall be able to do so upon two (2) months' written notice to the Superintendent of Schools or his/her official representative. The Superintendent or his/her official representative may, at his/her discretion, waive the two-month notice requirement.

C. The District may, at its discretion, employ a secretary on child rearing leave as a substitute.

D. The secretary, upon returning from leave, shall be granted a salary increment, if eligible, providing he/she had worked at least fifty (50%) percent of the work year in which the leave commenced.

ARTICLE XVIII. COMPENSATION

A. Members of the unit shall be paid in accordance with the salary schedules annexed hereto in Appendix "B".

B. Ten-month employees who work beyond the regular ten-month year shall be paid at a daily rate for each full day worked beyond the ten-month period. The daily rate shall be 1/260th of the employee's then current salary.

C. Employees shall be paid on a biweekly basis. All paychecks will be disbursed through direct deposit. Electronic pay stubs will be available through WinCapWeb.

D. Unit members with 10 years of service in the District shall receive a longevity payment of \$1,000. Unit members with 15 years of service in the District shall receive a longevity payment of \$1,500. Unit members with 20 years of service in the District shall receive a longevity payment of \$2,000. Unit members with 25 years of service in the District shall receive a longevity payment of \$2,500. Unit members must have the requisite years of service by July 1, (September 1 for 10 month employees) in order to receive the longevity payment. For unit members hired after July 1, 2013, the requisite years of service must be as a clerical employee of the District to be entitled to longevity. The longevity payments shall not be cumulative.

E. Unit members shall be eligible to participate in a Section 125 Cafeteria Plan.

ARTICLE XIX. MANAGEMENT RIGHTS

Notwithstanding any other provision in this agreement, the District retains full responsibility and sole right of management of the District, its business affairs and property, including, but without limitation, the right to supervise and direct the work forces, promulgate and enforce work rules, to plan, control, increase or decrease the working force, transfer, assign, suspend discipline and discharge employees.

ARTICLE XX. MISCELLANEOUS

Examination of Records

Upon forty-eight (48) hours' prior written notice to the Assistant Superintendent for Business, any employee will be permitted to review his/her own Personnel File excluding pre-employment confidential information.

Copy of Contract

The District shall provide all employees with a copy of the contract at no expense to the employee.

ARTICLE XXI. TERMINATION

Upon termination of employment, employees who have worked for the District for more than six (6) months shall receive reimbursement for unused vacation days earned during the year of termination of employment at his/her current rate of salary.

ARTICLE XXII. ILLEGALITY

In the event any part, provision, or term of this Agreement shall be determined or found to be contrary to law, then such provision shall not be applicable nor shall the term thereof be performed or enforced except to the extent permitted by law. However, all other terms and provisions of the Agreement shall continue in force and effect.

ARTICLE XXIII. TAYLOR LAW NOTICE

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

ARTICLE XXIV. RE-OPENER

In the event that the New York State Legislature enacts into law a statute establishing "caps" on school budgets, or on tax levies for school districts, or in any way imposes a statutory limit on any increases in the annual budgets or tax levies of school districts and in the future event that such legislation becomes law, then either party may thereupon demand the initiation of re-opener negotiations respecting salary and health insurance.

ARTICLE XXV. DURATION OF AGREEMENT

This Agreement shall be effective July 1, 2021 and shall remain in full force and effect to and including June 30, 2026 and shall be automatically renewed thereafter for periods of one (1) year unless either party notifies the other in writing, by certified mail, on or before January 15, 2026 or any subsequent January 15th, of its desire to make changes herein or to terminate this Agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties the day and year first written above.

**NORTH SHORE SCHOOLS
BOARD OF EDUCATION**

By: 

President of the Board of Education

Dated: 5/25/23

**NORTH SHORE SCHOOLS
FEDERATED EMPLOYEES
SECRETARIAL UNIT**

By: 

President

Dated: 5/25/2023

“Appendix A”

NORTH SHORE SCHOOLS

CIVIL SERVICE HOLIDAY CALENDAR 2022-2023

SECRETARIAL UNIT

Monday, July 4, 2022	Independence Day
Monday, September 5, 2022	Labor Day
Wednesday, October 5, 2022	Yom Kippur
Monday, October 10, 2022	Columbus Day
Friday, November 11, 2022	Veteran’s Day
Wednesday, November 23, 2022	Day before Thanksgiving
Thursday, November 24, 2022	Thanksgiving Day
Friday, November 25, 2022	Day after Thanksgiving
Monday, January 16, 2023	Martin Luther King, Jr. Day
Monday, February 20, 2023	President’s Day
Thursday, April 6, 2023	Holy Thursday
Friday, April 7, 2023	Good Friday
Monday, May 29, 2023	Memorial Day

Note: the actual school calendar/days designated for the observance of the listed holidays will be adjusted for each year of the agreement.

