

AGREEMENT  
BY AND BETWEEN THE  
CHIEF EXECUTIVE OFFICER  
FOR THE  
CORINTH CENTRAL SCHOOL DISTRICT  
AND  
CSEA, LOCAL 1000, AFSCME, AFL-CIO  
FOR THE  
CORINTH CSD UNIT  
OF  
Saratoga County Educational Local 864

July 1, 2014 – June 30, 2018

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## ARTICLE 1: DEFINITION

As used in the Agreement, the following terms shall have the respective meanings set forth below:

1. "School District" means the Corinth Central School District.
2. "Board of Education" or "Board" means the Board of Education of the Corinth Central School District.
3. "Corinth Unit" or "Unit" means the Civil Service Employee's Association, Local 1000, AFSCME, AFL-CIO for the Corinth School District Unit of the Saratoga County Educational Local 864.
4. "C.S.E.A." means the Civil Service Employee's Association, Inc., Local 1000, AFSCME, AFL-CIO.
5. "School Year" means the period commencing on the 1st day of July in each year and ending on the 30th of June next.
6. "12 Month Employee" means an employee who is scheduled for a minimum of thirty-seven and one half (37 ½) hours weekly for fifty-two (52) consecutive weeks annually.
7. "10 Month Employee" means an employee who is scheduled to work more than seventeen (17) hours per week for the school calendar. These employees shall receive an annualized salary based on 185 days. Annualized salaries for these employees shall be based on four hours per day. Any hours in excess of four hours shall be recorded on a timesheet.
8. "Day of Vacation, Day of Sick Leave, and Personal Day" means a regular working day within any calendar week.
9. "Extra Driving Assignment" means a field trip or sports event.
  - a. Field Trip - during normal school hours
  - b. Sports run - normally after school hours
10. "Work year for Office Clerk" shall be September 1 through June 30.
11. "Work Day", exclusive of bus drivers and monitors, shall mean 8.5 hours with a half hour unpaid meal break.

## ARTICLE 2 / RECOGNITION

- A. The employer agrees that the CSEA Inc., Local 1000 AFSCME, AFL-CIO shall have unchallenged representation status for all employees described in Article 2 for the purpose of Collective Negotiations and Grievances for the maximum period permitted by law on the date of the execution of this Agreement.

The following categories are represented by the CSEA Inc., Local 1000 AFSCME, AFL-CIO: Custodians, Custodian/Bus Driver, Grounds Persons, Cleaners, Bus Drivers, Head Mechanics, Mechanics, Bus Monitors, Office Clerks, Typists, Senior Typists, Principal Typists, Stenographer and any other categories resulting from re-classification or other change of nomenclature during the duration of this contract. The positions of Director of Facilities, Transportation Supervisor, Superintendent's Secretary, Account Clerk, Senior Account Clerk Typist, and other person employed in the Business Office and the Superintendent's Office are exempt from unit representation.

- B. The CSEA Inc., Local 1000 AFSCME, AFL-CIO shall have exclusive payroll deduction privileges of authorized deductions for employees represented by the Union and no other employee organization shall be accorded any such payroll deduction privilege throughout the exclusive representation period. The employer shall deduct from the wages of the employees and remit to the CSEA, Inc. regular memberships dues for those employees who signed authorization cards permitting such payroll deduction. It is further recognized the persons appointed to positions with the Corinth CSEA Unit have the right to join, or not to join, the Unit, but membership shall not be a prerequisite for employment or continuation of employment of any employee.
- C. The CSEA Inc., Local 1000 AFSCME, AFL-CIO affirms that it does not assert the right to strike against the School District, to assist or participate in any such strike, or to impose an obligation upon its members to conduct, assist or participate in such a strike.
- D. The CSEA shall have the sole and exclusive right with respect to other employee organizations to represent all employees in the heretofore defined negotiating unit in any and all proceedings under the Public Employees Fair Employment Act; under any other applicable law, rule, regulation or statute, under the terms and conditions of the Agreement; to designate its own representatives and to appear before any appropriate official of the Employer to effect such representation; to direct, manage and govern its own affairs; to determine those matters which the membership wishes to negotiate and to

pursue all such objectives free from any interference, restraint, coercion or discrimination by the Employer or any of its agents.

- E. Except as otherwise expressly provided by the terms of this Agreement, or by law, the determination and administration of policy, the operation of the schools, and the direction of the staff are vested exclusively in the Board or in the Superintendent, as delegated by the Board.
- F. Agency Fee - Effective July 1, 1981, the Corinth Central School District shall deduct from the salaries of employees in the unit who are not members of the CSEA the amount equivalent to the dues levied by the CSEA and shall transmit the sum so deducted to the Corinth Chapter of CSEA in accordance with Chapters 677 and 678 of the Laws of 1977 of the State of New York. The CSEA Unit affirms that it has adopted such procedures for refund of agency fee deduction as required in Section 3 of Chapters 677 and 678 if the Laws of the State of New York, (The agency fee deduction shall be made following the same procedures as applicable for dues checkoff, except as otherwise mandated by law or this article of the agreement).

### **ARTICLE 3 / NEGOTIATION PROCEDURES**

The Association and the School District agree that:

- A. The first negotiation session shall be held not later than February 1 prior to the date of the expiration of this Agreement. At the first meeting, a place, a day of the week and time of day for subsequent negotiation sessions shall be agreed upon subject to change only by mutual agreement or in emergency situations. Negotiation sessions shall be limited to not more than three hours, except that by mutual agreement, the conclusion of any particular session may be extended beyond such limit.
- B. All negotiations will be conducted in executive sessions.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party and each party may select its representatives from within or outside the School District.
- D. Either party may, at its discretion, bring into the negotiations any outside legal and/or professional advisors.
- E. Either party may, independently, call for a caucus at any time during the negotiations session.

