



Cornell University  
ILR School

### **NYS PERB Contract Collection – Metadata Header**

This contract is provided by the Martin P. Catherwood Library, ILR School, Cornell University. The information provided is for noncommercial educational use only.

Some variations from the original paper document may have occurred during the digitization process, and some appendices or tables may be absent. Subsequent changes, revisions, and corrections may apply to this document.

For more information about the PERB Contract Collection, see  
<http://digitalcommons.ilr.cornell.edu/perbcontracts/>

Or contact us:

Catherwood Library, Ives Hall, Cornell University, Ithaca, NY 14853  
607-254-5370 [ilrref@cornell.edu](mailto:ilrref@cornell.edu)

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

Title: **North Babylon Union Free School District and North Babylon Non-Instructional Supervisory Unit, CSEA Local 1000, AFSCME, AFL-CIO, Suffolk County Educational Local 870 (2004)**

Employer Name: **North Babylon Union Free School District**

Union: **North Babylon Non-Instructional Supervisory Unit, CSEA, AFSCME, AFL-CIO**

Local: **Suffolk County Educational Local 870, 1000**

Effective Date: **07/01/2004**

Expiration Date: **06/30/2009**

PERB ID Number: **5765**

Unit Size:

Number of Pages: **18**

For additional research information and assistance, please visit the Research page of the Catherwood website - <http://www.ilr.cornell.edu/library/research/>

For additional information on the ILR School - <http://www.ilr.cornell.edu/>

---

# **AGREEMENT**

---

by and between the  
**BOARD OF EDUCATION**

of the  
**NORTH BABYLON UNION FREE  
SCHOOL DISTRICT**

and  
**CSEA, Local 1000 AFSCME,  
AFL-CIO**



**N. Babylon UFSD Non-Instructional Supervisory Unit**  
Suffolk County Educational Local 870

**July 1, 2004 - June 30, 2009**



## TABLE OF CONTENTS

ARTICLE .....	PAGE
PREAMBLE .....	1
ARTICLE I	
Dues Deduction .....	2
Recognition .....	2
Strikes-Work Stoppages .....	2
Agency Shop .....	2
ARTICLE II	
Compensation .....	2
Additional Provisions .....	3
Work Schedule .....	3
Personal Business Days .....	4
Emergency Days .....	4
Overtime .....	4
Health and Dental Insurance .....	4
Life Insurance .....	5
Vacation Policy .....	5
Bereavement Days .....	5
Uniforms .....	5
Course of Study in the Custodial Maintenance Field .....	6
Sick Day Allowance .....	6
Seniority List .....	6
Resignations .....	6
Past Practice .....	6
Sick Days .....	6
Payment for Unused Sick Days .....	6
Leave of Absence .....	7
Holiday Calendar (definition) .....	7
Call-In .....	7
Off-Schedule Stipend .....	7
Drugs and Alcohol .....	7
ARTICLE III	
Compliance with Taylor Act .....	8
ARTICLE IV	
Grievance Procedure	
Resolution to the Board of Education .....	8
Definition of Grievance .....	8
Procedure to be Followed .....	8
ARTICLE V	
Duration .....	10
APPENDICES	

1

2

3

4

5

6

7

8

9

10

11

12

13

14

**PREAMBLE**

The Board of Education of North Babylon Union Free School District and the Civil Service Employees' Association, Inc. of North Babylon recognize a common responsibility for the improvement of the quality of educational services provided to the students and community.

Both parties recognize that they can best attain their common objectives and discharge common responsibilities through mutual consultation and making mutually acceptable decisions in matters of common concern.

In the event that any other provisions of this Agreement are, or shall at any time, be found or determined to be contrary to law, then such provisions shall not be applicable or the terms thereof be in force except to the extent permitted by law.

