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

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**AGREEMENT**  
**BETWEEN THE**  
**CHIEF SCHOOL OFFICER OF THE**  
**GRANVILLE CENTRAL SCHOOL DISTRICT**  
**AND THE**  
**GRANVILLE SUPPORT STAFF ASSOCIATION**

**July 1, 2013 – June 30, 2016**

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## ARTICLE I

### RECOGNITION

The Granville Central School District recognizes the Granville Central School Support Staff Association as the exclusive bargaining agent for all the non-instructional employees of the District, except for the School Business Manager, Superintendent of Buildings and Grounds, School Lunch Manager, Payroll/Benefits Clerk, Treasurer, General Mechanic Supervisor and Superintendent's Secretary, pursuant to the Recognition Agreement dated 13<sup>th</sup> February, 1968.

## ARTICLE II

### DEFINITIONS

The following terms as used in the content of this Agreement shall have the respective meanings as stated below:

**District/School District** – Granville Central School District

**Board of Education/Board** – Board of Education of the Granville Central School District.

**Association/GSSA** – Granville Central School Support Staff Association

**School Year** – the period of time commencing the first day of July in each year and ending the thirtieth day of June next.

## ARTICLE III

### GENERAL PROVISIONS

#### A. **Relations**

The GSSA agrees to establish a committee within the Association to study ways and means of approaching the following:

1. Developing better relations between the District and the GSSA.
2. Working to solve all employee-employer problems as expeditiously as possible.

**B. Medical Examinations**

1. The GSSA employees agree to submit to medical examinations at the time of employment.
2. This medical examination shall contain a test for tuberculosis. These examinations will be conducted by the school physician with all charges and costs being assumed by the employer, or they may be conducted by the employee's physician with the charges and costs thereof being assumed by the employee.

**C. Termination Notice**

1. The employee agrees to give a 15-workday notice to the Business Manager whenever there is a wish to sever job relations with the District, which shall apply to all categories of support staff employees. Failure of the employee to give notice and to remain at duty station would authorize the District to institute action to recover an amount of money equal to the sum payable to the employee for said 15-workday period unless otherwise negotiated between employee and employer.
2. The Board agrees to give a 15-workday notice to each support staff employee whose services are to be terminated and, in the event this is not accomplished, then an equivalent in severance pay of 15 workdays will be paid to each support staff employee severed by action of the School District.

**D. Health Breaks**

All employees will be entitled to either one or two health breaks per day. Those working more than four hours a day will be entitled to two ten minute health breaks; those working four hours or less will be entitled to one ten minute health break.

**E. Emergency Days**

1. The Board of Education will maintain a flexible position with respect to snow days recognizing on the one hand that employees may have difficulty getting to work due to road conditions and associated problems and at the same time, maintaining that non-teaching posts should be manned when it is possible to get to work.
2. No employee will be penalized if he/she is not able to come to work on snow days or other days when conditions are beyond the parties' control but employees shall not be paid for hours missed on such days unless such missed time is charged to accrued leave or the employee makes up such time within two weeks of the delay (with supervisor's acknowledgement and sign off).

**F. Just Cause**

After the first 180 calendar days of employment, the Board of Education will not penalize, discharge, reduce in rank or compensation any member of the bargaining unit except for just cause.

Teaching Assistants are covered under New York State Education Law Sections 3020a and 3012 and are therefore not covered by the Just Cause provision. Teacher Assistants will be appointed to probationary assignments and evaluated consistent with NYS Education Law.

**G. Protection**

The District agrees that it will provide unit members with the protections afforded by sections 3023, 3028 and 3811 of the Education Law. Unit members seeking to invoke these protections shall comply with the statutory requirements concerning prompt notice of the legal papers to the Board of Education.

**H. Job Protection**

1. The District and Association agree that assigned duties currently performed by members of the bargaining unit shall not be performed by anyone outside said unit without notification and prior negotiation with the GSSA. This article does not apply to volunteers, and it is understood that a volunteer will not substitute volunteer for a support staff employee.
2. The District will continue the practice of allowing teachers and coaches to drive students on school owned vehicles. The parties further agree that any extra trips, where vehicles are driven carrying more than 14 students or requiring a Class II license, will be performed by members of the bargaining unit.

**I. Legal Proceedings**

If an employee is required to attend, during the work day, a legal or quasi-legal proceeding arising out of or relating to the employee's official duties for the District, an employee so engaged, shall not suffer loss of pay. Unit members required to attend legal or quasi-legal proceedings during the work day involving the Taylor Law or the contract rights of the Association shall be entitled to utilize Association Leave to the extent allowed by Article XVIII(B).

## ARTICLE IV

### WORKING HOURS AND CONDITIONS

#### A. Clerical Workers

1. All days school is in session the hours will be from 8:00 a.m. to 4:30 p.m., or as arranged in accordance with past practice. This time will include one-half (1/2) hour duty-free lunch period.
2. Days school is not in session including December break, February [mid-winter] break, April [spring] break, Superintendent's Conference Days (except the first one of the school year) and snow days the hours will be from 8:00 a.m. to 3:00 p.m. or as arranged in accordance with past practice. This time will include one (1) hour duty-free lunch period.

#### B. Building and Grounds Personnel

1. Will be employed on a forty hour per week basis and all authorized over-time work, within their classification in excess of forty hours per week, will be paid, upon submission of records thereof, at a rate of one and one-half (1 ½) times the normal weekly rate divided by 40.
2. An employee working more than eight (8) hours per day but less than forty (40) hours per week will be compensated with an additional \$10.00 (total per day).
3. An employee called in for emergency service at a time other than his/her normal work shift will be compensated an additional \$15 per day. This provision shall not apply for recess or summer work hour shift changes.
4. The Board of Education agrees to establish and maintain a system of differential remuneration for duties of general mechanic, maintenance helpers, custodians, cleaners, and laborers employed on the shifts beginning after noon (12:00 p.m.) and before midnight (12:00 a.m.). A 5 percent night differential will be provided for custodial and maintenance employees who work at night. The night differential will be calculated as follows:

Yearly salary divided by 52 weeks by 36 weeks x .05 = the night differential

If, for whatever reason, that employee is reassigned to less than 36 weeks of yearly night work, this differential shall be reduced pro-rate based on the percentage of 36 weeks. (NOTE: Employees presently on extra step in place of differential shall be reduced to actual step placement for salary credit purposes.) (One step)

5. Night differential will be paid only when the aforementioned employees actually perform their duties during these specific hours.
6. Two uniforms shall be provided and maintained by the District in each building for buildings and grounds personnel to use for certain types of duties requiring special clothing.
7. Salary will be specifically identified to reflect base salary and any payment attributable to the second and third shifts.
8. The District will provide uniforms for custodians and maintenance personnel- eleven (11) shirts, eleven (11) pants and two (2) jackets with liners. Said uniforms will be replaced every three (3) years. Unit member shall wear the uniform while on the job and only while on the job. The district has the option to either purchase uniforms and have the unit members clean the uniforms or provide a cleaning service to maintain the uniforms.
9. \$100.00 per school year shall be provided for use toward the purchase of steel-toed shoes. This shall be inclusive of all years of this agreement.

