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

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# **AGREEMENT**

**between**

**CHATHAM CENTRAL SCHOOL DISTRICT**

**and**

**CHATHAM CENTRAL SCHOOL  
ADMINISTRATIVE SUPPORT PERSONNEL**

**“CSEA Inc., Local 1000 AFSCME, AFL-CIO –  
Columbia County Local 811”**

**July 1, 2015 to June 30, 2020**



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## **ARTICLE 1 - RECOGNITION AND PAYROLL DEDUCTIONS**

The Board of Education of the Chatham Central School District, Chatham, New York, (hereinafter referred to as the “District and or Employer”) and the CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., Local 1000, American Federation of State, County, and Municipal Employees, AFL-CIO, Columbia County Local 811 representing the ADMINISTRATIVE SUPPORT PERSONNEL ASSOCIATION (hereinafter referred to as the “Unit or Union”) as defined in Article 1.1 mutually declare the policy that in order to promote harmonious labor relations between the Employer and the employees, the principle of collective bargaining is to be employed pursuant to the New York State Public Employees Fair Employment Act.

### **1.1 Recognition**

The Chatham Central School District Board of Education recognizes the Chatham Central School District Administrative Support Personnel as the exclusive representative for the purpose of collective negotiations and administration of grievances for all District employees in a unit consisting of the following positions of Account Clerk, Payroll Clerk, Clerk Typist, Senior Typist, Secretary 1, Network System Support Aide, School Bus Dispatcher.

### **1.2 Prohibition of Strikes**

The Association affirms that it does not assert the right to strike against the District, to assist or participate in any such strike, or to impose an obligation upon its members to conduct, assist or participate in such a strike.

### **1.3 Payroll Deductions**

#### **Section 1:**

The Employer has recognized the Union as the sole and exclusive bargaining agent for all of the employees in the unit described in this agreement.

**Section 2:**

The Employer shall deduct from the wages of the employees and remit to the Union membership, dues and premium deductions for those employees who sign authorizations permitting such deductions in the manner and form mutually agreeable.

**Section 3:**

The Employer agrees to remit said deductions at least monthly to the CSEA, Inc., 143 Washington Avenue, Albany, New York 12210, or at an address it may otherwise designate.

**Section 4:**

The Employer agrees that the Union shall have exclusive dues deductions and that no other employee organization or union shall be permitted membership dues deductions.

**Section 5:**

The Union assumes responsibility for the disposition of such funds so deducted, once they are turned over to the Union.

**Section 6:**

In making deductions pursuant to this Section, the District assumes no responsibility for the amount deducted or whether a deduction for a particular employee was authorized. The Union shall hold the District harmless for damage and expenses, including legal fees, resulting from those deductions.

**Section 7:**

For the purpose of this Agreement, the term “employee” shall mean, unless otherwise specified, only permanent, probationary or provisional.

**Section 8:**

All employees shall pay an Agency Shop Fee. The District shall deduct from the salaries of those members of the bargaining unit who are not members of the Union, a service fee (Agency Fee) no more than the total amount of annual per capita dues paid by the members of the Union.

**Section 9:**

The District shall deduct from the wages of unit employees, and remit to the Union, deductions for Union-sponsored member benefits.

**1.4 Listing of Employees**

A. Upon request, and up to two times per school year, the District shall provide the Association with a listing of all unit members and their job titles and work location.

B. The District shall notify the Association of any new employees hired within ten days of the hiring.

**ARTICLE 2 - COMPENSATION**

**2.1 Salary**

A. Hourly **wages** for unit employees shall be as set forth in Appendix B of this Agreement, except that those unit employees who were at the top step of the salary schedule and/or no longer on the salary schedule as it **exists** for the **2014-2015** school year, shall receive hourly wage increases **to their base pay as follows:**

<b>July 1, 2015</b>	<b>3%</b>
<b>July 1, 2016</b>	<b>3.25%</b>
<b>July 1, 2017</b>	<b>3.25%</b>
<b>July 1, 2018</b>	<b>3.25%</b>
<b>July 1, 2019</b>	<b>3.25%</b>

**Salary is retroactive to July 1, 2015**

B. An employee who transfers from one unit job title to another unit job title shall be placed on the step for the new job title, which provides at least the same salary as he/she is currently making.

**2.2 Longevity Premium**

Unit Members who complete **the following years of** competitive class service with the District shall receive **the following additions to their hourly wage:**

Completion of year ten (10)	\$ .20
Completion of year fifteen (15)	\$ .20
Completion of year twenty (20)	\$ .20
Completion of year twenty five (25)	\$ .15
Completion of year thirty (30)	\$ .15

**2.3 Premium Pay**

A. The Employer agrees to pay all employees at the rate of time and one-half their regular hourly rate of pay for hours worked in excess of eight (8) hours per weekday, provided forty (40) hours are worked in the week inclusive of approved leave, subject to supervisory approval. Such payment shall be in monetary compensation or compensatory time off at the Employee’s discretion. Overtime is to be distributed by seniority, within building, and to those employees who normally perform the job. Compensatory time must be used within the school/fiscal year in which it is earned. Any compensatory time left on the books shall be paid out in the last pay period of the fiscal year in June subject to notification to the district by June 15<sup>th</sup>. Annual leave, sick leave, personal leave and holidays shall be considered as hours actually worked for the computation of overtime pay.

B. Employees required to work on a holiday defined in this Agreement shall be paid at twice (2x) the hourly rate of pay for time worked,.

C. An Employee shall not be required to work before or after his/her daily established hours for more than five consecutive days without his or her consent.

D. In no event shall any employee be required to work more than eight hours per day for more than five consecutive days without his or her consent.

**2.4 Call in for Special Events or Emergencies**

An employee called in to return to work at other than his/her regular daily working hours shall be guaranteed a minimum of 3 hours pay at his/her regular hourly rate. The employee shall receive time and one-half his/her regular hourly rate after 40 hours actually worked, pursuant to Section 2.3(A) herein.

## **2.5 Hours**

### **A. Generally**

1. An employee may, with the approval of his or her supervisor (the granting or withholding of which shall be in the sole and unreviewable discretion of the supervisor), establish a regular, weekly work schedule in which work shift starting and ending times may vary from day to day or from the standard weekly work schedule in effect within the employee's department. The establishment of such a flexible work schedule for any employee shall not require that the District continue such schedule in effect should it subsequently elect to rescind the same (in which event such decision shall not be subject to review of any kind in any forum) and shall not serve as a precedent for or require the establishment or continuation of any such schedule for any other employee.

