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

Title: **Washingtonville Central School District and Washingtonville School Unit, CSEA, Local 1000, AFSCME, AFL-CIO, Orange County Local 836 (1998)**

Employer Name: **Washingtonville Central School District**

Union: **Washingtonville School Unit, CSEA, AFSCME, AFL-CIO**

Local: **1000, Orange County Local 836**

Effective Date: **07/01/98**

Expiration Date: **06/30/00**

PERB ID Number: **6429**

Unit Size: **280**

Number of Pages: **41**

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Washingtonville Central School  
District And Csea Local 836 (Non-  
Instructional Unit)

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# AGREEMENT

by and between the  
**WASHINGTONVILLE CENTRAL  
SCHOOL DISTRICT**

and the

**CIVIL SERVICE  
EMPLOYEES ASSOCIATION, INC.**

Local 1000, AFSCME, AFL-CIO

NYS PUBLIC EMPLOYMENT RELATIONS BOARD  
**RECEIVED**

SEP 22 2000

**CONCILIATION**



Washingtonville School Unit  
Orange County Local 836

**July 1, 1998 - June 30, 2000**



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## **INTRODUCTION**

Agreement made and entered into this 2nd day of July, 1996, by and between the Washingtonville Central School District, Washingtonville, New York, hereinafter referred to as the "District" or "Board", and the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, Washingtonville School Unit, hereinafter referred to as the "Union".

## **ARTICLE I - APPLICABLE LAW**

The Public Employment Relations Act, the other provisions of the Civil Service Law and the Local Laws of the Board not inconsistent with said Act, shall be the rules and laws governing the terms and provisions of this Agreement.

## **ARTICLE II - RECOGNITION AND DUES DEDUCTION**

### **1. Recognition:**

The Board recognizes the Union as the sole and exclusive negotiating representative for all non-teaching staff of the Board for the purpose of collective negotiations for all terms and conditions of employment and the administration of grievances for the maximum period stipulated by the Public Employees Fair Employment Act, excluding the Supervisor of Transportation, Assistant Supervisor of Transportation, Supervisor of Lunch Programs, Superintendent of Buildings and Grounds, the Secretary and Stenographer to the Chief School Officer, the Secretary to the Assistant Superintendent for Instruction, the Secretary to the Assistant Superintendent for Business, the Payroll Clerk, the Clerk-Typist for the Assistant Superintendent for Business, the Secretary and Clerk Typist to the Director of Personnel, and the Treasurer.

2. Dues Deduction:

2.1 The Union shall have the exclusive right to payroll dues deductions.

2.2 The Board will honor individual authorizations subject to Paragraph 2.5 for the deductions of Union dues and Union Insurance Premiums, as may be authorized by the employee as fringe benefits of membership on authorization provided by the Union. The Union will certify to the Board, in writing, the current rate of its membership dues.

2.3 Deductions shall be made with specific procedures to be followed or agreed upon between the Board and the Union.

2.4 Funds thus collected shall be remitted to the Treasurer of The Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12224.

2.5 Deductions authorized by an employee shall continue as so authorized, unless and until such employee notifies the Board, in writing, of his/her desire to discontinue or change such authorization. Such notice shall be given two (2) weeks prior to any effective payroll date. Notification of discontinuance of deduction shall be in writing and signed by the employee and submitted to the Board in triplicate. One copy shall be forwarded by the Board to the Treasurer of The Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12224, one copy to the Unit, and one copy shall be retained by the Board.

2.6 The Union assumes the responsibility for the disposition of such funds so deducted, once they are remitted to the Union, and the Union shall save the Board whole and harmless.

2.7 On April 1, June 1, and September 1, the Board will submit to The Treasurer of The Civil Service Employees Association, 143 Washington Avenue, Albany, New York 12224, a list of the names and addresses of employees covered by this negotiating unit with indication as to membership.

2.8 The Union affirms that it does not assert the right to strike against the Board, to assist or participate in any strike, or to impose an obligation upon its members to conduct, assist, or participate in such a strike.

2.9 Agency Fee: All employees included in the bargaining unit who are not members of the Union shall be required to pay the Union an agency shop fee, as provided by the Civil Service Law, which is an amount equivalent to the amount of dues payable by a members of the Union. Said employees have the right to recover any part of an agency shop fee deduction which represents the employee pro rata share of expenditures by the Union in aid of activities or causes only incidentally related to terms and conditions of employment. The CSEA will hold the Board harmless with respect to any claim or liability related to agency shop payments.

2.10 P.E.O.P.L.E. Deduction: The District agrees to deduct from the wages of any employee who is a member of the Union, a P.E.O.P.L.E. (Public Employees Organized to Promote Legislative Equality) deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the Employee at any time by giving written notice to both the District and the Union. The District agrees to remit any deductions made pursuant to this provision promptly to the Union, together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

### **ARTICLE III - COMPENSATION**

#### **1. Late Shift:**

1.1 Regular assigned employees scheduled to work designated night shift shall receive a bonus of twenty-five cents (25¢) per hour. Cafeteria workers assigned to late shifts shall receive a bonus of twenty-five cents (25¢) per hour.

1.2 Head Food Service Workers shall receive a bonus of twenty-five cents (25¢) per hour.

1.3 Building Check - Head custodians shall receive an extra \$850.00 for checking the buildings on weekends and holidays.

Effective July 1, 1995, Head Custodians shall not receive the \$850 stipend for building checks, as set forth herein. Rather, Head Custodians and other employees directed to perform building checks shall be paid in accordance with the premium pay rates set forth in Article IV(2), below, when performing building checks in accordance with the practice between the parties in the 1994-95 school year.

2. Where employees are so employed in two or more different job classifications or grades, the salary will be determined in accordance with the proportion of time spent in each job or grade.

3. Employees directed to attend meetings for necessary job purposes beyond reasonable time limits, outside of their normal work schedule, shall be paid for all such time.

4. Salary shall be paid in accordance with the schedules attached as Appendix "D", effective July 1, 1996. The Salary Schedule increases shall be as follows:

Effective July 1, 1998 - 3% increase

Effective July 1, 1999 - 3% increase

Unit members shall advance one step in the wage schedule, where applicable, during each year of this Agreement.

5. Forty-two (42) week and 190-day employees shall have the option of receiving payroll checks on a twenty-six (26) week payroll basis or on a twenty-two (22) week payroll basis, plus a lump sum check covering the remaining four (4) payroll periods.



## ARTICLE IV - WORKDAY, WORKWEEK AND OVERTIME

### 1. Workday - Workweek

1.1 The regular workweek for all employees shall be forty (40) hours, consisting of five (5) consecutive workdays of eight (8) hours per day. Excluded will be one-half ( $\frac{1}{2}$ ) hour for lunch, Monday through Friday. Employees shall have two (2) consecutive twenty-four (24) hour days, a total of forty-eight (48) consecutive hours, off each week. All employees hired after October 1, 1987 may be required to work other than a Monday-Friday workweek.

1.2 The workweek and workday for all employees who worked less than forty (40) hours per week at the time this Agreement was entered into shall be that workweek and workday which existed at the time this Agreement was entered into.

1.3 On Fridays during the months of July and August, all eight-hour employees will work four (4) hours and all seven-hour employees will work three and one-half ( $3\frac{1}{2}$ ) hours.

### 2. Premium Pay:

2.1 All employees shall receive overtime compensation:

(a) at the rate of one and one-half ( $1\frac{1}{2}$ ) times the normal hourly rate, for overtime worked in excess of forty (40) hours per week;

(b) At double the regular hourly rate for all hours worked on Sunday or a holiday, or in the case of a holiday, exclusive of holiday pay.

2.2 Employees required to work out-of-title in a higher grade shall be paid at the higher grade for both regular and overtime hours worked, where such out-of-title work exceeds three (3) hours per month computed and paid on a monthly basis.

2.3 No employees will receive overtime or premium pay under this Article unless and until he or she has already actually worked forty (40) hours during the week, provided that, for the purpose of this provision, absence on paid holidays provided for in Article V, Section 1, shall be deemed time actually worked.

2.4 Whenever Mechanics' Helpers are assigned to drive a bus outside the hours of their normal workday, they will be paid at the bus driver's rate at their appropriate step on the bus drivers' scale.

