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Union: **Endicott Supervisors Unit 6156-02, CSEA, AFSCME, AFL-CIO**

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Endicott, Village Of And Csea Local
6156-02 (Supervisors Unit)

1510 VI
32045 PST

AGREEMENT

by and between the
VILLAGE OF ENDICOTT

and

**CSEA, Local 1000 AFSCME,
AFL-CIO**

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD
RECEIVED

JUL 22 1999



Village of Endicott Supervisors Unit #6156-02
Broome County Local 804

June 1, 1997 - May 31, 2000



No of Unit Employees

11

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COLLECTIVE BARGAINING AGREEMENT

This Collective Bargaining Agreement ("the Agreement") by and between the Village of Endicott (the "Village")

and the Civil Service Employees Association, Inc., AFSCME Local 1000, AFL-CIO, Village of Endicott Supervisors Unit #6156-02 of the Broome County Local 804, CSEA ("CSEA"), collectively, the "Parties"

WITNESSETH

WHEREAS, the Village and CSEA have reached an agreement for a collective bargaining agreement and

Accordingly, in consideration of the mutual covenants and representatives herein, and intending to be legally bound, the Village and CSEA hereby mutually agree as follows :

Article 1 / Recognition

Section 1. The Village, pursuant to Section 207 of Article 14 of the New York State Civil Service Law, also known as the Public Employee's Fair Employment Act, hereby recognizes CSEA as the exclusive representative for collective negotiations with respect to salaries, wages, hours, and all other terms and conditions of employment for all employees of the Village in the following titles:

Environmental Lab Director
Line Supervisor - Light Department
Chief Water Treatment Plant Operator
Chief Waste Water Treatment Operator
Water Distribution Foreman
Assistant Line Supervisor - Light Department
Senior Parks Technician
Principal Account Clerk
Sewer Pretreat A
Head Grounds Man
SCADA Technician

This recognition shall not extend to the Village Clerk/Treasurer, the manager of the En-Joie Golf Course, the Chief of Police, Police Captain, the Superintendent of Public Works, Human Resources Director, the Airport Manager, Fire Chief, or the Fire Marshall.

Article II / Statement of Policy and Purpose

Section 1. The general purpose of this Agreement is to set forth terms and conditions of employment, and to promote orderly, harmonious and cooperative labor relations for the

mutual benefit of the Public Employer and CSEA, as effectuated by the provisions of the Public Employees' Fair Employment Act.

Article III / Unchallenged Representation

Section 1. The Village and CSEA agree, pursuant to Section 208 of the Civil Service Law, that CSEA shall have unchallenged representation status for the terms of this Agreement.

Article IV / Employee Organization Rights

Section 1. Exclusive Negotiations with CSEA

The Village will not negotiate or meet with another employee organization with reference to terms and conditions of employment of full-time employees. When such organizations, whether organized by the employees or the employer, request meetings, they will be advised by the Village to transmit their requests concerning terms and conditions of employment to CSEA and arrangements will be made by CSEA to fulfill its obligations as a collective negotiating agent to represent these employees and groups of employees.

Section 2. Payroll Deduction

A. The Village agrees to deduct and remit such monies exclusively for the CSEA as the recognized exclusive negotiations agent for employees of this unit. The Village shall remit to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12210 regular membership dues, agency shop fees, and if applicable, Union sponsored insurance programs and the agency shop fees for those employees who have signed the appropriate payroll deduction authorization(s) permitting such deduction.

B. The Village agrees to furnish CSEA with a complete list of names, seniority dates, salaries, and titles of all employees in the bargaining unit and addresses and social security numbers of all Union members on at least an annual basis or upon request (not more than quarterly).

Section 3. Bulletin Boards

The village shall provide bulletin boards for the exclusive use of CSEA at locations mutually agreed to by CSEA Unit President and HRD.

Section 4. Use of Facilities

The Village grants CSEA the rights to use Village meeting rooms (e.g. Council Chambers) if available for the purpose of meeting with its members.

Section 5. Access to Employees

The officers and representative agents of CSEA, Inc. Shall have access to employees on the Employer's premises during working hours for adjustment of grievances and disciplines and administering the terms and conditions of this Agreement. Whenever practical, prior notice of such visits will be given to the Employer, so long as it does not interfere with the employee's work and does not cause overtime hours to be incurred.

The CSEA President or his designee shall be allowed reasonable time to attend to CSEA business of the employees covered by this Agreement. Requests for time will be, whenever practical, made in advance to the representative's Department head, subject to approval. Such approval will not be unreasonably withheld.