C. **Garage Personnel**

1. Garage personnel will be employed on a forty hour per week basis, and authorized overtime work within their classification in excess of forty hours per week shall be paid upon submission of records at a rate of one and one-half (1 ½) times the normal weekly rate of pay divided by 40.
2. An employee working more than eight (8) hours per day but less than forty (40) hours per week will be compensated with an additional \$10.00 (total per day).
3. An employee called in for emergency service at a time other than his/her normal work shift will be compensated and an additional \$15.00 (total per day). This provision shall not apply for recess or summer work hour shift changes.
4. \$100.00 per school year shall be provided for use toward the purchase of steel-toed shoes. This shall be inclusive of all years of this agreement.
5. The District will provide uniforms for full-time garage staff eleven (11) shirts, eleven (11) pants and two (2) jackets with liners.

D. **Cafeteria Personnel**

1. Cafeteria personnel will be mainly concerned with the handling and preparation of food and the cleaning of all equipment and facilities used in the cafeteria area. Ordinarily, cafeteria personnel will not be assigned to mop and sweep floors.



2. Overtime required within the classification as is necessary for the preparation and service of school lunch will be compensated at the rate of one and one-half (1 ½) the normal rate of pay; however, overtime must be specially authorized by the School Lunch Manager and presented to the Business Manager in writing prior to its commencement and reimbursement.
3. Four aprons shall be provided, and \$100.00 per school year shall be provided for use toward the purchase of work shoes. This shall be inclusive of all years of this agreement.

E. **Bus Drivers**

1. Bus drivers must adhere to school board policy as it relates to cleaning buses inside each day. This duty will consist of sweeping floors, washing inside when indicated, dusting dashboard and control panels, and washing windows and windshield when necessary. Drivers will receive 15 minutes per day added to their daily hours for the purpose of cleaning the buses. A checklist will be maintained by the supervisor and time will be added to each driver's hours based on the completion of the cleaning duties.
2. Bus drivers will each day, prior to any run, visually inspect their vehicles to ascertain if the following are in operative condition:
  - a. Warning lights (amber)
  - b. Flasher lights (red)
  - c. Brake lights
  - d. Back-up lights
  - e. All tires inflated both inside and outside on dual wheels
  - f. Emergency, exit door
  - g. Normal braking system
  - h. Emergency braking system
3. Bus drivers will develop a responsible attitude toward the detection and reporting of mechanical defects in their buses. Any defects will be reported, in writing and verbally, to the head bus mechanic or his assistant. Buses, obviously in trouble, should be parked as soon as malfunction is noted. The garage should be notified so a replacement can be provided and proper care effected before the motor or other parts are damaged beyond repair.
4. The work week for bus drivers shall vary from twenty (20) to forty (40) hours depending upon assignment. Extra bus runs beyond the regular runs shall be compensated at a minimum of \$15.00 per hour. If driver's regular rate is higher than \$15.00 they will get the higher rate.

5. All overtime and extra bus trips will be granted on a rotating basis. A seniority list will be promulgated for such use. All known trips as of the day of posting will appear on the board on a weekly basis. On the day of posting, the most senior driver on the list will choose a trip and so on until all trips are filled for that day. Once a driver has committed to an extra trip, no further changes will be made. Extra trips will not interfere with a driver's regular bus run. If a person accepts or rejects overtime or an extra run, he/she goes to the bottom of the list.
6. An employee working more than eight (8) hours per day, but less than forty (40) hours per week, will be compensated with an additional \$10.00 (total per day). An employee called in for emergency service at a time other than his normal work shift will be compensated with additional \$10.00 (total per day). This provision shall not apply for recess or summer work hour shift changes.
7. For bus drivers obtaining the CDL Rider on their license (Class B License with passenger endorsement), the district agrees:
  - a. To pay for the 30-hour driver certification course.
  - b. To compensate the individual taking the 30-hour course a minimum of \$100.00 for their time.
  - c. To pay for or provide the 2-hour refresher course required each year.
  - d. To compensate the individual taking the 2-hour refresher course for their time at their regular hourly rate.
  - e. The Support Staff individual must have written approval prior to taking the course, taking the test, or getting the DMV CDL rider on their license.

F. **Teaching Assistants, Teacher Aides, and Monitors**

1. Teaching assistants will be assigned duties in accordance with the Commissioner's Regulations. Teaching assistants are required to meet certification requirements.
2. Teacher aides and monitors will be assigned duties in accordance with local, state and/or federal laws or regulations.
3. Between September 1 and June 30, all days school is in session working hours will be as agreed upon.

4.
  - a. Employees covered by this section are encouraged by the Superintendent to attend conferences where the program is related to the work duties of these employees. If employees are required to attend such conference during school hours they will be compensated at straight time.
  - b. Employees covered by this section will attend Superintendent Conference days. Employees covered by this section will be compensated at straight time.
5. For teaching assistants obtaining the CDL Rider on their license (Class C License with passenger endorsement), the district agrees:
  - a. To pay for the costs of the test.
  - b. To pay for any additional charges incurred for the CDL rider on the license.
  - c. To pay for the 30-hour driver certification course.
  - d. To compensate the individual taking the 30-hour course a minimum of \$100.00 for their time.
  - e. To pay for or provide the 2-hour refresher course required each year.
  - f. To compensate the individual taking the 2-hour refresher course for their time at their regular hourly rate.

G. **Nurses, Social Worker Associates**

1. Lab coats will be provided for the nurses per OSHA guidelines.
2. Nurses will be provided with a monthly meeting of one hour during school time to discuss, plan and coordinate health services in the district.

