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PREAMBLE

Agreement made and entered into as of the 1st day of January, 2017, by and between the Town Board of the Town of Oyster Bay, having its principal office at Town Hall, 54 Audrey Avenue, Oyster Bay, New York 11771 (hereinafter designated "Town"), and the Civil Service Employees Association, Inc., Local 1000 AFSCME, AFL-CIO, covering the Town of Oyster Bay Local 881, Civil Service Employees Association Inc., Local 1000 AFSCME, AFL-CIO, having its principal office at 143 Washington Avenue, Albany, New York (hereinafter designated "Association" or "Union").

WITNESSETH:

Whereas the Town and the Association, in order to effectuate the purposes and intent of the provisions of Chapter 392 of the Laws of 1967 of the State of New York (also designated Public Employees' Fair Employment Act), and thereby promote a harmonious relationship between the parties and between the parties in interest herein; and

Whereas, the Town and the Association, as the result of collective negotiations in accordance with said Laws and laws applicable thereto, and intending to be bound, hereby AGREE as follows:

ARTICLE I - TERM OF AGREEMENT

This Agreement shall take effect the 1st day of January, 2017, and shall continue in full force and effect to and including the 31st day of December, 2021. At any point in time after January 1, 2020, upon the request of the Association, the Town agrees to discuss and negotiate reopening this Agreement to discuss increasing wages and improving fringe benefits only. In discussing those items the parties shall consider the previous years' retirements and separations from service.

ARTICLE II - RECOGNITION

The Town recognizes the Association as the sole bargaining and representative agent for and on behalf of its employees. It is understood that seasonal employees, temporary employees and elected public officials, as well as officials performing a legislative or judicial function pursuant to subdivision 2 of Sec. 682 of the General Municipal Law are not included as employees represented by the Association. It is further understood that the employees occupying those titles specified on the annexed list, attached hereto as Addendum A, are not included as employees covered by the current Collective Bargaining Agreement.

ARTICLE III - RIGHTS OF ASSOCIATION

The Town shall process during the term of this Agreement the following payroll deductions. In no event shall the Town be responsible for the use and application of the funds so deducted except to forward same pursuant to the provisions hereinafter applicable. The administration of all funds deducted hereby shall be the responsibility of the Association.

3-1.0 – Payroll Deductions

3-1.1- Dues

Within fifteen (15) days after presentation to the Comptroller of an authorization in writing and signed by the employee, the Town agrees to deduct from wages of such employee on each payday, the dues prescribed by the Association and to forward the full amount thereof to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York. Such payroll deduction authorization form shall be in a form approved by the Town. The form presently used by the Association shall be deemed acceptable to the Town.

3-1.2 – Credit Union

Upon presentation to the Comptroller, by the employee, of a proper payroll deduction authorization form approved by the Town, Credit Union payroll deductions shall be made by the Comptroller pursuant to Town of Oyster Bay Local Law for Credit Union Payments or Deposits as authorized by the employee on form prescribed for said purposes by the Office of the Comptroller, and to forward full amount thereof to the Treasurer of the Credit Union.

3-1.3 – Life Insurance

3-1.3.1 – Premiums for group life and accidental death benefits offered by the Association approved insurance company shall be forwarded to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York.

3-1.3.2 – Premiums for group life and accidental death benefits shall be forwarded to the Association, in care of the President of the Town of Oyster Bay Local.

3-1.4 – Benevolent Associations

Contributions to benevolent associations requested by an employee on authorization forms available and processed by the Town Comptroller shall be made through Credit Union deduction; total deductions thereof shall be forwarded to the Treasurer of the Credit Union for allocation and distribution.

3-1.5 – Supplemental Insurances, United Fund, PEOPLE

Upon presentation to the Comptroller by the Association of an employee's authorization, payroll deductions shall be made accordingly and the amounts thereon designated shall be forwarded to the designated Association office for administration and processing.

3-1.6 – Legal Assistance Plan

Upon presentation to the Comptroller by the Association of an employee's written authorization, payroll deductions shall be made accordingly and the amounts thereon designated shall be forwarded to the designated Association office for administration and processing for a Legal Assistance Plan to be provided through the Association. The plan will be at full contribution to the employee if he/she chooses to participate.

3-1.7 – Individual Retirement Accounts

Contributions to an Individual Retirement Account, provided through the Association shall be made by payroll deduction upon presentation to the Comptroller of a signed authorization form thereof by an employee.

3-2.0 – Office Space

The Town agrees to furnish reasonable office space to the Association for the conduct of its business affairs.

3-3.0 – Attendance at Regular Association Board Meetings

Board Member Identification

Association Board members shall be released from duty after prior notification to the relevant Department Head to attend regular Association meetings of the Association Board not in excess of once per month. The Association shall notify, in writing, the Office of the Supervisor and the relevant Department Head of any changes in Board membership.

3-4.0 – Association Activity

- A. Each Department Head, or designee, shall be notified in writing by the CSEA President, or designee, prior to release of an employee for attendance at Association activities.
- B. The President and the Executive Vice President of the Town of Oyster Bay Local 881 of the Civil Service Employees Association, Inc., along with one other Union member chosen by the President, in agreement with the Town Supervisor, shall be permitted to perform their duties as CSEA officers on a full-time basis and be kept whole. The full time officer/member cannot receive pay for tasks not worked. The full time officer/member may not receive overtime pay unless in a declared New York State of Emergency.
- C. Two officers of the Association shall be standing members of the Anti-Harassment and Non Discrimination Committee and Workplace Violence Committee.
- D. The Association shall not claim any right to use of a Town vehicle for Association business by the President, or any other person, regardless of job titles or duties except for incidental use, with prior approval of the relevant Department Head.
- E. In addition to the President, the Executive Vice President, and one other officer as mentioned in section “B” hereof, the Town shall provide the Association a full-time employee to perform clerical duties on a full-time basis without loss of pay or any other benefits. This full-time Association release employee shall be selected by the President with the approval of the Town.

The President shall be entitled, upon reasonable notice to the Town, to have said employee removed from union release status and said employee shall be returned to normal Town duties. A replacement clerical Association release employee shall be provided as described above.

- F. The Town shall allow the Association, free of charge, use of available park facilities one day per year. Such date will be on a mutually agreed upon Saturday between the Memorial Day and Labor Day Holidays. Additionally, the Town shall reserve a weekday in May for the Association’s (CSEA’s) use of the Honorable Joseph Colby Town of Oyster Bay Golf Course.

3-4.1 - Limited Access Areas

There are several areas within Town facilities that are for authorized personnel only. If a CSEA representative wishes to enter a limited access room to investigate a problem, notification is to be given to the Department Head so that appropriate arrangements can be made for the CSEA to have access thereto. Access shall be permitted to such limited access room provided such access is relevant and does not interfere with the proper administration of the Town's activities.

3-4.2 - CSEA Activity by Off-Duty Employees on Town Property

Any employee who is a CSEA representative and who is off the clock while Town operations are being conducted shall have the CSEA President contact the appropriate Department Head in advance in order to obtain consent to come onto the Town's property to conduct CSEA business. Consent will be granted provided same is requested by the Local President and said CSEA representative shall thereafter be granted said access. However, if said CSEA representative interferes with the proper administration of Town activities while on Town property, he/she shall be required to leave said Town property.

3-4.3 - Agency Shop

In the event that an "agency shop" is lawfully permitted through legislative and judicial determination, the Town agrees to adopt such law within thirty (30) days after the Association duly institutes said fee for and on behalf of the employees comprising the bargaining unit.

ARTICLE IV - RIGHTS OF TOWN

4-1.0 - Management

It is understood and agreed that the Town has the exclusive right to manage its affairs, to direct and control its operations and independently to make, carry out and execute all plans and decisions which it deems necessary in its judgment for its welfare, advancement or best interests of its constituency. Such management prerogatives shall include but not be limited to the following rights:

- 4-1.1 - To select, hire, promote, transfer, assign, discharge, discipline, or lay off employees, or discontinue their positions;
- 4-1.2 - To make rules and regulations governing conduct, appearance and safety of employees;
- 4-1.3 - To maintain discipline and efficiency of employees;
- 4-1.4 - To determine schedules of work including overtime;
- 4-1.5 - To contract for performance of any of its services and increase or decrease the scope thereof;
- 4-1.6 - To install or remove equipment; and
- 4-1.7 - To establish and maintain all other work rules and necessary and reasonable operating rules and regulations.

4-2.0 - Appointment and Employment

It is recognized that the Town and those designated by a prevailing law or Local Law shall have sole discretionary powers in the appointment or employment of any Town employee.

4-3.0 – Probationary Period

It is established that the probationary term for the following classes of Town employees shall be six (6) months commencing from the first day of the rendering of services:

- a. Labor employees;
- b. Certified competitive employees; and
- c. Except as provided in the last paragraph of this Section 4-3.0, all non-competitive employees who are not Department Heads, their Deputies, Division Heads, Assistants and their Secretaries.

It is understood, however, that employees designated unclassified, exempt or non-competitive who are Department Heads, their Deputies, Division Heads, Assistants and their Secretaries, shall not be affected by any probationary period.

4-4.0 – Disciplinary

4-4.1 – Employees classified as non-competitive or labor class who shall have completed the required probationary period shall receive the applicable benefits of Section 75 of the Civil Service Law and of other rules and regulations applicable thereto.

The Association President may designate any Association officer or shop steward to be the CSEA representative for all member hearings.

4-4.2 – All other employees, classified as provisional, seasonal, trainees, unclassified, exempt or non-competitive who are Department Heads, and their Secretaries, may be removed without cause at any time by the authorities so empowered.

4-4.3 – The Disciplinary Procedure shall be as set forth in Addendum B attached hereto and made a part hereof.

ARTICLE V – WAGES AND HOURS OF EMPLOYMENT

5-1.0 – Graded Salary Plan

Employees employed on a permanent, full time, graded basis, except Department Heads, Division Heads, their Deputies, Assistants and Secretaries who are classified by Civil Service as unclassified or exempt, and except those employees who are otherwise excluded by the provisions of Article II, shall be paid in accordance with the salary schedules attached hereto as Addenda I through V.

Effective January 1, 2017, the Graded Salary Schedule shall be amended to reflect that a “step” shall be reduced to equal 1.9% throughout the schedule.

The starting salary at Grade 9 Step 1 for all employees hired on or after January 1, 2017 shall be reduced to \$40,000.00, and all other Grades at Step 1 shall be reduced by the same ratio for all employees hired on or after January 1, 2017.

All employees hired on or after January 1, 2017 shall be subject to a new 15 Step salary schedule, (created by deleting current steps after Step 15), and shall remain at Step 1 for the first two years of employment.

Effective January 1, 2017, for the period from January 1, 2017 through December 31, 2018, the salary schedule in effect on December 31, 2016 shall be decreased across the board by two (2%) percent. The reduction shall not be compounded and will be made evenly on a bi-weekly basis. Employees shall not move from their then position on the 2016 salary schedule to the next step of their respective grade on the salary schedule either in 2017 or 2018.

Effective January 1, 2018, for the calendar year 2018, employees with accrued sick leave may opt to forfeit days, to a maximum of the equivalent cash value of the two (2%) percent reduction in salary for that year. If an employee chooses to "cash in time" for such purpose, the value of such time used shall be calculated in accordance with Section 7-1.2.3 et seq. of this Agreement.

Effective January 1, 2019, for the period from January 1, 2019 through June 30, 2020, employees shall no longer incur the reduction and be placed at their salary step/grade reflected in the 2017 (mirroring 2016) salary schedule. All employees hired on or after January 1, 2017 shall remain at Step 1 for the first two years of employment. Employees shall not move from their then present position on the salary schedule to the next step of their respective grade on the salary schedule in 2019.

Effective July 1, 2020, for the period from July 1, 2020 through December 31, 2020, the salary schedule in effect on June 30, 2020 shall be increased across the board by one and 9/10ths (1.9%) percent. All employees hired on or after January 1, 2017 shall remain at Step 1 for the first two years of employment. Employees shall not move from their then present position on the salary schedule to the next step of their respective grade on the salary schedule in 2020 unless otherwise negotiated.

Effective January 1, 2021, for the period from January 1, 2021 through December 31, 2021, the salary schedule in effect on December 31, 2020 shall be increased across the board by one and 9/10ths (1.9%) percent. All employees hired on or after January 1, 2017 shall remain at Step 1 for the first two years of employment. Employees shall not move from their then present position on the salary schedule to the next step of their respective grade on the salary schedule in 2021, unless otherwise negotiated.

It is understood that all of the above salary changes shall be made effective on the start of the first full pay period following the cited dates.

In the event that a new collective bargaining agreement is not executed by June 1, 2022, or by June 1st of any year thereafter, all employees shall be entitled to be paid on the next step on the salary schedule and each employee entitled to receive any longevity payments shall be entitled to receive same. All employees hired on or after January 1, 2017 shall remain at Step 1 for the first two years of employment. These payments, when made, shall be retroactive to the first full pay period of January, 2022 or the first full pay period of any January thereafter. The same procedure shall apply to any longevity payments to which any employees are entitled.

5-1.0.1 - All employees hired on or after January 1, 2017 shall be subject to a new 15 Step salary schedule, (created by deleting current steps after Step 15), and shall remain at Step 1 of the then current salary schedule for the first two years of employment.

5-1.0.2 - Notwithstanding the foregoing provisions of Article V, an employee may be hired at a salary step of the employee's salary grade greater than the starting salary step of such salary grade if the Town and the Town of Oyster Bay Local 881 of the Civil Service Employees Association, Inc., Local 1000 AFSCME, AFL-CIO agree that circumstances warrant such action. Additionally, an employee may be granted additional salary step increases if the Town and the Town of Oyster Bay Local 881 of the Civil Service Employees Association, Inc., Local 1000 AFSCME, AFL-CIO agree that circumstances warrant such action.

5-1.1 - Longevity

All Employees shall be granted a longevity payment, as indicated, to be in addition to the salary provided on the graded salary plan, effective on the first day of the calendar year subsequent to such anniversary date:

<u>Years of Service</u>	<u>Amount of Longevity Payment</u>
15 years of service	\$1,000.00 Total
20 years of service	\$2,000.00 Total
25 years of service	\$2,250.00 Total
30 years of service	\$3,000.00 Total

5-2.0 - Computation of Hourly Rate

For differential pay and overtime, the hourly rate of pay shall be determined by dividing the employee's bi-weekly salary by 80.

5-3.0 - Night Differential Pay

A 7½% night shift differential shall be paid to full-time permanent employees regularly assigned to a scheduled night shift. For the purpose of this section, the night shift differential shall be deemed to apply if more than half the work shift falls within the night shift hours of 1 pm to 7 am. Notwithstanding the foregoing, full-time permanent employees who replace employees who are receiving night differential pay shall receive night differential pay while replacing such employees.

Employees who receive night differential pay and who are absent from work shall continue to receive night differential pay while utilizing their accumulated leave entitlements unless such employees applied for and are receiving Disability Insurance Benefits, or are absent and have

applied for, and are receiving, benefits under the Family Medical Leave Act for the care of a spouse, parent or child.

5-4.0 - Overtime

Except as otherwise provided herein, or in any law applicable thereto, overtime shall constitute work performed in excess of the normal work day as established by the Department Head and shall, as hereinafter provided, be compensable either by an overtime rate of pay or by compensatory time off at the employee's option.

5-4.0.1 - The Local President shall be entitled to departmental or divisional overtime records, as appropriate, within one week after written request is made to the Commissioner of the respective Department.

5-4.1 - Applicable Events

A Department Head may grant overtime only under the following occurrences and related public necessity:

- a. Snow and ice control;
- b. Flood and hurricane;
- c. Acts of God similar to (a) and (b) above, which cause: (i) a breakdown of equipment; (ii) road cave-ins; or (iii) collapsed drains;
- d. For special circumstances other than stated in (a), (b), and (c) above, with the approval of the Department Head or designee with the approval of the Town Supervisor prior to the performance of such work and when it is impracticable to obtain such approval, then ratification thereof by the Town Supervisor.

5-4.2 - Eligibility

A Town employee is eligible for cash overtime payments, if he or she is on any step of Grade 28 or below. All other employees may receive compensatory time off for such authorized emergency overtime work at a rate of time and one-half or may be paid at the rate of straight time at the employee's option.

5-4.2.1 - Any employee occupying the title of Automotive Shop Supervisor II, Sanitation Supervisor IV or Highway Maintenance Supervisor, called upon to work overtime for snow and ice control as provided in Section 5-4.1(a) shall be eligible for overtime pay at the rate provided in Section 5-4.3. In all instances other than snow and ice control, the overtime eligibility provisions of Section 5-4.2 shall remain in full force and effect.

