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Contract Database Metadata Elements

Title: **Green Island Union Free School District and Green Island Office Staff (2002)**

Employer Name: **Green Island Union Free School District**

Union: **Green Island Office Staff**

Local:

Effective Date: **07/01/02**

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

Number of Pages: **12**

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5146_06302006

Green Island Ufsd And Green Island
Office Staff

12 MONTH
CONTRACTUAL AGREEMENT
JULY 1, 2002-JUNE 30, 2006
For Linda [unclear]

Green Island

*SD
WC*

1. **SALARY:** Employee will be paid in bi-weekly installments throughout the term of this contract. First year of contract establishment of new starting salaries for all 12 month positions.
 - a. Base Salary for 2002-2003 will be \$41,000
 - b. Salary for 2003-2004 will increase 3.5%
 - c. Salary for 2004-2005 will increase 3.5%
 - d. Salary for 2005-2006 will increase 4.0%

2. **OVERTIME:** Time worked over 40 hours per week will be considered overtime. Compensation will be made in pay or compensatory time off at the discretion of the employee with prior approval by the administration. Overtime rate is one and one-half times normal rate. Compensatory time shall not be accrued to more than 10 days. Overtime must have prior approval.

3. **CLOTHING ALLOWANCE:** Custodial staff will receive a yearly stipend of \$300.00.

4. **BUILDING CHECKS:** Designated custodial staff will receive a yearly sum of \$1,000.00, paid in bi-weekly installments throughout the year to do weekend building checks. An equitable schedule will be worked out for checking the building.

5. **LONGEVITY:** After five years of service \$500.00 will be added to the yearly salary. \$100.00 per year will be added each subsequent year up to a maximum of \$2,000.00 per year.

6. **SICK DAYS:** Each staff member is granted a total of fifteen (15) sick days annually which may be accumulated to a total of 360 days. In the event of sick leave absence on the scheduled workday before or after a holiday or vacation, or an absence of three (3) consecutive workdays, a physician's certificate may be required.

7. **PERSONAL DAYS:** Each staff member is granted six (6) days of paid leave annually for personal business.
 - a. Personal business is defined as important business affairs, which can be conducted only during the regular school day.
 - b. Staff shall give 24 hours notification of personal leave, except in cases of emergency or unavoidable circumstances.
 - c. Personal days may be taken immediately preceding or immediately following a school vacation or holiday only when an emergency exists. At these times, the staff member must give reasons for requesting the personal day(s) to the Superintendent, who shall make the decision as to whether the day(s) shall be granted.
 - d. The applicant shall not be required to specify the reason for taking the personal leave, except in the above mention cases.
 - e. Personal days may be taken on a half-day basis.
 - f. Unused personal days as of June 30th, will be accumulated as sick day on annual basis

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NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

8. FAMILY LEAVES: Family leaves at full pay will be allowed for the following reasons with no deductions from sick or personal leave:

- a. Death in immediate family. Immediate family is defined as both parents (in-laws). Spouses, significant other, sons, daughters, brothers, sisters of both spouses, foster parents, and foster children. This leave will not exceed five (5) days.
- b. Death of relative or friend other than immediate family (nieces, nephews, aunts, uncles, grandparents of both spouses). Not to exceed 3 days.
- c. Due to extenuating circumstances and with administrative approval, additional days may be granted. These days will be deducted from accumulated sick leave.

9. VACATION: After one year of service (2) two weeks of vacation is earned. After three (3) years of service three (3) weeks of vacation is earned. After five (5) years of service four (4) weeks of vacation is earned.

10. MEDICAL INSURANCE: In the 2002-2003 school year, the Board of Education will offer and pay full insurance premiums for the medical program of choice of the following: Capital District Physicians Health Plan, Community Health Plan or the Blue Shield Health Matrix plan offered by the Capital Area Schools' Health Consortium (all with optical rider) prescription plan included. The Board of Education will pay full insurance premiums for the Blue Shield Dental Plan, 80/20 Co-Pay. The Basic Contract plus Rider A-1, B-1, C and D.

