



Cornell University  
ILR School

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

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

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

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

Or contact us:

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

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

Title: **Tully Central School District (Employee Handbook) and Support Staff (2006)**

Employer Name: **Tully Central School District**

Union: **Support Staff**

Local:

Effective Date: **07/01/06**

Expiration Date: **06/30/08**

PERB ID Number: **6338**

Unit Size: **70**

Number of Pages: **22**

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

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

**TULLY CENTRAL SCHOOLS  
TULLY, NY**

**EMPLOYEE HANDBOOK  
FOR  
SUPPORT STAFF**

**EFFECTIVE 07/01/06 - 06/30/08**

**RECEIVED**

NOV 29 2006

**NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD**

Revised 6/20/06  
By Action of the Board of Education

## TABLE OF CONTENTS

<u>Description</u>	<u>PAGE</u>
1) Employee Definitions	3
2) Work Categories	3
3) Hours – Time Clock Regulations	4
A) Clerical	4
B) Custodial and Maintenance	4
C) Transportation	5
D) Food Service	5
E) Teacher Aides	5
F) Library/Media Aides	5
4) Overtime Policy	6
5) Vacations	6
6) Holidays	7
7) Personal Illness & Bereavement Leave	8
A) Personal & Family Illness	8
B) Bereavement Leave	9
C) Verification of Illness	10
8) Personal Business Days	10
9) Confidential Days	10
10) Shoe & Clothing Allowance	10
11) Part-Time Employees	11
12) Transfers	11
13) Sick Leave Bank	11
14) Sick Leave Bank Authorization Form	12
15) Snow Days	13
16) Retirement	13
17) Termination Payment	13
18) Health Insurance	14
19) Dental Insurance	15
20) Vision Insurance	15
21) Longevity	16
22) In-Service Credit	17
23) Job Vacancies	17
24) Substitutes	17
25) Pay Schedules	17
26) Transportation	18
27) Pay Rates	18
28) Substitute Pay Rates	19
29) All Other Support Staff	20
30) Starting Pay Rates	20

## **(1). DEFINITIONS**

- a) Full-time 12 month employees – This refers to those employees who work seven (7) or more hours a day for the entire calendar year exclusive of weekends, holidays and vacations.
- b) Full-time 11 month employees – This refers to those employees who work seven (7) or more hours a day for 11 months exclusive of weekends, holidays or vacations.
- c) Full-time 10 month employees – This refers to all of those who work seven (7) or more hours per day for 10 months exclusive of weekends, holidays and vacations.
- d) Part-time employees – This category refers to all employees working less than seven (7) hours per day and/or employees regularly scheduled less than five days per week.
- e) Hourly employees – Employees paid at an hourly rate.
- f) Contract employees – Employees paid on a contract salary basis.
- g) Supervisory responsibility – This refers to any employee responsible for supervising one or more persons.
- h) Immediate Supervisor – Person to whom an employee is directly responsible in his/her job assignment.

## **(2). WORK CATEGORIES**

The following work categories are covered in this handbook:

- 1) Clerical
- 2) Cleaner, Custodial & Maintenance
- 3) Transportation
- 4) Food Service
- 5) Teacher Aides
- 6) Library/Media Aides

The very nature of the school operation makes for a wide diversity in job titles, responsibilities and assignments. Please feel free to contact your immediate supervisor or the district office if you have any questions regarding the definitions of any part of this handbook.

**(3). HOURS  
TIME CLOCK REGULATIONS**

- a) All transportation, maintenance staff members and cafeteria staff members are required to punch a time card unless instructed by the Business Administrator.
- b) All employees who work at least a seven (7) hour day are required to have at least a one-half hour unpaid lunch break per New York State Labor Laws.
- c) Starting and ending working time will be established by the employee's immediate supervisor with the approval of the Business Administrator within the guidelines set forth previously in this section, as per job description.
- d) Overtime will be paid at the rate of time and one-half for all hours over 40 hours to those full-time employees punching a timecard. Sick time will count towards 40 hour base in calculating overtime.
- e) When a holiday, vacation or snow days when applicable interrupts a work week, an employee will be credited with his/her regular number of hours worked for that day exclusive of overtime for the purpose of computing a 40 hour work week.
- f) Everyone must punch his/her own timecard.

