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

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Employer Name: **Hilton Central School District**

Union: **Hilton Central School Employees Association, New York State United Teachers (NYSUT), American Federation of Teachers (AFT), AFL-CIO**

Local:

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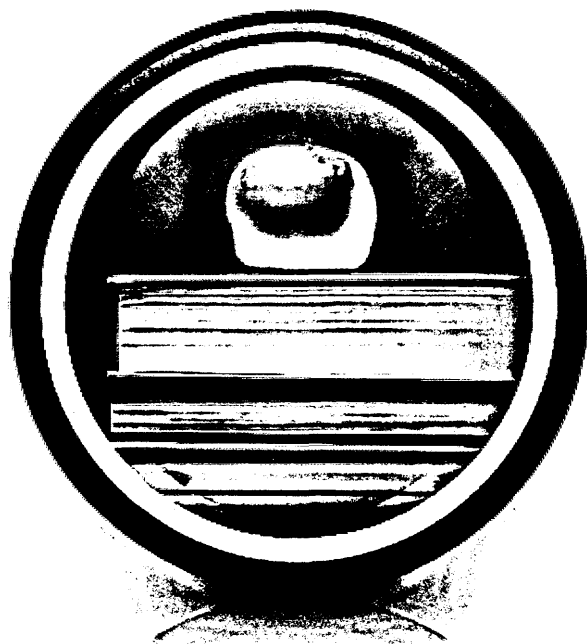
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# **Hilton Central School Employees' Association Contract**

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July 1, 2008 - June 30, 2012

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**PREAMBLE**

1 THIS AGREEMENT made this 5th day of March 2010 by and between David Dimbleby, Superintendent of  
2 Schools of Hilton Central School District on behalf of the Hilton Central School District Board of Education  
3 (hereinafter referred to as the “Board”, and the Hilton Central School Employees’ Association (hereinafter  
4 referred to as the “Association”).

**ARTICLE 1 - RECOGNITION**

5 1.1 The Board recognizes the Association as the exclusive bargaining agent for the following School  
6 Related Personnel positions:  
7

- |  |                                      |
|--|--------------------------------------|
| Building Principal’s Secretary                               | Lunch Monitor                        |
| Director of Transportation Secretary                         | Head Bus Driver                      |
| Athletic Director’s Secretary                                | Bus Driver                           |
| Director of Special Education Secretary                      | Bus Attendant                        |
| Census & Attendance Specialist                               | Head Mechanic                        |
| Student Information Specialist                               | Auto Mechanic A                      |
| Director of Elementary Education/Staff Development Secretary | Auto Mechanic B                      |
| Director of Secondary Education/Staff Development Secretary  | Technical Services Coordinator       |
| Middle School Guidance Secretary                             | Microcomputer Maintenance Technician |
| High School Guidance Secretary                               | Senior High Head Custodian           |
| Assistant Principal’s Secretary                              | Middle School Head Custodian         |
| Information Technology Specialist                            | Elementary Head Custodian            |
| Special Education Assistant                                  | Night Custodian Supervisor           |
| Bookkeeper   | Night Custodian                      |
| Copy Center Clerk  | Custodian                            |
| Library Clerk  | Cleaner                              |
| Attendance Clerk   | Recycler                             |
| Elementary Guidance Secretary                                | Weekend Cleaner                      |
| Continuing Education Specialist                              | Laborer                              |
| Telephone Operator   | Groundskeeper I                      |
| Registered Nurse   | Groundskeeper II                     |
| Health Aide  | HVAC Service Engineer                |
| Physical Therapist   | Maintenance Mechanic I               |
| Occupational Therapist                                       | Maintenance Mechanic II              |
| COTA   | Maintenance Mechanic III             |
| Teaching Assistant   | Courier                              |
| Library Assistant  | Building Aide                        |
| Teacher Aide   | Lifeguard                            |


8 Substitutes with more than six months continuous service in any title listed above.  
9

10 Such recognition shall extend for the maximum period allowable pursuant to applicable sections of the Public  
11 unit members Fair Employment Act.

12  
13 The status of new school related personnel positions created by the Board shall, upon failure of the Board and  
14 the Association to mutually agree, be subject to the certification procedures of the Public Employment Relation  
15 Board.

**ARTICLE 2 - DURATION**

- 1 2.1 The parties agree that all negotiable items have been discussed during the negotiations resulting in this
- 2 contract. Further, the parties agree that negotiations will not be opened on any matter, whether contained
- 3 herein or not, during the life of this Agreement; except through the written consent of both parties.
- 4
- 5 2.2 This Agreement shall become effective at 12:01 AM on the 1st day of July 2008 and continue in full force
- 6 and effect until midnight, June 30, 2012. This agreement will remain in effect for a twelve-month period
- 7 of time beyond its normal expiration unless either party, on or before January 15, 2012, submits a written
- 8 request for negotiations on a successor Agreement.
- 9
- 0 2.3 In witness whereof the parties hereto have hereunder set their hands and seal this 5<sup>th</sup> day of March, 2010.

  
 Superintendent of Schools

  
 Chief Negotiator, HCSEA

**ARTICLE 3 - STRIKE**

- 1 3.1 The Association hereby reaffirms that it will not engage in any strike, work slowdown, or any "job
- 2 action" precluded by law or cause, instigate, encourage, assist or endorse any strike, slowdown, or similar
- 3 "job action".

**ARTICLE 4 - SAVINGS CLAUSE AND NON-DISCRIMINATION**

- 4 4.1 If any provision of this Agreement, or any application thereof, is found contrary to law, then such
- 5 provision or application shall be deemed invalid except to the extent permitted by law, but all other
- 6 provisions or applications shall continue in full force and effect.

**4.2 LEGISLATIVE APPROVAL**

7 IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS  
 8 AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY  
 9 AMENDMENT OF LAW OR PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT  
 0 BECOME EFFECTIVE UNTIL THE LEGISLATION IS SIGNED INTO LAW.

**4.3 NON-DISCRIMINATION**

1 The District will not discriminate against any unit member because of his or her membership in the  
 2 Association, or because of any action of such unit member on any committee of the Association, or any  
 3 action on behalf of the Association.

## ARTICLE 5 - DUES CHECK-OFF AND OTHER PAYROLL DEDUCTIONS

- 1 5.1 Upon the written authorization of the unit member, the District will deduct from the salary of its unit  
2 members such amounts for membership dues as the unit member may specify and will transmit said  
3 sums to the HCSEA upon completion. Said deductions shall be made from twenty pay periods between  
4 September 1 and June 30.  
5
- 6 5.2 Upon twenty-five (25) days written notice to the Payroll Office, a unit member may revoke his/her dues  
7 authorization. Agency fee submissions shall continue to the extent of statute.  
8
- 9 5.3 The District agrees to make available through payroll deduction the following:  
10
- 11 a) Savings plan and/or U.S. Savings Bonds purchase plan at a designated bank.
  - 12 b) The District will make available the opportunity for a unit member to participate in the federally  
13 regulated annuity program. Selection of the program is at the option of the employee. Eligible plan  
14 sponsors shall be the same as made available to the members of the Hilton Central School  
15 Teachers' Association.
  - 16 c) The District agrees to make available to unit members direct payroll deposit.
  - 17 d) NYSUT Benefit Trust,
  - 18 e) United Way contributions,
  - 19 f) VOTE/COPE,
  - 20 g) Tax Sheltered Annuity – Contact Business Office for appropriate form
  - 21 h) Section 125 Plan,
  - 22 i) Hilton Education Foundation contributions
- 23
- 24 5.4 All unit members participating in payroll deduction for savings, life insurance or annuity program are  
25 restricted from making more than one salary adjustment for payroll deduction per school year.  
26 However, unit members can terminate an agreement on a savings or annuity program for amounts not  
27 yet earned.  
28
- 29 5.5 The Association agrees to indemnify and save the District harmless from any and all claims, suits or any  
30 other forms of liability arising out of any and all deductions of money for the Association including but  
31 not limited to NYSUT Benefit Trust, VOTE/COPE, Association dues, etc.  
32

## ARTICLE 6 - ASSOCIATION RIGHTS

- 33
- 34
- 35 6.1 The President of the HCSEA and/or the President's designee shall be allowed to visit the schools within  
36 the District to investigate working conditions, problems, and for other purposes as related to the welfare  
37 of the Association. These visits are to be arranged with the administrator in the building so there will be  
38 no interruption in service. These visits may be made during off-duty hours or during duty hours. If they  
39 are during duty hours, arrangements will be made with the immediate supervisor of the President and/or  
40 the President's designee and the immediate supervisor of the area where the visit is to be made. Such  
41 arrangements must be made at least twenty (20) hours in advance whenever possible. The total number  
42 of visitation hours away from the workstation during the year shall not exceed fifty (50). The President  
43 will maintain a log of release time and keep a copy of such log on file in the office of the Assistant  
44 Superintendent for Human Resources.  
45
- 46 6.2 The District will permit the Association President or his/her designee up to five (5) days without loss of  
47 pay to attend out of district meetings, workshops, and/or conferences relating to Association business  
48 with prior consent and mutual convenience.



1 6.3 The President of the Association will appoint unit members to serve on the District Health and Safety  
2 Committee per Commissioner's regulation 155.4.

## ARTICLE 7 - "DEFINITIONS"

### 7.1 Full-time Employees

3 7.1.1 Full-time unit member - An unit member who is regularly assigned to work twenty (20) or more hours  
4 per week and who is assigned to work for a period of six (6) months or more for the District is a full-  
5 time employee.

6  
7 7.1.2 A full-time employee, for all purposes except Insurance, shall include unit members in the following  
8 categories who are assigned to work for a period of six (6) months, as outlined in Article 8.3, for the  
9 District: lunch monitors, bus attendants, and bus drivers who are regularly assigned to both morning and  
10 afternoon bus runs/shifts. A unit member who works under two job titles or whose assigned combined  
11 hours equal twenty (20) or more hours per week, and who is assigned to work for a period of six (6)  
12 months, shall also be considered a full-time employee.

### 7.2 Part-time Employee

13 7.2.1 An unit member who is regularly assigned to work less than twenty (20) hours per week or who is  
14 assigned to work for a period of time which is less than three (3) months for the District is a part-time  
15 employee.

16  
17 7.2.2 School day only or 12 month unit members who are required to work on an everyday basis will receive  
18 sick days, bereavement leave, and holidays (based on the number of hours regularly worked.)

### 7.3 Immediate Supervisor

19 An administrator or supervisor, who is directly responsible for the area and personnel in which the unit  
20 member works.

### 7.4 Work Week

21 The typical work week for all unit members shall be Monday through Friday, except those hired to work  
22 an alternative work shift, including weekend cleaners.

## ARTICLE 8 - VACANCIES/TRANSFER

### 8.1 Vacancies

23 Qualifications, ability and demonstrated work record as determined by the District shall be the primary  
24 considerations in the filling of vacancies and promotion of bargaining unit members to positions in the  
25 bargaining unit. All other factors being equal, seniority among applicants, within the department where  
26 the opening exists, shall be the tie breaker.

27  
28 8.1.1 All full-time and part-time position vacancies shall be posted for ten (10) days excluding holidays and  
29 weekends prior to the time that the District permanently fills the position.

1 This requirement does not apply to bus driving vacancies. All full and part-time position vacancies shall  
2 be posted in the Transportation Department for ten (10) days excluding holidays and weekends prior to  
3 the time that the District permanently fills the position. All initial mid-year run vacancies shall be  
4 posted for a period of two (2) work days. Such positions shall be offered to drivers with fewer hours  
5 than the posted run. Vacancies created by drivers changing runs as a result of an initial posting, shall be  
6 filled by individual contact with drivers on a seniority basis who have fewer hours than the driver  
7 appointed to the initial posted run.

8  
9 This requirement does not apply in the case of existing full-time unit members whose assigned work  
10 hours are increased within their salary classifications. Further this requirement does not apply in the  
11 case of vacancies in encumbered positions.

12  
13 All part-time unit members will be given first notice for any positions that the District intends to  
14 combine into one full-time position.

15  
16 If the District has not filled a position within two (2) months of the posting, the reason will be  
17 communicated to the President of the Association.

18  
19 8.1.2 Unit members, who apply in writing for a full-time vacancy and are unsuccessful, shall be notified in  
20 writing as soon as practicable with reason(s).

21  
22 8.1.3 Employees who apply for a second job in the District may be denied this second position if such  
23 additional work would require the District to pay overtime on a regular basis.

## 24 8.2 Transfer

25 8.2.1 Upon an initial vacancy, the District will allow a qualified transfer to the position and a transfer into the  
26 vacancy created by the first transfer. At that point, the District may fill the opening created by the  
27 second transfer in the manner which best serves the District's needs. No right of transfer exists when an  
28 unit member seeks a position that has a greater number of scheduled hours than the one which they  
29 currently occupy. Bus Drivers, whose scheduled hours are dependent on the trips which they select,  
30 based on seniority, are not covered by this provision.

