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North Colonie Central School District
And Csea (Non-Instructional Unit)

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CONTRACT

BETWEEN

***NORTH COLONIE CENTRAL SCHOOL
DISTRICT***

AND

***CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.
LOCAL 1000, AFSCME, AFL-CIO FOR THE***

***NORTH COLONIE CENTRAL SCHOOL
DISTRICT NON-INSTRUCTIONAL UNIT,
ALBANY COUNTY LOCAL 801***

July 1, 1997- June 30, 2002

RECEIVED

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**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD**

PREAMBLE

In order to effectuate the provisions of Chapter 392 of the laws of 1967 (The Public Employees' Fair Employment Act), to encourage and increase effective and harmonious working relationships between the North Colonie Superintendent of Schools and the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO for the North Colonie Central School District Non-Instructional Unit, Albany County Local 801 or (here and after referred to as the C.S.E.A.), to provide for the best educational interest of the pupils of the North Colonie Central School District,

THIS AGREEMENT IS MADE AND ENTERED INTO effective the first day of July, 1997, by and between the Superintendent of Schools and the C.S.E.A.

Marya R. Levenson

Marya R. Levenson, Ed.D.
Superintendent

Linda Mancuso

Linda Mancuso
President

C.S.E.A. Unit 7/1/98-6/30/2001

Deborah Villa

Deborah Villa

Negotiations Chair/President

C.S.E.A. Unit 7/1/95-6/30/98

Bargaining teams

District

Mad E. Linder
William Thompson
Thomas Thompson
Chia Demetere

C.S.E.A.

Scott Light
Ray Stogerson
Donna L. Elliott
Dorothy V. Jones
Kate Lube, CRS.

INDEX

	Article	Section	Page
BULLETIN BOARDS	ART. X	Sec. 3	18
CHANGE IN POLICY	ART.X	Sec.4	19
CONTINUING EDUCATION COURSES	ART. XV		27
CUSTODIAL ASSIGNMENTS			
JUNIOR & SENIOR HIGH SCHOOL	ART. VIII	Sec.5	18
CUSTODIAL EVALUATION	ART. III	Sec.9	5
CUSTODIAN STIPEND FOR MAINTENANCE	SCHEDULE E		44-45
TASKS			
DISABILITY SALARY EXTENSION	ART. V	Sec.5	10
DISCIPLINE	ART. VIII	Sec.4	17
DISCRIMINATION	ART. X	Sec.2	18
DUES	ART.I.	Sec.4	1
EMPLOYEE - DEFINITION	ART. I	Sec.5	1
EMPLOYEES REPRESENTED (RECOGNITION)	ART. I	Sec.1	1
EVALUATIONS	ART. III	Sec. 9.	4,5, 46-55
FAMILY AND MEDICAL LEAVE	ART.V	Sec.B	11
FUNERAL LEAVE	ART. V	Sec.4(c)	10
GRIEVANCE PROCEDURES	SCHEDULE D		41-44
RELEASED TIME	ART. X	Sec.5	19
MULTIPLE GRIEVANCES	SCHEDULE D		42
STAGE I	Time Limits		42
	Representation		42
STAGE II	Time Limits		42-43
	Notice		42-43
	Documentation Requirements		42-43
STAGE III	Time Limits		43
	Exceptions to Board Decisions		43
STAGE IV	Arbitration		43
Who submitted to:			44
HEALTH AND SAFETY COMMITTEE	ART.VII	Sec.2(A)	14
HOLIDAYS	ART. IV	Sec. 1	5
	SCHEDULE B		40
JOB OPENINGS	ART. VIII	Sec.1	16
POSTINGS		Sec.2A	16
CIVIL SERVICE COMPETITIVE POSITIONS		Sec.2B	16
SUPERVISORY POSITIONS		Sec.2B	16
TRANSFER (Within Department)		Sec.1C	16
TRANSFER (Outside Department)		Sec.3	17
JURY DUTY	ART. V	Sec.4	9
LABOR/MANAGEMENT COMMITTEE	ART. VII	Sec.2(B)	14
LAYOFF PROCEDURES	ART. VIII	Sec.6	18
LEAVE OF ABSENCE-MATERNITY	ART. V	Sec.6A	10-11
NOTICE OF REQUEST		Sec.6A	10-11
NOTICE OF INTENT TO RETURN		Sec.6A	10-11
ADVANCEMENT ON SALARY SCHEDULE		Sec.6A	10-11
SENIORITY		Sec.6A	10-11
INSURANCE		Sec.6A	10-11
RETURN TO POSITION		Sec.6A	10-11

INDEX

	Article	Section	Page
MAINTENANCE DEPARTMENT-TEAM LEADERS			58
MAINTENANCE REPORTING/ACCOUNTING SYSTEM	ART. III	Sec. 10	5
MANAGED WORKERS COMPENSATION PLAN	ART. VII	Sec.1.B.	13-14
MEETING ATTENDANCE	ART. X	Sec.6	19
NEGOTIATION LIMITATIONS	ART. I	Sec.2	1
NO STRIKE CLAUSE	ART. I	Sec.3	1
OUT-OF-TITLE ASSIGNMENT	ART. III	Sec.5	4
OVERTIME	ART. III	Sec.1, 2 & 3	2-3
		SCHEDULE B	40
PAYCHECKS - 10-MONTH EMPLOYEES	ART. XIII		20
PAY PERIOD	ART. III	Sec. 6	4
PENSION & HEALTH INSURANCE	ART. VI		11
PENSION PLAN		Sec.1	11
HEALTH PLAN (INSURANCE)		Sec.2	11-12
DENTAL PLAN (INSURANCE)		Sec.3	13
LIFE INSURANCE		Sec.4	13
BASIS FOR GRIEVANCE		Sec.5	13
PERSONAL INJURY AND WORKER'S COMPENSATION	ART. VII	Sec.1	13
PERSONAL LEAVE	ART. V	Sec.3.	9
ADVANCE NOTICE		Sec.3A.1.	9
DAYS BEFORE HOLIDAY, ETC.		Sec.3A.2.	9
LIMIT ON NUMBER OF LEAVES		Sec.3A.3	9
CHARGEABLE TO SICK LEAVE		Sec.3B.	9
PERSONAL PROPERTY LOSS	ART. VII	Sec.4	15
POOL OPERATOR STIPEND		SCHEDULE E	44
PROFESSIONAL DEVELOPMENT	ART. III	Sec. 11	5
PROTECTION OF EMPLOYEES	ART. VII	Sec.3	14-15
RECALL	ART. III	Sec.2	3
RELIGIOUS HOLIDAYS	ART. V	Sec.4	9
REPRESENTATION	ART. X	Sec.1	18
SALARY SCHEDULE - 1997-98		SCHEDULE A	28-29
1998-99			30-31
1999-00			32-33
2000-01			34-35
2001-02			36-37
SENIORITY	ART. VIII		16
DISTRICT SENIORITY		Sec.1.A.	16
DEPARTMENT SENIORITY		Sec.1.B.	16
USED TO CLAIM JOB OPENINGS		Sec.1.C.	16
SICK LEAVE	ART. V	Sec.2.A.	6-7
BUY-BACK OF SOLD SICK LEAVE		Sec.2A1.(g)2.	7
DESCRIPTION OF "BANK" PLAN			57
FAMILY ILLNESS		Sec.2A.1.(e)	6
DOCTOR'S STATEMENTS		Sec.2A.1.(f)	6
PAYMENT FOR UNUSED SICK LEAVE		Sec.2A.1.(g)1.	6
USED FOR PREGNANCY		Sec.6A	10-11
WITH WORKERS' COMPENSATION	ART. VII	Sec.1	13
DONATION PROGRAM	ART. V	Sec.2B.	7-8

INDEX

	Article	Section	Page
DISABILITY SALARY EXTENSION	ART. V	Sec.5	10
SMOKING	ART. III	Sec.8	4
SNOW DAYS	ART. III	Sec.4	3-4
STAFF REDUCTION	ART. VIII	Sec.6	18
TIME CARDS	ART. III	Sec.6	4
TIME CLOCKS	ART. III	Sec.7	4
TIME OFF WITHOUT PAY	ART. V	Sec.B	5
TRANSPORTATION MATTERS	ART. XIV		20
DEFINITIONS			21
ASSIGNMENT OF BUSES TO RUNS		Sec.1	20
BIDDING		Sec.2	20
BUMPING RUNS		Sec.3	20
PAYMENT FOR ATTENDING SAFETY		Sec. C.	22
MEETINGS		Sec.9	24-25
UNIFORMS, SAFETY SHOES AND TOOLS		Sec.4	20-21
BUS CLEANING		Sec.5	21
DRIVER ASSIGNMENTS,		Sec.6	21
WORK WEEK AND SALARIES			
SUMMER DRIVING		Sec.7	22-24
SWD DRIVERS		Sec.8	24
EARLY OUTS		Sec.9A.	24
SNOW/WEATHER EMERGENCIES		Sec.9B.	24
EXAM SCHEDULES		Sec.9C.	24
BUS DRILLS		Sec.9D.	24
PRE-SCHOOL RUN CHECKS,			
PHYSICALS AND PICKS,			
DEC./JAN. MANDATORY			
SAFETY/TRAINING MTG.		Sec.9E.	24-25
LONG DISTANCE TRANSPORTATION		Sec.9F.	25
CALCULATION OF SICK LEAVE			
ACCRUALS		Sec.9G.	25
PAYMENT FOR COMMERCIAL			
DRIVERS LICENSE		Sec.10	25
OVERTIME		Sec.13	20
FIELD TRIPS		Sec.14	20
LATE TRIPS		Sec.11	25
EXTRACURRICULAR TRIPS		Sec.12	25-26
PARKING OF SCHOOL VEHICLES		Sec.13	26
BUS DRIVER SAFETY CHECK		Sec.14	26
12-MONTH SWD DRIVERS		Sec.15	26-27
TIME CLOCKS		Sec.16	27
CAMERAS ON BUSES		Sec.17	27
REGIONALIZATION		Sec.18	27
UNIFORMS & SHOES-CUSTODIAL			
AND MAINTENANCE	ART. VII	Sec.5	15
UNIFORMS-CAFETERIA		Sec.6	16
VACATION	ART. V	Sec.1A.	5
	SCHEDULE C		40-41
WORKERS' COMPENSATION	ART. VII	Sec.1	13-14
WORK DAY	ART. III	Sec.1	2
WORK WEEK	ART. III	Sec.1	2

ARTICLE I
RECOGNITION

Section 1 - Bargaining Representative

The employer recognizes the C.S.E.A. as the sole bargaining representative for all non-instructional employees inclusive of custodial and maintenance, transportation, school lunch, school nurse, school monitors, and clerical employees, except the Directors of Transportation, Food Service, Custodial Services, and Facilities and Operations. Such recognition shall extend for the period determined by law.

Section 2 - Negotiate C.S.E.A. only

The employer agrees not to negotiate with any employee covered by this agreement or employee organization other than the C.S.E.A. for the duration of this agreement.

Section 3 - No Strike Clause

The C.S.E.A. agrees that it does not assert the right to strike against the employer, to assist or participate in any such strike, any other concerted stoppage of work or slow-down by its members, or to impose obligation upon its members to conduct, assist, or participate in such a strike.

Section 4 - Dues and other C.S.E.A. Payroll Deductions

The Board shall deduct from the wages of employees and remit to C.S.E.A., Inc., 143 Washington Ave, Albany, New York 12210, membership dues for those employees who signed authorization permitting such payroll deductions. The employer also agrees to deduct from the payroll such insurance premiums as may be authorized by the employee who elects to enroll in the programs available from the C.S.E.A. as fringe benefits of membership. Deductions provided in this section shall be made only if and for so long as the employer has a valid authorization from the employee at the time the deduction is made. This provision does not apply to those employees on an irregular or casual basis except those being paid every two weeks.

Section 5 - "Employees" Definition

For the purposes of this agreement, the word "employees" refers to those people appointed by the Board to a regularly classified position on a 12-month or 10-month school year basis. Fringe benefits will not accrue to those people hired on an hourly or labor basis regardless of the number of hours worked except as covered by statute.

Section 6 - Term of Contract

The terms of this contract shall be in effect for a five-year period commencing July 1, 1997 and expiring June 30, 2002.

ARTICLE II
COLLECTIVE BARGAINING UNIT AND COMPENSATION

Section 1 - Composition of Unit

- I The collective bargaining unit shall consist of all custodial and maintenance, transportation, school lunch, school monitors, school nurses, and clerical employees engaged in employment in the non-instructional area except those employees excluded in article 1, section 1.
- II The District agrees to furnish the CSEA with a listing of all bargaining unit employees twice yearly to include home addresses, job title and work location.

Section 2 - Salary Schedules

Salary schedules for non-teaching employees effective July 1, 1997 are annexed as Schedule A.

ARTICLE III
**WORK DAY, WORK WEEK, RECALL, SCHEDULED OVERTIME,
SNOW DAYS, OUT OF TITLE WORK, PAY PERIOD,
TIME CLOCKS, SMOKING, CUSTODIAL EVALUATION**

Section 1 - Work Day, Work Week

A. All Employees

Except for specific exceptions noted below, the work week for all employees shall consist of five consecutive work days not in excess of eight hours per day (exclusive of a one-half hour lunch period except as provided below) or forty hours per week. Employees have two consecutive twenty-four hour days, a total of forty-eight hours, off each week. There may be necessary deviations from this work week. These deviations will be confined, wherever possible, to new employees. Employees should finish their work at the place it began.

B. Elementary Day Custodians

The day custodian in elementary schools, who because of the need to be available during lunch has not had a free one-half hour lunch period, shall be compensated for this lack of free time on days when school is in session and lunches are served, by working a straight 8-hour day inclusive of his lunch period.

C. Secretarial/Clerical

1. Summer Hours

The work day for secretarial/clerical workers from the first Monday after the end of the school year until two weeks prior to the first day of classes in September shall be seven hours, not counting a one hour lunch period.

2. Central Office

The lunch period for all employees appointed after July 1, 1998 will be one-half hour.

D. Custodial Summer Lunch Period

The normal lunch period for custodial department employees from the first Monday after the end of the school year until two weeks prior to the first day of classes in September will be 12:00 NOON - 12:30 P.M.

If an employee wants to leave the building for lunch at 11:45 A.M., he/she must punch in 15 minutes prior to the start of the 8-1/2 hour shift.

The time clock rules found in Article III, Section 7, apply.

No punch in early/leave early.

All lunch ends at 12:30 P.M.

E. Holidays

Holidays or other paid time off shall count toward computation of normal workweek for purpose of calculating overtime.

F. Maintenance Department Hours

Four Day Work Week

Persons working in the Maintenance Department in the titles of Maintenance Helper, Maintenance Man, or Maintenance Mechanic, may be assigned, as determined by Management, to work 10 hours per day, 40 hours per week when school is in session. The senior person on each maintenance team may opt out of this program but must agree to be available for up to four weeks of ten hours each day.

Each week's schedule will be posted one week in advance.

This arrangement may be terminated anytime at the discretion of the District. The union may terminate this arrangement during the last week of June 1995.

If such maintenance employee needs to be absent on a scheduled 10 hour work day due to illness, vacation, or personal leave, that person will determine how many hours are to be charged up to a total of ten hours. If less than ten hours are charged, accumulative compensatory time must be used for the difference or the difference must be made up for that week or a deduction in pay will be made. Leave for religious holidays, legal proceedings and death in the family will be limited to no more than eight hours per day.

Flex time is the mutually agreeable rescheduling of an employee's work hours to accomplish certain non-emergency projects that can not be accomplished during normal work hours. Management has the right to determine which projects can be performed on flex time.

Section 2 - Recall

There will be a 3 hour (2 hour if work takes less than 1 hour) minimum pay at time and one-half for those individuals who complete their normal work day assignment and as a result of an emergency (Note: this section includes, but is not limited to, emergency snow removal.) are recalled prior to three hours of their next normally scheduled shift. If assigned to work on a school holiday, when all other employees have been given the day off, double time will be paid. In cases where employees are recalled less than three hours prior to starting their regularly scheduled shift, they will receive time and one-half for hours worked in excess of their regularly scheduled hours .

School nurses will not be required to respond to accidents off school property.

Section 3 - Overtime

Scheduled Overtime

With regard to scheduled overtime work in their respective locations, employees interested in such work will submit their name to their supervisor, and a seniority "wheel" with these names on it will be used to offer overtime assignments. If there are not enough volunteers, temporary employees may be hired or employees will be assigned on a rotating basis from among all like Board appointed, employees assigned to the location or department where the work is to be performed. Overtime pay will be at time and a half the employee's regular pay rate for that time actually worked which exceeds 40 hours of a combined total of work, personal, contract holiday, vacation and sick time for that work week, except that employees who are required to work weekends, or evenings when their normal work hours are during the day and vice-versa, or whose extra time assignment occurs more than one hour before or after their normal assigned work time, on an assigned workday, will be paid at time and one-half for such hours which are in addition to their normal work week. Food Service workers providing occasional services for special events not on an assigned work day will be paid at time and one-half with a minimum of two (2) hours.

If employees are requested to work on days not originally scheduled and it is not an emergency, reasonable notice of such change will be provided to the employee.

If a person fails to appear at work for prescheduled overtime on a weekend, an amount of time equal to the work time scheduled shall be moved from that person's old sick leave bank to that person's new sick leave bank.

Unscheduled Overtime

In the event that notice of unscheduled overtime occurs when most employees eligible for overtime are on duty, a seniority wheel will be used to poll those on duty for the overtime assignment. If employees are not on site, except in an emergency, the employer will make a good faith effort to distribute overtime equitably.

Section 4 - Snow Days

When schools are closed due to inclement weather, clerical, custodian, maintenance personnel, and garage mechanics are expected to report to work. Cafeteria employees, bus drivers, registered nurses and high school monitors are not expected to report to work. The night custodial staff at the elementary and Junior High Schools will report to work by 10:00 a.m. of a snow day to assist with snow cleanup. Five persons from the night custodial staff at the High School, but not the night leader, will report to work by 10:00 a.m. for snow removal. All others will work their regular hours. In October of each year, the night custodial staff (except for the night leader) at the high school will select on a seniority basis which shift they will work on snow days .

Full recognition exists that conditions severe enough to close schools may temporarily create hardships and danger for personnel coming to work. It is not the intention of the Board of Education or administration that employees should jeopardize their personal safety. Efforts to report to work should be governed by good judgment and, if the decision is made not to report to work, that day shall be charged against personal leave or will be a salary deduction if the person has used all of his personal leave.

In unusual circumstances the Business Administrator may allow secretarial-clerical workers to charge a part or all of the day against sick leave if personal leave has been exhausted.

By March 15 of each year, a stipend of \$35 will be paid to all snowplowing employees who completed 80 % of their overtime snowplowing assignments during the current snowplowing season.

Section 5 - Out of Title Work Assignments

In the event that an appointed employee is assigned by their Director, Building Principal, Assistant Superintendent, or Business Administrator to perform work within a higher classification because of the absence of the regularly assigned person, the employee will be compensated at the higher rate of pay for any time that occurs after a five consecutive day period in any fiscal year. However, in no case will the increase in salary exceed \$75 per week.

Section 6 - Pay Period and Time Cards

Pay Periods will begin on Mondays and extend two weeks. Overtime earned in the Pay Period will normally be included in the very next check. Employees will be notified of any changes to their timecards by their immediate supervisor within two working days of the change.

Section 7 - Time Clocks

All members of the custodial/maintenance staff will punch time clocks at the beginning and end of each day; when leaving and returning to the building during the work day for personal reasons; and before and after required lunch breaks on Saturdays, Sundays, and Holidays.

All members of the Food Service Department will punch a time clock at the beginning and end of each work period and when leaving and returning to the building during the work day for personal reasons.

