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Contract Database Metadata Elements

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Union: **International Brotherhood of Teamsters (IBT)**

Local: **317**

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TOWN OF HORNELLSVILLE

PERSONNEL POLICIES

1/1/98 - 12/31/02

TOWN OF HORNELLSVILLE PERSONNEL POLICIES FOR HIGHWAY DEPARTMENT.

1. Pay Scale
2. Vacations
3. Holidays
4. Sick Leave
5. Personal Days
6. Leave of Absence for Special Services
7. Health Insurance
8. Retirement (describe present plan)
9. Grievances
10. New Hire
11. Longevity PAY

1. PAY SCALE

All new fulltime employees hired will be paid at a rate of ten dollars (\$10) per hour.

There will be a \$150.00 clothing allowance for each fulltime Highway employee each year.

All current Highway employees will follow the pay scale as listed below for the next 5 years:

1998

- A. Each employee salary will remain at its current rate of the year 1998.
- B. For the year 1998 in addition to their base salaries each employee will receive the Cost of Living increase in pay of three percent 3% or what ever the cost of living is for that year.

C. Each employee will receive longevity pay of fifteen cents (.15) per hour based on 5 year increments. Retro from the year they began work for the town.

NYS PUBLIC EMPLOYMENT RELATIONS BOARD

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D. Each employee will receive catch up pay in the amount of fifty cents (.50) per hour.

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CONCILIATION

1999

- A. Each employees salary will remain at its current rate of the year 1999.
- B. For the year 1999 in addition to their base salaries each employee will receive the Cost of Living increase in pay.
- C. Each employee will receive longevity pay of fifteen cents (.15) per hour based on 5year increments if you go to a new level.
- D. Each employee will recieve catch up pay in the amount of seventy-five cents (.75) per hour.
- E. The employees that are currently paying a co-pay on their insurance will no longer have to pay a co-pay.

2000

- A. Each employees salary will remain at its current rate of the year 2000.
- B. For the year 2000 in addition to their base salaries each employee will receive the Cost of Living increase in pay.
- C. Each employee will receive longevity pay of fifteen cents (.15) per hour based on 5year increments if you go to a new level.
- D. Each employee will recieve catch up pay in the amount of one dollar (1.00) per hour.

2001

- A. Each employees salary will remain at its current rate of the current 2001.
- B. For the year 2001 in addition to their base salaries each employee will receive the Cost of Living increase in pay.
- C. Each employee will receive longevity pay of fifteen cents (.15) per hour based on 5year increments if you go to a new level.

2002

- A. Each employees salary will remain at its current rate of the year 2002.*
- B. For the year 2002 in addition to their base salaries each employee will receive the Cost of Living increase in pay.

- C. Each employee will receive longevity pay of fifteen cents (.15) per hour based on 5 year increments if you go to a new level.

2. VACATIONS

- A. One (1) week vacation during the first calander year of employment, provided (4) months of continuous service have been completed.
- B. Two (2) week's vacation after Two (2) years of continuous service.
- C. Three (3) week's vacation after (5) years of continuous service.
- D. Four (4) week's vacation after (15) years of continuous service.
- E. Vacation can accumulate, after 20 years 1 week vacations will be paid on a 40 hour week, or can also be rolled over to sick and personal accumulation. If the employee shall pass away, the beneficiary or spouse will be entitled to said vacation, sick or personal pay.
- F. Highway Superindendent is authorized to designate time when each employee in his department should take vacation--not interfere with the regular schedule of work.
- G. Additional $\frac{1}{2}$ day (one-half) day each year over 20 years added to vacation.

3. HOLIDAYS

New Year's Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteren's Day, Thanksgiving, Day after Thanksgiving Day, Christmas Day, Good Friday (12-3), and Martin Luther King Day.

An employee required to work on a holiday shall receive pay for all hours worked in addition to eight (8) hours of holiday pay for each of those holidays noted above. In case an employee should be required to work on both a holiday and the day officially observed by the Town as the Holiday, he shall receive holiday pay for only one (1) of such days.

