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#### Contract Database Metadata Elements

Title: **Gloversville Enlarged School District and Gloversville Office Personnel Association, NEA/NY (2001)**

Employer Name: **Gloversville Enlarged School District**

Union: **Gloversville Office Personnel Association, NEA/NY**

Local:

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

Expiration Date: **06/30/04**

Number of Pages: **24**

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Gloversville Enlarged City School  
District And Gloversville Office  
Personnel Assn

AGREEMENT AND CONTRACT  
BETWEEN THE  
GLOVERSVILLE ENLARGED SCHOOL DISTRICT  
AND THE  
OFFICE PERSONNEL ASSOCIATION, NEANY

JULY 1, 2001 – JUNE 30, 2004

**RECEIVED**

NOV 25 2003

**NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD**

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## PREAMBLE

Realizing the fact that providing a high quality education for the children of Gloversville is the chief aim of this school district and that good morale among office personnel is necessary to help affirm the fine working conditions for both teachers and students, we, the Office Personnel Association of the Gloversville Enlarged School District, do hereby declare that we will do our utmost to provide a friendly and efficient atmosphere at all times. We will do our best to serve the community in our capacity as school officer personnel.

We hereby declare that:

- A. The Board of Education, under law, has the final responsibility for establishing policies for the District.
- B. The Superintendent and his staff have the responsibility for carrying out the policies established.
- C. Office Personnel have a responsibility to maintain good public relations, friendly atmosphere and efficient service at all times.

The Office Personnel Association believes that all these things can best be discharged through discussion and negotiations with members of the Board and the administrators of the Gloversville Enlarged School District. It shall therefore be the policy of the Office Personnel through representatives of their own choosing to participate in the formulation of policies relating to salaries, terms and conditions of employment.

THIS AGREEMENT is made and entered on the 7<sup>th</sup> day of July, 2003 by and between the Board of Education of the Gloversville Enlarged School District of the City of Gloversville ("Board") and the Office Personnel Association of the Gloversville Enlarged School District of the city of Gloversville ("Association").

ARTICLE 1  
RECOGNITION

- 1.1 The Board has recognized the Association, for purposes of collective negotiations, pursuant to the Public Employee's Fair Employment Act, as the exclusive representative of a unit consisting of clerks, typists, stenographers, account clerk typists, account clerk stenographers, senior account clerk and school secretary in the District offices but excluding the Superintendent's secretary and assistant secretary, the Assistant Superintendent for Business/Business Manager secretary and all other employees of the District.

ARTICLE 2  
PRINCIPLES

- 2.1 The foremost objective of the Office Personnel is to provide for the children and staff of the Gloversville Enlarged School District a congenial and efficient atmosphere.
- 2.2 Members of the Association shall have the right freely and without fear of penalty or reprisal, to form, join or assist other office groups.
- 2.3 Members of the Association shall have the right through representatives of their own choosing in formulating decisions concerning salaries, terms and conditions of employment.
- 2.4 Association Rights
- A. The Association shall have the privilege of using any building of the School District, without charge, for the purpose of holding meetings, subject to the rules and regulations concerning the use of said buildings.
- B. The Association may use the interschool mail as a media of communication.

- C. All order of work shall be carried out by the chain of command as set down by the School District table of organization.
- 2.5 The Association agrees that its members shall not engage in any strike, work stoppage, slow down, refusal to work, cause, instigate, encourage or condone a strike because of any dispute or disagreement between the District and the Association during the term of this Agreement. This provision is in accordance with Section 210.1 of the Taylor Law.
- 2.6 A president and secretary of the Association will be elected by the organization and all correspondence shall be sent to the president. The names of the president and the secretary serving shall be provided in writing to the Superintendent of Schools each school year.

