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Union: **Horseheads Central School District Support Staff Association**

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AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

Contracts Attached for

7/1/2005 - 6/30/2008

Assistant Dispatcher
Cook Manager
Director of Facilities Services
Dispatcher
Community Information Specialist
Occupational Therapist
Treasurer

Equipment Service Manager
Head Cleaner/Health & Safety Specialist
Safety Examiner
Transportation Supervisor
Social Work Assistant
Physical Therapist

HORSEHEADS CENTRAL SCHOOL DISTRICT
Horseheads, New York 14845

RECEIVED 7/13/06

Assistant Dispatcher

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

***HORSEHEADS CENTRAL SCHOOL DISTRICT
Horseheads, New York 14845***

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I. UNIT EMPLOYEE

A. *Definition*

The designation of "unit" in the following document shall represent HHCSO Support Staff Association. The following positions are included in this unit:

Assistant Dispatcher	Equipment Service Manager
Cook Manager	Head Cleaner/Health & Safety Specialist
Director of Facilities Services	Safety Examiner
Dispatcher	Transportation Supervisor
Community Information Specialist	Social Work Assistant
Occupational Therapist	Physical Therapist
Treasurer	

B. *Grievance/Civil Service*

The foundation of this group is predicated on the spirit of team concept. While it is likely that problems will be resolved by consensus, any position covered by Civil Service carries with it entitlement to the Civil Service grievance procedure.

C. *Work Year*

The work year is twelve (12) months with the exception of the Cook Manager, Social Work Assistants, Occupational Therapists and Physical Therapists.

D. *Work Day*

The regular work week shall be 40 hours (an 8 hour day) except for the months of July and August, which will consist of a 35 hour work week (a 7 hour day) and those days when school is not in session a 7 hour day will be in effect. (School is considered not to be in session when neither elementary or secondary students are in attendance.)

E. *Flex Time*

Time worked can be changed to meet the district's and the individual's needs. Unit members have work days and work years that extend beyond normal parameters. When work schedules result in excessive hours an employee may, with prior approval of his/her immediate supervisor, utilize the concept of "flex time". For the purposes of communication and public relations a written record should be maintained.

F. *Snow Day*

12 month unit employees work a regular 7 hour day on snow days.

II. BENEFITS

A. *Salary*

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to July 1, 2005.

2. For the 2006-07 school year, salaries shall be increased by 4.25%
3. For the 2007-08 school year, salaries shall be increased by 4.25%

B. *Direct Deposit*

Available through payroll deduction.

C. *Credit Union*

This service is available to employees with payroll deduction, if desired.

D. *United States Savings Bonds*

This service is available to employees with payroll deduction, if desired.

E. *Educational Credit*

A unit member shall receive \$200 added to her base salary upon completion of the JET Office Professionals Certificate Program. A *unit* employee shall receive the following added to her base salary upon completion of each of the following Professional Standards levels: \$100 -- Basic, \$100 -- Advanced, and \$200 -- Certified Educational Office Employee. Proof of completion must be presented to the Office of Human Resources.

Each unit member shall be afforded the opportunity to attend college level courses each work year with the District contributing a maximum of \$500 toward the cost of tuition for such courses. Such courses are to receive prior approval from the Assistant Superintendent on the appropriate form. Such course work must be taken on the employee's own time.

In addition to college level courses, unit members may apply for reimbursement for other training which is designated to improve the skills of the employee. Such reimbursement must have the approval of the Assistant Superintendent, with the training being taken on the employee's own time.

F. *In-Service Courses*

Unit members will be paid their hourly rate for attendance at in-service courses which are required by the District. Voluntary in-service courses will be paid at the rate of \$6.00 an hour.

G. *Longevity*

Unit members going on Step 13, 15, 17, and 22 will receive a longevity payment of \$300 added to their base pay. Hourly Employees going on steps 13, 15, 17, and 22 will receive a longevity increase of \$.15 per hour.

H. *Conferences*

Each unit member shall be afforded the opportunity to attend conferences costing \$1000 or up to five (5) consecutive days, whichever is greater. This is done with the prior approval of the immediate supervisor.

I. *Income Protection*

The District will provide an income protection plan which will give coverage amounting to seventy (70%) of an employee's monthly earnings not to exceed the maximum monthly benefit, less other income benefits.

The maximum monthly benefit is \$5,000.

J. *Retirement*

Any person retiring may, in the school year of retirement, have the choice of taking their earned vacation time in days off, or receiving a lump-sum payment for accumulated earned vacation days.

K. *Driver's License*

The employee will be reimbursed in full for the cost of their driver's license upon submission of proof of purchase.

L. *Flexible Benefit Plan*

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan. The plan document is incorporated by reference.

III. **LEAVES**

A. *Child Care Leave*

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two years subsequent to the natal date or from the date of adoption.

B. *Emergency Leave*

Each member is eligible for twenty-five (25) days of emergency leave per year, chargeable to accumulated sick leave, upon the approval of the Superintendent.

Requests in excess of twenty-five (25) days must be approved by the Board of Education.

C. *Funeral Leave*

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. *Leave of Absence Without Pay*

Any member of the unit has the right to apply for a temporary leave of absence without pay (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. *Personal Leave*

Each member is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior approval from supervisor.

Such personal leave or part thereof if not used during the year, shall be credited to the total accumulation of sick leave days up to the maximum of 230 days.

F. *Sick Leave*

Each member is eligible for fifteen (15) days of paid sick leave per year and at ten years this will increase to sixteen (16) days of sick leave per year. This leave may be accumulated up to 230 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on the first day of July each year.

Accumulated sick leave may be used for sickness in the immediate family or household. "Immediate family" means spouse, parent, brother, sister, or child. "Household" includes person(s) who reside permanently with employee.

G. *Extended Sick Leave*

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability which would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. INSURANCE**A. *Disability Insurance***

Disability insurance will be provided and the premium is to be paid by the District. The District shall continue to pay the health premium while he/she is on disability leave. Fifty percent (50%) of gross salary up to \$170.00 per week for twenty-six (26) weeks.

Sick leave credits used by a unit member during a period of absence for which an award of compensation has been made and credited to the District as reimbursement for wages paid shall be restored to the employee on a pro-rated basis equal to the sum received.

B. *Health Insurance*

Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan overview set forth below:

Deductible	None
Coinsurance	None
Annual Out of Pocket Maximum	None
Lifetime Benefit Maximum	None
Office visits	\$10/visit
Adult Physicals	\$10/visit
Well Child visits	Covered in full
Inpatient Hospitalization	Covered in full
Outpatient Surgery	\$10/visit
Emergency Room	\$25/visit unless admitted within 24 hours
Diagnostic X-Ray	\$10/visit
Diagnostic Lab and Pathology	Covered in full
Kidney Dialysis	Covered in full
Home care	Covered in full
Hospice	Covered in full
Chiropractic	\$10/visit

Three-tiered drug co-payment of \$0, \$10 and \$15.

Employees filling prescriptions with the mail order option may receive a 90 day supply for a \$0, \$10, and \$15 co-payment.

Employees shall have \$200.00 placed in a Medical Reimbursement Account for his or her use as follows:

- April 1, 2006 - \$200.00
- October 1, 2006 - \$200.00
- October, 1, 2007 - \$200.00

This account shall roll over from year to year, but the total dollars in the account may not exceed \$1,000.00.

Employee co-payments for health insurance shall be as follows:

2005-06 – 10% contribution of either the Single or Family Plan to be capped at \$500 for a single or \$1000 for a family plan for the 2005-06 school year.

2006-07 – 10% contribution of either the Single or Family Plans – capped at 550 for a single or \$1100 at a family level

2007-08 – 10% contribution of either the Single or Family Plan – capped at \$600 for a single or \$1150 for a family level

5. **DENTAL PROGRAM:**

The benefit structure to the dental plan shall be changed effective April 1, 2006 as follows:

Periodic Oral Evaluation (D0120)	increase to \$18.00
Bitewings 2 films (D0272)	increase to \$19.00
Bitewings 4 films (D0274)	increase to \$27.00
Prophylaxis – Adult (D1110)	increase to \$32.00
Prophylaxis – Child (D1120)	increase to \$26.00
Amalgam 1 (D2140)	increase to \$40.00
Amalgam 2 (D2150)	increase to \$55.00
Amalgam 3 (D2160)	increase to \$67.00

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and will receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an

employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time.

Pro-

ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. *Vision Care*

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

V. **VACATION/HOLIDAYS**

A. *Vacation*

Each new employee who is hired between July 1 and December 31 shall be entitled to two weeks vacation as of the following July 1. New employees hired between January 1 and March 31 shall be entitled to one week of vacation as of July 1. Employees hired between April 1 and June 30 shall not be entitled to vacation the first year.

The employee is eligible for two (2) weeks of paid vacation for the first year of service completed as of July 1 of the year involved.

The employee is eligible for two (2) weeks and one (1) days of paid vacation at the fifth (5th) step.

The employee is eligible for two (2) weeks and two (2) days of paid vacation at the sixth (6th) step.

The employee is eligible for two (2) weeks and three (3) days of paid vacation at the seventh (7th) step.

The employee is eligible for two (2) weeks and four (4) days of paid vacation at the eighth (8th) step.

The employee is eligible for three (3) weeks and one (1) day of paid vacation at the ninth (9th) step.

The employee is eligible for three (3) weeks and two (2) days of paid vacation at the tenth (10th) step.

The employee is eligible for four (4) weeks and three (3) days of paid vacation at the fifteenth (15th) step.

The employee is eligible for five (5) weeks of paid vacation at the twenty-fifth (25th) step.

Any employee who retires or resigns during a school year will be paid pro-rated vacation based on percent of time worked in current year. This pro-rated vacation time will be added to the vacation time already accrued, as listed above.

B. Unused Vacation

Unit members can be paid for up to five days unused vacation in any contract year. This may be paid at the completion of a school year or at the time of retirement. Daily rate is calculated for twelve (12) month personnel using a base of 215 days.

A maximum of 30 unused vacation days may be saved from one year to the next.

C. *Vacation Conversion*

Any unit member with five (5) or more years of service in the bargaining unit shall be eligible to elect to have up to five (5) days of vacation converted to regular salary. The unit member must notify the District prior to June 15 in order that the appropriate adjustment may be made. In which case, up to five (5) days of vacation will be deleted from the employee's allotment and the employee will have his or her regular salary increased by an equivalent amount.

A unit member has the option to make use of one or the other, but not both provisions.

D. *Holidays*

Fifteen (15) holidays will be granted with full pay. The specific days will be determined by the District.

VI. **DURATION OF AGREEMENT**

The duration of this agreement shall commence on July 1, 2005 and end June 30, 2008.

Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

by

Director of Human Resources

Date

HHCSA SUPPORT STAFF ASSOCIATION

by

Unit President

Date

Community Information Specialist

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

***HORSEHEADS CENTRAL SCHOOL DISTRICT
Horseheads, New York 14845***

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I. UNIT EMPLOYEE

A. *Definition*

The designation of "unit" in the following document shall represent HHCSA Support Staff Association. The following positions are included in this unit:

Assistant Dispatcher	Equipment Service Manager
Cook Manager	Head Cleaner/Health & Safety Specialist
Director of Facilities Services	Safety Examiner
Dispatcher	Transportation Supervisor
Community Information Specialist	Social Work Assistant
Occupational Therapist	Physical Therapist
Treasurer	

B. *Grievance/Civil Service*

The foundation of this group is predicated on the spirit of team concept. While it is likely that problems will be resolved by consensus, any position covered by Civil Service carries with it entitlement to the Civil Service grievance procedure.

C. *Work Year*

The work year is twelve (12) months with the exception of the Cook Manager and Social Work Assistants, Occupational Therapists and Physical Therapists.

D. *Flex Time*

Time worked can be changed to meet the district's and the individual's needs. Unit members have work days and work years that extend beyond normal parameters. When work schedules result in excessive hours an employee may, with prior approval of his/her immediate supervisor, utilize the concept of "flex time". For the purposes of communication and public relations a written record should be maintained.

E. *Snow Day*

12 month unit employees work a regular 7 hour day on snow days.

II. BENEFITS

A. *Salary*

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to July 1, 2005.
2. For the 2006-07 school year, salaries shall be increased by 4.25%
3. For the 2007-08 school year, salaries shall be increased by 4.25%

B. *Direct Deposit*

Available through payroll deduction.

C. *Credit Union*

This service is available to employees with payroll deduction, if desired.

D. *United States Savings Bonds*

This service is available to employees with payroll deduction, if desired.

E. *In-Service Courses*

Unit members will be paid their hourly rate for attendance at in-service courses which are required by the District. Voluntary in-service courses will be paid at the rate of \$6.00 an hour.

F. *Conferences*

Each unit member shall be afforded the opportunity to attend conferences costing \$1000 or up to five (5) consecutive days, whichever is greater. This is done with the prior approval of the immediate supervisor.

G. *Income Protection*

The District will provide an income protection plan which will give coverage amounting to seventy (70%) of an employee's monthly earnings not to exceed the maximum monthly benefit, less other income benefits.

The maximum monthly benefit is \$5,000.

H. *Retirement*

Any person retiring may, in the school year of retirement, have the choice of taking their earned vacation time in days off, or receiving a lump-sum payment for accumulated earned vacation days.

I. *Flexible Benefit Plan*

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan.

The plan document is incorporated by reference.

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A. *Child Care Leave*

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two years subsequent to the natal date or from the date of adoption.

B. *Emergency Leave*

Each member is eligible for twenty-five (25) days of emergency leave per year, chargeable to accumulated sick leave, upon the approval of the Superintendent. Requests in excess of twenty-five (25) days must be approved by the Board of Education.