The district intends to implement electronic time recording devices for all staff beginning with the 1998-99 school year. Such implementation will be discussed beforehand with affected employees in conjunction with the joint Labor/Management Committee; and will be contingent on the placement of leave accruals on paystubs.

Section 8 - Smoking

Smoking on school property will not be allowed as mandated by Federal and State laws.

Section 9 - Evaluations

Evaluation instruments have been created for Secretaries and Clerks, Bus Mechanics, Maintenance Mechanics, Technology Assistants, School Monitors and Food Service Workers. The intent of the evaluation form is to be a constructive tool. These Evaluation forms shall be completed twice per school year. One informal to be completed by January 15 and one formal evaluation to be completed by July 15. The evaluations shall be done by the employee's Administrative Supervisor/Director with the assistance of other appropriate persons. No

official record of the informal evaluation will be maintained. The formal evaluation shall be filed in each Supervisor/Director's office and with the Business Administrator for the Employee's personnel file.

Each employee being evaluated shall be offered the opportunity to review, comment, and sign the completed formal evaluation before it is permanently filed with the Supervisor/Director and the Business Administrator. If the employee desires to make a separate written response, it must be filed with the evaluator and the Business Administrator within five (5) working days of the evaluation. The evaluation form shall not be subject to grievance procedures or used as a basis for disciplinary action.

Evaluations for Bus Drivers and Custodians will continue as in the past.

Scores on monthly custodial evaluations will be averaged from September thru January and February thru June. Custodians averaging 95 or above as of January and / or June will receive a merit payment of \$100 each time.

Section 10 - Maintenance Reporting /Accounting System

Each employee of the Maintenance Department will daily complete a work order form for each assignment. The form shall be designed by the District showing at a minimum, work performed, location, materials used, and time when work on the job started and stopped. Prior to leaving the building the employee will sign the form and leave a copy at the designated office. At the end of the day, a copy will be left at the maintenance office.

Section 11 - Professional Development

Ten (10) month employees may be scheduled for up to five (5) full time equivalent additional days for job training which will be paid at straight time. As required, travel time from and back to the district will be paid at straight time. Sick or personal leave may not be used to cover absences.

Professional development days for school nurses will be designated by the Director of Pupil Services, in consultation with school nurses, based on the needs of the student population.

ARTICLE IV HOLIDAYS

Section 1 - Holiday Schedule

All employees shall be entitled to the holiday schedule currently in effect. See copy attached as Schedule B.

ARTICLE V VACATION, SICK LEAVE, PERSONAL LEAVE, AND LEAVES OF ABSENCE

Section 1 A. Vacation

A revised vacation leave plan as adopted by the Board shall be observed by the employees for the duration of this contract. Copy is attached as Schedule C. Effective July 1, 1998, an employee can not accrue and/or cash out more than 30 vacation days. Employees with more than 30 accrued vacation days as of July 1, 1998 must reduce their total accrued days by at least one (1) day each year or forfeit those days in excess of the previous July 1 total minus one day. (e.g. July 1, 1998: 36 days; July 1, 1999; 35 days; July 1, 2000: 34 days; etc. until 30 days total is achieved)

B. Time Off Without Pay

With the approval of the Director and provided the services of the department will not be impaired, 10-month employees will be allowed to take time off (without pay) for vacation during the school year. This time shall not exceed a maximum of five (5) days per year per applicant. Requests must be made at least two weeks in advance and will be on a "first come first served" basis.

Section 2

A. Sick Leave

1. Non-instructional employees shall be entitled to their accumulated but unused days of absence due to personal physical disability without loss of pay. Such leave is earned at the rate of 15 days per year (1 1/4 days per month) and accumulative up to a maximum of 250 days under the following conditions:
 - a) After July 1, 1981, previously accumulated sick leave may be used to cover absences beyond six (6) per year for 12-month employees and five (5) per year for 10-month employees, not supported by an acceptable doctor's excuse. An acceptable Dr.'s excuse shall be one that excuses a person from work for a stated period of time such as a day, half day, week, etc. Otherwise, payment will not be made and earned sick leave will accumulate to be used for leave supported by an acceptable doctor's excuse. (Unless supervisors are advised of non-emergency medical and dental appointments at least one week in advance, doctor and dental excuses will not be accepted. If an appointment is on an emergency basis, the employee must offer proof of emergency acceptable to the District to have excuses accepted.)
 - (b) Unused portions of six (6) and five (5) day limits earned each year will be added to "old bank" accumulation, or may be sold back to the District at one-third of the rate earned, prior to September 1 of the following school year.
 - (c) Employees hired after July 1, 1980 will have the date of their "old bank" established as of July 1, 1982. Employees hired after June 30, 1981 will have the date of their "old bank" established as one year from date of employment. The "old bank" for all other employees shall be established as of June 30, 1981.
 - (d) Employees shall be informed in writing at the end of each year of their number of accumulated sick leave hours in both their "new" and "old banks."
 - (e) Five (5) days per year of such sick leave may be used for illness in the immediate family. Immediate family shall be defined as children, spouse and parents. Employees using more than three (3) consecutive days for family illness shall be required to supply a doctor's certificate indicating the necessity of attendance. Such certificate will be considered as a doctor's excuse for the employee with regard to charges to the "new" or "old bank." The employee shall also supply a statement acceptable to the district indicating why his/her services rather than someone else's is required. Advance notice of the use of family illness will be given to the employer if possible. Days used not covered by a doctor's excuse and "acceptable statement" will be subject to being part of the limitation of paragraph (a), Section 2. An acceptable Dr.'s excuse shall be one that excuses a person from work for a stated specific period of time such as a day, half day, week. etc.
 - (f) A doctors statement may be required in case of absence exceeding four (4) consecutive school days except that if the number of sick leave days taken in any one year exceeds the number of days earnable by that employee for that period, a doctor's statement may be required in case of absence exceeding three (3) consecutive school days.
 - (g)1. Employees who leave the district in good standing after accumulating 170 days (12-month workers) or 136 days (10-month workers), shall receive one-third of a day's pay for each day accumulated over and above the 170 (136) minimum days specified.

2. Beginning June 30, 1989, an employee in good standing who has averaged two or less days of sick leave use since the previous July 1st (for 12-month employees) or since the employee's annual starting date (for 10-month employees) for that single year or any future year or average of future consecutive years; that employee will be entitled to sell unused sick leave for that period to the District at the rate of 1/3 of a day's pay for each such day sold to the District at the current salary rate for that employee in effect at the time of the sale. If at a later date, that employee needs to buy back any of the previously sold sick leave, that employee may do so by notifying the District and agreeing to have deducted from salary payment, an amount equal to 1/3 of a day's pay for each day repurchased at the salary rate then being paid. "Buy-backs" must occur before an employee will be placed on six-month extended paid leave in the event of a serious illness."

B. Sick Leave Donation Program

A sick leave donation program shall be available to all members of the CSEA Bargaining unit. Participation in such program shall be on a voluntary basis. The intent of the program is to provide assistance to those employees who, because of a personal catastrophic illness or injury, have exhausted all available sick leave, extended sick leave and other paid accrued time.

Eligibility to Receive Donations

To receive donated leave credits, an employee must meet the following criteria:

- Must have satisfactorily completed 12 months of appointed employment with the district
- Be absent due to non-occupational, catastrophic personal illness or injury
- Have exhausted all leave accruals and extended salary disability benefits
- An employee seeking leave donations shall notify the business administrator, in writing, of their request for donations and supply appropriate medical documentation (including a second opinion if requested by the Business Administrator). Such medical documentation shall state a diagnosis and prognosis of illness/injury and an anticipated return to work date.

Use of Donated Credits

The Business Administrator shall notify the CSEA Unit President of the request for donated credits. The Business Administrator and the CSEA Unit President (or his/her designees) shall confer about the request for credits. The Business Administrator, in consultation with the Unit President, will make a determination as to the merit of the request. If the request is denied, the individual seeking the credits shall have the right to appeal to the Superintendent of Schools for a ruling on this matter. Such appeal must be submitted in writing to the Superintendent within one month of the date of the initial denial. The Superintendent will be the final arbiter as to the merit of the request.

If the request for credits is approved, CSEA shall solicit the unit membership for donations and notify the district as to which donations will be applied to the case in question. Employees receiving donated credits shall receive no more than 40 work days of time for each occurrence. An individual may access this plan only once per their career.

Normally, donated credits will be available for periods of continuous absence. However, in certain cases of intermittent absence in connection with catastrophic personal illness, donated time may be utilized. For example, an employee undergoing a series of chemotherapy treatments which require short-time absences from work.

Eligibility to Donate Credits

Employees who wish to donate credits must fill out a leave donation form (attached). Employees may donate sick time, provided, that the donating employee retains 30 days of sick time accruals after making such donation. Each employee may donate only one (1) day for each solicitation.

NORTH COLONIE CENTRAL SCHOOL DISTRICT
543 LOUDON ROAD, P.O. BOX 708
NEWTONVILLE, NY 12128-0708

CONFIDENTIAL RECORD

TO: UNIT PRESIDENT
NORTH COLONIE UNIT OF CSEA

LEAVE DONATION FORM -1 (ONE DAY)

Name of Donor Employee

Name of Recipient Employee

Title of Donor Employee

Employee ID Number

Donor Employee's Work/Unit Phone

I hereby authorize the Payroll office to deduct from my sick leave balance 1 (one) day to be used as sick leave by the recipient named above. I certify that this donation does not cause me to drop below a balance of 30 total days of sick leave as of the date this donation is submitted.

Date

Signature

Section 3 - Personal Leave

- A. Two (2) days per year shall be allowed for personal business which cannot be transacted during non-working hours. Such leave will not be chargeable and may be taken without stated reason but:
1. The employee must notify the supervisor at least four (4) working days in advance. (Retroactive approval by the supervisor and the Business Administrator may be granted in cases of emergency.)
 2. Time may not be taken for recreational or vacation purposes. The day preceding or following a holiday, school or personal vacation may not be used for personal leave. Time off without pay may be granted on those days for circumstances considered by the Business Administrator to be extenuating. The procedure for applying for a day immediately preceding and/or following a holiday recess or vacation is as follows:
 - a. The applicant will apply to the Business Administrator for said leave as far in advance as possible; not less than two (2) weeks. The Business Administrator will make the final decision.
 - b. In cases where advance application as required in "a" cannot be made, then the application shall be made retroactively following the procedure in "a" above.
 3. In the event an undue number of personal preference day leaves are requested for the same day, the immediate supervisor or administrator may limit the number of leaves approved if it is determined that the operation of a school or department will be curtailed. The decision of the supervisor or administrator should treat employees equitably and provide for a system of rotation of leave on a seniority basis.
 4. If said leave is requested four weeks in advance the use of seniority within that four-week period by someone else to claim that same date is prohibited.
 5. Any unused portion of the first two days of personal leave will be credited to old bank sick leave at the end of the year.
 6. Prior to June 30th of the school year in which the employee is first appointed, personal leave must be earned at the rate of .1666 days per month for 12 month employees and .20 days per month for 10-month employees, before such leave is taken.
- B. After the completion of three years of service, three additional days chargeable to sick leave, will be allowed. Such shall be requested five (5) working days in advance and reason stated. Retroactive approval by the Supervisor and the Business Administrator may be granted in cases of emergency. Personal days chargeable to sick leave will be charged against available time in "new bank" first. If no available time, those days will be charged to available time in "old bank".

Section 4 - Leave for Religious Holidays, Legal Proceedings, Death in Family

All employees will be entitled to the following absences with pay each year with such days not to be deducted from sick leave:

- (a) Not to exceed three days for religious holidays which require absence during working hours. Religious holidays that start after working hours are not included in this article and absence will only be excused from the starting time of the holiday.
- (b) Any time necessary for appearances in any legal proceedings connected with employment or with the school system, or for the performance of jury duties, or because he has been subpoenaed in a legal matter in which he is not personally involved. An employee taking such leave shall reimburse the school district in the amount of any fees he receives as a juror or witness, excluding travel pay.

- (c) Time not to exceed five consecutive work days beginning on the day of or the day after the death of an employee's spouse, child or parent. Time not to exceed five consecutive days beginning on the day of or the day after the death of an employee's father-in-law, mother-in-law, son-in-law, daughter-in-law, sibling, grandfather, grandmother, grandchild, or person over whom the employee has a general power of attorney, unless the employee attends a funeral held more than 500 miles from the district, in which case time not to exceed five consecutive work days.
- (d) One day in the event of an employee's brother-in-law or sister-in-law.

Section 5 - Disability Salary Extension

Any employee who has worked continuously for the district for three years or more and such employee being totally disabled and unable to work, as supported by an acceptable doctor's excuse clearly stating the employee's diagnosis, prognosis, and treatment plan, and having exhausted his/her sick leave will be paid full salary for up to three (3) months according to what would be his/her normal pay periods. In addition, one (1) month extensions will be allowed (up to three (3) additional months), when each one (1) month extension is supported by an acceptable doctor's excuse clearly stating the employee's diagnosis, prognosis, and status report of patient's progress.

However, before disability benefits begin, there will be a twenty (20) working-day waiting period. The last twenty (20) days of accumulated sick leave may be applied against the waiting period provided the person is totally disabled for the same or a related illness immediately preceding the beginning of disability payments. If such employee is allowed to return on a part-time basis while recuperating and prior to the exhaustion of the Disability Salary Extension, such employee will be paid at the regular rate for the hours actually worked. The charge against the Disability Salary Extension leave for his/her part-time disability will be prorated so that only the time used will be charged against the time still available. During this work-recuperation period, the employee will earn sick leave on a prorated basis for the hours actually worked.

Such person returning to work shall, for the time used, restore it at the rate of one month per year. This is clearly intended for the long-term, rather than the short-term disability. Whenever the phrase long-term disability and/or short-term disability is used, it is intended to be applied to mean that a long-term disability would include such things as a heart attack or major surgery where early return to work would be ill-advised, and short-term disability would mean an absence after all accumulated sick leave had been used up for such things as the flu, a virus, gout, etc.

Section 6 - Leaves of Absence

A. Maternity Leave

A leave of absence, including maternity leave, without pay for up to one year may be granted upon the recommendation of the Superintendent and approved by the Board of Education to any classified employee having held continuous permanent appointment for at least three years prior to the requested starting date of the leave. Normally, except for medical reasons, requests for such leave must be made at least five months prior to the starting date. If less than five months notice is given, the starting date of the leave may be delayed or the leave may not be granted. Employees shall be allowed to use sick leave during the period of disability associated with termination of pregnancy as required by law.

No credit for advancement on the salary schedule shall be earned during such leave. However, if a person takes leave during one fiscal year and returns in another fiscal year, he shall upon return from leave be placed on the salary step he would have obtained had he not taken leave, provided he has accumulated at least six months credit towards the next step before taking leave. Seniority for purposes of promotion, layoff and special privileges will continue to accrue while on leave.

Membership in the group health insurance plan may be retained during the leave upon payment of full costs (on a quarterly basis in advance) by the employee.

Upon return from leave, the person will be returned to the specific position vacated unless the position has been abolished in which case layoff procedures shall apply.

The person on leave must provide written notice to the Business Administrator three months prior to the expiration of his leave of his intent to return or his employment will be terminated at the end of the leave.

B. Family and Medical Leave

In accordance with the Federal Family and Medical Leave Act of 1993 and Board of Education Policy, the district will grant family and medical leave for a total of twelve (12) weeks per twelve (12) month period to eligible employees for the following reasons:

1. The birth, adoption, or acceptance for foster care purposes of a child by the employee and the care of the child; or
2. To care for a spouse, child, or parent of the employee if such immediate family member has a serious health condition as defined by the FMLA; or
3. The employee's own serious health condition makes the employee unable to perform the functions of his/her position.

During periods of absence due to Family and Medical Leave, employees health insurance will continue at the active employee rate of contribution.

Leave time beyond the twelve (12) weeks provided herein shall only be limited by other provisions of this contract.

ARTICLE VI

PENSION AND HEALTH INSURANCE

Section 1 - Pension Plan

All members of the C.S.E.A. unit shall be entitled to be and/or become members of the New York State Employees' Retirement System, and in conjunction with Section 75i of the Retirement and Social Security Law, shall be entitled to the full benefits of the aforementioned noncontributory retirement system plan effective August 10, 1994.

Section 2 - Health Plan

A. The NYSHIP "Empire" health plan, (Core plus Psychiatric enhancements) is the base plan effective August 1, 1994. The District's contribution towards the cost of NYSHIP

shall be 90% of individual cost, 85% of two person cost (if such coverage is provided), and 80% of family plan cost, "modified" so as to provide that the District will pay an average of 85% of total cost for 12 month employees. The initial "modified" payment by the District beginning August 1, 1994 shall be 92% of individual cost, 86% of two person cost, and 82% of family cost for 12 month employees. The District will review the share it is paying twice yearly and modify its contributions accordingly.

The District will pay the same percentage of cost for other health insurance plans offered as it does for the NYSHIP plan.

The other health plans available are MVP, CHP and CDPHP. Effective 1/99, employees will pay a \$10.00 office visit co-pay for all plans. Effective 1/99, prescription drug co-pays shall be as follows: CDPHP & MVP - \$5.00 generic/\$10 Brand at participating pharmacies; CHP - covered at 50% at CHP Center or participating pharmacy; Empire - \$10.00 co-pay at participating pharmacies. Effective 1/99, CHP in-patient hospital co-pay will be \$240.00.

Health benefits for employees hired after July 1, 1976 working less than seven (7) hours per day or less than twelve (12) months per year, will be prorated by establishing a ratio based on the number of hours actually worked compared to seven (for hours per day) and the number of months actually worked compared to twelve (for the months per year). Thus, a person employed for 5 hours a day, 10 months per year, would receive 5/7ths of a 10/12ths full benefit.

Health Insurance for Retirees.

Employees with at least 10 years of full time District appointed status who retire after July 1, 1988, having reached the age of 55 or older, will be eligible for continuation in the health insurance program, with the District making the same contribution towards the cost of the employee selected individual health coverage as it does each year for other employees who work substantially the same hours as the retiree did in his last full year of employment at a constant rate before retiring.

When retired members attain age 65, this coverage shall terminate.

Such coverage shall become secondary coverage in the event said retired member is furnished insurance coverage which shall be primary with subsequent employment prior to age 65.

Such retiree members shall have the option of adding or obtaining family coverage at his or her own expense. The premium must be prepaid by the month, quarter, or year.

Any employee who retires after June 30, 1994 and reaches the age of 65 shall receive from the district annually the sum of \$956 to be applied to continuing district health insurance coverage or to any other plan that is mutually agreed upon.

B. As long as NYSHIP remains the District's base plan, the District will meet the plan's requirement for District payment of share of cost for retired participants. As of 8/1/94 the requirement will be to pay 50% of individual cost and 35% of family plan cost. The aforementioned \$956 will be considered as part of the District's 50% share. Retired persons eligible for coverage include:

1. Persons (and their dependents) who retire after August 1, 1994.
2. Retired persons (and their dependents) who were participating in District health insurance plans as of May 1, 1994.
3. Any retired employee (and their dependents) for whom the District had a contractual obligation as of 5/1/94 to provide a contribution towards health insurance but who was not participating in a District sponsored health insurance plan at that time.

Spouses and children of those employees who die while in service:

1. May be retained as members of the health plan at the employee contribution rate for current employees for three years following the death of the employee.
2. May be retained as members of the plan after three years have passed, providing they pay the total premium thereby incurred.

Spouses of deceased retired members of the plan may be retained as members of the plan providing they pay the total premium thereby incurred.

Section 3 - Dental Plan

A payment of \$385.44 for the first year (97-98) of the contract, \$396.96 for the second year (98-99) of the contract, \$396.96 for the third year (99-00) of the contract, and \$396.96 for the fourth year (00-01) of the contract, and \$(Annual cost for CSEA Dental Insurance not available at time of printing. District pays 100%) for the fifth year (01-02) of the contract per employee will be made by the District towards the cost of dental plan for employees to be jointly selected by C.S.E.A. and the District. The Unit membership will have the final authority to approve any change in the dental plan.

