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**Contract Database Metadata Elements**

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BY AND BETWEEN THE

**BOARD OF COOPERATIVE  
EDUCATIONAL SERVICES  
FIRST SUPERVISORY  
DISTRICT OF SUFFOLK COUNTY**

*(EASTERN SUFFOLK BOCES)*

AND THE

**UNITED PUBLIC SERVICE  
EMPLOYEES UNION**

**July 1, 2003 - June 30, 2006**

**RECEIVED**

DEC 29 2005

NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD

458



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## **ARTICLE 1 - PREAMBLE**

In order to effectuate the provisions of Chapter 392 of the Laws of 1967, Public Employees' Fair Employment Law, Article 14 of the Civil Service Law, and to encourage and abet effective and harmonious working relationships between the Board of Cooperative Educational Services of the First Supervisory District of Suffolk County (Eastern Suffolk BOCES) and Eastern Suffolk BOCES, Unit 2, represented by The United Public Service Employees Union, here and after referred to as "the Union" or "the UPSEU," the following Contract shall be entered into.

## **ARTICLE 2 - RECOGNITION**

The Board of Cooperative Educational Services, First Supervisory District recognizes the United Public Service Employees Union, as the sole and exclusive representative for collective negotiations with respect to salaries, wages, hours and other terms and conditions of employment for all employees whose titles appear in Appendix A of the Contract, with the exception of the Principal Stenographer and Senior Stenographers in the District Superintendent/Executive Officer's Office and the Stenographers, Senior Stenographers, Principal Stenographer, Account Clerks, Senior Account Clerks and Account Clerk Typists in the Human Resources Department, Secretary to the Deputy Superintendent, Secretary to the Director of Administrative Services, Secretaries to the Assistant Superintendents, and the Supervisor of Occupational/Physical Therapists. Part-time employees (those who work less than 50% of the time worked by a regular full-time employee in that same job title) are excluded from the bargaining unit.

## **ARTICLE 3 - CONDITIONS OF EMPLOYMENT**

### **A. PRESENT CONDITIONS OF EMPLOYMENT**

Any terms or conditions of employment currently in effect that are more beneficial than those provided for in this contract will remain in effect for the duration of this contract unless changed by mutual agreement.

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B. SENIORITY

For the purpose of this Agreement, seniority shall be defined as length of continuous service, based on the original date of permanent appointment of any employee covered by this Agreement and shall be used for purposes of determining preference in vacation scheduling and layoff and recall. In cases of layoffs, the Suffolk County Civil Service Rules and Regulations shall apply to all employees covered by this Agreement.

C. AGENCY FEE

The BOCES shall deduct from the wages of employees in the bargaining unit who are not members of "the UPSEU" an amount of money equivalent to the dues levied by "the UPSEU" and shall transmit the sum deducted to the Union in accordance with Chapters 677 and 678 of the Laws of 1977 of the State of New York. Such agency fee deductions shall be made in the same procedure and manner as the regular dues deductions.

D. NON-COMPETITIVE/LABOR CLASS HEARINGS

Non-competitive and labor class employees who have been employed by the BOCES for at least two consecutive years on a full-time basis and who are discharged shall be entitled to a hearing before the Executive Officer or designee. The determination of the Executive Officer shall be final and binding.

E. PERSONNEL FILE REVIEW

Unit members retain the right to examine their personnel files, upon providing reasonable notice.

F. FOUL WEATHER GEAR

The BOCES shall maintain in each building two sets of foul weather gear (rubber jacket, rubber boots, rubber pants) for use by custodial and maintenance personnel.

G. HAZARDOUS MATERIALS TRAINING

Custodial and maintenance workers who are required to work with hazardous materials shall receive proper training in handling such materials.

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H. ADULT EDUCATION PROGRAM

Unit members are eligible for enrollment in Eastern Suffolk BOCES Adult Education Program courses on a space available basis at one-half the normal tuition.

I. UNION NOTICES

“UPSEU” representatives shall have the right to display union related notices on at least one bulletin board in each facility.

J. VEHICLE ASSIGNMENT

BOCES may assign official vehicles to members of the Bargaining Unit who also use the vehicle to commute between home and work. BOCES retains the right to make and take away the assignment of said vehicles as determined by the needs and/or best interests of the agency.

**ARTICLE 4 - COMPENSATION**

A. SALARY

Wages of unit members shall be increased as follows:

<u>Effective July 1, 2003:</u>	3.8% or \$1,400, whichever is more
<u>Effective July 1, 2004:</u>	an additional 3.8% or \$1,400, whichever is more
<u>Effective July 1, 2005:</u>	an additional 3.8% or \$1,475, whichever is more

B. STARTING SALARIES

1) Starting salaries for new employees shall be increased by \$800 effective July 1, 2003; an additional \$800 effective July 1, 2004; and an additional \$800 effective July 1, 2005.

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2) During the initial 6 months of employment, a new employee shall be paid at the rate of \$500 less than the then current minimum salary for the level.

C. PRORATED SALARIES

Ten month employees, excluding medical personnel, shall receive a pro-rata portion of the annual salary for their position in Appendix A.

D. ALTERNATE PAY PLAN

Ten month employees shall have the option of an alternate pay plan that provides a pro-ration of their ten month salary over twelve months, but with a lump sum payment in June to cover the balance of their salary.

E. OVERTIME

1) Time and one-half shall be paid to part-time employees after the first eight (8) working hours on a work day. Double time shall be paid to full-time employees for Sundays and holidays when such days are outside of the employee's regular work week. Time and one-half shall be paid after the regularly scheduled work week of at least thirty-five (35) hours.

2) Overtime compensation may be in cash or in compensatory time at the discretion of the employee. However, if an employee requests compensatory time, management has the right to approve or disapprove the time requested.

3) Each employee working overtime shall designate on forms provided by BOCES whether he/she wishes to be paid for such overtime or if in the alternative he/she wishes to be provided compensatory time in lieu of such pay. If compensatory time is selected, no pay will be provided unless such employee severs employment for any reason with Eastern Suffolk BOCES.

4) An employee electing compensatory time for overtime work must utilize such compensatory time accrued during each period set forth below the dates provided below:

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Compensatory time accruing during the months of January, February, March must be utilized by April 30<sup>th</sup>.

Compensatory time accruing during the months of April, May, June must be utilized by July 30<sup>th</sup>.

Compensatory time accruing during the months of July, August, September, must be utilized by October 31<sup>st</sup>.

Compensatory time accruing during the months of October, November, December must be utilized by January 31<sup>st</sup>.

Subject to the above, unit employees may accumulate and carry a maximum of 52.5 hours of compensatory time.

5) A minimum of one quarter (1/4) day must be requested for usage of compensatory time.

6) Subsections E(3), (4), and (5) shall be force and effect until, and no later than, June 30, 2006, at which time the parties shall revert to the language of Section E(2) of Article 4 of their 1998-2003 Agreement unless some alternative is earlier agreed upon in writing.