- F. The process of tabling may be used. (Tabling shall mean the "temporary suspension of negotiations on a specific item.")
- G. Complete negotiations packages will be exchanged in the same format as the existing Agreement at the first negotiations session. Complete negotiations packages shall mean a document having all Articles by title and containing all major concepts which the party wishes to have considered during negotiations. Articles then presented for collective negotiations consideration will be placed at the end, their ultimate placement, if agreed upon for inclusion in the final agreement, to be dependent upon logical sequence within such final agreement.
- H. A free exchange of facts, opinions, proposals and counter proposals shall take place on all issues in an effort to reach agreement. Therefore, each party agrees to make available, upon reasonable and specified request, all data, research and other pertinent materials in its possession on any issue under consideration.
- I. No final agreement shall be executed without ratification by the Association on the one hand and approval by the Board on the other. Both parties mutually pledge that their representatives shall be clothed with all the necessary power and authority to make proposals, consider proposals, and reach tentative agreement in the course of negotiations. It is recognized, however, that the negotiators for each party have been given guidelines and instructions by the party it represents and the negotiators cannot exceed such guidelines or instruction and must report, from time to time, to the party they represent or a committee thereof for further authorization or clarification.
- J. Once agreements have been reached on individual Articles, they will be initialed by both parties and will be understood to stand as tentative agreements.
- K. During the period of negotiations and (a) prior to reaching an agreement, or (b) prior to impasse (whichever shall occur first), the proceedings of the negotiations shall not be released to any of the public news media. Both parties recognize it is necessary and desirable to keep the groups they represent informed of the proceedings. It is not intended that this Agreement restrict such efforts, but it is understood that when the respective bodies or committees are informed, it is to be on a confidential basis, and not to be released to the news media.
- L. If, during the course of negotiations, the parties concur that they are at an impasse, or if they have failed to reach an agreement on all topics under negotiations by March 15th, the Public Employment Relations Board shall be requested to assist in the resolution of their differences in accordance with the provisions of Article XIV, Section 209, of the Civil Service Law. The date of March 15th may be altered by mutual agreement.
- M. At the commencement of negotiations, these procedures may be modified if either party makes such a request.

## ARTICLE 4 / WORK SCHEDULE

### A. Work Week

A full time employee's normal work week shall be Monday through Friday. However, the School District reserves the right to have a work week that will start other than Monday and end other than Friday. The administration will consult with employees before a decision is made to change the work week.

### B. Overtime

1. The school district shall endeavor to schedule overtime for 12-month employees from a rotating list based on seniority. Overtime for a 12-month employee is defined as follows: All hours worked in excess of eight (8) hours in any one work day Or in excess of forty (40) hours in a week shall be paid one-and-one half times the regular hourly rate.

In the event an employee does not accept an offer for overtime, the employee will forfeit that turn. Any overtime worked must be of a duration of more than two (2) hours to be posted as an overtime worked. Any occurrence of two (2) hours or less will be posted as worked, but the employee will remain in position on the list for an overtime. In other words, an employee does not lose their position on the list if they work an overtime assignment of two hours or less. This overtime list will be posted in the office of the Director of Facilities to show any employee the overtime worked or refused. Senior employees will have the option of selecting the overtime of their choice where overtime exists with one or more opportunities. Employees of the bargaining unit shall be afforded scheduled overtime opportunities prior to the work being offered to substitute employees not in the bargaining unit. Scheduled overtime shall mean events that are known about at least 48 hours in advance.

Employees may elect to receive compensatory time off rather than compensation for all overtime, to a maximum of five (5) compensatory days. Use of accumulated compensatory time requires supervisory approval.

2. Overtime for a 10-month employee is defined as follows: All hours worked in excess of eight (8) hours in any one work day or in excess of forty (40) hours in a week shall be paid one-and-one half times the regular hourly rate.

It is agreed that overtime shall require supervisory approval.

The District agrees to the application of credited hours for vacation and holidays as time counted toward the 40 hour FLSA requirement. For purposes of this Article, the following

titles only may use sick days toward the FLSA minimum (Mechanics, Maintenance, and Groundsman).

### C. Extra Driving Assignments

An extra driving assignment is defined as an assignment made by the District for a field trip or athletic event.

1. Field trips during the normal school day will be offered to four-hour, then five hour, etc. drivers following a rotational system based on seniority. Acceptance of a field trip will not impact a driver's position on the sports run list. Sports runs shall ordinarily leave at 3:00 pm. The district shall make every effort to schedule overtime assignments at least one week in advance. However, the drivers realize that this is not always possible.
2. Early event runs, those that must leave prior to 3:15pm, shall be assigned to the three drivers whose runs return the earliest in the afternoon. These three eligible drivers shall rotate early event run assignments and be given at least one week's notice of an early sports run. These drivers shall not be substituted off their regular runs to become available for an early sports run. In the event that there are more than three early event runs in one day, the district shall select an employee that is also eligible to leave prior to 3:15.
3. All other sports runs and field trips outside the normal day will be assigned from a rotational list based on seniority. Said rotational list shall be posted conspicuously outside the Transportation Director's office and updated each time the entire roster has been rotated completely. If an employee is not available to accept an extra driving assignment due to interference with their normal driving duties, that employee will remain in the current position for the next assignment. Rotation will move to the next available driver. If the driver did not work the previous day due to illness or leave, the driver is not eligible for a trip the next day, i.e., if a driver did not work on Friday, the driver cannot drive a weekend trip. However, the driver shall not lose his or her place on the rotational list. Working at a job outside of the District's employ does not entitle a driver to be designated as "not available" and excluded from the normal rotation list. A driver who refuses an assignment for any reason except as stated above, forfeits their position on the list. A driver accepting an extra driving assignment outside of the normal school day of less than a two-hour duration will remain in the same position on the rotation list. Employees who decline an assignment shall be moved to the bottom of the list. Employees that are out sick on the day of an assignment shall be ineligible for the assignment, but will not have their name rotated on the overtime list. The district shall make every effort to schedule assignments at least two weeks ~~hours~~ in advance.



4. Transportation vacancies due to employee absences will be filled by 10-month unit members who are not scheduled to work the same hours, the vacancy will go to someone doing less hours per day, per diem substitutes, or 12-month employees, respectively. Bus driver /custodians shall be required to drive once each school quarter but will otherwise be utilized as a last resort.
5. Bus driver/custodians, and other non-bus drivers who are required to drive a bus, shall receive a stipend equivalent to seventy-five cents (\$.75) per hour provided they maintain their certification and make themselves available to drive a school bus. Bus driver/custodians, and other non-bus drivers who are required to drive a bus, that fail to maintain their certification shall incur a penalty reducing their salary by fifty cents (\$.50) per hour. An employee who for disabling conditions is no longer eligible to legally drive a school bus may apply to the Superintendent not to incur the penalty described above.

