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Title: **Honeoye Falls-Lima Central School District and Honeoye Falls-Lima Para-Professional and School Nurse Unit, Honeoye Falls-Lima Education Association (2007)**

Employer Name: **Honeoye Falls - Lima Central School District**

Union: **Honeoye Falls-Lima Para-Professional and School Nurse Unit, Honeoye Falls-Lima Education Association**

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**AGREEMENT
BETWEEN THE
HONEOYE FALLS-LIMA EDUCATION ASSOCIATION
PARA-PROFESSIONAL/SCHOOL NURSE UNIT and the
SUPERINTENDENT OF SCHOOLS
HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT
For the period from
July 1, 2007 through June 30, 2010**

54 Employees

PREAMBLE

THIS AGREEMENT, made by and between the Superintendent of Schools of the Honeoye Falls-Lima Central School District (hereinafter referred to as the "District") and the Honeoye Falls-Lima Education Association (hereinafter referred to as the "Association"), WITNESSETH:

ARTICLE I - RECOGNITION

- A. The Employer hereby recognizes the Association as the exclusive bargaining representative, pursuant to the Public Employees Fair Employment Act, for an employee unit including all para-professional employees (special education class and resource room, computer, and library para-professionals; in-school suspension and handicapped student para-professionals) and registered nurses, excluding all other employees.
- B. Job descriptions will accurately describe the work responsibilities of each job contained in this bargaining unit. In cases where new jobs are created, the District agrees to negotiate with the Association in regards to the salary to be attached to the job. A copy of the employee's job description is available to the employee from his immediate supervisor on request. A set of existing job descriptions shall be provided to the Association upon request.

ARTICLE II - NEGOTIATION PROCEDURES

- A. The conditions and provisions of the contract remain in effect from 7/1/07 through 6/30/10.
- B. If no successor agreement is reached by July 1, 2010, the automatic step increments on schedule in 2010-11 will be limited to one-half the increment provided in the 2009-10 salary schedule. If no successor agreement is reached by July 1, 2010, the remainder of the 2010-11 increment will be paid in addition to the next full increment and section 209-a.1(e) of the Civil Service Law will apply.

ARTICLE III - GRIEVANCE PROCEDURE

- A. A grievance is a claim by a unit member or the Association that there has been a violation, misinterpretation, or inequitable application of any practice, policy or provision of this agreement.
- B. The grievant will first take the matter up informally and in writing with his/her immediate supervisor. The grievant may be accompanied by a representative of his/her choice. Such informal contact must be made within twenty (20) workdays of the event or occurrence giving rise to the claimed grievance. Within five (5) work days after written grievance is presented to the supervisor, he or she shall without any further consultation with the aggrieved party or any part in interest, render a decision thereon, in writing, and present it to the employee.
- C. After the supervisor's written response, and if the employee still feels the grievance to be meritorious, it must be presented in writing to the Superintendent of Schools within the next 15 work-day period.
- D. If the grievance is not resolved within five (5) work days, it shall be submitted by the grievant to the President of the Board of Education at the District Office within the next 10 work-day period. Within 10 workdays after the conclusion of the hearing, the Board of Education shall render a decision in writing on the grievance.
- E. 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 only by mutual agreement in writing upon notice to all parties of interest. 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. If, after the Board of Education hearing, the employee and/or Association are not satisfied with the decision rendered by the Board, the grievance may be submitted to arbitration by written notice to the Board of Education within fifteen (15) work days after receiving the Board of Education's decision.
- F. Demand for arbitration shall be made to the American Arbitration Association in accordance with its rules and procedures. The decision of the arbitrator shall be final and binding upon all parties.

- G. In the event a grievance is filed on or after June 1, upon request by or on behalf of the aggrieved party, the time limits set forth herein will be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is possible.
- H. Each party shall be responsible for costs of its own representation and presentation, and the parties shall share equally arbitrator's fees and cost of the meeting room if any.

