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Title: **Southern Cayuga Central School District and Southern Central School Support Staff Unit #6263, CSEA Local 1000, AFSCME, AFL-CIO, Cayuga County Local 806 (2012)**

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AGREEMENT

Between the

SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

And the

**CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.,
LOCAL 1000, AFSCME AFL-CIO,
SOUTHERN CAYUGA SUPPORT STAFF UNIT 6263
OF CAYUGA COUNTY LOCAL NO. 806**

July 1, 2012 - June 30, 2015

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ARTICLE I
RECOGNITION

Section 1. The Board of Education of the Southern Cayuga Central School District hereby recognizes Civil Service Employees Association, Inc., Local 1000 AFSCME/AFL-CIO, Southern Cayuga Support Staff Unit 6263 of Cayuga County Local 806, as the exclusive representative for the purpose of collective negotiations and the settlement of grievances for all regular full time and part time employees in the following titles:

Included: typist, senior typist, school receptionist, clerk, account clerk, senior account clerk, senior account clerk typist, senior stenographer, food service helper, food service helper/school monitor, school monitor, cook, school lunch cashier, custodian, senior custodian, head custodian, cleaner, bus driver, school bus attendant, computer lab aide, library aide, teacher aide, senior audio visual aide, school nurse, senior automotive mechanic, automotive mechanic, automotive mechanic helper and groundskeeper/school bus driver.

Excluded: cook manager, District office personnel (account clerk-treasurer and clerk), administrative assistant and/or senior stenographer (secretary to the Superintendent), head building maintenance persons, transportation supervisor, building maintenance mechanic, technology coordinator, school auditor, exempt employees, student workers, and all casual, temporary, or substitute employees.

Section 2. The union affirms that it does not assert the right to strike against any government, to assist or participate in such strikes, or to impose an obligation to conduct, assist, or participate in such a strike.

ARTICLE II
ASSOCIATION SECURITY - DUES DEDUCTION

Section 1. The District hereby agrees to deduct on a uniform basis from the pay of each employee covered by this Agreement an amount of money in payment of dues in the Association and two (2) other deductions of CSEA sponsored programs for those employees who have authorized such deductions by the District. The District further agrees to transmit said deductions to the Civil Service Employees Association, Inc., Capitol Station Box 7125, Albany, New York 12207 once each month. Dues shall be deducted in twenty (20) pay periods.

Section 2. The CSEA shall indemnify and protect the District against any liability or claim which may arise by reason of the District's compliance with this article.

Section 3. Association Leave Days

The Association shall be granted up to five (5) paid leave days per year to attend CSEA conferences and/or trainings which occur during work hours. The Association shall notify the School District in writing ten (10) days prior to absence of an employee to attend said conference or trainings.

**ARTICLE III
MANAGEMENT'S RIGHTS**

Section 1. The Association recognizes that the District retains the sole and exclusive right and authority to manage the business of the District, including, but not limited to, the right and authority to plan, direct and control its operations; to determine the location, design, size and number of buildings; to decide the business hours of its operations; to decide the types of educational service it shall provide within lawful limitations; to determine the starting and quitting time for employees, work schedules and number of hours to be worked; to have the sole right to discipline, suspend with or without pay, and to discharge employees; to hire, layoff, assign, transfer, and promote employees; to select and hire, to promote to a better position, to maintain efficiency of employees; to determine the number of teaching and non-teaching staff; to make assignments, to introduce new or improved methods, techniques, and programs; to evaluate employees and to determine the method of evaluation; to establish busing procedures and requirements; to determine the number and duties of employees; to consolidate programs; and to make reasonable rules and regulations pertaining to employees covered by this Agreement.

Section 2. The District will meet with the Union prior to any formal decision by the Board of Education to assign work that has been exclusively performed by bargaining unit members to persons other than the District's own employees. A copy of the Request for Proposal affecting bargaining unit work shall be provided to the Union prior to release. The District will negotiate the subsequent impact of any formal decision to sub-contract work.

Section 3. It is the intention of the parties that all of the rights, powers, prerogatives, and authority that the District had prior to the signing of this Agreement are retained by the District and that with the exception of specific provisions of this Agreement, the District shall have unrestricted right to manage its affairs. This Agreement constitutes the full and complete commitments of the School District to the Civil Service Employees Association.

ARTICLE IV
PROBATIONARY PERIOD

- Section 1.** A probationary period of eight (8) to fifty-two (52) weeks may be served by new employees. At any time during the probationary period, the School District shall have the right to appoint or discontinue employment of the person involved.
- Section 2.** A new employee who has been working provisionally in a position until passing the civil service exam, and who is subsequently hired permanently into the position shall have a probationary period of fifty-two (52) weeks less the period of time served provisionally.
- Section 3.** Any employee within the bargaining unit who has completed their original probationary appointment who is promoted, transferred, reassigned, or whose job is reclassified shall be given a twelve (12) week qualifying period for the purpose of acquainting himself with and training himself in the job and to establish his ability to meet the job requirements. If at the end of such twelve week period, the Superintendent of Schools decided that such employee is not competent to meet the job requirements, then the employee shall be transferred back to his former job classification.

ARTICLE V
DISCHARGE OR SUSPENSION HEARING

- Section 1.** Any dispute with respect to the discharge or suspension of a non-competitive or labor class civil service employee who has achieved permanent status and who is not eligible for a hearing pursuant to Section 75 of the Civil Service Law may be processed in accordance with the procedures contained herein.
- Section 2.** Within five (5) business days of the recommendation of the Superintendent of Schools to the Board of Education to discharge or suspend an employee, who is eligible as provided in section one, the employee may appeal in writing to the Board of Education for a hearing. The Board of Education shall hold a hearing within fifteen (15) business days of the receipt of the appeal. The employee may be represented at the hearing by a person or persons of his/her own choice. The Board of Education shall render its decision within fifteen (15) business days after the close of the hearing.
- Section 3.** The District reserves the right to suspend an employee with or without pay pending a final decision of the Board of Education.
- Section 4.** The provisions of this article shall not be subject in any way to the Grievance Procedure.

ARTICLE VI
GRIEVANCE PROCEDURE

Section 1. Definitions

A grievance is an alleged violation of this Agreement.

Section 2. Basic Principles

- a. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The settlement of the grievance at the earliest possible stage is encouraged.
- b. An employee shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.
- c. An employee shall have the right to be represented at any stage of the procedures by a person or persons of his own choice. The aggrieved employee may be present at all stages of the grievance procedure.
- d. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.
- e. All hearings shall be confidential.
- f. The number of days provided for the presentation and processing of grievances in each step of the grievance procedure establishes the maximum time limits and any grievance not presented within the time limits provided at each respective step of the grievance procedure shall be deemed withdrawn, provided however, the time limits set forth herein may be extended by mutual agreement between the Board of Education, or its representatives, and the aggrieved employee and/or the President of the Unit or his/her designee.
- g. Employees shall not leave their duty stations to discuss or process grievances unless they have requested and received permission to do so from the building principal or supervisor. Permission shall not be unreasonably denied.
- h. It shall be the responsibility of the chief administrator of the District to take steps as may be necessary to give force and effect to these procedures. Each administrator shall have the responsibility to consider promptly each grievance presented to him and make a determination within the time specified in these procedures. Failure of an administrator to respond within the appropriate time limits shall

move the grievance to the next stage.