The employee with the most seniority, regardless of 10 or 12 month status will have first choice when more than one extra driving assignment is available.

It is agreed that extra driving assignments shall require supervisory approval.

#### D. Emergency Call-In

In the case of an emergency, an employee who is called-in by an administrator or a supervisor to work during non-working hours or on non-working days will be given the following option:

1. receive a minimum of two (2) hours pay at one and one-half (1 1/2) the regular hourly rate

or

2. Accumulate 3 hours of compensation time. Compensation time can be used only when students are not in session and with department head approval.

An emergency call-in is one which is unexpected and requires the employee to interrupt their daily regimen and come to work. It is not considered an "emergency call-in" if an employee is asked to extend their time either directly before or after the regular workday and is requested to do so in advance of their arrival to work. Calls made to 2<sup>nd</sup> shift bus driver/custodians prior to 11am requesting early arrival for their shift do not constitute emergency call-ins. Calls made to 2<sup>nd</sup> shift bus driver/custodians after 11am do constitute emergency call-ins.

An employee who is required to work on one of the regular paid holidays shall receive in addition to his regular day's salary for that day, a guaranteed additional minimum of four hours compensation at one and one half (1 1/2) the regular hourly rate.

E. Hazardous Working Assignment

It is recognized that there are hazards in certain work assignments which require employees to work alone in buildings and in isolated areas. The Administration and supervisors will endeavor to minimize the instances of such assignments.

F. Security Inspection

Employees who perform required and authorized inspections on weekends and/or holidays will be compensated \$25/inspection. This will not be considered overtime as relates to scheduling of overtime.

G.. Emergency School Closings and Delays -- Transportation

1. The District will notify bus drivers and bus monitors at least thirty (30) minutes prior to the start of their bus run, when school is closed. Provided such notice is given, drivers and monitors will not report to work and will not be paid for the day, regardless of whether they report to work or not. If at least thirty (30) minutes notice is not given AND the employee reports to work no sooner than (15) minutes prior to the start of the day, then the employee shall receive one hour compensation at his/her regular rate of pay.
2. The District will notify bus drivers and bus monitors at least thirty (30) minutes prior to the start of their bus run, when school is delayed. If school is delayed, and at least thirty (30) minutes notice is given, then drivers and monitors will not report to work until a time equivalent to the delay has passed. For example, if a driver usually reports at 6:30 a.m. and there is a two hour delay, then such driver will not report to work until 8:30 a.m. Upon the opening of school and the completion of their run, drivers and monitors will be paid their regular rate of pay. No additional compensation will be due the driver or monitor.

If at least thirty (30) minutes notice is not given AND the employee reports to work no sooner than (15) minutes prior to the start of the day, then "monitors" will receive an "on call" stipend of ten dollars (\$10) and drivers will receive an "on call" stipend of fifteen dollars (\$15).

3. Provided at least thirty (30) minutes notice is given when school is delayed and subsequently closed, "monitors" will receive an "on call" stipend of ten dollars (\$10) and drivers will receive an "on call" stipend of fifteen dollars (\$15).

4. In instances where school is delayed and subsequently closed AND at least thirty (30) minutes notice is not given AND the employee reports to work no sooner than (15) minutes prior to the start of the day, then the employee shall receive one hour compensation AND “monitors” will receive an “on call” stipend of ten dollars (\$10) and drivers will receive an “on call” stipend of fifteen dollars (\$15).
5. If a driver and/or aide actually begins a run and school is subsequently closed, the driver and aide will be paid for the entire run.

	<u>30 Min Notice</u>	<u>No 30 Min Notice</u>
Close	No \$\$	1 Hr. \$\$
Delay / then close	\$15/10	\$15/10 1 Hr. \$\$
Delay	No \$\$	\$15/10

H. Bus Run Assignments

1. At the beginning of the year orientation meeting, 10 month employees will be given the opportunity to express their preference, according to seniority, for any available bus run. Final assignment of bus drivers to specific runs which are available will be made by the Superintendent. 10 Month employees will work one Superintendent's Day each year as specified at the Orientation Meeting in September (Opening Day does not count, as all employees are required to attend).
2. All bus runs established by the District during the summer will be based on the information the District has at the time.
3. Information on available runs will be sent to the drivers in August for the purpose of bidding such runs and, per contract, the District will announce drivers' assignments at the Fall staff development day, which is before school begins for students.
4. Due to numerous uncertainties, changes in out of District runs may occur up to the beginning of school and after school starts. To address these changes, the following process shall be initiated:
  - a. After the initial bidding and assignment of runs and the start of school, the Transportation Supervisor or his/her designee shall review all actual bus run

times of each out of District run. By the first business day in October of each school year, bus runs shall be finally established, to become effective no later than the first business day in November.

- b. If, after such review, it is found that bus run times need to be adjusted, the Drivers, Attendants or Monitors that will be affected will be provided with written notice of a meeting. That meeting will be with the Transportation Supervisor or his/her designee, a union representative and the party/parties affected. Runs will be discussed individually with the parties involved.
- c. If a Driver, Attendant, or Monitor disagrees with the decision of the Transportation Supervisor or his/her designee, they may submit a written appeal to the Business Administrator who will then render a final decision.
- d. No Driver, Attendant, or Monitor who bid on a run in the Summer and was, based on that run, entitled to a certain insurance level (i.e. 80/20 coverage), but due to the review has their hours reduced, effectively making them ineligible for that coverage, will not suffer a reduce insurance level for the remainder of the school year. In addition, if the change in hours increases a driver, attendant, or monitors daily time to a level that makes them eligible for a higher level of insurance coverage, the District will increase their insurance level at a time of the year as allowed by the District's insurance carrier.
- e. Runs will not be reevaluated again during the school year unless a major change in the run occurs, i.e. a school is dropped from the run for the remainder of the year. In such case, the District reserves the right to abolish or reduce runs.
- f. Changes in hours will not be retroactive.
- g. There will not be a rebidding of runs based on any change that is caused by the process set forth above.
- h. The above process will be reviewed by the District and CSEA before June 2007. This process will continue unless mutually agreeable changes are made and ratified by the membership and the District BOE.

