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

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# **COLLECTIVE BARGAINING AGREEMENT**

by and between the

**TOWN OF SCHAGHTICOKE**

and the

**TEAMSTERS LOCAL 294**

**(HIGHWAY UNIT)**

**January 1, 2015 – December 31, 2015**

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# 1 PREAMBLE

## 1.1 Notice of Agreement

**1.1.1 Parties to Agreement:** This Collective Bargaining Agreement is made by and between the Town of Schaghticoke, hereinafter referred to as the "Town", and the Teamsters Local 294, hereinafter referred to as the "Union."

# 2 UNION RIGHTS

## 2.1 Recognition

**2.1.1 Recognition:** In accordance with the certification of the New York State Public Employment Relations Board (Case Number C-5448), the Town recognizes the Union as the exclusive collective-bargaining representative with respect to all terms and conditions of employment that are mandatory subjects of negotiations for employees identified in 2.2.1, below.

## 2.2 Definition of Bargaining Unit

**2.2.1 Included:** Included in the bargaining unit are all regular full-time laborers, motor equipment operators, mechanics, and working foremen employed in the Highway Department who regularly perform year-round work operating, repairing, or maintaining Highway Department vehicles or equipment or maintaining Town highway facilities.

**2.2.2 Excluded:** Excluded from the bargaining unit are the Superintendent of Highways, Deputy Highway Superintendent, temporary employees, seasonal employees, and clerical employees. The Superintendent of Highways and Deputy Superintendent of Highways may perform bargaining unit work to meet the operating needs of the department. Such work will not infringe upon bargaining unit exclusivity.

In the event a member of the bargaining unit is appointed Deputy Superintendent of Highways and continues to perform bargaining unit work, that person will remain in the bargaining unit and continue to receive the full benefits of the collective bargaining agreement. In accordance with Highway Law, the Town may rescind the appointment at any time and such action will not be subject to the grievance procedure.

**2.2.3 Regular Full-time Employee:** For the purpose of this Collective Bargaining Agreement, a "regular full-time employee" will mean and refer to an employee who is regularly scheduled to work forty hours per week throughout the year.

**2.2.4 Temporary Employee:** For the purpose of this Collective Bargaining Agreement, a "temporary employee" will mean and refer to someone who is called in to work on an "as-needed" basis or to replace an employee who is on an approved leave of absence.

**2.2.5 Seasonal Employee:** For the purpose of this Collective Bargaining Agreement, a "seasonal employee" shall mean and refer to someone employed to work for a given season for the purpose of mowing, collecting yard waste or other traditional summer duties, or to assist in snow removal.

## **2.3 Union Membership / Agency Shop**

**2.3.1 Union Membership:** An employee who chooses to become a member of the Union shall sign an authorization card for dues deduction and submit it to the Union. Thereafter, the Union will forward the authorization to the Town and the Town will deduct and remit the dues, initiation fees, and/or assessments in accordance with 2.3.3, below.

**2.3.2 Agency Shop:** An employee who does not become a member of the Union by signing a membership card and an authorization card for dues deduction within thirty calendar days of initial employment, or an employee who does not remain a member of the Union in good standing, shall be required to pay a service fee (agency shop fee) in an amount equivalent to the membership dues levied by the Union. The Town will deduct and remit the service fee in accordance with 2.3.3, below.

**2.3.3 Dues/Fees:** The Town will deduct membership dues or agency shop fees, as the case may be, from the pay of each employee at the close of each pay period and remit the sum to the Union. The Union shall notify the Town of the amount to be deducted.

**2.3.4 Indemnification Clause:** The Town assumes no obligation with respect to the obtaining of authorization cards. In the event an action or proceeding is commenced in a court of competent jurisdiction or before an administrative agency regarding such fee, the Union agrees to indemnify and save harmless the Town from and against the cost of such action or proceeding and to pay any judgment entered against the Town in such action or proceeding and to pay all costs upon demand and the cost of complying with any interim order or final judgment that may be entered therein, reimbursement of expedient witness fees, attorneys fees, arbitration fees, and all court and filing fees incurred by the Town.

## **2.4 Leave for Contract Administration**

**2.4.1 Investigation and Presentation of Grievances:** The Union may designate one employee as Shop Steward. The Shop Steward or Alternate will be allowed release time, without pay, for the following activities: to present grievances to management; to attend grievance arbitration hearings; and, to attend conferences and hearings of the New York State Public Employment Relations Board. The investigation of grievances may only be conducted during non-working hours (e.g. before and after the workday, meal periods, rest periods).

**2.4.2 Meetings with Management:** The Shop Steward or Alternate will be allowed release time during working hours, without loss of pay or leave credits, to meet with management only when the Superintendent of Highways has requested the meeting.

**2.4.3 Requests for Release Time:** Requests for the use of release time shall be made to the Superintendent of Highways as far in advance as possible. Requests will not be unreasonably denied. An employee requesting such leave shall not leave the employee's duty station until it has been approved by the Superintendent of Highways.

## **2.5 Leave for Negotiations**

**2.5.1 Eligible Employees:** Two employees designated by the Union will be allowed release time, without loss of pay or leave credits, for the sole purpose of attending negotiations scheduled by the Town.

## **2.6 Bulletin Boards**

**2.6.1. Location:** The Union may maintain a bulletin board in an accessible place at Highway Garage for the exclusive use of the Union.

## **2.7 Access to Town Premises**

**2.7.1 Union Representatives:** Representatives of Teamsters Local 294 will be allowed access to the Town's premises for the purpose of conducting legitimate Union business related to the administration of this collective bargaining agreement and to investigate safety and health matters provided it does not interfere with normal operations. The representative shall give prior notice of the visit to the Superintendent of Highways.

# **3 MANAGEMENT RIGHTS**

## **3.1 Management Rights Clause**

**3.1.1** The rights and responsibilities to operate and manage the business and affairs of the Town are vested exclusively in the Town and the Town not exercising any of these rights shall not be construed as a waiver of them. These rights and responsibilities include, by way of illustration and without being limited by past practice or otherwise the right to: hire, assign, promote, transfer, layoff, evaluate, and discipline employees for just cause; select, test, train and determine the ability and qualifications of employees; determine, control and change work practices and schedules, work and shift assignments, hours of work, the size, composition and organization of the workforce, and job classifications, descriptions, content and standards; implement and comply with regulations and requirements issued by any government agency; make, modify and enforce reasonable rules of employee conduct and safety; determine, control and change the quality and nature of products, materials and services; introduce new or improved methods, equipment, techniques and processes; contract and subcontract for materials, services, supplies and equipment; and all other rights pertaining to the operation and management of the business and affairs of the Town unless expressly provided otherwise in this collective bargaining agreement.