THEREFORE, this AGREEMENT is made and entered into effective on the 1st day of July 1, 2004 by and between the Civil Service Employees' Association, Inc., Local 100, AFSCME, AFL-CIO (hereinafter referred to as the "Association"), and the Board of Education of the North Babylon Union Free School District, Town of Babylon, Suffolk County (hereinafter referred to as the "Board"). The Non-Instructional Supervisory Employees' Association is a unit of the Suffolk County Civil Service Employees' Association (CSEA).

## ARTICLE I

### Section 1 - Dues Deduction

CSEA, Inc. shall have exclusive right to payroll deductions of dues and union sponsored insurance and benefit program premiums for employees covered by this Agreement. Such dues and premiums shall be remitted to CSEA, Inc., 143 Washington Avenue, Albany, New York 12210 on a payroll period basis. No other organization shall be accorded any payroll privilege without the express consent and written authorization of CSEA, Inc.

### Section 2 - Recognition

The Board recognizes the Association as the sole and exclusive representative of the following employees of the Board:

Chief Custodian  
Head Custodian  
Automotive Mechanic IV

The Negotiating Committee representing the Association will consist of no more than four (three members and one negotiator) representatives. Members of the negotiating committee of the Association will not be excused from a work schedule in order to negotiate except with the authorization of the Board of Education.

### Section 3 - Strikes - Work Stoppages

The parties recognize that strikes and other forms of work stoppages by School District employees are contrary to the law and public policy. The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and approved means without interruption of the school program. The NISE Association therefore agrees that there shall be no strikes, work stoppages, or other concerted refusal to perform work by employees covered by this Agreement, or any instigation thereof by the Association or its agents or its representatives.

### Section 4 - Agency Shop

CSEA, Inc., shall have agency shop fee deductions made from the wages or salary of employees of said bargaining unit who are not members of CSEA, in an amount equivalent to the membership dues levied by CSEA, Inc. A check made payable to CSEA, Inc., covering the membership dues and agency shop fee deductions shall be forwarded to CSEA, Inc., 143 Washington Avenue, Albany, New York 12224.

## ARTICLE II

### Section 1 - Compensation

A. The salary schedules for the 2004-05, 2005-06, 2006-07, 2007-08, and 2008-09 school years are annexed hereto as Appendix A.

July 1, 2004	-	3% plus step
July 1, 2005	-	3% plus step
July 1, 2006	-	3% plus step
July 1, 2007	-	3% plus step
July 1, 2008	-	3% plus step

B. Effective July 1, 2004 - Longevity (full-time, twelve-month personnel: (see Appendix A)

After 10 years	-	\$ 1,500
After 15 years	-	\$ 1,700
After 20 years	-	\$ 1,900
After 25 years	-	\$ 2,100

Longevity pay will be paid in a separate check.

**Section 2 - Additional Provisions**

- A. All unit employees assigned to a shift beginning at 3:00 PM or later shall receive a night differential equivalent to 10% of their base salary.
- B. Time and a half will be paid for all work over the normal eight-hour work day including Saturdays, Sundays and holidays.
- C. Employees shall be required to wear a District supplied photo ID badge during all work hours, and not during non-work hours.
- D. An employee required to supervise two (2) separate school buildings shall receive a \$650 stipend for each month so assigned as of July 1, 1999.
- E. Any unit employee designated by the Plant Facilities Administrator to also be in charge of the District Office shall receive an annual stipend of \$1,100. Any unit employee designated by the Plant Facilities Administrator to also be in charge of the Bus Garage will receive an annual stipend of \$500. Any unit member who is required by the Plant Facilities Administrator to supervise any additional building(s) during the absence of a co-worker, shall be entitled to receive a pro-rated portion of the annual or monthly stipend that would otherwise be paid to the absent co-worker. In such case, the regularly assigned but absent co-worker shall not be entitled to receive that portion of the contractual stipend.
- F. An employee may be held at his or her current step and yearly salary schedule for Services deemed unsatisfactory by the Plant Facilities Administrator. An employee adversely affected by this provision may seek redress under the provisions of Article IV - Grievance Procedure.
- G. Employees may be required by the Plant Facilities Administrator to work two (2) swing shifts per month, from 11:00 AM to 8:00 PM, provided they receive at least five (5) business days notice of the shift change.

