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GEN / 5359

AGREEMENT

between the

ITHACA CITY SCHOOL DISTRICT
EMPLOYEES ASSOCIATION

and the

SUPERINTENDENT OF SCHOOLS
of the
ITHACA CITY SCHOOL DISTRICT

July 1, 2000 through June 30, 2004

RECEIVED

DEC 12 2005

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

Article I - PREAMBLE

As stated in the Constitution of the Ithaca City School District Employees Association, it is the purpose of this Association, to promote unity among the service employees of the school district; to encourage active participation of all employees in the solution of problems concerning the welfare of service personnel; to aid in securing and maintaining adequate salaries and other improvements in working conditions; to encourage staff members to exercise their rights and privileges as citizens and to accept leadership in school and civic affairs.

The Board of Education and the Ithaca City School District Employees Association will strive to achieve a mutually acceptable method of implementing these goals. In furtherance of these goals this contract shall be liberally construed.

Article II - RECOGNITION

- A. The Board of Education recognizes the Ithaca City School District Employees Association as the sole and exclusive representative for all employees in the unit described in Appendix A for the purpose of collective bargaining and grievances from the 1st day of July 2000 until the 30th day of June 2004.
- B. If either party desires to modify or change this agreement, it shall give written notification to the other party to such effect no later than March 1, 2004.

Thereafter, but in no event later than the second Thursday in March (unless changed by mutual agreement), the parties shall meet and mutually exchange complete proposals for modification of the Agreement in written contract language. No new proposals may be added by either party after this date unless otherwise mutually agreed.

Article III - DUES DEDUCTION

Each employee shall be eligible to request payroll deductions for the withholding of dues on a voluntary basis. All such deductions shall be made in accordance with payroll procedures of the Ithaca City School District. Deductions will be made September through June.

Article IV - FAIR PRACTICES

No persons responsible to the Board of Education shall discriminate against any employee on the basis of race, creed, color, national origin, sex, marital status or membership in, or association with the Ithaca City School District Employees Association.

Article V - EMPLOYMENT

- A. Appointments to Civil Service positions will be made as prescribed by the New York Civil Service Law.**

Prior service credit may be granted at the time of initial employment.

All candidates for service personnel positions will be considered for employment on the basis of training, experience, and particular skills in the desired job area, regardless of cultural, ethnic or racial background. The Office of Human Resources and Labor Relations shall provide written notice of appointments to positions within the bargaining unit, and the mailing addresses of appointees.

B. Definitions

Within the Transportation Department the following positions are recognized as established job titles:

1. Full-Time Bus Drivers - Employees under contract to work full twelve (12) month and forty (40) hour work weeks.
2. Ten (10) Month Bus Drivers - Employees whose work assignments may require them to work less than forty (40) hours per week.
3. Stand-By Drivers - Drivers who are required to report each day to the District Transportation Department for possible work assignments. Computation of pay for fringe benefits shall be based on the average daily rate of the preceding two (2) pay periods.

C. Eligibility for Other District Employment if Medically Disabled.

If an employee is unable to perform work in the job category under which he/she is currently employed due to medical reasons, but is qualified to do work in another job category in which there is an opening, the District shall provide appropriate employment in the second job category. The employee making such change will be paid the higher of the same grade in the category or up to the highest paid employee in the new category so long as the grade does not exceed their previous pay.

Article VI - TRANSFERS

A transfer shall require the consent, in writing, of the transferee and of the respective supervisors having jurisdiction over the positions to which and from which such transfer is sought, and the approval of the Civil Service Commission.

Voluntary transfers will be considered if requested in writing by the employee.

Article VII - VACANCIES

- A. When a vacancy in an existing position occurs, or when a new position is created, a position description shall be posted in each school, and in each department, indicating the duties, requirements, salary range based on training and experience and deadline for filing of applications. All employees who apply and meet a minimum qualification for a position shall be granted appropriate interviews. An employee may waive an interview on the appropriate form. No position hereunder may be filled unless such notice has been posted at least two weeks prior to the date of filling said vacancy.

In the case of custodial vacancies, the specific opening (building/position) will be posted internally. The external posting (public) will be a generic posting, which does not name a specific building or position.

- B. The filling of all job vacancies, including summer positions, shall be based primarily on ability, but where ability is equal, the employee having the greatest length of service in the School District shall receive preference.
- C. Promotion is guaranteed to the most senior person qualified by Civil Service Law. The individual may serve a new probationary period of 120 days. If the individual does not perform to acceptable levels, the individual will be transferred back to his/her previous position.
- D. The District agrees that postings for custodial positions other than for roving custodians shall include a single work location. The District shall retain the right to relocate a custodian on a temporary basis, not to exceed two weeks, to other locations to fill in for absences or emergencies. In no way will this interfere with the agreement concerning overtime to Building and Grounds staff.
- E. The District will exercise its option to use "summer work crews" when applicable to prepare the District for the September opening. The summer work crew shall be comprised of volunteers, where possible, and said work crew shall not be considered part of the training program or a transfer. Summer crew time may not extend beyond the summer period. Custodians at the home school will be part of the team when the crew is working in his/her school.

- F. Summer Staffing - Summer staff openings involving unit work will first be offered to qualified unit members who apply.
- G. Summer Transportation - A summer driver(s) will be allowed to "team up" with another driver(s) so that there will be coverage provided for their summer route in case they need to be absent for any reason. It will be the responsibility of the driver to arrange for his/her "teammate" to cover his/her run if necessary.

If a situation occurs when the teammate cannot cover the run, the driver is to notify the Transportation Office so that the Transportation Office can obtain a substitute.

If the driver has to obtain a substitute more than two times from the Transportation Office, then the driver will forfeit his/her summer run.

Drivers will indicate to the Transportation Office who his/her teammate(s) will be and the substitute will notify the office each day he or she works.

Absent drivers will not be paid for their absences.

Substitutes will be paid at their regular rate of pay.

Article VIII - RESIGNATION

Resignation shall be in writing. If no effective date is specified in a resignation, it shall take effect upon delivery to or filing in the office of the Personnel Director. If an effective date is specified in a resignation, it shall take effect on such specified date.

If an employee is absent from work for five consecutive workdays for no valid reason, or without the approval of the appropriate supervisor, this shall be deemed a resignation effective at the end of the fifth day.

Article IX - REINSTATEMENT FOLLOWING RESIGNATION

An employee who has resigned from his/her position may be reinstated, without Civil Service examination, within one year from the date of such resignation in the position from which he/she resigned, if then vacant, or in any vacant position to which he/she was eligible for transfer or reassignment. All unused sick days will be restored to employees who are reappointed within six months from such resignation date.

