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BC/5618

3/11/14

COLLECTIVE NEGOTIATIONS AGREEMENT
BY AND BETWEEN
THE ENLARGED CITY SCHOOL DISTRICT OF
THE CITY OF MIDDLETOWN
AND THE
CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.
LOCAL 1000, AMERICAN FEDERATION OF STATE,
COUNTY & MUNICIPAL EMPLOYEES, AFL-CIO,
ORANGE COUNTY LOCAL 836, MIDDLETOWN SCHOOL UNIT.
JULY 1, 2012 – JUNE 30, 2017

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INTRODUCTION

AGREEMENT by and between the Enlarged City School District of the City of Middletown (hereinafter referred to as the "DISTRICT") and the Civil Service Employees Association, Inc., Local 1000, American Federation of State, County and Municipal Employees, Orange County Local 836, Middletown School Unit, AFL-CIO (the "UNION").

ARTICLE I

RECOGNITION AND DUES DEDUCTION

SECTION 1 – RECOGNITION

A. The District recognizes the Union as the sole and exclusive representative for all full-time custodial and maintenance employees consisting of the classifications listed and all temporary employees who work more than three months annually (excluding substitutes). New classifications may be added as needed including, but not limited to: M&E Supervisor, HVAC/R Tech, and HVAC/R Mechanic.

Head Custodian	Electrician	Painter
Custodian	Mason	Head Groundsman
Cleaner	Mechanic/Welder	Truck Driver
Groundsman	Plumber	Courier
Maintenance Helper	Stores Clerk	HVAC
Carpenter	Utilityman	Maintenance Foreman

B. The Union and District recognize that at various times during the course of the year the District may require temporary employees in the Buildings and Grounds department. The Union does not represent any substitute employees or temporary employees who work less than three months annually. The District can hire temporary employees to fill positions created by absenteeism or vacancies of full time employees. The hiring of temporary employees to perform unit work shall not result in the reduction of unit positions or the growth of non-unit positions.

SECTION 2 – DUES DEDUCTION – AGENCY SHOP FEE

A. The District shall deduct from the wages of employees and remit to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12210, or its designated agents, regular membership dues and other authorized deductions for those employees who have signed the appropriate payroll deduction authorization(s) permitting such deduction.

B. Commencing the first payroll period after the beginning of their employment, all employees covered by this Agreement shall be required to pay to the Union an Agency Shop Fee equivalent to the current membership dues. The District shall make deductions from the wages of such employees in the amounts designated as Agency Shop Fee deductions, and shall remit such deductions to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany New York 12210. The District agrees to deduct and remit such monies exclusively for the Union as the recognized exclusive negotiating agent for employees in this unit.

C. The Association shall indemnify and save and hold the District and any and all of its employees, representatives, officers and/or members of the Board of Education (collectively “employees”) harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken or not taken by the District or any of its employees for the purpose of complying with the agency fee and dues deduction provisions of this Agreement and/or State law. In addition, the Association shall reimburse the District for any and all legal expenses associated with the defense of any such claim, demand or suit.

ARTICLE II
COMPENSATION

SECTION 1 – SALARY SCHEDULES

The salary schedules for the 2012-2013, 2013-2014, 2014-2015, 2015-2016 and 2016-2017 school years shall be as per Appendix “B”.

SECTION 2 – STEP MOVEMENT

A unit member must be employed for at least one-half of the normal work year prior to July 1 to be eligible for the next annual step movement. For twelve-month employees, the hire date must be between July 1 and December 31 to be eligible to receive step movement on the next July 1. A 12 month employee hired on or after January 1 will not be eligible for step movement the following July 1.

SECTION 3 – SERVICE INCREMENT

A maximum of five service increments will be awarded: \$500 at the end of five years of service; \$500 at the beginning of 10 years of service; \$550 at the beginning of 15 years of service; \$550 at the beginning of 20 years of service; and \$550 at the beginning of 25 years of service in the District. These service increments are cumulative and the maximum in total service increments is \$2650 and has no relationship to the step placement on the salary schedule. Service increments are paid yearly, are reflected in the annual salary as of the District’s fiscal year, July 1, and are paid in accordance with Appendix D.

SECTION 4 – PREMIUM PAY – OVERTIME

A. All hours worked in excess of 40 hours in a workweek shall be paid at the rate of time and one-half the normal rate. Hours worked beyond eight hours a day will be at the rate of time and one half. All hours worked on a Saturday will be at the rate of time and one-half. Hours worked on Sundays and holidays will be paid at the rate of double time.

Exceptions to this are Asbestos Abatement work, hazardous material work, Building Checks, and Tuesday – Saturday workweek.

B. The District will make every reasonable effort to rotate overtime by seniority among qualified employees in each job classification. The exception is when an employee has started the work during his/her regular work hours. That employee will have the first opportunity to finish the job. A seniority list will be made per building. The District will make every reasonable effort to notify employees as early as possible when overtime is available.

C. All employees will submit the appropriate overtime form for payment. The District must inform the employee and the Union, in writing, if any overtime payment is in question.

SECTION 5 – AFTERNOON AND EVENING DIFFERENTIAL

Any employee in full-time work wherein a majority of their eight hour workday falls between the hours of 3:00 P.M. and 7:00 A.M. will be paid an annual \$1,200 shift differential paid proportionately in each pay period. The above shift differentials are outlined in Appendix C and shall be part of the employee's salary.

SECTION 6 – MINIMUM REPORT TIME

When an employee is called in to work, aside from scheduled overtime other than the regular work schedule, a minimum of four hours shall be paid at the applicable overtime rate, except when circumstances covered by other agreement articles say that minimum report time does not apply. In circumstances when an employee is called back for the same type of work at the same building, there must be a minimum of two hours between call ins to qualify for a second four hour minimum call in for a maximum of two call ins

per 24 hour period. For different type of work or building locations, there will be no minimum time between call in for a second call in payment.

SECTION 7 – BUILDING CHECKS

Head Custodians and Custodians responsible for building checks made on the weekends and holidays shall be paid at the rate of time and one-half for each hour worked. In no event will overtime pay be less than one hour for each building check. In the event a Head Custodian or Custodian is unable to perform the building check, the building check will be performed, on a rotational basis, by a qualified unit member from a pre-approved list which was formed by the Superintendent of Buildings and Grounds, the Head Custodian or Custodian, and a representative of the Union.

SECTION 8 – DUTY CLASSIFICATION

Whenever an employee works at a duty in a higher paid classification beyond the scope of his civil service employment duty statement for 30 accumulated full work hours, worked at no less than full hour blocks of time, the employee shall be paid at the higher classification rate for the first hour beyond 30 and for all hours continued to be worked in that higher classification. The employee shall also receive the determined rate differential retroactive to the first hour of the 30 hour accumulation, payable in the payroll after the next payroll report period.

This provision will be implemented annually at the inception date of the employee contract, concurrent with the District's fiscal year.

Whenever an employee is required to work in a civil service classification higher than the classification to which the employee is assigned for a period of more than 50% of the time worked over a six month consecutive period of time, such employee shall be

promoted to such higher classification if qualified. This shall be implemented over the term of this assignment.

Any salary conversion to this rate will be done in the manner of the present promotion policy applicable to his situation. Note: "An employee who is promoted to a higher position during the year, is placed on that step of the new salary schedule which provides for the lowest increase over the employees prior salary. On July 1, the employee receives an additional increment provided by the next higher step".

SECTION 9 – STAND-BY PAYMENT

Whenever an employee has been required by the Superintendent of Buildings and Grounds or authorized agent by a specific written notice of standby date and time, the employee will be paid at the applicable normal rate of pay for all such required standby time.