Section 4 - Life Insurance

A life insurance program to pay benefits equal to twice the employees' annual base salary will be continued.

Section 5 - Terms of Policies - Controlling

The terms and conditions of any plan referred to in this article shall be controlling over any question arising under such plan, and such questions shall not be a grievance as defined in the grievance procedure.

ARTICLE VII

PERSONAL INJURY AND WORKER'S COMPENSATION BENEFITS JOINT HEALTH AND SAFETY COMMITTEE, PERSONAL PROPERTY LOSS, UNIFORMS AND SHOES FOR CUSTODIAL AND MAINTENANCE DEPARTMENT EMPLOYEES.

Section 1 - Personal Injury and Worker's Compensation Benefits

- A. Whenever an employee is absent from his employment and unable to perform his duties as a result of personal injury caused by an accident or an assault occurring as a course of his employment and receives Workmen's Compensation Benefits for such expense, he will be paid his salary according to the formula noted below during his absence up to the amount of his accumulated sick leave, and if necessary, for the six month period previously stipulated (less the amount of any Workmen's payments or other payment made in lieu of salary due to said injury). The combined total of Workers' Compensation payments and District sick leave or disability payments will be the greater of:
1. Take home pay before the injury. (Gross salary less Social Security, Federal Income Tax and State Income Tax deductions)
 2. Take home pay, (Gross salary less Social Security, Federal Income Tax and State Income Tax deductions) based on combined gross payments of workers' compensation benefits and salary based on 80% of salary before the injury.

Sick leave will only be charged for that portion of the work day not compensated for in dollars by Workmen's Compensation. Thus, if an employee's normal pay is \$20 per day and the employee is paid \$5 per day by Workmen's Compensation and \$15 by the District, 3/4 of a day ($15/20 = 3/4$) will be charged to sick leave.

- B. **Managed Workers Compensation Plan**
In order to promote the prompt treatment of work-related injuries, the district and CSEA agree to participate in a Managed Workers Compensation Plan. This plan, to be jointly selected, will provide as a minimum:

- for the treatment of employees for injury care,
- case management services to monitor and coordinate the medical services of the injured employee, including the referral of injured employees to specialty care when medically appropriate, and
- administrative services including evaluation progress reports, estimates or projected return to work date, and the handling of all aspects of the Workers Compensation C-4 billing.
- Employees shall have the option to utilize either their own physician or a physician provided for under the managed care plan.
- Any disputes between the employees personal physician and the managed care provider shall be referred to an Independent Medical Examiner for resolution.

Section 2

A. Joint Health and Safety Committee

A joint health and safety committee shall be established consisting of three members each from the unit and administration which shall meet on an as needed basis.

B. Joint Labor/Management Committee

In order to encourage cooperation between their respective representatives, and a fuller understanding of the rights and responsibilities of all employees, the parties agree that the Superintendent and CSEA President will each designate not more than six (6) representatives who shall confer at mutually convenient times during the term of this agreement. Such conferences shall occur at least four times each year, or less if mutually agreed, but not more frequently than once each month. These conferences shall not be scheduled during the regular work hours of the CSEA representatives. These conferences shall be held to discuss the administration of this agreement and to foster a greater understanding between the Superintendent and the employees covered under this Agreement. Such conferences shall not involve any collective bargaining negotiations, nor shall the representatives of the parties modify this Agreement or detract from any of its provisions.

Section 3 - Protection of Employees

- A. Employees will immediately report all cases of assault suffered by them in connection with their employment to their immediate Supervisor, in writing.
- B. The School District agrees to hold employees "harmless" from any financial loss, including attorney's fees, arising out of any claim, demand, suit, criminal prosecution or judgment by reason of any act or omission to act by such employee within or without the school buildings, provided such employee, at the time the act or omission complained of, was acting in the discharge of duties within the scope of employment or under the direction of the School District. Such claims shall be subject to Article VII, Section 4., Personal Property Loss.
- C. This shall include financial loss resulting to an employee from taking students on trips authorized by the administration or the School District, provided the employee was acting in the discharge of duties within the scope of employment. In view of the fact that the School District cannot legally reimburse an employee for any additional premium on automobile insur-

ance which may result from an accident occurring on such a trip, no employee may be required to use a personal automobile for such trip.

- D. Employees or their representative shall notify the Business Administrator, through their immediate Supervisor, of any accident or claim against them which might be covered by this section within ten (10) days after the accident occurs or the employee knows of the claim. In addition, an employee shall not be entitled to the protection of this article unless within (5) days of the time the employee is served with any summons complaint, process, notice, demand or pleading, the original or a copy thereof is delivered to the Business Administrator of the District.
- E. An employee shall notify their immediate Supervisor, in writing, of any incident in which it has been found necessary to use physical force on a pupil. Such notification shall take place on the day on which such incident occurs.

Section 4 - Personal Property Loss

The School District will indemnify employees for loss or damage to personal property while the employee is acting in the discharge of his duties within the scope of his employment at North Colonie Central Schools. Losses of cash, jewelry, or any "mysterious disappearance" will not be covered by this article. Such an indemnification would be subject to a \$5.00 deductible and would be determined by the Business Administrator on the basis of satisfactory explanation and proper depreciation of the article in question. Automobiles and their contents are not to be considered "personal property."

Section 5 - Uniforms and Shoes, Custodial and Maintenance Employees

A. **Safety Shoes:**

All Maintenance Department Employees will be required to wear safety shoes on the job. If an employee fails to wear safety shoes he/she will be subject to the following. If not more than one infraction occurs within a 12 month period discipline will start over from the first infraction:

First Infraction: Employee will be sent home during break or lunch time to get his/her shoes, and make up any lost time or have pay deduction, and a verbal warning;

Second Infraction: Employee will be sent home to get his/her shoes, make up the lost time or have pay deduction, and a written warning;

More than two Infractions: Disciplinary action.

Beginning July 1, 1998, all Maintenance Department Employees will be provided up to a \$60.00 allowance per school year for safety shoes based on proof of purchase. Custodial Department Employees will be provided \$45.00 allowance per school year for safety shoes based on proof of purchase and use.

B. **Uniforms:**

Custodial and maintenance department employees will be provided 6 sets of uniforms (shirt and pants) plus 6 summer shirts. Employees are responsible for cleaning, wearing on job is mandatory. At intervals of every 12 months thereafter the District will furnish two additional sets of uniforms upon written request of the Individual.

High School Custodial department employees will be provided with a rain jacket.

Section 6 - Uniforms and Shoes, Cafeteria Employees

Contract cafeteria employees will be provided a \$22 allowance per school year for approved duty shoes that have leather uppers, orthotic insole and non-slip, oil and water resistant soles based on proof of purchase and use.

Also, such employees will be provided three (3) sets of uniforms the first year of appointment. Employees are responsible for cleaning, and wearing on the job is mandatory. At intervals of every 12 months thereafter, the District will furnish three (3) additional sets of uniforms upon written request of the individual.

ARTICLE VIII SENIORITY

Section 1

- A. District seniority shall begin when a person is appointed to a position in our system.
- B. Departmental seniority shall be established within the following groups: (1) custodial including motor vehicle operator, (2) bus drivers, (3) automotive mechanics, (4) maintenance services, (5) school lunch employees, nurse, high school monitors and (6) clerical. Seniority rights to bid on 60 passenger or larger bus runs shall be based on permanent assignment time to such buses only.
- C. Seniority previously established in a department may be used to claim job openings in that department of a non-promotional nature (those jobs not paying more per hour). Minimum qualifications will be required. When job openings occur and transfer of a non-promotional nature is requested, preference will be given a district employee over a new applicant if their qualifications appear to be reasonably equal.

If a person transfers to a position within the same department which does not pay more per hour, the person will be placed on the same step of the new schedule as he/she was on the old schedule, or, if formerly in the position being transferred to, on the step he/she would have obtained had he/she remained there, whichever is higher.

Section 2 - Civil Service Positions

A. All Positions

There will be a posting of positions available in a conspicuous place with detailed specifications and qualifications for the position.

The probationary period for the employee filling the position will be in accordance with Civil Service procedures. If permanent assignment is not made during this period, he/she may return to his/her former position at the increment step he/she is entitled to with no loss of seniority.

B. Competitive

Civil Service competitive positions will be filled according to Civil Service procedures. Appointments to supervisory positions will be made from the best qualified applicants as determined by management, and in accordance with appropriate Civil Service procedures.

C. Non-Competitive

Selection from a group of candidates will be made from the best qualified as defined by the job specifications. Where two or more of the candidates' qualifications are substantially the same, preference will be given the person with the most seniority. Employee applicants from the District will be notified as to whether or not they have been selected for the position.

Section 3 - Transfers

If a person transfers to a position outside of his department, it shall be considered non-promotional and salary shall be at Step I of the new schedule except that:

- (A) If the position is primarily one of supervision, salary will be determined as per promotion procedures described in Article VIII, Section 3 (d).
- (B) If the employee had previously served in that position or a higher position in that department, full credit for salary purposes will be allowed for the previous years served in the department into which the person is transferring.
- (C) If an employee has served in the district for at least five previous consecutive years, the employee will be placed on Step 2 of the new schedule.
- (D) If a person transfers to a position within a department (seniority group) which pays more per hour, the transfer shall be considered a promotion. In the event of a promotion, the person will be placed on the closest regular step of the new salary grade schedule that will result in a salary increase equal to at least one increment on the old schedule, except that if the person has at least three years of regular employment in that department, the lowest step on the new grade in which that person can be placed, will be Step 2. The longevity step is not considered a 'regular step'.

Section 4 - Discipline

An employee in this bargaining unit holding a position in a noncompetitive and labor class in the North Colonie Central School District for a period of one year, and not subject to Section 75, Procedures, shall not be dismissed except for incompetency, misconduct or dangerous action shown after formal administrative hearing upon stated charges.

Reprimands may be issued by the director of the department after an informal hearing.

Upon approval of the Business Administrator, suspension without pay for not more than three days or fines not to exceed 3 days pay, up to a maximum of \$250, may be administered after an informal hearing conducted by the director of the department or the Business Administrator, and after the employee has failed to file a grievance on the matter or if a grievance is filed, after it has been resolved. In the event that immediate return to duty might be disruptive or dangerous to himself or others the penalty of suspension without pay may be administered immediately.

Disciplinary action involving a suspension of greater than three days, fines greater than 3 days of pay up to a maximum of \$250, or dismissal, will require a formal hearing after a written statement of charges has been presented and at least eight working days after notice of same has been given. The hearing officer will be the Superintendent of Schools or his designee, but not the administrator bringing the charges.

Employees will be allowed to have a representative of their choice from the district in attendance at informal hearings and any representative of his choice at formal hearings.

All of the above does not preclude an administrative action to suspend an employee without pay pending hearing as in Civil Service Section 75, Procedures.

Section 5 - Bidding on Custodial Assignments

Custodial workers in the High School and Junior High School shall fill available custodial workers positions in their respective work locations by seniority, after bidding once prior to the opening of school each year on or before July 10th. Management reserves the right to alter assignments during the work year.

Section 6 - Mandatory Reduction in Staff

If there is a mandatory reduction of competitive, non-competitive or labor class employees, any resulting layoffs will be handled in accordance with procedures used by Albany County Civil Service for the competitive class.

During the term of the contract beginning 7/1/91 it is agreed that full-time appointed positions existing as of 10/1/91 will not be eliminated in order to fill them with hourly persons working full-time hours.

If a full-time appointed position is eliminated:

a. The District, where reasonably possible, given time frame that best suits job, rather than layoff a full-time employee, will first combine existing part-time positions totalling at least the same number of hours as the person being laid off within the same job classification, thereby creating a full-time position for that person being laid off.

b. If (a.) is not possible, persons laid off from full-time employment may bump any part-time employee in a similar title, doing similar work, and be paid at the part-time rate and receive only those benefits that are normally paid for that part-time position.

c. If the opportunity offered in (b.) is not accepted, then up to one-half of the hours of the position may be filled by other person(s) working on an hourly basis.

ARTICLE IX GRIEVANCES

The grievance procedure shall be in compliance with Article 16 of the General Municipal Law (Chapter 554 of the laws of 1962) and adopted by the Board as Article of Policy Procedures and Regulations effective July 1, 1971, and is annexed as Schedule D.

ARTICLE X RECIPROCAL RIGHTS

Section 1 - C.S.E.A. Representation

The Board recognizes the right of district employees to designate C.S.E.A. representatives to appear on their behalf to adjust salaries, working conditions, grievances, and disputes as to the terms and conditions of this contract and to visit employees during working hours, but not to interfere with duties. Such representatives shall also be permitted to appear at hearings upon the request of the employees.

Section 2 - Fair Administration

The Board shall administer their obligations under this contract in a manner which shall be fair and impartial to all employees and shall not discriminate against any employee by reason of sex, nationality, race or creed.

Section 3 - Posting of C.S.E.A. Communications

The C.S.E.A. shall have the right to post notices and other communications on bulletin boards maintained on the premises and facilities of the employee subject to the approval of the contents of such notices and communications by the President of the Board or his designee.

Section 4 - No Change in Policy without Prior Notice

The Board agrees that there shall be no change in the written policy which affects wages, hours, or any other condition of employment within this contract without prior notice to the C.S.E.A. President that it is considering such a change. The C.S.E.A. shall then have the right to discuss such items with the Board by filing a request with the Board, five calendar days after receipt of said notice.

Section 5 - Released Time Grievance Handling

Employees who are appointed or elected for the purpose of adjusting a grievance or assisting in the administration of this contract shall be permitted a reasonable amount of time free from their regular duties to fulfill these obligations. It shall be understood that these obligations have as their purpose the maintenance of harmonious and cooperative relations between the employee and the employer and to provide for uninterrupted operation of government, subject to the approval of the department head or his designee.

Section 6 - C.S.E.A. Released Time for Meeting

Elected C.S.E.A. unit officers shall be allowed up to nine man days for Statewide or County C.S.E.A. annual meetings. Not more than one employee working nights in Shaker Junior High School or Shaker Senior High School who is an elected officer in the North Colonie Unit of C.S.E.A. will be allowed without loss of pay to attend North Colonie C.S.E.A. Unit business meetings within the District not more than four nights in a year, providing he is absent from his job only during the hours the meeting is being held and providing the essential elements of his assigned area, as determined by his supervisor, are properly taken care of by the elected officer or his co-workers.

Section 7 - Status of Agreement versus Conflicting Board Regulation

This agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The terms of this agreement which require legislative action shall be incorporated into and be considered part of the established policies of the Board .

Section 8 - Notices re Continuation of Employment

Notices from the Superintendent to employees with regard to continuation of employment shall not be considered a violation of the terms of this Agreement.

Section 9 - Printing Expense

Copies of this agreement shall be given to all employees now or hereafter employed by the Board. Two-thirds of the printing costs will be paid for by the Board and one-third by the C.S.E.A.

ARTICLE XI - RIGHTS PREVIOUSLY ACCORDED

Any rights, privileges, or benefits already accorded to the employees of the North Colonie Central School District shall not be rescinded.

ARTICLE XII - DURATION OF AGREEMENT

This Agreement shall become effective on July I, 1997. All the terms of the Agreement, except those contained in Article I, shall terminate at the close of business June 30, 2002. Article II shall remain in effect until one hundred twenty (120) days prior to the annual meeting in 2002.

ARTICLE XIII - 10 MONTH EMPLOYEES - FIRST PAYCHECK

The first paycheck for 10-month employees each year will be distributed on the second Friday after the beginning of school.

ARTICLE XIV TRANSPORTATION

Definitions

12-month SWD Driver: A driver who regularly transports wheelchair-bound students.

Suburban Driver: A driver who regularly transports less than 9 students.

School Bus Driver: A driver who regularly transports 9 or more students.

Bus Aide/Monitor: An individual who assists the driver while transporting students.

Section 1 - Assignment of Buses to Runs

Assignment of buses to runs will be at the district's discretion.

Section 2 - Bidding

All runs will be bid according to the established pick list.

Mini bus and suburban assignments are subject to change.

Section 3 - Bumping Runs

After the first 30 operating days of a school year, up to 5 drivers on a departmental seniority basis may bump a driver with less seniority and assume that driver's run if the initial driver has had an additional school added to his/her run or has had a switch in at least one school serviced. Each initial bump may involve up to a total of 3 bumps and up to 5 different drivers may initiate the bump procedure. The actual changes shall be handled as close together as possible. Handicapped vans, mini bus, and suburban drivers are not covered under this clause.

Section 4 - Uniforms, Safety Shoes, and Tool Purchases - Auto Mechanics/Auto Serviceman/Bus Maintenance Supervisor

- A. Auto mechanics, Auto Serviceman, and Bus Maintenance Supervisor will receive 11 sets of rental uniforms to be maintained by the district, and an allowance of \$60 per school year (July 1 - June 30) for safety shoes based on proof of purchase and use.
- B. Auto mechanics will receive \$300 to cover tool purchases in a school year contingent upon proof of purchase.
- C. All Auto mechanics, the Auto Serviceman and the Bus Maintenance Supervisor will be required to wear safety shoes on the job. If one of these employees fails to wear these safety shoes, they will be subject to the following within a 12 month period from the first infraction:

- First Infraction:** Employee sent home during break or lunch time to get shoes, make up lost time or have pay deduction and verbal warning.
- Second Infraction:** Employee sent home to get shoes, make up lost time or have pay deduction and written warning.
- Third Infraction:** Disciplinary Action.

D. Foul weather boots will be available in the shop for those mechanics sent out to perform road repairs.

Section 5 - Bus Cleaning

Drivers will be required to wash their vehicles on an average of once per week. District will pay drivers the following hours of pay at end of year to clean buses:

- | | |
|---------------|---|
| Suburbans - | 2 hours |
| Minibuses - | 4.5 hours for 8-16 passenger buses
5.0 hours for 17-30 passenger buses |
| Large buses - | 6 hours for 31-66 passenger buses
6.5 hours for 31-66 passenger buses with seatbelts
7.0 hours - 78 or more passenger buses |

Section 6 - Driver Assignments, Work Week, and Salaries

A. Driver Assignments

Except for two positions on large buses to be filled by hourly workers, the 1st to be chosen by the district before the annual bid day, and the 2nd to be the last Large Bus run left after bidding has occurred, all other regularly scheduled runs encompassing six hours per day (three hours in the morning and three hours in the afternoon) not operated by private contractors or already assigned to Board appointed drivers, shall be filled after July 1, 1979 by persons to be appointed by the Board of Education to the following regularly classified positions. (These six (6) hour positions shall not be reduced so as to avoid paying benefits.)

School bus driver	12-month SWD driver
Suburban driver	Bus aide/monitor

B. Work Week

Establish that most drivers will work a forty hour week.

1. All drivers will be paid for a minimum of three hours each morning and three hours each afternoon. Drivers are free to leave after completing their assigned runs. However, should a situation arise where the Head Bus Driver has the need to assign a driver to perform other tasks appropriate to the bus driver title during their assigned blocks of time (e.g. regular driving duties, filling daily trip sheets, student discipline referrals, sweeping assigned bus, pre and post bus checks, and fueling assigned bus), a driver may be required to remain at work and complete such tasks. The Head Bus Driver will make a good faith effort to distribute additional assignments equitably. Drivers may appeal to the Director of Transportation to resolve disputes regarding these assignments.
2. Drivers may select one of the following two hour blocks to complete their eight hour day:

- (1) 9:30 - 11:30 Field Trip Block (5 available)
- (2) 11:30 - 1:30 Field Trip Block (5 available)
- (3) 10:30 - 12:30 Kdg. Block (12 -13 available)
- (4) 11:00 - 1:00 Kdg. Block (12 available)
- (5) 9:30 - 11:30 SE/BOCES Block (3 available)
- (6) 11:30 - 1:30 SE/BOCES Block (2 available)
- (7) 9:30 - 11:30 Courier Svc. (1 available)
- (8) 11:30 - 1:30 Courier Svc. (1 available)
- (9) 10:30 - 12:30 Spare Bus Wash Block (1 available)

Note: The number of blocks available each year will be determined based on need. The parties agree that, at minimum, 35 blocks will be available each year.