#### I. Emergency Shut Down/Closing During the School Day

In the event that school must be evacuated during the day, the Superintendent shall decide when staff may leave if it is necessary to do so prior to the end of the scheduled work day.

In the event of an emergency evacuation, after all students have left the building, the CSEA staff\* will conduct a preliminary search of the building. Then they will exit the building and go to one of the other school properties where they will continue their work to the best of their abilities until the building in question is determined by the authorities to be safe for work. If a more extensive search is necessary, it will be done on a volunteer basis. The parties agree that CSEA staff\* who are essential personnel may have to remain to follow specific directives from authorities. This provision does not apply to closing for inclement weather.

**Commented [CCS1]:** Why is there an asterisk (\*) on the word "staff" here and later in the paragraph?

#### J. Summer Bus Run Assignments

Each summer bus run may be assigned to two drivers/monitors. Those drivers/monitors shall determine the driving schedule. In the event a driver/monitor is unable to perform his/her assignment because of an unexpected circumstance, he/she shall have the responsibility of finding coverage and may call any other employee involved in the summer bus runs

## **ARTICLE 5 / PENSION AND INSURANCE**

### **A. Retirement**

All members of the bargaining unit who may be members of the New York State Employees Retirement System shall have their contributions paid by the school district as provided by the laws of the New York State Retirement System covering plan 75I, the 1/60th Plan.

### **B. Insurance**

Effective July 1, 2015 the District agrees to make available to its eligible employees and retirees the following plans offered by the WSWHE Counties Health Insurance Consortium Trust (“Consortium Trust”), as long as such plans are available through the Consortium Trust. In addition to the Consortium Trust plans the District will provide the two HMO plans, now being offered, unless one or both companies (MVP and CDPHP) cease to offer an HMO plan. As of July 1, 2015 the Matrix will no longer be available.

The plans offered by the District:

1. Consortium Trust Gold Plan
2. Consortium Trust Alternative PPO
3. Consortium Trust PPO
4. CDPHP HMO
5. MVP HMO

If any of the above-referenced plans are no longer available through the Consortium Trust, the School District will offer an equivalent plan.

The District will pay the following monthly percentages toward the premiums for health insurance plans offered by the School District:

12 month employees and 10 Month Employees working 37.5 hours or more per week

2014-2018 Individual	90% of the premium of the Consortium Alternative PPO Plan or 95% of the PPO Gold Plan
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Two Person	90% of the premium of the Consortium Alternative PPO Plan or 95% of the PPO Gold Plan
Family	90% of the premium of the Consortium Alternative PPO Plan or 95% of the PPO Gold Plan

10 Month Employees working less than 37.5 hours per week

2014-2018 Individual	80% of the premium of the Consortium Alternative PPO Plan or 90% of the PPO Gold Plan
Two Person	80% of the premium of the Consortium Alternative PPO Plan or 90% of the PPO Gold Plan
Family	80% of the premium of the Consortium Alternative PPO Plan or 90% of the PPO Gold Plan

The employee will pay the balance of the premium, by payroll deduction, for the Consortium Alternative PPO Plan, or the total difference between the School District's contribution toward the Consortium Alternative PPO and the premium of any more expensive health insurance plan offered by the School District. The District will not give the employee any money if a different plan is less expensive than the Alternate PPO plans.

In the event that federal or state legislation rules and/or regulations issued in relation to the Patient Protection and Affordable Care Act ("PPACA"), the Health Care and Education Reconciliation Act of 2010 ("HCERA") and/or any other legislation, rule or regulation impact in any way the health insurance plans, costs or benefits provided for in this Agreement, either party may reopen negotiations on the issues of wages and health care, upon ten (10) days written notice.

The optical coverage clause will be part of the major medical contract for all employees.

Dental Insurance: The premium costs of a Blue Cross Dental Plan will be paid by the Board of Education and by the employee as follows:

12 month employees  
 70% payment of premium by District  
 30% payment of premium by Employee

10 month employees  
 50% payment of premium by District  
 50% payment of premium by Employee

10 month employees who work 37 1/2 hours per week:  
 50% payment of premium by District

50% payment of premium by Employee

C. Disability Insurance

The District agrees to pay the employer's share of the New York State Disability Insurance Program with the employee contributing the employee's share. In the event of payment of benefits, the employee's accumulated sick leave shall be reduced on a pro-rated basis for that portion of time that represents the difference between full sick benefits and the amount actually received.

D. Workmen's Compensation

If a school district employee is injured in the pursuit of his assigned professional duties and the injury is sufficiently serious to require his absence from work, the following policy will be effective:

1. He shall be paid the difference between the Workmen's Compensation payments he receives and his regular current wages or salary for the period of his compensation while off the job up to a maximum of thirty (30) work days.
2. There shall be no loss of accumulated sick leave during this period of certified absence from work, as specified in paragraph one.
3. After using the maximum number of days as specified in paragraph one, the employee may elect to receive sick leave benefits to be charged on a pro-rated basis for that portion of wages that represents the difference between the benefit paid and the employee's daily salary rate.
4. The Board of Education may request that he be examined by the school district physician or by a physician designated and paid for by the Board of Education to determine the seriousness of his/her injury and his/her continued eligibility for district compensation.
5. The Board of Education reserves the right to discontinue school district payment of the difference between compensation payments and salary if in the opinion of the school or Board-designated physician the injury no longer justifies absence from work.
6. Effective July 1, 2015, an employee that does not participate in the district's health insurance plan shall be entitled to a payment of \$1000 for single coverage, \$1,500 for two person coverage or \$2500 for family coverage. To qualify for the buyback provision, the employee not electing to take health insurance offered by the District must show proof of alternate insurance. The employee has the right to re-enter the health insurance plan by choice during the open enrollment periods, or at any time if the employee loses their alternate insurance coverage. If an employee elects the buyback provision during the school year, the stipend will be prorated from the last day of the month to the end of the school year.

## ARTICLE 6 / LEAVES, VACATION AND HOLIDAYS

### LEAVES:

#### A. SICK LEAVE

##### 1. 12 Month Employee

15 days per yr.  
Accumulative to: 375 days

##### 10 Month Employee Transportation

10 days per year  
Accumulative to: 200 days

##### 10 Month Clerical

14 days per year  
Accumulative to: 200 days

An employee may use nine (9) days of sick leave a year for illness in the immediate family and then only if the employee can demonstrate that there is no one else to care for that member of the immediate family. Immediate family is defined as spouse and children, mother, father, sister, brother, and grandparent of either spouse or employee.