2. Summer hours or any other time period School is in recess Clerical employees will be offered flex time, work 8 hours for 8 hours pay, work 7 hours for 7 hours pay, or work 7 hours for 8 hours pay when charging one hour of accrued vacation time, all subject to supervisory approval

### **B. Temporary Assignments**

In the case of a temporary assignment to complete duties of a higher rated wage position for three consecutive workdays or more, the employee shall receive an additional \$2.00 an hour for the entire length of time so assigned. In order to receive out of title pay, the employee must be directly assigned out of title work by a non-bargaining unit supervisor. In the case of a temporary assignment to a lower rated position, the employee shall not be reduced to the rate for the lower position.

## **2.6 Additional Responsibility Positions**

### **A. Middle School and High School Central Treasurers**

The Middle School Central Treasurer and High School Central Treasurer will be compensated \$2,000 for the 2011-2012 school year, and \$2,500 per year beginning July 1, 2012. With the exception of work that must be done during the school day (i.e. interactions with



advisors and students) the duties of this position are to be completed outside the regular work day.

B. Senior Typist With Payroll Responsibilities

The senior typist assigned as clerical support for the Business Office with Payroll responsibilities, in recognition that the position carries the expectation of additional hours as required by the payroll cycle and directed by the Business Administrator, shall receive a \$5,000 minimum annual differential to compensate for these additional hours and responsibilities. If the employee's overtime earnings exceed the \$5,000 differential amount during any year, the employee shall be compensated as provided by law.

**2.7 Physical Examination**

A. The District shall require a physical examination as a condition of initial employment by the District. The District will pay for all such examinations conducted at the District's request by the school physician. Should the prospective employee elect to have such physical examination conducted by another physician, it shall be at the employee's expense. In such event, the prospective employee must obtain from the examining physician a certificate attesting to and detailing the condition of the prospective employee's health. No such certificate provided to the District by a prospective employee shall be deemed to meet the requirements of this section unless it is acceptable to the District in form, detail and content.

**ARTICLE 3 - NEW YORK STATE  
EMPLOYEES' RETIREMENT SYSTEM**

The District shall provide New York State Employees' Retirement System Plan A 15.

**ARTICLE 4 - SALARY SUPPLEMENT  
and RETIREMENT INCENTIVE**

**4.1** An employee who is a member of the New York State Employees' Retirement System and who does in fact retire from District service pursuant to the rules and regulations of

the New York State Employees' Retirement System is eligible for subdivision (j) of section 41 of the Retirement and Social Security Law which allows the employee additional service credit toward retirement for accumulated sick leave.

**4.2** An employee who separates from district service following ten (10) or more consecutive years of employment, including Board approved leaves of absence, shall be entitled to a salary supplement equal to **the product of the number of days of unused and accumulated sick leave credits remaining after application of Article 4.1, according to the following formula:**

1 day to a maximum of 280 days                      \$20.00 per day

**4.3** Employees covered by this Agreement meeting the criteria for retirement without penalty pursuant to the rules of the NYSERS and who retire during their first year of eligibility without penalty and with a minimum of ten years of service in the District, and unit members who are not eligible to retire into the retirement system without penalty but who have a minimum of twenty years of service in the District shall receive \$5,000. The limitation of "first-year eligibility" shall not apply if an employee retires prior to July 31, 2012. Effective August 1, 2012, sixty days' written notice of intention to retire is required in order to be eligible for this benefit.

## **ARTICLE 5 - INSURANCE**

**5.1** The District will provide to eligible unit members, their dependents and retirees health insurance coverage. Current eligible unit members, their dependents, and retirees effective July 1, 2008 and thereafter shall be covered under the health/major medical insurance plan in effect on July 1, 2008 or a comparable or better plan subject to the following provisions. **Unit members must work at least 30 hours per week to receive health insurance benefits.**

**5.2.A.** The District will contribute to the cost of the premium **of the PPO 815 plan** for all employees selecting individual coverage, two-person coverage, or family coverage as follows:

<b>2015-2016</b>	<b>86%</b>
<b>2016-2017</b>	<b>86%</b>
<b>2017-2018</b>	<b>86%</b>

<b>2018-2019</b>	<b>85%</b>
<b>2019-2020</b>	<b>84%</b>

**5.2.B. The District will contribute to the cost of the premium of the PPO 812 plan for all employees selecting individual coverage, two person coverage, or family coverage as follows:**

<b>2015-2016</b>	<b>84%</b>
<b>2016-2017</b>	<b>84%</b>
<b>2017-2018</b>	<b>83%</b>
<b>2018-2019</b>	<b>83%</b>
<b>2019-2020</b>	<b>82%</b>

**5.3** Any employee otherwise eligible may enroll in **an Exclusive Provider Organization (EPO)** with which the District has entered into an agreement to offer health services to District personnel, in lieu of the group insurance plan for hospital, medical, surgical and related services provided by section 5.1 of this Agreement. If a Unit member elects such option, the District will **remit** monthly in his or her behalf the entire premium or subscription charge for such comprehensive coverage. The District contribution toward such **EPO** shall not however, be greater than the **dollar** amount which the district would have paid or contributed had the unit member **selected the same level of coverage (individual, two-person, or family) under the PPO 812 plan.** If the premium or subscription charge required for a unit member’s participation in the **EPO** is greater than the amount the District is liable to contribute under this Section, the District agrees to check off from the Unit member’s pay, upon receipt of a written authorization for such purpose from the unit member the additional amount required for full payment of the premium or subscription charge. The District agrees to deduct these amounts from the employee’s pay.

**5.3.A For unit members currently enrolled in the EPO, the District will contribute to the cost of the premium of the EPO plan for all employees selecting individual coverage, two-person coverage, or family coverage, until such time as they withdraw from EPO coverage, as follows:**

<b>2015-2016</b>	<b>90%</b>
------------------	------------

<b>2016-2017</b>	<b>89%</b>
<b>2017-2018</b>	<b>89%</b>
<b>2018-2019</b>	<b>88%</b>
<b>2019-2020</b>	<b>87%</b>

**5.3.B For unit members hired after July 1, 2015, and for current unit members enrolling in EPO individual coverage, two-person coverage, or family coverage after May 15, 2015, the District will contribute to the cost of the premium of the EPO as follows:**

<b>2015-2016</b>	<b>84%</b>
<b>2016-2017</b>	<b>84%</b>
<b>2017-2018</b>	<b>83%</b>
<b>2018-2019</b>	<b>83%</b>
<b>2019-2020</b>	<b>82%</b>

**5.3.C. For the four unit members currently enrolled in EPO two-person coverage, the District will contribute to the cost of the premium as follows, until such time as they withdraw from EPO two-person coverage:**