7) TEXTBOOK PROGRAM

a) Due to the specific nature of work performed by employees employed in the BOCES Textbook Program and subject to the stipulations set forth in (3) above, Textbook Program employees may accumulate and carry a maximum of 105 hours of compensatory time and must utilize such accrued compensatory time as set forth below:

b) Compensatory time accrued during the period April 15<sup>th</sup> through September 15<sup>th</sup> must be utilized by April 15<sup>th</sup> of the following year. Each Textbook Program employee shall be required to submit by October 15<sup>th</sup> of each year a plan of action providing dates in which

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he/she shall utilize accrued compensatory time on the books as of September 15<sup>th</sup> of that year. The parties recognize that it may be necessary to modify selected dates after submission due to unforeseen circumstances of the employee or department.

c) Compensatory time accrued by Textbook Program employees during the period September 15<sup>th</sup> through December 31<sup>st</sup> must be utilized by January 31<sup>st</sup> and compensatory time accruing from January 1<sup>st</sup> through April 15<sup>th</sup> must be taken by May 15<sup>th</sup>.

d) This Subsection 7 shall be force and effect until, and no later than, June 30, 2006, at which time the parties shall revert to the language of Section E(2) of Article 4 of their 1998-2003 Agreement unless some alternative is earlier agreed upon in writing.

8) To insure an appropriate central office record keeping of accumulated compensatory time, BOCES shall implement a program to effectuate same.

9) Recorded time not utilized by the respective dates will be compensated in money.

#### F. NIGHT DIFFERENTIAL

1) A 5% differential shall be added to the base salary for employees working the second shift (4-12 p.m.) and a 10% differential shall be added to the base salary of employees working the third shift (12-8 a.m.).

2) Night differential shall be paid for a shift which is half or more after 4:00 p.m. or half or more after midnight.

a) If more than half the work hours are in the day shift, there is no differential.

b) Night differential shall remain in effect during brief periods of change to day time hours when requested by management (*i.e.* school vacations or summer).

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G. MEDICAL DIFFERENTIALS

1) Eligible OTs/PTs shall have the following differentials included as part of their annual base wages:

a) Therapists with a certificate in OT or PT shall receive \$500.

b) Therapists with an entry level Master's in OT or PT shall receive \$1,000.

c) Therapists with a Bachelor's Degree in OT or PT and an advanced Master's in OT or PT shall receive \$2,000.

d) Therapists with an entry level Master's in OT or PT and an advanced Master's in OT or PT shall receive a differential of \$2,000.

e) Therapists with a certificate in OT or PT and an advanced Master's in OT or PT shall receive \$2,000.

f) Therapists with a doctorate (not entry level) in OT or PT shall receive \$3,000.

g) All of the differentials in (b) through (g) are not cumulative or pyramiding. Only one differential shall be paid at any given time based on the educational requirements contained in (b) through (g) above.

h) Upon hire, OTs and PTs shall be entitled to \$200 for each year of prior service, to a maximum of \$800. Such money shall be included into the unit member's base salary.

2) Each Registered Nurse shall have the following differential included as part of their base wages: \$750 for a Bachelor's Degree and another \$750 upon completion of a Master's Degree.

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H. STIPENDS

1) OTs and PTs who supervise OT/PT assistants shall receive a stipend of \$1,000 per year per assistant supervised or pro rata portion for shared supervision.

2) Eligible Custodial Workers shall have the following stipends:

a) Custodian II shall encompass the current duties of "lead custodian" and such other duties as may reasonably be included within the job description. Custodian II workers shall receive a minimum annual stipend of \$1,200 above their Custodian I minimum rate.

b) Custodial Workers II in charge of a building shall receive, in addition to the stipend in paragraph (2)(a) above, an annual stipend as follows:

i) \$1,100 for a building with four or more custodians (including the CW II).

ii) \$800 for a building with three or fewer custodians (including the CW II).

c) Head Custodians who supervise ten or more custodial employees shall receive an annual stipend of \$2,500.

3) An annual stipend of \$500 shall be paid to unit members in the following titles: Senior Account Clerk, Senior Account Clerk Typist, Senior Clerk, Senior Clerk Typist, Senior Stenographer, Principal Account Clerk, Senior Account Clerk Stenographer, Principal Stenographer, and new clerical titles, if any, created during the term of this Agreement that contain the words "Senior" or "Principal."

4) Bus Transportation Technicians, Assistant Transportation Supervisors, and Transportation Coordinators with an SBDI Certification and/or a 19A Certification shall receive a \$1,000 stipend for each license held, to a maximum of \$2,000.

5) Employees serving as a Lead Nurse and employees serving as Lead Therapist shall be paid a stipend of \$1,000 from September 1 through June 30 for 42 hours of

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service provided outside of normal working hours during the regular school year. The number of Lead Therapists shall be based on a staff ratio of approximately twelve therapists to one Lead Therapist.

6) Employees serving as Groundskeeper II shall be paid an annual \$1,000 stipend.

I. PAYDAY ON A HOLIDAY

When a holiday falls on a payday, all checks shall be dated as of the last working day prior to the holiday.

J. LONGEVITY

In each fiscal year after the required length of service, salary shall be supplemented by the amounts shown. Adjustments shall be made twice a year, on July 1st and January 1st (February 1st for ten month employees). Longevity increments shown are non-cumulative.

Effective July 1, 2003

5 years of service	\$1,300 (\$750 for employees hired on or after 9/19/95)
10 years of service	\$2,310
14 years of service	\$3,080
19 years of service	\$3,300
25 years of service	\$3,520

Effective July 1, 2004

5 years of service	\$1,300 (\$750 for employees hired on or after 9/19/95)
10 years of service	\$2,541
14 years of service	\$3,388
19 years of service	\$3,630
25 years of service	\$3,872

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Effective July 1, 2005

5 years of service	\$1,300 (\$750 for employees hired on or after 9/19/95)
10 years of service	\$2,795
14 years of service	\$3,727
19 years of service	\$3,993
25 years of service	\$4,259

K. FILL-IN-PAY

1) An employee filling in for an employee of a higher classification for more than 10 continuous working days shall be paid 90% of the difference between the entry level salaries of each of the positions. This shall commence on the 11th continuous day and be retroactive to the first day. The salary adjustment shall be a minimum of \$5 per day and a maximum of \$20 per day.

2) A Registered Nurse required to assume the responsibilities of an absent nurse for more than two working hours in another building due to a shortage of substitutes will receive extra compensation of \$30 for that day.

L. LUMP SUM

Employees ceasing employment with the Board of Cooperative Educational Services shall receive a lump sum payment as soon as practical for unused vacation time.

M. SALARY ADJUSTMENTS

The BOCES shall have the right to adjust the salary of unit members based upon expansion or change in job duties, after consultation with the UPSEU. Such additional pay shall thereafter be paid if the duties are continued as part of the job.

N. CALL-IN PAY

Custodians and maintenance personnel who are called in to work on an emergency basis beyond their regularly scheduled work hours shall receive a minimum of two hours pay.

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O. UNIFORMS

BOCES shall allocate \$180 per year for each full-time maintenance mechanic, custodian, warehouse worker, laborer and driver/messenger for uniforms. Uniforms must be worn, unless the employee is excluded for this requirement by his/her department head. The employee must keep uniform(s) in clean and presentable condition.