# **4 EMPLOYEE RIGHTS**

## **4.1 Probation**

**4.1.1 Length of Probationary Period:** An employee's original appointment to a position in the non-competitive or labor class shall be for a probationary period of fifty-two consecutive weeks.

**4.1.2 Failure to Successfully Complete Probationary Period:** In the event the employee's performance or conduct is not satisfactory, the Town may dismiss the employee from employment at any time on or before completion of the maximum probationary period. Such action shall not be subject to the Grievance Procedure or Disciplinary Procedure.

**4.1.3 Temporary or Seasonal Employees:** In the event a temporary or seasonal employee is hired as a regular full-time employee, such individual shall serve the full probationary period.



## 4.2 Seniority

**4.2.1 Service Seniority:** Seniority will be determined by the employee's length of continuous service with the Town of Schaghticoke.

**4.2.2 Same Length of Service:** In the event two or more employees have the same length of service, the employee with the earliest day of hire will have greater seniority. In the event two or more employees have the same date of hire, such employees will have their individual seniority determined by lot.

**4.2.3 Leave of Absence:** An employee will not accrue seniority while the employee is on an approved unpaid leave of absence or while the employee is in layoff status. Such leave will not be considered as a break in "continuous service".

**4.2.4 Workers' Compensation:** An employee who is on Workers' Compensation and is not drawing on paid leave credits will continue to accrue seniority as if the employee was in regular pay status.

**4.2.5 Loss of Seniority:** Seniority shall be broken only by lawful discharge or voluntary quit.

## 4.3 Layoff and Recall Procedure

**4.3.1 Layoff:** Effective January 1, 2011, in the event of a reduction in the number of positions in a job title within the bargaining unit, the employee within that job title with the least service seniority will be the first to be laid off.

**4.3.2 Recall:** In the event there is a vacancy in the job title where a layoff occurred, the most senior employee not working will be the first employee to be recalled, with the remaining employees on layoff to be recalled in the same manner. The Superintendent of Highways will notify the laid-off employee of the vacancy by means of certified mail sent to the employee's last known address. In the event the employee does not respond within seven calendar days, either in person or in writing, it will be assumed that the employee has rejected the offer.

**4.3.3 Duration of Recall Rights:** An employee who is laid off will be eligible for recall under 4.3.2, above, for up to two years from the date the employee was laid off. Thereafter, the employee will no longer be notified of vacancies within the bargaining unit nor have any recall rights to a position within the bargaining unit.

## 4.4 Performance Appraisal

**4.4.1 Purpose and Criteria:** The purpose of performance appraisal is to evaluate an employee's past performance and potential. The performance appraisal will take into consideration the employee's work quality, job knowledge, initiative, attendance, teamwork, conduct, communication skills and such other criteria that properly reflect the employee's performance.

**4.4.2 Frequency:** An employee will be formally evaluated at least once each year on a date determined by the Superintendent of Highways. Informal evaluations will occur on an as needed basis. The Town's failure to formally evaluate an employee, or group of employees, on an annual basis shall not constitute a waiver of its right to perform such evaluations at any time in the future.

**4.4.3 Evaluation Conference:** After an evaluation form has been completed, the Superintendent of Highways, or designee, will meet with the employee to review the employee's performance appraisal report. Should deficiencies be recorded in the performance of the employee, the employee will receive specific, reasonable, written recommendations for improvement. An employee's written reply, if any, will be attached to the performance appraisal report.

## **4.5 Personnel File**

**4.5.1 Content:** The personnel records maintained by the Town include, but are not limited to, Employment Applications, Report of Personnel Change Forms; copies of job-required licenses and certificates, Federal and State Withholding Tax Forms, Retirement Enrollment/Waiver Forms, Health Insurance Enrollment/Waiver Forms, performance appraisals, grievance or dispute resolution notices, counseling memoranda, notices of discipline, and probationary reports.

**4.5.2 Location of Files:** All original personnel records for current employees will be kept in the Town Supervisor's office and will be maintained and controlled by the Town Supervisor. All employee medical records will be kept in a separate locked file apart from the employee's personnel file and will be maintained and controlled by the Town Supervisor. All employee substance testing records will be kept in a separate locked file apart from the employee's personnel file and will be maintained and controlled by the Town Supervisor.

**4.5.3 Change in Status:** An employee must immediately notify the Secretary to the Town Supervisor of a change of name, address, telephone number, marital status, number and age of dependents, beneficiary designations, and who to notify in case of emergency.

**4.5.4 Employee Access:** Access to personnel files is limited. A current employee may review the contents of the employee's own personnel file by submitting a written request to the Town Supervisor. An authorized official must be present when the employee inspects the file. An employee may not copy, remove, or place any material in the employee's personnel file without the approval of the Town Supervisor.

## **5 VACANCIES & PROMOTIONS**

### **5.1 Notification of Vacancies**

**5.1.1 Posting:** In the event there is a vacancy in a new or existing position within the bargaining unit that the Town intends to maintain, the vacancy will be posted for at least seven calendar days on the Highway Department bulletin board. In the event that operational needs require the immediate filling of the vacancy, the Town may make a temporary appointment.

**5.1.2 Application:** Once a position has been posted, it shall be the employee's responsibility to bid on the vacancy by making a written application.

## 5.2 Appointment to Vacancies

**5.2.1 Selection:** The Superintendent of Highways will be the sole judge with respect to the degree to which applicants meet job qualifications. The selection of internal and/or external applicants to fill positions will be at the sole discretion of the Superintendent of Highways. Such action shall not be subject to the Grievance Procedure.

**5.2.2 Probationary Period (Promotion):** An employee who is promoted into a new position shall be placed on probation for a period of three months. At any time during this period, the Town may rescind the promotion or transfer and the employee will be reinstated to the employee's previous position. At any time during the probationary period, the employee may retreat to the employee's previous position. Such action shall not be subject to the Grievance Procedure or Disciplinary Procedure.