### ARTICLE 3 PROCEDURES

- 3.1 The meetings of the negotiating committees may be initiated at the written request of either party during the first week of February of any year.
- 3.2 The board agrees to furnish the negotiating committee, in accordance with its reasonable request, all publicly available information concerning financial resources of the District to facilitate the preparation of requests concerning salaries, terms and conditions of employment.
- 3.3 If joint meetings of the negotiating committees are scheduled during the regular workday, members of the committee shall be released from their regular duties without loss of salary.
- 3.4 The negotiation team will consist of four members, one being the president of the Association plus three others to be selected by the Association.
- 3.5 While no final agreement shall be extended without ratification by the members of the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and reach compromises

in the course of negotiations. Either party may utilize the services of consultants in negotiating meetings. A recorder for either or both parties may be present.

- 3.6 If the teams are unable to reach agreement by May 1, either party may request to use mediation. The parties will seek to agree on a mutually acceptable mediator and will obtain a commitment from said mediator to serve. If the Board and the negotiating committee of the Association are unable to agree upon a mediator or to obtain such commitment, the parties shall request the State Public Employment Relations Board to designate a mediator to assist the parties to reach an agreement. If the parties retain a private mediator and have not reached agreement by June 1, either party may request the State Public Employment Relations Board to appoint a fact-finding Board. Such mediation and fact-finding will be governed by the provisions of Section 209 of the Civil Service Law.

#### ARTICLE 4 SALARY

- 4.1 The Office Personnel salary schedules effective July 1, 2001, July 1, 2002 and July 1, 2003 are attached hereto as Appendix A.
- 4.2 Longevity will be paid at the beginning of the following years of service:
- 10 Years - \$350
  - 15 Years - \$700
  - 20 Years - \$1,050
  - 25 Years - \$1,400
  - 30 Years - \$1,750
  - 35 Years - \$2,100
- 4.3 Employees appointed to their position between January 1 and June 30, inclusive, shall be advanced incrementally on the following January 1. Employees appointed between July 1 and December 31, inclusive, shall be advanced incrementally on the following July 1.

A. Anniversary Dates Employees hired before July 1, 1992 who were appointed to their position between January 1 and June 30, inclusive, shall be advanced incrementally on the following January 1. Employees appointed between July 1 and December 31, inclusive, shall be advanced incrementally on the following July 1. For employees hired on or after July 1, 1992, the advancement on step (including longevity) will be made on the anniversary date on which the employee commenced on the anniversary date on which the employee commenced employment with the District.

B. The change in pay advancement dates for employees hired on or after July 1, 1992 set forth above shall in no way result in a decrease or reduction in pay or in any way harm or disadvantage employees hired prior to July 1, 1992.

- 4.4 When a member of the Office Personnel staff has served for a period of five years, upon retirement, he or she shall be awarded a \$500 incentive provided he or she gives notice to the Superintendent of Schools six months prior to the date of retirement.
- 4.5 The District may employ a new employee at up to Step 4 of the salary schedule, depending on his/her prior work experience.
- 4.6 The Secretary to the Assistant Superintendent for Curriculum shall receive an additional ten (10%) percent over his/her base salary on the stenographer scale.
- 4.7 The unit member appointed to the civil service liaison position will be paid a stipend of \$2,500 per year in accordance with the duty statement approved by Civil Service.
- 4.8 Unit members will be reimbursed for pre-approved, job related educational courses up to \$500 per course provided that the unit member achieves a grade of "B" or better. Such courses shall include, but not be limited to, computer courses, accounting courses, or other promotion-related courses.