**WORK WEEKS ARE AS FOLLOWS:**

**(A) Clerical**

12 month full-time – 35 hours per week during regular school year. (Sept. 1 – June 30), 30 hours per week during summer recess (total of 1780 hours per year).

11 month full-time – 35 hours per week during regular school year (Sept. 1 – June 30), 30 hours per week for scheduled work time during summer recess (total of 1660 hours per year).

10 month full-time – 35 hours per week during regular school year (Sept. 1 – June 30) (total 1540 hours per year).

**(B) Custodial & Maintenance**

40 hours per week (total 2080 hours per year).

**Cleaners** – (As scheduled) – Cleaners can expect to work only days when school is in session. They may be asked to work at other times depending on need. The schedule of hours for custodians and cleaners shall be at the discretion of the Superintendent of Buildings & Grounds. Daytime hours will generally be in effect during July and August and some vacation periods. The Business Administrator shall be informed by the Superintendent of Buildings & Grounds of the schedule of hours on a regular basis.

Night custodian shall work seven (7) hours per day, five (5) days a week and five (5) hours on Saturday mornings when activities dictate. Exceptions can be made upon recommendation of the Building Principal and the Superintendent of Buildings & Grounds.

Payment of a ***two (2) hour show-up fee*** will be made for each time an employee is required to return to school from home to respond to an alarm or to arrange for the use of district equipment or facilities on holidays, on weekends, from 11:00 p.m. – 7:00 a.m. on school days (or when the department is not staffed) and during non-work hours of the summer work schedule. The payment will be equal to two (2) hours at the employee's straight time rate, regardless of the time spent punched in at school. If the amount of wages generated from the time punched in on a call at the employee's overtime rate exceeds the amount of wages generated from two (2) hours at the straight time rate, payment will be paid at the overtime rate for the exact amount of time punched in on the call.

### **(C) Transportation**

Full-time personnel work 40 hours per week (annual 2080 hours). All others are scheduled as per transportation requirements.

### **(D) Food Service**

**Cook/Manager** – 10.5 month (Teacher Calendar for school vacations. Work year: Sept. 1 – June 30 plus two (2) weeks in July and/or August.

**Food Service Helper** – As scheduled to meet student lunch needs.

### **(E) Teacher Aides**

Fewer than seven (7) hours per day as scheduled.

### **(F) Library/Media Aides**

Full time is 10-month/35 hours per week during regular school hours. They will work the Teacher's Schedule in September and June. (Hours will change yearly.)

#### **(4). OVERTIME POLICY**

7. Maintenance employees only work overtime authorized by the Superintendent of Buildings & Grounds. Transportation employees require authorization of the Head Mechanic.
7. A punched timecard showing overtime over and above that normally scheduled (as per the regular work schedule) will require the Superintendent of Buildings & Grounds/Head Mechanic to verify and account for overtime as requested by the Business Office.
7. Employees will only be paid according to the regular schedule regardless of punched time on timecards unless cards are authorized by the Superintendent of Buildings & Grounds/Head Mechanic.
7. All changes in the time schedule for maintenance and transportation must have prior approval of the Business Administrator.
7. Emergency overtime and other overtime may be assigned at the discretion of the Superintendent of Buildings & Grounds, Head Mechanic, Business Administrator and/or Superintendent.
7. Clerical staff will be credited with compensation time or will be paid on an hour for hour basis for time worked over and above the regularly scheduled work day. Overtime will be compensated at time and one-half for all hours over 40 in any work week. All overtime must be approved by the immediate supervisor.

#### **(5). VACATIONS**

1. All full-time 12 month employees are entitled to 10 working days for vacation per year. After 10 years of service, they are entitled to 15 working days per year. Effective July 1, 1994, employees who have completed 20 years of service are entitled to 20 working days per year.  
  