## 6 HOURS OF WORK

### 6.1 Work Schedule

**6.1.1 Workday:** The normal workday shall consist of either eight consecutive hours or ten consecutive hours. The Superintendent of Highways will establish an employee's scheduled hours of work, which may differ from the normal hours of operation to meet the particular needs and requirements of the department. Once established, the beginning and ending of an employee's normal workday shall not be changed without an advance written notice of at least twenty-one calendar days.

**6.1.2 Workweek:** The normal workweek shall consist of five consecutive days, Sunday through Saturday. The Superintendent of Highways will establish an employee's scheduled days of work, which may differ from the normal days of operation to meet the particular needs and requirements of the department. Once established, the employee's scheduled days of work shall not be changed without an advance written notice of at least twenty-one calendar days. This provision shall be subject to effects bargaining prior to implementation.

**6.1.3 Additional Hours of Work:** The Superintendent of Highways may require an employee to work additional hours beyond the employee's normal workday and workweek. An employee must receive prior approval from the Superintendent of Highways before working additional hours.

**6.1.4 Availability During Inclement Weather:** Given that the Highway Department is responsible for the maintenance of the roadways, each employee must be informed about the potential of inclement weather during non-work hours (excluding pre-approved vacation periods). In the event there is a forecast for inclement weather that may require snow removal or other emergency responses by the Highway Department, each employee must be ready, willing, and able to work. Being "able" includes being in compliance with Department of Transportation regulations pertaining to the consumption of alcohol. If an employee cannot be at the employee's home to receive the call to report for snow removal or other emergency duties, the employee must leave a message on the Department's answering devise as to where the employee may be contacted.

### **6.1.5 Procedure for Assigning Additional Hours:**

**Snow Removal** - In the event there is an opportunity to work additional hours for snow removal or due to emergency road conditions, the opportunity will first be offered to those employees (including temporary and seasonal personnel) who are normally assigned to a specific route. However, when all routes have not been dispatched and, therefore, some full-time employees are not working, the Town will offer those full-time employees the opportunity to operate the wing-plow before assigning temporary or seasonal personnel.

**Hours Not Extending from Normal Workday** - In the event there is an opportunity in a given job title to work additional hours beyond the normal workday or workweek for reasons other than snow removal or emergency road conditions, the opportunity shall first be offered on a rotational basis to regular full-time employees in that job title, provided the employee is fully qualified to perform the given tasks. In the event no employee volunteers, (including temporary, seasonal, and supervisory employees), the work shall be assigned on a rotating basis to those regular full-time employees in that job title. Notwithstanding the above, if the opportunity is "unplanned" and is anticipated to require less than one hour to complete, the Superintendent of Highways and/or Deputy Highway Superintendent may perform the work.

**6.1.6 Voluntary Release From Work During Inclement Weather:** An employee may request to leave work *without pay* or without charge to leave credits during periods of inclement weather, such as rain or extreme cold, when it is not necessary to perform the duties of one's job. Approval of such leave will be at the sole discretion of the Superintendent of Highways and any denial may not be submitted to the Grievance Procedure.

**6.1.7 Time Records:** An employee must record all hours worked in each workday in a manner to be determined by the Town.

## **6.2 Notification of Absence**

**6.2.1 Notification of Tardiness:** An employee must be ready and able to work at the time the employee is scheduled to begin work. In the event such employee is unable to report to work at the scheduled time, the employee must, when possible, notify the Superintendent of Highways at least fifteen minutes before the employee's scheduled starting time.

**6.2.2 Notification of Sick Leave:** In the event an employee must take sick leave, the employee must, when possible, notify the Superintendent of Highways at least thirty minutes before the employee's scheduled reporting time. The notification must, when possible, be made personally to the Superintendent of Highways, unless the Superintendent of Highways authorizes the use of an answering device for this purpose. Unless the absence was pre-authorized, the employee must give notice each day of the absence. Failure to follow these procedures will render the employee ineligible to use sick leave credits for the absence.

**6.2.3 Early Departure:** In the event an employee must leave work during the workday, the employee must notify the Superintendent of Highways prior to leaving or leave a message with the Working Foreman.

## 6.3 Meal & Rest Periods

**6.3.1 Meal Period:** An employee who works more than six hours in a given day will receive an unpaid, duty-free meal period not to exceed thirty minutes. Meal periods must be approved by the Superintendent of Highways in accordance with the needs and requirements of the department. Meal periods will normally be in the middle of the employee's workday. Unless otherwise directed by the Superintendent of Highways, all meal periods will normally be taken at the work-site and may not exceed the time allowed.

**6.3.2 Observance of Meal Periods:** An employee who works more than six hours in a given day is required to take the scheduled meal period. An employee is not allowed to work through the meal period to make up lost work time or to leave work early. In addition, the meal period may not be taken at the end of an employee's workday in order to leave work before the normal quitting time.

**6.3.3 Rest Periods:** An employee will normally receive a paid, duty-free rest period of up to fifteen minutes to be taken approximately in the middle of the first half of the employee's workday and again during the middle of the second half of the workday. In the event an employee works beyond the employee's normal workday, the employee will normally receive an additional paid, duty-free rest period of up to fifteen minutes to be taken approximately in the middle of each four hours of work that is not interrupted by a meal period. An employee who chooses not to take a rest period will not be entitled to leave before the normal quitting time and will not receive extra pay for the time worked. Rest periods must be approved by the Superintendent of Highways in accordance with the needs and requirements of the department. Unless otherwise directed by the Superintendent of Highways, all rest periods must be taken at the work-site and may not exceed the time allowed.

## 7 COMPENSATION

### 7.1 Wage Rates

**7.1.1 Pay Schedule:** The schedule set forth below will be the applicable schedule for the period January 1, 2015 through December 31, 2015.

Title	2015
Mechanic	\$22.31
Assistant Mechanic	\$18.50
Motor Equipment Operator	\$17.35
Foreman Differential	\$1.00
Assistant Foreman Differential	\$0.50

**7.1.2 Out of Title:** The Superintendent of Highways may require an employee to work out-of-title. An employee must receive prior approval from the Superintendent before working in a higher graded title. In the event an employee is assigned to assume the major duties and responsibilities of a higher graded title for at least one hour will receive the rate of pay for that position.