ARTICLE 5  
WORKING HOURS

5. The following vacation hours will be in effect at the start of each vacation:
  - A. When Christmas or Easter vacation begins at noon the office shall close one hour earlier that day.
  - B. All members of the Association will work one-half of the non-school days during the Christmas, Easter and winter/spring recesses. Such workdays shall be exclusive of the actual holidays. They may be scheduled by the administration to accommodate both the School District and its employees.
  - C. The work day for the members of the Association during the summer vacation period and non-school days during the Christmas, Easter and winter/spring recesses will be seven hours, excluding the designated lunch period.
  - D. The work day for all members of the Association for the regular school year will be seven and one-half hours, excluding the designated lunch period, when school is in session and seven hours, excluding the designated lunch period, when school is not in session. The regular school year includes Superintendent's conference days.
  - E. All members of the Association are required to work on snow days/emergency days when pupils are not required to attend school with no compensatory time off. Those employees that do not report for work as individually authorized by the Superintendent on such days shall have that day charged to personal leave.
  - F. When the District exceeds the number of snow days/emergency days in the school calendar and Office Personnel are required by the District to work during make up days which are normally scheduled vacation period days for the office staff, those employees required to work shall receive compensatory time off.

G. When the District modifies the school calendar to "give back" unused snow days/emergency days, members of the Association shall not be required to work on such days.

ARTICLE 6  
FRINGE BENEFITS

6.1 Health Insurance

A. The Board of Education agrees to assume the following percentage of premium cost for health insurance coverage for the full-time employees under the District-wide health insurance plan.

(1) Effective July 1, 1995, the District shall pay 90% of the cost of the health insurance premium costs for a single, two-person or family plan for full-time employees. Each full-time employee shall pay the remaining 10% of the cost of the health insurance premium. Employees working less than full-time shall participate in the health insurance plan on a prorated basis.

(2) The District shall implement the pre-tax dollar benefits provided pursuant to Section 125 of the U.S. Internal Revenue Code ("IRS 125") effective July 1, 1995.

B. The Board reserves the right to contract for benefits provided under Section 6.1 above through an insurance carrier other than the one currently designated. In the event of a change of carrier, the hospital, medical/surgical and major medical benefits provided by the new carrier shall in all respects be at least equal to the benefits currently provided.

C. Office Personnel are eligible to receive health insurance benefits on the first day of the month following their employment provided notice to the business office is adequate to allow the carrier to include them in that month's coverage. In no instance will the waiting period exceed 60 days.

D. The District shall offer the employees and their dependents the option of enrolling in a federally qualified health maintenance organization

(HMO) with the District contribution for the HMO program not to exceed the expenditure for our primary insurance coverage.

E. Effective January 1, 1998, the annual extended medical deductible for each participating bargaining unit member shall be \$100 per individual plan and \$300 per family plan. All deductibles shall be paid in full by the participating bargaining unit member.

F. Effective January 1, 1998, the calculation of the out-of-pocket coinsurance maximum will change from a cumulative lifetime basis to a calendar year basis.

G. Any bargaining unit member who had reached the former cumulative lifetime out-of-pocket coinsurance contribution of \$500.00 prior to July 1, 1997 shall be held harmless and exempt from the provision of paragraph 6.1(F) above. Any bargaining unit member who reaches the former cumulative lifetime out-of-pocket coinsurance contribution at any time after July 1, 1997 shall be subject to paragraph 6.1(F) above.

## 6.2 Retirees

A. Any employee who gives written notice to the Superintendent of Schools at least 30 days prior to the date of retirement will be eligible to receive partial credit for accumulated and unused sick leave toward payment of the employee's cost of coverage under the health insurance plan.

The following formula will be used to compute the employee's entitlement:  
Daily rate at retirement x 1/20 of unused sick leave up to 220 days = total allotment toward employee's cost of health insurance.

$$\text{Daily Rate} = \frac{\text{Yearly Salary}}{260}$$

Example: Annual Salary = \$13,000

1/260 of Annual Salary = \$50

Sick Leave accumulated = 220 days.

1/20 x 220 = 11 days

11 days x daily rate of pay (\$50) = \$550

The total accumulated health insurance premium reserved is \$550.