All drivers will be paid at straight time until completion of a forty hour week, then time and a half will be paid. Two 15-minute paid breaks will be included in the 8-hour day. An unpaid half-hour lunch break will be incorporated into the day.

Two-hour after school blocks (4:30-6:30) will be established annually, bid according to current pick list, and paid as overtime. The parties agree that, at a minimum, 5 blocks will be available each year.

3. Drivers, who are not senior enough to select a 40 hour week, would be placed on a wheel to cover all weekday blocks. These trips would be outside of the morning and afternoon blocks. Straight time will be paid up to 40 hours per week.

C. Salaries

Annual salaries for these positions are noted in Schedule A. All steps to be listed as Annual Salaries. Effective July 1, 1998, annual salaries are based on 190 days per year (182 attn days + 1 safety meeting phy/pick day + 7 non-specific holidays) x 8 hrs/day. Prorated salaries will be established for those who work less than 8 hrs/day. In the event that drivers in these positions are required to work during school recesses, they will be paid in three-hour increments at their regular hourly pay.

Drivers will be paid at double time for hours actually driven, minimum guaranteed time of 2 hours, on the following holidays:

Fourth of July	Thanksgiving Day	President's Day
Labor Day	Day after Thanksgiving	Good Friday
Jewish High Holy Day	Christmas Day	Memorial Day
Columbus Day	New Year's Day	
Veterans Day	Martin Luther King Day	

Section 7 - Summer Driving

All drivers wishing to make summer runs will sign up on a list to be posted on the bulletin board the first Monday in May. The employees will have ten working days to sign up. If there are not enough drivers to fill available runs, the remaining positions will be filled at the department's discretion.

If there are advance vacation schedules and extra work assignments greater than fifteen (15) days that can be driven by one driver, an extra run will be set up on bid sheet. Runs will generally not be split.

Inasmuch as possible, summer runs shall be completed and available for review for five (5) working days prior to pick day.

All substitute work arising during the summer shall be offered on a rotating basis from the summer seniority driver list except that if there is less than 30 minutes notice, the person in charge has authority to call any driver.

Seniority rights to bid on any Summer runs controlled by the Transportation Department shall be based upon a seniority list. **Each year thereafter, a new list will be posted in October of each year, modified in conformance with the following provisions:**

1. If a driver chooses to refuse a run one year and then selects "stand-by" the next year, or vice versa, or chooses to "stand-by" for two consecutive years, or refuses a run for two consecutive years, that driver's name will be moved to immediately below the second name under that driver's previous position on the summer seniority list. Each additional consecutive year that driver selects to "stand-by" or refuses a run, that driver will be moved two steps further down the summer seniority list.
2. Employees who sign up to drive a summer run and do not fulfill their commitment will be moved on the summer seniority list to immediately below the sixth name under their previous (October) position. (Drop six positions.)
3. An employee who leaves the department or the district will lose all summer seniority.
4. If an employee has certification from a doctor that due to a disability, he/she would be unable to drive or act as an aide:
 - a. Entire summer - employee retains place on summer seniority list and does not pick a run.
 - b. Less than entire summer - employee would pick a run and a substitute would be used for days not available.

Drivers who accept a Summer position are expected to complete their obligation for the entire Summer. In order to retain their seniority, drivers who desire to take time off will be subject to the following provisions regarding leaves:

A. Personal Leave

Two (2) non-paid days shall be allowed for personal business which cannot be transacted during non-working hours. The reason for leave must be approved in advance by the Business Administrator .

1. The employee must notify the Transportation Director at least five (5) working days in advance. (Retroactive approval by the Director and the Business Administrator may be granted in cases of emergency).
2. Time may not be taken for recreational or vacation purposes. The day preceding or following a holiday, school or personal vacation may not be used for personal leave. Time off without pay may be granted on those days for circumstances considered by the Business Administrator to be extenuating. The procedure for applying for a day immediately preceding and / or following a holiday or vacation is as follows:
 - a. The applicant will apply to the Business Administrator for said leave as far in advance as possible; not less than two (2) weeks. The Business Administrator will make the final decision.
 - b. In cases where advance application as required in "a" cannot be made, then the application shall be made retroactively following the procedure in "a" above.
3. In the event an undue number of personal preference day leaves are requested for the same day, the Head Bus Driver or Director may limit the number of leaves approved if it is determined that the operation of a school or department will be curtailed. The decision of the Head Bus Driver or Director should treat employees equitably and provide for a system of rotation of leave on a seniority basis.

4. If said leave is requested four weeks in advance the use of seniority within that four-week period by someone else to claim that same date is prohibited.

B. Funeral Leave

Days for non-paid funeral leave will be granted on the same basis as paid funeral leave in the contract.

C. Vacation Leave

A maximum of one (1) week of non-paid vacation will be allowed provided the Head Bus Driver is notified ten days prior to summer pick.

D. Sick Leave

Up to two (2) days of non-paid sick leave will be allowed without a doctor's excuse. Additional days with a doctor's excuse will be allowed.

Section 8 - Special Payment - SWD Drivers

SWD Drivers will receive an additional \$100 per student per year for those students who must be regularly and completely lifted in loading or unloading as determined by the Director of Transportation.

Section 9 - Other Matters

A. Early Outs

All drivers who have chosen a Kdg. block must do their Kdg. block runs. Conflicts which may occur with private/parochial runs will have those private/parochial routes first driven by those drivers who do not have a forty hour week. Kdg. block runs generally take precedent over early outs for private/parochial runs.

B. Snow/Weather Emergencies

No additional pay for snow/weather related emergencies. However, if time exceeds the regular block, appropriate compensation will be paid. Drivers can go home after they have completed their routes and have been released by the Head Bus Driver.

C. Exam Schedules

The Head Bus Driver will determine the number of buses necessary to transport students during exam schedules and generally give preference to those drivers who do not have a forty hour week.

D. Bus drills

The district shall select those drivers who have expressed interest, and who, in the opinion of the Director and the Head Bus Driver, are best qualified for teaching bus drills. These drivers will be paid at straight pay for the drills (up to 40 hours per week). Drivers who do not have a 40-hour week will be used to cover other assignments if there are other conflicts. All drivers must perform Kgd runs in the event of conflicts.

E. Pre-school run checks, physicals and picks. Dec/Jan. Mandatory Safety/training Meeting.

The time needed to complete the Sept./Dec./Jan. Mandatory Safety/training meetings, summer physicals, and picks will all be considered one day's work (see Section V.C. - Salaries) for purposes of the number of days to be worked in the school year.

All drivers are required to discuss their pre-school run checks in the week before school opens with the Head Bus Driver to become familiar with their routes. There will be an additional 3 hours compensation for this task.

F. Long Distance Transportation

The district reserves the right to use a private contractor to transport students distances greater than 100 radius miles from the Bus Garage site, or out-of-state.

G. Calculation of Sick Leave Accruals

Accruals will be calculated on an 8-hr. day. Prorated accruals will be established for those drivers who work less than 8 hrs./day.

Section 10 - Payment for Commercial Driver's Licenses

For those employees required to have a Class B, or Class C, license for their employment with the district, the district will pay the difference in costs between the Class B, or Class C, and Class D license, plus the cost of one written test for each four year renewal period. The cost of license and written tests for each new hire is the responsibility of the applicant as part of job entry requirements. Class B & Class C requirements will be as defined by current DMV regulations.

Section 11 - Late Trips

Late trips will be put up for bid whenever a driver has been unable to make that run for ten school days. The new driver will continue that run until the original driver returns to work or the school year ends.

Section 12 - Extra Curricular Trips

1. Extra curricular trips not identified as an established block are assigned by the Head Bus Driver from the following wheels:
 1. Weekday blocks.
 2. Weekday evening trips.
 3. Saturday through Sunday trips.
 4. Late trips.
 5. Overnight trips
2. Drivers assigned to a particular trip are expected to make the trip. Each driver will be responsible for verifying the details of the trip with the Head Bus Driver prior to departure. Decline of extra trip not posted 24 hours in advance will not deprive driver of place on overtime wheel.
3. If a driver cannot make the trip, he/she must notify the Head Bus Driver. The Head Bus Driver is responsible for selecting a replacement driver. Normally the next available person on that wheel will be expected to make the trip. Drivers are not authorized to exchange trips with another driver.
4. Any driver who turns down three extra curricular trips on any combination of the rotating wheels on consecutive rotation of the wheel(s) will be removed from all of the extra curricular wheels for ninety (90) days. Any driver who is removed for a second time in a school year will remain off the wheels for the remainder of the school year. The late trips are excluded from this paragraph.
5. All drivers would be eligible to be on a weekend wheel for field trips up to 100 miles one way. Payments will be made at OT rate for actual driving time, minimum guaranteed

time of 2 hours, plus straight time pay (up to 40 hrs. per week) for waiting time if assigned to stay by Head Bus Driver. Hours in excess of 40 will be paid at OT rate.

All drivers would be eligible to be on a wheel for evening trips. Payment will be made at straight time, up to 40 hours per week, with a minimum guaranteed time of 1.5 hours.

Overnight trips. For overnight trips, the driver will be paid for the actual driving time, plus any additional time transporting students at the request of the sponsor/coach at overtime rates. Six hour minimum will apply on Saturday and Sunday.

Drivers who make out of district trips on weekdays will be paid at regular time from 1:30 p.m. to 4:30 p.m. because their salary is based upon transporting students home after school. Actual driving time before 1:30 and after 4:30 is subject to the 40 hour rule.

Meal reimbursement shall be as follows:

- a. Breakfast: Only paid if trip leaves before 7:00 a.m. for an overnight trip. The following morning, breakfast is reimbursable.
- b. Lunch: The state considers lunch to be the responsibility of the employee on the first day of a trip. It may be reimbursed on the second day.
- c. Dinner is paid for the evening of an overnight trip or if the bus returns after 7:00 p.m. after an overnight stay.

6. Except in emergencies all other work shall be offered to available full-time drivers on an equitable basis.

Section 13 - Parking of School Vehicles

School transportation vehicle drivers may not voluntarily park their school vehicles at any kind of restaurant, store, etc., within the North Colonie boundaries during the school year. At other times and places requests for food breaks will be favorably considered provided general advance approval is sought.

Section 14 - Bus Driver Safety Check

In addition to cleanliness items on current daily report, drivers will be responsible daily for pretrip safety checks covering foot and parking brakes, mirror adjustment, emergency doors and windows, wheels, tires, lights, horn, wipers, gauges, fire extinguisher, first aid kit and emergency reflectors .

Section 15 - 12 Month Students w/Disabilities Drivers

- A. 12 month SWD drivers shall be paid at their contracted daily rate for the number of days actually worked plus earned vacation days taken, plus holidays shown in "B" below.
- B. Fourth of July
Jewish High Holy Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving in exchange for Election Day
Christmas Day
New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day

- C. SWD drivers shall accrue vacation days as follows:
261 days (365 days less 104 Saturdays and Sundays) shall be divided into the total of scheduled days to be worked plus 12 holidays. The resulting percentage shall be applied against the schedule of vacation days for 12 month employees.
- D. Accrued vacation days will not be credited, taken or paid during first year of employment until and unless summer work has been completed.
- E. Vacation days shall be taken when school is not in session.

Section 16 - Time Clocks

Bus drivers will punch time clocks upon leaving for and returning from trips after the dispatcher's office is closed. Time clocks will be transitioned to electronic time recording devices per Article III, Section 7.

Section 17 - Cameras on Buses

Drivers will be advised when cameras are installed in buses.

Section 18 - Regionalization

The district has the right to participate with other school districts in providing regional transportation to Capital Area Schools. There will be no reduction in the existing appointed drivers by reason of participation in this regional transportation concept.

ARTICLE XV

CONTINUING EDUCATION COURSES

Employees within the Bargaining Unit will be allowed to attend courses provided by the North Colonie School's Adult Continuing Education Program at no cost to the Employee provided that said courses are:

- A. within the scope of training for potential advancement of the Employee, within his Department
- B. for additional training within his/her present classification as determined by the Business Administrator.

Additional Considerations:

- A. Said courses will not interfere with the Employee's normal working hours.
- B. One course per school year will be granted for each approved Employee.
- C. Failure to satisfactorily complete the approved course as determined by a minimum 80% attendance level will result in the Employee paying the entire cost of the course.

1997-98 SALARY SCHEDULE

Contract Title	Notes	STEP								
		1	2	3	4	5	6	7	8	9
Cleaner/1696 hrs		16616	17167	17711	18260	18801	19349			
Custodial Worker		22383	23268	24163	25055	25951	26837			
Custodian		23090	23986	24877	25770	26663	27550			
Building Maintenance Helper		22209	23191	24169	25157	26137	27115			
Building Maintenance Man		26881	27879	28884	29889	30893	31892			
Building Maintenance Mechanic		33685	34756	35823	36893	37967	39039			
Motor Vehicle Operator		24417	25413	26420	27426	28430	29428			
Electronic Technician		36427	37496	38565	39634	40709	41779			
Bus Maintenance Supervisor		37823	39155	40493	41836	43164	44503			
Auto Mechanic		32235	33303	34370	35440	36514	37595			
Auto Mechanic Helper		27124	28012	28894	29782	30671	31554			
Auto Service Man		20793	21469	22135	22807	23472	24143			
Head Bus Driver		37823	39155	40493	41836	43164	44503			
Driver "A"		19706	20455	21197	21951	22690	23432			
Large Bus Driver	(a) (d)	13732	14252	14775	15314	15850	16356	16980	17555	18199
Hdcp Driver		12740	13106	13437	13852	14201	14601			
Bus Driver Asst	(a) (d)	9021	9405	9751	10116	10481	10845			
Mini-Bus Driver	(d)	12340	12707	13035	13419	13764	14182			
Station Wagon Driver	(d)	10932	11315	11697	12046	12429	12864			
Class "B" Driver	(a)	13732	14252	14775	0	0	0			
Clerk Typist I/Typist (Ele Clerical Aide)/1395 hrs/yr	(f)	14814	15407	15984	16611	17188	17781			
Clerk Typist I/Typist/1209 hrs/yr		12256	12740	13227	13738	14219	14704			
Clerk Typist I/Typist/837 hrs/yr		8485	8820	9157	9511	9844	10179			
Typist/Clerk		19658	20456	21248	22044	22839	23628			
Typist/Clerk 10-Month		15057	15657	16256	16880	17480	18082			
Act Clk/Steno/Sr Typist/12-month		21162	21990	22823	23641	24476	25308			
Act Clk/Steno/Sr Typist/1492.5 hrs/yr		16203	16836	17472	18089	18740	19376			
Act Clk/Steno/Sr Typist/1293.5 hrs/yr		14042	14591	15143	15677	16242	16792			
Act Clk/Steno/Sr Typist/1209 hrs/yr		13126	13640	14153	14653	15182	15695			
Act Clk/Steno/Sr Typist/995 hrs/yr		10802	11225	11648	12060	12495	12917			
Secretary I/1950 hrs/yr		23195	24195	25191	26181	27177	28172			
Secretary I/1492.5 hrs/yr		17753	18519	19281	20038	20801	21563			
Sr Act Clk/Sr Steno/Data Process		24670	25669	26664	27655	28652	29646			
Microcomputer Sys Analyst/Comp Op		24670	25669	26664	27655	28652	29646			
Computer Operator		24670	25669	26664	27655	28652	29646			
Secretary II		25568	26639	27701	28780	29845	30908			
Principal Steno		27042	28115	29176	30252	31319	32384			
Principal Account Clerk		35929	37258	38588	39909	41234	42561			
Composer Operator		21918	22809	23689	24582	25469	26356			
Production		22920	23861	24804	25749	26693	27633			
School Nurse	(e)	21947	22679	23413	24169	24900	25635			
School Monitor		13166	14348	15639	16204	16786	17389			
Copy Machine Operator		17472	18127	18825	19468	20158	20837			
Ele Cafeteria Supv/Food Service Helper		10132	10356	10658	10893	11392	11840			
Cook Manager Ele	(a)	13911	14387	15078	15650	16280	16874			
Cook Manager JHS	(a)	13649	14114	14790	15352	15971	16550			
Cook Manager SHS	(a)	14840	15360	15994	16550	17166	17780			
Asst Cook Manager	(a)	12103	12391	12729	13005	13608	14121			
Food Server Hourly	(b)	7.98	8.17	8.42	8.58	9.00	9.34			
Food Server Ele/6.5 hrs/184 days		9570	9754	10066	10286	10761	11165			
Food Server Ele/5.5 hrs/184 days		8095	8256	8515	8702	9101	9449			
Food Server JHS/6.5 hrs/187 days		9725	9911	10228	10451	10936	11345			
Food Server JHS/6.25 hrs/187 days		9350	9530	9834	10050	10515	10910			
Food Server JHS/5.5 hrs/187 days		8228	8388	8654	8844	9253	9602			
Food Server SHS/6.5 hrs/179 days		9309	9487	9793	10005	10468	10862			
Food Server SHS/5.5 hrs/179 days		7876	8028	8284	8465	8858	9190			
Health Office Asst		14814	15407	15984	16611	17188	17781			
Central Office Telephone Operator		22658	23456	24248	25044	25839	26628			
Data Entry Operator		21162	21990	22823	23641	24476	25308			
Key Punch Operator		21162	21990	22823	23641	24476	25308			
Technology Assistant		24850	25782	26775	27689	28670	29637			
Senior Payroll Clerk		24670	25669	26664	27655	28652	29646			

At Beginning of Year:

10 11 16 21
 Long.1 (c) Long.2 (c) Long.3 (c)

Footnotes:

Additional Stipends to Salary Schedule

	521	1042	1563	
	848	1696	2544	
	848	1696	2544	Day Lead Custodian - Elementary \$200 (plus \$100 for each parttime person supervised during school year)
	935	1870	2805	
	933	1866	2799	Day Lead Custodian - JHS \$1,100
	1015	2030	3045	
	933	1866	2799	Day Lead Custodian - SHS \$2,700
	1015	2030	3045	
	1277	2554	3831	Night Lead Custodian - JHS \$600
	1022	2044	3066	
	844	1688	2532	Night Lead Custodian - SHS \$2,100
	639	1278	1917	
	1277	2554	3831	Asbestos Supervisor \$2.50 /hour
	716	1432	2148	
18911	567	1134	1701	Maintenance Dept. Team Leader \$1,000
	452	904	1356	
	408	816	1224	HS Pool Operator \$400 (payable \$200 in January and \$200 in July upon recommendation of Dir of Custodial Svcs that conditions outlined in Schedule E have been satisfied)
	419	838	1257	
	381	762	1143	
	544	1088	1632	Maint Tasks performed by Custodian \$600 (payable \$300 in January and \$300 in July upon recommendation of Dir of Custodial Svcs that conditions outlined in Schedule E have been satisfied)
	452	904	1356	
	313	626	939	
	759	1518	2277	
	800	1600	2400	
	799	1598	2397	
	611	1222	1833	Full yearly amounts to be paid employees will be calculated in advance and divided by the employee's normal number of pay periods so that employees will receive the same amount per paycheck throughout the year. A full explanation will be furnished to each employee at the beginning of the year showing just how his/her full year salary and bi-weekly paycheck gross amount has been calculated.
	529	1058	1587	
	496	992	1488	
	409	818	1227	
	881	1762	2643	
	675	1350	2025	
	943	1886	2829	
	943	1886	2829	
	943	1886	2829	(a) Includes payment for 6 holidays and up to 3 snow days.
	971	1942	2913	
	1016	2032	3048	(b) Hourly salaries will be used in calculating annual salaries for appointed employees who work other hours than those shown.
	1262	2524	3786	
	841	1682	2523	
	899	1798	2697	(c) Longevity will be based on number of years in district. The additional amount paid will be that amount shown for longevity in the employee's current classification. Longevity Increment 1 will be paid beginning in the eleventh year of continuous service. Longevity Increment 2 will be paid beginning the sixteenth year of continuous service. Longevity Increment 3 will be paid beginning the twenty-first year of continuous service.
	686	1372	2058	
	590	1180	1770	
	612	1224	1836	
	434	868	1302	
	605	1210	1815	
	593	1186	1779	
	638	1276	1914	
	528	1056	1584	(d) Days are based on 182 school days and 1 day before school and 6 holidays. If there are more than 182 school days, payment for any extra day will be made.
	416	832	1248	
	347	694	1041	
	422	844	1266	(e) Days are based on 180 school days and 6 holidays. If there are more than 180 school days, payment for any extra day will be made.
	422	844	1266	
	359	718	1077	
	407	814	1221	
	342	684	1026	(f) Clerical Aides are not expected to work on snow days but also do not receive credit for them as a workday.
	544	1088	1632	
	759	1518	2277	
	799	1598	2397	
	799	1598	2397	
	870	1740	2610	
	943	1886	2829	

