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Contract Database Metadata Elements

Title: **Central Square Central School District and Monitors, Service Employees International Union, AFL-CIO, Local 200United (2008)**

Employer Name: **Central Square Central School District**

Union: **Monitors, Service Employees International Union, AFL-CIO**

Local: **Local 200United**

Effective Date: **07/01/08**

Expiration Date: **06/30/12**

PERB ID Number: **9217**

Unit Size: **39**

Number of Pages: **22**

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MON 9217

Agreement

Between the

*Service Employees International Union
Local 200 UNITED, S.E.I.U., AFL-CIO
Monitors*

and the

Central Square Central School District



July 1, 2008

Through

June 30, 2012

RECEIVED
NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

JAN 14 2010

ADMINISTRATION

39

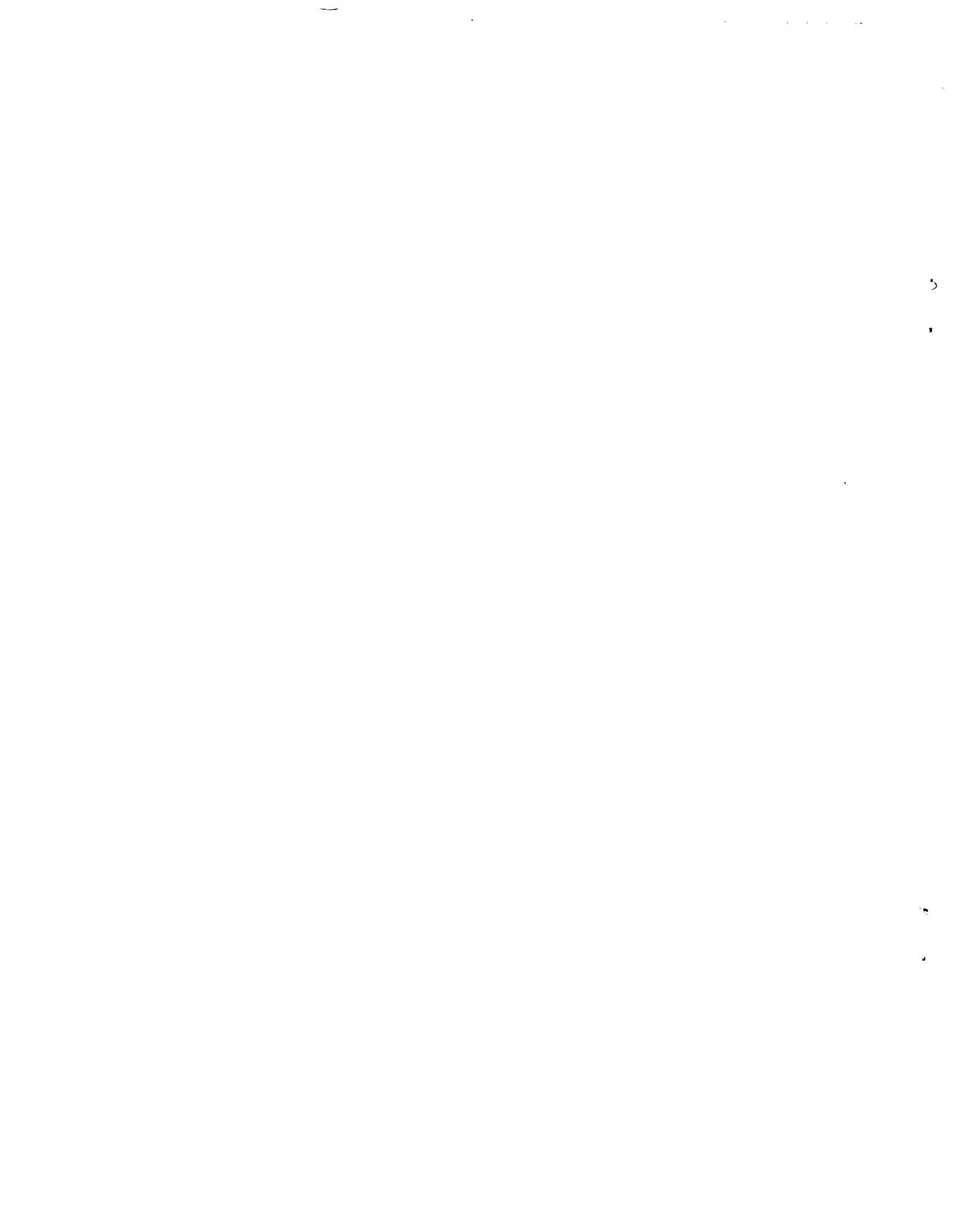


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AGREEMENT

This Agreement is made by and between the Central Square Central School District herein after termed the "District," and the Service Employees' International Union Local No. 200 United S.E.I.U, AFL-CIO of Syracuse, New York herein after termed the "Union."

ARTICLE 1 Recognition and Union Status

- 1.1 The District recognizes the Union for the purpose of collective bargaining for all School Monitors.
- 1.2 Should any new job titles be created during the life of this Agreement, which encompass the range of duties performed by members of this bargaining unit, the District and the Union will attempt to determine whether or not such job title appropriately belongs to the bargaining unit. If both parties are unable to agree, they shall submit the issue(s) to PERB for clarification.
- 1.3 During the duration of this Agreement, the District agrees to negotiate exclusively with the Union.

ARTICLE 2
Union Security

2.1 The Superintendent of the Central Square School District agrees to deduct from salaries of its employee's membership dues or representation compensation (agency fee) for the Union.

The Union will certify to the Superintendent, in writing, the current rate of its membership dues or representation compensation fee. If the Union changes the rate of its membership dues or representation compensation fee, it will give the Superintendent thirty (30) days notice prior to the effective date of such change.

Deductions will be made in the following manner: the total annual membership dues or representation compensation fee, as certified above, will be deducted in sixteen (16) installments, beginning with the first payroll period in July. The Union will provide the Superintendent with a list and the original signed dues authorization cards of those employees who have voluntarily authorized the Superintendent to deduct dues for the Union.

Payroll Deduction Authorization

(Print) Last Name	First	Initial	Building
