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Contract Database Metadata Elements

Title: **Plattsburgh City School District and Plattsburgh City Schools Unit, CSEA Local 1000, AFSCME, AFL-CIO, Clinton County MUNI/SD Employees Local 810 (2005)**

Employer Name: **Plattsburgh City School District**

Union: **Plattsburgh City Schools Unit #6468, CSEA, AFSCME, AFL-CIO**

Local: **1000, Clinton County MUNI/SD Employees Local 810**

Effective Date: **07/01/05**

Expiration Date: **06/30/09**

PERB ID Number: **5971**

Unit Size: **150**

Number of Pages: **36**

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7/1
2005-2006

2006-2007

2007-2008

6/30
2008-2009

AGREEMENT

BETWEEN

THE PLATTSBURGH CITY SCHOOL DISTRICT

AND

CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.
Local 1000 AFSCME, AFL-CIO

THE PLATTSBURGH CITY SCHOOLS UNIT #6468

OF CLINTON COUNTY MUNI/SD EMPLOYEES LOCAL 810

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**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD**

150

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PREAMBLE

It is the public policy and the purpose of this agreement to promote harmonious and cooperative relationships between the Plattsburgh City Schools and its employees, and to protect the public by assuring, at all times, the orderly and uninterrupted operations of government. This agreement is made between the Plattsburgh City School District, hereinafter referred to as the "District" and the Civil Service Employees Association, Inc. Local 1000 AFSCME, AFL-CIO, Plattsburgh City Schools Unit, 6468 of Local 810, hereinafter referred to as "C.S.E.A.".

LEGISLATIVE APPROVAL

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.

ARTICLE I RECOGNITION

- A. The District agrees that the C.S.E.A. shall be the sole and exclusive representative as provided for under the Taylor Law for all employees described in Article II for the purpose of collective bargaining and grievances.
- B. The C.S.E.A. shall have unchallenged representative status for the maximum period permitted by the Taylor Law on the date of the execution of this agreement.
- C. 1. The District agrees to deduct from the salaries of employees, dues for the Association, as said employees individually and voluntarily authorize the District to deduct. Only one such deduction per employee will be deducted and transmitted to the Association and such deduction shall be an amount per individual for each pay period of the 21 pay periods during the 10-month year. The authorization shall be in writing on a uniform card furnished by the Association. Notwithstanding that the deductions will be based on computed annualized salaries

provided to the District by the C.S.E.A., the reference to annualized salaries contained in this section will not be interpreted to mean that hourly employees have annualized salaries or any benefits associated with annualized salaries.

The District agrees to take from the wages or salary of every non-member in the negotiating unit, an agency shop fee deduction equivalent to the amount of dues levied by the Civil Service Employees Association, Inc., and to transmit said sums in a separate check to C.S.E.A. Inc., Capital Station, Box 7125, Albany, N.Y. 12204-9989. The District agrees to provide the C.S.E.A. with a list containing the names, social security numbers, and the dollar amount of those agency shop fee employees along with the separate agency shop fee check.

2. The Association will certify to the Assistant Superintendent for Business Administration, in writing, the current rate of its membership dues. If the Association changes the rate of its membership dues, the District must be given thirty (30) days written notice prior to the effective date of such change. There will be no more than one such rate change processed per school year.
- D. The District agrees to deduct premiums for C.S.E.A. insurance from the salaries of employees, as said employees individually and voluntarily authorize the District to deduct. The authorization shall be in writing on a uniform card furnished by C.S.E.A. The C.S.E.A. will provide an annual up-to-date list of all employees for whom insurance premiums are to be deducted. The District and C.S.E.A. will mutually determine the manner in which insurance premiums are to be deducted.
 - E. The C.S.E.A. affirms that it does not assert the right to strike against the District, to assist or participate in any such strike, or to impose an obligation upon its members to conduct, assist, or participate in such a strike.
 - F. All rights and prerogatives heretofore exercised by the Board with respect to all matters not specifically covered in this Agreement shall remain the rights and prerogatives of the Board of Education.

**ARTICLE II
COLLECTIVE BARGAINING UNIT**

- A. The District hereby recognizes the C.S.E.A. Local 1000, AFSCME, AFL-CIO, as the sole and exclusive bargaining agent for the Custodial and Maintenance Group, The Food Service Group, The Library-Media Group, The Clerical Group, Transportation Group, Monitors, Caseworkers, Health Office Assistant Group and LPN all as a single bargaining unit. Excluded from the bargaining unit are all employees of the District Office (6 positions), substitutes in all groups, and all future employees in the District Office, which hold similar titles.
- B. All newly created non-teaching competitive, non-competitive, and labor class positions, within the existing work groups, except substitutes and District Office employees, will be included in the bargaining unit.

**ARTICLE III
NEGOTIATIONS**

- A. On March 1st, prior to the expiration of this Agreement, the C.S.E.A. and the District will exchange proposals and on March 15 formal negotiations will begin. These dates are to be considered as guidelines. Negotiations may begin on a different date by mutual consent of both parties. In the event of an impasse, appeal shall be made to the Public Employment Relations Board by either party.

**ARTICLE IV
SALARY**

- A. Bargaining Unit members shall be entitled to increment movement solely for the period July 1, 2005 through June 30, 2009. It is clearly understood by the parties that, unless otherwise agreed upon by the parties, no bargaining unit member shall be entitled to a step movement on the salary schedule on July 1, 2009.
- B. The District agrees to pay an employee who is assigned to perform higher-graded work on a temporary basis the higher rate of pay. Such additional compensation will commence and end on the first and last days of the performance of said higher-graded work and shall become

effective on the first day worked in the temporary assignment. A higher-graded work assignment is where both a different Civil Service title and salary schedule are applicable.