P. PROMOTIONAL INCREASES

1) Individuals promoted shall receive the following increases in salary, or the starting salary, whichever is greater:

From	I to II	- \$1,200
	II to III	- \$2,700
	III to IV	- \$3,000
	IV to V	- \$5,000
	V to VI	- \$5,000

2) In the event that an employee is appointed by the Board to a promotional position, he/she shall receive an annual salary increase according to the promotional raises specified within this Agreement.

An employee who receives a provisional appointment by the Board shall receive an annual salary increase according to the promotional raises specified within this Agreement. The provisional employee must successfully complete the requirements to become reachable on the next published list in order to maintain the increased salary.

Q. EDUCATIONAL ASSISTANCE

1) EDUCATIONAL INCENTIVE

a) The following concept of educational incentives has been developed and approved by the Board for any member of the unit who elects to pursue course work at a recognized institution of higher education.

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b) There shall be eight (8) basic programs applicable to Civil Service employees (these programs found at an accredited university, college, or junior college):

- |                               |                                  |
|-------------------------------|----------------------------------|
| 1. Accounting                 | 5. Secretarial Studies - 2 years |
| 2. Business Administration    | 6. Nursing                       |
| 3. Data Processing            | 7. Occupational Therapy          |
| 4. Secretarial Studies - 1 yr | 8. Physical Therapy              |

c) Employee eligibility for approval of educational incentive shall be in accordance with their responsibilities in the BOCES in order to obtain an incentive. For example, secretaries may be eligible for an incentive if they matriculate in a program in secretarial studies or secretarial science. Courses taken should assist in improving the skills used on the job. For example, a member of the data processing staff will not receive incentives for taking secretarial studies, unless their assignment is as a secretary in data processing.

d) Operations and Maintenance personnel shall be eligible for the benefits of this section by attending college level courses that pertain to their positions and have management pre-approval.

e) Courses in categories 6, 7, and 8 must be approved by the BOCES and directly related to the employees work.

f) Prior approval requests must be submitted to the Executive Director of Human Resources for consideration.

## 2) SEMESTER HOURS

a) An incentive of \$300 shall be paid for successful completion of every approved six (6) semester hours taken in matriculated status at an approved school. No course work taken prior to employment with BOCES will be accepted for incentive. If liberal arts subjects are mandated by the college in a matriculated status, then these courses shall be accepted for incentive. All courses shall be reviewed by the Executive Director of Human Resources (or designee) and a sub-committee of "the UPSEU." (Similar to the Professional Advancement Committee.)

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b) There shall be a maximum of 60 semester hours both in matriculated and non-matriculated status. Classes in Nursing, Occupational Therapy and Physical Therapy can be at the undergraduate or graduate level.

3) INCENTIVE PAYROLL

The added monies for incentive shall be included in the normal Civil Service salary placement for the applicant for incentive and it will continue until such time as the applicant receives an additional incentive for further course work as provided in these requirements. The dates for adding the incentive shall be the first payroll in July, the first payroll in September or the first payroll in February.

4) APPROVAL OF COURSES

In order that Civil Service employees may advance their knowledge in fields of their employment with BOCES, a committee of one representative from four (4) different BOCES areas of responsibility shall meet with the Executive Director of Human Resources (or designee) in order to review non-matriculated courses and specialized school with the view of recommending to the Executive Officer acceptance or rejection of a course taken or about to be taken by an employee covered by this Agreement.

It shall be the responsibility of the committee to determine the following:

- a) Is the instruction being given in an acceptable agency?
- b) Shall the course enhance the knowledge of the person in his/her specific responsibility with BOCES?
- c) What will be the level of credit recommended relative to a matriculated course at an accredited school? (Hours of class time per week matched against hours of class time per semester hour at an accredited school.)
- d) If the Executive Officer accepts the recommendation of the committee, the unit member shall be advised of the decision and the number of credits granted toward salary advancement.

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5) BUSINESS ADMINISTRATION

All courses taken as part of a matriculated program in Business Administration shall be eligible for incentive.

6) NON-MATRICULATED COURSES

Non-matriculated courses related to the employee's position may be eligible for incentive pay if they receive prior approval of management (Executive Director of Human Resources).

**ARTICLE 5 - INSURANCES**

A. HEALTH INSURANCE

1) GROUP HEALTH INSURANCE

a) New York State health insurance plan - Except as modified by paragraph 1b) and section 2, The Board will pay 100% of employees premium cost with the exception of HIP-HMO. For those employees who elect HIP-HMO coverage, the Board shall contribute a sum of money not to exceed the amount presently expended by the Board for health insurance premiums to purchase health insurance for employees under the agreement. Any additional premium payment necessary to provide the HIP-HMO coverage shall be paid by such employee from his or her own funds.

b) An option to waive health insurance coverage shall be offered to all unit members who are eligible for coverage. Any member electing to waive health insurance coverage shall complete an appropriate form and shall be compensated at the rate of 60% of the premium in effect on July 1st of the year in which the insurance is waived. The payment for the above option shall be incorporated into the annual salary. The election option will be presented on an annual basis in the month of November, with the effective date of the change to be the beginning of the calendar year following the election.

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2) GROUP HEALTH INSURANCE FOR EMPLOYEES HIRED AFTER AUGUST 27, 1992

a) Unit members hired after August 27, 1992 shall be entitled to receive fully-paid health insurance, either individual or family, provided they do not receive comparable coverage from another source. Comparability shall be decided by the ninety (90%) rule governing benefits and member costs.

b) There will be a three month waiting period for employees hired on or after July 1, 1998.

c) Unit members eligible for coverage in accordance with the above shall be entitled to waive such coverage and receive the compensation outlined in Article 5(A)(1)b of this current Agreement.

d) Unit members who lose coverage from the other source shall be entitled to inclusion in the BOCES Health Plan, effective the first day of the following month. (There shall be no exclusion for pre-existing conditions.)

e) An employee who gains alternative coverage during employment (i.e., through marriage or other circumstances) shall not be eligible for BOCES coverage provided, however, that such coverage meets the ninety (90%) percent comparability rule.

f) The intent of this provision is to provide unit members with health insurance coverage but not dual coverage.

g) A review committee comprised of two (2) unit members and two (2) management appointees will be created. The committee's charge is to decide on the comparability questions on a case-by-case basis.

h) The above shall refer solely to health benefits.

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3) GROUP HEALTH INSURANCE FOR EMPLOYEES HIRED AFTER JULY 1, 1998

Unit members hired after July 1, 1998 shall be entitled to group health insurance on the same terms as set forth in Subsection A(2) above; provided, however, that such unit members shall pay 10% of the premium for family coverage during the first three years of employment and 5% thereafter.

4) HEALTH INSURANCE INTO RETIREMENT

Employees hired on or before September 19, 1995 with at least five (5) years of Eastern Suffolk BOCES' service will receive health insurance into retirement, individual or family, and will pay the same percentage of the individual or family health insurance premium in retirement as the unit member paid as of his/her last day of service. For employees hired after September 19, 1995, health insurance into retirement will be provided after 10 years (individual coverage) or 20 years (family coverage), and such employees will pay the same percentage of the individual or family health insurance premium in retirement as the unit member paid as of his/her last day of service. To be eligible for this benefit, retirement from the N.Y.S. Retirement System must immediately follow active service to BOCES. Employees shall be entitled to an individual contract upon retirement.