SECTION 10 – PERSONAL TRANSPORTATION REIMBURSEMENT

Whenever an employee is required by a direct order and approval of the Superintendent of Buildings and Grounds or authorized agent to provide the employee's own personal transportation for movement to employment within the District during a regular work shift, the employee will be reimbursed at the current rate set by District Policy for such use of personal transportation. Reimbursement will be paid upon the filing of the proper forms as prepared by the School Business Executive through the Business Office for payment. Approval by the Superintendent of Buildings and Grounds must be furnished with the request for payment. Payment will be given to the employee within a reasonable time after such approved reimbursement forms have been filed and no reasonable request for reimbursement shall be denied.

SECTION 11 – JURY DUTY

All employees subpoenaed as witnesses on behalf of the District or as jurors will be paid their regular salary. Such time is not to be deducted from accumulated sick leave, personal leave, or vacation leave. Any payment for services as juror or witness shall be signed over to the District. Proof of service shall be submitted by the employee upon return to work. Employees shall request that they be placed on “on call” status, where possible, and shall report to work while “on call”. An employee who has served less than four hours of Jury Duty on a given workday shall report to work for the remainder of the shift.

SECTION 12 – INCLEMENT WEATHER

A. Continuous time prior to or after the regular workday hours does not qualify for the four hour minimum report time compensation. All non-continuous work hours do qualify for the four hour minimum report time compensation and will be paid at the appropriate overtime rate.

B. When schools are closed due to inclement weather, the first three hours of an employee’s shift will be reimbursed at regular time. Additional time worked beyond the first three hours will be reimbursed at an additional one and one-half times for time worked. If employees are dismissed upon completion of the first three hours, they will be reimbursed for time left in their shift at the regular hourly rate. Effective April 3, 2008, when feasible, the District shall attempt to refrain from significantly altering the regular work shift for all cleaners on days that school is closed due to inclement weather.

C. When schools close early, employees must work until all students are dismissed and staff is released by the Superintendent of Buildings and Grounds. All employees must work a minimum of three hours. When employees are dismissed, following student

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dismissal, with a minimum of three hours worked, they will be reimbursed for the time left in their shift at the hourly rate. Additional hours worked beyond student dismissal (beyond the three hour minimum) will be paid at an additional one and one-half times for time worked. The District will make a reasonable effort to make the work hours equal for both shifts.

SECTION 13 – ASBESTOS ABATEMENT COMPENSATION

All asbestos abatement related work that requires respiratory protection will be paid at the rate of \$50 per hour (inclusive of an employee's regular hourly rate) with a minimum of four hours. All asbestos work must be performed by a certified asbestos handler. The District will supply all training, tools, certification fees, and yearly medical examinations. The District will maintain a list with a minimum of four employees certified for asbestos abatement work. Employees will have the right to refuse any assignment. Should the certified list contain less than four names, the District will complete the list from all members within the unit based on the applicant's qualifications and work experience, rather than seniority. The District will rotate this work from a seniority list of qualified employees.

Hazardous materials removal work shall be compensated at the rate of \$50 per hour (inclusive of an employee's regular hourly rate) with a minimum of four hours, provided that such work is pre-authorized by the Assistant Superintendent of Buildings and Grounds or his/her designee and requires the use of personal protective equipment equivalent to that used during asbestos abatement.

SECTION 14 – SPECIAL CERTIFICATIONS AND LICENSES

Employees who possess special certification(s) or license(s) in accordance with District need, as listed in Appendix E, shall receive a pay differential for the

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certification(s) and/or license(s) provided that they are current and valid. This will be paid on an annual basis and will be equally divided among paychecks.

SECTION 15 – RETIREMENT INCENTIVE

An employee shall be eligible to receive a \$2500 retirement incentive payable within 30 days following the date of retirement provided that the employee submits a letter of retirement no less than six months prior to the retirement date. This letter shall be irrevocable unless mutually agreed upon by the employee and the District. In the event that a State Retirement Incentive is offered and the District participates in such incentive, the District may waive the notice requirements.

SECTION 16 – IN-SERVICE AND GRADUATE CREDITS

Employees shall be given a \$25 salary adjustment for each in-service credit (10 hours per credit) and \$35 for each college credit earned after July 1, 2003. Credits must be applicable to job performance or to improve the well-being of students or the school district. Application of such credits must be made in advance, approved by the Superintendent of Buildings and Grounds, and submitted to the Personnel Office on the District's Prior Approval Form. Salary adjustment will be made after satisfactory completion of the course has been received by the Personnel Office according to the following schedule: Salary adjustment for credits received from February 1 through June 30 shall be credited at full-rate on July 1. Salary adjustment for credits received from July 1 through January 31 shall be credited at half-rate on February 1 with the whole rate credited the following July 1.

SECTION 17 – PAYCHECK OPTIONS

The District shall have the right, upon prior notice to the Association, to implement a District-wide bi-monthly payroll in which employees shall be paid on the 15th and 30th of each month.

ARTICLE III

WORKDAY – WORKWEEK

The normal workday shall be eight hours per day, exclusive of lunch (1/2 hour). The normal workweek shall be Monday – Friday. The Senior High School has an additional workweek shift of Tuesday – Saturday. The District reserves the right to initiate a Tuesday – Saturday workweek at the Middle School, if needed. Scheduling of this assignment will be based on seniority. Hours of work shall be assigned per individual schedule and days of work shall be assigned according to the needs of the District, and the duties as outlined in the Civil Service job description and by consent of the individual and the administration.

The District shall have the right to implement a new work schedule at the high school consisting of any five consecutive days of the week. No current employee shall be involuntarily transferred to one of these newly created shifts.

Employees shall be provided a minimum of four weeks' notice of a schedule change, however, an employee may agree to less than four weeks' notice.

Scheduled work hours will include the allowance for 15 minutes clean-up time prior to quitting time in order to allow the employees to prepare for the proper return of storing of tools, equipment, supplies, etc. and to clean and change from work clothes, etc. prior to leaving. This time will be allowed only for clean-up and is not to be used to lengthen lunch periods or make it possible to leave work early. In addition, a 15 minute break shall

be provided during the shift. This time shall not be used to lengthen lunch periods or make it possible to leave work early. The employee shall resume work at the end of the 15 minute break.

In addition to the current practice of signing in at the start of a shift and signing out at the end of a shift, all employees shall also be required to sign out and in at their lunch break.

ARTICLE IV

GENERAL PROVISIONS

SECTION 1

A Employees in the competitive category shall be hired from the current valid Civil Service list. If there is no valid list, employees shall be hired on a provisional basis and will be required to make the first scheduled Civil Service examination after accepting the position. A probationary period provided by Civil Service Law must be served prior to permanent appointment.

1. Discharge of employees having served the probationary period should only be for incompetency, misconduct or insubordination or by reason of abolition of position or reduction of staff for economic measures.

2. An employee disciplined or discharged for reasons other than abolition of position or reduction of staff, if having served at least one year in the position, after permanent appointment, will be allowed a hearing under the grievance procedure if such discharge or discipline is deemed unjustifiable by the employee. Any employee who is entitled to the protections of this section shall be served with written notice of the reasons for discipline or discharge at the time the discipline or discharge is imposed. An employee who contests the discipline or discharge may proceed under the Grievance

Procedures. Final determination shall be made at Stage 4 by binding arbitration in lieu of the employee's rights, if any, under Civil Service Law §§ 75 and 76, including, but not limited to, the right to a § 75 hearing. In the case of a discharge, should the employee contest the discharge or suspension, (s)he may proceed directly to Stage 4 of the Grievance Procedures for expedited arbitration.

