

**BAINBRIDGE-GUILFORD CENTRAL SCHOOL
TRANSPORTATION SUPERVISOR
PERSONNEL AGREEMENT**

July 1, 2022 – JUNE 30, 2025

The following terms and conditions shall apply to the Transportation Supervisor.

HOURS:

As necessary to perform the functions of the position.

WORK YEAR:

Twelve months – 260 days

SICK LEAVE:

The Transportation Supervisor will receive 15 (fifteen) 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 another person residing in the employee's household).

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

RETIREMENT BONUS:

1. Transportation Supervisor must be eligible to retire from New York State Employees' Retirement System.
2. Payment shall be based on 40% 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 (1/260th).
3. Payment will be made as an employer non-elective contribution to the employees existing 403b account within 60 days of retirement. To the extent that the bonus amount exceeds the employees annual 403b limit as defined by law in any year, any excess shall be carried over by the District without interest and the remainder will be paid into the account the following calendar year in January and each subsequent January until all of the bonus has been paid. Failure to establish a 403b account prior to the date of retirement will result in the forfeiture of the retirement bonus.
4. The Transportation Supervisor must notify the district in writing by a resignation letter at least six months prior to the effective date of retirement to qualify for the retirement benefit.

PAID HOLIDAYS

Regardless of the day of the week on which they fall, the Transportation Supervisor shall be privileged to observe the following holidays with pay:

- | | |
|------------------------|--------------------------------|
| 1. Independence Day | 8. Day after Christmas* |
| 2. Labor Day | 9. New Year's Day |
| 3. Columbus Day | 10. Martin Luther King Day |
| 4. Veterans Day | 11. Washington's Birthday |
| 5. Thanksgiving | 12. Good Friday |
| 6. Thanksgiving Friday | 13. Memorial Day |
| 7. Christmas Day | 14. Juneteenth (if applicable) |

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

PAID VACATION

The Transportation Supervisor shall qualify for vacation with pay based on the following schedule:

- 10 days(2 weeks) given upon employment
- After 1 year employment – 3 weeks vacation
- After 2 years employment – 4 weeks vacation
- 10 years employment – 4 weeks vacation plus 1 day
- 14 years employment – 4 weeks vacation plus 2 days
- 16 years employment – 4 weeks vacation plus 3 days
- 18 years employment – 4 weeks vacation plus 4 days
- 20 years employment – 5 weeks vacation
- 25 years employment – 5 weeks vacation plus 2 days

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.

A carryover of five (5) vacation days from one school year to the next will be allowed. Unused vacation time beyond the five (5) carryover days must be used on or before August 31st.

JURY DUTY:

Transportation Supervisor shall receive normal wages while serving on Jury Duty.

HEALTH INSURANCE:

The Board will pay 90% of the cost of the plan for single coverage or 85% of the cost of the plan for family coverage which includes Employee/Spouse or Employee/Child(ren) plans.

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

The Board will pay 55% of the cost of the plan for Single, Family, Employee/Spouse or Employee/Child(ren) coverage.

LIFE INSURANCE:

The district offers a group life/accidental death and dismemberment insurance program. The following table outlines the percentage of premium to be paid by the Board of Education if the employee elects into this program:

<u>Single</u>	<u>Family</u>
90%	80%

PERSONAL BUSINESS LEAVE

The Transportation Supervisor 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 the Transportation Supervisor has business which appears on neither list I or list II and it cannot be transacted other than on a school day, it may be requested through 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:

The Transportation Supervisor may be allowed up to five (5) 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 Superintendent may, at his discretion, expand the definition of the term "immediate family".

PROBATIONARY PERIOD:

Newly hired employees 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.

WAGES

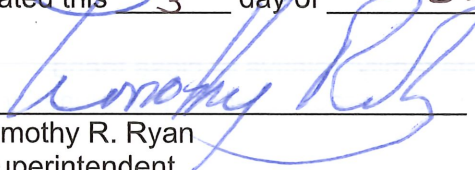
The Transportation Supervisor will receive base wages as follows:

- 2022-23 – \$62,000
- 2022-23 – \$64,000
- 2023-24 – \$66,000

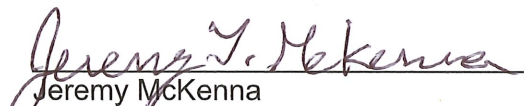
DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2022 and shall continue in effect through June 30, 2025.

Dated this 23 day of June in the year 2022.



Timothy R. Ryan
Superintendent



Jeremy McKenna
Transportation Supervisor

MEMORANDUM OF AGREEMENT

by and between the

**Bainbridge-Guilford Central School District
and**

Jeremy McKenna

Amendment to Annual Salary Increases

This Memorandum of Agreement (MOA) is made by and between the Bainbridge-Guilford Central School District (referred to in this document as “the District”), and Jeremy McKenna (referred to in this document as “the Transportation Supervisor”), hereinafter collectively referred to as the “parties”.

WHEREAS, the parties are subject to the terms and conditions of employment contained in a Personnel Agreement (the “Agreement”), commencing July 1, 2022, and remaining in effect through June 30, 2025; and

WHEREAS, according to the Wages section of the Agreement, the Transportation Supervisor is to receive a salary increase of two thousand dollars (\$2,000) for the 2023-24 school year, and two thousand dollars (\$2,000) for the 2024-25 school year; and

WHEREAS, the District wishes to amend these salary increases to two thousand five hundred dollars (\$2,500) for the 2023-24 school year, and two thousand five hundred dollars (\$2,500) for the 2024-25 school year; and accordingly,

IT IS, THEREFORE, HEREBY AGREED AS FOLLOWS:

1. Notwithstanding the language of the Wages section of the Agreement, the Transportation Supervisor is to receive a salary increase of two thousand five hundred dollars (\$2,500) for the 2023-24 school year, and a salary increase of two thousand five hundred dollars (\$2,500) for the 2024-25 school year.
2. This MOA shall represent the full and complete agreement between the parties and shall become effective upon execution by the parties and approval by the Board of Education.
3. The circumstances of this MOA are unique, and this MOA shall not serve as precedent, nor shall it be cited as such, in the future.
4. The terms and conditions stipulated in this MOA, shall sunset, cease to exist, and expire in their entirety, effective close of business on June 30, 2025, unless otherwise agreed to in writing by the parties.

For the District:



Timothy Ryan, Superintendent of Schools

6/22, 2023
Date

The Employee:



Jeremy McKenna

6/27, 2023
Date