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LABOR RELATIONS AGREEMENT
BETWEEN THE
VILLAGE OF HUDSON FALLS
AND THE
HUDSON FALLS POLICE BENEVOLENT ASSOCIATION
FOR THE PERIOD OF
JUNE 1, 2000 THROUGH MAY 31, 2003

RECEIVED
SEP 26 2001
NYS PUBLIC EMPLOYMENT
RELATIONS BOARD
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THIS AGREEMENT, effective the first day of June 2000, by and between the VILLAGE OF HUDSON FALLS NEW YORK, hereinafter referred to as the VILLAGE, and the HUDSON FALLS POLICE BENEVOLENT ASSOCIATION, hereinafter referred to as the ASSOCIATION.

WITNESSETH:

WHEREAS, the parties hereto desire to promote a harmonious and cooperative relationship, in accordance with the policy expressed in Section 200 of the Civil Service Law,

NOW, THEREFORE, in consideration of the premises, it is hereby agreed by and between the parties as follows:

ARTICLE I

Association Recognition

The Village recognizes the Association as the sole and exclusive representative for all full time Policemen, Dispatchers, and Detectives of said Village, excluding both the Chief of Police and Deputy Chief of Police for the purpose of collective negotiations to determine compensations, benefits, and other terms and conditions of employment.

ARTICLE II

Strike Affirmation

The Association hereby affirm that provisions of the Public Employees Fair Employment Act in that it shall not engage in a Strike, nor cause, instigate, encourage or condone a Strike, and agrees that anyone who aids, abets, encourages, or otherwise assists in a Strike is in violation of this agreement. The Association agrees to exert its best effort to prevent and terminate any Strike.

ARTICLE III

Rights of Employer

The Village, by its Board of Trustees reaffirms its inherent right to direct the organization of the Police Department through the regular chain of Departmental Command. Such right shall include, but is not limited to, the right to make reasonable rules and regulations not inconsistent with the provisions of this agreement. Such rules and regulations shall be superseded by any contrary provisions of this agreement, but this agreement shall not supersede any provisions of law. Such rules and regulations shall be fairly applied to all employees within the classifications of the Bargaining Unit.
ARTICLE IV

Association Business

(A) The Village agrees that one or two members of the Association shall be entitled to attend without loss of pay, subject to the restrictions contained in this Article, the following:

1. Any police Union related training, seminar, or conference;
2. Any meeting with the Police Conference of New York or Northeast Police Conference;
3. All stages of negotiation or grievance proceedings;
4. All stages of disciplinary proceedings.

All of the above activities shall include travel time. Members of the Association may attend the above activities without loss of pay if such activities extend into the normal scheduled work time of the affected police officer(s).

There shall be a maximum of 26 days for such meetings and conferences per year that may be used by the entire Bargaining Unit, and any unused days may not be accumulated from year to year.

(B) The Association shall provide the Chief of Police with the name of the member or members who request to attend said meeting at least five (5) days in advance thereof. If a timely request is made, the leave shall be granted providing that the Chief of Police agrees that the resulting absence from duty will not interfere with the proper conduct of the Department functions.

ARTICLE V

Salaries


(B) All employees shall move from the minimum grade in the pay range to the maximum grade in annual increments. The step level an employee is at is determined solely by the number of years that employee has in that position, except provided in this Article.

(C) In the case of a promotion, the employee will begin at the step increment that is the next higher salary step in that promotional position, from his/her existing salary. The employee will remain at that step until they have completed the required number of years to achieve that actual step. Normal salary increases as agreed upon in the PBA contract would still exist. This
will ensure that no employee suffers a decrease in pay when being promoted.

(D) Each such employee shall be granted the increments as set forth in Schedule A at the commencement of the respective year needed for an increment as computed on the anniversary date of each such employee. A temporary police person who may be appointed shall receive the minimum grade in such pay range until such police person shall receive permanent appointment, and then shall advance to the maximum pay range in annual increments. The actual date of the initial appointment as a temporary police person shall be considered the date of appointment to the Police Department for the purposes of this agreement.

(E) All employees shall receive premium pay in the amount of 40 cents per hour when working the 3:00 p.m. to 11:00 p.m. shift, and 45 cents per hour when working the 11:00 p.m. to 7:00 a.m. shift. Such premium pay is in addition to the employee’s regular rate of pay.