Section 6. Employee Organizational Leave

CSEA officers, directors, and representatives shall be granted employee organizational leave and travel time for regional and statewide CSEA delegates meetings. Delegates shall not exceed three (3) in number, and union time shall not exceed an accumulated total of ten (10) work days per contract year. Leave credits shall be deducted from the delegate's vacation or personal leave accruals, or may be taken without pay upon election of the employee, subject to approval by the Human Resources Director.

The CSEA President shall provide to the Village a list of CSEA delegates who will be attending regional and statewide meetings, including the meeting dates. Notification shall be given to the Village at least five (5) work days in advance of any meeting.

Article V / Salary

Section 1. Effective June 1, 1997, the annual salary of each employee in the bargaining unit shall increase by 2.75%.

Effective June 1, 1998, the annual salary of each employee in the bargaining unit shall increase to reflect the CPI-W, published January 1998. Said increase shall not exceed a 2.75% increase in the employees individual base salary, nor shall said increase be less than a 2.60% increase in the employees individual base salary.

Effective June 1, 1999, the annual salary of each employee in the bargaining unit shall increase to reflect the CPI-W, published January 1999. Said increase shall not exceed a 2.75% increase in the employees individual base salary, nor shall said increase be less than a 2.60% increase in the employees individual base salary.

Section 2. A "hiring range" salary schedule for all titles in the bargaining unit shall be as follows:

Environmental Lab Director	\$30,000. - \$36,000.
Line Supervisor - Light Department	\$53,500. - \$54,500.
Chief Water Treatment Operator	\$32,000. - \$37,000.
Chief Wastewater Treatment Operator	\$32,000. - \$37,000.
Water Distribution Foreman	\$32,000. - \$37,000.
Assistant Line Supervisor - Light Department	\$51,000. - \$52,500.
Senior Parks Technician	\$26,000. - \$32,000.
Principal Account Clerk	\$26,000. - \$31,000.
Sewer Pretreat Administrator	\$42,000. - \$48,000.
Head Grounds Man	\$30,000. - \$34,000.
SCADA Technician	\$38,000 - \$42,000.

If the Village hires an employee to fill any position listed above, the salary for the position will be somewhere within the hiring range for that position at the discretion of the Village.

Article VI / Labor Management Committee

Section 1. The CSEA and the Village agree to establish a Labor-Management Committee to foster and continue harmonious labor relations. CSEA and the Village will appoint no more than three (3) members, each to said Labor Management Committee. Meetings shall be held as needed with the agenda presented by the party that calls the meeting.

Article VII / Retirement

The Village shall provide all employees with the benefits of the New York State Employee's Retirement System. Employees in Tiers I and II shall be covered under plan 75(I) of the New York State Employee's Retirement System.

Any employee hired prior to August 1, 1981 shall be entitled to cash out at time of retirement all sick leave accumulations up to 150 sick days.

Article VIII / Insurance

Section 1. The Village shall provide the Health Insurance Program in effect as of June 1, 1992 or a comparable plan for all employees and their families covered by this Agreement.

Section 2. Effective June 1, 1997, each employee of the bargaining unit participating in the Village's Health Insurance Plan shall contribute the dollar amount equivalent of ten percent (10%) of the health insurance annual premium for either an individual or family plan, not to exceed the caps: 1997-1998 \$530, 1998-1999 \$570, \$1999-2000 \$600 to be deducted in twenty-four (24) equal installments (first two paychecks each month). These payments will be run through the IRC 125 plan.

Section 3. Part-Time employees may elect to participate in health insurance coverage by contributing 50% of the cost of the insurance premium, to be deducted in twenty-four equal installments. These payments will be run through the IRC 125 plan.

Section 4. Health Insurance Continuation

The Village agrees to continue health insurance coverage, pursuant to the Family Medical Leave Act, for any employee taking leave (paid or unpaid) in compliance with the Act.

Section 5. Health Insurance Buyout

The Village shall pay for each active employee who elects not to participate in the Village of Endicott Family Health Insurance Plan a fixed sum of money, or prorated portion thereof, providing the employee can document access to another comparable paid coverage through an alternative employer of organization membership if the employee voluntarily waives his/her right to Village paid medical insurance.

For each year of the contract the Village will pay the employee the maximum amount equal to the annual premium of the individual rate the Village pays on behalf of an eligible employee to be adjusted as of September 30th each year.

