Retail and Education Collective Bargaining Agreements - U.S. Department of Labor

9-9-1982

City of New York Board of Education of the City School District and Board of Education Employees, District Council 37, American Federation of State, County and Municipal Employees, AFL-CIO, Local 372 (1982)

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City of New York Board of Education of the City School District and Board of Education Employees, District Council 37, American Federation of State, County and Municipal Employees, AFL-CIO, Local 372 (1982)

Keywords
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AGREEMENT
between
The Board of Education
of the
City School District
of the
City of New York

and

Board of Education Employees, Local 372
District Council 37
American Federation of State,
County and Municipal Employees
AFL-CIO

covering

Family Worker
Family Assistant
Family Associate
Parent Program Assistant

September 9, 1982 - September 9, 1984
BOARD OF EDUCATION
OF THE
CITY OF NEW YORK

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AGREEMENT MADE AND ENTERED INTO by and between THE BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT OF THE CITY OF NEW YORK (hereinafter referred to as the "Board") and BOARD OF EDUCATION EMPLOYEES, LOCAL 372, DISTRICT COUNCIL 37, AMERICAN FEDERATION OF STATE, COUNTY and MUNICIPAL EMPLOYEES, AFL-CIO (hereinafter referred to as the "UNION").

WHEREAS, the Board has voluntarily endorsed the practices and procedures of collective bargaining as a peaceful, fair and orderly way of conducting its relations with its employees insofar as such practices and procedures are appropriate to the special functions and obligations of the Board, are permitted by law and are consonant with the paramount interests of the school children, the school system and the public; and

WHEREAS, the Board, on March 8, 1962, adopted a Statement of Policies and Practices with Respect to Representation of Pedagogical and Civil Service Employees for Purposes of Collective Bargaining with the Board of Education (hereinafter referred to as the "Statement of Policies"); and

WHEREAS, pursuant to the Statement of Policies and pursuant to the provisions of the Public Employees Fair Employment Act (Chapter 392 of the Laws of 1967 as amended by Chapter 24, 391 et seq. of the Laws of 1969), in a secret ballot election conducted among employees in the titles of Family Worker, Family Assistant, Family Associate and Parent Program Assistant, in Programs to Strengthen Early Childhood Education in Poverty Areas, Prekindergarten Classes in Poverty Areas, and More Effective Schools, to determine which labor organization they wished to represent them in collective bargaining with the Board, the Union received a
majority of votes and the Board issued a Certificate of Exclusive Bargaining Status to the Union on January 21, 1970; and

WHEREAS, after an appropriate showing of majority representation, the Board also certified the Union on April 6, 1971, as the representative of employees in these same titles in programs other than programs to Strengthen Early Childhood Education in Poverty Areas, Prekindergarten Classes in Poverty Areas, and More Effective Schools; and accordingly the Union became the exclusive bargaining representative of all employees in these titles; and

WHEREAS, the Board and its designated representatives have met with the representatives of the Union and fully considered and discussed with them, in behalf of the employees in the bargaining unit, changes in salary schedules, improvement in working conditions, and machinery for the presentation and adjustment of certain types of complaints; it is agreed as follows:
ARTICLE I

UNION RECOGNITION

The Board recognizes the Union as the exclusive bargaining representative of all employees employed in the titles of Family Worker, Family Assistant, Family Associate, Parent Program Assistant and Family Auxiliary (CETA), which is equated to the title of Family Worker. These persons and each of them are hereinafter referred to variously as "employees" or "employee," as "employees (or employee) in the bargaining unit," or "employees (or employee) covered by this Agreement," or "paraprofessional" or "paraprofessionals."

During the term of this Agreement should the Board employ a new title or category of employees having a community of interest with employees in an existing bargaining unit described herein, employees in such new title or category shall be included within the existing unit, and upon request of the Union the parties shall negotiate the terms and conditions of employment for such new title or category of employees; but nothing contained herein shall be construed to require re-negotiation of terms and conditions of employment applicable to employees in the existing bargaining unit as a result of the Board's redesignation of the title or category of employees in the unit.

Nothing contained herein shall be construed to prevent any Board official from meeting with any employee organization representing employees in this bargaining unit for the purpose of hearing the views and proposals of its members, except that, as to matters presented by such organizations which are proper subjects of collective bargaining, the Union shall be informed of
the meeting and, as to those matters, any changes or modifications shall be made only through negotiation with the Union.

It is understood that all collective bargaining is to be conducted at Board headquarters level. There shall be no negotiations with the Union or with any other employee group or organization at the school or any other level.

Nothing contained herein shall be construed to prevent any individual employee from (1) informally discussing a complaint with his immediate superior or (2) processing a grievance in his own behalf in accordance with the complaint and grievance procedures hereinafter set forth in Article XXI.

Nothing contained herein shall be construed to deny to any employee his rights under Section 15 of the New York Civil Rights Law or under applicable civil service laws and regulations.
ARTICLE II

FAIR PRACTICES

The Union agrees to maintain its eligibility to represent all employees by continuing to admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex or marital status and to represent equally all employees without regard to membership or participation in, or association with the activities of, any employee organization.

The Board agrees to continue its policy of not discriminating against any employee on the basis of race, creed, color, national origin, sex, marital status or membership or participation in, or association with the activities of, any employee organization.
### ARTICLE III

**RATES OF PAY**

**A. Rates of Pay**

Employees in the bargaining unit will be paid at the following rates per hour:

<table>
<thead>
<tr>
<th>Titles</th>
<th>Effective Sept. 9, 1982</th>
<th>Effective Nov. 9, 1982</th>
<th>Effective Sept. 9, 1983</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Worker</td>
<td>$5.47</td>
<td>$5.96</td>
<td>$6.35</td>
</tr>
<tr>
<td>Family Worker &quot;A&quot;</td>
<td>5.96</td>
<td>6.45</td>
<td>6.84</td>
</tr>
<tr>
<td>High School equivalency diploma or Pre-1968*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Assistant (1)</td>
<td>6.12</td>
<td>6.61</td>
<td>7.00</td>
</tr>
<tr>
<td>Family Assistant &quot;A-1&quot;(1a)</td>
<td>6.22</td>
<td>6.72</td>
<td>7.11</td>
</tr>
<tr>
<td>Family Assistant &quot;A-II&quot;(2)</td>
<td>6.31</td>
<td>6.81</td>
<td>7.20</td>
</tr>
<tr>
<td>Family Assistant &quot;B&quot; (3)</td>
<td>6.56</td>
<td>7.08</td>
<td>7.48</td>
</tr>
<tr>
<td>Family Associate (4)</td>
<td>7.51</td>
<td>8.11</td>
<td>8.58</td>
</tr>
<tr>
<td>Parent Program</td>
<td>7.93</td>
<td>8.56</td>
<td>9.06</td>
</tr>
</tbody>
</table>

*Employed in title in the fall term of 1967 and continuously thereafter.