H. **All Employees**

1. Any **ten month** employee required to work beyond their regularly scheduled work day will be paid at time and a half in salary or time and a half compensatory time. The employer may select the option. For twelve month employees only and as per Article XVI, overtime will be paid at time and a half in excess of forty (40) hours worked per week and holidays will be counted toward hours actually worked in the computation of overtime.
2. If a GSSA member is requested by Administration to substitute as a teacher, they will be paid an additional \$10.00 per day for a full day.

3. When requested to substitute and perform the duties of any other higher paying GSSA position, payment will be compensated at the job classification rate.
4. Effective July 1, 2010, New Employees who are mandated to be fingerprinted will be reimbursed for the cost of fingerprinting upon successfully completing their first year of employment.

## ARTICLE V

### STAFF EVALUATION

- A. Non-teaching staff members are to be supervised by administrative or supervisory personnel who are responsible for the performance of their duties and responsibilities. These administrative and supervisory personnel have a duty to evaluate the non-teaching personnel for whom they are responsible and to inform these personnel of the results of these evaluations.
- B. As used in this Agreement, the following terms have the respective meanings set forth below:

Administrator: Elementary, Secondary Principal, Secondary Assistant Principal, Director of Special Education, Business Manager, and/or Superintendent.

- C. The following categories will be evaluated by the following Administrator and/or Supervisor:

Superintendent of Building and Grounds/Business Manager

Custodial Staff  
Maintenance Staff

Transportation Supervisor/Business Manager

Bus Mechanics  
Bus Drivers  
Bus Monitors

Administrator:

Teaching Assistants/Aides  
Monitors  
Nurse

Immediate Supervisor

Clerical

Cafeteria Supervisor/Business Manager

Cook

Baker

Food Service Helper

Cashier

D. This evaluation process is outlined below:

1. Non-teaching personnel are responsible to an administrator and/or supervisor at all times. This administrator and/or supervisor is responsible for evaluating the performance of each employee under his/her supervision at least once annually.
2. New non-teaching staff members shall be evaluated by the end of the first ten (10) weeks and again by the end of twenty (20) weeks of employment.
3. Permanent employees shall be evaluated at least once per school year.
4. Each formal evaluation shall result in a written evaluation report being submitted to the employee within ten (10) days following a personal evaluation conference. When an administrator and a staff supervisor share responsibility for an employee, both staff member and administrator shall evaluate, participate in the conference and then sign the written evaluation.
5. The employee shall be given the opportunity to respond to the written evaluation report and to have this response filed with the written evaluation report.
6. If deficient areas are noted in the evaluation, the supervisor will suggest constructive follow-up measures and/or make recommendations for improvement and will make a follow-up evaluation within thirty (30) days for a probationary employee and within sixty (60) days for a permanent employee.
7. In the event significant changes are made to the evaluation process in the future, there shall be consultation conducted with representative staff members selected by the GSSA and agreement reached by the parties before implementation of such changes. Consistent with the institution of an employee evaluation procedure, maintenance of and access to employee personnel files takes on added significance and it is, therefore, agreed that:
  - a. No material relative to the employee's performance will be placed in his/her personnel file unless the employee has been provided with a copy. The employee shall affix his/her signature to the copy filed and shall have the right to submit a written answer to such material which will then be attached.
  - b. The employee shall have a right upon reasonable request during regular office hours to copy any material in his or her file except those materials originating outside the district.

**ARTICLE VI**

**SALARY ADJUSTMENTS 2013-2016**

<b>Effective</b>	<b>Salary</b>
2013-2014	Employees will be paid an additional 43 cents per hour added to their 2012 – 2013 hourly rate.
2014-2015	Employees will be paid an additional 45 cents per hour added to their 2013 – 2014 hourly rate.
2015-2016	Employees will be paid an additional 46 cents per hour added to their 2014 – 2012 hourly rate.

Effective July 1, 2010, the parties agree to abolish the step schedule with unit member receiving the additional hourly adjustment set forth in the chart above.

On July 1, 2016 and each July thereafter, until agreement is reached on a successor Agreement to this Agreement, any GSSA member who is continuing employment in the District shall have his or her salary increased by one and three quarters percent (1.75%) to determine the new hourly rate.

Newly Hired Staff Association Members’ hourly rate will be based in accordance with Appendix A (Minimum Rates of Pay). Employees may be hired within a range determined by the District with this rate of pay serving as the minimum.

Driver/Helper position will receive a \$1 per hour onetime adjustment to the hourly rate exclusive of the salary increase detailed in the chart above.

All Nurse positions will receive \$2 per hour onetime adjustment to the hourly rate exclusive of the salary increase detailed in the chart above.

**ARTICLE VII**

**VACATION SCHEDULE**

1. It is agreed between the parties that vacation time will be accrued as follows, starting with the first day of employment and changing on the employee’s anniversary dates:
  - a. First anniversary\* through 5<sup>th</sup> year ..... 2 weeks

\*Vacation for 12 month employees is awarded by anniversary date. Bargaining unit members will receive 10 days on their first anniversary. Of this allotment, 5 days may be used after the 6 month anniversary. Vacation time will not be awarded again until the bargaining unit member’s second anniversary, which will be another 10 days [of vacation time].

- b. Fifth anniversary through 12<sup>th</sup> year ..... 3 weeks
- c. Twelfth anniversary through 20<sup>th</sup> year ..... 4 weeks
- d. Twentieth anniversary and over ..... 5 weeks  
Remainder = status quo

(NOTE: Any unused vacation days accumulated to 40 vacation days – vacation leave benefits shall accrue to all full-time, 12 month unit members).

- 2. All vacation shall be arranged with immediate supervisor and with approval of the Business Manager upon a minimum of two days’ notice, notwithstanding emergency situations or a single day usage which would require 24 hours notice. Refusal of use of vacation will be explained to the employee and the GSSA president.
- 3. Any employee who is requested to work their vacation will be paid extra on top of regular pay for any time not taken.

**ARTICLE VIII**

**LEAVE PROVISIONS**

**A. Sick Leave**

- 1. All employees shall be entitled to 1¼ days of sick leave for each month employed by the district. Sick leave will be credited to the account of each individual at the beginning of the school fiscal year, July 1. Advancement of sick leave credits may only be made by the Board of Education and will be limited to that earned by the employee for a period of four (4) months.
- 2. All employees will accumulate sick leave up to a maximum of 400 days.
  - a. Cash in of days upon retirement shall be consistent with Article IX, C
  - b. Employees wishing to sell back their sick days may do so at \$25.00 per day for a 6 hour or more employee (prorated for employees less than 6 hours) for any days over 100 as pursuant to A.3 a. below.