ARTICLE IV - REMUNERATION

- A. Salary Checks
All ten (10) month employees will be paid in either twenty-one (21) or twenty-six (26) installments from September through June.
- B. Compensation for In-service
 - (1) Unit members will be paid their regularly hourly rate for each clock hour of approved in-service education occurring outside the regular workday. Prior approval by the Superintendent will be required.
- C. Overtime
Overtime is granted upon prior approval of the Business Manager to employees at one-and-a-half times their regular rate of pay. Overtime is considered to be any time in excess of 37.5 hours per week.
- D. Mileage
All unit members who necessarily travel between work locations in performance of their duties shall be reimbursed for mileage at the current IRS rate.
- E. Covering for Absent Teacher (Paraprofessionals Only)
Whenever a unit member is required to cover for an absent teacher for one-half school day or more without a substitute teacher, the unit member will be paid, in addition to the regular hourly rate, one-half the substitute rate for the same period of time.
When a teacher, other than the teacher the para-professional works with, will be absent for an entire day, a para-professional will not be assigned to cover unless the District has called the substitute list and there is no substitute available. If the District needs to use a para-professional to cover a class because of the unavailability of a substitute, it will first assign a para-professional who has expressed a willingness to substitute, before assigning someone who prefers not to substitute.
- F. Summer Work (School Nurse)
School nurses will be paid at a per diem rate pro-rated for hours worked if less than a full seven and one-half hour day, for all summer work. The per diem rate will be 1/196 of the 10-month salary.
- G. Tuition Reimbursement
Para-professional unit members shall be reimbursed for 75% of pre-approved tuition expenses that are taken to become a certified K-12 teacher. The claim per credit hour shall not exceed the current SUNY rate per credit hour.. Upon appointment to tenure to an HF-L teaching position, unit members who have received 75% of the approved reimbursement will be reimbursed for the remainder of tuition reimbursement.
Nurse unit members shall be reimbursed up to the current SUNY rate per credit hour for pre-approved work-related course work.
- H. License Reimbursement
The District will reimburse nurses for the cost of their licensing fee up to \$75 every other year.

ARTICLE V - DEDUCTIONS

The District shall deduct from the wage or salaries of Association members and remit to the Association Treasurer the regular membership dues or other authorized deduction with a list of names from whom deductions were authorized by employees who have signed authorization forms directing such deduction or deductions. NYSUT Benefit Trust deductions will be allowed in the automatic payroll deduction.

ARTICLE VI - CONDITIONS OF EMPLOYMENT

- A. Emergency and Holiday Work (Paraprofessionals)
Should an employee be requested to work on an emergency basis on a day said employee is otherwise not scheduled to work, or be requested to work on a holiday, said employee shall be paid at double time for a minimum of four hours or for the number of hours actually worked, whichever shall be greater. The state of emergency is to be determined by the Superintendent of Schools, and holiday work pertains to legal holidays as outlined by the Superintendent of Schools for each school year.
- B. Emergency and Holiday Work (School Nurses)
Should an employee be requested to work on an emergency basis when the employee is otherwise not scheduled to work, said employee shall be paid at a per diem rate that is 1-1/2 times the per diem rate

1 for a minimum of four hours, pro-rated for hours worked beyond four but less than a full seven and
2 one-half hour day.

3 The per diem rate is 1/196 of the 10-month salary. The state of emergency is determined by the
4 Superintendent of Schools, and holiday work pertains to legal holidays as outlined by the
5 Superintendent of Schools for each school year.