**Section 3**

In addition to the annexed appendix the following provisions are agreed to and shall be considered added thereto:

**A. Work Schedule**

There shall be an eight-hour per day work schedule throughout the year. The lunch hour will be one hour on a staggered basis with the other employees of the facility.

**B. Three (3) Personal Business Days**



Reason for absence need not be stated, except for use of the third day. A **Personal Business Day** is defined as one on which personal matters are attended to which could not be done at another time and shall not include profit-making work or an activity regarded as amusement or entertainment. Personal business days not used shall be added to accumulated unused sick days. All are subject to prior approval of the Assistant Superintendent.

**C. Emergency Days**

With respect to the employees of Appendix A, B, C, one (1) day off will be granted for each emergency day worked. The number of days off will not exceed five (5) days. The days granted will be added to the summer vacation period.

Employees not reporting to work on emergency days will lose a day's pay for each emergency day absence. During severe storms, employees may report to the nearest school building. The Superintendent of Buildings and Grounds will arrange for work to be carried out in the school where the employee reports, or will send district transportation to deliver employee to the proper school. No overtime will be paid to an employee who has not first completed an eight-hour work period. Employees refusing to assist in snow shoveling shall be required to be examined by the school physician to determine if he is capable of carrying out the duties of snow removal.

**D. Overtime**

Time and one-half will be paid for all work beyond the schedule workday of eight hours.

**E. Health, Dental and Vision Insurance**

The Board agrees to provide plans of benefits in health, dental, and vision insurance for all full-time employees covered by this Agreement to the following extent:

1. 80% of both individual and dependent premium costs for those members enrolled in the respective plans up to four (4) full years.
2. 100% of individual premium costs and 90% of the dependent premium costs for those members who may be enrolled in the respective plans after four (4) full years.
3. For new employees hired after March 1, 1988, the district contribution shall remain at 80% of both individual and dependent during all years of employment and into retirement.
4. The Board reserves the right to change the carrier or carriers who will provide such health and dental insurance, provided benefits remain equal, and the District shall confer with the unit and give the unit an opportunity for comment.
5. The Board shall be permitted to change to the Empire Core Plus Enhancement Plan on written notice to unit members.
6. The Board will contribute \$230 per employee per year for a CSEA EBF Vision Plan, in lieu of the employee vision coverage in the District's plan. Effective July 1, 2007, the Board will contribute \$235 per employee per year for a CSEA EBF Vision Plan, in lieu of the employee vision coverage in the District's plan.

**F. Life Insurance**

The Board agrees to provide life insurance in the amount of \$21,000 for each employee. In addition, employees may purchase an additional \$3,000 coverage at their own expense.

**G. Vacation Policy**

Less than one (1) full year, prorated days. After the pro-rata year:

From the first through the fifth year	10 days
From the beginning of the sixth year	15 days
From the beginning of the tenth year	20 days

After the tenth year, one additional day for each two (2) additional years of continuous service completed, to a maximum of 25 days at twenty years continuous service.

Cut-off date shall be September 15th.

A vacation request form will be distributed on or about May 10th (returnable June 15th) in order to permit employees to select dates desired without creating a hardship to the district.

The Immediate supervisor will arrange vacation schedules so as not to handicap the district's summer work schedule. Some vacations may have to be revised. No one shall be permitted to take vacation leave during the two weeks prior to the opening of school, and at no time shall an employee take consecutive vacation leave in excess of two weeks during the school year. When possible, for individual cases, vacations may be granted during Christmas, Winter, or Spring recess.

All bargaining unit members will have the option to sell back up to five (5) days of vacation per contract year.