1. **Educational Requirement:** High school diploma, or high school equivalency diploma, and one year of experience in the program

1a. **Educational Requirement:** 15 semester hours of approved college courses

2. **Educational Requirement:** 30 semester hours of approved college courses

3. **Educational Requirement:** 45 semester hours of approved college courses

4. **Educational Requirement:** 60 semester hours of approved college courses and two years of experience as a Family Assistant, or 90 semester hours of approved college courses and one year of experience in the program.
(5) Educational Requirement: 60 semester hours of approved college courses and three years of experience as a Family Assistant or Family Associate or both, or 90 semester hours of approved college courses and two years of experience in the program.

Employees in the bargaining unit who were employed as of the last day of the program in June 1970 in any of the titles set forth above will be paid the rates specified above for the respective titles based on the educational requirements in effect on that date.

Employees in the bargaining unit will advance to the next higher title upon satisfactorily completing the following requirements:

1. A Family Worker or Family Worker "A" with one year's experience in the program will be advanced to Family Assistant upon being awarded a high school diploma or a high school equivalency diploma.

1a. A Family Assistant will be advanced to a Family Assistant "A-I" upon satisfactorily completing 15 semester hours of approved college courses.

2. A Family Assistant "A-I" or a Family Assistant will be advanced to Family Assistant "A-II" upon satisfactorily completing 30 semester hours of approved college courses.

3. A Family Assistant "A-I" or a Family Assistant "A-II" or a Family Assistant will be advanced to Family Assistant "B" upon satisfactorily completing 45 semester hours of approved college courses.

4. A Family Assistant "B" or a Family Assistant "A-II" or a Family Assistant "A-I" or a Family Assistant will be advanced to a Family Associate upon satisfactorily completing 60 semester hours
of approved college courses and two years of service as a Family Assistant or a Family Assistant "A-I" or a Family Assistant "A-II" or a Family Assistant "B", or upon satisfactorily completing 90 semester hours of approved college courses and one year of service in the program.

5. A Family Associate will be eligible for assignment to Parent Program Assistant upon satisfactorily completing 60 semester hours of approved college courses and three years of service as a Family Assistant or a Family Assistant "A-I", or "A-II", or "B", or as a Family Associate. A Family Associate not having three years' experience as required in the preceding sentence will be eligible for assignment to Parent Program Assistant upon satisfactorily completing 90 semester hours of approved college courses and two years of service as a Family Assistant or a Family Assistant "A-I" or "A-II" or "B", or as a Family Associate.

B. Adjustment of Rates of Pay

The Rates of Pay shown in Section A above have been adjusted downward to reflect the agreement between the Board and the Union to permit the application of a part of the wage increase provided for in the 1982-1984 Municipal Coalition Economic Agreement of June 1982 to fund the contribution of 10 cents per hour effective July 1, 1983 which the Board is required to make to the DC 37 Health and Security Fund.

C. Municipal Coalition Economic Agreement

Incorporation in this Agreement.

The 1982-1984 Municipal Coalition Economic Agreement entered into by the parties and effective as of July 1, 1982, is incorporated into this Agreement as required by Section 11 of the 1982-1984 Municipal Coalition Economic Agreement.
ARTICLE IV

WORK YEAR

The work year for employees in the bargaining unit will begin on the Wednesday before the opening of school in September and will end at the conclusion of the regular school year in June.

Employees assigned to programs which start at the beginning of the school year will report for orientation and work on the Wednesday before the opening of school in September and will be paid at their regular rates. Other employees will report for orientation and work on the day the program to which they are assigned starts, and will be paid at their regular rates.
ARTICLE V
HOURS OF WORK

A. Assignment to programs which in the 1974-75 school year re­
quired 5 hours of work per day, or 25 hours of work per week, shall
be made for 5 hours and 30 minutes per day or 27-1/2 hours per week.
B. Assignment to programs which in the 1974-75 school year re­
quired 6 hours of work per day, or 30 hours of work per week, shall
be made for no less than 27-1/2 hours per week.
C. Assignment to programs shall be made for no less than 20 hours
per week for paraprofessionals who are not covered by Section A or
B of this Article, effective at the start of the 1977-78 school
year.

Where an exception to the 20 hours per week assignment may be appro­
priate, the Board and the Union shall meet with the aim of reaching
an agreement as to the disputed assignment. Either party may file
directly at arbitration a dispute arising under this paragraph.

ARTICLE VI
HOLIDAYS

Employees in the bargaining unit will be paid for all school
holidays and all other regular school days on which the schools
are closed for special observance or emergencies pursuant to action
of the Chancellor or Community Superintendent.
ARTICLE VII
VACATIONS AND SUMMER PAYMENTS

A. Employees in the bargaining unit will be given the following vacations with pay at their regular rate:

1. The Christmas school recess and the spring school recess.

2. Ten days of vacation at the conclusion of school in June.

The ten days of vacation shall be pro-rated at the rate of one day of vacation for each month, or major portion thereof, of service during the school year.

Christmas Day, New Year's Day and Good Friday are not deemed vacation days but are included in paid holidays under Article VI.

