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A G R E E M E N T

between the

**South Lewis Central School District
Board of Education**

and

South Lewis School Related Personnel

July 1, 2010- June 30, 2013

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ARTICLE I RECOGNITION

The South Lewis Central School District Board of Education, having determined that the South Lewis School Related Personnel is supported by a majority of the non-teaching employees, hereby recognize the South Lewis School Related Personnel as the exclusive bargaining agent for the regularly employed non-teaching personnel in the School District. Such recognition shall extend until seven months prior to the expiration of this agreement.

ARTICLE II APPOINTMENTS

Civil Service Regulations:

Non-teaching appointments in this School District are subject to Civil Service Regulations governed by the Civil Service Commission in Lowville, New York.

Such appointments are probationary for the first 8 to 52 weeks. South Lewis Schools will use 52 weeks as its probationary period.

ARTICLE III GRIEVANCE PROCEDURE

The following procedure shall be followed for the processing and determination of grievances as hereinafter defined:

1. Definitions:

- (a) "Grievance" shall mean any claimed violations, misinterpretation or misapplication of terms and conditions in this agreement.
- (b) "Aggrieved Party" shall mean any employee having a grievance or a group of employees with a similar grievance.
- (c) "Supervisor" shall mean any department chairman, principal, assistant principal, immediate superior, or other administrative or supervisory officer responsible for the area in which an alleged grievance arises, except for the chief executive officer.
- (d) The "Chief Executive Officer" is the Superintendent in the District.

2. Procedure

- (a) Except in the informal stage, all grievances shall be in writing and shall include the name and position of the aggrieved party, events or conditions constituting the grievance, identification of the contract provisions involved, identity of the responsible parties, and a general statement of the nature of the grievance and the redress sought.
- (b) All steps in the grievance procedure shall be conducted outside the employee's working hours, or at a time mutually agreeable to both parties.
- (c) All grievances shall be processed through the grievance procedures prescribed by this article.

3. Time Limits

- (a) No grievance will be entertained, and will be deemed barred, unless presented within fifteen school days after the aggrieved party knew, or should have known, of the act or condition on which the grievance is based.

4. Levels

(a) **Level One: SUPERVISOR**

An aggrieved party having a grievance will discuss it with his/her supervisor with the objective of resolving the matter informally. If a grievance is not resolved informally, it shall be reduced to writing by the aggrieved party and presented to the supervisor within five (5) school days. If the supervisor is absent or non-available, the written grievance shall be presented at the office of the chief executive officer within the required time period. The supervisor shall render a decision in writing within seven (7) school days of receiving the written grievance.

(b) **Level Two: CHIEF EXECUTIVE OFFICER**

If the aggrieved party is not satisfied with the written decision at the conclusion of Level One, he/she shall, within seven (7) school days, file a written appeal of the Level One decision with the chief executive officer, or his/her duly appointed representative, shall hold a hearing with the aggrieved party. The chief executive officer shall hold a hearing with the aggrieved party within fourteen (14) school days of receiving the appeal. The chief executive officer shall render a decision in writing to the aggrieved party within five (5) school days after the hearing.

(c) **Level Three: BOARD OF EDUCATION**

If the aggrieved party is not satisfied with the decision at Level Two, the aggrieved party will file an appeal with the Board of Education within ten (10) school days after delivery of the decision of Level Two. The Board of Education will hold a hearing at its next regular meeting concerning the grievance, unless the judgment of the Board a special Board meeting should be held for that purpose prior to the next regular Board meeting or the next succeeding meeting. Within ten (10) school days after the hearing, the Board shall render in writing a decision on the grievance and deliver the same to the aggrieved party.

(d) **Level Four:**

If no decision has been rendered by the Board of Education within ten (10) school days following the hearing by the Board, or if the decision rendered is unacceptable to the employee, the employee may request the President of the Association to submit his/her grievance to arbitration. Unless the Association has approved and supported an employee's request for arbitration, the employee may not go to arbitration. The recourse shall be public courts, and any expenses incurred shall be borne by the employee. If the Executive Committee of the Association shall support the request for arbitration, the President of the Association, together with the employee, shall sign a request for arbitration. If the President of the Board and the employee or his/her representative cannot agree upon an arbitrator within ten (10) school days following the request for arbitration, the two parties shall jointly submit the grievance to arbitration under rules of the American Arbitration Association. An arbitrator will be selected in accordance with such rules, from a list of not less than five (5) proposed arbitrators furnished by the nearest office of the American Arbitration Association.

The arbitrator so selected shall conduct a hearing with the parties under rules established by the arbitrator. Within twenty (20) days from the date of the close of the hearing, or, from the date on which the final statements and proofs are submitted to him/her. The arbitrator shall render his/her decision and transmit it to the parties.

The arbitrator will set forth in writing findings of fact, reasoning and conclusions on the grievance submitted. His/her decision/decisions shall be final and binding on both parties. The arbitrator shall not have the power to make any decision which violates existing law or contradicts the provisions, requirements, and language of this agreement; nor shall the arbitrator have the power to modify or change the language or provisions of existing contracts.

Costs: The fees and expenses of arbitration, if any, shall be shared equally by the Board of Education and the South Lewis School Related Personnel.

Miscellaneous: Nothing in this procedure shall be construed so as to deny the Association or its representatives, prior to binding arbitration, the right to redress before any appropriate Administrative agency or through the courts if such cause seems to them, at their sole discretion and expense, more appropriate.

It is expressly understood that this grievance procedure shall not be used to delay the resolution of conflicts that might arise related to the interpretation of this agreement.

If a grievance affects a group of employees it may be submitted by the Association, or its designee, at Level Two (CSA).

ARTICLE IV WORKING HOURS & WORKING CONDITIONS

Section 1.0 Work Breaks:

- 1.1 Six hour or longer employees will get the equivalent of a 30-minute meal break. These breaks can be ten minutes in the morning, ten minutes for meal, and ten-minute afternoon break. They could also have a 30-minute meal break with no morning or afternoon breaks. These times need to be worked out with the supervisor. Twelve (12) month employees will continue as they have done in the past.
- 1.2 Employees working less than 6 hours will have one such break under the same conditions.