<b>2015-2016</b>	<b>99%</b>
<b>2016-2017</b>	<b>98%</b>
<b>2017-2018</b>	<b>97%</b>
<b>2018-2019</b>	<b>96%</b>
<b>2019-2020</b>	<b>95%</b>

**5.4** The District will provide a Section 125 Cafeteria Plan for unit members.

**5.5 For employees hired prior to July 1, 2012, after ten consecutive years, inclusive of all job titles held during District service, the District will provide health insurance benefits for employees who retire from District service, pursuant to the rules and regulations of the New York State Employees' Retirement System. For those eligible employees who retire on or after July 1, 2008, the District will contribute the percentage amount commensurate with the terms in effect for the employee upon their retirement. For employees hired on or after July 1, 2012, the District will provide health insurance benefits for employees who retire from District service, pursuant to the rules and regulations of the New York State Employees' Retirement System after 15 years of consecutive District service, inclusive of all job titles held during District service.**

**5.6** The District will make available to eligible employees and their dependents (but not to retirees, whether or not employed by the District during the term of this Agreement) an 80/20 co-payment dental insurance plan provided by, or comparable with that provided by, Empire Blue Cross and Blue Shield. The District will pay 50 percent of the premium for such insurance for any employee who elects to participate in such plan provided, however, that the District's liability for the premium cost of such plan shall in no event exceed \$30,000 in any year of the term of this Agreement.

**5.7** If a National or State health care program is enacted which affects the health insurance provisions of this contract, the parties agree to reopen all of Article 5.

**5.8** The District will add the option of the new PPO 815 plan as an option for Unit members.

**5.9 Health Insurance Buy-Out**

A. Unit members or retirees may opt to withdraw from participation in the health insurance plan each year of this Agreement and shall execute any and all documents necessary to affect such withdrawal. Each qualifying unit member shall have the option to withdraw from participation in the plan provided that the Superintendent of Schools determines that such unit member's withdrawal results in a cost savings to the District and upon the unit member filing written notice of proof of other health insurance coverage. In the event of such withdrawal, the unit member will receive \$2,250 for the coverage being withdrawn, said amount to be paid in two equal installments, the first being no later than January 31, if possible, and the second being no later than June 30, such payments to be pro-rated in the case of a unit member leaving the District's employment, commencing personal or child rearing leave or having enrolled in the plan during the school year of withdrawal therefrom. All requests to participate in the health insurance buy-out must be submitted, in writing, to the Superintendent no later than May 30 each year or thereafter during the next open enrollment period.

B. The District is under no obligation to survey retirees' interest in participation in this buy-out option; however, it will extend this provision to any or all interested parties. Retirees

withdrawing from coverage shall receive \$2,250. or fifty (50) percent of the District's contribution toward the coverage being withdrawn by the retiree, whichever is less.

C. In the case of withdrawal by unit member or retiree, the Board shall no longer be required to contribute toward the cost of such insurance for the balance of the school year or until the individual re-enrolls in the plan. Should a unit member or retiree who has withdrawn need to resume participation in the plan, he/she must remit a pro-rata share of the sum received for withdrawal to the District. Re-enrollment shall be subject to the rules of the insurance carrier with whom the District has entered into an agreement.

D. This buy-out program will be implemented annually only if there is a cost savings to the District, such determination to be made by the Superintendent by September 30 of each year after taking a survey of unit members' interest in participation.

E. The buy-out program shall also apply to any unit member who has enrolled in an HMO rather than in the plan.

**ARTICLE 6 - HOLIDAYS WITH PAY  
AND ENTITLEMENT TO BENEFITS**

**6.1** Full-time Employees (12-Month Employees Working Not Less than 37½ Hours Per Week)

Subject to the limitation contained in section 6.2, full-time employees shall be granted 12 holidays with pay as follows:

- |                             |                            |
|-----------------------------|----------------------------|
| New Year's Day              | Labor Day                  |
| Martin Luther King, Jr. Day | Columbus Day               |
| Presidents' Day             | Veterans Day               |
| Good Friday                 | Thanksgiving Day           |
| Memorial Day                | Day after Thanksgiving Day |
| Independence Day            | Christmas Day              |

If a holiday falls on Saturday, Friday is designated as the day free from work. If the holiday falls on Sunday, Monday will be the scheduled day free from work.

**6.2** An employee shall be granted the paid holidays enumerated in section 6.1 only to the extent that those holidays fall within the employee's regular work year (or other appropriate work period). In the event of an emergency or other unanticipated change in the school calendar requiring that school remain open or that employee services be provided on any day (or part thereof) which would otherwise be a paid holiday pursuant to section 6.1, the Superintendent may in his/her discretion require that an employee report for work on such day.

**6.3 Entitlement to Benefits**

Employees who have not been permanently appointed by the Board of Education are not entitled to employee benefits. The District will use its best efforts to have a person newly employed by the District in a negotiating unit position formally appointed by the Board at its next regularly scheduled meeting following such person's first day of actual District service.

**6.4 Emergency Closing Days**

If there are any emergency closing days not used prior to the Memorial Day weekend, one such day shall be added to the Memorial Day weekend holiday for twelve-month employees.

**ARTICLE 7 - TEMPORARY LEAVES OF ABSENCE**

**7.1 Sick Leave**

Each unit member shall be granted fifteen (15) sick days each school year, cumulative to 280 days. Sick leave may be used as excused time for the illness of employees and their immediate family. As in this section, "immediate family" shall be defined as a spouse, child, parent, or any dependent with whom the employee resides.

**7.2 Notification**

An employee requesting sick leave shall notify their immediate Supervisor or designee as soon as practicable on the day of such absence.

### **7.3 Verification**

The District shall not require proof of illness for absences of three (3) days or less due to illness. The expense, if any, of obtaining required verification for four (4) or more shall be borne by the District if it is required by the District to be obtained from the school physician, and, if not, by the employee.

### **7.4 Personal Business Leave**

The District recognizes that certain activities may need to be engaged in by an employee during normal working time. The employee shall not be required to specify the reasons for personal leave. Each unit member shall be granted five (5) personal days each year. Any unused personal leave shall be added to the employee's cumulative sick leave accruals.

### **7.5 Bereavement Leaves**

An employee may be granted up to five (5) days bereavement leave without charge to other leave credits in the event of death in the employee's immediate family. As used in this subsection, the term "immediate family" shall mean the employee's spouse, child, grandchild, parent, grandparent, sibling, parent -in-law, sibling-in law, or any dependent with whom the employee resides.