### 6.3 Payroll Deductions

#### A. Dues

1. The District agrees to deduct from the salary of employees dues for the Association. The employee's authorization for this deduction must be made in writing. Deductions will be taken as set by the Association on a yearly basis.
2. The Association will certify to the school business administrator, in writing, the current rate of its membership dues. If the Association changes the rate of its membership dues, it will give the School District written notice prior to the start of a given school year.
3. The School District will honor requests for dues deduction submitted not later than the third day of the school year. Any new employees starting service during the course of the year will be permitted to request dues deduction at the time of employment.
4. No later than the third day of school of each year, the Association will provide the School District with the signed forms of those employees who have voluntarily authorized the School District to deduct dues.
5. Deduction forms will be signed for each new school year. When a deduction form is signed and submitted, it commits the employee to a continuing and complete deduction of all dues listed on the form. Once a deduction is authorized by an employee, the entire amount of dues will be deducted even though the employee may leave service in Gloversville during said school year.

B. Tax Sheltered Annuities Employees may participate in a tax sheltered program approved by the Board of Education.

C. Credit Union Deduction The District business office will honor all requests for payroll deduction for the Fulton County Teacher Federated Credit Union.

D. Worker's Compensation

1. The following conditions govern the use of sick leave while absent under the worker's compensation.

a. Full wages shall be paid by the School District.

b. The compensation received by the employee shall be returned to the School District.

c. Upon returning to employment the amount of sick leave to be charged against the employee's accumulated sick leave will be prorated to the nearest whole day. For example (which does not necessarily reflect the amounts actually received from worker's compensation):

Two-thirds (2/3) of the absence may be reimbursed by compensation.

One-third (1/3) of the absence may be charged to sick leave.

E. The 1/50<sup>th</sup> retirement (75<sup>g</sup>) has been extended to all office employees. *SI gm*

F. The Board of Education has implemented for those employees eligible the Death Benefit Option (60b) under the New York State Employees Retirement System (75<sup>g</sup>). *SI gm*

6.4 Unless otherwise provided, benefits begin the first day of the month immediately following commencement of employment.

ARTICLE 7

VACATION ENTITLEMENT

7.1 Yearly Vacation Schedule

A. New employees with 6 months or more, but less than 12 months service, will have their vacation prorated on the basis of a full year.

B. The following schedule will apply in other circumstances:

|                              |   |         |
|------------------------------|---|---------|
| After completion of 6 months | - | 5 days  |
| After completion of 1 year   | - | 10 days |
| After completion of 9 years  | - | 15 days |
| After completion of 14 years | - | 20 days |

7.2 If an employee leaves District service after 6 months but before 12 months of service other than because of a termination for cause, his/her final paycheck shall be adjusted to reflect a maximum of five days of earned vacation.

## ARTICLE 8 HOLIDAYS

8.1 Twelve month employees shall receive the following paid holidays for a total of 13 paid holidays:

|                           |                                   |
|---------------------------|-----------------------------------|
| Independence Day          | Christmas                         |
| Labor Day                 | New Year's Day                    |
| Columbus Day              | Martin Luther King Day            |
| Veteran's Day             | Presidents' Weekend (1 or 2 days) |
| Thanksgiving              | Good Friday                       |
| Friday after Thanksgiving | Memorial Day(s)                   |

## ARTICLE 9 VACANCIES

9.1 Applying for Existing Vacancies When any office position is vacated or created in the District, a copy of a notice announcing such vacancy or opening will be posted in every office for a period of 10 working days.

9.2 Involuntary Transfer

A. When an involuntary transfer of a member of the Association staff is necessary, the degree of competence, quality of performance and the

length of service in the District will be considered in determining which member shall be transferred.

B. In carrying out such a transfer, members of the Association staff are assured that such a transfer shall not reduce them in status or salary.

## ARTICLE 10 PROFESSIONALISM

10.1 Staff Relations The members of the Association extend loyalty and display professionalism to the staff and request that the same exchange of allegiance and respect be reciprocal.

## ARTICLE 11 PAID LEAVE DAYS

### 11.1 Entitlement

A. Employees who are employed on a full time basis will be entitled to fifteen (15) personal illness or family sick days each school year, as of the first official day of said school year, whether or not they report for duty on that day. In case of merit, the Board may allow sick leave beyond the above limit. Sick leave days may be accumulated from year to year up to a limit of 220 days.