12 month part-time employees are entitled to 10 working one-half days of vacation per year.
2. All full-time 11 month employees are entitled to 9.2 working days for vacation per year. After 10 years of service, they are entitled to 13.8 working days per year. Effective July 1, 1994, employees who have completed 20 years of service are entitled to 18.4 working days per year.
3. All full-time 10 month employees (except teacher aides, teacher assistants and bus drivers) are entitled to 8.4 working days for vacation per year. After 10 years of service, they are entitled to 12.5 working days per year. Effective July

1, 1994, employees who have completed 20 years of service are entitled to 16.8 working days per year.

4. The scheduling of vacation should be approved by the employee's immediate supervisor in advance of the actual vacation period. All attempts will be made to approve the requested vacation period except in instances where it may be detrimental to operation of the school system. All 10 month employees hired on or after July 1st 2006 must limit vacation time to periods when children are not here in district.
5. Employees who have worked for Tully Central School District for one (1) full year will use July 1 for their anniversary date for the purpose of computing vacations. Any partial year will be prorated. Any vacation awarded prior to the fulfillment of this obligation will be upon the recommendation of the Superintendent.
6. Any fulltime staff member requesting unpaid leave must have used all vacation and personal days prior to request being granted.
7. Up to ten (10) unused vacation days may be carried forward to the following school year for a maximum total allotment of thirty (30) days in any given year. Requests to carry vacation days forward must be made in writing to the Business Administrator for approval prior to June 30. Unused vacation days in excess of the thirty (30) day maximum will be forfeited.

## **(6). HOLIDAYS**

1. All full-time and part-time 12 month employees are entitled to 12 holidays, in addition to regular paid vacation time. These holidays are New Years Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, day after Thanksgiving and Christmas Day.

10 month and 11 month full-time employees will receive 11 holidays, the same ones as for 12 month employees, EXCEPT Independence Day.

10 month Library/Media Aides will receive 10 holidays, except for Independence Day and Labor Day.

When a holiday falls on a weekend, the closest working day will be taken as a holiday (except when school is in session).

Full time staff will have a full paid holiday on December 24 and December 31, when they fall on a weekday and providing school is not in session.



2. There are no provisions for paid holidays for ten (10) month part-time help, teacher aides, teacher assistants, bus drivers, food services helpers and cleaners, except as stipulated at the time of hiring.

**(7). PERSONAL ILLNESS and BEREAVEMENT LEAVE**

**(a) PERSONAL and FAMILY ILLNESS:**

For all employees, annual leave shall be available for the employee's personal illness or illness in his/her immediate family. "Immediate Family" shall include parents, spouse, children, siblings, in-laws of the above or others who bear such a relationship to the employee (an example of this might be an aunt who raised the employee or a relative living in the employee's home).

For employees hired prior to July 1, 1992, 10 month full-time non-instructional staff will be credited with leave time for personal illness or family illness at the rate of 20 days per year. Eleven (11) month full-time employees will be granted with leave time for personal illness or family illness or death at the rate of 22 days per year. Twelve (12) months full-time employees will be granted additional leave at the rate of two (2) days per month (24 total).

Beginning January 1<sup>st</sup> 2006 Contract Bus Drivers will receive 10 sick days per year school year. These days can accumulate up to a limit of 100 days. Beginning January 1<sup>st</sup> 2006 Contract Bus Drivers get three (3) family illness days per year – these days cannot accumulate and will not be carried over to the next school year. The definitions and restrictions noted above apply to the Contract Bus Drivers.

Unused leave will be credited to the following year up to a maximum accumulation of 200 days. In case of personal illness exceeding the accumulated leave, there shall be deducted from the employee's salary 1/260 for 12 month employees, 1/240 for 11 month employees, 1/220 for 10 month employees and 1/200 for 10 month employees on the instructional calendar, or the individual's established salary schedule for a period not to exceed 30 days. Employees will have the right to petition the Board of Education through supervisory channels for additional paid sick time and the Board of Education will decide each case on its merit with no precedents set. If an employee does not complete a year, deduction from the final check will be made for absence exceeding leave which would have accumulated at the rate of two (2) days per month in the case of employees hired prior to July 1, 1992. For employees hired on or after July 1, 1992, a deduction from the final check will be made for absence exceeding leave which would have accumulated at the rate of one (1) day per month.