5-4.2.2 - Whenever there are three (3) pieces of vehicular equipment in operation in an overtime emergency situation, with the exception of passenger cars, there shall be at least two (2) mechanics of the Central Vehicle Maintenance Division on duty.

Whenever there are in excess of three (3) such pieces of equipment in operation, the Commissioner of the Department of Public Works, or his or her designee, shall determine the number of mechanics on duty; however, there shall be a minimum of two (2) mechanics as

provided above. Whenever there are three (3) such pieces of vehicular equipment in operation in other overtime situations, there shall be at least one (1) mechanic on overtime. The implementation of this provision shall be pursuant to the guidelines issued by the Commissioner of Public Works on May 25, 1979. Should the Town fail to notify the next eligible CVM mechanic(s) for overtime under this Section 5-4.2 of the Agreement, the Town shall schedule with the employee compensatory overtime within a period of five (5) working days after appropriate notice has been given by CSEA of the failure to call in the mechanic(s). If the individual is offered said compensatory overtime and thereupon refuses to accept same, then the Town shall be discharged of any obligations it may have under this Section 5-4.2.2.

5-4.3 - Rate of Pay

Except as otherwise provided herein, the overtime rate of pay for authorized overtime work shall be at the rate of time and one-half the regular rate of such employee's pay.

5-4.4 - Special Provisions

5-4.4.1 - Compensatory time off earned for authorized overtime work shall be earned at the rate of time and one-half.

5-4.4.2 - Pay in Lieu of Meal Allowance

In the event an employee is required to work in excess of his or her normal eight (8) hour shift, he or she shall receive one-half (1/2) hour overtime pay in lieu of a meal allowance for every additional continuous four (4) hours of overtime work; but in no event shall said payment exceed one (1) hour of overtime pay for that day.

5-4.4.3 - Portal to Portal

In the event of an emergency caused by severe, inclement weather where an employee is delayed in reporting when called in for snow and ice control, such employee, in addition to any overtime to which he or she may be otherwise entitled, shall receive pay not to exceed one-half (1/2) hour as travel from portal to portal.

5-4.4.3.1 - In the event that an employee in the Highway Division is required to report to work for overtime scheduled prior to his normal starting time, he or she shall be notified before 10:00 pm the day immediately preceding the day for which the overtime is scheduled. In the event of an overtime emergency, an employee notified after 10:00 pm and prior to 7:00 am to report for work shall have the option of either reporting to work immediately or at the time requested in the notification. In either case, said employee, in addition to any overtime to which he or she may be otherwise entitled, shall receive pay not to exceed one-half (1/2) hour as travel from portal to portal. This provision shall not apply to those employees who work on a 4 hour shift basis, e.g., watchmen. The call-in provision in this paragraph shall only apply to calls made between the hours of 10:00 pm and prior to 7:00 am during any day of the week.

5-4.4.4 - Employees, other than watchmen, who are assigned temporarily as watchmen, shall be paid overtime on a time and one-half basis if the assignment exceeds the 40 hour work week.

5-4.4.5 - Department Heads shall assign overtime work to qualified personnel on a seniority basis, whenever possible, and shall keep accurate records of said assignments to assure equal distribution of overtime.

5-4.4.6 - In the event that an employee is called to report to work in an emergency situation as described in Section 5-4.1 above, and who, in fact, does perform services as directed by the Department Head or designee, said employee shall receive a minimum of four (4) hours of overtime pay; if, upon reporting, said employee is not required to perform services, he or she shall, nevertheless, receive two (2) hours of overtime pay.

5-4.4.7 - A full-time permanent employee, who is required to complete his or her task beyond the end of his or her normal day for more than fifteen minutes up to two hours, shall be paid two hours overtime at the rate of time and one-half.

5-4.5 - Method of Payment

The Town agrees to pay all overtime payments in a separate paycheck with the understanding that additional time is required by the Office of the Comptroller to calculate and produce such separate checks. The Office of the Comptroller agrees to produce said checks as expeditiously as practicable.

5.5.0 - Year of Service

An employee's year of service shall be deemed to occur on the anniversary day of completion of a full year of service, and on such annual anniversary thereafter.

5.6.0 - Hours of Daily Service

Except as otherwise indicated, the following hours of daily service shall be maintained as regular schedule of employment:

5.6.1 - Management, administrative, and clerical staff personnel shall have a normal work day, including lunch break, of seven and three-quarters (7¾) hours, usually commencing at 9:00 am.

5.6.2 - All other employees shall have a normal work day including lunch break, consisting of eight (8) hours, the starting time of which shall be determined by the department or division head. When a change of shift is contemplated, employees must be given at least seventy-two (72) hours' notice of such change except in emergencies. Generally, the hours worked in each department or division are as provided in Section 5.6.3.

5-6.3 - The Department Heads or their designees shall be empowered to make assignments to various shifts. Seasonal requirements may dictate the hours to be worked.

5-6.3.1 - Highway Department

Monday to Friday	6:00 am to 2:00 pm
	6:00 am to 4:00 pm
	7:00 am to 3:00 pm

8:00 am to 3:45 pm
9:00 am to 4:45 pm
3:30 pm to 11:30 pm
4:00 pm to 12:00 am
Saturdays and Sundays 7:00 am to 3:00 pm

5-6.3.2 - Department of Parks

Monday to Friday 7:00 am to 3:00 pm
8:00 am to 4:00 pm
9:00 am to 5:00 pm
1:00 pm to 9:00 pm
3:00 pm to 11:00 pm
4:00 pm to 12:00 am
11:00 pm to 7:00 am

Saturdays and Sundays 7:00 am to 3:00 pm
8:00 am to 4:00 pm
9:00 am to 5:00 pm
1:00 pm to 9:00 pm
3:00 pm to 11:00 pm
4:00 pm to 12:00 am
11:00 pm to 7:00 am

5-6.3.2.1 - Golf Course

Monday to Friday 5:00 am to 1:00 pm
11:00 am to 7:00 pm
1:00 pm to 9:00 pm

Saturdays and Sundays 5:00 am to 1:00 pm
11:00 am to 7:00 pm
1:00 pm to 9:00 pm

5-6.3.2.2 - Beaches

Employees shall work various shifts usually commencing at 6:00 am.

5-6.3.3 - Department of Public Works

5-6.3.3.1 - Non-collection Personnel

6:00 am to 2:00 pm
7:30 am to 3:15 pm
8:00 am to 3:45 pm
9:00 am to 4:45 pm

5-6.3.3.2 - Division of Sanitary Collection

4:45 am to Task Completion
5:00 am to Task Completion

5-6.3.3.3 - Central Vehicle Maintenance

Monday to Friday 5:00 am to 1:00 pm
7:00 am to 3:00 pm
3:00 pm to 11:00 pm

11:00 am to 7:00 pm
11:00 pm to 7:00 am

5-6.3.4 - Department of Environmental Resources

Monday to Friday 5:00 am to 1:00 pm
6:30 am to 2:30 pm
7:00 am to 2:45 pm
7:00 am to 3:00 pm
8:00 am to 4:00 pm
9:00 am to 4:45 pm
Saturdays only 5:00 am to 1:00 pm
Saturdays and Sundays 8:00 am to 4:00 pm

5-6.3.5 - Department of Community and Youth

Monday to Friday 8:00 am to 4:00 pm
9:00 am to 4:45 pm
3:00 pm to 11:00 pm
4:00 pm to 12:00 am

5-6.3.6 - Comptroller's Office

Monday to Friday 8:00 am to 3:45 pm
9:00 am to 4:45 pm
2:00 pm to 8:00 pm

5-6.3.7 - Department of General Services

Monday to Friday 7:00 am to 2:45 pm
8:00 am to 3:45 pm
9:00 am to 4:45 pm
2:00 pm to 9:45 pm

5-6.3.8 - Department of Human Resources

Monday to Friday 8:15 am to 4:00 pm
8:30 am to 4:15 pm
9:00 am to 4:45 pm

5-6.3.9 - Department of Intergovernmental Affairs

Monday to Friday 8:00 am to 3:45 pm
8:30 am to 4:15 pm
9:00 am to 4:45 pm

5-6.3.10 - Department of Planning & Development

Monday to Friday 7:45 am to 3:45 pm
8:00 am to 3:45 pm
9:00 am to 4:45 pm

5-6.3.11 – Department of Public Safety

5-6.3.11.1 – Public Safety Officers

Monday to Friday	7:00 am to 3:00 pm
	8:00 am to 4:00 pm
	3:00 pm to 11:00 pm
	4:00 pm to 12:00 am
	11:00 pm to 7:00 am
Saturdays and Sundays	7:00 am to 3:00 pm
	8:00 am to 4:00 pm
	3:00 pm to 11:00 pm
	4:00 pm to 12:00 am
	11:00 pm to 7:00 am

5-6.3.11.2 – Bay Constables

Monday to Friday	7:00 am to 5:00 pm
	11:00 am to 9:00 pm
Saturdays and Sundays	7:00 am to 5:00 pm
	11:00 am to 9:00 pm

5-6.3.12 – Tax Office

Monday to Friday	8:00 am to 3:45 pm
	9:00 am to 4:45 pm

5-6.3.13 – Executive Office, Office of Town Attorney and Town Board Secretaries

Monday to Friday	9:00 am to 4:45 pm
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5-6.3.14 – The foregoing provisions must not be considered all-inclusive since some employees may be required to begin their normal work day earlier, and in some cases, as indicated above, shift work is necessary. Employees assigned to work on a shift basis shall be determined by the department or division head. In other cases, as in the Parks Department, etc., seasonal requirements dictate the hours to be worked.

5-7.0 – Employment Week

The average employment week shall be five (5) days for each week, except as provided below.

5-7.1 – For all permanent clerical staff personnel, the (5) days shall be from Monday through Friday, except for those personnel employed to render service on other days.

5-7.2 – For all other personnel employed to render services on Saturdays and Sundays and/or on shifts, the days of weekly employment shall be as assigned and scheduled by department or division heads.

5-7.3 - All Solid Waste Disposal Complex employees shall be entitled to time and one-half for work on Sunday, irrespective of the number of days worked in the work week, except for those employees who elect to work on Sunday as part of their regular work week.

5-7.4 - After January 1, 2017, all employees in Recycling Worker I titles shall be changed to Sanitation Worker II titles and shall work as one Department. Further, by reverse seniority, the least senior employees in the Sanitation Worker I title will be backfilled into other Town Departments and classified as a Laborer II to a maximum of fifty (50) employees. Voluntary transfers will be taken first. Upon positions in the Sanitation Department being vacated (i.e., retirement, separations, terminations) or if positions in the Sanitation Department become available, those employees who were displaced shall have the first opportunity to return by seniority. Should the transfer of titles from Recycling Worker I to Sanitation Worker II be deemed illegal, improper and/or nullified, then all incumbents in Recycling Worker I titles shall be returned to their prior title with no loss of seniority or any other emoluments of employment. Should there be a return to the Recycling Worker I title, all steps and raises that would have occurred, if any, shall be added so that no employee shall suffer a loss as a result of the return to prior title.

In the Division of Sanitary Collection, task completion personnel work week shall consist of four (4) days: Monday, Tuesday, Thursday and Friday, a forty (40) hour workweek, with each day being considered to be of ten (10) hours duration. (See Section 7-1.4.5 of this Agreement.) Sanitation collection shall include the pickup of garbage, rubbish, recyclables and yard waste. As part of their employment, all Division of Sanitation four-day per week employees shall be required to complete all training and testing mandated under Federal Legislation, State Legislation and/or Town Policies during their normal ten-hour workday.

5-7.5 - Cement Crew, Lighting Bureau and Bay Constable employees' work week shall consist of four (4) ten hour days.

5-8.0 - Lunch Break and Coffee Breaks

The lunch break shall not exceed one hour in duration and is to be assigned by the Department Head or designee to each employee, and is otherwise to be consistent with the hours approximately at the midpoint of the employee's normal work day. Alternate scheduling of hour lunch period may be utilized if mutually agreed upon by Union and Department Head.

All employees are entitled to two (2) coffee or rest breaks each day. These shall be of fifteen (15) minutes duration each and shall be assigned by the division head or supervisor approximately halfway between the beginning of the normal work day and the lunch period and the end of a shift.

5-9.0 - Special Provisions

An employee of the Town who is assigned to work in the capacity of driver of a Town vehicle and who in any twenty-four (24) hour period works for sixteen (16) consecutive hours as a driver, may

at his or her option, be permitted to leave work and shall not be penalized by supervisory personnel for exercising such option.

ARTICLE VI - EMPLOYEE BENEFITS

6-1.0 - During the term of this Agreement, the Town agrees to the following insurance coverages for and on behalf of permanent, full-time employees:

6-1.0.1 - WAIVER OF DOUBLE HEALTH AND DENTAL COVERAGE

All employees shall execute a waiver indicating that if both the employee and his or her spouse are employed by the Town, only one spouse will elect family health and dental coverage. In the event of the death of the spouse with the family coverage, the Town agrees to continue the existing family health and dental coverage until such time as the surviving spouse and family is eligible to be covered under his or her own family plan.

6-1.1 - Health Insurance

At the employee's selection of an offered health coverage plan, the Town shall assume the full cost of premiums thereof not to exceed the amount as would otherwise be contributed under the then current "New York State Health Insurance Plan" (NYSHIP) (also known as the Empire Core Plan plus enhancement) or H.I.P. options under this Agreement, whichever is greater. Any increase in cost of the employee's chosen health coverage plan beyond such amount shall be deducted from the employee's paycheck. Said insurance benefits shall continue for all employees who retire under the provisions of the New York State Employees Retirement System after December 31, 1974. Employees hired on or after January 1, 2017 shall contribute fifteen (15%) percent of the costs of health insurance plus any increases in the costs of the employee's chosen health coverage as applicable and as delineated herein.

6-1.1.1 - This benefit shall be discontinued upon termination or upon unauthorized absence. It shall also be discontinued for employees on authorized leave of absence without pay, unless said employees elect in writing to continue said benefit and pay, to the Town, the premium cost thereof as determined by the Department of Human Resources.

6-1.1.2 - The Town shall have the right to change health insurance carriers provided the benefits are substantially equivalent to the then current benefits offered by the NYSHIP and that future increases in benefits by the NYSHIP will be provided by the Town and/or its carrier, at no cost to the employees.

6-1.1.3 - Health Insurance Buyback Program

All eligible employees enrolled under the Town of Oyster Bay's Health Insurance Program may voluntarily participate in the Health Insurance Buyback Program set forth in Addendum D, attached hereto and made a part hereof.

6-1.1.4 - Death Benefit

In the event of the death of any employee or of any retiree who retired or retires after January 1, 2010, the Town agrees at its sole cost and expense to continue health insurance benefits for a period of five (5) years for the deceased employee's or retiree's survivors unless prohibited from doing so by law or regulation.

6-1.2 - Dental Insurance

The Town shall pay for and maintain its present dental plan. A joint Association/Town committee consisting of three Association selected members and three Town selected members shall be established to review and recommend an improved dental plan provided the cost of such improved plan does not exceed the monies currently allocated for the dental plan. The committee's recommendation shall be adopted subject to approval by the Town Board and the Association.

This benefit shall be discontinued upon termination or upon unauthorized absence. It shall also be discontinued for employees on authorized leave of absence without pay, unless said employees elect in writing to continue said benefit and pay for the premium cost thereof to the Town as determined by the Department of Human Resources.

6-1.2.2 - For those employees who retired or retire from the Town on or after January 1, 2006, the Town shall continue, at its sole cost and expense to pay for the Dental Benefit for said retiree and his/her spouse, if any, as per the current Dental Plan. In the event of the death of the retiree, his/her surviving spouse shall receive continuing dental coverage for six (6) months after the death of said retiree. Thereafter, the surviving spouse shall be permitted to elect, in writing, to continue said dental benefit and pay for the premium cost thereof to the Town as determined by the Department of Human Resources.

6-1.3 - Disability Insurance

The Town shall maintain a New York State Disability Insurance Plan for its permanent full-time employees, provided all subscribers continue to contribute to the cost thereof, as provided by law and submit a New York State Disability Form (Form DB-450) to the Department of Human Resources prior to or upon onset of said disability.

6-1.3.0 - Special provisions

Since February 9, 1977, it has been agreed that:

6-1.3.1 - Each employee will receive his/her full salary while on disability by utilizing the sick days which he/she actually accrued prior to the date upon which he/she goes on disability. The employee, for this period, will assign his/her right to disability checks to the Town of Oyster Bay. Anything to the contrary notwithstanding, an employee shall be allowed to carry into the next year any vacation which could not have been used by virtue of this paragraph.