An employee who is absent because of personal illness or physical disability for three or more consecutive days or a total of five days in any calendar month is required to file with the Superintendent a certificate by a licensed physician of such personal illness or physical disability. The Superintendent may also require a physician's note when there is perceived abuse. In cases of protracted illness, such a certificate must be filed each calendar month. Failure to submit certification shall cause the employee to lose one two-hundred sixtieth (1/260) if employee is a twelve month employee, or one one-hundred eightieth (1/180) if employee is a ten month employee, of the employee's annual salary for each uncertified day. The submission of such certificates may be waived or modified at the discretion of the Superintendent.

Employees that are absent from work prior to or after a holiday or vacation day may be subject to discipline.

##### 2. Sick Leave Reserve

Any member of CSEA who has exhausted his/her sick leave may apply for a loan of up to an additional twenty (20) days of sick leave under the approval of the



Superintendent. Any application for additional sick leave must be accompanied by a statement from the member's physician indicating the condition which causes the absences. The repayment of days will be required over the following four years. If the member leaves the district or retires without fully repaying the obligation a deduction from the member's final paycheck will be taken at the member's current daily rate of pay for each day not repaid.

**B. BEREAVEMENT LEAVE**

Each CSEA member will be granted up to three (3) days absence each year per occurrence due to the death in the immediate family, with no loss of pay. The Superintendent may, at his/her discretion, grant an additional two (2) days absence per occurrence with no loss of pay if the employee requests additional bereavement time. The Supervisor shall be notified in advance of the absences unless an emergency prohibits. Members of the immediate family of either the staff member or spouse include children, brothers, sisters, father, mother, step-parent, aunts, uncles and grandparents.

**C. PERSONAL BUSINESS LEAVE**

All 12 month employees and 10 month clerical employees will be permitted three (3) days non-accumulative absence in any one year for business leave. Requests for personal leave must be submitted in writing to the District at least three (3) days before the anticipated leave.

Emergency requests may be handled verbally and documented later. Personal business leave days may not be used to extend a vacation, nor will personal business leave be granted immediately before or after holidays. Special approval may be granted by the administration to cover emergency situations. Ten month employees will be permitted two (2) days non-accumulative absence in any one year for business leave. Unused personal business days for 10 and 12 month employees will be added to employee's accumulated sick leave.

**D. VACATION**

Paid vacation shall be granted to employees whose regular term of annual employment meets the definition of a twelve-month employee. The annual leave allowance shall be as follows:

Two (2) weeks vacation after one year (12 months) of continuous service.

Three (3) weeks vacation after seven (7) years of continuous service.

Four (4) weeks vacation after twelve (12) years of continuous service.

Five (5) weeks vacation after twenty (20) years of continuous service.

The granting of additional weeks, when attained, will be given on a prorated basis during the first year of eligibility. Thereafter, such days shall be credited on July 1<sup>st</sup> of each year.

No more than five (5) employees may be scheduled for vacation during any one week in the summer. No more than two (2) employees, except by superintendent's discretion, may be scheduled for vacation during any day or week in the school year. For purposes of this vacation subsection, summer is defined as July 1<sup>st</sup> to the opening day of school and School Year is defined as opening day of school to June 30<sup>th</sup>. Requests for vacation will be submitted each year between April 15 and May 1 on a first come, first granted basis with no seniority consideration. From May 1 where more than one (1) employee requests vacation at the same time, and due to school personnel requirements, it is not possible to grant all such requests, vacations shall be scheduled on a seniority basis.

Employees shall be able to take vacation at any time provided they obtain supervisory approval which will be based on coverage.

Subject to, and contingent upon the prior written approval of the supervisor, more than one week (5) days may be taken on a day by day basis providing that there are no coverage problems that arise from such a change.

#### E. HOLIDAYS

Paid holidays shall be granted to employees as outlined in this article. For all holidays given, any falling on weekend days, the holiday will be given either the day before or the day after the weekend as agreed upon between the District and the Union at calendar development time.

##### 12-month employees

New Year's Day, President's Day, Good Friday, (If Good Friday is needed in calendar, a compensatory day off will be granted), Memorial Day, July 4th, Labor Day, Veteran's Day, Day Before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, Columbus Day, Day After Christmas, Christmas Day, New Year's Eve Day and Martin Luther King Day.

##### 10-month employees

Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, President's Day and Memorial Day, Martin Luther King Day and Good Friday. If Good Friday is needed in calendar a compensatory day off will be granted.

F. JURY DUTY

Employees who are required to serve on jury duty will receive full salary during the period of such service less an amount equal to the compensation paid to them for each such jury duty; but the employee shall report for his regular work assignment when his presence is not required in the courthouse.

G. SNOW DAYS (Clerical Only)

Two (2) 12-month clerical employees will report each snow day at 8:00 AM and (a) may leave at 2:00 PM including a half-hour break and giving up a one (1) hour lunch or (b) may leave at 3:00 PM with a half-hour break and one (1) hour lunch.

Supervisors may request regular work hours if the need arises on a rotating basis to be distributed to all clerical staff by September 1<sup>st</sup> of each year.

In the event of a snow delay, clerical employees shall be given half the time allotted for the delay to arrive to their building for the start of their work day.

H. RECESS SCHEDULE

School Recess

Clerical staff who are 10 month employees are required to work all recesses, however, they may decide to choose 1-week recess to take off and in return will work one (1) additional week to cover that recess. If there are additional days in that school year above the 200, clerks will be compensated for these or allowed to use these toward the recess time off.

For the 2014-2015 school year, clerical staff who are 12 month employees shall work one third of the recess periods.

For the 2015-2016 and 2016-2017 school years, clerical staff who are 12 month employees shall work half of the recess periods.

For the 2017-2018 school year and thereafter, clerical staff who are 12 month employees shall work all but five days during the recess periods.

Clerical employees shall report at 7:45 AM and (a) may leave at 2:30 PM working through their lunch or (b) may leave at 3:00 PM with a half-hour lunch.