Article X - TERMINATION

Nine (9) months continuous employment in a position with the District shall constitute a probationary period after which no employee shall be dismissed or otherwise subjected to any disciplinary action except for just cause, which shall include failure to meet eligibility requirements under Civil Service Law. Employees appointed to nine (9) month probationary periods shall receive a written mid-probation performance review. Mid-probation performance reviews shall be copied to the President of the Association. Employees receiving an unsatisfactory mid-probation performance review shall receive an additional performance review prior to completion of seven (7) months on the job.

Notice of discharge of an employee shall be in writing and shall take effect immediately. Such discharged employee shall not be entitled to severance pay.

Notice of termination of an employee shall be in writing and shall entitle such employee to two weeks severance pay.

For purposes of this section "discharge" shall mean, "fired". "Termination shall mean severance for any other reason".

Article XI - RECLASSIFICATION

Action may be initiated for investigation and analysis of any positions in the defined bargaining unit, for reclassification by the Ithaca Civil Service Commission in the following ways:

1. Request of the employee.
2. Request of the Superintendent or his/her designee.

It is understood that all requests must be submitted through the appropriate supervisor. In the event that reclassification is initiated by the Superintendent or his/her designee, such request shall be furnished to the Association in writing.

The Ithaca Civil Service Commission shall determine the proper classification for the position, and all employees concerned shall be notified as to its decision by the Personnel Director within forty (40) calendar days from the date that the Reclassification Request was initiated.

If no decision has been arrived at within forty (40) calendar days from the date that the request was initiated, the Personnel Director shall provide all employees concerned with a report of the status of the Reclassification Request, which shall include an expiration of any delays and a date by which a decision on the request is expected.

No employee, either by classification or reclassification, change of title, or otherwise shall be promoted, transferred, suspended, or reinstated, except in accordance with the provisions of the Civil Service Law.

No job shall be reclassified without appropriate change of pay. Such change of pay shall be negotiated with the Association.

Article XII - WORKDAY AND WORK WEEK

- A. Full-time, 12-month clerical employees shall work a regularly scheduled work week of 38-1/2 hours, 7:00 a.m. Saturday through 7:00 a.m. Saturday in accordance with schedules arranged by the immediate supervisor, between September 1 through June 30; and 35 hours per week, 7:00 a.m. Saturday through 7:00 a.m. Saturday during July and August.
- B. Employees in the Maintenance, Labor and Transportation category shall work a regularly scheduled workweek of forty (40) hours, 5:00 a.m. Saturday through 5:00 a.m. Saturday, in accordance with schedules arranged by the appropriate supervisor.
- C. No one employed by the Ithaca City School District before July 1, 1975 will be required to work a five-day workweek different from his 1974-75 assignment.
- D. The workday for pre-July 1, 1975 employees shall not be changed by more than one hour, i.e., by advancing or retarding the workday.
- E. For post-July 1, 1975 employees, no employee shall have his/her work hours changed unless there is a reasonable work related cause.
- F. When an employee voluntarily changes his/her base hours, the District still has the ability to change one hour either way in accordance with paragraph D. above.
- G. Ten-month clerical personnel on full-time contracts shall work a regularly scheduled workweek of 38-1/2 hours, 7:00 a.m. Saturday through 7:00 a.m. Saturday, September 1 through June 30, in accordance with schedules arranged by the immediate supervisor. Seven-eighths time contracts call for 34 hours per week; three-fourths time, 29 hours per week; five-eighths time, 24 hours per week; half time, 19 hours per week; three-eighths time, 14 hours per week.
- H. Food Service workers listed as "full time" shall work a regularly scheduled workweek in accordance with schedules arranged by the appropriate supervisor.
- I. It is recognized that situations may arise from time to time over which the employer has no control, which will necessitate temporary changes in the above schedules.

- J. The District will give Buildings and Grounds staff adequate time to clean up and transport District vehicles to the Maintenance Center at Esty Street prior to the completion of the workday. The District will retain the flexibility of determining at which location the clean-up function will take place.

Article XIII - SICK LEAVE

Absence of employees due to personal illness shall be counted as sick leave, allowing 10 days absence in any year at full salary if on a 10-month contract, and 12 days absence in any year at full salary if on a 12-month contract. The accumulation of unused sick days shall be unlimited. The full-year's allowance of 10 or 12 days shall be applied as of the first day of employment. Ten-month employees working during the summer may use accumulated sick leave but do not accrue any sick leave for the summer employment.

In cases of reasonable suspicion of abuse, or attendance patterns which suggest abuse of paid sick leave, employees will, upon request of the superintendent of schools or the personnel administrator, be responsible for submitting, for subsequent absences during that fiscal year, a physicians statement attesting to the employee's illness or injury. In addition, the District may require such physician's documentation for periods of absence of three or more consecutive days.

Bus Drivers who fail the required annual medical examination shall be eligible to use accumulated sick leave.

Employees ill more than their accumulated sick leave days in any year may receive, at the discretion of the employer, one-half of their regular salary during such additional days of illness.

An annual report of days used during the previous year, the accrued balance and total amount of sick leave available for the present year shall be provided each employee by November 1 of each year.

Pregnancy-related illness or disability shall be treated as any other illness or disability.

Sick Leave Bank

New employees will be eligible to use the sick leave bank on their second (2nd) anniversary.

The sick leave bank is intended to provide continued salary and benefits for employees who are medically unable to work for an extended period due to personal illness or injury, excluding work related illness or injury. Sick leave bank days may be awarded after exhaustion of the employee's accumulated sick days. There shall be a five (5) day

waiting period from the exhaustion of available leave days and the start of sick bank leave days, during which waiting period, the employee may use paid personal business days and/or paid vacation leave, if available.

All employees hired on or after July 1, 2000, shall join the sick leave bank by donating two sick days from their personal accumulation of such days. In each succeeding year, each employee shall donate one day to the sick leave bank.

By November 1, 2000, employees hired prior to July 1, 2000, may join the sick leave bank, if they have not already done so. Enrollment may be accomplished by contributing to the bank two days for the first school year of participation in the sick leave bank, and one day for each subsequent year of employment.

Employees will be eligible to use the sick leave bank two years after joining.

The Sick Bank Committee will consist of two representatives of the Employees Association and two representatives of the District. The Committee's responsibility is to examine the documentation from the applicant's physician. If the District or the Sick Bank Committee wants to confirm the applicant's physician's diagnosis, prognosis or other assessment, a referral may be made to a school district physician for confirmation. If confirmed, the request will be approved.