The employee who elects this alternative instead of participating in the Health Insurance Program shall inform the Village in writing by the fifteenth (15th) days of the month preceding the month they intend to begin participation in the program.

An employee who later elects this alternative Health Insurance Plan shall receive a sum of money, or part thereof, on the last pay of March, June, September, and December for the months which they elect participation.

The health insurance buyout is available only to employees who are currently insured. It is not available to employees who previously elected not to have health insurance.

An employee who later elects to participate in the Health Insurance Plan due to loss of alternative coverage shall inform the Village in writing by the fifteenth (15th) day of the month preceding the month they intend to begin participation in the plan.

Employee shall be permitted to elect to participate in the Health Insurance Plan or alternatives only during the Blue Cross/Blue Shield open enrollment periods.

Section 6. The prescription drug card co-pay shall be two dollars (\$2) for generic drugs and five dollars (\$5) for brand name drugs.

Section 7. The parties agree that the Unit will appoint two (2) Unit members to a health care coalition committee, in conjunction with the Village and other Village bargaining units. This committee shall have the purpose to study possible changes in coverage which may accomplish the purpose of reducing any future cost escalation. Any changes in health insurance coverage may not occur without ratification by the Unit.

Section 8. Any employee of the bargaining unit who retires during the life of this agreement shall pay ten percent (10%) of the annual health insurance premium for the life of this agreement.

Article IX / Disability Insurance

Pursuant to applicable New York State Laws and legislation, the Village shall provide NYS disability insurance benefits on a shared contributory basis for all employees.

Article X / Workday/Workweek

Section 1. The normal work schedule of Unit employees shall consist of five consecutive workdays, Monday through Friday, with two consecutive days off on Saturday and Sunday.

Any deviation to this regular work schedule will be based on the operations of the employee's department. CSEA shall be provided with a work schedule, by department, by the Village once each year of this agreement.

Section 2. Overtime

A. Any employee eligible for overtime compensation as determined by FLSA, shall be compensated for all overtime hours worked in excess of the workweek (37.5 or 40.0) at one

and one-half times the employee's normal rate of pay for all hours worked in the overtime capacity.

B. All paid leave shall be considered as time worked for the purpose of computing overtime.

Section 3. Flextime

Employees shall be permitted to work a flextime schedule at the discretion of the Mayor.

Article XI / Sick Leave

Section 1. Accrual Sick Leave Days

Employees shall accrue one sick day per month of employment to be credited at the beginning of the month.

Section 2. Maximum Accrual

A. Employees shall be permitted to accrue a maximum of one hundred fifty (150) days of sick leave.

B. Employees hired prior to August 1, 1981, shall be given the option to cash out up to one hundred fifty (150) days of accrued sick leave once during the term of their employment or upon separation. This option is subject to the approval of the Village. Once an employee has exercised this option they will not be eligible for any future cash out of sick leave accruals. To request this option, the employee must give advance written notice of at least ninety (90) calendar days to the Village. (Separation, termination, retirement, or unscheduled, unanticipated "emergency" events including acts of God do not require ninety (90) day notice.)

Section 3. Sick Leave Documentation

Employee may be required by the Village to submit a doctor's note in the event they are on sick leave for three (3) or more consecutive work days. The Village may also request a doctor's note for absences not covered by accrued sick time.

Section 4. Family Sick Leave

Employees shall be permitted to use accrued sick leave due to the illness of a member of the employee's immediate family.

Section 5.

Sick Leave may be utilized in increments of no less than one (1) hour.

Section 6. Sick Leave Bank

A Sick Leave Bank shall be created and maintained by the parties.

Article XII / Bereavement Leave

Section 1. The Village agrees to grant bereavement leave of three (3) days with pay in the event of each instance of a death in the immediate family of an employee covered by this agreement.

Immediate family shall be deemed to be husband, wife, children, stepchildren, mother, father, stepmother, stepfather, brother, sister, grandparent, grandchildren, mother-in-law, father-in-law, or domestic partner.

Bereavement leave shall not be deducted from sick leave or annual leave.

Article XIII/ Holidays

Section 1. Paid Holidays

Employees within this Unit shall be guaranteed no less than eleven (11) observed Holiday occasions each year of this Agreement. The Dates of observance shall be determined by the operations of the individual departments.

Section 2. When an observed holiday occurs during an employee's vacation that day shall be counted as a holiday not a vacation day.

Section 3. Any employee required to work on a holiday shall be paid his regular rate for all hours worked on that day, and shall receive an alternate day off.