2.5 Call-in Pay: Employees called back to work either before or after the regular shift shall receive a minimum of two (2) hours pay at the applicable rate.

#### **ARTICLE V - HOLIDAYS**

1. All 52-week employees shall receive twelve (12) paid holidays per year, as follows:

- |                           |                           |
|---------------------------|---------------------------|
| 1. July 4                 | 7. Christmas Day          |
| 2. Labor Day              | 8. New Years Day          |
| 3. Columbus Day           | 9. Martin Luther King Day |
| 4. Veterans Day           | 10. Washington's Birthday |
| 5. Thanksgiving Day       | 11. Good Friday           |
| 6. Day after Thanksgiving | 12. Memorial Day          |

The District will meet with the Union after the adoption of the school calendar to discuss the holiday schedule for all employees.

2. All other employees are entitled to approved holidays during the period of their employment. Cafeteria workers, bus drivers, school monitors and 40- or 42-week clerical workers will be paid for all approved holidays which occur during the weeks they are working.

3. When a regularly approved holiday occurs during the 52-week employee's regular vacation time, such holiday will be granted to the employee by adding this date to the vacation time.

#### **ARTICLE VI - VACATION, SICK LEAVE AND PERSONAL LEAVE**

1. Vacation Leave for 52-week Employees:

1.1 Employees shall be granted vacation with pay in accordance with the following schedule:

- (a) two (2) weeks vacation upon the completion of one (1) year of service.
- (b) three (3) weeks vacation upon the completion of five (5) years of continuous service.
- (c) four (4) weeks vacation upon the completion of ten (10) years of continuous service.
- (d) employees working less than one (1) year shall have vacation time prorated on the basis of one (1) day per month up to ten (10) days.

1.2 The cutoff date for determining vacation entitlements shall be July 1. Employees hired on or before September 15th shall be deemed to have worked one (1) year, for vacation entitlement purposes only, by the following July 1.

1.3 Employees may take vacation at any time, subject to prior approval by the Superintendent.

1.4 Upon prior approval, employees may accumulate earned vacation from one year to the next to a maximum of four (4) weeks. Such accumulated vacation must be taken during the months of July and August.

1.5 Upon voluntary termination of service, an employee who has given the District at least two (2) weeks written notice of such termination shall be compensated for his/her vacation credits. Upon involuntary termination of service, the employee, beneficiary or estate, as the case may be, will be notified by the District of earned vacation credits due and paid for same.

1.6 Employees of the District who transfer to full-time positions shall be given credit for their part-time employment in the District on the following basis. Two thousand eighty (2,080) hours of part-time work shall be the equivalent of one (1) year of service and employees shall be given credit only for full-year equivalents; fractions of a year will be disregarded. This provision shall become effective July 1, 1979.

2. Sick Leave:

2.1 A covered 12-month employee shall be entitled to sick leave at full pay up to twelve (12) working days per year (equivalent to one [1] day per month of employment) and upon accumulation of a minimum of thirty-six (36) days as would be recorded at the end of a school year, will be entitled to eighteen (18) days per year, accumulative to a total of two hundred (200) days.

2.2 Covered 10-month employees shall be entitled to sick leave at full pay up to ten (10) working days per year (equivalent to one [1] day per month of employment) and upon accumulating a minimum of thirty (30) days as would be recorded at the end of a school year, be entitled to fifteen (15) days per year, accumulative to a total of one hundred eighty (180) days.

2.3 Any individual who is on sick leave for three (3) continuous days or who is absent due to illness immediately following an employee's vacation or school recess period, during which an employee is not required to work for five (5) or more days, may be required to present a doctor's certificate. Any individual who has used half of his quota of sick days in the year may be required to present a doctor's certificate for all sick leave thereafter until the end of the year. Sick leave on the day before or after a holiday may require a doctor's certificate.

2.4 Employees who report to work with a medical testing device for a major life function shall be required to present a Doctor's certificate of fitness to work, to his/her Supervisor.

2.5 Accumulated sick leave will be sustained by the employee in the event he/she changes positions within the District. Sick leave will be prorated on an hourly basis when an employee changes positions. All accumulated sick leave will be forfeited upon resignation.

2.6 Sick leave will be credited at the beginning of the work year. Employees who resign having used sick days in excess of those earned on the basis of one (1) day per month will have the overage deducted from monies due.

2.7 Upon retirement from the District, an employee who has worked the majority of his/her time as a twelve (12) month employee who has at least one hundred twenty (120) unused accumulated sick leave days shall be paid \$15.00 for each day and an employee who has worked a majority of his/her time as a ten (10) month employee who has at least one hundred (100) unused accumulated sick leave days shall be paid \$15.00 for each day.

2.8 Cafeteria workers, bus drivers, school and bus monitors and clerical workers, who are on a (40) or (42) forty-two week schedule who have at least one hundred (100) unused accumulated sick leave days shall be paid \$15.00 for each day upon retirement.

2.9 Sick leave must be taken in whole days. However, unit members with a fifty-two (52) week work year shall be entitled to use sick leave in one-half (1/2) days increments until June 30, 2000.

2.10 Employees may use five (5) sick days per year for illness in family, effective July 1, 1996.

2.11 Sick Leave Bank: A Sick Leave Bank shall be established to provide income protection to participants in the event of long-term illness or injury or in the event participant's

accumulated sick leave has been exhausted as a result of long-term illness or injury. Employees who borrow days will be required to repay such days at the rate of one day per year until totally repaid.

(a) A threshold number of days shall be 700. New hires shall contribute one (1) day per year for the first three (3) years of employment. In the event the bank falls below 500 days, one day shall be allocated to the bank from each unit employee and the District shall contribute ten percent (10%) of the contribution made by employees each year or a maximum of twenty (20) days, whichever is greater.

(b) Sick Leave Bank days may be drawn where all of the following conditions are met:

(1) The unit employee or, in the event of incapacitation, a representative of the unit employee, makes written application, setting forth the nature of the illness, its expected duration, and written permission for the Superintendent or other representative of the bank to secure the desired information and verification from the applicant's physician.

(2) The Sick Leave Bank Governing Committee ("Committee"), consisting of one delegate appointed by the Superintendent and two delegates appointed by the President of the Association, respectively, concur, in writing, to the award of a block of days (not to exceed 30). Each member shall have one vote, for a total Sick Leave Bank Governing Committee vote of three (3).

(c) Sick Leave Bank days may only be drawn subsequent to the exhaustion of all the applicant's own leave accumulation, including, but not limited to, sick leave, personal leave and accrued vacation.

(d) The cumulative total of all Sick Bank Leave at full pay granted to any employee during service to the District shall not exceed a one week period (five work days) for each completed six (6) months of service. Further, a unit member shall be eligible for sick bank benefits only after

one full year of service to the District. In any case, the maximum benefit available to any participant in the Bank shall be 100 days.

(e) The Committee shall have the authority to make subsequent grants to the same applicant; provided, however, that the applicant and Committee comply with all of the provisions; and provided further that a Committee's decision on the initial application shall in no way bind it on any renewal application.

(f) Application for withdrawals may be made only by a participant ten (10) days before his or her accumulated leave has been exhausted. After qualification, compensation will be retroactive to the expiration of the accumulated sick leave.

(g) Withdrawals may only be made in connection with a long-term illness, or injury, of a participant or in the case where a participant's accumulated sick leave has been exhausted as a result of long-term illness or injury. Withdrawals may not be made for illness or injury of another member of participant's family or time taken by participant to assist such other family member, nor shall it cover days for which participant is receiving Workers' Compensation.

(h) Each Sick Leave Withdrawal Request must be accompanied by a statement signed by a physician confirming the nature of the illness or injury and the anticipated duration of the resulting incapability to attend to the participant's duties.

(i) Should the Committee so request, either before or after approval of a Sick Leave Withdrawal Request, the participant shall be required to undergo a medical review by a physician of the Committee's choice at participant's expense. Failure to comply with such request shall result in disapproval or cancellation of the request.

(j) The Committee shall have the right to disapprove Sick Leave Withdrawal Requests for any appropriate reasons, including any duly authenticated improper use of accumulated sick leave by the participant.

