

AGREEMENT

-between-

**BOARD OF EDUCATION OF
NORTH SHORE CENTRAL SCHOOL DISTRICT**

-and-

**UNITED PUBLIC SERVICE EMPLOYEES UNION
(PART-TIME CLEANERS UNIT)**

July 1, 2016 – June 30, 2020

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AGREEMENT made this 29th day of June, 2018, by and between the BOARD OF EDUCATION OF NORTH SHORE CENTRAL SCHOOL DISTRICT (hereinafter referred to as the "District") and UNITED PUBLIC SERVICE EMPLOYEES UNION (hereinafter referred to as the "Union").

ARTICLE I. RECOGNITION

A. The District hereby recognizes the Union as the exclusive representative of all part-time cleaners, excluding per diem substitutes and all other employees for the purpose of negotiating collectively and in the administering of all grievances arising under the terms of this Agreement and for the purpose of entering into written agreements in determining such terms and conditions of employment.

B. The Union shall be entitled to unchallenged representation status for the maximum period permissible by law.

C. The District shall deduct regular membership dues from the wages of those unit members who submit duly executed authorization permitting such payroll deductions.

No later than thirty (30) days after the effective date of this Agreement or thirty (30) days after the effective date of employment, whichever is later, each unit member who is not a member of the Union will pay to the Union each month a service charge toward the administration of this Agreement and the representation of such unit member; provided, however, that each unit member will have available to his/her membership in the Union on the same terms and conditions as are available to Union members. The Union shall certify the amount of the service charge to the District. The District shall deduct such fee in the same manner the membership dues are deducted, provided that the Union certifies to the District that it

has established a refund plan pursuant to Civil Service Law §208(3), and the Union complies with all statutory requirements regarding agency fee.

The District shall supply the Union with the names of the new unit members prior to the deduction of any agency fee for those unit members.

The Union shall indemnify the District and any representative of it and hold the District and any of its employees and officers harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of any action taken by the District or any of its representatives for the purpose of complying with provisions of this Agreement and/or state law mandating that an agency fee deduction be made from the wages of those members of the bargaining unit who choose not to be members of the Union. In addition, the Union shall reimburse the District for any and all legal expenses associated with the defense of any such claim, demand, or suit.

ARTICLE II. WAGES

- A. Effective July 1, 2016, the wages for unit member shall be increased by \$0.45 from the 2015-16 salary schedule. Effective July 1, 2017, the wages for unit members shall be increased by \$.045 from the 2016-17 salary schedule. Effective July 1, 2018, the wages for unit member shall be increased by \$0.45 from the 2017-18 salary schedule. Effective July 1, 2019, the wages for unit members shall be increased by \$0.45 from the 2018-19 salary schedule. The salary schedule shall be as follows:

| Step | <u>2016-2017</u> | <u>2017-2018</u> | <u>2018-2019</u> | <u>2019-2020</u> |
|------|------------------|------------------|------------------|------------------|
| 1 | \$16.53 | \$16.98 | \$17.43 | \$17.88 |
| 2 | \$18.53 | \$18.98 | \$19.43 | \$19.88 |

- i. if a Unit Member begins working for the School District on and between July 1 and December 31 of a given school year, the Union member would be entitled to a salary Step increase in the salary schedule in the following school year if he/she remains working for the School District as a Unit Member; and
- ii. if a Unit Member begins working with the School District on and between January 1 and June 30 of a given school year, the Unit Member would not be given a salary Step increase in the following school year but would remain on the same salary Step to which he/she was initially assigned.

B. Snow Days – If a member is called in for snow removal during hours the member is not scheduled to work, the member will be paid at the step one (1) hourly rate of a Full Time Cleaner from the Custodial contract, for each hour worked.

ARTICLE III. UNION BUSINESS

A. The District shall make available to the Union, without charge, space for the conduct of general meetings of the membership and individual committee meetings.

B. No Union business meetings shall be conducted during working hours, except as granted by the Assistant Superintendent for Business.

C. A Union representative may enter the premises for Union business upon prior notice to the Assistant Superintendent for Business. Entry will be after working hours when

school is not in session, unless prior approval is given by the Assistant Superintendent for Business.

D. The Union shall have free and unhindered use of school mail service and boxes for the purpose of distributing material to its membership provided such use does not interfere with official use by the District.

ARTICLE IV. EXAMINATIONS

Unit members shall comply with the District's policy regarding medical examinations.

ARTICLE V. GRIEVANCE PROCEDURE

1. Each unit member shall be entitled to a representative of his/her own choice at each step of the grievance procedure.

2. Any disputes arising concerning the interpretation or application of the terms of this Agreement, or the rights claimed to exist thereunder, may be the subject of a grievance and shall be processed and resolved in accordance with the following:

A. A grievance shall be presented by the aggrieved unit member to his/her immediate supervisor, in writing, within ten working days after the alleged grievance arises. Within five working days after receipt of the written grievance, the Building Principal shall confer with the aggrieved unit member and his/her representative, if the unit member so desires.

B. In the event such grievance is not resolved, in writing, within five working days following such conference with his/her immediate supervisor, the aggrieved unit member shall present it, in writing, within five working days thereafter to the Assistant Superintendent for Business and Personnel.