B. Summer Payments

1. In each year of the agreement there shall be two summer payments, one for July and one for August which shall be based on the number of hours paid to the employee during the school year, in accordance with the pattern listed below:

<table>
<thead>
<tr>
<th>Position</th>
<th>July &amp; August 1983</th>
<th>July &amp; August 1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Worker</td>
<td>$475.31</td>
<td>$514.39</td>
</tr>
<tr>
<td>Family Worker A</td>
<td>514.39</td>
<td>553.47</td>
</tr>
<tr>
<td>Family Assistant</td>
<td>527.15</td>
<td>566.23</td>
</tr>
<tr>
<td>Family Assistant A-I</td>
<td>535.92</td>
<td>575.00</td>
</tr>
<tr>
<td>Family Assistant A-II</td>
<td>543.10</td>
<td>582.18</td>
</tr>
<tr>
<td>Family Assistant B</td>
<td>564.63</td>
<td>604.51</td>
</tr>
<tr>
<td>Family Associate</td>
<td>646.77</td>
<td>692.23</td>
</tr>
<tr>
<td>Parent Program Assistant</td>
<td>682.66</td>
<td>730.51</td>
</tr>
</tbody>
</table>

2. Based on the payments provided in paragraph 1 above, employees shall not be entitled to receive unemployment insurance
during the summer periods and the Board of Education shall so notify both the employees and the New York State Unemployment Insurance Board. The Board of Education shall contest any request for Unemployment Insurance Benefits for the summer period made by an employee receiving payments pursuant to paragraph 1 above. In order to receive the August summer payment, the employee shall be required to sign an affidavit stating that he or she did not request nor receive the Unemployment Insurance Benefits for the summer period for the year for which the summer payment is made. The Union shall indemnify the Board of Education for any Unemployment Insurance Benefits payments made to employees receiving payments pursuant to said paragraph 1.

3. For the purposes of this provision, summer payment shall be deemed to cover the period from the end of the third to last weekday in June until the Wednesday following Labor Day.

4. Employees who are laid off prior to fifteen weeks of continuous service shall not be entitled to summer payments for the summer following the period worked.

5. Entitlement to the summer payments shall be further conditioned upon the employee's execution of appropriate statements attached as exhibits to this Agreement.
ARTICLE VIII

WELFARE FUND and IN-SERVICE/CAREER TRAINING

1. Effective September 9, 1981, the Board will provide funds at the rate of $450.00 per year on a pro-rata basis per month during the regular school year on behalf of each employee covered by this Agreement, whether a member of the Union or not for the purpose of making available for each such employee supplemental welfare benefits, under a plan to be devised and established jointly by the representatives of the Board and of the Union.

2. Subject to the provision of Section 5a. (i) or (ii) of the 1982-84 Municipal Coalition Economic Agreement, effective September 9, 1983, the Board will provide funds at the rate of $525.00 per year on a pro-rata basis per month during the regular school year on behalf of each employee covered by this Agreement, whether a member of the Union or not for the purpose of making available for each such employee supplemental welfare benefits, under a plan to be devised and established jointly by the representatives of the Board and of the Union.

3. Effective January 1, 1976, the Board will provide additional funds at the rate of $20.00 per year per employee whether a member of the Union or not, on a pro-rata basis per month during the regular school year for the purpose of making available monies for in-service/career training under a plan to be devised and established jointly by the representatives of the Board and of the Union.

4. Effective July 1, 1977, the Board will continue to make payments for supplemental benefits at the rates per year set forth herein on a pro-rata basis per month during the regular school year for ninety days from the day of layoff on behalf of each laid off employee.
5. Subject to a separate agreement between the Board and the Union, the Union shall be entitled to receive such separate contributions as may be provided in this agreement for welfare, training, and legal service benefits as a single contribution to be paid by the employer to the District Council 37 Benefit Fund Trust. Such contributions shall be held by the trustees of that Trust for the exclusive purpose of providing, through other trusteed funds, welfare, training, and legal services benefits for the employees so covered as well as any other benefits as the Board and the Union may agree upon. The Board shall continue to have the right to review and approve the distribution of funds to, and the level of, benefits provided by the Trust or individual funds.

6. Effective September 9, 1983, the Board shall contribute to the DC-37 Health and Security Fund 10 cents per hour for each hour paid to an employee. Payments shall be made in quarterly installments. This amount is in addition to the contributions made in Section 1 of this Article.

B. IN-SERVICE/CAREER TRAINING

It is the joint purpose of the parties that employees in the bargaining unit be afforded an opportunity to qualify for advancement to professional positions with the Board of Education through experience and through appropriate undergraduate in-service/career training at an accredited college. To achieve this purpose, the Board will make available each school year to all employees covered by this Agreement, six semester hours of career training each semester and six additional semester hours of career training during the summer, each semester hour being equivalent to one credit, and it is further agreed that:
1. School-Year Training

   a. The Board will grant each college semester to bar-
      gaining unit employees having a work program of 25 hours per week
      released time of two hours per week with pay for study at an ap-
      proved college or for high school equivalency training, provided
      that in that semester the employee is enrolled for and completes
      a total of at least five semester hours of such study or training.

   b. The Board will grant each college semester to bar-
      gaining unit employees having a work program of 27-1/2 hours per
      week released time of 2-1/2 hours per week with pay for study at
      an approved college or for high school equivalency training, pro-
      vided that in that semester the employee is enrolled for and com-
      pletes a total of at least five semester hours of such study or
      training.

   c. The Board will grant each college semester to bar-
      gaining unit employees having a work program of 30 hours or more
      per week released time of three hours per week with pay for study
      at an approved college or for high school equivalency training,
      provided that in that semester the employee is enrolled for and
      completes a total of at least six semester hours of such study or
      training.

   d. Employees in the bargaining unit having a work pro-
      gram of 20 hours per week will be paid for an additional two hours
      per week for time spent during a college semester in approved col-
      lege study or high school equivalency training, provided that the
      employee is enrolled for and completes in the semester a total of
      at least four semester hours of such study or training.