(k) The Committee's decision on a request for a grant shall be final and shall not be subject to the Collective Bargaining Agreement's grievance procedure or any direct or collateral review by any court or administrative agency.

(l) The parties agree that Sick Leave Bank days may only be debited through the granting of applications and that, if it is not continued in a subsequent contract, the Sick Leave Bank will continue in operation until all days are exhausted.

(m) Upon retirement, the unit employee may withdraw the number of sick days that he/she had deposited in the Sick Bank, minus the number of days that may have been awarded to that employee by the Sick Bank. Those remaining days shall be added to the unit member's accumulated sick time and shall be calculated accordingly for purposes of reimbursement for accumulated sick days.

3. Occupational Injury or Illness: An employee who is necessarily absent from duty because of an occupational injury or disease as defined in the Workers' Compensation Law, and who is, in fact, disabled from the performance of his/her duties in the District, shall be granted leave from his/her position at full pay, for the period of absence necessitated by such injury or disease beginning with the fourth day and not exceeding cumulatively five (5) months. Such full pay shall be granted irrespective of the employee's accrued sick leave credits.

(a) An employee who receives full pay for any period of leave under this Section shall earn vacation and sick leave credits during such period.

(b) Any award by the Workers' Compensation Board for any period for which the employee receives or received pay from the Board shall be credited to the Board for reimbursement of wages paid.



(c) Leave credits, including sick leave at half pay, used by an employee during a period of absence for which an award for compensation has been made and credited to the Board as reimbursement for wages paid, shall be restored to him/her in full.

4. Personal Leave:

4.1 Full-time employees may use up to four (4) days per year personal leave to conduct matters that cannot be expedited at any other than school time. Part-time employees may use up to three (3) days per year personal leave to conduct such matters. Personal leave must be taken in whole days, except that each employee may request one-half day of personal leave on not more than three occasions. Unused personal days are accumulative to sick leave. Employees may carry over no more than one (1) personal day, up to a maximum of five (5) days in one year.

Procedure:

(a) Requests are to be submitted to the immediate supervisor or principal two (2) days prior to leave except in emergencies.

(b) Upon his/her approval, the request will be forwarded to the Assistant Superintendent of Business for his/her approval.

(c) An adverse decision may be appealed to the Superintendent of Schools, who shall have final discretion.

(d) Requests for leave for reasons not contained in the leave policy are to be submitted in the same fashion.

#### 4.2 Approved Reasons for Personal Leave:

Category:

(a) Legal Matters: House closings, income tax hearings, adoption proceedings, court appearances for traffic violations, probating wills, obtaining licenses.

(b) Funerals: not of immediate relatives as specified in Agreement.

(c) Ceremonies, Educational and Military: Graduation of employee or child, day of wedding ceremony (self or child) participation in religious ceremonies such as confirmation, circumcision of child, honors and awards ceremonies involving immediate member of family, required parental visits to college, transporting children to military service induction.

(d) Family Distress or Household Emergency: Employee may use a personal day for the care of ill children, spouse, or parent; transportation of such person to doctor or hospital as emergency might dictate; or to rectify unforeseen emergencies as they may present themselves. In exchange for the assurance of this emergency clause, employees shall be responsible for displaying their good faith and integrity in applying for same.

(e) Religious observance: To be used when the tenets of an employee's faith either require attendance at religious services or prohibit all work during normal working time.

(f) No Reason: One personal day may be taken for which no reason is given.

Personal leave should not be requested immediately before or following a vacation period, except in extreme emergencies.

## ARTICLE VII - LEAVES OF ABSENCE

1. Jury Duty: On proof of the necessity of Jury Service or attending court pursuant to subpoena or other order of the court, an employee shall be granted a leave of absence with pay. Payment received by employee for Jury Duty is to be returned to the Board. It is a condition of payment under this provision that the employee notify the District immediately upon receipt of a summons for Jury Duty service, subpoena, or court order, and the employee select the call-in option for serving Jury Duty.

2. Bereavement: Employees shall be allowed three (3) days leave in the event of each death in the immediate family or corresponding in-law (wife, husband, parent, grandparent, child, brother, sister, step-child) or any relative residing with the employee. Such leave with pay shall not be charged against sick leave or personal days.

3. Extended Leaves of Absence, without pay, will be granted:

- (a) for a maximum of four (4) years for military service by enlistment or draft, and
- (b) for a maximum of two (2) years for care of a newborn infant of the employee requesting the leave.

4. Extended leaves of absence, without pay, will not be unreasonably withheld for the following:

- (a) to serve as an officer of local, state or national bargaining agency.
- (b) up to two (2) years to serve in Peace Corps, VISTA, or similar programs after four (4) years in the system.

(c) up to one (1) year for care of a sick member of the employee's immediate family (husband, wife, child, stepchild).

(d) to campaign and/or serve in public office.

(e) to an employee who has illness extending beyond sick leave allotment.

(f) a mandatory leave of absence of not more than one (1) year based on either physical or mental examination; the Board will defray the cost of such examination if it originates the request for examination.

(g) other leaves may be granted by the Board.

5. Except where emergency dictates otherwise, requests for all leaves must be submitted in writing at least five (5) months prior to the date the leave is to begin.

6. At no time will more than two percent (2%) of the employees be granted the leaves provided in paragraphs 4(a), (b), and (d). Leaves for military service and Peace Corps, VISTA, or similar work in accordance with the provisions of this Article shall, for the purpose of salary only, be considered as time employed by the District.

7. Union Leave: The Union President or designee shall have up to five (5) days of paid leave for the purpose of attending Union conventions. Beginning July 1, 1988, the Union President or designee shall have up to six (6) days of paid leave per year for the purpose of attending Union conventions.

#### **ARTICLE VIII - DISCIPLINE AND LAYOFF**

1. A. Employees in the non-competitive and labor classes shall be accorded the same rights that competitive employees receive under Section 75 of the Civil Service Law as it relates to removal

or suspension, after twelve (12) months of continuous service with the District. (Replaced April 24, 1995 by Article XIII, Section 1)

B. Seniority and Layoffs:

(a) Seniority shall be defined as the period of time from the first day of job performance in an unencumbered position, as approved by the Board of Education retroactively or prospectively.

(b) Layoffs shall be effected based upon the inverse order of seniority in job title, with the affected individual(s) entitled to bump downstream into job titles within the category based upon total category seniority.

(c) Layoff rights shall be available to full time unit members; provided, however, that prior part-time service shall count (pro-rated) for determining total full-time seniority.

(d) Wherever competitive class positions are referenced in this provision, it is solely for the purposes of affording them bumping rights into non-competitive classes and/or labor class positions. The parties acknowledge that Civil Service Law Sections 80 and 81 govern the layoff rights of competitive class civil service employees and that such rights are not subject to this agreement or arbitral review.

The categories for layoff purposes shall be:

Category 1

Head Auto Mechanic  
Auto Mechanic  
Auto Mechanic Helper

Category 2

Bus Dispatcher  
Head Bus Driver  
Bus Driver



Category 3

Building Maintenance Mechanic  
Ass't Building Maint. Mechanic  
Plumber  
Maintenance Worker  
Sr. Groundskeeper  
Maintenance Helper  
Groundsperson  
Custodian/Custodial Worker

Category 4

Head Custodian  
Custodian/Custodial Worker

Category 5

Audio-Visual Aide Clerk\*

Category 6

Cook Manager  
Sr. Food Service Helper  
Food Service Helper

Category 7

Food Delivery Driver

Category 8

Teacher Aide

Category 9

Monitor/Bus Monitor

Category 10

Pool Attendant  
Maintenance Helper  
Groundskeeper  
Custodian/Custodial Worker

- \* Shall have retreat rights to bump Custodian/Custodial Worker previously employed in such job capacity.

**ARTICLE IX - RECIPROCAL RIGHTS**

1. The Board recognizes the right of the employees to designate representatives of the Union to appear on their behalf to discuss grievances and disputes as to the terms and conditions of this Agreement, and to visit with employees during working hours to discuss these items, with the permission of the Supervisor. Conferences for the purposes of resolving grievances and disputes shall be limited to the Chairman of the Grievance Committee, Shop Steward, aggrieved individual and agents of CSEA.