5) HEALTH INSURANCE FOR PART-TIME UNIT MEMBERS

Unit members first hired on or after July 1, 1998 on a part-time basis shall be entitled to group health insurance on the same terms as set forth in Subsection A(2) above; provided, however, that such unit members shall pay a share of the premium costs of such insurance that reflects the proportion of their compensation relative to a full-time position, but not more than 25% of those premium costs.

B. GROUP LIFE INSURANCE

1) By joining the UPSEU, unit members may participate in a group life insurance plan. The premium for this plan may be paid through payroll deduction.

2) The Board shall pay 100% of a forty thousand dollar (\$40,000) term life insurance policy.

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3) An additional \$25,000 of term life insurance shall be available to the unit members to purchase at his/her own cost upon approval of the insurance carrier.

4) Unit members shall have the right to purchase life insurance into retirement at the group rate at their own cost, subject to the conditions and approval of the insurance company.

C. TAX-SHELTERED ANNUITY

Employees may participate in a Tax-Sheltered Annuity Plan through payroll deduction.

D. DENTAL PLAN

The Board shall pay 100% of an employee's premium cost. The Board shall also pay 50% of the cost for dependents and the employee will pay 50%. The former BOCES 2 dental plan shall be in effect for all employees.

E. DISABILITY INSURANCE

A long term disability insurance policy will be provided and paid for by BOCES for all full time members, which will provide up to 66 2/3% of the current salary to a maximum of \$7,000 per month (inclusive of any other benefits) until the employee qualifies for retirement. (Some exceptions may present themselves for certain types of illness such as psychological disorders as determined by the policy.) There shall be a waiting period of 90 days, or at the exhaustion of accumulated sick/vacation/personal time, whichever is greater.

F. OPTICAL PLAN

An optical plan offered by the UPSEU Benefits Plan will be made available to all full time members. The cost to the Board will not exceed \$172 per member effective July 1, 2003; \$179 per member effective July 1, 2004; and \$186 per member effective July 1, 2005.

G. CREDIT UNION

Employees may participate in the program of the Suffolk County Teachers' Federal Credit Union through payroll deduction.

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H. Ten month employees shall receive benefits according to the following chart:

<u>BENEFIT</u>	<u>RN/PT/OT</u>	<u>OFFICE CALENDAR</u>
Vacation	None (work school Calendar)	10/12
Sick	12/12	10/12
Personal Leave	12/12	10/12
Health Insurance	Yes	Yes
Disability Insurance	Yes	Yes
Life Insurance	Yes	Yes
Dental Insurance	Yes	Yes
Retirement	Optional	Optional
Optical	Yes	Yes

NOTE: 10/12 means 10/12th of the annual benefit received by 12 month employees. "YES" means the same benefit as the 12 month employees receive.

I. LIABILITY POLICY

1) Unit members shall have the right to examine the district's liability insurance policy, and management will notify the union in the event the policy is canceled/lapses.

2) BOCES agrees to fully implement the provision of Public Law 18 regarding the indemnification of its employees.

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J. PERSONAL INJURY

1) Whenever a member not covered by the disability clause is absent as a result of personal injury caused by students or parents occurring in the course of employment, the member shall be paid full salary (less the amount of any worker's compensation award) for a period of up to one year and no part of such absence shall be charged to annual or accumulated sick leave. On request, the employee shall provide a doctor's statement verifying such injury. The 90 calendar day waiting period under the save harmless provision shall be defined as the 90 calendar day period immediately following the injury.

2) Full time members covered by the disability insurance clause who are absent as a result of personal injury caused by students or parents shall use accumulated sick leave to cover the 90 calendar day waiting period. If accumulated sick leave is insufficient, the BOCES will hold the member harmless from salary loss during this period.

K. PERSONAL PROPERTY

The Board shall give reasonable reimbursement to any member for repair or replacement of any personal property damaged or destroyed while performing official duties as a direct result of action by students and/or parents and not due to the employee's negligence. The maximum amount shall be \$300 per member per occurrence.

**ARTICLE 6 - LEAVES**

A. LEAVE ALLOWANCE

1) SICK AND PERSONAL LEAVE

All 12 month Civil Service staff shall be provided with 1 1/4 days of sick leave per month. This sick leave is cumulative to 200 days. Five (5) personal leave days will be granted on each July 1. These days must receive prior approval of the employee's supervisor. Two (2) personal days are to be granted without reason and three (3) days with approvable reason. Unused personal days will be added to accumulated sick leave on July 1.

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2) WORKERS' COMPENSATION DEDUCTION

The Board shall deduct one (1) day sick leave for each two (2) days of absence due to a Workers' Compensation claim. Upon exhaustion of accumulated leave days, the employee shall apply for disability and all salary payments will cease from the Board.

3) SERIOUS ILLNESS, FAMILY

a) An employee who experiences serious illness of a family member or other extraordinary and/or unusual events, may make application to the Executive Director of Human Resources for the conversion of accumulated sick leave to personal days to be used during the aforementioned circumstance with the approval of the Executive Officer. Prior to making application, the employee must have exhausted his/her current supply of personal days.

b) Unit members shall be eligible to receive up to 1 year leave of absence without pay due to illness of the employee or a member of the employee's immediate family. Medical verification, if requested, shall be provided.

4) PHYSICIANS NOTE

a) In case of any absence of more than two (2) consecutive working days, or three (3) non-consecutive working days within a week, it is the right of the supervisor and/or Executive Officer or a representative to require a physician's note. Failure to produce this physician's note may mean the loss of one day's pay for each day beyond the two (2) consecutive working days, or three (3) non-consecutive working days within a week.

b) It is the right of the supervisor and/or Executive Officer or a representative to require a physician's note for absences the working day prior to, or the working day following a long weekend or vacation period. Failure to produce this note when required may result in the loss of one day's pay for each day indicated above.

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5) TERMINAL LEAVE

a) Unit members receive benefit of the 1/60th non-contributory retirement plan. Tier 1 and Tier 2 members shall receive the benefits of the 75i plan of the New York State Employees Retirement System. Except for Tier 1 employees, there will be an eight (8) year window period to receive Terminal Leave from the date of first eligibility to retire with full pension under ordinary circumstances (Ages 62 for Tier 2, Tier 3, and Tier 4 members) from the New York State Employees Retirement System.

b) Unit members who are eligible for the terminal leave provision may elect Option I or Option II. Such choice shall be made at the time the letter announcing the retirement is submitted. Employees hired after July 1, 1979 are eligible for Option II only.

Option I:

During the year of retirement, any unit member with up to a maximum of 125 accumulated leave days, shall be entitled to terminal leave at full pay for the aforementioned 125 days.

Option II:

The Board shall compensate members upon qualification for retirement and actual retirement from the New York State Employees Retirement System according to the following formula: for the first 100 days, or part thereof, of accumulated sick leave, compensation shall be at the rate of one-half of the employee's daily rate of the final year's salary for each day. Daily rate shall be defined as, 1/200 for ten (10) month health related members, 1/215 for ten (10) month clerical members and 1/260 for all other twelve (12) month members. For the second 100 days, or part thereof, of accumulated sick leave, the compensation shall be at the member's daily rate calculated on the member's final year's salary. If option II is elected, the payment method shall be either: A) Full lump-sum payment in the year of retirement, or; B) Full lump-sum payment in the fiscal year following retirement, or; C) Payment in 3 equal installments over a three year period.

