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

Title: **Great Neck Union Free School District and Great Neck School Food and Nutrition Association (2013)**

Employer Name: **Great Neck Union Free School District**

Union: **Great Neck School Food and Nutrition Association**

Local:

Effective Date: **07/01/2013**

Expiration Date: **06/30/2016**

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**AGREEMENT**

*between the*

**BOARD OF EDUCATION**

**GREAT NECK UNION FREE SCHOOL DISTRICT**

*and the*

**GREAT NECK SCHOOL FOOD AND NUTRITION  
PROFESSIONAL ASSOCIATION**

**(2013-2016)**

IT IS AGREED THAT THE FOLLOWING PROVISIONS SHALL TAKE EFFECT AS OF JULY 1, 2013 UNLESS OTHERWISE INDICATED, AND CONTINUE IN EFFECT UNTIL JUNE 30, 2016.

1. Members of the Great Neck School Food and Nutrition Professional Association shall be compensated in accordance with the attached salary schedules.
2. The Board of Education shall continue to pay 50% of the premium for individual coverage and 35% for dependent coverage. Any increase in the cost of such insurance shall be considered a part of the employee's package for the year in which the increase becomes effective. Employees hired after July 1, 1987 will be required to work 25 hours per week to be eligible for Health Insurance. The Board of Education shall continue to pay the entire cost of the group health insurance program for those employees who are now participating without contributing.  
**Note: New unit members hired on or after July 1, 2013 will be required to work 30 hours per week to be eligible for health insurance.**
3. Service increments for 10, 15, 20, 25, and 30 years of service will continue to be provided as shown on the attached salary schedules.
4. For all School Food and Nutrition Professional employees, vacation pay shall be granted in accordance with the following schedule:

Upon completion of 1 year of Great Neck service - one week's salary.

Upon completion of 5 years of Great Neck service - two week's salary.

For Cook Managers Only: Upon completion of 10 years of service - 3 week's salary.

Vacation pay shall be applied to eligible employees on the July 1st immediately following completion of the required number of years service.

Computation of Vacation Pay: Vacation pay shall be computed by multiplying the number of hours worked per day by the employee's hourly rate, as of June 30<sup>th</sup> of each school year. For example, one week's vacation would be computed as follows:

***Hours worked per day x 5 days x hourly rate as of June 30<sup>th</sup> =  
Vacation Pay***

Vacation pay is not applicable to new unit members hired on or after July 1, 2011.

5. Sick Leave

- a. Each staff member shall be allowed thirteen (13) days of absence (sick leave) with full pay during each school year, provided such absence is due to illness of the staff member, or sickness or death in the staff member's immediate family (immediate family includes husband, wife, son, daughter, mother, father, or other relative living in the home). Sick leave shall be cumulative. If a staff member is absent for one or more of the reasons above specified beyond the number of days standing to his credit, he shall automatically be dropped from the payroll for the period of such absence. NOTE: New unit members hired on or after July 1, 2011, shall be allowed up to ten (10) days of absence (sick leave) for the above-referenced absences. New unit members hired on or after July 1, 2013 shall be allowed up to seven (7) days of absence (sick leave) for the above referenced absences.
- b. The annual sick leave allowance shall be credited to the account of each existing staff member on September 1 at the rate of 1.3 days per month. For new unit members hired on or after July 1, 2011, the leave will be prorated at the rate of one day per month.

Unit members will receive a lump sum check equaling one day's pay for each five months of perfect attendance between September–January and February–June. Perfect attendance is defined as "not being absent for sick leave or workers compensation. However, an authorized personal leave will not affect this clause."

- c. Staff members quarantined in their place of residence, because of illness of some member of the household with a contagious disease, shall be granted leave of absence without salary deductions for the duration of the quarantine, or such other period as the Medical Inspector shall certify as requisite or prudent.
- d. Whenever a staff member incurs an on-the-job injury resulting in medical treatments and absence from work, he shall be entitled to receive his regular salary and fringe benefits up to a period of six months from date of injury without loss of accrued sick leave benefits, less any workers' compensation salary benefits paid for the period of absence.

*If a workers' compensation doctor determines that an employee is capable of returning to full duty and the employee is notified of such finding and does not return to work, the District may charge the employee's sick leave or drop the employee from the payroll, including all fringe benefits. In any event, when the employee's sick leave balance is exhausted the District may drop the employee from the payroll including all fringe benefits. Also, if the District's Workers' Compensation Carrier requests that an employee appear at a doctor's office for examination and the employee fails to keep the appointment, the employee may be dropped from the payroll immediately.*

- e. Staff members unable to report for work on a given day for any reason shall notify their Cook-Manager preferably the previous afternoon, but in any event not later than 8:30 a.m. on the day of absence. Staff members who start work between 6:00 and 8:00 a.m. should call their managers at 5:00 a.m. or the evening before, in order for that position to be covered by someone else. If employee does not call in by 8:30 a.m., said employee will not be paid for that day. Those absent more than one (1) day shall call in each day and be available for a return call and/or visit by a supervisor or administrator.
- f. The Superintendent or his designee has the right, in cases of absence, to request a doctor's certificate for absence of three (3) or more consecutive days, or the days immediately preceding or following the summer, Thanksgiving, Christmas, winter and spring vacation periods or scheduled or non-schedule holidays.
- g. Upon retirement from the Great Neck Schools a School Food and Nutrition Professional after attaining age 55 with at least 10 years of service in Great Neck shall be paid one days pay for each three days of accumulated sick leave up to a maximum of 90 days for 2013-2014, 2014-2015, and 2015-2016.

