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Contract Database Metadata Elements

Title: Altmar-Parish-Williamstown Central School District and Altmar-Parish-Williamstown Clerical Staff (2000)

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Union: Altmar-Parish-Williamstown Clerical Staff

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Altmar-Parish-Williamstown Csd And
Altmar-Parish-Williamstown Clerical

CLERICAL STAFF AGREEMENT
ALTMAR-PARISH-WILLIAMSTOWN CENTRAL SCHOOL
2000-2002

1. **TERM OF AGREEMENT:** *July 1, 2000, to June 30, 2002.*

2. **JOB CLASSIFICATIONS AND HOURS OF EMPLOYMENT:**

Guidance Secretaries, Elementary Secretaries, Dispatcher, Middle and High School Secretaries, and *Director of Pupil Personnel Services Secretary* - All employees are employed for 40 hours per week.

3. **CALENDAR:**

A) **Work Year -**

11 Month Employees - *September 1st through June 30th, and 20 working days during July and August.*

12 Month Employees - *July 1st through June 30th*

B) **Holidays - 11-Month Employees - To coincide with school calendar.**

12-Month Employees - Paid holidays 13.

C) **Vacations -**

11-Month Employees - Vacations will coincide with the school calendar for faculty.

12 Month Employees -

(1) After twelve (12) months of continuous employment to forty-eight (48) months of continuous employment - eleven (11) days.

(2) After forty-eight (48) months of continuous employment - one (1) additional day per year to a maximum of fifteen (15) days.

(3) After ten (10) years of continuous employment - one (1) additional day per year to a maximum of twenty (20) days.

(4) The twelve (12) month employee shall have the right to carry over three (3) unused vacation days until September 1 into the next contract year with prior approval of immediate supervisor.

4. **SICK LEAVE AND FAMILY LEAVE:**

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11-Month Employees - One (1) day per month employed accumulative to 200 days.

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For clerical, salaried employees of the District working eleven (11) months per year, there will be sixteen (16) days per year for personal illness, family illness, or death accumulating to a combined maximum of 200 days.

12 Month Employees - One day per month employed accumulative to 220 days sick leave.

For clerical, salaried employees of the District working twelve (12) months per year, there will be seventeen (17) days per year for personal illness, family illness, or death accumulating to a combined maximum of 220 days.

No more than ten (10) days may be used for family illness or death from the year's allotment without Superintendent approval.

Unused days will be added to sick leave at the beginning of each school year.

Any clerical employee will have the option of transferring any number of accumulated sick days to another clerical employee on a voluntary basis for serious personal or family situations as needed. *(This option will not affect the perfect attendance bonus.)*

B) Maternity Leave - A pregnant employee may continue active employment as long as she chooses providing she is capable of performing her job. She shall have the right to return to active employment when her physician verifies in writing that she may do so. In the event she is not capable of performing her job because of a medical disability due to pregnancy, verified by her physician, she may use her accumulated sick days. The District may request a second opinion at the District's expense but the physician shall be selected by the employee and approved by the District.

The employee shall give a reasonable notice, by letter when she intends to leave and to return to work. Specific return date is to be determined by the administration, without undue delay.

Birth or Adoption Child Rearing Leave - Upon written request, an employee shall be granted a child rearing leave of absence up to six (6) months from delivery or adoption maximum.

Requests should be submitted during the period of commencement of pregnancy and one month prior to birth and as soon as possible in case of adoption.

Other Conditions - Leaves shall be without pay.

Benefits, which were entitled to employee at time of leave, will be restored upon return.

Upon return, salary level shall remain at rate at time of leave, except, if during the fiscal year in which leave occurs, the employee has worked one half (1/2) of the expected year, any raises in pay shall apply to that individual.

Any alterations in leave/return dates due to extenuating circumstances shall be subject to Superintendent's approval.

5. PERSONAL DAYS:

Three (3) days per year, deducted from available days family leave, for urgent personal business. Days will require approval, in advance, by the Superintendent. Personal leave may not be taken the day before or after a student vacation/holiday. The second day requires prior approval in writing with reason given.