- C. All adjustments in salary will take place at the beginning of the fiscal year. When and if the parties agree to reinstate step movement on the salary schedules (increments) an employee will have to be an active employee for at least six (6) months in the current year in order to be entitled to the increment at the beginning of the next fiscal year.
- D. All hours worked for the District in a workweek, beyond an 8 hour day or 40 hours per week, shall be compensated at a rate of pay equal to 1 ½ times the regular rate of pay. Straight time will be paid for hours worked between 37 ½ hours and 40 hours per week. In computing overtime, a paid leave, shall be considered as time worked. Except when specific skills are needed or when a continuing task is involved, overtime assignments, when known in advance, shall be made on a seniority basis, per building, utilizing a rotation schedule after each assignment. Overtime schedules for this type overtime, shall be posted on the Friday of the preceding week (a week is the following Monday-Friday). Refusal to work overtime will constitute being rotated to the bottom of the list even though no actual hours were worked.
- E. When an employee is called back for an unscheduled, or non-recurring situation of limited duration, he/she shall be paid for a minimum of four (4) hours pay.
- F. The C.S.E.A. Unit president shall be provided with a list of the names of employees in the bargaining unit, along with their proper level, category of work, and current salary.
- G. General Salary increases shall be as follows:

2005-2006	3.50%
2006-2007	3.50%
2007-2008	3.25%
2008-2009	3.25%
- H. Longevity
 - 1. Starting in their tenth (10th) year of service with the District and subject to Section C (above), all employees whose ten years of

service are completed on or before 1/1/96 are eligible for the \$100 longevity subject to City School District service.

2. All employees in the bargaining unit as of 6/30/95 and whose ten (10) years of service to the district are completed on or after 1/2/96 are eligible for longevity pay according to the following table:

12 month	-	\$100 Per Year
11 month	-	\$ 90 Per Year
10 month	-	\$ 80 Per Year
School Year	-	\$ 75 Per Year

3. All employees in the bargaining unit who are newly hired on or after 7/1/95 and who complete ten (10) years of service to the district, are eligible for longevity pay according to the following table:

After ten years	-	\$150
After fifteen years	-	an additional \$250
After twenty years	-	an additional \$350
After twenty-five years	-	an additional \$450

Longevity will be prorated for all new employees as of 7/1/95. Proration will be based on descending monthly and hourly figures.

4. Monitors who are entitled to longevity amounts in Number 1. or Number 2. above, and work less than four (4) hours per day will have their longevity calculated as follows:

- a. YEARS OF SERVICE MULTIPLIED BY APPLICABLE RATE.
- b. MULTIPLY THE RESULTS OF (a) BY THE PERCENTAGE OF HOURS THAT THE INDIVIDUAL WORKS.

It is understood that the above calculation is only to be used for the above stated monitors and not for other employee groups or any monitors working four (4) or more hours per day.

Example: A monitor who was hired in 1975 would have 26 years of service in 2001. The applicable rate is \$100. This monitor works 2.5 hours per day. The 2.5 is divided by 4 to arrive at the percentage, which would be (2.5 divided by 4 equals) .625 or 62.5%.

$$26 \text{ years} \times \$100 = \$2600 \times 62.5\% = \underline{\$1625}$$

- I. Based on their annual salary, ten (10) month employees shall have the option of being paid in twenty-one (21) equal installments through the duration of their annual employment, or twenty-six (26) installments, prorated throughout the school year with the final paycheck including the equivalent of six (6) pay periods. Election is to be made annually, no later than June 15th of the prior school year, or upon initial employment. Elections may not be changed until the following year. Deductions for health insurance shall be based on twenty (20) pay periods regardless of the number of pay periods chosen for salary purposes.

ARTICLE IV SALARY SCHEDULES

BUS DRIVER

Based on 8 hours / day

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	24,204	24,809	25,368	25,938
A	24,440	25,052	25,616	26,192
B	24,678	25,296	25,866	26,448
C	24,917	25,541	26,118	26,706
D	25,159	25,789	26,371	26,967
E	25,404	26,039	26,627	27,228
F	25,650	26,293	26,886	27,492
G		26,548	27,148	27,759
H			27,411	28,030
I				28,302

CASEWORKER

Based on

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	33,906	34,754	35,536	36,335
A	34,237	35,093	35,883	36,690
B	34,570	35,435	36,233	37,049
C	34,905	35,780	36,587	37,411
D	35,245	36,127	36,943	37,776
E	35,587	36,478	37,301	38,143
F	35,934	36,833	37,664	38,513
G	37,373	37,192	38,030	38,888
H	38,865	38,681	38,401	39,266
I	40,421	40,226	39,938	39,649
J	42,037	41,836	41,533	41,236
K		43,508	43,195	42,883
L			44,922	44,599
M				46,382

COOK MANAGER **

Based on 1006.5 Hours-Hired prior to 4/1/96

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
1	13,760	14,104	14,421	14,745
2	13,894	14,241	14,562	14,890
3	14,028	14,380	14,704	15,035
4	14,164	14,519	14,847	15,182
5	14,301	14,660	14,991	15,330
6	14,440	14,801	15,136	15,478
7	14,582	14,946	15,282	15,628
8	15,417	15,092	15,431	15,779
9	16,253	15,957	15,583	15,933
10	17,093	16,821	16,476	16,089
11	17,929	17,691	17,368	17,011
12	18,766	18,557	18,266	17,933
13		19,422	19,160	18,860
14			20,054	19,783
15				20,705

HEALTH OFFICE ASSISTANT

Based on 1,222 Hours

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	16,572	16,987	17,369	17,759
A	16,734	17,152	17,539	17,933
B	16,896	17,320	17,710	18,109
C	17,061	17,488	17,882	18,285
D	17,227	17,658	18,056	18,464
E	17,394	17,829	18,232	18,643
F	17,564	18,003	18,409	18,824
G	18,268	18,179	18,588	19,007
H	18,998	18,907	18,769	19,192
I	19,757	19,663	19,522	19,380
J	20,547	20,449	20,302	20,156
K	21,398	21,266	21,113	20,962
L	22,224	22,147	21,957	21,799
M	23,171	23,001	22,866	22,671
N		23,982	23,749	23,609
O			24,761	24,521
P				25,566