2. The Board and Union shall so administer their obligations under this Agreement in a manner which will be fair and impartial to all employees and shall not discriminate against any employee by reason of sex, nationality, race, creed, or marital status. Grievances under this provision shall not be arbitrable. Employees who are not satisfied with the resolution of grievances concerning this provision shall pursue them at the appropriate state or federal agency, as the case may be.

3. The Union shall have the right to post notices and other communications on bulletin boards maintained on the premises and facilities of the Board, subject to the approval of the contents of such notices and communications by the Superintendent or his/her designee.

4. The Board shall notify the Union of any new employees hired into the unit and the position which said employee will occupy.

#### **ARTICLE X - WORKING CONDITIONS**

1. A copy of the school calendar will be distributed to each employee.

2. All job opportunities, including the description of the job and the qualifications, shall be posted. Openings and promotions will be based on the employee's qualifications, competence, seniority and other pertinent factors relative to the opening. In the event the employees are found to have equal qualifications, all other things being equal, seniority shall be the determining factor.

3. Promotional opportunities shall be open to all present employees who have the necessary qualifications and who have passed the appropriate Civil Service Exam, if required for the position. In the event that a position requiring the successful passing of an exam opens and no civil service list exists for the position, the openings and promotions will be based on the employees qualifications, competence, seniority and other pertinent factors relative to the opening. In the event the employees are found to have equal qualifications, all other things being equal, seniority shall be the determining factor.

4. When a permanent employee is promoted or transferred to a position in which he/she is required to serve a probationary term, the position thus vacated by him/her shall not be filled, except on a temporary basis, during such probationary term. At any time during such probationary term, the employee shall have the right to return to his/her previous position at his/her own election. If the conduct or performance of the probationer is not satisfactory, he/she shall be restored in his/her former permanent position at the end of his/her probationary term.

5. Uniforms shall be rented and maintained by the Board, as follows:

Building Maintenance Mechanics and Groundsmen, eight (8) sets per week, each employee.

Automotive Mechanic, eight (8) sets per week each employee.

Automotive Mechanic Helpers, eight (8) sets per week each employee.

6. Personnel File: No complaint or report adverse to an employee will be retained in his/her personal file unless the employee has had an opportunity to read the same and to provide a response to be filed therewith. Except for pre-employment materials deemed confidential, an employee shall be permitted to examine his/her file at reasonable intervals and to make copies of items therein.

7. Emergency School Closing: Unless emergencies or extenuating circumstances are such as to require their presence, all secretarial and forty-two week employees shall not be required to work on snow days, and said days shall be without loss of pay. If such employee is required to work on a snow day, compensatory time shall be granted.

8. All driving assignments requiring a Class B or C Commercial Driver's License shall be given to qualified drivers.



## ARTICLE XI - PENSIONS, HEALTH AND DENTAL INSURANCE

1. Pension: All employees of the Board shall be members of the New York State Employees Retirement System and their contributions shall be fully paid by the Board to provide a pension based upon the "20 Year Career Retirement Plan," Section 75i of the Retirement and Social Security Law; allowance for unused sick leave credits under Section 41J, and guaranteed ordinary death benefits under Section 60B.

2. Health Insurance: The Board shall contribute one hundred percent (100%) of the cost of individual and dependent coverage under the Orange-Ulster Health Plan for those employees who were hired on or before June 30, 1978 and who work at least twenty (20) hours per week; the Board shall also contribute at this rate for these employees when they retire. The Board's contribution of the cost of individual and dependent coverage for the Orange-Ulster Health Plan coverage for employees hired on or after July 1, 1978, shall depend upon the actual number of hours contracted for the employees on an individual, annual basis in accordance with the following schedule:

| <u>Board Contribution</u> | <u>Annual Number of Hours<br/>Worked by Employee</u> |
|---------------------------|--|
| 100%                      | 1470 hours per year                                  |
| 75%                       | 1260 hours per year                                  |
| 50%                       | 1050 hours per year                                  |
| 35%                       | 760 hours per year                                   |
| No Contribution           | less than 760 hours per year                         |

2.1 Buy-out: Any employee who waives insurance coverage for an entire year by giving written notice of such fact no later than March 31st immediately preceding the school year the waiver will be effective, shall be paid three hundred (\$300.00) dollars or five hundred (\$500.00) dollars, respectively, for individual or family coverage; with respect to employees for whom the Board makes a prorated contribution, this payment shall be similarly prorated. Effective July 1, 1996, the buy-out amount shall be increased to fifteen hundred (\$1,500.00) per school year.

2.2 Unit members whose spouse is entitled to coverage under the Orange-Ulster School District Health Plan shall be prohibited from receiving family health insurance coverage paid for by this District. Such employee shall be entitled to individual coverage at District expense if his/her spouse, likewise, elects individual coverage. If the spouse is subject to the same restriction by contract, the spouse with the earlier birthday shall be entitled to the family coverage. However, if both spouses are employees of this School District, both may enroll for individual coverage or either one may elect to be the covered employee for a single family coverage. Notwithstanding the above, this dual coverage restriction shall not apply if the effect would be: to leave the spouse's children uninsured by reason of how custody and support issues have been determined by the parents or a court of law; would act to preclude coverage in retirement; would result in an inability to be insured by reason of the spouse's coverage maximum being exhausted and shall not result in forcing the spouse to relinquish Plan I or II coverage where the spouse has the other coverage until the window period for a change-over occurs. An employee who is ineligible for coverage by reason of the restriction set forth above shall be entitled to receive a payment of \$1,250.00 per year in ten (10) equal installments, to be paid between September and June, and, effective July 1, 1996, \$1,500.00 per year.

3. Dental Insurance and Vision Plan: Effective July 1, 1993, the District shall contribute to a dental insurance plan and an optical insurance plan selected by the Union, a combined contribution of five hundred seventy-five (\$575.00) dollars per year per employee who works at least twenty (20) hours per week on a regular basis and who participates in the Plan.

## ARTICLE XII - MISCELLANEOUS

1. Physical examination required during the course of employment shall be made by the school physician at no cost to the employee.

2. Forty-two week employees shall be paid on the same payroll schedule with the fifty-two week employees.

3. During the term of this Agreement, and for the purpose of this Article only, until a successor Agreement is executed, each member of the Unit employed by the District for less than a full twelve (12) month period, who is employed in any capacity by the District as of the last day of any academic year or term or the last day preceding any customary or established school vacation period, holiday recess or other school recess, shall continue to be employed in the same capacity and shall resume normal duties at the commencement of the ensuing academic year or term and at the commencement of the period immediately following such vacation period, holiday recess or other school recess, unless such unit member is given written notice before the last day of such academic year or term or the last day preceding such vacation period, holiday recess or other school recess, that his/her said services will not be resumed at the commencement of the aforesaid ensuing academic year or term, or period immediately following such holiday vacation or recess.

It is understood and agreed that subject to the specific provisions of this Article relating to continuation of services, the provisions of this Article are not intended to, nor shall the same be construed:

(a) To deprive any unit member employed by the District legal employment rights that such employee possesses in the absence of this Article.

(b) To deprive the District of any legal rights to terminate at any time any employee of the aforesaid unit that the District possesses in the absence of this Article.

4. Tuition Reimbursement: The Board of Education is committed to maintaining and improving the quality of the employees' services to the District. The Board will reimburse employees for courses approved by the Superintendent. Submission for approval must occur prior to taking the course, along with a statement describing the course and outlining the benefits to the District. The Board will reimburse those employees who successfully complete the course.

5. Superintendent's Conference Day: The District and the Union will meet to consult on prospective workshops and seminars to be conducted on Superintendent's Conference Day.

## ARTICLE XIII - DISCIPLINARY ARBITRATION AND GRIEVANCE PROCEDURE

### 1. Disciplinary Arbitration:

The District and the Union agree to replace Section 75 Civil Service Law hearings with the provisions set forth below for permanent competitive class civil service employees, exempt volunteer firefighters and veterans of war (WWII, Korea and VietNam), as well as for permanent non-competitive and labor class employees subject to removal or suspension after twelve (12) months of continuous service with the District.