2. Summer Training

- 15 -
In the summer the Board will make available to all employees covered by this Agreement having a high school or high school equivalency diploma, a six-week college summer career training program. For those employees not having a high school or high school equivalency diploma, the Board will make available a six-week high school equivalency summer in-service/career training program.

b. The Board will pay a stipend of $40.00 per week to each employee who regularly works 27-1/2 hours per week during the spring semester or who is recalled from layoff to such an assignment during the spring semester for satisfactory attendance in the summer inservice/career training program.

c. Employees who work for the Board of Education while in attendance in the summer in-service/career training program shall not receive the stipend.

d. Effective with the summer of 1977, a paraprofessional who enrolls in the high school equivalency summer in-service/career training program for two summers and does not pass the examination shall not be eligible for the stipend in the succeeding summers for the high school equivalency summer in-service/career training program.

e. The stipend for satisfactory attendance in the college inservice/summer career training program shall be paid to employees who enroll for six credits during the summer.

3. Other Provisions

a. Beginning with the Summer 1977 in-service/career training program, the following shall apply:
1. Paraprofessionals must enroll for and complete at least three credits of study during each semester in which they enroll in the program.

2. Paraprofessionals must apply for available tuition assistance applicable to the semester in which they are enrolled in the in-service/career training program, provided that, in so doing, the cost of the program to the Board will be reduced. The amount of tuition assistance received by paraprofessionals or on their behalf shall be paid to the Board.

3. The Board shall provide $140.00 per semester for each enrollee in the college in-service/career training program, provided that the paraprofessional makes a good faith effort to complete the course or courses in which he is enrolled.

4. Unless there are extenuating circumstances, the Board shall be entitled to recover from a paraprofessional who fails to apply for tuition assistance, except when he is excused from applying under the terms of paragraph 2 above, or who fails to complete the course or courses in which he is enrolled, the amount of the expenses incurred by the Board and attributable to the incompleted course or courses, or attributable to the failure to apply for the tuition assistance.

5. The Union shall administer the in-service/career training program. However, the Board shall maintain the right of access to any and all information and facilities as may be necessary to insure compliance with this Agreement.
ARTICLE IX
OPPORTUNITY FOR SUMMER WORK

Summer work at their regular schedule of hours which may be available in their titles in the district shall be given to applicants in the bargaining unit in order of seniority.

For the purpose of this Article, seniority is defined as length of service as a paraprofessional employee in the bargaining unit in the district.

Summer work shall be paid at the rates specified in Article III.

ARTICLE X
HEALTH INSURANCE

A. The Board will provide employees covered by this Agreement who regularly work 20 hours or more a week from September through June and who return to work the following September with health insurance coverage on a 12-month basis.

B. Effective July 1, 1977, employees who are laid off and who are covered by a health and hospital insurance plan at the time they are laid off shall continue to be so covered for ninety days from the day on which they are laid off, and the Board will pay the full cost of such coverage.
ARTICLE XI
SICK LEAVE

a. Employees will be granted one-day's sick leave with pay for each month of work during the regular school year. Unused sick leave shall be cumulative from month to month during the school year and from year to year up to a maximum of 145 days.

b. Employees whose sick leave allowance is exhausted shall have the right to apply to the Personnel Board to borrow against future sick leave in accordance with applicable administrative regulations.

c. Information on accumulated sick leave will be given to each employee, in writing, once a year.

d. Paraprofessionals serving in schools shall not suffer loss of sick leave days for absence due to illness from the following children's diseases: rubeola (measles), epidemic parotitis (mumps), and varicella (chicken pox). It is understood that this paragraph does not apply to rubella (German measles).

e. Employees with two years of service who leave for reasons of illness shall, subject to approval of the Medical Board, be entitled to return within one year on the basis of seniority and shall regain the seniority and other rights they had before leaving.

f. Employees who work during the summer will be granted one day of sick leave with pay for each month of work or major portion thereof. Sick leave days so earned are cumulative from month to month during the summer. Unused sick days earned during the summer shall be carried over to the regular school year up to the 145 day maximum.

g. Sick leave may be used in units of one hour.
ARTICLE XII
LAYOFF AND RECALL

A. Definitions

Seniority shall be defined as length of service as a paraprofessional employee in the bargaining unit in the district or in the case of high schools in the borough.

Should there be any program operated under the purview of the City Board (other than high schools or Special Education), a separate city-wide seniority list shall be established for that program for the purposes of layoff and recall.

An "available position" as used herein is a new or vacant position or the position of a paraprofessional on leave.

Employees who have served as School Aides, Film Inspection Assistants or Hourly School Lunch Helpers, and who are accepted for positions covered by this Agreement in the same district or borough (if a high school) shall be credited with their accumulated seniority in their previous titles up to one year for purposes of layoff and recall only.

B. Layoff and Excessing

In the event of layoff of employees in the bargaining unit because of lack of work, the employee with the least seniority in the district, or in the case of high schools in the borough, shall be selected for layoff except that an employee who would otherwise be laid off on the basis of seniority may be retained only if and so long as he is performing duties which no other more senior employee is qualified to perform.

When two or more employees with an identical seniority date in the bargaining unit are scheduled for layoff or recall, a lottery
drawing shall be held to determine selection of the employee to be laid off. The Union representative shall be present at the lottery drawing. Only one such lottery drawing shall be necessary to determine seniority for the list.

If the need should arise to excess employees from one location to another, the employee or employees selected for that action will be the employee or employees with the least seniority in the district, or in the case of high schools or special education, in the borough, from the group of employees in the location where the excessing is to take place.

C. Recall

Recall of employees who are laid off because of lack of work shall be made to available positions in the bargaining unit in the district, or in the case of high schools in the borough, on the basis of greatest seniority except that:

(1) Available positions as Parent Program Assistant shall be offered first to employees who had the title of Parent Program Assistant at the time of layoff on the basis of greatest seniority in that title, and

(2) An employee with less seniority may be recalled if he is required to perform duties that a more senior employee on layoff is not qualified to perform.