Effective July 1, 1995, clerical staff, teacher aides, school monitors, will be granted with leave time for personal illness or family illness or death at the rate of 1.8 per month. For the aforementioned employees, this paragraph supercedes the previous paragraph.

For employees hired on or after July 1, 1992, 10 month full-time non-instructional staff will be credited with leave time for personal illness or family illness or death at the rate of 10 days per year (1 day per month). Eleven (11) month full-time employees will be credited with leave time for personal illness or family illness or death at the rate of 11 days per year (1 day per month). Twelve (12) month full-time employees will be granted leave time for personal illness or family illness or death at the rate of 12 days per year (1 day per month).

A report shall be given to individual employees upon request which details their leave accumulations.

For this purpose, family shall mean the immediate family including parents, spouse, children, siblings, in-laws or other persons who bear such a relationship to the employee (an example of this might be an aunt who raised the employee or an elderly relative living in the employee's home).

An employee shall give notice to his/her supervisor of any absence due to illness. Such notice will occur prior to beginning of their shift. Upon return to work, an employee must complete and return a Certification of Leave form to his/her supervisor.

#### **(b) BEREAVEMENT LEAVE**

One (1) day of each employee's annual personal/family illness leave shall be available for bereavement leave. Bereavement leave shall apply to the same family members as does family illness leave. Personal and confidential leave days (Sections 9 and 10) may also be used for this purpose.

For this purpose, family shall mean the immediate family including parents, spouse, children, siblings, in-laws or other persons who bear such a relationship to the employee (an example of this might be an aunt who raised the employee or an elderly relative living in the employee's home).

Beginning January 1<sup>st</sup> 2006, Contract Bus Drivers get three (3) bereavement days per school year – these days cannot accumulate and will not be carried over to the next year. The definitions and restrictions noted above apply to the Contract Bus Drivers.

#### **(c). VERIFICATION OF ILLNESS**

The administration may require medical verification of an illness after five (5) consecutive days or in cases where an employee has had frequent or chronic absence due to illness.

## **(8). PERSONAL BUSINESS DAYS**

Full-time employees, hired prior to July 1, 1992, are entitled to two (2) Personal Business Days per year, which will be deducted from accumulated sick leave at the time the carryover is made into the following year. Full-time employees, hired on or after July 1, 1992, are entitled to one (1) personal business day per year, which will be deducted from accumulated sick leave. The request will be made to the immediate supervisor as far in advance as possible, but not later than one day prior to the day requested. Reason for personal day must be given to the immediate supervisor at the time of request. Beginning January 1<sup>st</sup> 2006 Contract Bus Drivers are entitled to three personal days per school year – these days cannot accumulate and will not be carried over to the next year.

## **(9). CONFIDENTIAL DAYS**

Full-time employees are entitled to one Confidential Day per year. Reason is not necessary and no deduction will be made from sick leave. The request will be made to the immediate supervisor as far in advance as possible, but no later than 7:00 a.m. on the day for which the leave is requested.

An employee may be granted, by the Business Administrator, two additional personal business or confidential days with 1/260 for 12 month employees, 1/240 for 11 month employees 1/220 for 10 month employees and 1/200 for 10 month employees on the instructional calendar, of the individual's established salary schedule deducted for each day granted. The only circumstance under which employees may use personal business and confidential days consecutively is to attend the funeral of a person not included in the definition under the leave provision for Personal Illness, Family Illness or Death. Personal Business or Confidential Leave days may not be used for the purpose of extending a scheduled vacation or for any activity which is considered recreational in nature.

## **(10). SHOE & CLOTHING ALLOWANCE**

A shoe and clothing allowance will be provided to full-time custodians and mechanics (exclusive of the Director of Maintenance and Head Mechanic) which will allow for reimbursement of ½ of the amount of a receipt (excluding sales tax) presented for the purchase of work-related shoes and/or clothing, up to a maximum of \$50.00 per person per year. More than one receipt may be presented each year, but the total reimbursement will not exceed \$50.00 per person.