6-1.3.2 - When the employee returns to work, he/she will be reimbursed in sick time on a pro-rata basis for the sick days he/she actually used. The pro rata basis will be computed on a ratio of disability money over the gross regular salary of the employee.

6-1.3.3 - When the employee is disabled for a period longer than the sick days which he/she has accrued, he/she will receive his/her disability check. However, at his/her option, the employee may choose to utilize his/her vacation and/or personal days, and/or TOB or FLSA Compensatory time while he/she is recovering and he/she will continue to receive his/her disability checks. When the employee has used all his/her sick days, vacation days, and personal days and is still unable to return to work, he/she shall receive his/her disability check.

6-1.3.4 - Employees who have used all of their sick, vacation and personal leave, may be eligible to receive Sick Leave at Half Pay not to exceed in total a period equal to two pay periods for each completed year of service, provided that the employee seeking Sick Leave at Half Pay has first used at least twenty (20) days of his/her accrued time for absences for the illness for which he/she is seeking Sick Leave at Half Pay. This twenty (20) day requirement must be satisfied for the application to be considered. Such employee's eligibility for Sick Leave at Half Pay shall be determined by the Labor-Management Review Board which shall be composed of three members of Management appointed by the Supervisor and two members of Labor appointed by the Local President of the CSEA. Said Review Board shall have no further authority than to consider, and where indicated, to grant Sick Leave at Half Pay. Such Review Board, in determining if an employee is entitled to Sick Leave at Half Pay, shall in addition to the foregoing, consider the following criteria which are essential to any grant of the subject benefit: number of years that the employee has served the Town; nature of the employee's service and job responsibilities; recommendation of his Department Head; his/her record of attendance; his/her record of discipline; and nature of injury. In no case shall the combined income of Disability Compensation benefit and the employee's Sick Leave at Half Pay exceed his/her normal salary. The Comptroller shall reduce such Sick Leave at Half Pay in accordance with this limitation whenever necessary.

6-1.4 - Workers' Compensation Insurance

The Town shall for and maintain prevailing Workers' Compensation coverage for all of its employees.

6-1.4.0 - Special Provisions

6-1.4.1 - Each employee may receive his/her full salary while on Workers' Compensation by selecting, in order of preference, to utilize the sick days, vacation days, personal days and compensatory time which the employee actually accrued prior to the date on which he/she sustained the injury. For this period, the employee will assign to the Town of Oyster Bay his/her rights to Workers' Compensation indemnity benefits but not other insurance benefits. It is understood that under no circumstances can an employee collect both State disability insurance benefits and Workers' Compensation benefits for the same time. Anything to the contrary notwithstanding, an employee shall be allowed to carry into the next year any vacation which would not have been used by virtue of this paragraph.

6-1.4.2 - When a Workers' Compensation award is made, the employee will be reimbursed proportionally for any accrued leave entitlements he/she actually used on a pro-rata basis. This

pro-rata basis will be computed by utilizing a ration of the Workers' Compensation money or weekly indemnity benefits over the gross regular salary of the employee.

6-1.4.3 - When the employee is disabled for a period longer than the sick days, vacation days, personal days, and compensatory time which he/she has accrued, or in instances where the employee has chosen not to utilize these accrued entitlements during the time the employee is covered by Workers' Compensation benefits, the employee will receive no salary from the Town but will receive his/her Workers' Compensation check or weekly indemnity benefits.

6-1.4.4 - When the employee has exhausted all of his/her sick days, vacation days, personal days, and compensatory time and is still unable to return to work, he/she shall receive his/her Workers' Compensation check. In addition, all such employees shall be eligible to receive Sick Leave at Half Pay not to exceed in total a period equal to two pay periods for each completed year of service. Such employee's eligibility for Sick Leave at Half Pay shall be determined by the Labor Management Review Board as indicated in Section 6-1.3.4 above. In no case shall the combined income of Workers' Compensation benefits and the employee's Sick Leave at Half Pay exceed his normal salary; the Comptroller shall reduce such Sick Leave at Half Pay in accordance with this limitation whenever necessary.

6-1.5 - Optical Plan

The Town shall provide and assume the full cost of a family optical plan for its employees. Such optical plan shall be the CSEA Employee Benefit Fund Platinum 12 plan or its equivalent. The Town reserves the right to change plans and/or providers provided the benefits are substantially equivalent. The Town agrees to provide, at Town expense, this Optical Benefit (plan) to its retirees who retired or retire on or subsequent to January 1, 2006.

6-2.0 - Retirement

The Town agrees to provide the following Career Retirement Plan for its eligible officers and employees in compliance with the designated provisions of the Retirement and Social Security Law of the State of New York:

- a. An improved plan pursuant to Section 75(1) of said law;
- b. An allowance toward service credit for unused sick leave pursuant to Section 41(j) of said law;
- c. The privilege afforded by Section 41(k), relating to credit for certain World War II service; by Section 43(g) relating to transfers of members between retirement systems; and subdivision 4 of Section 243 of the Military Law of the State of New York relating to an election by a public employee to contribute to the prevailing retirement system while on military duty.

6-2.1 - In the event that the New York State Legislature permits municipalities to participate in a twenty (20) year retirement plan, regardless of age, the Town agrees to join such State plan for and on behalf of its employees eligible thereto on the date of the law's effective date without cost or contribution from said employees who were members of the retirement system as of February 9, 1977.

6-2.2 - Whenever an employee intends to retire, he/she shall notify his/her Department Head no less than thirty (30) days prior to the proposed date of retirement. If such employee is sick for more than three days during the period between notification to the Department Head and the proposed date of retirement, he/she shall produce written proof of illness, satisfactory to his/her Department Head, and shall be subject to examination by a physician designated by the Town at the expense of the Town.

6-2.3 - All permanent employees are now required to join the New York State Retirement System. Voluntary retirement can be granted after age fifty-five (55).

ARTICLE VII - LEAVES

7-1.1 - Vacations

7-1.1.1 - All permanent, full-time employees shall be entitled to annual vacation time in accordance with the following schedule. During the first year of employment, employees shall earn a total of eight and one-half (8.5) vacation days. Such vacation time shall be earned on a prorated basis from the first day of Town employment. Thereafter, every January 1, the employee shall receive the vacation allowance in accordance with the following schedule:

<u>At the completion of:</u>	<u>Entitlement</u>
6 months of employment	4.60 days
For the period of 6 months to	.65 days credited after every two (2)
1 year of employment	bi-weekly pay periods
2 years of employment	One (1) day for every completed month
	from 1 st Anniversary to December 31
3 years of employment	14 days
4 years of employment	16 days
5 years of employment	16 days
6 years of employment	17 days
7 years of employment	17 days
8 years of employment	18 days
9 years of employment	18 days
10 years of employment	20 days
11 years of employment	20 days
12 years of employment	21 days
13 years of employment	21 days
14 years of employment	21 days
15 or more years of employment	25 days

Any full-time Town employee hired after 1990 who was a full-time employee of the State of New York or any political subdivision thereof, (hereinafter "State"), at time of separation, who has not been out of the employ of State for a period in excess of 24 consecutive months, shall for the express purpose of vacation time accrual only, be entitled to include their State employment service in calculating their vacation entitlement with the Town as long as they are current members of the New York State Retirement Service.

7-1.1.2 - For those employees whose service has been interrupted during any year, the vacation entitlement shall be prorated accordingly.

7-1.1.3 - Except as herein otherwise provided all qualified employees who have served continuously for a year or more as of January 1st will have earned their vacation for that year. However, upon termination for cause, no vacation time entitlement shall be granted or paid. It is the understanding of the parties that all vacation time for all employees shall be credited to them as of January 1st of each year for that particular year, provided they have been employed for a year or more prior to that January 1st.

7-1.1.4 - All vacation shall be taken within the calendar year except as provided in Section 7-1.1.5 below.

7-1.1.5 - Carry Over

The scheduling of vacation, or the continuity thereof, shall be subject to the approval of the Department Head. For all permanent, full-time employees the amount of vacation time earned, but unused in one year, may be carried over and added to the vacation entitlement for the next succeeding year, provided, however, that the sum of such carry-over and such vacation entitlement of the year into which the carry-over is brought forward shall not exceed sixty (60) days.

7-1.1.6 - Upon the commencement of each calendar year, the payroll account of each permanent full-time employee shall be credited to reflect all authorized accumulated vacation carried forward from year to year as provided in Section 7-1.1.5 above.

7-1.1.7 - Upon the death in service or upon termination of service for any reason, other than cause, in the case of any officer or employee covered hereby, such officer or employee, or his or her legal representative, shall be entitled to cash payment of the monetary value of his or her unused vacation accumulated and carried over into the calendar year in which termination occurs. In addition thereto, upon the death in service, or upon termination of service for any reason, other than cause, in the case of any officer or employee covered hereby, such officer or employee, or his or her legal representative, shall be entitled to cash payment of the said employee's vacation entitlement in the year of such termination. It is understood that no vacation entitlement shall be paid upon termination for cause.

7-1.2 - Sick Leave

Each employee shall be entitled to the following sick leave benefits:

7-1.2.1 - One (1) day of sick leave for each completed two calendar bi-weekly pay periods, or at a rate of thirteen (13) days per annum until the maximum is reached. Sick Leave credit may be accumulated up to a maximum of two hundred forty (240) days. For those employees hired on or after January 1, 2017, sick leave credit may be accumulated up to a maximum of one hundred twenty (120) days.

7-1.2.1.1 - Excess Sick Leave Accrual

Notwithstanding the foregoing two hundred forty (240) day or one hundred twenty (120) day sick leave limitation, an employee may continue to accumulate sick days in excess of the said maximum accumulation with such days to be utilized only in the instance where such employee has sustained

a catastrophic illness or injury and who has used all vacation time, sick leave, personal leave and any compensatory time standing to his/her credit and has no regular leave entitlement available. In such instance, such employee shall be able to utilize such excess leave as a consequence of such catastrophic illness or injury and such illness or injury shall be certified to by a doctor. In no event, however, shall leave accrued beyond the two hundred forty (240) sick day or one hundred twenty (120) sick day maximum accrual be utilized in any computation for termination pay purposes as the same is provided in Section 7-1.2.3, et al, of this Agreement.

7-1.2.1.2 – Voluntary Sick Leave Transfer

There shall be established a procedure for voluntary transfer of sick leave from one employee to another in cases of dire and catastrophic personal or family (defined as spouse, parent, or child) illness. Eligibility for said transfer shall be determined by the Labor-Management Review Board. Said procedure shall be established by the Labor-Management Review Board, as constituted pursuant to Section 6-1.3.4 above, and shall be subject to approval by the Association and the Town Board. Policy provision attached hereto as Addendum E.

7-1.2.2 – One-half pay supplemental sick leave may be granted pursuant to the applicable provisions of Sections 6-1.3.4 or 6-1.4.4 herein. The total of said supplemental period shall not exceed, however, two pay periods for each heretofore or hereafter completed year of service.

7-1.2.3 – Payment for Sick Leave

Upon an employee's death, during full-time employment, the employee's beneficiary or estate shall be paid one hundred (100%) percent of any unused accumulated sick leave; upon retirement under the New York State Employees Retirement System, or upon voluntary separation from service not involving disciplinary action, an employee shall be paid in accordance with the following schedule:

7-1.2.3.1 – Fifty (50%) percent of said employee's accumulated unused sick leave for those employed up to ten (10) years;

7-1.2.3.2 – Sixty (60%) percent of said employee's accumulated unused sick leave for those employed from ten (10) years to twenty-five (25) years;

7-1.2.3.3 – Eighty (80%) percent of said employee's accumulated unused sick leave for those employed from twenty-five (25) years to thirty (30) years;

7-1.2.3.4 – One hundred (100%) percent of said employee's accumulated unused sick leave for those employed thirty (30) years or more.

7-1.2.3.5 - Effective January 1, 2018, for the calendar year 2018, employees with accrued sick leave may opt to forfeit days, to a maximum of the equivalent cash value of the two (2%) percent reduction in salary for that year. If an employee chooses to "cash in time" for such purpose, the value of such time used shall be calculated in accordance with Section 7-1.2.3 et seq. of this Agreement.

7-1.2.4 - The authority contained herein for cash payment of unused sick leave shall not extend to any sick leave which is applicable to and credited toward credits as provided for in Section 41(j) of the Retirement and Social Security Law of New York State.

7-1.2.5 - Except as otherwise provided in Section 7-1.2.3 above, there is no provision for any payment to be paid to an employee upon separation or termination of service for unused sick leave. Sick leave is to be used for the personal sickness of the employee, or to care for an ill parent, spouse or child only.

7-1.2.6 - Proof of Illness

- (a) Submission Proof - applicable to all employees - Before absence for personal illness, or for the care of an ill parent, spouse or child, may be charged against accumulated sick leave credits, the Department Head may require the employee, or appropriate individual, to be examined at the expense of the Town by a physician, designated by the Town Board in which case employees who are not Task Completion Personnel shall not be charged for the time spent at said examination. Whenever an employee is absent from work for three (3) consecutive days and has been granted sick leave for said days, or whenever an employee is absent on the first work day before or the first work day after a holiday, said employee may be required at the discretion of the Department Head, to produce the appropriate applicable proof of illness at the employee's own expense.
- (b) Notwithstanding the foregoing, each department shall follow the guidelines for proof of illness of each department's Work Rules as agreed upon by the Association and the Town.
- (c) Failure to Submit Sufficient Proof of Illness - In the event of failure to submit the appropriate applicable proof of illness upon request, or in the event that upon such proof as is submitted or on the report of medical examination the Department Head finds that there is no satisfactory evidence of illness sufficient to justify the employee's absence from the performance of his/her duties, such absence shall be considered as unauthorized leave and shall not be charged against accumulated leave credits and shall be deemed an absence without pay.
- (d) Abuse of Sick Leave - Abuse of sick leave privileges shall be cause for disciplinary action.

7-1.2.7 - In the event of the employee's personal illness requiring time off in excess of accumulated sick leave with full pay, and sick leave at half pay as hereinabove provided, an employee may be granted sick leave without pay by the Department Head for a period not to exceed six (6) months upon written request. The employee's return to work shall be predicated upon the employee's physician's statement attesting to said employee's fitness to return to duty.

7-1.2.8 - In the event that the employee's physician advises a return to limited employment, the specific nature and basis for said limitations must be clearly delineated. The Department Head shall thereupon determine, at his/her sole discretion, whether said limitations of employment are compatible with present position and duties. If his/her decision is in the negative, he/she may request, wherever possible, the employee's transfer to assignments compatible with his/her present position and duties as are consistent with expressed limitations.

Additionally, the employee may be transferred to a lesser job position and duties with pay or grade applicable to the new position if such job position is available. It is further understood that the Department Head may require further additional qualifying tests or examinations of the employee prior to or during an employee's return to work in any capacity.

7-1.2.9 - Four Hour Annual Excused Leave

All full-time employees shall be entitled to a sufficient period of time, not to exceed four (4) hours, taken in one work day, on an annual basis, to undertake a screening for Prostate Cancer or Breast Cancer. Proof of screening may be requested by the Department Head or his/her designee upon the employee's return to work.

7-1.2.10 - On-Site Wellness Services

All full-time employees shall be permitted to schedule a wellness exam during their work day when on-site wellness services are offered.

7-1.3 - Personal Leave

During each year of this Agreement, all eligible Town employees shall be entitled to five (5) personal leave days per year without loss of pay upon the following conditions:

7-1.3.1 - A demonstrated personal need or to observe a religious obligation;

7-1.3.2 - Subject to prior approval of the Department Head or his/her designee except in an emergency where it is impracticable to obtain prior approval, in which case notice shall be given as soon as possible;

7-1.3.3 - Entitlement to personal leave days shall commence after the first six (6) months of employment;

7-1.3.4 - (a) In addition to such other leave as may be provided herein or as may be otherwise provided, any Town officer or employee who is a duly authorized voting delegate, a chief or other representative of a volunteer firemen's association, or a veterans' organization duly permitted by law, who for good cause shown by said association or organization, has business to conduct at an annual convention, may be granted authorized leave to attend said annual convention. Written notice requesting the leave pursuant to this section shall be made to the Town Supervisor at least two weeks in advance. The Local 881 President shall make written notification of the names of those requesting to attend the convention pursuant to this section to the Town Supervisor, the Department of Human Resources and each attendee's Department Head. Such written notice shall be made at least two weeks in advance and shall state the exact length of the leave and the return to work date.