### **7.6 Emergency Closings**

An employee who is regularly assigned to report to work during emergency closings (such as snow days) may charge available personal leave credits in the event hazardous conditions prevent him or her from reporting as assigned. In the event the district finds it necessary to close the buildings/offices of the district, the District Superintendent or designee will notify all unit members and unit members will not be charged leave time.

### **7.7 Jury Duty**

On proof of the necessity of jury service, an employee shall be granted leave for that purpose, without charge to other leave credits.



**7.8 Cancer Screening**

Each employee is entitled to take up to four (4) hours of paid leave for one (1) annual screening for breast cancer and prostate cancer.

**7.9 Temporary or Short Term Leave**

Temporary or short term leaves without pay may be granted in the sole discretion of the Superintendent for such reasons as he or she considers appropriate and in the best interest of the District.

**7.10 Annual Leave**

A. All full-time employees hired prior to July 1, 2008 will be eligible for paid vacation as per the following schedule:

Completion of:

2012-2013

1 year	17 days
2 years	17 days
3 years	18 days
4 years	19 days
5 years	20 days
6 years	21 days
7 years	22 days
8 years	23 days
9 years	24 days
10 years	25 days

2013-2014

1 year	17 days
2 years	17 days
3 years	18 days
4 years	19 days
5 years	20 days
6 years	21 days
7 years	22 days
8 years	23 days
9 years	24 days

2014-2015

1 year	17 days
2 years	17 days
3 years	18 days
4 years	19 days
5 years	20 days
6 years	21 days
7 years	22 days
8 years	23 days

B. All full-time employees hired after July 1, 2008 will be eligible for paid vacation as per the following schedule:

Completion of:

1 – 2 school years	<b>10 days</b>
3 – 5 school years	<b>15 days</b>
6 school years	<b>20 days</b>

C. No unit member shall annually take more than five days of vacation while students are in attendance. Additional days may be granted upon approval by the Superintendent.

D. Five (5) days maximum may be carried over upon written request by unit member prior to July 1<sup>st</sup> or their anniversary date.

**E. Vacation time will be credited on July 1 of each year but earned pro rata during the year. The vacation time of unit members who work a partial year will be prorated.**

**7.11 Unauthorized or Excess Leave**

Any deductions from an employee's salary resulting from unauthorized or excess leave days taken will be based on the number of unauthorized days the employee was absent.

**7.12 Definition**

As used in this Article, the term "day" shall mean the number of non-overtime hours regularly worked by an employee.

## **ARTICLE 8 - EXTENDED LEAVES OF ABSENCE**

**8.1** Upon application in writing, an employee may, in the Board's discretion, be granted a leave without pay for the following purposes: long-term illness, raising a natural or adopted child, or educational advancement. It is the intention of the parties that extended leaves of absence may be granted by the Board only for those purposes and not for vacation, other temporary or permanent employment, personal business or any other purpose not specified in this section. Leave granted by the Board pursuant to this section shall be for a period of not more than one year, unless agreed upon by the employee and the Superintendent and approved by the Board. The Superintendent may require that any period of leave granted pursuant to this section continue until the commencement of the school year next succeeding the date on which such period of leave would otherwise have terminated.

**8.2** Applications for leave pursuant to this Article shall be submitted to the Superintendent not less than 30 school days prior to the date on which such leave is requested to commence.

**8.3** An employee returning to work following termination of a leave granted pursuant to this Article shall have restored all benefits to which he or she was entitled at the time the leave commenced. Such employee shall be paid at the same salary rate at which he or she was paid at the time the leave commenced, except that an employee who worked at least five months in the school year in which the leave commenced shall be treated, for purposes of sections 2.1a of this Agreement, as if he or she were in regular payroll status on the last day of such school year.

**8.4** No employee on a leave granted pursuant to this Article shall be entitled to use accumulated sick leave, nor shall the District pay group health insurance premiums for such employee, but any such employee shall be allowed to participate in the District's group health insurance plan at his or her own expense, provided such participation is allowable by the regulations of the insurance carrier.

**8.5** No leave shall be granted or available to an employee pursuant to this Article for the purpose of seeking other employment.

### **ARTICLE 9 - SICK LEAVE BANK**

Unit members may participate in a sick leave pool under the circumstances and subject to the limitations set forth in the Sick Leave Pool Guidelines (see Appendix C).

### **ARTICLE 10 - SENIORITY RIGHTS**

#### **10.1 Seniority Defined**

A. Seniority shall be determined from the original Board appointed date of hire into the competitive class titles as recognized in this contract. The employee's earned seniority shall not be lost because of absence without pay due to illness, authorized leaves of absence or temporary lay-off.

B. Seniority lists shall be maintained by job title and furnished to the union upon request. Seniority lists for full-time employees shall be established by July 1<sup>st</sup> each year.

#### **10.2 Seniority Benefits**

##### **A. Promotions, Shift Assignments, Transfers, and Vacancies**

In all cases of promotions, shift assignments, transfers, and/or vacancies of employees from one job classification to another, the following factors will be considered by the administration: (1) Seniority, (2) Knowledge, training and ability and (3) Attendance record. When factors 2 and 3 are relatively equal, seniority shall govern. All applicants for promotion shall be notified of the factors above which were the basis for the appointment.

##### **B. Leaves**

Seniority shall determine preference for vacations and other leaves.

### **10.3 Layoffs**

A. Reduction of Force. When the District decides upon a layoff the Association President shall be given notice of such layoff ten days in advance of its implementation. Layoff shall be according to seniority pursuant to Section 10.1B and Civil Service Law. Strict application of departmental seniority shall prevail, unless exceptional circumstances occur. The administration will consider any recommendation of the Association for dealing with the proposed layoff.

B. Re-Hire. The last employee laid off shall be the first re-hired and all re-hiring shall continue on that basis within departmental units. In all cases of re-hiring, the District agrees to offer reemployment only to the employee next entitled thereto. The District further agrees to keep the position open for such employee no longer than ten working days (Monday to Friday) after notice of said offer of reemployment has been given to the employee concerned. This agreement to offer reemployment shall not apply in the case of an employee who has been off the payroll 24 months or more.

### **10.4 Early Notice**

Any employee of the District intending to leave the employment of the District shall give the District ten working days advance notification.

## **ARTICLE 11 - EMPLOYEE ORGANIZATION RIGHTS**

### **11.1 Bulletin Boards**

The Association shall be allowed to post notices, bulletins and other union material on bulletin boards maintained on the premises and facilities of the District as designated for such purpose. Material posted shall be approved by the Association President, and shall not be obscene, defamatory, slanderous, disruptive of the educational process or advocate any action not consistent with appropriate statutes. If the District deems that such material violates the above criteria, it may be removed, and be subject to the grievance procedure.