B. A certificate from a physician shall be required of any employee using six or more consecutive days and a certificate from the school physician shall be required of any employee using 11 or more days. A certificate may be required from the employee's physician or the school physician at any time for any number of days at the discretion of the Superintendent of Schools.

C. A new employee becomes eligible for sick leave when he has completed all employee requirements, i.e., physical exams, blood test, x-ray, as enumerated by the District.

## 11.2 Other Additional Days

A. In addition to the 15 days for personal illness, 5 additional days are granted on which an employee may be absent from duty. Such days are on a noncumulative basis. They may be used for the following reasons:

1. Death or illness in the immediate family, not to exceed five days. If the five days of noncumulative leave have previously been used, then three additional days will be granted for death in the immediate family and will be deducted from the employee's accumulated sick leave. This procedure will apply for each death of a member of the immediate family that may arise.
2. Religious holidays, not to exceed three days.
3. Personal business, not to exceed two days, for such personal business that cannot be scheduled at any time other than on a regular school days.

a. No more than two days absence per year may be approved for this purpose. The request must be submitted in writing and be approved by the immediate administrative staff member responsible for payroll and the Superintendent of Schools prior to such absence. The applicant requesting such leave will not be required to state the reason for taking such leave. These days will be deducted from the five days of temporary leave granted for reasons other than personal illness.

b. Absence for personal reasons may not be used for the purpose of extending any school vacation period except in cases of emergency.

c. Unused personal business days remaining at the end of the school year may be added to the employee's accumulated sick leave account.



- B. One day will be granted for death not in the immediate family, to be part of the five noncumulative additional days granted.
  - C. Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system or in any other legal proceeding if the employee is required to attend on behalf of the District will not be charged to the employee's leave credits.
  - D. Leaves taken pursuant to this Section will be in addition to any sick leave to which the employee is entitled. No employee will be required to arrange for her own substitute.
  - E. Two representatives of the Association will be permitted to attend, with expenses paid, the annual conference of the New York State Association of Educational Secretaries.
  - F. One visitation day may be granted with the permission of the Superintendent for the purpose of attending workshops or acquainting personnel with new and improved methods of office procedure.
- 11.3 Employees on unpaid leaves of absences do not accrue any vacation, sick leave or personal leave credits.
- 11.4 The District will pay \$100 to each full-time employee with perfect attendance between July 1 and June 30 in each school year; \$75 to each full-time employee with only one day of absence in such period.
- 11.5 Sick Leave Bank A sick leave bank will be established for Office Personnel Association members who are physically disabled for an extended period during the year. Such bank shall be created by the Office Personnel members contributing sick leave days provided pursuant to 11.1 and shall consist at all times of at least 100 such days. In order to attain the 100 days in the bank, members of the Office Personnel Association bargaining unit having accrued 30 or more sick days, shall contribute 1 day of each fiscal year for a period of 4 years from their sick leave pursuant to Article 11.1. Any unit member who, as of June 30<sup>th</sup> in any school year, has accumulated over 220 sick leave days, may contribute such excess days to the sick leave bank. If the number of days

in the bank falls below 100 during any year it shall be replenished by a contribution of one day from each eligible Office Personnel Association member's sick leave days provided for in 11.1

A. An Office Personnel Association member will be eligible to draw up to 40 days in any 12-month period from the sick leave bank provided he/she has accumulated at least 30 sick leave days at some time in his/her service to the District.

B. The granting of such an extended leave benefit shall be subject to the following conditions:

- the Office Personnel Association member's accumulated leave is exhausted;
- the Office Personnel Association member satisfies a five working day waiting period after exhaustion of the accumulated sick leave;
- the Office Personnel Association member provides acceptable medical evidence of the extended nature of the disability. The Board may require an examination by another physician.