(b) In addition to such other leave as may be provided herein or as may be otherwise provided, any Town employee serving in the capacity of a volunteer firefighter or an auxiliary police officer, responding to a fire emergency or police emergency during hours when not on duty

for the Town, and thereafter, due solely and as a direct result of responding to such fire or police emergency, is unable due to fatigue and exhaustion, to return to his/her Town position and satisfactorily perform his/her duties as such Town employee, no charge shall be made for an absence resulting therefrom, providing the following procedure is adhered to:

The Chief of the Fire Company or his/her designee or a representative of the Police Department, or representative of the Metropolitan Transit Authority, whichever is applicable, shall send a letter to the employee's Department Head, explaining the circumstances surrounding the attendance of the employee at the fire or police emergency, which would dictate the necessity of said employee's absence from work with the Town, due to extreme fatigue and/or exhaustion.

(c) The Department Head may verify any leave taken pursuant to Section 7-1.3.4 (a) and (b) by forwarding a request to the Department of Human Resources, who shall seek confirmation from the Committee appointed by the Chairman of the Town of Oyster Bay Fire Advisory Board. Any such information received from the Committee shall be forwarded directly by the Committee to the requesting Department Head, who shall make a final determination.

7-1.3.5 - Any unused personal leave days remaining at the end of the calendar year shall be transferred to said employee's sick leave.

7-1.3.6 - Jury Duty

Any employee receiving notice to appear for jury duty shall advise his/her Department or Division Head immediately. If service is rendered, said employee's salary shall continue without charge against leave time throughout the employee's absence for said purpose, provided proof thereof be submitted upon his/her return. Said employee shall remit to the Town any compensation, exclusive of payments for mileage or meals, received by the employee for jury service within Nassau County. Compensation for jury service outside Nassau County shall be retained by the employee.

7-1.3.7 - Official Board Appearance

Upon submission of written notification, the Department Head shall grant an employee leave with pay for appearances required before Town Grievance Committees or official hearings before the Civil Service Commission, the Workers' Compensation Board, Disciplinary Proceedings or Public Employees' Relations Board. Such leave shall not include preparatory time.

7-1.3.8 - Reserve Military Duty

An employee duly required to perform ordered military duty, pursuant to Section 242 of the Military Law of the State of New York, for a period not to exceed thirty (30) days in any calendar year, shall receive full pay and benefits. For ordered military duty in excess of thirty (30) calendar days, said employee will not receive pay or other benefits, but may elect in writing, to continue said benefits and to pay for the premium costs thereof. Said employee will, upon receipt of such military orders, forthwith provide a copy thereof to his/her Department Head who will forward same to the Office of the Comptroller and to the Department of Human Resources.

7-1.3.9 - Highway Department

In the Highway Department, an employee may be granted a one-half (1/2) personal day upon three (3) days written notice to the Department Head of his/her desire to take said time.

7.1.4 - Holidays

All permanent, full-time employees except those task completion personnel as described in Section 7-1.4.4 below, shall be entitled to leave with pay for the following designated holidays:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- General Election Day
- Veterans' Day
- Thanksgiving Day
- The day after Thanksgiving
- Afternoon of day before Christmas Day
- Christmas Day
- Afternoon of day before New Year's Day

In the event Christmas Day or New Year's Day occurs on a Sunday, or a Monday, the day before such days shall be construed as the last workday preceding said holidays. In the event that a holiday falls on a Saturday, the preceding Friday will be the designated holiday. In the event that a holiday falls on a Sunday, the following Monday will be the designated holiday.

7-1.4.1 - Holiday Entitlement

Those on leave of absence without pay or sick leave at half pay are not entitled to be paid for the holiday. Those absent without authorization for any portion of the work day immediately prior to or subsequent to the holiday in question are not entitled to be paid for the holiday.

7-1.4.2 - In the event that the services of employees are required during said holidays, such employee shall be granted applicable overtime pay or compensatory time off computed at the rate of time and one-half thereof.

7-1.4.3 - In the event that an employee not regularly scheduled for employment on paid holidays is required to work thereon because of an emergency declared by Department Head, said employee shall receive time and one-half pay for time worked that day in addition to a day's pay for the holiday.

7-1.4.4 - INTENTIONALLY OMITTED

7-1.4.5 - Task Completion

Personnel of the Division of Sanitation Collection Services shall receive a total of ten (10) hours straight time for a normal day's work on the following holidays: Presidents' Day, Columbus Day, General Election Day and the Day after Thanksgiving.

- a. Those who work on Christmas Eve or New Year's Eve shall receive a total of ten (10) hours straight pay for a normal day's work;
- b. Designated holidays for task completion personnel participating in the program shall be:
 - New Year's Day
 - Dr. Martin Luther King Jr. Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veterans' Day
 - Thanksgiving Day
 - Christmas Day
- c. When a foregoing designated holiday falls on a Monday or Tuesday, task completion personnel shall work on Wednesday of that week, and when such designated holiday falls on Thursday or Friday, such personnel shall work on Saturday of that week. When a foregoing designated holiday falls on a Wednesday, task completion personnel shall be granted a compensatory day off. When such personnel work on Wednesday or Saturday they will be paid ten (10) hours straight time for that day's work. If a successor bargaining agreement has not been negotiated by the time of expiration of this Agreement, the above provisions shall be in effect until a successor agreement is made.

Any failure to work on Wednesday or Saturday in the week in which one of the designated holidays pursuant to Section 7-1.4.5(c) occurs shall cause the absent worker on leave without pay to lose the holiday as a paid day.

7-1.5 - Bereavement Leave

Each permanent, full-time employee shall be entitled to receive up to three (3) days leave of absence for the purpose of bereavement, without the loss of pay in the event of the death of a member of said employee's immediate family. It is understood that a member of the immediate family shall be deemed to be an employee's spouse, children, mother, father, brother, sister, grandparents, step-parents, step-children, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchild, aunt or uncle (sibling of mother or father).

7-1.6 - Compensatory Time Off

Except as otherwise provided in this Agreement, the granting, selection and allowance of compensatory time off shall be subject to the approval of the employee's Department Head.

Upon the death, disability, retirement, lay-off, and/or separation due to the disability of an employee who has worked for the Town of Oyster Bay for five years or more, while on Town payroll, there shall be a cash payment to said employee, calculated at the current rate of pay for

said employee or to the estate of the deceased employee, as the case may be, for 100% of the unused compensatory time said employee had accumulated.

7-1.7 - Benefits Earned on Leave

An employee on authorized leave with full pay shall continue to earn vacation and sick leave benefits provided herein.

7-1.8 - Benefits for Sanitation Division Task Completion, Lighting Bureau and Bay Constable Division Personnel.

Each workday will be considered to be 1¼ days long for purposes of Sick Days, Vacation Days, and Personal Days and will be so charged to the Leave With Pay account maintained by the Comptroller. Bereavement Days will continue without change and be charged at the current rate.

7-2.0 - Leaves Without Pay

Leaves of absence without pay for a period not to exceed six (6) months at a time may be granted by the Department Head pursuant to Nassau County Civil Service Rules and Regulations. Such leaves may be granted for reasons other than medical and should be requested whenever possible one (1) month in advance.

7-2.1 - During authorized sick leaves without pay, however, subject to the approval of the Department Head, the Town may continue payment for dental and health insurance premiums for said employee. If the Town elects not to continue said premium payments, the Town shall notify said employee thereof who may elect to pay full cost of said premiums.

7-2.2 - (a) For the health and welfare of the employee, a leave of absence for maternity reasons shall be granted in accordance with the applicable laws governing same.

7-2.2 - (b) Child Care Leave/Family Care Leave - Child Care Leave shall be provided for employees for parenthood. Leave, including any accrued leave entitlements utilized, must commence within sixty (60) calendar days of the birth of a child, parented by the employee, or sixty (60) calendar days of the adoption by an employee of a child less than five (5) years of age.

Family Care Leave shall be provided to employees for the illness of a child, parent or spouse, which requires care by another. Such illness must be at least one (1) week in duration. Proof of the illness may be requested by the Town and in such instances medical certification will be provided at the employee's expense.

Such leaves shall extend up to six (6) calendar months inclusive of the use of accrued leave entitlements.

7-2.2(b).1 - No more than one marital spouse may be on Child Care Leave or Family Care Leave at any one time.

7-2.2(b).2 - No employee shall be eligible for Child Care Leave or Family Care Leave until after the completion of one (1) full year of actual completed service or within two (2) calendar years after return from such Leave.

7-2.3 - A leave may be granted for non-controverted workers' compensation cases. Such leaves may be extended for a period not to exceed two (2) years.

7-2.4 - Military Leave

An employee ordered to perform Active Duty in the Armed Forces of the United States shall be granted military leave without pay, pursuant to Section 243 of the Military Law of the State of New York.

ARTICLE VIII - CONDITIONS OF EMPLOYMENT

Unless otherwise provided for herein during the term of this Agreement, the conditions of employment for all employees covered hereunder shall be:

8-1.0 - An employee, during the course of his/her employment, shall perform the assigned and related duties and functions of his/her position faithfully and diligently. Performance of any other undertaking, whether personal or otherwise, shall be pursued only with the approval of the employee's immediate supervisor.

8-2.0 - An employee shall give to his/her immediate supervisor under the circumstances prompt notice of any contemplated or emergency absence from employment for any cause whatsoever. Failure to comply will be cause for dismissal or suspension of any and all employee benefits as per Department Work Rules.

8-3.0 - INTENTIONALLY OMITTED

8-4.0 - The Town will maintain the current system of distributing one pair of work shoes and gloves per year to designated employees. However, CSEA can provide the Town with specifications for shoes within the same cost range. For safety reasons, the Town shall have final approval of all shoes so suggested by CSEA. Employees who receive uniforms and other protective clothing shall be held personally responsible for the accountability of any items issued to them.

8-5.0 - Pre-Employment

8-5.1 - Age Requirements

The minimum working age of permanent, full-time employees is 17. In the Division of Sanitary Services, no person shall be hired as a Sanitation Worker or Laborer to be assigned to a garbage truck who is under the age of 18.

8-5.2 – Medical Examination

Pre-Employment physical examinations are required of all permanent, full-time employees. Upon the recommendation of the Department or Division Head, additional examinations may be required of an employee by Town examiners. Each employee must submit to such an examination when required to do so.

8-5.3 – No Town vehicle will be operated unless the driver has a valid New York State Motor Vehicle License. All drivers of motor vehicles shall be required to make available their driver's license to their immediate supervisors at three (3) month intervals. In an instance where a license has been revoked, suspended or permitted to expire, the holder of such license must report the same to his/her supervisor. Failure to report same shall subject the violator to disciplinary action which may result in suspension or removal.

8-5.4 – “Take Home” Vehicles

All employees who live outside the geographic boundary of the Town of Oyster Bay and who have been given use of a Town vehicle, must opt to either: a) take their own vehicle from home to the closest Town location, and vice versa, and only use the Town vehicle during their work day for non-commuting travel; or b) reimburse the Town, when billed, for usage of the vehicle for commuting purposes, the amount to be calculated by mileage to and from home to the nearest Town facility multiplied by the Internal Revenue Service rate then in effect for mileage reimbursement.

8-6.0 – Vacancies

The declaration and filling of vacancies or positions shall be determined by the Department Heads subject to certification of funds thereof by the Comptroller and subject to applicable laws, rules and regulations thereon. The Director of Personnel will provide each Department with a list of titles in existence in the said Department with the applicable job classifications. This information will be maintained in the office of the Department or Division Head, and shall be available for all employees upon request.

8-6.1 – Promotional

Whenever promotional vacancies occur in the non-competitive and labor classes, insofar as may be practicable, such vacancies shall not be filled for a reasonable period to allow qualified employees the opportunity to apply for the promotional vacancy after the posting of such vacancy by the respective Department or Division Head. Every employee desiring to apply for promotional vacancies shall fill out an application form setting forth his/her background, education, experience and qualifications, which shall be submitted to the Department or Division Head. The respective Department Head will then make his determination with regard to the candidate on the application form and submit the same to the Director of Personnel for review pursuant to Civil Service requirements.

Insofar as practicable, with regard to promotions and transfers in the non-competitive and labor classes, the following factors shall be given consideration, with seniority as the first priority: suitable ability to the requirements to the new positions, experience and training, dependability,

job performance. Department Heads must keep seniority lists which shall be made available to representatives of the Association on request. The aforementioned shall not be construed as superseding or amending Civil Service Law, nor the Rules, Regulations or Determinations of the appropriate Civil Service Commission.

8-6.2 - Transfers or Reassignments

If an employee desires to transfer to another department within the same title, he/she may submit a request to his/her Department or Division Head in writing, including documentation for such request. Such transfers can only be accomplished upon the approval of the two Department Heads concerned, the Association, and the Town Supervisor. A Department Head may, after notification to the employee involved, request that an employee be transferred, within the same title, to another department or division; such transfer shall become effective upon approval of both Department Heads, the Association, and the Town Supervisor.

Occasionally an employee may be requested to work out of title, either on an emergency basis or for purposes of observing and evaluating the said employee for promotion. In such situations there shall be no additional remuneration. No employee should work out of title for more than six (6) months without said employee being placed in the proper title, provided the said employee qualifies in all respects with Civil Service requirements.

8-7.0 - Conduct

All employees are to conduct themselves at all times in a proper and respectable manner, regardless of where they may be employed, be it in an office or in the field. Their personal appearance is to be neat and clean, their language should be devoid of abusive or foul language, and at no time should an employee imbibe alcoholic beverages while on assigned duties. The unauthorized use of narcotics is prohibited. Apparel worn must be appropriate for the work to be performed. Whenever protective clothing or equipment is issued, it must be worn or used. Insubordination is subject to disciplinary proceedings by the Department Head in accordance with present practice.

8-8.0 - Work Rules

The organization, formulation, interpretation, review, recommendation and implementation of all work rules shall rest within the discretion and determination of the Town and the Association. It is the acknowledged intent of any work rules not to retract or alter any rights specifically granted under this Agreement or to change policy rules or regulations which are currently set forth.

ARTICLE IX – GENERAL PROVISIONS

9-1.0 – No Strike Provisions

The Association reaffirms that neither it nor its members shall engage in a strike or any other form of work stoppage or slowdown, nor shall it cause, instigate, encourage or condone any such strike, work stoppage or slowdown, and agrees to be subject to the provisions of Section 210 of the Civil Service Law of the State of New York.

9-2.0 – No Discrimination

There shall be no discrimination with regard to hiring, job tenure, or promotion because of activities of employees on behalf of the Association.

9-3.0 – Legislative Action

If any provision of this Agreement requires legislative action to permit its implementation by amendment of law or by providing the additional funds therefore, it shall not become effective until the appropriate legislative body had given approval.

9-4.0 – Grievances

Pursuant to Article 16 of the General Municipal Law of the State of New York, the parties agree to pursue the grievance procedure annexed hereto and made a part hereof, designated Addendum “C.”

9-5.0 – Distribution of Printed Agreement

The Association shall prepare and distribute copies of this Agreement to the employees it represents and shall make copies available to the Town. The Town shall pay one-half (1/2) the cost of the printing of the copies of this Agreement.

9-6.0 – Implementation

The provisions of this Agreement shall be expressly limited to the terms and conditions of employment set forth in this Agreement and shall not be construed to restrain or limit the employer in the full and absolute management of its affairs, except as otherwise provided herein.

9-7.0 – Job Protection

In the event of lay-off or curtailment of activities, and positions in the noncompetitive or labor classes are abolished, suspension or demotion among the employees holding the same or similar positions shall be made in the inverse order of original appointment. However, the date of original appointment of any such employee who was transferred to the Town from another governmental jurisdiction upon the transfer of functions shall be the date of original appointment on a permanent basis in the non-competitive or labor class in the service of the governmental jurisdiction from which such transfer was made.

Upon the abolition of positions in the non-competitive or labor class, employees holding the same or similar positions who have not completed their probationary service shall be suspended or demoted before any permanent employees. Among such probationary employees, suspension or

demotion shall be made in the inverse order of date of probationary appointment in the noncompetitive or labor class in the service of the Town.

In the event of lay-offs or curtailment of activities, and positions in the non-competitive or labor classes are abolished, those laid off will have their names placed on a preferred list for eight (8) years and be entitled to recall rights of those in competitive titles pursuant to Civil Service Law. Retention of such positions shall be as "New Hires." (Competitive class employees shall be governed by Civil Service Rules and Regulations, although preferred lists shall be extended an additional four (4) years whereby retention of such positions shall be as "New Hires.")

For lay-offs in the non-competitive class, seniority shall take "promotional lines" into account. For example, if the Town lays off in the Laborer II title, those employees effected (if ever holding a Laborer I title) shall not be laid off before an individual who is less senior and holds a Laborer I or Laborer II title.