## **(11). PART-TIME EMPLOYEES**

Part-time non-instructional employees (excluding contract bus drivers), hired prior to July 1, 1992, will be credited with leave time for personal illness or family illness at the rate of ten (10) days per year. One (1) personal/family illness day per year shall be available for bereavement leave.

Part-time non-instructional employees (excluding contract bus drivers), hired on or after July 1, 1992, will be credited with leave time for personal illness or family illness at the rate of five (5) days per year. One (1) personal/family day per year shall be available for bereavement leave.

Personal/family illness leave will accumulate to thirty (30) days.

Part-time employees are not entitled to Confidential Leave or Personal Business Leave.

## **(12). TRANSFERS**

Non-instructional employees going from full-time employment to part-time employment are entitled to transfer Personal Illness leave accumulation up to the ceiling established for part-time employees (30 days). All other accumulations and rights are forfeited.

Non-Instructional employees going from part-time employment to full-time employment cannot transfer any accumulative leave or other benefits.

## **(13). SICK LEAVE BANK**

There shall be a sick leave bank established for full-time, non-instructional staff members for the purpose of providing additional personal sick leave for staff members who have exhausted their accumulated sick leave due to extended illness. The Board of Education and Administration shall administer the policy and procedure of the bank.

The sick leave bank shall be established as follows:

1. Each full-time, non instructional staff member will be asked to contribute one (1) day of sick leave from their earned sick leave allotment.
2. All staff members agreeing to contribute to the bank will then sign a Sick Leave Bank Authorization form. (see attached form)
3. The District shall, upon receipt of a properly completed and signed Sick Leave Bank Authorization Form, deduct one (1) day from the authorizing employee's earned sick leave allotment.
4. The authorizing employee then becomes a member of the Leave Bank and is eligible to draw from the bank.
5. Any unused Sick Leave Bank days shall be added to the following year's contributions.
6. The staff member must complete and sign a Sick Leave Bank Authorization Form before each contribution. Failure to do so removes them from membership and

any days contributed to the Bank remain in the Bank and are forfeited. New employees have 60 days from date of hire to join.

Procedure for drawing from the Bank:

1. A written statement from the District Office that said staff member's sick leave days are depleted.
2. A doctor's written confirmation that said staff member needs additional recuperative days and, in his/her judgment, the number of days needed.
3. Both written documents must be submitted to the Sick Leave Bank Committee for consideration.
4. If the request for a draw is approved, the Sick Leave Bank Committee will inform the staff member of the number of sick days he/she is authorized to draw.

#### **(14). SICK LEAVE BANK AUTHORIZATION**

I, \_\_\_\_\_, hereby authorize the Board of Education to place one (1) day of my sick leave in the Sick Leave Bank. It is my understanding that I will be eligible to draw between 5 and 30 days from the Bank. I also understand that if I withdraw from the Bank, either by personal request or failure to sign the Sick Leave Bank Authorization Form, I will lose any sick days I have agreed to contribute.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Administrator

#### **(15). SNOW DAYS**

1. Immediate supervisors will determine and notify in advance those employees who must be available to work on snow days.
2. Full-time employees who are not required to work will receive their regular compensation for snow days.

3. Full-time contract and hourly employees required to work on snow days will be paid hour for hour for all such time worked. Staff members who are directed to work between the hours of 3:00 a.m. and 7:00 a.m. on a snow day will be compensated at the overtime rate for those hours. After 7:00 a.m., employees will be paid as stated above.
4. The snow day policy does not affect those contract employees who work only when school is in session, i.e., bus drivers, teacher aides, etc.
5. Cleaners, cafeteria workers and 10 and 12 month part-time employees will be granted up to at least four (4) paid snow days.

**(16). RETIREMENT**

The Board of Education of the Tully Central School District offers for all non-instructional employees the New York State Employees’ Retirement System. The Board may periodically change the Plan Options under the Employees’ Retirement System. Any employee having questions regarding the plan should contact the Business Office.