Article XIV / Personal Leave

Section 1. Employees shall be entitled to two (2) personal leave days each year in order to conduct business which cannot be conducted outside of the employees' regular work day. Personal Leave will not be deducted from sick or vacation credits.

Section 2. Personal Leave may be utilized in increments of no less than one (1) hour.

Section 3. Employees shall be granted two (2) Personal Leave days on January 1st of each year thereafter to be used by December 31st of each year.

Article XV / Vacations

Section 1. Vacation Entitlement

Employees shall be entitled to annual vacation as follows on their anniversary date of employment :

Completed Years of Service	Annual Vacation
1-4 years	10 days
5-9 years	15 days
10-25 years	20 days
26-30+ years	25 days

Section 2. Carry-Over

In the event that an employee has not been able to take vacation during any one year, the employee will be allowed to carry over up to ten (10) vacation days for use in the next year so long as the employee has requested and has been denied vacation.

Section 3. All earned vacation credits, including those which are due, will be paid upon separation. In the case of death of an employee, payments shall be made to the estate.

Section 4. Vacation must be approved in advance by the employee's immediate supervisor.

Section 5. Pre-Vacation Pay

Pre-vacation pay shall be paid to an employee prior to an approved vacation [provided (a) two (2) weeks notice is given to the employee's immediate supervisor, and (b) the vacation is in week multiples. Payment shall be made through regular payroll procedures.

Article XVI / Posting of Job Vacancies

Section 1. Non-Competitive Class Positions

The Village will post announcements of a vacancy in non-competitive class positions, on all Village bulletin boards, when such a vacancy exists. The notification shall be made at least ten (10) calendar days prior to the date the vacancy is to be filled. Announcements of a vacancy shall contain the title of the position to be filled, minimum qualifications required for the appointment, and the number and work location of the vacancy.

An employee who wishes to be considered for appointment to a vacancy shall notify the Director of Human Resources within ten (10) days following the announcement of the vacancy.

Seniority shall be the determining factor for appointment, if all other factors and minimum qualifications between candidates are equal.

Section 2. The Village shall be responsible for establishing and maintaining procedures to insure that Civil Service examination announcements are distributed and posted on Village bulletin boards in order to provide an employee reasonable opportunity to learn of pending examinations.

Section 3. The Village shall post an announcement of vacancy in a competitive class position at least ten (10) calendar days prior to the date the vacancy is to be filled. An announcement of a vacancy shall contain the title of the position to be filled, minimum qualifications required for appointment, and work location of the vacancy.

Section 4. When a Unit vacancy is announced, an employee who wishes to be considered for transfer or reassignment to such Unit vacancy shall file the appropriate notice thereof with the employee's department head, provided, however, that such notice must be filed within ten (10) calendar days following posting of the Unit vacancy.

Unit employees requesting a transfer to the vacant Unit position shall be permitted to do so, on the basis of seniority, prior to any new appointments being made, so long as the Unit employee meets the minimum qualifications for the Unit position and all other factors relevant to the position are equal.

Article XVII / Protection of Employees

Section 1. Out of Title Work

Any employee performing the duties of a higher classification than that held by the employee shall be compensated at the rate of pay of the higher classification for all hours worked in that capacity, once the employee has performed those duties for four (4) consecutive work days.

Section 2. Leave of Absence

An employee may, in the discretion of the Village Board, be granted a leave of absence without pay. Such leave shall not be considered an interruption of continuous service. Such leave of absence shall not exceed six (6) months without the approval of the Village Board.

Section 3. No Salary Reduction

No employee shall suffer reduction of existing salary as the result of reclassification or reallocation of the position the employee holds by permanent appointment. An employee who is promoted shall serve the necessary probation period pursuant to Civil Service Rules. If the employee fails to provide satisfactory service during any part of the six (6) month period, the employee shall revert back to the employee's former position and salary. The employee will be given monthly written evaluations during the six (6) month probation period.

Section 4. Layoff Procedure

Reductions in the non-competitive Unit work force shall occur with employees within the same job classification with the least amount of seniority being laid-off first. Each employee identified for lay-off shall be allowed to retreat back to the last permanent position held in the Unit even if such retreat causes another Village employee to be displaced. Should the second employee targeted to be bumped by retreat have greater seniority status than the laid-off employee, then the employee shall not be displaced or bumped.

If no position exists for the laid-off employee to retreat to then the employee's name shall be placed on a recall list by seniority date. Seniority date shall refer to the employee's first date in classified permanent service in the Village in a labor class or non-competitive title. Successive titles shall have no bearing on establishing the employees seniority date.