3. Employer Non-Elective 403b Contribution – Leave Conversion
  - a. In the event that a unit member has 125 days or more of accumulated sick leave days remaining in their sick leave account as of the end of the school year, any block of 25 accumulated sick days in excess of 100 days can be forfeited by the unit member (Sold back). In exchange for this block of 25 days, the District shall deposit an employer non-elective contribution to said bargaining unit member's 403b account in an amount equal to \$25.00 for each day of accumulated sick day forfeited (i.e., in excess of 100 days).
  - b. Said contribution will be deposited no earlier than July 1, and no later than July 31 of that school year.
  - c. Days must be "sold back" in blocks of 25 and more than one block can be sold in any given year. 403(b) employer contributions shall be contributed in accordance with and subject to the limitations outlined in Article IX Section C of the collective bargaining agreement.
4. All employees will be granted up to five (5) days of their sick leave for illness in the family. An additional three (3) to five (5) days will be granted for death in the family in accordance with provisions in B below. Additional days may be requested from the Superintendent.
5. The Board of Education recognizes the need for leave to care for personal and family illnesses, provides an aggregate of 1.25 per month (10 month employees receive 12 ½ days; 12 month employees receive 15 days) for personal sick leave and family illness with a maximum of five or three days for family illness. Family leave of up to and including five days can be used for members of the immediate family including spouse, mother, father, sister, brother, and children. Family leave up to and including three days can be used for the following relatives: namely, sister-in-law, brother-in-law, mother-in-law, father-in-law, grandmother, grandfather, grandchildren, grandmother-in-law, grandfather-in-law, or anyone directly dependent upon and residing with the employees are involved. Additional days may be requested from the Superintendent.
6. Any bargaining unit member who uses no sick or personal leave during a school year (July 1-June 30) shall receive a \$1000 perfect attendance incentive. Employees using no more than one (1) sick or personal day shall receive a \$500 incentive; those using two (2) sick or personal days shall receive a \$250 incentive. These incentives will be paid in the first paycheck of the subsequent school year.



**B. Bereavement Leave**

Family death leave shall be provided as it relates to those members of the employee's family as follows: Husband or Wife; Children; Father or Mother

5 Day Limit

Husband or Wife  
Children  
Father or Mother  
Brother or Sister  
Grandmother or Grandfather  
Grandchildren

3 Day Limit

Brother or Sister-in-Law  
Foster Parents or Guardian  
Father or Mother-in-Law  
Grandfather or Grandmother-in-Law  
Anyone directly dependent upon and residing with the employee

C. Those not specified in other parts of this section are not defined as members of the employee's family. Any absence for purposes not specified will be constituted as illegal and cannot be charged to family leave of any kind.

**D. Personal Leave**

1. Personnel desiring personal leave will provide the District with a written request through the employee's supervisor and will conform to a policy statement which follows:
2. Personal leave shall be granted at the amount of three (3) days each year. Unused personal days shall be added to sick leave accumulation to the maximum limit.
3. Personal leave shall be administered within the following frame of reference:
  - a. A twenty-four (24) hour notice shall, whenever possible, be provided the immediate supervisor.
  - b. It shall not be used to extend vacations, holidays or weekends for the pursuit of pleasurable and recreational activities or to provide extra days of vacation.
  - c. It shall be used for those personal matters which cannot be scheduled outside the workday.
  - d. Personal leave shall be granted without reasons by the immediate supervisor when the request is within the limitations previously described. Personal leave days may be accumulated as sick days to the total maximum permitted.
  - e. Nothing is intended to preclude inquiry or investigation to ascertain that the reason for requesting personal leave is, in fact, to conduct personal business which cannot be scheduled outside the workday.

- f. Application for personal leave shall be filed on a form made available through the District Office to all building general offices. This form shall include a statement that the employee warrants that the personal leave will be utilized for personal business which cannot be scheduled outside the workday. Both the GSSA and the Administration will make every effort to direct the support staff about usage of personal leave in their informative sessions on orientation day and during the school year whenever necessary and feasible.
      - g. Personal leave may be used for bereavement of close friend.
- E. Any unit member who believes he has been denied privileges in relation to personal leave may institute regular grievance procedure as outlined in that policy procedure.
- F. In order to avoid the misuse of sick leave privileges, employees established as recipients of sick leave will be required to furnish a medical doctor's certificate of illness prior to returning to his/her work station with the District if such illness continues to require his/her absence from employment in excess of five (5) days. The certification of the physician will state that the employee is able to resume his/her duties with the District.
- G. **Parental Leave:** A parental leave without pay will be granted by the Board of Education under the following conditions:
  - 1. A unit member desiring a leave of absence for parental leave shall request one at least ninety (90) days prior to the commencement of the leave. Such unpaid parental leave will be available for the purpose of caring for an infant child or adopting a child up to five years of age. During such unpaid leave, the unit member will be eligible to continue participation in all District medical plans provided that monthly premium will be paid by the unit member prior to the premium due date, excluding the statutory period of leave provided under the Family Medical Leave Act (12 weeks).
  - 2. Such unpaid Parental leave should begin upon the birth of the child and shall continue through the remainder of that school year. Extensions of unpaid leaves beyond the period remaining in the school year in which the unpaid leave begins may be granted at the discretion of the Board in six (6) month blocks rather than full school years. Leave will not be granted beyond three (3) additional six (6) month blocks after the leave commences. Unit members shall give at least sixty (60) calendar day's notice, in writing, of a request to return to service or request an extension of leave.
  - 3. Throughout the duration of the leave, the School District shall not be obligated to pay for any benefits to, or on behalf of, the unit member involved. In addition, the time of the leave shall not be counted toward the unit members' seniority, probationary period or for Teacher Assistants, accrual of tenure with the district.

H. All personal, sick, or vacation time may be taken in full-day, three-quarter (3/4) day, half (1/2) day, or one-quarter (1/4) day increments.