- i. All grievances shall include the name and position of the aggrieved party, the identity of the provision of this Agreement involved in the said grievance, the time when and the place where the alleged events or conditions constituting the grievance existed, the identity of the party responsible for causing the said events or conditions, if known to the aggrieved party, and a general statement of the nature of the grievance and the redress sought by the aggrieved party.

Section 3. Procedures

Stage 1

The aggrieved employee shall orally present his grievance to his immediate supervisor who shall orally and informally discuss the grievance with the aggrieved employee. The immediate supervisor shall render his determination to the aggrieved employee within two (2) business days after the grievance has been presented to him. A grievance must be submitted at this stage within ten (10) business days of the date of the occurrence of the event over which the grievance is made. If the grievance is not resolved informally within five (5) business days, the grievance shall be reduced to writing. The supervisor shall then respond to the grievance in writing within five (5) business days. The grievance shall be deemed waived unless it has been submitted within the time limit. The aggrieved employee may proceed to the second stage.

Stage 2

- a. Within five (5) business days after a determination has been made at the preceding stage, the aggrieved employee may make a request in writing to the chief administrator or his/her designee for review and determination.
- b. The chief administrator shall immediately notify the aggrieved employee's immediate supervisor and any other person previously rendering a determination in the case to inform him within five (5) business days setting forth the specific nature of the grievance, the facts relating thereto, and the determination previously rendered.
- c. Within ten (10) business days of receiving the information, the Superintendent or his/her designee shall hold a hearing.
- d. The decision of the chief school administrator shall be made within ten (10) business days after the close of a hearing.

- e. Election of an alternative course of action or remedy prior to the submission of a grievance at this stage shall be considered to be a waiver of the right of an employee to thereafter seek recourse by means of the grievance procedure.

Arbitration

Stage 3

If the grievance is not adjusted satisfactorily at Stage 2, the aggrieved employee may submit the grievance to the Board of Education for review. All written statements and records of the grievance shall be submitted to the President of the Board of Education by the Superintendent of Schools. The Board of Education may hold a hearing to obtain further information regarding the grievance. The grievant may be accompanied by a union representative. The Board of Education shall render its decision within twenty (20) days of the hearing, or in the absence of a hearing, within twenty (20) days of the receipt of the grievance.

Stage 4

If the grievance is not adjusted satisfactorily at Stage 3, then the CSEA, Inc. shall have the right to submit the grievance to the Public Employment Relations Board for final and binding arbitration. Upon doing so, both parties shall be bound by the rules and regulations of said Board. The fees and expenses of the arbitrator and the cost of the hearing room, shall be borne equally by the parties. All other expenses shall be borne by the party incurring them.

The selected arbitrator will hear the matter promptly and will issue a decision not later than thirty (30) calendar days from the date of the close of the hearing, or if oral hearings have been waived, then from the date the final statements and proofs are submitted. The arbitrator's decision will be in writing and will set forth the findings of fact, reasoning and conclusions on the issues.

The arbitrator shall have no power to add to, modify or delete any of the provisions of this Agreement.

ARTICLE VII
LEAVE WITH PAY

Sick Leave

- Section 1.** Sick leave will be granted to all employees for personal illness and physical disability (including certified disability as the result of pregnancy). Each employee will earn one (1) working day per month for each calendar month worked to a maximum accumulation of 185 sick days.
- Section 2.** A total of ten (10) sick leave days, non-cumulative, may be taken for family illness annually. (Family as used in this specific section means spouse, child, mother or father of the employee). Any sick leave taken pursuant to this section will be deducted from the sick leave provided in Section 1. above.
- Section 3.** A doctor's certificate of physical fitness may be required after absence of three (3) or more consecutive days due to personal illness.
- Section 4.** The District and the union shall create a sick leave donation program under rules established at a Joint Labor Management Meeting. Decisions under this section shall not be subject to the grievance or arbitration procedure.

Funeral Leave

- Section 1.** All employees will be allowed four (4) days non-cumulative, with pay, for a death in the immediate family. The immediate family is defined to mean: father, mother, brother, sister, son, daughter, husband, wife, grandparents, grandchildren, mother-in-law, father-in-law or son/daughter-in-law or other person who is a permanent member of the household. The District may request written documentation from the employee to verify residency of other household members.
- Section 2.** All employees will be allowed two (2) days non-cumulative, with pay for the death of brother-in-law or sister-in-law.

Personal Business Leave

- Section 1.** Three (3) days may be granted as personal business leave each year (not deductible from sick leave, nor accruable) at the discretion of the Superintendent of Schools or the administrator in charge. Such leave is subject to the conditions contained herein:
- a. This personal business leave is to be used for matters which cannot be scheduled outside of school hours.

- b. Requests for personal business leave shall be made on forms provided for the purpose and which shall be available in each school office. Except in an emergency situation, requests for personal business leave shall be made at least two (2) days in advance of the leave.
- c. A request for personal business leave the day before or the day after a vacation or school recess will be considered only in an emergency situation and granted or denied strictly on the justifiability of the reason given when such request is made. The unit member requesting personal business leave under such conditions must contact the Superintendent or his/her building principal if the Superintendent is unavailable prior to the granting of the leave.
- d. Personal business leave is leave that shall be available to staff for the conduct of personal business that cannot be conducted outside of normal school hours. Such leave shall not be used for social and recreational purposes, or for litigation against the School District, its employees or the Board of Education, or for seeking other employment or for conducting activities on behalf of the Association, its affiliates, or any other organization.
- e. Any unused personal leave shall be converted to sick leave at the end of the school year.

Jury Duty

An employee called for jury duty shall receive his/her full day's pay from the School District and the expense money paid by the court system. Remuneration from the court system will be turned over to the District, provided that employees serving on jury duty will not receive less than what the court system would have provided for jury service.

Community Service

- 1. Active members of the local volunteer ambulance and fire department emergency service units will receive their regular pay when called out during his/her regular work day.
- 2. If it shall be determined by the Superintendent of Schools that one or more employees must have their volunteer participation limited in order to meet District responsibilities, the Superintendent shall notify the effected employees prior to limiting their participation.
- 3. Any such limitation shall be at the Superintendent's sole discretion based on his analysis of District requirement.

ARTICLE VIII
LEAVES OF ABSENCE WITHOUT PAY

Leaves of absence may be granted for valid reasons at the discretion of the Board of Education for one year without pay. No request shall be unreasonably denied.