C. *Funeral Leave*

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. *Leave of Absence Without Pay*

Any member of the unit group has the right to apply for a temporary leave of absence (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. *Personal Leave*

Each employee is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior approval from supervisor.

Such personal leave or part thereof if not used during the year, shall be credited to the total accumulation of sick leave days up to the maximum of 230 days.

F. *Sick Leave*

Each member is eligible for fifteen (15) days of paid sick leave per year and at ten years this will increase to sixteen (16) days of sick leave per year. This leave may be accumulated up to 230 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on the first day of July each year.

Accumulated sick leave may be used for sickness in the immediate family or household. "Immediate family" means spouse, parent, brother, sister, or child. "Household" includes person(s) who reside permanently with employee.

G. *Extended Sick Leave*

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability which would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. **INSURANCE**

A. *Disability Insurance*

Disability insurance will be provided and the premium is to be paid by the District. The District shall continue to pay the health premium while he/she is on disability leave. Fifty percent (50%) of gross salary up to \$170.00 per week for twenty-six (26) weeks.

Sick leave credits used by a unit employee during a period of absence for which an award of compensation has been made and credited to the District as reimbursement for wages paid shall be restored to the employee on a pro-rated basis equal to the sum received.

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Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan overview set forth below:

Deductible	None
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Lifetime Benefit Maximum	None
Office visits	\$10/visit
Adult Physicals	\$10/visit
Well Child visits	Covered in full
Inpatient Hospitalization	Covered in full
Outpatient Surgery	\$10/visit
Emergency Room	\$25/visit unless admitted within 24 hours
Diagnostic X-Ray	\$10/visit
Diagnostic Lab and Pathology	Covered in full
Kidney Dialysis	Covered in full
Home care	Covered in full
Hospice	Covered in full
Chiropractic	\$10/visit

Three-tiered drug co-payment of \$0, \$10 and \$15.

Employees filling prescriptions with the mail order option may receive a 90 day supply for a \$0, \$10, and \$15 co-payment.

Employees shall have \$200.00 placed in a Medical Reimbursement Account for his our her use as follows:

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October 1, 2006 - \$200.00
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This account shall roll over from year to year, but the total dollars in the account may not exceed \$1,000.00.

Employee co-payments for health insurance shall be as follows:

2005-06 – 10% contribution of either the Single or Family Plan to be capped at \$500 for a single or \$1000 for a family plan for the 2005-06 school year.

2006-07 – 10% contribution of either the Single or Family Plans – capped at 550 for a single or \$1100 at a family level

2007-08 – 10% contribution of either the Single or Family Plan – capped at \$600 for a single or \$1150 for a family level

5. DENTAL PROGRAM:

The benefit structure to the dental plan shall be changed effective April 1, 2006 as follows:

Periodic Oral Evaluation (D0120) increase to \$18.00
Bitewings 2 films (D0272) increase to \$19.00
Bitewings 4 films (D0274) increase to \$27.00
Prophylaxis – Adult (D1110) increase to \$32.00
Prophylaxis – Child (D1120) increase to \$26.00
Amalgam 1 (D2140) increase to \$40.00
Amalgam 2 (D2150) increase to \$55.00
Amalgam 3 (D2160) increase to \$67.00

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after retirement, the surviving spouse may continue District paid health care coverage. If the

surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

will Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. *Vision Care*

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

V. **VACATION/HOLIDAYS**

A. *Vacation*

The employee will receive thirty (30) vacation days per year. Vacation requests are subject to approval by the Superintendent or his designee. Unit members will receive access to vacation days as of July 1. In the year of separation, vacation days will accrue on a prorated basis. These days will be credited according to the following formula: 5 days as of July 1; 5 days as of August 1; and 2 days on the first day of each subsequent month.

B. *Unused Vacation*

Unit members can be paid for up to five days unused vacation in any contract year. This may be paid at the completion of a school year or at the time of retirement. Daily rate is calculated for twelve (12) month personnel using a base of 215 days.

A maximum of 30 unused vacation days may be saved from one year to the next.

C. *Vacation Conversion*

Any unit member with five (5) or more years of service in the bargaining unit shall be eligible to elect to have up to five (5) days of vacation converted to regular salary. The unit member must notify the District prior to June 15 in order that the appropriate adjustment may be made. In which case, up to five (5) days of vacation will be deleted from the employees allotment and the employee will have his or her regular salary increased by an equivalent amount.

A unit member has the option to make use of one or the other, but not both provisions.

D. *Holidays*

Fifteen (15) holidays will be granted with full pay. The specific days will be determined by the District.

VI. **DURATION OF AGREEMENT**

The duration of this agreement shall be for a period of July 1, 2005 through June 30, 2008. Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

by

Director of Human Resources

Date

HHCSA SUPPORT STAFF ASSOCIATION

by

Unit President

Date

Cook Manager

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

***HORSEHEADS CENTRAL SCHOOL DISTRICT
Horseheads, New York 14845***

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I. UNIT EMPLOYEE

A. *Salary*

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to July 1, 2005.
2. For the 2006-07 school year, salaries shall be increased by 4.25%
3. For the 2007-08 school year, salaries shall be increased by 4.25%

New managers will be hired at a fair salary set by the School Lunch Director.

B. *Work Day*

All specifically scheduled work which is clearly outside the normal responsibilities of the position, as determined by the Director, will be compensated at time and one-half the hourly rate. In the event that children are in attendance more than 178 days, the cook managers will receive their pay based on the hourly rate. The work year is twelve (12) months with the exception of the Cook Manager, Social Work Assistants, Occupational Therapists and Physical Therapists.

C. *Flex Time*

Time worked can be changed to meet the district's and the individual's needs. Unit members have work days and work years that extend beyond normal parameters. When work schedules result in excessive hours an employee may, with prior approval of his/her immediate supervisor, utilize the concept of "flex time". For the purposes of communication and public relations a written record should be maintained.

D. *Direct Deposit*

Available through payroll deduction.

E. *Credit Union*

This service is available to employees with payroll deduction, if desired.

F. *United States Savings Bonds*

This service is available to employees with payroll deductions, if desired.

G. *Flexible Benefit Plan*

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan.

The plan document is incorporated by reference.

II. LEAVES

A. Sick Leave

Upon employment, the employee will be credited with 79 sick days.

Each employee is eligible for ten days of sick leave at the beginning of each school year cumulative to 140 days. The 140 days maximum may not be exceeded; but as soon as a person falls below that total, she/he may continue to accumulate as before.

B. Sick Leave Bank

A sick leave bank has been established for all employees covered by this contract to be used in the event of continuous illness or an extended disability which would use more sick time than accumulated.

A request in writing, along with a statement from a medical doctor indicating nature of illness or disability and time of return to duty shall be presented with such request. The Superintendent of Schools may request a school doctor to conduct such examination.

Time to accrue as follows: One half day to be placed in the bank for each day of unused sick leave to a maximum of fifty (50) days: to be used only when no accumulated sick leave time remains.

Employees joining the system subsequent to 1971 shall accumulate time from date of appointment for a ten year period but not to exceed a total of fifty days. Calculations of such time shall be made on June 30th of each year and all employees shall be notified of such amount of time credited to them.

C. Emergency Leave

Each employee is eligible for five (5) days of emergency leave per year, chargeable to her accumulated sick leave, upon approval of her application for such leave.

D. *Personal Leave*

Each employee is eligible for two (2) days of personal leave per year, chargeable to her/his accumulated sick leave, as part of her/his emergency leave total, upon the approval of her/his application for such leave. This leave may not be used to extend a vacation or holiday nor in combination with any absence to extend a vacation or holiday.

E. *Funeral Leave*

Due to the death of an employee's father, mother, son, daughter, spouse, or relative in the immediate household of the employee, up to five (5) days absence shall be allowed at full pay.

In addition, due to the death of a sibling, mother or father-in-law, or grandparents, grandchild, up to three (3) days absence shall be allowed at full pay.

III. **RETIREMENT**

The 1/50-751 non-contributory New York State Employees' Retirement Plan is provided to all regular employees upon application.

IV. **GROUP HOSPITALIZATION**

A. *Health Insurance*

Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan overview set forth below:

Deductible	None
Coinsurance	None
Annual Out of Pocket Maximum	None
Lifetime Benefit Maximum	None
Office visits	\$10/visit
Adult Physicals	\$10/visit
Well Child visits	Covered in full
Inpatient Hospitalization	Covered in full
Outpatient Surgery	\$10/visit
Emergency Room	\$25/visit unless admitted within 24 hours
Diagnostic X-Ray	\$10/visit
Diagnostic Lab and Pathology	Covered in full
Kidney Dialysis	Covered in full
Home care	Covered in full
Hospice	Covered in full
Chiropractic	\$10/visit

Three-tiered drug co-payment of \$0, \$10 and \$15.

Employees filling prescriptions with the mail order option may receive a 90 day supply for a \$0, \$10, and \$15 co-payment.

Employees shall have \$200.00 placed in a Medical Reimbursement Account for his or her use as follows:

April 1, 2006 - \$200.00
October 1, 2006 - \$200.00
October, 1, 2007 - \$200.00

This account shall roll over from year to year, but the total dollars in the account may not exceed \$1,000.00.

Employee co-payments for health insurance shall be as follows:

2005-06 – 10% contribution of either the Single or Family Plan to be capped at \$500 for a single or \$1000 for a family plan for the 2005-06 school year.

2006-07 – 10% contribution of either the Single or Family Plans – capped at 550 for a single or \$1100 at a family level

2007-08 – 10% contribution of either the Single or Family Plan – capped at \$600 for a single or \$1150 for a family level

DENTAL PROGRAM:

The benefit structure to the dental plan shall be changed effective April 1, 2006 as follows:

Periodic Oral Evaluation (D0120)	increase to \$18.00
Bitewings 2 films (D0272)	increase to \$19.00
Bitewings 4 films (D0274)	increase to \$27.00
Prophylaxis – Adult (D1110)	increase to \$32.00
Prophylaxis – Child (D1120)	increase to \$26.00
Amalgam 1 (D2140)	increase to \$40.00
Amalgam 2 (D2150)	increase to \$55.00
Amalgam 3 (D2160)	increase to \$67.00

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the

Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and will receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. Vision Care

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

D. Disability Insurance

of Disability insurance will be provided to all members of this unit with the District paying the cost the premium. Sick leave credits used by an employee during a period of absence for which an award of compensation has been made and credited to the District as reimbursement for wages paid shall be restored to the employee on a pro-rated basis equal to the sum received.

V. **DURATION OF AGREEMENT**

The duration of this agreement shall be for a period commencing July 1, 2005, and ending June 30, 2008.

Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

by

Director of Human Resources

Date

HHCSA SUPPORT STAFF ASSOCIATION

by

Unit President

Date

Director of Facilities Services

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

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I. UNIT EMPLOYEE

A. *Definition*

The designation of "unit" in the following document shall represent HHCS D Support Staff Association. The following positions are included in this Unit:

Assistant Dispatcher	Equipment Service Manager
Cook Manager	Head Cleaner/Health & Safety Specialist
Director of Facilities Services	Safety Examiner
Dispatcher	Transportation Supervisor
Community Information Specialist	Social Work Assistant
Occupational Therapist	Physical Therapist
Treasurer	

B. *Work Year*

Unit personnel shall work a twelve (12) month year with the exception of the Cook Manager, Social Work Assistants, Occupational Therapists and Physical Therapists.

C. *Flex Time*

Time worked can be changed to meet the district's and the individual's needs. Unit members have work days and work years that extend beyond normal parameters. When work schedules result in excessive hours an employee may, with prior approval of his/her immediate supervisor, utilize the concept of "flex time". For the purposes of communication and public relations a written record should be maintained.

D. *Subcontracting*

The school district agrees that throughout the period of this agreement, it shall neither contract nor subcontract with another party or entity nor shall it enter into any other arrangement with another party or entity, whereby such party or entity would assume or perform the duties or responsibilities assigned to the Director of Facilities Services.

II. BENEFITS

A. *Salary*

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to July 1, 2005.
2. For the 2006-07 school year, salaries shall be increased by 4.25%

3. For the 2007-08 school year, salaries shall be increased by 4.25%

B. *Direct Deposit*

Available through payroll deduction.

C. *Credit Union*

This service is available to employees with payroll deduction, if desired.

D. *United States Savings Bonds*

This service is available to employees with payroll deductions, if desired.

E. *Conferences*

Each unit employee shall be afforded the opportunity to attend conferences costing \$1000 or up to five (5) consecutive days, whichever is greater. Conferences are subject to approval by the Superintendent or his/her designee.

F. *Income Protection*

The District will provide an income protection plan which will give coverage amounting to seventy (70%) of an employee's monthly earnings not to exceed the maximum monthly benefit, less other income benefits.

The maximum monthly benefit is \$5,000.

G. *Retirement*

Any person retiring may, in the school year of retirement, have the choice of taking their earned vacation time in days off, or receiving a lump-sum payment for accumulated earned vacation days.

H. *Flexible Benefit Plan*

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan.

The plan document is incorporated by reference.

I. *Mileage*

The Director of Facilities will be reimbursed mileage charges for use of personal vehicle once at work at the current district rate.

III. LEAVES

A. *Child Care Leave*

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two years subsequent to the natal date or from the date of adoption.

B. *Emergency Leave*

Each member is eligible for twenty-five (25) days of emergency leave per year, chargeable to accumulated sick leave, upon the approval of the Superintendent. Requests in excess of twenty-five (25) days must be approved by the Board of Education.

C. *Funeral Leave*

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. *Leave of Absence Without Pay*

Any member of the unit has the right to apply for a temporary leave of absence without pay (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. *Personal Leave*

Each member is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior approval from supervisor.

Such personal leave or part thereof if not used during the year, shall be credited to the total accumulation of sick leave days up to the maximum of 230 days.

