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**Contract Database Metadata Elements**

Title: **Green Island Union Free School District and Green Island Custodial Staff (2006)**

Employer Name: **Green Island Union Free School District**

Union: **Green Island Custodial Staff**

Effective Date: **07/01/06**

Expiration Date: **06/30/12**

PERB ID Number: **5144**

Unit Size: **4**

Number of Pages: **11**

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CUS/5144

**10 MONTH  
CONTRACTUAL AGREEMENT  
JULY 1, 2006-JUNE 30, 2012**

1. **SALARY:** Employee will be paid in bi-weekly installments throughout the term of this contract. First year of contract establishment of new starting salaries for all 12 month positions.
  - a. **Base Salary for 2006-2007 SEE ATTACHED**
  - b. **Salary for 2007-2008 will increase 3.0%**
  - c. **Salary for 2008-2009 will increase 2.5%**
  - d. **Salary for 2009-2010 will increase 2.5%**
  - e. **Salary for 2010-2011 will increase 2.5%**
  - f. **Salary for 2011-2012 will increase 2.5%**
  
2. **WORKDAY & OVERTIME:** It has been established that the workday will consist of an 8 hour day. Time worked over 40 hours per week will be considered overtime. The overtime rate is one and one-half times normal rate. Overtime **must** have prior approval.
  
3. **CLOTHING ALLOWANCE:** All full time custodial employees will receive a yearly stipend of \$300.00.
  
4. **BUILDING CHECKS:** Designated custodial staff will receive a yearly sum of \$1,000.00, paid in bi-weekly installments throughout the year to do visual checks of the building at anytime when school is not in session (weekends, holidays, and vacations). Two checks will be performed on each of these days. One check will be done in morning and the second will be done in the evening. The head custodian will work out an equitable schedule for checking the building.
  
5. **LONGEVITY:** After five years of service \$500.00 will be added to the yearly salary. \$100.00 per year will be added each subsequent year up to a maximum of \$2,000.00 per year.
  
6. **SICK DAYS:** Each staff member is granted a total of thirteen (13) sick days annually which may be accumulated to a total of 360 days. In the event of sick leave absence on the scheduled workday before or after a holiday or vacation, or an absence of three (3) consecutive workdays, a physician's certificate may be required. All employees hired after July 1, 2006 will be credited with 7 days of sick leave in years 1 through 7 and 12 days in year 8 and beyond.
  
7. **PERSONAL DAYS:**
  1. Each full-time 12 month employee shall be granted six (5) days of paid leave annually for business other than that related to school with no loss of pay provided that the business matter cannot be taken care of outside working hours or school calendar days. Unused leave days shall be added to the accumulated sick leave on an annual basis each June 30<sup>th</sup>. Under this policy, leave will not be granted for an employee's honeymoon.
  2. A family affair qualifies under this policy. A family affair is defined as an occasion when matters of concern related to the personal lives of the immediate family have to be settled and the presence of the employee is imperative. Examples of such occurrences would be the obligation a parent has for taking his child to college – a parent attending a parent-teacher conference or other educational event of a child – a husband/wife attempting to resolve marital problems – the placement of an individual's parents in a care center. (The definition of a 'family affair' is not limited to these examples.)

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**NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD**

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3. It is not intended to be a leave for personal or family recreation or a social engagement. Instances not included would be: a vacation outside of the regular school calendar, a family get-together for social reasons.

4. Procedures:

a. An employee requesting to be absent for more than one day must get permission from the Superintendent in accordance with the policy. Any requests for personal leave must be submitted on a form approved by the Superintendent identifying that the absence is for any one of the following reasons:

- 1. Family affair, when the presence of the employee is imperative
- 2. Legal appointment
- 3. Military
- 4. Religious
- 5. Employee's wedding (2 days)
- 6. Educational appointment/field trip, etc.

b. In the event that an employee needs to be absent for more than one day's duration, the employee will inform the Superintendent, stating the reason for the requested absence.

c. One day advance notice should be given in every case unless emergency prohibits. In the event of an emergency, the Superintendent will be notified that the employee is taking a day for business other than school related and approved form will be submitted immediately upon return.