A unit member who is on an unpaid leave of absence from the District may purchase health insurance through the District's group carrier for up to one year. The premium will be fully paid by the unit member.

ARTICLE IX
MILITARY SERVICE LEAVE

Military Service Leave shall be in accordance with Section 242-243 of the Military Law.

ARTICLE X
BODILY INJURY LEAVE

Section 1. In the event whereby an employee incurs bodily injury due to direct action on the part of a student during performance of duty, (as defined by Workers' Compensation) and time lost from school due to that injury extends beyond four (4) weeks, upon examination by the school physician, if so desired, the Board will treat the first four (4) weeks as injury leave, not deductible from sick leave. The employee's sick leave may be applied to the lost time after the injury leave is used up.

Section 2. Absence required beyond the injury leave may be charged against accumulated sick leave, or

Section 3. Alternatively, absence required beyond the injury leave may be applied for under Workers' Compensation.

ARTICLE XI
VACATION

Section 1. Twelve Month Employees Only

Newly hired employees shall be credited with one day vacation after completion of each month to a maximum of ten (10) days. On the first July 1 of employment, employees shall be given ten (10) days of vacation. Thereafter, an employee will accrue one (1) additional vacation day for each year of service after the first year, given on July 1. Vacations will

accumulate to a maximum of twenty (20) days. Vacations are to be scheduled by the department head with the approval of the Superintendent of Schools and shall not interfere with the operation(s) of the School District. Employees shall be allowed to carry over up to a maximum of two (2) unused vacation days into the following year.

Section 2. **Presently employed ten month employees** who, during this contract, are promoted to twelve months service shall be credited with prior ten month service as follows:

- a. Following appointment from a 10-month position to a 12-month position, employees shall earn vacation in the same manner as a new employee in Section 1 above.
- b. On the first July 1 in their new position, they shall receive ten (10) days vacation, PLUS:
- c. One half the additional days to which they would be entitled, had all service been as 12 month.
- d. The total of (b) and (c) above shall not total more than twenty days annual vacation.

Section 3. **Request for Vacation:** In order to assure orderly performance and continuity of those municipal services provided by the employees and their respective Department, each employee wishing to schedule vacation should request such vacation leave as far in advance as reasonably possible, but at least one (1) week in advance of the requested vacation period.

Requests for vacation shall be granted upon receipt by the Department Head (Head Custodian for custodians/cleaners, Transportation Director for groundskeepers/bus drivers/mechanics) and Building Principal or School Business Official for clerical employees with final approval by the Superintendent of Schools; unless it is determined that such absence would adversely effect and interfere with the orderly performance and continuity of municipal service.

Scheduling Vacations: Vacations will be scheduled, insofar as possible and practical, at those times requested by each employee. However, vacations shall not interfere with the operation(s) of the School District. At certain times of the year, the District may need to restrict vacations in order to ensure the normal operations of the School District. It will be the intent, where feasible, of the District to not have more than one employee out on the same day at each building so that the operation of the District will not be interrupted.

For the purposes of scheduling vacations, the following procedure will be used in the District:

1. Vacation requests shall be submitted to the Department Head in writing on a form provided by the District and will be processed on a first-received, first-granted basis.
2. The Department Head shall act upon vacation requests within one (1) week of receipt.
3. In the event requests are received by the Department Head at the same time for the same vacation period, seniority will be the determining factor.

ARTICLE XII **HOLIDAYS**

All twelve month employees covered hereunder will receive full pay for thirteen (13) holidays per calendar year. Ten month employees will be paid for ten (10) holidays which fall within the academic school year only. The holidays shall be designated by the Superintendent of Schools and incorporated into the school calendar.

ARTICLE XIII **HEALTH INSURANCE**

Section 1. The Board of Education will maintain the Blue Cross and Blue Shield of Central New York Option 2 Health Insurance Program or its equivalent including the co-pay prescription drug rider, but reserves the right to select alternate carriers or self-fund health care insurance during the life of this Agreement. Should the Board of Education change health care insurance carriers or self-fund, it will continue the same percentage contribution as specified in Sections 2 and 3 below to the new carrier or self-funding program.

Section 2. Individual Only Coverage

Effective as soon as possible after the ratification/approval of this Agreement, the District will pay 89%, of the monthly individual healthcare insurance premium with the individual paying 11% of the monthly individual premium.

Effective July 1, 2013, the District will pay 88% of the monthly individual healthcare insurance premium with the individual paying 12% of the monthly individual premium.

Effective July 1, 2014, the District will pay 87% of the monthly individual healthcare insurance premium with the individual paying 13% of the monthly individual premium.

Section 3. Family Coverage

Family coverage includes individual coverage and dependent coverage. The Southern Cayuga Central School District (as employer) will pay 100% less \$1.00 for individual employees who join the health insurance plan selected by the District and 75% of the premium for the employees' dependents as designated by the employee.

Section 4. Prescription Co-Payment

Effective April 1, 2011, the prescription card shall not be available to active members of the negotiating unit or for members who retire on or after April 1, 2011.

Section 5. Selection of Alternative Carrier, Self Funding, Modified Traditional Plan and Mail Order

The District shall have the right to select the insurance carrier as long as the schedule of benefits is equal to or better than the benefits contained in the health insurance program in effect as of June 30, 1982.

The schedule of benefits of the Cayuga-Onondaga Area Schools Employees Healthcare Plan shall be considered equal to or better than the schedule of benefits of the health insurance plan in effect as of June 30, 1994.

The Association agrees that the District may offer the schedule of benefits contained within the Modified Traditional Plan of the Cayuga-Onondaga Area Schools Health Care Plan as said schedule may be determined by the Plan.

If available, the District shall offer a maintenance drug mail order program with one co-payment for ninety (90) day supply of generic or brand name prescription medications.

Section 6. Health Care Coverage Eligibility

Unit members who were receiving health insurance prior to July 1, 1995 shall continue to receive coverage providing they don't sever employment or voluntarily reduce their hours.

Unit members not receiving health insurance before July 1, 1995 and all unit members hired on or after July 1, 1995 shall not be eligible to receive health insurance benefits until they are regularly scheduled to work 25 hours per week in their regular Civil Service position. If their work schedule falls below 25 hours per week they would no longer be eligible for coverage. An employee who loses entitlement to this benefit may apply for insurance coverage in accordance with Section 10 of this Article.

Section 7. Retirees Health Insurance – July 1, 2005 – June 30, 2006

Employees who are eligible for, and who in fact receive Healthcare Insurance premium payments from the District under section 2, and 3 above; and

Who are eligible to retire and who do in fact retire during the term of this Agreement shall receive Healthcare Insurance premium payments provided, as outlined in Section 2 and 3 above.

Employees of the District before July 1, 1986, shall have served at least 16 years in the Southern Cayuga Central School District prior to retirement.

Employees hired on or after July 1, 1986, shall have served at least 20 years in the Southern Cayuga Central School District prior to retirement.