COOK MANAGER **

Based on 1006.5 Hours-Hired after 4/1/96

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	11.59	11.88	12.15	12.42
A	11.71	12.00	12.27	12.54
B	11.82	12.12	12.39	12.67
C	11.93	12.23	12.51	12.79
D	12.05	12.35	12.63	12.92
E	12.16	12.47	12.75	13.04
F	12.30	12.59	12.87	13.17
G	12.98	12.73	13.00	13.29
H	13.65	13.43	13.14	13.42
I	14.32	14.13	13.87	13.57
J		14.83	14.59	14.32
K			15.31	15.06
L				15.81

FOOD SERVICE HELPER

Based on 1006.5 Hours-Hired after 4/1/96

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	7.73	7.92	8.10	8.28
A	7.80	8.00	8.18	8.36
B	7.88	8.08	8.26	8.44
C	7.96	8.15	8.34	8.53
D	8.04	8.24	8.42	8.61
E	8.11	8.32	8.51	8.69
F	8.18	8.40	8.59	8.78
G	8.52	8.46	8.67	8.87
H	8.87	8.82	8.74	8.95
I	9.21	9.18	9.10	9.02
J		9.53	9.48	9.40
K			9.84	9.79
L				10.16

FOOD SERVICE HELPER **

Based on 1006.5 Hours-Hired prior to 4/1/96

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	11,154	11,433	11,690	11,953
A	11,263	11,544	11,804	12,070
B	11,373	11,657	11,920	12,188
C	11,482	11,771	12,036	12,307
D	11,593	11,884	12,153	12,427
E	11,706	11,999	12,270	12,548
F	11,819	12,116	12,389	12,669
G	12,418	12,232	12,509	12,791
H	13,018	12,853	12,630	12,916
I	13,619	13,474	13,270	13,040
J	14,219	14,095	13,912	13,702
K	14,820	14,716	14,553	14,364
L		15,339	15,195	15,026
M			15,837	15,689
N				16,352

BUILDING MAINTENANCE MECHANIC

Based on 2,080 Hours

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	29,336	30,069	30,745	31,437
A	29,622	30,362	31,046	31,745
B	29,908	30,658	31,349	32,055
C	30,199	30,955	31,655	32,368
D	30,493	31,256	31,961	32,684
E	30,788	31,560	32,272	33,000
F	31,088	31,866	32,586	33,321
G	33,124	32,176	32,901	33,645
H	35,160	34,283	33,222	33,971
I	37,191	36,391	35,398	34,302
J	39,228	38,492	37,573	36,548
K	40,747	40,600	39,743	38,794
L	42,269	42,173	41,920	41,035
M	43,795	43,749	43,544	43,282
N	45,319	45,328	45,171	44,959
O	46,845	46,905	46,801	46,639
P	48,368	48,485	48,429	48,322
Q	49,893	50,060	50,060	50,003
R		51,639	51,687	51,687
S			53,318	53,367
T				55,051

BUILDING MAINTENANCE

Based on 2,080 Hours

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	24,287	24,895	25,455	26,027
A	24,524	25,137	25,704	26,282
B	24,762	25,383	25,954	26,539
C	25,002	25,629	26,208	26,798
D	25,245	25,878	26,462	27,059
E	25,490	26,128	26,719	27,322
F	25,738	26,382	26,977	27,587
G	27,436	26,639	27,240	27,854
H	29,132	28,396	27,505	28,125
I	30,829	30,152	29,319	28,399
J	32,527	31,908	31,132	30,272
K	34,224	33,665	32,945	32,143
L	35,922	35,422	34,760	34,015
M	37,616	37,179	36,573	35,889
N	39,316	38,933	38,387	37,762
O	41,012	40,692	40,198	39,635
P	42,706	42,447	42,014	41,504
Q	44,406	44,201	43,827	43,379
R		45,960	45,637	45,251
S			47,454	47,121
T				48,996

CUSTODIAN / HEAD CUSTODIAN

Based on 2,080 Hours

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	23,805	24,400	24,949	25,510
A	24,037	24,638	25,193	25,760
B	24,271	24,878	25,438	26,011
C	24,507	25,120	25,687	26,265
D	24,743	25,364	25,937	26,521
E	24,983	25,609	26,189	26,780
F	25,227	25,857	26,441	27,040
G	26,927	26,110	26,698	27,300
H	28,625	27,869	26,959	27,565
I	30,319	29,627	28,775	27,835
J	32,019	31,380	30,590	29,710
K	33,717	33,139	32,400	31,584
L	35,413	34,897	34,216	33,453
M	37,109	36,652	36,031	35,328
N	38,804	38,408	37,843	37,202
O	40,502	40,162	39,656	39,073
P	42,200	41,919	41,468	40,945
Q	43,897	43,677	43,282	42,815
R		45,434	45,097	44,688
S			46,910	46,562
T				48,435

BUS DRIVER

Based on 2 runs per day (3.5 hours / day - 182 days)

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
1	8,037	8,238	8,423	8,613
2	8,115	8,318	8,506	8,697
3	8,195	8,399	8,589	8,782
4	8,274	8,482	8,672	8,868
5	8,355	8,563	8,758	8,954
6	8,435	8,647	8,842	9,042
7	8,514	8,730	8,928	9,129
8	8,869	8,812	9,014	9,218
9	9,221	9,179	9,098	9,307
10	9,688	9,544	9,478	9,394
11		10,027	9,854	9,786
12			10,353	10,174
13				10,689

SCHOOL MONITOR

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	9.03	9.26	9.46	9.68
A	9.12	9.35	9.56	9.77
B	9.20	9.44	9.65	9.87
C	9.29	9.52	9.74	9.96
D	9.39	9.62	9.83	10.06
E	9.48	9.72	9.93	10.15
F	9.58	9.81	10.03	10.26
G	10.53	9.92	10.13	10.36
H	10.85	10.89	10.24	10.46
I	11.49	11.23	11.25	10.57
J		11.89	11.59	11.61
K			12.28	11.97
L				12.68
Others	15.97	16.53	17.07	17.62