The Committee will adhere to the following procedure:

1. Documentation from the applicant's doctor and the school physician will be examined.
2. If a majority consensus cannot be reached or if the Committee deems more information necessary, a third medical opinion will be sought. The applicant will be asked to see, for diagnoses only and at District expense, any one of three licensed (M.D.) physicians. Those three physicians will be chosen by the District. The applicant shall have the right to choose which of the three physicians he/she will see.
3. If, on consideration of the third medical opinion, the Committee still cannot reach a majority consensus, all documentation regarding the applicant's request for Sick Bank use will go to the Superintendent for a final binding resolution.

The employee may borrow up to twenty (20) day blocks (prorated for part-time employees) of time from the Sick Bank, up to a maximum of one hundred thirty (130) days during any eight (8) year period of employment with a two hundred sixty (260) day lifetime maximum. The borrower will be subjected to medical review at any time during the course of the illness, but a medical review will be mandatory at the end of each twenty (20) day block of time.

Article XIV - LEAVES OF ABSENCE

A1. Bereavement Leave

Employees may be absent with pay for up to five (5) days per year on the occasion of a death in the family. Such days are charged against the employee's accumulation of paid family illness days. Ten-month employees working during the summer may use these days.

A2. Family Illness Leave

Employees may be absent with pay for up to five (5) days per year on the occasion of the serious illness of a family member. Ten-month employees working during the summer may use these days.

Unused family sick days shall be added to the accumulation of unused sick days at the end of each fiscal year.

B. Court Attendance

Any employee who is required to appear in court, either as a juror, or a non-party subpoenaed witness shall be granted leave with full pay minus any amounts paid him/her by the court, with the exception of meals, lodging and travel expenses for all days in which he/she is required to appear in court.

C. Personal Business

Employees shall be allowed three (3) days each year, not to be accumulated, without prejudice as to salary, for personal business, which cannot be conducted other than during working hours and which shall incorporate no recreational aspects. Such leave may not be taken the workday prior to or the workday immediately following any vacation day or holiday. Requests for personal business leave shall be submitted as early as possible through the immediate supervisor for approval, but no reason therefore shall be given or required. Personal business days shall not be charged to an employee's sick leave or vacation time. No employee shall work for wages on a personal business day. Unused personal leave shall be added to the accumulation of unused sick days at the end of each fiscal year except ten-month employees working during the summer may use these days.

D. Maternity Leave

Any employee of the School District who becomes pregnant shall be granted a maternity leave of absence without salary on written request to the Board of Education. The length of such leave of absence will be determined by the appropriate supervisor and employee, but shall not extend beyond one year. Said employee shall have the right to request a second year.

Any or all earned vacation may be taken prior to the employee's accepting an unpaid leave of absence.

E. Other Extended Leave

An employee who has completed at least five (5) years of service in the bargaining unit shall be granted one leave of absence from his or her position, without pay or benefits for a period of up to one (1) year. The employee shall be granted a second such leave after completion of ten (10) years of service in the bargaining unit. Additional leaves may be granted at the District's discretion.

Such leave shall not be used for the purpose of obtaining or holding another job, but may be used for example, for such purposes as continued education or child-rearing leave.

Written requests for such leave must be received in the Office of Human Resources at least sixty (60) days prior to the start of the requested leave.

When the employee returns from the first of such leaves, he or she will be assigned to the same position with the same job title. When the employee returns from a second such leave, or from an extension of a one leave, the employee will be assigned to the same or similar position with the same job title.

This provision shall apply to leaves taken on or after July 1, 1999.

A committee composed of three (3) Association representatives and two (2) District representatives will decide, if necessary, whether or not the leave is for the purpose of obtaining another job or job experimentation. In the case of a tie vote the leave will be denied.

F. Weather Conditions

In the event of extraordinary weather conditions, the supervisor may, in his/her discretion, grant time off with pay.

G. School Closings Because of Hazardous Weather Conditions

Any employee in this unit who is required to work at a time during which the school is closed because of hazardous weather conditions shall be compensated either by paying the normal rate of pay for all hours worked in addition to the normal pay for that day or by receiving compensatory time at the rate equivalent to the salary to which the employee would have been entitled.

The decision to receive monetary remuneration of compensatory time is to be determined by the employee and his/her supervisor. Whenever possible, school

personnel who shall be required as a regular course of their employment to work during such school closings, shall receive notification annually of this requirement, in writing, prior to October 1. Whenever possible, any individual employee who is required to work during such school closings in addition to those so classified, shall be notified individually by his/her immediate supervisor with respect to working on any particular day on which the school is closed. A school closing is defined as that which has been declared by the Superintendent or his/her designee by announcement on the radio.

H. Association Business

When an Association representative is going to be conducting Association business he/she will notify his/her immediate supervisor of the date and approximate time he/she will be gone. The representative will also note same on his/her time sheet.

Association Conference Days

The Association shall receive thirty (30) days for Association representatives to attend conferences, conventions and meetings of its affiliates.

Article XV - VACATIONS

A. Annual vacation shall accrue for all employees in this bargaining unit in accordance with the following:

Vacation Benefits:

<u># Years Employed</u>	<u>12 mo. Employees Total Days/Year</u>	<u>10 mo. Employees Total Days/Year</u>	<u>Monthly Accrual</u>
0 - 2	13	10.8	1.1
3 - 4	16	13.3	1.3
5 - 7	18	15.0	1.5
8 - 9	21	17.5	1.75
10-14	23	19.2	1.9
15-19	24	20.0	2.0
20 +	25	20.8	2.1

- B. Vacation Benefits shall not be interpreted as reducing in any way the vacation benefits enjoyed by present employees on the payroll prior to the effective date of this agreement.
- C. Annual vacation shall not be restricted to the summer months, but may be taken at any time of the year, which is not detrimental to the department in which the employee works. In the event of a conflict in the choice of vacation days, preference will be given to the person with the most seniority. If any allowable holiday is observed during the employee's vacation period, an additional day of vacation shall be granted the employee on vacation.
- D. Part-time employees on annual contract will be eligible for vacations per the provisions of Section A.
- E. At the termination of employment, any earned vacation time shall be paid to the employee.
- F. Twelve-month employees shall have the option of applying for salary in lieu of vacation time for up to half of the vacation time to which they are entitled each contract year at the discretion of the superintendent or his/her designee.
- G. For employees hired after June 30, 1984 the maximum vacation accrual carryover shall be ten (10) days.

Employees hired prior to July 1, 1984 will be allowed a maximum carryover of forty (40) days.

- H. In order to provide for reasonable coverage of District staffing needs during July and August, requests for summer vacation shall be submitted, where possible, at least thirty (30) days in advance.

Article XVI - LEGAL HOLIDAYS

Absence of School District Service Employees shall be with pay for the prescribed legal holidays.