31 8.2.2 A transfer is recognized as moving to a position which is equal in job category or below. The unit  
32 member who transfers relinquishes rights to the previously held position except as specified by Civil  
33 Service Law.

34  
35 All positions at a higher salary level must be applied for in writing.

36  
37 Unit member transfers will be approved at the sole discretion of the administration for the first 3 years of  
38 employment.

39  
40 8.2.3 In the event that a teaching assistant needs to be involuntarily transferred to another building, the  
41 teaching assistant with the least district seniority in the building will be transferred.

## 42 8.3 Encumbered Positions

43 In the event that a substitute is in continuous service for more than a two (2) month period of time in the  
44 same position, an individual will be considered an interim unit member and entitled to the starting salary  
retroactive to the first day of employment in that position. Such service must be continuous in nature

1 with no breaks excluding holidays. The shift differential is not paid unless the position exceeds six (6)  
2 months. In the event the District is aware of a vacancy extending beyond six (6) months, the individual  
3 in the encumbered position will be entitled to the benefits of this contract with the exception of seniority  
4 and vacations.

#### 8.4 Temporary Transfer

5 In the event that a full-time unit member is assigned by the immediate supervisor to temporarily work in  
6 a higher rated salary classification for a period in excess of ten (10) consecutive working days, such full-  
7 time unit member will be temporarily placed upon the higher salary schedule retroactive to the first day  
8 of such assignment.

#### 8.5 Weekend Cleaners

9 The District may add part-time unit members in the title of cleaner for the purpose of staffing buildings  
10 during weekends, holidays and school recess periods. Such positions will be posted according to the  
11 terms of this agreement except that current unit members may be denied this position should such work  
12 place them in the overtime category.

### ARTICLE 9 - LEAVE OF ABSENCES

#### 9.1 Sick Leave

13 9.1.1 Full-time unit members covered by this Agreement will earn one (1) day sick leave per month of  
14 employment with full pay which will be credited in total at the beginning of each school year. Unused  
15 sick leave days for full-time twelve month unit members may be accumulated to a maximum of 260  
16 days. Unused sick leave days for all other full-time unit members may be accumulated to a maximum of  
17 190 days. Supplementary days shall be granted on the basis of one (1) supplementary day for each  
18 unused day of the grant for that year, but total days accumulated (supplementary plus unused) shall not  
19 exceed the maximum accumulation of days listed above. This sick leave policy will apply to the full-  
20 time unit member in case of his/her sickness or an emergency with a spouse or child, sibling when the  
21 unit member is the primary care giver, parent, stepparent or in-law.  
22

23 9.1.2 Part-time unit members covered by this Agreement will earn a pro-rated portion of one (1) day sick  
24 leave per month of employment with full pay which will be credited in total at the beginning of each  
25 school year. Unused sick leave days for part-time twelve month unit members may be accumulated to a  
26 maximum of 260 days. Unused sick leave days for all other part-time unit members may be  
27 accumulated to a maximum of 190 days. Supplementary days shall be granted on the pro-rated basis of  
28 one (1) supplementary day for each unused day of the grant for that year, but total days accumulated  
29 (supplementary plus unused) shall not exceed the maximum accumulation of days listed above. This  
30 sick leave policy will apply to part-time unit members in case of his/her sickness or an emergency with a  
31 spouse, child, sibling when the unit member is the primary care giver, parent, stepparent or in-law.  
32

#### 9.2 Sick Leave Bank

##### 9.2.1 Operation of Sick Leave Bank July 1, 2008 – June 30, 2010

33 A Sick Leave Bank shall exist for use by the Association that shall operate on a fiscal year basis  
34 beginning July 1 and ending June 30. The purpose of the bank will be to provide members of the  
35 Association with additional sick leave in cases of serious illness and/or serious injury not attributable to

1 the workplace. Employee-member of the Sick Leave Bank must have an illness and/or injury  
2 necessitating twelve (12) consecutive school days of absence before becoming eligible to use the sick  
3 bank.  
4

5 The following criteria will be applied to the use, installations and management of the Sick Leave Bank:  
6

- 7 a) All employees covered by this collective bargaining agreement will be required to donate two (2)  
8 days of their accumulated sick leave to the bank at the time of their initial employment.  
9
- 10 b) When possible, sick bank days will be requested in writing to the Assistant Superintendent for  
11 Human Resources within ten (10) working days prior to the use of the bank. A member of the sick  
12 bank may not utilize same before his/her own sick leave is exhausted.  
13

14 The Assistant Superintendent for Human Resources will, in consultation with the School Physician,  
15 review requests regarding sick bank applications and communicate his/her decision to the applicant  
16 and the Association President.  
17

- 18 c) The total number of sick leave days granted for any bank members cannot exceed sixty (60) days  
19 during a fiscal year (July 1 – June 30). Reapplication will be made at intervals of twenty (20) days  
20 following the application process.  
21
- 22 d) The total number of days within the sick bank will not exceed three hundred (300) days. There will  
23 be a supplementary sick bank not to exceed three hundred (300) days which will be used to replenish  
24 the Sick Leave Bank when it falls below one hundred and fifty (150) days.  
25
- 26 e) Reassessment for the bank will take place by May 15 of each school year and be accomplished in .5  
27 units of sick days per bank member.  
28
- 29 f) Whenever it becomes necessary to replenish the sick leave bank, each unit member of the sick leave  
30 bank must contribute an equal number of sick days. Contributions to the sick bank do not count  
31 against perfect attendance.  
32
- 33 g) Days deposited to the bank are considered to be property of the sick bank and are no longer the  
34 property of the individual depositing them.

### 9.2.2 Operation of Sick Leave Bank Effective July 1, 2010

35 The Hilton Central School District agrees to maintain a Sick Leave Bank for use by the members of the  
36 HCSEA. The purpose of the bank is to provide members with additional sick leave in cases of serious  
37 illness and/or serious injury not attributable to the workplace. Unit members of the bank must have an  
38 illness and/or injury necessitating twenty (20) consecutive school days of absence before becoming  
39 eligible to use the sick bank.  
40

41 The following criteria will be applied to the use and management of the Sick Leave Bank:  
42

- 43 a) Members are eligible to use the sick bank commencing on the 21st consecutive day of their illness  
44 and/or injury, or when his/her own sick leave is exhausted, whichever is greater. (For unit members  
45 who do not have at least twenty (20) days of accumulated sick leave, there will be a period of time  
46 when he/she is not paid.)

- b) The HCSEA President will notify the Office of Human Resources in writing at least 10 days in advance when days are to be awarded to an individual unit member.
- c) The number of sick bank days a member can use in any school year is limited to the number of sick days the individual member had as of September 1 of the school year in which the request for sick bank days is being made, but no more than sixty (60) in any school year.
- d) All days requested but not used must be returned to the sick bank by the district.
- e) The total number of days within the sick bank will not exceed three hundred (300).
- f) The sick bank will be replenished when the bank falls below one hundred fifty (150) days. The sick bank will be replenished by deducting .5 units of sick days per bank member. Whenever it becomes necessary to replenish the bank, each unit member must contribute an equal number of sick days.
- g) Contributions to the sick bank do not count against perfect attendance.
- h) Days deposited to the bank are considered to be property of the bank and are no longer the property of the individual depositing them.
- i) The HCSEA will be responsible for the criteria for use.

### 9.3 Personal Leave

- 9.3.1 If a full-time unit member finds that it is necessary for an appointment to be made during working hours to take care of personal business that cannot be scheduled at any other convenient time, the District will make an effort to relieve the full-time unit member from his or her duties for that period of time that is necessary for him or her to be away.

A maximum of three (3) days per year may be allowed for 10-month unit members and a maximum of five (5) days per year may be allowed for 12-month employees, regardless of the number of positions held by an individual employee. Each full-time unit member may request either full or half-days for approval by the immediate supervisor or Building Principal with three (3) days' prior notice, whenever possible.

Personal days are not intended to be used as an extension of vacations, holidays, or weekends. For 12 month employees, at the third (3<sup>rd</sup>) submission of a personal day request form and for 10 month employees, at the second (2<sup>nd</sup>) submission of a personal day request form for use immediately before or after any of the following: vacations, holidays or weekends, the member's immediate supervisor may ask for an explanation and/or proof that shows the intended use of the personal day is for business that cannot be scheduled at any other time.

For purposes of this section, other reasons for which personal leave days have been granted under Section 10.1 of the predecessor agreement shall continue to be valid in this agreement.

- 9.3.2 There may be times when unit members need more than their allotted personal time but less than that described in Article 9.8 – Extended Leave. In these cases, permission may be granted solely at the discretion of the Assistant Superintendent for Human Resources. Any days beyond the three allowed for 10 month unit members and the five allowed for 12-month unit members taken under these

1 circumstances will nullify the employee's eligibility for the Attendance Incentive and reduce seniority  
2 by the number of unpaid days, if any.  
3

4 9.3.3 Any unused personal business days shall accumulate as sick days.

5 9.4 Military Leave

6 Any members who are members of an organized militia or reserve unit, or members who enter military  
7 service while in the employ of the District shall be granted leaves of absence with such rights as  
provided under New York State Military Law Sections 242 and 243.

8 9.5 Jury Duty Leave

9 The employer recognizes the responsibility of citizens to serve as jurors and will provide the opportunity  
10 for unit members to serve when they are summoned. Unit members will promptly notify their  
11 immediate supervisor or building principal when summoned for jury duty.

12 Each regular full-time and regular part-time and regular bus driver who is required to serve on a jury, or  
13 is required to report to court in person to a jury duty summons, or is required to report for jury  
14 examination shall be paid his/her regular hourly rate. It is understood that any stipend or payment  
15 received for such services will be turned over to the District less any expenses incurred for parking and  
16 food when supported by receipts.  
17

18 Jury duty leave shall not be deducted from personal leave days.

19 9.6 Child Care Leave

20 All full-time classified unit members may petition the Board for a child care leave of absence.

21 The petition must be in the form of a letter to the immediate supervisor and Human Resources Office  
22 and must state the expected delivery date and the date expected to return to work and the attending  
23 physician's name.  
24

25 Each request for child care leave shall be reviewed by the Human Resources Office. However, no child  
26 care leave may extend beyond one (1) year from the last day actually worked.  
27

28 Child care leave of absence is without pay. No sick time or vacation time would accrue during this  
29 period of time.  
30

31 The unit member will notify the district, in writing, at least 30 days prior to the termination of the leave,  
32 as to his or her intent to return to the district. Lack of notification will imply that the unit member does  
33 not wish to return to his or her position.

34 9.7 Bereavement Leave

35 In the event of death in the immediate family, all unit members may be granted leave with pay for up to  
36 three (3) days per bereavement, upon approval of the immediate supervisor or Building Principal. In the  
37 event that the bereavement leave is for a location outside of the immediate area (Monroe, Orleans,  
38 Genesee, Wyoming, Livingston, Ontario and Wayne Counties), the unit member may request up to an  
additional two (2) days leave, subject to the approval of the immediate supervisor or Building Principal.

1 Immediate family includes mother, father, spouse, daughter, son (natural, stepchild or legally adopted),  
2 brother, brother-in-law, sister, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law,  
3 grandchild, grandparent, stepfather, and stepmother.  
4

5 Death of a near relative (aunt, uncle, first cousin, niece, nephew or godchild) a unit member may be  
6 granted one day with pay with permission to be granted by the immediate supervisor or Building  
7 Principal.

9.8 Extended Leave

8 Full-time unit members may request permission to take an extended leave of absence without pay. This  
9 leave is for a period of at least ten (10) consecutive work days and not to exceed six (6) months and the  
10 request must be made to the Assistant Superintendent for Human Resources in writing at least four (4)  
11 weeks prior to start of the leave, whenever possible. (The Assistant Superintendent for Human  
12 Resources may waive the four week notice.) Approval for the leave must be obtained in writing from  
13 the Assistant Superintendent for Human Resources. A one-time extension can be requested. Such  
14 request must be in writing within four (4) weeks of the conclusion of the original leave.  
15

16 During this extended leave, no sick time, vacation time, seniority or other benefits will accrue.  
17

18 It is the full-time employee's responsibility to make arrangements with the Benefits Specialist for the  
19 payment of medical insurance costs during the leave.  
20

21 If the unit member on leave properly notifies the district of his or her intent to return, the Board will  
22 make every effort to reinstate the full-time unit member upon his return in the same classification held  
23 when leave began. If no opening exists in that classification, the Board will attempt to place the full-  
24 time unit member in some other classification where there is an opening and if he or she is qualified to  
25 hold such classification. However, all Civil Service appointments must comply with Civil Service laws.