(F) When an employee is authorized or required to work in excess of eight work hours per day, or forty work hours per week, he shall be paid at the rate of time and one half of his regular hourly rate. Benefit hours will not be included in figuring total hours worked for figuring overtime hours. Holidays, Vacation, Personal, Sick, or Bereavement Days. The Village agrees that full time employees of the Association will not be excluded from available overtime and will be treated fairly and equitably.

(G) When an employee is called in to work overtime on a Holiday that is his/her normally scheduled day off, or called in during a scheduled Vacation or Vacation Day, he/she will be compensated at the rate of pay which is double his/her regular hourly rate of pay.

ARTICLE VI

Retirement

(A) The Village shall provide all benefits afforded under the retirement and Social Security Law of the State of New York, which permits an employee to retire with twenty years of service, regardless of the employee’s age, as provided in Section 384d of the New York State Police and Fireman’s Retirement System, exclusive of the Dispatchers who shall remain under the New York State Employee’s Retirement System.

(B) The Village shall pay upon the death or retirement of any employee a sum of money equal to 50% of such employee’s unused accumulated sick leave based upon the employee’s final annual salary.

ARTICLE VII

Holidays

(A) Each employee of the Association shall be entitled to twelve (12) paid Holidays each Village Year (June 1 - May 31).
(B) The rate of pay for the purpose of this article shall be calculated at the rate of eight hours per Holiday. The hourly rate shall be determined by dividing the employee’s salary per week by the number of hours per work week. This formula shall apply to all personnel of the Village.

(C) Each employee of the Bargaining unit shall be entitled to compensatory time off of 8 hours for each shift worked in the event he is required to work any such Holiday with the compensatory time to be scheduled by the Department head. An employee who works on any said Holiday shall receive an additional four (4) hours pay for each eight (8) hour shift worked on said holiday.

(D) The following days are designated as Holidays:

1. New Year’s Day
2. Martin Luther King’s Birthday
3. Lincoln’s Birthday
4. Washington’s Birthday
5. Easter Sunday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Columbus Day
10. Veteran’s Day
11. Thanksgiving Day
12. Christmas Day

(E) All prior rules, regulations and resolutions which cover the subject matter of this resolution be, and the same are, hereby rescinded.

ARTICLE VIII

Vacation

(A) For the purpose of this article a week will be considered as five (5) working days.

(B) Vacation time will apply to full time employees only.

(C) With the approval of the Department Head Vacation days or weeks, may be taken separately.

(D) An employee, at his discretion may be compensated up to seven (7) accrued vacation days at the end of the fiscal year, May 31, if not used, and may, with good cause shown, and with the permission of the Department head, carry over to the next fiscal year up to seven (7) days of accrued of vacation time.

(E) Vacations will be scheduled by the head of the Department subject to the limitations set forth above.
VACATION TIME WILL BE GRANTED AS FOLLOWS

After One (1) years service --------- Two weeks
After Five (5) years service -------- Three weeks

After Eleven (11) years service ------ Four weeks
After Eighteen (18) years service ---- Five weeks

ARTICLE IX

Health Insurance

(A) The Village will make available to the employees individual and dependent coverage of the MVP Plan ($10.00 office visit, $4.00/$7.00 prescription co-pay), Blue Shield Health NOW Flex Plan (variable office visit, $5.00/$10.00 prescription rider), or the GHI Plan, or equivalent health insurance coverage, provided such carriers will make their plans available to the bargaining unit. The Village will also make available to the employees the CSEA employee benefit fund vision plan with family rider, or an equivalent vision plan.

