



Cornell University  
ILR School

### **NYS PERB Contract Collection – Metadata Header**

This contract is provided by the Martin P. Catherwood Library, ILR School, Cornell University. The information provided is for noncommercial educational use only.

Some variations from the original paper document may have occurred during the digitization process, and some appendices or tables may be absent. Subsequent changes, revisions, and corrections may apply to this document.

For more information about the PERB Contract Collection, see  
<http://digitalcommons.ilr.cornell.edu/perbcontracts/>

Or contact us:

Catherwood Library, Ives Hall, Cornell University, Ithaca, NY 14853  
607-254-5370 [ilrref@cornell.edu](mailto:ilrref@cornell.edu)

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

**Title: Altmar-Parish-Williamstown Central School District and Altmar-Parish-Williamstown Clerical Staff (2002)**

**Employer Name: Altmar-Parish-Williamstown Central School District**

**Union: Altmar-Parish-Williamstown Clerical Staff**

**Effective Date: 07/01/02**

**Expiration Date: 06/30/07**

**Number of Pages: 6**

For additional research information and assistance, please visit the Research page of the Catherwood website - <http://www.ilr.cornell.edu/library/research/>

For additional information on the ILR School - <http://www.ilr.cornell.edu/>

WC  
4467

RE  
NOV 6 2007

NYS PUBLIC EMPLOYMENT

**CLERICAL STAFF AGREEMENT**  
**ALTMAR-PARISH-WILLIAMSTOWN CENTRAL SCHOOL**  
**2002-2007**

1. **TERM OF AGREEMENT:** *July 1, 2002, to June 30, 2007.*

2. **JOB CLASSIFICATIONS AND HOURS OF EMPLOYMENT:**

Guidance Secretaries, Elementary Secretaries, Dispatcher, Middle and High School Secretaries - All employees are employed for 40 hours per week.

3. **CALENDAR:**

A) **Work Year -**

11 Month Employees - *September 1st through June 30th, and 20 working days during July and August.*

12 Month Employees - *July 1st through June 30th*

B) **Holidays - 11-Month Employees - To coincide with school calendar.**

12-Month Employees - Paid holidays 13.

C) **Vacations -**

11-Month Employees - Vacations will coincide with the school calendar for faculty.

12 Month Employees -

(1) After twelve (12) months of continuous employment to forty-eight (48) months of continuous employment - eleven (11) days.

(2) After forty-eight (48) months of continuous employment - one (1) additional day per year to a maximum of fifteen (15) days.

(3) After ten (10) years of continuous employment - one (1) additional day per year to a maximum of twenty (20) days.

(4) The twelve (12) month employee shall have the right to carry over three (3) unused vacation days until September 1 into the next contract year with prior approval of immediate supervisor.

4. **SICK LEAVE AND FAMILY LEAVE:**

A) 11 Month Employees - One (1) day per month employed accumulative to 245 days.

For clerical, salaried employees of the District working eleven (11) months per year,

there will be sixteen (16) days per year for personal illness, family illness, or death accumulating to a combined maximum of 245 days.

12 Month Employees - One day per month employed accumulative to 245 days sick leave.

For clerical, salaried employees of the District working twelve (12) months per year, there will be seventeen (17) days per year for personal illness, family illness, or death accumulating to a combined maximum of 245 days.

No more than ten (10) days may be used for family illness or death from the year's allotment without Superintendent approval.

Unused days will be added to sick leave at the beginning of each school year.

Any clerical employee will have the option of transferring any number of accumulated sick days to another clerical employee on a voluntary basis for serious personal or family situations as needed. *(This option will not affect the perfect attendance bonus.)*

B) **Maternity Leave** - A pregnant employee may continue active employment as long as she chooses providing she is capable of performing her job. She shall have the right to return to active employment when her physician verifies in writing that she may do so. In the event she is not capable of performing her job because of a medical disability due to pregnancy, verified by her physician, she may use her accumulated sick days.