Section 2.0 Ten-Month Employees and Ten-Month Keyboarding Specialists:

- 2.1 Employees in this category are required to work whenever the day is counted for attendance purposes. For example, during parent-teacher conference days, or teacher conference days, since the total day is counted for attendance purposes, then the individual will be required to work on those days. If the day is not counted for attendance purposes, the individual is not required to work on that day. Because school may be dismissed prior to regular dismissal time does not mean that this is the end of the working day for a 10-month keyboarding specialists.
- 2.2 Aides, monitors, nurses, and ten-month keyboarding specialists will end their working day on the day before Thanksgiving when students and/or teachers customarily leave for the day. The same provision shall hold true on a day when school is dismissed early for a snow condition (emergency excepted). An emergency shall be deemed to exist upon the determination of the Superintendent, or his/her representative.
- 2.3 In the event that the school calendar is changed after its initial adoption by the Board of Education for the given school year, the same status for all employees will be given as the teachers.
- 2.4 All employees who are asked by their supervisors to work beyond their normal workday will be paid, subject to the following procedure: a) Extra worktime will be paid only when the supervisor requests the employee to work. Employees who voluntarily work extra time will not be paid for that time. b) Extra worktime will be required only in blocks of at least 30 minutes. Supervisors will not request, and employees will not be paid, for working fewer than 30 minutes extra. c) Extra time will be paid at the employee's regular rate up to 40 hours in any week. Hours over 40 in any single week will be paid at time and one-half. d) The employee and the supervisor will sign the time sheet on the day the time is worked or on the following day.
- 2.5 The SRP Agreement covers 10 month employees from 09/01 - 06/30, unless the District notifies an employee that they will finish earlier than 06/30.

Section 3.0 Bus Driver Regulations:

- 3.1 All drivers shall meet minimum legal state and local qualifications before they may drive a vehicle involving the transportation of pupils for school purposes.

- 3.2 Those vehicles of seating capacity over 16 passenger shall be operated only by transportation personnel.
- 3.3 Every effort will be made to utilize personnel on regular payroll status first, as opposed to substitute drivers in this situation.
- 3.4 Exceptions to the above shall be overnight trips (ski trips, class trips, etc.) and emergency situations as established by the superintendent and his/her designees.

Section 4.0 Food Service Employees:

- 4.1 Shall be assigned as required by the Food Service Manager in the best interest of the School District. Employees will be paid for services rendered.
- 4.2 For special occasions, such as banquets, luncheons, or other special events, Food Service Manager will ask employees to work on a rotating roster basis in terms of job classification.
- 4.3 Food Service employees will receive \$.75 (seventy-five cents) per hour in addition to their regular hourly rate for work in excess of regular hours for banquet services. Other employees such as Cook, Baker, etc. will also receive \$.75 (seventy-five cents) per hour in addition to their regular rate for such services. Any regular food service employee who substitutes for the Cook or the Baker will receive \$.75 (seventy-five cents) per hour in addition to their regular rate. Any South Lewis employee performing this food service work or an approved South Lewis substitute will receive \$.75 (seventy-five cents) per hour.
- 4.4 Food Service employees who are assigned to work the Breakfast Program shall be compensated for that time at their normal hourly rate. They need to work the Breakfast Program to get paid for it. There is no guarantee to the additional work and compensation, if the employee is transferred to another building, the Breakfast Program is discontinued, or the employee's assignment changes.
- 4.5 Whenever a four or five-hour employee is absent, a regular South Lewis food service employee will be asked to work those hours before outside substitutes are called to work.

Section 5.0 Clarification on Snow Day Absenteeism:

- 5.1 If an employee, whose services would not be required if school were not in session is absent because of illness on a day when school is closed for an emergency such as a Snow Day, then no sick day or personal leave day will be charged against such an employee. Examples of an employee in this classification might be school nurse, bus driver, 10-month clerical employees, food services, etc.
- 5.2 If an employee whose services are required is absent because of illness on a day when school is closed because of an emergency such as a snow day, then that employee will be charged with such a sick or personal day. Employees in this category are full 11- or 12-month employees, eligible for vacation time. Examples of employees in this classification are custodians, mechanic-bus drivers, 11- and 12-month keyboarding specialists and stenographers, etc.
- 5.3 Employees on unpaid leaves of absence are not affected by the above. No adjustments will be made because of emergency non-openings of school.

Section 6.0 Clarification on Snow Days and Individuals Whose Services are Required:

- 6.1 Employees in this category are custodial, which includes cleaners, laundry operator-cleaners, mechanics, 11- and 12-month keyboarding specialists and stenographers, maintenance, etc.
- 6.2 It includes anyone on an 11- or 12-month pay arrangement who is classified as a full-time employee, regardless of the number of hours per day worked. It includes anyone who is entitled to vacation time.
- 6.3 If an employee is unable to get to work, he or she must notify his or her supervisor.

- 6.4 It is expected that employees will go to work, will remain on the job, and will not come and go during the day as they wish. Any changes in work schedules must be approved by the supervisor.
- 6.5 If individuals call in and indicate that they cannot get to work because of roads or weather conditions, assessments will be made on an individual basis by the District Office as to conditions for that day.
- 6.6 It is obligatory on the part of employees to let their supervisors know if they are unable to be on the job.

Section 7.0 Emergency Closings:

- 7.1 In the event of emergency school closings (Snow Days, etc.), employees such as: custodial, mechanics, and maintenance personnel, are expected to be at their buildings as soon as safely possible.
- 7.2 **Procedure for Emergency Closings.** Keyboarding specialists and stenographers will either all be expected to report to work or none will. When school is closed before 8:00 a.m., all keyboarding specialists and stenographers shall remain at home but be ready to come to work. The District Office will notify every keyboarding specialist and stenographer no later than 10:00 a.m. whether to come to work and at what time. Keyboarding specialists and stenographers will be expected to report to work not later than one (1) hour after they receive the call to report to work. If a keyboarding specialist or stenographer cannot travel to work, Section 6.5 of this Article will apply to the absence. This provision only applies to 11 and 12 month keyboarding specialists and stenographers.
- 7.3 When school is closed after 8 a.m., all 11- and 12-month keyboarding specialists and stenographers will continue working until such time an administrative decision is made to the contrary.
- 7.4 All calls and decisions will be made by the Superintendent, or his/her designee.
- 7.5 On days of announced school closings and regular pickup and take home type runs are necessary, no added compensation will be paid if such runs are required. If all drivers are not required for a specified day, those individuals called would serve on a rotating basis.
- 7.6 Food service workers shall not be expected to report, unless an emergency food handling situation exists; and none of the above workers shall be economically or otherwise penalized. The Food Service Manager or his/her designee will be responsible for determining such emergency.