Section 8. Medicare Reimbursement for Eligible Employees and Retirees

Retirees meeting the above eligibility requirements will have 100% of the employee and 75% for the employee's spouse paid on Medicare reimbursement effective July 1, 1992.

Effective July 1, 2005, the School District's payment of the Medicare Part B premium shall be frozen at the rate in effect at that time.

Section 9. Right to Participate for Non-Eligible Employees or Retirees

Employees or retirees who do not meet the eligibility requirements as stated above shall have the right to participate in the Health Insurance Plan and/or the CSEA Employee Benefit Fund Vision Plan available at the time of retirement at their own expense.

Section 10. Health Insurance and Work Related Injury

Permanent employees with a minimum of three (3) years of permanent service to the District who are injured in the course of duty will be eligible to continue their health insurance coverage as described in Section 1 through 8 above, for a period of up to one year, from the date of the injury.

Section 11. Flexible Benefit Program

The District shall provide employees with a Flexible Benefit Program under the Internal Revenue Code Section 125. Employee health insurance premiums shall be “flexed” unless the employee opts not to participate in the premium conversion program. The District and the union shall jointly provide educational programs to explain the benefits of using the Flex Benefit Program.

Section 12. Vision Plan

The District shall make available a vision plan through the CSEA Employee Benefit Fund. The parties shall meet to decide which plan is suitable for offering. Unit members shall be responsible for the entire premium of said plan through payroll deduction either for individual or family coverage.

**ARTICLE XIV
RETIREMENT PLAN**

Section 1. Upon application by the employee, the District will provide participation in the New York State Employees Retirement Fund for eligible employees for the retirement plan known as the Improved 1/50 Plan, 75I. Employees are required to follow the requirements of the New York State Employees’ Retirement System (NYSERS).

Effect as soon after the ratification and approval of this Agreement as feasible, the District shall provide eligible members of the negotiating unit the benefits of New York State Employees’ Retirement System Option 41J.

Section 2. Sick Leave Conversion at Retirement

Employees wishing to take advantage of this benefit must be eligible to retire under the New York State Employee’s Retirement System without penalty by July 1st of the school year in which they wish to retire. Employees must also have the minimum of 20 years of service for the Southern Cayuga Central School District.

The unit member must submit an irrevocable letter of resignation to be received in the office of the Superintendent by the close of business on March 31st if the unit member wishes to retire between April 1st and June 30th, after meeting the above criteria, in order to receive this benefit. Should the unit member wish to retire between July 1st and March 31st,

said unit member must submit an irrevocable letter of resignation to the office of the Superintendent by the close of business sixty days prior to the scheduled date of retirement in order to receive the benefit. If such unit member does not submit an irrevocable letter of resignation within the applicable time period, then he/she will no longer be eligible for the local retirement incentive during that school year.

The incentive offered to eligible employees will be equal to \$25.00 per day for each accumulated but unused personal sick days up to a maximum of 100 unused personal sick days. The first fifty (50) days of accumulated personal sick leave shall not be used for this benefit.

Example: Days 1-50 = no payment in retirement
Days 51-150 = \$25.00 per day in retirement

ARTICLE XV **JOB POSTING**

- Section 1.** When a vacancy in the negotiating unit occurs, the District shall post and advertise the position in a conspicuous place (both schools, bus garage) in the District for a period of five (5) working days so that each employee may have an opportunity to apply for the position. The vacancy shall state job title, location of work, shift, and salary.
- Section 2.** Where skill and ability is equal for a non-competitive and labor class position, the employee with the most seniority will be given preference. Based upon the needs of the District, the employer reserves the right to fill the vacant position by hiring a new employee.
- Section 3.** Seniority for non-competitive labor class employees as used in this article shall be defined as the length of continuous service since the last date of hire in the District.
- Section 4.** Seniority for competitive class employees is defined by Section 80 of the Civil Service Law.

ARTICLE XVI **LAYOFF - RECALL**

- Section 1.** All layoffs, reduction in force, job abolishment and recalls (except those employees with Civil Service competitive classifications) shall be according to job classification and seniority. The least senior employee in the affected job classification shall be the first to be laid off. Employees with Civil Service competitive classification shall be laid off and recalled

in accordance with the applicable provisions of the Civil Service Law.

In the event of an abolition of a position(s), the following procedure shall apply:

Layoff or Reduction in Force in the Competitive Class

Employees with Civil Service competitive classification shall be laid off and recalled in accordance with the applicable provisions of Civil Service Law.

Competitive class employees who previously had permanent status in a non competitive or labor class title shall have the right to retreat to the previous job title and/or direct line title in which she/he had permanent status provided the employee has the skill and ability to perform the work and possesses the minimum qualifications of the position as established by the Cayuga County Civil Service Commission Job Description.

Layoff or Reduction in Force in the Non Competitive or Labor Class

All layoffs, reduction in force, job abolishment and recalls of non competitive and labor class employees shall be according to seniority as defined in Article XV, Section 3. The least senior employee in the affected job title within a department shall be the first to be laid off. Department as used herein means: (1) Transportation, (2) Buildings and Maintenance, (3) Cafeteria, (4) Teacher Aides and Monitors and (5) Nurses.

If the employee whose position is abolished does not have sufficient seniority to displace in the same job title, he/she shall have the right to displace the least senior employee at the same or lower pay level (as defined by starting salary in accordance with Article XXVI, Section 9), in another non competitive or labor class job title within the employee's department, provided the employee has the skill and ability to perform the work and possesses the minimum qualifications of the position as established by the Cayuga County Civil Service Commission Job Description.

Non competitive class employees shall have the right to displace the least senior employee in another non competitive job title prior to the right to displace a labor class employee with less seniority in accordance with the rules in this section.

Employees with combined titles may displace within titles of similar skill set and job duties in both departments in which his/her title is located in accordance with the rules of this section.

The displacement of employees as stated in the above shall continue until the employee is not able to displace a less senior employee in the department, at which time the employee shall be laid off.

Decisions concerning skill and ability shall not be subject to the grievance procedure, but shall be subject to written notification and discussion with the union.

Section 2. Employees shall be recalled to their job classification in reverse order of layoff (last laid off first recalled). Individuals will be notified by registered mail (sent to the last official address on file at District offices) and shall reply within five (5) calendar days after receipt of the registered letter. If no reply is received within the time limits, the individual will have waived all rights to recall.

For purposes of calculating hourly rate only:

An employee who exercises his/her right to displace another employee within his/her department as a result of his/her position being abolished in accordance with the provisions above shall receive the higher of:

1. The rate as determined by placing the employee in seniority order for his/her new title, then giving that employee the same hourly rate as the employee immediately below on the seniority list; or
2. One half the difference between the starting rate for the new title and what the employee's hourly rate would have been in the new title had all of his/her years of seniority been applied within that title.

Section 3. Individuals will be afforded the opportunity only once to return to the District, and shall retain their right to recall and seniority prior to layoff, for a period not to exceed two (2) calendar years.