Informal Stage: After a letter describing the incident(s) has been served by the District's Superintendent, an informal conference will be held before the Superintendent of Schools or his/her central office administrative designee during which time a disciplinary resolution may be arrived at, short of proceeding to arbitration. At such conference, the employee shall be entitled to be represented by a Union representative. An informal resolution shall be considered to waive the employee's right to disciplinary arbitration and shall only be entered into after the employee has been served with the charges and has been given an opportunity to answer the same to the Superintendent of Schools or his/her central office administrative designee.

Formal Stage: Should an informal resolution not occur, the District shall commence a disciplinary arbitration before one of the following arbitrators who shall be selected on a rotating basis to the extent practicable:

1. David Stein
2. Jeffrey Selchick
3. Martin Scheinman
4. Ralph Berger
5. Bonnie Siber Weinstock\*
6. Michael Lewandowski

---

\* The District agrees to pay all per diem rate costs (not including travel expenses, etc.) for Arbitrator Bonnie Siber Weinstock above \$650.00. However, the parties shall split the per diem costs in the event that the Union's maximum rate restriction is modified.

The Employee shall be entitled to the same procedural rights which are provided for under Section 75 of the Civil Service Law; provided, however, that the arbitrator's decision on the facts and penalty shall be final and binding in all regards.

The cost of the arbitrator shall be equally borne by the District and the Union, unless the employee opts for his or her own attorney, whereupon the Union's share shall be paid for by the employee.

2. Grievances:

A grievance is a dispute or controversy arising during the term of this Agreement out of the interpretation or application of this Agreement.

Grievances may only be initiated by an aggrieved employee, group of similar aggrieved employees, or by the Union. All parties have the right to representation of their own choice at all stages of the grievance procedure, provided such representation is not by an officer or other representative of an organization other than the Union and provided further the Union shall have the right to be present and state its views at all levels of the grievance procedure. Upon request, the aggrieved employee or employees must be present at all stages of the grievance procedure or the grievance shall be deemed waived and not subject to further appeal.

Grievances must be initiated within ten (10) school days of the occurrence giving rise to the grievance. Such grievances must be set down in writing, specifying the name or names of the aggrieved employees, the particular article(s) and subdivision(s) thereof at issue, the events alleged to have given rise to the grievance, and the relief sought. Grievances may be initiated directly at Step 2 within this ten (10) day initiation period whenever they affect all employees in the District.

Step 1: The grievance is presented to the immediate Supervisor or Principal within ten (10) school days of the occurrence alleged to have given rise to the grievance. The Supervisor shall render a written decision within ten (10) school days of the presentation of the grievance.

Step 2: If not settled at Step 1, within five (5) school days of the Supervisor's decision, a meeting shall be held between a representative of the aggrieved and a representative of the Superintendent. Within five (5) school days of said meeting, the Superintendent shall render a written decision on the grievance.

Step 3: If the grievance is not settled at Step 2, the matter shall be submitted to the Board within five (5) school days of the decision at Step 2. The representative of the aggrieved and the representative of the Superintendent shall meet with the Board or a subcommittee of the Board, within ten (10) school days of the submission. A written decision will be rendered by the Board within ten (10) school days of such meeting.

Step 4: If the grievance is not settled at Step 3, the Union shall submit the grievance within fifteen (15) school days of the decision at Step 3, to one of the following arbitrators, who shall be selected on a rotating basis, to the extent practicable:

David Stein

Jeffrey Selchick

Martin Scheinman

Ralph Berger

The decision of the Arbitrator shall be final and binding if rendered in accordance with this Agreement. The cost of the arbitrator will be shared equally by the parties.

Failure to proceed in strict accordance with all time limits shall be deemed a waiver of the grievance, and it shall not be subject to further appeal, unless the time has been extended by written mutual consent. If the District does not answer the grievance at any stage within the prescribed time limits, the matter shall automatically proceed to the next step at the end of the time limit.

Pursuit of any legal, statutory or other remedy bars further or subsequent proceedings for relief under this contract.

The arbitrator shall have no authority to add to, subtract from or otherwise modify this Agreement, or to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement.

#### **ARTICLE XIV - LABOR-MANAGEMENT RELATIONS**

There shall be a joint labor-management committee consisting of three (3) members appointed by the Union and three (3) members appointed by the Board. Meetings may be convened on the written request of the Association or the District, and every effort will be made to arrange a meeting at the mutually agreeable time within ten (10) working days of the receipt of the request for a meeting.

#### **ARTICLE XV - SEPARABILITY**

In the event that any provision of the Agreement shall at any time be declared invalid by a court of competent jurisdiction or through government regulations or decrees, such decision shall not affect any of the other provisions of this Agreement, it being the express intention of the parties hereto that all other provisions not declared invalid shall remain in force and effect. If a determination or decision is made as per the above paragraph of the Article, the parties to this Agreement shall convene immediately for the purpose of negotiating a satisfactory replacement in nature and kind subject to the Taylor Law for such article or part thereof.

#### **ARTICLE XVI - DURATION**

This Agreement shall become effective as of 12:01 a.m. on the 1st day of July, 1998, and shall remain in full force and effect and expire at 11:59 p.m. on the 30th day of June, 2000.

IN WITNESS WHEREOF, the parties have executed this Agreement on this 2nd day of July,  
1996.

Lynne Waterman  
President, CSEA Unit 7914  
Lynne Waterman

Loretta G. Knudsen  
Chairman, Negotiating Committee

Glenn Blackman  
Labor Relations Specialist  
Glenn Blackman

Peter M. Brenner, Sr.  
Superintendent of Schools  
Peter M. Brenner, Sr.

James W. Rathbun  
Asst. Superintendent Business  
James W. Rathbun

Maureen Comer  
Director of Personnel  
Maureen Comer



## APPENDIX A TO AGREEMENT

### JOB CLASSIFICATION - WASHINGTONVILLE CSD

|          |   |
|----------|---|
| Grade 1  | Food Service Helper<br>Monitor  |
| Grade 2  | Typist<br>Teacher Aide  |
| Grade 3  | Stenographer  |
| Grade 5  | Auto Mechanic Helper<br>Custodian<br>Custodial Worker<br>Maintenance Helper<br>Groundsperson<br>Food Delivery Driver<br>Audio-Visual Aide Clerk<br>Storekeeper<br>Courier |
| Grade 6  | Senior Stenographer<br>Account Clerk  |
| Grade 12 | Head Custodian<br>Asst. Bldg. Maint. Mechanic<br>Automotive Mechanic<br>Head Bus Driver<br>Bus Dispatcher<br>Plumber<br>Maintenance Worker                                |
| Grade 14 | Head Automotive Mechanic<br>Building Maint. Mechanic  |

## APPENDIX B TO AGREEMENT

### BUS DRIVER OPERATIONAL PROVISIONS

1. Scheduled drivers and mechanics interested in extra trips must submit a written request to do such work to the Supervisor of Transportation at the time of the Annual Pre-Work Year Meeting which will be held during the two-week period preceding the beginning of the regular school year and announced to staff by the last regular day of school in June of the preceding school year, after seeking their input as to the date. The Supervisor of Transportation will post conspicuously, a list of all drivers who have indicated an interest in such trips. Drivers will be listed for offering such assignments based upon the order of their seniority. Those who wish to sign-up for extra trips after the date referenced above, shall be added at the end of the list, regardless of their relative seniority.

2. The Supervisor of Transportation shall maintain separate lists for:
- a. 50 Mile or more trips.
  - b. New York City only trips.
  - c. Special Education runs.
  - d. Summer Special Education runs.
  - e. Mid-day BOCES Voc. Tech. runs.
  - f. Mid-day Kindergarten runs.

Scheduled drivers and mechanics interested in such trips and, in the case of drivers only, such runs, shall express their interest in writing at the time of the Annual Pre-Work Year Meeting, except for Summer Special Education runs where interest must be expressed in writing on or before June 15th of the preceding school year.

The Supervisor of Transportation shall have the sole right to certify drivers for placement upon such lists. Upon request, the reasons(s) for denial of certification to one or more of such lists shall be furnished to the employee. A review of the denial by the Superintendent of Schools may be requested by the employee. Upon such review, the decision of the Superintendent of Schools shall be final in all regards and may not be further grieved or arbitrated. (This provision shall be deemed incorporated by reference within Article XII of this Agreement.)

