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Altmar-Parish-Williamstown Csd And
Altmar-Parish-Willt Administrators

AGREEMENT

between the

Altmar Parish Williamstown Central School District

and the

Altmar Parish Williamstown Administrators' Association

July 1, 2001 - June 30, 2003

I. UNIT MEMBERSHIP

The membership of the Administrative Bargaining Unit is comprised of the Building Principals, Assistant Principals, Director of Pupil Personnel Services and the Director of Health, Physical Education and Athletics. The Building Principals, Director of HPEA and the Director of Pupil Personnel Services are 12-month employees. The Assistant Principals are 11-month employees. Unit members that are 11-month employees are expected to work weekdays from September 1st through June 30th, except for the approved Administrative Holidays, unless vacation leave has been approved. The eleventh month of employment will be 20 days of work during July and/or August, to be approved by the immediate supervisor.

II. VACATIONS

Vacation leave will be granted according to the following schedule:

For 12 month employees:

<u>Years of Experience</u>	<u>Vacation Leave</u>
0 to 10 years	20 days/year
over 10 years	25 days/year

For 11 month employees: 15 days/year.

- (a) Experience is defined as years of service as an administrator in the district.
- (b) Vacation -- Unit members are encouraged to take vacation leave when students are not in session. However, with the approval of the Superintendent, up to five (5) days may be taken when students are in session.
- (c) Administrators are encouraged to utilize all vacation in the school year that such time is granted. If, however, an administrator is unable to utilize all vacation time in a given school year, the administrator is permitted to carry over any unused vacation days, but such days must be used by September 1st of the next school year. If such "carry over" days are not used by September 1st, such days will become part of the Administrator's personal "unused sick day accumulation."

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III. HOLIDAYS

Members of the Administrators' Association will be given the same holidays as those granted to members of the Civil Service Employees Association.

IV. INSURANCE

The district will provide the following coverages to unit members:

- (a) Life Insurance -- \$ 40,000
- (b) Dental Insurance (Family Coverage)
- (c) Major Medical and Basic Health Insurance (Family Coverage) in accordance with programs provided the unit members of the Altmar Parish Williamstown Faculty Association. The District will pay 94% of the premiums for these Health Insurance Plans¹ and will enroll unit members in the IRS 125 Flexible Spending Program from which employee contributions towards the Health Insurance premiums will be paid. Additionally, the District will pay 94% of the premium for the Blue Cross and Blue Shield Focus Vision Program – Schedule A (Family Coverage)².

In the event a member of the bargaining unit is not insurable at the regular rate for a person their age, the District will pay a premium equal to the regular rate towards an insurance policy that the administrator purchases.

Unit members shall also have the option of electing to take the premium cost of the life insurance in additional salary and purchasing his/her own insurance.

V. SALARY

To the extent feasible and upon receipt of a properly signed authorization from the administrator, the District will arrange for direct deposit of the employee's paycheck.

For the 2001-2002 school year, the salary paid each unit member will be increased by 4% over the annual salary agreed to for the 2000-2001 school year (after any salary adjustments to unit members per the Letter of Understanding dated June 11, 2001). For the 2002-2003 school year, the salary paid each unit member will be increased by 4% over the annual salary agreed to for the 2001-2002 school year.

For the 2001-2002 school year, the starting salary for any newly hired Assistant Principal will be at least \$50,000.

VI. SICK LEAVE

- (a) Twelve-month Administrators will receive 18 sick days per year. Unused sick days for 12-month Administrators may accumulate to a maximum of 240 days. Eleven-month Administrators will receive 16.5 sick days per year. Unused sick days for 11-month Administrators may accumulate to 230 days. If after the receipt of a contract year's

¹ In the event that federal legislation alters the use of the IRS 125 Flexible Spending program so that it is no longer permissible to pay health insurance premiums with "pre-tax" dollars, the employer share of the health insurance premium shall be increased to 100% and the parties shall immediately begin negotiations on the issue of employee contribution to the basic health insurance program.

² The District will pursue a vision care program that provides benefits similar to BC/BS Focus Vision Program –Schedule B and, when available, in consultation with APWAA, will provide this coverage at the same rate.

allotment of sick days an administrator's total number of days exceeds the "maximum accumulation of sick days", the administrator will have use of his/her total number of days during the contract year. However, as of the end of the contract year, the total number of days may not exceed the "maximum accumulation of sick days."