## 7.2 Premium Pay for Overtime

**7.2.1 Authorization:** An employee must receive prior approval from the Superintendent of Highways before working beyond the employee's normal workday or workweek.

**7.2.2 Overtime Rate:** An employee will be paid one and one-half times the employee's regular hourly rate of pay for all authorized time worked over forty hours in a given workweek.

**7.2.3 Compensatory Time:** An employee will have the option of receiving "compensatory time" in lieu of paid overtime. When an employee chooses to receive compensatory time, the employee will be credited with the equivalent of one and one-half hours for all authorized time worked over the employee's regular scheduled workday or over forty hours in a given workweek. In any calendar year, an employee may convert a maximum of **twenty** hours of overtime work into **thirty** hours in compensatory leave credits. An employee must use all compensatory leave credits within the calendar year in which it is earned or receive payment at the end of the calendar year at the employee's then current rate of pay.

**7.2.4 Scheduling Compensatory Leave:** An employee must receive prior approval from the Superintendent of Highways to use compensatory leave credits. The Superintendent of Highways will have total discretion in the approval of compensatory time off. Normally, no compensatory leave will be approved during "asphalt season" or "snow season".

**7.2.5 Termination from Employment:** An employee who resigns, retires, is laid off, or leaves employment due to disciplinary action, will receive payment for unused compensatory credits to which the employee is properly entitled at the employee's then current rate of pay.

**7.2.6 Credit for Paid Leave:** Holidays, vacation leave, scheduled personal leave, and jury duty leave will be included as time worked in the computation of overtime. Sick leave, unscheduled personal leave, and bereavement leave will not be included as time worked in the computation of overtime.

## 7.3 Call-In Pay

**7.3.1 Compensation:** In the event an employee is called in to work for emergency duty which is in addition to and does not attach to the employee's regular working hours, and the employee actually works less than one hour, the employee will be compensated for two hours pay at one and one-half times the employee's regular rate of pay.

In the event an employee is called in to work for emergency duty which is in addition to and does not attach to the employee's regular working hours, and the employee actually works one hour but less than three hours, the employee will be compensated for three hours pay at one and one-half times the employee's regular rate of pay.

**7.3.2 Start Time:** The pay for an employee who is called out for emergency duty will begin when the employee receives the call, but in no event will the employee be paid for more than thirty minutes.

## 7.4 Pay Period

**7.4.1 Payroll Period:** The payroll period will begin on Sunday at 12:01 a.m. and end fourteen calendar days later on Saturday at 11:59 p.m. An employee's paycheck will be based on the amount earned during the preceding payroll period.

**7.4.2 Pay Date:** Paychecks will be issued on the Wednesday following the end of the payroll period. In the event the pay date is a designated holiday, paychecks will be distributed on the previous workday.

**7.4.3 Statements:** Each employee shall be provided with a statement of gross earnings and a statement of deductions made for any purpose.

## 8 PAID LEAVE

### 8.1 Holidays

New Year's Day	Columbus Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas
Labor Day	

**8.1.2 Holiday Occurs on Regular Days Off:** In the event a designated holiday occurs on the first day of an employee's regularly scheduled day off, the holiday for such employee will be observed on the preceding scheduled day of work. In the event a designated holiday occurs on the second day of an employee's regularly scheduled day off, the holiday for such employee will be observed on the succeeding scheduled day of work.

**8.1.3 Holiday Pay during Paid Leaves:** In the event a designated holiday occurs on an employee's regularly scheduled workday and the employee is on a paid leave of absence, the employee will receive holiday pay for the day and the employee's leave credits will not be charged for that day.

**8.1.4 Holiday Pay:** A regular full-time employee does not work on a designated holiday will be paid for the day at the employee's regular daily rate of pay.

**8.1.5 Assigned to Work on a Holiday:** A regular full-time employee who **does** work on a designated holiday will be paid for all hours worked at one and one-half times the employee's regular rate of pay, plus "holiday pay". However, an employee who does work on Thanksgiving Day or December 25<sup>th</sup> will be paid for all hours worked at two times (rather than one and one-half times) the employee's regular hourly rate.

**8.1.6 Holiday Pay Requirements:** An employee must work the employee's *scheduled* workday before and the employee's *scheduled* workday after a designated holiday in order to receive holiday pay. For example, if the designated holiday is a Monday and the employee is scheduled to work the previous Friday and the following Tuesday, the employee must actually work that Friday and Tuesday to receive holiday pay for the Monday. This requirement will be waived if the employee presents valid medical verification that the employee was not able to report to work to perform the employee's duties due to an illness or injury.

**8.1.7 Religious Holidays:** An employee may request an unpaid leave of absence for a religious holiday, observance, or practice that is not included in the above list of Town-observed holidays. An employee also has the option of using accumulated vacation or personal leave or taking the time off without pay. The request must be submitted, in writing, to the Superintendent of Highways at least fourteen calendar days in advance. Time off is generally granted provided it does not create an undue hardship on the Town.

## 8.2 Vacation Leave

**8.2.1 Allowance (Accrual System):** A regular full-time employee will be credited with paid vacation time on a monthly basis starting from the date of hire in accordance with the following schedule.

	CREDITS PER MONTH
Upon hire	3.33 hours (equals 40 hours/year)
Upon start of 3 <sup>rd</sup> year of service	6.67 hours (equals 80 hours/year)
Upon start of 10 <sup>th</sup> year of service	10.00 hours (equals 120 hours/year)
Upon start of 20 <sup>th</sup> year of service	13.33 hours (equals 160 hours/year)

For example, an employee who has completed two years of continuous service on February 26<sup>th</sup> will see an increase in the number of hours credited from 3.33 hours per month to 6.67 hours per month on March 1<sup>st</sup>; similarly, an employee who has completed nine years of continuous service on September 5<sup>th</sup> will see an increase from 6.67 hours per month to 10 hours per month on October 1<sup>st</sup>.

**8.2.2 New Employees:** A newly hired employee may not use accumulated vacation leave credits until completion of six months of continuous employment.

**8.2.3 Accrual During Leaves of Absence:** An employee will be credited with vacation leave credits while on a paid leave of absence, but not while on an unpaid leave of absence in excess of twelve days in the calendar month, including an unpaid leave of absence due to a Workers' Compensation claim.