F. *Sabbatical Leave*

Sabbatical leave of absence for members of the support staff of the Horseheads Central School District will be considered upon recommendation of the Superintendent of Schools for such leave. Such leave shall be predicated upon the fact that the professional qualifications and competence of the unit member and general welfare of the public schools of Horseheads will be benefited by such leave.

Application may be made for leave up to one year at half-pay or a half year at full pay. Final decision rests with the Superintendent.

G. *Sick Leave*

Each member is eligible for fifteen (15) days of paid sick leave per year and at ten years this will increase to sixteen (16) days of sick leave per year. This leave may be accumulated up to 230 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on the first day of July each year.

H. *Extended Sick Leave*

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability which would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. **INSURANCE**

A. *Disability Insurance*

Disability insurance will be provided and the premium is to be paid by the District. The District shall continue to pay the health premium while he/she is on disability leave. Fifty percent (50%) of gross salary up to \$170.00 per week for twenty-six (26) weeks.

B. *Health Insurance*

Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan overview set forth below:

Deductible	None
Coinsurance	None
Annual Out of Pocket Maximum	None
Lifetime Benefit Maximum	None
Office visits	\$10/visit
Adult Physicals	\$10/visit
Well Child visits	Covered in full
Inpatient Hospitalization	Covered in full

Outpatient Surgery	\$10/visit
Emergency Room	\$25/visit unless admitted within 24 hours
Diagnostic X-Ray	\$10/visit
Diagnostic Lab and Pathology	Covered in full
Kidney Dialysis	Covered in full
Home care	Covered in full
Hospice	Covered in full
Chiropractic	\$10/visit

Three-tiered drug co-payment of \$0, \$10 and \$15.

Employees filling prescriptions with the mail order option may receive a 90 day supply for a \$0, \$10, and \$15 co-payment.

Employees shall have \$200.00 placed in a Medical Reimbursement Account for his or her use as follows:

April 1, 2006 - \$200.00
October 1, 2006 - \$200.00
October, 1, 2007 - \$200.00

This account shall roll over from year to year, but the total dollars in the account may not exceed \$1,000.00.

Employee co-payments for health insurance shall be as follows:

2005-06 – 10% contribution of either the Single or Family Plan to be capped at \$500 for a single or \$1000 for a family plan for the 2005-06 school year.

2006-07 – 10% contribution of either the Single or Family Plans – capped at 550 for a single or \$1100 at a family level

2007-08 – 10% contribution of either the Single or Family Plan – capped at \$600 for a single or \$1150 for a family level

5. DENTAL PROGRAM:

The benefit structure to the dental plan shall be changed effective April 1, 2006 as follows:

Periodic Oral Evaluation (D0120)	increase to \$18.00
Bitewings 2 films (D0272)	increase to \$19.00
Bitewings 4 films (D0274)	increase to \$27.00
Prophylaxis – Adult (D1110)	increase to \$32.00
Prophylaxis – Child (D1120)	increase to \$26.00
Amalgam 1 (D2140)	increase to \$40.00
Amalgam 2 (D2150)	increase to \$55.00
Amalgam 3 (D2160)	increase to \$67.00

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

will Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. *Vision Care*

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

V. **VACATION/HOLIDAYS**

A. *Vacation*

Each employee will receive thirty (30) vacation days per year. Vacation requests are subject to approval by the Superintendent or his designee. Unit members will receive access to vacation days as of July 1. In the year of separation, vacation days will accrue on a prorated basis. These days will be credited according to the following formula: 5

days as of July 1; 5 days as of August 1; and 2 days on the first day of each subsequent month.

B. *Unused Vacation*

Unit members can be paid for up to five days unused vacation in any contract year. This may be paid during the school year or at the time of retirement. Daily rate is calculated for twelve (12) month personnel using a base of 215 days.

A maximum of 30 unused vacation days may be saved from one year to the next.

C. *Vacation Conversion*

The Director of Facilities Services shall be eligible to elect to have up to five (5) days of vacation converted to regular salary. The Director must notify the District prior to June 15 in order that the appropriate adjustment may be made. In which case, up to five (5) days of vacation will be deleted from the employee's allotment and the employee will have his or her regular salary increased by an equivalent amount.

D. *Holidays*

Fifteen (15) holidays will be granted with full pay. The specific days will be determined by the District.

VI. **DURATION OF AGREEMENT**

The duration of this agreement shall be for a period of three (3) years, said years to commence July 1, 2005, and to end June 30, 2008. The Director of Facilities, however, may renew this Agreement through June 30, 2010, receiving the same benefits and salary package as the others within the group.

Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

by

Director of Human Resources

Date

HHCSA SUPPORT STAFF ASSOCIATION

by

Unit President

Date

Dispatcher

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

***HORSEHEADS CENTRAL SCHOOL DISTRICT
Horseheads, New York 14845***

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I. UNIT EMPLOYEE**A. *Definition***

The designation of "unit" in the following document shall represent HHCS D Support Staff Association. The following positions are included in this unit:

Assistant Dispatcher	Equipment Service Manager
Cook Manager	Head Cleaner/Health & Safety Specialist
Director of Facilities Services	Safety Examiner
Dispatcher	Transportation Supervisor
Community Information Specialist	Social Work Assistant
Occupational Therapist	Physical Therapist

B. *Grievance/Civil Service*

The foundation of this group is predicated on the spirit of team concept. While it is likely that problems will be resolved by consensus, any position covered by Civil Service carries with it entitlement to the Civil Service grievance procedure.

C. *Work Year*

The work year is twelve (12) months with the exception of the Cook Manager, Social Work Assistants, Occupational Therapists and Physical Therapists.

D. *Work Day*

The regular work week shall be 40 hours (an 8 hour day) except for the months of July and August, which will consist of a 35 hour work week (a 7 hour day) and those days when school is not in session a 7 hour day will be in effect. (School is considered not to be in session when neither elementary or secondary students are in attendance.)

E. *Flex Time*

Time worked can be changed to meet the district's and the individual's needs. Unit members have work days and work years that extend beyond normal parameters. When work schedules result in excessive hours an employee may, with prior approval of his/her immediate supervisor, utilize the concept of "flex time". For the purposes of communication and public relations a written record should be maintained.

F. *Snow Day*

12 month unit employees work a regular 7 hour day on snow days.

II. BENEFITS***Salary***

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to July 1, 2005.
2. For the 2006-07 school year, salaries shall be increased by 4.25%
3. For the 2007-08 school year, salaries shall be increased by 4.25%

B. *Direct Deposit*

Available through payroll deduction.

C. *Credit Union*

This service is available to employees with payroll deduction, if desired.

D. *United States Savings Bonds*

This service is available to employees with payroll deduction, if desired.

E. *Educational Credit*

A unit member shall receive \$200 added to her base salary upon completion of the JET Office Professionals Certificate Program. A unit employee shall receive the following added to her base salary upon completion of each of the following Professional Standards levels: \$100 -- Basic, \$100 -- Advanced, and \$200 -- Certified Educational Office Employee. Proof of completion must be presented to the Office of Human Resources.

Each unit member shall be afforded the opportunity to attend college level courses each work year with the District contributing a maximum of \$500 toward the cost of tuition for such courses. Such courses are to receive prior approval from the Assistant Superintendent on the appropriate form. Such course work must be taken on the employee's own time.

In addition to college level courses, unit members may apply for reimbursement for other training which is designated to improve the skills of the employee. Such reimbursement must have the approval of the Assistant Superintendent, with the training being taken on the employee's own time.

F. *In-Service Courses*

Unit members will be paid their hourly rate for attendance at in-service courses which are required by the District. Voluntary in-service courses will be paid at the rate of \$6.00 an hour.

G. *Longevity*

Unit members going on Step 13, 15, 17, and 22 will receive a longevity payment of \$300 added to their base pay. Hourly Employees going on steps 13, 15, 17, and 22 will receive a longevity increase of \$.15 per hour.

H. *Conferences*

Each unit member shall be afforded the opportunity to attend conferences costing \$1000 or up to five (5) consecutive days, whichever is greater. This is done with the prior approval of the immediate supervisor.

I. *Income Protection*

The District will provide an income protection plan which will give coverage amounting to seventy (70%) of an employee's monthly earnings not to exceed the maximum monthly benefit, less other income benefits.

The maximum monthly benefit is \$5,000.

J. *Retirement*

Any person retiring may, in the school year of retirement, have the choice of taking their earned vacation time in days off, or receiving a lump-sum payment for accumulated earned vacation days.

K. *Driver's License*

The employee will be reimbursed in full for the cost of their driver's license upon submission of proof of purchase.

L. *Flexible Benefit Plan*

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan. The plan document is incorporated by reference.

III. **LEAVES**

A. *Child Care Leave*

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two years subsequent to the natal date or from the date of adoption.

B. *Emergency Leave*

Each member is eligible for twenty-five (25) days of emergency leave per year, chargeable to accumulated sick leave, upon the approval of the Superintendent. Requests in excess of twenty-five (25) days must be approved by the Board of Education.

C. *Funeral Leave*

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. *Leave of Absence Without Pay*

Any member of the unit has the right to apply for a temporary leave of absence without pay (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. Personal Leave

Each member is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior approval from supervisor.

Such personal leave or part thereof if not used during the year, shall be credited to the total accumulation of sick leave days up to the maximum of 230 days.

F. Sick Leave

Each member is eligible for fifteen (15) days of paid sick leave per year and at ten years this will increase to sixteen (16) days of sick leave per year. This leave may be accumulated up to 230 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on the first day of July each year.

Accumulated sick leave may be used for sickness in the immediate family or household. "Immediate family" means spouse, parent, brother, sister, or child. "Household" includes person(s) who reside permanently with employee.

G. Extended Sick Leave

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability which would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. INSURANCE*A. Disability Insurance*

Disability insurance will be provided and the premium is to be paid by the District. The District shall continue to pay the health premium while he/she is on disability leave. Fifty percent (50%) of gross salary up to \$170.00 per week for twenty- six (26) weeks.

Sick leave credits used by a unit member during a period of absence for which an award of compensation has been made and credited to the District as reimbursement for wages paid shall be restored to the employee on a pro-rated basis equal to the sum received.

B. Health Insurance

Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan

overview set forth below:

Deductible	None
Coinsurance	None
Annual Out of Pocket Maximum	None
Lifetime Benefit Maximum	None
Office visits	\$10/visit
Adult Physicals	\$10/visit
Well Child visits	Covered in full
Inpatient Hospitalization	Covered in full
Outpatient Surgery	\$10/visit
Emergency Room	\$25/visit unless admitted within 24 hours
Diagnostic X-Ray	\$10/visit
Diagnostic Lab and Pathology	Covered in full
Kidney Dialysis	Covered in full
Home care	Covered in full
Hospice	Covered in full
Chiropractic	\$10/visit

Three-tiered drug co-payment of \$0, \$10 and \$15.

for Employees filling prescriptions with the mail order option may receive a 90 day supply a \$0, \$10, and \$15 co-payment.

Employees shall have \$200.00 placed in a Medical Reimbursement Account for his or her use as follows:

April 1, 2006 - \$200.00
 October 1, 2006 - \$200.00
 October, 1, 2007 - \$200.00

This account shall roll over from year to year, but the total dollars in the account may not exceed \$1,000.00.

Employee co-payments for health insurance shall be as follows:

a 2005-06 – 10% contribution of either the Single or Family Plan to be capped at \$500 for single or \$1000 for a family plan for the 2005-06 school year.

2006-07 – 10% contribution of either the Single or Family Plans – capped at 550 for a single or \$1100 at a family level

2007-08 – 10% contribution of either the Single or Family Plan – capped at \$600 for a single or \$1150 for a family level

5. DENTAL PROGRAM:

The benefit structure to the dental plan shall be changed effective April 1, 2006 as follows:

Periodic Oral Evaluation (D0120) increase to \$18.00
 Bitewings 2 films (D0272) increase to \$19.00
 Bitewings 4 films (D0274) increase to \$27.00
 Prophylaxis – Adult (D1110) increase to \$32.00
 Prophylaxis – Child (D1120) increase to \$26.00

Amalgam 1 (D2140)	increase to \$40.00
Amalgam 2 (D2150)	increase to \$55.00
Amalgam 3 (D2160)	increase to \$67.00

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

will Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. *Vision Care*

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

V. **VACATION/HOLIDAYS**

A. *Vacation*

Each new employee who is hired between July 1 and December 31 shall be entitled to two weeks vacation as of the following July 1. New employees hired between January 1 and March 31 shall be entitled to one week of vacation as of July 1. Employees hired between April 1 and June 30 shall not be entitled to vacation the first year.

The employee is eligible for two (2) weeks of paid vacation for the first year of service completed as of July 1 of the year involved.

The employee is eligible for two (2) weeks and one (1) days of paid vacation at the fifth (5th) step.

The employee is eligible for two (2) weeks and two (2) days of paid vacation at the sixth (6th) step.

The employee is eligible for two (2) weeks and three (3) days of paid vacation at the seventh (7th) step.

The employee is eligible for two (2) weeks and four (4) days of paid vacation at the eighth (8th) step.

The employee is eligible for three (3) weeks and one (1) day of paid vacation at the ninth (9th) step.

The employee is eligible for three (3) weeks and two (2) days of paid vacation at the tenth (10th) step.

The employee is eligible for four (4) weeks and three (3) days of paid vacation at the fifteenth (15th) step.

The employee is eligible for five (5) weeks of paid vacation at the twenty-fifth (25th) step.

Any employee who retires or resigns during a school year will be paid pro-rated vacation based on percent of time worked in current year. This pro-rated vacation time will be added to the vacation time already accrued, as listed above.