**H. Bereavement Days**

Four (4) working days shall be granted as a special personal leave for a death in the immediate family. Such leave cannot be accumulated and will not be deducted from sick leave. Immediate family shall include father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, grandchild, paternal or maternal grandparents, brother-in-law, sister-in-law, and other relatives living in the immediate household. Bereavement leave shall not be used to exceed two week limit on consecutive vacation, i.e. if death occurs during the first week of vacation, employee will report back to work after being out a total of ten consecutive days (exception, if death occurs during the last four days of two-week consecutive vacation).

**I. Uniforms**

Clean, neat-appearing uniforms must be worn year-round during all work hours, and not during non-work hours. Seven (7) pants and seven (7) shirts, two (2) sets of coveralls, and one (1) winter jacket will be provided during the first year of employment. Prior to July 1<sup>st</sup> of each year of this Agreement, the unit president shall provide the Plant Facilities Administrator with a recommendation for the location for obtaining uniforms. Thereafter, the Plant Facilities Administrator shall select a location and establish a uniform allowance account. Effective July 1, 2004, the uniform allowance shall be \$350.

**J. Course of Study in the Custodial Maintenance Field**

One course per year will be paid for by the District at the satisfactory completion of the course. Courses must be approved by the Office of the Superintendent, or his/her designee, prior to enrollment.

**K. Sick Day Allowance (Probationary Employees)**

Sick day allowance for probationary employees shall be four (4) days for the six-month period. Commencing the seventh month, the remainder of the days (at 1 per month) will be credited for the balance of the budget year.

**L. Seniority List**

A Seniority List will be on file in the office of the Assistant Superintendent, and, at such time as the Seniority List is brought up-to-date, a copy will be sent to the Secretary of the Association. The list will be used in accordance with Civil Service rules.

**M. Resignations**

A written resignation is required at least two (2) weeks in advance of the last day of work. In cases where written resignations are not submitted, the last paycheck will be held in the office of the Assistant Superintendent until the resignee appears and furnishes the resignation.

**N. Past Practices**

All past practices and Administrative Regulations which have been granted will continue for the term of this contract. The Negotiating Committee for this Association will read over the aforementioned regulations prior to the signing of the contract and initial to signify its understanding.

**O. Sick Days**

Each member of the organization shall be entitled to twelve (12) sick days per year earned monthly. Such days, if not used, shall be accumulative.

**P. Payment for Unused Sick Days**

The Board agrees that any employee who is eligible for retirement, in accordance with the established policies of the New York State Retirement System, and who submits a written request for retirement to the Board of Education by March 1st of the prior school year, will be eligible for the following:

Lump sum payment of unused sick days at the rate of one (1) day for every two (2) days accumulated at the employee's rate of pay at retirement. A minimum of fifty (50) days must be accumulated to be eligible. In the event of the employee's death, this payment will be made to the beneficiary as listed on the District's life insurance policy. The number of days for which the employee or beneficiary may be compensated (at the rate of one day for every two accumulated) will be unlimited.

An employee failing to meet the March 1st deadline, as required above, and who submits a request for this "Payment for Unused Sick Days" benefit after March 1st must have a documented medical emergency. This request would be submitted to the Superintendent of Schools for review by the Board of Education.

An employee who resigns from service voluntarily, at a time other than retirement, shall receive payment of unused accumulated sick days on the basis of one (1) day's pay for every two (2) days accumulated. It is understood, however, that a minimum of fifty (50) days must be accumulated to be eligible.

Employees who wish to take advantage of the above death benefit must file a Designation of Death Benefit Beneficiary Form (see Appendix C) with the Superintendent of Schools and Business Office. The failure to properly complete and file a Designation of Death Benefit Beneficiary Form will result in waiver of the aforementioned death benefit.

**Q. Leave of Absence**

The Board of Education, for exceptional circumstances, upon recommendation of the Superintendent of Schools, may approve requests for leave of absences without pay. All employee benefits will be frozen at this time and health and dental premiums will be picked up in their entirety by the employee. This provision shall not apply to employees incapacitated due to personal injury or illness preventing them from performing their assigned tasks. (Such individuals shall be protected by the current Health and Dental Insurance Plan).