1998-99 SALARY SCHEDULE

Contract Title	Notes	STEP											
		1	2	3	4	5	6	7	8	9	10		
Cleaner/1704 hrs	(g)	17279	17852	18417	18988	19551	20121						
Custodial Worker		23166	24082	25009	25932	26859	27776						
Custodian		23898	24826	25748	26672	27596	28514						
Building Maintenance Helper		22986	24003	25015	26037	27052	28064						
Building Maintenance Man		27822	28855	29895	30935	31974	33008						
Building Maintenance Mechanic		34864	35972	37077	38184	39296	40405						
Motor Vehicle Operator		25272	26302	27345	28386	29425	30458						
Electronic Technician		37702	38808	39915	41021	42134	43241						
Bus Maintenance Supervisor		39147	40525	41910	43300	44675	46061						
Auto Mechanic		33363	34469	35573	36680	37792	38911						
Auto Mechanic Helper		28073	28992	29905	30824	31744	32658						
Auto Service Man		21521	22220	22910	23605	24294	24988						
Head Bus Driver		39147	40525	41910	43300	44675	46061						
School Bus Driver - 8 hr/day	(a) (d)	17804	18478	19156	19855	20550	21207	22015	22760	23595	24519		
(Steps 11-16)		25550	26522	27483	28817	29419	30382						
School Bus Driver - 6 hr/day	(a) (d)	14772	15331	15894	16474	17051	17595	18267	18885	19578	20343		
(Steps 11-16)		21200	22005	22803	23910	24410	25208						
Bus Driver Aide/Monitor - 8 hr/day	(a) (d)	13806	14338	14841	15336	15853	16406						
Bus Driver Aide/Monitor - 6 hr/day	(a) (d)	10355	10754	11131	11502	11890	12305						
Suburban Driver - 8 hr/day	(d)	15165	15697	16226	16712	17242	17846						
Suburban Driver - 6 hr/day	(d)	11374	11773	12170	12534	12932	13385						
Clerk Typist I/Typist (Ele Clerical Aide)/1402.5 hrs/yr	(f) (g)	15415	16032	16632	17285	17885	18502						
Clerk Typist I/Typist/1215.5 hrs/yr	(g)	12753	13257	13764	14295	14796	15300						
Clerk Typist I/Typist/841.5 hrs/yr	(g)	8829	9178	9528	9897	10243	10592						
Typist/Clerk		20346	21172	21992	22816	23638	24455						
Typist/Clerk 10-Month	(g)	15662	16286	16910	17559	18183	18809						
Act Clk/Steno/Sr Typist/12-month		21903	22760	23622	24468	25333	26194						
Act Clk/Steno/Sr Typist/1500 hrs/yr	(g)	16854	17513	18174	18816	19493	20155						
Act Clk/Steno/Sr Typist/1300 hrs/yr	(g)	14607	15178	15752	16307	16895	17467						
Act Clk/Steno/Sr Typist/1215.5 hrs/yr	(g)	13654	14188	14722	15242	15792	16326						
Act Clk/Steno/Sr Typist/1000 hrs/yr	(g)	11236	11676	12116	12545	12997	13436						
Secretary I/1950 hrs/yr		25151	26186	27216	28242	29273	30303						
Secretary I/1500 hrs/yr	(g)	19347	20143	20935	21725	22518	23310						
Sr Act Clk/Sr Steno/Data Process		25533	26567	27597	28623	29655	30684						
Microcomputer Sys Analyst/Comp Op		25533	26567	27597	28623	29655	30684						
Computer Operator		25533	26567	27597	28623	29655	30684						
Secretary II		27607	28717	29815	30930	32034	33135						
Principal Steno		27988	29099	30197	31311	32415	33517						
Principal Account Clerk		37187	38562	39939	41306	42677	44051						
Composer Operator		22685	23607	24518	25442	26360	27278						
Production		23722	24696	25672	26650	27627	28600						
School Nurse	(e)	22837	23599	24363	25149	25910	26675						
School Monitor	(g)	13700	14930	16273	16861	17467	18094						
Copy Machine Operator		18084	18762	19484	20149	20863	21567						
Ele Cafeteria Supv/Food Service Helper	(g)	10544	10777	11091	11336	11855	12321						
Cook Manager Ele	(a)	14476	14971	15691	16286	16941	17560						
Cook Manager JHS	(a)	14202	14686	15390	15974	16618	17221						
Cook Manager SHS	(a)	15445	15986	16646	17225	17866	18505						
Asst Cook Manager	(a)	12597	12896	13248	13535	14163	14697						
Food Server Hourly	(b)	8.26	8.46	8.71	8.88	9.32	9.67						
Food Server Ele/6.5 hrs/185 days	(g)	9959	10150	10475	10704	11198	11619						
Food Server Ele/5.5 hrs/185 days	(g)	8424	8591	8861	9056	9471	9833						
Food Server JHS/6.5 hrs/188 days	(g)	10119	10313	10643	10875	11379	11805						
Food Server JHS/6.25 hrs/188 days	(g)	9729	9916	10233	10457	10941	11352						
Food Server JHS/5.5 hrs/188 days	(g)	8562	8728	9005	9202	9628	9991						
Food Server SHS/6.5 hrs/180 days	(g)	9689	9874	10192	10413	10895	11305						
Food Server SHS/5.5 hrs/180 days	(g)	8197	8355	8622	8810	9219	9565						
Health Office Asst	(g)	15415	16032	16632	17285	17885	18502						
Central Office Telephone Operator		23451	24277	25097	25921	26743	27560						
Data Entry Operator		21903	22760	23622	24468	25333	26194						
Key Punch Operator		21903	22760	23622	24468	25333	26194						
Technology Assistant		25720	26684	27712	28658	29673	30674						
Senior Payroll Clerk		25533	26567	27597	28623	29655	30684						

At Beginning of Year:

11 Long.1 (c)	16 Long.2 (c)	21 Long.3 (c)
539	1078	1617
878	1756	2634
878	1756	2634
968	1936	2904
966	1932	2898
1051	2102	3153
966	1932	2898
1051	2102	3153
1322	2644	3966
1058	2116	3174
874	1748	2622
661	1322	1983
1322	2644	3966
975	1950	2925
731	1462	2193
563	1126	1689
422	844	1266
525	1050	1575
394	788	1182
563	1126	1689
468	936	1404
324	648	972
786	1572	2358
828	1656	2484
827	1654	2481
632	1264	1896
548	1096	1644
513	1026	1539
423	846	1269
912	1824	2736
699	1398	2097
976	1952	2928
976	1952	2928
976	1952	2928
1005	2010	3015
1052	2104	3156
1306	2612	3918
870	1740	2610
930	1860	2790
710	1420	2130
611	1222	1833
633	1266	1899
449	898	1347
626	1252	1878
614	1228	1842
660	1320	1980
546	1092	1638
431	862	1293
359	718	1077
437	874	1311
437	874	1311
372	744	1116
421	842	1263
354	708	1062
563	1126	1689
786	1572	2358
827	1654	2481
827	1654	2481
900	1800	2700
976	1952	2928

Footnotes:

Additional Stipends to Salary Schedule

Day Lead Custodian - Elementary	\$200	(plus \$100 for each parttime person supervised during school year)
Day Lead Custodian - JHS	\$1,100	
Day Lead Custodian - SHS	\$2,700	
Night Lead Custodian - JHS	\$600	
Night Lead Custodian - SHS	\$2,100	
Asbestos Supervisor	\$2.50 /hour	
Maintenance Dept. Team Leader	\$1,000	
HS Pool Operator	\$400	(payable \$200 in January and \$200 in July upon recommendation of Dir of Custodial Svcs that conditions outlined in Schedule E have been satisfied)
Maint Tasks performed by Custodian	\$600	(payable \$300 in January and \$300 in July upon recommendation of Dir of Custodial Svcs that conditions outlined in Schedule E have been satisfied)

Full yearly amounts to be paid employees will be calculated in advance and divided by the employee's normal number of pay periods so that employees will receive the same amount per paycheck throughout the year. A full explanation will be furnished to each employee at the beginning of the year showing just how his/her full year salary and bi-weekly paycheck gross amount has been calculated.

- (a) Includes payment for 7 holidays and up to 3 snow days.
- (b) Hourly salaries will be used in calculating annual salaries for appointed employees who work other hours than those shown.
- (c) Longevity will be based on number of years in district. The additional amount paid will be that amount shown for longevity in the employee's current classification. Longevity Increment 1 will be paid beginning in the eleventh year of continuous service. Longevity Increment 2 will be paid beginning the sixteenth year of continuous service. Longevity Increment 3 will be paid beginning the twenty-first year of continuous service.
- (d) Days are based on 182 school days and 1 day before school and 7 holidays. If there are more than 182 school days, payment for any extra day will be made.
- (e) Days are based on 180 school days and 7 holidays. If there are more than 180 school days, payment for any extra day will be made.
- (f) Clerical Aides are not expected to work on snow days but also do not receive credit for them as a workday.
- (g) Days are based on 7 holidays.

1999-00 SALARY SCHEDULE

Contract Title	Notes	STEP												
		1	2	3	4	5	6	7	8	9	10			
Cleaner/1704 hrs	(g)	17659	18245	18822	19406	19981	20564							
Custodial Worker		23676	24612	25559	26503	27450	28387							
Custodian		24424	25372	26314	27259	28203	29141							
Building Maintenance Helper		23492	24531	25565	26610	27647	28681							
Building Maintenance Man		28434	29490	30553	31616	32677	33734							
Building Maintenance Mechanic		35631	36763	37893	39024	40161	41294							
Motor Vehicle Operator		25828	26881	27947	29010	30072	31128							
Electronic Technician		38531	39662	40793	41923	43061	44192							
Bus Maintenance Supervisor		40008	41417	42832	44253	45658	47074							
Auto Mechanic		34097	35227	36356	37487	38623	39767							
Auto Mechanic Helper		28691	29630	30563	31502	32442	33376							
Auto Service Man		21994	22709	23414	24124	24828	25538							
Head Bus Driver		40008	41417	42832	44253	45658	47074							
School Bus Driver - 8 hr/day	(a) (d)	18196	18885	19577	20292	21002	21674	22499	23261	24114	25058			
(Steps 11-16)		26112	27105	28088	29451	30066	31050							
School Bus Driver - 6 hr/day	(a) (d)	15097	15668	16244	16836	17426	17982	18669	19300	20009	20791			
(Steps 11-16)		21666	22489	23305	24436	24947	25763							
Bus Driver Aide/Monitor - 8 hr/day	(a) (d)	15499	16042	16583	17080	17621	18239							
Bus Driver Aide/Monitor - 6 hr/day	(a) (d)	11624	12032	12438	12810	13217	13679							
Suburban Driver - 8 hr/day	(d)	15499	16042	16583	17080	17621	18239							
Suburban Driver - 6 hr/day	(d)	11624	12032	12438	12810	13217	13679							
Clerk Typist I/Typist (Ele Clerical Aide)/1395 hrs/yr	(f) (g)	15754	16385	16998	17665	18278	18909							
Clerk Typist I/Typist/1215.5 hrs/yr	(g)	13034	13549	14067	14609	15122	15637							
Clerk Typist I/Typist/841.5 hrs/yr	(g)	9023	9380	9738	10115	10468	10825							
Typist/Clerk		20794	21638	22476	23318	24158	24993							
Typist/Clerk 10-Month	(g)	16007	16644	17282	17945	18583	19223							
Act Clk/Steno/Sr Typist/12-month		22385	23261	24142	25006	25890	26770							
Act Clk/Steno/Sr Typist/1500 hrs/yr	(g)	17225	17898	18574	19230	19922	20598							
Act Clk/Steno/Sr Typist/1300 hrs/yr	(g)	14928	15512	16099	16666	17267	17851							
Act Clk/Steno/Sr Typist/1215.5 hrs/yr	(g)	13954	14500	15046	15577	16139	16685							
Act Clk/Steno/Sr Typist/1000 hrs/yr	(g)	11483	11933	12383	12821	13283	13732							
Secretary I/1950 hrs/yr		25704	26762	27815	28863	29917	30970							
Secretary I/1500 hrs/yr	(e)	19773	20586	21396	22203	23013	23823							
Sr Act Clk/Sr Steno/Data Process		26095	27151	28204	29253	30307	31359							
Microcomputer Sys Analyst/Comp Op		26095	27151	28204	29253	30307	31359							
Computer Operator		26095	27151	28204	29253	30307	31359							
Secretary II		28214	29349	30471	31610	32739	33864							
Principal Steno		28604	29739	30861	32000	33128	34254							
Principal Account Clerk		38005	39410	40818	42215	43616	45020							
Composer Operator		23184	24126	25057	26002	26940	27878							
Production		24244	25239	26237	27236	28235	29229							
School Nurse	(e)	23339	24118	24899	25702	26480	27262							
School Monitor	(g)	14001	15258	16631	17232	17851	18492							
Copy Machine Operator		18482	19175	19913	20592	21322	22041							
Ele Cafeteria Supv/Food Service Helper	(g)	10776	11014	11335	11585	12116	12592							
Cook Manager Ele	(a)	14794	15300	16036	16644	17314	17946							
Cook Manager JHS	(a)	14514	15009	15729	16325	16984	17600							
Cook Manager SHS	(a)	15785	16338	17012	17604	18259	18912							
Asst Cook Manager	(a)	12874	13180	13539	13833	14475	15020							
Food Server Hourly	(b)	8.44	8.65	8.90	9.08	9.53	9.88							
Food Server Ele/6.5 hrs/185 days	(g)	10178	10373	10705	10939	11444	11875							
Food Server Ele/5.5 hrs/185 days	(g)	8609	8780	9056	9255	9679	10049							
Food Server JHS/6.5 hrs/188 days	(g)	10342	10540	10877	11114	11629	12065							
Food Server JHS/6.25 hrs/188 days	(g)	9943	10134	10458	10687	11182	11602							
Food Server JHS/5.5 hrs/188 days	(g)	8750	8920	9203	9404	9840	10211							
Food Server SHS/6.5 hrs/180 days	(g)	9902	10091	10416	10642	11135	11554							
Food Server SHS/5.5 hrs/180 days	(g)	8377	8539	8812	9004	9422	9775							
Health Office Asst	(g)	15754	16385	16998	17665	18278	18909							
Central Office Telephone Operator		23967	24811	25649	26491	27331	28166							
Data Entry Operator		22385	23261	24142	25006	25890	26770							
Key Punch Operator		22385	23261	24142	25006	25890	26770							
Technology Assistant		26286	27271	28322	29288	30326	31349							
Senior Payroll Clerk		26095	27151	28204	29253	30307	31359							

At Beginning of Year:

11 Long.1 (c)	16 Long.2 (c)	21 Long.3 (c)
551	1102	1653
897	1794	2691
897	1794	2691
989	1978	2967
987	1974	2961
1074	2148	3222
987	1974	2961
1074	2148	3222
1351	2702	4053
1081	2162	3243
893	1786	2679
676	1352	2028
1351	2702	4053
996	1992	2988
747	1494	2241
537	1074	1611
403	806	1209
537	1074	1611
403	806	1209
575	1150	1725
478	956	1434
331	662	993
803	1606	2409
846	1692	2538
845	1690	2535
646	1292	1938
560	1120	1680
524	1048	1572
432	864	1296
932	1864	2796
714	1428	2142
997	1994	2991
997	1994	2991
997	1994	2991
1027	2054	3081
1075	2150	3225
1335	2670	4005
889	1778	2667
950	1900	2850
726	1452	2178
624	1248	1872
647	1294	1941
459	918	1377
640	1280	1920
628	1256	1884
675	1350	2025
558	1116	1674
440	880	1320
367	734	1101
447	894	1341
447	894	1341
380	760	1140
430	860	1290
362	724	1086
575	1150	1725
803	1606	2409
845	1690	2535
845	1690	2535
920	1840	2760
997	1994	2991

Footnotes:

Additional Stipends to Salary Schedule

Day Lead Custodian - Elementary	\$200	(plus \$100 for each parttime person supervised during school year)
Day Lead Custodian - JHS	\$1,100	
Day Lead Custodian - SHS	\$2,700	
Night Lead Custodian - JHS	\$600	
Night Lead Custodian - SHS	\$2,100	
Asbestos Supervisor	\$2.50 /hour	
Maintenance Dept. Team Leader	\$1,000	
HS Pool Operator	\$400	(payable \$200 in January and \$200 in July upon recommendation of Dir of Custodial Svcs that conditions outlined in Schedule E have been satisfied)
Maint Tasks performed by Custodian	\$600	(payable \$300 in January and \$300 in July upon recommendation of Dir of Custodial Svcs that conditions outlined in Schedule E have been satisfied)

Full yearly amounts to be paid employees will be calculated in advance and divided by the employee's normal number of pay periods so that employees will receive the same amount per paycheck throughout the year. A full explanation will be furnished to each employee at the beginning of the year showing just how his/her full year salary and bi-weekly paycheck gross amount has been calculated.

- (a) Includes payment for 7 holidays and up to 3 snow days.
- (b) Hourly salaries will be used in calculating annual salaries for appointed employees who work other hours than those shown.
- (c) Longevity will be based on number of years in district. The additional amount paid will be that amount shown for longevity in the employee's current classification. Longevity Increment 1 will be paid beginning in the eleventh year of continuous service. Longevity Increment 2 will be paid beginning the sixteenth year of continuous service. Longevity Increment 3 will be paid beginning the twenty-first year of continuous service.
- (d) Days are based on 182 school days and 1 day before school and 7 holidays. If there are more than 182 school days, payment for any extra day will be made.
- (e) Days are based on 180 school days and 7 holidays. If there are more than 180 school days, payment for any extra day will be made.
- (f) Clerical Aides are not expected to work on snow days but also do not receive credit for them as a workday.
- (g) Days are based on 7 holidays.