Once certified for placement upon such lists, the drivers and mechanics, where applicable, shall be listed for the purpose of offering assignments in the order of their seniority.

3. There will be no assignment made to any driver, if such assignment conflicts with his/her regular District work schedule, unless prior approval has been granted. Reasonable efforts will be made to accommodate bus drivers with respect to sports trips.

4. Assistant mechanics and mechanics may be used, if needed.
5. Drivers assigned to a trip who cannot fulfill the assignment, must notify the Supervisor of Transportation at least forty-eight (48) hours in advance of the time the trip is scheduled to begin, unless an emergency prevents such notice, in which case notice will be given at the earliest possible time.
6. Any driver who refuses three consecutive assignments or who does not complete a trip assignment will be removed from the list, unless there is an acceptable excuse for such failure.
7. Drivers unable to take the trip assigned must await their next turn, except with respect to assignments made for trips on the same day.
8. Drivers who accept assignments made on the same day as the trip on two occasions will be charged with only one trip for each two assignments under such circumstances.
9. Whenever the District cancels a driver's assignment, the driver will be given the next trip assignment.
10. Drivers must be prepared to perform all segments of a trip assignment before accepting the assignment. Such assignments are considered to be one trip.
11. If a driver's name appears on the top of more than one list for trips to be taken the same day, he/she may choose the trip he/she wishes to take and will be assigned first choice in the next trip assignment from the list not selected. Drivers must notify the Supervisor of Transportation of their choice of trips at the time of posting.
12. The lists of drivers and assignments will be posted on Friday morning unless the school week ends prior to Friday, in which event the list will be posted on the last day of school for that week.
13. Drivers must turn in all receipts for tolls, parking fees, etc., as well as meal receipts, in order to be reimbursed for same as soon as possible. Bus Drivers leaving on trips which will result in costs of more than ten (\$10.00) dollars shall receive all monies prior to departure. Monies shall include payments for tolls, parking fees and fuel only.
14. Meals will be paid for only if the driver is away from the District for at least four (4) hours, including the entire active time between 11:30 a.m. and 1:00 p.m. and/or between 5:30 p.m. and 7:00 p.m.
15. The daily mail run and any transporting of tutors or students between buildings will be handled by full-time garage personnel.

16. All field trips leaving the School District boundaries will be required to have a trip disc operating on the bus. It shall be the driver's responsibility to see that there is a disc on his/her bus. The disc will be turned into the Supervisor of Transportation upon return from the trip or the next morning. Trips exceeding 50 miles one way require D.O.T. Log.

17. Drivers are to remain with the group at all times.

11/26/00  
JCB

## APPENDIX C TO AGREEMENT

### APPLICATION FOR APPROVAL OF PERSONAL DAY

\*\*Employees fill out Part I and Part II and submit to your principal or supervisor.\*\*

Please submit this notification at least two days prior to leave except in emergencies.

Building \_\_\_\_\_ \_\_\_\_\_ TEACHING  
\_\_\_\_\_ NON-TEACHING

Name \_\_\_\_\_  
(PLEASE PRINT)

Number of days requested \_\_\_\_\_

Date(s) of day(s) requested \_\_\_\_\_

**REASON: (check one)**

(A)(1) \_\_\_\_\_ Legal matters: house closings, income tax hearings, adoption proceedings, court appearances for traffic violations, probating wills, obtaining licenses.

(B)(2) \_\_\_\_\_ Funerals: not immediate relatives as specified in Agreement.

(C)(3) \_\_\_\_\_ Ceremonies: graduation of employee or child, day of wedding ceremony, participating in religious ceremonies such as confirmation, circumcision of child, honors and awards ceremonies involving an immediate member of the family, required parental visits to college, transporting children to military service induction.

(4) \_\_\_\_\_ Education: required educational examinations, required parental visits by parents to colleges, instructional conferences sponsored by NYSUT and AFT of which the Association is an affiliate.

(D)(5) \_\_\_\_\_ Personal family problems.

(E)(6) \_\_\_\_\_ Religious observance where the tenets of one's faith prohibit work or require attendance at religious services during normal school hours.

(F)(7) \_\_\_\_\_ No reason stated (only one per year)

Other: briefly describe reason if it does not fit into one of the categories above.

**NOTE:**

Letters - non-teaching staff

Numbers - teaching staff

**PART I**

THE REASON FOR ABSENCE IS IN ACCORDANCE WITH THE PROVISIONS OF THE PERSONAL DAY POLICY OF THE WASHINGTONVILLE CENTRAL SCHOOL DISTRICT AS STATED IN THE CONTRACT.

**PART II**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

APPROVED ☐

NOT APPROVED ☐

\_\_\_\_\_  
IMMEDIATE SUPERVISOR or PRINCIPAL

\_\_\_\_\_  
DATE

APPROVED ☐

NOT APPROVED ☐

\_\_\_\_\_  
DIRECTOR OF PERSONNEL

\_\_\_\_\_  
DATE

**PART III**



GRADE 1: KITCHEN, MONITOR

GRADE 2: TYPIST

GRADE 3: STENO

GRADE 5: AUTO HELPER, MAINT. HELPER, GROUNDS, CUST. WORKER, COURIER,  
STORE KEEPER

1996-97  
**CSEA SALARY SCHEDULE**

GRADE 6: SENIOR STENO, ACCT. CLERK

GRADE 12: PLUMBER, ADDT. BLD. MAINT. WORKER

SR. GROUNDS, AUTO MECH., HEAD CUST. DISPATCH,  
POOL MAINTENANCE

GRADE 14: BLD. MAINT. MAN, HEAD AUTO MECH.

APPENDIX D TO AGREEMENT

| Step:  | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        | 10L      | 12L      | 16L      | 20L      |
|--------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Grade: |          |          |          |          |          |          |          |          |          |          |          |          |
| 1      | 7.78     | 8.04     | 8.30     | 8.57     | 8.83     | 9.00     | 9.26     | 9.47     | 9.68     | 9.94     | 10.07    | 10.22    |
| (1470) | \$14,347 | \$14,913 | \$15,480 | \$16,046 | \$16,613 | \$17,194 | \$17,775 | \$18,356 | \$18,937 | \$19,603 | \$20,268 | \$20,959 |
| 2      | 17762    | 18464    | 19165    | 19867    | 20568    | 21288    | 22007    | 22727    | 23446    | 24271    | 25094    | 25949    |
| (1820) | 9.76     | 10.14    | 10.53    | 10.92    | 11.30    | 11.70    | 12.09    | 12.49    | 12.88    | 13.34    | 13.79    | 14.26    |
| (1470) | \$15,533 | \$16,204 | \$16,875 | \$17,546 | \$18,217 | \$18,806 | \$19,395 | \$19,985 | \$20,574 | \$21,268 | \$21,968 | \$22,691 |
| 3      | 19231    | 20062    | 20893    | 21724    | 22554    | 23284    | 24013    | 24744    | 25473    | 26332    | 27198    | 28093    |
| (1820) | 10.57    | 11.02    | 11.48    | 11.94    | 12.39    | 12.79    | 13.19    | 13.60    | 14.00    | 14.47    | 14.94    | 15.44    |
| 5      | 20482    | 21437    | 22394    | 23353    | 24311    | 25265    | 26227    | 27181    | 28144    | 29096    | 30052    | 31041    |
| (2080) | 9.85     | 10.31    | 10.77    | 11.23    | 11.69    | 12.15    | 12.61    | 13.07    | 13.53    | 13.99    | 14.45    | 14.92    |
| 6      | 20924    | 21699    | 22474    | 23247    | 24022    | 24863    | 25705    | 26545    | 27387    | 28300    | 29225    | 30183    |
| (1820) | 11.50    | 11.92    | 12.35    | 12.77    | 13.20    | 13.66    | 14.12    | 14.59    | 15.05    | 15.55    | 16.06    | 16.58    |
| 12     | 22462    | 23500    | 24542    | 25586    | 26623    | 27664    | 28711    | 29755    | 30791    | 31837    | 32878    | 33953    |
| (2080) | 10.80    | 11.30    | 11.80    | 12.30    | 12.80    | 13.30    | 13.80    | 14.31    | 14.80    | 15.31    | 15.81    | 16.32    |
| 14     | 24210    | 25434    | 26661    | 27889    | 29116    | 30338    | 31567    | 32792    | 34023    | 35250    | 36477    | 37745    |
| (2080) | 11.64    | 12.23    | 12.82    | 13.41    | 14.00    | 14.59    | 15.18    | 15.77    | 16.36    | 16.95    | 17.54    | 18.15    |