(B) For employees hired prior to June 1, 1999, the Village shall contribute up to the sum of $178.00 per month toward the premium for individual employee’s coverage; up to the sum of $365.00 per month toward the premium for two-person coverage; up to the sum of $487.00 per month toward the premium for family coverage; and up to the sum of $12.00 per month for the vision coverage. Commencing June 1, 2001, for employees hired prior to June 1, 1999, the Village shall contribute up to the sum of $185.00 per month toward the premium for individual employee’s coverage; up to the sum of $380.00 per month toward the premium for two-person coverage; and up to the sum of $507.00 per month toward the premium for family coverage. Commencing June 1, 2002, for employees hired prior to June 1, 1999, the Village shall contribute up to the sum of $192.00 per month toward the premium for individual employee’s coverage; up to the sum of $395.00 toward the premium for two-person coverage; and up to the sum of $527.00 per month toward the premium for family coverage. The balance of the applicable health insurance premiums and vision care premiums, if any, shall be paid as follows: 70% by the Village and 30% by the employee through payroll deduction; however, the Village will make available an Internal Revenue Code Section 125 Plan for employee contribution toward the health insurance premium and vision care premium on a pre-tax basis as long as it is available in the Internal Revenue Code. However, if the employee chooses the individual coverage for Blue Shield Health Now Flex, or equivalent, the Village shall pay the full premium for the employee’s individual coverage at a maximum of the Health Now Flex individual rate. If the employee chooses the family coverage or two-person coverage for the lowest cost health provider, the Village shall pay the full premium for the family coverage or two person coverage of the lowest cost health provider.

(C) The Village will pay up to the following amounts toward the monthly health insurance premium contributions for each employee hired after May 31, 1999: Individual -
$159.00 per month, 2-Person - $328.00 per month, Family - $438.00 per month. The Village will also pay the sum of $9.17 per month toward the vision plan coverage. Employees will pay for their share of the health insurance premium and the vision plan premium by payroll deduction; however, the Village will make available an Internal Revenue Code Section 125 Plan for employee contributions toward the health insurance premium on a pre-tax basis as long as it is available in the Internal Revenue Code.

(D) Employees who retire after June 1, 1999 shall be eligible to receive the same individual health insurance as is available to bargaining unit employees of the Village. Retirees shall contribute toward the premium for such individual health insurance coverage at the rate that was in effect as of the date of the employee’s retirement. Family health insurance coverage will be paid by the retiree in an amount equal to the difference between the premium for family health coverage and the Village contribution for individual health insurance coverage. However, as a retirement incentive, employees who retire between June 1, 2001 and December 1, 2001 shall receive the same health insurance benefits that are available to the bargaining unit employees, but the Village shall pay up to an amount equal to the premium of the next to the lowest health insurance provider, including individual, two-person, and family coverage. For those employees who obtain the retirement incentive, upon the death of the retiree, the surviving spouse may elect to purchase the desired health insurance coverage at the current full monthly premium in effect at that time with no contribution by the Village.

(E) Employees who retire after June 1, 1999 shall be eligible to receive the same vision plan as is available to bargaining unit employees of the Village. Retirees shall pay the entire premium cost for such vision plan.

(F) If the health insurance plans provided by the Village are not available to a retiree, the Village will reimburse the retiree for the cost of different health insurance coverage up to the amount required to be paid by the Village for coverage provided for in this agreement.

(G) The Village will pay 100% of employee disability insurance as provided by the New York State Disability Insurance.

ARTICLE X

Sick Leave

(A) Each employee is allowed fourteen (14) working days of absence each Village year (June 1-May 31) or pro-rata portion thereof, with full pay when such absence is necessary and due to employee’s personal illness. If the absence of any employee for the above the reason does not equal fourteen (14) working days in any Village year, the remaining unused days may be used as a “SICK LEAVE RESERVE” for personal illness only and accumulated to 180 consecutive working days.

(B) The Village carries workmen’s compensation insurance on all employees. Any injury received while on duty, and any sickness directly related to employment by the Village, shall be
reported immediately to the Village Clerk. Whenever an employee is absent from his employment and unable to perform his duties as a result of personal injury related to his employment, and received workmen’s compensation benefits for such absence, he will be paid his full salary during such absence up to a period of one year, less the amount of any workmen’s compensation benefits paid during such period of time for such injury or related sickness, and no part of such absence will be charged to his annual or accumulated sick leave.

(C) The Village Clerk shall, upon request notify any employee of the number of unused sick days said employee has accumulated.

(D) An employee absent from duty for fourteen or more consecutive calendar days due to illness will be required to report to the Village Health Officer, nor in his absence, his designated representative, for a physical examination before reporting to duty. If such employee is being treated for a particular illness by a physician other than the Village Health officer, a statement from such physician will be accepted in lieu of an examination by the Village Health Officer. Such a statement must be presented to the Village Health Officer. Such employee will not be permitted to return to work unless the Health Officer, or his designee, has reported to the board of trustees that in his opinion the employee is physically able to discharge his duties. The decision of the Health Officer on an employee being prevented from returning to work may be subject to the arbitration process. The decision of the Health officer will be filed with the Board of Trustees and the individual employee within five working days from the receipt of the personal physicians report of the Village Health Officer examination. The cost of all physical examinations will be paid for by the Village.