Section 8.0 Uniforms:

- 8.1 All employees in the Custodian Department and the Mechanics will wear uniforms. The District will decide on the style of uniforms with input from the South Lewis School Related Personnel.
- 8.2 Uniforms shall be provided by the District to all employees required to wear them. For all employees required to wear uniforms, when a uniform needs to be replaced the employee shall turn it in and shall receive a new uniform. All employees, except for mechanics, shall be responsible for care and cleaning of his or her uniform. Mechanics shall not be responsible for the cleaning of their uniforms. Cleaning of mechanic uniforms shall be taken care of by the District.
- 8.3 The District will pay up to \$80 of the cost for a pair of steel-toed protective shoes for employees who are required to wear them by the District. When the shoes need to be replaced (the need must be mutual) the employee must turn in the old pair to receive the reimbursement.
- 8.4 The South Lewis School District will spend \$100.00 on each cafeteria staff member a year. This \$100.00 will be used for shirts, pants, and shoes agreed to by the District and Association only. The cafeteria staff will wear these uniforms to work.

**ARTICLE V
JOB VACANCIES**

1. Notices of vacancies for non-teaching positions will be provided to the President of the Association and will be posted for five working days in the various buildings before general advertisement. Applications for such positions will be in writing directed to the Superintendent, or his/her designee, by the posted closing date.
2. Present regular employees working in the South Lewis District, and who are qualified, shall be given equal consideration with all other applicants for such posted vacancies.
3. Positions will be filled by the Board of Education in keeping with Civil Service requirements and the best interests of the School District.
4. If the Superintendent determines that the filling of a vacancy is necessary for the efficient operation of the District or the education program, a sub-appointment may be made while the posting process is set in motion.
5. If a bus run becomes vacant during the school year, any assignment to that run shall be temporary. Any driver who wishes to change his/her current assigned run will give written notice between June 1 and June 15 of each school year. All such requests will be given serious consideration.
6. The following shall apply when an employee moves from one to another job title and/or changes to a job with a different work day or work year from the previous assignment. The following will apply to all job titles in Appendix A.
 - (a) For salary purposes only, the employee will be placed at the entry level rate of the schedule for the new position. The employee shall then move in accordance with the salary timetable, Article XIV A for his/her new job.
 - (b) If the employee was entitled to vacation time in his/her previous job, that employee shall carry his/her seniority for vacation purposes into the new job. Employees leaving a 10-month position shall begin earning vacation as of the date of transfer into a 12-month position.
 - (c) Years of District Service shall be defined as the date of first hire,
 - (a) for vacation time in 12-month positions,
 - (b) for sick leave accumulation,
 - (c) for remuneration of sick leave at retirement,
 - (d) for longevity.
 - (d) Years of Credited Service shall be defined as the date of entrance into the current job title,
 - (a) for salary step,
 - (b) for layoff,
 - (c) for recall.

**ARTICLE VI
EVALUATIONS**

A unit member may be evaluated at any time, subject to the following conditions:

1. If a written evaluation is conducted, it shall be conducted by an appropriate supervisor or administrator.
2. A written evaluation must relate to the member's role as an employee and to the specific job he/she is hired to do.
3. There is no minimum or maximum numbers of evaluations during a given period of time.
4. If the evaluation contains negative ratings or comments or if the evaluator or unit member so requests a conference will be held.

5. A written evaluation which is to be placed in a member's official personnel file shall be signed by the evaluator and the member and a copy given to the member. Such signature may not be withheld. The member's signature merely signifies that a conference was held and that he/she has received a copy of the evaluation. In no way does a signature indicate agreement or disagreement with its contents.
6. The member may attach a written answer to the evaluation. The answer shall be signed by the member and the evaluator and shall be attached to the actual file copy.
7. The above Articles 1 and 6 shall not be construed to exclude the placement in the personnel file of letters, warnings, clarifications, or other materials pertaining to an employee's performance. The rights stated in 4, 5, and 6 shall apply to any material that is placed in the unit member's file.
8. The parties agree that evaluations should not be viewed as punitive or as harassment. Unit members recognize that serious or repeated negative or poor evaluations might result in disciplinary action.

ARTICLE VII PERSONNEL FILES

An official employee personnel file shall be maintained under the following circumstances.

1. No material derogatory to an employee's conduct, service, character, or personality shall be placed in the files unless the employee has had an opportunity to read the material. The employee shall acknowledge that s/he has read such material and must affix his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that s/he has read the material to be filed and does not necessarily indicate agreement with its content.
2. The employee shall have the right to answer any material filed and his/her answer shall be attached to the file copy.
3. Upon appropriate and reasonable request by the employee, the employee shall be permitted to examine his/her file. If the employee is unable to be present, an authorized representative of the employee may examine the file. This does not include any pre-employment confidential material.
4. The employee shall be permitted to reproduce any material in his/her file. (This does not include any pre-employment confidential material). The employee will be liable for any expense incurred.
5. Material will be removed from the files when an employee's claim that it is inaccurate, misleading, or inappropriate is sustained.
6. An incident which has not been reduced to writing within three months of its discovery or its occurrence, whichever is later, exclusive of the summer period and communicated to the unit member at that time, may not be added to the file.
7. Only material in the official District personnel file of the employee may be used in any action by the District that could result in any consequences for the employee (provided that this material is in the file prior to the recommendation for action). The only exception to this shall be where the material is relevant and where there is a legitimate reason why such material was not included in the file previously. (For example, when a single, specified incident has just occurred and is the basis for the action taken).

**ARTICLE VIII
LEAVES OF ABSENCE**

Section 1.0 Sick Leave:

- 1.1 Every regular employee of the School District will be allowed 12 days of sick leave per school year, accumulative to 200 days, for personal sickness. (Employees working more than 10 months will be granted 1.2 additional days for each month worked in excess of 10).

Any unit member who has over the maximum accumulation of 200 days on June 1st of any school year, may sell up to five (5) days back to the District by June 30th of that year at their classification's substitute rate. The buyback cannot take the unit member under 200 days of accumulated sick leave.

- 1.2 Sick leave days are to be used for personal illness or remedial health treatments for the employees, except that five (5) days per year may be used to care for an immediate family member who is ill. Immediate family member shall include parents, children and spouses. At the sole discretion of the Superintendent, additional days of personal sick leave may be used upon the request of the individual unit member.
- 1.3 The Superintendent may require a doctor's verification for an absence for illness. Abuse of sick leave will result in a warning by the supervisor. Further abuse may be followed up by the Superintendent's request for a doctor's note. A statement from either the school doctor or an individual's personal physician may be required before returning to employment for any extended illness which is longer than 30 calendar days. An employee who abuses his or her sick leave may be removed from participation in the sick bank.