- A. Whenever a prescribed holiday falls on Monday, Tuesday, Wednesday, Thursday or Friday, it shall be a paid holiday.
- B. Whenever a legal holiday falls on Saturday, its observance shall be on the preceding Friday.
- C. Whenever a holiday falls on a Sunday, its observance shall be on the following Monday.
- D. No legal holiday shall be allowed as a paid holiday if students in the Ithaca City School District are in attendance.
- E. Calendars shall be developed giving preference to holidays that fall on Monday or Friday.
- F. The prescribed holidays are:

- One day for Independence Day
- One day for Labor Day
- One day for Columbus Day
- One day for Veterans Day Observed
- Two days for Thanksgiving Vacation
- Two days for Christmas Vacation
- One day for New Year's Day
- One day for Martin Luther King Day
- One day for Washington's Birthday
- One day for Good Friday
- One day for Memorial Day

Ten-month employees will receive holiday pay for the holidays between September 1 and June 30 in accordance with the negotiated calendar. Any ten-month employee who works during the summer shall receive holiday pay for July 4th, if it falls within the period of time he/she works.

Any deviation from the prescribed legal holiday calendar will be announced at least 48 hours in advance. Emergency closing will be the only exception.

Article XVII - SCHOOL SPONSORED ATHLETIC EVENTS

All members of this bargaining unit and members of their immediate family who accompany them shall be admitted to any home-school sponsored athletic event free of charge.

Article XVIII - PERSONAL INJURY

Days lost due to any injury arising out of and during the course of employment shall not be charged to the employee's personal sick leave time.

When an employee suffers an injury arising out of and during the course of his/her employment, he/she shall notify his/her immediate supervisor in writing, if practicable, and the supervisor shall file an accident report within 24 hours of the alleged injury. An employee continuously employed by the District for more than two years who is absent from work as a result of injury arising out of and during the course of employment will be paid his/her full salary (less the amount of any Worker's Compensation award made for temporary disability due to said injury) for the period of such absence up to six (6) months. No part of such absence will be charged to annual or accrued sick leave.

Article XIX - PERSONAL PROPERTY

- A. Loss or damage to an employee's personal property due to fire or other major disaster on school property or school buses, shall be reimbursed by the employer, if such property has been registered with the employee's supervisor prior to the loss or damage. It shall be the responsibility of management to provide the employee with the appropriate registration form at the earliest opportunity.
- B. The Ithaca City School District will reimburse employees for any clothing, tools or other personal property irreparably damaged or destroyed in the course of their employment by assault or accident not resulting from the negligence of the employee. This provision shall apply only to personal property or tools, which are necessarily on the employee's person.

Article XX - INSURANCE

- A. The employer shall provide the Blue Cross/Blue Shield Central New York Regionwide Plan Option 2. The District will pay 80% of the premiums of such plan. The prescription portion of the health plan will be through Diversified. The prescription drug co-pay shall be \$6 for name brand prescription drugs and \$1 for generic drugs prescriptions.

In the future the District shall have the prerogative to seek other group health insurance coverage. It is hereby agreed that premium cost quotes on such other coverage shall be based on a health insurance plan with benefits at least equivalent to the health insurance plan in effect in the 1985-86 school year.

- B. The District will provide the employees with a fully paid Blue Cross/Blue Shield Option A. Basic and Supplemental Basic Dental Plan. The employee may choose to participate in the family plan by paying the difference between the individual and the family plan premiums.
- C. The employer shall pay its share of the cost of such insurance during July and August for those employees on 10-month contracts.
- D. Employees who have served the District for at least ten (10) years and who leave the District for the purposes of retirement or disability retirement will be eligible for health insurance coverage under the same regulations and premium payments as current employees.

Article XXI - REVIEW OF PERSONNEL FILE

Upon request in writing, any member of this bargaining unit will be provided an opportunity to review and make copies at the employer's expense of all material in his/her personnel file or departmental personnel file if they are maintained, except confidential letters, letters of recommendation and information, which is received by the employer prior to employment. Any employee will be entitled to have a representative of this Association accompany him during such review. Only those who have an official right and reason for doing so may inspect the file of any member of this bargaining unit. No file of any person covered by this agreement shall be open to public inspection except upon specific consent of the person.

Article XXII - RESPONSE TO DEROGATORY MATERIALS

No material derogatory to an employee's conduct, service, character or personality will be placed in his personnel file or departmental personnel file, if any are maintained unless the employee involved has had the opportunity to review the material and is provided with a copy of such material. An employee will acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the material. The employee shall also have the right to submit a written answer to such material, and his/her answer shall be reviewed by the Superintendent and attached to the file copy.

Article XXIII - RETIREMENT

A. State Retirement Plan. Effective April 1, 1990, the employer shall provide the guaranteed retirement benefits for all employees of the participating employer of Section 75-i; Title 8 Laws pertaining to the NYS Employees' Retirement System and the NYS Policemen's and Firemen's Retirement System and effective July 1, 1982, Section 41J for all eligible employees.

B. Early Retirement Plan

1.
 - a) Employees will receive \$300. for each year of service plus 0.33 of daily salary per accumulated * sick day. Retirements must occur no later than June 30 following the date of eligibility to retire without penalty.
 - b) After the first year of eligibility the amount for each year of service will be \$150 plus 0.33 of daily salary per accumulated * sick day.

*The maximum number of accumulated sick days allowable under this provision shall be 210 days. Tier III and IV employees will receive .40 daily salary per accumulated sick day.

2.
 - a) If eligible to retire after five years of service in the District, the employee may participate in the early Retirement Plan.
 - b) Employees are eligible to sever and collect early retirement after twenty (20) years of service in the District.
 - c) An employee who intends to retire must notify the District of his/her intent to retire by March 1st of the contract year (July 1 to June 30)

prior to the contract year (July 1 - June 30) in which he/she wishes to retire.

Such notification will be indicated on the approved District form (Appendix G).

- d) In addition, an employee must subsequently give the District written notice of his/her retirement at least sixty days prior to the actual date of retirement.
- e) The retirement incentive will be paid within thirty days. However, under no circumstances shall the payment be made later than December 31st of the calendar year in which the employee retires.

Article XXIV - SALARIES

A. Pay Raises

- 2000-2001** 3.5 percent increase of the base rate of returning employees
 - 2001-2002** 3.5 percent increase of the base rate of returning employees
 - 2002-2003** 3.5 percent increase of the base rate of returning employees
 - 2003-2004** 3.5 percent increase of the base rate of returning employees
- plus:
- 2000-2001** increase hourly rate of each returning bus driver by \$.20
 - 2001-2002** increase hourly rate of each returning bus driver by \$.10
School Secretary moved to Senior Typist Level
 - 2002-2003** increase split shift premium by \$2.75 (13.98)
 - 2003-2004** increase by \$50.00 the longevity pay of employees with 5 or more years.