The original appointment of an employee shall mean the date of his/her first appointment on permanent basis in the non-competitive or labor class followed by continuous service in the non-competitive or labor class on a permanent basis up to the time of abolition of positions.

An employee who has resigned and who has been reinstated or re-appointed in the service of the Town within one year thereafter shall be deemed to have continuous service for the purposes of determining vacation and retirement entitlements.

Upon the abolition of titles in the Town, suspension or demotion shall be made from among employees holding the same or similar titles in the entire Department or agency within which such abolition of title occurs.

9-7.1 - There shall be a restriction on hiring for the period January 1, 2017 through December 31, 2018, with the exception that the Town may hire Union employees to the extent of a vacated position (e.g., retirements, separations, terminations). This restriction shall exclude filling open exempt positions (e.g., Comptroller, Town Attorney, Commissioners, Deputies, etc.) as long as the manning table remains the same.

9-7.2 - For the period January 1, 2017 through December 31, 2018, there shall be an elimination of all part-time employees in the Public Safety, Bay Constable, and Sanitation Departments.

9-7.3 - The Town shall not layoff any member of the bargaining unit during the term (01/01/17 - 12/31/21) of this Agreement for any reason, including economic and budgetary stringency. Further, notwithstanding any provision in Article IV, Rights of the Town, the Town agrees not to privatize services performed by CSEA represented employees during the term of this Agreement. This provision shall be considered to "sunset" on December 31, 2021.

9-7.4 - Health and Dental Insurance on Lay-Off

So long as it is permissible, full-time permanent employees with at least three (3) consecutive completed years of service with the Town, who are laid-off, shall be entitled to receive Health and

Dental insurance, at Town expense, for a period of one (1) year from such employee's termination of employment with the Town.

9-8.0 - Amendments

This Agreement shall not be altered, modified, or changed, except by mutual consent of the parties hereto in writing.

9-9.0 - No Productivity Payment

During the term of this Agreement (1/1/17 - 12/31/21), there shall be no payments made to any employees for "Productivity," despite the existence of any prior grievance settlement or Memorandum of Understanding or Agreement to the contrary.

9-10.0 - Separability

Should any provision of this Agreement be found to be in violation of any law or ordinance by a court of competent jurisdiction or by an administrative agency having jurisdiction over this Agreement or should any portion of the foregoing be found contrary to law or illegal in any way, then such portion shall not affect the validity of the remaining provisions of this Agreement, which remaining provisions shall remain in full force and effect for the duration of this Agreement.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representative, have executed this Agreement as of the day and year first above written.

TOWN BOARD OF THE TOWN OF OYSTER BAY

TOWN ATTORNEY'S OFFICE

BY:


JOSEPH S. SALADINO, SUPERVISOR

BY:

TOWN OF OYSTER BAY LOCAL 881,
CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., AFSCME AFL-CIO

BY:


JARVIS T. BROWN, President

CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.
LOCAL 1000, AFSCME/AFL-CIO

BY:


MIGUEL CRUZ, JR.

ADDENDUM A

TITLES

Administrative Assistant to the Town Board
Administrative Assistant to the Town Supervisor
Assistant Town Attorney
Commissioner of Community and Youth Services
Commissioner of Economic Development
Commissioner of Environmental Resources
Commissioner of General Services
Commissioner of Highways
Commissioner of Human Resources
Commissioner of Intergovernmental Affairs
Commissioner of Parks
Commissioner of Planning and Development
Commissioner of Public Safety
Commissioner of Public Works
Deputy Commissioner of Community and Youth Services
Deputy Commissioner of Economic Development
Deputy Commissioner of Environmental Resources
Deputy Commissioner of General Services
Deputy Commissioner of Highways
Deputy Commissioner of Human Resources
Deputy Commissioner of Intergovernmental Affairs
Deputy Commissioner of Parks
Deputy Commissioner of Planning and Development
Deputy Commissioner of Public Safety
Deputy Commissioner of Public Works
Deputy Receiver of Taxes
Deputy Superintendent of Highways
Deputy Supervisor
Deputy Town Attorney
Deputy Town Clerk
Deputy Town Comptroller
Director of Community Development
Director of Community Relations
Director of Finance
Director of Governmental Research
Director of Labor-Management Relations
Director of Legislative Affairs
Director of Operations
Executive Assistant
Greenskeeper

Management Representatives to the Labor-Management Review Board
Public Information Officer
Secretary to Commissioner of Community and Youth Services
Secretary to Commissioner of Economic Development
Secretary to Commissioner of Environmental Resources
Secretary to Commissioner of General Services
Secretary to Commissioner of Highways
Secretary to Commissioner of Human Resources
Secretary to Commissioner of Intergovernmental Affairs
Secretary to Commissioner of Parks
Secretary to Commissioner of Planning and Development
Secretary to Commissioner of Public Safety
Secretary to Commissioner of Public Works
Secretary to Councilperson
Secretary to Deputy Supervisor
Secretary to Executive Assistant
Secretary to Receiver of Taxes
Secretary to Supervisor
Secretary to Town Attorney
Secretary to Town Clerk
Secretary to Town Comptroller
Secretary to Town Environmental Quality Control Commission
Secretary to Zoning Board of Appeals
Special Counsel
Superintendent of Administration/DPW
Superintendent of Beaches
Superintendent of Central Vehicle Maintenance
Superintendent of Engineering
Superintendent of Environmental Control
Superintendent of Highways
Superintendent of Planning and Executive Secretary of Planning Advisory Board
Superintendent of Purchasing
Superintendent of Sanitary Collection
Superintendent of the Building Division
Supervising Secretary of the Town Board
Supervisor of Solid Waste Disposal Facility Operations
Town Attorney
Town Comptroller

ADDENDUM B

DISCIPLINARY PROCEDURE

A. CIVIL SERVICE LAW

Each permanent employee covered under the recognition provisions of this Agreement shall be entitled to the procedure and benefits set forth in Section 75 of the Civil Service Law, in effect on the date of execution of this Agreement, except as modified and altered by this Agreement. The procedure established herein shall be the exclusive disciplinary procedure for an employee who may be subjected to disciplinary charges.

Should any sentence or clause of Section 75 be read as contradictory to this Agreement, the provisions of this Agreement shall at all times supersede the sentence or clause in question.

B. MATTERS SUBJECT TO DISCIPLINE

The Town may discipline an employee for incompetency and/or misconduct, violation of Town policy or work rules.

C. PROCEDURE

(1) Notice of Discipline and Charges: An employee who is entitled to the protections of this section shall, within five (5) business days of the imposition of a penalty, be served with written notice of the discipline and charges of incompetence and/or misconduct either in person or by certified mail, return receipt requested, mailed to the employee's current address as it appears on the Town's personnel records. Business day shall be defined as Monday through Friday (except holidays).

(2) Service shall be complete upon mailing or personal delivery, whichever method is chosen. In addition to the charges and specifications, the notice containing the charges, or a letter delivered therewith, should include a notice or statement of the following: 1. Right of employee to submit an answer in writing within a specified time. 2. Time and place of hearing. 3. Right of employee to counsel or bargaining agent representation. 4. Possible penalties. 5. Notice of suspension, if applicable. If the employee wishes to contest said discipline, the employee must file an answer with the Town Attorney within fifteen (15) business days of service of the notice.

(3) Disciplinary penalties may consist of and shall be limited to one (1) or more of the following actions: reprimand; relocation of workplace; fine not to exceed one hundred (\$100.00) dollars; demotion in title, grade or step; loss of accumulated and/or future personal, sick, vacation and/or overtime; suspension without pay; and dismissal from Town service.

Pending the hearing and determination of charges of incompetency or misconduct, before and by a hearing officer appointed by the Town, the employee against who such charges have been preferred may be subject to one (1) or more of the penalties enumerated herein. However, when any step in the disciplinary procedure has been delayed at the request of the employee or his/her

representative, the Town shall in no instance have any liability for the number of work days for which the employee sustained disciplinary penalties during the delay.

If such employee is found guilty of the charges, the penalty or punishment shall consist of those actions enumerated herein. If such employee is acquitted, he/she shall be restored to his/her position and provided all the pay and benefits he/she would have received had he/she not been charged.

(4) A discharge or a suspension without pay in excess of thirty (30) days, shall entitle the Union to proceed directly to Step 2 of the disciplinary review procedure for expedited arbitration.

(5) No discipline may be imposed more than eighteen (18) months after such occurrence unless said incompetence or misconduct would, if provided in a court of competent jurisdiction, constitute a crime.

(6) Compliance with all deadlines set forth within this disciplinary review procedure is a condition precedent to arbitration. Deadlines may be modified with the written consent of both parties.

(7) Disciplinary Review Procedure

Step 1: Within ten (10) business days after the decision is rendered by the hearing officer and sent to the employee, an employee who objects to the disciplinary action which was imposed shall present the employee's objection in writing to the Town Attorney or his/her designee by filing a written notice of the specified objection. Within fifteen (15) business days of such presentation, the Town Attorney or designee shall make a written determination and provide copies of the decision to the employee and the Union.

Step 2: Within ten (10) business days: a) after notification of the decision reached at Step 1; b) Discharge; or c) A suspension without pay in excess of thirty (30) days, only the Union may proceed to Disciplinary Arbitration by written notification of its intent to proceed delivered to the Town Attorney or his/her designee. Within thirty (30) business days after notification of the decision reached at Step 1, the Union must file an arbitration demand with the American Arbitration Association ("AAA"), in accordance with the rules and requirements of the AAA as they relate to labor arbitration. The Union's failure to file an arbitration demand with the AAA within such time limitation shall be deemed a withdrawal of its intent to proceed with arbitration.

D. DISCIPLINARY ARBITRATION

(1) Arbitrators shall be selected from the AAA's list with appointment and in accordance with the AAA rules relating to voluntary labor arbitration. (List with Appointment: Parties can contact the AAA and request one (1) list of no more than fifteen (15) names. Within forty-eight (48) hours of receipt of the joint request the AAA will submit a list with a return date of ten (10) days for review and appointment of the

arbitrator based on the parties' mutual selection. The AAA will notify the parties of the selection of the arbitrator. The administrative fee for list with appointment is seventy-five (\$75.00) dollars per party.) The Town and the Union shall each pay the AAA the requisite fee for the provision of such list. CSEA and the Town reserve the right to mutually agree upon choosing an arbitrator without using the list.

- (2) The parties shall share equally in the expense of the arbitrator. If, however, after filing a demand for arbitration with the AAA it is determined that the Union failed to comply with a condition precedent to arbitration, the Union shall be responsible for payment of the full AAA administrative fee. The arbitrator shall have no authority to add to, subtract from, modify or change in any way the provisions of this Agreement or any expressly written amendment or supplement thereto, or to extend its duration, unless the parties have expressly agreed, in writing, to give the arbitrator specific authority to do so, or to make an award which has this effect. Further, the Arbitrator shall have no authority to consider a hearing officers' decision for any purpose. It is understood that a disciplinary proceeding commenced during the term of this Agreement or after its expiration date, but prior to execution of a new Agreement, may be processed after the stated expiration date as if this Agreement was still in effect. The award of the arbitrator so made shall be final and binding on the parties.

For the purpose of this disciplinary procedure:

- (a) The parties agree that each shall exercise its best efforts to ensure the prompt scheduling and disposition of disciplinary arbitration;
- (b) Failure by the Town, at any step of the procedure provided herein, to communicate a decision within the specified time limits shall permit the employee or the Union, whichever is applicable, to proceed to the next step;
- (c) Failure by the employee or Union at any step of this procedure to proceed to the next step within the specified time limits shall be deemed to be a waiver of the right to proceed to the next step;
- (d) Judicial review of disciplinary arbitration proceedings under this section shall be exclusively limited to procedures available under NYS CPLR Article 75;
- (e) Neither the Union nor the Town shall be permitted more than two (2) adjournments of any arbitration case. No adjournment shall be for more than ten (10) business days, subject to arbitrator availability. Default will be granted against the party requesting more than two (2) adjournments. The party requesting the adjournment shall be responsible for any arbitrator adjournment fees attributable thereto.
- (f) Arbitrations shall be conducted pursuant to the voluntary labor arbitration rules of the AAA.

Those selected as arbitrators under this Agreement shall receive their requisite fees, to be borne equally by the parties.

The arbitrator selected shall be notified immediately and must hold the hearing and render the binding decision as soon as reasonably practicable after the close of the hearing and the arbitrator's receipt of written arguments.

ADDENDUM C

GRIEVANCE PROCEDURE

A. DEFINITION

A grievance is a dispute or difference of opinion raised by an employee or by a group of employees (with respect to a single common issue) covered by this Agreement against the Town Department involving, in the opinion of the employee(s), the meaning, interpretation or application of the express provisions of this Agreement.

B. GRIEVANCE PROCESS

A grievance shall be processed as follows:

Step 1: An employee who feels that he/she has been aggrieved shall present his/her grievance in writing to the employee's Department Head and the Town Attorney within ten (10) business days of the occurrence of the alleged grievance. The President of the local Union may file group grievances if violation(s) involve or could involve a group of employees. The Department Head shall consider the matter and, within seven (7) business days thereafter, make a determination and advise the employee of the decision. If the Department Head does not act within seven (7) business days, the grievance shall be deemed denied. Business day shall be defined as Monday through Friday (except holidays).

Step 2: If the employee remains aggrieved after Step 1, he/she may appeal to the Town Attorney or his/her designee within ten (10) business days after notification of the decision reached at Step 1, or after grievance has been deemed denied because the Department Head did not act within seven (7) business days. Such appeal shall be made in writing and shall be delivered to the Office of the Town Attorney. The Town Attorney or his/her designee will respond to a grievance within ten (10) business days of its submission to Step 2. In the absence of a written determination from the Town Attorney within such time period, the grievance shall be deemed denied.

Step 3: If the employee remains aggrieved after Step 2, he/she may within ten (10) business days of the Step 2 denial, or deemed denial, notify the Town Attorney in writing with a copy to CSEA of his/her intent to proceed to binding grievance arbitration. Only CSEA may proceed to binding arbitration, subject to the following provisions:

(1) Arbitrators shall be selected from the American Arbitration Association's ("AAA") list with appointment and in accordance with the AAA rules relating to voluntary labor arbitration. (List with Appointment: Parties can contact the AAA and request one (1) list of no more than fifteen (15) names. Within forty-eight (48) hours of receipt of the joint request the AAA will submit a list with a return date of ten (10) days for review and appointment of the arbitrator based on the parties' mutual selection. The AAA will notify the parties of the selection of the arbitrator. The administrative fee for list with appointment is seventy-five (\$75.00) dollars per party.) The Town and the Union shall each pay the AAA the requisite fee for the provision of such list. Binding grievance arbitrations shall be conducted in accordance with AAA rules of voluntary Labor Arbitration.

(2) The parties shall share equally in the expense of the binding grievance arbitrator. However, the employer shall not be obligated to pay for more than twelve (12) binding arbitrators per calendar year.

(3) The binding grievance arbitrator shall issue written findings of fact and recommendations for resolving the grievance to the parties as soon as practicable after the close of the hearing and the arbitrator's receipt of written arguments. The arbitrator shall make a binding determination with respect to the grievance, and his/her holding shall be restricted to the issue(s) presented.

For the purpose of this disciplinary procedure:

(a) The parties agree that each shall exercise its best efforts to ensure the prompt scheduling and disposition of contract grievances;

(b) Failure by the Town, at any step of the procedure provided herein, to communicate a decision on a grievance within the specified time limits shall permit the employee or the Union, whichever is applicable, to proceed to the next step;

(c) Failure by the employee or Union at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be a waiver of the right to proceed to the next step;

(d) Neither the Union nor the grievant will initiate any action in any court which is related to any matter which is within the definition of a grievance under this Agreement, until and unless such grievance has timely proceeded through each step hereinabove set forth, and has been fully determined at Step 3.

(e) Conferences and hearings held under the procedure provided herein shall be conducted at times and places which will afford a fair and reasonable opportunity for all persons entitled to be present at such conferences or hearings. When such conferences or hearings are held during working hours, all individuals necessary for the conferences or hearings will be excused without loss of pay for the purpose of attending such conferences or hearings.

C. EXCLUSIVE MEANS OF RESOLVING GRIEVANCES

The grievance procedures established herein shall be the exclusive means by which a grievance shall be resolved.

D. PRECEDENT

Neither the settlement nor resolution of any grievance, nor the decisions of an arbitrator, shall be considered as precedent.

E. TIME LIMITS

The time limits in any stage of the grievance procedure may be extended by mutual written agreement.

