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#### **Contract Database Metadata Elements**

Title: **Horseheads Central School District and Horseheads Central School District Support Staff Association (2000)**

Employer Name: **Horseheads Central School District**

Union: **Horseheads Central School District Support Staff Association**

Local:

Effective Date: **07/01/00**

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BCF  
8342

**AGREEMENT**

*between*

***Horseheads Central School District***

*and the*

***Horseheads Central School District Support Staff Association***

***7/1/2000 - 6/30/2005***

**HORSEHEADS CENTRAL SCHOOL DISTRICT**  
***Horseheads, New York 14845***

**RECEIVED**

DEC 14 2004

**NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD**

Revised 7/01; 10/03

**I. UNIT EMPLOYEE**

**A. *Definition***

The designation of "unit" in the following document shall represent HHCSA Support Staff Association. The following positions are included in this Unit:

- |                                  |   |
|----------------------------------|---|
| Assistant Dispatcher             | Equipment Service Manager               |
| Cook Manager                     | Head Cleaner/Health & Safety Specialist |
| Director of Facilities Services  | Safety Examiner                         |
| Dispatcher                       | Transportation Supervisor               |
| Community Information Specialist | Social Work Assistant                   |
| Occupational Therapist           | Physical Therapist                      |
| Treasurer                        |   |

**B. *Work Year***

Unit personnel shall work a twelve (12) month year with the exception of the Cook Manager, Social Work Assistants, Occupational Therapists, and Physical Therapist.

**C. *Flex Time***

Time worked can be changed to meet the district's and the individual's needs. Unit members have work days and work years that extend beyond normal parameters. When work schedules result in excessive hours an employee may, with prior approval of his/her immediate supervisor, utilize the concept of "flex time". For the purposes of communication and public relations a written record should be maintained.

**II. BENEFITS**

**A. *Salary***

Unit salaries will be as followed:

1. For the 2000-01 year, salaries are increased by 4.75% + \$300 retroactive to July 1, 2000.
2. For the 2001-02 year, salaries are increased by 5.5% plus \$700
3. For the 2002-03 year, salaries are increased by 5.5% plus \$1000
4. In the 2003-04 and 2004-05 school years, unit employees may make elections as follows:  
  
Option 1 – 2.4% salary increase with no change in health insurance  
Option 2 – 2.75% salary increase with a 15% contribution to 'traditional' health insurance

Maximum \$750/1800 employee contribution in 2003-04  
Maximum \$1000/2000 employee contribution in 2004-05  
Option 3 – 2.75 salary increase with “H” Plan Health Insurance with a 12% employee contribution  
Maximum \$500/1100 employee contribution in 2003-04  
Maximum \$750/1500 employee contribution in 2004-05  
District contribution of \$250 into Flex Plan each year

Option 4 – 2.75% salary increase with \$2,000.00 health care buy-out

Both parties view the agreement as a living document and are open to future discussions.

**B. *Direct Deposit***

Available through payroll deduction.

**C. *Credit Union***

This service is available to employees with payroll deduction, if desired.

**D. *United States Savings Bonds***

This service is available to employees with payroll deductions, if desired.

**E. *Conferences***

Each unit employee shall be afforded the opportunity to attend conferences costing \$1000 or up to five (5) consecutive days, whichever is greater. Conferences are subject to approval by the Superintendent or his/her designee.

**F. *Income Protection***

The District will provide an income protection plan which will give coverage amounting to seventy (70%) of an employee's monthly earnings not to exceed the maximum monthly benefit, less other income benefits.

The maximum monthly benefit is \$5,000.

**G. *Retirement***

Any person retiring may, in the school year of retirement, have the choice of taking their earned vacation time in days off, or receiving a lump-sum payment for accumulated earned vacation days.

**H. *Flexible Benefit Plan***

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan.

The plan document is incorporated by reference.

III. **LEAVES**

A. *Child Care Leave*

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two years subsequent to the natal date or from the date of adoption.