SECTION 2 – VACANCY NOTICE

When a vacancy or new position occurs in the Buildings and Grounds Department, such vacancy or new position shall be posted for a period of 10 workdays. A copy of the posting for each unit vacancy will be sent to the Head Custodian or Custodian at each school building. Thirty days or less following the posting period, the unit president or designee will be notified in writing as to the status of the posting.

SECTION 3 – SENIORITY

- A. All employees will be protected in accordance with the order of continuous service seniority time for the consideration of such things as job opening placement, shift assignment, vacation schedule preference, and selection of holiday time off.
- B. Competitive Class Employees. Layoff and rehiring rights shall be governed by Civil Service Law Sections 80, 81, 82, 85 and 86 and the Rules and Regulations of the City of Middletown Department of Civil Service.
- C. Employees in All Other Civil Service Classes. Subject to applicable provisions of law, in the event of staff reduction for economic reasons, employees will be laid off in inverse order of continuous service seniority within the job classification. Once laid off, an employee shall have the right to displace a less senior employee in another job title, if qualified to perform the duties of the job.

Recall of employees in a job classification once laid off will be according to a preferred list established in reverse order of lay-off, based on competency to fill the new vacancies that occur. Such eligibility for recall shall be effective for a period of two years.

Effective July 2, 2013, if a non-competitive or labor class employee is promoted into a competitive title and is subsequently laid-off from that competitive title, the employee may, except as may be prohibited by law, displace the least senior person (based upon unit-wide seniority) in the employee's former position, provided that it is a direct line of promotion to the position from which the displacing employee is being laid-off.

D. Seniority shall be the determining factor for job placement where all other factors, including job performance, are equal.

SECTION 4 – CLASSIFYING PROMOTIONS WITHIN THE SYSTEM

All employees applying for vacant positions will receive consideration and notice that they have been considered for the vacant position.

SECTION 5 - NON-DISCRIMINATION

The District and the Union shall not discriminate against any employee relative to race, creed, color, national origin, sex, marital status, or sexual orientation.

SECTION 6 – FOUL WEATHER GEAR

When appropriate, foul weather gear such as raincoats or suits and boots will be supplied by the District and maintained by the employee. This gear will be assigned by the Superintendent of Buildings and Grounds or designee, to those employees whose work will require it.

SECTION 7 – PROVIDING CONTRACT

The District shall prepare the new collective negotiations agreement and furnish it to the Union. The District shall print a sufficient number of copies for distribution by the Unit to employees of the unit. The Union further agrees to provide each employee with a copy of this contract within two weeks following the employee's first day of work.

SECTION 8 – MEETINGS

A. The Union will be allowed to have quarterly labor-management meetings with representatives of the Union and representatives of the District, as designated by the Superintendent of Buildings and Grounds, when such meetings are requested by either party. These meetings will be arranged to be held during regular working hours and will be limited to one hour of time unless unusual circumstances require an extension.

B. Any other meetings held during working hours, including contract administration or grievance clarification, CSEA and/or its representative visitations, should only be held on advance notice to the Superintendent of Buildings and Grounds or his/her designee. This should also include "on-job" meetings with other than unit Civil Service representatives or officers.

SECTION 9 – UNION GRIEVANCE TIME

The President or designee shall be permitted time, which is free from regular duties, to fulfill the obligations of adjustment of grievance or other Union business. This time will be restricted to no more than three hours per week and must be approved by the Superintendent for Buildings and Grounds or designee.

SECTION 10 – BULLETIN BOARDS

The Union shall have the right to post notices and other communications on bulletin boards maintained on the premises and facilities of the District.

SECTION 11 – UNION CONVENTIONS AND CONFERENCES

A maximum of five workdays per contract year shall be granted to the Union for its delegates to attend Union Conventions, Conferences, and training without loss of pay but with prior notice to the Superintendent of Buildings and Grounds.

Delegates must be identified by their unit official capacity so that some means of identification of those taking part will be readily available.

SECTION 12 - UNIFORMS

A. Employees will be provided with and must wear the uniform while on duty. Buttoned shirts shall be buttoned and tucked in to uniform pants. Shirt collars will be folded down. Employees shall be responsible for laundering his/her uniform and keeping his/her uniform in good repair. Uniforms are District property and must be returned upon termination/separation of service from the District.

B. New employees will be provided with three uniform shirts as early as it is possible to obtain them following probationary appointment. Following permanent appointment, employees will be provided with two additional shirts, five pairs of uniform pants, and the rain jacket.

C. The District shall provide replacement uniform parts to match the existing uniforms when an irreparable item has been returned or identified as such to the satisfaction of the Superintendent of Buildings and Grounds or designee. This replacement program will be restricted to a supply level equal to the existing number of uniform pants that has been previously provided. If an employee is unable to be outfitted through the standard uniform arrangement, the employee may purchase an acceptable set of garments or replacements at a designated supplier or privately and will be reimbursed for such uniform provided the purchase has been previously approved by the

Superintendent of Buildings and Grounds and is consistent with the cost of the uniform on State Contract or current bid.

D.

All employees shall be required to wear non-slip sole work shoes/boots while on duty. All work shoes/boots worn by custodians/cleaners shall be black. All employees shall be entitled to up to a \$75 annual reimbursement for shoes/boots upon the presentation of an itemized receipt to the Business Office.

SECTION 13 - SAFETY COMMITTEES

The CSEA shall appoint a designee and alternate to serve on the District Safety Committee. The designee or alternate shall attend meetings of said committee and shall represent the concerns and interests of the CSEA Unit with regard to employee safety.

The Head Custodian or Custodian shall serve as a member of the Building Level Safety Committee. If the Head Custodian or Custodian is unable to attend a meeting, an alternate shall be designated.

SECTION 14 -RIGHT OF RETURN. Effective July 2, 2013, a non-competitive or labor class employee who moves into a competitive class position will have the right to return to the employee's immediate former position during the probationary period.

ARTICLE V

HOLIDAYS

The following list will define the paid holidays for all 12 month employees. These are guaranteed holidays and when school is in session they may be taken at the request of the employee with the approval of the Superintendent of Buildings and Grounds:

Independence Day
Labor Day
Columbus Day
Veteran's Day

Christmas (also day either before or after)
New Year's Day (also day before/or after)
Washington's Birthday
Lincoln's Birthday

Thanksgiving Day &
Friday after
Good Friday

Memorial Day
Martin Luther King's Birthday

Employees shall receive Rosh Hashanah, Yom Kippur, Holy Thursday, and the Friday before the Memorial Day holiday weekend as paid holidays off in the event that school is closed on these days in accordance with the District's calendar. An additional day adjoining either the day before Christmas, Christmas, or the day after Christmas, shall be a paid holiday in the event of a Leap Year.

ARTICLE VI

VACATION

A. Twelve month employees are entitled to an annual paid vacation according to the length of service involved. Those having less than five years are entitled to 10 workdays; 15 days upon completion of five years of service. Those having more than five years of service will qualify for an additional day of vacation for each year of service beyond five years and up to 10 years for a maximum of 20 days' vacation. After 25 years of service, add five vacation days for a total of 25 days.

B. Requests for vacation time must be submitted for approval to the immediate supervisor and to the Superintendent of Buildings and Grounds or his/her designee. The immediate supervisor shall inform the building administrator of all vacation schedules. Requests for vacation time may be approved at any time during the calendar year in accordance with this procedure.