### **11.2 Association Leave/Access to Employees**

A. Two members of the Association shall be granted leave with pay to attend meetings of CSEA. Such leave days shall not exceed an aggregate total of four (4) days in any school year.

B. The availability of Association leave pursuant to this section and of duty-free time pursuant to this section shall be subject to the reasonable operating needs of the District and contingent upon receipt by the District of reasonable advance notice from the Association of its intention to use such leave or duty-free time.

C. The District shall grant access to an employee during the working hours by officers and agents of the Association for purposes of adjusting grievances and administering the terms of and conditions of this Agreement.

D. The employee who is designated or elected for the purpose of adjusting grievances or assisting in the administrative of this Agreement shall be permitted a reasonable amount of time, free from his/her regular duties, to fulfill these obligations.

E. To implement the access time as set forth above, the Association agrees to give prior notice to the employees' immediate supervisor and make every effort to prevent any unreasonable interruption of the normal operation of the School District.

### **11.3 Use of Facilities**

The Association shall have the right to the use of school facilities for meeting subject to the "Rules and Regulations of the Board of Education of the Chatham Central School District for the Maintenance of Public Order."

### **11.4 Contracting Out**

The District shall meet and confer with the Association in advance of the implementation by the District of a District decision to contract out work performed by unit members on the date of execution of this agreement.

## **ARTICLE 12 - POSTING OF VACANCIES**

The District agrees to post notices of all vacancies and promotional opportunities in the bargaining unit in all work areas for a minimum of 5 days before the vacancy is permanently filled. The Association President and designated Association representatives shall be given copies of all such notices simultaneously with their posting. If a vacancy or promotional opportunity occurs during July or August, the District will mail such announcements to the President of the Association at his/her home address unless otherwise specified. Should the Vacancy occur in the last two weeks of August, the administration may temporarily assign an employee to the position.

## **ARTICLE 13 - PROTECTION OF EMPLOYEES**

### **Disciplinary Procedure**

- A. Competitive employees, veterans and exempt volunteer firemen as eligible under section 75 of the Civil Service Law, are entitled to disciplinary procedures defined in section 75 of the Civil Service Law upon the completion of their probationary period of employment.
- B. Employees are entitled to the disciplinary procedures after one year of continuous service.

## **ARTICLE 14 - REVIEW OF PERSONNEL HISTORY FOLDER**

Each employee shall have the right to review and make copies of the contents of any documents in his or her personnel folder with the exception of such documents as have been transmitted to the administration with the request or under circumstances requiring that such documents be held in confidence by the administration. An employee will have the right to respond in writing to any comments contained in his or her personnel folder. At no time will any of the material in the personnel folder be allowed to be removed by the unit member from the administration office wherein it is kept. An administrator or a representative of the administration will be present at all times while the folder or any of its contents are in the possession of the employee.

## **ARTICLE 15 - STAFF EVALUATION**

**15.1** Employees will be evaluated by their immediate supervisors at least annually. Each evaluation will be followed by a written report and conference.

**15.2** An employee shall be given a copy of any evaluation report at least 24 hours prior to any conference to discuss it. No such report will be submitted to Central Office, placed in employee's file or otherwise acted upon prior to a conference with the employee. The employee will acknowledge that he or she has had an opportunity to review the report by affixing his or her signature to the copy to be filed with the understanding that the signature does not necessarily indicate agreement with its contents. The refusal of an employee to sign an evaluation report or his or her unavailability to do so shall be noted on the report by the supervisor; such refusal or unavailability shall not preclude the filing of the report in the employee's file.

**15.4** All evaluations will be entered on a standard form (appended hereto) and shall include specific suggestions for improvement where pertinent.

**15.5** Employees shall be entitled to respond in writing to any evaluation and to have such response permanently attached to the evaluation.

**15.6** Any employee who receives an evaluation recommending that he or she not be continued in his or her position has the right, on appropriate notice, to discuss the evaluation with the Superintendent and may, if he or she so elects, have a representative of the Association present during such discussion.

**15.7** Any complaint made against an employee by a parent, student or other person which may be used in any manner in evaluating the employee shall be promptly called to the attention of the employee and he/she will be afforded the opportunity to respond in writing to such complaint and to have such response permanently attached thereto.



## **ARTICLE 16 - PRINTING OF AGREEMENT**

The District shall make copies of the Agreement for distribution and distribute to all employees in the bargaining unit within ten days of employment or within 30 days of the date of the Agreement.

## **ARTICLE 17 - CONFORMITY TO LAW**

If any legislation or court decision renders any portion of this Agreement invalid or unenforceable, that provision shall be severed from the Agreement and the remaining provisions shall continue in full force and effect.

## **ARTICLE 18 - LABOR-MANAGEMENT COMMITTEES**

**18.1** There is hereby established a Labor-Management Committee, to consider matters of mutual interest and concern to the District and the Association. The Labor-Management Committee shall be composed of not more than four (4) members, two of whom shall be permanent members of the Committee and one of whom shall be designated in respect of each meeting of the Committee by each of the two permanent members. The two permanent members of the Labor-Management Committee shall be the President of the Association and the Superintendent of Schools. Nothing contained herein shall be construed to inhibit the Labor-Management Committee from carrying out its purposes by subcommittee or by any other method reasonably suited to its purposes as may be agreed upon.

**18.2** The Labor-Management Committee shall meet as needed on dates and at times to be agreed upon in advance by its members. Should either permanent member of the Committee determine that there is a need for a Labor-Management Committee meeting, he or she shall so notify the other permanent member at least ten (10) days in advance of the contemplated date of such meeting.

**18.3** Any notice of a meeting of the Labor-Management Committee delivered pursuant to the provisions of section 18.2 shall contain the agenda for such meeting proposed by the permanent member of the Labor-Management Committee requesting such meeting.

**18.4** The Labor-Management Committee is hereby authorized to enter into understandings concerning matters properly before it. No understanding entered into by the Labor-Management Committee, however, shall in any way supersede any provision of this Agreement nor shall the terms of any such understanding be subject to the provisions of the grievance procedure of this Agreement.

**ARTICLE 19 - TERM OF AGREEMENT**

**19.1** This Agreement shall be effective from July 1, **2015** and shall terminate at the close of business June 30, **2020**.

**19.2** This agreement is the entire agreement between the District and the Association.

**ARTICLE 20 - MANDATED PROVISION OF THE LAW**

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.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their respective representatives.

CHATHAM CENTRAL SCHOOL DIST.