-------------------	-------	---------	----------

TO: Superintendent of Central Square Central School District pursuant to Chapter 392, Laws of 1967, I hereby designate Local 200United, Service Employees' Union, as my representative for the purpose of collective negotiations, and I hereby request and authorize you, according to arrangements agreed upon with such Union, to deduct from my salary and transmit to the Union the dues as certified by the Union. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization and relieve the Superintendent and the Board of Education and all its officers from liability thereof. This authority will be continuous while employed in this school system until withdrawn by written notice.

Employee Signature	Date
--------------------	------

- 2.2 New employees to the District, hired after the beginning of the deduction period, will have deductions made according to an individual prorated schedule.
- 2.3 Within four (4) weeks of ratification of this Agreement, the District will print and distribute copies of this Agreement to all covered employees.
- 2.4 The District recognizes the right of the Union to designate officers and job stewards from within the bargaining unit. The Union will normally notify the District within ten (10) days of the appointment or election of any of its officers or stewards, with the name of the persons so designated, their office or stewardship, the effective date of their service, and length of their term. Authority of the officers and job steward so designated by the Union shall be as follows:

Article 2 (continued)

- A. The investigation and presentation of grievances in accordance with the provisions of this Agreement.
 - B. The transmission through established District courier routes of such messages, and/or information, which may be authorized by the Union, providing such message and/or information are reduced to writing for distribution or posting on the bulletin boards, are of a routine nature and do not involve the refusal to perform a work assignment.
 - C. No officer shall be engaged in Union activities during working hours except that appropriate job stewards and/or appropriate Union officers may, with the approval of their immediate supervisor, investigate and process grievances under this Agreement during working hours. Such activities shall not interfere with the normal course of work. A written record of time spent investigating or processing grievances shall be submitted with the time sheet of each job steward or Union officer so involved.
- 2.5 Effective January 1st and September 1st of each calendar year, the employees will supply to the Union a complete list of bargaining unit employees including their date of hire and classification.
- 2.6 The District agrees to make available a copy of the approved and ratified Board of Education minutes to the President of the Union as soon as they are available.