I. ABANDONMENT OF POSITION

An employee absent from work without authorization for ten (10) or more consecutive work days shall be deemed to have resigned from employee's position if employee has not provided a satisfactory explanation for such absence on or before the eleventh (11th) work day following the commencement of such unauthorized absence.

This procedure shall be in lieu of the disciplinary procedures described in Civil Service Law. The district will send notification after 5 days absence without authorization. A certified letter mailed to the unit members address in permanent record file will be considered sufficient notification.

J. LEAVES WITHOUT PAY

Any leave without pay request for more than three (3) days must be submitted to the Superintendent in writing 30 days prior to the requested leave. All requests must be approved by the school board.

## **ARTICLE 7 / SENIORITY POLICY**

### GENERAL

Seniority is given due consideration in every case where an employee of the district is being considered for an existing vacancy. Notice of vacancy will be posted in all departments following acceptance of the employee's resignation by the Board of Education or earlier in special circumstances for at least five (5) working days for employee information and action. Within department, employees in the same or related circumstances for at least five (5) working days for employee information and action. Within department, employees in the same or related classification in which a vacancy exists shall receive first consideration upon application for such vacancy. If the vacancy is not filled from within the department, other employees will be given consideration upon application. Those employees wishing to apply for vacancies will be expected to do so within seven (7) working days from the date of original posting of a vacancy.

In filling vacant positions, normal district procedures will be as follows:

1. Post notices of vacancy consistent with time sequences indicated above employees whose term of employment does not include the period from school closing to reopening in summer may inform the superintendent of possible vacancies for which they may wish to apply, in which case such notice of vacancy will be mailed to them during this period of time.
2. Consult Saratoga County Civil Service eligibility lists where vacancies are not filled from present employees.

3. Advertise vacancies in the classified sections of two daily newspapers serving the school district where suitable applicants are otherwise not available from prior recruitment efforts or through normal application procedures.
4. A resident of the school district who possesses equal or superior qualifications for a given position will be given preferential consideration for that position.
5. It will be the intent of the district to fill vacancies for authorized positions within twenty (20) days after the completion of steps indicated in a. through c. above. It is recognized that factors such as the availability of suitable applicants and commitments of selected applicants to other employers may cause this period of time to be extended in some cases.

A. Determining Seniority

1. Seniority for all things other than layoffs/recalls shall be the length of employment effective on the first day of employment.
2. Seniority for layoffs/recalls shall be the length of full-time employment effective on the first day of Board approved permanent appointment and following Civil Service Regulations.
3. An employee who leaves the district's employ and then is rehired does not accrue seniority from the previous point.

B. Layoff/Recall

If a reduction in the work force occurs, or a recall of personnel is instituted as a result of Board of Education action, the following system will be followed:

1. Within a job classification, temporary and probationary personnel will be laid off before permanent employees. Permanent employees will be laid off on the basis of reverse seniority.
2. As job openings occur following a lay off, those laid off employees within the job classification of the opening will be recalled in reverse order of the layoff. The recall provisions will be limited to two years from the date of layoff.
3. Competitive class personnel will be laid off and recalled in accordance with Civil Service Procedures, if these procedures are different from the above.

4. Notification of recall to an employee will be made by certified letter. Failure of an employee to respond affirmatively to a recall within five (5) working days after receiving notification will void any rights provided under this agreement, or appropriate laws and statutes.

C. Application of Seniority

1. Transfers and promotions - Accumulated seniority time is considered, but is not binding, in the following instances:
  - a. When transferring to a position with no salary increase.
  - b. When transferring to a position with a salary increase.
  - c. When being considered for promotion which involved supervisory responsibility.

2. Priorities

In many instances where seniority is considered, the district compelled by law or good personnel management practices to place higher priority on other factors. The following areas are generally examined and compared before seniority can be considered:

- a. Civil Service Requirements: The job description provided by the Civil Service Commission do not recognize seniority as defined in Section A. They do, however, recognize experience as it relates to the position under consideration.
- b. Civil Service Examination: The satisfactory completion of competitive examinations in the area under consideration if they are required.
- c. Education: Civil Service and district requirements - usually identical related satisfactory experiences can often be substituted for some education requirements.
- d. Training: Formal training in the duties of the position under consideration.
- e. Experience:
  - i. length of related experience,
  - ii. recent of related experience.
- f. Performance: Successful performance of duties in previous positions held in the school district.
- g. Health: Physical ability to perform the duties of the position under consideration.

## **ARTICLE 8 / GENERAL**

A. Law Saving Clause

If a provision of this Agreement is or shall be at any time contrary to law or found to be invalid by a decision of a tribunal of competent jurisdiction, then such provision shall be of no force and effect. By mutual consent, the parties hereto may consider substitute action, if any, to replace that covered by the provision so declared illegal.

B. Matters Not Covered

The parties agree that by mutual consent they will consult on matters not covered by this Agreement which are proper subjects for collective negotiation. Said subjects will be included in those negotiated for an Agreement, subsequent to this one. Negotiations will not be reopened on any item, whether contained herein or not, during the life of this Agreement except by mutual consent.

C. Personnel File

A file will be maintained for each employee in the Corinth School Office. Each employee may inspect his or her file and make copies of any material in said file. The employee may answer any material in the file and file a copy of said answer in the file.

D. Labor-Management Meeting

There shall be a meeting held once a month if necessary, at the convenience of both parties, Superintendent and employees, to discuss or solve problems arising from work conditions, working habits, labor relations, policy interpretations, contract in general any any other areas that could become involved with either party. Meetings shall include two employees, one the President of the CSEA local unit.

E. Posting Notices

The unit is allowed to post official notices on designated bulletin boards located in areas where unit members congregate.

F. General Communications

A copy of any Board Meeting agenda shall be furnished to the Unit President at the time that copies are received by Board Members. The Unit shall be given a place on the agenda. If items are added to the agenda after the mailing date, the Unit President shall be advised of the additions as early as possible. Board meeting minutes shall be available to the Unit President for appropriate filing at the time they are officially approved by the Board.

G. Release Time for CSEA Officers

The CSEA Unit shall be allowed a total of three days annually to attend CSEA sponsored workshops, conventions and meetings.

H. Disciplinary Matters

The following procedures shall apply to non-competitive or labor class employees upon completion of a probationary period of 6 months.