(E) As of June 1, 1995 each employee of the Village shall be credited with the number of days of sick leave reserve which he has accumulated pursuant to any prior rule, regulation, or resolution adopted prior to such date.

(F) SICK LEAVE DONATION PROGRAM: Any member of the bargaining unit may transfer up to ten (10) sick days or any portion thereof per year to any other unit member under the following terms and conditions:

1. The receiving member must have completed at least one full year of cumulative service to the Village.

2. The receiving member must have exhausted all leave credits earned to date of request.

3. Donations must be made in full day units.

4. The employee, co-workers, or PBA representative may solicit donations. The Village does not solicit donations.

5. The Chief of Police will be responsible for the verification of medical documentation and reviewing eligibility requirements and approving donations.
6. The receiving employee must submit, and continue to submit as requested, satisfactory medical documentation.

7. This program is subject to the grievance procedure.

(F) The records necessary for implementing this schedule shall be kept and maintained by the Village Clerk.

ARTICLE XI

Temporary Leaves of Absence

(A) Each employee shall be granted six (6) non-accumulative personal days per fiscal year with pay for the purpose of conducting personal business. The Village shall not require a member to give a reason as a condition for approving the use of personal leave, provided however that prior approval for the requested leave must be obtained from the Chief of Police so that the resulting absence will not interfere with the proper conduct of Police department functions.

(B) Personal leave or sick days are not to be used to extend a vacation or a holiday.

(C) Each employee shall be granted three (3) work days, including one (1) day which may be used for spring interment, upon the death in the employee’s immediate family. Such Bereavement leave shall be non-cumulative and taken for the sole purpose. Should the funeral be delayed due to a death on or near the weekend, the Department Head, at his discretion, may allow for extra Bereavement time. An employee’s spouse, mother, father, children, brother, sister, stepchildren, grandparents, mother-in-law and father-in-law are considered to be immediate family. In the event of the death of a great-grandparent of either employee or spouse, the employee shall be granted 1 work day to attend the funeral or services if it should fall upon a scheduled work day of such employee.

(D) Employees shall receive leave, without loss of pay, to serve on jury duty if the jury duty extends into the normal scheduled work time of the employee. Once an employee is actually selected to serve on a jury, the actual time on the jury shall be credited as the employee’s tour of duty for that day or days.

The employee shall inform the Chief of Police when he is notified by the Commissioner of Jurors as to the date(s) and time(s) of such required appearance.
ARTICLE XII

Off Duty Appearances

(A) Any employee who is called in and is required to perform services when said member is not regularly on duty shall be guaranteed a minimum of (2) two hours pay for such work. Such services must be authorized by the Chief of Police, and the computation of such time shall commence upon the arrival of the employee reporting to the Police station and terminate upon his return after such services have been performed.

(B) If an employee is required to use his own vehicle for such services he is to be reimbursed at the rate of 29 cents per mile by the voucher system. If any member receives more than 29 cents per mile, all others will be entitled to the same rate. Records of actual hours worked by an employee under this paragraph shall be maintained by the Chief of Police.

ARTICLE XIII

Clothing Allowance

(A) By May 1, of each fiscal year of the contract period, the Village will provide all members of the Association with one pair of summer footwear.

(B) By October 1, 2001, of the contract period, and by October 1, 2003 of the contract period, the Village will provide all members of the Association with the exception of Dispatchers and Detectives with one pair of insulated, water proof, leather boots designed to protect the wearer in below freezing weather.

(C) The Village shall provide on a fiscal basis uniform clothing for each employee, exclusive of the Detective, of a type approved by the Chief of Police.

(D) The Village shall make provisions for cleaning of uniforms, in accordance with procedures now in effect.

(E) The Detective shall receive reimbursement for clothing purchased upon presentation of receipt and voucher for such clothing. The amount of this payment shall be as follows:

<table>
<thead>
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<th>Year</th>
<th>Amount</th>
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<tbody>
<tr>
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<tr>
<td>2002-2003</td>
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(F) If an employee requests and is provided with body armor, such employee shall be obligated to wear the body armor. The body armor shall be a type of body armor that meets current NIJ Ballistic Protection Levels and will be replaced no later than the expiration of the manufacturers stated warranty period. Damaged body armor will be replaced or repaired at the
Village's expense, if not covered by warranty, if the damage was caused while the employee was performing within the scope of his police duties, and not caused by the employee's negligence.