**(17). TERMINATION PAYMENT**

1. An employee qualified to and retiring under the NYS Employees’ Retirement System shall be paid at least \$10.00 for each day of unused sick leave accumulation as of his/her last day of employment in the District up to a maximum of 100 percent of the number of such days of accumulation providing the following qualifications are met:
  - A. At least ten (10) years of service in the Tully Central School District.
  - B. Six (6) months of prior written notice of intent to retire will be furnished to the Board of Education.
2. The non-instructional employee shall have the option of taking full payment for the accumulated sick leave or converting the amount due to paid up health insurance based on the following:
  - A. The school district shall credit a non-instructional employee retiring from the Tully School District for unused sick leave (subject to paragraphs 1 and 2) remaining at the end of the last school day prior to actual retirement on the following basis:

10 – 15 years of service	\$10.00 per day
15 – 20 years of service	\$15.00 per day
20 – 25 years of service	\$20.00 per day
25+ years of service	\$25.00 per day

for each unused sick leave day, up to a maximum of 200 days. The employee must actually be a full-time, regular retiree from the NYS Employees' Retirement System to qualify and must have completed ten (10) years of actual service in the school district to qualify for the sick leave conversion.

The total dollars earned via unused sick leave credit may be applied to the cost of the retiree's health insurance premium. The annual premium is deducted from the total amount earned until the sick leave credit money is exhausted. At that time, the retiree must assume all payment obligations for health insurance.

## **(18). HEALTH INSURANCE**

The Tully Central School District Insurance Plan is available to all regular non-instructional employees hired prior to April 1, 1977. Effective April 1, 1977, employees hired by the District on or after April 1, 1977 must be full-time employees and must have an annual salary base minimum of \$7,000 in order to be eligible for health insurance under the District's Group Health Insurance Plan. As of July 2, 2002, any non-instructional employee who works at least seven (7) hours per day (35 hours per week) for at least 200 days per year, including paid holidays, shall qualify for health insurance as a full-time employee. The Plan is established on a cost-sharing basis. The cost-sharing will vary depending upon the employment state of the individual. Further information is obtainable from the Business Office.

Health insurance benefits and rules for active and retired full-time non-instructional employees will remain equal to those for teachers and will increase or decrease as per the Tully Teachers' Association Agreement. All changes will take effect on July 1.

All regular part-time employees, (not substitutes), will be able to buy into the district's health coverage plan at no cost to the district after ninety (90) days of consecutive regular employment. Regular part-time employees who retire will be able to buy in during retirement, provided they were members of the program at the time they retired.

If any full-time eligible active employee will sign a **Waiver of Health Insurance Coverage Form**, the District will pay to the employee \$1,000 annually. This payment will be paid in quarterly installments and will NOT become part of the employee's wages. A waiver must be signed annually by the employee and may be withdrawn upon thirty (30) days written notice to the Business Office. Monies paid to any individual will be adjusted pro rata. The District reserves the right to cancel this option upon ninety (90) days written notice to the employee prior to the annual renewal of the insurance premium waiver.

Any "grandfather" bus driver (a driver hired before July 1<sup>st</sup> 2006) who wants to participate in health insurance must go the new pay scale which begins July 1<sup>st</sup> 2006 (see Section 26:Transportation).

For any bus drivers hired after July 1<sup>st</sup> 2006 the district will pay \$4,000 toward single and an additional \$2,000 toward family health insurance coverage.

If a bus driver hired after July 1<sup>st</sup> 2006 chose to not have health insurance the District will make a payment to that driver of \$2500.

### **(19). DENTAL INSURANCE**

Effective September 1, 1977, a Dental Insurance Program is available to all full-time non-instructional employees. As of July 1, 2002, any non-instructional employee who works at least seven (7) hours per day (35 hours per week) for at least 200 days per year, including paid holidays, shall qualify for dental insurance as a full-time employee. The Plan is established on a cost-sharing basis. This cost-sharing will vary depending upon the employment status of the individual. Further information is obtainable from the Business Office.

Dental Insurance benefits will remain equal to teachers for full-time employees and will increase or decrease as per the Tully Teachers' Association negotiated agreement. All changes will take effect on July 1.

All regular part-time employees, (not substitutes), will be able to buy into the district's dental coverage plan at no cost to the district after ninety (90) days of consecutive regular employment. Part-time employees who retire will be able to buy in during retirement, provided they were members of the program at the time they retired.