The layoff and recall of competitive class employees shall be done in accordance with the Civil Service Laws and Rules.

Section 5. Recall Procedures

Laid off employees shall be recalled to the position from which they were laid off on the basis of seniority.

When a permanent vacancy becomes available within the Unit, said vacancy shall be filled by posting within the work location first, then offered to laid-off employees who meet the minimum qualifications for the position, based on seniority, prior to offering the position to outside applicants.

Article XVIII / Grievance Procedure

Section 1. Grievance Definition

The Village and CSEA acknowledge the necessity for a simplified grievance procedure to handle the administration of grievances as defined herein. The term "Grievance" shall mean any claim, violation, misinterpretation or inequitable application of the terms and conditions of employment arising out of this Agreement or any existing rule, procedure, regulation, administrative order, work rule of the Village; provided, however, that such terms shall not include any matter which is otherwise reviewable pursuant to law or regulation having the force and effect of law.

Section 2. Grievance Procedure

A. Step One: the employee shall contact the CSEA representative. The CSEA representative shall decide if a legitimate grievance exists. If the CSEA representative deems a legitimate grievance exists, the CSEA representative shall discuss the grievance with the employee's department head or the Human Resource Director (whichever is applicable) within twenty-five (25) calendar days of the grievance or knowledge of the grievance.

B. Step Two: If the grievance is not settled at Step one, the grievance will be submitted in written form, within two (2) working days, by the CSEA representative to the Director of Human Resources or the Mayor (whichever is applicable). The written grievance statement shall be signed by the employee. Within fifteen (15) working days of the submittal of the written grievance to the Director of Human Resources or the Mayor, a meeting shall be held between the Director of Human Resources or the Mayor, the employee, their Department Head and the CSEA representative.

C> Step Three: If the Grievance is not resolved at Step Two, it shall be submitted to the Village Board within five (5) working days of receipt of the Step Two answer. The Village Board shall hold a hearing within twenty (20) days of receipt of the grievance and shall render a decision within five (5) working days of the hearing.

Article XIX / Disciplinary Procedure

Section 1. Each employee of the bargaining unit shall be entitled to final and binding arbitration with an arbitrator selected by PERB, as an option in lieu of Section 75 NYS CSL. Arbitration expenses shall be split equally between the Village and CSEA, Inc. The arbitration option is available to bargaining unit members who have attained permanent status under NYS CSL.

Article XX / Conclusion of Collective Negotiations

Section 1. This Agreement is the entire agreement between the Village and the CSEA, Inc., terminating all prior agreements and understandings and concludes all collective bargaining during its term. During the term of this Agreement, neither [party will unilaterally seek to modify its terms through legislation or any other means. The Parties agree to support necessary means to implement the provisions of this agreement. The Parties acknowledge that, except as otherwise expressly provided herein, they have fully

negotiated with respect to the terms and conditions of employment and have settled them for the term of this Agreement in accordance with the provisions thereof.

With respect to matters not covered by this Agreement, the Village will not seek to diminish or impair, during the term of this Agreement, any benefit or privilege provided by law, rule or regulation for employees without prior notice to CSEA; and, when appropriate, without negotiations with CSEA.

Article XXI / Duration of Agreement

Section 1. The term of this Agreement shall be from June 1, 1997 through May 31, 2000.

Article XXII / Legality of Provisions

Section 1. If any provision of the Agreement is, or shall at any time hereafter, be held contrary to law by a court of competent jurisdiction, then such provision shall not be applicable performed or enforced, except to the extent permitted by law.

Article XXIII / Severability

Section 1. If any provision of this Agreement is, or shall at any time hereafter, be contrary to law, all remaining provisions of this Agreement shall remain in effect.

Article XXIV / Miscellaneous

Section 1. Smoking Policy

Smoking is prohibited throughout all Village facilities except in designated areas identified by "smoking permitted" signs.

Smoking is prohibited in any indoor, enclosed work area occupied by more than one (1) person, unless all employees in such area agree to allow smoking. The rights of the nonsmoker to a smoke-free work area shall prevail.

Smoking is prohibited in all employee rest rooms, elevators, hallways, and areas containing office equipment used in common.

The Village of Endicott may designate a smoking room, upon request, if space is available.

Employee lounges will contain nonsmoking areas large enough to meet demand. If it is physically impossible for the Village of Endicott to designate an area of smoking within an employee lounge, there shall be no smoking throughout the lounge.