6. PERFECT ATTENDANCE BONUS:

Unit employees are encouraged to demonstrate good attendance. Therefore, in the event of perfect attendance, the following bonus payments will be applied. Only absences resulting from Bereavement Leave, Jury Duty, Military Leave or Vacation Leave shall not affect eligibility for this award.

July 1st through December 31st - \$125
January 1st through June 30th - \$125

An employee must be on the payroll and working their schedule during the entire period to be eligible.

7. SNOW DAYS:

On days that school is called because of snow, secretaries need not report.

8. WORK BREAKS:

Each clerical employee will receive one (1) 15-minute break in the morning, and one (1) 15-minute break in the afternoon.

9. INSURANCE COVERAGE:

A) Insurance coverage for dental will be provided consistent with that made available to members of the CSEA staff, and with the same district contribution. Vision insurance will be the same as offered the confidential employees with the same district contribution. Medical Insurance coverage will be provided consistent with that made available to members of the teaching staff, and with the same district contribution.

The following benefits will be made available to members of the bargaining unit of the following shared basis:

- 1) Life Insurance - \$2000 - District pays 100%
- 2) a. Effective July 1, 1997, Basic Health Insurance (including hospitalization, medical/surgical, and master (major) medical for employee and dependents – District pays 94% of employee and 94% of dependent coverage.
- b. The Basic Health Insurance program in effect will be Central New York Health Insurance Trust with the \$2,000,000 lifetime master medical limit and the 20% (after meeting the annual deductible) prescription drug card.*

(In the event that federal legislation alters the use of the IRS 125 Flexible Spending program so that it is no longer permissible to pay health insurance premiums with "pre-tax" dollars, the employer share of the health insurance premium shall be increased to 97% and the parties shall immediately begin negotiations on the issue of employee contribution to the health insurance program.)

- 3) The District shall provide an IRS 125 Flexible Spending program for all permissible deductions. The cost for establishing and administering such plan shall be borne by the District. The parties shall mutually agree upon a plan administrator.
- B) Employees retiring from the A-P-W School District may elect to continue coverage under the school district insurance plan on the same basis as active employees, except for life insurance coverage and dental insurance coverage. The insurance would be the same as that in effect one (1) year prior to retirement. Any increase in coverage shall be at employee's expense. District contributions would cease upon the retired employee becoming eligible for Medicare. Dental insurance coverage may be continued at retiree's expense.
- C) Employees will elect to continue coverage under the district plan within thirty (30) days of the date their retirement becomes effective, or forfeit their right to participate in the plan. Cancellation of coverage by the retired employee will be final and no reinstatement of coverage under the District policies will be permitted.

10. RETIREMENT PLAN:

- A) All clerical employees will be covered under the New York State Employees' Retirement System, Section 75-1 unless the employee has fewer than 20 years of service, in which case the relevant section is 75-d or e. Upon retirement, all clerical employees will receive as of July 1, 2000 \$32.00 per day for the 2000-2001 contract year, and starting July 1, 2001 \$40.00 per day for the 2001-2002 contract year for unused sick/family illness/personal leave days or have the option of the current retirement system applying accumulated days toward the clerical employee's pension (Section 41-j).

- B) Any clerical employee who gives the District three (3) months notice of retirement under provisions of the New York State Employees' Retirement System will be paid an amount of \$500 above regular annual base pay. This amount will be paid during the months remaining prior to retirement.

11. LUNCH BREAKS:

All clerical employees will receive a 30-minute duty free lunch break for each full work day. Lunch breaks shall be scheduled with the immediate supervisor and shall take into consideration the needs of the District.