4. SICK LEAVE

- A. Six (6) days a year are earned at the rate of $\frac{1}{2}$ day per month. Sick leave not used during the year may be accumulated up to, but not to exceed one hundred twenty days (120) eight (8) hour days.
- B. Any Highway employees on sick leave for more than three (3) days must submit to the Highway Superintendent, a physician's certificate in support of the claim. If

extenuating circumstances exist, they may be brought before the Highway Superintendent and/or the Town Board decide what benefits the employee will receive until he might become eligible for disability or social security benefits.

C. Employees injured and coming within the Worker's Compensation Law, shall be entitled to compensation under the law and no charge will be made against the employee's sick leave.

D. Employees will be called to work for overtime by seniority

5. PERSONAL LEAVE

A. Three (3) days per year. If not used to be added to sick leave.

6. LEAVE OR ABSENCE FOR SPECIAL SERVICES

A. On proof of the necessity of jury service or attending Court for other than personal matters, leave of absence shall be granted with regular pay, less the amount received for said duty.

7. HEALTH INSURANCE

A. Health Insurance coverage with same or comparable coverage will be provided at no cost to all full time employees and their families, unless the employee requests otherwise. At the time of retirement, the number of sick days remaining may be converted to dollars to be used for payment of health insurance premiums for as many months as that dollar amount would allow, in monthly payments, or a lump sum.

~~(See Amendment, Resolution #1-50 attached)~~

8. RETIREMENT

A. A copy of retirement plan is available for inspection in the Town Clerk's Office.

9. GRIEVANCES

A. The following procedure shall be followed in the event that a highway employee feels he has been treated unfairly, and in violation of any contractual incidents of agreement, between the Town Board and the Town highway employees.

It should be assumed that the highway employee will elect one of their group to act as a spokesman and representative for all employees. A grievance may be initiated by an employee with or without this elected representative.

STEP A

A grieved person and/or his representative shall confront the Highway Superintendent and verbally present the grievance.

STEP 1 B

If the incident cannot be resolved verbally, the aggrieved person shall initiate a written grievance no later than ten (10) days following the incident. The

written grievance shall be presented to the Highway Superintendent and he shall reply, within 48 hours of receipt.

STEP 2

If the matter is not resolved in Step 1 B, the employee representative shall complete Step 2 and re-submit to the Supervisor of the Town within 48 hours. The Town Supervisor shall acknowledge and reply with 48 hours following the receipt of Step 2.

STEP 3

If the matter is still unresolved, the matter will come before a grievance committee. The employee and/or his representative shall present the grievance, and the Highway Superintendent and/or the Town Supervisor shall be given the opportunity to offer a rebuttal. The committee will then act on the grievance. Decisions by the committee are final and binding to both parties.

The grievance committee will meet on the matter within thirty (30) days following ratification by either/or both employee and the Town Supervisor.

Grievance committee of 3 members will be chosen, one by the Town Board and one by the Town employees and Town Supervisor.

10. NEW HIRE

All new fulltime employees hired will be paid at a rate of ten dollars (10) per hour.

A. All new employees will be on a six (6) month probation period, to be reviewed by the Highway Superintendent and recommended to the Town Board for permanent status after a satisfactory (6) month period.

NOTE:

Time and one-half shall be paid for any hours in excess of forty (40) hours.

NOTE:

Any further changes in these policies shall be processed through the TOWN BOARD.

Signatures of Town Highway Employees approving the foregoing "Personnel Policies" as of _____.

Gerald Olin

_____ *Yes*

Eugene Briggs

_____ *Yes*

Michael Bracken

_____ *Yes*

Jason Emo

_____ *Yes*

Daniel McMann

_____ *Yes*

Approval by Hornellsville Town Board:

Dated _____

Charles Flanders, Supervisor

_____ *No*

Kenneth Isaman, Councilman

_____ *Yes*

June Shearer, Councilman

_____ *Yes*

Robert Paroda, Councilman

_____ *Yes*

Robert Panter, Councilman

_____ *Yes*