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The option for payment method shall be at the discretion of BOCES as determined by fiscal constraints.

6) EMERGENCY LEAVE, DEATH IN THE FAMILY

In the case of a death in a unit member's immediate family, up to five (5) consecutive days shall be granted, and in the case of a death other than in the immediate family, up to three (3) consecutive days shall be granted, if needed. "Other than immediate family" means grandparents, sister-in-law, brother-in-law, niece, nephew, aunt or uncle, or any other relative who resides in the unit member's household.

7) CRITICAL ILLNESS DAYS

Five sick days will be available for use in the case of critical illness of a family member, at the agency's discretion.

8) EXCESSING

In a situation where a unit member is excessed due to the abolition of a position and no other position is available, a maximum of 45 days of sick leave that the unit member has accumulated may be used for eligible paid leave. Upon completion of the 45 day maximum, the unit member's compensation shall be eliminated. In instances where the unit member has accumulated less than 45 sick days, the total number of accumulated days shall be used in lieu of the 45 day maximum. In case of employment of the person, all payments shall cease. Excessed unit members who obtain other employment shall notify the BOCES immediately.

B. SICK LEAVE/SELL BACK

1) SICK LEAVE SELL BACK

After the accumulation of at least 90 sick days, a unit member may elect to sell back up to 10 unused days from the current year's allocation, at the end of each fiscal year. Written notice of the intent to sell back such days must be provided to the Human Resources Office by May 1 of each year of this agreement. Reimbursement shall be made at the rate of \$60 per day.

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2) WAIVER OF CLAIM

The unit member waives claim for use of any days "sold back." Days which may bring the unit member's accumulation below 90 are not eligible for the sell back plan.

3) ELIGIBILITY

Unit members hired on or after July 1, 1998 shall not be eligible for the benefit described in this Section.

C. SICK LEAVE BANK

1) The Sick Leave Bank shall be established by each voluntarily participating full-time member donating one day from accumulated sick leave. The use of the Bank shall, at all times, be restricted to the number of days actually accumulated and remaining available in the Bank at the time an application is made by an eligible member to draw upon the Bank. In the event that the Bank is reduced by use thereof to less than 40 days, then at the commencement of the school year immediately following this event, or sooner if determined necessary by the Standing Committee, a deduction of one sick day from the accumulated sick leave of each participating member, who wishes to remain in the Bank, shall be made and donated to the Bank.

2) LEVEL OF BENEFITS

There will be two levels of benefits for Sick Leave Bank Participants.

LEVEL A: Should the Standing Committee determine that the nature of the illness or injury is critical/catastrophic, the following guidelines will apply:

1. Member must use up all accumulated sick/personal leave before accessing the Bank. The member has the option of using accumulated vacation days.

2. If a bargaining unit employee does not join at the initial opportunity, there will be a one year waiting period to access the bank. Members do not have to be ill beyond 20 days to access the bank.

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3. The committee will reserve the right to determine if the member must pay back sick leave borrowed based on individual circumstances.

4. Sick Bank Leave will terminate once eligible for disability benefits.

LEVEL B: In all other instances the following guidelines will apply:

1. Member must use up all accumulated sick leave before accessing the Bank.

2. Sick Bank Leave will terminate once eligible for disability benefits.

3) MEMBERSHIP

Any unit member may join the Sick Bank by contributing one sick day. Unit members may join the Bank within the first two calendar months of becoming members of the unit. If, however, a unit member chooses to join the Bank after that time, there will be a one year waiting period before the member is eligible to use the Bank. If during the waiting period the Bank needs additional days from members, those waiting members will not have to contribute.

Once a person becomes a member of the Sick Leave Bank, and contributes one day to the Bank, the day becomes part of the Sick Leave Bank and the member no longer has claim to the day, other than as outlined herein.

If necessary to deduct a sick day from the accumulated sick leave of each participating member during the school year, and if the member does not have any accumulated sick leave, the Executive Officer will give approval to convert a personal day to a sick day so that the member may continue to participate. The member will be notified of this action. If the member does not have any personal days left, a sick day will be deducted from the member's account at the beginning of the following school year. This will be a one-time procedure to make it possible for the member to remain in the Sick Leave Bank. Should the situation occur a second time and sick or personal days are not available, the member will

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be dropped from the Sick Leave Bank until sick days are available and reapplication to join the Sick Leave Bank is made. The member will be notified of this action.

4) ADMINISTRATION OF THE SICK LEAVE BANK

Request for use of days from the Sick Leave Bank must be made through the Executive Officer, or his designee. A Standing Committee to advise the Executive Officer on the operation of the Sick Leave Bank shall consist of two unit members and two Administrators. The UPSEU will provide the names of two members of its bargaining unit to serve on the committee, and the Executive Officer shall appoint the two administrators.

5) USE OF SICK LEAVE BANK

a) Any participating member may submit a request to borrow days from the Sick Leave Bank because of a prolonged illness or injury and lack of available sick leave days. Prolonged illness or injury is defined, for the purpose of these guidelines, as that period of time covering any single sickness or injury extending beyond 20 working days.

b) No use of the Sick Leave Bank will be allowed after an individual is eligible for disability benefits under the disability policy provided by EASTERN SUFFOLK BOCES. After use of existing sick leave, a member may be granted additional sick leave to offset the calendar day waiting period for the existing disability policy to take effect. All persons using the Sick Leave Bank must first use whatever accrued sick days they may have. Approved sick leave from the Bank will not begin coverage until the individual's accumulated sick leave is exhausted or the twenty-first working day, whichever occurs later.

c) An approved request for sick bank time is terminated when the authorized time is used or when the person returns to full-time employment, whichever should occur first. An additional request for sick bank time will be considered an initial request, that is, a new request, and must comply with the existing provisions of these guidelines. Full-time employment is considered as being on the job in an equivalent capacity as when the sick leave commenced.

d) All requests for sick leave from the Sick Leave Bank must be submitted in writing and must include a written statement from the attending physician indicating the diagnosis, the date of the onset of the condition, estimated

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time the condition will last and the starting date of the absence. The Executive Officer may require that the individual, granted the sick leave, obtain additional medical statements from the attending physician at thirty day intervals to maintain eligibility for use of the Sick Leave Bank. Failure to comply with this request may result in termination of any approved sick leave from the Sick Leave Bank. The information provided by the applicant will remain confidential at all times.

6) REPAYMENT

An employee borrowing sick leave from the sick bank shall pay back such time at the rate of one (1) day per month from each immediate month following the employee's return to work until the employee has fulfilled the payback requirement of 30% of the employee's annual accrual.

7) TERMINATION OF THE SICK LEAVE BANK

If at any time the Sick Leave Bank is terminated, any sick days in the Bank will be distributed evenly to all current members of the Bank, after meeting any prior commitments for approved sick leave requests.

D. VACATION TIME

1) CONSECUTIVE WEEKS

Vacation time is encouraged to be taken 5 or 10 working days at a time. However, the taking of the same day(s) in consecutive weeks is not permissible unless two full weeks or more are being taken. The Executive Officer, in extenuating cases, may waive the above.