Article 3
No Strike Pledge

- 3.1 The Union hereby affirms a policy that it does not assert the right to strike against the school system, nor will it assist in or participate in any such strike by the employees, nor will it impose any obligation on such employees to conduct, assist, or participate in a strike.

ARTICLE 4
Management Rights

- 4.1 The Union recognizes the exclusive right and authority of the District to manage its operation and conduct its business in the balance of the best interests of the students, employees, parents, taxpayers, and general public.
- 4.2 It is understood and agreed that all rights, powers, or authority the District had prior to signing this Agreement are retained by the District except those specifically abridged, deleted, or modified by this Agreement.

ARTICLE 5
Negotiation Procedure

- 5.1 The parties hereto agree that no later than February 1, prior to the expiration of the contract period of this Agreement, they will enter into collective bargaining negotiations.
- 5.2 It is further understood and agreed that any and all tentative agreements reached between the representative negotiating teams will not become binding on either party until ratified by the District and the employees of the Central Square School District who hold membership in the Union.
- 5.3 The District agrees that it will provide the Union with copies of the public budget.
- 5.4 The term 'Collective Bargaining Negotiations' shall include wages, hours, and other conditions of employment within the definition of the Taylor Law.
- 5.5 If an agreement is not reached by May 1, either party may request the State Public Relations Board to assist the parties in making a settlement. If as a result of such assistance, the parties are still unable to reach an agreement, it is agreed that the areas of disagreement will be stipulated and the mediation and/or fact-finding will be requested of the Public Employees Relations Board by the parties.
- 5.6 If any provision of this Agreement or any application of this Agreement should be found contrary to law, then such provision or application will be deemed invalid except to the extent permitted by law, but all other provisions and applications will continue in full force and effect.
- 5.7 The District will provide printed copies of the ratified agreement to each employee in the unit.

ARTICLE 6
Grievance Procedure

6.1 Declaration of Purpose:

Whereas, the establishment and maintenance of a harmonious and cooperative relationship between the Board of Education and its employees is essential to the operation of the schools, it is the purpose of this procedure to secure equitable solutions to alleged grievances of the employees through procedures under which they may present grievances free from coercion, interference, restraint, discrimination, or reprisal, and by which the district and its employees are afforded adequate opportunity to dispose of their differences without the necessity of time consuming and costly proceedings before administration and agencies and /or in the courts.

6.2 Definitions

- A. Grievance shall be defined as a claim that the District has violated an express provision of this Agreement. A grievance may be raised by any employee within the bargaining unit.

Article 6 (continued)

- B. Supervisor shall mean any immediate supervisor or other administrator of supervisory office responsible for the area in which an alleged grievance arises, except for the Chief Executive Officer.
- C. Superintendent shall mean the Superintendent of Schools or other person appointed to act on his behalf.
- D. Aggrieved Party shall mean any person or group of persons in the negotiating unit filing a grievance.
- E. Hearing Officer shall mean any individual or board charged with the duty of rendering decisions at any stage of a grievance hereunder