B. Longevity Increments

Longevity increments are paid on a pro-rated basis.

<u>Years of Service</u>	<u>Longevity Increments</u>	<u>Total Accumulative Amount of Longevity Increment</u>	<u>Effective Date</u>
5 - 10	\$800	\$800	The 5th anniversary of the first day of employment.
10 - 15	\$800	\$1600	The 10th anniversary of the first day of employment.
15 - 20	\$800	\$2400	The 15th anniversary of the first day of employment.
20 - 25	\$800	\$3200	The 20th anniversary of the first day of employment.
25 - 30	\$900	\$4100	The 25th anniversary of the first day of employment.
30 & up	\$900	\$5000	The 30th anniversary of the first day of employment.

C. Payroll Plan

The salary of all service employees shall be paid on a biweekly basis of at least 25 equal payments. Ten (10) month employees shall have the option of twenty-six (26) equal pays.

D. Salary Program

Each revision of the salary program shall be published following adoption and shall be made available to the employees of the Board of Education. No revision of the salary program shall be made without prior notice to the Executive Committee of the Association.

E. Paychecks

All employees whose total remuneration is calculated on the basis of hours worked, shall have the number of such hours, including overtime hours, printed on, or furnished with their paycheck as soon as practicable.

F. Paycheck Guarantee

If an employee does not receive pay on payday through no fault of his/her own, then that employee shall receive his/her pay by handwritten check on that payday.

G. Split Shift Premium

All Transportation employees who have more than one-hour continuous break will be considered to have worked a split shift for that day. On such days these drivers shall be paid a split shift premium of \$11.23. (Effective July 1, 2002, the split shift premium will increase to \$13.98). On such days the individual driver shall indicate that he/she worked a split shift by placing an "SS" next to the date on the trip sheet.

H. Starting Rates for New Employees

Starting pay will be determined by the category and grade system (see Appendix D). The District may grant up to full experience credit for a grade placement of a new employee but in no event will a new employee receive a higher grade than a present employee in the same category with comparable experience.

I. Out-of-Title Work

Compensation for out-of-title work will be paid if the employee is going to serve more than two weeks in the position. (See Appendix D.)

J. Annual Contract for 10-Month Bus Drivers

The even paycheck concept which includes paid holidays plus paid vacations will continue. Everyone will be paid a four-hour/day bid time. Any time over four hours will be recorded on "Blue Sheet" to be paid two weeks in arrears. There will be twenty-two pay periods in each school year.

No one will be paid less time than the greater of the original bid time or the average route time for the month of October.

K. IRS 125 Account

The District will provide an IRS qualified account for each employee. The District will pay all monthly administrative costs. A mutually agreed-to third party administrator shall administer the Fund. Participants in the plan shall abide by all the conditions and regulations of Section 125 of the tax code.

Article XXV - SAFETY

Steps shall be taken by the employer to correct hazardous conditions in working locations which could cause personal injury to an employee of the School District. Such conditions shall be reported to the appropriate supervisor and no employee shall be required to work under conditions that would obviously jeopardize his personal health or safety.

Adequate first aid kits and supplies will be made available in all work locations at the expense of the employer.

Article XXVI - USE OF SCHOOL FACILITIES

- A. The Association and/or its Executive Committee shall be allowed the use of any room or building belonging to the Board of Education, without cost, upon application for such use in accordance with the policies of the Board of Education.
- B. Bulletin boards shall be made available in each school for Association use. Cost of providing bulletin boards shall be shared equally by the Board and the Association. The Association will have the right to post notices and communications on the bulletin boards maintained on the premises and facilities of the employer.
- C. The Association shall have the privilege of using the inter-school mail for distribution of notices, etc., pertaining to Association business.
- D. Copies of this Agreement will be printed at the joint expense of the Board and the Association and a copy shall be given to each member of the unit and each new employee as he/she is hired.
- E. Office space shall be provided for the Association in a central location accessible to the employees.

Article XXVII - GRIEVANCES

Any employee or group of employees shall have the right to express a complaint and receive an honest hearing, without jeopardy to his position. Any employee may initiate grievance procedures if he feels his rights have been violated by the misapplication or misinterpretation of this Agreement. The grievance must be initiated within forty working days from the date the grievant knew of the alleged grievance.

The Association shall have the exclusive right to process all grievances by or on behalf of all employees within the bargaining unit above Level 3. This shall apply to members and non-members of the Association.

All grievances, at any level, must be in writing and must identify the specific article and section of this Agreement which the employee feels had been misapplied or misinterpreted. Time limits at any level may, by mutual agreement, be extended.

Level 1

The employee must first discuss his grievance with his immediate supervisor. At the employee's option, a representative of the Association may be present at such a discussion. The discussion must specify the article and section of this Agreement which the employee feels has been misapplied or misinterpreted.

Level 2

If the matter is not adequately resolved within five days, the employee may present his case to an Association representative who may, after informing the appropriate supervisor, present the grievance to the Superintendent of Schools or his assistant within five days. The Superintendent or his designee shall schedule a hearing within five days. Following the hearing, the Superintendent or his designee shall render a decision in writing and shall so notify the employee, supervisor, and Association by regular U.S. Mail within five days.

Level 3

If the matter has not been resolved following the first two steps, the Association may request a hearing on behalf of the employee before the Board of Education. Such a request will be made in writing within ten working days after the Superintendent's decision has been sent to the supervisor and employee. A hearing date shall be set by the President of the Board and the employee and the Association notified of the time and place of the hearing. The employee shall have the right to be represented by legal counsel or a person of his choice.

The Board shall hear the employee or his representative and receive any evidence presented.

The Board shall render a decision and inform the employee and the Association of this, in writing, within ten days after the hearing.

Level 4

If the Association is not satisfied with the decision at Level 3, and if the Association determines that the grievance is meritorious, the Association may submit the matter to an impartial arbitrator to be mutually agreed upon by the Association and the District. The Association shall notify the Superintendent within ten days that arbitration is requested.

The arbitrator shall review the proceedings and decision made to date in relation to the case. He shall hear the parties and receive any evidence presented. A final decision will be rendered and will be binding on the parties involved. Costs of the arbitrator shall be shared equally by this Association and the employer.