In the 2003-2004 school year employees will contribute 5% of the premium for one of the above plans and the District will pay the remaining 95%.

In the 2004-2005 school year employees will contribute 7% of the premium for one of the above plans and the District will pay the remaining 93%.

In the 2005-2006 school year employees will contribute 10% of the premium for one of the above plans and the District will pay the remaining 90%.

A. A Health/Dental Insurance Buy - Out will be made available to the District's Staff on the following schedule:

	HEALTH	DENTAL
Family:	\$1800.00	\$300.00
2 PERSON:	\$1000.00	\$200.00
Individual:	\$ 600.00	\$100.00

The buy-out will be paid quarterly beginning in October of each fiscal year. A staff member that enters the buy-out during the school year or wishes to discontinue coverage during the school year may do so only if approved by the Health Insurance carrier. Payments to either the staff member or the Health provider will be pro-rated upon entrance or exit of the insurance plan after July 1 of each school year. Employees may be asked to provide proof of insurance coverage in order to receive the Insurance buy-out. The Insurance buy-out is available only to staff employed by the District. Retired employees are not eligible to receive this benefit.

11. RETIREMENT: Retirement is provided through the New York State Retirement System and their procedures and policies will be followed.

12. RETIREMENT INCENTIVE: Upon retirement from the District, 12 month employees will be entitled to an incentive payment based upon the employees final yearly salary minus \$24,000.00. The resulting difference will then be multiplied by .35 to determine the incentive payment.

Example: An employee who is making \$40,000 when he/she decided to retire. The incentive is computed as follows ($\$40,000 - \$24,000 = \$16,000$. $\$16,000 \times .35 = \$5,600$. This is the retiree's incentive payment)

To take advantage of this incentive the employee must have completed 168 months of service
The employee must submit his/her retirement letter to the School Board on or before January 1, in the school year the retirement is to become effective.

Payment will be made on the first official pay period of July following the June 30 retirement date.

The above does not exclude the retiree from being rehired on a contractual or per diem basis.

If the District offers an incentive as established by the State of New York, the employee may take advantage of only one of the retirement incentives, not both.

13. DENTAL INSURANCE IN RETIREMENT: Retirees wishing to extend their dental insurance may do so by reimbursing the District the full expense.

14. MEDICAL INSURANCE IN RETIREMENT: The School District shall continue to pay for medical insurance coverage for all staff who retire from the District between July 1, 2002 through June 30, 2006 at the following rates:

Individual:	100%
Two person:	Two person total – Individual total x .50
Family:	Family-Individual x .50

Examples: Individual Coverage is \$1000; Two person is \$1800; and Family \$5000

A retiring employee requests:

Individual coverage:	district pays 100% or \$1000
Two Person coverage:	$(\$1800-1000) \times .50 = \400 to be paid by employee
Family coverage:	$(\$5000-1000) \times .50 = \2000 to be paid by employee

15. The District will continue the coverage that is in place at the time of the employee's death for family members covered at the time of death, on a full reimbursement basis, including subsequent premium increases. The District will discontinue coverage should reimbursement not occur.

16. SICK LEAVE BUY-BACK: SICK LEAVE BUY-BACK:

Sick leave may be accumulated to a maximum of 200 days for the purpose of calculating "buy back" provisions when an employee LEAVES the District for reasons other than retirement.

Upon leaving the District 0-200 days:

- a. After ten (10) years of employment, each day will be compensated at a rate of \$20.00.
- b. After twenty (20) years of employment, each day will be compensated at a rate of \$30.00

When a person RETIRES from the District, Sick Leave may be accumulated to a maximum of 360 days. For the purpose of calculating their sick leave buy back, sick leave may be accumulated to a maximum of 360 days for the purpose of calculating the "buy back" provisions under the following conditions when a person RETIRES from the District.

Upon retiring from the District; 0-260 days:

- a. After ten (10) years of employment, each day will be compensated at a rate of \$25.00.
- b. After twenty (20) years of employment, each day will be compensated at a rate of \$35.00

Days 261-360: those eligible employees retiring from the District may be reimbursed for unused sick days 261-360 at a rate of \$20.00 per day. Those leaving the District for reasons other than retirement are not eligible for this benefit.