C. In calculating years of service for determining the number of vacation days earned, the following shall apply:

1. A year of service is the District's fiscal year, which begins on July 1 and ends the following June 30 (example: 7/1/03 – 6/30/04).

2. All employees hired on or after July 1, 2003 shall accrue vacation time at the rate of one day per complete month of service actually worked up to, but not exceeding, 10 days for the first year of service ending June 30. Accrued time will become available commencing the July 1 immediately following subject to existing vacation selection procedures. Subsequent vacation days shall be credited and will become available on July 1 following the completion of the anniversary date. For example, an employee whose hire date is April 2003 and who completes the fifth year of employment in April 2008 shall be eligible for 15 vacation days on July 1, 2008. An employee who is hired in October 2003 and who completes the fifth year of employment in October 2008 shall be eligible for 15 vacation days on July 1, 2008.

3. Employees are expected to utilize all vacation days in a particular fiscal year, however, an employee may be allowed to carry over up to 10 unused vacation days to the next fiscal year with approval of the Superintendent of Buildings and Grounds. These vacation days shall be utilized prior to the use of newly allocated vacation days and, in no event, will an employee be allowed to maintain more than 10 carryover days.

ARTICLE VII

LEAVES OF ABSENCE

SECTION 1 – SICK LEAVE

A. All 12 month employees are entitled to 14 working days in any year on account of personal illness or physical disability. Days shall be allocated to the Sick Leave Bank, as specified in Appendix "A".

B. If any employee does not use the full amount of sick leave allowed in any school year, the amount not used shall be accumulated from year to year and used, if needed, up

to the number of accumulated days. Any accumulation of sick leave heretofore granted by the District shall be counted toward the accumulated leave.

C. In cases of absence for illness or physical disability, the employee shall give the employee's immediate supervisor as much prior notice as possible, both of the absence and of his or her return to duty. The employee must notify his/her immediate supervisor and the Superintendent of Buildings and Grounds or his/her assistant, prior to the start of his/her shift. An employee's failure to notify the immediate supervisor and the Superintendent of Buildings and Grounds or his/her assistant prior to the start of the shift may result in the denial of sick leave and/or disciplinary action.

D. Employees agree to have a medical examination at the District's request and expense.

E. All unused and accumulated sick leave days up to a maximum of 250 days may be reimbursed to an employee separating from the District if the employee is leaving in good standing and has completed one or more years of continuous employment. This reimbursement will be according to the schedule as follows:

AVERAGE NUMBER OF ACCUMULATED SICK DAYS

	10 +	7-9	5-6	1-4
1- 3 Years Completed Service	\$35	\$30	\$25	\$20
4-10 Years Completed Service	\$45	\$40	\$30	\$25
11-20 Years Completed Service	\$50	\$45	\$35	\$30
21+ Years Completed Service	\$60	\$50	\$40	\$35

An individual may exercise the option of receiving the present reimbursement of \$35 per day for all days accumulated prior to July 1, 1982. All days accumulated after July 1, 1983 will be applicable to the above reimbursement scale.

Upon retirement from the District, days accumulated in excess of the maximum may be applied toward the purchase of health insurance benefits at the current rate per day per the chart. The employee may also opt to apply all or any portion of sick leave reimbursement funds toward the purchase of health insurance benefits. Such option shall be exercised once at the time of retirement.

F. Sick Leave Bank – See Appendix “A”.

G. Any employee who has completed a four hour or more tour of duty, who starts at the beginning of the employee’s regular scheduled workday and becomes ill, may, upon request to and with the permission of the employee’s supervisor, go home for the remainder of that regular workday with no charge to accrued sick leave credits. Lack of required permission or circumstances that do not uphold the illness indicated will be sufficient to deny this request and charge the time to accrued sick leave or forfeit salary if no leave days are available.

1. If a supervisor suspects an abuse of this section, the supervisor shall immediately have a meeting with the employee upon the employee’s return. The supervisor shall discuss, in detail with the employee, the circumstances of the absence. The employee shall be given every opportunity to freely discuss this matter openly with the supervisor.

2. If the supervisor deems that a warning is necessary, the supervisor shall do so in writing, with a copy to be signed by the employee. The supervisor shall retain one

copy, the involved employee shall have a copy and a third copy shall be forwarded to the CSEA Unit President.

3. The District reserves the right to initiate formal disciplinary action for abuse of this Section.

H. Effective July 2, 2013, the District has the right to require an employee to provide a physician's certificate when the employee has been absent for four consecutive work days and/or when the District has reason to believe that the employee is abusing leave privileges.

SECTION 2 – PERSONAL LEAVE

A. There shall be granted three days personal leave accumulative to five days to be used for matters of urgent or important nature. These accumulated personal leave days may be used for serious family illness and death in the immediate family when used to supplement the benefits given in Sections 3 and 4 of this Article. No personal leave may be used immediately before or immediately after a vacation period or holiday unless approved by the employee's immediate supervisor and the Superintendent of Buildings and Grounds or designee.

B. The District shall not require an employee to give a reason as a condition for approving the use of personal leave credits, providing, however, that prior approval for the requested leave must be obtained and that the resulting absence will not interfere with the proper conduct of District functions.

C. Personal days are to be used for purposes, which cannot normally be met at times other than the employee's regularly, scheduled hours of the workday. Personal leave may include, but not be limited, legal matters, ceremonies of a family or religious nature,

moving, medical visits, religious holidays, or funerals not qualified under Section 3 of this Article.

D. 1. Employees are not required to state the specific reason why a personal leave is required. However, employees will be required to report the nature of the personal leave on a form which contains the employee's name, day(s) and date(s) of the leave, signatures of administrator granting approval, and a check list with the following:

- Legal Matters
- Ceremonies of a Family or Religious Nature
- Moving
- Medical Consultation
- Religious Holiday
- Funeral
- Educational-Professional Business
- Family Emergency
- Other (Specify)

2. This form must be submitted to the appropriate administrator prior to the use of the requested leave day. If prior approval has been waived, this form must be submitted immediately upon return.

E. Poor driving conditions, impassable roads, inclement weather, are not considered cause for personal leave. It is the responsibility of the employee to be present when school is in session. Problems of transportation shall be the individual's responsibility.

F. All unused personal leave days will be added to the total of previously accumulated sick leave days. This will be performed as of July 1 of each year.

SECTION 3 – DEATH IN THE IMMEDIATE FAMILY

A. Leave for each death in the immediate family is three days with full pay not charged against sick leave. Two additional days, of those available, when taken, will be charged against personal leave day accumulation. If personal days have been used, then the additional days will be charged against sick leave.

B. Definition. For purpose of this subsection 3 only, "immediate family" is defined as spouse, parent, child, and brother or sister of the employee or spouse, grandparents, grandchildren and in-laws. Effective April 3, 2008, the employee's domestic partner shall be added to the definition of "immediate family." As a condition precedent to receiving this leave, the employee must have previously completed and submitted to the District a Domestic Partner Affidavit (attached hereto as Appendix F) and related documentation indicating the following upon hire or at least 30 school days prior to a request for leave.

SECTION 4 – SERIOUS ILLNESS IN THE IMMEDIATE FAMILY

A. Leave will not be granted on account of family illness. However, when an employee so elects to take leave (not to exceed four days per year) because of serious illness in the family, the day or days will be charged against the accumulated number of sick days and/or personal leave of the employee.

B. Definition: For purpose of this subsection 4 only, "immediate family" is defined as spouse, parent, child, and brother or sister of the employee or spouse.