**ARTICLE 10 – COMPENSATION**

10.1 Salaries

26 All staff members, employed with the District prior to June 30, 2008, will receive an increase on their  
27 individual base salaries, exclusive of supplemental pay for longevity, P.S.P., shift differential, lay-over,  
28 etc. of the following:  
29

30	2008-09	3.50%
31	2009-10	3.75%
32	2010-11	4.00%
33	2011-12	4.25%

10.1.1 Retroactive Payments (Current Employees)

34 Employees hired during the 2008-09 school year will receive their salary determined by their initial  
35 contract but will be entitled to the raise aforementioned during the 2009-10 school year. New unit  
36 members hired during the 2008-09 school year will be entitled to the hire in rate established in the  
37 starting salaries table (Appendix A).

10.1.2 Retroactive Payments (Past Employees)

1 Unit members employed between July 2008 and December 2009 that resigned for the purpose of  
2 retirement will be eligible for retroactive payments. Unit members that resign for any other purpose will  
3 not be eligible for retroactive payments.

10.1.3 Salaries for New Hires

4 New hires will be paid the starting rate listed in Appendix A. The District may grant credit for up to five  
5 (5) years when hiring clericals with relevant experience in the public sector or in the same or higher  
6 Hilton internal job title, or when hiring Maintenance Mechanics I and II, Head Mechanic, Automotive  
7 Mechanics A and B, Groundskeepers I and II, or Microcomputer Maintenance Technicians with relevant  
8 job skills, or when hiring Head Bus Drivers with a Department of Motor Vehicles Article 19A driver  
9 certification. The District will give notice in such an event to the Association President and the reason  
10 for the anomaly. Any other discrepancies from the starting rates will be negotiated with the Association.

10.1.4 Salaries for Newly Created Positions in the Bargaining Unit

11 The District agrees to negotiate with the Association concerning salaries for newly created positions in  
12 the bargaining unit which are not listed on the attached salary schedules.

10.1.5 Interns

13 Computer interns, receiving compensation by the school district shall not have the length of their  
14 internship extend beyond one year. At the one year point the school system may retain the intern by  
15 placing them into the appropriate category within the collective bargaining agreement or decide to  
16 discontinue the internship. If an intern is retained, the time served shall be retroactive to the starting  
17 date of employment for all time accruing benefits within the agreement. The decision to retain interns is  
18 the sole discretion of the school district, and is not subject to the grievance procedure.

10.2 Additional Pays

10.2.1 Buildings and Grounds

10.2.1.1 Shift Differential

19 A shift differential for "B" time work equivalent to \$.60/hour.

20  
21 A "B" trick will be considered to be approximately 3:00 p.m. to 11:30 p.m. To receive this premium the  
22 unit member must work through 7:00 p.m.

23  
24 Upon request of the Director of Buildings and Grounds, the shift differential shall be paid for all hours  
25 worked by members in these positions, including temporary assignments to daytime hours for ten (10)  
26 days. For assignments lasting greater than ten (10) days, the shift differential shall not be paid for the  
27 remainder of the daytime assignment

28  
29 A "C" trick will be considered to be approximately 11:30 p.m. to 7:00 a.m. To receive this premium the  
30 unit member must work through 2:00 a.m. A unit member assigned to work "C" trick shall be paid



1 seventy (70) cents per hour premium above his normal wage. If a unit member starts work prior to  
2 11:30 p.m. and works through 2:00 a.m., or hours not considered the normal "C" trick hours, he/she will  
3 be paid the premium as stated above from midnight through the end of the shift. Times noted in this  
4 section are approximate, and are for illustration purposes only.  
5

6 This procedure does not cover driving buses or snow plowing.  
7

8 Any regularly scheduled "B" or "C" shift unit member who is absent during his/her regularly scheduled  
9 work-shift due to sickness, vacation, personal day or bereavement will be paid the premium unless the  
10 aforementioned absence is taken as unpaid time.  
11

12 The shift premium will not be paid to "B" or "C" shift workers who, during school recess period, do not  
13 work as qualified "B" or "C" shift.  
14

15 The shift premium will be paid to "B" or "C" shift unit members for legal or floating holiday hours that  
16 the individual would normally qualify for except on those holidays which occur during a normally  
17 scheduled recess period.  
18

19 Normally schedule "B" or "C" shift workers who do not work due to an emergency school closing will  
20 receive the shift premium for the hours that would have qualified for the premium.

#### 10.2.1.2 Weekend Building Checks

21 During the designated heating season or because of other special circumstances, as part of the Head  
22 Custodian's responsibility for the operation and security of his/her building, it is expected that he/she  
23 shall make a building check between noon Saturday and noon Sunday.  
24

25 This building check shall be waived if a Custodial Staff person assigned or called in to the building for  
26 any other purpose on either the Saturday or the Sunday of a given weekend.  
27

28 In the event that the Head Custodian is unable or unavailable to perform a weekend building check, it is  
29 his/her responsibility to arrange for another member of the building staff to perform the building check  
30 or if other methods of assessment indicate that such a check is unnecessary.  
31

32 Weekend Building Check time earned can either be taken as wages or used as compensatory time, at the  
33 discretion of the employee.  
34

#### 35 10.2.2 Nurses

36  
37 The District shall employ the Senior High nurse, if available, to assist with sports physicals given during  
38 the summer vacation. In the event that the Senior High School nurse is not available, other building  
39 nurses will be employed prior to the employment of non-bargaining unit members. Such employment  
40 will be compensated for over and above the annual salary at the per day rate of the annual salary.

#### 10.2.3 Teaching Assistants

##### 10.2.3.1 Post Secondary Degree Compensation

41 Teacher Assistants are eligible to use tuition waivers from any teacher in the District in the event that  
42 said teacher will not be using the waiver. Directions must be followed concerning proper sign-off and

1 obtaining approval and signature of the Superintendent.

2  
3 Annual stipends for teaching assistants:

4 Associate's Degree	\$ 500
5 Bachelor's Degree	\$ 750
6 Master's Degree	\$1,000

7  
8  
9 These stipends will be payable the July following the school year in which the degree is earned.  
10 Teaching Assistants who have been reimbursed under Article 12.8 for 50% or more of the course work  
11 associated with the award of the degree shall be ineligible for this stipend.

#### 10.2.3.2 Substitute Teaching

12 When a teacher is absent from his/her classroom/work assignment for a half day or more, the teaching  
13 assistant shall receive a stipend of 25% of the per-diem (half-day or full-day) uncertified short term rate  
14 for the day.

15  
16 Assignment as a teacher when the teacher is absent from his/her classroom/work assignment will be  
17 strictly voluntary and must be agreed to by the supervisor and the teaching assistant prior to performing  
18 the duties as the substitute.

#### 10.3 Overtime Pay

19 A full-time unit member who works over forty (40) hours in a work week will be entitled to receive pay  
20 computed at one and one-half (1-1/2) times his/her normal rate for all hours worked over the forty (40)  
21 hour work week. Personal days and sick hours are not to be included in computing the forty (40) hour  
22 work week. Computation will be based on actual time worked.

23  
24 Full-time unit members who are called in to work on Saturday and have completed forty (40) hours over  
25 a work week, will be paid at a work rate to be one and one-half (1-1/2) times their regular wage.

26  
27 Full-time unit members who are called in to work on Sunday or paid holidays and have completed a  
28 forty (40) hour work week will be paid at a rate to be two (2) times the regular rate.

29  
30 This policy does not cover part-time or temporary workers or where other arrangements have been made  
31 for compensation. A full-time unit member who wants to make up some lost time will be able to make  
32 arrangements with his immediate supervisor to do this, and the time sheet will carry a notation that this  
33 is not to be paid at the premium rate.

#### 10.4 Emergency Calls

34 In the event that it is necessary for a unit member to report immediately to the workplace in response to  
35 an emergency situation at a time when he/she is not ordinarily scheduled, the unit member shall receive  
36 compensation at time and one half (double for Sundays and Holidays) for actual time worked.

37  
38 Actual time worked shall mean the total time for the time he/she reports to the workplace through the  
39 time of departure from the workplace. The unit member will be paid a minimum of one (1) hour.

40  
41 This time may be compensated as wages or compensatory time at the employee's discretion.

## 10.5 Promotion

1 Employees receiving a promotion to a higher salary classification shall be placed in the higher salary  
2 classification so that such unit members shall receive the 10% (ten percent) between the area(s) of  
3 classifications or the starting salary of that classification whichever is greater. A higher salary  
4 classification is defined as a classification which has a higher minimum entry level than the original  
5 salary classification.  
6

7 If a unit member transfers to a lower salary classification, the unit member shall receive the 9% (nine  
8 percent) difference between the area(s) of classification which would be a reduction in salary. A lower  
9 salary classification is defined as a classification which has a lower minimum entry level than the  
10 original classification.  
11

12 Transfer to a Higher Salary Classification while serving in an Interim Position - In the event that a unit  
13 member moves to a higher salary classification while serving in an interim position, such increase in  
14 salary will be ten percent (10%) or the starting rate, whichever is greater.  
15

16 When a unit member moves from a higher salary classification to an (interim) lower salary  
17 classification, the unit member will receive a salary of the lower classification commensurate with the  
18 employee's years of service in the District.  
19

20 When the unit member returns to the former higher salary classification, she/he will not be eligible for  
21 their percentage increase. If the interim appointment goes beyond July 1st, the unit member will be  
22 eligible for the salary increase accorded in that contract year.

## 10.6 School Sanctioned Events

23 Rates for school sanctioned events shall be according to the teachers' contract (This is to include any  
24 retroactive pay).  
25

26 If teachers are available and desire to hold these positions, they shall have preference.  
27

28 Trips shall be categorized as either required or voluntary attendance.  
29

30 a) In the event that a member desires to attend a school sponsored field trip or similar activity that  
31 would require that the member be absent from his/her post, they shall receive their regular pay when  
32 their attendance at such an event is deemed by the building principal part of the job duties of the  
33 member.  
34

35 b) In the event a member wishes to attend an event which involves their child, they shall receive  
36 compensation only if their attendance meets the criteria in Section A. Members attending a trip or  
37 similar event that involves their child, but is unrelated to their position may attend upon prior  
38 approval of the principal or supervisor and may use available personal or vacation days as may apply  
39 to that member.  
40

41 c) The principal or supervisor has full authority to determine whether the member's attendance is  
42 required or voluntary. His/her decision is not grievable.

10.7 Tutoring

When the District has a need to hire tutors, the following shall apply:

- a) Post the positions with enough specificity regarding the hours of work so as to assist any potential candidates in applying for the position.
- b) Once the hours are established the hours may not be substantially changed without reposting the position.
- c) Tutoring positions will be offered to qualified teachers, teaching assistants, and teacher aides in that order of preference.
- d) The tutors in Alternative Education, Home/Hospital, Out-of-School Suspension and GED programs are exceptions to items 1 – 3.
- e) Compensation is established according to the agreement with the Hilton Teachers' Association collective bargaining agreement.

10.8 Additional Stipends

- a) Clerical unit members will be paid time and a half for any work over forty hours per week. Attendance at meetings or other required activities held outside his/her regular work day, when mandated by his/her supervisor, will be counted.
- b) \$1200 per year will be paid to any elementary clerical staff to handle extracurricular activity accounts if he/she is not classified as an account clerk or account clerk/typist, or whose primary job responsibility is not dealing with school accounts. This amount will be pro-rated on the basis of time worked when more than one unit member assumes this responsibility, and will be paid by the end of the fiscal year.
- c) Transportation: a stipend of a total of \$200 per month will be paid to the person/persons assigned the task of making arrangements, outside the regular work day, for substitutes and extra trip transportation. This stipend is not to be used to increase the normal work day hours. Effective July 1, 2010, the District will approve overtime, following the pre-approval process defined by the District, for head bus drivers for any assigned work performed above forty (40) hours per week as administered for other overtime payments within the District, including work that must be performed away from the work site.

10.9 Compensatory Time

If a unit member is directed to work beyond their regular work hours by their immediate supervisor, the unit member may elect compensatory time or regular wages. In the case of an unit member being required to work beyond forty (40) hours per week, the unit member shall accrue compensatory time at one and one-half (1-½) hours for each hour worked beyond 40 hours per week, unless the work is done on a Sunday or a holiday. In this case, the unit member shall accrue compensatory time at two (2) hours for each hour worked. Compensatory time will be taken at a time that does not conflict with the district's operations and requires the written approval of the employee's immediate supervisor.

Unused compensatory time for ten-month unit members will be compensated at the employee's regular

hourly rate at the end of the work year (June 30). Unused compensatory time for 12-month unit members will be compensated at the employee's regular hourly rate at the end of the work year (June 30). 12-month unit members may also elect to carry over up to forty (40) hours to the next year. Accumulated compensatory time may not exceed forty (40) hours.

10.10 Professional Development Compensation

10.10.1 Teaching Assistants, Teacher Aides, and Nurses In-Service Training

Teaching assistants, teacher aides, and nurses who successfully complete district approved in-service courses are eligible to receive a salary increase of \$.05 (five cents) per hour added to their present base rate for each six (6) hours of in-service. Such in-service courses must be approved prior to enrolling in them. The in-service courses to which a stipend is paid must be outside the regular working hours at the expense of the employee. College courses will not be considered for in-service credit. Notification must be given by October 15 of the school year to receive the adjustment on or about December 15 of that same school year. Notification must be given by June 1 of the school year to receive adjustment by the beginning of the subsequent school year.