Section 2.0 Personal Leave:

- 2.1 Personal leave days are not to exceed three (3) days.
- 2.2 All personal leave days must be approved in advance (sufficient time to obtain a substitute, unless an emergency prevents prior approval) by the Superintendent or designee and may be granted provided that such leave is not used for recreational purposes or to extend vacation periods or legal holidays. In cases of emergency, the Superintendent may grant leave for a day before or after a vacation period or legal holiday.
- 2.3 Personal leave days are to be used for personal business which cannot be completed during the school day.
- 2.4 Two (2) days of personal leave may be used without providing a reason when the request is made.
- 2.5 Up to three (3) days of unused personal leave will be accumulated at the end of the year as sick leave. However, the maximum accumulated sick days shall not exceed a total of 200 days.

Section 3.0 Ten Month Employees

- 3.1 On any day between September 1 through June 30 that a ten-month employee is scheduled to work by the District, an employee absence on such a work day requires the use of a sick day or a personal day based on the circumstance of the absence.

Section 4.0 Substitutes

- 4.1 A substitute employed in the place of a regular employee will, after having been employed more than 20 working days, be eligible for the regular personal and sick leave provisions during the period of uninterrupted service. This provision is non-accumulative. All sick leave time will be prorated based on actual length of substitute service.
- 4.2 After working thirty (30) consecutive days to replace the same regular employee, or any new position, the substitute will be paid the average rate between the starting base rate for the job title being worked and the substitute rate.

- 4.3 After working ninety (90) consecutive days for the District, the temporary employee's position will be evaluated by the District for consideration of the creation of a permanent position.

Section 5.0 Jury Duty:

- 5.1 An employee called for jury duty, or subpoenaed to give testimony before a judicial or administrative tribunal, will:
- (a) Receive full pay for length of time involved.
 - (b) If the employee is dismissed before noon on jury duty or other judicial assignment, s/he is to report to work for the remainder of his/her normal work day.
 - (c) When an individual is notified of jury duty, s/he will inform his/her supervisor in writing indicating, if possible, the extent of the terms of the jury.

Section 6.0 Compensable Injury:

- 6.1 Whenever an employee is absent from school as a result of personal injury caused by an assault or accident occurring in the discharge of his/her duties and not as the result of his/her negligence, s/he will be paid his/her full salary for the first 30 days and such 30 days of absence will not be charged to his/her sick leave.
- 6.2 If the accident is a result of employee negligence, the absence time will be charged against the employee's sick leave.
- 6.3 Above does not apply to injury received as a result of assault by a fellow employee.
- 6.4 The School District will make application to the compensation carrier for reimbursement to the District of pay benefits for the applicable time period.

Section 7.0 Leave of Absence Requests (Without Pay):

- 7.1 Leaves of absence may be granted at the sole discretion of the Board of Education to non-teaching staff members.
- 7.2 The following criteria must be observed:
- (a) The staff member must submit a request in writing to the Superintendent no later than one month prior to the dates requested.
 - (b) The purpose of the leave must be included with the request.
 - (c) In emergency situations, the criteria in No. 1 and No. 2 may be waived by the District.
 - (d) Employees, on an extended leave of absence for half a school year or more, or where the date of return has not been determined, must notify the District Office, at least 60 days prior to expected date of return, as to their intentions concerning their return or non-return following the leave of absence.
 - (e) A leave of absence is 3 or more days.
 - (f) No unit member in a department may have a leave under this section more than one time in a school year, except for medical or emergency reasons.
 - (g) No more than one unit member in a department at a time will be granted leave under this section except for medical or emergency reasons. For purposes of meeting this criteria, members on medical leave or child care leave will not be considered on leave.

Section 8.0 Bereavement Leave

8.1 Upon notification of a death in the unit member's "IMMEDIATE FAMILY", approval shall be granted for:

- (a) maximum of three (3) bereavement days per occurrence of immediate family;
- (b) a maximum of one (1) day each for attendance at funerals of other relatives will be considered for approval on a case-by-case basis by the Superintendent;
- (c) if spring interment, one (1) additional bereavement day will be granted to (a.) and (b.) above.

(NOTE: Immediate Family by agreement includes grandparents, parents, spouse, children, brothers, sisters, grandchildren, parents of spouse, and with approval of the Superintendent, domestic partner.)

8.2 Bereavement leave shall not be deducted from other leaves and shall be taken in consecutive days to coincide with the day of death, or the day of the funeral. Extensions of bereavement leave may be made by use of personal leave in Section 2.0 above by application to the Superintendent of Schools, or by request without pay to the Board of Education, Section 7.0 above.

* Guidelines for Out-of-State Bereavement Days granted on a case-by-case basis by the Superintendent of Schools.

1. For a family member included in (a.) of Section 8.0 of the contract, the days to be used as follows:

- Day 1 - to travel
- Day 2 - calling hours
- Day 3 - the funeral
- Day 4 - family business
- Day 5 - return travel

2. For a family member included in (b.) Of Section 8.0 of the contract, the days to be used as follows:

- Day 1 - to travel
- Day 2 - the funeral
- Day 3 - return travel

Section 9.0 Administration Regulation

9.1 For those employees whose salary is based on a number of days worked concept, Personal Days or Sick Days cannot be allowed if an individual would not be paid for such a day.

9.2 An example might be a in-service day, where a food service worker is not required to be on the job and for which no compensation would be computed.

**ARTICLE IX
VACATION & HOLIDAYS**

Section 1.0 Vacation and Holidays:

1.1 Regular Holidays - All 11- and 12-month employees shall receive holidays listed in Section 1.1:

- | | |
|---|---|
| Labor Day | Day After Christmas |
| Columbus Day | New Year's Day |
| Veterans' Day | Martin Luther King Day |
| Day before Thanksgiving (if school is not in session) | Presidents' Day |
| Thanksgiving Day | Good Friday (if school is not in session) |
| Friday following Thanksgiving Day | Memorial Day |
| Christmas Eve (if school not in session) | July 4 th |
| Christmas Day | |

The Association may never ask for the day before New Year's Day.

If the holiday as listed above falls on a Saturday or Sunday:

- (a) and a school vacation period is in effect on the Monday following this time, such day will be the holiday.
- (b) and school is in session the following week, a compensatory day may be taken during a school vacation period. Approval on date to be taken must be obtained from the supervisor.

1.2 After ten (10) years of service, ten (10) month employees, including cleaners, will receive the following five holidays: Thanksgiving Day, Christmas Day, Good Friday, Memorial Day, and Labor Day, to be paid in the last check of the school year.

1.3	Vacations:	12 Mo. Employee	11 Mo. Employee
	After 1st year	5	5
	After 2nd year	10	9
	After 7th year	15	14
	After 10th year	16	15
	After 12th year	17	16
	After 13th year	18	17
	After 14th year	19	18
	After 15th year	20	-
	After 20 th year	22	

11 and 10 Month Employees:

- (a) Any 10 month employee transferred to an 11 or 12 month position will follow the 11 or 12 month vacation schedule. The date of transfer into the 11 or 12 month position will begin the years of service for vacation purposes.
- (b) Any 12 month employee transferred to an 11 month position will follow the 11 month vacation schedule. The employee will retain the years of service in the previously held 12 month position for vacation purposes.