The employee shall give a reasonable notice, by letter when she intends to leave and to return to work. Specific return date is to be determined by the administration, without undue delay.

**Birth or Adoption Child Rearing Leave** - Upon written request, an employee shall be granted a child rearing leave of absence up to six (6) months from delivery or adoption maximum.

Requests should be submitted during the period of commencement of pregnancy and one month prior to birth and as soon as possible in case of adoption.

**Other Conditions** - Leaves shall be without pay.

Benefits, which were entitled to employee at time of leave, will be restored upon return.

Upon return, salary level shall remain at rate at time of leave, except, if during the fiscal year in which leave occurs, the employee has worked one half (1/2) of the

expected year, any raises in pay shall apply to that individual.

Any alterations in leave/return dates due to extenuating circumstances shall be subject to Superintendent's approval.

**5. PERSONAL DAYS:**

Three (3) days per year, deducted from available days family leave, for urgent personal business. Days will require approval, in advance, by the Superintendent. Personal leave may not be taken the day before or after a student vacation/holiday. The second day requires prior approval in writing with reason given.

**6. PERFECT ATTENDANCE BONUS:**

Unit employees are encouraged to demonstrate good attendance. Therefore, in the event of perfect attendance, the following bonus payments will be applied. Only absences resulting from Bereavement Leave, Jury Duty, Military Leave or Vacation Leave shall not affect eligibility for this award.

July 1<sup>st</sup> through December 31<sup>st</sup> - \$125  
January 1<sup>st</sup> through June 30<sup>th</sup> - \$125

An employee must be on the payroll and working their schedule during the entire period to be eligible.

**7. SNOW DAYS:**

On days that school is called because of snow, secretaries need not report.

**8. WORK BREAKS:**

Each clerical employee will receive one (1) 15-minute break in the morning, and one (1) 15-minute break in the afternoon.

**9. INSURANCE COVERAGE:**

A) Insurance coverage for dental will be provided consistent with that made available to members of the CSEA staff, and with the same district contribution. Vision insurance will be the same as offered the confidential employees with the same district contribution.

The following benefits will be made available to members of the bargaining unit of the following shared basis:

- 1) Life Insurance - \$10,000 - District pays 100%
- 2) a. Effective July 1, 2004, Basic Health Insurance (including hospitalization, medical/surgical, and master (major) medical for employee and dependents – District pays 92% of employee and 92% of dependent coverage.
- b. The Basic Health Insurance program in effect will be Central New York Health Insurance Trust with the \$2,000,000 lifetime master medical limit and the 20% (after meeting the annual deductible) prescription drug card.\*

*(In the event that federal legislation alters the use of the IRS 125 Flexible Spending program so that it is no longer permissible to pay health insurance premiums with "pre-tax" dollars, the employer share of the health insurance premium shall be increased to 97% and the parties shall immediately begin negotiations on the issue of employee contribution to the health insurance program.)*

- 3) The District shall provide an IRS 125 Flexible Spending program for all permissible deductions. The cost for establishing and administering such plan shall be borne by the District. The parties shall mutually agree upon a plan administrator.
- B) Employees retiring from the A-P-W School District may elect to continue coverage under the school district insurance plan on the same basis as active employees, except for life insurance coverage and dental insurance coverage. The insurance would be the same as that in effect one (1) year prior to retirement. Any increase in coverage shall be at employee's expense. District contributions would cease upon the retired employee becoming eligible for Medicare. Dental insurance coverage may be continued at retiree's expense.
- C) Employees will elect to continue coverage under the district plan within thirty (30) days of the date their retirement becomes effective, or forfeit their right to participate in the plan. Cancellation of coverage by the retired employee will be final and no reinstatement of coverage under the District policies will be permitted.