**8.2.4 Accumulation:** An employee may accumulate vacation leave credits to a maximum of one-hundred and sixty hours. Any vacation credits in excess of one-hundred and sixty hours will be cancelled. However, in the event an employee is unable to take vacation leave due to no fault of the employee, the employee may "carry" the excess for ninety calendar days.

**8.2.5 Scheduling:** An employee must receive prior approval from the employee's Superintendent of Highways to take vacation leave. The request must be submitted, in writing, to the employee's Superintendent of Highways as far in advance as possible. The Superintendent of Highways will have total discretion in the approval of vacation leave. In the event more employees request vacation leave than minimum coverage permits, preference in the selection of a vacation period shall be given to the employee with the most service seniority. Vacation leave may not be used in increments of less than one hour. An employee may take vacation leave only after it has been credited.



**8.2.6 Termination of Employment:** An employee who resigns, retires or is laid off will receive payment for unused vacation leave to which the employee is properly entitled at the employee's then current rate of pay. In the event an employee leaves employment due to *gross* misconduct or *gross* incompetence, the employee will not receive a settlement for unused vacation leave. In case of the death of the employee, the Town will pay the employee's designated beneficiary for any unused vacation leave.

### 8.3 Sick Leave

**8.3.1 Allowance (Monthly Accrual):** A regular full-time employee will be credited with four hours of paid sick leave each month. The employee will be credited on the first day of the month after it has been earned.

**8.3.2 New Employees:** A newly hired employee will not be credited with sick leave credits prior to completing six months of continuous employment, at which time a regular full-time employee will be credited with twenty-four hours of paid sick leave.

**8.3.3 Accrual during Leaves of Absence:** An employee will be credited with sick leave credits while on a paid leave of absence, but not while on an unpaid leave of absence in excess of twelve days in the calendar month, including an unpaid leave of absence due to a Workers' Compensation claim.

**8.3.4 Accumulation:** An employee may accumulate sick leave credits to a maximum of thirteen-hundred and twenty hours (165 eight-hour days). Any sick leave credits in excess of thirteen-hundred and twenty hours will be canceled.

**8.3.5 Use of Sick Leave:** Sick leave is provided to protect an employee against financial hardship during an illness or injury. An employee may use sick leave credits for an illness or injury that inhibits the ability to perform the duties of the employee's job. An employee may use sick leave credits for medical and dental appointments that cannot be scheduled during non-work hours. Sick leave credits may not be used in increments of less than one hour. An employee may take paid sick leave only after it has been credited.

**8.3.6 Family Sick Leave:** An employee may use sick leave credits for family illness or injury only if the employee **must provide direct care** to an immediate family member. For purposes of family sick leave, "immediate family member" will mean the employee's parent, spouse, or child, including step-child and foster child.

**8.3.7 Notification of Sick Leave:** In the event an employee must take sick leave, the employee must, when possible, notify the Superintendent of Highways at least thirty minutes before the employee's scheduled reporting time. The notification must, when possible, be made personally to the Superintendent of Highways, unless the Superintendent of Highways authorizes the use of an answering device for this purpose. Unless the absence was pre-authorized, the employee must give notice each day of the absence. Failure to follow these procedures will render the employee ineligible to use sick leave credits for the absence.

**8.3.8 Medical Verification:** The Town may require medical verification of an employee's absence if the Town perceives the employee is abusing sick leave or has used an excessive amount of sick leave. The Town may require medical verification of an employee's absence to verify that the employee is able to return to work with or without restrictions.

**8.3.9 Abuse of Sick Leave:** An employee who, after investigation, is found to have demonstrated a pattern of sick leave abuse or to have used an excessive amount of sick leave will be subject to appropriate disciplinary action.

**8.3.10 Use of Accumulated Sick Leave Credits:** An employee is encouraged to accumulate sick leave credits to maximize the following benefits:

- Full pay during disability leaves due to an on-the-job or off-the-job injury (see Short-Term Disability Benefits – Use of Sick Leave Credits *and* Workers' Compensation Benefits – Use of Sick Leave Credits).
- Increase NYS retirement credit by up to .63 of a year (see Retirement Credit immediately below).

**8.3.11 Retirement Credit:** The Town will make available Section 41-j of the Retirement and Social Security Law, which allows credit for up to one hundred sixty five days of accumulated sick leave at the time of retirement. The additional service credit is determined by dividing the total unused, unpaid sick leave days (not to exceed 165 days) by 260. For example: 130 unpaid sick leave days ÷ 260 = .50 or 6 months additional service credit. To be eligible, an employee must retire directly from covered employment or within one year of leaving covered employment.

**8.3.12 Termination of Employment:** An employee who resigns, retires, is laid off, or leaves employment due to disciplinary action will not receive a settlement for unused sick leave.

## **8.4 Personal Leave**

**8.4.1 Allowance (front-loaded):** A regular full-time employee will be credited with forty-eight hours of paid personal leave on January 1<sup>st</sup> of each year for use during the following twelve months.

**8.4.2 New Employees:** An employee who is hired after January 1<sup>st</sup> in any given year will be credited with paid personal leave prorated by the number of months to be worked in the remainder of that calendar year.

**8.4.3 Accumulation:** An employee may not accumulate personal leave credits. Any personal leave credits remaining unused at close of business on the last day of the calendar year will be converted to sick leave credits.

**8.4.4 Use of Personal Leave:** An employee may use personal leave credits to conduct personal business that cannot be conducted outside of normal working hours and for personal emergencies.

**8.4.5 Scheduling:** An employee must receive prior approval from the Superintendent of Highways to take personal leave. The request must be submitted, in writing, to the Superintendent of Highways in advance. In the event there is an unforeseen emergency, the requirement for advance notice will be waived. The Superintendent of Highways will have total discretion in the approval of personal leave. Personal leave credits may not be used in increments of less than one hour. An employee may take personal leave only after it has been credited.

**8.4.6 Termination of Employment:** An employee who resigns, retires, is laid off, or is terminated from employment due to disciplinary action will not receive payment for unused personal leave.