In the event of a layoff, reduction in force or job abolishment, resulting in a competitive, non competitive or labor class employee displacing another competitive, non competitive or labor class employee, in accordance with the above, the individual who has the right to displace another employee will be required to undergo a ten (10) week probationary period. Employees failing probation under this section shall be considered on layoff with rights to recall as specified in the following Sections.

Section 4. Recalled employees who have been laid off for less than two (2) years shall have benefits which have accrued up to the time of layoff restored.

Employees shall be recalled to their job classification in reverse order of layoff (last laid off first recalled). Individuals will be notified by

registered mail (sent to the last official address on file at District offices) and shall reply within five (5) calendar days after receipt of the registered letter. If no reply is received within the time limits, the individual will have waived all rights to recall.

Section 5. Individuals will be afforded the opportunity only once to return to the District, and shall retain their right to recall and seniority prior to layoff, for a period not to exceed two (2) calendar years.

Section 6. Recalled employees who have been laid off for less than two (2) years shall have benefits which have accrued up to the time of layoff restored.

ARTICLE XVII

WORKDAY

Section 1. Workday/Workweek

- a. The normal workday for clerical staff shall be seven and one-half (7 1/2) hours per day, thirty-seven and one-half (37 1/2) hours per week exclusive of meal period.
- b. The normal workday for maintenance staff; mechanics and groundskeeper/school bus driver shall be eight (8) hours per day, forty (40) hours per week exclusive of meal period.
- c. The normal workday for custodial staff shall be eight (8) hours per day, forty (40) hours per week exclusive of meal period.
- d. Bus drivers, school bus attendants, cafeteria workers, teacher aides, computer lab aides, library aides, school monitors and senior audio visual aides shall have workdays and workweeks that shall conform to the needs of the School District.
- e. The normal workday for nurses shall be seven and one-quarter (7 1/4) hours per day exclusive of meal period.

Section 2. Work Year

- a. The work year for bus drivers, school bus attendants, cafeteria workers, teacher aides, computer lab aides, library aides, school monitors and senior audio visual aides shall be the numbers of student days for their respective department for each school year and additional conference days as set forth on their school calendar.

- b. Employees required to work any hours which are not part of Section 2.a., above shall be paid at their regular hourly rate for those hours in the payroll period in which they were earned in addition to their regular salary for that pay period.

Section 3. Nothing in this article will be construed as a guarantee of a specific number of hours of work per week. If a reduction in hours is necessary the District will discuss the issue with the union.

ARTICLE XVIII
OVERTIME DISTRIBUTION AND COMPENSATION

Section 1. The District will assign overtime in an equitable fashion within each department based upon the needs of the employer. Bus Drivers shall be assigned overtime and/or extra duty trips pursuant to Article XXV.

Section 2. Any unit member who is authorized and works in excess of forty (40) hours per week shall be compensated in pay or compensatory time by mutual agreement at the rate of time and one-half his base hourly rate of pay for all hours worked in excess of forty (40) hours.

Section 3. Any unit member who is authorized and works on a designated holiday shall be compensated at the rate of time and one-half his or her straight time hourly rate for all hours worked on the holiday in addition to holiday pay.

Section 4. Any unit member who leaves District premises and is subsequently asked by his or her supervisor to return for work shall receive a minimum of two hours pay at straight time.

Section 5. For the purpose of computing overtime, authorized Holiday Leave will be considered time worked.

ARTICLE XIX
EMERGENCY CLOSING

Section 1. In the event the school or schools are closed as the result of an emergency all 12-month personnel are required to report to work not later than two (2) hours after their normal starting time unless the total District operation is suspended for that day by the Superintendent. In the event of a hardship on the part of an employee, he/she may call his/her immediate supervisor and request a personal or vacation day. Custodial, clerical, and maintenance employees who report to work and are sent home shall receive a minimum of four hours pay.

- Section 2.** All non-12 month employees will be required, at the discretion of the District, to work one (1) day of emergency closing at no additional compensation at the end of the school year. The second and third day of emergency closing shall not be required to be made up. For four or more days of emergency closing, there will be a reduction from the final paycheck of the school year.
- Section 3.** In the event the school or schools are closed as the result of an emergency, affected non-12 month employees shall not report to work.
- Section 4.** Cafeteria workers who are instructed not to report to work due to an emergency closing of school may use available personal leave to cover pay for any day of emergency closing that is a regularly scheduled work day in their yearly calendar.
- Section 5.** Employees will receive their regular daily pay when school opens late or closes early due to an emergency.

ARTICLE XX
USE OF PERSONAL VEHICLE

An employee using his/her personal motor vehicle at the request of his/her supervisor or the Superintendent for School District business shall be paid at the approved rate established by the Internal Revenue Service effective as of July 1 of each year. Prior approval from the Superintendent will be required.

ARTICLE XXI
ASSOCIATION NOTICES

The Union shall be extended the privilege to post notices concerning Union business on bulletin boards maintained on the premises and facilities of the School District, however, they are first to be communicated with the Chief School Administrator. Union meetings shall be scheduled as not to conflict with the work duties and responsibilities of the Union members. Any employee scheduled to work at the time of a Union meeting shall not be allowed to leave his work station to attend such meeting. Application for the use of facilities shall be made to the Chief School Administrator.

ARTICLE XXII
UNION LABOR RELATIONS SPECIALIST

- Section 1.** For the purpose of administering, adjusting, or interpreting the terms and conditions of this Agreement, the CSEA Labor Relations Specialist shall

have the right to visit employees in the school by arrangement with the Chief School Administrator. In no event, will a visitation interfere with the employee(s) work routine.

Section 2. On the effective date of this Agreement, the employer shall supply to the Southern Cayuga Central School District Unit of the Cayuga County Local of CSEA, Inc. a list of all employees in the bargaining unit showing the employee's full name, home address, job title, work location, and first date of employment. Such information shall hereafter be provided to said CSEA Unit on a quarterly basis.

Section 3. A seniority list shall be posted throughout the District by October 1st of each year.

ARTICLE XXIII

REVIEW OF PERSONAL HISTORY FOLDER

Section 1. An employee shall have an opportunity to review his personal history folder in the presence of a designated official of the School District upon five (5) days' notice and to place in such file a response of reasonable length to anything contained herein which such employee deems to be adverse, provided, however, an employee may not review letters of recommendation obtained in connection with his initial and subsequent employment.

Section 2. An employee has the right, if he so elects, to be accompanied by a representative of the union or of his own choice during the review of his personal history folder.

ARTICLE XXIV

EDUCATIONAL COST SHARING

Section 1. The School District agrees to share the cost of educational courses provided the course is job related and prior approval is received from the Superintendent.

Section 2. An employee must have been continuously employed full time for six (6) months to be eligible. Prior approval for participation shall be the decision of the Superintendent of Schools, which shall not be withheld unless for good and sufficient reason.