ARTICLE XIV

Weapons

(A) The Village agrees to provide .40 caliber semi-automatic pistol duty weapons and leather to those officers who successfully complete the required training and certification. These weapons will be issued by the Chief of Police upon such qualification for duty use.

(B) Each member of the Association who successfully completes the firearms qualification course will receive an annual payment of $100.00 under the voucher system upon proof of certification.

ARTICLE XV

Education Bonus

(A) Each member of the Association who holds a degree from a College or University shall receive the following lump sum payments per fiscal year. Said payment will be made in the first pay period of December of each fiscal year.

<table>
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<tr>
<th>Degree Level</th>
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<tr>
<td>MASTER'S DEGREE</td>
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</tbody>
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ARTICLE XVI

Minimum Staffing Requirements

(A) It is agreed that the following minimum staffing requirements be met for each shift as detailed below. It is further agreed that a Sergeant will also be considered as a patrol officer.

A - SHIFT    2 Patrol Officers, 1 Detective, 1 Desk Officer Man
B - SHIFT    2 Patrol Officers, Swing Shift as needed, 1 Desk Man
C - SHIFT    2 Patrol Officers, Swing Shift as needed, 1 Desk Man
D - SHIFT    Swing Shift (one Patrol Officer as assigned by Chief)
ARTICLE XVII

Dues Deduction

(A) The Village shall provide automatic dues deduction to all members of the association who requests same. Such dues deduction will be made in accordance with said members payroll deduction authorization. The Village will remit all moneys deducted for this purpose to the treasurer of the Association. The PBA agrees to indemnify and hold the Village harmless from and against any and all claims made against the Village in connection with the implementation of this Article.

ARTICLE XVIII

Joint Labor Management Committee

(A) The Village and the Association agree they will jointly, with the assistance of P.E.R.B., establish a Joint Labor Management Committee. Such committee shall be formed as soon as possible during the duration of this contract. The Village Board shall be represented by the Police Committee. The Association agrees to forward the names of its committee members to the Police Committee by June 1, of each year of the contract period.

ARTICLE XIX

Grievance and Arbitration Procedure

(A) The following Grievance procedure is established for members of the Bargaining Unit.

Definitions: As used herein, the following terms shall have the following meanings:

1. “Grievant” shall mean any member of the Bargaining Unit or Association.

2. “Grievance” shall be defined as a claim or an alleged violation of the terms and conditions of this agreement with respect of its application or interpretation which claim shall not include any matter for which a method of review is prescribed by law or by any rule or regulation of any New York State administrative agency.

3. “Department” shall mean the Police Department of the Village of Hudson Falls.

4. “Working Days” shall mean all days other than Saturdays, Sundays, and legal Holidays.

5. “Calendar Days” shall mean all days of the week in accordance with the regular calendar.
(B) The Grievance procedure shall be as follows:

**Step 1.** The grievant shall present his grievance to the Chief of Police, in writing, by submitting a completed grievance form, (the approved grievance form is attached hereto as Exhibit 1). The Chief of Police shall discuss the grievance with the grievant, shall make such investigation as he deems appropriate, and shall consult with others to the extent he deems appropriate, all on an informal basis, in an attempt to solve the grievance informally. The Chief of Police shall notify the grievant of his decision in writing within ten working days of its presentation to him.

**Step 2.** In the event such grievance is not satisfactorily resolved by the Chief of Police, a written appeal may be filed with the Mayor or his designee within ten working days of the receipt of the step 1 decision. The Mayor or his designee, or the Village Board shall meet with the grievant for a review of the grievance and shall issue a written decision within fifteen working days of the receipt of the appeal.

**Step 3.** In the event that such grievance is not satisfactorily resolved by the Mayor or his designee, or the Village Board, the grievance may be appealed to the Grievance Board for arbitration by filing a demand for arbitration with the Mayor within ten working days of the receipt of the step 2 decision. The grievance board shall be composed of three members. One member shall be appointed by the Village, one member by the association, and one member shall be selected by two prior appointees. If the two appointees do not agree upon the selection of the third member, they shall notify the Public Employee Relations Board (PERB), or the American Arbitration Association and select a third member in accordance with the rules of PERB. Two concurring votes shall be needed to determine the initial decision or award of the Grievance Board.