B. Unused Vacation

Unit members can be paid for up to five days unused vacation in any contract year. This may be paid at the completion of a school year or at the time of retirement. Daily rate is calculated for twelve (12) month personnel using a base of 215 days.

A maximum of 30 unused vacation days may be saved from one year to the next.

C. Vacation Conversion

Any unit member with five (5) or more years of service in the bargaining unit shall be eligible to elect to have up to five (5) days of vacation converted to regular salary. The unit member must notify the District prior to June 15 in order that the appropriate adjustment may be made. In which case, up to five (5) days of vacation will be deleted from the employee's allotment and the employee will have his or her regular salary increased by an equivalent amount.

A unit member has the option to make use of one or the other, but not both provisions.

D. Holidays

Fifteen (15) holidays will be granted with full pay. The specific days will be determined by the District.

VI. **DURATION OF AGREEMENT**

The duration of this agreement shall be from January 1, 2005 through June 30, 2008.

Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

by

Director of Human Resources

Date

HHCSA SUPPORT STAFF ASSOCIATION

by

Unit President

Date

Equipment Service Manager

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

***HORSEHEADS CENTRAL SCHOOL DISTRICT
Horseheads, New York 14845***

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I. UNIT EMPLOYEE

A. Definition

The designation of "unit" in the following document shall represent HHCSA Support Staff Association. The following positions are included in this unit:

Assistant Dispatcher	Equipment Service Manager
Cook Manager	Head Cleaner/Health & Safety Specialist
Director of Facilities Services	Safety Examiner
Dispatcher	Transportation Supervisor
Community Information Specialist	Social Work Assistant
Occupational Therapist	Physical Therapist
Treasurer	

B. Grievance/Civil Service

The foundation of this group is predicated on the spirit of team concept. While it is likely that problems will be resolved by consensus, any position covered by Civil Service carries with it entitlement to the Civil Service grievance procedure.

C. Work Year

The work year is twelve (12) months with the exception of the Cook Manager, Social Work Assistants, Occupational Therapists and Physical Therapists.

D. Flex Time

Time worked can be changed to meet the district's and the individual's needs. Unit members have work days and work years that extend beyond normal parameters. When work schedules result in excessive hours an employee may, with prior approval of his/her immediate supervisor, utilize the concept of "flex time". For the purposes of communication and public relations a written record should be maintained.

E. Snow Day

12 month unit employees work a regular 7 hour day on snow days.

II. BENEFITS

A. Salary

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to July 1, 2005.
2. For the 2006-07 school year, salaries shall be increased by 4.25%
3. For the 2007-08 school year, salaries shall be increased by 4.25%

B. Direct Deposit

Available through payroll deduction.

C. Credit Union

This service is available to employees with payroll deduction, if desired.

D. United States Savings Bonds

This service is available to employees with payroll deduction, if desired.

E. In-Service Courses

Unit members will be paid their hourly rate for attendance at in-service courses which are required by the District. Voluntary in-service courses will be paid at the rate of \$6.00 an hour.

F. Conferences

Each unit member shall be afforded the opportunity to attend conferences costing \$1000 or up to five (5) consecutive days, whichever is greater. This is done with the prior approval of the immediate supervisor.

G. Income Protection

The District will provide an income protection plan which will give coverage amounting to seventy (70%) of an employee's monthly earnings not to exceed the maximum monthly benefit, less other income benefits.

The maximum monthly benefit is \$5,000.

H. Retirement

Any person retiring may, in the school year of retirement, have the choice of taking their earned vacation time in days off, or receiving a lump-sum payment for accumulated earned vacation days.

I. Driver's License

The employee will be reimbursed in full for the cost of their driver's license upon submission of proof of purchase.

J. Flexible Benefit Plan

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan.

The plan document is incorporated by reference.

III. LEAVES

A. *Child Care Leave*

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two years subsequent to the natal date or from the date of adoption.

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C. *Funeral Leave*

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. *Leave of Absence Without Pay*

Any member of the unit has the right to apply for a temporary leave of absence without pay (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. *Personal Leave*

Each member is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior approval from supervisor.

Such personal leave or part thereof if not used during the year, shall be credited to the total accumulation of sick leave days up to the maximum of 230 days.

F. *Sick Leave*

Each member is eligible for fifteen (15) days of paid sick leave per year and at ten years this will increase to sixteen (16) days of sick leave per year. This leave may be accumulated up to 230 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on the first day of July each year.

Accumulated sick leave may be used for sickness in the immediate family or household. "Immediate family" means spouse, parent, brother, sister, or child. "Household" includes person(s) who reside permanently with employee.

G. *Extended Sick Leave*

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability that would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. **INSURANCE**

A. *Disability Insurance*

Disability insurance will be provided and the premium is to be paid by the District. The District shall continue to pay health premium while he/she is on disability leave. Fifty percent (50%) of gross salary up to \$170.00 per week for twenty-six (26) weeks.

Sick leave credits used by a unit employee during a period of absence for which an award of compensation has been made and credited to the District as reimbursement for wages paid shall be restored to the employee on a pro-rated basis equal to the sum received.

B. *Health Insurance*

Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan overview set forth below:

Deductible	None
Coinsurance	None
Annual Out of Pocket Maximum	None
Lifetime Benefit Maximum	None
Office visits	\$10/visit
Adult Physicals	\$10/visit
Well Child visits	Covered in full
Inpatient Hospitalization	Covered in full
Outpatient Surgery	\$10/visit
Emergency Room	\$25/visit unless admitted within 24 hours
Diagnostic X-Ray	\$10/visit
Diagnostic Lab and Pathology	Covered in full
Kidney Dialysis	Covered in full
Home care	Covered in full
Hospice	Covered in full
Chiropractic	\$10/visit

Three-tiered drug co-payment of \$0, \$10 and \$15.

Employees filling prescriptions with the mail order option may receive a 90 day supply for a \$0, \$10, and \$15 co-payment.

Employees shall have \$200.00 placed in a Medical Reimbursement Account for his or her use as follows:

- April 1, 2006 - \$200.00
- October 1, 2006 - \$200.00
- October, 1, 2007 - \$200.00

This account shall roll over from year to year, but the total dollars in the account may not exceed \$1,000.00.

Employee co-payments for health insurance shall be as follows:

- a 2005-06 – 10% contribution of either the Single or Family Plan to be capped at \$500 for single or \$1000 for a family plan for the 2005-06 school year.
- 2006-07 – 10% contribution of either the Single or Family Plans – capped at 550 for a single or \$1100 at a family level
- 2007-08 – 10% contribution of either the Single or Family Plan – capped at \$600 for a single or \$1150 for a family level

5. DENTAL PROGRAM:

The benefit structure to the dental plan shall be changed effective April 1, 2006 as follows:

- Periodic Oral Evaluation (D0120) increase to \$18.00
- Bitewings 2 films (D0272) increase to \$19.00
- Bitewings 4 films (D0274) increase to \$27.00
- Prophylaxis – Adult (D1110) increase to \$32.00
- Prophylaxis – Child (D1120) increase to \$26.00
- Amalgam 1 (D2140) increase to \$40.00
- Amalgam 2 (D2150) increase to \$55.00
- Amalgam 3 (D2160) increase to \$67.00

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

will Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. *Vision Care*

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

V. **VACATION/HOLIDAYS**

A. *Vacation*

The employee is eligible for two (2) weeks of paid vacation for the first year of service completed as of July 1 of the year involved.

The employee is eligible for two (2) weeks and two (2) days of paid vacation at the third (3rd) step.

The employee is eligible for two (2) weeks and four (4) days of paid vacation at the fourth (4th) step.

The employee is eligible for three (3) weeks of paid vacation at the fifth (5th) step.

The employee is eligible for three (3) weeks and two (2) days of paid vacation at the seventh (7th) step.

The employee is eligible for three (3) weeks and four (4) days of paid vacation at the ninth (9th) step.

The employee is eligible for four (4) weeks of paid vacation at the eleventh (11th) step.

The employee is eligible for four (4) weeks and two (2) days of paid vacation at the thirteenth (13th) step.

The employee is eligible for four (4) weeks and four (4) days of paid vacation at the fourteenth (14th) step.

The employee is eligible for five (5) weeks of paid vacation at the eleventh (16th) step.

Unit members will receive access to vacation days as of July 1. In the year of separation, vacation days will accrue on a prorated basis. These days will be credited according to the following formula: 5 days as of July 1; 5 days as of August 1; and 2 days on the first day of each subsequent month.

B. Unused Vacation

Unit members can be paid for up to five days unused vacation in any contract year. This may be paid at the completion of a school year or at the time of retirement. Daily rate is calculated for twelve (12) month personnel using a base of 215 days.

A maximum of 30 unused vacation days may be saved from one year to the next.

C. Vacation Conversion

Any unit member with five (5) or more years of service in the bargaining unit shall be eligible to elect to have up to five (5) days of vacation converted to regular salary. The unit member must notify the District prior to June 15 in order that the appropriate adjustment may be made. In which case, up to five (5) days of vacation will be deleted from the employee's allotment and the employee will have his or her regular salary increased by an equivalent amount.

A unit member has the option to make use of one or the other, but not both provisions.

D. Holidays

Fifteen (15) holidays will be granted with full pay. The specific days will be determined by the District.

VI. **DURATION OF AGREEMENT**

The duration of this agreement shall be for a period of three years, said years to commence July 1, 2005, and to end June 30, 2008.

Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

HHCSA SUPPORT STAFF ASSOCIATION

by _____
Director of Human Resources Date

by _____
Unit President Date

Head Cleaner

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

***HORSEHEADS CENTRAL SCHOOL DISTRICT
Horseheads, New York 14845***

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I. UNIT EMPLOYEE

A. *Definition*

The designation of "unit" in the following document shall represent HHCSA Support Staff Association. The following positions are included in this unit:

Assistant Dispatcher	Equipment Service Manager
Cook Manager	Head Cleaner/Health & Safety Specialist
Director of Facilities Services	Safety Examiner
Dispatcher	Transportation Supervisor
Community Information Specialist	Social Work Assistant
Occupational Therapist	Physical Therapist
Treasurer	

B. *Grievance/Civil Service*

The foundation of this group is predicated on the spirit of team concept. While it is likely that problems will be resolved by consensus, any position covered by Civil Service carries with it entitlement to the Civil Service grievance procedure.

C. *Work Year*

The work year is twelve (12) months with the exception of the Cook Manager, Social Work Assistants, Occupational Therapists and Physical Therapists.

D. *Flex Time*

Time worked can be changed to meet the district's and the individual's needs. Unit members have work days and work years that extend beyond normal parameters. When work schedules result in excessive hours an employee may, with prior approval of his/her immediate supervisor, utilize the concept of "flex time". For the purposes of communication and public relations a written record should be maintained.

E. *Snow Day*

12 month unit employees work a regular 7 hour day on snow days.

F. *Subcontracting*

The school district agrees that throughout the period of this agreement, it shall neither contract nor subcontract with another party or entity nor shall it enter into any other arrangement with another party or entity, whereby such party or entity would assume or perform the duties or responsibilities assigned to the Head Cleaner.

II. BENEFITS

A. *Salary*

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to

July 1, 2005.

2. For the 2006-07 school year, salaries shall be increased by 4.25%
3. For the 2007-08 school year, salaries shall be increased by 4.25%

On July 1, 2006, the employee shall receive a longevity increase of \$2,000 to be added to his salary.

B. Direct Deposit

Available through payroll deduction.

C. Credit Union

This service is available to employees with payroll deduction, if desired.

D. United States Savings Bonds

This service is available to employees with payroll deduction, if desired.

E. In-Service Courses

Unit members will be paid their hourly rate for attendance at in-service courses which are required by the District. Voluntary in-service courses will be paid at the rate of \$6.00 an hour.

F. Conferences

Each unit member shall be afforded the opportunity to attend conferences costing \$1000 or up to five (5) consecutive days, whichever is greater. This is done with the prior approval of the immediate supervisor.

G. Income Protection

The District will provide an income protection plan which will give coverage amounting to seventy (70%) of an employee's monthly earnings not to exceed the maximum monthly benefit, less other income benefits.

The maximum monthly benefit is \$5,000.

H. Retirement

Any person retiring may, in the school year of retirement, have the choice of taking their earned vacation time in days off, or receiving a lump-sum payment for accumulated earned vacation days.

I. Flexible Benefit Plan

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the

plan.

A unit member may elect a voluntary salary reduction for contributions to the plan.

The plan document is incorporated by reference.

III. **LEAVES**

A. *Child Care Leave*

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two years subsequent to the natal date or from the date of adoption.

B. *Emergency Leave*

Each member is eligible for twenty-five (25) days of emergency leave per year, chargeable to accumulated sick leave, upon the approval of the Superintendent. Requests in excess of twenty-five (25) days must be approved by the Board of Education.

C. *Funeral Leave*

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. *Leave of Absence Without Pay*

Any member of the unit group has the right to apply for a temporary leave of absence (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. *Personal Leave*

Each employee is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior approval from supervisor.

Such personal leave or part thereof if not used during the year, shall be credited to the total accumulation of sick leave days up to the maximum of 230 days.

F. *Sick Leave*

Each member is eligible for fifteen (15) days of paid sick leave per year and at ten years this will increase to sixteen (16) days of sick leave per year. This leave may be accumulated up to 230 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on

the first day of July each year.

Accumulated sick leave may be used for sickness in the immediate family or household. "Immediate family" means spouse, parent, brother, sister, or child. "Household" includes person(s) who reside permanently with employee.

G. *Extended Sick Leave*

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability which would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. **INSURANCE**

A. *Disability Insurance*

Disability insurance will be provided and the premium is to be paid by the District. The District shall continue to pay the health premium while he/she is on disability leave. Fifty percent (50%) of gross salary up to \$170.00 per week for twenty-six (26) weeks.