6 C. Substitute Para-Professionals

7 Substitutes will be paid the salary schedule first step hourly rate.

8 D. Work Year

9 Unit members' work year shall be as follows:

- 10 (1) Para-professionals will work all days the students are in attendance at the school to which the
11 para-professional is assigned, plus all Superintendent's conference days, and the actual
12 number of days may vary depending on the number of student days scheduled in a year.
- 13 (2) Para-professional for Special Class and Resource Room, Library, and Computer will work all
14 days teachers are in attendance at the school to which the para-professional is assigned. The
15 District may, at its option, assign additional workdays between Labor Day and the end of the
16 school year in June to coincide with the teacher work year. The District may, at its option, offer
17 unit members to work on a teacher work day occurring before Labor Day, but unit members
18 would not be required to attend and normal paid leave allowances would not apply.
- 19 (3) The employment year for school nurses is defined as consisting of one hundred ninety-six
20 (196) days, which includes eight (8) paid holidays, and is based upon seven and one-half (7.5)
21 hours per day. The workday shall include a duty free unpaid lunch period of 30 minutes.
22 Additional days worked will be compensated at a rate based on the unit member's annual
23 salary divided by the guaranteed minimum number of workdays.

24 E. Retirement

25 Membership in New York State Employees' Retirement System - Improved Career Retirement Plan
26 under Section 75-i with Unused Sick Leave (Section 41-j) and the Minimum Death Benefit (Section 60-
27 b) provisions is required and/or available to bargaining unit members.

28 F. Credit for Unused Sick Days

29 An eligible employee who is retiring, after 15 years or more of service within the District, will be granted
30 a service raise equal to \$35.00 for any unused sick day accumulated up to and during his/her final year
31 of service, with a maximum of 250 days. Normally, the retiring employee must file a notice of intent to
32 retire from the District 90 days in advance of the anticipated date of retirement. Only in unusual and
33 generally unforeseen circumstances, such as sudden illness, change in family status, the unit member
34 may file the notice of intent in less than the required 90 days. Payment will be made in one lump sum
35 and included in the last check issued by the District prior to retirement.

36 G. Holidays

37 During the contract period all eligible unit members will receive the following paid holidays: Columbus
38 Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, President's Day, Good Friday
39 and Memorial Day. If Veteran's Day falls on a Saturday or Sunday the day off will be utilized on the
40 Wednesday of Thanksgiving break provided that is not a scheduled day for student attendance.

41 H. Employee Pay and Pro-ration of Benefits (Para-Professionals)

42 All eligible Para-Professionals are entitled to participate in the benefits provided herein on a pro-rated
43 basis determined as outlined below. For the purposes of a unit definition, a full-time employee is
44 defined as an employee regularly employed for 52 weeks per year and working 35 or more hours per
45 week. All other employees are classified as part-time employees and they are paid at their normal rate
46 and for the hours worked.

47	38 Weeks but less than 52 weeks	30 hours or more per week
48		All benefits and 92.5% for Blue Point Health Insurance;
49		90% of Blue Point Value Health Insurance effective
50		3/1/08.
51	38 Weeks but less than 52 weeks	20 hours or more per week but less than 30 hours. All
52		benefits and 46.25% for Blue Point Health Insurance;
53		50% proration of Sick Leave, effective 3/1/08
54	All other personnel	No Benefits

55 Pro-rationing, pursuant to paragraphs above, shall apply to unit members hired after July 1, 1977.

56 I. Staff Development and Conference Attendance

57 The District shall establish an annual fund of \$6,500 for paraprofessionals and Nurses for payment of
58 expenses relating to out-of-district workshops and classes. The fund shall be available to unit
59 members for programs related to unit members' work responsibilities upon prior approval by the
60 Superintendent.

ARTICLE VII - EVALUATION AND JOB SECURITY

A. Evaluation

- (1) The work performance of all employees shall be evaluated annually by their immediate supervisor under the supervision of the appropriate administrator.
- (2) Employees shall be given a copy of any evaluation report prepared by their supervisor.
- (3) An employee shall review each evaluation and attest to his/her review of the evaluation by affixing his/her signature to all copies for the file. Unit members shall also have the right to submit a written response within 30 days of their review of the evaluation with their immediate supervisor for attachment to the evaluation. Said evaluation shall be placed in an employee's personnel file upon his/her refusal to affix his/her signature with notation by the supervisor to that effect.
- (4) An employee shall have the right to review the contents of his/her personnel file and, from the date of this contract, copies of any material added to the personnel file will be provided for the employee, at the request of the employee, with the exception of recommendations of a confidential nature. The employee will have the right to attach any written statement about any such materials added to the file.