TEACHER AIDE LIBRARY / TYPIST

Based on 1,500 Hours

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	23,202	23,782	24,317	24,864
A	23,428	24,014	24,555	25,107
B	23,656	24,248	24,794	25,353
C	23,886	24,484	25,036	25,600
D	24,119	24,722	25,280	25,850
E	24,354	24,963	25,525	26,101
F	24,591	25,206	25,774	26,355
G	25,403	25,451	26,025	26,612
H	26,217	26,292	26,278	26,871
I	27,030	27,134	27,147	27,132
J	27,844	27,976	28,016	28,029
K	28,654	28,818	28,885	28,927
L	29,465	29,657	29,755	29,824
M	30,280	30,497	30,621	30,722
N	31,092	31,340	31,488	31,616
O	32,110	32,181	32,358	32,511
P	33,124	33,234	33,227	33,410
Q	34,546	34,283	34,314	34,306
R	35,359	35,755	35,398	35,429
S	36,174	36,596	36,917	36,548
T		37,440	37,786	38,117
U			38,657	39,014
V				39,914

PRINCIPAL'S SECRETARY

Based on 1,500 Hours

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	25,121	25,749	26,328	26,920
A	25,366	26,000	26,586	27,184
B	25,612	26,254	26,845	27,450
C	25,861	26,509	27,107	27,717
D	26,111	26,766	27,370	27,988
E	26,366	27,025	27,636	28,260
F	26,623	27,288	27,903	28,534
G	27,436	27,555	28,175	28,810
H	28,248	28,396	28,451	29,091
I	29,059	29,237	29,319	29,375
J	29,873	30,076	30,187	30,272
K	30,688	30,919	31,053	31,168
L	31,500	31,762	31,924	32,062
M	32,310	32,603	32,794	32,961
N	33,124	33,440	33,662	33,860
O	34,142	34,283	34,527	34,756
P	35,160	35,336	35,398	35,649
Q	36,582	36,391	36,485	36,548
R	37,395	37,862	37,573	37,671
S	38,205	38,703	39,093	38,794
T		39,542	39,961	40,363
U			40,827	41,260
V				42,154

SENIOR ACCOUNT CLERK / TYPIST

Based on 1,500 Hours

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	25,121	25,749	26,328	26,920
A	25,366	26,000	26,586	27,184
B	25,612	26,254	26,845	27,450
C	25,861	26,509	27,107	27,717
D	26,111	26,766	27,370	27,988
E	26,366	27,025	27,636	28,260
F	26,623	27,288	27,903	28,534
G	27,436	27,555	28,175	28,810
H	28,248	28,396	28,451	29,091
I	29,059	29,237	29,319	29,375
J	29,873	30,076	30,187	30,272
K		30,919	31,053	31,168
L			31,924	32,062
M				32,961

LPN'S

Based on 1,222 Hours

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	17,009	17,434	17,826	18,227
A	17,175	17,604	18,001	18,406
B	17,341	17,776	18,176	18,586
C	18,041	17,948	18,354	18,767
D	18,740	18,673	18,532	18,950
E	19,438	19,396	19,279	19,134
F	20,137	20,119	20,026	19,906
G	20,837	20,842	20,773	20,677
H	21,535	21,566	21,519	21,448
I	22,234	22,289	22,267	22,218
J	22,932	23,012	23,013	22,990
K	23,632	23,735	23,760	23,761
L	24,331	24,459	24,507	24,532
M	25,029	25,182	25,254	25,303
N		25,905	26,001	26,075
O			26,747	26,846
P				27,617

CUSTODIAL WORKER

Based on 2,080 Hours

<u>LEVEL</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Entry	23,445	24,031	24,572	25,125
A	23,674	24,265	24,812	25,370
B	23,903	24,502	25,054	25,618
C	24,135	24,740	25,298	25,868
D	24,370	24,980	25,544	26,121
E	24,605	25,223	25,792	26,374
F	24,847	25,466	26,043	26,630
G	26,421	25,717	26,294	26,889
H	27,994	27,346	26,553	27,148
I	29,572	28,973	28,235	27,416
J	31,144	30,607	29,915	29,153
K	32,719	32,234	31,602	30,887
L	34,293	33,865	33,282	32,629
M	35,874	35,493	34,965	34,364
N	37,443	37,130	36,646	36,102
O	39,017	38,754	38,336	37,837
P	40,596	40,383	40,013	39,582
Q	42,182	42,017	41,695	41,314
R		43,659	43,382	43,051
S			45,078	44,792
T				46,543

Hours listed are for the purpose of overtime calculations only (hourly rates)

* For each month of an assignment beyond 10 months, add 10% to this schedule.

11 months = 110% of schedule

12 months = 120% of schedule

** Cafeteria schedules are based on 5 1/2 hours/day for 183 days.

*** Bus Drivers salaries shall be calculated by multiplying the hourly rate by 4 hours per day. Notwithstanding, for the purpose of the Collective Bargaining Agreement, the Bus Drivers rate of pay shall be based on 3 1/2 hours per day. Until such time as a Bus Driver works twenty (20) or more hours per week on a regular basis the driver will not be eligible for Health Insurance benefits.

The District reserves the right to hire at a level higher than "Entry" provided the new hire has previous experience. A new hire will not be placed on a higher level than an existing employee of more experience.

**ARTICLE V
WORKDAY - WORKWEEK**

A. The regular workday - workweek for each work group is listed below:

<u>Time</u>	<u>Work Year</u>	<u>Work Hours</u>	
		<u>Per Day</u>	<u>Lunch</u>
Cafeteria	Sept 1 - June 30	5 1/2**	1/2 hr
Custodial	July 1 - June 30	8	1/2 hr - 1 hr
Maintenance/Grounds	July 1 - June 30	8	1/2 hr - 1 hr
Health Office Assistant	Sept 1 - June 30	6 1/2*	1/2hr (Paid)
Secretarial			
10 Months	Sept 1 - June 30	7 1/2	1/2 hr
11 Months***	Sept 1 - June 30	7 1/2	1/2hr

12 Months	July 1 - June 30	7 ½	½ hr
Teacher Aide (Library)/ Typist	Sept 1 - June 30	7 ½	½ hr
Caseworker	July 1 - June 30	7 ½	½ hr

* Health Office Assistants work day will be six (6) and one half 1/2 hours inclusive of one half hour paid lunch.