Payment will be made to the employee who has retired or left the District on the first official pay of July, following the June 30, official retirement date.

Intention of leaving the District must be made known, in writing, to the Superintendent on or before January 1st of the school year preceding his/her departure. Reasons for failure of notification must be of an emergency or unforeseen circumstance, the validity of which will be left to administrative discretion.

17. PERSONAL FILES: The employee's personnel file shall be open and available for inspection. The employee shares with the administration the responsibility of keeping his/her file current.

18. PUBLICITY OF POSITIONS: The Superintendent will make known to all employees a list of new positions and vacancies by posting such a list in the office.

19. PROFESSIONAL MEETINGS: Upon the recommendation of the Superintendent, time and fees will be made available to allow the attendance at professional meetings and workshops related to the duties of the employee.

DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2002 and shall continue through June 30, 2006 for all provisions.

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 APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

STAFF

Linda M. Baslo

BOARD OF EDUCATION

Thomas J. [Signature]

[Signature]
Christa DeCicco [Signature]

WC

**12 MONTH
CONTRACTUAL AGREEMENT
JULY 1, 2002-JUNE 30, 2006
For Deborah**

1. **SALARY:** Employee will be paid in bi-weekly installments throughout the term of this contract. First year of contract establishment of new starting salaries for all 12 month positions.
 - a. **Base Salary for 2002-2003 will be \$34,000**
 - b. **Salary for 2003-2004 will increase 3.5%**
 - c. **Salary for 2004-2005 will increase 3.5%**
 - d. **Salary for 2005-2006 will increase 4.0%**

2. **OVERTIME:** Time worked over 40 hours per week will be considered overtime. Compensation will be made in pay or compensatory time off at the discretion of the employee with prior approval by the administration. Overtime rate is one and one-half times normal rate. Compensatory time shall not be accrued to more than 10 days. Overtime must have prior approval.

3. **CLOTHING ALLOWANCE:** Custodial staff will receive a yearly stipend of \$300.00.

4. **BUILDING CHECKS:** Designated custodial staff will receive a yearly sum of \$1,000.00, paid in bi-weekly installments throughout the year to do weekend building checks. An equitable schedule will be worked out for checking the building.

5. **LONGEVITY:** After five years of service \$500.00 will be added to the yearly salary. \$100.00 per year will be added each subsequent year up to a maximum of \$2,000.00 per year.

6. **SICK DAYS:** Each staff member is granted a total of fifteen (15) sick days annually which may be accumulated to a total of 360 days. In the event of sick leave absence on the scheduled workday before or after a holiday or vacation, or an absence of three (3) consecutive workdays, a physician's certificate may be required.

7. **PERSONAL DAYS:** Each staff member is granted six (6) days of paid leave annually for personal business.
 - a. Personal business is defined as important business affairs, which can be conducted only during the regular school day.
 - b. Staff shall give 24 hours notification of personal leave, except in cases of emergency or unavoidable circumstances.
 - c. Personal days may be taken immediately preceding or immediately following a school vacation or holiday only when an emergency exists. At these times, the staff member must give reasons for requesting the personal day(s) to the Superintendent, who shall make the decision as to whether the day(s) shall be granted.
 - d. The applicant shall not be required to specify the reason for taking the personal leave, except in the above mention cases.
 - e. Personal days may be taken on a half-day basis.
 - f. Unused personal days as of June 30th, will be accumulated as sick day on annual basis

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NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

8. FAMILY LEAVES: Family leaves at full pay will be allowed for the following reasons with no deductions from sick or personal leave:

- a. Death in immediate family. Immediate family is defined as both parents (in-laws). Spouses, significant other, sons, daughters, brothers, sisters of both spouses, foster parents, and foster children. This leave will not exceed five (5) days.
- b. Death of relative or friend other than immediate family (nieces, nephews, aunts, uncles, grandparents of both spouses). Not to exceed 3 days.
- c. Due to extenuating circumstances and with administrative approval, additional days may be granted. These days will be deducted from accumulated sick leave.