10.10.2 Professional Standards Certificate

An additional differential will be given to any full-time clerical unit member who has attained the Professional Standards Certificate from the National Association of Educational Secretaries and will be payable the July following the school year in which the certificate was earned.

<u>Certificate Level</u>	<u>Differential Per Year</u>
Basic	\$ 225.00
Associate	\$ 325.00
Advanced	\$ 450.00
Bachelors Degree	\$ 750.00
Masters	\$1000.00
C.E.O.E	\$1500.00 *

\*To receive the CEOE differential, the unit member must show yearly development by serving on at least one approved District committee, or attending at least one workshop or professional development training, and proof of membership in either the state or national Educational Office Secretaries Association in the previous year.

It is the intention of the parties that credit differentials are provided to encourage individual full-time unit members to obtain a professional background and to reward this effort.

Teaching Assistants and Secretaries, after one or more years of service in the District, will be eligible for a leave of absence without pay for a period of one semester or one school year, to pursue a program containing no less than twelve (12) credit hours per semester in accordance with a written plan for education to be approved by the Superintendent of Schools. No more than three (3) members shall be granted educational leave in one school year. If more than three (3) members request such a leave, the member with the greatest seniority shall be afforded preference. Such leave accords that unit member be reinstated in the same position upon return. The credit hours earned during the leave will not be considered in Article 10.2.3.1 during that year or any future year.

10.10.3 School-Related Personnel Growth and Development Program

1 A full-time unit member will be entitled to participate in the School-Related Personnel Growth and  
2 Development Program and will be paid an additional differential when they have attained a Certificate  
3 in accordance with the standards and levels mutually agreed upon by the Association and the District.  
4

5 The Differential will be payable each July following the school year in which the certificate was earned  
6 as noted in the chart below.  
7

<u>Certificate Level</u>	<u>Differential Per Year</u>
Basic	\$175.00
Associate	\$275.00
Advanced	\$375.00
Bachelor's Degree	\$425.00

8  
9 It is the intention of the parties that credit differentials are provided to encourage individual full-time  
10 unit members to obtain additional education and to reward this effort.  
11

12 Teaching assistants, teacher aides and nurses who participate in District approved in-service courses and  
13 receive a salary increase in accordance with Section 10.10.1 and full-time clerical unit members who  
14 participate in the Professional Standards Program and are compensated in accordance with Section  
15 10.10.2 are not eligible to receive benefits as described in Section 10.10.3

10.11 Conference, Workshops and/or Training Meetings

16 If unit members are required by the District to attend conferences, workshops and/or training meetings,  
17 they will be compensated at their regular rate of pay for the hours in attendance, as approved by the  
18 immediate supervisor. If the meetings are outside the District, reasonable expenses, including but not  
19 limited to meals, travel and lodging will be paid.

10.12 Longevity Stipends

20 Full-time unit members covered by this Agreement will receive longevity stipends as described in the  
21 table below. The amount will be paid in July of each year. Once the award has been achieved it is paid  
22 annually or until the next service credit benefit is achieved.

<b>Longevity Credit</b>	<b>Annual Award</b>
Ten (10) Years of Longevity	\$325
Fifteen (15) Years of Longevity	\$825
Twenty (20) Years of Longevity	\$1,400
Twenty-Five (25) Years of Longevity	\$1,525

23 If hired prior to January 31 of a year, the full-time unit member will be credited with a full year on July  
24 1 of each year.  
25

26 The rates will be effective July 1, 2010.

10.13 Attendance Incentive

In each year of the agreement, full-time unit members will receive an incentive for attendance based on the prior year's attendance record, according to the following:

	<u>Twelve Month Employees</u>	<u>Ten Month Employees</u>
No sick or unpaid leave days used	\$150.00 or 3 days pay (whichever is greater)	\$125.00 or 3 days pay (whichever is greater)
One (1) sick or unpaid leave days*	\$100.00 or 2 days pay (whichever is greater)	\$ 85.00 or 2 days pay (whichever is greater)
Two (2) sick or unpaid leave days used*	\$ 50.00 or 1 days pay (whichever is greater)	\$ 43.00 or 1 days pay (whichever is greater)

\* For purposes of this article, half-days (1/2) or any part thereof, will be considered one (1) full day of sick leave.

To receive the attendance incentive, twelve (12) month unit members must be employed from July 1st through June 30th and ten (10) month unit members from the 1st work day in September through the last work day in June, of the prior school year.

After three consecutive years of perfect attendance, \$500.00 will be added to the base salary. This payment shall be in a lump sum, and shall be paid prior to the start of the next school year.

Once the unit member has attained three years of perfect attendance, a new three-year cycle begins for this award. As an example, it is possible for an unit member to receive the \$500 award, added to their salary, twice in a six-year period.

The attendance period is from July 1 each year and ends on June 30 of the following year.

**ARTICLE 11 – MEDICAL BENEFITS**

11.1 Basic Health Plan

The District may provide new or different health insurance carriers and/or health insurance plans/programs in the event any of the current health insurance carrier(s) and/or plans/programs are discontinued, or in the event of a change in the third-party administrator.

Currently, the District will make available to unit members the following health care coverage options: RASHP I (Blue Cross/Blue Shield/Blue Million) and RASHP II, currently known as Blue Point 2 products. The District will offer all products available through the RASHP II consortium which currently include Blue Point 2 Extended, Select, and Value.

The District will pay the dollar equivalent of 90% of the Blue Point 2 Select Premium. Unit members enrolling in a more costly plan will pay 100% of the additional premium expense for the coverage. unit members enrolling in a less costly plan shall still be entitled to the applicable dollar equivalent of the

1 Blue Point 2 Select premium up to 100% of the cost of the plan paid for by the District.

2  
3 The District will allow one group contract per family unit. Exceptions shall be circumstances that  
4 qualify under the provisions of TEFRA/DEFRA.

#### 11.2 Major Medical Plan

5 The District will make available to the full-time employees, a plan mutually agreed upon by the  
6 Association and the District. The plan should include all coverage outlined in the District program.  
7 District contribution is outlined in the table below:

<u>School/Calendar Year</u>	<u>District Contribution</u>
2008-09 School Year	90%
Sept 2009-Dec 2009	90%
January 2010	85%
January 2011	80%
January 2012	75%

8 All unit members are eligible for participation in the Major Medical Plan provided they enrolled on or  
9 before February 26, 2010. Unit members not enrolled as of that date, or opting to drop their coverage at  
10 any time after that date, are no longer eligible for the coverage. The sole exception to this shall be unit  
11 members who experience a life-altering situation after dropping their Major Medical coverage. A life-  
12 altering situation shall be defined as the loss of access to equivalent coverage through a spouse, due to  
13 death, divorce or loss of employment of the spouse. In this instance, the unit member shall be entitled to  
14 participation at the currently prevailing unit member contribution rate of the cost of the plan. Equivalent  
15 coverage shall be a major medical plan in which the unit member and their spouse are currently enrolled  
16 that has substantially equivalent benefits and deductibles. The unit member must submit documentation  
17 of their circumstances, including proof of equivalent coverage, to the Assistant Superintendent for  
18 Human Resources, who shall make the final determination as to eligibility for re-enrollment. Upon re-  
19 enrollment, the unit member must repay any enhanced Section 105 (formerly VEBA) contributions  
20 received from the District during the contract year in which re-enrollment occurs.

#### 11.3 Vision Care Plan

21 The District will make available to the full-time unit members a Vision Care Plan at the ratio of 90%  
22 employer – 10% unit member for the cost of the premium.

#### 11.4 Dental Insurance

23 The District will continue to make a Dental Plan available to full-time employees. Adjustments will be  
24 made to the plan until they equal the UCR (Usual and Customary Reimbursement) Schedule used by the  
25 dental insurance plan offered by Blue Cross / Blue Shield (presently known as Smile Saver), effective  
26 January 1, 2005. Effective with the first change in the UCR Schedule to be made by the District on  
27 October 1, 2000, the District will pay 90% of the premiums of this plan for all full-time employees. At  
28 that time, participation in the dental insurance plan shall be mandatory for all full-time employees,  
29 unless they can present evidence of existing coverage under a comparable or superior product acquired  
30 from another source outside of the Hilton Group Plans. Additionally, there shall be a limit of one group  
31 dental contract per family unit employed by the District. The Human Resources Office will make copies  
32 of the Plan document available for all unit members



11.5 District Health Insurance Committee

The Association will participate in the District Health Insurance Committee. The Association President shall designate two members to participate on the Committee.

11.6 Insurance Opt-Out

As an inducement to unit members who have access to health care coverage through sources outside of the group health insurance plans offered by the District, the District shall pay an annual incentive to unit members who elect not to accept District coverage. This amount shall be equal to 20% of the cost of the Blue Point II Family Select Plan. If a unit member is married to another District employee, regardless of bargaining group affiliation, the other District unit member may take the health insurance and the unit member will receive 75% of the opt out.

The District will administer the new opt-out payment process accordingly. The 2009-10 school year opt out payment will be made in June 2010 (new unit members eligible for the benefit effective January 1, 2010 will receive 60% of the benefit). In December 2010, the District will distribute an opt-out payment equivalent to 40% of the benefit (for the months of September – December 2010). Initiating in the 2011 calendar year, the District will issue opt-out payments annually in December.

11.7 Extended Leave and Child Care Leave

The full-time unit member assumes 100% of the cost. Arrangements are to be made with the Benefits Specialist for payment of premiums.

11.8 Section 105 Account (formerly VEBA)

The Section 105 Account incorporates the following attributes:

11.8.1 The Plan shall be organized under Section 501(c)(9) of the Internal Revenue Code.

11.8.2 The following table will describe the amount of money unit members will receive in their Section 105 accounts.

<u>School/Calendar Year</u>	<u>Enrolled In Major Medical</u>	<u>Not Enrolled In Major Medical</u>
2008-09 School Year	\$225	\$675
Sept 2009-Dec 2009	\$ 90	\$270
January 2010	\$220	\$775 *
January 2011	\$200	\$775
January 2012	\$150	\$825

\*-- plus additional \$100 for any unit member enrolled in Major Medical that drops plan during open enrollment period.(2/1/10 through 2/26/10)

11.8.3 Said Employer contribution shall be available for unit member use for qualifying health reimbursements as defined in the plan.

11.8.4 Unused funds shall be credited with interest earned and carried over to subsequent years.

11.8.5 Benefits shall continue to be paid for a terminated unit member for qualified expenses until an employee's credit balance is exhausted.

1 11.8.6 New unit members hired after the beginning of a plan fiscal year shall be entitled to a pro-rated  
2 employer contribution during the year in which they are hired.

3  
4 11.8.7 The plan year shall be from January 1 through December 31.

5  
6 11.9 Section 125 Flexible Spending Plan

7  
8 The District agrees to make available a plan qualified under Internal Revenue Code Section 125. Under  
9 this plan, unit members may voluntarily elect reductions in their taxable wages for the purpose of  
10 eligibility for reimbursement of qualifying medical costs, including employee's shares of health  
11 insurance premiums, and dependent care. Reimbursements shall be limited to the amount of reduction  
12 in taxable salary elected by the employee. Participation limits shall be defined under the Internal  
13 Revenue Code.

14  
15 11.10 Tax Sheltered Annuity Program

16 The District will provide the opportunity to participate in an appropriate tax sheltered program, as  
17 defined under Internal Revenue Code Section 403(b). Eligible plan sponsors shall be the same as are  
made available to the members of the Hilton Central School Teachers Association. Payments to such  
companies will be made on the last pay period of each month.

**ARTICLE 12 – REIMBURSEMENT**

18 12.1 Safety Shoe Reimbursement

19 The District will reimburse full-time Maintenance Mechanics, HVAC Service Engineer,  
20 Groundskeepers, Courier, and Auto Mechanics one hundred (100%) of the cost of one (1) pair of safety  
21 shoes per year. The maximum reimbursement per full-time unit member per year is one hundred and  
22 thirty dollars (\$130.00). Head Custodians will receive fifty percent (50%) of the reimbursement or  
\$65.00 annually.

23 12.2 Safety Glasses Reimbursement

24 The District will reimburse full-time Maintenance Mechanics, HVAC Service Engineer,  
25 Groundskeepers, and Auto Mechanics one hundred (100%) of the cost of one (1) pair of safety glasses  
26 during their employment with the District. The maximum reimbursement per full-time unit member is  
27 seventy-five dollars (\$75.00) every five years. In the event that safety glasses of above mentioned full-  
28 time unit members are damaged or destroyed during the course of employment and the above mentioned  
29 unit members have not been personally negligent, the District shall reimburse above mentioned unit  
members fifty percent (50%) of the reasonable cost of repair or replacement of said safety glasses.