Vacation time may be carried over at the end of the school year, but must be used prior to school opening in September. An employee may request his/her vacation time during the school year or during school vacation periods. Adequate coverage of the employee's department or office shall be the primary factor in scheduling vacations. All vacation time must be approved by the Superintendent.

Section 2.0

Whenever the Board of Education takes action to extend a scheduled school vacation, all unit members will have the day off, and such day shall not be credited against any earned vacation or leave day. Such extension will be for no more than one day in any school year.

**ARTICLE X
INSURANCE AND HOSPITALIZATION**

Section 1.0 Jefferson-Lewis School Employees Health Plan

The Board of Education of the South Lewis Central School District elects to participate as a participating employer in the Jefferson-Lewis School Employees Health Plan and to include in such plan its officers and employees.

- (a) Effective July 1, 1998, the District will contribute 90% of the health insurance premium for individual coverage or 85% of the health insurance premium for family or two person coverage.
- (b) Beginning on July 1, 1989, spouses who are both employed by the South Lewis Central School District shall have a choice between the full family health insurance coverage or two (2) individual policies.
- (c) Any employee hired prior to July 1, 1991, who works less than 20 hours per week is eligible for health insurance benefits.
- (d) Any employee hired after July 1, 1991, must work 20 hours or more per week in order to be eligible for health insurance benefits.
- (e) Any employee hired after July 1, 2010, must work 30 hours or more per week in order to be eligible for health insurance benefits. School bus drivers are exempt from this provision.

Section 2.0 For Retired Employees

The Board will pay 50% of individual's coverage and 35% of dependent coverage plus medicare coverage, provided the employee has been employed by the South Lewis Central School District for at least five years prior to retirement and has been a participant in the Health Plan for at least one year prior to retirement.

Section 3.0 Insurance on Vehicles Owned by School District Personnel and Used in Connection with an Employee's Service to the District:

- 3.1 In the event of an accident or injury, the insurance carried by the individual is primary insurance. The School District insurance would come into effect after the primary insurance is exhausted. When a claim under individual insurance is made, the District will reimburse any school nurse up to one hundred dollars (\$100.00) towards the deductible portion of his/her automobile insurance coverage for any accident which occurs when s/he is using his/her personal car for school business.
- 3.2 The reason for this arrangement is that since the vehicle is not school owned, the School District cannot provide primary insurance coverage.

Section 4.0 Dental Insurance

- 4.1 Dental insurance for the South Lewis School Related Personnel will mirror the amount agreed to in the dental insurance clause in the approved Agreement of the South Lewis Teachers' Association contract.

Section 5.0 IRS Section 125 Plan

The District agrees to provide a section 125 plan for the payment of health and dental insurance premiums, unreimbursed medical expenses and dependent care costs pursuant to the IRS regulations.

**ARTICLE XI
OVERTIME PAY**

Section 1.0 Overtime Pay - (One and one-half time regular rate):

- 1.1 Basic work week is 40 hours.
- 1.2 Overtime pay will be paid for authorized service actually performed in excess of 40 hours per week. (Service must be authorized by the employee's Supervisor).
- 1.3 Legal holidays occurring within regular 40 hour work week will be credited as service performed.
- 1.4 Leave days or vacation days occurring within regular 40 hour work week will not be credited as service performed.

- 1.5 Weekend and holiday building checks:**
 - a. Elementary School Buildings
 - 1. May 1 to September 30 - 1 Weekend Building Check (1.5 Hrs. Each)
 - 2. October 1 to April 30 - A Building Check Saturday and on Sunday (1.5 Hrs. Each)
 - 3. Holidays between October 1 to April 30 - Building Check (1.5 Hrs.)
 - b. Junior-Senior High School Building:
 - 1. Two building checks on Sunday and holidays if no regular custodian is on duty. (1-1/2 Hrs. Each)
 - 1.6 Full-time employees (40 hours/week) driving extra bus runs (substitute or other) will be paid for this service at overtime rate for hours worked in excess of 40.
 - 1.7 Double Pay: Will be paid to an employee working on a holiday if so required by permission of the Superintendent.
- ** May be amended by the Superintendent

**ARTICLE XII
LAY-OFF AND RECALL**

- 1. When the District effects a lay-off in any non-competitive or labor class title, it shall be accomplished by laying off the least senior employee(s) in that title. Seniority will be determined by the employment date (the first day the employee actually works). If two or more employees started work the same day, seniority will be determined by order of Board appointment.
- 2. Recall shall be in the reverse order of lay-off. A laid-off employee in the labor class or non-competitive class of the Civil Service shall remain on a recall list for two years. Refusal to accept an assignment offered shall be cause for removal from a recall list.
- 3. For employees in the competitive class of the Civil Service, seniority, layoff, and recall shall occur in accordance with New York State Civil Service Law.

**ARTICLE XIII
MISCELLANEOUS**

Section 1.0 Responsibilities and Duties

1.1 Safeguarding School Money:

All employees of the school system will be expected to exercise reasonable care and precautions in safeguarding school moneys which may be entrusted to their care. Administrative regulations shall be established for the care of school funds. Reasonable care and precaution in safeguarding school moneys will be determined by how closely and carefully the aforementioned administrative regulations are followed. Employees deemed not exercising reasonable care and precaution will be held financially responsible for loss of school money.

Section 2.0 Meal Allowance - Bus Drivers:

- 2.1 A meal allowance will be granted for breakfast, lunch, or an evening meal for drivers on extended trips away from the District.
- 2.2 Meal allowance must be approved by the designated supervisor.

- 2.3 Receipts must be submitted with claim.
- 2.4 Maximum meal allowance will be \$3.50 for breakfast; \$5.00 for lunch; \$8.00 for dinner.
- 2.5 Claims must be submitted monthly.

Section 3.0 Physical Examination

- 3.1 Physical examinations for non-teaching employees are authorized as follows:
 - (a) Bus drivers and food handlers shall have an annual physical examination. (Bus driver physical exams must comply with Chapter 19-A.)
 - (b) Physical examinations must be done by the school physician.
 - (c) X-rays for employees are to be given at the recommendation of the school doctor.
 - (d) The school physician's decision on all matters dealing with mandated physical examination in the South Lewis District shall be final.