9. VACATION: After one year of service (2) two weeks of vacation is earned. After three (3) years of service three (3) weeks of vacation is earned. After five (5) years of service four (4) weeks of vacation is earned.

10. MEDICAL INSURANCE: In the 2002-2003 school year, the Board of Education will offer and pay full insurance premiums for the medical program of choice of the following: Capital District Physicians Health Plan, Community Health Plan or the Blue Shield Health Matrix plan offered by the Capital Area Schools' Health Consortium (all with optical rider) prescription plan included. The Board of Education will pay full insurance premiums for the Blue Shield Dental Plan, 80/20 Co-Pay. . The Basic Contract plus Rider A-1, B-1, C and D.

In the 2003-2004 school year employees will contribute 5% of the premium for one of the above plans and the District will pay the remaining 95%.

In the 2004-2005 school year employees will contribute 7% of the premium for one of the above plans and the District will pay the remaining 93%.

In the 2005-2006 school year employees will contribute 10% of the premium for one of the above plans and the District will pay the remaining 90%.

- A. A Health/Dental Insurance Buy - Out will be made available to the District's Staff on the following schedule:

	HEALTH	DENTAL
Family:	\$1800.00	\$300.00
2 PERSON:	\$1000.00	\$200.00
Individual:	\$ 600.00	\$100.00

The buy-out will be paid quarterly beginning in October of each fiscal year. A staff member that enters the buy-out during the school year or wishes to discontinue coverage during the school year may do so only if approved by the Health Insurance carrier. Payments to either the staff member or the Health provider will be pro-rated upon entrance or exit of the insurance plan after July 1 of each school year. Employees may be asked to provide proof of insurance coverage in order to receive the Insurance buy-out. The Insurance buy-out is available only to staff employed by the District. Retired employees are not eligible to receive this benefit.

11. RETIREMENT: Retirement is provided through the New York State Retirement System and their procedures and policies will be followed.

12. RETIREMENT INCENTIVE: Upon retirement from the District, 12 month employees will be entitled to an incentive payment based upon the employees final yearly salary minus \$24,000.00. The resulting difference will then be multiplied by .35 to determine the incentive payment.

Example: An employee who is making \$40,000 when he/she decided to retire. The incentive is computed as follows ($\$40,000 - \$24,000 = \$16,000$. $\$16,000 \times .35 = \$5,600$. This is the retiree's incentive payment)

Payment will be made to the employee who has retired or left the District on the first official pay of July, following the June 30, official retirement date.

Intention of leaving the District must be made known, in writing, to the Superintendent on or before January 1st of the school year preceding his/her departure. Reasons for failure of notification must be of an emergency or unforeseen circumstance, the validity of which will be left to administrative discretion.

17. PERSONAL FILES: The employee's personnel file shall be open and available for inspection. The employee shares with the administration the responsibility of keeping his/her file current.

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DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2002 and shall continue through June 30, 2006 for all provisions.

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STAFF

Richard L. Akop

BOARD OF EDUCATION

Thomas J. ...

[Signature]
Alvita D. ...

To take advantage of this incentive the employee must have completed 168 months of service
The employee must submit his/her retirement letter to the School Board on or before January 1, in the school year the retirement is to become effective.

Payment will be made on the first official pay period of July following the June 30 retirement date.

The above does not exclude the retiree from being rehired on a contractual or per diem basis.

If the District offers an incentive as established by the State of New York, the employee may take advantage of only one of the retirement incentives, not both.

13. DENTAL INSURANCE IN RETIREMENT: Retirees wishing to extend their dental insurance may do so by reimbursing the District the full expense.