I. **Sick Leave Bank**

1. Every unit member who would like to participate in the Sick leave Bank must contribute one working days' worth of hours into the Bank during the 2013-2014 school year and one working days' worth of hours during the 2014-2015 school year. Contributions will be made on or before the 15<sup>th</sup> day of the school year or within 15 days of employment. In the event that a unit member would like to participate in the Sick leave Bank after the first year of the Bank, that member must contribute two working days' worth of hours of his/her accumulated sick leave days (unless more days have had to be contributed, then that number would be required to contribute that amount, see #7). Any new employee who is employed after the 2014-2015 school year who chooses to join the Bank will, within the first 60 days of employment, contribute two working days' worth of hours. Any donation of hours will not impact a member's "perfect attendance" status.
2. The sick leave bank shall be administered by a sick leave bank committee comprised of two members chosen by the District and two members chosen by the Association. Withdrawal of hours shall require a majority vote. Both the Association and the District will be provided with an annual report from the committee at the conclusion of each school year operation.
3. The Association member may request hours from the Sick Leave Bank when the member's sick leave has been exhausted and the member has been determined to be suffering from a serious medical illness. Members of the Sick Leave Bank must formally apply in writing the Sick Leave Bank committee for use of sick leave hours. Each application is worth 30 working days' worth of hours maximum, depending on the particular employee's work day. Starting in 2013-2014, each member may request a thirty day (30) leave. A second request for thirty (30) days may be granted during the school year. No more than sixty (60) days may be granted over the school year (180 days). Members may receive a lifetime maximum of 180 working days' worth of hours. Unused hours will be returned to the Bank. The application must be accompanied by a note from a medical doctor or a Doctor of Osteopathy attesting to the nature of the disability, the treatment for same, and the prognosis for recovery. The Sick Leave Bank committee reserves the right to ask the applicant to obtain a second medical opinion at the expense of the applicant.
4. The sick leave bank committee shall respond to any request within five (5) working days. Both the Association and the District will be notified each time Sick Leave Bank hours are granted. Should the committee decline a member's request for hours, the Committee shall provide the member with written explanation.

5. A member whose request has been denied may ask for a meeting with the Committee. Any decision rendered after such a meeting shall be considered final. All decisions made by the Committee are non-grievable and binding.
6. Should the Associations member's illness extend beyond the hours granted pursuant to the member's initial request, the member may reapply for additional hours.
7. The bank shall be maintained through member contribution. Should the number of hours in the bank be low or depleted, each member of the sick bank will be asked to contribute one working days' worth of hours for the next two school years until the bank has a "healthy" balance. This decision will be made by the sick bank committee.
8. All Association members in the District are eligible to contribute.
9. Contributions from members shall be deducted from the annual credit of sick leave allowance, rather than from the total accumulation of sick leave allowance. The sick leave bank committee, with the assistance of the Superintendent's office, shall maintain an accounting of hours with the Association and the District.
10. Furthermore, The Association shall indemnify the District against any and all challenges and/or claims arising out of the administration of the Sick Leave Bank. Such indemnification shall take the form of a statement on the Sick Leave Bank application releasing the District from liability for future claims.
11. Any current employee who does not participate in the sick leave bank at its inception, and any new employee who does not elect to participate upon hiring, shall not be allowed to withdraw any time (hours) until he/she has been a participant for a minimum of one year.

## **ARTICLE IX**

### **NEW YORK STATE EMPLOYEES' RETIREMENT**

- A. The Board of Education agrees to participate in the New York State Improved Career Retirement Plan for employees of the District who are now members of the employees' retirement plan or who in the future become eligible for membership.
- B. **Reporting:** For the purposes of retirement, the district will report teaching assistants as full-time employees.

- C. **Retirement Incentive:** Bargaining unit members who are eligible for retirement under the NYS Employees' Retirement System or the NYS Teachers' Retirement System as a deposit to their 403(b) account, receive an employer non-elective contribution for unused sick leave upon separation from the District using the following formula: Cash in one-half of the accumulated sick time at .75 the daily rate for those eligible to retire, pursuant to rules and regulations of their respective retirement system. The contribution will be deposited no later than 30 days after the effective date of the retirement.
- D. 403(b) Employer Non-Elective contributions shall be contributed in accordance with, and subject to the following conditions:
1. **No Cash Option:** No employee may receive cash in lieu of or as an alternative to any of the Employer's Non-elective Contribution(s) described herein.
  2. **Contribution Limitations:** In any applicable year, the maximum Employer Contribution shall not cause an employee's 403(b) account to exceed the applicable contribution limit under Section 415(c)(1) of the Code, as adjusted for cost-of-living increases. For Employer Non-elective Contributions made post-employment to former employees' 403(b) account, the Contribution limit shall be based on the employee's compensation, as determined under Section 403(b)(3) of the Code.
  3. In the event that the calculation of the Employer Non-elective Contribution referenced above exceeds the applicable Contribution Limit, the Employer shall first make an Employer Non-elective Contribution up to the Contribution Limit of the Internal Revenue Code and then pay any excess amount as compensation directly to the Employee. In no instance shall the Employee have any rights to, including the ability to receive, any excess amount as compensation unless and until the Contribution Limit of the Internal Revenue Code are fully met through payment of the Employer's Non-elective Contribution. In no case shall the Employer Non-elective Contribution exceed the Contribution Limit of the Internal Revenue Code.
  4. **403(b) Accounts:** Employer contributions shall be deposited into the member's chosen 403(b). Provider must be among those made available by the District.
  5. **Tier I Adjustments:** Tier I members with membership dates prior to June 17, 1971, Employer Non-elective Contribution hereunder will be reported as non-regular compensation to the New York State Teachers' Retirement System or to the NYS Employees' Retirement System.

6. This section shall be subject to IRS regulations and rulings. Should any portion be declared contrary to law, then such portion shall not be deemed valid and subsisting, but all other portions shall continue in full force and effect. As to those portions declared contrary to law, the Association and Employer shall promptly meet and alter those portions in order to provide the same or similar benefit(s) which conform, as close as possible, to the original intent of the parties.
  7. This section shall further be subject to the approval of the 403(b) Provider, which shall review this section solely as a matter of form and as the provider of investment products designed to meet the requirements of Section 403(b) of the Internal Revenue Code.
  8. Both the Employer and Employee are responsible for providing accurate information to the 403(b) Provider. This information includes both Elective and Employer Non-elective Contributions and the amount of the participant's Includible Compensation.
- E. The Board of Education will adopt the provisions of 41(J).