2) VACATION ACCRUAL

Unit members shall accrue 1 day per month during the first year of employment. During the 2nd and 3rd years, they shall accrue 1 1/4 days per month. During the 4th, 5th, and 6th years, unit members shall accrue 1 1/2 days per month. During the 7th year, and thereafter, unit members accrue 1 3/4 days per month to a maximum accumulation of 21

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days. Changes in vacation accumulation will be implemented on the unit member's anniversary date.

	<u>Days/Month</u>	<u>Total</u>
1st year	1	12
2nd year	1 1/4	15
3rd year	1 1/4	15
4th year	1 1/2	18
5th year	1 1/2	18
6th year	1 1/2	18
7th year	1 3/4	21

(Present unit members - save harmless those who have earned 22 days).

3) MAXIMUM ACCRUAL

The maximum number of vacation days that can be accrued shall be 35.

4) ESTATE OF EMPLOYEE

If a unit member dies in service, the estate of the deceased unit member shall receive payment for all accrued salary and vacation.

E. LEAVE WITH PAY

1) RELEASE TIME

Four shop stewards shall be released for a maximum of four days each per year, or other arrangement with management's approval, to attend "UPSEU" activities.

2) STAFF VISITATION

Time shall be allocated at the discretion of the Board to unit members interested in visiting various district offices so they may become acquainted with personnel with whom they are in daily contact. Such time shall be granted to no more than two (2) members at one time for a period not to exceed one-half day per visit.

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3) PROFESSIONAL IN-SERVICE DAY

BOCES shall provide at least one (1) professional in-service day during each year of the contract for Registered Nurses, OTs and PTs. A committee composed of RNs, OTs, PTs and Administrators will make recommendations as to the type and form of training.

F. CHILD REARING LEAVE

1) A unit member shall be granted, upon written request, a child rearing leave, which shall include the use of sick days for a period of medically attended disability immediately followed by unpaid child rearing leave of up to two (2) years.

2) Requests for child bearing/rearing/adoption leave shall be made at least 60 calendar days before the commencement of the leave. A unit member on leave shall notify the Executive Officer, in writing, at least two months prior to the end of the leave regarding the intentions of returning to a position with the Board.

3) If it is the intent of the unit member to not return upon the completion of the leave, the unit member shall submit a letter of resignation with the effective date of the conclusion of the leave just completed.

4) The preceding child rearing leave provisions shall be consistent with New York State and Federal Law.

G. JURY DUTY

Employees are given leave with pay for jury duty. The fees received by the employee except expense reimbursements must be paid to the Board.

H. EDUCATIONAL LEAVE OF ABSENCE

A leave of absence for one year without pay may be granted for educational purposes.

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## **ARTICLE 7 - WORK DAY/WORK YEAR**

### **A. HOLIDAYS**

#### **1) NUMBER OF DAYS**

Fifteen and one-half (15 ½) days shall be set aside as holidays.

#### **2) CALENDAR**

The Executive Officer shall determine the schedule with advice from administrative and UPSEU representatives.

#### **3) WORK CALENDAR**

Registered Nurses, Occupational Therapists and Physical Therapists shall work the school calendar; all other ten month employees will work the office calendar. (School calendar means the same work calendar as the teachers.)

#### **4) MONDAY HOLIDAYS**

If a holiday should fall on a Sunday, the day off with pay shall be the following Monday.

### **B. SUMMER SCHEDULE**

#### **1) SUMMER CALENDAR**

The summer schedule for all unit members shall be July 1 through August 31.

#### **2) SUMMER WORK HOURS**

The summer day and week shall consist of a total of seven hours (7.0) per day and thirty-five hours (35) per week. Employees will be entitled daily to one (1) fifteen (15) minute break and a forty-five minute lunch period. The workday in July and August shall be from 8:00 a.m. to 3:00 p.m.

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C. HOLIDAY WEEK WORK HOURS

During the Christmas, mid-winter, and Easter/Passover recess periods, and on days when all District schools are closed as indicated on the official District calendar during the period from the first day of school to the last day of school on that calendar, employees shall work the summer hours stated above.

D. LEAD NURSE AND LEAD THERAPIST(S)

The Lead Nurse shall be released from direct student services for 2½ days per week. The Lead Therapist(s) shall be released from direct student services for 15 sessions per week.

**ARTICLE 8 - TRANSFERS AND PROMOTIONS**

A. VACANCIES, PROMOTIONS AND NEW CLASSIFICATIONS

1) NOTIFICATION

Notification of vacancies and promotional positions shall be distributed for posting in each of the facilities for a period of seven (7) working days prior to the closing of applications. No position shall be filled until all unit members who meet the minimum qualifications of the posted positions have been given careful consideration. Vacancy notices will be sent to all 10 month employees during the summer to keep them apprised of any vacancies.

2) TRANSFERS

a) Except for emergencies and temporary assignments, a permanent unit member may not be transferred to another shift or from one building to another until prior notice to and discussion with the unit member has taken place. A one week notice for permanent transfers is required.

b) The District shall consider the transfer requests of registered nurses each May.

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3) UPGRADE OF A POSITION

If the Board feels a position warrants upgrading and civil service approves the classification, the new position shall be advertised. Any unit member who is qualified and has passed the appropriate examination may apply. Appointments shall be made at the Board's discretion in accordance with civil service rules and regulations. Once the Board acts, the successful applicant shall automatically receive the upgraded title and appropriate salary increase.

4) NEW CLASSIFICATION

In the event new classifications are established within the bargaining unit, the BOCES shall advise the union, and the parties shall meet for the purpose of negotiating the wage rate of the new classification.

B. SCHEDULING OF MAINTENANCE PERSONNEL

In addition to the rights set forth in A(2) above, the agency reserves the right to require 30 days of shift change annually. One week's notice will be given. Volunteers by trade will be requested first. A shift change is considered 12:00 noon to 8:00 p.m., or 4:00 p.m. to midnight, with night differential.

**ARTICLE 9 – JOB DESCRIPTIONS**

A. When new positions are created or the duties of existing positions are revised by the Board, the Board shall prepare a job description for such new or revised positions. Each job description shall indicate what work is done on the job, and, in general, what equipment is to be used.

B. Each unit member shall, upon request, be furnished with a copy of his/her job description. Should a dispute arise as to whether or not the job description properly describes the job, the unit member may appeal the matter to the Civil Service Commission and may be represented by "the UPSEU."