14. MEDICAL INSURANCE IN RETIREMENT: The School District shall continue to pay for medical insurance coverage for all staff who retire from the District between July 1, 2002 through June 30, 2006 at the following rates:

Individual:	100%
Two person:	Two person total – Individual total x .50
Family:	Family-Individual x .50

Examples: Individual Coverage is \$1000: Two person is \$1800; and Family \$5000

A retiring employee requests:

Individual coverage: district pays 100% or \$1000
Two Person coverage: $(\$1800-1000) \times .50 = \400 to be paid by employee
Family coverage: $(\$5000-1000) \times .50 = \2000 to be paid by employee

15. The District will continue the coverage that is in place at the time of the employee's death for family members covered at the time of death, on a full reimbursement basis, including subsequent premium increases. The District will discontinue coverage should reimbursement not occur.

16. SICK LEAVE BUY-BACK: SICK LEAVE BUY-BACK:

Sick leave may be accumulated to a maximum of 200 days for the purpose of calculating "buy back" provisions when an employee LEAVES the District for reasons other than retirement.

Upon leaving the District 0-200 days:

- a. After ten (10) years of employment, each day will be compensated at a rate of \$20.00.
- b. After twenty (20) years of employment, each day will be compensated at a rate of \$30.00

When a person **RETIREES** from the District, Sick Leave may be accumulated to a maximum of 360 days. For the purpose of calculating their sick leave buy back, sick leave may be accumulated to a maximum of 360 days for the purpose of calculating the "buy back" provisions under the following conditions when a person **RETIREES** from the District.

Upon retiring from the District; 0-260 days:

- a. After ten (10) years of employment, each day will be compensated at a rate of \$25.00.
- b. After twenty (20) years of employment, each day will be compensated at a rate of \$35.00

Days 261-360: those eligible employees retiring from the District may be reimbursed for unused sick days 261-360 at a rate of \$20.00 per day. Those leaving the District for reasons other than retirement are not eligible for this benefit.

WC

**12 MONTH
CONTRACTUAL AGREEMENT
JULY 1, 2002-JUNE 30, 2006
For Suzanne [redacted]**

1. **SALARY:** Employee will be paid in bi-weekly installments throughout the term of this contract. First year of contract establishment of new starting salaries for all 12 month positions.

- a. Base Salary for 2002-2003 will be \$21, 280
- b. Salary for 2003-2004 will increase 3.5%
- c. Salary for 2004-2005 will increase 3.5%
- d. Salary for 2005-2006 will increase 4.0%

2. **OVERTIME:** Time worked over 40 hours per week will be considered overtime. Compensation will be made in pay or compensatory time off at the discretion of the employee with prior approval by the administration. Overtime rate is one and one-half times normal rate. Compensatory time shall not be accrued to more than 10 days. Overtime must have prior approval.

3. **CLOTHING ALLOWANCE:** Custodial staff will receive a yearly stipend of \$300.00.

4. **BUILDING CHECKS:** Designated custodial staff will receive a yearly sum of \$1,000.00, paid in bi-weekly installments throughout the year to do weekend building checks. An equitable schedule will be worked out for checking the building.

5. **LONGEVITY:** After five years of service \$500.00 will be added to the yearly salary. \$100.00 per year will be added each subsequent year up to a maximum of \$2,000.00 per year.

6. **SICK DAYS:** Each staff member is granted a total of fifteen (15) sick days annually which may be accumulated to a total of 360 days. In the event of sick leave absence on the scheduled workday before or after a holiday or vacation, or an absence of three (3) consecutive workdays, a physician's certificate may be required.

7. **PERSONAL DAYS:** Each staff member is granted six (6) days of paid leave annually for personal business.

- a. Personal business is defined as important business affairs, which can be conducted only during the regular school day.
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- d. The applicant shall not be required to specify the reason for taking the personal leave, except in the above mention cases.
- e. Personal days may be taken on a half-day basis.

f. Unused personal days as of June 30th, will be accumulated as sick day on annual basis

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NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

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Examples: Individual Coverage is \$1000: Two person is \$1800; and Family \$5000

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Individual coverage:	district pays 100% or \$1000
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Upon retiring from the District; 0-260 days:

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STAFF

Raymond M. Busto

BOARD OF EDUCATION

Thomas J. Murphy

[Signature]

Christa Salerni Ben