B. *Health Insurance*

Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan overview set forth below:

Deductible	None
Coinsurance	None
Annual Out of Pocket Maximum	None
Lifetime Benefit Maximum	None
Office visits	\$10/visit
Adult Physicals	\$10/visit
Well Child visits	Covered in full
Inpatient Hospitalization	Covered in full
Outpatient Surgery	\$10/visit
Emergency Room	\$25/visit unless admitted within 24 hours
Diagnostic X-Ray	\$10/visit
Diagnostic Lab and Pathology	Covered in full
Kidney Dialysis	Covered in full
Home care	Covered in full
Hospice	Covered in full
Chiropractic	\$10/visit

Three-tiered drug co-payment of \$0, \$10 and \$15.

Employees filling prescriptions with the mail order option may receive a 90 day supply for a \$0, \$10, and \$15 co-payment.

Employees shall have \$200.00 placed in a Medical Reimbursement Account for his or her use as follows:

April 1, 2006 - \$200.00

October 1, 2006 - \$200.00

October, 1, 2007 - \$200.00

This account shall roll over from year to year, but the total dollars in the account may not exceed \$1,000.00.

Employee co-payments for health insurance shall be as follows:

2005-06 – 10% contribution of either the Single or Family Plan to be capped at \$500 for a single or \$1000 for a family plan for the 2005-06 school year.

2006-07 – 10% contribution of either the Single or Family Plans – capped at 550 for a single or \$1100 at a family level

2007-08 – 10% contribution of either the Single or Family Plan – capped at \$600 for a single or \$1150 for a family level

5. DENTAL PROGRAM:

The benefit structure to the dental plan shall be changed effective April 1, 2006 as follows:

Periodic Oral Evaluation (D0120)	increase to \$18.00
Bitewings 2 films (D0272)	increase to \$19.00
Bitewings 4 films (D0274)	increase to \$27.00
Prophylaxis – Adult (D1110)	increase to \$32.00
Prophylaxis – Child (D1120)	increase to \$26.00
Amalgam 1 (D2140)	increase to \$40.00
Amalgam 2 (D2150)	increase to \$55.00
Amalgam 3 (D2160)	increase to \$67.00

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

will Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. *Vision Care*

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

V. **VACATION/HOLIDAYS**

A. *Vacation*

Each employee will receive twenty-five (25) vacation days per year. Vacation requests are subject to approval by the Superintendent or his designee. Unit members will receive access to vacation days as of July 1. In the year of separation, vacation days will accrue on a prorated basis. These days will be credited according to the following formula: 5 days as of July 1; 5 days as of August 1; and 2 days on the first day of each subsequent month.

B. *Unused Vacation*

Unit members can be paid for up to five days unused vacation in any contract year. This may be paid at the completion of a school year or at the time of retirement. Daily rate is calculated for twelve (12) month personnel using a base of 215 days.

A maximum of 30 unused vacation days may be saved from one year to the next.

C. *Vacation Conversion*

Any unit member with five (5) or more years of service in the bargaining unit shall

be eligible to elect to have up to five (5) days of vacation converted to regular salary. The unit member must notify the District prior to June 15 in order that the appropriate adjustment may be made. In which case, up to five (5) days of vacation will be deleted from the employee's allotment and the employee will have his or her regular salary increased by an equivalent amount.

A unit member has the option to make use of one or the other, but not both provisions.

D. *Holidays*

Fifteen (15) holidays will be granted with full pay. The specific days will be determined by the District.

VI. **DURATION OF AGREEMENT**

The duration of this agreement shall be for a period running July 1, 2005 through June 30, 2008.

Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

by

Director of Human Resources

Date

HHCSA SUPPORT STAFF ASSOCIATION

by

Unit President

Date

Insurance Specialist

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

***HORSEHEADS CENTRAL SCHOOL DISTRICT
Horseheads, New York 14845***

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I. UNIT EMPLOYEE

A. Definition

The designation of "unit" in the following document shall represent HHCSA Support Staff Association. The following positions are included in this unit:

Assistant Dispatcher	Equipment Service Manager
Cook Manager	Head Cleaner/Health & Safety Specialist
Director of Facilities Services	Safety Examiner
Dispatcher	Transportation Supervisor
Community Information Specialist	Social Work Assistant
Occupational Therapist	Physical Therapist
Insurance Specialist	

B. Grievance/Civil Service

The foundation of this group is predicated on the spirit of team concept. While it is likely that problems will be resolved by consensus, any position covered by Civil Service carries with it entitlement to the Civil Service grievance procedure.

C. Work Year

The work year is twelve (12) months with the exception of the Cook Manager and Social Work Assistants, Occupational Therapists and Physical Therapists.

D. Flex Time

Time worked can be changed to meet the district's and the individual's needs. Unit members have work days and work years that extend beyond normal parameters. When work schedules result in excessive hours an employee may, with prior approval of his/her immediate supervisor, utilize the concept of "flex time". For the purposes of communication and public relations a written record should be maintained.

E. Snow Day

12 month unit employees work a regular 7 hour day on snow days.

II. BENEFITS

A. Salary

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to July 1, 2005.
2. For the 2006-07 school year, salaries shall be increased by 4.25%
3. For the 2007-08 school year, salaries shall be increased by 4.25%

The Insurance Specialist's salary as of 1/1/05 shall be established at \$30,000, prorated through 6/30/05.

In both the Insurance Specialist's twentieth (20th) and twenty-fifth (25th) years of employment with the District, the District will provide a one thousand-five hundred (\$1500) dollar longevity payment.

Seniority shall be established as of 6/30/01.

The Insurance Specialist shall receive an annual stipend of \$5,000 to cover the cost of administering the Medicare D program for the District's Health Insurance Plan. Said Stipend shall be paid twice a year, in September and February, beginning in September of 2005.

B. Direct Deposit

Available through payroll deduction.

C. Credit Union

This service is available to employees with payroll deduction, if desired.

D. United States Savings Bonds

This service is available to employees with payroll deduction, if desired.

E. In-Service Courses

Unit members will be paid their hourly rate for attendance at in-service courses which are required by the District. Voluntary in-service courses will be paid at the rate of \$6.00 an hour.

F. Conferences

Each unit member shall be afforded the opportunity to attend conferences costing \$1000 or up to five (5) consecutive days, whichever is greater. This is done with the prior approval of the immediate supervisor.

G. Income Protection

The District will provide an income protection plan which will give coverage amounting to seventy (70%) of an employee's monthly earnings not to exceed the maximum monthly benefit, less other income benefits.

The maximum monthly benefit is \$5,000.

H. Retirement

Any person retiring may, in the school year of retirement, have the choice of taking their earned vacation time in days off, or receiving a lump-sum payment for accumulated earned vacation days.

I. Flexible Benefit Plan

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan.

The plan document is incorporated by reference.

In the 2003-2004 and 2004-05 school years, the District shall contribute five hundred (\$500.00) dollars into the Insurance Specialist's flexible benefit plan.

III. LEAVES

A. Child Care Leave

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two years subsequent to the natal date or from the date of adoption.

B. Emergency Leave

Each member is eligible for twenty-five (25) days of emergency leave per year, chargeable to accumulated sick leave, upon the approval of the Superintendent. Requests in excess of twenty-five (25) days must be approved by the Board of Education.

C. Funeral Leave

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. Leave of Absence Without Pay

Any member of the unit group has the right to apply for a temporary leave of absence (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. Personal Leave

Each employee is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior approval from supervisor.

Such personal leave or part thereof if not used during the year, shall be credited to the total accumulation of sick leave days up to the maximum of 230 days.

F. *Sick Leave*

Each member is eligible for a total of fifteen (15) days of paid sick leave per year and at ten years this will increase to sixteen (16) days of sick leave per year. This leave may be accumulated up to 230 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on the first day of July each year.

Accumulated sick leave may be used for sickness in the immediate family or household. "Immediate family" means spouse, parent, brother, sister, or child. "Household" includes person(s) who reside permanently with employee.

G. *Extended Sick Leave*

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability which would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. **INSURANCE**

A. *Disability Insurance*

Disability insurance will be provided and the premium is to be paid by the District. The District shall continue to pay the health premium while he/she is on disability leave. Fifty percent (50%) of gross salary up to \$170.00 per week for twenty-six (26) weeks.

Sick leave credits used by a unit employee during a period of absence for which an award of compensation has been made and credited to the District as reimbursement for wages paid shall be restored to the employee on a pro-rated basis equal to the sum received.

B. *Health Insurance*

Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan overview set forth below:

Deductible	None
Coinsurance	None
Annual Out of Pocket Maximum	None
Lifetime Benefit Maximum	None
Office visits	\$10/visit

Adult Physicals	\$10/visit
Well Child visits	Covered in full
Inpatient Hospitalization	Covered in full
Outpatient Surgery	\$10/visit
Emergency Room	\$25/visit unless admitted within 24 hours
Diagnostic X-Ray	\$10/visit
Diagnostic Lab and Pathology	Covered in full
Kidney Dialysis	Covered in full
Home care	Covered in full
Hospice	Covered in full
Chiropractic	\$10/visit

Three-tiered drug co-payment of \$0, \$10 and \$15.

Employees filling prescriptions with the mail order option may receive a 90 day supply for a \$0, \$10, and \$15 co-payment.

Employees shall have \$200.00 placed in a Medical Reimbursement Account for his or her use as follows:

- April 1, 2006 - \$200.00
- October 1, 2006 - \$200.00
- October, 1, 2007 - \$200.00

This account shall roll over from year to year, but the total dollars in the account may not exceed \$1,000.00.

Employee co-payments for health insurance shall be as follows:

2005-06 – 10% contribution of either the Single or Family Plan to be capped at \$500 for a single or \$1000 for a family plan for the 2005-06 school year.

2006-07 – 10% contribution of either the Single or Family Plans – capped at 550 for a single or \$1100 at a family level

2007-08 – 10% contribution of either the Single or Family Plan – capped at \$600 for a single or \$1150 for a family level

5. DENTAL PROGRAM:

The benefit structure to the dental plan shall be changed effective April 1, 2006 as follows:

Periodic Oral Evaluation (D0120)	increase to \$18.00
Bitewings 2 films (D0272)	increase to \$19.00
Bitewings 4 films (D0274)	increase to \$27.00
Prophylaxis – Adult (D1110)	increase to \$32.00
Prophylaxis – Child (D1120)	increase to \$26.00
Amalgam 1 (D2140)	increase to \$40.00
Amalgam 2 (D2150)	increase to \$55.00
Amalgam 3 (D2160)	increase to \$67.00

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. *Vision Care*

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

V. VACATION/HOLIDAYS

A. *Vacation*

The employee will receive thirty (30) vacation days per year, prorated from 1/1/05-6/30/05 at 10 days. Vacation requests are subject to approval by the Superintendent or his designee. Unit members will receive access to vacation days as of July 1. In the year of separation, vacation days will accrue on a prorated basis. These days will be credited according to the following formula: 5 days as of July 1; 5 days as of August 1; and 2 days on the first day of each subsequent month.

B. *Unused Vacation*

Unit members can be paid for up to five days unused vacation in any contract year. This may be paid at the completion of a school year or at the time of retirement. Daily rate is calculated for twelve (12) month personnel using a base of 215 days.

A maximum of 30 unused vacation days may be saved from one year to the next.

C. Vacation Conversion

Any unit member with five (5) or more years of service in the bargaining unit shall be eligible to elect to have up to five (5) days of vacation converted to regular salary. The unit member must notify the District prior to June 15 in order that the appropriate adjustment may be made. In which case, up to five (5) days of vacation will be deleted from the employees allotment and the employee will have his or her regular salary increased by an equivalent amount.

A unit member has the option to make use of one or the other, but not both provisions.

D. Holidays

Fifteen (15) holidays will be granted with full pay. The specific days will be determined by the District.

VI. **DURATION OF AGREEMENT**

The duration of this agreement shall commence July 1, 2005 and end June 30, 2008.

Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

by

Director of Human Resources

Date

HHCSA SUPPORT STAFF ASSOCIATION

by

Unit President

Date

Occupational Therapist

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

***HORSEHEADS CENTRAL SCHOOL DISTRICT
Horseheads, New York 14845***

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I. UNIT EMPLOYEE

A. *Definition*

The designation of "unit" in the following document shall represent HHCSD Support Staff Association. The following positions are included in this unit:

Assistant Dispatcher	Equipment Service Manager
Cook Manager	Head Cleaner/Health & Safety Specialist
Director of Facilities Services	Safety Examiner
Dispatcher	Transportation Supervisor
Community Information Specialist	Social Work Assistant
Occupational Therapist	Physical Therapist
Treasurer	

B. *Grievance/Civil Service*

The foundation of this group is predicated on the spirit of team concept. While it is likely that problems will be resolved by consensus, any position covered by Civil Service carries with it entitlement to the Civil Service grievance procedure.

C. *Work Year*

The work year is ten (10) months.

D. *Work Day*

The workday for elementary is 7.5 hours on Monday, Tuesday, and Thursday; and 6 hours and 40 minutes on Wednesday and Friday. The workday for secondary is 7.5 hours.

Attendance at building faculty meetings is expected.

II. BENEFITS

A. *Salary*

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to July 1, 2005.
2. For the 2006-07 school year, salaries shall be increased by 4.25%
3. For the 2007-08 school year, salaries shall be increased by 4.25%

B. *Direct Deposit*

Available through payroll deduction.

C. *Credit Union*

This service is available to employees with payroll deduction, if desired.

D. United States Savings Bonds

This service is available to employees with payroll deduction, if desired.

E. In-Service Courses

Unit members will be paid their hourly rate for attendance at in-service courses which are required by the District. Voluntary in-service courses will be paid at the rate of \$10.00 an hour with the approval of the immediate supervisor.