Section 4.0 Remuneration of Sick Leave:

Any unit member retiring with ten or more consecutive years of service in the District, and who gives the District three (3) months prior notice of such retirement, will apply the unused sick leave as additional service credit upon retirement to the NYS Employees' Retirement System. Under NYSERS, allowable unused sick leave credit is limited to 165 days, and is applied as additional service credit on a calendar basis. The Superintendent may wave the three (3) month notice requirement, due to unforeseen circumstances.

Years of District service shall be counted from the employee's date of first hire unless broken by a voluntary resignation followed by rehire. In that case years of District service is counted from the date of rehire. A layoff followed by a recall within the period of preferred eligibility shall not count as a break in years of District service. If a unit member dies, his/her estate will be paid any benefits due under this section.

Section 5.0 Extra Driving

- 5.1 Definitions:
 - 5.1.1 Extra Driving: A bus run other than regular morning and afternoon runs. Examples include, but are not limited to: athletic contests, parades, field trips.
 - 5.1.2 Short Run: A trip of two (2) hours or less.
 - 5.1.3 Late Run: A regularly scheduled run is also referred to as the five-thirty (5:30 pm) run. Late run drivers may punch in no earlier than five o'clock (5:00 pm), except the last day of school before a weekend or holiday which shall be 4:15 pm. If a late run drive does not have students for the late run, he/she will be paid for one hour.
 - 5.1.4 Regular Scheduled Run: Community based, swim, elementary band, cosmetology (examples).
- 5.2 Each year prior to the start of the school year, each driver shall indicate on a form provided by the District if (s)he wishes to drive extra bus runs that may come up during the school year. Extra bus runs shall not include those runs sponsored and paid for by groups or employers other than the District.
- 5.3 New drivers or drivers who wish to change their extra driving status during the school year shall do so on the form indicated in 5.2 above.

- 5.4 All drivers indicating that they will do extra driving shall be put on a roster, and extra driving shall rotate through a roster.
- 5.5 For the purpose of rotation, a driver who chooses not to accept an extra run or who has indicated on the extra driving form that (s)he is not available for a certain run shall be moved to the bottom of the list as if (s)he had taken the run.
- 5.6 The assignment roster will be posted on the bulletin board in the driver's lounge on Monday for the week whenever possible.
- 5.7 Once the assignment roster has been posted, two drivers may agree to change assignments, with the prior approval of the supervisor.
- 5.8 The following procedures will be used for determining which drivers will do the late (five thirty) runs:
 - 5.8.1 Openings will be determined by seniority from those who indicate an interest. A list of those interested will be maintained by the District.
 - 5.8.2 Any cutbacks in the number of drivers required for late runs will be determined by seniority, with the least senior driver being cut back first.
 - 5.8.3 All recalls will be based on seniority with the last driver cutback being the first one recalled.
- 5.9 The following procedures will be used for determining which drivers will do the Regular Scheduled Run:
 - 5.9.1. Openings will be determined by seniority from those who indicate an interest. A list of those interested will be maintained by the district.
 - 5.9.2. Any cutbacks in the number of drivers required for Regular Scheduled Runs will be determined by seniority, with the least senior drive being cut back first.
 - 5.9.3 All recalls will be based on seniority with the last driver cutback being the first one recalled.
- 6.0 In an emergency situation, such as an extra driving trip being called in to go out the same day, if the next scheduled roster driver is not available to drive after an attempt to contact that driver, that trip can be assigned to any roster driver. The roster of drivers will not change in such an emergency situation, for the next extra driving trip.
 - 6.1 Training is required outside of the school day, district will pay the hourly substitute rate for the mandated training. If the training is outside of the school district, buses will be run for the employees. Employees may attend out of the district training if a conflict arises where the driver is on a school-sponsored event. The driver will receive the hourly sub rate and mileage.
 - 6.10 Drivers shall be paid their normal contract hourly rate of pay for additional time required transporting students to and from school in a manner consistent with a regular run (i.e., conference days, snow days, etc.).
 - 6.11 When a Transportation Attendant is on the bus for a regular schedule of a late run, they will get a dollar less than the driver.
 - 6.12 All fueling will be done during your regular contract hours.
 - 6.13 All bus cleaning will be done during your regular contract hours.
 - 6.14 All drivers will be paid a minimum of one (1) hour (show up time).

Section 6.5 Association Business

Seven (7) Association business days will be available. The President will notify the Superintendent of the unit members who will be absent under this leave. Use of these days will not be deducted from other leaves.

Section 7.0 NYSUT Benefit Trust

- 7.1 The District will deduct from the salaries of those members participating in the Trust an amount authorized by said unit member on Benefit Trust forms.
- 7.2 The deductions will commence on the second pay period of the school year, and will continue for twenty (20) consecutive pay periods in a school year.
- 7.3 The authorization may be withdrawn at the discretion of the unit member. Unit members may enter the Trust or change their contributions during the months of September and January only.
- 7.4 The monies deducted will be forwarded by the District to the NYSUT Benefit Trust once per month.

Section 8.0 Agency Fee Deduction

Effective July 1, 1992 the South Lewis Central School District shall deduct from the wage or salary of employees in the bargaining unit who are not members of the South Lewis School Related Personnel Union the amount equivalent to the dues leveled by the Association in accordance with Chapter 677 and 676 of the Laws of 1977 of the State of New York.

The Union affirms that it has adopted such procedure for refund of agency shop fee deductions as required in Section 3 of Chapter 677 and 678 of the Laws of 1977 of the State of New York. This provision for agency shop fee deduction shall continue in effect so long as the Association maintains such procedure.

The agency shop fee deduction shall be made following the same procedures as are applicable for dues checkoff, except as otherwise mandated by law or this Agreement.

Section 9.0 Bus Driver Training

All bus drivers shall be notified by June 30th of when the required refresher bus training shall be scheduled. All bus drivers shall be notified at least three weeks prior to when the required second refresher training shall be scheduled.

Section 10.0 Payroll

- 10.1 Unit members, if requested in writing, may have monies deducted from their paycheck into a TSA account. Unit members may enter or change their contributions to TSAs during the months of September and March only.
- 10.2 The District will provide direct deposit of employee pay, if requested in writing, to Albank Commercial Subsidiary of Charter I, Key Bank, Rome Federal Credit Union, Northern Federal Credit Union (must meet their membership requirements), or Community Bank. Employees may commence direct deposit or make changes during the first full week of school in September or in January.

**ARTICLE XIV
COMPENSATION**

A. The agreement will reflect salaries as follows:

- 1. For 2010-11: total 3.8% increase over the total salaries for 2009-10, inclusive of longevity payments.
- 2. For 2011-12: total 2.75% increase over the total salaries for 2010-11, inclusive of longevity payments.