Section 3. The District shall reimburse a unit member at the rate of one hundred dollars (\$100.00) for three credit hours of course work satisfactorily completed (passing grade) at an approved college, BOCES or other

accredited school one hundred seventy-five (\$175.00) for three credit hours of course work if a grade of “B” or better is attained. Maximum reimbursement will be for one satisfactorily completed three credit hours of course work that semester.

Section 4. Request for approval and documentation of completion shall be in written form. An official copy of the transcript must be received by the District by October 15 for reimbursement the following year. The Superintendent of Schools shall maintain copies on file.

ARTICLE XXV
BUS TRIPS

Section 1. A single A.M. and P.M. regular run shall be paid at the rate of 60% of a regular double run (total of 4 trips daily). Double A.M. or P.M. regular runs shall be paid at the rate of 50% of a regular double A.M. and P.M. run.

Section 2. **Single Bus Run** (2 trips daily) - Consists of one regular route (either elementary or secondary) with a full size bus, both A.M. and P.M. trips, on a daily basis as assigned and at the times designated by the school.

Section 3. **Double Bus Run** (4 trips daily) - Consists of a continuous assignment with a full size bus, both A.M. and P.M. trips, carrying elementary pupils and secondary pupils on separate trips and on routes as assigned and at the times designated by the school.

Section 4. **BOCES, Extra or Special Trips** - All trips other than regular carrying pupils to and from school once each day will be paid for at an hourly rate of \$14.98 for the 2012-13 school year, \$15.35 for the 2013-14 school year, and \$15.73 for the 2014-15 school year. A minimum of \$14.98 for the 2012-13 school year, \$15.35 for the 2013-14 school year, and \$15.73 for the 2014-15 school year will be paid for trips less than one hour in duration, and payment will be pro-rated to the next quarter hour for driving time beyond the first hour. On trips lasting all day or more than one day, payment will be made at the rate of \$14.98 for the 2012-13 school year, \$15.35 for the 2013-14 school year, and \$15.73 for the 2014-15 school year, per hour, for actual driving time with a maximum of 10 hours of driving time each day.

Effective July 1, 2000, Special Education trips to work sites are considered field trips and are paid in accordance with this Section.

Driving time means all time spent by the driver behind the wheel or in attendance at the bus while transporting pupils from place to place on field

trips, but not to include time when the bus is parked overnight or not in use serving pupils. On all day trips to a distance of up to 50 miles or a one-way trip time of up to one hour and the waiting time would be four hours or more, the driver will return the bus to the bus garage after delivering the pupils to the destination and return at an appointed time for the return trip, at the discretion of the administration.

On full days away from the School District on weekends the School District will compensate the bus driver a minimum of six (6) hours.

Reimbursement of up to \$7.00 per meal shall be made when extra trips are extended past 7:00 p.m. for evening trips and 1:00 p.m. for day trips when employment is for four or more consecutive hours. On overnight trips the School District will provide lodging. Receipts must be turned in for reimbursement.

Section 5. Extra or special trips outside the District will be assigned on a rotating basis from a voluntary trip list. Those drivers who hold another regular job have the option of being by-passed on the trip rotation if the time schedule of the trip interferes with their other job.

Section 6. Two separate rotating lists will be kept: one for week days and one for weekends. If no drivers are available from the lists other drivers shall be assigned on a rotating seniority basis.

Section 7. Afternoon activity runs will be equitably distributed among all drivers who desire these runs, the schedule to be worked out among the drivers involved and the transportation supervisor.

Section 8. Field trips within the District shall be assigned to the most senior driver who signs up for the field trip by noon of the last work day prior to the day of the said field trip.

Section 9. Substitute bus drivers may be assigned out-of-town trips at the discretion of management to a maximum of twenty times per year. The counting of these trips is exclusive of the first two weeks of school during which regular bus drivers are expected to drive their regular bus routes.

All trips of more than 15 people will be run with a salaried driver except in emergencies. Trips requiring more than one vehicle will be run with a salaried driver with the exception of trips with van or automobiles which are being driven by teachers or coaches directly involved with instruction, extended trips out of town and F.F.A. activities.

Section 10. All trips that return to school will notify driver of a definite time to return for pick-up. On trips which may require five or less students to stay for an

extended period of time, the instructor or coach may also take a van or automobile to transport those remaining.

- Section 11.** All extra trips, field trips, or special trips must be approved in advance by the superintendent, building principal and transportation supervisor. No teacher, coach, or other employee may arrange trips directly with a driver.
- Section 12.** If, while on an assigned extra or special trip, a regular full-time driver misses his scheduled a.m. or p.m. trip, pay will not be deducted for the missed trip but the equivalent amount of time will be deducted from the total time to be paid for on the extra or special trip.
- Section 13.** Personnel attending in-service training sessions will be reimbursed at a rate of \$15.00 per two-hour session and paid quarterly if verified by trainer. Such payment will only be affected for time devoted outside of the regular working day.
- Section 14.** Substitution of mid-day runs will be made from the regular driver list on a seniority basis on a rotating calendar in which each driver is assigned his/her days on which s/he will be responsible for coverage at the beginning of the school year. The District shall announce the availability of an open mid-day run as soon as it is known to allow regular drivers to volunteer to cover the opening. In the case of more than one volunteer, seniority shall prevail. The right for assignment to an extra or special trip shall take precedence over assignment for mid-day run substitution. Should the person responsible for coverage of the mid-day run choose to take an extra or special trip, that person is responsible for finding coverage for the mid-day run.
- Section 15.** By September 15 of each year, a schedule for all regular bus runs shall be established, showing route number or numbers, assigned bus number, morning and afternoon show-up time for drivers, and morning and afternoon departure time from bus garage. Such schedule shall be posted in the Bus Garage.
- Section 16.** Five o'clock trips - Drivers shall be paid their regular hourly rate.

ARTICLE XXVI

WAGES

- Section 1.** Effective July 1, 2012, all employees shall receive a 2.5% increase to their 2011-12 hourly rate.
- Section 2.** Effective July 1, 2013, all employees shall receive a 2.5% increase to their 2012-13 hourly rate.

Section 3. Effective July 1, 2014, all employees shall receive a 2.5% increase to their 2013-14 hourly rate.

Section 4. As heretofore used:

“Base salary/wage is: annual gross salary or hourly wage, less any included overtime, shift differential, longevity, or other annually awarded, special add-on amounts.”

Section 5. Longevity

- a. After an employee's fifth consecutive year of Southern Cayuga School District (SCSD) Service since his/her last date of hire, he/she shall receive an annual one hundred twenty-five dollars (\$125).
- b. After an employee's tenth consecutive year of Southern Cayuga School District (SCSD) Service since his/her last date of hire, he/she shall receive an annual two hundred seventy-five (\$275).
- c. After an employee's fifteenth consecutive year of Southern Cayuga School District (SCSD) Service since his/her last date of hire, he/she shall receive an annual four hundred twenty-five dollars (\$425).
- d. After an employee's twentieth consecutive year of Southern Cayuga School District (SCSD) Service since his/her last date of hire, he/she shall receive an annual five hundred seventy-five dollars (\$575).