2000-01 SALARY SCHEDULE

Contract Title	Notes	STEP												
		1	2	3	4	5	6	7	8	9	10			
Cleaner/1704 hrs	(g)	18047	18646	19236	19833	20421	21016							
Custodial Worker		24197	25153	26121	27086	28054	29012							
Custodian		24961	25930	26893	27859	28823	29782							
Building Maintenance Helper		24009	25071	26127	27195	28255	29312							
Building Maintenance Man		29060	30139	31225	32312	33396	34476							
Building Maintenance Mechanic		36415	37572	38727	39883	41045	42202							
Motor Vehicle Operator		26396	27472	28562	29648	30734	31813							
Electronic Technician		39379	40535	41690	42845	44008	45164							
Bus Maintenance Supervisor		40888	42328	43774	45227	46662	48110							
Auto Mechanic		34847	36002	37156	38312	39473	40642							
Auto Mechanic Helper		29322	30282	31235	32195	33156	34110							
Auto Service Man		22478	23209	23929	24655	25374	26100							
Head Bus Driver		40888	42328	43774	45227	46662	48110							
School Bus Driver - 8 hr/day (Steps 11-16)	(a) (d)	18596 26686	19300 27701	20008 28706	20738 30099	21464 30727	22151 31733	22994	23773	24645	25609			
School Bus Driver - 6 hr/day (Steps 11-16)	(a) (d)	15429 22143	16013 22984	16601 23818	17206 24974	17809 25496	18378 26330	19080	19725	20449	21248			
Bus Driver Aide/Monitor - 8 hr/day	(a) (d)	15840	16395	16948	17456	18009	18640							
Bus Driver Aide/Monitor - 6 hr/day	(a) (d)	11880	12297	12712	13092	13508	13980							
Suburban Driver - 8 hr/day	(d)	15840	16395	16948	17456	18009	18640							
Suburban Driver - 6 hr/day	(d)	11880	12297	12712	13092	13508	13980							
Clerk Typist I/Typist (Ele Clerical Aide)/1395 hrs/yr	(f) (g)	16101	16745	17372	18054	18680	19325							
Clerk Typist I/Typist/1215.5 hrs/yr	(g)	13321	13847	14376	14930	15455	15981							
Clerk Typist I/Typist/841.5 hrs/yr	(g)	9222	9586	9952	10338	10698	11063							
Typist/Clerk		21251	22114	22970	23831	24689	25543							
Typist/Clerk 10-Month	(g)	16359	17010	17662	18340	18992	19646							
Act Clk/Steno/Sr Typist/12-month		22877	23773	24673	25556	26460	27359							
Act Clk/Steno/Sr Typist/1500 hrs/yr	(g)	17604	18292	18983	19653	20360	21051							
Act Clk/Steno/Sr Typist/1300 hrs/yr	(g)	15256	15853	16453	17033	17647	18244							
Act Clk/Steno/Sr Typist/1215.5 hrs/yr	(g)	14261	14819	15377	15920	16494	17052							
Act Clk/Steno/Sr Typist/1000 hrs/yr	(g)	11736	12196	12655	13103	13575	14034							
Secretary I/1950 hrs/yr		26269	27351	28427	29498	30575	31651							
Secretary I/1500 hrs/yr	(g)	20208	21039	21867	22691	23519	24347							
Sr Act Clk/Sr Steno/Data Process		26669	27748	28824	29897	30974	32049							
Microcomputer Sys Analyst/Comp Op		26669	27748	28824	29897	30974	32049							
Computer Operator		26669	27748	28824	29897	30974	32049							
Secretary II		28835	29995	31141	32305	33459	34609							
Principal Steno		29233	30393	31540	32704	33857	35008							
Principal Account Clerk		38841	40277	41716	43144	44576	46010							
Composer Operator		23694	24657	25608	26574	27533	28491							
Production		24777	25794	26814	27835	28856	29872							
School Nurse	(e)	23852	24649	25447	26267	27063	27862							
School Monitor	(g)	14309	15594	16997	17611	18244	18899							
Copy Machine Operator		18889	19597	20351	21045	21791	22526							
Ele Cafeteria Supv/Food Service Helper	(g)	11013	11256	11584	11840	12383	12869							
Cook Manager Ele	(a)	15119	15637	16389	17010	17695	18341							
Cook Manager JHS	(a)	14833	15339	16075	16684	17358	17987							
Cook Manager SHS	(a)	16132	16697	17386	17991	18661	19328							
Asst Cook Manager	(a)	13157	13470	13837	14137	14793	15350							
Food Server Hourly	(b)	8.63	8.84	9.10	9.28	9.74	10.10							
Food Server Ele/6.5 hrs/185 days	(g)	10402	10601	10941	11180	11696	12136							
Food Server Ele/5.5 hrs/185 days	(g)	8798	8973	9255	9459	9892	10270							
Food Server JHS/6.5 hrs/188 days	(g)	10570	10772	11116	11359	11885	12330							
Food Server JHS/6.25 hrs/188 days	(g)	10162	10357	10688	10922	11428	11857							
Food Server JHS/5.5 hrs/188 days	(g)	8943	9116	9405	9611	10056	10436							
Food Server SHS/6.5 hrs/180 days	(g)	10120	10313	10645	10876	11380	11808							
Food Server SHS/5.5 hrs/180 days	(g)	8561	8727	9006	9202	9629	9990							
Health Office Asst	(g)	16101	16745	17372	18054	18680	19325							
Central Office Telephone Operator		24494	25357	26213	27074	27932	28786							
Data Entry Operator		22877	23773	24673	25556	26460	27359							
Key Punch Operator		22877	23773	24673	25556	26460	27359							
Technology Assistant		26864	27871	28945	29932	30993	32039							
Senior Payroll Clerk		26669	27748	28824	29897	30974	32049							

At Beginning of Year:

11 Long.1 (c)	16 Long.2 (c)	21 Long.3 (c)
563	1126	1689
917	1834	2751
917	1834	2751
1011	2022	3033
1009	2018	3027
1098	2196	3294
1009	2018	3027
1098	2196	3294
1381	2762	4143
1105	2210	3315
913	1826	2739
691	1382	2073
1381	2762	4143
1018	2036	3054
763	1526	2289
549	1098	1647
412	824	1236
549	1098	1647
412	824	1236
588	1176	1764
489	978	1467
338	676	1014
821	1642	2463
865	1730	2595
864	1728	2592
660	1320	1980
572	1144	1716
536	1072	1608
442	884	1326
953	1906	2859
730	1460	2190
1019	2038	3057
1019	2038	3057
1019	2038	3057
1050	2100	3150
1099	2198	3297
1364	2728	4092
909	1818	2727
971	1942	2913
742	1484	2226
638	1276	1914
661	1322	1983
469	938	1407
654	1308	1962
642	1284	1926
690	1380	2070
570	1140	1710
450	900	1350
375	750	1125
457	914	1371
457	914	1371
388	776	1164
439	878	1317
370	740	1110
588	1176	1764
821	1642	2463
864	1728	2592
864	1728	2592
940	1880	2820
1019	2038	3057

Footnotes:

Additional Stipends to Salary Schedule

Day Lead Custodian - Elementary	\$200	(plus \$100 for each parttime person supervised during school year)
Day Lead Custodian - JHS	\$1,100	
Day Lead Custodian - SHS	\$2,700	
Night Lead Custodian - JHS	\$600	
Night Lead Custodian - SHS	\$2,100	
Asbestos Supervisor	\$2.50	/hour
Maintenance Dept. Team Leader	\$1,000	
HS Pool Operator	\$400	(payable \$200 in January and \$200 in July upon recommendation of Dir of Custodial Svcs that conditions outlined in Schedule E have been satisfied)
Maint Tasks performed by Custodian	\$600	(payable \$300 in January and \$300 in July upon recommendation of Dir of Custodial Svcs that conditions outlined in Schedule E have been satisfied)

Full yearly amounts to be paid employees will be calculated in advance and divided by the employee's normal number of pay periods so that employees will receive the same amount per paycheck throughout the year. A full explanation will be furnished to each employee at the beginning of the year showing just how his/her full year salary and bi-weekly paycheck gross amount has been calculated.

- (a) Includes payment for 7 holidays and up to 3 snow days.
- (b) Hourly salaries will be used in calculating annual salaries for appointed employees who work other hours than those shown.
- (c) Longevity will be based on number of years in district. The additional amount paid will be that amount shown for longevity in the employee's current classification. Longevity Increment 1 will be paid beginning in the eleventh year of continuous service. Longevity Increment 2 will be paid beginning the sixteenth year of continuous service. Longevity Increment 3 will be paid beginning the twenty-first year of continuous service.
- (d) Days are based on 182 school days and 1 day before school and 7 holidays. If there are more than 182 school days, payment for any extra day will be made.
- (e) Days are based on 180 school days and 7 holidays. If there are more than 180 school days, payment for any extra day will be made.
- (f) Clerical Aides are not expected to work on snow days but also do not receive credit for them as a workday.
- (g) Days are based on 7 holidays.

2001-02 SALARY SCHEDULE

Contract Title	Notes	STEP												
		1	2	3	4	5	6	7	8	9	10			
Cleaner/1704 hrs	(g)	18498	19112	19717	20329	20932	21541							
Custodial Worker		24802	25782	26774	27763	28755	29737							
Custodian		25585	26578	27565	28555	29544	30527							
Building Maintenance Helper		24609	25698	26780	27875	28961	30045							
Building Maintenance Man		29787	30892	32006	33120	34231	35338							
Building Maintenance Mechanic		37325	38511	39695	40880	42071	43257							
Motor Vehicle Operator		27056	28159	29276	30389	31502	32608							
Electronic Technician		40363	41548	42732	43916	45108	46293							
Bus Maintenance Supervisor		41910	43386	44868	46358	47829	49313							
Auto Mechanic		35718	36902	38085	39270	40460	41658							
Auto Mechanic Helper		30055	31039	32016	33000	33985	34963							
Auto Service Man		23040	23789	24527	25271	26008	26753							
Head Bus Driver		41910	43386	44868	46358	47829	49313							
School Bus Driver - 8 hr/day	(a) (d)	19061	19783	20508	21256	22001	22705	23569	24367	25261	26249			
(Steps 11-16)		27353	28394	29424	30851	31495	32526							
School Bus Driver - 6 hr/day	(a) (d)	15815	16413	17016	17636	18254	18837	19557	20218	20960	21779			
(Steps 11-16)		22697	23559	24413	25598	26133	26988							
Bus Driver Aide/Monitor - 8 hr/day	(a) (d)	16236	16805	17372	17892	18459	19106							
Bus Driver Aide/Monitor - 6 hr/day	(a) (d)	12177	12604	13030	13419	13846	14330							
Suburban Driver - 8 hr/day	(d)	16236	16805	17372	17892	18459	19106							
Suburban Driver - 6 hr/day	(d)	12177	12604	13030	13419	13846	14330							
Clerk Typist I/Typist (Ele Clerical Aide)/1395 hrs/yr	(f) (g)	16504	17164	17806	18505	19147	19808							
Clerk Typist I/Typist/1215.5 hrs/yr	(g)	13654	14193	14735	15303	15841	16381							
Clerk Typist I/Typist/841.5 hrs/yr	(g)	9453	9826	10201	10596	10965	11340							
Typist/Clerk		21782	22667	23544	24427	25306	26182							
Typist/Clerk 10-Month	(g)	16768	17435	18104	18799	19467	20137							
Act Clk/Steno/Sr Typist/12-month		23449	24367	25290	26195	27122	28043							
Act Clk/Steno/Sr Typist/1500 hrs/yr	(g)	18044	18749	19458	20144	20869	21577							
Act Clk/Steno/Sr Typist/1300 hrs/yr	(g)	15637	16249	16864	17459	18088	18700							
Act Clk/Steno/Sr Typist/1215.5 hrs/yr	(g)	14618	15189	15761	16318	16906	17478							
Act Clk/Steno/Sr Typist/1000 hrs/yr	(g)	12029	12501	12971	13431	13914	14385							
Secretary I/1950 hrs/yr		26926	28035	29138	30235	31339	32442							
Secretary I/1500 hrs/yr	(g)	20713	21565	22414	23258	24107	24956							
Sr Act Clk/Sr Steno/Data Process		27336	28442	29545	30644	31748	32850							
Microcomputer Sys Analyst/Comp Op		27336	28442	29545	30644	31748	32850							
Computer Operator		27336	28442	29545	30644	31748	32850							
Secretary II		29556	30745	31920	33113	34295	35474							
Principal Steno		29964	31153	32329	33522	34703	35883							
Principal Account Clerk		39812	41284	42759	44223	45690	47160							
Composer Operator		24286	25273	26248	27238	28221	29203							
Production		25396	26439	27484	28531	29577	30619							
School Nurse	(e)	24448	25265	26083	26924	27740	28559							
School Monitor	(g)	14667	15984	17422	18051	18700	19371							
Copy Machine Operator		19361	20087	20860	21571	22336	23089							
Ele Cafeteria Supv/Food Service Helper	(g)	11288	11537	11874	12136	12693	13191							
Cook Manager Ele	(a)	15497	16028	16799	17435	18137	18800							
Cook Manager JHS	(a)	15204	15722	16477	17101	17792	18437							
Cook Manager SHS	(a)	16535	17114	17821	18441	19128	19811							
Asst Cook Manager	(a)	13486	13807	14183	14490	15163	15734							
Food Server Hourly	(b)	8.85	9.06	9.33	9.51	9.98	10.35							
Food Server Ele/6.5 hrs/185 days	(g)	10662	10866	11215	11460	11988	12439							
Food Server Ele/5.5 hrs/185 days	(g)	9018	9197	9486	9695	10139	10527							
Food Server JHS/6.5 hrs/188 days	(g)	10834	11041	11394	11643	12182	12638							
Food Server JHS/6.25 hrs/188 days	(g)	10416	10616	10955	11195	11714	12153							
Food Server JHS/5.5 hrs/188 days	(g)	9167	9344	9640	9851	10307	10697							
Food Server SHS/6.5 hrs/180 days	(g)	10373	10571	10911	11148	11665	12103							
Food Server SHS/5.5 hrs/180 days	(g)	8775	8945	9231	9432	9870	10240							
Health Office Asst	(g)	16504	17164	17806	18505	19147	19808							
Central Office Telephone Operator		25106	25991	26868	27751	28630	29506							
Data Entry Operator		23449	24367	25290	26195	27122	28043							
Key Punch Operator		23449	24367	25290	26195	27122	28043							
Technology Assistant		27536	28568	29669	30680	31768	32840							
Senior Payroll Clerk		27336	28442	29545	30644	31748	32850							

At Beginning of Year:

11	16	21
Long.1 (c)	Long.2 (c)	Long.3 (c)
577	1154	1731
940	1880	2820
940	1880	2820
1036	2072	3108
1034	2068	3102
1125	2250	3375
1034	2068	3102
1125	2250	3375
1416	2832	4248
1133	2266	3399
936	1872	2808
708	1416	2124
1416	2832	4248
1043	2086	3129
782	1564	2346
563	1126	1689
422	844	1266
563	1126	1689
422	844	1266
603	1206	1809
501	1002	1503
346	692	1038
842	1684	2526
887	1774	2661
886	1772	2658
677	1354	2031
586	1172	1758
549	1098	1647
453	906	1359
977	1954	2931
748	1496	2244
1044	2088	3132
1044	2088	3132
1044	2088	3132
1076	2152	3228
1126	2252	3378
1398	2796	4194
932	1864	2796
995	1990	2985
761	1522	2283
654	1308	1962
678	1356	2034
481	962	1443
670	1340	2010
658	1316	1974
707	1414	2121
584	1168	1752
461	922	1383
384	768	1152
468	936	1404
468	936	1404
398	796	1194
450	900	1350
379	758	1137
603	1206	1809
842	1684	2526
886	1772	2658
886	1772	2658
964	1928	2892
1044	2088	3132

Footnotes:

Additional Stipends to Salary Schedule

Day Lead Custodian - Elementary	\$200	(plus \$100 for each parttime person supervised during school year)
Day Lead Custodian - JHS	\$1,100	
Day Lead Custodian - SHS	\$2,700	
Night Lead Custodian - JHS	\$600	
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Maintenance Dept. Team Leader	\$1,000	
HS Pool Operator	\$400	(payable \$200 in January and \$200 in July upon recommendation of Dir of Custodial Svcs that conditions outlined in Schedule E have been satisfied)
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- (a) Includes payment for 7 holidays and up to 3 snow days.
- (b) Hourly salaries will be used in calculating annual salaries for appointed employees who work other hours than those shown.
- (c) Longevity will be based on number of years in district. The additional amount paid will be that amount shown for longevity in the employee's current classification. Longevity Increment 1 will be paid beginning in the eleventh year of continuous service. Longevity Increment 2 will be paid beginning the sixteenth year of continuous service. Longevity Increment 3 will be paid beginning the twenty-first year of continuous service.
- (d) Days are based on 182 school days and 1 day before school and 7 holidays. If there are more than 182 school days, payment for any extra day will be made.
- (e) Days are based on 180 school days and 7 holidays. If there are more than 180 school days, payment for any extra day will be made.
- (f) Clerical Aides are not expected to work on snow days but also do not receive credit for them as a workday.
- (g) Days are based on 7 holidays.

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**SCHEDULE B
LEGAL HOLIDAYS**

The following are legal holidays and should be considered holidays for our 12-months non-teaching personnel, provided school is not in session on the day in question:

Labor Day	New Year's Day
One Jewish High Holiday a.	Martin Luther King Day
Columbus Day	Presidents' Day
Veterans' Day	Good Friday
Thanksgiving Day	Memorial Day
The Day After Thanksgiving Day	Fourth of July
Christmas Day	One Floating Day b.

Note: a. Designated by the Board of Education
b. Subject to Supervisor's approval (can not be carried over to future school years.)

Calculation of the salary schedules for 10-month appointed employees shall include payment for seven holidays.

Work Year: All ten-month employees working on days when District schools are closed for holidays shall be paid at the rate of double time (2x) for all hours worked. Employees required to report on such days shall be paid a minimum of three (3) hours pay at double time.

If it is mutually agreeable, 12-month employees may be asked to work on certain of these days provided another day off is given at another time. These arrangements may be made by the Central Office or by the individual principal with the approval of the Central Office. A list of universal substitute holidays to be taken will be furnished to the Union no later than September 30th.

Holidays falling on Saturday will be celebrated on Friday provided school is not in session. Holidays falling on Sunday will be celebrated on Monday.

**SCHEDULE C
BOARD POLICY OR NON-INSTRUCTIONAL VACATIONS**

VACATION LEAVE

Non-instructional employees employed prior to July 1, 1985, on a 12-month basis, will earn vacation leave as follows:

After 1 yr. 10 working days earned at the rate of 5/6 day per month
2 yrs. 11 working days earned at the rate of 11/12 day per month
3 yrs. 12 working days earned at the rate of 1 day per month
4 yrs. 13 working days earned at the rate of 1-1/12 days per month
5 yrs. 14 working days earned at the rate of 1-1/6 days per month
6 yrs. 15 working days earned at the rate of 1-1/4 days per month

7 yrs. 16 working days earned at the rate of 1-1/3 days per month
8 yrs. 17 working days earned at the rate of 1-5/12 days per month
9 yrs. 18 working days earned at the rate of 1-1/2 days per month
10 yrs. 19 working days earned at the rate of 1-7/12 days per month
11 yrs. 20 working days earned at the rate of 1-2 / 3 days per month

Non-instructional employees employed after July 1, 1985, on a 12-month basis, will earn vacation leave as follows:

After 1 year - 10 working days earned on a pro-rated basis.

For each additional year after the first, an additional .715 day earned on a pro-rated basis for the next 14 years in accordance with the following.

After 1 yr. 10 working days
 2 yrs. 10.7 working days
 3 yrs. 11.4 working days
 4 yrs. 12.1 working days
 5 yrs. 12.9 working days
 6 yrs. 13.6 working days
 7 yrs. 14.3 working days
 8 yrs. 15.0 working days

After 9 yrs. 15.7 working days
 10 yrs. 16.4 working days
 11 yrs. 17.1 working days
 12 yrs. 17.9 working days
 13 yrs. 18.6 working days
 14 yrs. 19.3 working days
 15 yrs. 20.0 working days

No provision for vacation allowance has been made for 10-month noninstructional employees, because they are not required to work during school vacation periods.

Employees shall be notified of their accumulated vacation no later than August 15th of each year for time accumulated thru June 30 of that year. The District will provide the amount of accumulated vacation time at anytime upon written request of individual.

All vacations must be approved in advance by the immediate supervisor and the Business Administrator .