Employees who are absent without official leave and who have exhausted their sick time may be terminated unless there is a doctor's verification that they are unable to return to work. This evidence will be subject to review bi-annually.

**R. Holiday Calendar (definition)**

A holiday calendar consisting of a minimum of sixteen (16) designated holidays per year shall be established within thirty (30) days after adoption by the Board of education of the official school calendar.

**S. Call-In**

Employees called in to work on days when they are not otherwise scheduled to work shall be guaranteed a minimum of three hours pay, at the overtime rate.

T. At the sole discretion of the Plant Facilities Administrator, an additional off-schedule stipend may be paid to Head/Chief Custodians, (as set forth below), whose building reflects superior conditions (housekeeping, preventative maintenance, general building appearance and individual productivity). Proper maintenance and submission of all records, reports, and any other documentation as may be required, must be performed in a timely manner. The decision of the Plant Facilities Administrator shall be final and not subject to review by the CSEA or its members. The decision shall not be the subject of any grievance procedure.

2004-2005	-	\$1,500
2005-2006	-	\$1,500
2006-2007	-	\$1,500
2007-2008	-	\$1,500
2008-2009	-	\$1,500

U. Upon reasonable suspicion of drug or alcohol use or intoxication during work hours, the District shall have the right to require an employee to submit to tests for drug or alcohol use, to be administered in accordance with the provisions of law. If an employee is unwilling or unable to participate in District-sponsored remediation, following a positive result, the employee may be subject to discipline based upon the results of the drug or alcohol tests.

### ARTICLE III - Compliance with Taylor Act (Sect. 204-A)

- A. Section 204-A - Agreements between public employer and employee organization.
1. Any written agreement between a public employer and an employee organization determining the terms and conditions of employment of public employees shall contain the following notice in type not smaller than the largest type used elsewhere in such agreement.

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 therefore shall not become effective until the appropriate legislative body has given approval.

2. Every employee organization submitting such a written agreement to its members for ratification shall publish such notice, include such notice in the documents accompanying such submission and shall read it aloud at any membership meeting called to consider such ratification.
3. Within sixty (60) days after the effective date of this act, a copy of this section shall be furnished by the chief fiscal office of each public employer to each public employee. Each public employee employed thereafter shall, upon such employment, be furnished with a copy of the provisions of this section.

### ARTICLE IV - Grievance Procedure

The Board of Education of North Babylon Union Free School District, Town of Babylon, in compliance with Article 16 of General Municipal Law (Chapter 554 of the Laws of 1962) regarding the establishment of grievance procedures for public employees, does hereby establish and adopt the following procedures for the orderly settlement of grievances of members of the Association of the North Babylon Union Free School District.

#### Grievances

##### **Section 1 - Definition of Grievance**

The term "grievance" shall mean any dispute between the parties hereto with respect to the meaning or interpretation of any provision of this agreement.

##### **Section 2 - Procedure to be Followed**

###### 1st Stage

- A. An employee of this unit who claims to have a grievance shall present his or her grievance to his or her supervisor or department head, in writing, within five (5) days after the grievance occurs, specifying the grievance and requesting a conference to discuss the grievance.
- B. The supervisor or department head shall discuss the grievance with the employee and shall make such investigation as he/she deems appropriate.
- C. Within ten (10) days after presentation of the grievance to the supervisor, or department head, said supervisor or department head shall make his/her decision and communicate

the same, in writing, to the employee presenting the grievance, the Superintendent of Schools, and to the President of the Association.