F. BYPASS OF STEPS

Any step of the grievance procedure may be bypassed by mutual written agreement.

INSTRUCTIONS FOR GRIEVANCE REPORT

Employee: Within ten (10) business days of the occurrence of the alleged grievance, complete, sign and date Part A-1 and submit to your Department Head with attachments, and submit a copy, with attachments, to the Town Attorney.

Department Head: Within seven (7) business days of receipt of Part A-1, please indicate your decision on Part A-2, issue a written determination of the grievance to the employee, and furnish a copy to the CSEA President and the Town Attorney, and sign and date the Grievance Report. If the Department Head does not act within seven (7) business days, the grievance shall be deemed denied.

Employee: You may accept the Department Head's response, withdraw the grievance, or proceed to Step 2. Indicate your decision on Part A-3 of the Grievance Report, sign and date the Report and submit it to the Town Attorney/or designee within ten (10) business days of receipt of the Step 1 Decision or no decision.

Town Attorney: Within ten (10) business days of receipt of Part A-3, please indicate your decision on Part B-1, issue a written determination of the grievance to the employee, and furnish a copy to the CSEA President and the Department Head. In the absence of a written determination within such time period, the grievance shall be deemed denied.

Employee: You may accept the Town Attorney's response, withdraw the grievance, or proceed to Step 3. Indicate your decision on Part B-2 of the Grievance Report, sign and date the Report and submit it to the Town Attorney with a copy to CSEA within ten (10) business days of receipt of the Step 2 decision or no decision.

ADDENDUM D

HEALTH INSURANCE BUYBACK PROGRAM

All eligible employees enrolled under the Town of Oyster Bay's health insurance program may voluntarily participate in the Health Insurance Buyback Program.

Each employee desiring to participate in this program shall obtain an Employee Election of Health Insurance Buyback form and a New York State PA Health Insurance Transaction Form (PS-503.1) from the Town. Said forms shall then be completed and returned to the Department of Human Resources, Division of Employee Benefits and Insurance (Benefits Division). Said application must include a signed and notarized affidavit stating that the employee has insurance coverage other than that provided by the Town, and proof of such insurance coverage must be attached. In addition, the employee shall sign a notice stating that the employee has been afforded the opportunity to question and assess any impact of his/her decision to participate in this Buyback Program.

When the employee has complied with the above provisions, the Benefits Division will forward the application along with the required documentation for processing.

The disenrollment period shall start on the first day of the second month after return of the completed transaction form (PS-503.1) to the Department of Human Resources.

For the term of this Agreement (01/01/17 - 12/31/21), the Family Coverage Buyback Amount shall be \$6,000.00 per year, and the Individual Coverage Buyback Amount shall be \$2,800.00 per year. If a successor agreement has not been agreed to by the expiration of this agreement (12/31/21), the amount of the Family Coverage and Individual Coverage Buyback Amounts shall revert to the amounts set forth in the previous (2010-2016) Agreement: an amount approximating 50% of the then present costs of coverage to the Town, until a successor Agreement is entered into.

Payments will be made in arrears semi-annually on or about June 1st and December 1st of each year.

An employee shall be entitled to re-enroll in the Town's health insurance program by making application through the Benefits Division in accordance with the rules and regulations of the New York State Health Insurance Program (NYSHIP). The re-enrollment period shall start on the first day of the second month after return of the completed transaction form (PS-503.1) to the Benefits Division.

An employee who re-enrolls in the Town's health insurance program after having participated in the buyback program may not participate in the buyback program again for a minimum period of one year.

ADDENDUM E

VOLUNTARY SICK LEAVE TRANSFER POLICY

The transfer of Sick Leave credits to eligible employees, as defined herein, for use for absences in connection with an illness or disability which did not arise in connection with such individual's employment and which may be defined as "catastrophic" (i.e., that from which the individual would not recover in due course without extensive treatment and/or therapy) may be granted with the following stipulations:

- **Eligibility to receive donated credits:** In order to be eligible to receive donated credits, an employee: (1) must have completed at least one cumulative year of Town service as a full-time employee; (2) must be absent from work due to a non-occupational personal illness (or illness of a spouse, child or parent) or disability for which medical documentation satisfactory to the Labor-Management Review Board is submitted; (3) must have exhausted all leave credits for which he/she is eligible; and (4) must expect to be absent for at least two bi-weekly payroll periods following exhaustion of all leave credits;
- **Eligibility to earn accruals:** Employees absent while charging donated leave credits shall not earn vacation and sick leave, shall not be granted personal leave and shall not be eligible to observe holidays. Any absence charged to "Donated Leave Credits" is, and shall remain, a Leave of Absence;
- **Return to Work:** The Town may require an employee who has been absent to be examined, at the expense of the Town, by a physician designated by the Town, to establish that such employee is able to perform his/her normal duties and that the return to duty will not jeopardize the health and/or safety of other employees;
- **Donation of Credits:** Vacation or Sick Leave credits may be donated by full-time employees of the Town (Local 881 Union members, management staff, classified, exempt, and/or Addendum A individuals) to other full-time, eligible Town employees. To donate credits, an employee must complete, sign and submit the Leave Donation Form set forth below. Credits will be taken on an as needed basis by the receiving employee. Credits will be taken in order determined by the date donated;
- **Limits on donation of credits:** An employee who has a minimum of thirteen (13) Sick or Vacation days to his/her credit may, at his/her option, assign up to five such Sick or Vacation days in a calendar year to an eligible employee who has exhausted all of his/her leave entitlements and Sick Leave at Half Pay. An employee who has a minimum of fifty Sick or Vacation days to his/her credit may, at his/her option, assign up to ten (10) such Sick or Vacation days in a calendar year. A donor may only assign leave credits in full-day units to no more than two employees in any one calendar year. Such assigned leave credits will be deducted from the donating employee's leave accruals immediately upon notification to the Town. An employee who is assigned donated leave credits under this

policy may not be credited with a total of more than the maximum leave accumulation allowed in the current collective bargaining agreement;

- **Prohibited Donations:** Employees may not donate leave credits which would otherwise be forfeited;
- **Solicitations:** Donations may be solicited by the recipient employee, on his/her behalf by co-workers, or by local union representatives, if applicable. The Town may not solicit donations on the employee's behalf. While the Town is expected to cooperate with those soliciting on an employee's behalf with respect to responding to inquiries concerning an employee's eligibility to participate in the program, the Town may not release any medical information;
- **Construction:** This policy shall not be construed to require extension of any employment beyond the time it would otherwise terminate by operation of law, rule or regulation.
- **Implementation and interpretation of this policy is left solely to the Labor-Management Review Board.**

TOWN OF OYSTER BAY

LEAVE DONATION FORM

The Sick Leave Donation Program is authorized by the Collective Bargaining Agreement between the Town and Local 881 CSEA, and is administered by the Labor-Management Review Board.

=====

Name of Donating Employee: _____

Department: _____

Social Security Number: _____

Employee Number: _____

Department Number: _____

I hereby elect to donate _____ day(s) of my earned and accrued Sick/Vacation Days accrued credits to:

_____ of the _____ Department.

I understand that these credits will be deducted from my accrued Sick/Vacation days effective as of this date.

I have/have not previously donated sick or vacation days during this calendar year.

If you have, please state the employee, his/her Department, and the number of days previously donated:

Name of Employee: _____

Department: _____

Number of Days: _____

Signature of Donating Employee

Date

**SALARY SCHEDULE
EFFECTIVE 1/1/2017**

Employees shall not move to the next step on the salary schedule during the duration of the contract unless otherwise negotiated on a case by case basis where a step would be valued at 1.9%.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
9	44544	45792	47083	48408	49778	51178	52628	54120	55658	57240	58874	60549	62284	64067	65901	67793	69737	71745	73810	75936
10	45676	46958	48280	49642	51045	52492	53977	55512	57095	58717	60393	62118	63900	65727	67611	69552	71551	73612	75730	77922
11	46795	48115	49471	50871	52309	53796	55320	56894	58518	60188	61902	63676	65500	67379	69317	71310	73362	75479	77658	79896
12	47921	49277	50667	52105	53581	55102	56671	58283	59945	61659	63426	65237	67114	69036	71018	73063	75174	77343	79583	81880
13	49055	50432	51864	53333	54847	56404	58010	59665	61365	63118	64929	66786	68709	70683	72715	74809	76975	79193	81485	83845
14	50181	51605	53064	54569	56120	57715	59360	61058	62805	64596	66449	68360	70323	72347	74429	76573	78787	81066	83407	85826
15	52056	53534	55051	56616	58225	59888	61601	63361	65172	67036	68968	70949	72992	75096	77265	79495	81788	84163	86597	89112
16	53186	54699	56250	57853	59505	61195	62948	64750	66609	68518	70482	72510	74602	76754	78976	81249	83605	86029	88523	91093
17	54302	55847	57438	59070	60756	62495	64287	66127	68024	69976	71993	74062	76199	78402	80664	83003	85403	87882	90430	93056
18	55439	57012	58638	60304	62033	63805	65633	67516	69452	71454	73512	75629	77814	80064	82376	84763	87215	89747	92355	95039
19	57503	59140	60829	62570	64362	66206	68108	70065	72081	74154	76291	78497	80765	83106	85514	87993	90548	93174	95885	98670
20	59376	61071	62814	64613	66465	68379	70345	72366	74454	76596	78810	81088	83436	85855	88342	90907	93543	96264	99076	101959
21	61262	63008	64810	66666	68579	70557	72584	74677	76836	79055	81334	83694	86115	88613	91189	93836	96568	99376	102270	105253
22	63131	64938	66800	68719	70694	72732	74827	76982	79207	81503	83864	86286	88791	91365	94021	96758	99572	102473	105462	108539
23	65012	66874	68793	70771	72814	74915	77069	79292	81585	83953	86384	88886	91469	94127	96866	99682	102587	105578	108660	111835
24	66886	68810	70790	72826	74923	77088	79316	81607	83967	86404	88912	91490	94147	96884	99708	102612	105606	108688	111864	115137
25	68771	70744	72780	74880	77036	79264	81566	83915	86351	88852	91434	94086	96825	99642	102550	105539	108616	111792	115054	118421
26	70643	72670	74766	76927	79151	81433	83795	86222	88727	91301	93952	96681	99498	102398	105386	108462	111629	114892	118253	121714
27	74398	76543	78754	81032	83376	85793	88282	90842	93484	96205	99007	101890	104857	107912	111062	114311	117658	121102	124646	128296
28	78156	80418	82742	85136	87604	90145	92770	95467	98243	101108	104052	107086	110213	113429	116748	120163	123686	127311	131044	134886
29	81905	84288	86727	89234	91828	94497	97246	100076	102993	105999	109090	112278	115566	118945	122427	126014	129707	133515	137433	141469
30	85662	88149	90701	93343	96055	98845	101728	104693	107751	110901	114141	117487	120917	124463	128108	131865	135736	139723	143140	146640
31	89426	92015	94689	97446	100284	103204	106213	109313	112511	115794	119186	122682	126269	129973	133782	137712	141758	144526	148781	153160
32	93174	95884	98666	101544	104502	107549	110691	113925	117253	120682	124218	127860	131603	135469	139449	142858	146355	150657	155095	159658
33	96934	99753	102663	105652	108737	111914	115190	118551	122026	125597	129277	133072	136983	141001	144452	147986	152338	156825	161442	166203
34	100689	103623	106649	109757	112963	116275	119671	123177	126788	130506	134328	138277	141657	145124	149392	153790	158313	162983	167787	172733
35	104439	107488	110624	113861	117190	120620	124155	127792	131538	135402	139378	142790	146286	150587	155015	159577	164280	169129	174115	179257
36	108201	111358	114612	117960	121410	124973	128633	132407	136294	140291	143724	147241	151580	156033	160634	165361	170237	175256	180432	185758
37	111955	115227	118597	122068	125643	129325	133121	137029	141053	144505	148045	152393	156880	161501	166259	171167	176209	181418	186765	192290
38	116200	119600	123104	126709	130427	134256	138191	141578	145037	149304	153697	158225	162883	167682	172631	177720	182963	188366	193932	199659

SALARY SCHEDULE

EFFECTIVE 1/1/2018

Employees shall not move to the next step on the salary schedule during the duration of the contract unless otherwise negotiated on a case by case basis where a step would be valued at 1.9%.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
9	44544	45792	47083	48408	49778	51178	52628	54120	55658	57240	58874	60549	62284	64067	65901	67793	69737	71745	73810	75936
10	45676	46958	48280	49642	51045	52492	53977	55512	57095	58717	60393	62118	63900	65727	67611	69552	71551	73612	75730	77922
11	46795	48115	49471	50871	52309	53796	55320	56894	58518	60188	61902	63676	65500	67379	69317	71310	73362	75479	77658	79896
12	47921	49277	50667	52105	53581	55102	56671	58283	59945	61659	63426	65237	67114	69036	71018	73063	75174	77343	79583	81880
13	49055	50432	51864	53333	54847	56404	58010	59665	61365	63118	64929	66786	68709	70683	72715	74809	76975	79193	81485	83845
14	50181	51605	53064	54569	56120	57715	59360	61058	62805	64596	66449	68360	70323	72347	74429	76573	78787	81066	83407	85826
15	52056	53534	55051	56616	58225	59888	61601	63361	65172	67036	68968	70949	72992	75096	77265	79495	81788	84163	86597	89112
16	53186	54699	56250	57853	59505	61195	62948	64750	66609	68518	70482	72510	74602	76754	78976	81249	83605	86029	88523	91093
17	54302	55847	57438	59070	60756	62495	64287	66127	68024	69976	71993	74062	76199	78402	80664	83003	85403	87882	90430	93056
18	55439	57012	58638	60304	62033	63805	65633	67516	69452	71454	73512	75629	77814	80064	82376	84763	87215	89747	92355	95039
19	57503	59140	60829	62570	64362	66206	68108	70065	72081	74154	76291	78497	80765	83106	85514	87993	90548	93174	95885	98670
20	59376	61071	62814	64613	66465	68379	70345	72366	74454	76596	78810	81088	83436	85855	88342	90907	93543	96264	99076	101959
21	61262	63008	64810	66666	68579	70557	72584	74677	76836	79055	81334	83694	86115	88613	91189	93836	96568	99376	102270	105253
22	63131	64938	66800	68719	70694	72732	74827	76982	79207	81503	83864	86286	88791	91365	94021	96758	99572	102473	105462	108539
23	65012	66874	68793	70771	72814	74915	77069	79292	81585	83953	86384	88886	91469	94127	96866	99682	102587	105578	108660	111835
24	66886	68810	70790	72826	74923	77088	79316	81607	83967	86404	88912	91490	94147	96884	99708	102612	105606	108688	111864	115137
25	68771	70744	72780	74880	77036	79264	81556	83915	86351	88852	91434	94086	96825	99642	102550	105539	108616	111792	115054	118421
26	70643	72670	74766	76927	79151	81433	83795	86222	88727	91301	93952	96681	99498	102398	105386	108462	111629	114892	118253	121714
27	74398	76543	78754	81032	83376	85793	88282	90842	93484	96205	99007	101890	104857	107912	111062	114311	117658	121102	124646	128296
28	78156	80418	82742	85136	87604	90145	92770	95467	98243	101108	104052	107086	110213	113429	116748	120163	123686	127311	131044	134886
29	81905	84288	86727	89234	91828	94497	97246	100076	102993	105999	109090	112278	115566	118945	122427	126014	129707	133515	137433	141469
30	85662	88149	90701	93343	96055	98845	101728	104693	107751	110901	114141	117487	120917	124463	128108	131865	135736	139723	143140	146640
31	89426	92015	94689	97446	100284	103204	106213	109313	112511	115794	119186	122682	126269	129973	133782	137712	141758	144526	148781	153160
32	93174	95884	98666	101544	104502	107549	110691	113925	117253	120682	124218	127860	131603	135469	139449	142858	146355	150657	155095	159658
33	96934	99753	102663	105652	108737	111914	115190	118551	122026	125597	129277	133072	136983	141001	144452	147986	152338	156825	161442	166203
34	100689	103623	106649	109757	112963	116275	119671	123177	126788	130506	134328	138277	141657	145124	149392	153790	158313	162983	167787	172733
35	104439	107488	110624	113861	117190	120620	124155	127792	131538	135402	139378	142790	146286	150587	155015	159577	164280	169129	174115	179257
36	108201	111358	114612	117960	121410	124973	128633	132407	136294	140291	143724	147241	151580	156033	160634	165361	170237	175256	180432	185758
37	111955	115227	118597	122068	125643	129325	133121	137029	141053	144505	148045	152393	156880	161501	166259	171167	176209	181418	186765	192290
38	116200	119600	123104	126709	130427	134256	138191	141578	145037	149304	153697	158225	162883	167682	172631	177720	182963	188366	193932	199659

