

BAINBRIDGE-GUILFORD CENTRAL SCHOOL
INSTRUCTIONAL SUPPORT
PERSONNEL AGREEMENT
July 1, 2014 - June 30, 2018

CERTAIN TWELVE MONTH EMPLOYEES

Assistant Superintendent of Building and Grounds
Mechanic

SICK LEAVE

Sick leave is provided for all twelve month employees of the school system. Each employee will receive fifteen (15) sick days at the beginning of each school year. Sick days shall be accumulative.

In addition to personal illness, sick leave may be used to administer bedside/household care to members of the immediate family (spouse, children, father, mother, grandparents, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, or other person residing in the employees household).

A sick day will constitute the number of hours the employee normally works per day and will be paid at their current rate of pay.

Membership in a sick leave bank program is available to all twelve month employees on a voluntary basis. Specific information regarding the sick leave bank policy is available from the Business Office.

Effective during the 2008-09 school year, the District will provide Section 41-j of the Employees' Retirement System that applies unused sick leave as additional service credit. Members who receive a cash payment based on their accumulated sick leave at retirement are not eligible for the additional service credit. Payments for unused sick leave cannot be considered in the calculation of a member's final average salary.

PERSONAL BUSINESS LEAVE

Each twelve month employee will be allowed up to three (3) personal business days with full pay during each school year under the conditions as outlined as follows:

The following reasons are sufficient to warrant a personal business day:

- I. a) Funeral of relative, close friend
- b) Wedding within immediate family (including self)
- c) Graduation of child, spouse, self or sibling

- d) Paternity
- e) Real Estate Closing
- f) Legal business
- g) Emergency accident within immediate family; relative or close friend.
- h) Emergency situations at home (i.e. flooding, roof collapse, fire, plumbing, electrical, heating)

The following reasons are not sufficient to warrant a personal business day:

- II. a) Vacation, shopping
- b) Athletic and/or recreational activities
- c) Day preceding or day following a vacation, except as applies to Part I
- d) Convention or trip not applicable to school business
- e) Personal convenience or enjoyment

If a twelve month instructional support employee has business which appears on neither list I or II and it cannot be transacted other than on a school day, it may be requested through the supervisor, subject to review by the superintendent. A reason for such leave must be given if requested, and each request must be made three days in advance. Any unused personal business days will be added to the cumulative sick days at the end of the school year.

OTHER LEAVE

Each twelve month instructional support employee may be allowed up to three (3) days a school year for death in the immediate family, (spouse, children, father, mother, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in law, grandparents, grandparents-in-law). One of these days may be allowed for death of other family members or close friends. If additional days are needed, the employee will be allowed to use his "sick leave" days. The supervisor may, at his discretion, expand the definition of the term "immediate family".

JURY DUTY

Employees shall receive normal wages while serving on Jury Duty during normal working days.

PAID HOLIDAYS

Regardless of the day of the week on which they fall, all twelve month instructional support employees shall be privileged to observe the following holidays with pay:

- 1. Independence Day
- 2. Labor Day
- 3. Columbus Day
- 8. Day after Christmas*
- 9. New Year's Day
- 10. Martin Luther King Day

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|------------------------|---------------------------|
| 4. Veterans Day | 11. Washington's Birthday |
| 5. Thanksgiving | 12. Good Friday |
| 6. Thanksgiving Friday | 13. Memorial Day |
| 7. Christmas Day | |

*Day before Christmas may be selected, instead of the day after at Superintendent's discretion - such change would be global - applying to all employees.

Pay will be based on the normal hours worked, i.e., eight hours work per day, eight hours holiday pay. If a holiday falls on a weekend, the employee, his/her supervisor and the superintendent will come to an understanding as to when the holiday time can be observed.

The employee must work the scheduled working day before and the scheduled working day after the holiday to qualify. The use of approved paid vacation will be considered the same as working the day before and/or after a holiday.

In the event of a serious illness or medical condition, documented by a physician's written statement, or other extenuating circumstances, the Superintendent of Schools may at his discretion, qualify an employee for holiday pay notwithstanding the above. Such request must be submitted on the prescribed form.

PAID VACATION

Twelve month instructional support employees qualify for vacation with pay based on the following schedule:

- After 1 year employment - 1 week vacation
- After 2 years employment - 2 weeks vacation
- After 4 years employment - 1 additional day
- After 6 years employment - Another additional day
- After 8 years employment - Another additional day
- 10 years employment - 3 weeks vacation
- 12 years employment - 3 weeks vacation plus 1 day
- 14 years employment - 3 weeks vacation plus 2 days
- 16 years employment - 3 weeks vacation plus 3 days
- 18 years employment - 3 weeks vacation plus 4 days
- 20 years employment - 4 weeks vacation
- 25 years employment - 4 weeks vacation plus 2 days
- 30 years employment - 5 weeks vacation

All vacation schedules are subject to supervisor approval and must be requested at least 5 days in advance.

Any vacation time accrued upon retirement will be prorated in accordance with the Bainbridge-Guilford C.S. District Vacation Policy.

ATTENDANCE INCENTIVE

An incentive will be paid to employees each school year who have excellent attendance. Sick Days will be included for the computation of this incentive. The payment will be made at the end of the school year after certification of attendance can be made. The following incentive schedule will be implemented.