## **ARTICLE X**

### **HEALTH INSURANCE**

1. Effective 2013 the District will provide all unit employees the opportunity to enroll in the Empire Blue Cross PPO Plan, the Empire Blue Cross Alternate PPO Plan or the Empire Blue Cross Health Reimbursement Account (HRA). The plans are part of this Agreement and may only be changed with the consent of both parties to this Agreement.
  - A. All employees hired prior to October 8, 1985 are eligible to receive such premium payment by the District (as outlined in the chart G 1.). Any member hired between October 8, 1985 and prior to July 1, 2006 who works less than six (6) hours per day can receive benefits at a pro-rata level regardless of the number of hours worked, with six (6) hours per day representing the full time equivalent. All other members hired after July 1, 2006, who work less than four (4) hours shall be eligible to purchase health and dental insurance coverage at the group rate at NO expense to the District; the member pays 100%. All members hired before July 1, 2010 who work six (6) hours or more per day shall be considered full time for purposes of this Article.
  - B. For those hired after July 1<sup>st</sup>, 2010, benefits will be provided at the following levels: Twenty-hour week equals 50% benefits, Thirty-hour week equals 75% benefits, Thirty Seven and a half-hour week equals 100%.

*For Example:* a 20 Hour employee pays percentage from chart below on 50% of the benefit plus the full remaining 50%.

*Health benefits for the half time worker:* they pay percentage of half benefit plus the whole other 50% *Example:* if the insurance cost is \$10,000 the district pays 90% on the \$5000 of the family plan, the employee pays 10% of that \$5000 plus 100% of the other \$5000. Or the district pays them half of the buyout.

- C. Effective July 1, 2010, the full time employee working 7 ½ hours per day or more (and those working at least six hours per day who were hired before July 1, 2010) will pay for the Empire PPO Plan according to the percentage premium contribution rates listed in the Chart G.1 below.
  
- D. Effective January 2014, the full time employee working 7 ½ hours per day or more (and those working at least six hours per day who were hired before July 1, 2010) can enroll in the Empire Alternate PPO Plan according to the percentage premium contribution rates listed below.
  - 1. Any member who chooses the Alternate PPO Plan will be reimbursed for office and/or prescription co-pays based on the level of coverage with the district. Individual policies will receive a total of \$200 per year, two person policies will receive a total of \$400 per year and family policies will receive a total reimbursement of \$600 per year for office and/or prescription out of pocket co-pay amounts. These amounts are not in addition to the \$100 prescription co-pay reimbursement discussed in Article XII but are inclusive. Any employee enrolled in the Alternate PPO plan is eligible for the reimbursement regardless of hours worked per day. The reimbursement will not be pro-rated for part time employees. Co-pays for reimbursement can include amounts for the employee, his/her spouse and his/her dependent children up to thresholds listed above per plan. All amounts for reimbursement must be submitted prior to June 30<sup>th</sup> of the school year and must disclose the identity of the person for whom the service was provided to as well as copies of the receipted prescription or co-pay bills indicating the amount paid.
  
- E. Effective January 2014, the full time employee working 7 ½ hours per day or more (and those working at least six hours per day who were hired before July 1, 2010) can enroll in the Empire Health Reimbursement Account Plan (HRA) according to the percentage premium contribution rates listed below. The plan is a high deductible plan with the district contributing toward the annual deductible amounts for each plan. The deductible amounts required to be paid by the employer as part of the HRA plan (summary of benefits and coverage dated July 1, 2013 – June 30, 2014) are \$1000 for an individual plan and \$2000 for a two-person or family plan.

F. GSSA members will have the option to change plans during open enrollment from any of those offered in Article X, 1.

G. 1.

<b>PPO – Alternate PPO - HRA</b>			
<b>Effective</b>	<b>Individual</b>	<b>Two-Person</b>	<b>Family</b>
<b>2013-2014</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>
<b>2014-2015</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>
<b>2015-2016</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>

2. **Health Insurance Buyout:** Incentive to decline Health Insurance – Any unit member who elects not to take the health insurance coverage will receive a \$3,000 incentive, payable no later than November 30 of the school year. This election shall be by written notice to the Superintendent no later than September 30 of each school year. Any member who elects the buyout of the insurance will supply proof of alternate coverage. Re-entry into the health plan shall be permitted under the following conditions:

- A. The amounts paid by the District as incentive on a pro-rata basis shall be paid back prior to re-entry.
- B. Any re-entry of participation in said plan shall be subject to administrative regulations of the Granville Health Insurance Program. (Unless a trigger event occurs, re-entry is limited to July 1<sup>st</sup> of each school year.) Once this option is exercised, unless a trigger event occurs, the individual will be ineligible for insurance for the duration of that school fiscal year.
- C. The parties agree that a “trigger event” shall be defined as the loss of alternate health insurance coverage.
- D. On an annual basis an employee is covered under the health insurance program unless the employee opts out by September 30<sup>th</sup>.
- E. A \$3000 incentive will be paid to any full time employee who elects to not take the insurance coverage. A pro-rata, partial, payment will be made to eligible part time employees.

3. **Retiree Health Insurance**

- A. All current retirees shall continue to have their individual health, not dental, insurance fully reimbursed by the District.
- B. Employees who retire after July 1<sup>st</sup> 2011 with more than 10 consecutive years of service in the District and are eligible for retirement per the NYS Employees’ Retirement System and will pay 5% of the annual premium for their individual health insurance rate. No dental insurance will be offered.



## **ARTICLE XI**

### **DENTAL INSURANCE**

Commencing with the Open Enrollment periods beginning July 1<sup>st</sup> and January 1<sup>st</sup>, the District will provide the Blue Cross – Blue Shield Dental Plan or its equivalent for bargaining unit employees working 6 hours or more per day and their families. The District will pay 95% for individuals and 85% for 2-person/family coverage of all actual premiums \*(see below). Any unit employee who works less than six hours per day is afforded the opportunity to purchase Dental Insurance at 100% of district cost.

## **ARTICLE XII**

### **PRESCRIPTION SELF-INSURANCE PROGRAM**

1. Effective September 1, 2002, the District shall provide an employee's self-insurance prescription program of \$100.00.
2. Each active unit member working 6 hours or more per day is entitled to reimbursement from the program for expenses actually incurred for prescription drugs for him/herself, his/her spouse and his/her dependent children up to \$100.00. The maximum reimbursement in any fiscal year (July 1 to June 30) shall be no more than \$100.00.
3. Payment from the program shall be made on a monthly basis following the submission of signed, receipted prescription bills. Said claim shall be made and paid as any other claim would be made to the District. The bill shall disclose the service provided and shall identify the person for whom service was submitted under this section.
4. The district's responsibility is solely to administer the program and it shall have no liability, beyond the \$100.00 referred to in paragraph #1 and paragraph #2 above, in eligible group of employees or any third party subject to paragraph #5 below.
5. This program shall apply solely to active unit members working 6 hours or more per day who have been appointed to a minimum of a six-month duration.