The above mentioned longevity payments shall not be cumulative in nature. For example: An individual in his/her sixteenth year of service will receive an annual longevity payment of \$425, not \$825.

Section 6. The title of cook shall receive an additional three hundred dollars (\$300) per year above their wage or salary plus the raises for each year of this Agreement.

Section 7. Cafeteria Employees

- a. The District will reimburse each cafeteria employee with up to \$100.00 per school year for the purchase of work pants/shorts and/or closed toed work shoes so long as such clothing/shoes are purchased by October 31st of each year. Closed toed shoes shall be required. Shirts worn to work must contain the District's name and/or logo. The District shall provide five (5) shirts to each employee each school year. Should a District provided shirt be damaged or destroyed in the line of duty, an employee may request the District replace the item or item(s).

For an item to be replaced by the District, the employee must notify the supervisor of how and when the damage occurred.

- b. Cafeteria employees who work any functions outside the normal working hours which requires them to return to work shall receive their regular rate of pay plus an additional one dollar (\$1.00) per hour for each hour worked with a minimum of two hours.

Section 8. Custodial Employees

The District will reimburse each custodial employee with up to \$100 per school year for the purchase of workpants/shorts. The District shall reimburse employees for the purchase of safety shoes. Safety shoes shall be required. Shirts worn to work must contain the District’s name and/or logo. The District shall provide five (5) shirts to each employee each school year.

Should a District provided shirt be damaged or destroyed in the line of duty, an employee may request the District replace the item or item(s). For an item to be replaced by the District, the employee must notify the supervisor of how and when the damage occurred.

Section 9. Mechanics and Grounds

The District will provide to each mechanic or grounds person two (2) work pants, five (5) work shirts and steel toed safety shoes each school year. Steel toed safety shoes shall be required. Shirts worn to work must contain the District’s name and/or logo. Should a District provided shirt be damaged or destroyed in the line of duty, an employee may request the District replace the item or item(s). For an item to be replaced by the District, the employee must notify the supervisor of how and when the damage occurred.

Section 10. Minimum Starting Hourly Wage Rates

POSITION	2012-13	2013-14	2014-15
Automotive Mechanic	\$19.21	\$19.59	\$19.98
Automotive Mechanic Helper	\$13.36	\$13.63	\$13.90
Senior Automotive Mechanic	\$19.66	\$20.05	\$20.45
Bus Driver	\$14.44	\$14.73	\$15.03
Cashier	\$12.38	\$12.63	\$12.88
Maintenance – Cleaner	\$11.10	\$11.32	\$11.55
Custodian	\$13.41	\$13.68	\$13.95
Senior Custodian	\$13.99	\$14.27	\$14.56
Cook	\$13.99	\$14.27	\$14.56
Food Service Helper	\$9.81	\$10.01	\$10.21

Food Service Helper/Monitor	\$9.81	\$10.01	\$10.21
Groundskeeper/School Bus Driver	\$14.29	\$14.58	\$14.87
Registered Professional Nurse	\$16.08	\$16.40	\$16.73
School Receptionist	\$10.41	\$10.62	\$10.83
Teacher Aide/School Monitor/Bus Attendant	\$9.81	\$10.01	\$10.21
Computer Aide	\$10.71	\$10.92	\$11.14
Library Aide	\$10.71	\$10.92	\$11.14
Audio Visual Technician	\$17.86	\$18.22	\$18.58
Senior Typist	\$13.10	\$13.36	\$13.63
Typist	\$12.50	\$12.75	\$13.01

Section 11. Payroll Periods

The parties agree that effective July 1, 2010, Association members will be paid by the District and paychecks will be issued and distributed twice in each and every month during which the members are actively employed, both on no later than the 15th and 31st of each and every month. Pay dates will occur on no later than the 15th of the month or the preceding Friday if the 15th falls on a weekend or holiday and the 31st of the month or the preceding Friday if the 31st falls on a weekend or holiday. The second pay date(s) in the month(s) of February will occur on no later than the 28th of the month or the preceding Friday if the 28th of February falls on a weekend or holiday.

Normally, paydays will fall between the 13th and 15th of the month and the 28th and 31st of the month. Exceptions are February and June. The second pay date in February could fall as early as the 26th and will occur no later than the 28th of each February. The last paycheck of the school year shall fall on the last workday in June.

The District will offer non-twelve-month employees an alternative payroll schedule of twenty-four (24) pays. Members must elect the twenty-four (24) pay alternative by the end of the preceding school year or within thirty (30) days of commencing employment. Members electing the twenty-four (24) payment alternative will receive the equivalent of five (5) paychecks in the last paycheck in June of the school year.

Section 12. Stipends

The District shall additionally compensate bargaining unit employees assigned to perform extra curricular and/or co-curricular activities at the District established rate or negotiated contractual rate.

SOUTHERN CAYUGA CENTRAL SCHOOL
Wage Rates* for present Employees of the
Southern Cayuga Central School District July 1, 2012
(Does not include longevity payments.)

BUS DRIVERS	2012-13	2013-14	2014-15
Burchim, Warren	\$14.93	\$15.30	\$15.68
Elser, Douglas	\$15.37	\$15.75	\$16.14
Underwood, Deborah	\$15.56	\$15.95	\$16.35
Keller, Christopher	\$14.76	\$15.13	\$15.51
Littlejohn, Richard	\$14.51	\$14.87	\$15.24
Moody, Judith	\$14.51	\$14.87	\$15.24
Mosher, Jonathan	\$15.37	\$15.75	\$16.14
Nickerson, Denise	\$14.51	\$14.87	\$15.24
Nolan, Robin	\$16.78	\$17.20	\$17.63
Schumacher, Frederick	\$14.76	\$15.13	\$15.51
Sill, Ann	\$19.43	\$19.92	\$20.42
Sullivan, Denise	\$14.84	\$15.21	\$15.59
Zirbel, Holley	\$15.37	\$15.75	\$16.14

OTHER BUS DRIVER RATES	2012-13	2013-14	2014-15
Field Trips	\$14.98	\$15.35	\$15.73
Other Runs	\$14.98	\$15.35	\$15.73

AUTO MECHANICS	2012-13	2013-14	2014-15
Radcliffe, Paul	\$20.31	\$20.82	\$21.34

GROUNDSKEEPER/SCHOOL BUS DRIVER	2012-13	2013-14	2014-15
Nolan, Kevin	\$14.97	\$15.34	\$15.72
Van Horn, Harold	\$14.43	\$14.79	\$15.16

SOUTHERN CAYUGA CENTRAL SCHOOL
Wage Rates* for present Employees of the
Southern Cayuga Central School District July 1, 2012
(Does not include longevity payments.)