CCS ADMINISTRATIVE SUPPORT PERSONNEL

\_\_\_\_\_  
Cheryl A. Nuciforo, Superintendent

\_\_\_\_\_  
Diane Berlt-Williams, CSEA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diane J. Selchick, CSEA Labor Relations Spec.

\_\_\_\_\_  
Date

## **APPENDIX A - GRIEVANCE PROCEDURE**

### **Section 1. Definitions**

- A. “Employee” shall mean any unit member.
- B. “Employer” shall mean the Chatham Central School District.
- C. “Association” shall mean the Chatham Central School District Administrative Support Personnel.
- D. “Grievance” shall mean any violation, misinterpretation or improper application of this Agreement and only those matters may be submitted to a binding arbitration decision. Procedures, regulations, administrative order or work rules of the employer, or those matters affecting employees' health or safety, physical facilities, materials or equipment furnished to the employees or supervision of employees may be brought to Stage III.
- E. “Supervisor” shall mean the employee on the next higher level of authority above the employee in the department wherein the grievance exists and who normally assigns and supervises the employee's work.
- F. “Days” shall mean all days other than Saturday, Sunday and holidays which shall be excluded in computing the number of days within which action must be taken or notice given within the terms of this procedure.
- G. “Grievant” shall mean the unit member(s) or Association on behalf of unit member(s) submitting the grievance.

### **Section 2 (A) - Procedure**

- 1. All grievances shall be submitted on a form approved by the Superintendent and the Association and shall identify the grievant, the provision of the agreement involved in the grievance, the time when and place where the alleged events or conditions constituting the

## **APPENDIX A - GRIEVANCE PROCEDURE (Continued)**

grievance existed, a general statement of the grievance and the redress sought and, if known, the identity of the person responsible for causing the events or conditions constituting the grievance.

2. Except for informal decision at Step One, all decisions will be rendered in writing at each step of the grievance procedure, setting forth findings of fact, conclusions and supporting reasons therefor. Each decision shall be promptly transmitted to the grievant.

3. If a grievance affects a group of employees or is the alleged result of actions of the Superintendent or Board of Education, it may be submitted by the Association directly to Step Two.

4. The District and the Association agree to facilitate any investigation which may be required and to make available any and all material and relevant documents, communications and records concerning the alleged grievance. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. Each party to the grievance shall have access at reasonable times to said documents, communications and records.

5. Grievants shall have the right to present grievances in accordance with these procedures free from coercion, interference, restraint, discrimination or reprisal.

6. Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance informally adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement. In the event a grievance is informally adjusted, said resolution shall be final and binding upon the parties thereto.

## **APPENDIX A - GRIEVANCE PROCEDURE (Continued)**

### **(B) Time Limits**

1. If a decision at one step is not appealed within the time limits specified, the grievance will be deemed discontinued and further proceedings under the Agreement or elsewhere will be barred. The failure by the District to meet the time limits specified herein shall permit advancing the grievance by timely appeal to the next step of this procedure. The time within which such appeal must be made shall run from the last date by which District action would have been timely pursuant to the provisions of this Appendix.

2. The time limits at any step may be extended by written mutual consent of the parties.

### **Section 3 - Processing of Grievances**

#### **Step One - Immediate Supervisor**

1. An employee having a grievance will present it to his or her Supervisor, within fifteen days of its alleged occurrence or of when the employee became or should have become aware of it, either directly or through the designated Association representative, with the objective of resolving the matter informally. If the employee submits the grievance through the representative, the employee may be present during the discussion of the grievance.

2. The immediate supervisor shall meet with the parties in an effort to resolve the grievance within five days and shall render a decision within five days thereafter.

#### **Step Two - Superintendent**

If the employee or Association is not satisfied with the decision at Step One, either may file a written appeal of that decision with the Superintendent within ten days of receipt thereof. Within ten days after receipt of the appeal, the Superintendent or his/her duly authorized representative shall convene a conference with the grievant and/or Association on the grievance. The Superintendent shall render a decision in writing to the grievant or Association, whichever appealed to Step Two, within ten days after the conference on the grievance.

## **APPENDIX A - GRIEVANCE PROCEDURE (Continued)**

### **Step Three - Board of Education**

The grievant, if not satisfied with the decision at Step Two, may, within five days of receipt thereof, request in writing a conference with the Board of Education. The conference shall be held within fifteen days after receipt of the request and a decision shall be rendered within ten days thereafter to the grievant and his/her representative.

### **Step Four - Binding Arbitration**

1. The Association is permitted to submit to an arbitration that is binding on only those matters that are in violation of the written agreement, within twenty days of the receipt of the decision at Step Three.

2. The parties will be bound by the Labor Arbitration Rules of the American Arbitration Association.

3. The fees and expenses of the arbitrator shall be borne equally by the District and the Association.

### **Section 4 - General Considerations**

A. All grievance discussions, meetings, conferences and hearings shall be conducted as much as possible during the normal workday.

B. All (reasonable) time the employee requires shall be granted for preparation of his/her grievance at all stages; said time to be considered not chargeable to any of the employee's accrued leave.

C. Verbatim minutes may be taken at all arbitration upon the request of either party with the expense borne by the requesting party, copies of said minutes furnished to all parties, cost of such minutes to be borne equally by the parties.

**APPENDIX B – SALARY SCHEDULE****CCS ADMINISTRATIVE SUPPORT PERSONNEL (CSEA)**

2014-15

Step	Clerk-Typist	Acct. Clerk	Netwk Aide	Senior-Typist	Payroll	Secretary I	Dispatcher
1	\$14.58	\$17.65	\$17.65	\$17.65	\$17.86	\$21.13	\$18.68
2	\$15.08	\$18.15	\$18.15	\$18.15	\$18.36	\$21.63	\$19.18
3	\$15.58	\$18.65	\$18.65	\$18.65	\$18.86	\$22.13	\$19.68
4	\$16.08	\$19.15	\$19.15	\$19.15	\$19.36	\$22.63	\$20.18
5	\$16.58	\$19.65	\$19.65	\$19.65	\$19.86	\$23.13	\$20.68
6	\$17.08	\$20.15	\$20.15	\$20.15	\$20.36	\$23.63	\$21.18
7	\$17.58	\$20.65	\$20.65	\$20.65	\$20.86	\$24.13	\$21.68