SECTION 5 – CHILD CARE AND ADOPTION LEAVE

A. 1. An employee shall be entitled to utilize cumulative paid sick leave for absence directly resulting from disability incident to pregnancy and birth. Such paid sick leave shall commence a reasonable period prior to the birth and terminate a reasonable period after the birth provided that the employee submits medical verification of the disability and its duration reasonably satisfactory to the District. Medical documentation permitting the employee to return to work shall be submitted prior to the return to work.

2. An employee may request and shall be granted child care leave of absence provided that 45 days advance written request is submitted specifying respectively the first day upon which the leave is to commence and the first day of the school year upon

which it is to terminate. In the event an employee is unable to return to work on the specified termination date, such employee may further request an extension of such leave provided the total leave period does not exceed two years.

SECTION 6 - DISABILITY BENEFIT (WORKERS' COMPENSATION)

A. All employees who receive a personal injury while serving the School District, shall receive the first five consecutive workdays off duty with full pay. These days are not deductible from accumulated sick leave.

B. When a full-time employee, employed continuously for a period of one year, receives compensation under the Workers' Compensation Law on account of disability and as a result of an injury received in the course of employment by the District, the District shall pay the difference between what the employee receives as compensation and the employee's regular rate of pay during the period of disability, which difference shall be paid, however, not exceeding the period of one year.

C. In the event disability continues for a period exceeding one year and the employee continues to receive compensation under the Workers' Compensation Law on account of such disability, the employee shall elect in writing within 10 days after the anniversary date of injury whether the employee desires to receive sick leave with pay during the period of disability for which the employee receives compensation. Such writing must be filed with the District Clerk and Business Executive. In the event such employee elects to receive sick leave with pay during such disability, the employee shall, for the period of the employee's disability, not exceeding the employee's accumulated and unused sick time, be paid the difference between the amount the employee receives as compensation and the employee's regular rate of pay, and the time the employee is so paid shall be deducted from the employee's accumulated sick leave time.

ARTICLE VIII

PENSION AND HEALTH INSURANCE

SECTION 1 – PENSION

- A. All employees shall be covered under the appropriate NYS Employee Retirement plan.
- B. The District shall provide the New York State Retirement Plan Option 41J and other plans as appropriate that might include, but are not limited to, 75G, 75I, and 60B.

SECTION 2 – HOSPITALIZATION

- A. 1. Employees enrolled in the family health insurance plan whose base salary is \$41,650 or more shall contribute 8% of the difference between the cost of the family health insurance premium and the individual health insurance premium. Employees enrolled in the individual health insurance plan whose salary is at least \$41,650 shall contribute 8% of the cost of the individual health insurance premium. Employees enrolled in the family health insurance plan whose base salary is between \$20,000 and \$41,649 shall contribute 7% of the difference between the cost of the family health insurance premium and the individual health insurance premium. Employees enrolled in the individual health insurance plan whose base salary is between \$20,000 and \$41,649 shall contribute 7% of the cost of the individual health insurance premium. Employees enrolled in the family health insurance plan whose base salary is less than \$20,000 shall contribute 6.5% of the difference between the cost of the family health insurance premium and the individual health insurance premium. Employees enrolled in the individual health insurance plan whose base salary is less than \$20,000 shall contribute 6.5% of the cost of the individual health insurance premium.

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Effective as soon as practicable following complete ratification and approval of the 2007-2012 Agreement, an Internal Revenue Code § 125 flexible spending plan related to health insurance shall be implemented, provided that the District shall have the right to designate the Plan administrator. It is understood that participation in the flexible spending plan is voluntary and that before the plan is utilized by a particular unit member, he/she shall first agree in writing to indemnify and save the District harmless against any and all claims and/or liabilities, including attorneys' fees, that may arise out of or by reason of action taken or not taken by the District for the purpose of complying with this Section.

Notwithstanding any past practice to the contrary, the District shall not reimburse employees for the cost of any co-payments, deductibles or penalties.

Effective July 1, 2013, the District's contributions towards the cost of HMO coverage will not exceed the amount the District contributes for individual/dependent coverage, as appropriate, for those participating in the Orange-Ulster BOCES, or successor, plan.

2. Employees who are eligible for coverage through a spouse or other individual under the Orange-Ulster School District health insurance plan whether through the District or another employer shall not also be eligible for duplicate health insurance coverage through the District. In the event that the other individual or spouse is prohibited from dual participation in the Orange-Ulster Plan, the determination as to which school district is required to provide coverage will be made in accordance with the rules, regulations and by-laws of the Orange-Ulster Plan. Where this restriction causes a discontinuation of coverage, the employee should review paragraph 3 to determine whether the employee may be eligible for an insurance buyout. It is the intention of the

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parties in administering this provision to relieve the District of unnecessary insurance costs, not to preclude an individual or his/her dependents from health insurance coverage. Therefore, nothing contained in this provision shall preclude an employee from re-entering the Plan at any time when (s)he is no longer eligible for coverage under another person's Orange-Ulster health insurance plan (e.g. upon death of a spouse, divorce). Nor shall this provision be applied if its effect would be to leave the employee's children uninsured by reason of how custody and support issues have been determined by a court of law. Employees may opt to re-enter the plan 30 days prior to retirement and receive individual coverage. In the event the employee has dependents and family coverage is needed, the Orange-Ulster health plan Birthday Rule shall prevail. All employees who are eligible for the Orange-Ulster health insurance plan through another source must provide the District with information about that other coverage immediately so that the District can determine the employee's eligibility for continued health insurance coverage. Employees must immediately notify the District of any changes in their health insurance coverage that may affect their eligibility under the District's plan.

In the event the District changes health insurance plans, the reference to the Orange-Ulster plan shall be replaced by the new plan.

3. An employee who has a spouse who is both employed and is an enrollee under the Orange-Ulster Health Plan, or its equivalent, may choose to waive the benefits stipulated in A.1. above and receive an additional sum equal to 25% of the premium savings to the District per annum, to be pro-rated and paid in equal installments in all paychecks for that fiscal year following the declination of health insurance. If the employee re-enters the health insurance program during the course of the year, the declination payment shall be prorated and adjusted accordingly. Employees who are hired

during the fiscal year will receive payments beginning in the month following the first full month of declination. These payments will be made in equal installments in the remaining paychecks for the fiscal year that health insurance was declined.

An employee who declines health insurance coverage through the mandatory non-duplication provision shall be entitled to the same health insurance declination payment.

B. Employees who retire from service will be able to continue in the plan if they elect to contribute their share of the costs, as a former employee, or if their accumulated sick leave benefits are used for such payment as provided by in Article VII, Section 1 "E".

SECTION 3 – EMPLOYEE BENEFIT PLAN

The District shall participate in the Horizon Dental Plan and Gold 12 Vision Plan of the CSEA employee benefit fund. These plans provide dental and vision care benefits at a total cost to the District not to exceed \$580 per school year for dental care and \$215 per employee per school year for vision care. The employee shall be responsible for any premiums in excess of those set forth above.

ARTICLE IX

GRIEVANCE PROCEDURES

SECTION 1 – DECLARATION OF PURPOSE

In order to establish a more harmonious and cooperative relationship between the Union and the Employer, it is hereby declared to be the purpose of these procedures to provide a means of orderly settlement of differences, promptly and fairly, as they arise and to assure the equitable and proper treatment of employees pursuant to this contract.