Article XXVIII - SEPARABILITY CLAUSE

If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such a provision or application shall be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

Article XXIX - OVERTIME PAY

If an employee is required by his supervisor to work in excess of forty hours in any work week, he shall receive one and one-half times his hourly rate for such hours worked, or an amount of compensatory time equal to the salary rate to which the employee would have been entitled. The decision to use overtime or compensatory time is to be determined by the employee and his/her supervisor. Compensatory time must be used not later than June 30th of the subsequent year in which it was earned. In relation to the minimum forty hours of work in a given work week, to be eligible for overtime pay, a person who is paid for sick leave or other approved purposes is considered to be present.

All emergency calls and days on which an employee shows up for regularly scheduled work but none is available shall be paid a minimum of two hours regular hourly pay.

Overtime assignments shall be assigned in rotation to all employees eligible to perform the work on the basis of seniority.

Where a legitimate emergency exists, that is where work is required within twelve hours of the knowledge of such emergency, overtime assignments may be made by the appropriate supervisor. In such cases the seniority requirements of this provision may be waived.

Bus drivers shall be paid at the rate of one and one-half time for all hours in excess of eight hours in a day.

Article XXX - CUSTODIAL SUBSTITUTE USE

- A. Regular custodial employees will be used to cover special events.
- B. When substitute custodial help is needed, the supervisor of the area needing the substitute will:
 - 1. Ask custodial staff from that building.
 - 2. Call a designated person who will seek substitutes from an active custodial substitute list as follows:
 - a. District Custodial staff based on a rotating seniority basis.
 - b. Reserve list made up of other Unit employees.
 - 3. If no volunteers are found from the "lists" the district may call a temporary service agency or some other means of finding a temporary substitute.
- C. Roving custodians will be utilized up to their full regular workday capacity for custodial duties. These assignments will be made on a rotation basis of those desiring such assignment. Overtime will not be guaranteed.
- D. Senior High School will be exempt from the above procedure.
- E. The District may offer substitute work on a multiple day basis, in the event that it is known that an employee will be absent for more than one day.

Article XXXI - SENIORITY

- A. All competitive positions covered under Civil Service Law shall have seniority rights, layoff rights and recall rights determined by Civil Service Law.
- B. For the purpose of this Agreement, seniority shall be determined on the basis of current continuous employment excluding unpaid leave of absence time. In the event of layoffs or reduction in staff, where ability is equal, the employee with the least District-wide seniority in the department shall be laid off first.
- C. Seniority shall be determined on the basis of the number of months employed by the District. Persons with the same number of months of employment shall be assigned seniority rank according to their effective working date and in case of a tie appointment by the Board of Education, as listed in the Personnel Report.
- D. Unit seniority shall be determined by the length of District service within any one of the following recognized work units: Food Service, Transportation, Maintenance, Clerical, Labor, Grounds and Custodial.
- E. The School District shall furnish to the Association a list of employees with their seniority rankings by September 30th of each school year.

- F. Employees in the Labor and Maintenance units shall have the right, in cases of layoff, to bump an employee with less seniority in either the Maintenance and Labor units so long as they have the ability to perform the work required by that position. A Maintenance employee who has bumped a laborer will not receive a salary less than either the highest paid laborer with the same seniority or a 10% decrease in his current base salary.
- G. Laid off employees shall remain on a recall list for a period of at least one year. They shall be offered employment to any position for which they are qualified so long as the position is not guaranteed to any other employee by Civil Service Law.

Article XXXII - VEHICLE OPERATIONS

- A. Any school bus belonging to this District which requires a Class II license to operate shall be driven only by either a member of this unit assigned by the appropriate department or by the appropriate supervisory employees designated by the Superintendent of Schools.
- B. All drivers, whether full-time, part-time substitute or occasional, certified to transport students in District-owned vehicles, must meet and maintain the minimum requirements of the State Department of Education Regulation 156.3, State Motor Vehicle Department Regulation 19-A, State Department of Transportation Regulation 9-A, and any other regulation which may be promulgated for school bus drivers.
- C. It shall be the prerogative of the District to adjust route assignments, after appropriate administrative help has been given, where the District feels there is a problem with maintenance of safety or student discipline.
- D. Bus route assignments shall coincide with the school calendar in all respects.

On days when our District is closed, but other Districts constituting part of an assignment are open, the Ithaca City School District will determine who shall cover said runs.

On days when our District is open but other Districts constituting part of an assignment are closed, the regularly assigned driver will be placed in a stand-by assignment for not less than the time of his/her regular run.

- E. The parties agree that the RULES AND REGULATIONS OF THE TRANSPORTATION DEPARTMENT REVISED AND ADOPTED OCTOBER 1992 will remain in effect until changed by mutual agreement. Such change will occur either through negotiations between the parties or by agreement reached through a Transportation Rules and Regulations Committee. This Committee will

meet at the request of either party. Each party will select representatives to serve on the Committee.

The decision to change a rule or regulation must be agreed upon by the Committee members and approved by the Labor Relations Problem Solving Committee.

- F. The parties agree that for the life of this Agreement (July 1, 1992 - June 30, 1996) the Transportation Department waives the right to all extra trips involving six (6) passengers or less under the following conditions.
1. The District will maintain the bus and driver assigned to Alternative Community School.
 2. The trip will be taken in a School District vehicle which has been DOT inspected and which has enough seat belts.
 3. The driver will be a 19A trained School District employee.
 4. The District will use the trip form in Appendix E.

Article XXXIII - BOARD PREROGATIVES

Any and all rights, power, authority and prerogatives which the Board had prior to entering into this Agreement are retained by the Board, except as those rights, powers, authority or prerogatives are expressly and specifically limited by the provisions of this Agreement, or existing priorities which have been reduced to writing, filed with and approved by the Personnel Department.

The failure to enumerate such retained rights, powers, authority and prerogatives shall not be construed as waiver of any such rights, powers, authority or prerogatives.

The District shall formulate rules and regulations for the operation of its various departments and divisions and shall promulgate such rules and regulations in writing and which shall be binding upon the District and its employees. Once promulgated and published, said rules and regulations shall not be modified by the District except on reasonable notice to the employees and the Association.

In matters not covered by this Agreement, the Board will not adopt any substantial change in the salaries, wages, hours, and other terms and conditions of employment of any of the employees in the employer- employee unit represented by the Association without first delivering notice in writing to the president of the Association describing -- in clear detail -- the changes being considered. The same restriction shall apply to the power of the District to promulgate new or changed rules and regulations.

Article XXXIV - COPIES OF BOARD AGENDA AND MINUTES

The Association will be provided with three copies of the popularized minutes of official Board meetings as soon as possible after such meetings. A copy of the agenda for each Board meeting, and any attached documents will be given to the Association at least two days prior to each Board meeting. A copy of the personnel report will be given to the Association as soon as available after each such meeting.