6.3 Procedures:

- A. All grievances shall include the name and position of the Aggrieved Party, the identity of the provision of the Agreement involved in the said grievance, the time when and place where the alleged events or conditions constituting the grievances existed, the identity of the party responsible for causing the said events or conditions, if known to the Aggrieved Party, and a general statement of the nature of the grievance and the redress sought by the Aggrieved Party.
- B. Except for informal decisions at Stage 1, all decisions shall be rendered in writing at each step of the Grievance Procedure, setting forth findings of fact and conclusions therefore. Each decision will be transmitted to the involved parties.
- C. If a grievance affects a group of employees and is associated with system-wide policies, it may be submitted by the Union directly at Stage Two.
- D. The preparation and processing of grievances shall not be conducted during the hours of employment and shall avoid interruption of employment activity. There may be occasions when this is impossible, and the District may grant an exception.
- E. The District and the Union agree to facilitate any investigation, which may be required, and to make available any and all relevant documents and records concerning alleged grievance.
- F. An aggrieved party and any party in interest shall have the right to all stages of a grievance to confront and cross-examine all witnesses.
- G. No interference, coercion, restraint, discrimination, or reprisal of any kind will be taken by either party or any other participant in the Grievance Procedure by reason of such grievance or participation herein.
- H. The form for filing grievances, serving, taking appeals, and other necessary documents will be jointly developed by the Union and District.

Article 6 (continued)

- I. All documents and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participant.
- J. Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate supervisory personnel and having the grievance informally adjusted without interference of the Union. In the event that any grievance is adjusted without formal determination pursuant to this procedure, while such adjustment shall be binding upon the Aggrieved Party and shall in all respects be final, said adjustment shall not create a precedent or ruling binding upon either of the parties to this Agreement.
- K. If any provision of this Grievance Procedure or any application thereof to any employee or group of employees in the Negotiating Unit shall be finally determined by any court to be contrary to law, then such provision or application will continue in full force and effect.
- L. The Superintendent or his designee shall be responsible for accumulating and maintaining an Official Grievance Record which shall consist of the written grievance, all exhibits, transcripts, minutes, and/or notes of testimony, as the case may be, written arguments and briefs considered at all levels other than Stage 1 (informal) and all written decisions at all stages. Official minutes, if requested by either party, shall be kept at all proceedings at Step 4 with expenses thereof shared by the Board and Union. The Official Grievance Records shall be made available for inspection and/or copying by the Aggrieved Party and the Board, but shall not be deemed a public record.
- M. The existence of the procedure hereby established shall not be deemed to require any employee to pursue the remedies here provided and shall not in any manner impair or limit the right of any employee to pursue any other remedies available in any form.

6.4 Time Limits:

- A. Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended with mutual agreement.
- B. A grievance will be deemed waived unless the written grievance is forwarded at the first available stage within ten (10) working days after the employee knows or should have known of the act or condition on which the grievance is based.
- C. If a decision at one stage is not appealed to the next stage of the procedure within the time limits specified, the grievance will be deemed to be discontinued and further appeal under this agreement shall be barred.
- D. Failure, at any stage of the Grievance procedure, to communicate a decision to the Aggrieved Party within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.

Article 6 (continued)

- E. In the event a grievance is filed on or after June 1, every effort shall be made to settle the grievance by June 30.

Step 1 – Immediate Supervisor

The grievance shall be presented in writing and then orally discussed between the grievant and the grievant's immediate supervisor. The supervisor will confer with all parties in interest before arriving at his decision. If the grievance is not resolved informally, it shall be reduced to writing and presented to the supervisor. The supervisor will respond in writing within seven (7) calendar days of the date of submission.

The written grievance must be signed by the grievant, and set forth the specific contractual provision claimed to be violated, together with a statement of the facts surrounding the grievance and the remedy sought.

Step 2 - Superintendent

A grievance, which is not resolved in Step 1, shall be submitted in writing to the Superintendent or his designee. Within fourteen (14) calendar days after submission of the written grievance appeal, there shall be a meeting between up to three (3) representatives designated by the Superintendent and up to three (3) representatives, including the grievant designated by the Union. The Superintendent shall give a written answer within fourteen (14) calendar days of this meeting.

Step 3 - Board Level

If the decision at Stage 2 is not satisfactory and the grievance is still unresolved, the grievant may submit the grievance to the Board or a committee of the Board for its consideration.