SALARY SCHEDULE
EFFECTIVE 1/1/2019

Employees shall not move to the next step on the salary schedule during the duration of the contract unless otherwise negotiated on a case by case basis where a step would be valued at 1.9%.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
9	45453	46727	48044	49396	50794	52222	53702	55224	56794	58408	60075	61785	63555	65374	67246	69177	71160	73209	75316	77486
10	46608	47916	49265	50655	52087	53563	55079	56645	58260	59915	61625	63386	65204	67068	68991	70971	73011	75114	77276	79512
11	47750	49097	50481	51909	53377	54894	56449	58055	59712	61416	63165	64975	66837	68754	70732	72765	74859	77019	79243	81527
12	48899	50283	51701	53168	54674	56227	57828	59472	61168	62917	64720	66568	68484	70445	72467	74554	76708	78921	81207	83551
13	50056	51461	52922	54421	55966	57555	59194	60883	62617	64406	66254	68149	70111	72126	74199	76336	78546	80809	83148	85556
14	51205	52658	54147	55683	57265	58893	60571	62304	64087	65914	67805	69755	71758	73823	75948	78136	80395	82720	85109	87578
15	53118	54627	56174	57771	59413	61110	62858	64654	66502	68404	70376	72397	74482	76629	78842	81117	83457	85881	88364	90931
16	54271	55815	57398	59034	60719	62444	64233	66071	67968	69916	71920	73990	76124	78320	80588	82907	85311	87785	90330	92952
17	55410	56987	58610	60276	61996	63770	65599	67477	69412	71404	73462	75573	77754	80002	82310	84697	87146	89676	92276	94955
18	56570	58175	59835	61535	63299	65107	66972	68894	70869	72912	75012	77172	79402	81698	84057	86493	88995	91579	94240	96979
19	58677	60347	62070	63847	65676	67557	69498	71495	73552	75667	77848	80099	82413	84802	87259	89789	92396	95076	97842	100684
20	60588	62317	64096	65932	67821	69774	71781	73843	75973	78159	80418	82743	85139	87607	90145	92762	95452	98229	101098	104040
21	62512	64294	66133	68027	69979	71997	74065	76201	78404	80668	82994	85402	87872	90421	93050	95751	98539	101404	104357	107401
22	64419	66263	68163	70121	72137	74216	76354	78553	80823	83166	85575	88047	90603	93230	95940	98733	101604	104564	107614	110754
23	66339	68239	70197	72215	74300	76444	78642	80910	83250	85666	88147	90700	93336	96048	98843	101716	104681	107733	110878	114117
24	68251	70214	72235	74312	76452	78661	80935	83272	85681	88167	90727	93357	96068	98861	101743	104706	107761	110906	114147	117487
25	70174	72188	74265	76408	78608	80882	83220	85628	88113	90665	93300	96006	98801	101676	104643	107693	110833	114073	117402	120838
26	72085	74153	76292	78497	80766	83095	85505	87982	90538	93164	95869	98654	101529	104488	107537	110675	113907	117237	120666	124198
27	75916	78105	80361	82686	85078	87544	90084	92696	95392	98168	101028	103969	106997	110114	113329	116644	120059	123573	127190	130914
28	79751	82059	84431	86873	89392	91985	94663	97415	100248	103171	106175	109271	112462	115744	119131	122615	126210	129909	133718	137639
29	83577	86008	88497	91055	93702	96426	99231	102118	105095	108162	111316	114569	117924	121372	124926	128586	132354	136240	140238	144356
30	87410	89948	92552	95248	98015	100862	103804	106830	109950	113164	116470	119885	123385	127003	130722	134556	138506	142574	146661	149633
31	91251	93893	96621	99435	102331	105310	108381	111544	114807	118157	121618	125186	128846	132626	136512	140522	144651	147476	151817	156286
32	95075	97841	100680	103616	106635	109744	112950	116250	119646	123145	126753	130469	134289	138234	142295	145773	149342	153732	158260	162916
33	98912	101789	104758	107808	110956	114198	117541	120970	124516	128160	131915	135788	139779	143879	147400	151006	155447	160025	164737	169595
34	102744	105738	108825	111997	115268	118648	122113	125691	129376	133169	137069	141099	144548	148086	152441	156929	161544	166309	171211	176258
35	106570	109682	112882	116185	119582	123082	126689	130400	134222	138165	142222	145704	149271	153660	158179	162834	167633	172581	177668	182915
36	110409	113631	116951	120367	123888	127523	131258	135109	139076	143154	146657	150246	154673	159217	163912	168736	173711	178833	184114	189549
37	114240	117579	121017	124559	128207	131964	135838	139825	143932	147454	151066	155503	160082	164797	169652	174660	179805	185120	190577	196214
38	118571	122041	125616	129295	133089	136996	141011	144467	147997	152351	156834	161454	166207	171104	176154	181347	186697	192210	197890	203734

**SALARY SCHEDULE
EFFECTIVE 7/1/2020**

Employees shall not move to the next step on the salary schedule during the duration of the contract unless otherwise negotiated on a case by case basis where a step would be valued at 1.9%.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
9	46317	47615	48957	50335	51759	53214	54722	56273	57873	59518	61216	62959	64763	66616	68524	70491	72512	74600	76747	78958
10	47494	48826	50201	51617	53077	54581	56126	57721	59367	61053	62796	64590	66443	68342	70302	72319	74398	76541	78744	81023
11	48657	50030	51440	52895	54391	55937	57522	59158	60847	62583	64365	66210	68107	70060	72076	74148	76281	78482	80749	83076
12	49828	51238	52683	54178	55713	57295	58927	60602	62330	64112	65950	67833	69785	71783	73844	75971	78165	80420	82750	85138
13	51007	52439	53928	55455	57029	58649	60319	62040	63807	65630	67513	69444	71443	73496	75609	77786	80038	82344	84728	87182
14	52178	53659	55176	56741	58353	60012	61722	63488	65305	67166	69093	71080	73121	75226	77391	79621	81923	84292	86726	89242
15	54127	55665	57241	58869	60542	62271	64052	65882	67766	69704	71713	73773	75897	78085	80340	82658	85043	87513	90043	92659
16	55302	56875	58489	60156	61873	63630	65453	67326	69259	71244	73286	75396	77570	79808	82119	84482	86932	89453	92046	94718
17	56463	58070	59724	61421	63174	64982	66845	68759	70731	72761	74858	77009	79231	81522	83874	86306	88802	91380	94029	96759
18	57645	59280	60972	62704	64502	66344	68244	70203	72216	74297	76437	78638	80911	83250	85654	88136	90686	93319	96031	98822
19	59792	61494	63249	65060	66924	68841	70818	72853	74949	77105	79327	81621	83979	86413	88917	91495	94152	96882	99701	102597
20	61739	63501	65314	67185	69110	71100	73145	75246	77416	79644	81946	84315	86757	89272	91858	94524	97266	100095	103019	106017
21	63700	65516	67390	69320	71309	73365	75472	77649	79894	82201	84571	87025	89542	92139	94818	97570	100411	103331	106340	109442
22	65643	67522	69458	71453	73508	75626	77805	80046	82359	84746	87201	89720	92324	95001	97763	100609	103534	106551	109659	112858
23	67599	69536	71531	73587	75712	77896	80136	82447	84832	87294	89822	92423	95109	97873	100721	103649	106670	109780	112985	116285
24	69548	71548	73607	75724	77905	80156	82473	84854	87309	89842	92451	95131	97893	100739	103676	106695	109808	113013	116316	119719
25	71507	73560	75676	77860	80102	82419	84801	87255	89787	92388	95073	97830	100678	103608	106631	109739	112939	116240	119633	123134
26	73455	75562	77742	79988	82301	84674	87130	89654	92258	94934	97691	100528	103458	106473	109580	112778	116071	119465	122959	126558
27	77358	79589	81888	84257	86694	89207	91796	94457	97204	100033	102948	105944	109030	112206	115482	118860	122340	125921	129607	133401
28	81266	83618	86035	88524	91090	93733	96462	99266	102153	105131	108192	111347	114599	117943	121394	124945	128608	132377	136259	140254
29	85165	87642	90178	92785	95482	98258	101116	104058	107092	110217	113431	116746	120165	123678	127300	131029	134869	138829	142903	147099
30	89071	91657	94310	97058	99877	102778	105776	108860	112039	115314	118683	122163	125729	129416	133206	137113	141138	145283	148836	152476
31	92985	95677	98457	101324	104275	107311	110440	113663	116988	120402	123929	127565	131294	135146	139106	143192	147399	150278	154702	159255
32	96881	99700	102593	105585	108661	111829	115096	118459	121919	125485	129161	132948	136840	140860	144999	148543	152179	156653	161267	166011
33	100791	103723	106748	109856	113064	116368	119774	123268	126882	130595	134421	138368	142435	146613	150201	153875	158400	163065	167867	172817
34	104696	107747	110893	114125	117458	120902	124433	128079	131834	135699	139673	143780	147924	150900	155337	159911	164613	169469	174464	179607
35	108595	111766	115027	118393	121854	125421	129096	132878	136772	140790	144924	148472	152107	156580	161184	165928	170818	175860	181044	186390
36	112507	115790	119173	122654	126242	129946	133752	137676	141718	145874	149443	153101	157612	162242	167026	171942	177012	182231	187612	193150
37	116411	119813	123316	126926	130643	134471	138419	142482	146667	150256	153936	158458	163124	167928	172875	177979	183221	188637	194198	199942
38	120824	124360	128003	131752	135618	139599	143690	147212	150809	155246	159814	164522	169365	174355	179501	184793	190244	195862	201650	207605

SALARY SCHEDULE
EFFECTIVE 1/1/2021

Employees shall not move to the next step on the salary schedule during the duration of the contract unless otherwise negotiated on a case by case basis where a step would be valued at 1.9%.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
9	47197	48519	49887	51291	52743	54225	55762	57342	58973	60649	62380	64155	65993	67882	69826	71831	73890	76017	78205	80458
10	48396	49754	51155	52598	54085	55618	57192	58818	60495	62213	63989	65818	67705	69641	71638	73694	75812	77995	80240	82562
11	49582	50980	52418	53900	55425	57000	58614	60282	62003	63772	65588	67468	69401	71391	73445	75556	77731	79974	82283	84654
12	50775	52212	53684	55208	56771	58384	60046	61753	63514	65331	67203	69122	71111	73147	75247	77414	79651	81948	84322	86756
13	51976	53435	54952	56509	58113	59763	61465	63219	65019	66877	68796	70763	72801	74893	77045	79264	81559	83909	86338	88838
14	53169	54678	56224	57819	59462	61152	62895	64694	66545	68443	70406	72431	74511	76655	78861	81133	83479	85893	88374	90938
15	55156	56723	58329	59987	61692	63454	65269	67134	69053	71028	73076	75174	77339	79569	81866	84229	86658	89175	91754	94419
16	56353	57956	59600	61299	63048	64839	66697	68606	70575	72598	74679	76828	79044	81324	83679	86087	88584	91153	93795	96518
17	57536	59173	60858	62588	64374	66216	68115	70065	72075	74143	76280	78472	80737	83071	85467	87946	90489	93116	95816	98598
18	58740	60407	62130	63896	65727	67605	69541	71537	73588	75709	77890	80132	82448	84832	87282	89811	92409	95092	97855	100699
19	60928	62662	64451	66296	68195	70149	72164	74238	76374	78570	80834	83172	85574	88055	90606	93233	95940	98723	101595	104546
20	62912	64708	66555	68461	70423	72451	74535	76676	78877	81157	83503	85917	88405	90968	93603	96320	99114	101997	104976	108031
21	64910	66760	68670	70637	72663	74759	76906	79124	81412	83763	86178	88678	91243	93890	96619	99424	102319	105294	108360	111521
22	66890	68805	70778	72811	74904	77063	79283	81566	83923	86356	88858	91425	94079	96806	99620	102520	105502	108575	111742	115003
23	68884	70857	72890	74985	77150	79376	81659	84014	86444	88952	91528	94179	96916	99732	102635	105618	108697	111866	115131	118495
24	70869	72907	75006	77163	79385	81679	84040	86466	88968	91549	94207	96938	99753	102653	105646	108723	111895	115160	118526	121994
25	72866	74957	77114	79339	81623	83985	86412	88913	91493	94143	96879	99689	102591	105576	108657	111824	115085	118449	121906	125473
26	74850	76998	79219	81508	83864	86283	88785	91357	94011	96738	99547	102438	105424	108496	111662	114921	118277	121734	125295	128962
27	78828	81101	83444	85858	88342	90902	93540	96252	99051	101934	104904	107957	111102	114338	117676	121119	124665	128313	132069	135936
28	82810	85207	87670	90206	92821	95514	98294	101152	104094	107129	110248	113463	116776	120184	123701	127319	131052	134892	138848	142919
29	86783	89307	91892	94548	97297	100125	103038	106035	109127	112311	115586	118964	122448	126028	129718	133519	137431	141466	145618	149894
30	90763	93398	96102	98902	101775	104731	107786	110928	114168	117505	120938	124484	128118	131875	135737	139718	143819	148043	151664	155373
31	94751	97495	100327	103249	106257	109350	112539	115823	119211	122690	126283	129988	133789	137714	141749	145913	150200	153133	157641	162281
32	98722	101594	104542	107591	110726	113954	117283	120709	124236	127869	131615	135474	139440	143537	147754	151365	155071	159629	164331	169166
33	102706	105694	108777	111944	115212	118579	122050	125611	129293	133076	136975	140997	145141	149398	153054	156799	161410	166164	171056	176101
34	106685	109794	113000	116293	119690	123199	126797	130513	134339	138277	142327	146512	150093	153767	158289	162949	167741	172689	177779	183019
35	110658	113890	117212	120642	124169	127804	131549	135402	139371	143465	147678	151293	154997	159555	164247	169080	174064	179201	184484	189932
36	114644	117990	121437	124984	128640	132415	136293	140292	144411	148646	152283	156010	160606	165325	170200	175209	180375	185693	191177	196820
37	118622	122089	125659	129337	133125	137026	141049	145189	149453	153110	156861	161468	166223	171119	176160	181360	186702	192221	197888	203741
38	123120	126723	130435	134255	138194	142251	146420	150009	153674	158195	162850	167648	172583	177668	182911	188304	193859	199583	205481	211549

**SALARY SCHEDULE
EFFECTIVE 1/1/2017**

Employees shall not move to the next step on the salary schedule during the duration of the contract unless otherwise negotiated on a case by case basis where a step would be valued at 1.9%.

GRADE	STEP 90	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
9	40000	45792	47083	48408	49778	51178	52628	54120	55658	57240	58874	60549	62284	64067	65901
10	41016	46958	48280	49642	51045	52492	53977	55512	57095	58717	60393	62118	63900	65727	67611
11	42021	48115	49471	50871	52309	53796	55320	56894	58518	60188	61902	63676	65500	67379	69317
12	43033	49277	50667	52105	53581	55102	56671	58283	59945	61659	63426	65237	67114	69036	71018
13	44051	50432	51864	53333	54847	56404	58010	59665	61365	63118	64929	66786	68709	70683	72715
14	45062	51605	53064	54569	56120	57715	59360	61058	62805	64596	66449	68360	70323	72347	74429
15	46745	53534	55051	56616	58225	59888	61601	63361	65172	67036	68968	70949	72992	75096	77265
16	47760	54699	56250	57853	59505	61195	62948	64750	66609	68518	70482	72510	74602	76754	78976
17	48762	55847	57438	59070	60756	62495	64287	66127	68024	69976	71993	74062	76199	78402	80664
18	49783	57012	58638	60304	62033	63805	65633	67516	69452	71454	73512	75629	77814	80064	82376
19	51638	59140	60829	62570	64362	66206	68108	70065	72081	74154	76291	78497	80765	83106	85514
20	53319	61071	62814	64613	66465	68379	70345	72366	74454	76596	78810	81088	83436	85855	88342
21	55012	63008	64810	66666	68579	70557	72584	74677	76836	79055	81334	83694	86115	88613	91189
22	56691	64938	66800	68719	70694	72732	74827	76982	79207	81503	83864	86286	88791	91365	94021
23	58380	66874	68793	70771	72814	74915	77069	79292	81585	83953	86384	88886	91469	94127	96866
24	60063	68810	70790	72826	74923	77088	79316	81607	83967	86404	88912	91490	94147	96884	99708
25	61755	70744	72780	74880	77036	79264	81556	83915	86351	88852	91434	94086	96825	99642	102550
26	63437	72670	74766	76927	79151	81433	83795	86222	88727	91301	93952	96681	99498	102398	105386
27	66808	76543	78754	81032	83376	85793	88282	90842	93484	96205	99007	101890	104857	107912	111062
28	70183	80418	82742	85136	87604	90145	92770	95467	98243	101108	104052	107086	110213	113429	116748
29	73550	84288	86727	89234	91828	94497	97246	100076	102993	105999	109090	112278	115566	118945	122427
30	76923	88149	90701	93343	96055	98845	101728	104693	107751	110901	114141	117487	120917	124463	128108
31	80304	92015	94689	97446	100284	103204	106213	109313	112511	115794	119186	122682	126269	129973	133782
32	83669	95884	98666	101544	104502	107549	110691	113925	117253	120682	124218	127860	131603	135469	139449
33	87046	99753	102663	105652	108737	111914	115190	118551	122026	125597	129277	133072	136983	141001	144452
34	90418	103623	106649	109757	112963	116275	119671	123177	126788	130506	134328	138277	141657	145124	149392
35	93785	107488	110624	113861	117190	120620	124155	127792	131538	135402	139378	142790	146286	150587	155015
36	97163	111358	114612	117960	121410	124973	128633	132407	136294	140291	143724	147241	151580	156033	160634
37	100535	115227	118597	122068	125643	129325	133121	137029	141053	144505	148045	152393	156880	161501	166259
38	104346	119600	123104	126709	130427	134256	138191	141578	145037	149304	153697	158225	162883	167682	172631

FOR EMPLOYEES HIRED AFTER 1/1/2017

SALARY SCHEDULE
EFFECTIVE 1/1/2018

Employees shall not move to the next step on the salary schedule during the duration of the contract unless otherwise negotiated on a case by case basis where a step would be valued at 1.9%.