8. **FAMILY LEAVES:** Family leaves at full pay will be allowed for the following reasons with no deductions from sick or personal leave:

- a. Death in immediate family. Immediate family is defined as both parents (in-laws). Spouses, significant other, sons, daughters, brothers, sisters of both spouses, foster parents, and foster children. This leave will not exceed five (5) days.
- b. Death of relative or friend other than immediate family (nieces, nephews, aunts, uncles, grandparents of both spouses). Not to exceed 3 days.
- c. Due to extenuating circumstances and with administrative approval, additional days may be granted. These days will be deducted from accumulated sick leave.

9. **MEDICAL INSURANCE:**

A. The Board of Education will offer medical coverage for the Blue Shield Health POS plan offered by the Capital Area Schools' Health Consortium.

B. The District will provide Medical coverage which will include an Optical Rider on the share-pay basis of 90% District - 10% employee for the individual, two-person or family plan. The Board of Education will seek no further share in the cost of providing medical care through 2009.

C. The District will provide Dental coverage on the share-pay basis of 90 % District – 10 % employee for the individual, two-person, or family plan in the Blue Shield Dental Plan. This plan provides the Basic Contract with an 80/20 co-pay and Riders A-1, B-1, C, and D. The Board of Education will seek no further share in the cost of providing medical care through 2009.

F. A Health/Dental Insurance Buy-Out will be made available to the District's Staff for the duration of the contract on the following schedule:

	Health	Dental
Family	\$1,800.00	\$300.00
Two Person	\$1,000.00	\$200.00
Individual	\$ 600.00	\$100.00

The buy-out payments will be paid in two installments: the first with the first pay period in December, and the second with the first pay period in June. An employee that either enters the buy-out during the school year or wishes to discontinue coverage during the school year, may do so only if approved by the Health Insurance carrier. Payments to either the employee or the health provider will be pro-rated upon entrance or exit of the insurance plan after July 1 of each school year. Employees may be asked to provide proof of insurance coverage in order to receive the insurance buy-out.

**10. RETIREMENT:** Retirement is provided through the New York State Retirement System and their procedures and policies will be followed.

**11. RETIREMENT INCENTIVE:** Upon retirement from the District, 12 month employees will be entitled to an incentive payment based upon the employees final yearly salary minus \$24,000.00. The resulting difference will then be multiplied by .35 to determine the incentive payment.

Example: An employee who is making \$40,000 when he/she decided to retire. The incentive is computed as follows (\$40,000 - \$24,000. = \$16,000. \$16,000 x .35 = \$5,600. This is the retiree's incentive payment)

To take advantage of this incentive the employee must have completed 14 years of service  
The employee must submit his/her retirement letter to the School Board on or before January 1, in the school year the retirement is to become effective.

Funds from this provision must be deposited into the employee's elected 403(b) plan as an employer contribution.

The above does not exclude the retiree from being rehired on a contractual or per diem basis.

If the District offers an incentive as established by the State of New York, the employee may take advantage of only one of the retirement incentives, not both.

**12. DENTAL INSURANCE IN RETIREMENT:** Retirees wishing to extend their dental insurance may do so by reimbursing the District the full expense.

**13. MEDICAL INSURANCE IN RETIREMENT:**

- a. Individual medical coverage for those who retire from the District after July 1, 2006 will be paid at the percentage and share as is in effect at the time of their retirement.
- b. Family coverage for those who retire from the district after July 1, 2006 will be paid at the following rates: Two Person (Two person total minus individual total times .50), Family (Family minus Individual times .50).
- c. Retirees wishing to extend their dental insurance may do so by reimbursing the District the full expense.
- d. The Insurance Buy Out is available only to individuals employed by the district. Retired employees are not eligible to receive this benefit.

**15.** The District will continue the coverage that is in place at the time of the employee's death for family members covered at the time of death, on a full reimbursement basis, including subsequent premium increases. The District will discontinue coverage should reimbursement not occur.

**16. SICK LEAVE BUY-BACK:** Sick leave may be accumulated to a maximum of 200 days for the purpose of calculating "buy back" provisions when an employee leaves the District for reasons other than

retirement. When a person retires from the District, Sick Leave may be accumulated to a maximum of 360 days for the purpose of calculating their sick leave buy back.