SECTION 2 – BASIC PRINCIPLES

It is the intent of these procedures to provide for the swift and orderly settlement of differences in a fair equitable manner. The resolution of a grievance at the earliest

possible stage is a most desirable goal. Nothing contained herein will be construed as limiting the right of any employee having a grievance under this Agreement to discuss the matter informally with any member of the administration thus having the grievance adjusted, provided that that adjustment is not inconsistent with the terms of the contract.

Any employee shall have the right to present grievance in accordance with these procedures, free from coercion, interference, restraint, discrimination, or reprisal.

An employee shall have the right to be represented at any stage of these procedures by the Union.

All hearings shall be and remain confidential unless an open hearing is requested by the aggrieved party.

It shall be the responsibility of the chief administrator of the District to take such steps as may be necessary to give force and effect to these procedures. Each administrator shall have the responsibility to consider promptly each grievance presented to the administrator and make a determination within the authority delegated to the administrator within the time specified in these procedures.

Time limits set forth herein may be extended or diminished by mutual agreement of all parties concerned.

Pursuit of any legal, statutory or other remedy bars further or subsequent proceedings for all parties concerned.

SECTION 3 – DEFINITIONS

A. A GRIEVANCE shall mean a claim by an employee, a group of employees or the Union that there has been a violation of the terms of this Agreement regarding terms and conditions of employment, except as otherwise excluded from the grievance procedure provided by the terms of this Agreement.

B. AGGRIEVED PARTY shall mean any employee, group of employees or the Union filing a grievance pursuant to this Article.

SECTION 4 – PROCEDURES

A. All grievances shall include the name and position of the aggrieved party, the identity of the law, or provisions of this Agreement, the time when and the place where the alleged event or conditions constituting the grievance existed, the identity of the party responsible for causing the said event or conditions if known to the aggrieved party, and a general statement of the nature of the grievance and the redress sought by the aggrieved party.

B. If a grievance affects a group of employees and appears to be associated with system-wide policies, it may be submitted by the Union directly at Stage 1 described below.

C. No written grievance will be entertained, and such grievance shall be deemed waived, unless the written grievance is forwarded at the first available stage within 30 calendar days after the aggrieved party knew or should have known of the act or condition upon which the grievance is based.

D. If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this agreement shall be barred.

E. Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.

SECTION 5 – STAGES

An employee having a grievance will informally confer with the appropriate party for the purpose of resolving the matter informally. The employee has a right to have a representative present. If the grievance is not resolved informally, then the formal grievance process can be initiated. The timeline for the 30 day grievance process shall begin from the date of the informal meeting.

Stage 1:

If the grievance has not been resolved at the informal stage, the aggrieved party shall file a written grievance with the Superintendent of Buildings and Grounds or the Director for Personnel. The Superintendent of Buildings and Grounds or the Director for Personnel shall review and respond to the grievance within 10 workdays.

Stage 2:

If the grievance is not resolved at Stage 1, the aggrieved party shall file a written grievance with the Superintendent of Schools. The Superintendent of Schools or a designated representative shall conduct a hearing within 15 working days with the parties involved. The Superintendent of Schools or designee shall render a decision in writing to the employee, and the employee's representative and/or Unit President, within 15 working days after the conclusion of the hearing.

Stage 3:

If the grievance has not been resolved at Stage 2, a written appeal may be filed with the Board of Education within 10 working days of receipt of the decision made at Stage 3.

Within 10 working days after the receipt of an appeal, or the next regularly scheduled Board Meeting, whichever is later, the Board shall hold a hearing on the grievance with the parties involved. The hearing shall be held in executive session. Within five working

days after the conclusion of the hearing, the Board of Education shall render a decision in writing to the employee and the employee's representative and/or the Unit President.

Stage 4:

A. If the grievance has not been resolved at Stage 3, the Union within 30 working days of receipt of the decision made at Stage 3 shall file for binding arbitration pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association.

Effective for all grievances in which the demand for arbitration is filed on or after July 2, 2013, the Union within 30 working days of receipt of the decision made at Stage 3 shall file for binding arbitration pursuant to a rotating panel comprised of the following arbitrators: Jay Siegel, and up to four other arbitrators to be agreed upon by the parties. Any arbitrator(s) may be removed from the panel by a party effective the next calendar year upon written notice to the other to be received by that party by not later than December 1 of the preceding calendar year. Should this occur, the parties shall immediately meet to attempt to agree upon a replacement(s). Failure to agree upon a replacement(s) shall not be subject to the grievance or arbitration procedure, PERB or court jurisdiction, or other third party review, except that, if the panel contains fewer than two names for one or more months, then a party shall have the unilateral option, on written notice to the other, to replace the panel for grievances not then pending with arbitration through the AAA as specified in the 2007-2012 Agreement.

B. The arbitrator may not alter, add to or detract from the terms of the Agreement. The decision of the arbitrator shall be final and binding on both parties. The arbitrator's award shall be issued within thirty 30 calendar days of the close of the hearing.

C. All costs for the services of the arbitrator, including expenses, if any, shall be shared equally by the Union and the District.

ARTICLE X

COMPATABILITY WITH LAW

SECTION 1 – NO STRIKE PROVISION

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

SECTION 2 – PAST PRACTICES

The parties agree that, with respect to matters not covered by this contract, the Board of Education will not seek to diminish or impair during the term of this contract any benefit or privilege provided by law, rule or regulation for employees without prior notice to the Union, and when appropriate, without negotiations with the Union.

SECTION 3 – SEVERABILITY

If any provision or terms of the contract or any application thereof to any employee or group of employees in the negotiating unit shall be finally deemed by a court to be contrary to law, then such provision of application shall not be deemed valid and subsisting, except to the extent permitted by law. All other provisions and applications shall continue in full force and effect. If a determination or decision is made as per the above paragraph, the parties to this contract shall convene immediately for the purpose of negotiating a satisfactory replacement for such provision or part thereof.

SECTION 4 – MANDATED PROVISION OF THE LAW

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE

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ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

ARTICLE XI

DURATION AND NEGOTIABILITY

SECTION 1 – DURATION

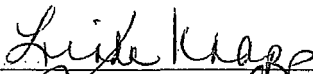
This contract shall become effective July 1, 2012 and shall terminate at the close of business June 30, 2017.

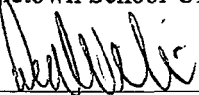
SECTION 2 – NEGOTIABILITY

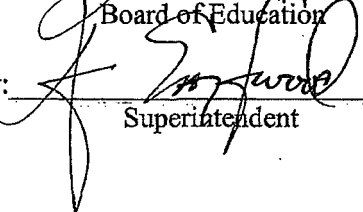
The parties agree that all items raised during the negotiations leading to this contract have been discussed and that negotiations will not be reopened with regard to any such items.

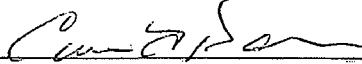
Middletown Enlarged City
School District

CSEA, Inc., Local 1000, AFSCME
AFL-CIO, Orange County Local 836,
Middletown School Unit

By: 
Board of Education

By: 
C.S.E.A. President

By: 
Superintendent

By: 
C.S.E.A., Inc., Local 1000

APPENDIX A

SICK BANK

A Sick Bank shall operate as follows:

- A. Employees who have contributed five days to the Sick Bank shall not be required to contribute additional days to the Sick Bank unless the number of days in the Sick Bank falls below 300 days as of June 1 of any given calendar year.
- B. Employees who have contributed more than five days to the Sick Bank as of July 1, 2003 shall be credited with the number of days above and beyond the five days. These days will be reflected in the individual employee's Sick Day accumulation total as of July 1, 2003.
- C. Employees who have contributed less than five days to the Sick Bank shall contribute two days per year until the employee has contributed a total maximum of five days. After five days have been contributed, the employee shall not be required to contribute additional days to the Sick Bank (as per A) unless the number of days in the Sick Bank falls below 300 days effective June 1 of any given calendar year.
- D. The District will maintain a record of the number of the days in the Sick Bank and, should the total number of days in the Sick Bank fall below 300 days, as of June 1 in any calendar year due to usage, each employee will be required to contribute one Sick Day to the Sick Bank effective the following July 1 except that two days will be contributed as per C for applicable employees.
- E. Upon separation from the District, employees shall not be allowed to withdraw Sick Days from the Bank as they are the property of the Bank and shall remain in the Bank for use by unit members.