D. Retention of Seniority

An employee in the bargaining unit who is laid off because of lack of work and who is recalled within four years shall regain the seniority he had and shall be credited with the accumulated sick leave to which he was entitled at the time he was laid off. An employee who is not recalled within four years shall be considered terminated.
F. Notice of Layoff

Employees and the Union will be given ten working days notice of layoff except for compelling reasons. The Union will be given twenty working days notice of a mass layoff at a school except for compelling reasons.

F. Exceptions to this Article, based on qualifications, shall have the prior approval of the Community Superintendent or for the high schools of the appropriate Assistant Superintendent or for Special Education, the Executive Director. Grievances arising out of such exception shall be appealable directly to Step 3 of the expedited grievance procedure. If a grievance arising from such exception is appealed to the Grievance Panel, such appeal shall take precedence over all other scheduled appeals.

G. If the Community Superintendent or the Executive Director of the Division of High Schools approves such exception specifically for the purpose of layoff or recall of a more or less senior employee that employee shall file a Step 3 grievance within two days of knowledge of that decision and the Board of Education shall schedule a hearing and render a decision within four school days. If the Step 3 award is unsatisfactory to the employee an arbitration hearing will be scheduled and a decision rendered within ten calendar days.

H. Temporary Assignment

Employees who are laid off in a district shall be considered for temporary employment in programs operated centrally before any new employee is hired in such programs, until they are recalled. Upon being recalled to their district they shall regain only the seniority they had when they were laid off.

Lists of laid off employees will be disseminated to the districts.
ARTICLE XIII

POLICY CONCERNING APPLICATIONS FOR POSITIONS

A. Employees may apply for positions in the bargaining unit in schools within the district, or in the case of high schools and Special Education schools in the borough, other than the one in which they are serving. An employee with more than the equivalent of one school term of continuous service who applies in writing for an opening will be interviewed and, if deemed qualified, will be given preference over applicants outside the school system or employees on layoff for employment in another school.

An "opening" is a vacancy created by the termination or transfer of a regularly employed employee or a new position to the work location or a position in a newly constructed work location, except that openings created by a transfer shall not be subject to the posting requirements of this Article and shall be available only to those employees who have an existing application for transfer to the school in question on file with the District office, or for High schools with the Division of Personnel, and for Special Education with the Division of Special Education.

Exceptions to this Article, based on qualification must have the prior approval of the Community Superintendent or for high schools of appropriate Assistant Superintendent. Grievances arising out of such exception shall be appealable directly to Step 3 of the expedited grievance procedure. If a grievance arising from such exception is appealed to the Grievance Panel, such appeal shall take precedence over all other scheduled appeals.

In the event two or more employees are eligible for an opening, the employee with the earliest date of application will be given
preference.

All openings in the district shall be posted in each school in the district for seven school days.

B. Employees in the bargaining unit are to be given consideration for filling vacancies in the School Substance Abuse Prevention and Intervention Specialist positions.
ARTICLE XIV

DAMAGE OR DESTRUCTION OF PROPERTY

A. Employees shall not be held responsible for loss of school property when such loss is not the fault of the employee. This does not exonerate the employee from responsibility for school property in his charge.

B. The Board will reimburse paraprofessionals for loss or damage or destruction, while on duty in a school or district office, of personal property of a kind normally worn to or brought into a school or district office.

Paraprofessionals will also be reimbursed for loss or damages or destruction, while on official duty on field assignments, of personal property of a kind normally worn or carried on duty when such loss results from force or violence reported to the police.

Reimbursement will be limited to a total of $100.00 in any school year; will only be made when the paraprofessional has not been negligent; and will be granted to the extent that such loss is not covered by insurance.

The term "personal property" shall not include cash. The terms "loss," "damage" and "destruction" shall not cover the effects of normal wear and tear and use.
ARTICLE XV

ASSAULT AND INJURY IN LINE OF DUTY

A. Disability Benefits

A leave of absence with pay and without charge to time allowance, for a period not to exceed one calendar year, shall be granted, subject to established administrative practices, upon the determination of the Chancellor that the employee has been physically disabled because of an assault made upon him during the performance of his official duties, or because of injury in the line of duty.

B. Assistance in Assault Cases

1. The principal shall report as soon as possible but within 24 hours to the Office of Legal Services and to the Chief Administrator of School Safety that an assault upon a paraprofessional has been reported to him. The principal shall investigate and file a complete report as soon as possible to the Office of Legal Services and to the Chief Administrator of School Safety. The full report shall be signed by the paraprofessional to acknowledge that he has seen the report and he may append a statement to such report.

2. The Office of Legal Services shall inform the paraprofessional immediately of his right under the law and shall provide such information in a written document.

3. The Office of Legal Services shall notify the paraprofessional of its readiness to assist the paraprofessional as follows: by obtaining from police and from the principal relevant information concerning the culprits;

by accompanying the paraprofessional in court appearances; and by acting in other appropriate ways as liaison between
the paraprofessional, police and the courts.

This assistance is intended solely to apply to the criminal aspects of any case arising from such assault.

4. Should the Office of Legal Services fail to provide an attorney to appear with the paraprofessional in Family Court, the Board will reimburse the paraprofessional if he retains his own attorney for only one such appearance in an amount up to $40.00.

5. An assaulted paraprofessional who presses charges against his assailant shall have his days of court appearance designated as non-attendance days with pay.
ARTICLE XVI

PAYMENT OF DEATH BENEFIT FOR EMPLOYEE WHO DIES FROM INJURY INCURRED IN COURSE OF EMPLOYMENT

In the event that an employee dies as a result of an injury arising out of and in the course of his/her employment sustained on or after September 9, 1974, through no fault of his/her own, and in the proper performance of his/her duties as certified by the Workers' Compensation Division of the Law Department and the Chancellor, a payment of $25,000 will be made by the Board to:

a) the employee's widow or widower, if any; or if there be no widow or widower, b) the employee's child or children, if any, in equal shares; or if there be no children, c) the employee's estate.