## ARTICLE XIII

### LAYOFF AND RECALL PROCEDURE

- A. In the event of a reduction in the work force, the Board shall reduce staff by seniority from the date of original appointment for unit members within the six work areas: Maintenance; Transportation; Clerical; Cafeteria; Teacher Aides, Teaching Assistants and Monitors; and Nurses and Social Worker Associates. For the purpose of this section, seniority shall be construed to mean the length of continuous service with the District. Authorized leaves of absences shall not be considered as an interruption in continuous service unless such absence exceeds one year.

If position(s) are abolished, GSSA should be advised, in a meeting with administration, how the abolition might affect other employees.

- B. If positions are abolished, the employee with the least seniority within the work area will be laid off. The employee may, however, choose to return to any lower level job title which he/she may have previously held within the District subject to the following:

1. There exists a vacancy at such lower job title, or;
2. The employee holding such lower level position has less seniority within the district than the employee being laid off.
3. When provision 2 is followed, the employee within the lower level title with the least seniority within the work area will be laid off unless he/she can return to any lower level job title subject to provisions 1. and 2. above.

- C. For employees who are veterans as defined by New York State Law, the following additional credit shall be applied to their date of original employment for layoff purposes:

1. Disabled Veterans – 60 months
2. Non-disabled Veterans – 30 months

- D. Notwithstanding the provisions of this section, however, upon the abolition or reduction of permanent positions, incumbents holding the same titles who have not completed their probationary service or are on a provisional basis, shall be terminated before any permanent employee.

- E. In the event of a layoff, a recall roster shall be maintained on which any displaced employee's name shall remain for four (4) years. Such preferred list shall be ranked on the list in order of seniority. Should a position become open at the same or lower level of a laid-off employee, the board shall notify the most senior individual on the recall roster within the work area by certified mail, return receipt requested, sent to the address last given the Board by the employee. Failure to respond within ten (10) days of notice of receipt shall be considered as a lack of interest in the position and the individual will be removed from the recall list.

- F. If an employee is on an authorized leave of absence, he/she will notify the Business Administrator in writing not less than thirty (30) days prior to the expiration of said leave of his/her intent to return or not return to his/her former position.

## **ARTICLE XIV**

### **VACANCIES**

- A. All vacancies in the District (non-teaching) shall be posted in every school building for a period of five (5) working days. During the summer vacation period, the superintendent will notify all support staff who file a statement of interest in positions that become vacant. This statement will be on the reasonable assurance letters that are distributed to the ten (10) month employees in June.
- B. Employees who desire to apply for such vacancies shall submit their applications in writing to the Business Administrator within the time limit specified in the notice.
- C. The notice shall clearly set forth a description of the qualifications for the position, including job requirements, salary, and nature of the interview and method of assessing the merits of the applicant.
- D. Competence and training will be given due weight in filling vacancies, and such qualifications can only be determined by the Board and/or its administrators. These factors being equal, the applicant with the greatest length of time in the District will be selected.

## **ARTICLE XV**

### **INSERVICE PAYMENT**

- A. The District will cover costs of reimbursement for college courses. Said courses and amounts to be reimbursed are subject to prior written approval by the Superintendent or his designee.
- B. Teaching assistants will receive \$100 for every 15 hours of attendance at all in-service workshops. Courses for in-service must have the prior approval of the superintendent. Credit awards shall be made in addition to their salary for each year of the contract.
- C. The District will pay \$250 each year, per certification, to personnel who have asbestos certification, pesticide certification, water testing certification, as required by the District. Prior approval of management is required. This does not apply to bus drivers, CDL, passenger/ air brake endorsement licenses. This payment will be made annually in addition to salary, in the last paycheck in June. Any employee hired during the school year will have the \$250.00 In-service payment pro-rated.

## ARTICLE XVI

### HOLIDAYS

For 12-month employees of the unit the following thirteen (13) paid holidays will be included on the school calendar published by the District each year as follows:

Independence Day - July 4, Labor Day – First Monday in September, Columbus Day, Veteran's Day, Thanksgiving and the Friday after Thanksgiving, Christmas Day – December 25, New Year's Day – January 1, Martin Luther King Day, President's Day, Good Friday, Memorial Day, and one floating holiday (the day before Thanksgiving or the day before Christmas). One floating holiday will be mutually agreed upon, by May 1, for the following school year.

Any hours not worked on holidays will be considered hours actually worked when computing overtime for over forty (40) hours.

## ARTICLE XVII

### GRIEVANCE PROCEDURE

#### A. Declaration of Purpose

Whereas, the establishment and maintenance of a harmonious and cooperative relationship between the Board of Education and its employees is essential to the operation of the schools, it is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to alleged grievances free from coercion, interference, restraint, discrimination or reprisal and by which the Board and its employees are afforded adequate opportunity to dispose of their differences without the necessity of time consuming and costly proceedings before administrative agencies and/or in the courts.

#### B. Definitions

1. **Employee** – the Association of any person in the negotiating unit filing a grievance.
2. **Grievance** – any claimed violation, misinterpretation, or inequitable application of this Agreement, existing laws or policies of the Board which affect the terms and conditions of employment.
3. **Immediate Supervisor** – the employee on the next higher level of authority above the employee and who normally assigns and supervises the employee's work and approves his/her time record or evaluates his/her time record or evaluates his/her work performance.

4. **Days** shall mean all workdays. Saturdays, Sundays and non-working days shall be excluded in computing the number of days within which action must be taken or notice given within the terms of this resolution.

5. **Time Limits**

a. In the event the employee does not present the grievance within the applicable time limits after the employee knew or should have known of the act or condition upon which the grievance is based, then the grievance shall be considered to be waived.

b. If the time limits included in any stage of the procedure are not adhered to by the employer then that stage of the procedure shall be considered waived and the grievance shall move to the next stage of the procedure.

C. **Initial Presentation**

1. An employee who claims to have a grievance shall present said grievance to his/her immediate supervisor, orally, within thirty (30) days after the grievance occurs.

2. The immediate supervisor shall discuss the grievance with the employee, shall make such investigation as he/she deems appropriate and shall consult with his/her supervisors to such extent as he/she deems appropriate, all on an informal basis.

3. If the grievance is not satisfactorily settled at the oral informal level, it will be reduced to writing within five (5) days of the meeting and presented to that immediate supervisor. The written grievance shall show the date or dates on which the grievance occurred, the violation claimed and the remedy sought.