1. In a disciplinary proceeding where the District attempts to impose a penalty of suspension and/or loss of pay and/or dismissal, the employee shall be entitled to a statement of charges and may request a hearing with the Superintendent. The employee may appeal the Superintendent's decision to the Board of Education. The decision of the Board of Education shall be final and binding and shall not be the subject of the grievance procedures.
2. In any other disciplinary action, such as a reprimand, the District must give the employee a written statement describing the improper action(s) or statement(s), describing the appropriate future conduct of the employee.
3. The employee will be allowed to place a written rebuttal to the charges in his personnel folder.
4. Upon the employee's request, non-safety counseling memos shall be removed after 36 months.

I. Representation Rights

A unit member shall be entitled to CSEA representation at each step of the grievance procedure and at meetings with a unit member called for discipline. The administration will alert the unit member if the meeting is for disciplinary reasons.

**ARTICLE 9 / GRIEVANCE PROCEDURE**

A. Purpose



It is the policy of the School District and the Association that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. However, both parties recognize that a procedure must be available without any fear of discrimination because of its use. Informal settlements, at any stage, shall bind the immediate parties to the settlement but shall not be precedents in a later grievance proceeding.

**B. Definitions**

1. A "grievance" is any alleged violation of this Agreement or any dispute with respect to its meaning or application.
2. An "employee" is any person in the unit covered by this Agreement.
3. An "aggrieved party" is the employee or group of employees who submit a grievance or on whose behalf it is submitted.
4. A "supervisor" is the employee who assigns and supervises the employee who is responsible for his action.
5. "Days" will be defined as any regular work day of the CSEA year.

**C. Submission of Grievances**

1. Before submission of a written grievance, the aggrieved party must attempt to resolve it informally.
1. Each grievance shall be submitted in writing on a form approved by the school and the organization and shall identify the aggrieved party, the provision of this agreement involved in the grievance, the time when and the place where the alleged events or conditions constituting the grievance existed and, if known, the identity of the person responsible for causing such events or conditions and a general statement of the grievance and redress sought by the aggrieved party.
2. A grievance shall be deemed waived unless it is submitted within fifteen (15) days after the aggrieved party knew or should have known of the events or conditions on which it is based.
3. An employee may submit grievances which affect him personally and shall submit such grievances to the supervisor.

**D. Grievance Procedure**

1. The supervisor shall respond in writing to each grievance received. If an aggrieved party is not satisfied with the response of the Supervisor or if no response is received

within five (5) days after the submission of a grievance, such aggrieved party may submit a copy of the grievance to the chief school administrator.

2. The chief school administrator or his designated representative shall, upon request, confer with the aggrieved parties with respect to the grievance and shall deliver to the aggrieved parties a written statement of his position with respect to its no later than ten (10) days after it is received by him.
3. In the event the employee is not satisfied with the statement with respect to the grievance, he or she may, within fifteen (15) days after receiving the statement, request in writing, a review by the Board of Education. Within fifteen (15) days, a hearing shall be conducted and a written decision sent to the employee and the immediate supervisor.

## **ARTICLE 10 / REMUNERATION**

### **A. Mileage**

Employees using their own vehicle will be reimbursed at the rate per mile established by the Internal Revenue Service while on approved School District business.

### **B. Retirement**

Upon written notification of retirement to the Board of Education not less than twelve (12) months prior to the effective date of such retirement, the final year salary for all ten-month and twelve-month employees will be increased \$30.00 for each day of accumulated sick leave up to the maximum as established in Article 6, Subsection A. To be eligible for the retirement salary adjustment, an employee must have applied for a New York State Employees' Retirement allowance, or disability pension and Social Security Benefits.

OR

For each twenty five (25) days of accumulated sick leave, the District agrees to credit to the individual one year of individual health insurance premium payment, with the value of such premium payment established as of the last day of employment. Therefore, if the annual individual health insurance premium costs increase beyond the dollar value established as of the last day of employment, the retiree will pay any and all additional costs above that rate. At the age of 65, the employee shall be transitioned to a Medicare Advantage plan offered by the WSWHE BOCES Consortium Trust.

Upon the death of an employee, the district will pay the estate \$30.00 for each day of accumulated sick leave up to the maximum set forth in Article 6, 1a.

To begin upon ratification by both parties, a retirement incentive of 1½% of the retirees final years' base salary, multiplied by the number of years of service not to exceed \$13,500 will be offered for those unit members who retire pursuant to the New York State Employees Retirement System with or without penalty and who have at least twenty years of service to the Corinth Central School District.

C. Longevity

1. Twelve-month Employees:

As of July 1, 2006, employees who attain or who hereafter attain 5, 10, 15, 20, 25 years of credited service in the Corinth Central School District will receive the following increases to their longevity payments as part of their annual salary payment, upon the anniversary date of their 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, and 25<sup>th</sup> year. For example, someone who reaches their 15<sup>th</sup> anniversary date will receive \$750.00 more than they had received in previous years and when they reach their 20<sup>th</sup> anniversary, they will receive the increment in addition to the amount they were given at their 15<sup>th</sup> anniversary.

<u>5 years</u>	<u>10 years</u>	<u>15 years</u>	<u>20 years</u>	<u>25 years</u>	<u>30 years</u>
\$450	\$650	\$750	\$850	\$900	\$1000

2. Ten-Month (180 Day Hourly) Employees:

Employees who attain or who hereafter attain 5, 10, 15, 20, and 25 years of credited service in the Corinth Central School District will receive the following increases to their longevity payments, upon the anniversary date of their 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, and 25<sup>th</sup> year. It will be divided by 20 pays or number of pays remaining for the year, and listed as a separate item on their salary agreement. As in the example above, when a person reaches their 15<sup>th</sup> anniversary, they will receive \$570 more than the total longevity amount they received the year before and when they reach their 20<sup>th</sup> anniversary the total longevity payment will increase by the amount noted below.

<u>5 years</u>	<u>10 years</u>	<u>15 years</u>	<u>20 years</u>	<u>25 years</u>	<u>30 years</u>
\$330	\$470	\$570	\$750	\$800	\$900

3. Ten-Month (200 Day Clerical) Employees:

Employees who attain or who hereafter attain 5, 10, 15, 20, and 25 years of credited service in the Corinth Central School District will receive the following increases to their longevity payments, upon the anniversary date of their 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, and 25<sup>th</sup> year.