B. Filling Vacancies

Current employees will be given first consideration as openings occur, if their qualifications are equal or better than other candidates. All unencumbered openings in unit positions shall be posted for five (5) workdays prior to the time the Board of Education takes action to fill the position. Vacancy notices shall be posted in a plain view in the administrative office of all work places and a copy shall be provided to the unit chairperson in a timely manner.

C. Seniority

Seniority shall be defined as the length of an employee's continuous employment in a job classification within the unit.

D. Layoff, Reduction In Force, Recall

Layoff or reduction in work hours shall be by seniority within a unit job classification beginning with the least senior employee in the job classification. Unit members caught in a layoff or reduction in work hours will be recalled in reverse order of layoff to the job classification from which they were laid off.

E. Discipline and Discharge

No unit member who has completed one full year of service shall be dismissed or disciplined without just cause.

ARTICLE VIII - LEAVES OF ABSENCE

A. Paid Leaves of Absence

- (1a) Sick Leave (Nurses). The employer will grant a total of 15 days of sick leave for the 1st year and 20 days thereafter to all eligible employees each year of employment, cumulative until a maximum of 250 days is reached. For employees hired after the school year begins, sick leave will be paid on a pro-rated basis determined by the number of months worked as a percentage of the fiscal year. A physician's verification of illness may be required by the Superintendent, when absences appear to be excessive. Excessive absence will be determined by the Superintendent of Schools.
- (1b) Sick Leave (Para-Professionals). The employer will grant a total of 15 days of sick leave for any unit member hired on or after July 1, 2008, with no increases in following years. For any unit member hired before July 1, 2008, the employer will grant a total of 15 days of sick leave for the 1st year and 20 days thereafter to all eligible employees each year of employment. Unused sick leave is cumulative until a maximum of 250 days is reached. For employees hired after the school year begins, sick leave will be paid on a pro-rated basis determined by the number of months worked as a percentage of the fiscal year. A physician's verification of illness may be required by the Superintendent, when absences appear to be excessive. Excessive absence will be determined by the Superintendent of Schools.
- (2) Personal Leave. An eligible employee is granted two (2) days personal leave per year for the following reasons:
 - Legal obligations
 - Religious obligations
 - Family obligations

The applicant shall state personal leave as the reason for the request and shall submit the request in writing five (5) days in advance whenever possible prior to the date for which the leave is being requested. This leave shall not apply to the day before and the day after a holiday or vacation.

Special requests for additional personal days may be submitted to the Superintendent by route of the immediate supervisor and will be determined on a case-by-case basis with a view to the particular circumstances involved. The granting or denial of an additional personal day or days should not be considered precedent for the granting of other requests.

- (3) Death in Family. Upon approval of the Superintendent of Schools, eligible employees will be granted four (4) days of leave with full pay during each school year for the purposes of bereavement upon each death of a member of the employee's family and close relatives, and spouse's family and close relatives. For purposes of this section, four (4) days shall mean four (4) school days. Such leave shall not be cumulative and shall not be charged against sick leave.
- (4) Family Illness or Emergency. Eligible employees will be granted a maximum of three (3) days leave with full pay during each school year because of serious illness in his/her immediate family (mother, father, husband, wife, children). The foregoing paid family illness leaves shall be charged against and deducted from the above-stated sick days annual leave allowance, to the extent necessary, and any accrued paid leave balance. One of the days granted in this section may be used for personal leave.
- (5) Professional Leave. Any employee may be granted professional leave on the recommendation of the Superintendent with pay and with reimbursement for reasonable expenses incurred.
- (6) Jury Duty. Time off shall be granted for jury duty when an employee is called for such duty. This time off shall be with pay except that the unit member shall return to the District the per-diem rate paid to him/her for such jury duty. It is understood that moneys paid to the unit member for expenses incurred in the performance of said jury duty shall not be claimed by the District or returned to them.
- (7) Emergency Closing. An employee shall not be required to report to work when emergency conditions force the closing of school for students and faculty. The employee will be paid for the first three emergency closing days but must make up lost time if school is closed for more than three days in any school year.