When school is in session and a replacement would be required, the District will allow, after approval of the employee's supervisor and subject to the availability of a suitable replacement, up to six employees per year to take up to one week's vacation each. Determination of eligibility will be based on seniority of the employee. Operational procedures to implement the intent of this clause will be submitted by the union for administrative approval at a later date.

SCHEDULE D

GRIEVANCE PROCEDURE

RESOLUTION OF THE BOARD OF EDUCATION

The Board of Education of the North Colonie Central School District in compliance with Article 16 of the General Municipal Law (Chapter 554 of the Laws of 1962) regarding the establishment of all grievance procedures for the orderly settlement of grievances of all employees of the North Colonie Central School District, hereinafter referred to as the North Colonie Central Schools, hereby adopts the following Article of policy procedures and regulations to be effective July 1, 1969.

DECLARATION OF POLICY

In order to establish a more harmonious and cooperative relationship between employees and members of the Board of Education which will enhance the educational program of the North Colonie Central School District, it is hereby declared to be the purpose of this Article to provide according to law for the settlement of certain differences between employees and their employers through procedures under which employees may present grievances, free from coercion, interference, restraint, discrimination or reprisal. Administrative actions that are reasonable are not grievable under this section.

DEFINITIONS

EMPLOYER: The Board of Education, North Colonie Central School District, Newtonville, New York 12128

EMPLOYEE: Any person employed and compensated by the North Colonie Central School District.

EMPLOYEE ORGANIZATION: The North Colonie Unit of Civil Service Employees' Association.

GRIEVANCE: Any claimed violation, misinterpretation or inequitable application of the existing law, rules, procedures, regulations, administrative orders and/or work rules of the North Colonie Central School District or the specific terms of this collectively negotiated Agreement.

INFORMAL PROCEEDINGS: Those proceedings during the first stage procedure, generally of an oral nature.

FORMAL PROCEEDINGS: Those proceedings following Stage One of Grievance .

IMMEDIATE SUPERVISOR: Shall be determined by the attached chart and/or as amended.

PROCEDURAL STAGES

Any employee directly affected by a grievance~ or the Employee Organization, having a grievance as defined in this Article, shall follow the ensuing steps in resolving said grievance. No grievance shall be considered under any circumstances unless presented at Step I within fifteen (15) working days from the time the grievance first arose or by October 1 for grievance arising during the summer. The employee has the right to institute grievance proceedings without fear or redress, and to choose whomsoever he/she desires to represent him/her in said proceedings. At any grievance stage, if an answer is not given within the prescribed time, the aggrieved party has the right to proceed to the next stage unless both parties agree to an extension of time.

When more than one grievance is presented within the time limit for decision at any *Stage*, the grievances shall be considered in consecutive order according to the time received, and the period allowed in which to answer to that stage shall begin when a timely answer to the previous grievance is given.

I. Stage One

"Informal" - the employee shall present the grievance orally to Supervisory Level #1. The supervisor after reviewing the complaint shall render an oral decision within five working days or by a mutually agreed day. If the employee wishes to proceed with the grievance he/she must submit the grievance in writing.

The Employee then has up to ten work days in which to initiate action to implement Stage Two, Formal Proceedings, as follows:

II. Stage Two

A. Initiation of Stage Two - Grievance Procedure - "Formal"

1. Employee's (or Employee Organization's) responsibility - Present grievance on prescribed form signed by the unit's grievance chairman, to Supervisory Level #2 or his/her designee. This form shall provide space to enter the specific nature of the grievance and include the following:

- Historical background of grievance
- Evidence supporting grievance
- Action taken thus far to resolve grievance
- Reason for dissatisfaction with action taken during Informal Proceedings.

A copy of this form must be sent to the first level supervisor by the party filing the grievance. The supervisor at Stage II may without penalty delay consideration at Stage III until all required available information requested on the grievance form has been provided by the grievant.

B. Supervisory Level #2 Action

The Supervisory Level #2 or designee will have up to ten (10) work days, or by a mutually agreed day, following receipt of said written grievance in which to study the grievance and render a decision. He/she may request meetings with either or both parties. If the employee or the Employee Organization rejects the decision, the employee may elect to proceed to Stage Three - Board of Education - by filing the grievance within ten (10) work days after receiving the Supervisory Level #2 's formal action.

III. Stage Three - Board of Education

- A. Within ten (10) working days, or by a mutually agreed day, after the receipt of an appeal, the Board of Education or its designated agent(s) who shall be a person or persons who have not previously been involved in that grievance, shall hold a hearing on the grievance. The hearing shall be conducted in closed session.
- B. Within ten (10) working days, or by a mutually agreed day, after the conclusion of the hearing, the Board of Education or its designated agent/s shall render a decision, in writing, on the grievance.
- C. The decision of the Board will be final except in matters involving interpretation or application of the terms of this Agreement or of school policies, rules, or regulations.

IV. Stage Four - Arbitration

- a. If the employee and/or the Association is not satisfied with the decision at Stage 3, and the Association determines that the grievance is meritorious and that appealing it is in the best interest of all concerned parties, it may submit the grievance to arbitration by written notice to the Board within fifteen (15) school days of the decision at Stage Three, or by a mutually agreed day.
- b. Within ten (10) school days after such written notice of submission to arbitration, a request for the selection of an arbitrator will be made to the American Arbitration Association by the grieving party. A copy of such request shall be forwarded to the Business Administrator,

All parties shall be bound by the procedures of the American Arbitration Association in the selection of the arbitrator. In determining his/her decision, the arbitrator shall comply with New York State law and not add to, alter, or amend the agreement or policies of the Board of Education. The decision of the arbitrator shall be final and binding upon all parties, but in no way interfere with the right to appeal as defined by law. The costs of the service of the arbitrator will be borne equally by the District and the CSEA.

- c. Notwithstanding the above, if both parties agree, PERB may be used instead of AAA. However, it is agreed that use of PERB will not constitute a basis for either party to claim establishment of a precedent or practice at some future date, no matter how many times PERB may be used.

**SUPERVISORY LEVELS APPLICABLE TO FORMAL AND INFORMAL
GRIEVANCE STAGES**

EMPLOYEE AGGRIEVED	SUPERVISORY LEVEL #1	SUPERVISORY LEVEL #2
Clerical	Business Administrator	Superintendent
Cafeteria	Director of Food Services	Business Administrator
Custodial	Director of Custodial Services	Business Administrator
Maintenance	Director of School Facilities & Operations	Business Administrator
Transportation	Director of Transportation	Business Administrator
School Monitors/ Technology Assistants	Business Administrator	Superintendent
School Nurses	Director of Pupil Services	Business Administrator

SCHEDULE E

POOL OPERATOR STIPEND

Stipend - \$200.00 in January and July as recommended by Director of Custodial Services.
Note: Stipend will not be awarded, if pool is closed due to improper maintenance by the pool operator.

1. Repair and clean "turtles" up to limit allowed.
2. Become State certified "Pool Operator" and keep certification updated.
3. Prepare daily pool records.
4. Keep pool water properly balanced with appropriate chemicals.
5. Order and maintain proper inventory of chemicals.
6. Maintain good relationship with health department inspector.
7. Maintain good public relations with pool user groups.
8. Repair and replace above water tile as necessary.

CUSTODIAN STIPEND FOR MAINTENANCE TASKS

\$300.00 will be paid in January and July annually as recommended by Director of Custodial Services, if all maintenance tasks noted below are performed by custodian (minus \$75.00 if electrical requirements are not performed).

ELECTRICAL: Replace: electrical outlets, switches, ballasts, light fixture ends, lightbulbs.
(District Training Required) Repair: power cords, pool equipment

PLUMBING: Replace flush valves and traps, clean drains and traps, repair faucets, repair dishwashers, unplug drains, toilets, urinals, sinks

GENERAL:

Repair furniture
Put furniture together: e.g. desks, bookcases, computer carts
Replace filters
Clean and oil univents and air handling units
Repair roll-up maps
Sand and refinish wooden floors and stage
Replace toilet seats and paper dispensers
Replace ceiling tile minor
Repair window hardware
Install baseboard molding
Vacuum coils on refrigerators and milk coolers
Performs minor painting tasks
Install pencil sharpeners
Install/remove corkstrips
Repair bathroom stalls
Hang movie screens
Hang pictures and plaques
Repair doors and door closers and lubricate
Performs battery maintenance on emergency lighting
Emergency repair of holes in walls
Repair lockers and locks - minor
Reset boilers and pumps
Repair lawn mowers and outside equipment, sharpen blades
Reglue vinyl tile and nonflammable asbestos tile
Hang bulletin boards
Repair minor heating problems
Performs minor pool maintenance (e.g. cleans filters, maintain
chemical dispensing unit, etc.)
Repair carpet strips
Change oil and filters in lawn mowers, leaf, vacuums, snow blowers
Repair venetian blinds
Repair window shades
Repair telephones - connections only
Repair clocks or replace - lens only
Repair formica counters

GROUNDS:

Mow lawns, rake leaves, trim hedges, trim trees and bushes,
shovel snow, take care flower beds, plant grass seed,
fertilize lawns, weedwack, snowblow sidewalks and entrances

PROCEDURES FOR EVALUATIONS

The intent of the evaluation form is to be a constructive tool. Evaluation forms shall be completed twice per school year. One informal to be completed by January 15 and one formal evaluation to be completed by July 15. The evaluations shall be done by the employee's Administrative Supervisor/Director with the assistance of other appropriate persons. No official record of the informal evaluation will be maintained. The formal evaluation shall be filed in each Supervisor/Director's office and with the Business Administrator for the Employee's personnel file.

Each employee being evaluated shall be offered the opportunity to review, comment, and sign the completed formal evaluation before it is permanently filed with the Supervisor/Director's and the Business Administrator. If the employee desires to make a separate written response, it must be filed with the evaluator and the Business Administrator within five (5) working days of the evaluation. The evaluation form shall not be subject to grievance procedures or used as a basis for disciplinary action.

**NORTH COLONIE CENTRAL SCHOOL DISTRICT
FOOD SERVICE DEPARTMENT
PERSONNEL EVALUATION FORM**

Employee Name: _____ Job Classification: _____

Evaluation Review Dates: From: _____ To: _____

Name/ Location of Department or School: _____

Standards not met

Unsatisfactory: Performance with respect to a factor too inadequate to retain in present job. Immediate improvement required.

Needs Improvement: Performance with respect to a factor is unusually below job standards. Improvement is required.

Standards met

Satisfactory: Performance with respect to a factor generally meets job standards.

Standards Exceeded

Frequently Exceed: Performance with a factor is superior and usually beyond expectation and job standards.

The unique Exceptional Top Performer: Performance with respect to a factor is excellent. Results obtained are far in excess of expectations and job description.

Application to Duty	* Needs				
	*Unsatisfactory	Improvement	Satisfactory	Frequently Exceeds	*Unique Performance
Observation of Food Sanitary Codes / Safety Rules					
Implementation of Program Nutrition Requirements (Offer vs. Serve)					
Cooperation with supervisors					
Relations with fellow workers					
Reliability					
Leadership					
Adaptability on the Job Overall					
Neatness, Presentability and Acceptability of Work					
Soundness of Judgments and Decisions					
Effectiveness in presenting ideas and Facts					
Effectiveness in meeting and dealing with students, teachers and staff					
Quality of Work Overall					
Meeting Realistic Deadlines					
Speed of Work					
Promptness of Action					
* Marks in these categories must be justified with examples which preferably have been pointed out to the employee.					

Evaluator's Comments: _____

Employee's Comments: _____

Evaluator's Signature _____ Date: _____

Employee's Signature _____ Date: _____

I have reviewed this evaluation and discussed the contents with my supervisor. My signature means that I reviewed the evaluation but does not necessarily imply that I agree. I desire to submit a written response to this evaluation. _____ Yes _____ No.

**NORTH COLONIE CENTRAL SCHOOLS
MAINTENANCE DEPARTMENT
EVALUATION FORM**

EMPLOYEE NAME: _____ **TITLE:** _____

EVALUATION PERIOD _____
Form to be completed by Supervisor before January 15 (informal) and July 15 (formal) each year.

CIRCLE COMMENTS WHICH APPLY

	EXCELLENT:	GOOD:	** NEEDS IMPROVEMENT:	** UNSATISFACTORY:
1. PUNCTUALITY /WORK HABITS Employee on the job, begins work at appointed starting time makes proper use of work time.	On time without exception. Makes maximum use of the work day.	Ready for work on time with rare exceptions. Makes good use of the work time.	Occasionally lax in reporting to work on time and/or making good use of the work day.	Often late or fails to make good use of the work day.
2. INDEPENDENCE: Ability to work with limited supervision.	Requires absolute minimum of supervision.	Routinely takes care of necessary tasks and is able to complete them with minimum supervision, for the position.	Requires more supervision than expected for the position.	Requires constant supervision on all jobs. Is unreliable.
3. INITIATIVE: Readiness and ability to start a course of action.	Always looks for other problems, makes minor repairs and reports major problems to supervisor.	Usually looks for other problems, usually makes minor repairs and reports major problems to the supervisor.	Does only what is told.	Has poorly defined goals and acts without purpose. Puts forth little effort.
4. INTERPERSONAL RELATIONSHIPS: Cooperation, ability to work well with peers, supervisors, and subordinates.	Exceptional rapport with all.	Cheerfully assists others when assigned.	Difficult to work with.	Uncooperative. Antagonistic.
5. JOB KNOWLEDGE: Familiarity with Technical Aspects of the Job.	Thoroughly versed in the job, is eager to learn.	Satisfactorily understands all phases of work, is willing to learn.	Lacks knowledge of some phases of work.	Needs direction on all but most basic aspects of the job.
6. CREATIVITY: Talent for finding new and better ways of doing assigned tasks.	Offers solid suggestions of new ways of accomplishing work, imaginative.	Supports the need for improved procedures.	Rarely has new ideas, is unimaginative.	Never has a new idea.
7. APPEARANCE: Neatness and Wearing of Uniform	Is neat and always wears a complete uniform, shows pride in appearance.	Is neat and wears complete uniform most of the time.	Seldom wears a complete uniform. Appears to not care about appearance.	Inappropriately dressed. Does not care about appearance.
8. PERFORMANCE: Quantity /Quality of your work and the work of those you may supervise.	Always completes work in a timely manner and rarely has a call back or repeat repair.	Usually completes work in a timely manner and has infrequent call backs or repeat repairs.	Quantity not up to expected level. Quality must be carefully reviewed.	Frequent call backs. Takes excessive time for repairs.

9. STABILITY:
Ability to withstand pressure, in a crisis situation.

10. COMMUNICATION:
Ability to listen to people and keep others informed.

11. ATTENDANCE:
The amount of time the employee is on the job.

EXCELLENT:	GOOD:	** NEEDS IMPROVEMENT:	** UNSATISFACTORY:
Remains calm, clearly analyzes crisis situations, handles pressure well.	Does not become upset by everyday problems and is able to function under pressure.	Easily upset by minor problems unable to function in a crisis situation.	Panics easily, can not be depended upon in a crisis situation.
Accurately determines what needs to be communicated, who needs to know, and takes appropriate action.	Listens and asks questions provides needed information to others.	Has poor communication skills does not hear people out, does not always keep others informed.	Does not listen, interrupts, can not be depended upon to pass on information.
EXCELLENT:	GOOD:	FAIR:	** NEEDS IMPROVEMENT:
Uses less than 4 days of combined sick and personal days, annually.	Does not exceed 6 days combined sick and personal days with out a doctor's excuse, annually.	Uses no more than 6 to 8 combined sick and personal days with out a doctor's excuse, annually.	Exceeds 8 days combined sick and personal days with out a doctor's excuse, annually.

** Remarks in these categories must be justified by specific examples which preferably have been pointed out to the individual previously.

Evaluator's Signature: _____ Date: _____

E v a l u a t o r ' s C o m m e n t s :

Employee's Signature: _____ Date: _____

I have reviewed this evaluation with my supervisor. My signature means that I have reviewed the evaluation, but does not necessarily imply that I agree.

Employee's Comments:

(optional) I plan to submit to my Supervisor and the Business Administrator additional comments within five working days.

**NORTH COLONIE SCHOOL DISTRICT
MECHANICS PERSONAL EVALUATION FORM**

NAME: _____
TITLE: _____
EVALUATION PERIOD: _____

Form to be completed by January 15 (Informal) and July 15 (Formal) of each year.

Excellent: Performance fully meets and sometimes exceeds job standards.

Good: Performance meets job standards.

Needs Improvement: Performance is usually below job standards. Improvement is required.

Unsatisfactory: Performance is continuously below job standards.

CIRCLE COMMENTS WHICH APPLY

	<u>EXCELLENT</u>	<u>GOOD</u>	<u>NEEDS IMPROVEMENT</u>	<u>UNSATISFACTORY</u>
PUNCTUALITY/ WORK HABITS Employee on the job. begins work at appointed starting time and makes proper use of work time.	On time without exception. Makes maximum use of the work day.	Ready for work on time with rare exceptions. Makes good use of the work time.	Occasionally lax in reporting to work on time and/or making good use of the work day.	Often late or fails to make good use of the work day.
INDEPENDENCE: Ability to work with limited supervision.	Requires absolute minimum supervision.	Routinely takes care of necessary tasks and is able to complete them with reasonable promptness.	Requires close supervision.	Requires constant supervision on all jobs. Is unreliable.
INITIATIVE: Readiness and ability to start a course of action.	Always looks for other problems when checking vehicles. Repairs minor problems and reports major problems to supervisor.	Usually looks for other problems when checking vehicles. Repairs minor problems and reports major problems to supervisor.	Does only what is told.	Has poorly defined goals and acts without purpose. Puts forth little effort.
INTERPERSONAL RELATIONSHIPS: Cooperation, ability to work well with peers, supervisors, and subordinates.	Exceptional rapport with all.	Cheerfully assists others when needed.	Difficult to work with.	Uncooperative. Antagonistic.
CLEANLINESS OF WORK AREA: The degree of order and housekeeping.	Work area always clean. Wipes up oil/debris between jobs. Excellent standards of safety and cleanliness.	Keeps clean work bench. Used parts disposed of properly. Floor swept daily. Shop tools properly stored.	Sometimes dirty work area. Occasionally does not dispose of used parts properly or replace tools where they belong.	Dirty work area. Oil debris on floor. Used parts not properly disposed. Tools not cared for properly.
SAFETY AND THE USE OF HAND TOOLS AND SHOP EQUIPMENT: Uses tools properly and follows accepted safety rules.	Always follows safe practices and encourages others to do the same.	N/A	Sometimes lax in following safety rules, particularly with air and electrically operated tools. Sometimes fails to wear safety equipment properly.	Constantly need to be reminded to follow safety rules.
TROUBLESHOOTING: Ability to diagnose vehicle mechanical problems. Knows problems with vehicle systems and components.	Has exceptional ability to correctly diagnose problems on all systems and components using test equipment and available technical resources.	Has ability to correctly diagnose problems on most vehicle systems and components using test equipment and available technical resources.	Limited ability to troubleshoot mechanical problems. Needs to learn about common troubleshooting devices available in the garage.	Cannot troubleshoot mechanical problems independently. Fails to learn how to use troubleshooting devices.

MECHANICAL KNOWLEDGE:

An understanding of the theory and operation of vehicle systems and components.

Exceptional technical knowledge. Strives to learn new systems and techniques. Keeps up to date on service bulletins.

Able to repair most vehicle systems and components through experience and use of repair manuals.

Limited ability to make repairs to one or more vehicle systems (i.e. brakes, electrical, exhaust, etc.)

Demonstrates inadequate understanding of typical vehicle systems and components.

QUALITY/QUANTITY OF WORK:

Always completes work in a timely manner and rarely has a callback or repeat repair.

Usually completes work in a timely manner and has infrequent callback or repeat repairs.