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## **ARTICLE 10 - GRIEVANCE AND ARBITRATION**

### **A. GRIEVANCE PROCEDURE**

1) Any disputes arising concerning the interpretation or application of the terms of this contract or the rights claimed to exist thereunder shall be the subject of a grievance and shall be processed and resolved in accordance with the following:

#### **2) IMMEDIATE SUPERVISOR**

a) Members will first attempt to resolve the issue with their immediate supervisor informally. If not satisfactorily resolved, members will then submit the grievance, in writing, to their immediate supervisor with a copy to the BOCES Human Resources Department and the Union. All grievances must be submitted, in writing, to the immediate supervisor within 30 working days from the date of the violation, or 30 working days from the date that the grievant first had knowledge of the violation. Appeals from the immediate supervisor should go to the Director (Asst. Superintendent, if none). Class action grievances may be addressed directly to the Director (Asst. Superintendent, if none), at the second step of the grievance process.

b) If the parties are in good faith attempting to resolve the issue informally, the 30 day filing deadline may be extended; provided, however, that any extension must be mutually agreed upon between management and the Union in writing.

c) The written grievance shall include the name of the grievant or group, description of the grievance, references to the Article(s) violated, resolution sought, signature of the grievant, union representative, date written, and contact information (*i.e.*, phone number or work location of grievant).

d) Upon the submission of a written grievance, the immediate supervisor will have ten (10) working days to answer the grievance. If the grievant or group is not satisfied with the response, they may appeal the decision to the Director (if none, the appropriate Asst. Superintendent) or Deputy Superintendent within ten (10) working days of the date of the responses.

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3) DIRECTOR, ASSISTANT SUPERINTENDENT OR DEPUTY SUPERINTENDENT

a) Upon receipt of the written grievance, the Director (Asst. Superintendent, if none) or Deputy Superintendent or designee, shall review all related information and render a decision within ten (10) working days.

b) If the employee is not satisfied with the written decision of the Director (Asst. Superintendent, if none), the employee may, within ten (10) working days of the date of the decision, present the grievance to the Executive Officer together with copies of the written decisions of the previous steps.

4) EXECUTIVE OFFICER

Within ten (10) working days, the Executive Officer or designee shall hold a meeting with the employee and/or representative. At the conclusion of the meeting, the Executive Officer or designee shall have ten (10) working days to respond in writing.

5) ADVISORY ARBITRATION

a) In the event that the grievant or group is not satisfied with the written decision of the Executive Officer, the grievant or group may then make an appeal, within ten (10) working days of the date of that decision, to the Suffolk County Department of Labor Advisory Arbitration Services.

b) The advice and suggestions of the Arbitrator shall be transmitted to the Union, the Executive Officer and the Board.

c) After reviewing the advice and suggestions of the arbitrator, the Executive Officer shall have ten (10) working days from the date of the decision to render his/her decision.

6) BOARD OF COOPERATIVE EDUCATIONAL SERVICES

a) If the grievant or group is unsatisfied with the Executive Officer's decision, it may be presented to the Board within fifteen (15) working days after the date of the decision of the Executive Officer.

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b) The Board will then hold a meeting. Within ten (10) working days after the meeting, the Board shall submit a written decision to the grievant or group and the Union.

## **ARTICLE 11 - MISCELLANEOUS**

### **A. NON-DISCRIMINATION**

There shall be no discrimination against any present or future unit member by reason of gender, race, creed, color, age, social level, sexual orientation, national origin, veteran status, handicap not affecting employment, or union membership.

### **B. VISITATION**

1) The union shall, upon entering a school or building within BOCES, advise the administrator in charge of such school or building of their presence.

2) The union representative shall not interrupt services.

3) The union shall advise the Executive Director of Human Resources of the names of those representatives servicing the BOCES unit.

4) "The UPSEU" shall be permitted to hold meetings for BOCES employees within BOCES facilities during non-working hours of the employees in attendance, following standard procedures for reserving meeting space.

### **C. EARLY DISMISSAL/CANCELLATION**

When an OFFICE closing is proclaimed by BOCES, unit members required to work by their supervisors shall be compensated for time worked at additional pay (hour for hour) up to 7 hours in a day; time and one-half will apply thereafter. A new committee will be formed to establish a policy on early dismissal.

### **D. MILEAGE REIMBURSEMENT**

BOCES shall compensate employees for required travel connected with their employment at the I.R.S. rate in effect on July 1 of each year of the agreement; this shall

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include travel to meetings required by management. Reimbursement shall be in accordance with Board Policy.

E. CREDIT/RECOGNITION

Full credit and recognition shall be given to employees who contribute to the development of materials upon initial publishing by BOCES and/or used in conferences/workshops/in-service presentations sponsored or developed by BOCES.

F. THERAPISTS' ASSIGNMENTS (SUMMER PROGRAM)

In each instance, except in cases beyond the control of BOCES, where an assignment must be changed, therapists shall be notified of their summer employment no later than May 31st.

G. ASSIGNMENT OF OT/PT PERSONNEL

Preference in location for employment, where possible, shall be given to BOCES Therapists. The needs of the students shall be paramount.

H. CHOICE OF SHIFTS

Priority or choice of shifts (where pertinent) shall be based on seniority and other factors.

I. SUBCONTRACTING/OVERTIME

BOCES has the right to sub-contract under the following circumstances:

- 1) Major projects and major construction have historically been contracted out and continue to be permissible.
- 2) Emergency service which requires rapid action beyond the capabilities of the BOCES work force.
- 3) Jobs which require specialized equipment and/or skills (i.e. moving electronic equipment or heavy objects).

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4) The sub-contracted work shall not cause unit members to lose the opportunity for overtime work, including employees deemed qualified by management to perform the required task(s), provided the work can be completed within the required time limit.

5) BOCES shall manage its work force with regard to assignment of overtime. Upon the exhaustion of qualified staff (as determined by BOCES) at either straight time or overtime, outside contractors shall be utilized to perform the work to be done.

6) Overtime work shall be distributed on an equitable basis within a building or within an area of expertise, whenever possible.

7) The union has the right to examine overtime records on a quarterly basis to monitor assigned overtime and subcontracting.

J. COPIES OF CONTRACT

BOCES will provide the contract at its expense in sufficient quantity for distribution to all members.

**ARTICLE 12 – TAYLOR LAW NOTICE**

**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.**

**ARTICLE 13 - DURATION OF AGREEMENT**


This Agreement shall become effective on July 1, 2003 and shall continue in full force and effect until June 30, 2006.

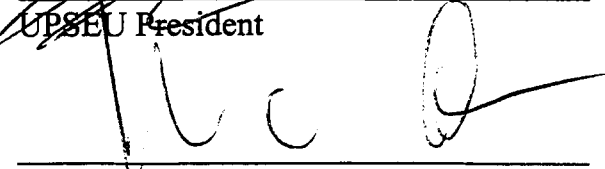
June 17, 2003


IN WITNESS THEREOF, the parties have executed this document by their duly authorized representatives this 1<sup>st</sup> day of JULY, 2003.