### **(20). VISION INSURANCE**

A Vision Insurance Program is available to all full-time non-instructional employees with a salary base of \$7,000. As of July 1, 2002, any non-instructional employee who works at least seven (7) hours per day (35 hours per week) for at least 200 days per year, including paid holidays, shall qualify for vision insurance as a full-time employee. The District shall contribute \$46.00 per year per participating non-instructional employee for individual coverage and \$99.00 per year per participating non-instructional employee for family coverage for a Vision Insurance Program.

Vision Insurance benefits will remain equal to teachers for full-time employees and will increase or decrease as per the Tully Teachers' Association negotiated agreement. All changes will take effect on July 1.

All regular part-time employees (not substitutes) will be able to buy into the district's vision coverage plan at no cost to the district after ninety (90) days of consecutive regular employment. Part-time employees who retire will be able to buy in during retirement, provided they were members of the program at the time they retired.



## **(21). LONGEVITY**

Longevity credit is made only for all full-time employment, effective July 1, 1974. Services on a part-time basis prior to this date will be credited on a pro-rated basis. There will be no credit for part-time employment after that date.

Longevity increments will be credited for all 12 month full-time employees as follows:

10 years of service.....	\$200.00
15 years of service.....	\$250.00 additional
20 years of service.....	\$300.00 additional

Longevity increments will be credited for all 11 month full-time employees as follows:

10 years of service.....	\$182.00
15 years of service.....	\$219.00 additional
20 years of service.....	\$257.00 additional

Longevity increments will be credited for all 10 month full-time employees, teacher aides, media aides as follows:

10 years of service.....	\$163.00
15 years of service.....	\$187.00 additional
20 years of service.....	\$213.00 additional

The longevity increment for those employees paid on a contract basis becomes part of the contract salary amount and is included when calculating the regular salary increase for subsequent years.

The longevity increment for those employees paid on an hourly basis is increased each year by the percentage of the salary increase in any given year.

Example: Hourly employee A in year 10 gets \$200.00 longevity increment. In year 11, the salary increase is 5%. Employee A get \$210.00 longevity credit (\$200.00 + 5% of \$200.00).

Anniversary dates for the purpose of determining eligibility for longevity credit will be as follows:

- 12 month employees – July 1 and January 1
- 11 month employees – July 1 and January 1
- 10 month employees – September 1 and February 1

## **(22). IN-SERVICE CREDIT**

The Board of Education wishes to encourage non-instructional personnel to upgrade their job competence through planned in-service or college credit work.

An in-service exposure of fifteen (15) seat hours duration would qualify an individual for one (1) unit of in-service remuneration credit. All in-service opportunities are in fifteen (15) hours in duration; thus, a person could mix and match two or more activities to arrive at the fifteen (15) hours. No carryover of hours will be permitted towards a second unit of credit.

A maximum of six (6) in-service credits per school year will be permitted. Payment per credit will not exceed five (5) years duration.

Upon satisfactory completion of the in-service activity, an Application for Salary Credit must be submitted by September 15<sup>th</sup>. Payment will be at the rate of \$36.00 per in-service credit and will be adjusted yearly based on the February Cost of Living Factor, commencing July 1, 1997. Payment adjustments will be made following approval at the November Board of Education meeting.

## **(23). JOB VACANCIES**

All non-instructional job vacancies in the District will be advertised by placing a notice at each of the time clock locations and the bulletin boards in each of the offices. Employees are welcome to apply in writing to the Business Administrator.

## **(24). SUBSTITUTES**

Substitutes may be requested by the immediate supervisor. Final approval of the substitute must be granted by the Business Administrator.

## **(25). PAY SCHEDULES**

There will be a starting wage rate established for each job title.

1. A person commencing work with the district, not having worked for the district in any other full-time capacity, will be hired at the designated starting rate.
2. If a current employee is appointed to a different position within the district that has a higher starting wage than the previous position, that employee would not be limited exclusively to the identified starting wage rate. A pay rate mutually acceptable to the employee and the district will be agreed upon prior to appointment to the new position.