2015-16

Step	Clerk-Typist	Acct. Clerk	Netwk Aide	Senior-Typist	Payroll	Secretary I	Dispatcher
1	\$14.60	\$17.68	\$17.68	\$17.68	\$17.89	\$21.26	\$18.74
2	\$15.02	\$18.18	\$18.18	\$18.18	\$18.39	\$21.76	\$19.24
3	\$15.53	\$18.69	\$18.69	\$18.69	\$18.91	\$22.28	\$19.75
4	\$16.05	\$19.21	\$19.21	\$19.21	\$19.42	\$22.79	\$20.27
5	\$16.56	\$19.72	\$19.72	\$19.72	\$19.94	\$23.31	\$20.78
6	\$17.08	\$20.24	\$20.24	\$20.24	\$20.45	\$23.82	\$21.30
7	\$17.59	\$20.75	\$20.75	\$20.75	\$20.97	\$24.34	\$21.81

2016-17

Step	Clerk-Typist	Acct. Clerk	Netwk Aide	Senior-Typist	Payroll	Secretary I	Dispatcher
1	\$14.62	\$17.75	\$17.75	\$17.75	\$17.97	\$21.45	\$18.85
2	\$15.07	\$18.25	\$18.25	\$18.25	\$18.47	\$21.95	\$19.35
3	\$15.51	\$18.77	\$18.77	\$18.77	\$18.99	\$22.47	\$19.86
4	\$16.04	\$19.30	\$19.30	\$19.30	\$19.52	\$23.00	\$20.39
5	\$16.57	\$19.83	\$19.83	\$19.83	\$20.05	\$23.53	\$20.93
6	\$17.10	\$20.37	\$20.37	\$20.37	\$20.58	\$24.07	\$21.46
7	\$17.63	\$20.90	\$20.90	\$20.90	\$21.12	\$24.60	\$21.99

2017-18

Step	Clerk-Typist	Acct. Clerk	Netwk Aide	Senior-Typist	Payroll	Secretary I	Dispatcher
1	\$14.64	\$17.83	\$17.83	\$17.83	\$18.06	\$21.65	\$18.96
2	\$15.10	\$18.33	\$18.33	\$18.33	\$18.56	\$22.15	\$19.46
3	\$15.56	\$18.85	\$18.85	\$18.85	\$19.07	\$22.67	\$19.97
4	\$16.01	\$19.38	\$19.38	\$19.38	\$19.61	\$23.20	\$20.51
5	\$16.56	\$19.93	\$19.93	\$19.93	\$20.15	\$23.75	\$21.06
6	\$17.11	\$20.48	\$20.48	\$20.48	\$20.70	\$24.30	\$21.61
7	\$17.66	\$21.03	\$21.03	\$21.03	\$21.25	\$24.85	\$22.15

**APPENDIX B – SALARY SCHEDULE** Continued

CCS ADMINISTRATIVE SUPPORT PERSONNEL (CSEA)

2018-19

Step	Clerk-Typist	Acct. Clerk	Netwk Aide	Senior-Typist	Payroll	Secretary I	Dispatcher
1	\$14.66	\$17.91	\$17.91	\$17.91	\$18.14	\$21.86	\$19.07
2	\$15.12	\$18.41	\$18.41	\$18.41	\$18.64	\$22.36	\$19.57
3	\$15.59	\$18.93	\$18.93	\$18.93	\$19.16	\$22.87	\$20.09
4	\$16.07	\$19.46	\$19.46	\$19.46	\$19.69	\$23.41	\$20.62
5	\$16.53	\$20.01	\$20.01	\$20.01	\$20.24	\$23.96	\$21.17
6	\$17.10	\$20.58	\$20.58	\$20.58	\$20.81	\$24.52	\$21.74
7	\$17.66	\$21.14	\$21.14	\$21.14	\$21.38	\$25.09	\$22.31

2019-20

Step	Clerk-Typist	Acct. Clerk	Netwk Aide	Senior-Typist	Payroll	Secretary I	Dispatcher
1	\$14.68	\$17.99	\$17.99	\$17.99	\$18.23	\$22.07	\$19.19
2	\$15.14	\$18.49	\$18.49	\$18.49	\$18.73	\$22.57	\$19.69
3	\$15.61	\$19.01	\$19.01	\$19.01	\$19.25	\$23.08	\$20.21
4	\$16.09	\$19.54	\$19.54	\$19.54	\$19.78	\$23.62	\$20.74
5	\$16.59	\$20.09	\$20.09	\$20.09	\$20.33	\$24.17	\$21.29
6	\$17.07	\$20.66	\$20.66	\$20.66	\$20.90	\$24.73	\$21.86
7	\$17.65	\$21.25	\$21.25	\$21.25	\$21.49	\$25.32	\$22.45



***SICK LEAVE POOL GUIDELINES***

**CSEA ADMINISTRATIVE SUPPORT PERSONNEL,**

**CHATHAM CENTRAL SCHOOL PRINCIPALS' ASSOCIATION,**

**MANAGEMENT CONFIDENTIAL EMPLOYEES & DISTRICT SUPERVISORS  
(Supervisors of Transportation, Buildings & Grounds, Food Service)**

**1. SICK LEAVE POOL REPRESENTATION**

Unit members may participate in a sick leave pool to be agreed upon by the parties. As authorized by the Superintendent, a committee shall be established for members of the Chatham Central School District Principals' Association, CSEA Administrative Support Personnel Association, and Management Confidential Employees/District Supervisors. A committee of four representatives shall administer the Pool, one chosen from each of the three representative groups, and one appointed by the District who shall act upon withdrawals. Members will elect their representatives on a yearly basis.

**2. DEFINITION OF SICK POOL:**

The sick leave pool is an accumulative of sick leave days contributed by its members, from which members may withdraw days for use when absent for medical reasons or disability with approval of the committee.

**3. CONTRIBUTION OF SICK LEAVE DAYS:**

A member who elects to participate in the Sick Leave Bank shall contribute one current sick leave day in October of the school year, and may contribute an additional day in February if requested to do so by the Committee. A new member who elects to participate in the Sick Leave Bank shall contribute three current sick leave days upon initial enrollment in October of the school year, and may contribute an additional day in February if requested to do so by the Committee. Members must elect to participate for the full year by October 1<sup>st</sup> of that school year, with the exception of employees hired after that date. Anyone hired during the school year may elect to participate within thirty days of their date of hire.

Employees that have reached the maximum number of days that they are allowed to accumulate at the end of the school year, may donate days to the sick pool that would have been lost.

**4. WITHDRAWAL OF DAYS:**

- A. Employees who elect not to participate in the pool **shall not** be eligible to withdraw from the sick pool bank.
- B. Withdrawals shall be limited to participants who experience extended absences due to disability resulting from illness or accident. Participants must have exhausted all of their current accumulated sick leave.