GRADE	STEP 90	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
9	40000	45792	47083	48408	49778	51178	52628	54120	55658	57240	58874	60549	62284	64067	65901
10	41016	46958	48280	49642	51045	52492	53977	55512	57095	58717	60393	62118	63900	65727	67611
11	42021	48115	49471	50871	52309	53796	55320	56894	58518	60188	61902	63676	65500	67379	69317
12	43033	49277	50667	52105	53581	55102	56671	58283	59945	61659	63426	65237	67114	69036	71018
13	44051	50432	51864	53333	54847	56404	58010	59665	61365	63118	64929	66786	68709	70683	72715
14	45062	51605	53064	54569	56120	57715	59360	61058	62805	64596	66449	68360	70323	72347	74429
15	46745	53534	55051	56616	58225	59888	61601	63361	65172	67036	68968	70949	72992	75096	77265
16	47760	54699	56250	57853	59505	61195	62948	64750	66609	68518	70482	72510	74602	76754	78976
17	48762	55847	57438	59070	60756	62495	64287	66127	68024	69976	71993	74062	76199	78402	80664
18	49783	57012	58638	60304	62033	63805	65633	67516	69452	71454	73512	75629	77814	80064	82376
19	51638	59140	60829	62570	64362	66206	68108	70065	72081	74154	76291	78497	80765	83106	85514
20	53319	61071	62814	64613	66465	68379	70345	72366	74454	76596	78810	81088	83436	85855	88342
21	55012	63008	64810	66666	68579	70557	72584	74677	76836	79055	81334	83694	86115	88613	91189
22	56691	64938	66800	68719	70694	72732	74827	76982	79207	81503	83864	86286	88791	91365	94021
23	58380	66874	68793	70771	72814	74915	77069	79292	81585	83953	86384	88886	91469	94127	96866
24	60063	68810	70790	72826	74923	77088	79316	81607	83967	86404	88912	91490	94147	96884	99708
25	61755	70744	72780	74880	77036	79264	81556	83915	86351	88852	91434	94086	96825	99642	102550
26	63437	72670	74766	76927	79151	81433	83795	86222	88727	91301	93952	96681	99498	102398	105386
27	66808	76543	78754	81032	83376	85793	88282	90842	93484	96205	99007	101890	104857	107912	111062
28	70183	80418	82742	85136	87604	90145	92770	95467	98243	101108	104052	107086	110213	113429	116748
29	73550	84288	86727	89234	91828	94497	97246	100076	102993	105999	109090	112278	115566	118945	122427
30	76923	88149	90701	93343	96055	98845	101728	104693	107751	110901	114141	117487	120917	124463	128108
31	80304	92015	94689	97446	100284	103204	106213	109313	112511	115794	119186	122682	126269	129973	133782
32	83669	95884	98666	101544	104502	107549	110691	113925	117253	120682	124218	127860	131603	135469	139449
33	87046	99753	102663	105652	108737	111914	115190	118551	122026	125597	129277	133072	136983	141001	144452
34	90418	103623	106649	109757	112963	116275	119671	123177	126788	130506	134328	138277	141657	145124	149392
35	93785	107488	110624	113861	117190	120620	124155	127792	131538	135402	139378	142790	146286	150587	155015
36	97163	111358	114612	117960	121410	124973	128633	132407	136294	140291	143724	147241	151580	156033	160634
37	100535	115227	118597	122068	125643	129325	133121	137029	141053	144505	148045	152393	156880	161501	166259
38	104346	119600	123104	126709	130427	134256	138191	141578	145037	149304	153697	158225	162883	167682	172631

FOR EMPLOYEES HIRED AFTER 1/1/2017

**SALARY SCHEDULE
EFFECTIVE 1/1/2019**

Employees shall not move to the next step on the salary schedule during the duration of the contract unless otherwise negotiated on a case by case basis where a step would be valued at 1.9%.

GRADE	STEP 90	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
9	40000	46727	48044	49396	50794	52222	53702	55224	56794	58408	60075	61785	63555	65374	67246
10	41016	47916	49265	50655	52087	53563	55079	56645	58260	59915	61625	63386	65204	67068	68991
11	42021	49097	50481	51909	53377	54894	56449	58055	59712	61416	63165	64975	66837	68754	70732
12	43033	50283	51701	53168	54674	56227	57828	59472	61168	62917	64720	66568	68484	70445	72467
13	44051	51461	52922	54421	55966	57555	59194	60883	62617	64406	66254	68149	70111	72126	74199
14	45062	52658	54147	55683	57265	58893	60571	62304	64087	65914	67805	69755	71758	73823	75948
15	46745	54627	56174	57771	59413	61110	62858	64654	66502	68404	70376	72397	74482	76629	78842
16	47760	55815	57398	59034	60719	62444	64233	66071	67968	69916	71920	73990	76124	78320	80588
17	48762	56987	58610	60276	61996	63770	65599	67477	69412	71404	73462	75573	77754	80002	82310
18	49783	58175	59835	61535	63299	65107	66972	68894	70869	72912	75012	77172	79402	81698	84057
19	51638	60347	62070	63847	65676	67557	69498	71495	73552	75667	77848	80099	82413	84802	87259
20	53319	62317	64096	65932	67821	69774	71781	73843	75973	78159	80418	82743	85139	87607	90145
21	55012	64294	66133	68027	69979	71997	74065	76201	78404	80668	82994	85402	87872	90421	93050
22	56691	66263	68163	70121	72137	74216	76354	78553	80823	83166	85575	88047	90603	93230	95940
23	58380	68239	70197	72215	74300	76444	78642	80910	83250	85666	88147	90700	93336	96048	98843
24	60063	70214	72235	74312	76452	78661	80935	83272	85681	88167	90727	93357	96068	98861	101743
25	61755	72188	74265	76408	78608	80882	83220	85628	88113	90665	93300	96006	98801	101676	104643
26	63437	74153	76292	78497	80766	83095	85505	87982	90538	93164	95869	98654	101529	104488	107537
27	66808	78105	80361	82686	85078	87544	90084	92696	95392	98168	101028	103969	106997	110114	113329
28	70183	82059	84431	86873	89392	91985	94663	97415	100248	103171	106175	109271	112462	115744	119131
29	73550	86008	88497	91055	93702	96426	99231	102118	105095	108162	111316	114569	117924	121372	124926
30	76923	89948	92552	95248	98015	100862	103804	106830	109950	113164	116470	119885	123385	127003	130722
31	80304	93893	96621	99435	102331	105310	108381	111544	114807	118157	121618	125186	128846	132626	136512
32	83669	97841	100680	103616	106635	109744	112950	116250	119646	123145	126753	130469	134289	138234	142295
33	87046	101789	104758	107808	110956	114198	117541	120970	124516	128160	131915	135788	139779	143879	147400
34	90418	105738	108825	111997	115268	118648	122113	125691	129376	133169	137069	141099	144548	148086	152441
35	93785	109682	112882	116185	119582	123082	126689	130400	134222	138165	142222	145704	149271	153660	158179
36	97163	113631	116951	120367	123888	127523	131258	135109	139076	143154	146657	150246	154673	159217	163912
37	100535	117579	121017	124559	128207	131964	135838	139825	143932	147454	151066	155503	160082	164797	169652
38	104346	122041	125616	129295	133089	136996	141011	144467	147997	152351	156834	161454	166207	171104	176154

FOR EMPLOYEES HIRED AFTER 1/1/2017

**SALARY SCHEDULE
EFFECTIVE 7/1/2020**

Employees shall not move to the next step on the salary schedule during the duration of the contract unless otherwise negotiated on a case by case basis where a step would be valued at 1.9%.

GRADE	STEP 90	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
9	40000	47615	48957	50335	51759	53214	54722	56273	57873	59518	61216	62959	64763	66616	68524
10	41016	48826	50201	51617	53077	54581	56126	57721	59367	61053	62796	64590	66443	68342	70302
11	42021	50030	51440	52895	54391	55937	57522	59158	60847	62583	64365	66210	68107	70060	72076
12	43033	51238	52683	54178	55713	57295	58927	60602	62330	64112	65950	67833	69785	71783	73844
13	44051	52439	53928	55455	57029	58649	60319	62040	63807	65630	67513	69444	71443	73496	75609
14	45062	53659	55176	56741	58353	60012	61722	63488	65305	67166	69093	71080	73121	75226	77391
15	46745	55665	57241	58869	60542	62271	64052	65882	67766	69704	71713	73773	75897	78085	80340
16	47760	56875	58489	60156	61873	63630	65453	67326	69259	71244	73286	75396	77570	79808	82119
17	48762	58070	59724	61421	63174	64982	66845	68759	70731	72761	74858	77009	79231	81522	83874
18	49783	59280	60972	62704	64502	66344	68244	70203	72216	74297	76437	78638	80911	83250	85654
19	51638	61494	63249	65060	66924	68841	70818	72853	74949	77105	79327	81621	83979	86413	88917
20	53319	63501	65314	67185	69110	71100	73145	75246	77416	79644	81946	84315	86757	89272	91858
21	55012	65516	67390	69320	71309	73365	75472	77649	79894	82201	84571	87025	89542	92139	94818
22	56691	67522	69458	71453	73508	75626	77805	80046	82359	84746	87201	89720	92324	95001	97763
23	58380	69536	71531	73587	75712	77896	80136	82447	84832	87294	89822	92423	95109	97873	100721
24	60063	71548	73607	75724	77905	80156	82473	84854	87309	89842	92451	95131	97893	100739	103676
25	61755	73560	75676	77860	80102	82419	84801	87255	89787	92388	95073	97830	100678	103608	106631
26	63437	75562	77742	79988	82301	84674	87130	89654	92258	94934	97691	100528	103458	106473	109580
27	66808	79589	81888	84257	86694	89207	91796	94457	97204	100033	102948	105944	109030	112206	115482
28	70183	83618	86035	88524	91090	93733	96462	99266	102153	105131	108192	111347	114599	117943	121394
29	73550	87642	90178	92785	95482	98258	101116	104058	107092	110217	113431	116746	120165	123678	127300
30	76923	91657	94310	97058	99877	102778	105776	108860	112039	115314	118683	122163	125729	129416	133206
31	80304	95677	98457	101324	104275	107311	110440	113663	116988	120402	123929	127565	131294	135146	139106
32	83669	99700	102593	105585	108661	111829	115096	118459	121919	125485	129161	132948	136840	140860	144999
33	87046	103723	106748	109856	113064	116368	119774	123268	126882	130595	134421	138368	142435	146613	150201
34	90418	107747	110893	114125	117458	120902	124433	128079	131834	135699	139673	143780	147294	150900	155337
35	93785	111766	115027	118393	121854	125421	129096	132878	136772	140790	144924	148472	152107	156580	161184
36	97163	115790	119173	122654	126242	129946	133752	137676	141718	145874	149443	153101	157612	162242	167026
37	100535	119813	123316	126926	130643	134471	138419	142482	146667	150256	153936	158458	163124	167928	172875
38	104346	124360	128003	131752	135618	139599	143690	147212	150809	155246	159814	164522	169365	174355	179501

FOR EMPLOYEES HIRED AFTER 1/1/2017

**SALARY SCHEDULE
EFFECTIVE 1/1/2021**

Employees shall not move to the next step on the salary schedule during the duration of the contract unless otherwise negotiated on a case by case basis where a step would be valued at 1.9%.

GRADE	STEP 90	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
9	40000	48519	49887	51291	52743	54225	55762	57342	58973	60649	62380	64155	65993	67882	69826
10	41016	49754	51155	52598	54085	55618	57192	58818	60495	62213	63989	65818	67705	69641	71638
11	42021	50980	52418	53900	55425	57000	58614	60282	62003	63772	65588	67468	69401	71391	73445
12	43033	52212	53684	55208	56771	58384	60046	61753	63514	65331	67203	69122	71111	73147	75247
13	44051	53435	54952	56509	58113	59763	61465	63219	65019	66877	68796	70763	72801	74893	77045
14	45062	54678	56224	57819	59462	61152	62895	64694	66545	68443	70406	72431	74511	76655	78861
15	46745	56723	58329	59987	61692	63454	65269	67134	69053	71028	73076	75174	77339	79569	81866
16	47760	57956	59600	61299	63048	64839	66697	68606	70575	72598	74679	76828	79044	81324	83679
17	48762	59173	60858	62588	64374	66216	68115	70065	72075	74143	76280	78472	80737	83071	85467
18	49783	60407	62130	63896	65727	67605	69541	71537	73588	75709	77890	80132	82448	84832	87282
19	51638	62662	64451	66296	68195	70149	72164	74238	76374	78570	80834	83172	85574	88055	90606
20	53319	64708	66555	68461	70423	72451	74535	76676	78887	81157	83503	85917	88405	90968	93603
21	55012	66760	68670	70637	72663	74759	76906	79124	81412	83763	86178	88678	91243	93890	96619
22	56691	68805	70778	72811	74904	77063	79283	81566	83923	86356	88858	91425	94079	96806	99620
23	58380	70857	72890	74985	77150	79376	81659	84014	86444	88952	91528	94179	96916	99732	102635
24	60063	72907	75006	77163	79385	81679	84040	86466	88968	91549	94207	96938	99753	102653	105646
25	61755	74957	77114	79339	81623	83985	86412	88913	91493	94143	96879	99689	102591	105576	108657
26	63437	76998	79219	81508	83864	86283	88785	91357	94011	96738	99547	102438	105424	108496	111662
27	66808	81101	83444	85858	88342	90902	93540	96252	99051	101934	104904	107957	111102	114338	117676
28	70183	85207	87670	90206	92821	95514	98294	101152	104094	107129	110248	113463	116776	120184	123701
29	73550	89307	91892	94548	97297	100125	103038	106035	109127	112311	115586	118964	122448	126028	129718
30	76923	93398	96102	98902	101775	104731	107786	110928	114168	117505	120938	124484	128118	131875	135737
31	80304	97495	100327	103249	106257	109350	112539	115823	119211	122690	126283	129988	133789	137714	141749
32	83669	101594	104542	107591	110726	113954	117283	120709	124236	127869	131615	135474	139440	143537	147754
33	87046	105694	108777	111944	115212	118579	122050	125611	129293	133076	136975	140997	145141	149398	153054
34	90418	109794	113000	116293	119690	123199	126797	130513	134339	138277	142327	146512	150093	153767	158289
35	93785	113890	117212	120642	124169	127804	131549	135402	139371	143465	147678	151293	154997	159555	164247
36	97163	117990	121437	124984	128640	132415	136293	140292	144411	148646	152283	156010	160606	165325	170200
37	100535	122089	125659	129337	133125	137026	141049	145189	149453	153110	156861	161468	166223	171119	176160
38	104346	126723	130435	134255	138194	142251	146420	150009	153674	158195	162850	167648	172583	177668	182911

FOR EMPLOYEES HIRED AFTER 1/1/2017