It will be divided by 20 pays or number of pays remaining for the year, and listed as a separate item on their salary agreement. As in the example above, when a person reaches their 15<sup>th</sup> anniversary, they will receive \$590 more than the total longevity amount they received the year before and when they reach their 20<sup>th</sup> anniversary the total longevity payment will increase by the amount noted below.

<u>5 years</u>	<u>10 years</u>	<u>15 years</u>	<u>20 years</u>	<u>25 years</u>	<u>30 years</u>
\$360	\$515	\$590	\$750	\$800	\$900

On their anniversary, employees shall receive a prorated portion of their longevity payment on their first year of eligibility, thereafter the full longevity payments shall be in the July immediately following the anniversary date.

D. Military Credit:

All ten-month and twelve-month employees will receive longevity credit for military service as follows:

- 2 years military service = 1 year toward longevity
- 3 years military service = 2 years toward longevity
- 4 years military service = 3 years toward longevity

In order to receive the benefits of this clause, the employee must submit to the Superintendent an Honorable Discharge certificate which indicates that the years of military service were performed during a period of national emergency.

E. Eligibility for Benefits:

Employees hired after the beginning of the contract year shall have the benefits pro-rated (except salary) to correspond to the amount of time the employee actually worked. On the contract anniversary date, the new employee will receive a proration of the negotiated salary increase as calculated above. Employees hired on or before January 1 shall receive the full negotiated salary adjustment.

F. Compensation:

Salary increases for the 2014-2018 Contract of the Corinth Central School District Unit Members have been established as follows which represents a salary increase of 8.75% over the duration of the 2014-2018 Corinth CSEA Contract:

Contract Year 2014-2015 - 2% increase to salary

Contract Year 2015-2016 - 2.25% increase to salary  
Contract Year 2016-2017 - 2.25% increase to salary  
Contract Year 2017-2018 – 2.25% increase to salary

1. Night Salary Differential:

An employee working on a regularly scheduled night shift, will be paid a differential of \$.35 per hour during the regularly scheduled night shift.

2. Holiday Pay:

For work performed on a paid holiday, employees will be compensated at the rate of time and one half times the number of hours worked in addition to the holiday pay. If Good Friday is needed as part of the calendar, work will be performed at the regular rate of pay, not time and a half.

3. Inservice Training:

All ten-month and twelve month employees who must take the State mandated thirty (30) hour driving course will be paid mileage for attendance (if a school vehicle is not available) and will receive their regular hourly compensation rate for those hours in attendance beyond their scheduled work hours. All employees who attend in-service meetings which are scheduled beyond their scheduled work hours, will be paid for the additional hours, at their regular hourly rate.

4. Shift Supervisor:

The District has, at its own discretion, the availability to appoint a shift supervisor at an additional stipend of \$3,000.00. The shift supervisor would have additional specific and general supervision responsibilities. These would include, but not limited to, supervision of one or more workers, handling emergencies that arise, and doing written and oral reports regarding, shift, workers, and work area. Shift supervisor reports directly to the Director of Facilities and / or Transportation Supervisor.

5. Shoe Allowance:

On an annual basis, the district will reimburse custodians, cleaners, and mechanics for a maximum of \$60 for the purchase of appropriate footwear. The employee must submit a receipt to receive reimbursement. The district also agrees to reimburse custodians and cleaners up to \$125 on an annual basis for the purchase of work pants.

6. Renewal of CDL Licenses:

The District will reimburse to employees whose job description requires a CDL for the cost of the renewal of their personal and CDL licenses upon submission of a receipt, not to exceed \$130.00 (subject to change according to the Department of Motor Vehicles fee schedules). If the holder of the CDL has received a reimbursement for renewal and they leave employment earlier than four (4) years from that renewal, for reasons other than retirement, they will pay 50% of that reimbursement amount back to the District by way of deduction in their last paycheck.

7. Perfect Attendance Bonus:

An annual attendance incentive equivalent to the value of three sick days shall be paid for perfect attendance in June of each year of the contract. An employee with exemplary attendance, meaning he/she has used fewer than three sick days throughout the year, may elect to trade up to three sick days for the cash value of the time. Jury duty, bereavement, vacation leave, and personal business leave used for bereavement will not interfere with the calculation of this benefit.

8. Grounds Stipend:

Employees responsible for maintaining the grounds shall receive an annual stipend of \$700.

**Commented [CCS2]:** #8 & 9 were being presented to the Board as part of salary.

## ARTICLE 11 / BUS DRIVER EXAMINATION

(Federal CSL and Article 19A of the NYS Vehicle and Traffic Law)

- A. If a bus driver fails one of the tests mandated by Article 19-A of the NYS Vehicle and Traffic Law, or the Federal Commercial Driver License requirements, the Board of Education will grant the driver an unpaid four week leave of absence so that the driver will have an opportunity to pass the test.
- B. If a bus driver fails one of the mandated tests, and has been employed by the Corinth Central School District for two continuous years, the Board of Education will grant the driver an unpaid eight week leave of absence so that the driver will have an opportunity to pass the test.
- C. If a bus driver fails one of the mandated tests and is employed in a dual titled position (i.e., bus driver - mechanic), the bus driver will be allowed to work in the portion of the title for

which he remains qualified on a part-time basis until such employee again qualifies to drive a school bus. Bus Driver/Custodians who provide verification that they are medically unable to drive a school bus shall lose the driving stipend after the period of incapacity exceeds sixty (60) calendar days. The Bus Driver/Custodian shall have the stipend reinstated once they are medically cleared to drive a school bus.

- D. The school district will pay the bus driver and custodian/bus drivers a maximum of one hour of pay, at their regular hourly rate, for taking the 19A exam if the driver takes the exam outside his/her regular work hours.

**ARTICLE 12 / SIGNATURE PAGE**

The duration of this agreement shall be from July 1, 2014 to June 30, 2018.

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.

In Witness Whereof, the parties have hereunto set their hands and seals.

FOR THE CSEA CORINTH CENTRAL  
SCHOOL DISTRICT UNIT

FOR THE CORINTH CENTRAL  
SCHOOL DISTRICT

\_\_\_\_\_  
CSEA Unit President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
CSEA Labor Relations Specialist

DATED: \_\_\_\_\_