Article XXXV - COPIES OF BOARD POLICIES AND RULES

The Association will be provided with ten copies of the Board's personnel policies and rules and regulations and with ten copies of any changes in or amendments thereto.

Article XXXVI - GENERAL CONSIDERATIONS

Employees who are designated or elected for the purpose of adjusting grievances or otherwise assisting in the administration of this Agreement shall be permitted a reasonable amount of time free from their regular duties to fulfill these obligations, which have as their purpose the maintenance of harmonious and cooperative relations between the employer and the employee.

Employees and their representatives who file a grievance or appeal their performance rating shall be allowed a reasonable amount of time free from their duties during working hours to process their grievance and attend any hearings pertinent to its resolution.

Employees covered by this contract shall be allowed reasonable time off during working hours without prejudice to pay to attend this Association's Annual Meetings on Orientation Day in September and the Friday following Regents Examinations. The meetings will be from 10:00 a.m. to 12:00 noon (no overtime will be paid as a result of such meetings).

The employer shall make available upon request, any financial or other information which will assist the Association in the drafting of a fair and equitable Agreement between the Association and the Board of Education.

The parties agree that all negotiable items have been discussed during the negotiations leading to this Agreement and, therefore, agree that negotiations not be reopened on any item, whether contained herein or not, during the period of this Agreement.

"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 THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."

Article XXXVII - AGENCY FEE DEDUCTION

- A. The District and Association recognize that the negotiation and administration of collective agreements and related activities entail expenses which are appropriately shared by all employees covered by such agreements. They further recognize that the Association by reason of its status as the "exclusive representative" of all employees in the negotiating unit is obligated to fairly represent all such employees without regard to their membership in the Association. In consideration thereof, the District agrees to deduct from the wages of all employees in the negotiating unit who are not members of the Association, an agency fee in the amount equivalent to the unified dues of the Association and to promptly transmit the sums so deducted to the Association.
- B. Deduction of this agency fee provided for in Section I of this Article shall be made, consistent with the dues deduction schedule of this Agreement, beginning in July and ending in June of each school year, or in such other manner as the parties may agree in writing. The District agrees to furnish the Association with an alphabetical listing showing the names of all employees in the unit who are hired after October 1 of any school year. Deductions shall be appropriately prorated so as to complete deduction of the annual agency fee by the end of each school year.
- C. The District and the Association agree to furnish to each other any information needed by either of them to fulfill the provisions of this Article.

Article XXXVIII - CAREER LADDER

When a service employee is in a position that has expanded to require greater responsibility or additional training or increased skill and the employee has worked for the District for five (5) continuous years and the employee has been in his/her current position for three (3) continuous years, the employee is eligible for advancement on the career ladder which will be posted at each work site. The entry level positions are:

Laborer	12-month Clerk
10-month Clerk	FSH I
10-month Library Clerk	FSH II
12-month Library Clerk	

An employee in an entry level position that has expanded to require greater responsibility or additional training or increased skill is eligible for advancement on the

career ladder after two continuous years in the District and two continuous years in his/her current position.

An eligible employee may be recommended for career ladder advancement by his/her immediate supervisor or apply for advancement directly. Recommendation or application will be made to the Director of Personnel.

A career ladder review committee consisting of two (2) management and two (2) association representatives will meet to consider each recommendation or direct application. In no case shall the management representative be the immediate supervisor of the employee seeking career ladder advancement.

A majority vote of the committee will be necessary to approve a career ladder advancement.

Article XXXIX - EMPLOYEE TRAVEL

The District shall reimburse employees required to travel using their own vehicles at the current legal limit as allowed by IRS.

Employees shall not be directed to use their own vehicle to transport other employees or students.

Article XL - SCHOOL NURSES and OCCUPATIONAL THERAPISTS

- A. Starting salary for school nurses will be D-2. (All current salaries will be adjusted over the life of the contract based upon years of experience as agreed by the parties.)
- B. The position of school nurse and occupational therapist will be considered salaried positions.
- C. The work day and work year for school nurses and occupational therapists will be the same as teachers.
- D. School nurses are required to work two (2) days immediately prior to and two (2) days immediately after the school year at the employees' per diem rate unless, by mutual agreement, it is determined that a lesser number of days is necessary. These days shall be for the purpose of preparing the health office for the opening of school and for the close of the school year. By mutual agreement between the school nurse and the principal, nurses may work an additional two days prior to the start of school and an additional two days after the close of the school year; such days will be paid at the employee's per diem rate.

- E. School nurses and occupational therapists will receive a daily thirty (30) minute duty free lunch period.
- F. Each school nurse may attend two days of professional conferences in any two year period without using their accrued days, provided there is written approval by the building principal and assistant Superintendent for pupil Personnel Services.
- G. School Nurses shall include specific proposals for professional development activities in their annual professional goals statement for the approaching school year.

Article XLI - LENGTH OF AGREEMENT

This Agreement shall continue in effect from July 1, 2000 through June 30, 2004.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day of

June 12, 2000

Ithaca City School District
Employees Association

Ithaca City School District
Superintendent

by Vicki Hammond

Vicki Hammond, President

by Judith C. Pastel

Judith C. Pastel,
Superintendent of Schools

Appendix A
UNIT OF REPRESENTATION

The Unit to be represented by the exclusive negotiating representative is defined as all service employees of the Ithaca City School District with the exception of:

School Attorney, School Physician, Plant Manager, Transportation Manager, Office Manager, School District Treasurer, School Lunch Director, School Lunch Manager, Property Accounting Office, Secretary and Clerk to the Superintendent, Personnel Assistant, Teacher Aides/Teacher Assistants, District Computer Programmer, Supervisor of Custodians, Head of Maintenance Mechanics

Appendix B
STIPENDS FOR SPECIAL ASSIGNMENTS

Buildings and Grounds:

Crew Chief	\$450/year*
Night Shift	4.63% of the custodial worker base entry salary
Roving Custodian	3.47% of the custodial worker base entry salary
Emergency Calls	Two hours minimum

Food Service Workers:

1. An annual contract will be written for Food Service Workers who work four or more hours a day. Contracts will be based on 180 days of service if required or fewer days of service if school lunch is not served on selected days.
2. If the 180 days of service is reduced as a result of hazardous weather, the District will pay for those days missed out of the budget surplus, if any, in full, or if the amount of surplus doesn't allow, on a prorated basis.
3. In lieu of vacation time, food service workers will receive a paid thirty minute lunch period and a free lunch.

Nurses:

Head Nurse \$3,600. / year

*All newly appointed employees shall have their special assignment differentials pulled from their previous year's salary prior to calculating their new salary, and then the differential shall be added back into their salary.