3. For 2012-13: total 2.75% increase over the total salaries for 2011-12, inclusive of longevity payments.

B.

Title	2010-2011	2011-2012	2012-2013
Aide	\$12.75	\$12.94	\$13.11
Baker	\$13.68	\$13.89	\$14.07
Bus Driver	\$19.25	\$19.55	\$19.79
Cleaner	\$12.21	\$12.40	\$12.55
Cleaner - 8 hour 2 nd shift	\$12.97	\$13.17	\$13.34
Cook	\$14.04	\$14.26	\$14.44
Custodian	\$14.04	\$14.26	\$14.44
Custodian - 2 nd shift	\$14.80	\$15.03	\$15.22
Custodian - 3 rd shift	\$15.05	\$15.29	\$15.48
Custodian/Bus Driver	\$16.03	\$16.28	\$16.49
Head Elementary Custodian	\$14.29	\$14.51	\$14.70
Food Service Helper	\$12.07	\$12.26	\$12.42
Head Auto Mechanic/Bus Driver	\$19.25	\$19.55	\$19.79
Keyboarding Specialist	\$13.17	\$13.38	\$13.55
Laundry	\$12.21	\$12.40	\$12.55
Maintenance	\$15.89	\$16.14	\$16.34
Mechanic/Bus Driver	\$17.79	\$18.07	\$18.30
Monitor	\$16.95	\$17.21	\$17.43
Motor Vehicle Operator	\$12.94	\$13.14	\$13.31
Nurse	\$21.01	\$21.33	\$21.60
School Bus Dispatcher/Bus Driver	\$13.89	\$14.11	\$14.29
Stenographer	\$13.61	\$13.82	\$14.00
Transportation Attendant	\$12.75	\$12.94	\$13.11
Watchperson	\$12.21	\$12.40	\$12.55
Watchperson - 2 nd shift	\$12.97	\$13.17	\$13.34

For titles currently in the bargaining unit but not listed above, it is agreed that any employee hired into such title during the term of this Agreement shall not be brought in at a rate higher than any employee on staff and holding that title at that time.

- C. After an employee's completion of years of service with the District, the following appropriate longevity stipends (non-cumulative) will be added to the unit member's hourly wage:

Years of Service	Stipend 2010-11	Stipend 2011-12	Stipend 2012-13
5	.50	.50	.50
6	.60	.60	.60
7	.70	.70	.70
8	.80	.80	.80
9	.90	.90	.90
10	2.00	2.00	2.00
11	2.10	2.10	2.10
12	2.20	2.20	2.20
13	2.30	2.30	2.30
14	2.40	2.40	2.40

15	2.50	2.50	3.00
16	2.60	2.70	3.10
17	2.70	2.80	3.20
18	2.80	2.90	3.30
19	2.90	3.00	3.40
20	3.00	3.20	3.50
21	3.15	3.30	3.60
22	3.30	3.40	3.70
23	3.45	3.50	3.80
24	3.60	3.60	3.90
25	3.75	3.90	4.00
26	3.90	4.00	4.15
27	4.05	4.15	4.30
28	4.20	4.30	4.45
29	4.35	4.45	4.60
30+	4.50	4.60	4.75

For purposes of determining years of service: 1) if an employee starts working on or between January 1 to June 30, there would be no credit for that partial year, and 2) if an employee starts working on or between July 1 to December 31, there would be credit for one year the following July 1. If an employee is on an unpaid leave of absence for more than ½ their work year, they will not receive credit for the year.

D. Extra Salaries:

1. Drivers

Extra, Other Than Regular Runs - \$11.25 per hour

Late Bus Runs - \$11.75 per hour

E. Bus drivers will be paid based on the calculated tach time per run plus 15 minutes for pre-trip and cleanup duties and 5 minutes for winter weather allowance. Such calculations shall be determined by the District after consultation with the Union.

Payment for extra runs and extra other than regular runs shall be rounded to the nearest quarter hour excluding prep time for payment purposes.

F. Whenever custodians, watchpersons, and cleaners are requested by the District to substitute on a different shift, they will receive their normal differential unless the differential on the substitute shift is higher.

G. Custodians, cleaners and watchpersons performing summer work will be paid at the appropriate differential for the shift assigned during the summer.

- H. Transportation Aides will be paid for extra trips \$1.00 less than the contractual amount established for bus drivers.

Transportation Aides for summer school will be paid at the base rate of an aide, as per contract.

Bus driving for summer school will be at the base rate for that year. The District will set up the routes and the times.

ARTICLE XV SICK LEAVE BANK

The sole purpose of the Sick Leave Bank is to provide additional sick leave to bank members who have exhausted their own sick leave and have suffered a prolonged illness. The Sick Leave Bank will be administered according to the guidelines below. Recommendations for changes and/or interpretations will be made by the Sick Leave Bank Committee, subject to the approval of the Superintendent of Schools and the Association President.

- 1.0 All members of the staff represented by the Association are eligible for membership.
- 2.0 Application for membership must be made in writing and to the Clerk of the Board of Education. Returning employees must apply on or before July 15 to be eligible for the following school year. New employees must apply on or before the end of the first full month of school to be eligible in that school year.
- 3.0 An initial contribution of two to five days must be made from a member's accumulated sick leave days at the individual's discretion. Thereafter, an annual contribution of one day per school year must be made from a member's accumulated sick leave in order to retain membership in the bank.
- 4.0 When the total number of days in the Bank reaches five hundred (500), no additional days will be contributed by members except as follows:
 - 4.1 When the number of days falls below one hundred (100), each member will be assessed one day.
 - 4.2 Unit members who do not join initially including those hired after 7/1/86, will continue to contribute until the total contribution matches the maximum of the initial members.
- 5.0 Days contributed to the Sick Leave Bank are non-refundable.
- 6.0 Persons wishing to terminate membership in the Sick Leave Bank must notify the Clerk of the Board of Education in writing before July 15, or they will continue to be members for the following school year.
 - 6.1 Persons having less than five (5) sick days after one year of employment and less than fifteen (15) accumulated sick days after year three and beyond, will not have access to the sick bank. The Superintendent of Schools may grant exceptions to these standards after proper justification and review.
 - 6.2 Sick bank days granted but not used will be returned to the sick bank upon employee's return to work.
- 7.0 Before a member can draw on the Sick Leave Bank, all of his/her personal sick leave must have been exhausted.
- 8.0 After a member has exhausted his/her personal sick leave, a waiting period of 5 working days must occur before drawing days from the bank.
 - 8.1 For each subsequent time a member applies to the bank, a waiting period of an additional five (5) working days must occur before drawing days from the bank.
 - 8.2 At the Superintendent's discretion, the five days waiting period may be waived for cases of Hospice care or long-term hospital care.