**Cafeteria hours are as assigned by the District and may vary from the indicated number. Cafeteria employees will work only when school is in session during the school year (Sept. 1 - June 30 [183 days]), and the hours as assigned by the District. Salaries for cafeteria will be prorated according to normal assigned hours worked. [With respect to the cafeteria workers, if the Superintendent of Schools or authorized designee closes school due to weather or other emergencies, notification shall be made by 6:45 am. If notification is made after that time and a cafeteria worker subsequently reports to work, he/she shall receive two (2) hours of compensation.]

***Sept. 1 – June 30 plus twenty (20) additional workdays during the months of July and/or August as mutually agreed to by the employee and the District.

The custodial group will work 5 days per week, as assigned, every week, except scheduled vacations and holidays.

Ten (10) month secretarial and library employees will work in accordance with the calendar adopted by the Board of Education. The twelve (12) month secretarial group will work when school is in session plus the summer months of July and August. Any work beyond these days is to be paid on an hourly basis according to the individual's pay scale.

Maintenance-Custodial Group: The District will solicit a list of volunteers from which the District will assign overtime work for snow removal.

ARTICLE VI HOLIDAYS

A. The following are recognized as paid holidays when they fall on a scheduled workday and such pay is included in the salary schedules:

Twelve Month Secretarial

Independence Day and
either day before or after
Labor Day

Custodial Group

Independence Day
Labor Day
Columbus Day
Veterans Day
*Thanksgiving Day and the
day following
December 24 and December 25
*New Year's Day
Martin Luther King's Day
Washington's Birthday
Memorial Day
**One ½ day

*Custodial employees on the late shift can choose either the day following Thanksgiving Day or New Year's Eve so long as an adequate staff is available for each shift. Choice of day is to be requested prior to Thanksgiving Day. Where a scheduled holiday falls on a non-workday, an alternative holiday will be scheduled by the District.

**Custodial employees can choose one of the following: July 3; July 5; December 31; or any day during the District's spring recess. All custodial employees shall have the same half-day off, and the Union shall inform the District as to the chosen day by July 1 of each year. If an individual custodial employee voluntarily chooses to work and forfeit the half-day holiday, he/she shall be compensated for those hours worked at a rate of time and one-half.

Dates intended are those prescribed from time to time as Federal legal public holidays except those underlined above.

**ARTICLE VII
VACATIONS**

A. Custodial-Maintenance Group & 12-Month Bus Driver(s)

- 2 week paid vacation after one (1) year of employment
- 3 week paid vacation after eight (8) years of employment
- 4 week paid vacation after fifteen (15) years of employment

B. Secretarial Group

2 weeks paid vacation for all 12-month employees after one (1) year of employment

3 weeks paid vacation for all 12-month employees after twenty (20) years of employment

C. Library Media Group, Food Service Group, Health Office Assistant, Monitors, 10-Month Bus Drivers

None

D. 1. All requests for vacation time will be in writing at least fifteen (15) working days in advance.

2. Scheduling of vacation is at the discretion of the Administration.

**ARTICLE VIII
SICK LEAVE**

A. Employees who normally work four (4) or more hours per day shall be granted sick leave with pay according to the following schedule:

School Year employees	-	15 working days per year
10-month employees	-	16 working days per year
11-month employees	-	17 working days per year
12-month employees	-	18 working days per year

Sick leave will be posted monthly to the employees record as follows:

School Year employees	-	1.5 days per completed work month
10-month employees	-	1.6 days per completed work month
11-month employees	-	1.5 days per completed work month
12-month employees	-	1.5 days per completed work month

Up to fifteen (15) days per year may be used for Family Illness that will be drawn from Sick Leave.

Employee record information received in the Business Office by the first of each month will be posted to the employee's record on or about

the fifteenth (15) day of the same month.

Each employee may accumulate a maximum of 200 working days of sick leave.

- B. Employees who normally work less than four (4) hours per day shall be granted sick leave with pay at the rate of one-half ($\frac{1}{2}$) of the amounts indicated in Section A. above.
- C. To safeguard the health of children, the Board may require a medical examination of an employee in accordance with the law in order to determine the physical or mental capacity of such person to perform his duties. The expense of such examination shall be borne by the Board.
- D. The unit of computation of sick leave used shall not be less than one-half ($\frac{1}{2}$) day. Credits cannot be earned for a period an employee is on leave of absence without pay. For the calculation of sick leave credit, unless otherwise specified in the Civil Service Rules, the time recorded on the payroll at the full rate of pay shall be considered as time "served" by the employee. In order that the absence because of personal illness may be charged to accumulated sick leave, it must be reported by the employee to his department head or immediate supervisor at least one (1) hour before the working day on the first working day and on each subsequent working day of such absence. Other covered employees must give sufficient advance notice to enable the department head to plan ahead.
- E. Upon recommendation of the Superintendent and approval of the Board, an extension of sick leave may be granted after accumulated sick days have been exhausted.
- F. In order to qualify for sick time, proof of disability must be provided by the employee, satisfactory to the immediate supervisor. Presentation of a physician's certificate in the prescribed form may be waived for absences up to five (5) days. Such certificate is mandatory for absences over five (5) days and in protracted disability, shall be presented to the immediate supervisor at the end of each month of continued absence.
- G.
 - 1. For the purposes of this section, "leave" shall mean sick leave.
 - 2. The District may monitor the employee's leave records from time

to time to determine that patterns or potential improper use of leave do not develop. The following procedure will be used by the District for all employees in the Bargaining Unit.

3. 1st Review - Should an employee use ten (10) days of leave in a school year, the District may review the leave record for patterns of leave use, such as leave being used with weekends, holidays, vacations or in conjunction with other leaves. If the District finds a pattern is present or leave usage is at an unreasonable level or past circumstances are a factor, then the employee will be counseled and an explanation may be requested.
4. 2nd Review - Should an employee use fifteen (15) or more days of unscheduled leave in a school year, said employee will be requested to provide verification for the usage to the District unless the employee is hospitalized or under the care and orders of a Doctor not to report for work. Any leave used beyond fifteen (15) days in a school year, which is not satisfactorily or medically verified may result in disciplinary action against the employee.