Current employees who have had the differentials included in their base salary, will continue to have them included.

Appendix C
GUIDELINES FOR SERVICE PERSONNEL EVALUATIONS

- A. It should be noted that the plan making and performance assessment is a cooperative venture; employee growth is dependent upon consistent and positive guidance from a supervisor as well as upon the employee's own attitude and desire for growth.
- B. **Directions:**
1. Prior to May 15, the employee's supervisor shall convene a conference for the purpose of reviewing the employee's professional performance and establishing professional goals for the coming year. The conference shall be scheduled with at least one week's notice to the employee. The evaluation shall include professional goals for the coming year.
 2. After May 15, but prior to June 15, a final, signed evaluation form shall be given to the employee by the supervisor. This final form is to be signed by the employee within five working days. Space is to be printed for written comments indicating agreement or disagreement with the evaluation.
 3. The evaluation is to be typed or written in ink.

Appendix C (continued)
Service Personnel
Employee Evaluation Form

Employee Name: _____

Evaluation for School Year: _____

I. Performance During Past Year: _____

II. Plans for Coming Year: _____

Date of pre-evaluation conference _____

Date of post-evaluation conference _____

Signature of Supervisor _____ Date _____

Reviewed by Employee _____ Date _____

Employee Comments: _____

**Appendix D
SALARY AND JOB CATEGORIES**

	<u>Salaried</u>	<u>In House/Career Ladder</u>
A-1	10 month Clerk* 10 month Library Clerk*	
A-2	Licensed Practical Nurse	10 month Clerk II 10 month Library Clerk II
A-3	12 month Clerk* 12 month Library Clerk* Laborer	
B	Custodial Worker 12 month Typist*	Assistant Groundskeeper** 12 month Clerk II 12 month Library Clerk II
B-1	Custodial Worker II	
C	Automotive Mechanic Helper Custodian* Groundskeeper Stenographer*	12 month Typist II
D-1	Account Clerk* Offset Printing Machine Operator* School Secretary* Senior Clerk*	Custodian II Groundskeeper II Stenographer II
D-2	Account Clerk-Typist* Payroll Clerk* Senior Typist* Registered Professional School Nurse Certified Occupational Therapy Asst. School Secretary* (effective 7/1/01)	Account Clerk II School Secretary II Senior Clerk II Grounds Crew Chief** Assistant Head Custodian** Assistant Maintainer**
E	School Bus Dispatcher* School Bus Driver Senior Library Clerk* Senior Stenographer* Storekeeper* Micro Computer Technician	Account Clerk - Typist II Payroll Clerk II Senior Typist II
	*Tested Position	**Opening must Exist

Appendix D

SALARY AND JOB CATEGORIES
(Continued)

	<u>Salaried</u>	<u>In House/Career Ladder</u>
F	Automotive Mechanic Building Maintenance Mechanic Full-time School Bus Driver Head Custodian* School Lunch Manager*	Senior Library Clerk II Senior Stenographer II
G-1	School Bus Route Coordinator* Senior Account Clerk*	Asst.Head Automotive Mechanic** Bldg Maint Mechanic Crew Chief**
G-2	Senior Account Clerk-Typist* Senior Payroll Clerk*	Senior Account Clerk II
H	Micro Computer Specialist	
I	Head School Auto Mechanic	
	*Tested Position	**Opening must Exist

HOURLY

H-A	Food Service Helper	
H-B		Food Service Helper II
H-C		Food Service Helper III
H-D	Assistant Cook	
H-E	Baker Cook	
H-F1	10 month School Bus Driver Cook Manager	
H-F2	Transportation 19A Trainers	
H-G	Laborer	
H-H	10 month Clerk	

Appendix D
SALARY AND JOB CATEGORIES
(Continued)

- A. A new employee will be hired at the following entry rates unless he/she is given experience credit.
- B. GRADES (credited years of experience)
 - 1. Each grade (year) of experience credit will increase the entry salary for a salaried employee by \$250.
 - 2. Each grade (year) of experience credit will increase the entry hourly salary by 12 cents.
- C. An employee being promoted from one category to another will receive an increase in base salary equal to the difference between the beginning salaries of the two categories.
- D. Base salaries will increase each year of the Agreement except for 1999-2000 where they will remain frozen for one year. Base salaries are determined by decreasing the new step 2 by either \$250 (salary) or \$.12 (hourly).

Appendix D
SALARY AND JOB CATEGORIES
(Continued)

D. Entry Rates Salaried Employees

	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
A-1	14634	14927	15225	15530
A-2	16175	16499	16829	17165
A-3	17034	17375	17722	18077
B	18203	18567	18938	19317
B-1	18789	19165	19549	19939
C	19375	19762	20158	20561
D-1	20793	21209	21633	22065
D-2	22404	22852	23309	23775
E	24010	24490	24980	25479
F	27366	27913	28471	29041
G-1	28539	29109	29692	30285
G-2	29834	30431	31039	31660
H	31125	31748	32383	33030
I	32772	33427	34096	34777
J	32946	33605	34277	34963

E. Entry Rates Hourly Employees

	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
H-A	7.51	7.66	7.81	7.97
H-B	7.89	8.05	8.21	8.38
H-C	8.32	8.49	8.66	8.83
H-D	8.80	8.98	9.16	9.34
H-E	9.24	9.43	9.61	9.81
H-F1	9.59	9.78	9.98	10.17
H-F2	9.89	10.09	10.29	10.50
H-G	8.25	8.42	8.59	8.76
H-H	8.34	8.51	8.68	8.85

Appendix E

TRANSPORTATION DEPARTMENT
ARTICLE 32 TRIP REQUEST FORM

School _____ Date _____

Organization Sponsoring Trip _____

Destination of Trip _____

Date(s) of Trip _____ Time/Date Leaving _____

Total # of Students _____ Time/Date Returning _____

Driver _____
(Signature and Date)

Total # of Adults _____
(Including Driver)

Principal _____
(Signature and Date)

Copies to:

1. Transportation Department
2. Principal
3. Ithaca City School District Employees Association

**Appendix F
INTERVIEW WAIVER FORM**

This form may be sent to the employee by the immediate supervisor.

- I have been interviewed by the District within the past twelve months and see no need for an additional interview.

Employee Signature

Date

**Appendix G
NOTIFICATION OF INTENT TO RETIRE**

Name: _____

Position: _____

Location: _____

Please accept this as my notice of intent to retire effective:

_____.

I understand that I must also give written notice of retirement to the District at least sixty (60) days prior to the actual date of retirement.

Signature of Employee

Signature of District Indicating receipt

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