## 8.5 Bereavement Leave

**8.5.1 Immediate Family:** In the event of a death of a regular full-time employee's immediate family member, the employee may take a leave of absence without loss of pay or leave credits for up to five scheduled workdays between date of the death and the day after the burial. For purposes of bereavement leave, "immediate family member" will mean the following:

Spouse or Domestic Partner	Child (including step & foster)
Parent or Legal Guardian	

**8.5.2 Extended Family:** In the event of a death of a regular full-time employee's extended family member, the employee may take a leave of absence without loss of pay or leave credits for up to three scheduled workdays between date of the death and the day after the burial. For purposes of bereavement leave, "extended family member" will mean the following:

Sibling (including step)	Grandparent
Child's Spouse	Grandchild
Spouse's Parent	

**8.5.3 Additional Bereavement Leave:** An employee may receive an unpaid leave of absence or use vacation leave credits and/or personal leave credits to extend bereavement leave due to the death of an immediate or extended family member. The request must be submitted, in writing, to the employee's Superintendent of Highways. The employee's Superintendent of Highways shall have total discretion in the approval of such additional bereavement leave.

## 8.6 Jury Duty

**8.6.1 Leave of Absence:** In the event an employee is required to perform jury duty on a day the employee is scheduled to work, the employee will receive a paid leave of absence without loss of pay or leave credits.

**8.6.2 Notification of Jury Duty:** When an employee receives notice to report for jury duty, the employee must immediately submit a copy of the notice to the Superintendent of Highways.

**8.6.3 Return to Duty:** In the event the employee is released from jury duty on a given day and there are four or more hours remaining in the employee's scheduled workday, the employee must report to work.

## 9 UNPAID LEAVE

### 9.1 Leaves of Absence without Pay

**9.1.1 General Terms:** Absences taken beyond an employee's leave accruals shall be considered unauthorized (AWOL) unless prior written approval has been received from the Town Supervisor. Subject to the approval of the Town Supervisor, unpaid leaves of absence may be available to an employee for personal reasons including, but not limited to, family responsibilities and education.

**9.1.2 Request for Unpaid Leave:** The employee must submit such request and the reasons for the leave, in writing, to the Town Supervisor prior to planned commencement of the requested leave. The Town Supervisor has sole discretion in approving such leave.

**9.1.3 Conditions of Leave:** The Town Supervisor will specify the duration of an unpaid leave of absence and to impose such other terms, conditions and restrictions on the employee as the Town Supervisor deems appropriate.

**9.1.4 Continuation of Benefits:** An employee on an approved unpaid leave of absence may continue to be eligible for medical insurance coverage in accordance with COBRA. Disability benefits and accruals for leave benefits shall be suspended.

**9.1.5 Return to Work:** An employee who fails to return from an unpaid leave of absence at the scheduled expiration date without giving proper notice or receiving proper authorization shall be conclusively presumed to have voluntarily resigned from employment.

**9.1.6 Change in Status:** If the reason for the unpaid leave of absence changes, the employee must reapply or return to work.

## **10 MEDICAL – DENTAL - VISION**

### **10.1 Medical Insurance**

**10.1.1 Eligibility:** The Town will make available a medical insurance plan, including a dental rider and vision rider, and a prescription drug plan, to each full-time employee and the employee's eligible family.

**10.1.2 Date Coverage Begins:** Coverage will begin on the first day of the month following the employee's first day of employment, provided the requisite insurance forms have been completed. Eligible employees and dependents may also enroll in the medical insurance plan during the annual open enrollment period or at the time of a qualified change in employment or family status, as defined by the insurance carrier.

**10.1.3 Change in Insurance Plans:** The Town may change the insurance carrier and/or offer alternative plans in place of the then current plan, provided the alternative plan's benefit structure and provider network are substantially equivalent to the then current plan.

**10.1.4 Premium Payment:** The Town will pay one-hundred percent (100%) of the monthly premium for individual coverage, two-person coverage, or family coverage, as the case may be.

**10.1.5 High Deductible Reimbursement Account:** The Town will pay the first half of the annual deductible for the CDPHP 1500/3000 High Deductible plan (\$750 for individual; \$1500 for two-person and family) with the employee then being responsible for the second half of the annual deductible (\$750 for individual; \$1500 for two-person and family). *For 2015, the Town will reimburse an employee for co-pays incurred after the High Deductible has been met.*

**10.1.6 Medical Insurance for Retired Employees:** As long as the Town makes available medical insurance and makes premium payments for retired employees of the Town who were not members of the bargaining unit, the Town will make available a comparable plan and make the same premium contributions for eligible retirees from the bargaining unit under the same terms and conditions as it makes for those other eligible retirees of the Town.

## 10.2 Medical Insurance Buy-Out

**10.2.1 Eligibility:** A full-time employee who is eligible for medical insurance coverage made available through the Town may receive a cash buy-out in lieu of receiving medical insurance and prescription drug benefits. To be eligible for the medical insurance buy-out, the employee must provide documentation of comparable medical insurance coverage in a manner and form to be determined by the Town and sign an appropriate waiver of medical insurance coverage and waiver of liability to the Town. In the event an employee is married to another employee of the Town who is eligible for medical insurance, they must either enroll in two individual plans or one two-person or family plan, as the case may be, and will not be eligible for this buy-out.

**10.2.2 Amount of Buy-Out:** Each year, an eligible employee will receive \$2500. The buy-out is subject to applicable taxes. The date of the payment will be the same as that for non-bargaining-unit employees of the Town.

**10.2.3 Reinstatement:** In the event the employee loses coverage under the alternate insurance plan, the employee may resume coverage under the medical insurance plan made available through the Town. Coverage will begin on the first of the month immediately following the employee giving notice, provided the employee gives such notice at least five business days prior to the first of the month and meets the eligibility requirements of the insurance plan. An employee may also elect to resume coverage under the medical insurance plan during the annual open enrollment period.

## 11 Disabled Employees

### 11.1 Workers' Compensation Insurance

**11.1.1 Coverage:** In accordance with New York State law, the Town will make available a Workers' Compensation plan for job-related injuries or illnesses. The New York State Workers' Compensation Board makes the determination of whether an employee is eligible for Workers' Compensation benefits.

**11.1.2 Plan:** The Town may, at its discretion, change carriers and/or offer an alternative Workers' Compensation plan.