- a. Upon leaving the District 0-260 days:
  - i. After ten (10) years of employment, each day will be compensated at a rate of \$20.00.
  - ii. After twenty (20) years of employment, each day will be compensated at a rate of \$30.00
- b. Sick leave may be accumulated to a maximum of 360 days for the purpose of calculating the "buy back" provisions under the following conditions when a person **retires** from the District.  
 Upon retiring from the District; 0-260 days:
  - 1. After ten (10) years of employment, each day will be compensated at a rate of \$25.00.
  - 2. After twenty (20) years of employment, each day will be compensated at a rate of \$35.00

Days 261-360: those eligible employees retiring from the District may be reimbursed for unused sick days 261-360 at a rate of \$20.00 per day. Those leaving the District for reasons other than retirement are not eligible for this benefit.

Payment will be made to the employee who has retired or left the District on the first official pay of July, following the June 30, official retirement date.

Intention of leaving the District must be made known, in writing, to the Superintendent on or before January 1<sup>st</sup> of the school year preceding his/her departure. Reasons for failure of notification must be of an emergency or unforeseen circumstance, the validity of which will be left to administrative discretion.

- c. Funds from this provision must be deposited into the employee's elected 403(b) plan as an employer contribution.

**17. PERSONAL FILES:** The employee's personnel file shall be open and available for inspection. The employee shares with the administration the responsibility of keeping his/her file current.

**18. PUBLICITY OF POSITIONS:** The Superintendent will make known to all employees a list of new positions and vacancies by posting such a list in the office.

**19. PROFESSIONAL MEETINGS:** Upon the recommendation of the Superintendent, time and fees will be made available to allow the attendance at professional meetings and workshops related to the duties of the employee.

**DURATION OF AGREEMENT**

**This agreement shall be effective as of July 1, 2006 and shall continue through June 30, 2012 for all provisions.**

**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.**

**STAFF**

**BOARD OF EDUCATION**

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12 MONTH  
CONTRACTUAL AGREEMENT  
JULY 1, 2006-JUNE 30, 2012

1. **SALARY:** Employee will be paid in bi-weekly installments throughout the term of this contract. First year of contract establishment of new starting salaries for all 12 month positions.
  - a. **Base Salary for 2006-2007 SEE ATTACHED**
  - b. **Salary for 2007-2008 will increase 3.0%**
  - c. **Salary for 2008-2009 will increase 2.5%**
  - d. **Salary for 2009-2010 will increase 2.5%**
  - e. **Salary for 2010-2011 will increase 2.5%**
  - f. **Salary for 2011-2012 will increase 2.5%**
  
2. **WORKDAY & OVERTIME:** It has been established that the workday will consist of an 8 hour day. Time worked over 40 hours per week will be considered overtime. The overtime rate is one and one-half times normal rate. Overtime **must** have prior approval.
  
3. **CLOTHING ALLOWANCE:** All full time custodial employees will receive a yearly stipend of \$300.00.
  
4. **BUILDING CHECKS:** Designated custodial staff will receive a yearly sum of \$1,000.00, paid in bi-weekly installments throughout the year to do visual checks of the building at anytime when school is not in session (weekends, holidays, and vacations). Two checks will be performed on each of these days. One check will be done in morning and the second will be done in the evening. The head custodian will work out an equitable schedule for checking the building.
  
5. **LONGEVITY:** After five years of service \$500.00 will be added to the yearly salary. \$100.00 per year will be added each subsequent year up to a maximum of \$2,000.00 per year.
  
6. **SICK DAYS:** Each staff member is granted a total of fifteen (15) sick days annually which may be accumulated to a total of 360 days. In the event of sick leave absence on the scheduled workday before or after a holiday or vacation, or an absence of three (3) consecutive workdays, a physician's certificate may be required. All employees hired after July 1, 2006 will be credited with 7 days of sick leave in years 1 through 7 and 12 days in year 8 and beyond.
  
7. **PERSONAL DAYS:**
  1. Each full-time 12 month employee shall be granted six (6) days of paid leave annually for business other than that related to school with no loss of pay provided that the business matter cannot be taken care of outside working hours or school calendar days. Unused leave days shall be added to the accumulated sick leave on an annual basis each June 30<sup>th</sup>. Under this policy, leave will not be granted for an employee's honeymoon.
  