Conflicts should be brought to the attention of the employee's Department Head. Employees may file a complaint with the Superintendent of Public Works.

Employees found smoking outside of designated smoking areas, if any, will be considered in violation of said policy and shall be subject to disciplinary action.

Copies of these rules will be posted and distributed to all employees and to all prospective employees upon request.

This policy may be amended from time to time by Resolution of the Village Board of the Village of Endicott. All amendments shall be in conformance with New York State Law, and all employees will be notified accordingly.

Section 2. Jury Duty

Employees required to serve on Jury Duty shall suffer no loss of regular earnings for those days served. Each employee shall provide documentation for actual time served on Jury Duty, to be submitted in a timely manner to the Village. Employees must reimburse the Village if they are paid by the court.

Section 3. Military Leave

The Village agrees to comply with all Federal and State statues related to military duty leave assignments for unit employees.

Section 4. Uniform / Clothing Allowance

The Village agrees to continue to provide, maintain, and replace (as needed) all necessary uniform and clothing items for Unit employees in all departments. Uniform and clothing shall be the same as those provided as of June 1, 1992.

Article XXV / Legislative Approval

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE SHALL NOT BECOME EFFECTIVE UNTIL THE VILLAGE BOARD HAS GIVEN ITS APPROVAL.

Article XXVI / Management Rights

Section 1. The Village has the sole and exclusive right to exercise all the rights and functions of management.

The word "rights" in reference to management includes the right to:

1. Manage the Village
2. Schedule Work
3. Institute changes in procedures
4. Direct the work force, including the right to hire, promote, transfer, suspend, discipline or discharge
5. Determine services to be rendered to the community
6. Determine location and use of facilities
7. Determine fiscal policy and procedures
8. Determine allocation and assignment of work
9. Determine administration of discipline
10. Determine control and use of Village property
11. Determine whether goods or services are made or purchased.

The listing above is not intended to be restrictive or act as a waiver of any fundamental rights of the employer (management).

Article XXVII / Performance Evaluations

Section 1. The Village and CSEA agree to the implementation of a formal evaluation system for employees. Each Unit employee shall be evaluated on an annual basis, pursuant to the procedures and form mutually agreed to between the Village and CSEA 12/16/97.

SIGNATURE PAGE

In witness whereof, the parties hereto have caused this instrument to be executed by their proper officials and their seals affixed hereto as of this 20th day of APRIL 1998,

FOR THE VILLAGE:

David J. Anich 3-26-98
Mayor Date

Sharon Burke 3/25/98
Director of H. R. Date

FOR C.S.E.A.:

Robert J. Miller 4-20-98
Date

Mark E. Carey 4-20-98
Date

Harold A. Andrews 4/20/98
Date

Shawn Buccas 3/24/98
Date

ADDENDUM

QUALITY POLICY / VILLAGE OF ENDICOTT

Our Goal is to provide and deliver quality municipal services to our community in the most cost effective manner possible. We will seek to understand and satisfy the expectations of our external and internal customers. We will meet or exceed customer satisfaction provided in other municipalities. We will continuously improve our customer satisfaction. Quality will be integrated into every phase of the Village of Endicott operations. We will continuously strive for excellence as an organization and as individuals. We will strive to make Endicott the best community in which to live and work.

The Village of Endicott Quality Policy shall not by itself, be used as grounds for disciplinary action against any Unit employee.

MANAGEMENT-BY-OBJECTIVES

Performance Appraisal
Supervisory Unit

Name _____ Job Title _____

Department _____ Evaluation Period from _____ to _____

Mutually Agreed on Goals for New Year

Goal #1 Detail _____

Expected Results _____

Anticipated Obstacles _____

How They Will Be Resolved _____

Goal #2 Detail _____

Expected Results _____

Anticipated Obstacles _____

How They Will Be Resolved _____

PERFORMANCE IMPROVEMENT

List those areas in which you feel the staff member should work in order to improve effectiveness on the job, and recommendations for specific actions you would like to encourage them to take to improve their performance.

AREA

ACTION FOR IMPROVEMENT

Appraiser's Signature _____ Date _____

Employee is encouraged to add any additional written comments they may wish to express regarding this Performance Appraisal on a separate sheet of paper which will then be attached to this form.

Please check here if you wish to add your written comments _____.

I have reviewed and discussed this performance appraisal with my Supervisor. My signature below acknowledges receipt of a copy of this document,

Employee's Signature _____ Date _____