## APPENDIX C - SICK LEAVE POOL GUIDELINES (Continued)

1. Disability means the inability to pursue one's occupation because of a physical or mental impairment as determined by a physician.
  2. Extended absence shall be defined as absence from school for NOT LESS than ten (10) consecutive days or as NOT LESS than 10 intermittent days as the result of inpatient or outpatient treatment by a medical professional for a diagnosed chronic condition, provided a doctor certifies that the treatment and/or its effects require absence from work.
  3. Sick bank credits will be awarded in blocks not to exceed 30 days. If more than 30 days are needed, members will be required to reapply and produce another letter of documentation from their physician.
  4. Use of the Sick Leave Bank days in the case of maternity disability will be limited to cover the actual period of disability as certified by the attending physician.
  5. In the event a member is incapacitated due to illness or injury, a family member or agent may complete the Sick Leave Bank Request form.
- C. A member must be under a physician's care to be eligible to withdraw days from the Bank.
1. A member shall be required to submit a physician's statement indicating the nature of illness or injury, and the number of days that the member is to be, or was, absent due to the disability. Physician's statements will be required every 30 days.
  2. When a member returns to work after an extended disability for which Sick Leave Bank days have been used, and does so in a sporadic or part-time manner, his/her continued eligibility for withdrawal of days will be determined by the Committee.
- D. Sick Leave Bank days will be granted only for a member's own disability.
- E. Eligibility to withdraw days from the Sick Leave Bank shall cease upon termination of employment.

# Sick Leave Bank Request Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ School Assignment: \_\_\_\_\_

\*\*\*\*\*

Number of Days Requested from Sick Leave Bank: \_\_\_\_\_ (30 days max)

Nature of Disability:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the Chatham Central School District to release information from my personnel file regarding my medical history, doctor's records and/or letters, and use of sick leave in order that the Sick Leave Bank Committee can determine if I am eligible for leave days from the Sick Leave Bank.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature (Family Member/Agent)

\*\*\*\*\*

## Sick Leave Bank Committee

Sick Leave Bank Membership Yes \_\_\_\_\_ No \_\_\_\_\_

Physician's Statement Received (Date) \_\_\_\_\_

Request Approved: Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Chairperson Date

Number of Days Approved \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Sick Leave Bank Physician's Statement Form

\*\*\*\*\*

## Employee Information *(to be completed by Patient/Employee)*

Name: \_\_\_\_\_  
First
Middle
Last

Address: \_\_\_\_\_  
Street
City
State
Zip

\*\*\*\*\*

## Authorization to Release Information

I hereby authorize the undersigned physician to release any information to the Sick Leave Bank Committee during the course of my examination or treatment.

\_\_\_\_\_  
Employee's Signature
Date

\*\*\*\*\*

## Physician's Statement *(to be completed by Physician)*

The medical diagnosis of the condition(s) causing total disability is (state date of surgery if applicable)

\_\_\_\_\_  
 \_\_\_\_\_

If still disabled, patient should be able to return to work no later than (date) \_\_\_\_\_

\_\_\_\_\_  
Physician's Name (Print)
Date
Physician's Signature

Address: \_\_\_\_\_  
Street
City
State
Zip

**APPENDIX D - EVALUATION**

**Chatham Central School  
Support Personnel Evaluation**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Building: \_\_\_\_\_

Date: \_\_\_\_\_

INSTRUCTIONS: Check the appropriate statement which best describes this person.

RATING FACTOR: (1) Excellent (2) Good (3) Satisfactory (4) Fair (5) Unsatisfactory

OVERALL RATING SCORE: \_\_\_\_\_

1. JOB KNOWLEDGE: How well does this employee understand the requirements of the job to which he/she has been assigned?
- ( ) Excellent More than adequate knowledge, strives to increase knowledge and understanding of the job.
  - ( ) Good Understands all aspects of the job.
  - ( ) Satisfactory Has sufficient knowledge to do the job.
  - ( ) Fair Insufficient knowledge of some phases.
  - ( ) Unsatisfactory Continually needs instruction.

REMARKS:

2. QUALITY OF WORK: How accurate, neat and complete is work?
- ( ) Excellent Consistently neat, thorough and accurate in all areas of responsibility.
  - ( ) Good Careful worker, seldom needs correction.
  - ( ) Satisfactory Maintains standards.
  - ( ) Fair Occasionally careless, needs checking.
  - ( ) Unsatisfactory Inaccurate and careless.

REMARKS:

3. COOPERATION: Does this employee work harmoniously and effectively with others?
- ( ) Excellent Very cooperative; has unusual ability to work with others. Positive attitude.
  - ( ) Good Cooperatively and willingly assists others and adapts to changes.
  - ( ) Satisfactory Works well with others.
  - ( ) Fair Cooperation must be solicited; seldom volunteers.
  - ( ) Unsatisfactory Frequently uncooperative: unwilling to assist others.

REMARKS:

4. RESPONSIBILITY: How does this employee accept all of the responsibilities of the job?
- ( ) Excellent Recognizes and accepts responsibilities.
  - ( ) Good Conscientiously fulfills job responsibilities.
  - ( ) Satisfactory Accepts responsibility.
  - ( ) Fair Does some assigned tasks reluctantly.
  - ( ) Unsatisfactory Indifferent: avoids responsibilities.

REMARKS:

5. INITIATIVE: How well does this employee begin an assignment without direction recognizing the best way to accomplish this goal?
- ( ) Excellent Self-starter; makes practical suggestions.
  - ( ) Good Consistently able to proceed on assigned work.
  - ( ) Satisfactory Does regular work without prompting.
  - ( ) Fair Relies on others; needs help getting started.
  - ( ) Unsatisfactory Has to be told exactly what to do.

REMARKS:

6. DEPENDABILITY: How faithful is this employee in reporting to work and staying on the job?

( ) Excellent Punctual; does not waste time; is never late; always accomplishes assigned tasks.

( ) Good Dependable; seldom late; rarely fails to accomplish tasks.

( ) Satisfactory General dependable.

( ) Fair Late frequently.

( ) Unsatisfactory Chronic abuses of working schedule .... seldom on time.

REMARKS:

7. SINCE LAST REPORT HAS EMPLOYEE'S PERFORMANCE:

( ) IMPROVED ( ) REMAINED THE SAME ( ) DECLINED

REMARKS:

8. PERSONAL AND/OR JOB RELATED – LIST WORKSHOPS, SEMINARS. ETC.

LIST:

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

I acknowledge that I have examined this evaluation and have had an opportunity to discuss it with my supervisor. I understand that my signature does not necessarily mean that I agree with the evaluation.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date