(B) The following shall apply to the entire grievance procedure:

1. No written grievance shall be entertained, and such grievance is waived, unless the written grievance is forwarded to the Chief of Police within thirty calendar days of when the aggrieved employee knew, or reasonably should have known, of the act or condition of which the grievance is based.

2. Failure to comply with the time limits set forth in this entire article, is intended to be, and shall be considered a complete bar to the continued processing of any grievance unless mutually agreed upon in writing by both parties.

3. In the event a grievant has formally submitted the subject matter of the grievance to the jurisdiction of any other forum, including administrative agencies, judicial bodies or the courts, the grievant may not utilize this grievance procedure.

4. The Association and the Village shall bear equally the expenses of the third step of the grievance procedure, exclusive of the attorney’s fees.
5. The hearing of the appeal at step three may be held in public or in private as determined by the grievance board.

6. Step three of the procedure may be adjourned from time to time by the grievance board, if, in its judgment such adjournment is necessary in order to obtain material evidence. The total of all such adjournments shall not exceed ten working days, except that adjournments consented to by the Village and the grievant shall not be counted in determining the total days of adjournment herein limited.

7. The grievance board shall not be bound by formal rules of evidence.

8. A written summary shall be kept of each hearing held by the grievance board.

9. The grievance board may interpret the terms of this agreement, but shall not add to or subtract from the terms of this agreement and shall only resolve the specific grievance which has been properly presented.

10. The grievance board shall make in writing, a report within five working days after the close of the hearing. It shall immediately file its report and written summary of the proceedings with the Village clerk, the grievant, the grievant’s representative if any, the Chief of Police, the Mayor and the local civil service commission if appropriate. The report shall include a statement of the boards finding of fact, conclusion, and binding decision, which will be final.

11. An award by the grievance board may be retroactive to any date determined by the board.

12. If the grievance is settled prior to an award by the grievance board, settlement shall not constitute a precedent for future actions by the parties.

ARTICLE XX

Duration of Agreement

(A) In the event that agreement on a new contract is not reached prior to the expiration of this agreement, this agreement shall continue in full force and effect until a new contract or agreement has been negotiated.

ARTICLE XXI

Savings Clause

(A) If any article of this agreement is held invalid by operation of law or by any authority having jurisdiction, or if compliance with or enforcement of any article or selection shall be restrained by any such authority, the remaining provisions of this agreement shall not be effected
thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or selection.

ARTICLE XXII

Agreement

Except as specifically provided in Article XXI hereof, the parties acknowledge that during negotiations that resulted in this agreement each had the opportunity to make demands and proposals with respect to all proper subjects of collective bargaining, and that this agreement was arrived at after the free exercise of such opportunity. Each party for the life of this agreement agrees that the other shall not be obligated to negotiate with respect to any subject or matter, whether or not referred to or covered to by this agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated this agreement. Accordingly this agreement is in full settlement of all issues, and no issues shall be subject to collective bargaining during the term of this agreement except that where there is substantial of or effect upon the terms and conditions of employment of a member or members of the Association either party may negotiate the impact of that change.

IN WITNESS WHEREOF, this Agreement is signed effective June 1, 2000 and shall remain in effect until May 31, 2003.

Dated: ____________________

VILLAGE OF HUDSON FALLS

BY: ____________________

HUDSON FALLS POLICE
BENEVOLENT ASSOCIATION

Dated: 11-16-00

BY: ____________________

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**TENURE PAYMENT:** During each fiscal year of the contract period, each member of the association who has eight (8) or more years of service will be paid a lump sum payment of $250.00 with said payment will be in the form of a separate check from the employee's regular paycheck.
GRIEVANCE FORM

Date Filed__/__/__

Grievant's Name: __________________________

Grievant's Position: __________________________

Grievant's Representative (if any):

Name: __________________________

Address: __________________________

Provision(s) of contract alleged to have been violated: __________

Time and place of alleged event or condition constituting alleged violation of contract: __________________________

Identity of party responsible for causing the alleged event or condition: __________________________

Identity of other employees or officials involved in the grievance: __________________________

Nature of grievance: __________________________

Settlement Sought: __________________________