C. The Board reserves the right to withhold an extended leave benefit when:

- the Office Personnel Association cannot continue to provide acceptable medical evidence of the continuation of the disability when requested to do so by the Board;
- the Office Personnel Association member may qualify for disability retirement under either New York State Employees Retirement System or social security.

ARTICLE 12  
GRIEVANCE PROCEDURE

12.1 Definitions

A. "Grievance" shall mean any dispute or controversy concerning an alleged violation, misinterpretation or inequitable application of this contract.

B. "Days" shall mean work days.

12.2 Procedure

A. Step 1 The Association, or individual, has twenty (20) days to bring the alleged contractual violation to the attention of his/her immediate supervisor from the date at which the alleged violation has occurred. Discussion and resolution of the grievance shall be on an oral and informal basis. If the grievance is not resolved on an informal basis, then within five days subsequent to the presentation of the grievance, the immediate supervisor shall render a written decision setting forth his or her determination of the grievance together with the reasons for his/her decision. A copy of the decision shall be delivered promptly to the employee. If such grievance is not resolved in a satisfactory manner, the employee, within ten days after receipt of the supervisor's written decision, may proceed to Step Two.

B. Step Two The employee shall request in writing a review and determination of his grievance by the Board. In such case, the aggrieved member and his/her immediate supervisor shall each submit to the Superintendent a written statement setting forth the specific nature of the grievance, the relevant facts, and the decision reached by the immediate supervisor. Thereupon, and within ten days after receipt of the written request for review and determination, the person or committee designated by the Board to resolve the grievance shall hold a hearing on the grievance. The immediate supervisor shall not participate in Step Two of the grievance procedure. Unless otherwise requested by the grievant, the

hearing shall be conducted in executive session. Within ten days after the conclusion of the hearing, the person who or committee which heard the case shall render a written decision setting forth his, her or its determination of the grievance together with the reason for his, her or its decision. A copy of the decision shall be delivered promptly to the employee and his/her immediate supervisor. The decision of such person or committee shall be final and binding.

C. Step Three

1. In the event the Association is not satisfied with the decision of the person or committee designated by the Board with respect to a grievance, it may, within fifteen (15) days after receiving the decision, refer the grievance to arbitration. A copy of such request shall be forwarded to the Superintendent of Schools.
2. The Association and the District agree that permanent arbitrator for all arbitrations between the parties shall be mutually selected after further discussion by the parties.
3. The arbitrator's decision will be in writing and will set forth his/her findings, reasonings and conclusions on the issue submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be binding on both parties. The arbitrator shall have no power to alter, add to or detract from the provisions of the Agreement.
4. The cost of services and expenses of the arbitrator shall be divided equally between the parties.

ARTICLE 13  
OVERTIME

- 13.1 All Office Personnel Association who actually work beyond 40 hours in one week shall be compensated at the rate of one and one-half times the regular hourly rate.
- 13.2 Overtime or compensatory time must be approved and assigned by the supervisor involved before it is incurred by the employee in order for an employee to receive overtime compensation under this Article.

ARTICLE 14  
MISCELLANEOUS

- 14.1 Section 204-A of the Civil Service Law requires that agreements between public employers and employee organizations shall contain the following paragraph:

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

- 14.2 If any Article or part thereof of this Agreement or any addition thereto be in violation of any federal, state or local law; or, if adherence to or enforcement of any Article or part thereof should be restrained by a court of law, the remaining Articles of the Agreement or any additions thereto shall not be effected.
- 14.3 If a determination of decision is made in accordance with Section 14.2, the original parties to this Agreement shall convene immediately for purposes of negotiating a satisfactory replacement for such Article or part thereof.
- 14.4 Completion of Negotiations. The approval of this Agreement by both parties signifies a completion of negotiations for the designated school

years and signifies that this Agreement has been approved by the Association and by the Board of Education.