Needs supervision in one or more areas of vehicle maintenance and repair. Frequent callback and repeat repairs.

Poor repair record. Recall repair callbacks are excessive.

ATTENDANCE:

The amount of time the employee is on the job.

EXCELLENT

Uses less than four days of combined sick and personal days annually.

GOOD

Does not exceed six days of combined sick and personal days w/o doctor's excuse annually.

FAIR

Uses no more than 6-8 combined sick and personal days w/o doctor's excuse annually.

NEEDS IMPROVEMENT

Exceeds 8 days of combined sick and personal days w/o doctor's excuse annually.

Evaluator's Signature _____

Date _____

Evaluator's Comments _____

Employee's Signature _____

Date _____

I have reviewed this evaluation and discussed the contents with my supervisor. My signature means that I reviewed the evaluation but does not necessarily imply that I agree. Employee's Comment's.

CONTINUE ON REVERSE SIDE IF NECESSARY

**NORTH COLONIE CENTRAL SCHOOL DISTRICT
SCHOOL MONITORS PERSONNEL EVALUATION FORM**

NAME: _____

EVALUATION PERIOD: _____

NA: Not Applicable

GOOD: Performance meets job standards.

EXCELLENT: Performance fully meets and frequently exceeds job standards.

NEEDS IMPROVEMENT: Performance is usually below job standards. Improvement is required.

CIRCLE COMMENTS WHICH APPLY

Form to be completed by Supervisor by January 15 (Informal) and June 30 (Formal) of each year.

	NA	EXCELLENT	GOOD	NEEDS IMPROVEMENT	
PUNCTUALITY:		On time without exception. Makes maximum use of the scheduled workday	Ready for work on time with rare exception	Too often not at work on time	
PERFORMANCE:		Always visible and moves constantly throughout assigned areas. Actively supervises. Enforces all school policies and procedures	Generally visible, monitors assigned areas and follows school policies and procedures	Needs to be more active, visible and mobile during supervision. Needs to be consistent in enforcement of school policies and procedures	
CREATIVITY/ PROBLEM SOLVING:		Suggests new ways of doing things, very imaginative	Supports the need for improved procedures and offers sound suggestions on new ways of doing things	Rarely has new ideas or is inflexible	
INDEPENDENCE:		Requires absolute minimum of supervision	Routinely takes care of necessary tasks and completes with reasonable promptness	Requires close supervision. Sometimes requires prompting	
INTERPERSONAL RELATIONSHIPS:		Cooperative, trustworthy. Has the ability and is willing to work well with students, staff and public. Exceptional rapport.	Generally cooperative and trustworthy. Good rapport generally exists with students, staff and public	Difficult to work with. Occasionally lacks discretion	
STABILITY:		Remains calm, clearly analyzes situation and is able to function well in a crisis situation. Can diffuse most situations	Does not become upset by everyday problems and is able to function well under pressure. Can generally diffuse situations.	Too easily upset over minor annoyance. Unable to maintain self control. Tends to escalate situation	
COMMUNICATION:		Listens and always keeps others informed. Determines what needs to be communicated, who needs to know, and takes appropriate action	Listens and asks necessary questions. Clearly provides needed information to others	Too often does not listen or provide needed information	
	NA	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
ATTENDANCE:		Uses less than 3 days of combined sick and personal days	Does not exceed combined sick and personal leave w/o doctor's excuse (5 days)	Uses 5-7 combined sick and personal days w/o doctor's excuse	Exceeds combined sick and personal leave w/o doctor's excuse (7 days)

QUALIFYING/ADDITIONAL COMMENTS: _____

EVALUATOR'S SIGNATURE _____ Date: _____

EMPLOYEE'S COMMENTS (Optional): _____

EMPLOYEE'S SIGNATURE _____ Date: _____

My signature means that I have reviewed this evaluation and discussed its contents with my supervisor, but does not necessarily imply that I agree.

(Optional) I plan to submit to my Supervisor and the Business Administrator additional comments within 5 working days.

ATTACH ADDITIONAL PAGES IF NECESSARY

WHITE: EMPLOYEE

YELLOW: SUPERVISOR

PINK: FILE

NAME: _____

TITLE: _____

EVALUATION PERIOD: _____

NA: Not Applicable

GOOD: Performance meets job standards.

EXCELLENT: Performance fully meets and sometimes exceeds job standards.

NEEDS IMPROVEMENT: Performance is usually below job standards. Improvement is required.

CIRCLE COMMENTS WHICH APPLY.

Form to be completed by Supervisor by January 15 (informal) and July 15 (formal) of each year.

	NA	EXCELLENT	GOOD	NEEDS IMPROVEMENT **	
PUNCTUALITY: At work at appointed times.		On time without exception. Makes maximum use of the scheduled workday	Ready for work on time with rare exception	Too often not at work on time	
JOB KNOWLEDGE: Familiar with requirements of job and demonstrates willingness to learn		Has exceptional knowledge of all phases of work	Well versed in job	Should have better knowledge of some phases of work and/or resists learning better ways	
CREATIVITY/PROBLEM SOLVING: Talent for finding new & better ways of doing things, imaginative		Frequently suggests new ways of doing things, very imaginative	Supports the need for improved procedures and offers sound suggestions on new ways of doing things	Rarely has new ideas or is inflexible	
INITIATIVE: Readiness & ability to start a course of action		Always initiates course of action, thinks ahead	A self starter. Routinely initiates course of action	Does only what is told	
PERFORMANCE: Quantity & quality of your work and work of those you may supervise		Quantity, quality and timeliness of work exceeds that which is expected	Work for which you are responsible is completed in a timely manner and is of high quality and expected quantity	Quantity not up to expected level. Quality must be carefully reviewed	
INDEPENDENCE: Ability to work with limited supervision		Requires absolute minimum of supervision	Routinely takes care of necessary tasks & completes with reasonable promptness	Requires close supervision. Sometimes requires prompting	
INTERPERSONAL RELATIONSHIPS: Cooperative, trustworthy, has ability and is willing to work well with public, peers, supervisors & subordinates		Exceptional rapport and willingness to help others	Good rapport with all, offers to assist others if needed & possible	Difficult to work with. Occasionally lacks discretion. Untrustworthy	
STABILITY: Ability to withstand pressure. Remains calm in crisis situation, exhibits self control		Remains calm, clearly analyzes situation and is able to function well in a crisis situation	Does not become upset by everyday problems and is able to function well under pressure	Too easily upset over minor annoyances. Unable to maintain self control	
COMMUNICATION: Listens and keeps others informed		Determines what needs to be communicated, who needs to know, and takes appropriate action	Listens and asks necessary questions. Clearly provides needed information to others	Too often does not listen or provide needed information	
		EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
ATTENDANCE:		10 mo: Uses less than 3 days of combined sick and personal days 12 mo: Uses less than 4 days of combined sick and personal days	Does not exceed combined sick & personal leave w/o doctor's excuse (10 mo: 5 days 12 mo: 6 days)	10 mo: Uses 5-7 combined sick & personal days w/o doctor's excuse 12 mo: Uses 6-8 combined sick & personal days w/o doctor's excuse	Exceeds combined sick & personal leave w/o doctor's excuse (10 mo: 7 days 12 mo: 8 days)

**Marks in this category must be justified by specific examples

Evaluator's Signature _____

Date: _____

Evaluator's Comments _____

Employee's Signature _____

Date: _____

My signature means that I have reviewed this evaluation and discussed it's contents with my supervisor, but does not necessarily imply that I agree.
Employee's Comments (optional): _____

(optional) I plan to submit to my Supervisor and the Business Administrator additional comments within 5 working days

ATTACH ADDITIONAL PAGES IF NECESSARY

White: Employee

Yellow: Supervisor

Pink: File

Form to be completed by Supervisor
 January 15 (informal)
 and July 15 (formal)
 of each year

Name: _____
 Evaluation Period: _____

EXCELLENT: Performance beyond expectations as indicated for competence; unusual quality

GOOD: Performance meets expectations for competence

NEEDS IMPROVEMENT: Performance needs to improve as indicated in order to achieve competence.

CIRCLE COMMENTS WHICH APPLY

**PUNCTUALITY/
 WORK HABITS**

Employee on the job/begins work at appointed time, makes proper use of work time.

TECHNICAL KNOWLEDGE

Ability to troubleshoot, install, maintain computers and ancillary systems and audio-visual equipment.

PHOTOGRAPHY/VIDEO

Ability to produce PR photography, do photo copy work, video composition and editing.

JOB KNOWLEDGE

Familiar with requirements of job. Demonstrates willingness to learn.

CREATIVITY/PROBLEM-SOLVING

Talent for finding and recommending new & better ways of doing things, imaginative. Seeks and shares solutions with colleagues.

INITIATIVE

Readiness and ability to start a course of action.

	EXCELLENT	GOOD	NEEDS IMPROVEMENT
PUNCTUALITY/ WORK HABITS Employee on the job/begins work at appointed time, makes proper use of work time.	On time without exception. Begins work at appointed starting time. Makes maximum use of work day.	Ready for work on time with rare exceptions. Makes good use of work time.	Sometimes lax in reporting to work and/or starting. Sometimes fails to make good use of work time.
TECHNICAL KNOWLEDGE Ability to troubleshoot, install, maintain computers and ancillary systems and audio-visual equipment.	Able to operate and troubleshoot all classroom and production equipment; accomplish off-air and satellite taping; in-depth knowledge of PC and Mac operating systems and software and able to install and troubleshoot all systems and peripherals. Exceptional ability to diagnose problems.	Able to operate and troubleshoot all classroom and production equipment; accomplish off-air taping and satellite down-loads with some help; in-depth knowledge of PC or Mac systems and software, needs some help with the other; can install and troubleshoot, including peripherals as above. Able to diagnose problems on most systems.	Able to operate and troubleshoot most classroom a/v equipment and do off-air taping; needs to learn how to program and effect satellite downloads; minimal effectiveness in troubleshooting computer systems; needs assistance when installing computer systems or peripherals; needs to stay more current with software; limited ability to diagnose problems without assistance.
PHOTOGRAPHY/VIDEO Ability to produce PR photography, do photo copy work, video composition and editing.	Consistently produces photographic and video work which evidences technical composition and creative editing skills; handles I.D. photos, storyboarding and other related procedures in a timely manner.	Consistently produces photographic and video work which evidences technical composition and editing skills; handles I.D. photos and most storyboarding and other related procedures in timely fashion.	Composition and editing work of inconsistent quality; storyboarding and other procedures sometimes careless; timeliness treated casually.
JOB KNOWLEDGE Familiar with requirements of job. Demonstrates willingness to learn.	Has exceptional knowledge of all phases of work; initiates opportunities to stay current on all aspects of job and uses new information on-the-job.	Has adequate knowledge of all phases of work; willingly acts on supervisory suggestions related to in-service opportunities and uses new information on-the-job.	Needs reminders about some job requirements; sometimes reluctant to take advantage of in-service; doesn't see the need.
CREATIVITY/PROBLEM-SOLVING Talent for finding and recommending new & better ways of doing things, imaginative. Seeks and shares solutions with colleagues.	Willingly accepts new ways of doing things. Ability to analyze effectiveness of existing procedures and offer new ways to meet goals better; imaginative, realistic solutions; problem-solves with colleagues, shares ideas with them.	Supports need for improved procedures and offers practical suggestions; cooperates with colleagues in implementation of new ideas; may interact to offer refinements.	Rarely has suggestions for improved procedures; evidences unwillingness to problem-solve with colleagues to recommend changes; inflexible in reaction to changes.
INITIATIVE Readiness and ability to start a course of action.	Has ability to see what needs to be done beyond assigned tasks and does it; self-directed and motivated; thinks ahead.	Self-directed. Often goes beyond assigned task when in a building.	Sometimes needs supervisory encouragement to get started. Does only what told to do, fails to see little things that need doing.

	EXCELLENT	GOOD	NEEDS IMPROVEMENT
INDEPENDENCE Ability to work with minimal supervision. Has organization skills. Follows through to satisfactory job completion.	Requires minimal supervision. Highly organized in own schedule and approach to task; always does follow-up until job is completed satisfactorily; knows when it is appropriate to be independent and when to consult supervisor.	Routinely takes care of necessary tasks; keeps a schedule of assignments and appointments; meets obligations with reasonable promptness; follows-up on jobs completed; has sense of on-the-job appropriateness.	Needs supervision to get started on job; to complete job satisfactorily and to effect follow-up regarding customer satisfaction. Organizational skills needs work-sometimes "forgets" appointments, time-based obligations, e.g. off-air taping.
INTERPERSONAL RELATIONSHIPS Cooperative, trustworthy, ability to work well with public, all staff, peers, supervisors.	Consistently relates appropriately to colleagues, supervisor, staff, students; calm under stress; evidences positive affect toward provision of service; able to handle surprise requests with equanimity.	Relates appropriately to colleagues, supervisor, staff and students most of the time; usually calm under stress including last minute requests; service-oriented.	May respond inappropriately when giving services, e.g. reluctant, harried, negative. Occasionally lacks discretion. Difficult for colleagues to work with.
COMMUNICATION Ability to listen to people and keep others informed. Has sense of appropriateness about when and how much information should be shared with clients.	Consistently listens attentively and responds appropriately; determines what needs to be communicated, who needs to know, takes action promptly; has sense of determining which and how much technical information should be shared with clients; presents positive image of technology assistant.	Listens attentively and asks questions when needed; provides necessary information to clients and colleagues, presents positive image of technology assistant.	Too often an inattentive listener, fails to provide needed information or provides incorrect information.
STABILITY Ability to withstand pressure. Remains calm in stressful situations; maintains self-control.	Works with multiple and various clients with obvious confidence; remains calm and productive under stress; uses own self-control to keep clients calm.	Usually evidences self-confidence in work; functions well under pressure; does not let everyday problems interfere with job performance.	Easily and often upset by everyday problems; allows lack of self-control to interfere with on-the-job productivity.
QUALITY/QUANTITY OF WORK Ability to accomplish satisfactory production each work day with high success rate.	Quantity, quality and timeliness of work often beyond assignments and success rate is high, follow-up and call-backs self-initiated until success is met.	Assigned work completed in timely manner; success rate is high and self-initiated call-backs ensure client satisfaction.	Assigned work often not completed in time anticipated. Quality, including follow-up, needs careful monitoring.
ATTENDANCE	Uses fewer than 4 days of combined sick and personal days.	Does not exceed 6 days of combined sick and personal leave without doctor's note.	Exceeds 6 days of combined sick and personal leave without doctor's note.

Comments Specific to Performance Improvement:

Evaluator's Signature: _____ Date: _____

Evaluator's Comments: Periodic Performance Evaluations attached.

Employee's Signature: _____ Date: _____
 My signature means that I have reviewed this evaluation and discussed its contents with my supervisor, but does not necessarily imply that I agree.

Employee's Comments (optional): _____

___ (optional) I plan to submit to my Supervisor and the Business Administrator additional comments within 5 working days.

PROVISION OF TAYLOR LAW

The following provisions of the Taylor Law are mandatory in all Agreements negotiated after April 1, 1969:

"S204-a. Agreements between public employers and employee organizations.
1. Any written agreement between a public employer and an employee organization determining the terms and conditions of employment of public employees shall contain the following notice in type not smaller than the largest type used elsewhere in such 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 therefor, shall not become effective until the appropriate legislative body has given approval.'

2. Every employee organization submitting such a written agreement to its members for ratification shall publish such notice, include such notice in the documents accompanying such submission and shall read it aloud at any membership meeting called to consider such ratification.

3. Within sixty days after the effective date of this act, a copy of this section shall be furnished by the chief fiscal officer of each public employer to each public employee. Each public employee employed thereafter shall, upon such employment, be furnished with a copy of the provisions of this section."

NORTH COLONIE CENTRAL SCHOOL DISTRICT
NEWTONVILLE, NEW YORK 12128

July 9, 1981

TO: THOMAS O'MALLEY, PRESIDENT C.S.E.A.

FROM: _____
ROBERT D. GARA, BUSINESS ADMINISTRATOR

SUBJECT: SICK LEAVE PLAN

The following is a description of the proposed sick leave plan for the C.S.E.A. contract for 1981-83 .

The total number of sick days an employee earns and can accumulate remains the same.

Sick leave accumulated as of July 1, 1981 will be "frozen" and labeled as the "old bank". Sick leave earned after July 1, 1981 will accumulate in what will be called the "new bank".

After July 1, 1981, employees who work 12 months per year may use up to six days per year without a Doctor's excuse and they will be paid from sick leave accumulated in the "new bank" or if they do not have sufficient leave accumulated in the "newbank", leave in the "oldbank" will be used. If the 12-month employee is absent for more than six days in a year without a Doctor's excuse, the days beyond six will be paid from the "old bank". If there are not sufficient days in the "old bank", the employee will not be paid for those days beyond six not available from the "old bank".

Any days for which an employee has a Doctor's excuse will always be paid from the "new bank" unless there are not sufficient accumulated days, in which case the "old bank" will be used.

The plan works in the same way for 10-month employees except that any days beyond five (rather than six) in any year without a Doctor's excuse will be deducted from the "old bank".

Unused portions of the six and five day limits will be added to the "old bank" at the end of each year. Employees hired after 7 /1/80 but before 7 /1/ 81 will have their accumulated leave earned in the 1981-82 year put into the "old bank". Employees hired after 6/30/81 will have all unused sick leave added to the old bank until one year from their original hiring date.

Personal days chargeable to sick leave will be charged against accumulated leave in the "new bank" first. If there is no available leave in the "new bank" available days in the "old bank" will be used.

With regard to family illness, a Doctor's excuse for the family member will be considered as a Doctor's excuse for the employee.

Twice per year at six-month intervals employees will be given a record of accumulated sick days in both "banks".

With regard to the six months paid leave for extended illness, there will be a 20-working day waiting period before payments begin except that the last 20 days of accumulated sick leave may be applied against the waiting period provided the person is totally disabled for the same or a related illness immediately preceding the beginning of disability payments.

For example if you have a serious heart attack and will be out of work for 90 days and have at least 20 days of accumulated sick leave you will be paid for the entire 90 days of your disability with no waiting period. However, if you have only eight accumulated sick leave days you would be paid for the first eight days, unpaid for the next 12 days and then you would receive pay again for the remaining 70 days. Thus it behooves each employee to make every effort to accumulate at least 20 days so as to guard against an interruption in salary in the event of a sudden long-term disability.

NORTH COLONIE CENTRAL SCHOOL DISTRICT
NEWTONVILLE, NEW YORK 12128
December 5, 1988

TO: CSEA NEGOTIATING TEAM

FROM: _____
ROBERT D. GARA, BUSINESS ADMINISTRATOR

SUBJECT: MAINTENANCE DEPARTMENT - TEAM LEADERS

The district is interested in creating four positions of team leaders in the Maintenance department. The district proposes to pay each team leaders a \$1,000 stipend.

Leaders would be appointed in the following four general areas:

1. Grounds Maintenance, including but not limited to roofing, masonry, carpentry, general repair and installation.
2. Building Maintenance, including but not limited to roofing, masonry, carpentry, general repair and painting.
3. Mechanical Systems, including but not limited to plumbing, heating, and ventilation systems repair and installation.
4. Electricity, including but not limited to wiring, electrical equipment repair and installation, refrigeration and air conditioning.

Each leader would be responsible for satisfactory completion of all tasks assigned and for the supervision, training, and proper use of the members of his team.

From time-to-time assignments and composition of teams may be temporarily or permanently changed in order to best meet the needs of the District and to best utilize the skills of the maintenance department staff. No stipend will be paid for that period of time when any team is reduced to less than three members for a period exceeding 30 days *unless in the judgment of the Business Administrator, it would serve the best interest of the District.*

Each team leader will report to the Maintenance Supervisor and/or Director of Buildings and Grounds and within district guidelines will be responsible for the planning and execution of all assigned tasks from the beginning to end.

Amended 8/91