30 12.3 Winter Clothing Reimbursement

31 The District will reimburse full-time Maintenance Mechanics, HVAC Service Engineer,  
32 Groundskeepers, Auto Mechanics, Head Custodian and Courier one hundred (100%) of the cost of  
appropriate winter outerwear with a maximum benefit of one hundred dollars (\$100.00) annually.

12.4 Custodial Service Protective Clothing

1 The District shall make available to each full-time and part-time Custodial Department Employee, for  
2 optional use, a protective smock according to the following guidelines:  
3

- 4 a) Color and style shall be as approved by the District.
- 5 b) Vendor shall be as designated by the District.
- 6 c) The District is not responsible for transporting the unit member during the work day to the  
7 designated vendor to obtain such smock.
- 8 d) No more than one (1) smock at a time shall be made available to the unit member at District's  
9 expense, except as stated in Article 12.4.f.
- 10 e) The District shall not be responsible for replacing a smock which is lost.
- 11 f) The District shall, with sufficient good cause, replace a significantly out-sized or substantially  
12 damaged smock, providing the damage was not intentional or result of gross carelessness.
- 13 g) A unit member who terminates shall be responsible for returning to the District purchased smock that  
14 was assigned to him/her.

12.5 Commercial Drivers License Reimbursement

15 All drivers and mechanics are expected to have and maintain a commercial drivers' license (CDL) at the  
16 time of and throughout their employment. The District shall reimburse 100% of the cost of their CDL-B  
17 subsequent driver's license renewals. This reimbursement is contingent upon the employee's continued  
18 eligibility to operate a school bus.

12.6 Reimbursement for Damage to Personal Property

19 The District will reimburse unit members for the reasonable cost of replacing any personal property  
20 which has been damaged, destroyed, or lost as a result of an assault or personal injury sustained in the  
21 course of the unit member's employment, when the unit member has not been personally negligent with  
22 reference to the incident. Any Worker's Compensation award for such items that he/she may be entitled  
23 to will be paid to the District.

12.7 Hand Tools Reimbursement

24 Full-time auto mechanics shall be given a \$350.00 hand tool allowance per year. The District will  
25 replace hand tools owned by full-time mechanics given the following conditions:  
26

- 27 a) The hand tools are on inventory with the District.
- 28 b) The hand tools are required by the District.
- 29 c) They are damaged or broken in the course of employment with the District, while the full-time  
30 mechanics have not been personally negligent.
- 31 d) Hand tools stolen or lost will be replaced only if the mechanic has not been negligent and has taken  
32 all precautions as prescribed by the Director of Transportation
- 33 e) Hand tools must remain on District property, unless the individual employee's supervisor gives  
34 his/her permission for their temporary removal.
- 35
- 36
- 37
- 38

12.8 Tuition Reimbursement

1 12.8.1 Full-time unit members shall receive tuition reimbursement in accordance with the following:  
2

- 3 a) The Superintendent's prior approval is required for all courses for which reimbursement will be  
4 sought. No prior approvals will be given by the Superintendent in any year that the Board of  
5 Education adopts a contingent budget.  
6  
7 b) Approvals of tuition reimbursement shall be limited to no more than two (2) courses (graduate or  
8 undergraduate) per fiscal year for unit members having completed less than three (3) years of  
9 employment at the time of the start of the course. Approvals of tuition reimbursement shall be  
10 limited to four (4) courses (graduate or undergraduate) per fiscal year for unit members having  
11 completed more than three (3) years of employment at the time of the start of the course.  
12

13 12.8.2 Tuition that is to be reimbursed must be paid in full and successfully passed with evidence received  
14 from the institution.

12.9 Mileage

15 When unit members are required upon assignment to use their own vehicle for District business, the  
16 District will compensate those unit members at the current IRS mileage reimbursement rate.

12.10 Effective Dates

17 Current reimbursement processes and amounts will remain in effect through June 30, 2010 as defined in  
18 the contract dated July 2005 – June 2008. New reimbursement rates will be effective July 1, 2010.

**ARTICLE 13 – RETIREMENT BENEFIT**

13.1 Retirement Incentive

19 The following retirement incentive will be offered: any unit member meeting or surpassing eligibility  
20 requirements of either the New York State Public unit members Retirement System or the New York  
21 State Teachers' Retirement System and who worked no less than ten (10) years of continuous service at  
22 Hilton Central School District is eligible to receive 25% of his/her final average salary, but not less than  
23 \$7,000 if retirement occurs in the first year of eligibility under either retirement system. Unit members  
24 electing to retire in either the second or third year of retirement eligibility shall be entitled to an  
25 incentive of \$7,000.  
26

- 27 a) For those unit members not members of either of the above-referenced retirement systems, the  
28 benefit referenced in 13.1 above is available only when the unit member would have been eligible to  
29 retire under the rules of either retirement system.  
30  
31 b) Eligibility means consistent with New York State Retirement and Social Security Law when the unit  
32 member is first permitted to retire.  
33

34 The unit member must submit an irrevocable written retirement-resignation letter to the Board of  
35 Education no later than the thirty-first (31<sup>st</sup>) of January. Employees submitting their irrevocable written  
36 retirement-resignation letter subsequent to that date shall be deemed to have retired by the subsequent

1 calendar year for purposes of eligibility under this incentive.

2  
3 Payment will be made on the first regular pay period in the school year following the final date of active  
4 employment.

### 13.2 Retiree Health Insurance

5 13.2.1 The District shall provide post-retirement medical insurance to unit members retiring with a District  
6 contribution of 50% of the cost of the RASHP II health plan (currently known as Blue Point 2 Select).  
7 For those unit members who retire with twenty (20) or more years of service, the District contribution  
8 shall be 60%.

#### 13.2.2 Eligibility

9 Eligibility shall be based on the following:

- 10 a) at least ten (10) years of full-time service in the District
- 11 b) retirement from the District
- 12 c) the period of coverage shall be ten (10) years plus one (1) additional year for each two (2)  
13 years of service over ten (10) years
- 14 d) upon reaching eligibility for Medicare benefits, the District contribution shall be limited to the  
15 percentage eligibility previously determined at retirement of the cost of the Medicare/Blue  
16 Choice plan, or its successor, offered by the District
- 17  
18  
19  
20

#### 13.2.3 Continuation Coverage

21 Upon expiration of the District contribution to post-retirement health insurance, the retiree may continue  
22 his/her membership in the hospital, surgical and major medical coverage. The retiree shall pay one  
23 hundred percent (100%) of the premium; said quarterly premium to be paid at least one (1) month in  
24 advance. Failure to promptly remit shall result in a forfeiture of the coverage, subject to the  
25 requirements of COBRA.

#### 13.2.4 Duration of Coverage

26 Members retiring after June 30, 2010 who do not elect coverage at the time of retirement shall be  
27 eligible for such coverage at any time during the period of their retirement by the provisions set in  
28 Article 13.2.1. The benefits will commence on the date such benefits are elected after retirement from  
29 the District.

#### 13.2.5 Spouse of Deceased Employee

30 A deceased employee's spouse may continue under the school group medical insurance plan as provided  
31 by the District and limited by the carrier. The spouse may also continue at the COBRA rate of 102%.  
32 The premium must be paid on a quarterly basis and is due one month prior to coverage date. If the  
33 spouse remarries, the privilege to continue with the group ceases.

13.3 Forfeiture

1 Failure to comply with a payment notice within thirty (30) days will result in cancellation. Medical  
2 insurance is subject to all limitations set forth by the insurance carrier.

13.4 Portability of Employer Post-Retirement Health Contribution

3 Portability will be allowed on a reimbursement basis for the purchase of another insurance product in  
4 another geographic area. Reimbursement will be limited to the extent of the District contribution to  
5 which the retiree would have otherwise been entitled to for the Rochester Area School Health Plan, or  
6 Medicare Plan (currently known as Medicare Blue Choice). The retiree must submit evidence of  
7 payment to the health insurance carrier no more than twice per year (reimbursement dates to be  
8 established by the District) in order to receive reimbursement.

13.5 Additional Service Credit (for NYS Employees' Retirement System Members Only)

9 The District makes available to all eligible employees, the New York State Employees' Retirement  
10 System (75-I). All unit members will be given Retirement System information and applications upon  
11 initial employment.

13.6 Continuation of Retirement Benefits

12 In addition to the basic New York State Employees Retirement System plans, the following optional  
13 coverages are included:

- 14 a) Application of unused sick leave as additional service credit upon retirement (Section 41-j) limited  
15 to 165 days.
- 16 b) Guaranteed minimum death benefit of three times the annual rate of pay, but limited to \$20,000  
17 (Section 60-b).

13.7 Sick Day Buy Back At Retirement

20 Unit members who retire with at least ten (10) years of full time service in the District shall receive  
21 twenty-five (25) dollars for each unused sick day to a maximum of one hundred eighty (180) days.

13.8 The rates will be effective July 1, 2010.

**ARTICLE 14 - WORKER'S COMPENSATION SUPPLEMENTAL BENEFIT**

22 14.1 In the event that a unit member is absent from work as a result of an assault by students, non-students, or  
23 parents, occurring during the course of his/her employment, he/she shall be paid his/her full salary not to  
24 exceed one (1) year from the date of injury. Any Worker's Compensation wage benefit that he/she may  
25 be entitled to will be paid to the District. No part of said absence shall be charged against the unit  
26 member's sick leave. The Board shall have the right to have the unit member examined from time to  
27 time by a physician of their choice and at the Board's expense in order to determine the duration of said  
28 disability. The medical opinion of said physician shall determine the duration of the unit member's  
29 disability.

1 For worker's compensation absences other than those due to an assault as described above, the unit  
2 member is permitted to use his/her sick days to the extent available for said absences. It is understood  
3 that the unit member will continue to receive medical benefit coverage as defined with this contract  
4 while on paid leave of absence only. The Worker's Compensation wage benefit that he/she may be  
5 entitled to while using sick days, shall be paid to the District. In turn, the District will reinstate the unit  
6 member's sick days based on the following formula: Days restored equal to the Worker's Compensation  
7 award divided by the unit member's daily rate of pay. Sick bank leave is not permitted for use under the  
8 provisions of this article.

#### 14.2 Safety Committee

9 Two unit members as designated by the president will sit on the safety committee to review, understand  
10 and gain knowledge on the Workers' Compensation process.

### ARTICLE 15 - SCHOOL CLOSING

11 School closings shall fall under two categories: District closings and public emergencies. District closings shall  
12 be defined as days in which the Superintendent makes a determination that building conditions (i.e. power  
13 interruption or boiler failure) or travel conditions (i.e. inclement weather) make it imprudent to bring students  
14 into school. Public emergencies shall be defined as situations in which prevailing conditions (typically extreme  
15 weather conditions) cause a municipal authority to ban travel throughout a political subdivision (Town, Village,  
16 County) that includes the District.

#### 15.1 District Closings

17 In the event of a District closing, all 10-month unit members are released from reporting to work, and  
18 will receive a full day's wage. In the event there are enough District closings in a school year to cause  
19 the District to schedule make-up days for students to attend schools, 10-month unit members will be  
20 obligated to work on those days, and shall not receive any additional compensation.

21  
22 For 12-month employees, including custodial, maintenance, transportation and clerical personnel, the  
23 obligation to report shall be at the discretion of the applicable supervisor to whom the 12-month unit  
24 member reports. As part of the telephone tree notification of the closing of school, the supervisor shall  
25 inform the 12-month unit member if they are needed for all or a portion of the day and the unit member  
26 shall be obligated to report as directed. All 12-month unit members shall receive a full-day's wage  
27 regardless of their obligation to report to work. The District reserves the right to inform an individual or  
28 group of unit members that they are obligated to report to work on District closing days unless they are  
29 individually contacted and directed not to report.

#### 15.2 Public Emergency Closings

30 In the event of a public emergency closing, the building, or District, shall be closed to all employees. In  
31 this instance, all unit members are relieved of the obligation to report to work, and shall receive a full-  
32 day's wage. If, during the course of the day conditions improve sufficiently to allow travel, certain unit  
33 members (custodial, maintenance, and transportation) may be called in to get the school ready for  
34 reopening the following day. In this event, the unit member shall be paid his/her regular hourly wage  
35 for the call-in time in addition to the full-day's wage to be paid for the closing.

15.3 School Day Only Unit Members

1 School Day Only Employees, defined as bus drivers, bus attendants, teacher aides, teacher assistants,  
2 nurses, health aides, school day only Office Clerk IV's, school day plus ten Office Clerk IV's,  
3 lunchroom monitors, physical therapists, occupational therapists and the account clerk typists will  
4 receive wages for no less than the number of scheduled work days.

15.4 Early Dismissal

5 An early dismissal shall be defined as an instance in which an unanticipated condition arises which  
6 causes the District to close school and transport students home significantly earlier than the scheduled  
7 dismissal for that day (i.e. requiring the implementation of the emergency parent contact plan). In the  
8 event of such an occurrence, unit members may, if asked by their supervisor, elect to stay in their  
9 buildings until the conditions which caused the early dismissal are resolved, or until the end of the  
10 regular work day. Unit members who remain shall be paid at the rate of time and a half; unit members  
11 who leave shall be paid a full-day's wage.