- 14.5 This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through voluntary, mutual consent of the parties in a written and signed amendment to this Agreement. Before the Board adopts a change in policy which effects salaries, terms and conditions of employment which is not covered by the terms and conditions of this Agreement, the Board will notify the Association in writing that it is considering such a change. The Association will have the right to advise the Board of such items provided that it files such a request with the Board within five calendar days after receipt of said notice.
- 14.6 This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- 14.7 Where the District determines that layoffs are necessary, current Civil Service Laws shall be followed.
- 14.8 All Office Personnel will receive annual evaluation by their immediate supervisor.

#### ARTICLE 15

#### TEN AND ELEVEN MONTH EMPLOYEES

15. Ten and eleven month employees hired on or after July 1, 2001 shall be subject to the following terms and conditions:
- A. Ten Month Employees: Salary shall be pro-rated at 80% of the appropriate 12 month employee step. Ten month employees shall be expected to work one-half of the nonschool days during the Christmas,

Easter and winter/spring recesses, exclusive of holidays. Ten month employees shall be eligible for the following leave days:

12 personal illness days

2 family illness days

2 personal days

11 holidays (not Independence Day or Labor Day)

no vacation days

- A. Eleven Month Employees: Salary shall be pro-rated at 90% of the appropriate 12 month employee step. Eleven month employees shall be expected to work one-half of the nonschool days during the Christmas, Easter and winter/spring recesses, exclusive of holidays. Eleven month employees shall work 20 days during July and August to be scheduled by the appropriate supervisor. Eleven month employees shall be eligible for the following leave days:

13 personal illness days

3 family illness days

2 personal days

12 holidays (not Independence Day)

no vacation days

## ARTICLE 16 DURATION OF CONTRACT

This contract shall be effective as of July 1, 2001 and shall continue in effect through June 30, 2004.

In the event either party wishes to amend this Agreement, notice may be given by January 15 preceding the expiration date of this Agreement. Negotiations concerning such proposed amendments shall proceed in

accordance with the provisions or procedures of this Agreement. Amendments resulting from such negotiations shall take effect beginning the following July 1 or at such other time as may be mutually agreeable to the parties.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this 7<sup>th</sup> day of July, 2003.

Board of Education of the City School  
District of the City of Gloversville

By: Betsy Sorel

By: \_\_\_\_\_

Office Personnel Association

By: Grace Naselli

By: Linda Anzogna



**2001-2002**

| <u>Step</u> | <u>Clerk</u> | <u>Typist</u> | <u>Secretary<br/>School</u> | <u>Acct. Clerk<br/>Typist</u> | <u>Acct. Clerk<br/>Steno</u> | <u>Sr. Account<br/>Clerk</u> |
|-------------|--------------|---------------|-----------------------------|-------------------------------|------------------------------|------------------------------|
| 1           | \$14,578     | \$16,208      | \$16,468                    | \$17,656                      | \$18,358                     |                              |
| 2           | \$14,756     | \$16,406      | \$16,669                    | \$17,871                      | \$18,582                     |                              |
| 3           | \$15,199     | \$16,885      | \$17,169                    | \$18,407                      | \$19,319                     |                              |
| 4           | \$15,655     | \$17,380      | \$17,684                    | \$18,959                      | \$19,714                     | \$20,968                     |
| 5           | \$16,125     | \$17,889      | \$18,215                    | \$19,528                      | \$20,305                     | \$21,598                     |
| 6           | \$16,672     | \$18,413      | \$18,761                    | \$20,114                      | \$20,914                     |                              |
| 7           | \$17,404     | \$19,073      | \$19,324                    | \$20,717                      | \$21,541                     |                              |
| 8           | \$18,083     | \$19,700      | \$19,965                    | \$21,339                      | \$22,188                     |                              |
| 9           | \$18,815     | \$20,484      | \$20,697                    | \$21,979                      | \$22,853                     |                              |
| 10          | \$19,547     | \$21,164      | \$21,428                    | \$22,639                      | \$23,539                     |                              |
| 11          | \$20,226     | \$21,843      | \$22,108                    | \$23,318                      | \$24,245                     |                              |
| 12          | \$20,906     | \$22,523      | \$22,787                    | \$24,017                      | \$24,973                     |                              |