  2. A family affair qualifies under this policy. A family affair is defined as an occasion when matters of concern related to the personal lives of the immediate family have to be settled and the presence of the employee is imperative. Examples of such occurrences would be the obligation a parent has for taking his child to college – a parent attending a parent-teacher conference or other educational event of a child – a husband/wife attempting to resolve marital problems – the placement of an individual's parents in a care center. (The definition of a 'family affair' is not limited to these examples.)

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3. Military
4. Religious
5. Employee's wedding (2 days)
6. Educational appointment/field trip, etc.

b. In the event that an employee needs to be absent for more than one day's duration, the employee will inform the Superintendent, stating the reason for the requested absence.

c. One day advance notice should be given in every case unless emergency prohibits. In the event of an emergency, the Superintendent will be notified that the employee is taking a day for business other than school related and approved form will be submitted immediately upon return.

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- c. Due to extenuating circumstances and with administrative approval, additional days may be granted. These days will be deducted from accumulated sick leave.

8. **VACATION:** For employees hired before June 30, 2006, they will earn vacation time as follows: After one year of service (2) two weeks of vacation is earned. After three (3) years of service three (3) weeks of vacation is earned. After five (5) years of service four (4) weeks of vacation is earned. For any employee hired after July 1, 2006, vacation time will be earned using the following formula: After one year of service, two (2) weeks of vacation; after five (5) years, three weeks of vacation; and after seven (7) years of service, four (4) weeks of vacation.

9. **MEDICAL INSURANCE:**

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**11. RETIREMENT:** Retirement is provided through the New York State Retirement System and their procedures and policies will be followed.

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To take advantage of this incentive the employee must have completed 14 years of service. The employee must submit his/her retirement letter to the School Board on or before January 1, in the school year the retirement is to become effective.

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- b. Family coverage for those who retire from the district after July 1, 2006 will be paid at the following rates: Two Person (Two person total minus individual total times .50), Family (Family minus Individual times .50).
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- a. Upon leaving the District 0-260 days:
  - i. After ten (10) years of employment, each day will be compensated at a rate of \$20.00.
  - ii. After twenty (20) years of employment, each day will be compensated at a rate of \$30.00
- b. Sick leave may be accumulated to a maximum of 360 days for the purpose of calculating the "buy back" provisions under the following conditions when a person **retires** from the District.

Upon retiring from the District; 0-260 days:

1. After ten (10) years of employment, each day will be compensated at a rate of \$25.00.
2. After twenty (20) years of employment, each day will be compensated at a rate of \$35.00

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**19. PROFESSIONAL MEETINGS:** Upon the recommendation of the Superintendent, time and fees will be made available to allow the attendance at professional meetings and workshops related to the duties of the employee.

#### DURATION OF AGREEMENT

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STAFF

Richard M. Bush  
Katherine L. Adip  
Dorothy M. Buda  
Joseph Johnson  
George DeLong  
Joseph J. ...  
Anthony ...

BOARD OF EDUCATION

Norman ...  
Debra ...  
John E. McKeeney  
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**GREEN ISLAND UNION FREE SCHOOL DISTRICT  
171 HUDSON AVENUE  
GREEN ISLAND, NEW YORK 12183  
PHONE: 273-1422  
FAX: 270-0818**

**John E. Mckinney  
Superintendent**

Contracts for the 12 Month Office, Custodial and 10 Month Support Staff for the 2006-2012 years included salary adjustments, which were implemented in the first year of the contract 2006-2007 resulting in the following base salary increases.

<b>12 Month Office Staff:</b>	<b>2006-2007</b>			
		<b>TITLE</b>	<b>SALARY ADJ.</b>	<b>BASE</b>
		Administrative Assistant	\$2,300.00	\$40,179.00
		District Treasurer	\$4,500.00	\$50,177.00
		Clerk	\$2,000.00	\$25,707.00
<b>12 Month Custodial Staff:</b>	<b>2006-2007</b>			
		Head Custodian	\$5,500.00	\$33,351.00
		Custodian	\$3,000.00	\$25,839.00
		Custodian	\$2,000.00	\$24,282.00
<b>10 Month Support Staff:</b>	<b>2006-2007</b>			
		School Nurse	\$1,250.00	\$30,347.00
		Lunch Coordinator	\$ 1,250.00	\$ 24,095.00