**11.1.3 Reporting of Injury:** To ensure prompt coverage of the claim, the employee should submit a report of the injury or illness to the Superintendent of Highways, on the proper form, within twenty-four hours of the occurrence.

**11.1.4 Use of Sick Leave Credits:** An employee may draw from the employee's sick leave credits in conjunction with Workers' Compensation payments to equal, but not exceed, the employee's regular daily rate of pay. When the insurance company makes payment, the Town shall be reimbursed for that portion of sick leave covered by insurance and the employee will be re-credited with the proportional amount of sick leave. An employee may not use vacation or personal leave credits to supplement Workers' Compensation.

**11.1.5 Continuation of Medical Insurance:** The Town will continue medical insurance coverage in the event an employee incurs an on-the-job disability that is deemed to be a qualifying event in accordance with the Town's Family and Medical Leave Policy. Thereafter, an employee who is receiving Workers' Compensation payments for lost time **and** is drawing full pay by using accrued leave credits will continue to receive medical insurance benefits and the Town will continue to make its contributions for up to a maximum of one year provided the employee makes the required employee contribution. If the employee has exhausted all leave credits, the employee may continue medical insurance coverage in accordance with COBRA.

## **11.2 Short-Term Disability Insurance**

**11.2.1 Coverage:** The Town will make available a short-term disability plan for non-job-related injuries or illnesses that meets the minimum requirements of New York State Disability Insurance. The insurance company makes the determination of whether an employee is eligible for short-term disability benefits.

**11.2.2 Plan:** The Town may, at its discretion, change carriers and/or offer an alternative short-term disability plan.

**11.2.3 Premium Payment:** The Town will pay the full premium for short-term disability insurance for each eligible employee.

**11.2.4 Reporting of Injury:** To ensure prompt coverage of the claim, the employee should submit a report of the illness or injury to the employee's Superintendent of Highways, on the proper form, within twenty-four hours of the occurrence.

**11.2.5 Use of Sick Leave Credits:** An employee may draw from the employee's sick leave credits in conjunction with the short-term disability payments to equal, but not exceed, the employee's regular daily rate of pay. When the insurance company makes payment, the Town will be reimbursed for that portion of sick leave covered by the insurance and the employee will be re-credited with the proportional amount of sick leave. An employee may not use vacation or personal leave credits to supplement short-term disability.

**11.2.6 Continuation of Medical Insurance:** The Town will continue medical insurance coverage in the event an employee incurs an off-the-job disability that is deemed to be a qualifying event in accordance with the Town's Family and Medical Leave Policy. Thereafter, an employee who is receiving short-term disability payments for lost time **and** is drawing full pay by using accrued leave credits will continue to receive medical insurance benefits and the Town will continue to make its contributions for up to a maximum of one year provided the employee makes the required employee contribution. If the employee has exhausted all leave credits, the employee may continue medical insurance coverage in accordance with COBRA.

## 11.3 Transitional Duty Program

**11.3.1 Preamble:** The purpose of this Transitional Duty Program is to allow an employee who is temporarily partially disabled to return to work in an assignment that meets both the needs of the Town and the medical limitations of the employee. In the event an employee is unable to perform the full duties and responsibilities of the employee's regular position as set forth in the job description established by the Town, the Superintendent of Highways may, on a case-by-case basis, require such employee to return to work in a Transitional Duty assignment. The exercise of this Transitional Duty Program shall not establish any precedent or commitment to provide Transitional Duty assignments to any other employee at any time in the future.

**11.3.2 Eligibility:** The employee must be classified as partially disabled at fifty percent or less by the insurance carrier **and** the employee must have a prognosis of full recovery within six months. For the purpose of this program, full recovery is defined as the ability to perform the full duties of the job the employee held when injured. These medical findings may occur as a result of an examination by a State Insurance Fund consulting physician or by a medical examination ordered by the Town. The Town shall determine what documentation will be acceptable for establishing the employee's eligibility and determining the employee's physical limitations. An employee who refuses to submit to a medical examination ordered by the Town will be subject to appropriate disciplinary action.

**11.3.3 Transitional Duty Assignment:** The assignment may not necessarily correspond with the employee's regular job duties. The assignment may involve performing some duties of the employee's regular position, some duties of another position, or a combination of tasks from several positions. The assignment may be at a different work location and/or have a different schedule than the employee's regular position.

**11.3.4 Wages and Benefits:** While performing a Transitional Duty assignment, the employee shall receive the employee's regular hourly rate of pay and receive those benefits provided to regular full-time employees set forth in this collective bargaining agreement.

**11.3.5 Duration of Assignment:** A Transitional Duty assignment shall not exceed six months or the date of full recovery, whichever comes first. The Town may require a medical examination ordered by the Town as a condition of allowing the employee to return to full duties.

**11.3.6 Refusal of Assignment:** In the event the employee refuses a Transitional Duty assignment, the matter will be referred to the Workers' Compensation insurance carrier or NYS Disability insurance carrier, as the case may be, for a benefit determination and may be subject to appropriate disciplinary action.

## 12 GENERAL PROVISIONS

### 12.1 Work Accouterments

**12.1.1 Uniforms:** The Town shall provide each employee with cleaned uniforms as listed: 6 short sleeve shock-your-eyeballs-iridescent-lime-green T-Shirts, 11 long sleeve shirts, 11 pairs of pants, a light coat with liner, 1 heavy winter coat, to be replaced by the Town as needed. T-shirts will be replaced each year.

**12.1.2 Work Shoes:** The Town shall reimburse a regular full-time employee up to a maximum of one hundred and thirty dollars (\$130) per year for work shoes/boots. The employee will choose the shoe/boot. All required corresponding receipts must be submitted to the Budget Director prior to reimbursement.

## **12.2 Driver's License**

**12.2.1 Requirement to Possess a Driver's License:** An employee who is required to drive either a Town-owned vehicle or the employee's own personal vehicle to conduct business on behalf of the Town, must possess a valid New York State driver's license at the time of appointment and must maintain a valid license throughout employment. An employee who is required to possess a driver's license in order to perform certain job duties and responsibilities must immediately notify the Superintendent of Highways in the event the license is suspended, revoked, or if the employee is otherwise disqualified from driving. The loss or suspension of the driver's license may affect the employee's employment with the Town.