#### 6. Personal Leave

Up to two (2) days leave in any school year may be granted without loss of pay on prior (except in emergencies) application to the Superintendent or his designee for attendance to personal affairs such as:

- Closing title to home
- Moving day
- Court Appearance
- Appearance at Internal Revenue Bureau
- Entering offspring in college
- Attending offspring's graduation
- Marriage
- Attending wedding of family member
- Religious ceremony involving family
- Worker's compensation hearing
- Illness or death of close friend
- Vehicular breakdown
- Impassable roads
- Failure of public transportation
- Other such personal affairs

Such request must be in the Phipps building at least one week in advance of personal leave date except during an emergency, when permission of the Director of School Food and Nutrition Professional Services will be necessary. The district retains the right to require documentation if it deems necessary.

Personal leave days not used prior to June 30 of the school year will be added to the staff member's accumulated sick leave on July 1.

Personal leave may not be taken on days immediately before or after the summer, Thanksgiving, Christmas, winter and spring vacation periods and scheduled or non-scheduled holidays, except in emergency situations approved by the superintendent or his designee. It is also understood that it is not the intent of personal leave to extend a weekend.

7. When administratively feasible, seniority shall be considered whenever it is deemed necessary to transfer, change the status of, or reduce the hours of employees. Seniority shall also be taken into account when filling vacancies.
8. Notice of position openings in the bargaining unit shall be posted in each school cafeteria in order that employees who feel qualified may apply for said position.
9. School Food and Nutrition Professional employees will suffer no loss of pay for "snow days" or other unscheduled school closings authorized by the Board of Education: If school cafeterias are closed for other reasons, the salary of hourly workers will be adjusted to reflect the reduced number of hours worked.
10. The work year for School Food and Nutrition Professional workers is 182 days. School Food and Nutrition Professional employees' salary will be calculated on an hourly rate times 182 days and divided by 20 payments. At the end of the school year the last payroll will be adjusted according to the number of days worked during the school year.
11. For special school functions, employees will be compensated for a minimum of three hours at time and a half for Saturdays and Sundays, and after 4 p.m. on weekdays.
12. Temporary Assignments: No employee will be assigned to perform substantial duties of a higher rated job for more than two consecutive weeks without receiving the pay of such higher job at the employee's current salary step, retroactive to the first day worked in such higher rated job.
13. *If summer food service work is available, regular employees should be considered first and compensated in accordance with summer pay schedule.*  
*NOTE: Effective 7/1/2013 this clause is no longer valid.*
14. An employee in a part-time assignment who is required to work a longer schedule continuously for more than three months shall be permitted to continue with the longer schedule for the balance of the school year. However, the position may be shortened or lengthened in future years.

15. Personal property such as glasses and hearing aides that are damaged on the job through no fault of the employee shall be reimbursed to the employee up to \$75 per incident, within a fund of \$500 available to unit employees during a school year, provided the employee submits proof of the:
  - (1) value of the item damaged, and
  - (2) the fact that the item was damaged on the job, as witnessed by another employee.
16. Members shall be covered by the non-contributory career retirement plan (Section 75i) of the New York State Employees Retirement System, in accordance with State Law.
17. Effective September 1, 2014, full-time members of the association will be given a term life insurance policy of \$25,000 (and \$15,000 term life insurance policy for part-time members.)
18. All permanent employees shall have association dues deducted from their salary.
19. This agreement shall be binding and in full force effective July 1, 2013 and extending through June 30, 2016 and shall be automatically renewable for successive one year periods unless either the Board or the Association notifies the other party in writing no later than 120 days prior to the closing of the school year of its desire to reopen negotiations on one or more matters covered by the agreement. This agreement may be altered, changed, added to or modified only through the voluntary mutual consent of the Board of Education and the Great Neck School Food and Nutrition Professional Association.
20. 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 therefor, shall not become effective until the appropriate legislative body has given approval.
21. Grievance Procedures
  - a. The employee shall discuss the issue or complaint with his/her immediate supervisor.
  - b. If not satisfied, the School Food and Nutrition Professional employee shall discuss the issue with the supervisor of the school lunch program.
  - c. If still not satisfied, the employee and/or the Association shall submit the issue to the supervisor in writing. The supervisor shall reply in writing.
  - d. If still not satisfied, the employee and/or the Association may submit the issue to the Superintendent of Schools. The Superintendent shall hear the views of the grievant as well as the supervisor and then make a decision. The written decision shall be given to the grievant.