12. SALARIES:

- A) The starting salary for new employees in the typist position will be based on the rate of \$7.75/hour for the 2000-2001 contract year as of July 1, 2000, and \$8.06 for the 2001-2002 contract year starting July 1, 2001. The starting salary for the position of bus dispatcher will \$7.50 for the 2000-2001 contract year starting July 1, 2000 and \$7.80 for the 2001-2002 contract year starting on July 1, 2001.
- B) All employees in the clerical unit as of *June 30, 2000*, will each receive a **4.0%** increase on her individual wage for the *2000-2001* school year, retroactive *from July 1, 2000*. All employees in the clerical unit will each receive a **4.0%** increase on her individual wage for the *2001-2002* school year, *as of July 1, 2001*.
- C) After fifteen (15) years of service to the A-P-W District an employee will receive a \$500 longevity increase. Said \$500 to be added to the salary in the sixteenth (16) year of employment.
- D) If an individual changes from an eleven (11) month employee to a twelve (12) month employee, their month salary will be calculated by taking their present hourly rate (*including their increase, and multiplying it times (x) 40 hours times (x) 52 weeks*).
- E) Salaries of eleven (11) month employees will be calculated on the basis of a 225 day work year.
- F) Direct Deposit of paychecks will be offered to employees of this unit.

13. SUMMER HOURS:

Summer hours will be *35 hours per week based on a flexible schedule*, providing all work has been completed to the satisfaction of the immediate supervisor. Summer hours apply only when the summer recess is in effect for students. The last two weeks before the start of the new school year the hours will be 8 a.m. to 3 p.m. not on a flex schedule.

14. GRIEVANCE PROCEDURE:

- A) A grievance shall first be discussed orally by the employee and his immediate supervisor.
- B) Any grievance not resolved in Step A shall be reduced to writing, signed by the employee and presented to the Chief Administrator or his designee within ten (10) regular workdays following the occurrence giving rise to the grievance. The written grievance must be signed and set forth the specific claim being made together with a statement of the fact surrounding the grievance.
- C) The Chief Administrator may call a meeting of the parties within ten (10) days of the date of presentation of the written grievance.
- D) Within ten (10) regular work days after such meeting, or within twenty (20) regular work days after the presentation is convened, whichever is later, the Chief Administrator will deliver his decision in writing to the grievant.

15. "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 TIME ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."

Penni S. Clark
for the Association - President

Mary Ann Phillips
for the Board of Education -
President

03-13-01
Date

03/12/01
Date

Alvin Kashani
for the Association - Vice-President

Hellace H Craven
Superintendent of Schools

3/12/01
Date

3/19/01
Date

APW Clerical Agreement Amendment as of
March 26, 2001

9. **INSURANCE COVERAGE:**

A) Insurance coverage for dental will be provided consistent with that made available to members of the CSEA staff, and with the same district contribution. Vision insurance will be the same as offered the confidential employees with the same district contribution. Medical Insurance coverage will be provided consistent with that made available to members of the teaching staff, and with the same district contribution.

Penni S. Clark

for the Association - President

Mary Ann Peltier

*for the Board of Education -
President*

03-27-01

Date

3/26/01

Date

Aida Karbassi

for the Association - Vice-President

Harrold Claven

Superintendent of Schools

3/27/01

Date

3/26/01

Date

ALTMAR-PARISH-WILLIAMSTOWN
CENTRAL SCHOOL DISTRICT
CLERICAL UNIT

Penni Clark, President

625-7255 ext. 3216

Gloria Karboski, Vice President

298-5811

January 24, 2001

Dr. Hollace Craven
Superintendent of Schools
A-P-W Central School District
639 Co. Rt. 22
Parish, NY 13131

Dear Dr. Craven,

This letter is in reference to Joanne Davis' salary. As per our discussion with you and with Mr. Maunder, we are requesting the following changes to take place in Joanne Davis' salary.

- Rate of pay change. Joanne Davis' rate of pay will change to \$8.96 per hour for the 1999-2000 year. With the 4% increase according to the present contract, that would result in a starting rate of pay this year of 9.32 per hour.
- Retroactive - The district has agreed to pay Joanne Davis a retroactive correction of \$3000.00. This is considered to be payment in full of her retroactive correction. Joanne is willing to accept this as payment in full.

All of the above is due to an error in calculating Joanne Davis' starting pay for the 1997/98 school year. The action taken by the Board of Education is in recognition of that fact. This correction is not to set a precedent for future negotiations.

We appreciate all that you, Mr. Maunder, and the Board of Education have done to rectify this situation.

Sincerely,

Penni S. Clark

Penni S. Clark
Clerical Unit President

Gloria Karboski

Gloria Karboski
Clerical Unit Vice President

Joanne Davis

Joanne Davis
Secretary