F. Flexible Benefit Plan

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan.

The plan document is incorporated by reference.

G. Work-related Courses

Each Occupational Therapist shall be afforded the opportunity to attend work-related courses each work year with the District contributing a maximum of Five Hundred (\$500) dollars toward the cost of tuition for such courses. Such courses are to receive prior approval from the Coordinator of Student Services on the appropriate form. Such course work must be taken on the employee's own time.

III. LEAVES

A. Child Care Leave

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two years subsequent to the natal date or from the date of adoption.

B. Emergency Leave

Each employee is eligible for twenty-five (25) days of emergency leave per year, chargeable to accumulated sick leave, upon the approval of the Superintendent. Requests in excess of twenty-five (25) days must be approved by the Board of Education.

C. Funeral Leave

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. *Leave of Absence Without Pay*

Any member of the unit group has the right to apply for a temporary leave of absence (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. *Personal Leave*

Each member is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior approval from supervisor.

Such personal leave or part thereof if not used during the year, shall be credited to the total accumulation of sick leave days up to the maximum of 230 days.

F. *Sick Leave*

Each member is eligible for ten (12) days of paid sick leave per year. This leave may be accumulated up to 200 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on the first day of July each year.

Accumulated sick leave may be used for sickness in the immediate family or household. "Immediate family" means spouse, parent, brother, sister, or child. "Household" includes person(s) who reside permanently with employee.

G. *Extended Sick Leave*

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability which would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. **INSURANCE**

A. *Disability Insurance*

Disability insurance will be provided and the premium is to be paid by the District. The District shall continue to pay health premium while he/she is on disability leave. Fifty percent (50%) of gross salary up to \$170.00 per week for twenty-six (26) weeks.

Sick leave credits used by a unit employee during a period of absence for which an award of compensation has been made and credited to the District as reimbursement for wages paid shall be restored to the employee on a pro-rated basis equal to the sum received.

B. Health Insurance

Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan overview set forth below:

Deductible	None
Coinsurance	None
Annual Out of Pocket Maximum	None
Lifetime Benefit Maximum	None
Office visits	\$10/visit
Adult Physicals	\$10/visit
Well Child visits	Covered in full
Inpatient Hospitalization	Covered in full
Outpatient Surgery	\$10/visit
Emergency Room	\$25/visit unless admitted within 24 hours
Diagnostic X-Ray	\$10/visit
Diagnostic Lab and Pathology	Covered in full
Kidney Dialysis	Covered in full
Home care	Covered in full
Hospice	Covered in full
Chiropractic	\$10/visit

Three-tiered drug co-payment of \$0, \$10 and \$15.

a Employees filling prescriptions with the mail order option may receive a 90 day supply for \$0, \$10, and \$15 co-payment.

her Employees shall have \$200.00 placed in a Medical Reimbursement Account for his our use as follows:

April 1, 2006 - \$200.00
October 1, 2006 - \$200.00
October, 1, 2007 - \$200.00

This account shall roll over from year to year, but the total dollars in the account may not exceed \$1,000.00.

Employee co-payments for health insurance shall be as follows:

2005-06 – 10% contribution of either the Single or Family Plan to be capped at \$500 for a single or \$1000 for a family plan for the 2005-06 school year.

2006-07 – 10% contribution of either the Single or Family Plans – capped at 550 for a single or \$1100 at a family level

2007-08 – 10% contribution of either the Single or Family Plan – capped at \$600 for a single or \$1150 for a family level

5. DENTAL PROGRAM:

The benefit structure to the dental plan shall be changed effective April 1, 2006 as follows:

Periodic Oral Evaluation (D0120)	increase to \$18.00
Bitewings 2 films (D0272)	increase to \$19.00
Bitewings 4 films (D0274)	increase to \$27.00
Prophylaxis – Adult (D1110)	increase to \$32.00
Prophylaxis – Child (D1120)	increase to \$26.00
Amalgam 1 (D2140)	increase to \$40.00
Amalgam 2 (D2150)	increase to \$55.00
Amalgam 3 (D2160)	increase to \$67.00

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and will receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. Vision Care

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

V. **DURATION OF AGREEMENT**

The duration of this agreement shall be for a period commencing July 1, 2005 and running through June 30, 2008.

Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

HCSD SUPPORT STAFF ASSOCIATION

by _____
Assistant Superintendent *Date*

by _____
Unit President *Date*

Physical Therapist

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

***HORSEHEADS CENTRAL SCHOOL DISTRICT
Horseheads, New York 14845***

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I. **UNIT EMPLOYEE**

A. *Definition*

The designation of "unit" in the following document shall represent HHCSA Support Staff Association. The following positions are included in this unit:

Assistant Dispatcher	Equipment Service Manager
Cook Manager	Head Cleaner/Health & Safety Specialist
Director of Facilities Services	Safety Examiner
Dispatcher	Transportation Supervisor
Community Information Specialist	Social Work Assistant
Occupational Therapist	Physical Therapist
Treasurer	

B. *Grievance/Civil Service*

The foundation of this group is predicated on the spirit of team concept. While it is likely that problems will be resolved by consensus, any position covered by Civil Service carries with it entitlement to the Civil Service grievance procedure.

C. *Work Year*

The work year is twelve (12) months with the exception of the Cook Manager, Social Work Assistants, Occupational Therapists and Physical Therapists.

D. *Work Day*

The workday for elementary is 7.5 hours on Monday, Tuesday, and Thursday; and 6 hours and 40 minutes on Wednesday and Friday. The workday for secondary is 7.5 hours.

Attendance at building faculty meetings is expected.

II. **BENEFITS**

A. *Salary*

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to July 1, 2005.
2. For the 2006-07 school year, salaries shall be increased by 4.25%
3. For the 2007-08 school year, salaries shall be increased by 4.25%

B. *Direct Deposit*

Available through payroll deduction.

C. *Credit Union*

This service is available to employees with payroll deduction, if desired.

D. *United States Savings Bonds*

This service is available to employees with payroll deduction, if desired.

E. *In-Service Courses*

Unit members will be paid their hourly rate for attendance at in-service courses which are required by the District. Voluntary in-service courses will be paid at the rate of \$10.00 an hour with the approval of the immediate supervisor.

F. *Flexible Benefit Plan*

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan.

The plan document is incorporated by reference.

G. *Work-related Courses*

Each Occupational Therapist shall be afforded the opportunity to attend work-related courses each work year with the District contributing a maximum of Five Hundred (\$500) dollars toward the cost of tuition for such courses. Such courses are to receive prior approval from the Coordinator of Student Services on the appropriate form. Such course work must be taken on the employee's own time.

III. **LEAVES**

A. *Child Care Leave*

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two year subsequent to the natal date or from the date of adoption.

B. *Emergency Leave*

Each employee is eligible for twenty-five (25) days of emergency leave per year, chargeable to accumulated sick leave, upon the approval of the Superintendent. Requests in excess of twenty-five (25) days must be approved by the Board of Education.

C. *Funeral Leave*

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. *Leave of Absence Without Pay*

Any member of the unit group has the right to apply for a temporary leave of absence (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. *Personal Leave*

Each member is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior approval from supervisor.

Such personal leave or part thereof if not used during the year, shall be credited to the total accumulation of sick leave days up to the maximum of 230 days.

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Each member is eligible for ten (12) days of paid sick leave per year. This leave may be accumulated up to 200 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on the first day of July each year.

Accumulated sick leave may be used for sickness in the immediate family or household. "Immediate family" means spouse, parent, brother, sister, or child. "Household"

includes person(s) who reside permanently with employee.

G. Extended Sick Leave

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability which would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. INSURANCE

A. Disability Insurance

Disability insurance will be provided and the premium is to be paid by the District. The District shall continue to pay health premium while he/she is on disability leave. Fifty percent (50%) of gross salary up to \$170.00 per week for twenty-six (26) weeks.

Sick leave credits used by a unit employee during a period of absence for which an award of compensation has been made and credited to the District as reimbursement for wages paid shall be restored to the employee on a pro-rated basis equal to the sum received.

B. Health Insurance

Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan overview set forth below:

Deductible	None
Coinsurance	None
Annual Out of Pocket Maximum	None
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Office visits	\$10/visit
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After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after

retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and will receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. Vision Care

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

V. **DURATION OF AGREEMENT**

The duration of this agreement shall be for a period commencing July 1, 2005 and running through June 30, 2008. Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

HHCSA SUPPORT STAFF ASSOCIATION

by _____
Director of Human Resources Date

by _____
Unit President Date

Safety Examiner

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

**HORSEHEADS CENTRAL SCHOOL DISTRICT
*Horseheads, New York 14845***

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I. UNIT EMPLOYEE

A. *Definition*

The designation of "unit" in the following document shall represent HHCSA Support Staff Association. The following positions are included in this unit:

Assistant Dispatcher	Equipment Service Manager
Cook Manager	Head Cleaner/Health & Safety Specialist
Director of Facilities Services	Safety Examiner
Dispatcher	Transportation Supervisor
Community Information Specialist	Social Work Assistant
Occupational Therapist	Physical Therapist
Treasurer	

B. *Grievance/Civil Service*

The foundation of this group is predicated on the spirit of team concept. While it is likely that problems will be resolved by consensus, any position covered by Civil Service carries with it entitlement to the Civil Service grievance procedure.

C. *Work Year*

The work year is twelve (12) months with the exception of the Cook Manager, Social Work Assistants, Occupational Therapists and Physical Therapists.

D. *Work Day*

The regular work week shall be 40 hours (an 8 hour day) except for the months of July and August, which will consist of a 35 hour work week (a 7 hour day) and those days when school is not in session a 7 hour day will be in effect. (School is considered not to be in session when neither elementary or secondary students are in attendance.)

E. *Flex Time*

Time worked can be changed to meet the district's and the individual's needs. Unit members have work days and work years that extend beyond normal parameters. When work schedules result in excessive hours an employee may, with prior approval of his/her immediate supervisor, utilize the concept of "flex time". For the purposes of communication and public relations a written record should be maintained.

F. *Snow Day*

12 month unit employees work a regular 7 hour day on snow days.

II. BENEFITS

A. *Salary*

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to July 1, 2005.

2. For the 2006-07 school year, salaries shall be increased by 4.25%
3. For the 2007-08 school year, salaries shall be increased by 4.25%

B. *Direct Deposit*

Available through payroll deduction.

C. *Credit Union*

This service is available to employees with payroll deduction, if desired.

D. *United States Savings Bonds*

This service is available to employees with payroll deduction, if desired.

E. *In-Service Courses*

Unit members will be paid their hourly rate for attendance at in-service courses which are required by the District. Voluntary in-service courses will be paid at the rate of \$6.00 an hour.

F. *Conferences*

Each unit member shall be afforded the opportunity to attend conferences costing \$1000 or up to five (5) consecutive days, whichever is greater. This is done with the prior approval of the immediate supervisor.

G. *Income Protection*

The District will provide an income protection plan which will give coverage amounting to seventy (70%) of an employee's monthly earnings not to exceed the maximum monthly benefit, less other income benefits.

The maximum monthly benefit is \$5,000.

H. *Retirement*

Any person retiring may, in the school year of retirement, have the choice of taking their earned vacation time in days off, or receiving a lump-sum payment for accumulated earned vacation days.

I. *Driver's License*

The employee will be reimbursed in full for the cost of their driver's license upon submission of proof of purchase.

J. *Flexible Benefit Plan*

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the

District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan.

The plan document is incorporated by reference.

III. **LEAVES**

A. *Child Care Leave*

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two years subsequent to the natal date or from the date of adoption.

B. *Emergency Leave*

Each employee is eligible for twenty-five (25) days of emergency leave per year, chargeable to accumulated sick leave, upon the approval of the Superintendent. Requests in excess of twenty-five (25) days must be approved by the Board of Education.

C. *Funeral Leave*

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. *Leave of Absence Without Pay*

Any member of the unit group has the right to apply for a temporary leave of absence (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. *Personal Leave*

Each member is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior approval from supervisor.

Such personal leave or part thereof if not used during the year, shall be credited to the total accumulation of sick leave days up to the maximum of 230 days.

F. *Sick Leave*

Each member is eligible for fifteen (15) days of paid sick leave per year and at ten years this will increase to sixteen (16) days of sick leave per year. This leave may be accumulated up to 230 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on the first day of July each year.

Accumulated sick leave may be used for sickness in the immediate family or household. "Immediate family" means spouse, parent, brother, sister, or child. "Household" includes person(s) who reside permanently with employee.

G. *Extended Sick Leave*

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability which would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. **INSURANCE**

A. *Disability Insurance*

Sick leave credits used by a unit employee during a period of absence for which an award of compensation has been made and credited to the District as reimbursement for wages paid shall be restored to the employee on a pro-rated basis equal to the sum received.

B. *Health Insurance*

Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan overview set forth below:

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Coinsurance	None
Annual Out of Pocket Maximum	None
Lifetime Benefit Maximum	None
Office visits	\$10/visit
Adult Physicals	\$10/visit
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Inpatient Hospitalization	Covered in full
Outpatient Surgery	\$10/visit
Emergency Room	\$25/visit unless admitted within 24 hours
Diagnostic X-Ray	\$10/visit
Diagnostic Lab and Pathology	Covered in full
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Home care	Covered in full
Hospice	Covered in full
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- Periodic Oral Evaluation (D0120) increase to \$18.00
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- Amalgam 1 (D2140) increase to \$40.00
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- Amalgam 3 (D2160) increase to \$67.00

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and will receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. *Vision Care*

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

V. **VACATION/HOLIDAYS**

A. *Vacation*

The employee is eligible for two (2) weeks of paid vacation for the first year of service completed as of July 1 of the year involved.