Such payment shall be in addition to any other payment which may be made as a result of such death.
ARTICLE XVII
EXCUSABLE ABSENCES WITH PAY

Employees will be excused with pay as follows for absence during working hours subject to established administrative practices:

1. Absence not to exceed four working sessions in the case of death in the immediate family. The Personnel Board may excuse additional absence when such absence is necessary because of the attendance at the funeral of a relative in the immediate family at a place remote from the City of New York. The term "immediate family" includes a parent, child, brother, sister, grandparent, grandchild, husband, wife or parent of a husband or wife, or any relative residing in the employee's household.

2. Absence for Jury Duty: the employee excused for jury duty shall endorse the check for services rendered as a juror to the Administrator of Business Affairs. Otherwise there shall be deducted from his salary an amount equal to the sum he is entitled to receive from the appropriate governmental agency for his performance of such jury duty.

3. Absence of no more than one session for each of the following purposes: receiving a degree from a college or university; attending the graduation of an employee's child from an eight-year elementary school, or from a junior high school, or from a high school or from a college. Absence for attendance at graduations which occur during working hours only will be excused.
ARTICLE XVIII
LONG TERM ABSENCES WITHOUT PAY

A. An employee with two or more years of service who leaves for reasons of maternity and returns to employment in the district within four years shall regain the seniority she had at the time she left, and shall be credited with the accumulated sick leave to which she was entitled at the time she left less the sick days used while on absence for maternity.

Employees shall be covered by the regulations governing leaves of absence for maternity and/or child care for members of the administrative (non-pedagogical) staff.

Employees with two or more years of service who leave for reasons of illness shall, subject to approval of the Medical Board be entitled to return within one (1) year on the basis of seniority and shall regain the seniority and other rights they had before leaving including such accumulated sick leave as was not used for the illness from which they return. Any leave granted under this Section may, subject to approval of the Medical Board, be extended for a period of one (1) additional year.

Employees with two (2) or more years of service who leave for reason of illness in the immediate family shall be entitled to return within one (1) year on the basis of seniority and shall regain the seniority and other rights they had before leaving including such accumulated sick leave as was not used prior to the leave of absence. For the purpose of this paragraph the term "immediate family" includes a parent, child, spouse, or parent of a spouse.

All applications pursuant to the foregoing provisions of this Article shall be forwarded to the Personnel Board for approval with
proper medical documentation attached.

B. An employee with three or more years of service who leaves for approved study and returns to employment in the district within one year shall regain the seniority he had at the time he left and shall be credited with the accumulated sick leave to which he was entitled at the time he left.
ARTICLE XIX

RETIREMENT CREDIT

The Board will adopt a resolution recommending to the Teachers' Retirement Board and to the Board of Education Retirement System that employees in the bargaining unit who become teachers in the New York City school system and members of the Teachers' Retirement System of the City of New York or who become administrative employees in the Board of Education and members of the Board of Education Retirement System be given pension credit for their prior service with the Board as paraprofessional employees.

The Board will recommend to the Mayor that employees in the bargaining unit who become eligible for membership in a retirement system of any mayoral or other city agency be given pension credit for their prior service with the Board as paraprofessional employees.
ARTICLE XX

SAFETY

Paraprofessionals will be covered by the safety plan developed for the school and by the appeal procedures as described below.

A complaint by a paraprofessional that there has been a violation of the plan as to him, may be made to the principal, orally or in writing, as promptly as possible.

The principal shall render his decision within 24 hours after receiving the complaint.

If the paraprofessional is not satisfied with the decision of the principal, he may appeal in writing as promptly as possible to the community superintendent or the assistant superintendent, as may be appropriate.

The community superintendent or assistant superintendent shall render his decision in writing to the paraprofessional within 24 hours after receiving the appeal.

If the paraprofessional is not satisfied with the decision of the community superintendent or assistant superintendent, he may appeal in writing to the Chief Administrator of School Safety and request a hearing, as promptly as possible after receiving the decision of the community superintendent or assistant superintendent.

The Chief Administrator of School Safety shall render his decision in writing to the paraprofessional within 48 hours after receiving the appeal. If a hearing is requested, it shall be held within 48 hours and the decision shall be rendered within 48 hours after the close of the hearing. The decision of the Chief Administrator of School Safety shall be final and binding.

Where all paraprofessionals in the school are affected, the Union may initiate a complaint on behalf of all paraprofessionals.

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ARTICLE XXI
COMPLAINT AND GRIEVANCE PROCEDURES POLICY

It is the policy of the Board to encourage discussion on an informal basis between a supervisor and an employee of any employee complaint. Such discussion should be held with a view to reaching an understanding which will dispose of the matter in a manner satisfactory to the employee, without need for recourse to the formal grievance procedure. An employee's complaint should be presented and handled promptly and should be disposed of at the lowest level of supervision consistent with the authority of the supervisor.

Upon request to the head of the school, a Union staff representative shall be permitted to meet with employees in the unit during their non-working time, within the school, for the purpose of investigating complaints and grievances, under circumstances which will not interfere with school activities. A Union staff representative or shop steward in the school shall be permitted to investigate grievances and complaints during working time, only if such grievances require inspection of working conditions at the school and the inspection does not interfere with the paraprofessional program or with school activities. When necessary, any employee in the unit who is a shop steward in the school in which the aggrieved employee is assigned will be given time off to represent the employee in the presentation of his grievance.

INFORMAL COMPLAINT PROCEDURE

It is desirable that any employee having a complaint should discuss it informally with his immediate supervisor or with any other appropriate level of supervision at the school.
The employee should request an opportunity to discuss the matter, and the supervisor should arrange for the discussion at the earliest possible time. At such informal discussion, the employee may be accompanied by a Union representative or by another employee in the unit who is not an official or agent of another employee organization. The Union representative shall be the steward at the school or a Union staff representative.

The objective should be to dispose of the majority of employee complaints in this manner.

FORMAL GRIEVANCE PROCEDURE

If the matter has not been disposed of informally, an employee having a complaint concerning any condition of employment within the authority of the Board of Education may, within a reasonable period not to exceed 90 days following the action complained of, present such complaint as a grievance in accordance with the provisions of this grievance procedure. Complaints concerning matters which are not within the authority of the Board should be presented in accordance with the review procedure of the agency having authority over such matters.