The 13 days listed above are subject to negotiation.

**06/21/22
/ls**

“Appendix B”

Salary Schedules

**NORTH SHORE SCHOOL DISTRICT
SECRETARIES SALARY SCHEDULE 2021-22***

Step	Telephone Operator	Clerk Typist	Sr. Library Clerk	Sr. Clerk Typist / Steno.	Senior Steno.	Account Clerk	Sr. Account Clerk
1	\$36,860	\$36,860	\$36,860	\$40,535	\$43,731	\$45,967	\$47,891
2	\$37,949	\$37,949	\$37,949	\$41,604	\$45,237	\$47,065	\$48,976
3	\$39,044	\$39,044	\$39,044	\$42,695	\$46,349	\$48,167	\$50,082
4	\$40,866	\$40,866	\$40,866	\$44,515	\$48,167	\$49,995	\$51,909
5	\$42,695	\$42,695	\$42,695	\$46,349	\$49,995	\$51,812	\$53,729
6	\$44,515	\$44,515	\$44,515	\$48,167	\$51,812	\$53,636	\$55,548
7	\$46,349	\$46,349	\$46,349	\$49,995	\$53,636	\$55,451	\$57,365
8	\$48,167	\$48,167	\$48,167	\$51,812	\$55,451	\$57,283	\$59,190
9	\$49,973	\$49,973	\$49,973	\$53,571	\$57,190	\$58,997	\$60,905
10	\$51,680	\$51,680	\$51,680	\$55,293	\$58,900	\$60,709	\$62,625
11	\$53,407	\$53,407	\$53,407	\$57,023	\$60,630	\$62,439	\$64,354
12	\$57,587	\$57,587	\$57,587	\$61,381	\$65,188	\$67,096	\$69,009
13	\$58,687	\$58,687	\$58,687	\$62,526	\$66,354	\$68,281	\$70,197
14	\$59,799	\$59,799	\$59,799	\$63,660	\$67,526	\$69,469	\$71,385
15	\$60,905	\$60,905	\$60,905	\$64,793	\$68,697	\$70,649	\$72,561
16	\$63,573	\$63,573	\$63,573	\$67,642	\$71,714	\$73,760	\$75,669
17	\$63,573	\$63,573	\$63,573	\$67,642	\$71,714	\$73,760	\$75,669
18	\$63,573	\$63,573	\$63,573	\$67,642	\$71,714	\$73,760	\$75,669
19	\$63,573	\$63,573	\$63,573	\$67,642	\$71,714	\$73,760	\$75,669
20	\$66,368	\$66,368	\$66,368	\$70,610	\$74,868	\$77,004	\$79,007
*Represents a 2.00% Increase from 2020-21 (Effective July 1, 2021)							

Retroactive payments applicable to work performed in the 2021-22 school year will be made to all current unit members, with the exception of unit members in the IT Specialist I and IT Specialist II job titles.