Step 4 - Advisory Arbitration

If the decision by the Board is unsatisfactory, the issue may be submitted American Arbitration Association (AAA). The decision of the arbitrator shall be advisory only.

Step 5 - Board Decision

The Board shall review the decision of the arbitrator and render its final decision within twenty-one (21) workdays of the receipt of the decision of the arbitrator. The decision of the Board shall be final.

The cost of the arbitrator shall be shared equally by the parties.

ARTICLE 7
Discipline and Discharge

- 7.1 The District agrees that no employee with more than six (6) months of service as a regular employee shall be subject to disciplinary action or discharge without bona fide and adequate cause. Any inquiry into the question of bona fide and adequate cause shall be limited to a determination of whether or not the actions of the District were arbitrary or capricious.

Article 7 (continued)

- 7.2 Upon quitting, discharge, or other separation from employment, the District shall pay all money due the employee by the end of the pay period next following the terminating date of his/her services.
- 7.3 An employee shall return to his/her immediate supervisor any school property in his/her possession or assigned to him/her in substantially the same condition as when received, reasonable wear and tear excepted, prior to receiving his/her final pay upon separation from employment. Failure to do so shall render the employee liable for the payment of the fair and reasonable value thereof.
- 7.4 The employees agree to train the respective replacement for a period of at least one (1) week during the last two (2) weeks of employment if requested to do so by the District.
- 7.5 Any employee will give the District two (2) weeks notice prior to terminating his/her employment. The District will give the employee two (2) weeks notice prior to terminating his/her employment. This section does not apply to dismissal for disciplinary actions.
- 7.6 Any employee disciplined or discharged shall be entitled to file a grievance under the grievance procedure contained in this Agreement.
- 7.7 Employees shall be notified in writing of any disciplinary or discharge actions by the District with a copy sent to the Union.

ARTICLE 8
Seniority

- 8.1 Seniority shall begin with the date of appointment to a regular School Monitor appointed by the Board of Education and shall be based on continuous employment with the District, with the exception of extended leaves of absence. Extended leaves of absence shall be interpreted as any leave without pay for a duration of more than thirty (30) days. If there is a common Board of Education appointment date, date of seniority will be determined by order of names of the individuals on the board agenda.
- 8.2 In all cases of layoff, job classification seniority will govern with due consideration for ability to perform the particular job. When the employer rehires any employees in any job classification employees on layoff from said job classification shall be rehired in reverse order in which they were laid off. In the event the employer needs additional employees in said classification, it shall then offer such work to employees on layoff in other job classifications in accordance with their employee seniority, provided such employees are capable of performing the available work.

ARTICLE 9
Job Postings

- 9.1 Employees covered by this Agreement will have an opportunity to bid on openings whenever they occur.
- 9.2 Such job postings shall be made for at least five (5) working days prior to the selection of an employee to fill such job(s) on a permanent basis.

Article 9 (continued)

- 9.3 The posting shall include the rate of pay, hours and location, as well as approximate starting and ending times.
- 9.4 Whenever more than one applicant for a job opening exists, preference shall be given to the employee with the greatest seniority, all other qualifications being equal.

ARTICLE 10
Visitation

- 10.1 The Union, through its representatives, shall have the right to visit the respective schools to discuss Union business with the supervisors or members of the Unit with at least one day's prior notice being given.
- 10.2 The Union Representative shall at all times confine his/her business to Union business and at no time interrupt service.

ARTICLE 11
Bulletin Board

- 11.1 The District agrees to provide a bulletin board space in each school buildings for the exclusive use of the Union for the purpose of posting communications to its membership provided, however, that their content is not derogatory.

ARTICLE 12
Conferences

- 12.1 When the District requires the employee to attend a professional development day, which is scheduled not during their regular work time, the employee will be paid the regular hourly rate for all time spent.
- 12.2 Employees may be required to attend all staff meetings held before or after the regular school day, with no additional compensation, as attendance at the meetings is considered information needed for the employee to do his/her job.