United Public Service  
Employees' Union, on behalf of  
Eastern Suffolk BOCES Civil Service Unit

Board of Cooperative Educational Services  
First Supervisory District of  
Suffolk County

  
\_\_\_\_\_  
Kevin E. Boyle  
UPSEU President

  
\_\_\_\_\_  
UPSEU Business Agent

  
\_\_\_\_\_  
Executive Officer

Nancy W. Mauro  
\_\_\_\_\_  
UPSEU BOCES UNIT PRESIDENT

  
\_\_\_\_\_  
UPSEU Executive Board Member



APPENDIX A(1)  
July 1, 2003 - June 30, 2004

<u>LEVEL</u>	<u>CLERICAL</u>	<u>CUSTODIAL</u>	<u>D.P.</u>	<u>INST.</u>	<u>OTHER</u> Security Guard	<u>STARTING SALARY</u> 7/1/03 27,756
A						
I	Cashier Clerk Clerk Typist Mail Clerk Photocopy Machine Op. Switchboard Op.	Custodial Worker I Driver/Messenger Groundskeeper I Laborer Stock Clerk	AV Aide Data Entry Operator	Community Srv. Aide Licensed Pract. Nurse	Minibus Driver	29,894
II	Account Clerk Account Clerk Typist Acct. Clerk Span. Spk. Clerk Typist Spanish Computer Graphics Tech. Photocopy Mach. Op. II Senior Clerk Senior Clerk Typist Stenographer	Courier Custodial Worker II Groundskeeper II Materiel Control Clk II Storekeeper Warehouse Worker II	Computer Tech. D.P. Clerk D.P. Equipment Op. Senior Data Entry Op. Senior D.P. Equip. Op. Tape Librarian	OT Assistant Private Duty Nurse- (RN license) PT Assistant		30,521
III	Principal Clerk School Sub. Coord. Sr. Acct. Clerk Sr. Acct. Clerk Stenographer Sr. Acct. Clerk Typist Sr. Stenographer	Custodial Worker III Head Custodian Maint. Mech. II Materiel Control Clerk III Textbook Program Coord.	Comp. Prog. Trainee Data Control Sup. Office Applications Spec. Sr. Comp. Graphics Tech. Sr. D.P. Clerk	Career Guidance Tech.	Bus Trans. Tech.	35,102
IV	Accountant Trainee Employee Benefits Sup. Princ. Acct. Clerk Principal Steno. Purchasing Tech.	Materiel Control Clerk IV Maint. Mech. III Maint. Mech. IV		Case Manager Job Dev. Coord. Registered Nurse Youth Counselor Youth Counselor- (Spanish Speaking)	Asst. Sch. Trans. Supv. Health & Safety Asst. Safety Officer Safety Officer Trainee	36,669
V	Accountant Payroll Supv. Purchasing Agent	Sch. Custodial Supvr.		Labor Specialist III Occupational Therapist Physical Therapist Volunteer Prog. Coord.	Asst. Comm. Officer- (Public Rel. Asst.) Sch. Trans. Coord. Senior Safety Officer	46,812
VI						51,812

\$500 deducted from starting salaries for first six months



30,694

Minibus Driver

Community Srv. Aide  
Licensed Pract. Nurse

AV Aide  
Data Entry Operator

Custodial Worker I  
Driver/Messenger  
Groundskeeper I  
Laborer  
Stock Clerk

Cashier  
Clerk  
Clerk Typist  
Mail Clerk  
Photocopy Machine Op.  
Switchboard Op.

31,321

OT Assistant

Private Duty Nurse-  
(RN license)  
PT Assistant

Computer Tech.  
D.P. Clerk  
D.P. Equipment Op.  
Senior Data Entry Op.  
Senior D.P. Equip. Op.  
Tape Librarian

Courier  
Custodial Worker II  
Groundskeeper II  
Materiel Control Clk II  
Storekeeper  
Warehouse Worker II

Account Clerk  
Account Clerk Typist  
Acct. Clerk Span. Spk.  
Clerk Typist Spanish  
Computer Graphics Tech.  
Photocopy Mach. Op. II  
Senior Clerk  
Senior Clerk Typist  
Stenographer

35,902

Bus Trans. Tech.

Career Guidance Tech.

Comp. Prog. Trainee  
Data Control Sup.  
Office Applications Spec.  
Sr. Comp. Graphics Tech.  
Sr. D.P. Clerk

Custodial Worker III  
Head Custodian  
Maint. Mech. II  
Materiel Control Clerk III  
Textbook Program Coord.

Principal Clerk  
School Sub. Coord.  
Sr. Acct. Clerk  
Sr. Acct. Clerk Stenographer  
Sr. Acct. Clerk Typist  
Sr. Stenographer

37,469

Asst. Sch. Trans. Supv.  
Health & Safety Asst.  
Safety Officer  
Safety Officer Trainee

Case Manager  
Job Dev. Coord.  
Registered Nurse  
Youth Counselor  
Youth Counselor-  
(Spanish Speaking)

Materiel Control Clerk IV  
Maint. Mech. III  
Maint. Mech. IV

Accountant Trainee  
Employee Benefits Sup.  
Princ. Acct. Clerk  
Principal Steno.  
Purchasing Tech.

47,612

Asst. Comm. Officer-  
(Public Rel. Asst.)  
Sch. Trans. Coord.  
Senior Safety Officer

Labor Specialist III  
Occupational Therapist  
Physical Therapist  
Volunteer Prog. Coord.

Sch. Custodial Supvr.

Accountant  
Payroll Supv.  
Purchasing Agent

52,612

VI

\$500 deducted from starting salaries for first six months



31,494

Community Srv. Aide  
Licensed Pract. Nurse

AV Aide  
Data Entry Operator

Custodial Worker I  
Driver/Messenger  
Groundskeeper I  
Laborer  
Stock Clerk

Cashier  
Clerk  
Clerk Typist  
Mail Clerk  
Photocopy Machine Op.  
Switchboard Op.

I

32,121

OT Assistant  
Private Duty Nurse-  
(RN license)  
PT Assistant

Computer Tech.  
D.P. Clerk  
D.P. Equipment Op.  
Senior Data Entry Op.  
Senior D.P. Equip. Op.  
Tape Librarian

Courier  
Custodial Worker II  
Groundskeeper II  
Materiel Control Clk II  
Storekeeper  
Warehouse Worker II

Account Clerk  
Account Clerk Typist  
Acct. Clerk Span. Spk.  
Clerk Typist Spanish  
Computer Graphics Tech.  
Photocopy Mach. Op. II  
Senior Clerk  
Senior Clerk Typist  
Stenographer

II

36,702

Career Guidance Tech. Bus Trans. Tech.

Comp. Prog. Trainee  
Data Control Sup.  
Office Applications Spec.  
Sr. Comp. Graphics Tech.  
Sr. D.P. Clerk

Custodial Worker III  
Head Custodian  
Maint. Mech. II  
Materiel Control Clerk III  
Textbook Program Coord.

Principal Clerk  
School Sub. Coord.  
Sr. Acct. Clerk  
Sr. Acct. Clerk Stenographer  
Sr. Acct. Clerk Typist  
Sr. Stenographer

III

38,269

Asst. Sch. Trans. Supv.  
Health & Safety Asst.  
Safety Officer  
Safety Officer Trainee  
(Spanish Speaking)

Case Manager  
Job Dev. Coord.  
Registered Nurse  
Youth Counselor  
Youth Counselor-  
(Spanish Speaking)

Materiel Control Clerk IV  
Maint. Mech. III  
Maint. Mech. IV

Accountant Trainee  
Employee Benefits Sup.  
Princ. Acct. Clerk  
Principal Steno.  
Purchasing Tech.

IV

48,412

Asst. Comm. Officer-  
(Public Rel. Asst.)  
Sch. Trans. Coord.  
Senior Safety Officer

Labor Specialist III  
Occupational Therapist  
Physical Therapist  
Volunteer Prog. Coord.

Sch. Custodial Supvr.

Accountant  
Payroll Supv.  
Purchasing Agent

V

53,412

VI

\$500 deducted from starting salaries for first six months