**NORTH SHORE SCHOOL DISTRICT
SECRETARIES SALARY SCHEDULE 2022-23***

Step	Telephone Operator	Clerk Typist	Sr. Library Clerk	Sr. Clerk Typist / Steno.	Senior Steno.	Account Clerk	Sr. Account Clerk	IT Spec. I	IT Spec. II
1	\$37,597	\$37,597	\$37,597	\$41,345	\$44,606	\$46,887	\$48,849	\$49,727	\$60,751
2	\$38,708	\$38,708	\$38,708	\$42,436	\$46,142	\$48,006	\$49,956	\$50,854	\$62,128
3	\$39,824	\$39,824	\$39,824	\$43,549	\$47,276	\$49,131	\$51,084	\$52,047	\$63,586
4	\$41,684	\$41,684	\$41,684	\$45,405	\$49,131	\$50,995	\$52,947	\$53,900	\$65,849
5	\$43,549	\$43,549	\$43,549	\$47,276	\$50,995	\$52,848	\$54,803	\$55,789	\$68,157
6	\$45,405	\$45,405	\$45,405	\$49,131	\$52,848	\$54,708	\$56,659	\$57,678	\$70,466
7	\$47,276	\$47,276	\$47,276	\$50,995	\$54,708	\$56,560	\$58,512	\$59,564	\$72,770
8	\$49,131	\$49,131	\$49,131	\$52,848	\$56,560	\$58,429	\$60,373	\$61,459	\$75,085
9	\$50,972	\$50,972	\$50,972	\$54,643	\$58,334	\$60,177	\$62,123	\$63,241	\$77,262
10	\$52,714	\$52,714	\$52,714	\$56,399	\$60,078	\$61,924	\$63,877	\$65,027	\$79,443
11	\$54,475	\$54,475	\$54,475	\$58,164	\$61,842	\$63,688	\$65,641	\$66,822	\$81,636
12	\$58,739	\$58,739	\$58,739	\$62,608	\$66,492	\$68,438	\$70,389	\$71,655	\$87,541
13	\$59,860	\$59,860	\$59,860	\$63,777	\$67,681	\$69,646	\$71,601	\$72,890	\$89,050
14	\$60,994	\$60,994	\$60,994	\$64,933	\$68,877	\$70,859	\$72,812	\$74,122	\$90,555
15	\$62,123	\$62,123	\$62,123	\$66,089	\$70,071	\$72,062	\$74,012	\$75,344	\$92,048
16	\$64,844	\$64,844	\$64,844	\$68,995	\$73,148	\$75,235	\$77,182	\$78,571	\$95,991
17	\$64,844	\$64,844	\$64,844	\$68,995	\$73,148	\$75,235	\$77,182	\$78,571	\$95,991
18	\$64,844	\$64,844	\$64,844	\$68,995	\$73,148	\$75,235	\$77,182	\$78,571	\$95,991
19	\$64,844	\$64,844	\$64,844	\$68,995	\$73,148	\$75,235	\$77,182	\$78,571	\$95,991
20	\$67,696	\$67,696	\$67,696	\$72,022	\$76,365	\$78,544	\$80,587	\$82,037	\$100,224
*Represents a 2.00% Increase from 2021-22 (Effective July 1, 2022)									

**NORTH SHORE SCHOOL DISTRICT
SECRETARIES SALARY SCHEDULE 2023-24***

Step	Telephone Operator	Clerk Typist	Sr. Library Clerk	Sr. Clerk Typist / Steno.	Senior Steno.	Account Clerk	Sr. Account Clerk	IT Spec. I	IT Spec. II
1	\$38,349	\$38,349	\$38,349	\$42,172	\$45,498	\$47,824	\$49,826	\$50,722	\$61,966
2	\$39,482	\$39,482	\$39,482	\$43,285	\$47,065	\$48,966	\$50,955	\$51,871	\$63,371
3	\$40,621	\$40,621	\$40,621	\$44,420	\$48,221	\$50,113	\$52,105	\$53,088	\$64,858
4	\$42,517	\$42,517	\$42,517	\$46,313	\$50,113	\$52,015	\$54,006	\$54,978	\$67,166
5	\$44,420	\$44,420	\$44,420	\$48,221	\$52,015	\$53,905	\$55,899	\$56,905	\$69,520
6	\$46,313	\$46,313	\$46,313	\$50,113	\$53,905	\$55,803	\$57,792	\$58,832	\$71,875
7	\$48,221	\$48,221	\$48,221	\$52,015	\$55,803	\$57,692	\$59,682	\$60,755	\$74,225
8	\$50,113	\$50,113	\$50,113	\$53,905	\$57,692	\$59,597	\$61,581	\$62,688	\$76,587
9	\$51,992	\$51,992	\$51,992	\$55,736	\$59,501	\$61,380	\$63,366	\$64,506	\$78,807
10	\$53,768	\$53,768	\$53,768	\$57,527	\$61,279	\$63,162	\$65,155	\$66,328	\$81,032
11	\$55,565	\$55,565	\$55,565	\$59,327	\$63,079	\$64,962	\$66,954	\$68,158	\$83,269
12	\$59,914	\$59,914	\$59,914	\$63,860	\$67,822	\$69,806	\$71,797	\$73,088	\$89,292
13	\$61,058	\$61,058	\$61,058	\$65,052	\$69,035	\$71,039	\$73,033	\$74,348	\$90,831
14	\$62,214	\$62,214	\$62,214	\$66,232	\$70,254	\$72,276	\$74,269	\$75,604	\$92,366
15	\$63,366	\$63,366	\$63,366	\$67,411	\$71,472	\$73,504	\$75,492	\$76,851	\$93,889
16	\$66,141	\$66,141	\$66,141	\$70,375	\$74,611	\$76,740	\$78,726	\$80,142	\$97,911
17	\$66,141	\$66,141	\$66,141	\$70,375	\$74,611	\$76,740	\$78,726	\$80,142	\$97,911
18	\$66,141	\$66,141	\$66,141	\$70,375	\$74,611	\$76,740	\$78,726	\$80,142	\$97,911
19	\$66,141	\$66,141	\$66,141	\$70,375	\$74,611	\$76,740	\$78,726	\$80,142	\$97,911
20	\$69,050	\$69,050	\$69,050	\$73,462	\$77,893	\$80,115	\$82,199	\$83,678	\$102,228
*Represents a 2.00% Increase from 2022-23 (Effective July 1, 2023)									