F. Sick Bank days may be drawn from the Bank when all the following conditions are met and according to the following guidelines:

1. The employee, or in the event of incapacitation a representative of the unit employee, shall make written application setting forth the nature of the illness, the expected duration of absence, and written permission for the District to obtain medical documentation and verification of the illness from the applicant's physician.
2. The Sick Bank Governing Committee, consisting of a delegate appointed by the District and one appointed by the President of the Association, shall concur, in writing, to approve or deny the Sick Bank request. Each delegate shall have one vote for a total Sick Bank Governing Committee vote of two .
3. The use of Sick Bank shall be for catastrophic illness.
4. The cumulative total of all Sick Bank leave at full pay shall not exceed one week (five days) for each completed six months of service. Further, a unit member shall not be eligible for sick bank benefits until after one full year of service to the District.
5. The Sick Bank Governing Committee shall have the authority to make subsequent awards to the same applicant; however, that the applicant and Committee comply with all of the provisions; and provided that a delegate's decision on the initial application shall in no way bind it on any renewal application.
6. Each employee shall be eligible for a maximum of three Sick Bank leaves during the term of employment.
7. Each Sick Bank award shall not exceed 20 workdays.

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8. Under extenuating circumstances, the Sick Bank Governing Committee may consider additional leave requests (greater than three) for an employee.
9. The decision of the Sick Bank Governing Committee shall be final and shall not be subject to any direct or collateral review by any court or administrative agency.
10. The parties agree that Sick Leave Bank days may only be debited through the granting of applications and that, if it is not continued in a subsequent contract, the Sick Bank will continue in operation until all days are exhausted.

APPENDIX B

	2011/2012	2012/13	2013/14	2014/15	2015/16	2016/17
		0	1%	1.50%	1.50%	2%
STEP	Head Custodian					
	Salary					
1	50,088	50,088	50,589	51,348	52,118	53,160
2	51,400	51,400	51,914	52,693	53,483	54,553
3	52,706	52,706	53,233	54,031	54,841	55,938
4	54,018	54,018	54,558	55,376	56,207	57,331
5	55,326	55,326	55,879	56,717	57,568	58,719
6	56,636	56,636	57,202	58,060	58,931	60,110
7	57,944	57,944	58,523	59,401	60,292	61,498
8	59,252	59,252	59,845	60,743	61,654	62,887
9	60,561	60,561	61,167	62,085	63,016	64,276
10	61,868	61,868	62,487	63,424	64,375	65,663
STEP	Custodian					
1	45,421	45,421	45,875	46,563	47,261	48,206
2	46,370	46,370	46,834	47,537	48,250	49,215
3	47,317	47,317	47,790	48,507	49,235	50,220
4	48,266	48,266	48,749	49,480	50,222	51,226
5	49,215	49,215	49,707	50,453	51,210	52,234
6	50,170	50,170	50,672	51,432	52,203	53,247
7	51,113	51,113	51,624	52,398	53,184	54,248
8	52,055	52,055	52,576	53,365	54,165	55,248
9	52,997	52,997	53,527	54,330	55,145	56,248
10	53,940	53,940	54,479	55,296	56,125	57,248
STEP	Cleaner, Maintenance Helper, Groundman, Truck Driver					
	Salary					
0	41,543	41,543	41,958	42,587	43,226	44,091
1	42,511	42,511	42,936	43,580	44,234	45,119
2	43,448	43,448	43,882	44,540	45,208	46,112
3	44,383	44,383	44,827	45,499	46,181	47,105
4	45,323	45,323	45,776	46,463	47,160	48,103
5	46,261	46,261	46,724	47,425	48,136	49,099
6	47,197	47,197	47,669	48,384	49,110	50,092
7	48,133	48,133	48,614	49,343	50,083	51,085
8	48,158	48,158	48,640	49,370	50,111	51,113
9	48,782	48,782	49,270	50,009	50,759	51,774
10	49,106	49,106	49,597	50,341	51,096	52,118
TOTAL						
STEP	Tradesmen(plumber, electrician, carpenter, mechanic/welder), Stores Clerk, Mason					
	Salary					
1	49,258	49,258	49,751	50,497	51,254	52,279
2	50,742	50,742	51,249	52,018	52,798	53,854
3	52,229	52,229	52,751	53,542	54,345	55,432
4	53,714	53,714	54,251	55,065	55,891	57,009
5	55,201	55,201	55,753	56,589	57,438	58,587
6	56,686	56,686	57,253	58,112	58,984	60,164
7	58,172	58,172	58,754	59,635	60,530	61,741
8	59,632	59,632	60,228	61,131	62,048	63,289
9	61,089	61,089	61,700	62,626	63,565	64,836
10	62,549	62,549	63,174	64,122	65,084	66,386

STEP	Utilityman and Head Groundman					
	Salary					
1	47,000	47,000	47,470	48,182	48,905	49,883
2	48,434	48,434	48,918	49,652	50,397	51,405
3	49,867	49,867	50,366	51,121	51,888	52,926
4	51,301	51,301	51,814	52,591	53,380	54,448
5	52,735	52,735	53,262	54,061	54,872	55,969
6	54,168	54,168	54,710	55,531	56,364	57,491
7	55,601	55,601	56,157	56,999	57,854	59,011
8	57,033	57,033	57,603	58,467	59,344	60,531
9	58,465	58,465	59,050	59,936	60,835	62,052
10	59,897	59,897	60,496	61,403	62,324	63,570
STEP	Painter					
	Salary					
1	44,795	44,795	45,243	45,922	46,611	47,543
2	46,406	46,406	46,870	47,573	48,287	49,253
3	48,058	48,058	48,539	49,267	50,006	51,006
4	49,708	49,708	50,205	50,958	51,722	52,756
5	51,360	51,360	51,874	52,652	53,442	54,511
6	53,010	53,010	53,540	54,343	55,158	56,261
7	54,662	54,662	55,209	56,037	56,878	58,016
8	56,314	56,314	56,877	57,730	58,596	59,768
9	57,965	57,965	58,545	59,423	60,314	61,520
10	59,618	59,618	60,214	61,117	62,034	63,275
STEP	Courier					
	Salary					
1	43,635	43,635	44,071	44,732	45,403	46,311
2	44,575	44,575	45,021	45,696	46,381	47,309
3	45,515	45,515	45,970	46,660	47,360	48,307
4	46,457	46,457	46,922	47,626	48,340	49,307
5	47,396	47,396	47,870	48,588	49,317	50,303
6	48,337	48,337	48,820	49,552	50,295	51,301
7	49,275	49,275	49,768	50,515	51,273	52,298
8	50,214	50,214	50,716	51,477	52,249	53,294
9	51,154	51,154	51,666	52,441	53,228	54,293
10	52,092	52,092	52,613	53,402	54,203	55,287
STEP	Maintenance Foreman					
	Salary					
1	52,786	52,786	53,314	54,114	54,926	56,025
2	54,271	54,271	54,814	55,636	56,471	57,600
3	55,758	55,758	56,316	57,161	58,018	59,178
4	57,243	57,243	57,815	58,682	59,562	60,753
5	58,730	58,730	59,317	60,207	61,110	62,332
6	60,214	60,214	60,816	61,728	62,654	63,907
7	61,701	61,701	62,318	63,253	64,202	65,486
8	63,161	63,161	63,793	64,750	65,721	67,035
9	64,618	64,618	65,264	66,243	67,237	68,582
10	66,078	66,078	66,739	67,740	68,756	70,131