H. Sick Leave Bank

Subject to the stipulation and limitation that this section can only be invoked in the event that a CSEA bargaining unit member has exhausted his/her accrued sick leave and is still unable to return to work due to an illness or disability, as certified by a physician; on a case-by-case basis, members of the CSEA bargaining unit may donate sick day(s) to the affected CSEA bargaining unit member. The Association will solicit the donation(s) from the CSEA bargaining unit members and shall notify the Superintendent of the name and number of day(s) that have been donated. Such reporting will be signed by the donor and the number of day(s) shall be deducted from the donor's accrued sick leave and will be accrued to the affected CSEA bargaining unit member. It is expressly understood that any determinations to invoke this section are the sole prerogative of the Association and not the District.

ARTICLE IX PERSONAL LEAVE

- A. Personal Leave shall be for conducting personal business that cannot be done on a nonworking day. Employees will have three (3) days

available for justifiable reasons; and an additional two (2) days available with no reason being required.

- B. Except in an emergency, all requests shall be submitted, in writing, at least three (3) working days in advance of the day requested. In order to be assured of receiving a response to a request for Personal leave prior to the date requested, the employee must submit his/her request at least five (5) working days in advance of the date requested.
- C. Employees of the District who have served more than six (6) months shall be entitled to apply to the Superintendent for leave, not to exceed five (5) days per year with pay, non-cumulative, on account of death in the employee's immediate family:

husband, wife
child, stepchild,
mother, father, stepparents
brother, sister
grandchild
grandparents
father-in-law, mother-in-law

Such leave may extend with the approval of the Superintendent to as much as ten (10) days, with the excess over five (5) days charged to vacation time.

ARTICLE X LEAVE OF ABSENCE

- A.
 - 1. A leave of absence, without pay, not to exceed one (1) year may be granted to an employee by the Board of Education. During a leave of absence the employee will not accrue any additional sick leave benefits, salary credits, vacation time, or seniority credits.
 - 2. Upon the expiration of such leave of absence, the employee shall be reinstated to the position that he/she occupied at the time the leave was granted and be restored to full benefits. He/she must work at least six (6) months in the calendar year in which the leave of absence was granted in order to receive an increment step the beginning of the next fiscal year.

OTHER LEAVES

B. **Maternity Leave**

Disability due to pregnancy is to be treated as any other disability with respect to use of sick leave. A pregnant employee may take sick leave commencing with the onset of her actual disability and shall return to work upon the termination of her actual disability. A certificate from her attending physician to certify the period of disability may be required.

All of the above will conform to existing guidelines as set forth by federal laws and regulations.

C. **Jury Duty**

An employee required to serve on jury duty will be paid as if working and will not have time charged against his leave of any type. Jury pay received on working days will be turned over to the District. The employee shall report to work when excused from jury duty during working hours.

D. **Conferences**

The Superintendent may grant permission for employees to attend conferences each year providing such employees officially represent the District.

E. **Civil Service Examinations**

All employees in the bargaining unit shall be granted time off with pay to take open-competitive and promotional examinations which relate to positions in the District and to the employee's work category.

F. **Family Medical Leave Act**

The District will follow and apply the provisions of the Family Medical Leave Act in accordance with Federal law.

ARTICLE XI
HEALTH INSURANCE

- A. The District shall pay a percent of the premium costs of the Group Health Insurance Plan as listed below. The plan will be available to all eligible members of the bargaining unit and shall be at least equivalent to the Blue Cross/Blue Shield Statewide Plan (see below). Coverage shall only be provided upon application by the employee for those employees desiring coverage for the first time after the starting date of this agreement. Applications are to be submitted by the employee to the Business Office and coverage shall be subject to all conditions and regulations specified by the insurance carrier.

Premium Costs

Eligible employees shall contribute five (5) percent of the premium and the District shall contribute ninety-five percent of the premium.

- B. It is agreed that both parties find the Blue Cross Matrix offered through BOCES to be at least the equivalent of the Statewide Plan. Any cost of life insurance premiums required under Plan C will be borne solely by the District.
- C. The District will offer a health insurance buy-out to all eligible bargaining unit members on an annual basis. The rate will be 30% of the premium costs. The District in accordance with IRS rule and regulation 125c will adopt a cafeteria plan/flexible spending account.
- D. CSEA - Optical Plan

Effective July 1, 2005 the District will provide the CSEA Silver 12 composite optical plan to all eligible unit members at no cost to the employees. It is understood by the parties that this Section of this Article ceases to exist and is no longer part of the Agreement on July 1, 2009 and that in no situation will the vision care be carried onto retirement.

- E. Any employee eligible under Section F. (below), who meets the following requirements:
 - 1. has at least ten (10) years of service with the District at the date of retirement;
 - 2. qualifies for retirement under the rules of the NYS Employees' Retirement System;
 - 3. has made application for retirement with the Employee's Retirement System.

will be eligible for fully paid individual health insurance coverage in retirement with the District providing said coverage in retirement at no cost to the retiree.

- F. Eligible employees covered under this section shall be limited to those employees covered under this agreement whose regular workweek is twenty (20) hours or more. The District agrees that it will continue to provide health coverage to any employee not otherwise covered under this section so long as the benefit was received prior to June 30, 2000. The coverage shall be provided in the same manner in which it was received prior to June 30, 2000.

**ARTICLE XII
RETIREMENT**

- A. The District shall provide the retirement plan authorized by Section 75-I of the New York State Retirement and Social Security Law. This benefit will be extended to all members of the bargaining unit in accordance with the laws governing this system.
- B. The District agrees to adopt Section 41-J of the NYS Retirement Law.