The employee is eligible for two (2) weeks and two (2) days of paid vacation at the third (3rd) step.

The employee is eligible for two (2) weeks and four (4) days of paid vacation at the fourth (4th) step.

The employee is eligible for three (3) weeks of paid vacation at the fifth (5th) step.

The employee is eligible for three (3) weeks and two (2) days of paid vacation at the seventh (7th) step.

The employee is eligible for three (3) weeks and four (4) days of paid vacation at the ninth (9th) step.

The employee is eligible for four (4) weeks of paid vacation at the eleventh (11th) step.

The employee is eligible for four (4) weeks and two (2) days of paid vacation at the thirteenth (13th) step.

The employee is eligible for four (4) weeks and four (4) days of paid vacation at the fourteenth (14th) step.

The employee is eligible for five (5) weeks of paid vacation at the eleventh (16th) step.

Unit members will receive access to vacation days as of July 1. In the year of separation, vacation days will accrue on a prorated basis. These days will be credited according to the following formula: 5 days as of July 1; 5 days as of August 1; and 2 days on the first day of each subsequent month.

B. Unused Vacation

Unit members can be paid for up to five days unused vacation in any contract year. This may be paid at the completion of a school year or at the time of retirement. Daily rate is calculated for twelve (12) month personnel using a base of 215 days.

A maximum of 30 unused vacation days may be saved from one year to the next.

C. Vacation Conversion

Any unit member with five (5) or more years of service in the bargaining unit shall be eligible to elect to have up to five (5) days of vacation converted to regular salary. The unit member must notify the District prior to June 15 in order that the appropriate adjustment may be made. In which case, up to five (5) days of vacation will be deleted from the employee's allotment and the employee will have his or her regular salary increased by an equivalent amount.

A unit member has the option to make use of one or the other, but not both provisions.

D. Holidays

Fifteen (15) holidays will be granted with full pay. The specific days will be determined by the District.

VI. DURATION OF AGREEMENT

The duration of this agreement shall be for a period commencing July 1, 2005 and ending June 30, 2008. Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

*HORSEHEADS CENTRAL SCHOOL DISTRICT HHCSd SUPPORT STAFF
ASSOCIATION*

by _____ by _____

Director of Human Resources

Date

Unit President

Date

Social Work Assistant

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

***HORSEHEADS CENTRAL SCHOOL DISTRICT
Horseheads, New York 14845***

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I. UNIT EMPLOYEE

A. *Definition*

The designation of "unit" in the following document shall represent HHCSA Support Staff Association. The following positions are included in this unit:

Assistant Dispatcher	Equipment Service Manager
Cook Manager	Head Cleaner/Health & Safety Specialist
Director of Facilities Services	Safety Examiner
Dispatcher	Transportation Supervisor
Community Information Specialist	Social Work Assistant
Occupational Therapist	Physical Therapist

B. *Grievance/Civil Service*

The foundation of this group is predicated on the spirit of team concept. While it is likely that problems will be resolved by consensus, any position covered by Civil Service carries with it entitlement to the Civil Service grievance procedure.

C. *Work Year*

The work year is twelve (12) months with the exception of the Cook Manager, Social Work Assistants, Occupational Therapists and Physical Therapists.

D. *Work Day*

The workday for elementary is 7.5 hours on Monday, Tuesday, and Thursday; and 6 hours and 40 minutes on Wednesday and Friday. The workday for secondary is 7.5 hours.

Attendance at building faculty meetings is expected.

II. BENEFITS

A. *Salary*

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to July 1, 2005.
2. For the 2006-07 school year, salaries shall be increased by 4.25%
3. For the 2007-08 school year, salaries shall be increased by 4.25%

B. *Direct Deposit*

Available through payroll deduction.

C. *Credit Union*

This service is available to employees with payroll deduction, if desired.

D. *United States Savings Bonds*

This service is available to employees with payroll deduction, if desired.

E. *In-Service Courses*

Unit members will be paid their hourly rate for attendance at in-service courses which are required by the District. Voluntary in-service courses will be paid at the rate of \$10.00 an hour with the approval of the immediate supervisor.

F. *Flexible Benefit Plan*

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan.

The plan document is incorporated by reference.

Social Worker Assistants shall receive the following annual stipend for graduate hours beyond a Bachelor's degree as follows:

Credits beyond Bachelor's Degree	Annual Compensation
1-10	\$500
11-20	\$1,000
21-30	\$1,500
31-40	\$2,000
41-50	\$2,500
51-60	\$3,000

Said stipend shall be paid in the second pay of October of each school year, beginning in 2005. It is the responsibility of the SWA to deliver transcripts to the Human Resources office by September 15 of each school year.

III. **LEAVES**

A. *Child Care Leave*

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two years subsequent to the natal date or from the date of adoption.

B. *Emergency Leave*

Each employee is eligible for twenty-five (25) days of emergency leave per year, chargeable to accumulated sick leave, upon the approval of the Superintendent. Requests in excess of twenty-five (25) days must be approved by the Board of Education.

C. *Funeral Leave*

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. *Leave of Absence Without Pay*

Any member of the unit group has the right to apply for a temporary leave of absence (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. *Personal Leave*

Each member is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior approval from supervisor.

Such personal leave or part thereof if not used during the year, shall be credited to the total accumulation of sick leave days up to the maximum of 230 days.

F. *Sick Leave*

Each member is eligible for ten (10) days of paid sick leave per year and at five years this will increase to twelve (12) days of sick leave per year. This leave may be accumulated up to 230 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on the first day of July each year.

Accumulated sick leave may be used for sickness in the immediate family or household. "Immediate family" means spouse, parent, brother, sister, or child. "Household" includes person(s) who reside permanently with employee.

G. *Extended Sick Leave*

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability which would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness

and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. **INSURANCE**

A. *Disability Insurance*

Disability insurance will be provided and the premium is to be paid by the District. The District shall continue to pay health premium while he/she is on disability leave. Fifty percent (50%) of gross salary up to \$170.00 per week for twenty-six (26) weeks.

Sick leave credits used by a unit employee during a period of absence for which an award of compensation has been made and credited to the District as reimbursement for wages paid shall be restored to the employee on a pro-rated basis equal to the sum received.

B. *Health Insurance*

Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan overview set forth below:

Deductible	None
Coinsurance	None
Annual Out of Pocket Maximum	None
Lifetime Benefit Maximum	None
Office visits	\$10/visit
Adult Physicals	\$10/visit
Well Child visits	Covered in full
Inpatient Hospitalization	Covered in full
Outpatient Surgery	\$10/visit
Emergency Room	\$25/visit unless admitted within 24 hours
Diagnostic X-Ray	\$10/visit
Diagnostic Lab and Pathology	Covered in full
Kidney Dialysis	Covered in full
Home care	Covered in full
Hospice	Covered in full
Chiropractic	\$10/visit

Three-tiered drug co-payment of \$0, \$10 and \$15.

- a Employees filling prescriptions with the mail order option may receive a 90 day supply for \$0, \$10, and \$15 co-payment.

Employees shall have \$200.00 placed in a Medical Reimbursement Account for his or her use as follows:

April 1, 2006 - \$200.00
October 1, 2006 - \$200.00
October, 1, 2007 - \$200.00

This account shall roll over from year to year, but the total dollars in the account may not exceed \$1,000.00.

Employee co-payments for health insurance shall be as follows:

2005-06 – 10% contribution of either the Single or Family Plan to be capped at \$500 for a single or \$1000 for a family plan for the 2005-06 school year.

2006-07 – 10% contribution of either the Single or Family Plans – capped at 550 for a single or \$1100 at a family level

2007-08 – 10% contribution of either the Single or Family Plan – capped at \$600 for a single or \$1150 for a family level

5. DENTAL PROGRAM:

The benefit structure to the dental plan shall be changed effective April 1, 2006 as follows:

Periodic Oral Evaluation (D0120)	increase to \$18.00
Bitewings 2 films (D0272)	increase to \$19.00
Bitewings 4 films (D0274)	increase to \$27.00
Prophylaxis – Adult (D1110)	increase to \$32.00
Prophylaxis – Child (D1120)	increase to \$26.00
Amalgam 1 (D2140)	increase to \$40.00
Amalgam 2 (D2150)	increase to \$55.00
Amalgam 3 (D2160)	increase to \$67.00

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and will receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty

(30) days of employment as to their election of health insurance coverage or the sell-back.

Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. *Vision Care*

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

V. **DURATION OF AGREEMENT**

The duration of this agreement shall be for a period commencing July 1, 2005 and ending June 30, 2008.

Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

HHCSA SUPPORT STAFF ASSOCIATION

by _____

by _____

Director of Human Resources

Date

Unit President

Date

Transportation Supervisor

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

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I. UNIT EMPLOYEE

A. Definition

The designation of "unit" in the following document shall represent HHCS D Support Staff Association. The following positions are included in this Unit:

Assistant Dispatcher	Equipment Service Manager
Cook Manager	Head Cleaner/Health & Safety Specialist
Director of Facilities Services	Safety Examiner
Dispatcher	Transportation Supervisor
Community Information Specialist	Social Work Assistant
Occupational Therapist	Physical Therapist
Treasurer	

B. Work Year

Unit personnel shall work a twelve (12) month year with the exception of the Cook Manager, Social Work Assistants, Occupational Therapists and Physical Therapists.

C. Flex Time

Time worked can be changed to meet the district's and the individual's needs. Unit members have work days and work years that extend beyond normal parameters. When work schedules result in excessive hours an employee may, with prior approval of his/her immediate supervisor, utilize the concept of "flex time". For the purposes of communication and public relations a written record should be maintained.

II. BENEFITS

A. Salary

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to July 1, 2005.
2. For the 2006-07 school year, salaries shall be increased by 4.25%
3. For the 2007-08 school year, salaries shall be increased by 4.25%

The Supervisor's salary shall be set at \$51,000 effective January 1, 2004. In addition, she shall receive a \$5,000 increase upon the successful completion of her probationary period with Civil Service.

B. *Direct Deposit*

Available through payroll deduction.

C. *Credit Union*

This service is available to employees with payroll deduction, if desired.

D. *United States Savings Bonds*

This service is available to employees with payroll deductions, if desired.

E. *Conferences*

Each unit employee shall be afforded the opportunity to attend conferences costing \$1000 or up to five (5) consecutive days, whichever is greater. Conferences are subject to approval by the Superintendent or his/her designee.

F. *Income Protection*

The District will provide an income protection plan which will give coverage amounting to seventy (70%) of an employee's monthly earnings not to exceed the maximum monthly benefit, less other income benefits.

The maximum monthly benefit is \$5,000.

G. *Retirement*

Any person retiring may, in the school year of retirement, have the choice of taking their earned vacation time in days off, or receiving a lump-sum payment for accumulated earned vacation days.

H. *Flexible Benefit Plan*

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan.

The plan document is incorporated by reference.

III. **LEAVES**

A. *Child Care Leave*

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two years subsequent to the natal date or from the date of adoption.

B. *Emergency Leave*

Each member is eligible for twenty-five (25) days of emergency leave per year, chargeable to accumulated sick leave, upon the approval of the Superintendent. Requests in excess of twenty-five (25) days must be approved by the Board of Education.

C. *Funeral Leave*

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. *Leave of Absence Without Pay*

Any member of the unit has the right to apply for a temporary leave of absence without pay (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. *Personal Leave*

Each member is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior approval from supervisor.

Such personal leave or part thereof if not used during the year, shall be credited to the total accumulation of sick leave days up to the maximum of 230 days.

F. *Sabbatical Leave*

Sabbatical leave of absence for members of the support staff of the Horseheads Central School District will be considered upon recommendation of the Superintendent of Schools for such leave. Such leave shall be predicated upon the fact that the professional qualifications and competence of the unit member and general welfare of the public schools of Horseheads will be benefited by such leave.

Application may be made for leave up to one year at half-pay or a half year at full pay. Final decision rests with the Superintendent.

G. *Sick Leave*

Each member is eligible for fifteen (15) days of paid sick leave per year and at ten years this will increase to sixteen (16) days of sick leave per year. This leave may be accumulated up to 230 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on the first day of July each year.

H. *Extended Sick Leave*

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability which would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. **INSURANCE**

A. *Disability Insurance*

Disability insurance will be provided and the premium is to be paid by the District. The District shall continue to pay the health premium while he/she is on disability leave. Fifty percent (50%) of gross salary up to \$170.00 per week for twenty-six (26) weeks.

B. *Health Insurance*

Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan overview set forth below:

Deductible	None
Coinsurance	None
Annual Out of Pocket Maximum	None
Lifetime Benefit Maximum	None
Office visits	\$10/visit
Adult Physicals	\$10/visit
Well Child visits	Covered in full
Inpatient Hospitalization	Covered in full

Outpatient Surgery	\$10/visit
Emergency Room	\$25/visit unless admitted within 24 hours
Diagnostic X-Ray	\$10/visit
Diagnostic Lab and Pathology	Covered in full
Kidney Dialysis	Covered in full
Home care	Covered in full
Hospice	Covered in full
Chiropractic	\$10/visit

Three-tiered drug co-payment of \$0, \$10 and \$15.

Employees filling prescriptions with the mail order option may receive a 90 day supply for a \$0, \$10, and \$15 co-payment.

Employees shall have \$200.00 placed in a Medical Reimbursement Account for his or her use as follows:

- April 1, 2006 - \$200.00
- October 1, 2006 - \$200.00
- October 1, 2007 - \$200.00

This account shall roll over from year to year, but the total dollars in the account may not exceed \$1,000.00.

Employee co-payments for health insurance shall be as follows:

2005-06 – 10% contribution of either the Single or Family Plan to be capped at \$500 for a single or \$1000 for a family plan for the 2005-06 school year.