3. An employee who performs the duties of a position in a higher Civil Service classification for ten (10) consecutive workdays or longer will be paid 10% of the substituting employee's wage rate, retroactive to the first day of substitution. Example: a Cleaner performs the duties of a Custodian I.
4. There are no automatic steps or increments. Individuals may petition their immediate supervisor for an increase within the established range. The Board of Education can grant this increase at any time with the positive recommendation of the immediate supervisor, Business Administrator and Chief School Officer.
5. The Non-Instructional Department head positions (Director of Maintenance, Head Mechanic/Assistant Director of Transportation, Cook-Manager) will become salaried positions at the next vacancy. An appropriate salary will be determined at the time of hiring.

## **(26). TRANSPORTATION**

Regular drivers who drive "Special Trip" instead of their "Regular Trips" will be paid their regular rate minus one (1) hour of pay.

Regular Contract Bus Drivers are expected to drive the daily number of trips they have bid for the school year. Records of drivers who miss an excessive number of trips will be reviewed to determine their eligibility for Regular Driver status. (See Bus Drivers Handbook).

### **PAY RATES**

#### Contract Bus Drivers

Please refer to Bus Driver Agreement approved by the Board of Education on December 20<sup>th</sup> 2005.

Pay for drivers hired before July 1<sup>st</sup> 2006 is grandfathered. Their pay stays the same unless they chose health insurance then it goes to the new pay scale (Steps 1, 2 & 3 noted below).

07/01/2006	For this school year grandfathered driver pay raise limited to a \$250 annual flat dollar increase
07/01/2007	For this school year grandfathered driver pay raise limited to a \$350 annual flat dollar increase

New drivers hired after July 1<sup>st</sup> 2006 will go on the following steps:

Step 1 \$10,000 This will be the pay for first two (2) years

Step 2 \$12,000 This step will begin in the 3<sup>rd</sup> year.

Step 3 \$14,500 This step will begin in the 5<sup>th</sup> year.

Those current drivers who make less than one of these steps would be brought up to these steps.

### **Substitute Rates\* (Non-Contractual Bus Driving Positions)**

➤ Bus Driver-Field Trip/Game	\$11.50/hour (\$24.00 minimum)
➤ Bus Driver-Late Bus	\$24.00/trip
➤ Bus Driver-Regular Trip	\$27.00/trip
➤ Bus Driver-Show Up Fee	\$ 5.25
➤ Bus Monitor	\$ 7.00/hour
➤ Cafeteria Worker	\$ 6.75/hour
➤ Clerical	\$45.00/day
➤ Custodial Positions	\$ 6.80/hour

### **ALL OTHER SUPPORT STAFF**

07/01/2006            4% Increase

07/01/2007            \$.50 per hour increase  
                              \*\*an additional \$250.00 salary increase for those full time employees who have 15+ years of service to the District.

### **STARTING PAY RATES – 7/1/06 THROUGH 6/30/08**

BUS MONITOR	\$ 9.25
FOOD SERVICE HELPER	\$ 6.75
CLEANER	\$ 7.55
CUSTODIAN/BUS DRIVER	\$ 9.70 + \$1.00/hour after six (6) month Probationary period <b>and</b> receipt of CDL Class A or B/P endorsement.
HEAD BUILDING CUSTODIAN	\$12.93 +\$1.00 after six (6) month

	Probationary period <b>and</b> receipt of CDL Class A or B/P endorsement.
BUILDING MAINTENANCE WORKER	\$ 9.70 + \$1.00 after six (6) month probationary period.
TEACHER AIDE	\$ 7.00
LIBRARY MEDIA AIDE	\$ 7.55
BUILDING SECRETARY	\$ 9.70
ACCOUNT CLERK	\$ 9.70
PAYROLL CLERK	\$12.25
TREASURER/Sr. Account Clerk	Depending on Experience
EXECUTIVE SECRETARY	\$12.25
SECRETARY TO THE SUPERINTENDENT	\$12.93
MECHANIC'S HELPER/BUS DRIVER	\$ 9.70 + \$1.00 after six (6) month probationary period <b>and</b> receipt of CDL Class A or B/P endorsement.