**ARTICLE XIII
UNIFORMS**

- A. Employees are expected to appear for work dressed in accord with the standards of their profession and of health and safety.
- B. One (1) pair of coveralls will be furnished per building for the Custodial group.
- C. Employees who are furnished with uniforms by the District are expected to launder and, when possible, to wear such uniforms. All employees will be furnished with a maximum of six (6) uniforms by the District. The District will provide said uniforms at the rate of three (3) per year, to a maximum of six (6). When an employee needs a replacement garment, they will turn in their old uniform to the immediate supervisor, who will supply the replacement garment. Gloves, hats and other clothing accessories will only be worn during weather specific duties. If any questions arise to what is appropriate, consult your supervisor.
- D. Effective July 1, 2001, Cafeteria Employees shall have available to them annually a uniform allowance of \$200. Employees wishing to partake of that allowance must provide the District no more than twice a year with receipts for clothing. This clothing allowance will continue unless the Cafeteria's fund balance drops below \$100,000.

**ARTICLE XIV
SENIORITY**

- A. Seniority shall commence on the effective date that the employee is appointed by the Board of Education.

- B. Vacancies and all new positions, which occur will be posted in each building. Details about the position will be given in the notice including salary data.
- C. Seniority will be considered along with other factors in determining promotional opportunities and transfers. In determining vacation schedules, seniority will be considered along with other factors.
- D. When the District decides to transfer or reassign employees or to reclassify positions, the employees affected will be given notification and an opportunity to discuss the proposed change with their supervisor.
- E. Employees terminated because of staff reduction will be given all rights and privileges afforded them under Civil Service laws and regulations.

**ARTICLE XV
WORKERS' COMPENSATION**

- A. Absence due to injuries covered by Workers' Compensation, shall be subject to certification by a duly qualified physician as to the duration of the disability.
- B. The Board of Education may request an examination of the employee by the school physician.
- C. A leave will be granted for a period of up to one year, and the leave will commence on the date that compensation by Workers' Compensation commences.
- D. In the following order: Sick Leave, Personal Leave, and Vacation time shall be deducted on a pro rata basis in accordance with the difference between the amount of compensation from Workers' Compensation and the employee's regular salary. The employee shall suffer no loss of salary while Vacation, Personal, or Sick leave time exists.
- E. If sick leave has been used on a continuing basis from the time the employee was unable to work until the agency has certified the disability, then that charged sick leave equal to the amount of compensation from Workers' Compensation will be reinstated.

- F. At the termination of the leave, if the employee still has accumulated sick leave days, those days will be placed in escrow until such time as the employee is able to resume his/her full duties.
- G. If the employee depletes his/her Vacation, Personal, or Sick leave during the period of this leave, the employee will only be entitled to the compensation covered by Workers' Compensation.

**ARTICLE XVI
MILEAGE ALLOWANCE**

- A. Each employee who uses his/her personal car on official, authorized business of the District shall be reimbursed at the rate established by the Board annually. In the line of duty, any employee who is obligated to use his/her own vehicle to travel to more than one school within the District per week shall be compensated at the rate established by the Board. Employees who travel for the District on a regular basis will be paid once a month. Other employees who occasionally use their own vehicle for District business will be paid twice a year.

**ARTICLE XVII
RECIPROCAL RIGHTS**

- A. The District recognizes the right of the employee to designate representatives of the C.S.E.A., Inc., to appear on his/her behalf to discuss salaries, working conditions, benefits, grievances, and disputes as to the terms and conditions of this agreement.
- B. The Association shall have the right to post notices or other communications in places approved by the building principal. The President (or his/her designee) of the Plattsburgh City Schools Unit of the C.S.E.A. shall have the right to visit the school buildings for the purpose of adjusting grievances and administering the terms and conditions of this agreement. The President (or his/her designee) will make such visits on their own time and not during scheduled work hours.
- C. Employees will be allowed to examine any public record pertaining to their own personal history and employment, and said employees shall have the right to have a C.S.E.A. representative present at such review. Letters of recommendation are considered privileged.

**ARTICLE XVIII
GRIEVANCE PROCEDURE**

A. Definitions:

1. Wherever used, the term "day(s)" shall mean working day(s).
2. Grievance shall mean a claim of a violation, misinterpretation or inequitable application of this agreement.

B. Rights of the parties:

1. Rights of grievant:
 - a. The grievant may select a representative to assist him/her in the processing and/or preparing of the grievance except that no representative may be present from any employee organization other than C.S.E.A.
 - b. Records, statements, and all pertinent papers or documents shall be made available to all parties to the grievance.
2. Rights of the Association:
 - a. The president of the local unit shall receive a copy of any grievance, including materials and of any decision rendered pursuant to the grievance procedure.
 - b. The Association shall have the right to submit briefs to support or refute allegations of any party to a grievance.
 - c. The Association may have an observer at any hearing held pursuant to the grievance procedure and shall be given five (5) days notice by the Superintendent of the time, date, and place of the hearing.
 - d. The Association may file a grievance in its own name.
3. Mutual Rights:

In the event of the unexcused failure on the part of any aggrieved party to be timely, the grievance shall be deemed to have been withdrawn. In any case, if an aggrieved party fails to be timely by more than thirty (30) days the grievance shall be deemed to be withdrawn.

C. Presentation:

Step 1:

1. An employee who claims to have a grievance shall present his/her grievance to his/her supervisor in writing within ten (10) days of the occurrence or when the employee should have become aware of the grievance.

Cafeteria	School Lunch Director
Custodial	Supervisor of Bldgs. and Grounds
Secretarial and Aides	Principal
Monitors	Principal
Health Office Assistant	Principal
Bus Drivers	Transportation Supervisor

2. The immediate supervisor shall meet with the parties to try to resolve the grievance within five (5) days. After such meeting, he/she shall render a decision, in writing, within five (5) days thereafter, a copy of which shall be sent to both the employee and the C.S.E.A. representative.

Step 2:

The aggrieved party, if not satisfied with the decision at Step 1, may within ten (10) days of receipt, request a review by the Assistant Superintendent for Business or his/her designee. Such request is to be in writing, with a copy to the immediate supervisor. The Assistant Superintendent shall conduct a review within 15 days from such request. The Assistant Superintendent shall render a decision in writing within five (5) days after the review, a copy of which shall be sent to the aggrieved party and his/her representative.

Step 3:

The aggrieved party, if not satisfied with the decision at Step 2, may within five (5) days of receipt, request in writing a hearing before the Superintendent of Schools or his designee. The requested hearing shall be held within ten (10) days after the request is received and a decision in writing shall be made within five (5) days thereafter, a copy of which shall be sent to the aggrieved party and his representative.