15.5 Delayed Start

12 If there is a delayed start to the school day as determined by the Superintendent, all unit members,  
13 exclusive of head custodians and buildings and grounds staff, will have their normal start time delayed  
14 equal to the delay in the start of the school day.

15.6 Other Regional Emergencies

15 In the event that either town, county, or state authorities declare a state of emergency for areas outside of  
16 the Hilton Central School District, but where unit members may reside, those unit members will not  
17 have to report to work, and will receive a regular day's wage.

15.7 Notification

18 The District agrees to implement a telephone call system which is designed to notify unit members in  
19 the event of a school closing.

**ARTICLE 16 - VACATION**  
(12 month full-time unit members only)

16.1 Vacation Days

20 Twelve-month (12) unit members shall receive vacation days based on the following schedule:

<u>Service Credit</u>	<u>Days Awarded Annually</u>
Year 1	10 days
After 5 Years	15 days
After 10 Years	20 days
After 16 Years	21 days
After 17 Years	22 days
After 18 Years	23 days
After 19 Years	24 days
After 20 Years	25 days



- 1 16.2 If a full-time unit member is hired on a regular basis after July 1, he or she will earn one day of vacation  
2 for each full month of employment up to a maximum of ten days to be taken in the school year  
3 beginning the next July 1. New unit members will be credited with their pro-rated allotment at the onset  
4 of their employment. If a unit member terminates their employment prior to June 30, their allotment of  
5 vacation days in their final year of employment will be pro-rated at the rate of 1/12<sup>th</sup> of their current  
6 annual entitlement for each month worked, rounded to the nearest half-day.
- 7 16.3 Vacation days will be taken upon approval of the Administrator or Director supervising that department.  
8 Requests will be assessed on a District-wide basis. Simultaneous requests for the same vacation period  
9 will be based upon seniority.
- 10  
11 16.4 Upon the approval of the Assistant Superintendent for Human Resources, unused vacation days may  
12 accumulate up to a maximum of ten (10) days. Such days will be taken in the year following the year in  
13 which they would normally be taken. Accumulated vacation days in excess of ten (10) may be subject  
14 to forfeiture, at the discretion of the District.
- 15  
16 16.5 Full-time employees, who have previous seniority earned as full-time unit members in a less than twelve  
17 (12) month assignment, shall receive credit for such seniority for vacation purposes as twelve (12)  
18 month employees.
- 19  
20 16.6 Vacation time once approved cannot be converted to any other paid leave (except for bereavements in  
21 Article 9.6) and shall be counted regardless of any school closing as described in Article 16.

#### ARTICLE 17 - WORK YEAR

- 22 17.1 The work year for teaching assistants, library assistants, and occupational and physical therapists, will  
23 be the day before school starts, Superintendent's Conference Days, and all day on the scheduled  
24 consultation days except that teaching assistants, nurses and health aides will not work the parent-  
25 teacher conference day. The work year is the same as the teachers' scheduled work year.
- 26  
27 The work year for nurses and health aides will be the same but will be assigned up to an additional five  
28 (5) days during the summer, if approved by their immediate supervisor.
- 29  
30 17.2 School day only Office Clerk IV, library/teacher/building aides and school day only plus ten Office  
31 Clerk IV work all day on the scheduled consultation days. These unit members do not work on  
32 Superintendent's Conference Days or the day before school starts unless assigned. The work year will  
33 coincide with the days that students are in attendance.
- 34  
35 17.3 The work year for school day plus ten employees, includes ten additional days which will be determined  
36 by the supervisor and the individual unit member.
- 37  
38 17.4 Work hours per day for each therapist will be determined by the needs of the District. If the District's  
39 needs for occupational/physical therapy services change during the year, the District will notify the  
40 Association and the affected therapist.

## ARTICLE 18 - OBSERVED HOLIDAYS

1 18.1 Full-time unit members are entitled to paid observed holidays that fall during their work year as noted in  
2 Articles 18.2 and 18.3. Time off with pay shall be granted for regularly scheduled hours on these days.  
3 If the observed holiday falls on a Saturday, the unit members will be allowed Friday as a paid holiday; if  
4 the observed holiday falls on a Sunday, then Monday will be a paid holiday. In the event that school  
5 operates on any of the observed holidays cited, the designated Friday or Monday and the unit member  
6 works, then the unit member will be paid for the holiday and for his/her work on that day.

7 18.2 Observed Holidays – The observed holidays as listed below are available to 12 month full-time unit  
8 members:  
9

Fourth of July Holiday	Christmas Holiday
3 Floating Holidays	New Years Holiday
Labor Day	Martin Luther King Day
Columbus Day	President's Day
Veteran's Day	Good Friday
Thanksgiving Day	Memorial Day Holiday
Day after Thanksgiving	

10  
11 18.3 The observed holidays for full-time bus drivers, occupational and physical therapists, and full-time  
12 school day unit members are:  
13

Columbus Day	New Years Holiday
Veteran's Day	Martin Luther King Day
Thanksgiving Day	President's Day
Day after Thanksgiving	Good Friday
Floating Holiday	Memorial Day Holiday
Christmas Holiday	

14  
15 18.4 Floating Holidays  
16

17 Paid holidays will include the day after Thanksgiving as long as this holiday is celebrated on Thursday.  
18 In the event that any of the above observed holidays fall on a Saturday or Sunday, or are otherwise not  
19 observed in the school calendar, the day shall become a floating holiday to be designated for another  
20 time in the year. The President of the Association will have the opportunity to provide input to the  
21 administration on the designation of floating holidays. However, the floating holidays are to be  
22 determined by the Superintendent of Schools (when the school buildings are closed to students).  
23 Notification to unit members will be made on or about June 1 of previous work year.

## ARTICLE 19 – EMPLOYEE EVALUATION

24 19.1 Unit members shall be evaluated in writing at least once annually.  
25

26 19.2 Unit member shall be given a copy of any written evaluation report prepared by their supervisor prior to  
27 submittal to the personnel file. The Building Principal, Director of Special Education, or Director of  
28 Student Services is ultimately responsible for the evaluation and supervision of teacher assistants,  
29 depending on the area in which the teacher assistant works. The teacher assistant's supervisor will  
30 provide input to the Building Principal, Director of Special Education, or Director of Student Services

1 for the teacher assistant's evaluation. Upon request, unit members have the right to a conference with  
2 their supervisor to discuss their written evaluation report.  
3

4 Evaluations for therapists will be completed annually by the Director of Special Education with  
5 emphasis on accountability, quality of interaction, and ability to keep students on task. The Director  
6 may seek input from an outside specialty source to evaluate job-specific techniques.

7 19.3 Unit members shall review each evaluation and attest to his/her review of the evaluation by affixing  
8 his/her signature to all copies. Unit members shall also have the right to submit a written response to the  
9 evaluation which shall be attached to the evaluation. No unit member will be formally disciplined by  
10 any other unit member or a member of the teaching bargaining unit. The head custodian, head  
11 mechanic, head bus driver, and teachers who daily interact with teaching assistants and/or teacher aides,  
12 may informally participate in the evaluation process, providing supporting documentation for their  
13 comments.  
14

15 19.4 There shall be one official personnel file located in the Human Resources Office which shall be the basis  
16 for personnel action relating to the bargaining unit member.  
17

18 19.5 A unit member shall have the right to review the contents of his/her personnel file upon the mutual  
19 convenience of the unit member and the Human Resources Office. Such unit member shall have the  
20 right upon advance notice to the Human Resources Office to have an Association representative present  
21 during such review.  
22

23 Upon request, copies of any material added to the personnel file from the date of the signing of this  
24 Agreement will be provided to the unit member, with the exception of confidential recommendations.  
25

26 The unit member will have the right to attach any written statement about such materials added to the  
27 personnel file.  
28

29 19.6 A committee of five (5) unit members appointed by the Association President may meet and confer with  
30 District officials regarding revision of the existing evaluation forms, if necessary.

## ARTICLE 20 - SENIORITY/LAYOFF

### 20.1 Seniority

31 Seniority shall be established as beginning with the most recent date of full-time employment within the  
32 District in a bargaining unit position. Seniority shall apply and accrue only in the department in which  
33 the full-time employee's assigned (Building & Grounds, Transportation, Clerical, Nurse, Teacher  
34 Assistant, Monitor, Health Aide, Teacher Aide) for the contractual purpose of transfer or promotion.  
35 Full-time unit members, who move from one department to another, shall have their seniority frozen in  
36 their previous department. Accrual of seniority shall freeze during any unpaid leave. For the sole  
37 purpose of seniority accrual only, the positions listed herein this paragraph, included under 20.2.3 and  
38 are also included in 7.1.2 shall accrue seniority. These positions are Building Aide, Bus and Lunch  
39 Monitor, and Bus Driver.  
40

41 20.1.1 An updated seniority list will be available to each unit member on or about December 1 of each work  
42 year.  
43

44 20.1.2 The following rules shall serve as tie-breakers in seniority:  
45

- 46 a) effective date of employment by Board of Education action

- b) seniority within the department if tied between two employees, then District wide seniority
- c) date the applicant signs the salary notice
- d) draw lots

20.2 Layoff

20.2.1 Layoff shall be by seniority within the Civil Service classification. All part-time unit members within a particular job title shall be released prior to any full-time employee. All competitive positions are subject to Civil Service Law and reductions for Competitive classified positions shall follow such; all other non-competitive positions are governed by contract.

20.2.2 Layoff/Bumping: In the event of layoff, more senior full-time unit members may bump less senior full-time unit members within their department subject to the following limitations:

- a) No full-time unit member shall bump into a position for which he/she is not qualified or able to perform; such as a Civil Service position for which the unit member has not met all Civil Service eligibility requirements.
- b) When an employee's position is eliminated or the unit member is displaced, the unit member has the right to bump only into the department in which the unit member previously held another position. This right will only exist if the unit member who is being eliminated or displaced has a greater amount of District-wide seniority (within that department that they are seeking to bump into) than the least senior unit member within that department. In the event that this occurs, the analysis used for "least senior employee" shall be done by looking at the amount of time within that department plus other departments.

The unit member with the least amount of total years' service shall be displaced.

Qualified full-time employees, who have accrued seniority and are laid off from a full-time position, shall be afforded part-time employment in the event a vacancy exists within their current department. Such unit member shall remain on the recall list for full time employment, should they accept such an assignment.

- c) In the event of layoff the District will provide the full-time unit member with thirty calendar days' notice in advance of the effective date of layoff. For teaching assistants and teacher aides whose employment is affected by an increase or decrease of student needs for special education purposes, the 30 day notice of layoff shall be suspended, and the unit member shall be notified of layoff as soon as staffing has been determined.
- d) For a period of four (4) years the District will institute a recall procedure for full-time non-competitive unit members who are subject to layoff.
- e) Payment will be made to the full-time unit member at the time of layoff for any unused current year vacation on a prorated daily basis, using current contract salary base.
- f) For a period of seven (7) years the District will institute a recall procedure for full-time teaching assistants who are subject to layoff.

20.3 Reduction in Work Hours

- a) No full-time unit member shall bump upward into a higher Civil Service classification.

- 1           b)     The full-time unit member shall have the opportunity to bump the least senior unit member  
2                 within the department or less senior unit member within his/her job category who have assigned  
3                 work hours which are equal to or less than the full-time employee. Bumping rights for  
4                 competitive class unit members must follow Civil Service guidelines.

#### 20.4   Department and Job Categories

5           The following table defines contractual level job titles grouped by work year, starting pay, and  
6           promotional opportunities. It is intended to provide guidance for determination of eligibility for  
7           promotional/demotional pay adjustments and establish seniority and bumping rights within categories.  
8           Where more than one job title is listed in a category or level, all titles are deemed equal for purposes of  
9           starting salary and transfers. Where more than one level is listed, the level number classification and  
10           starting salary denotes the hierarchy of positions (i.e. Level 1 job categories have higher starting wages  
11           and are considered promotional to all other levels).