## **10. RETIREMENT PLAN:**

- A) All clerical employees will be covered under the New York State Employees' Retirement System, Section 75-1 unless the employee has fewer than 20 years of service, in which case the relevant section is 75-d or e. Upon retirement, all clerical employees will receive as of July 1, 2004, \$45.00 per day for unused sick/family illness/personal leave days or have the option of the current retirement system applying accumulated days toward the clerical employee's pension (Section 41-j).
- B) Any clerical employee who gives the District three (3) months notice of retirement under provisions of the New York State Employees' Retirement System will be paid an amount of \$500 above regular annual base pay. This amount will be paid during the months remaining prior to retirement.

**11. LUNCH BREAKS:**

All clerical employees will receive a 30-minute duty free lunch break for each full work day. Lunch breaks shall be scheduled with the immediate supervisor and shall take into consideration the needs of the District.

**12. SALARIES:**

A) The starting salary for new employees in the typist position will be \$8.56/hour for the 2002-2003 contract year, \$9.06 for the 2003-2004 contract year, \$9.56/hour for the 2004-2005 contract year, \$10.06 for the 2005-2006 contract year and \$10.56/hour for the 2006-2007 contract year. The starting salary for the position of bus dispatcher will \$8.00 for the 2002-2003 contract year, \$8.50/hour for the 2003-2004 contract year, \$9.00/hour for the 2004-2005 contract year, \$9.50/hour for the 2005-2006 contract year, and \$10.00/hour for the 2006-2007 contract year.

B) All employees in the clerical unit as of June 30, 2004 and employees who retired between June 30, 2003 and June 30, 2004 shall receive the following increases for actual time worked during the applicable periods:

2002-2003	\$0.60/hour
2003-2004	\$0.60/hour
2004-2005	\$0.60/hour
2005-2006	\$0.60/hour
2006-2007	\$0.60/hour

C) After fifteen (15) years of service to the A-P-W District an employee will receive a \$500 longevity increase. Said \$500 to be added to the salary in the sixteenth (16) year of employment. After twenty (20) years of service to A-P-W District an employee will receive a \$500 longevity increase. Said \$500 to be added to the salary in the twenty-first (21<sup>st</sup>) year of employment.

D) If an individual changes from an eleven (11) month employee to a twelve (12) month employee, their month salary will be calculated by taking their present hourly rate (including their increase, and multiplying it times (x) 40 hours times (x) 52 weeks).

E) Salaries of eleven (11) month employees will be calculated on the basis of a 225 day work year.

F) Direct Deposit of paychecks will be offered to employees of this unit.

**13. SUMMER HOURS:**

Summer hours will be 35 hours per week based on a flexible schedule, providing all work has been completed to the satisfaction of the immediate supervisor. Summer hours


apply only when the summer recess is in effect for students. The last two weeks before the start of the new school year the hours will be 8 a.m. to 3 p.m. not on a flex schedule.

**14. GRIEVANCE PROCEDURE:**

- A) A grievance shall first be discussed orally by the employee and his immediate supervisor.
- B) Any grievance not resolved in Step A shall be reduced to writing, signed by the employee and presented to the Chief Administrator or his designee within ten (10) regular workdays following the occurrence giving rise to the grievance. The written grievance must be signed and set forth the specific claim being made together with a statement of the fact surrounding the grievance.
- C) The Chief Administrator may call a meeting of the parties within ten (10) days of the date of presentation of the written grievance.
- D) Within ten (10) regular work days after such meeting, or within twenty (20) regular work days after the presentation is convened, whichever is later, the Chief Administrator will deliver his decision in writing to the grievant.

**15. "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 TIME ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."**

  
for the Association - President

  
for the Board of Education -  
President

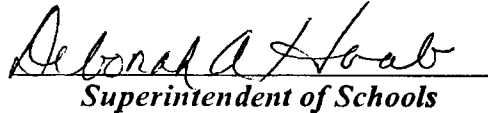
7/2/04

Date

8/4/04

Date

  
for the Association - Vice-President

  
Superintendent of Schools

7-13-04

Date

8/5/04

Date