4. Within five (5) days after presentation of the grievance to the immediate supervisor he/she shall make a decision, in writing, and communicate the same to the employee presenting the grievance, and to the employee's representative, if any:

D. **Second Stage**

1. If an employee presenting a grievance is not satisfied with the decision made by his/her immediate supervisor, the employee may, within five (5) days thereafter, request a hearing and determination of his/her grievance by the Chief School Administrator.

2. The Chief School Administrator, within five (5) days after receiving such request, shall hold a hearing for the purpose of gaining all the facts and relevant materials involved in the case.

3. The Chief School Administrator shall render a decision, in writing, to the employee and Association within ten (10) days after the conclusion of the hearing.

**E. Third Stage**

1. If an employee presenting a grievance is not satisfied with the decision made by the chief School Administrator, he/she may, within five (5) days thereafter, request a hearing in closed session and determination of his/her grievance by the Board at the next regularly scheduled Board meeting.
2. Within ten (10) days after the close of the hearing, the Board of Education shall make its decision, in writing, and communicate the same to the employee presenting the grievance, and to the employee's representative, if any.

**F. Fourth Stage**

1. If the Association is not satisfied with the determination of the Board, the matter may then be submitted to binding arbitration by filing an appeal within thirty (30) days of the receipt of the Board decision at Stage Three.
2. The Rules and Procedures of the American Arbitration Association shall be followed in the selection of the arbitrator and in the conduct of arbitration procedure.
3. The cost thereof shall be shared equally by the parties.

**ARTICLE XVIII**

**ASSOCIATION RIGHTS**

- A. The association shall have the right to post notices of its activities and matters of concern to its members on faculty room bulletin boards.
- B. The Board shall permit the Association to take six (6) days leave per year, with pay, for the purpose of attending the conventions and/or workshops, contract enforcement and labor relations.

**C. Dues Deduction**

1. The District agrees to deduct from the salaries of members the amount of membership dues as set by the Association when such deduction is authorized in writing by individuals eligible for such membership. The Association shall notify the Executive Officer of the current rate of its service unit dues by September 15.

2. Dues deduction shall be made in equal installments beginning with the second payroll in September.
3. The District agrees to mail by check the total sum deducted to the Association within five (5) working days following each payroll date. The first and final transmittal shall be accompanied by a list of those persons for whom deductions have been made. The final transmittal list shall state the amount of accumulated deduction for each person.
4. **Payroll Deduction Authorization**

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Social Security Number

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Last Name	First Name	Middle Initial
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District Name

To the Board of Education:

I hereby authorize you, according to arrangements agreed upon with the above organization to deduct from my salary and transmit to said organization, dues as certified by said organization. I hereby waive all right and claim to said monies so deducted and transmitted in accordance with the authorization and relieve the Board of Education and all its officers from any liability therefore. I revoke any and all instruments heretofore made by me for such purposes. This authority shall remain in full force and effect for all purposes while I am employed in this school system, or until revoked by me in writing between September 1 and September 15 of any given year.

<hr/> Member Signature	<hr/> Date
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- D.** **Agency Fee** – The School District shall deduct from the salary of employees in the bargaining unit who are not members of the Association the amount equivalent to the dues levied by GSSA, in accordance with Chapters 677 and 678 of the Laws of 1977 of the State of New York. The Association affirms that it has adopted such procedure for refund of agency shop fee deduction as required in Section 3 of Chapters 677 and 678 of the laws of 1977 of the State of New York. This provision for agency shop fee deduction shall continue in effect so long as the GSSA maintains such procedure.
- E.** **VOTE/COPE**  
The District shall deduct from each employee’s payroll check an amount for VOTE/COPE as authorized in writing by an individual employee as requested and transmit said amount to the Association. Said deduction may be changed twice annually.
- F.** **NYSUT Benefit Trust**  
The District shall deduct from each employee’s payroll check an amount for NYSUT’s Benefit Trust as authorized in writing by an individual employee as requested and transmit said amount to the Association. Said deductions may be changed twice annually.
- G.** Copies of current District Policies, District Rules, Regulations, and By-Laws shall be made accessible to the Association President. Official Board Minutes shall be sent to the Association at the time they are sent to the Administration.
- H.** NYSUT representative may be permitted access to their members during the school day provided arrangements have been cleared and approved with the Superintendent or designee and there is no interference with any ongoing school function.



**SIGNATURE PAGE**

This agreement is made and entered into by the parties for July 1, 2013 through June 30, 2016.

**FOR THE  
GRANVILLE SUPPORT STAFF ASSOCIATION:**

**FOR THE  
GRANVILLE CENTRAL SCHOOL DISTRICT**

\_\_\_\_\_  
Ray West, GSSA President

\_\_\_\_\_  
Mark Bessen, Superintendent

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**SUBJECT TO RATIFICATION BY THE MEMBERSHIP OF THE GRANVILLE  
SUPPORT STAFF ASSOCIATION AND THE BOARD OF EDUCATION OF THE  
GRANVILLE CENTRAL SCHOOL.**

Date of ratification: \_\_\_\_\_

Date of Board of Education approval: \_\_\_\_\_

Appendix A

2013-2014 2014-2015 2015-2016

**Minimum Hourly Rate**

Acct Clerk Typist	\$10.13	\$10.38	\$10.63
Typist 12 Month	\$9.33	\$9.58	\$9.83
Typist 10 Month	\$9.33	\$9.58	\$9.83
TA/SLA	\$11.32	\$11.57	\$11.82
Teaching Assistants	\$11.09	\$11.34	\$11.59
Monitor	\$8.88	\$9.13	\$9.38
Maintenance Mechanic	\$10.43	\$10.68	\$10.93
Maintenance Person	\$10.14	\$10.39	\$10.64
Custodian/Bus Driver	\$10.41	\$10.66	\$10.91
Custodian	\$10.14	\$10.39	\$10.64
Cleaner Laborer	\$9.87	\$10.12	\$10.37
General Mechanic	\$10.98	\$11.23	\$11.48
Driver/Helper	\$10.41	\$10.66	\$10.91
Driver	\$12.58	\$12.83	\$13.08
Cook Manager	\$11.72	\$11.97	\$12.22
Baker	\$8.82	\$9.07	\$9.32
Cashier	\$8.73	\$8.98	\$9.23
Food Service Helper	\$8.73	\$8.98	\$9.23
School Nurse	\$13.34	\$13.59	\$13.84
Electronic Technician	\$15.28	\$15.53	\$15.78

The minimum hiring rate increase will be increased \$.25 a year for each year of this contract