C. Within five working days after receipt of the written grievance, the Assistant Superintendent for Business shall confer in person with the aggrieved unit member and his/her representative, if he/she so chooses. In the event such grievance is not satisfactorily resolved, in writing, at the Assistant Superintendent's level within ten working days after such conference, the grievance shall be presented in writing within ten working days after receipt of the reply to the Superintendent of Schools for settlement. Within five working days after receipt of the written grievance, the Superintendent of Schools shall confer in person with the aggrieved unit member and his/her representative, if he/she so chooses.

D. In the event such grievance is not satisfactorily resolved, in writing, at the Superintendent's level within ten working days after presentation, the grievance shall be presented, in writing, within ten working days after receipt of the reply to the Board of Education for settlement. The decision of the Board of Education shall be final and binding.

ARTICLE VI. SUBCONTRACTING

The District may continue to contract for custodial maintenance services.

ARTICLE VII. MANAGEMENT RIGHTS

Subject to the provisions of this Agreement and applicable law, the District retains full responsibility and sole right of management of the District, its business affairs and property, including, but without limitation, the right to supervise, direct and transfer the working forces; to plan, control, increase, decrease, transfer, or discontinue operations; to establish work and school schedules to establish, modify and enforce work rules; to hire, and promote employees; to increase or decrease the working force; and to suspend, discipline and discharge employees.

ARTICLE VIII. LEAVE

1. Sick Leave - Unit members shall be entitled to ten (10) sick days per year. The Unit member may request that the District pay the unit member the daily amount of his/her wages up to a maximum of ten (10) sick days per year if the member has accrued and unused sick leave days for that year up to the amount requested but in no case in an amount in excess of ten (10) days. Payment for those days may only be requested at the end of the school year.

A. The policy of paid sick leave in cases of short-term illness shall be subject to the District's discretion. The District's discretion shall be exercised to deny sick leave where there is a determination that the unit member is abusing the sick leave policy.

2. Bereavement Leave - Unit Members shall be allowed three (3) days bereavement leave per school year for death of a member of the immediate family. "Immediate family" is defined as the Unit Member's mother, father, brother, sister, (or corresponding in-law), spouse, child, grandparent, grandchild or legal guardian.

3. Personal Business Leave - For absences due to personal business, two (2) personal business leave days shall be allowed annually. The request for personal business leave shall be filed with the Director of Facilities by the member one (1) week in advance of the anticipated absence. The reason for the "personal business" need be given for the absence.

a. The granting of personal business leave days shall be subject to the approval of the Director of Facilities.

b. Unused personal business leave days are not accrued and are not available for payment if unused.

4. N.Y. Retirement and Social Security Law Section 41(j) - Upon approval by the New York

State Employees' Retirement System, the parties agree to adopt Section 41(j) for the Employees Retirement System (ERS).

A. A unit member must accrue a minimum of fifty (50) sick leave days upon retirement, in order to be eligible for section 41(j).

ARTICLE IX. JURY DUTY

Subject to the requirements of law, employees shall be required to adjourn jury duty to a time when school is not in session.

ARTICLE X. UNIFORMS

1. Employees shall be provided 2 T-shirts and only one long sleeve shirt. Employees shall be required to wear their uniforms.
2. **Safety Shoe Reimbursement** – A safety shoe reimbursement, up to \$50.00 per year will be provided for the purchase of one pair of school approved safety shoes for use at work. Approval of shoes is to be made by the Director of Facilities. Receipts must be provided to the District, for reimbursement to occur.

ARTICLE XI. PER-DIEM SUBSTITUTES

The District has the right to utilize per diem substitutes when unit members are absent from work.

ARTICLE XII. ILLEGALITY

In the event any part, provision, or term of this Agreement shall be determined or found to be contrary to law, then such provision shall not be applicable nor shall the term thereof be performed or enforced except to the extent permitted by law. However, all other terms and provisions of this Agreement shall continue in force and effect.

ARTICLE XIII. TAYLOR LAW

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

ARTICLE XIV. DURATION OF THIS AGREEMENT

This Agreement shall be effective July 1, 2016, and shall remain in full force and effect to and including June 30, 2020, and shall be automatically renewed thereafter for periods of one (1) year unless either party notifies the other, in writing, by certified mail, on or before January 15, 2020 or any subsequent January 15th, of its desire to make changes herein or to terminate this Agreement.

ARTICLE XV. RE-OPENER CLAUSE

In the event that the New York State Legislature enacts into law a statute establishing “caps” on school budgets, or on tax levies for school districts, or in any way imposes a statutory limit on any increases in the annual budgets or tax levies of school districts, and in the further event that such legislation becomes law, then either party may thereupon demand the initiation of re-opener negotiations respecting salary.

IN WITNESS WHEREOF, this Memorandum of Agreement has been duly executed by the parties the day and year first written above.

**BOARD OF EDUCATION OF
NORTH SHORE CENTRAL
SCHOOL DISTRICT**

By:



Dated: 8/23/18

**UNITED PUBLIC SERVICE
EMPLOYEES UNION
(Part-time Cleaners Unit)**

By:



Dated: 7/17/18