- (b) Upon retirement, i.e., the time the employee draws benefits from the New York State Teachers' Retirement System, an employee shall receive a lump sum retirement award equivalent to \$45.00 times the number of sick days he/she has accumulated at the time of retirement. However, under no circumstances will the "lump sum retirement award" for unused sick leave be calculated by a "number of days" factor that is greater than the contractually agreed upon maximum number of allowable accumulated sick days.

VII. DUES DEDUCTION

Payroll deduction for membership dues in the School Administrators Association of New York State will be made available to members of the bargaining unit.

VIII. PHYSICAL EXAMS

The District requires that each administrator has an annual physical examination before September 1st of each fiscal year, and that a copy of the exam results be filed with the Superintendent of Schools for placement in the administrator's personnel folder. The District will pay up to \$200 for the cost of any such examination after the exam has been submitted to the employee's health insurance plan for payment.

IX. GRADUATE COURSES

The District agrees to reimburse administrators the cost of tuition for courses taken and passed at an accredited institution up to one semester course per year. Administrators must receive approval of the Superintendent for the course prior to the beginning of the course if tuition reimbursement is expected.

X. EMPLOYEE ASSISTANCE PROGRAM

Provision for an Employee Assistance Program (EAP) similar to that provided teachers in their agreement.

XI. RETIREMENT BENEFITS

Administrators who retire from the Altmar Parish Williamstown School District may elect to continue health and dental insurance coverage under the District insurance plans with the same benefits, the same District contribution, and with the same class of coverage (i.e., individual or family) as was in effect one year to the date of the administrator's retirement. Any increase in benefits accorded active District employees after an administrator's retirement shall be available to the retired administrator, and the cost of such improvement shall be pro-rated at the rate of contribution in effect at the time of retirement of such administrator. District contributions to a retiree's health insurance premium shall terminate upon the retired administrator's becoming eligible for Medicare. Each retiring administrator will also receive a stipend equivalent to \$1,000 for each year of service in the district. To be eligible for these benefits, administrators will have had to work in the District for at least five (5) years.

XII. Administrative Transfer

Members of the Administrators' Association who express a desire to be considered for an administrative opening in the district will be afforded the courtesy of an interview with the Superintendent of Schools prior to the posting of any administrative position. All members of the Administrators' Association will be notified of any administrative openings as soon as they become available and will have ten (10) business days to advise the Superintendent of their desire to be considered for the opening.

XIII. Professional Relationship

In order to effectively fulfill performance responsibilities of their positions by adhering to and enforcing the collective bargaining agreements with other district units (e.g., Teachers' Association, Civil Service, Clerical, etc.), the members of the Administrators' Association will have input into District negotiation proposals for these units. Administrators will be consulted when issues that are on the table and subject to negotiations for these other units need clarification and input. These discussions will be strictly confidential.

XIV. Meetings with the Board of Education

In order to facilitate articulation between the District and the APWAA, both parties agree to meet together two (2) times during each school year (preferably once in the Fall and once in the Spring).

XV. CONTRACT AMENDMENT

This agreement may only be altered or amended by mutual consent of the parties.

Dated: 6/11/01 by: Hollace H. Craven
Dr. Hollace H. Craven, Superintendent of Schools

Dated: 6/1/01 by: Mary Ann Phillips
Mary Ann Phillips, President, APW Board of Education

Dated: 6/4/01 by: Bruce D. Amey
Bruce D. Amey, for APW Administrators' Association

A Memorandum of Understanding between the APWCSD and the APWAA:

All 12-month unit members employed prior to November 1, 2000 will receive an increment in their 2000-2001 salary (for calculation purposes only) prior to any increases that may be contained in the negotiated agreement, effective July 1, 2001. 12-month unit members employed prior to November 1, 2000 and the respective increments are: High School Principal (\$4,000), Middle School Principal (\$6,000), Altmar Principal (\$4,000), Director of Health, Physical Education and Athletics (\$5,000), and Director of Pupil Personnel Services (\$5,000). There is no intent that the aforementioned 12-month unit members should receive this increment in actual dollars retroactive for the 2000-2001 contract year; however, the fact that this memorandum does not include retroactivity for this particular increment is not intended to set a precedent for any future salary increments or agreements.

Signed: Dr. Hollace H. Craven, Superintendent on behalf of the APWCSD

Hollace H. Craven Date: June 11, 2001

Bruce D. Amey on behalf of the APWAA

Bruce D. Amey Date: June 11, 2001