NOTE: GRADES 2,3 & 6 - 35 HOURS/WEEK, 52 WEEKS/YEAR  
GRADES 5,12 & 14 - 40 HOURS /WEEK, 52 WEEKS/YEAR

COOK MANAGER - 35 HOURS/WEEK, 190 DAYS

|           |       |       |       |       |       |  |  |  |       |       |       |       |
|-----------|-------|-------|-------|-------|-------|--|--|--|-------|-------|-------|-------|
| Cook      |       |       |       |       |       |  |  |  |       |       |       |       |
| Manager:  | 13805 | 14430 | 15105 | 15670 | 16294 |  |  |  | 16914 | 17531 | 18156 | 18802 |
| driver 1: | 11.00 | 11.61 | 12.17 | 12.77 | 13.39 |  |  |  | 13.96 | 14.57 | 15.13 | 15.71 |
| driver 2: | 11.00 | 11.44 | 12.06 | 12.50 | 12.98 |  |  |  | 13.48 | 13.97 | 14.52 | 15.06 |

NIGHT WORKERS RECEIVE \$400 PER YEAR EXTRA

SR. FOOD SERVICE HELPERS RECEIVE \$.25 PER HOUR MORE THAN FOOD SERVICE HELPERS

03/24/97 CSEASCHD.WK3

GRADE 1: KITCHEN, MONITOR

GRADE 2: TYPIST

GRADE 3: STENO

GRADE 5: AUTO HELPER, MAINT. HELPER, GROUNDS, CUST. WORKER, COURIER,  
STORE KEEPER

1997-98  
CSEA SALARY SCHEDULE

GRADE 6: SENIOR STENO, ACCT. CLERK

GRADE 12: PLUMBER, ADDT. BLD. MAINT. WORKER

SR. GROUNDS, AUTO MECH., HEAD CUST. DISPATCH.

POOL MAINTENANCE

GRADE 14: BLD. MAINT. MAN, HEAD AUTO MECH.

| Step:  | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        | 10L      | 12L      | 16L      | 20L      |
|--------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Grade: |          |          |          |          |          |          |          |          |          |          |          |          |
| 1      | 8.01     | 8.29     | 8.55     | 8.83     | 9.09     | 9.27     | 9.54     | 9.75     | 9.97     | 10.24    | 10.38    | 10.52    |
| (1470) | \$14,777 | \$15,360 | \$15,944 | \$16,528 | \$17,111 | \$17,710 | \$18,308 | \$18,907 | \$19,505 | \$20,192 | \$20,876 | \$21,587 |
| 2      | 18295    | 19018    | 19740    | 20463    | 21185    | 21927    | 22667    | 23409    | 24149    | 24999    | 25847    | 26727    |
| (1820) | 10.05    | 10.45    | 10.85    | 11.24    | 11.64    | 12.05    | 12.45    | 12.86    | 13.27    | 13.74    | 14.20    | 14.69    |
| (1470) | \$15,999 | \$16,690 | \$17,381 | \$18,072 | \$18,763 | \$19,371 | \$19,977 | \$20,585 | \$21,192 | \$21,906 | \$22,627 | \$23,371 |
| 3      | 19808    | 20664    | 21519    | 22375    | 23231    | 23983    | 24734    | 25486    | 26237    | 27122    | 28014    | 28936    |
| (1820) | 10.88    | 11.35    | 11.82    | 12.29    | 12.76    | 13.18    | 13.59    | 14.00    | 14.42    | 14.90    | 15.39    | 15.90    |
| 5      | 21097    | 22080    | 23066    | 24054    | 25040    | 26023    | 27014    | 27997    | 28988    | 29969    | 30954    | 31972    |
| (2080) | 10.14    | 10.62    | 11.09    | 11.56    | 12.04    | 12.51    | 12.99    | 13.46    | 13.94    | 14.41    | 14.88    | 15.37    |
| 6      | 21552    | 22350    | 23148    | 23945    | 24742    | 25609    | 26476    | 27342    | 28208    | 29149    | 30102    | 31089    |
| (1820) | 11.84    | 12.28    | 12.72    | 13.16    | 13.59    | 14.07    | 14.55    | 15.02    | 15.50    | 16.02    | 16.54    | 17.08    |
| 12     | 23136    | 24205    | 25278    | 26353    | 27421    | 28494    | 29572    | 30647    | 31715    | 32792    | 33865    | 34972    |
| (2080) | 11.12    | 11.64    | 12.15    | 12.67    | 13.18    | 13.70    | 14.22    | 14.73    | 15.25    | 15.77    | 16.28    | 16.81    |
| 14     | 24936    | 26197    | 27460    | 28726    | 29990    | 31248    | 32514    | 33776    | 35043    | 36307    | 37571    | 38878    |
| (2080) | 11.99    | 12.59    | 13.20    | 13.81    | 14.42    | 15.02    | 15.63    | 16.24    | 16.85    | 17.46    | 18.06    | 18.69    |

NOTE: GRADES 2,3 & 6 - 35 HOURS/WEEK, 52 WEEKS/YEAR  
GRADES 5,12 & 14 - 40 HOURS /WEEK, 52 WEEKS/YEAR

COOK MANAGER - 35 HOURS/WEEK, 190 DAYS

|               |       |       |       |       |       |  |  |  |       |       |       |       |
|---------------|-------|-------|-------|-------|-------|--|--|--|-------|-------|-------|-------|
| Cook Manager: | 14219 | 14863 | 15558 | 16140 | 16782 |  |  |  | 17421 | 18057 | 18700 | 19366 |
| driver 1:     | 11.33 | 11.96 | 12.54 | 13.15 | 13.80 |  |  |  | 14.38 | 15.01 | 15.59 | 16.18 |
| driver 2:     | 11.33 | 11.79 | 12.42 | 12.88 | 13.37 |  |  |  | 13.88 | 14.39 | 14.95 | 15.52 |

NIGHT WORKERS RECEIVE \$400 PER YEAR EXTRA

SR. FOOD SERVICE HELPERS RECEIVE \$.25 PER HOUR MORE THAN FOOD SERVICE HELPERS

APPENDIX D TO AGREEMENT

GRADE 1: KITCHEN, MONITOR

GRADE 2: TYPIST

GRADE 3: STENO

GRADE 5: AUTO HELPER, MAINT. HELPER, GROUNDS, CUST. WORKER, COURIER,  
STORE KEEPER

1998-99  
CSEA SALARY SCHEDULE

GRADE 6: SENIOR STENO, ACCT. CLERK

GRADE 12: PLUMBER, ADDT. BLD. MAINT. WORKER

SR. GROUNDS, AUTO MECH., HEAD CUST. DISPATCH.