**12.2.2 Requirement to Possess a Commercial Driver's License:** An employee who operates a vehicle that requires a Commercial Driver's License (CDL) must maintain such license throughout employment. An employee who is required to possess a Commercial Driver's License in order to perform certain job duties and responsibilities must immediately notify the Superintendent of Highways in the event the employee's driver's license is suspended, revoked, or if the employee is otherwise disqualified from driving. The loss or suspension of the employee's driver's license may affect the employee's employment with the Town. In accordance with the federal Commercial Motor Vehicle Safety Act, an employee who is required to possess a Commercial Driver's License must notify the Superintendent of Highways within thirty calendar days of a conviction of any traffic violation (except parking) no matter where or what type of vehicle the employee was driving.

## **13 DUE PROCESS PROCEDURES**

### **13.1 Grievance Procedure**

**13.1.1 Definition:** For the purposes of this collective bargaining agreement, a grievance shall mean and refer to a claimed violation, misinterpretation or inequitable application of the expressed provisions of this collective bargaining agreement.

**13.1.2 Step One - Formal Grievance:** The Union may file a formal complaint on behalf of an aggrieved employee(s). The grievance shall specify the nature of the grievance, including the section of the collective bargaining agreement that was allegedly violated and a statement of facts, times and dates.

The grievance must be submitted, in writing, to the Superintendent of Highways within thirty calendar days from knowledge of the occurrence, or when the Union should have had knowledge.

Within seven calendar days after receiving the grievance, the Superintendent of Highways shall meet with the aggrieved employee(s) and the designated representative of the Union. Within seven calendar days after the meeting, the Superintendent of Highways shall issue a written response to the grievance, which shall be given to the Shop Steward and the employee(s).

**13.1.3 Step Two - Appeal:** If the Union is not satisfied with the response to the grievance at Step One, the Union may submit the matter to the Town Supervisor. The appeal must be submitted, in writing, within fourteen calendar days from receiving the Step One response, or when the Step One response should have been received.



Within seven calendar days after receiving the appeal, the Town Supervisor shall meet with the aggrieved employee(s) and the designated representative of the Union. Within seven calendar days after the meeting, the Town shall issue a written response to the grievance, which shall be given to the Business Agent of Teamsters Local 294.

All decisions rendered by the Town Supervisor shall be final and binding upon all parties. The Town Supervisor shall have no power to unilaterally amend, modify or delete any provisions of this collective bargaining agreement.

**13.1.4 Time Limits:** The Union must adhere to the time limits set forth in this grievance procedure. In the event the Union does not advance the grievance to the next step within the established time limit, the grievance will be considered withdrawn and no further appeal will be accepted. The time limits may be extended by mutual agreement provided the extension is in writing, dated, and signed by the Union and the official who is to receive the grievance.

## **13.2 Disciplinary Procedure**

**13.2.1 Discipline for Just Cause:** The Town shall not subject an employee who has completed the probationary period, as defined in 4.1 above, to any disciplinary action or penalty except for just cause.

Causes for immediate discharge of an employee shall include, but not be limited to the following:

Harassing (including sexual harassment), intimidating, coercing, threatening, assaulting, or creating a hostile environment against another employee, Elected Official, resident of the Town, supplier, visitor, or any other person;

Possession of weapons, including but not limited to firearms and explosives, on Town property or in Town vehicles;

Possession or use of alcohol or controlled substances on Town property or in Town vehicles;

Willful or deliberate abuse, destruction, defacement, or misuse of Town property or the property of another employee, Elected Official, resident of the Town, supplier, visitor, or any other person;

Theft or unauthorized possession, use, or removal of Town property or the property of another employee, Elected Official, resident of the Town, supplier, visitor, or any other person;

Falsification or alteration of any records or reports including but not limited to employment applications, time records, work records, medical reports, absence reports, work-related injury reports, and claims for benefits provided by the Town;

Preparation or manipulation of another employee's time record;

Acts of sabotage, including the work of another employee;

Gross insubordination or willful refusal to comply with the lawful order or instruction of the Superintendent of Highways; or

Violation and/or disregard of safety rules or safety practices in such a way that jeopardizes the safety of the employee, another employee, Elected Official, resident of the Town, supplier, visitor, or any other person.

**13.2.2 Notice of Discipline:** The Town shall provide the employee with a written Notice of Discipline, which shall contain all charges and specifications and the proposed penalty. Simultaneously, a copy of the notice shall be sent to the Business Agent of Teamsters Local 294.

**13.2.3 Disciplinary Hearing:** Any disciplinary action taken after April 24, 2008 due to misconduct and/or poor performance will be processed in accordance with Section 75 of Civil Service Law and may not be submitted to the grievance procedure.

## **14 APPLICATION OF AGREEMENT**

### **14.1 Duration of Agreement**

**14.1.1** This Collective Bargaining Agreement shall be effective from January 1, 2015 through December 31, 2015, unless otherwise agreed to by the parties.

### **14.2 Complete Agreement**

**14.2.1** This Collective Bargaining Agreement will constitute the entire agreement between the parties. Any past practice that existed up until the date of the signing of this Collective Bargaining Agreement will not be binding on the Town and may not be submitted to the grievance and arbitration procedure.

### **14.3 Savings Clause**

**14.3.1** Should any of the provisions, portions or applications of this Collective Bargaining Agreement be found to be invalid by any tribunal of competent jurisdiction, then the provisions, portions or applications specified in such decision shall be of no force and effect, but the remainder of this collective bargaining agreement shall continue to be in full force and effect.

**14.3.2** Upon the issuance of such decision, the Town and the Union shall negotiate an adjustment in the affected provisions, portions or applications with the intention of effecting the purpose of the provisions, portions or applications.

### **14.4 Legislative Action**

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

## 14.5 Execution of Agreement

The parties have caused this Collective Bargaining Agreement to be signed by their respective representatives.

### TOWN OF SCHAGHTICOKE

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**Jean Carlson**  
Town Supervisor

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Date

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**Nancy Harder**  
Budget Director

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Date

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**Michael A. Richardson**  
Labor Relations Consultant

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Date

### TEAMSTERS LOCAL 294

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**John Bulgaro**  
President

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Date

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**Tom Quackenbush**  
Secretary Treasurer - Business Agent

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Date