ARTICLE 13
Payroll Deductions

- 13.1 The Central Square District Office will deduct from the employee's pay the cost of one U.S. Savings Bond per month and purchase such bond for him/her on his/her behalf after completion of the proper authorization form.
- 13.2 Application for the Bond-a-Month plan must be made in the June preceding the deduction year and will not be changed during the year.
- 13.3 Deductions may be authorized to a single credit union, Oswego Teachers Federal Credit Union No. 14436.
- 13.4 The District will arrange for direct deposit in a bank for its employees with the understanding there will be no more than one change in deduction per year per employee. If an employee has two (2) occurrences of "deduct" days which result in an overpayment through direct deposit, that employee shall lose direct deposit privilege.
- 13.5 Pay will be annualized for unit members who work 6.5 hours or more a day.

ARTICLE 14
Jury Duty

- 14.1 An employee required to serve on jury duty on a regular work day shall receive for each day served his/her regular salary less any compensation received for such jury duty.
- 14.2 Expense allowances recognized by the County in connection with jury duty service shall not be construed as compensation.
- 14.3 Time lost because of jury duty will not be deducted from accumulate sick leave time or vacation time or personal leave time.
- 14.4 If the employee does not physically serve, he/she is required to return to work as soon as possible.

ARTICLE 15
Leave of Absence

- 15.1 Reasonable requests for a leave of absence up to one year in duration may be granted upon approval of the administration and the Board of Education. Such leave will be without pay and benefits.
- 15.2 Seniority will not be accrued during leaves of absence. Employees' records should state type of leave taken.

ARTICLE 16
Retirement

16.1 All regular employees covered by this Agreement shall have the opportunity to join the New York State Employees Retirement System, as adopted by the New York State Legislature.

ARTICLE 17
Health Insurance

17.1 The District shall pay the following amount towards Blue Cross/Blue Shield Insurance in accordance with the regular schedule workweek of the employee involved based on the below schedule.

<u>Hours Regularly Scheduled</u>	<u>District Contribution to Individual Coverage</u>	<u>District Contribution to Dependent Coverage</u>
30+	95%	95%
25-29	95%	90%
17 1/2-24	85%	80%

Prescription Drug coverage is removed from major medical and is a three tier prescription drug plan that includes a thirty (30) day retail supply at a five dollar (\$5) co-pay for Tier I drugs, a fifteen dollar (\$15) co-pay for Tier II drugs and a thirty dollar (\$30) co-pay for Tier III drugs. In addition, the District will offer a mail order program that includes a ninety (90) day mail order supply of prescription drugs at a ten dollar (\$10) co-pay for Tier I drugs, a thirty dollar (\$30) co-pay for Tier II drugs and a sixty dollar (\$60) co-pay for Tier III drugs.

17.2 The liability of the District shall be limited to those employees who actually enroll in the plan.

17.3 Enrollment in the plan shall be limited to those periods prescribed by the agreement with the insurance carrier.

17.4 Employees who have coverage in any other manner, other than actually paying for their own coverage, may waive their right to be covered by the District.

17.5 United Union Members may elect to participate in the Dental Plan through Service Employees Benefit Fund (SEBF). The cost shall be borne by the employees. For employees who elect for such coverage, the District has agreed to deduct the premium through a payroll deduction.

ARTICLE 18
Personal Days

18.1 A total of three (3) days with pay per year shall be granted for serious illness or death in the immediate family (father, mother, sister, brother, son, daughter, grandparents, grandchildren, spouses, mother-in-law, father-in-law). One day of three (3) may be granted for deaths of other close relatives.