- 9.0 Maximum benefits shall generally be limited to thirty-five (35) days. The Sick Leave Bank Committee has, at its discretion, the option of allowing an additional thirty (30) days, if the severity of the hardship warrants such action.
- 10.0 The following general rules shall prevail:
- 10.1 Benefits received from the Sick Leave Bank shall not be repaid by the individual.
 - 10.2 Benefits are applicable only to subscribing members, and are not available for other than personal use.
 - 10.3 Benefits shall only be available so long as there are days in the "Bank."
 - 10.4 Benefits apply only to days on which the applicant would normally have worked.
 - 10.5 Benefits will be calculated upon the number of days the individual normally works, his or her hourly rate, and his or her normal work day.
- 11.0 All applications for benefits will be reviewed by the Sick Leave Bank Committee, composed of three persons appointed by the President and two persons appointed by the Superintendent.
- 12.0 Such requests to the committee will be in writing and detail the following:
- 12.1 Nature of the prolonged serious illness, injury, or physical disability.
 - 12.2 Physician's recommendation (documented).
 - 12.3 An estimate of the days required.
- 13.0 The committee shall forward a copy of all documentation and their decision to the Superintendent and the Association.
- 14.0 Requests for use of the sick leave bank shall be made to the Superintendent. Once a request has been made, the Superintendent shall provide notice of same to the Association President.

ARTICLE XVI TERMS AND CONDITIONS

1. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to the Agreement.
2. Before the Board adopts any change in current policy which affects wages, hours, or other conditions of employment not covered by this Agreement, it will consult with the Association with the view of adopting a harmonious policy.
3. This Agreement incorporates the entire understanding of both parties on all issues which were or could have been the subject of negotiation. During the term of this contract neither party shall be required to negotiate with respect to any matter, whether or not covered by this Agreement, and whether or not within the knowledge either party or both parties at the time they signed this Agreement. However, either party may request a meeting with the other to further harmonious relationships through informal discussions of mutual problems and concerns, but such informal discussions shall not be deemed negotiations.

4. 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.

This Agreement shall take effect July 1, 2010, and shall remain in effect until June 30, 2013.

SOUTH LEWIS SCHOOL RELATED PERSONNEL

By:

Date:

Judy Wilbur
5/12/10

SOUTH LEWIS CENTRAL SCHOOL DISTRICT

By:

Date:

[Signature]
5/12/10

CURRENT BARGAINING UNIT TITLES

References to months, days, and hours are for illustrative purposes only and do not constitute a guarantee of hours per day or days per year. Employees holding such titles are paid on a hourly basis.

Titles

Baker	(180 days, 7 hours/day)
Bus Driver	(180 days, 4 hours/day)
Cleaner - 8 hour 2 nd shift	(12 months, 8 hours/day)
Cleaner - 6 hour	
Cleaner - 4 hour	
Cook	(180 days, 7 hours/day)
Custodian	(12 months, 8 hours/day)
Custodian - 2 nd shift	
Custodian - 3 rd shift	
Custodian/Bus Driver	(12 months, 8 hours/day)
Food Service Helper	(180 days)
Head Elementary Custodian	(12 months, 8 hours/day)
Head Mechanic/Bus Driver	
Keyboarding Specialist	(260 days, 8 hours/day)
Keyboarding Specialist - part-time	(180 days, 8 hours/day)
Laundry Worker	(12 months, 8 hours/day)
Maintenance Worker	(12 months, 8 hours/day)
Mechanic/ Bus Driver	(12 months, 8 hours/day)
Monitor	(180 days)
Motor Vehicle Operator/Cleaner	(12 months, 8 hours/day)
Nurse	(180 days)

CURRENT BARGAINING UNIT TITLES

Title

School Bus Dispatcher/Driver

Stenographer (12 months, 8 hours/day)

Teacher Aide (180 days, 7 hours/day)

Transportation Aide (180 days, 4 hours/day)

Transportation Attendant

Transportation Dispatcher (12 months, 8 hours/day)

Watchperson (12 months, 8 hours/day)

SOUTH LEWIS CENTRAL SCHOOL
Turin, New York 13473

PERSONAL DAY REQUEST FORM

Date of Request _____

I, _____, request the use of a Personal Day on

_____ for the following reason(s):

_____ Personal Day with no reason

_____ Personal Day with reason (short description)

Employee Signature

APPROVED _____
Building Principal/Supervisor

Date

APPROVED _____
Superintendent

Date

DENIED _____
Superintendent

Date

REASON FOR DENIAL: _____

SOUTH LEWIS CENTRAL SCHOOL DISTRICT
TURIN, NEW YORK 13473

VACATION REQUEST FORM

DATE OF REQUEST _____

I, _____, request the use of VACATION DAY/DAYS on

SIGNED _____

EMPLOYEE

APPROVED _____ DATE OF APPROVAL _____
SUPERVISOR/BUILDING PRINCIPAL

APPROVED _____ DATE OF APPROVAL _____
SUPERINTENDENT

TO: _____
SUPERVISOR/BUILDING PRINCIPAL

FROM: DOUGLAS PREMO
SUPERINTENDENT

DATE: _____

A VACATION request has been approved for _____

On _____

SIGNED _____

SUPERINTENDENT OF SCHOOLS

TO: _____

FROM: DOUGLAS PREMO
SUPERINTENDENT

DATE: _____

Your VACATION request for _____

Has been: APPROVED _____ DENIED _____

REASON FOR DENIAL _____

SIGNED _____

SUPERINTENDENT OF SCHOOLS

SOUTH LEWIS CENTRAL SCHOOL DISTRICT
TURIN, NEW YORK 13473

BEREAVEMENT LEAVE REQUEST FORM

Date of Request _____

I, _____, request the use of _____

BEREAVEMENT DAY/DAYS on _____

YOUR RELATIONSHIP TO THE DECEASED: _____

SIGNED _____

APPROVED _____ DATE OF APPROVAL _____
Supervisor/Building Principal

APPROVED _____ DATE OF APPROVAL _____
Superintendent of Schools

TO: _____
Supervisor/Building Principal

FROM: Mr. Douglas Premo, Superintendent

DATE: _____

Bereavement day/days have been approved for _____
on _____

SIGNED _____
Superintendent of Schools

TO: _____

FROM: Mr. Douglas Premo, Superintendent

Your request for Bereavement day/days on _____

has been: APPROVED _____ DENIED _____

REASON FOR DENIAL _____

SIGNED _____
Superintendent of Schools