22. The Board shall cooperate with and render assistance to employees +who find themselves involved in civil and criminal legal difficulties in accordance with the provisions of Sections 3023 and 3028 of the Education Law of the State of New York.
23. Professional Development:
  - a. The Board and Association endorse the concept that School Food and Nutrition Professional employees be informed on current trends regarding the quality and safety of food service.
  - b. To equip employees, the School District with Association representatives will provide training programs relevant to the School Food and Nutrition Professional personnel. Such programs may include other relevant programs planned by the Great Neck School System or other educational agencies and adjudged by the Assistant Superintendent for Business and Director of School Food & Nutrition Professional Services as relevant to School Food & Nutrition Professional Services.
  - c. Additionally, all food and nutritional professionals will attend Nassau County Department of Health Food Service Managers Training Course. Attendance at the training (10 hours) shall be with pay with the Food & Nutrition Department bearing the cost of the course. In order to remain employed, all staff must successfully complete the course prior to the new school year commencing as evidenced by passing the course exam and providing the district with a copy of the Certificate of Completion. Any staff member that is unsuccessful in completing the course, will need to pass the exam on his/her own time and expense within the school year in order to be reappointed.
24. Members of the association will be reimbursed for a one-time annual submission of up to \$50 for prescription eyeglasses or exam (does not include prescription sunglasses), provided receipts are submitted by June 30 of each school year.
25. Members of the association will be reimbursed for a one-time annual submission of up to \$50 for approved work shoes, provided receipts are submitted by June 30<sup>th</sup> of each school year.

GREAT NECK BOARD OF EDUCATION  
Barbara Berkowitz, President

GREAT NECK SCHOOL FOOD AND NUTRITION  
PROFESSIONAL ASSOCIATION  
Judi Cianciaruso, President



**SEPTEMBER 1, 2013 - JUNE 30, 2014**

	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
	<b>COOK MGR.</b>	<b>COOK MGR</b>	<b>ASST. COOK</b>	<b>FOOD SERVICES</b>
<b>STEP</b>				<b>HELPERS</b>
1	24.92	19.05	17.16	14.29
2	25.78	19.94	18.00	15.17
3	26.64	20.77	18.88	16.04
4	27.36	21.51	19.66	16.77
5	28.07	22.20	20.35	17.49
6	28.78	22.93	21.03	18.23
7	29.51	23.61	21.78	18.90
8	30.21	24.35	22.50	19.66
9	30.92	25.07	23.22	20.35
10	31.64	25.78	24.01	21.02
15	32.70	26.62	24.79	21.70

**SEPTEMBER 1, 2014 - JUNE 30, 2015**

	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
	<b>COOK MGR.</b>	<b>COOK MGR</b>	<b>ASST. COOK</b>	<b>FOOD SERVICES</b>
<b>STEP</b>				<b>HELPERS</b>
1	25.29	19.42	17.53	14.66
2	26.15	20.31	18.37	15.54
3	27.01	21.14	19.25	16.41
4	27.73	21.88	20.03	17.14
5	28.44	22.57	20.72	17.86
6	29.15	23.30	21.40	18.60
7	29.88	23.98	22.15	19.27
8	30.58	24.72	22.87	20.03
9	31.29	25.44	23.59	20.72
10	32.01	26.15	24.38	21.39
15	33.07	26.99	25.16	22.07

**SEPTEMBER 1, 2015 - JUNE 30, 2016**

	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
	<b>COOK MGR.</b>	<b>COOK MGR</b>	<b>ASST. COOK</b>	<b>FOOD SERVICES</b>
<b>STEP</b>				<b>HELPERS</b>
1	25.66	19.79	17.90	15.03
2	26.52	20.68	18.74	15.91
3	27.38	21.51	19.62	16.78
4	28.10	22.25	20.40	17.51
5	28.81	22.94	21.09	18.23
6	29.52	23.67	21.77	18.97
7	30.25	24.35	22.52	19.64
8	30.95	25.09	23.24	20.40
9	31.66	25.81	23.96	21.09
10	32.38	26.52	24.75	21.76
15	33.44	27.36	25.53	22.44

**FULL TIME PERSONNEL (7 1/2 OR MORE HOURS)**

	<b>2013-14; 2014-15; and 2015-16</b>
10 Years	197
15 Years	332
20 Years	415
25 Years	493
30 Years	615

**PART TIME PERSONNEL (5 1/2 - 7 HOURS)**

	<b>2013-14; 2014-15; and 2015-16</b>
10 Years	121
15 Years	209
20 Years	252
25 Years	301
30 Years	373

**PART TIME PERSONNEL (3 - 5 HOURS)**

	<b>2013-14; 2014-15; and 2015-16</b>
10 Years	105
15 Years	169
20 Years	209
25 Years	250
30 Years	293

*L. Cascano*  
*L. Marwood*