Step 4:

The aggrieved party may appeal a decision at Step 3 within five (5) days after such decision, to the Board of Education, by requesting a hearing before the Board of Education or a Committee of the Board of Education. The hearing will be held within ten (10) days after the request is received and a decision in writing shall be made within five (5) days thereafter, a copy of which shall be sent to the aggrieved party and his representative.

Step 5:

The aggrieved party may appeal a decision at Step 4 within ten (10) days after such decision to an arbitrator appointed by the Public Employment Relations Board. The decision arrived at by the arbitrator shall be final and binding upon both parties to the agreement. The fees and expenses of the arbitrator shall be borne equally by the parties. The arbitrator shall have no power to add to, subtract from, or change any of the provisions of this agreement, nor to render any decision that conflicts with a law, regulation, directive, or ordinance. Awards may not be retroactive beyond the date the employee became aware of the grievance except when the grievance involves cash pay earned but not received.

D. General Consideration:

1. The time limits of any step(s) may be extended by written mutual consent of the parties.
2. The submission of the grievance to arbitration must be approved by both the C.S.E.A. and the aggrieved employee.

**ARTICLE XIX
DISCIPLINE AND DISCHARGE**

- A. It is agreed by and between the Plattsburgh City School District and CSEA Local 810, Plattsburgh City School District Unit, that the District will utilize the proceedings outlined in Section 75 of the Civil Service Law in cases of discipline or discharge of an employee within this bargaining unit.

- B. Upon mutual agreement between the employee and the District, the parties may opt to utilize binding arbitration as set forth in Step 5 of the Grievance Procedure, Article XVIII, as a substitute for Section 75 as set forth above.
- C. A person against whom removal or other disciplinary action is proposed shall have written notice thereof and of the reasons therefore, shall be furnished a copy of the charges preferred against him/her and shall be allowed eight (8) days for answering the same in writing. In order to invoke binding arbitration, the party requesting its use, shall notify the other party within those eight (8) days. If the parties are not in mutual agreement within five (5) days of said request, Section 75 of the Civil Service Law shall be utilized.
- D. It is understood that all competitive, non-competitive, and labor class employees shall be afforded one of the above aforementioned procedures in the event of discipline or discharge as set forth above. It is further understood that no employee shall utilize the contract grievance procedure in cases of discipline or discharge, except within the parameters agreed to as set forth in this article.

**ARTICLE XX
SAVINGS CLAUSE**

- A. This agreement may be re-opened upon the mutual written consent of both parties.
- B. If any Section or Article of this agreement is found to be illegal, only that Section or Article will be affected and all other provisions of this agreement will remain in effect.

**ARTICLE XXI
UNION DAYS**

- A. The District will grant a total of six (6) days of paid leave per year for union business for the President (or his/her designee) of the Plattsburgh City Schools Unit of C.S.E.A.

ARTICLE XXII
DURATION OF AGREEMENT

This agreement shall be effective for four (4) years beginning July 1, 2005
and ending June 30, 2009.

Ratified, confirmed, and executed this 7th day of December 2005.

BOARD OF EDUCATION OF THE
PLATTSBURGH CITY SCHOOL DISTRICT

BY Michelle M. Kavanaugh
SUPERINTENDENT

PLATTSBURGH CITY SCHOOLS UNIT #6468
OF CLINTON COUNTY MUNI/SD EMPLOYEES LOCAL 810
CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.
LOCAL 1000, AFSCME, AFL-CIO

BY Judith A. Rose
PRESIDENT

CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.

BY Donna L. Lopez
Labor Relations Specialist

BY James E. Agnew

BY Jesse D. Bordeaux

BY Christina Lopez

BY David Kest

BY Judith A. Rose

BY Lou Schuolde

BY Maureen Titherington

BY Donna R. Wood

Negotiation Team Members

ARTICLE XXIII PERSONAL LEAVE FORM

PLATTSBURGH CITY SCHOOL DISTRICT
AUTHORIZATION FOR PERSONAL LEAVE - SUPPORT STAFF
Forms are to be submitted no less than three working days prior to the date requested.
If an unforeseen emergency prevents advance notice, this should be indicated on the form.

Employee's Name (please print) _____
Date(s) requested _____

In accordance with the Civil Service Employees Agreement, Article IX:
Personal leave shall be for conducting personal business that cannot be done on a non-working day. Employees will have 3 days available for justifiable reasons; and an additional two days available with no reason being required. Except in an emergency, all requests shall be submitted at least 3 working days in advance of the day requested. In order to be assured of receiving a response to a request for personal leave prior to the date requested, the employee must submit the request at least 5 working days in advance of the date requested.

A. Three days of personal leave may be granted with justifiable written reason for personal business
 I am requesting personal leave for the purpose of _____

B. Two days of personal leave may be granted without an explanation being provided.
 I am requesting personal leave for the purpose of conducting personal business.

C. Employees of the District who have served more than six months shall be entitled to apply to the Superintendent for leave, not to exceed five days per year with pay, noncumulative, on account of death in the employee's immediate family (husband, wife, child, stepchild, mother, father, stepparents, brother, sister, grandchild, grandparents, father-in-law, and mother-in-law). Such leave may extend with the approval of the Superintendent to as much as ten days, with the excess over five days charged to vacation time.
 I am requesting personal leave due to the death of _____

(Date) (Employee Signature) (Building)

		<u>Approved</u>	<u>Disapproved</u>
(Date)	(Administrator/Supervisor)	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
(Date)	(Assistant Superintendent for Business Affairs)	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
(Date)	(Superintendent of Schools)	<input type="checkbox"/>	Approved with pay
		<input type="checkbox"/>	Approved without pay

DISTRICT OFFICE USE ONLY			
	A	B	C
Number approved this year	---	---	---
Number of days this request	---	---	---
Total to date	---	---	---

Distribution after approval/disapproval
White - Personnel File; Yellow - Administrator; Pink - Staff Member

Revised 7/01/2001

For formatting and non-substantive changes, this form may be altered by the District.