**2002-2003**

| <u>Step</u> | <u>Clerk</u> | <u>Typist</u> | <u>Secretary<br/>School</u> | <u>Acct. Clerk<br/>Typist</u> | <u>Acct. Clerk<br/>Steno</u> | <u>Sr. Account<br/>Clerk</u> |
|-------------|--------------|---------------|-----------------------------|-------------------------------|------------------------------|------------------------------|
| 1           | \$14,943     | \$16,613      | \$16,880                    | \$18,097                      | \$18,817                     |                              |
| 2           | \$15,052     | \$16,735      | \$17,003                    | \$18,230                      | \$18,955                     |                              |
| 3           | \$15,236     | \$16,939      | \$17,211                    | \$18,452                      | \$19,186                     |                              |
| 4           | \$15,693     | \$17,434      | \$17,727                    | \$19,006                      | \$19,761                     |                              |
| 5           | \$16,164     | \$17,945      | \$18,259                    | \$19,575                      | \$20,355                     | \$21,650                     |
| 6           | \$16,649     | \$18,470      | \$18,807                    | \$20,163                      | \$20,964                     | \$22,300                     |
| 7           | \$17,214     | \$19,011      | \$19,370                    | \$20,768                      | \$21,594                     |                              |
| 8           | \$17,970     | \$19,693      | \$19,952                    | \$21,391                      | \$22,241                     |                              |
| 9           | \$18,671     | \$20,341      | \$20,614                    | \$22,033                      | \$22,909                     |                              |
| 10          | \$19,427     | \$21,150      | \$21,369                    | \$22,693                      | \$23,596                     |                              |
| 11          | \$20,182     | \$21,852      | \$22,125                    | \$23,374                      | \$24,304                     |                              |
| 12          | \$20,884     | \$22,553      | \$22,826                    | \$24,076                      | \$25,033                     |                              |

**2003-2004**

| <u>Step</u> | <u>Clerk</u> | <u>Typist</u> | <u>Secretary<br/>School</u> | <u>Acct. Clerk<br/>Typist</u> | <u>Acct. Clerk<br/>Steno</u> | <u>Sr. Account<br/>Clerk</u> |
|-------------|--------------|---------------|-----------------------------|-------------------------------|------------------------------|------------------------------|
| 1           | \$15,316     | \$17,029      | \$17,302                    | \$18,550                      | \$19,287                     |                              |
| 2           | \$15,429     | \$17,153      | \$17,429                    | \$18,685                      | \$19,429                     |                              |
| 3           | \$15,541     | \$17,279      | \$17,556                    | \$18,822                      | \$19,571                     |                              |
| 4           | \$15,731     | \$17,489      | \$17,770                    | \$19,052                      | \$19,809                     |                              |
| 5           | \$16,203     | \$18,001      | \$18,303                    | \$19,623                      | \$20,403                     |                              |
| 6           | \$16,689     | \$18,528      | \$18,852                    | \$20,212                      | \$21,016                     | \$22,353                     |
| 7           | \$17,190     | \$19,418      | \$19,418                    | \$20,818                      | \$21,646                     | \$23,024                     |
| 8           | \$17,774     | \$20,000      | \$20,000                    | \$21,443                      | \$22,295                     |                              |
| 9           | \$18,554     | \$20,601      | \$20,601                    | \$22,086                      | \$22,964                     |                              |
| 10          | \$19,278     | \$21,284      | \$21,284                    | \$22,749                      | \$23,654                     |                              |
| 11          | \$20,058     | \$22,064      | \$22,064                    | \$23,431                      | \$24,363                     |                              |
| 12          | \$20,838     | \$22,844      | \$22,844                    | \$24,134                      | \$25,094                     |                              |