2006-07 – 10% contribution of either the Single or Family Plans – capped at 550 for a single or \$1100 at a family level

2007-08 – 10% contribution of either the Single or Family Plan – capped at \$600 for a single or \$1150 for a family level

5. DENTAL PROGRAM:

The benefit structure to the dental plan shall be changed effective April 1, 2006 as follows:

- Periodic Oral Evaluation (D0120) increase to \$18.00
- Bitewings 2 films (D0272) increase to \$19.00
- Bitewings 4 films (D0274) increase to \$27.00
- Prophylaxis – Adult (D1110) increase to \$32.00
- Prophylaxis – Child (D1120) increase to \$26.00
- Amalgam 1 (D2140) increase to \$40.00
- Amalgam 2 (D2150) increase to \$55.00
- Amalgam 3 (D2160) increase to \$67.00

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. *Vision Care*

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

V. **VACATION/HOLIDAYS**

A. *Vacation*

Each employee will receive thirty (30) vacation days per year. Vacation requests are subject to approval by the Superintendent or his designee. Unit members will receive

access to vacation days as of July 1. In the year of separation, vacation days will accrue on a prorated basis. These days will be credited according to the following formula: 5 days as of July 1; 5 days as of August 1; and 2 days on the first day of each subsequent month.

B. *Unused Vacation*

Unit members can be paid for up to five days unused vacation in any contract year. This may be paid during the school year or at the time of retirement. Daily rate is calculated for twelve (12) month personnel using a base of 215 days.

A maximum of 30 unused vacation days may be saved from one year to the next.

C. *Vacation Conversion*

Any unit member with five (5) or more years of service in the bargaining unit shall be eligible to elect to have up to five (5) days of vacation converted to regular salary. The unit member must notify the District prior to June 15 in order that the appropriate adjustment may be made. In which case, up to five (5) days of vacation will be deleted from the employee's allotment and the employee will have his or her regular salary increased by an equivalent amount.

D. *Holidays*

Fifteen (15) holidays will be granted with full pay. The specific days will be determined by the District.

VI. DURATION OF AGREEMENT

The duration of this agreement shall be from July 1, 2005 and ending June 30, 2008.

Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

by

Director of Human Resources

Date

HHCSA SUPPORT STAFF ASSOCIATION

by

Unit President

Date

Treasurer

AGREEMENT

between

Horseheads Central School District

and the

Horseheads Central School District Support Staff Association

7/1/2005 - 6/30/2008

***HORSEHEADS CENTRAL SCHOOL DISTRICT
Horseheads, New York 14845***

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I. UNIT EMPLOYEE

A. *Definition*

The designation of "unit" in the following document shall represent HHCSA Support Staff Association. The following positions are included in this unit:

Assistant Dispatcher	Equipment Service Manager
Cook Manager	Head Cleaner/Health & Safety Specialist
Director of Facilities Services	Safety Examiner
Dispatcher	Transportation Supervisor
Community Information Specialist	Social Work Assistant
Occupational Therapist	Physical Therapist
Treasurer	

B. *Grievance/Civil Service*

The foundation of this group is predicated on the spirit of team concept. While it is likely that problems will be resolved by consensus, any position covered by Civil Service carries with it entitlement to the Civil Service grievance procedure.

C. *Work Year*

The work year is twelve (12) months with the exception of the Cook Manager and Social Work Assistants, Occupational Therapists and Physical Therapists.

D. *Flex Time*

Time worked can be changed to meet the district's and the individual's needs. Unit members have work days and work years that extend beyond normal parameters. When work schedules result in excessive hours an employee may, with prior approval of his/her immediate supervisor, utilize the concept of "flex time". For the purposes of communication and public relations a written record should be maintained.

E. *Snow Day*

12 month unit employees work a regular 7 hour day on snow days.

II. BENEFITS

A. *Salary*

The treasurer's salary for the 2003-04 school year shall be established at \$36,869.

Unit salaries will be as follows:

1. For the 2005-06 school year, salaries are increased by 4.25% retroactively to July 1, 2005.
2. For the 2006-07 school year, salaries shall be increased by 4.25%
3. For the 2007-08 school year, salaries shall be increased by 4.25%

In both the treasurer's twentieth (20th) and twenty-fifth (25th) years of employment with the District, the District will provide a one thousand-five hundred (\$1500) dollar longevity payment.

B. *Direct Deposit*

Available through payroll deduction.

C. *Credit Union*

This service is available to employees with payroll deduction, if desired.

D. *United States Savings Bonds*

This service is available to employees with payroll deduction, if desired.

E. *In-Service Courses*

Unit members will be paid their hourly rate for attendance at in-service courses which are required by the District. Voluntary in-service courses will be paid at the rate of \$6.00 an hour.

F. *Conferences*

Each unit member shall be afforded the opportunity to attend conferences costing \$1000 or up to five (5) consecutive days, whichever is greater. This is done with the prior approval of the immediate supervisor.

G. *Income Protection*

The District will provide an income protection plan which will give coverage amounting to seventy (70%) of an employee's monthly earnings not to exceed the maximum monthly benefit, less other income benefits.

The maximum monthly benefit is \$5,000.

H. *Retirement*

Any person retiring may, in the school year of retirement, have the choice of taking their earned vacation time in days off, or receiving a lump-sum payment for accumulated earned vacation days.

I. *Flexible Benefit Plan*

An Internal Revenue Code Section 125 flexible benefit plan is hereby created.

Payments under the plan shall be made by a third-party administrator selected by the District and the Association. The District shall pay the costs for the administration of the plan.

A unit member may elect a voluntary salary reduction for contributions to the plan.

The plan document is incorporated by reference.

In the 2003-2004 and 2004-05 school years, the District shall contribute five hundred (\$500.00) dollars into the Treasurer's flexible benefit plan.

III. **LEAVES**

A. *Child Care Leave*

The mother of a newborn child or one who has adopted a child under three years of age at the time of the adoption, shall be entitled to an unpaid leave of absence for the purpose of child care of said newborn child or adopted child, for a period of two years subsequent to the natal date or from the date of adoption.

B. *Emergency Leave*

Each member is eligible for twenty-five (25) days of emergency leave per year, chargeable to accumulated sick leave, upon the approval of the Superintendent. Requests in excess of twenty-five (25) days must be approved by the Board of Education.

C. *Funeral Leave*

A unit member shall be granted up to five (5) days absence at full pay for the death of father, mother, son, daughter, spouse, sibling, mother-in-law, father-in-law, grandparents, grandchild, or a relative in the employee's immediate household. Funeral leave will not be charged against sick leave.

D. *Leave of Absence Without Pay*

Any member of the unit group has the right to apply for a temporary leave of absence (not to exceed sixty {60} work days) and return to his/her former job by submitting a written request to the Superintendent of Schools.

E. *Personal Leave*

Each employee is eligible for two (2) days personal leave per year, chargeable to their accumulated sick leave, upon the approval of application for such leave. Personal leave may be taken on either the work days immediately before or after a holiday or recess period or in conjunction with other absence to extend a holiday or vacation with prior approval from supervisor.

Such personal leave or part thereof if not used during the year, shall be credited to the total accumulation of sick leave days up to the maximum of 230 days.

F. *Sick Leave*

Each member is eligible for fifteen (15) days of paid sick leave per year and at ten years this will increase to sixteen (16) days of sick leave per year. This leave may be accumulated up to 230 days maximum which may not be exceeded, but as soon as a person falls below that total he/she may continue to accumulate as before beginning on the first day of July each year.

Accumulated sick leave may be used for sickness in the immediate family or household. "Immediate family" means spouse, parent, brother, sister, or child. "Household" includes person(s) who reside permanently with employee.

G. Extended Sick Leave

An extended sick leave bank shall be established for each employee to be used in the event of a continuous illness or an extended disability which would require the use of more sick leave than he/she had accumulated.

A request in writing, supported by an M.D. certification indicating the nature of the illness and/or disability, and the probable date of return to duty, shall be presented with the request. A medical examination performed by the school physician may be required if the Superintendent of Schools deems it necessary.

One-half (1/2) day shall be placed in the bank for each day of unused sick leave with a maximum accumulation of fifty (50) days, to be used only when an individual has no remaining sick days.

IV. INSURANCE

A. Disability Insurance

Disability insurance will be provided and the premium is to be paid by the District. The District shall continue to pay the health premium while he/she is on disability leave. Fifty percent (50%) of gross salary up to \$170.00 per week for twenty-six (26) weeks.

Sick leave credits used by a unit employee during a period of absence for which an award of compensation has been made and credited to the District as reimbursement for wages paid shall be restored to the employee on a pro-rated basis equal to the sum received.

B. Health Insurance

Effective within sixty days of ratification by the parties, or April 1, 2006, whichever is the later, unit members shall be enrolled in the District's Health Care Plan with a plan overview set forth below:

Deductible	None
Coinsurance	None
Annual Out of Pocket Maximum	None
Lifetime Benefit Maximum	None
Office visits	\$10/visit
Adult Physicals	\$10/visit
Well Child visits	Covered in full
Inpatient Hospitalization	Covered in full
Outpatient Surgery	\$10/visit
Emergency Room	\$25/visit unless admitted within 24 hours
Diagnostic X-Ray	\$10/visit
Diagnostic Lab and Pathology	Covered in full
Kidney Dialysis	Covered in full
Home care	Covered in full
Hospice	Covered in full

Chiropractic

\$10/visit

Three-tiered drug co-payment of \$0, \$10 and \$15.

Employees filling prescriptions with the mail order option may receive a 90 day supply for a \$0, \$10, and \$15 co-payment.

Employees shall have \$200.00 placed in a Medical Reimbursement Account for his or her use as follows:

April 1, 2006 - \$200.00

October 1, 2006 - \$200.00

October, 1, 2007 - \$200.00

This account shall roll over from year to year, but the total dollars in the account may not exceed \$1,000.00.

Employee co-payments for health insurance shall be as follows:

2005-06 – 10% contribution of either the Single or Family Plan to be capped at \$500 for a single or \$1000 for a family plan for the 2005-06 school year.

2006-07 – 10% contribution of either the Single or Family Plans – capped at 550 for a single or \$1100 at a family level

2007-08 – 10% contribution of either the Single or Family Plan – capped at \$600 for a single or \$1150 for a family level

DENTAL PROGRAM:

The benefit structure to the dental plan shall be changed effective April 1, 2006 as follows:

Periodic Oral Evaluation (D0120)	increase to \$18.00
Bitewings 2 films (D0272)	increase to \$19.00
Bitewings 4 films (D0274)	increase to \$27.00
Prophylaxis – Adult (D1110)	increase to \$32.00
Prophylaxis – Child (D1120)	increase to \$26.00
Amalgam 1 (D2140)	increase to \$40.00
Amalgam 2 (D2150)	increase to \$55.00
Amalgam 3 (D2160)	increase to \$67.00

Unit members who are eligible to retire into the New York State Teachers' Retirement system or the New York State Employees' Retirement System and who have served at least ten (10) years in the District will receive this health care benefit into retirement to age 65.

After age 65, the unit member shall be entitled to District paid health insurance under the Medicare supplement plan with the prescription drug card provided.

If an employee dies before retirement, and was otherwise eligible for retirement into the NYS Employees' Retirement System, the surviving spouse shall be eligible for the health insurance benefit described in the first paragraph of this option. If an employee dies after

retirement, the surviving spouse may continue District paid health care coverage. If the surviving spouse remarries, the District paid health care coverage shall be discontinued.

Health Insurance Opt-Out

Employees who have access to health insurance coverage other than through the District or whose spouses have insurance and can show that the district will be reduced by one health insurance policy shall be eligible to waive health insurance coverage from the District and will receive Two Thousand (\$2,000) Dollars per contract year as a one-time lump sum not to be added to the base salary. Employees electing to waive such coverage shall notify the Employer prior to June 1st of each year. New employees shall notify the Employer within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the Employer proof of other coverage. The employee shall provide such proof to the Employer, upon request by the Employer at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason, the employee shall notify the Employer of such loss of coverage and shall be enrolled in the Employer's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

C. *Vision Care*

The CSEA Platinum Vision Plan will be provided to all unit members. Application must be initiated by the unit member.

V. **VACATION/HOLIDAYS**

A. *Vacation*

The employee will receive thirty (30) vacation days per year. Vacation requests are subject to approval by the Superintendent or his designee. Unit members will receive access to vacation days as of July 1. In the year of separation, vacation days will accrue on a prorated basis. These days will be credited according to the following formula: 5 days as of July 1; 5 days as of August 1; and 2 days on the first day of each subsequent month.

B. *Unused Vacation*

Unit members can be paid for up to five days unused vacation in any contract year. This may be paid at the completion of a school year or at the time of retirement. Daily rate is calculated for twelve (12) month personnel using a base of 215 days.

A maximum of 30 unused vacation days may be saved from one year to the next.

C. *Vacation Conversion*

Any unit member with five (5) or more years of service in the bargaining unit shall be eligible to elect to have up to five (5) days of vacation converted to regular salary. The unit member must notify the District prior to June 15 in order that the appropriate

adjustment may be made. In which case, up to five (5) days of vacation will be deleted from the employees allotment and the employee will have his or her regular salary increased by an equivalent amount.

A unit member has the option to make use of one or the other, but not both provisions.

D. Holidays

Fifteen (15) holidays will be granted with full pay. The specific days will be determined by the District.

VI. DURATION OF AGREEMENT

The duration of this agreement shall be for a period commencing July 1, 2005 and ending June 30, 2008.

Each employee reserves the right to re-negotiate any items not covered specifically in this agreement.

HORSEHEADS CENTRAL SCHOOL DISTRICT

by

Director of Human Resources

Date

HHCSA SUPPORT STAFF ASSOCIATION

by

Unit President

Date