**NORTH SHORE SCHOOL DISTRICT
SECRETARIES SALARY SCHEDULE 2024-25***

Step	Telephone Operator	Clerk Typist	Sr. Library Clerk	Sr. Clerk Typist / Steno.	Senior Steno.	Account Clerk	Sr. Account Clerk	IT Spec. I	IT Spec. II
1	\$38,732	\$38,732	\$38,732	\$42,594	\$45,953	\$48,303	\$50,324	\$51,229	\$62,586
2	\$39,877	\$39,877	\$39,877	\$43,717	\$47,535	\$49,456	\$51,465	\$52,390	\$64,004
3	\$41,027	\$41,027	\$41,027	\$44,864	\$48,704	\$50,615	\$52,626	\$53,619	\$65,506
4	\$42,942	\$42,942	\$42,942	\$46,776	\$50,615	\$52,535	\$54,546	\$55,528	\$67,838
5	\$44,864	\$44,864	\$44,864	\$48,704	\$52,535	\$54,444	\$56,458	\$57,474	\$70,215
6	\$46,776	\$46,776	\$46,776	\$50,615	\$54,444	\$56,361	\$58,370	\$59,420	\$72,594
7	\$48,704	\$48,704	\$48,704	\$52,535	\$56,361	\$58,268	\$60,279	\$61,363	\$74,968
8	\$50,615	\$50,615	\$50,615	\$54,444	\$58,268	\$60,193	\$62,197	\$63,315	\$77,353
9	\$52,512	\$52,512	\$52,512	\$56,293	\$60,096	\$61,994	\$63,999	\$65,151	\$79,595
10	\$54,306	\$54,306	\$54,306	\$58,102	\$61,892	\$63,794	\$65,807	\$66,991	\$81,842
11	\$56,120	\$56,120	\$56,120	\$59,920	\$63,710	\$65,611	\$67,623	\$68,840	\$84,101
12	\$60,513	\$60,513	\$60,513	\$64,499	\$68,500	\$70,504	\$72,515	\$73,819	\$90,185
13	\$61,668	\$61,668	\$61,668	\$65,703	\$69,725	\$71,750	\$73,764	\$75,091	\$91,739
14	\$62,837	\$62,837	\$62,837	\$66,894	\$70,957	\$72,998	\$75,011	\$76,360	\$93,290
15	\$63,999	\$63,999	\$63,999	\$68,085	\$72,187	\$74,239	\$76,247	\$77,619	\$94,828
16	\$66,802	\$66,802	\$66,802	\$71,079	\$75,358	\$77,508	\$79,513	\$80,944	\$98,890
17	\$66,802	\$66,802	\$66,802	\$71,079	\$75,358	\$77,508	\$79,513	\$80,944	\$98,890
18	\$66,802	\$66,802	\$66,802	\$71,079	\$75,358	\$77,508	\$79,513	\$80,944	\$98,890
19	\$66,802	\$66,802	\$66,802	\$71,079	\$75,358	\$77,508	\$79,513	\$80,944	\$98,890
20	\$69,740	\$69,740	\$69,740	\$74,197	\$78,672	\$80,916	\$83,021	\$84,515	\$103,251
*Represents a 1.00% Increase from 2023-24 (Effective July 1, 2024)									