Article 18 (continued)

- 18.1a The Superintendent of Schools, at his/her discretion may require a note from the attending physician verifying the illness requiring use of family illness days.
- 18.2 All monitors will receive pay for one (1) emergency closing day.
- 18.3 One day with pay per school year shall be granted for personal leave purposes. Personal leave purposes shall be defined as business that cannot be attended during non-working hours, that is, appointments beyond the control of the employee. Effective July 1, 2002 employees shall receive one additional paid personal day for a total of two (2) for personal leave purposes.
- 18.4 It is the specific intent that the leaves provided in this section are not granted for the purpose of a "day off" or holiday or to supplement a legal holiday or vacation. Abuse of this privilege shall be cause for appropriate disciplinary action.
- 18.5 All days of unused personal leave will be added to the employees' accumulated sick leave at the end of the fiscal year.
- 18.6 If personal leave is necessary beyond that available to an employee for illness or death in the immediate family, such employee will be allowed with the Superintendent's approval three (3) additional days per year from available accumulated sick leave.

ARTICLE 19
Sick Leave

- 19.1 Sick leave will be granted without loss of pay on the basis of one (1) day per every two month for employees accumulative to 75 days. Credit for each sick day will be awarded on the first calendar day of each two months.
- 19.2 Sick leave shall be awarded on the basis of one (1) day being equivalent to the average number of paid hours in a normal day.
- 19.3 An accounting of accumulated sick leave will be given to each employee at the beginning of each school year.
- 19.4 On retirement under provision of the New York State Employees' Retirement System, each day of unused sick leave accumulated at the time of retirement will be converted to a per diem amount of \$30 per day to be paid to the retiree at the time of retirement.

ARTICLE 20
Holidays

- 20.1 Employees shall receive six (6) paid holidays each year of the agreement. Those holidays shall be as follows: Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, President's Day, and Memorial Day.

Article 20 (continued)

- 20.2 It is understood that the days that are actually declared as holidays will be determined by the District, with such determination being made prior to the commencement of the school year.
- 20.3 In the event that school must be held on one of the previously scheduled holidays, all employees shall be required to work on the scheduled holiday and shall receive an additional day off with pay at some future time which will not conflict with the operation of the schools.

ARTICLE 21
Employee Protection

- 21.1 If an employee is injured on the job, he/she will seek medical attention if he/she so requests or if deemed advisable by the appropriate supervisor. An accident report must be filed by an employee and his/her immediate supervisor within 24 hours of the occurrence of any accident. Any employee who is injured on the job shall not, as a result of such injury, lose seniority or other benefits.

ARTICLE 22
Job Duties and Classifications

- 22.1 A statement of duties and responsibilities for the various positions covered by this Agreement shall be available by the District for each job title.
- 22.2 Employees shall agree to observe the duties and responsibilities as identified prior to accepting appointment to a given position.
- 22.3 Each employee shall have the right to discuss the duties and responsibilities of his/her position with his/her immediate supervisor and make suggestions concerning proposed changes.
- 22.4 Each employee shall receive a written performance appraisal at least once a year. A new employee shall receive a written performance appraisal at the end of his/her probationary period.

ARTICLE 23
Past Conditions

- 23.1 No provisions of this Agreement will be construed as to lower the hourly rate any position covered by this Agreement.
- 23.2 No part of this Agreement shall be construed as to preclude the School District from giving any further benefits to its employees.

Article 23 (continued)

23.3 If either the District or Union wishes to alter any present terms and conditions of this employment, the District and Union shall, with mutual agreement, meet for the purpose of resolving the issue or issues.

ARTICLE 24
WAGES

24.1 School Monitors shall receive the following wage increase:

Effective July 1, 2008	3.75%
Effective July 1, 2009	3.50%
Effective July 1, 2010	3.25%
Effective July 1, 2011	3.00%

24.2 All employees shall be provided with a statement of gross earnings and a statement of deductions taken. Hourly employees shall also be provided with a statement hours of worked for each pay period.

24.3 An employee temporarily assigned by the appropriate supervisor to a position of greater responsibility which pays a higher rate of compensation than his/her regular position will receive the rate of the higher paying position.

24.4 Full time monitors are eligible for a \$250 longevity stipend after 20 years of service. This amount will be for the life of this agreement.