CLEANERS	2012-13	2013-14	2014-15
Radcliff, Susan	\$14.37	\$14.73	\$15.10

CUSTODIANS	2012-13	2013-14	2014-15
Dixon, James	\$15.32	\$15.70	\$16.09
Hildreth, James	\$14.64	\$15.01	\$15.39
Hildreth, Jean	\$13.70	\$14.04	\$14.39
Kachnycz, Dennis	\$16.34	\$16.75	\$17.17

HEAD CUSTODIAN	2012-13	2013-14	2014-15
Sampson, William	\$18.22	\$18.68	\$19.15

REGISTERED PROF. SCHOOL NURSES	2012-13	2013-14	2014-15
(including adjustment for unpaid meal period)			
Botsford, Sharon	\$23.77	\$24.36	\$24.97
Janssen, June	\$21.79	\$22.34	\$22.90

SCHOOL BUS ATTENDANT	2012-13	2013-14	2014-15
Batty, Rebecca	\$12.60	\$12.92	\$13.24

TEACHER AIDES	2012-13	2013-14	2014-15
Allen, Jocelyn	\$12.31	\$12.62	\$12.94
Bielowicz, Martha	\$12.95	\$13.27	\$13.60
Bizzari, Janice	\$11.35	\$11.63	\$11.92
Burns, Mary	\$11.35	\$11.63	\$11.92
Butts, Lorna	\$9.96	\$10.21	\$10.47
Hamilton, Cynthia	\$12.88	\$13.20	\$13.53
Krueger, Sally	\$12.45	\$12.76	\$13.08

SOUTHERN CAYUGA CENTRAL SCHOOL
Wage Rates* for present Employees of the
Southern Cayuga Central School District July 1, 2012
(Does not include longevity payments.)

TEACHER AIDES cont'd	2012-13	2013-14	2014-15
Landon, Susan	\$12.31	\$12.62	\$12.94
Lawrence, Michelle	\$11.08	\$11.36	\$11.64
Moscato, Shelly	\$9.86	\$10.11	\$10.36
Napier, Mary	\$12.60	\$12.92	\$13.24
Osterhoudt, Christine	\$9.91	\$10.16	\$10.41

SCHOOL MONITORS	2012-13	2013-14	2014-15
Laboon, Martha	\$11.96	\$12.26	\$12.57

SCHOOL RECEPTIONIST	2012-13	2013-14	2014-15

COMPUTER AIDE	2012-13	2013-14	2014-15
Kulis, Shelly	\$13.81	\$14.16	\$14.51

LIBRARY AIDE	2012-13	2013-14	2014-15
Shurtleff, Lori	\$11.35	\$11.63	\$11.92

CLERICAL	2012-13	2013-14	2014-15
(including adjustment for unpaid meal period)			
Cartner, Joanne	\$15.53	\$15.92	\$16.32
Schmitt, Paula	\$12.77	\$13.09	\$13.42
Smith, Karen	\$18.50	\$18.96	\$19.43
Whaley, Douglas	\$12.50	\$12.81	\$13.13
Wood, Donna	\$15.80	\$16.20	\$16.61

SOUTHERN CAYUGA CENTRAL SCHOOL
Wage Rates* for present Employees of the
Southern Cayuga Central School District July 1, 2012
(Does not include longevity payments.)

CASHIERS	2012-13	2013-14	2014-15
France, Susan	\$12.79	\$13.11	\$13.44

FOOD SERVICE HELPERS	2012-13	2013-14	2014-15
Dillon, Nancy	\$13.40	\$13.74	\$14.08
Ross, Melissa	\$9.96	\$10.21	\$10.47
Ryan, Lynn	\$10.68	\$10.95	\$11.22
Seamon, Susan	\$9.96	\$10.21	\$10.47
Waltermire, Linda	\$10.68	\$10.95	\$11.22
White, Heather	\$9.91	\$10.16	\$10.41

FOOD SERVICE HELPER/MONITOR	2012-13	2013-14	2014-15
Stowell, Jessica	\$9.86	\$10.11	\$10.36

ARTICLE XXVII
OUT-OF-TITLE WORK

Section 1. Any teacher aide who meets the requirements of a substitute teacher and is assigned to substitute for the teacher shall receive the substitute teacher rate for half or full days assigned to such duties.

ARTICLE XXVIII
NIGHT SHIFT PREMIUM

Section 1. Custodial employees who are regularly scheduled to begin work at 1:30 p.m. or later shall receive \$.35 (effective July 1, 2010) per hour night premium for all hours worked after 1:30 p.m.

ARTICLE XXIX
TERMS OF THE AGREEMENT

Section 1. This Agreement shall constitute the full and complete commitments of the District to the Southern Cayuga Central School Unit, Local Number 806, Civil Service Employees Association, Inc. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective negotiations, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the District and the Association, for the life of this Agreement, each voluntarily and unqualifiedly, waives the right, and each agrees that the other shall not be obligated to negotiate collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

Section 2. Whenever the context so requires, the use of words herein in the singular shall be construed to include the plural, and words in the plural, the singular, and words whether in the masculine, feminine or neuter gender shall be construed to include all of said genders. By the use of either masculine or feminine genders it is understood that said use is for convenience purposes only and is not to be interpreted to be discriminatory by reason of sex.

ARTICLE XXX
SECTION 204A - TAYLOR LAW

“IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.”

ARTICLE XXXI
DURATION

The provisions of this Agreement shall be effective as of July 1, 2012. This Agreement expires on June 30, 2015.

**SOUTHERN CAYUGA CENTRAL
SCHOOL DISTRICT**

**CIVIL SERVICE EMPLOYEES
ASSOCIATION, INC., LOCAL
1000 AFSCME, AFL-CIO,
SOUTHERN CAYUGA
SUPPORT STAFF UNIT 6263
OF CAYUGA COUNTY
LOCAL806**

Patrick Jensen
Superintendent

Will Streeter, Jr.
Labor Relations Specialist

Date

Date

Ann Sill
Unit President

Date

Shelly Kulis
Negotiating Team

Date

Mary Napier
Negotiating Team/Unit Treasurer

Date

November 1, 2012

Mr. Will Streeter
Labor Relations Specialist
Civil Service Employees Association
6595 Kirkville Road
East Syracuse, NY

Dear Will:

This side letter is for the purpose of explaining an understanding between the Civil Service Employees Association, Inc., Local 1000 AFSCME/AFL-CIO and the Southern Cayuga Central School District with respect to Article XIII Health Insurance, Section 6.

The parties agree that Article III, Management's Rights of the Agreement provide the Southern Cayuga Central School District with the right to set schedules, determine the number of hours to be worked, and to make changes to work schedules and hours to be worked within the confines of the Agreement. Should an employee decline or not be willing to work an involuntary change to the work schedule or hours of work, the employee shall waive his/her right to health insurance as provided under Article XIII, Section 6, Paragraph 1.

Very truly yours,

Michaela Perrotto
Labor Relations Specialist