<u>Days Used</u>	<u>2014-15 Incentive</u>	<u>2015-16 Incentive</u>	<u>2016-17 Incentive</u>	<u>2017-18 Incentive</u>
0 days	\$375	\$400	\$425	\$450
1 day	\$300	\$325	\$350	\$375
2 days	\$250	\$275	\$300	\$325
3 days	\$200	\$225	\$250	\$275

Partial days, defined as any amount of time less than the employee's normal day, will not be counted until the accumulated time reaches the equivalent of the employee's full day.

HEALTH INSURANCE

Available for any employee (and dependents) working more than 20 hours per week. The Board agrees to pay for NY 44 Health Benefits Trust Plan A or a comparable plan beginning July 1, 2014. The rates the Board agrees to pay are as follows:

2014-15 AND 2015-16

- 95% for Individual coverage;
- 85% for Employee/Spouse, Employee/Child(ren) or Family coverage.

EFFECTIVE JULY 1, 2016:

- 95% for Individual coverage;
- 90% for Employee/Child
- 90% for Employee/Spouse (cost not to exceed the District's contribution for the family plan);
- 85% for Family coverage.

An employee who qualifies for retirement may elect to continue in the health plan if they remit to the Business Office the full amount payable to the carrier on a monthly, quarterly, semi-annually or annual basis as the retiree desires based on the rates as charged the board by the carrier.

DENTAL INSURANCE

Available to any employee (and their dependents) working more than 20 hours per week. The Board will pay 55% of the cost of the plan for individual or dependent coverage.

LIFE INSURANCE

All employees (and their dependents) working more than 20 hours per week are eligible to participate in the School District group life/accidental death and dismemberment insurance program. The following table outlines the percentage of premium to be paid by the Board of Education:

	<u>District Contributions</u>	
	<u>Single</u>	<u>Family</u>
Hired before 7/1/08	95%	85%
Hired on or after 7/1/08	90%	80%

RETIREMENT BONUS

1. Individual must be eligible to retire from New York State Employees' Retirement System.
2. Payment shall be based on 50% of total accumulated sick leave upon effective date of retirement. The Individual will be paid at their daily rate in effect upon date of retirement.
3. Retirement benefit payments will be paid within 60 days of retirement.
4. The employee must notify the district in writing six months prior to the effective date of retirement to qualify for the retirement benefit. Notification must be in the form of a letter of resignation.

As an alternative to the Retirement Bonus employees may elect, instead, to have the former sick leave/retirement option which is outlined as follows:

Any employee who has served the district for fifteen years or longer will be entitled to:

- 2016-17 - \$25.00 per day for each day of unused sick leave up to a maximum of 200 days at retirement.
- 2017-18 - \$30.00 per day for each day of unused sick leave up to a maximum of 200 days at retirement.

WAGES

Returning employees will receive increases as follows:

Mechanic:

Individual received a \$2.84/hr. increase effective 3/17/2014 and an additional \$2.00/hr. increase effective 1/5/2015. No additional increase for the 2014-15 and 2015-16 school years.

- 2016-17 3.5% increase over 2015-16 base rate
- 2017-18 3.5% increase over 2016-17 base rate

Assistant Superintendent of Buildings & Grounds:

2014-15 \$2.00/hr. Increase over 2013-14 base rate
2015-16 \$2.84/hr. increase over 2014-15 base rate
2016-17 3.5% Increase over 2015-16 base rate
2017-18 3.5% Increase over 2016-17 base rate

SECOND SHIFT PREMIUM

Second shift employees shall be entitled to a second shift premium of 20 cents per hour. Second shift employees may be temporarily assigned to first shift at the discretion of their supervisor; in such cases the premium shall remain in effect.

PAY FOR SUPERVISORY DUTIES

Employee will receive an additional \$2.00 per hour for filling in for either the Transportation Supervisor or Superintendent of Buildings and Grounds.

OVERTIME

Employees assigned to work on a scheduled paid holiday will receive double time pay for time worked.

Employees will receive time and one half pay for time actually worked in excess of forty (40) hours per week. Personal time and vacation time will constitute time worked for purposes of overtime qualification. Other forms of leave time will not constitute time worked.

LONGEVITY BONUS:

Yearly bonuses for continued service to the district will be paid to permanent employees on the following basis:

<u>YEARS</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
5-9 Years	\$300	\$300	\$300	\$300
10 Years	\$400	\$400	\$400	\$400
15 Years	\$700	\$700	\$700	\$700
20 Years	\$1050	\$1050	\$1050	\$1050

An employee working less than full time will receive their bonus on a pro-rated basis.

UNIFORMS

Each twelve month labor employee shall receive four (4) sets of uniforms consisting of four (4) pants, four (4) button down long or short sleeved shirts and four (4) pocket tee shirts. These uniforms will be expected to be worn during work hours. It will be the responsibility of the employee to maintain these uniforms. At the beginning of each year any worn uniforms or parts thereof may be presented to the supervisor for replacement.

PROBATIONARY PERIOD

All newly hired twelve month employees or employees promoted to a new position shall be subject to a probationary period of 52 weeks. Employees shall be notified of the duration of their probationary period and the satisfactory completion of their probationary period.

JUST CAUSE

No employee in this contract will be terminated, disciplined or transferred to a lower title without just cause. This article will have effect only after the completion of three (3) years of employment.

EVALUATION

All employees will be evaluated by June 15th of the current school year.

DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2014 and shall continue in effect through June 30, 2018.

Dated this _____ Day of _____ in the Year _____.

Timothy R. Ryan
Superintendent

Member _____

Member _____