POOL MAINTENANCE

GRADE 14: BLD. MAINT. MAN, HEAD AUTO MECH.

| Step:  | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        | 10L      | 12L      | 16L      | 20L      |
|--------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Grade: |          |          |          |          |          |          |          |          |          |          |          |          |
| 1      | 8.25     | 8.53     | 8.81     | 9.09     | 9.36     | 9.55     | 9.82     | 10.04    | 10.27    | 10.54    | 10.69    | 10.84    |
| (1470) | \$15,220 | \$15,821 | \$16,422 | \$17,023 | \$17,624 | \$18,241 | \$18,857 | \$19,474 | \$20,090 | \$20,797 | \$21,502 | \$22,235 |
| 2      | 18844    | 19588    | 20332    | 21077    | 21821    | 22584    | 23347    | 24111    | 24874    | 25749    | 26622    | 27529    |
| (1820) | 10.35    | 10.76    | 11.17    | 11.58    | 11.99    | 12.41    | 12.83    | 13.25    | 13.67    | 14.15    | 14.63    | 15.13    |
| (1470) | \$16,479 | \$17,191 | \$17,902 | \$18,615 | \$19,326 | \$19,952 | \$20,577 | \$21,202 | \$21,827 | \$22,563 | \$23,306 | \$24,073 |
| 3      | 20402    | 21284    | 22165    | 23047    | 23927    | 24702    | 25476    | 26251    | 27024    | 27936    | 28855    | 29804    |
| (1820) | 11.21    | 11.69    | 12.18    | 12.66    | 13.15    | 13.57    | 14.00    | 14.42    | 14.85    | 15.35    | 15.85    | 16.38    |
| 5      | 21730    | 22742    | 23758    | 24775    | 25791    | 26803    | 27825    | 28837    | 29858    | 30868    | 31882    | 32932    |
| (2080) | 10.45    | 10.93    | 11.42    | 11.91    | 12.40    | 12.89    | 13.38    | 13.86    | 14.35    | 14.84    | 15.33    | 15.83    |
| 6      | 22199    | 23020    | 23842    | 24663    | 25485    | 26377    | 27270    | 28162    | 29055    | 30024    | 31005    | 32021    |
| (1820) | 12.20    | 12.65    | 13.10    | 13.55    | 14.00    | 14.49    | 14.98    | 15.47    | 15.96    | 16.50    | 17.04    | 17.59    |
| 12     | 23830    | 24932    | 26037    | 27144    | 28244    | 29349    | 30460    | 31567    | 32667    | 33775    | 34881    | 36021    |
| (2080) | 11.46    | 11.99    | 12.52    | 13.05    | 13.58    | 14.11    | 14.64    | 15.18    | 15.71    | 16.24    | 16.77    | 17.32    |
| 14     | 25684    | 26982    | 28284    | 29588    | 30889    | 32186    | 33489    | 34789    | 36095    | 37396    | 38698    | 40044    |
| (2080) | 12.35    | 12.97    | 13.60    | 14.22    | 14.85    | 15.47    | 16.10    | 16.73    | 17.35    | 17.98    | 18.60    | 19.25    |

NOTE: GRADES 2,3 & 6 - 35 HOURS/WEEK, 52 WEEKS/YEAR  
GRADES 5,12 & 14 - 40 HOURS /WEEK, 52 WEEKS/YEAR

COOK MANAGER - 35 HOURS/WEEK, 190 DAYS

|           |       |       |       |       |       |  |  |  |       |       |       |       |
|-----------|-------|-------|-------|-------|-------|--|--|--|-------|-------|-------|-------|
| Cook      |       |       |       |       |       |  |  |  |       |       |       |       |
| Manager:  | 14646 | 15309 | 16025 | 16625 | 17286 |  |  |  | 17944 | 18598 | 19261 | 19947 |
| driver 1: | 11.67 | 12.32 | 12.91 | 13.54 | 14.21 |  |  |  | 14.81 | 15.46 | 16.05 | 16.67 |
| driver 2: | 11.67 | 12.14 | 12.79 | 13.26 | 13.77 |  |  |  | 14.30 | 14.82 | 15.40 | 15.98 |

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APPENDIX D TO AGREEMENT



GRADE 1: KITCHEN, MONITOR

GRADE 2: TYPIST

GRADE 3: STENO

GRADE 5: AUTO HELPER, MAINT. HELPER, GROUNDS, CUST. WORKER, COURIER,  
STORE KEEPER

1999-00  
CSEA SALARY SCHEDULE

GRADE 6: SENIOR STENO, ACCT. CLERK

GRADE 12: PLUMBER, ADDT. BLD. MAINT. WORKER

SR. GROUNDS, AUTO MECH., HEAD CUST. DISPATCH.

POOL MAINTENANCE

GRADE 14: BLD. MAINT. MAN, HEAD AUTO MECH.

| Step:  | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        | 10L      | 12L      | 16L      | 20L      |
|--------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Grade: |          |          |          |          |          |          |          |          |          |          |          |          |
| 1      | 8.50     | 8.79     | 9.07     | 9.36     | 9.65     | 9.84     | 10.12    | 10.34    | 10.58    | 10.86    | 11.01    | 11.17    |
| (1470) | \$15,677 | \$16,296 | \$16,915 | \$17,534 | \$18,153 | \$18,789 | \$19,423 | \$20,059 | \$20,693 | \$21,421 | \$22,148 | \$22,902 |
| 2      | 19409    | 20176    | 20942    | 21709    | 22475    | 23262    | 24048    | 24834    | 25620    | 26521    | 27421    | 28355    |
| (1820) | 10.66    | 11.09    | 11.51    | 11.93    | 12.35    | 12.78    | 13.21    | 13.65    | 14.08    | 14.57    | 15.07    | 15.58    |
| (1470) | \$16,973 | \$17,707 | \$18,439 | \$19,173 | \$19,906 | \$20,550 | \$21,194 | \$21,838 | \$22,482 | \$23,240 | \$24,005 | \$24,795 |
| 3      | 21014    | 21923    | 22830    | 23738    | 24645    | 25443    | 26240    | 27038    | 27835    | 28774    | 29720    | 30698    |
| (1820) | 11.55    | 12.05    | 12.54    | 13.04    | 13.54    | 13.98    | 14.42    | 14.86    | 15.29    | 15.81    | 16.33    | 16.87    |
| 5      | 22382    | 23424    | 24471    | 25519    | 26565    | 27608    | 28659    | 29702    | 30754    | 31794    | 32839    | 33920    |
| (2080) | 10.76    | 11.26    | 11.76    | 12.27    | 12.77    | 13.27    | 13.78    | 14.28    | 14.79    | 15.29    | 15.79    | 16.31    |
| 6      | 22865    | 23711    | 24557    | 25403    | 26249    | 27169    | 28088    | 29007    | 29926    | 30924    | 31935    | 32982    |
| (1820) | 12.56    | 13.03    | 13.49    | 13.96    | 14.42    | 14.93    | 15.43    | 15.94    | 16.44    | 16.99    | 17.55    | 18.12    |
| 12     | 24545    | 25680    | 26818    | 27958    | 29091    | 30230    | 31373    | 32514    | 33647    | 34789    | 35927    | 37102    |
| (2080) | 11.80    | 12.35    | 12.89    | 13.44    | 13.99    | 14.53    | 15.08    | 15.63    | 16.18    | 16.73    | 17.27    | 17.84    |
| 14     | 26455    | 27792    | 29133    | 30475    | 31816    | 33152    | 34494    | 35833    | 37178    | 38518    | 39859    | 41245    |
| (2080) | 12.72    | 13.36    | 14.01    | 14.65    | 15.30    | 15.94    | 16.58    | 17.23    | 17.87    | 18.52    | 19.16    | 19.83    |

NOTE: GRADES 2,3 & 6 - 35 HOURS/WEEK, 52 WEEKS/YEAR  
GRADES 5,12 & 14 - 40 HOURS /WEEK, 52 WEEKS/YEAR

COOK MANAGER - 35 HOURS/WEEK, 190 DAYS

|           |       |       |       |       |       |  |  |  |       |       |       |       |
|-----------|-------|-------|-------|-------|-------|--|--|--|-------|-------|-------|-------|
| Cook      |       |       |       |       |       |  |  |  |       |       |       |       |
| Manager:  | 15085 | 15768 | 16505 | 17123 | 17805 |  |  |  | 18482 | 19156 | 19839 | 20546 |
| driver 1: | 12.02 | 12.69 | 13.30 | 13.95 | 14.64 |  |  |  | 15.25 | 15.92 | 16.53 | 17.17 |
| driver 2: | 12.02 | 12.50 | 13.17 | 13.66 | 14.19 |  |  |  | 14.73 | 15.27 | 15.87 | 16.46 |

NIGHT WORKERS RECEIVE \$400 PER YEAR EXTRA

SR. FOOD SERVICE HELPERS RECEIVE \$.25 PER HOUR MORE THAN FOOD SERVICE HELPERS

02/10/97 CSEASCHD.WK3

APPENDIX D TO AGREEMENT



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**Local 1000, AFSCME, AFL-CIO**  
143 Washington Ave., Albany, NY 12210

Danny Donohue, President