CSEA

Appendix C Night Differential	
2012/13	
\$	1,200

Appendix D Service Increments					
	2012/13	2013/14	2014/15	2015/16	2016/17
End of 5 years	500	500	500	500	500
Beginning of Year 10	500	500	500	500	500
Beginning of Year 15	550	550	550	550	550
Beginning of Year 20	550	550	550	550	550
Beginning of Year 25	550	550	550	550	550

Appendix E

Special Certifications/Licenses

Salary Differential		Number
Freon Handling License	1500	3
Licensed Electrician - C	1000	2
Licensed Plumber - City	1000	1
Asbestos Contractor - U	2000	1

**APPENDIX F
SERVICE INCREMENTS
(LONGEVITY) CALCULATIONS**

HIRE DATE	End of 5 Years \$500 \$19.23 per pay	Beginning of 10 Years \$500 \$38.46 per pay	Beginning of 15 Years \$550 \$59.61 per pay	Beginning of 20 Years \$550 \$80.77 per pay	Beginning of 25 Years \$550 \$101.92 per pay
8/1/74-7/31/75	JULY 1, 1980	JULY 1, 1984	JULY 1, 1989	JULY 1, 1994	JULY 1, 1999
8/1/75-7/31/76	JULY 1, 1981	JULY 1, 1985	JULY 1, 1990	JULY 1, 1995	JULY 1, 2000
8/1/76-7/31/77	JULY 1, 1982	JULY 1, 1986	JULY 1, 1991	JULY 1, 1996	JULY 1, 2001
8/1/77-7/31/78	JULY 1, 1983	JULY 1, 1987	JULY 1, 1992	JULY 1, 1997	JULY 1, 2002
7/1/78-7/31/79	JULY 1, 1984	JULY 1, 1988	JULY 1, 1993	JULY 1, 1998	JULY 1, 2003
8/1/79-7/31/80	JULY 1, 1985	JULY 1, 1989	JULY 1, 1994	JULY 1, 1999	JULY 1, 2004
8/1/80-7/31/81	JULY 1, 1986	JULY 1, 1990	JULY 1, 1995	JULY 1, 2000	JULY 1, 2005
8/1/81-7/31/82	JULY 1, 1987	JULY 1, 1991	JULY 1, 1996	JULY 1, 2001	JULY 1, 2006
8/1/82-7/31/83	JULY 1, 1988	JULY 1, 1992	JULY 1, 1997	JULY 1, 2002	JULY 1, 2007
8/1/83-7/31/84	JULY 1, 1989	JULY 1, 1993	JULY 1, 1998	JULY 1, 2003	JULY 1, 2008
8/1/84-7/31/85	JULY 1, 1990	JULY 1, 1994	JULY 1, 1999	JULY 1, 2004	JULY 1, 2009
8/1/85-7/31/86	JULY 1, 1991	JULY 1, 1995	JULY 1, 2000	JULY 1, 2005	JULY 1, 2010
8/1/86-7/31/87	JULY 1, 1992	JULY 1, 1996	JULY 1, 2001	JULY 1, 2006	JULY 1, 2011
8/1/87-7/31/88	JULY 1, 1993	JULY 1, 1997	JULY 1, 2002	JULY 1, 2007	JULY 1, 2012
8/1/88-7/31/89	JULY 1, 1994	JULY 1, 1998	JULY 1, 2003	JULY 1, 2008	JULY 1, 2013
8/1/89-7/31/90	JULY 1, 1995	JULY 1, 1999	JULY 1, 2004	JULY 1, 2009	JULY 1, 2014
8/1/90-7/31/91	JULY 1, 1996	JULY 1, 2000	JULY 1, 2005	JULY 1, 2010	JULY 1, 2015
8/1/91-7/31/92	JULY 1, 1997	JULY 1, 2001	JULY 1, 2006	JULY 1, 2011	JULY 1, 2016
8/1/92-7/31/93	JULY 1, 1998	JULY 1, 2002	JULY 1, 2007	JULY 1, 2012	JULY 1, 2017
8/1/93-7/31/94	JULY 1, 1999	JULY 1, 2003	JULY 1, 2008	JULY 1, 2013	JULY 1, 2018
8/1/94-7/31/95	JULY 1, 2000	JULY 1, 2004	JULY 1, 2009	JULY 1, 2014	JULY 1, 2019
8/1/95-7/31/96	JULY 1, 2001	JULY 1, 2005	JULY 1, 2010	JULY 1, 2015	JULY 1, 2020
8/1/96-7/31/97	JULY 1, 2002	JULY 1, 2006	JULY 1, 2011	JULY 1, 2016	JULY 1, 2021
8/1/97-7/31/98	JULY 1, 2003	JULY 1, 2007	JULY 1, 2012	JULY 1, 2017	JULY 1, 2022
8/1/98-7/31/99	JULY 1, 2004	JULY 1, 2008	JULY 1, 2013	JULY 1, 2018	JULY 1, 2023
8/1/99-7/31/00	JULY 1, 2005	JULY 1, 2009	JULY 1, 2014	JULY 1, 2019	JULY 1, 2024
8/1/00-7/31/01	JULY 1, 2006	JULY 1, 2010	JULY 1, 2015	JULY 1, 2020	JULY 1, 2025
8/1/01-7/31/02	JULY 1, 2007	JULY 1, 2011	JULY 1, 2016	JULY 1, 2021	JULY 1, 2026
8/1/02-7/31/03	JULY 1, 2008	JULY 1, 2012	JULY 1, 2017	JULY 1, 2022	JULY 1, 2027
8/1/03-7/31/04	JULY 1, 2009	JULY 1, 2013	JULY 1, 2018	JULY 1, 2023	JULY 1, 2028
8/1/04-7/31/05	JULY 1, 2010	JULY 1, 2014	JULY 1, 2019	JULY 1, 2024	JULY 1, 2029
8/1/05-7/31/06	JULY 1, 2011	JULY 1, 2015	JULY 1, 2020	JULY 1, 2025	JULY 1, 2030
8/1/06-7/31/07	JULY 1, 2012	JULY 1, 2016	JULY 1, 2021	JULY 1, 2026	JULY 1, 2031

APPENDIX G

1. We are both eighteen years of age or older and not married to other individuals and are not related by blood in a manner that would bar marriage under the laws of the State of New York.

2. We are each other's sole domestic partner, have been so for at least six months prior to the date of this form, and intend to remain so indefinitely. We are in a relationship of mutual support, caring and commitment, and have assumed responsibility for each other's welfare.

3. We have been living together in one domicile on a continuous basis for at least six months prior to the date of this affidavit and submit proof of qualifying cohabitation.

4. I, the employee, affirm that I will notify the district in writing of a change in my domestic partnership.

Print Name (Employee)

Address:

Signature:

Date: _____

Print Name (Partner)

Date of Birth _____

Address:

Signature:

Date: _____

I affirm the above information to be true.

Name: _____

Date: _____