The grievance procedure does not apply to complaints as to out-of-title work. Complaints as to out-of-title work are to be referred to the Executive Director of Personnel or his designee.

If a group of employees has the same complaint, a member or the group may present the grievance in the group's behalf under this procedure.

The Union has the right to initiate or appeal a grievance involving alleged violation of any term of this Agreement. Such
grievance shall be initiated with the community or assistant supe-
rintendent, or with such other Board official as may be appropriate.
Grievances arising from the action of officials other than the head
of a school shall be initiated with and processed by such officials
in accordance with the provisions of Step 2 of this grievance pro-
cedure.

**Expedited Grievance Procedure**

Grievances arising out of exceptions to seniority for layoff
and recall shall be filed by the aggrieved employee within two
days from knowledge of the decision and the Board of Education shall
schedule a hearing and render a decision within four school days.
If the Step 2 award is unsatisfactory to the employee he may file
for arbitration and a hearing will be scheduled and a decision ren-
dered within ten calendar days.

Following is the procedure for presentation and adjustment of
grievances:

**School Level (Step 1)**

The employee shall initiate the grievance at Step 1 with the
head of the school as the Board representative.

**District Level (Step 2)**

If the grievance is not resolved at the first step, the em-
ployee may then appeal the grievance within 15 school days after
receipt of the Step 1 decision to the community superintendent as
the Board representative at Step 2 (for elementary and junior high
schools) or to an assistant superintendent in the Office of High
Schools or to the Executive Director.

**Board Level (Step 3)**

If the grievance is not resolved at Step 2, the employee may
then appeal the grievance to the Chancellor within 15 school days after receipt of the Step 2 decision. The appeal at Step 3 shall be accompanied by the letter of appeal and decision at Step 2.

Representation

At each step, the employee may be accompanied by a Union representative and a shop steward or by an employee in the bargaining unit who is not an official or agent of another employee organization. At Step 1, the Union representative shall be the steward at the school or a Union staff representative, or both. At Steps 2 and 3 the Union representative may be a Union staff representative or the steward who represented the employee at Step 1, or both.

Conferences and Decisions

At each step of this grievance procedure, a conference shall be arranged by the Board representative, or his designee, with the aggrieved employee and his representative, if any. Conferences held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend. When such conferences are held during working hours, employees who participate shall be excused with pay for that purpose.

Every attempt should be made to reach a mutually satisfactory resolution of the grievance at the conference held under this procedure. If the grievance is not resolved at the conference, then a decision must be rendered by the Board representative. The decision at each step should be communicated to the aggrieved employee and his representative within the following time limits:

1. At Step 1, within five school days after the grievance is initiated;
2. At Step 2, within ten school days after the appeal is received;

3. At Step 3, within ten school days after the appeal is received.

If the grievance is presented in writing, the decision will be given in writing.

If a satisfactory resolution is not reached or if a decision is not rendered within the time limit at Step 2 or 3, the employee may appeal the grievance to the next higher step.

A Union-initiated grievance may be appealed by the Union to the next higher step of the grievance procedure.

**APPEALS TO THE GRIEVANCE PANEL (STEP 4)**

A grievance which has not been resolved by the Chancellor at Step 3 may then be appealed by the Union to the Grievance Panel within 20 school days of the receipt of the Step 3 decision.

The Panel shall be composed of one representative of the Board, one representative of the Union and one other person, selected by mutual agreement of the Board and the Union, who shall be the chairman.

Any costs relating to the participation of the Chairman shall be shared equally by the parties to the dispute.

The Panel shall set a hearing date for the appeal that is within 30 days following receipt of the appeal and issue an award within 30 days following the close of the hearing.

Appeals involving exceptions to seniority based on qualifications shall take precedence over all other appeals.

With respect to grievances which involve the application or
interpretation of the provisions of this Agreement the Grievance Panel shall be without power or authority to make any decision:

1. Contrary to, or inconsistent with, or modifying or varying in any way, the terms of this Agreement or of applicable law or rules or regulations having the force and effect of law;

2. Involving Board discretion or Board policy under the provisions of this Agreement, under Board By-Laws, or under applicable law, except that the Panel may decide in a particular case that such policy was disregarded or that the attempted application of any such term of this Agreement was so discriminatory, arbitrary or capricious as to constitute an abuse of discretion;

3. Limiting or interfering in any way with the powers, duties, and responsibilities of the Board under its By-Laws, applicable law, and rules and regulations having the force and effect of law.

With respect to grievances which involve the application or interpretation of the provisions of this Agreement the decision of the Grievance Panel, if made in accordance with its jurisdiction and authority under this Agreement, will be accepted as final by the parties as to the dispute and both will abide by it.

With respect to all other grievances, if the grievance is not resolved by unanimous agreement of the Panel members and the employee at the conference, then a report and majority recommendation of the Panel shall be transmitted by the chairman to the Chancellor. No minority report shall be transmitted by Panel members. Within ten school days after the date the report and recommendation are received by the Chancellor, he shall indicate whether he will accept the Panel's recommendation. Unless the Chancellor disapproves the
recommendation within ten school days after the date it is received by him, the recommendation shall be deemed to be his decision.

A recommendation of the Panel which has been approved by the Chancellor, or which has not been disapproved by the Chancellor within the ten-day limit specified above, shall be communicated to the aggrieved employee. If the Chancellor decides to disapprove a recommendation of the Panel, he shall notify the aggrieved employee and the Panel of his decision.

* * *

The provisions of the formal grievance procedure outlined above shall not be available for the use of employees with less than the equivalent of one school term of continuous service.
ARTICLE XXII

DISCHARGE REVIEW PROCEDURES

It is the policy of the Board that the discharge of an employee should be based on good and sufficient reason and that action should be taken by the supervisor having such authority only after he has given due consideration to the matter.