### 2nd Stage

If the grievance is not resolved by the supervisor, or department head, on the basis of the 1st Stage, the Superintendent of Schools shall receive all records and reports relative to the grievance. The employee may then choose one of the following alternatives:

- A. The employee may request of the Superintendent of Schools a review of the determination made by the supervisor, or department head, made in the 1st Stage in this procedure. Said request for review by the Superintendent of Schools shall be submitted, in writing, within seven (7) days after the receipt of the said determination in the 1st Stage of this procedure. The Superintendent of Schools will review the decision in the 1st Stage of this procedure, and make a determination within twenty (20) days of the receipt of the request for a review. The Association has the right to present to the Superintendent of Schools, in writing, within seven (7) days after the receipt of the determination in the 1st Stage of this procedure, a brief outlining its views on the grievance.
- B. The employee and/or his or her representative may request, in writing, a hearing with the Superintendent of Schools to review the determination made in the 1st Stage of this procedure. The said request must be submitted to the Superintendent of Schools within seven (7) days after receipt of the determination made in the 1st Stage of this procedure. The office of the Superintendent of Schools shall set a date for said hearing within five (5) days of the receipt of the request and shall notify the appropriate individuals and the Association of the date. The hearing shall take place within fourteen (14) days of the receipt of the request. The Superintendent of Schools shall submit to the employee and/or his or her representative his findings upon such review within twenty (20) days after the conclusion of said hearings. The Association has the right at the hearings to present orally, or in writing, a brief giving its views on the grievance.


### 3rd Stage

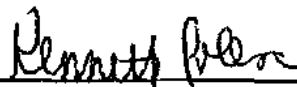
- A. Either party to this agreement may appeal from the determination of the Superintendent of Schools after the completion of the 1st Stage and the 2nd Stage, as outlined under this procedure, upon written notice within five (5) days after the receipt of the determination by the Superintendent of Schools. Such appeal may be taken to an impartial arbitrator selected pursuant to the Voluntary Arbitration Rules of the American Arbitration Association. The cost of any such arbitration shall be born equally by the Board and the Association.
- B. The award of such arbitration shall not be final or binding but shall be advisory in nature only and shall include a statement of the arbitrator's findings in fact, conclusion and recommendations.
- C. The Board has the legal responsibility to make a determination in these cases. However, the Board pledges to give careful consideration to the recommendations of the arbitrator in exercising this responsibility. Action by the Board will be taken within forty-five (45) days after receipt of the arbitrator's report and recommendation.

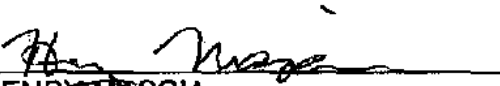
- B. The award of such arbitration shall not be final or binding but shall be advisory in nature only and shall include a statement of the arbitrator's findings in fact, conclusion and recommendations.
- C. The Board has the legal responsibility to make a determination in these cases. However, the Board pledges to give careful consideration to the recommendations of the arbitrator in exercising this responsibility. Action by the Board will be taken within forty-five (45) days after receipt of the arbitrator's report and recommendation.
- D. The employee instituting a grievance shall have the right at all stages to proceed personally, or through the Association representing. However, it is understood that should the employee choose to proceed to arbitration without the representation of the Association, the cost would be borne upon the employee.

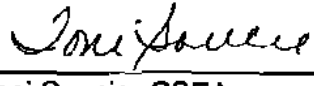
**ARTICLE V - Duration**

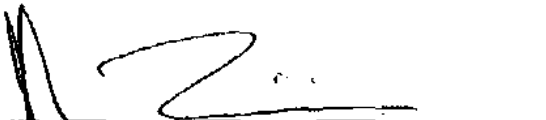
The provisions of this agreement shall be effective July 1, 2004 and shall continue in full force until June 30, 2009.

  
 Paul Buraczewski, President  
 Board of Education, North Babylon UFSD  
 Town of Babylon  
 North Babylon, New York

  
 KEN POLESE, President  
 Civil Service Employees' Association  
 Local 1000, AFSCME, AFL-CIO  
 North Babylon Union Free School District  
 Non-Instructional Supervisory Unit

  
 HENRY MASCIA,  
 Neg. Comm. Mbr.