ARTICLE 25
General Conditions

25.1 The District shall maintain a complete first aid kit for the employees' use in an easily accessible location.

25.2 Sanitary arrangements shall be maintained for employees. Soap, towels, washing facilities and necessary items shall be supplied by the District for the employees' use.

25.3 The District will allow the Union to use the facilities for the purpose of union meetings provided the Union gives appropriate notice.

25.4 This contract represents complete collective bargaining and full agreement by the parties in respect to rates of pay, wages, hours of employment, or other conditions of employment which shall prevail during the term hereof and any matters of subject not covered herein have been satisfactorily adjusted, compromised, or waived by the parties for the life of this Agreement.

25.5 All school monitors will be clean, neat, and appropriately dressed so as to present a good appearance to the students and the community.

ARTICLE 26
Miscellaneous

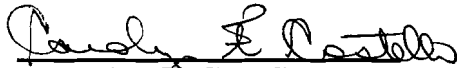
- 26.1 This Contract represents complete collective bargaining and full agreement by the parties in respect to ratio of pay, wages, hours of employment, or other conditions of employment which shall prevail during the term hereof and any matters of subjects not covered herein have been satisfactorily adjusted, compromised, or waived by the parties for the life of this Agreement.
- 26.2 IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISIONS OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREOF SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

ARTICLE 27
Duration

- 27.1 This Agreement shall be effective as of the date of the signing between the parties as agreed to which shall be effective July 1, 2008 and shall terminate as of June 30, 2012.

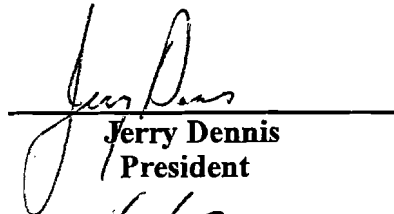
**For the Central Square
Central School District:**

Union Representative:



**Carolyn F. Costello
Superintendent**

6.3.2009
Date



**Jerry Dennis
President**

6/5/09
Date

APPENDIX A

Grievance Form

Date _____

Employee's Name _____

Assignment _____ Location _____

Nature of Grievance _____

Settlement Desired _____

Employee Signature

Date

Association Representative Signature

Date

District Reply _____

Date _____

Signed _____

Position _____

Filed in quadruplicate and distributed:

1. Immediate Supervisor
2. Building Representative
3. Grievance Committee
4. Employee

District

Union

APPENDIX "B"

CENTRAL SQUARE CENTRAL SCHOOL DISTRICT
NON-INSTRUCTIONAL PERSONNEL

REQUEST FOR PERSONAL BUSINESS LEAVE

An employee may request personal business leave on this form for not more than three (3) days per contract year, For approval, the following must be met:

1. The leave must be for reasons beyond the control of the employee.
2. The leave may be granted at the discretion of the Superintendent of Schools.
3. The leave must be requested at least five (5) working days in advance. If an emergency arises, the applying employee should explain the reason for the emergency below.
4. The staff member should indicate the general category by checking the appropriate box below:

- LEGAL MEDICAL
- EMERGENCY (explain)
- OTHER/IMMEDIATE FAMILY (Wedding, Graduation, College Entrance)
- PERSONAL DAY WITHOUT REASON (one per contract year)*

*NOTE: Not all bargaining units have this type of day available to them. Please refer to your contract to determine your eligibility.

From: _____
(Staff Member's Name) _____
(Building or Location)

_____ _____
(Date(s) of Leave) (Position)

_____ _____
(Building Administrator's/Supervisor's Signature) (Date)

Building Administrator's/Supervisors Comments:

SEND COMPLETED FORM TO NON-INSTRUCTIONAL PERSONNEL OFFICE AT DISTRICT OFFICE

- Accepted Rejected

_____ _____
(Date) (Superintendent of Schools)

White Copy – Personnel Office
Yellow Copy – Building Principal
Pink Copy - Employee