B. Unpaid Leave of Absence

- (1) Parental Leave. Parental leave will be granted to employees in recognition of both the needs of the employee and the needs of the District.
Ordinarily, a parental leave will not extend for more than a calendar year after the birth or adoption of the employee's child. The maximum period of such a leave will be two years. The starting and ending dates for the leave will be determined after consultation with the employee, the Building Principal, and the Superintendent.
Credit for increments on the salary schedule will not be allowed for years in which more than one-half (1/2) of the year is covered by parental leave without pay. Application for parental leave must be filed with the Superintendent, for final action by the Board of Education.
- (2) Personal Leave. Personal leave of absence without pay may be granted for personal reasons at the sole discretion of the Board.

ARTICLE IX - HEALTH INSURANCE

A. Health Insurance

Commencing March 1, 2008 the District and employee contribution will be based on the RASHP 2 Value Plan with eye care rider with the percentages being District 90% and employees 10%.

Retiree Health Care

The District agrees to pay for the cost of the above health insurance program for unit members who retire from the District under the New York State Employees Retirement System, subject to Article VI, Section G., Employee Pay and Pro-ration of Benefits, according to the following:

15 years of District service	50% of premium cost
20 years of District service	75% of premium cost
25 years of District service	100% of premium cost

This coverage shall extend to the spouse of a deceased retired unit member until remarriage or becoming otherwise insured.

For unit members hired on or after July 1, 2004 the retirement benefit will be modified to provide the following benefits:

At least 15 years of District service	50% of single plan premium for the number of years of District service.
At least 20 years of District service	70% of single plan premium for the number of years of District service.

Appendix A

Salary Schedule for Para-Professionals

<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
	+\$.50	+\$.60	+\$.70
\$8.18	\$8.29	\$8.38	\$8.68
\$8.29	\$8.68	\$8.89	\$9.08
\$8.38	\$8.79	\$9.28	\$9.59
\$8.47	\$8.88	\$9.39	\$9.98
\$8.77	\$8.97	\$9.48	\$10.09
\$9.03	\$9.27	\$9.57	\$10.18
	\$9.53	\$9.87	\$10.27
		\$10.13	\$10.57
			\$10.83

Para-Professionals on the current schedule as of 6/30/07 will receive a raise of \$.50 in 2007-08; \$.60 in 2008-09; \$.70 in 2009-10.

Para-Professionals off the current schedule as of 6/30/07 will receive a raise of 5.5% in 2007-08; 6.0% in 2008-09; 5.0% in 2009-10.

This schedule is in effect only for the term of this agreement for the purpose of graphically representing the agreed raises and new minimum hourly rates. It expires June 30, 2010.

Salary Schedule for School Nurses

<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
	+\$2,000	+\$3,000	+\$3,000
\$19,000	\$20,000	\$22,000	\$24,000
\$20,000	\$21,000	\$23,000	\$25,000
\$21,000	\$22,000	\$24,000	\$26,000
\$22,088	\$23,000	\$25,000	\$27,000
\$22,612	\$24,000	\$26,000	\$28,000

2007-2008 Nurses hired before 2000 receive a raise of \$3,000

Nurses hired after 2000 receive a raise of \$2,000

2008-09 All nurses receive a raise of \$3,000

2009-10 All nurses receive a raise of \$3,000