##### 1)   Clerical

- 12           a)   Level 1 Job Categories  
13                 Building Principal's Secretary  
14                 Director of Transportation Secretary  
15                 Athletic Director's Secretary  
16                 Director of Special Education Secretary  
17                 Census and Attendance Specialist  
18                 Student Information Specialist  
19                 Director of Elementary Ed/Staff Development Secretary  
20                 Director of Secondary Ed/Staff Development Secretary  
21  
22           b)   Level 2 Job Categories  
23                 Middle and High School Guidance Secretary  
24                 Assistant Principal's Secretary  
25                 Information Technology Specialist  
26                 Special Education Assistants (12-month)  
27                 Special Education Assistants (10-month)  
28  
29           c)   Level 3 Job Categories  
30                 Bookkeeper  
31                 Copy Center Clerk (12 months)  
32                 Copy Center Clerk (10 months)  
33                 Library Clerk  
34                 Attendance Clerk  
35                 Elementary Guidance Secretary  
36                 Continuing Education Specialist  
37                 Telephone Operator

##### 2)   Health Department

- 38           a)   Registered Nurse  
39  
40           b)   Health Aide

- 1 c) Therapists
- 2 Physical Therapist
- 3 Occupation Therapist
- 4
- 5 d) Certified Occupational Therapist Assistant

3) Teaching Assistants

4) Library Assistants

5) Teacher Aides

- 6 a) 12-month Aide/Program Coordinator
- 7 b) 10-month Aide

6) Lunch Monitors

7) Transportation Department

a) Bus Drivers

Level 1 – Head Bus Driver

Level 2 – Bus Driver

Level 3 – Bus Attendant

b) Mechanics

Level 1 – Head Mechanic

Level 2 – Auto Mechanic A

Level 3 – Auto Mechanic B

8) Computer Technician

Level 1 – Technical Services Coordinator

Level 2 – Microcomputer Maintenance Technician

9) Building and Grounds Department

a) Custodians and Cleaners

Level 1 – Senior High Head Custodian

Level 2 – Middle School Head Custodian

Level 3 – Elementary Head Custodian

1 Level 4 – Night Custodian Supervisor

2  
3 Level 5 – Night Custodian

4 Level 6 – Custodian

5  
6 Level 7 - Cleaners

7 Cleaner

8 Recycler

9 Weekend Cleaner

10 Laborer

11  
12 b) Grounds

13  
14 Level 1 – Groundskeeper I

15  
16 Level 2 – Groundskeeper II

17  
18 c) Mechanics

19  
20 Level 1 – HVAC Service Engineer

21  
22 Level 2 – Maintenance Mechanic I

23  
24 Level 3 – Maintenance Mechanic II

25  
26 Level 4 – Maintenance Mechanic III

27  
28 d) Courier

10) Building Aides

11) Lifeguards

## ARTICLE 21 - SPECIAL PROVISIONS

### 21.1 Bus Drivers

#### 21.1.1 Bids for Bus Runs

29  
30 Seniority will be the primary consideration in the determination of bus run preference and most hours at  
31 the beginning of each school year. Special Education runs will be assigned subject to the approval of  
32 the Director of Transportation.

33  
34 All Special Education runs will be reposted on or about October 1<sup>st</sup> each year. Drivers and attendants  
35 who were assigned Special Education runs at the beginning of the school year will be allowed to select  
36 runs based upon seniority. Vacancies created by drivers and attendants electing to change runs will be  
37 filled by contacting individuals having fewer hours than the posted run in order of seniority.

21.1.2 Show Up Time

1 Bus Drivers will receive a minimum of one and one-half (1-1/2) hours driving time when called in to  
2 work.

21.1.3 Reinstatement of Part-time Bus Driver and Bus Attendants to Existing Positions

3 The following conditions must be met in order for the part-time bus driver and bus attendants to receive  
4 a raise as outline below:  
5

- 6 a) The unit member must begin employment with the district within forty (40) work days of the first  
7 student day of the prior school year and be employed through the last work day in that school year.  
8
- 9 b) The unit member must be employed by Board of Education action within twenty (20) work days of  
10 the first student day in the current school year.  
11
- 12 c) The unit member must be employed in an existing position. An existing position is one that was  
13 created in the prior school year.  
14

15 A bus driver and/or bus attendant who meet the above criteria as a part-time unit member from the  
16 previous year, will receive the increase identified for full-time unit members as stated in Article 10.1 of  
17 the current contract.  
18

19 If the conditions as outlined above are met, the employee's sick days from the previous school year will  
20 be carried over. In the current school year, benefits for part-time unit members will be prorated, if  
21 applicable.

21.1.4 Noon Run

22 On or about September 1 of each year, the District will provide a sign-up sheet for full-time or part-time  
23 drivers who are available as defined in Article 21.1.5 to take noon runs. Names will be listed by  
24 seniority and assignment of such runs will be on a daily seniority basis. Drivers who have signed up for  
25 noon runs will be assigned trips in chronological order from the sign-up sheet. When the need arises for  
26 a noon run driver, the Transportation Director will select the next available driver from the sign-up  
27 sheet. In the event a regularly assigned driver who has a noon run is absent, then those drivers who have  
28 signed up in September for noon runs will be assigned to such runs as outlined in the procedure above.

21.1.5 Field Trips and Special Trips

29 If full-time or part-time drivers are available and desire to take field trips or special trips, they shall have  
30 the preference over substitute drivers. Availability is defined to mean the following:  
31

- 32 a) Assigned times for regular runs do not conflict with designated time for field trips.  
33
- 34 b) Designated times for field trips or special trips plus assigned times for regular runs do not conflict  
35 with DOT regulations.  
36
- 37 c) Overtime shall not be a factor as to the availability of bus drivers.

21.1.6 Assignment of Special Trips and Class Trips



1 The following categories define the various classifications of trips:  
2

- 3 a) Field Trip - a trip taken during a school day and which can be completed without interfering with a  
4 driver's regularly assigned run, except as described in 21.1.5.a.
- 5 b) Special Trip - A trip taken after school hours which can be completed without interfering with the  
6 driver's regular run, except as described in 21.1.5a.  
7

8 Under normal circumstances, trip sign-up sheets will be posted for three (3) days. The driver  
9 assigned each trip shall be the individual with the least amount of hours for the specific trip  
10 classification. In the event two or more drivers have the same number of hours, seniority will be the  
11 determining factor.  
12

13 The Transportation Office will maintain a chart for class trips and special trips which will reflect each  
14 driver's accumulated hours. Hours are defined as total hours per trip.  
15

16 In the event a trip has been assigned to a driver and the driver is unable to take such trip, every effort  
17 will be made to offer the trip to the next eligible driver for the respective trip sign-up sheets.  
18

19 The trip classifications will list the drivers in order by seniority, and will be posted conspicuously on  
20 the Transportation Office bulletin board.  
21

22 New drivers will be placed at the end of the list of names and given hours equal to the driver with the  
23 most time.

#### 24 21.1.7 Lay-Over Time

Lay-over time shall be compensated at the regular hourly rate for bus drivers.

#### 25 21.1.8 Field Trip Cancellation

26 In the event a driver is assigned to a field trip or special trip cancelled by the District less than one hour  
27 before the scheduled trip, he/she will be paid for one and one-half (1 ½) hours of his/her regular rate of  
pay.

#### 28 21.1.9 Safe Driving Award

29 Since safe driving is a paramount concern of the employer, the employer in an effort to encourage safe  
30 driving and to reward its unit members with safe driving records, hereby establishes a safe driving  
31 program to be administered each year.

- 32 a) Full-time drivers who have driven in that capacity for a full school year without a preventable  
33 accident or traffic violation, as determined by the Director of Transportation, will be awarded one  
34 hundred dollars (\$100.00) following the end of the driving year.  
35
- 36 b) Full-time drivers who have completed two (2) consecutive years of driving without a preventable  
37 accident or traffic violation, as determined by the Director of Transportation, will be awarded two  
38 hundred dollars (\$200.00) following the end of the second such year.  
39
- 40 c) In each subsequent year, full-time bus drivers who have completed a year without a preventable

1 accident or traffic violation, as determined by the Director of Transportation, will be awarded two  
2 hundred dollars (\$200.00) following the end of that school year.

3  
4 d) In the event a driver is involved in a preventable accident or traffic violation as determined by the  
5 Director of Transportation, no award is made, and the driver returns to first year status the following  
6 year.

7  
8 e) Payment will be made on the second pay period in August.

9  
10 f) A driver who is receiving Workers' Compensation, because of an injury incurred on the job, will  
11 continue to be considered for the safe driving award under the following conditions: A driver who has  
12 been absent for more than thirty (30) days may be considered for the Award, based upon a review of  
13 their safe driving record for the last three (3) years. If they have received the Safe Driving Award  
14 each year over the last three (3) year period, then the Director of Transportation will recommend the  
15 driver for the Award.

## 21.2 Teaching Assistants/Teacher Aides

16 21.2.1 The typical work day is six and one half (6 ½) hours. All full time teaching assistants will be assigned  
17 two paid 15 minute duty-free breaks per work day. All part time teaching assistants (at least four hours  
18 per day) will be assigned one paid 15 minute duty-free break per day.

19  
20 21.2.2 All teaching assistants and teacher aides will receive appropriate training prior to being assigned to a  
21 special needs student, as defined by the student's IEP.

## 21.3 Nurses/Health Aides

22 21.3.1 The typical work day for nurses is seven and one-half (7 ½) hours, inclusive of an on-call lunch period.

23  
24 The typical work day for health aides is seven (7) hours.

25  
26 21.3.2 Nurses and health aides may work up to five (5) days outside the school year if approved by their  
27 supervisor.

## 21.4 Information Technology

28 21.4.1 The typical work day is eight (8) hours.

29  
30 21.4.2 IT members will only release information from computer files upon written consent from the  
31 superintendent or his/her designee.

32  
33 21.4.3 Absent emergency circumstances, IT members will not supervise students. Emergency circumstances  
34 are defined as those which jeopardize the health and/or safety of the general student population (this  
35 definition applies only to Article 21).

## 21.5 Building and Grounds

36 21.5.1 The typical work day is eight (8) hours and the typical work week is Monday through Friday.

37  
38 21.5.2 HVAC Service Engineer, maintenance mechanics, couriers, and groundskeepers who have driven for a

1 full school year without a preventable accident or traffic violation, will be awarded fifty dollars (\$50).

2  
3 HVAC Service Engineer, maintenance mechanics, couriers, and groundskeepers who have completed  
4 two consecutive years of driving without a preventable accident or traffic violation will be awarded  
5 seventy-five dollars (\$75) each year. The criteria used in 21.1.8 - Safe Driving Award - will be used.

#### 21.6 Clerical

6 21.6.1 The normal work day for all clerical unit members is seven and one-half (7 ½) hours. Absent  
7 emergency circumstances, no clerical unit members will supervise students. Emergency circumstances  
8 are defined as those which jeopardize the health and/or safety of the general student population (this  
9 definition applies only to Article 21).

10  
11 21.6.2 The District is committed to providing working conditions that promote the health and safety of all  
12 employees. For clerical unit members this includes factors such as heating, lighting, noise level, and  
13 indoor air quality. The District will comply with applicable state and federal statutes and regulations  
14 that establish standards for these factors, as well as support in a timely manner the recommendations of  
15 the District Health and Safety Committee. Further, the District will isolate through physical separation  
16 or enclosure noise-producing office machines, including copiers from occupied office areas, unless the  
17 sole job of the unit member is working with such machinery. In the event that such a machine is located  
18 in an open area that is less than fifteen feet from a workstation, the District will, upon written request  
19 from the employee, make arrangements for an alternative location. It is understood that there will be,  
20 from time to time, incidents such as mechanical failures that are outside of the District's control that  
21 may cause an interruption in compliance with these standards. The District will make every effort to  
22 promptly make the necessary repairs to restore conditions to a level that is compliant with these  
23 standards.

#### 21.7 Custodial

24 21.7.1 The typical work day is eight (8) hours and the typical work week is Monday through Friday.

25  
26 21.7.2 The District will make a conscious effort to minimize instances where custodial staff will be working  
27 alone in individual buildings, except in the pool area where no custodial staff will be assigned to work  
28 alone.

#### 21.8 Lunch Monitors

29 21.8.1 The typical work day is three (3) hours.

## **ARTICLE 22 - GRIEVANCE PROCEDURE**

### 22.1 Purpose

30 The establishment and maintenance of a harmonious and cooperative relationship between the Board  
31 and its unit members is essential to the operation of the schools. All efforts should be made to resolve  
32 any area of dispute before it reaches the level of a grievance. The resolution of a grievance at the  
33 earliest possible stage is encouraged.

34  
35 It is the purpose of the grievance procedure to secure at the lowest possible administrative level,  
36 equitable solutions to alleged grievances of unit members through procedures established under this

1 agreement which afford the Board and its unit members an opportunity to dispose of their differences  
2 free from coercion, interference, restraint, discrimination, or fear of reprisal.

## 22.2 Definitions

3 22.2.1 Grievance shall mean any claimed violation, misinterpretation, or inequitable application of the specific  
4 terms of this contract.

5  
6 22.2.2 Aggrieved party shall mean any unit member covered by this Agreement or the Association.

7  
8 22.2.3 Unit Member: Any person covered by this Agreement as described in Article 1.

9  
10 22.2.4 Administrator or Director shall mean the following:

11	Secretarial staff	--	Administrator to whom the unit member directly reports.
12	Teacher Assistant	--	Building Principal
13	Health Staff	--	Building Principal
14	Custodial Staff	--	Director of Building & Grounds
15	Maintenance Staff	--	Director of Building & Grounds
16	Transportation Staff	--	Director of Transportation
17			

## 22.3 Administration

18 22.3.1 It shall be the responsibility of the Superintendent of Schools to take such steps as may be necessary to  
19 give force and effect to these procedures.