  
 Toni Soucie, CSEA

  
 JOHN MICCICHE  
 Superintendent

  
 Phil Bock  
 Plant Facilities Administrator

7/12/05  
 Date

**CHIEF CUSTODIAN**

STEP	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
1	47,399	48,820	50,285	51,794	53,347
2	48,924	50,392	51,903	53,461	55,064
3	50,440	51,953	53,512	55,117	56,771
4	51,969	53,528	55,134	56,788	58,491
5	53,499	55,104	56,757	58,460	60,214
6	55,024	56,674	58,375	60,126	61,930
7	56,553	58,250	59,997	61,797	63,651
8	58,070	59,812	61,607	63,455	65,359

**HEAD CUSTODIAN**

STEP	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
1	43,322	44,621	45,960	47,339	48,759
2	44,787	46,131	47,515	48,940	50,409
3	46,186	47,572	48,999	50,469	51,983
4	47,571	48,998	50,468	51,982	53,541
5	48,973	50,443	51,956	53,515	55,120
6	50,363	51,874	53,430	55,033	56,684
7	51,771	53,324	54,924	56,571	58,269
8	53,167	54,762	56,404	58,097	59,839

**MECHANIC IV**

STEP	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
1	47,982	49,421	50,904	52,431	54,004
2	49,529	51,014	52,545	54,121	55,745
3	51,066	52,598	54,176	55,802	57,476
4	52,614	54,193	55,819	57,493	59,218
5	54,162	55,786	57,460	59,184	60,959
6	55,702	57,373	59,095	60,868	62,694
7	57,247	58,965	60,734	62,556	64,432
8	59,351	61,131	62,965	64,854	66,800



## HOLIDAY SCHEDULE 2005-2006

Independence Day	Monday	July 4, 2005
Labor Day	Monday	September 5, 2005
Columbus Day	Monday	October 10, 2005
Veterans Day	Friday	November 11, 2005
Thanksgiving Day	Thursday	November 24, 2005
Day After Thanksgiving	Friday	November 25, 2005
Christmas Eve	Monday	December 26, 2005
Christmas Day	Tuesday	December 27, 2005
New Year's Eve	Friday	December 30, 2005
New Year's Day	Monday	January 2, 2006
Martin Luther King	Monday	January 16, 2006
Presidents' Day	Monday	February 20, 2006
Easter Recess	Wednesday	April 12, 2006
Holy Thursday	Thursday	April 13, 2006
Good Friday	Friday	April 14, 2006
Memorial Day	Monday	May 29, 2006

APPENDIX "B"

NORTH BABYLON PUBLIC SCHOOLS

DESIGNATION OF DEATH BENEFIT BENEFICIARY

I, \_\_\_\_\_, hereby designate the following  
(Print Full Name)  
person(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

to be the beneficiary of my death benefit in accordance with Article II, Section P.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

NAMING THE BENEFICIARY

It is important that your beneficiary designation be clear so that there will be no question as to your meaning.

The following are the most common designations:

- John Doe, Husband (Not Mr. John Doe)
- John Doe, Husband, if living, otherwise to Joseph W. Doe, Son
- John Doe, Husband, if living, otherwise to Jane Doe, Daughter, and  
Joseph W. Doe, Son, in equal shares or to the survivor
- Estate of Insured

If you name more than one beneficiary with unequal shares, please show the amount to be paid to each beneficiary in fractional parts; for example "1/3 to Mary Jones, Mother and 2/3 to John Jones, Husband".

Please state age and relationship of each beneficiary. If the beneficiary is not related to you either by blood or marriage, insert the words "Not Related", and state address of beneficiary.

This form must be made out in triplicate, and the signature must be in ink. Do not erase. If corrections are necessary, line out the error and initial the correction.

Form to be completed in triplicate.

Copy to: Business Office, Personnel File, Employee Copy

10

11