B. *Emergency Leave*

Each member is eligible for twenty-five (25) days of emergency leave per year, chargeable to accumulated sick leave, upon the approval of the Superintendent. Requests in excess of twenty-five (25) days must be approved by the Board of Education.

C. *Funeral Leave*

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. *Leave of Absence Without Pay*

Any member of the unit has the right to apply for a temporary leave of absence without pay (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. *Personal Leave*

Each member is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior

approval from supervisor.

F. *Sabbatical Leave*

Sabbatical leave of absence for members of the support staff of the Horseheads Central School District will be considered upon recommendation of the Superintendent of Schools for such leave. Such leave shall be predicated upon the fact that the professional qualifications and competence of the unit member and general welfare of the public schools of Horseheads will be benefited by such leave.

Application may be made for leave up to one year at half-pay or a half year at full pay. Final decision rests with the Superintendent.

G. *Sick Leave*

Each member is eligible for fifteen (15) days of paid sick leave per year and at ten years this will increase to sixteen (16) days of sick leave per year. This leave may be accumulated up to 230 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on the first day of July each year.

H. *Extended Sick Leave*

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability which would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. **INSURANCE**

A. *Disability Insurance*

Disability insurance will be provided and the premium is to be paid by the District. The District shall continue to pay the health premium while he/she is on disability leave. Fifty percent (50%) of gross salary up to \$170.00 per week for twenty-six (26) weeks.

B. *Health Insurance*

Effective July 1, 2000, the Central Southern Tier Health Care plan will be provided. The

contribution rate will be \$300 (family) and \$100 (individual) . Unit member contributions to be deducted over 19/20 pay periods. Effective July 1, 2001, the Horseheads Central School District Health Plan administered through BlueCross BlueShield will be provided. The contribution rate will be \$500 (Individual) and \$1000 (Family) for the life of the contract. Unit member contributions to be deducted over 19/20 pay periods.

Dental coverage is provided under the 931.04 plan to members of the support group.

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

The District and the Association shall establish a joint insurance committee along with other District units. The charge of this committee is to recommend cost containment measures to the health plan and provide same to the problem-solving team by March 31, 1998, and March 31, 1999.

It is understood that any savings in premium cost will be shared equally by the District and the Association. The Association's savings will be added to the employee's base pay as of 7/1/98. Any additional premium savings in the 1999-2000 school year will also be shared equally as of 7/1/99, with the Association's savings added to the employee's base pay.

#### *C. Vision Care*

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

### **V. VACATION/HOLIDAYS**

#### *A. Vacation*

Members will receive vacation days as per individual contracts. Vacation requests are subject to approval by the Superintendent or his designee. Unit members will receive access to vacation days as of July 1. In the year of separation, vacation days will accrue on a prorated basis. These days will be credited according to the following formula: 5 days as of July 1; 5 days as of August 1; and 2 days on the first day of each subsequent

month.

**B. *Unused Vacation***

Unit members can be paid for up to five days unused vacation in any contract year. This may be paid during the school year or at the time of retirement. Daily rate is calculated for twelve (12) month personnel using a base of 215 days.

A maximum of 30 unused vacation days may be saved from one year to the next.

**C. *Vacation Conversion***

Any unit member with five (5) or more years of service in the bargaining unit shall be eligible to elect to have up to five (5) days of vacation converted to regular salary. The unit member must notify the District prior to June 15 in order that the appropriate adjustment may be made. In which case, up to five (5) days of vacation will be deleted from the employee's allotment and the employee will have his or her regular salary increased by an equivalent amount.

A unit member has the option to make use of one or the other, but not both provisions.

**D. *Holidays***

Fifteen (15) holidays will be granted with full pay. The specific days will be determined by the District.

**VI. DURATION OF AGREEMENT**

The duration of this agreement shall be for a period of five (5) years, said years to commence July 1, 2000, and to end June 30, 2005.

Individual agreements with the District are to remain unchanged with the exception of health insurance contribution. Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

By \_\_\_\_\_  
Superintendent Date



HCSD SUPPORT STAFF ASSOCIATION

By Richard [Signature] 10/24/03  
Unit President Date