20  
21 Each supervisor shall have the responsibility to consider promptly each grievance presented to him  
22 within the time specified in these procedures.

23  
24 22.3.2 Nothing contained herein will be construed as limiting the right of any aggrieved party to discuss the  
25 matter informally with an appropriate member of the administration and having the grievance informally  
26 adjusted, provided that the adjustment is not in violation of the terms of the Agreement.

27  
28 22.3.3 Use of these procedures shall not be for the purpose of adding to, subtracting from or altering in any  
29 way, any of the provisions of this Agreement.

30  
31 22.3.4 A grievance shall be considered settled on the basis of the last decision rendered unless appealed to the  
32 next stage in these procedures within the time limits specified. Time limits may be extended only by  
33 mutual agreement of both parties.

34  
35 22.3.5 A grievance shall not be accepted and shall be deemed waived unless such grievance is presented at  
36 Stage 1 within thirty (30) work days after the unit member knew or should have known of the act or  
37 condition on that which the grievance is based.

38  
39 22.3.6 Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party within  
40 the time limits specified shall permit the lodging of an appeal at the next stage of the procedure,  
41 provided that such appeal is made within the time limits that would have been in effect had the decision  
42 been communicated by the final day.

22.4 Stage 1

1 22.4.1 No alleged grievance shall be entertained and shall be deemed waived unless presented at the first  
2 available stage within thirty (30) work days after the aggrieved party knew or should have known of the  
3 act or condition on which the alleged grievance is based.  
4

5 22.4.2 A unit member having a grievance will discuss it with the Administrator or Director, either directly or  
6 through a representative with the objective of resolving the matter informally. The supervisor, after  
7 investigating the facts related to the grievance, shall render his/her decision orally by the end of the tenth  
8 (10th) work day following the day the grievance was submitted.  
9

10 22.4.3 If the grievance is not resolved informally, it shall be reduced to writing and presented to the  
11 Administrator or Supervisor within Ten (10) work days from the date of the supervisor's oral decision in  
12 Stage 1. Such written grievance shall set forth the alleged facts on which the grievance is based, the  
13 specific provision(s) of this contract involved, the date such grievance occurred and the remedy sought.  
14 The grievance must be signed by the aggrieved party. By the end of the tenth (10) work day following  
15 the day the grievance was received by his/her, Administrator or Supervisor shall render a written  
16 decision and present it to the employee.

22.5 Stage 2

17 22.5.1 If the aggrieved party is satisfied with the written answer provided in Stage 1, the grievance will be  
18 considered settled.  
19

20 22.5.2 If the aggrieved party is not satisfied with the decision at Stage 1, he/she may, within ten (10) work days  
21 of the date such written decision was received by him/her, file a written appeal to the Superintendent of  
22 Schools or his designee.  
23

24 22.5.3 Within ten (10) work days of the date such appeal was received by the Superintendent of Schools or  
25 his/her designee, he/she shall conduct a hearing with the aggrieved party, an Association representative  
26 (if any), and the aggrieved party's Administrator or Director. Such hearing shall be held after working  
27 hours unless mutually agreed by the parties to hold such hearing during the regular work day.  
28

29 22.5.4 By the end of the tenth (10) work day following the day of the hearing, the Superintendent of Schools or  
30 his/her designee will render his/her decision thereon, in writing, and present it in duplicate to the  
31 aggrieved party.

22.6 Stage 3

32 22.6.1 If the aggrieved party is satisfied with the decision at Stage 2, the grievance will be considered settled.  
33

34 22.6.2 If the Aggrieved Party and Grievance Committee are dissatisfied with the decision in Stage 2 and  
35 believe the grievance to be meritorious, the Grievance Committee may file a request for a list of  
36 arbitrators with the Public Employment Relations Board or American Arbitration Association. Only the  
37 Association's Grievance Committee can file for a list of arbitrators. It is understood that only the  
38 Grievance Committee can take a matter to arbitration.  
39

40 22.6.3 A copy of the letter requesting such list shall be submitted to the Superintendent of Schools. Such  
41 request for arbitrators must be filed within ten (10) work days of the receipt of the decision at Stage 2 of  
42 this procedure.

- 1 22.6.4 A decision of the arbitrator shall be final and binding upon all parties.
- 2
- 3 22.6.5 The costs for the services of the arbitrator, including expenses if any, shall be shared equally by the
- 4 parties. Unit members involved in arbitration hearings which are scheduled during the work day shall
- 5 be released with full pay. The Association shall pay the cost of any substitute unit members required to
- 6 provide such release time.
- 7
- 8 22.6.6 The costs of fees of any person(s), whether unit members of the District or not, called as a witness or
- 9 used to represent any interested party shall be borne by the party calling or employing such person.
- 10
- 11 22.6.7 The arbitrator shall be without power or authority to make any decision which requires the commission
- 12 of an act prohibitive of a law which is violative of the terms of this Agreement.
- 13
- 14 22.6.8 The arbitrator's decision shall be in writing and shall set forth his/her finding, reasoning and conclusions
- 15 on the issue(s) submitted.
- 16
- 17 22.6.9 The election to submit a grievance to arbitration shall automatically be a waiver of all other remedies
- 18 or forums which otherwise could be available.

22.7 Labor Management

19 The Association and the District will continue to meet as a Labor-Management Committee in an attempt  
 20 to increase communication and to reduce possible labor disputes. The committee will be comprise of  
 21 five (5) from the District – Assistant Superintendent of Business Operations, Assistant Superintendent  
 22 for Human Resources, Director of Transportation, Director of Buildings and Grounds, and one other  
 23 administrator designated by the Superintendent, five (5) members from the Association - Association  
 24 President and four (4) members appointed by the President. This committee will convene at least ten  
 25 (10) times per year, unless there is mutual agreement to cancel a meeting date.

26  
 27 The committee will discuss areas of concern needing clarification and attempt to resolve matters under  
 28 question. Others would be invited when necessary, i.e., bus drivers and/or attendants, nurses,  
 29 secretaries, building and grounds, and/or custodial staff, and teaching assistants. This committee will  
 30 not attempt to preempt the negotiated collective bargaining agreement or negotiations.

**ARTICLE 23 – JOB SHARING**

- 31 23.1 Based upon the recommendation of the Superintendent, the Board of Education may approve job sharing
- 32 based on two principles:
- 33
- 34 a) there shall be no detrimental effects on students and/or programs.
- 35
- 36 b) the cost of the job share shall not exceed the cost to the District than would otherwise be the case
- 37 without the job share.
- 23.2 The following are specifics that define job sharing:
- 38 a) Both unit members are considered part-time if they work less than twenty (20) hours per week.
- 39

- 1 b) Employees shall earn one-half (1/2) sick day per month; day is defined as equal to the number of  
2 hours they work under the terms of job sharing.
- 3 c) Employees continue to be eligible for the sick bank, the attendance incentive, safe driving award,  
4 and bereavement leave, prorated by their actual time worked.
- 5  
6 d) Employees will receive a combined allocation of 3 days personal leave, prorated.
- 7  
8 e) Employees are entitled to snow days if the snow day is on their scheduled day of work.
- 9  
10 f) Employees may remain in the NYSERS.
- 11  
12 g) The District will make no contributions to either employee's health insurance premium, if any.
- 13  
14 h) Employees will be paid for longevity, according to their years of service: job sharing will equal ½  
15 credit for each year in their job share.
- 16  
17 i) Employees will continue their seniority, prorated by time actually worked.
- 18  
19 j) Holiday pay will be prorated, based on the actual hours/days worked.
- 20  
21 k) Job shares are effective for one school year; extensions, if any, must be applied for by May 1 of the  
22 year preceding the requested job share year.

**Appendix A**  
**STARTING SALARIES**

<b>Job Title</b>	<b>08-09</b>	<b>09-10</b>	<b>10-11</b>	<b>11-12</b>
Building Principal's Secretary	11.26	11.49	11.72	11.95
Dir. of Transportation Secretary	11.26	11.49	11.72	11.95
Athletic Director's Secretary	11.26	11.49	11.72	11.95
Dir. Of Special Ed. Secretary	11.26	11.49	11.72	11.95
Census and Attendance Specialist	11.26	11.49	11.72	11.95
Student Information Specialist	11.26	11.49	11.72	11.95
Dir. of Elem. Ed/Staff Dev. Secretary	11.26	11.49	11.72	11.95
Dir. of Sec. Ed/Staff Dev. Secretary	11.26	11.49	11.72	11.95
Jr/Sr High Guidance Secretary	10.21	10.41	10.62	10.83
Asst. Principal's Secretary	10.21	10.41	10.62	10.83
Information Technology Specialist	10.21	10.41	10.62	10.83
Special Education Assistant	10.21	10.41	10.62	10.83
Bookkeeper	9.26	9.45	9.64	9.83
Copy Center Clerk (12 months)	9.26	9.45	9.64	9.83
Copy Center Clerk (10 months)	9.26	9.45	9.64	9.83
Library Clerk	9.26	9.45	9.64	9.83
Attendance Clerk	9.26	9.45	9.64	9.83
Elementary Guidance Secretary	9.26	9.45	9.64	9.83
Continuing Ed. Specialist	9.26	9.45	9.64	9.83
Telephone Operator	9.26	9.45	9.64	9.83
Registered Nurse	15.00	15.30	15.61	15.92
Health Aide	9.26	9.45	9.64	9.83
Physical Therapist	32.62	33.27	33.94	34.62
Occupational Therapist	32.62	33.27	33.94	34.62
Certified Occupational Therapist Asst.	22.17	22.61	23.06	23.52
Teaching Assistant	11.32	11.55	11.78	12.02
Library Assistant	11.32	11.55	11.78	12.02
Teacher Aide	10.20	10.40	10.61	10.82
Lunch Monitor	8.50	8.67	8.84	9.02
Head Bus Driver	15.91	16.23	16.55	16.88
Bus Driver	14.47	14.76	15.06	15.36
Bus Attendant	8.50	8.67	8.84	9.02
Head Mechanic	18.99	19.37	19.76	20.16
Auto Mechanic A	14.20	14.48	14.77	15.07
Auto Mechanic B	13.15	13.41	13.68	13.95
Tech. Services Coordinator	24.14	24.62	25.11	25.61
Micro Maintenance Technician	13.55	13.82	14.10	14.38
Senior High School Head Custodian	13.40	13.67	13.94	14.22
Middle School Custodian	12.75	13.01	13.27	13.54
Elementary Head Custodian	12.14	12.38	12.63	12.88



Appendix A – continued

**STARTING SALARIES**

<b>Job Title</b>	<b>08-09</b>	<b>09-10</b>	<b>10-11</b>	<b>11-12</b>
Night Custodian Supervisor	11.79	12.03	12.27	12.52
Night Custodian	10.90	11.12	11.34	11.57
Custodian	10.90	11.12	11.34	11.57
Cleaner	9.26	9.45	9.64	9.83
Recycler	9.26	9.45	9.64	9.83
Cleaner: weekend/part time	9.26	9.45	9.64	9.83
Laborer	9.26	9.45	9.64	9.83
Groundskeeper I	14.20	14.48	14.77	15.07
Groundskeeper II	11.33	11.56	11.79	12.03
HVAC Service Engineer	16.83	17.17	17.51	17.86
Maintenance Mechanic I	15.51	15.82	16.14	16.46
Maintenance Mechanic II	14.77	15.07	15.37	15.68
Maintenance Mechanic III	13.39	13.66	13.93	14.21
Courier	11.56	11.79	12.03	12.27
Building Aide	8.50	8.67	8.84	9.02
Lifeguard	13.01	13.27	13.54	13.81

HILTON CENTRAL SCHOOL DISTRICT  
EMPLOYEES' ASSOCIATION

Notification Form

Personal Day Request

Name \_\_\_\_\_ Date Submitted \_\_\_\_\_  
(To be filled in by main office)

Building \_\_\_\_\_ Date Requested \_\_\_\_\_

Requesting:

Half Day \_\_\_\_\_ (Circle one) AM PM

Full Day \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee Date

Copies: Employee  
Building Principal  
Director of Human Resources

(If you are a 10-month employee requesting the use of personal days covered by your 3-day allocation or a 12 month employee requesting the use of personal days covered by your 5-day allocation, a copy is to be submitted to your Building Principal. For any days over these allocations, submit a copy to the Director of Human Resources.)

\_\_\_\_\_  
(For Office Use Only)

APPROVED

Day(s) Paid \_\_\_\_\_ Day(s) Unpaid \_\_\_\_\_

REJECTED

Reason \_\_\_\_\_

\_\_\_\_\_  
Building Principal/Supervisor's Signature Date

(Human Resources - White Copy, Employee - Pink Copy, Building Principal/Supervisor - Yellow Copy)