If an employee with more than the equivalent of one school term of continuous service is discharged, he shall be given a written notice of discharge and a statement of the general reasons for such action, at the time of such action, except where circumstances warrant an immediate discharge, in which case such notice and reasons shall be given within two school days after such discharge. Such employee will also, upon his request, be afforded an opportunity for a prompt and careful review of the discharge in accordance with the provisions of the complaint and grievance procedure as stated in Article XXI of this Agreement.

Such procedure will initiate at Step 2 of the Expedited Grievance Procedure.
ARTICLE XXIII
PERSONNEL FOLDERS

Employees shall receive a copy of any evaluatory statement of their work performance or conduct which is placed in their permanent personnel folder. Employees shall be given an opportunity to answer any such evaluatory statement placed in their folder, and their written answer shall be attached to the evaluatory statement in the folder.

Any evaluatory statement with respect to the employee's work performance or conduct a copy of which is not given to the employee, may not be used in any subsequent disciplinary action against the employee.

ARTICLE XXIV
PAY PRACTICES

The Board will recommend to the Comptroller of the City of New York that he itemize more fully employee pay checks and that he provide accompanying explanations when lump sum payments are made.

In the event that any payment is not paid on the date due under the Coalition Economic Agreement such payment when made shall be paid retroactive to such date.
ARTICLE XXV

INFORMATION AT THE SCHOOL

A. All official Board of Education circulars which deal with the working conditions or the welfare of employees covered by this Agreement shall be posted promptly.

B. A copy of the updated district seniority list for employees in the bargaining unit shall be posted in each school in the district within four weeks of the start of the term. A copy shall be given to the Union steward, and to the Union district representative.
ARTICLE XXVI

CHECK-OFF

A. Exclusive Check-Off Privilege

The Board will honor, in accordance with their terms, only such written authorizations as are properly executed by employees in the unit covered by this Agreement for the deduction of their dues in behalf of the Union.

B. Dues Check-Off On Transfer

The Board will honor, in accordance with their terms, the written authorizations for the deduction of dues in behalf of the Union, properly executed by individuals while employed by the City of New York, who thereafter transfer directly to employment with the Board in the unit covered by this Agreement.

C. Dues Check-Off Information

The Board shall provide monthly to the Union a complete and up-to-date list of all employees in the bargaining unit who have properly executed written authorization for the deduction of dues in behalf of the Union. The Board shall also furnish to the Union such other reasonably available information as may be necessary to the Union for maintaining appropriate check-off records.
ARTICLE XXVII
CONSULTATION WITH UNION COMMITTEE

A. Appropriate representatives at Board headquarters level and representatives of the Union shall meet once a month during the school year or at the request of the Union to consult on matters of paraprofessional policy and on questions relating to the implementation of this Agreement and affecting employees covered by this Agreement.

B. The Community or Assistant Superintendent, or his designee, will meet with Union representatives at reasonable times during the year upon request of the Union to consult on matters of mutual concern relating to paraprofessional policy.

ARTICLE XXVIII
UNION MEETINGS

Upon request to the head of the school, members of the Union who are in the bargaining unit shall be permitted to meet within the school under circumstances which will not interfere with the paraprofessional program or other school activities. Such meetings may be held only during the employees' lunch period or before or after the employees' working hours, at a place to be assigned by the head of the school, where other employees or children are not present. Union officials may attend such meetings.
ARTICLE XXIX

RESTRICTION ON UNION ACTIVITIES

A. No employee shall engage in Union activities during the time he is assigned to duty, except that members of the Union's negotiating committee shall, upon proper application, be excused without loss of pay for working time spent in negotiations with the Board or its representatives.

B. The paraprofessional chapter chairman shall be allowed one day per week for investigation of grievances and for other appropriate activities relating to the administration of this Agreement and to the duties of his office.

ARTICLE XXX

MATTERS NOT COVERED

With respect to matters not covered by this Agreement which are proper subjects for collective bargaining, the Board agrees that it will make no changes without appropriate prior consultation and negotiation with the Union.
ARTICLE XXXI

CONFORMITY TO LAW - SAVING CLAUSE

A. If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law and any substitute action shall be subject to appropriate consultation with the Union.

B. In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.

C. If the Board delegates any of its authority or functions to a community school board, the terms of this Agreement, insofar as applicable, shall be binding upon the community board to the extent permitted by law.

ARTICLE XXXII

COPY OF AGREEMENT

The parties will have available copies of this Agreement upon request.
ARTICLE XXXIII
NO-STRIKE PLEDGE

The Union and the Board recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The Union and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Union therefore agrees that there shall be no strikes, work stoppages, or other concerted refusal to perform work by the employees covered by this Agreement, nor any instigation thereof.

ARTICLE XXXIV
DEFINITIONS

1. Wherever the term "semester hours" is used in this Agreement, it shall mean college credits.

2. Whenever the term "Board" is used in the Agreement, it shall mean the City Board, it being understood, nevertheless, that this contract is binding on all community school boards in accordance with Section 2590 of the Education Law.

3. Wherever the term "complete(s)" is used in Article VIII of this Agreement, it shall mean that the paraprofessional has received a grade of A, B, C, D, F, or Pass.
ARTICLE XXXV

NOTICE-LEGISLATIVE ACTION

The following Article is required by the Public Employees Fair Employment Act, as amended by Section 204a, approved March 10, 1969:

It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law, or by providing the additional funds therefor, shall not become effective until the appropriate legislative body has given approval.

ARTICLE XXXVI

DURATION

This Agreement shall become effective as of September 9, 1982, and shall continue in full force and effect until September 9, 1984.

The provisions of this Agreement are modified by and subject to any applicable provisions of the New York State Financial Emergency Act for the City of New York, as enacted by Chapter 866 of the laws of 1975, and as amended by Chapter 201 of the laws of 1978.
DATED: February 24, 1984
Brooklyn, New York

Victor Gotbaum
Executive Director
District Council 37
American Federation of State, County and Municipal Employees
AFL-CIO

James F. Regan
President
Board of Education
of the City School District
of the City of New York

Charles Hughes
President
Local 372