**NORTH SHORE SCHOOL DISTRICT
SECRETARIES SALARY SCHEDULE 2025-26***

Step	Telephone Operator	Clerk Typist	Sr. Library Clerk	Sr. Clerk Typist / Steno.	Senior Steno.	Account Clerk	Sr. Account Clerk	IT Spec. I	IT Spec. II
1	\$39,120	\$39,120	\$39,120	\$43,020	\$46,413	\$48,786	\$50,827	\$51,741	\$63,212
2	\$40,276	\$40,276	\$40,276	\$44,155	\$48,011	\$49,950	\$51,979	\$52,914	\$64,644
3	\$41,437	\$41,437	\$41,437	\$45,313	\$49,191	\$51,121	\$53,153	\$54,155	\$66,161
4	\$43,372	\$43,372	\$43,372	\$47,244	\$51,121	\$53,061	\$55,091	\$56,083	\$68,516
5	\$45,313	\$45,313	\$45,313	\$49,191	\$53,061	\$54,989	\$57,023	\$58,049	\$70,917
6	\$47,244	\$47,244	\$47,244	\$51,121	\$54,989	\$56,924	\$58,954	\$60,014	\$73,320
7	\$49,191	\$49,191	\$49,191	\$53,061	\$56,924	\$58,851	\$60,882	\$61,976	\$75,717
8	\$51,121	\$51,121	\$51,121	\$54,989	\$58,851	\$60,795	\$62,819	\$63,948	\$78,126
9	\$53,037	\$53,037	\$53,037	\$56,856	\$60,697	\$62,614	\$64,639	\$65,802	\$80,391
10	\$54,849	\$54,849	\$54,849	\$58,683	\$62,511	\$64,432	\$66,465	\$67,661	\$82,661
11	\$56,682	\$56,682	\$56,682	\$60,519	\$64,347	\$66,268	\$68,300	\$69,528	\$84,942
12	\$61,118	\$61,118	\$61,118	\$65,144	\$69,185	\$71,209	\$73,240	\$74,557	\$91,087
13	\$62,285	\$62,285	\$62,285	\$66,360	\$70,422	\$72,467	\$74,501	\$75,842	\$92,657
14	\$63,465	\$63,465	\$63,465	\$67,563	\$71,666	\$73,728	\$75,761	\$77,124	\$94,223
15	\$64,639	\$64,639	\$64,639	\$68,766	\$72,909	\$74,981	\$77,010	\$78,396	\$95,776
16	\$67,470	\$67,470	\$67,470	\$71,790	\$76,111	\$78,283	\$80,308	\$81,753	\$99,879
17	\$67,470	\$67,470	\$67,470	\$71,790	\$76,111	\$78,283	\$80,308	\$81,753	\$99,879
18	\$67,470	\$67,470	\$67,470	\$71,790	\$76,111	\$78,283	\$80,308	\$81,753	\$99,879
19	\$67,470	\$67,470	\$67,470	\$71,790	\$76,111	\$78,283	\$80,308	\$81,753	\$99,879
20	\$70,438	\$70,438	\$70,438	\$74,939	\$79,458	\$81,725	\$83,851	\$85,360	\$104,283
*Represents a 1.00% Increase from 2024-25 (Effective July 1, 2025)									

“Appendix C”

Leave Request Form

NORTH SHORE SCHOOLS

ATTENDANCE FORM

PLEASE RETURN ALL COPIES INTACT TO SCHOOL PRINCIPAL

Date: _____

TO: _____
Name of Administrator/Principal

FROM: _____
Name

DATE: _____
Date of Absence (Month/Day/Year)

CHECK ONE OF THE REASONS BELOW:

- _____ Sick
- _____ Personal Business Day
- _____ Vacation
- _____ Family Illness
- _____ Bereavement
- _____ Conferences/Professional Development
- _____ Field Trip
- _____ Other (Please Specify)

Signature: _____
Signature of Employee Date

Signature: _____
Signature of Principal/Supervisor Date

Signature: _____
Signature of Administrator

Personnel Department