

CONTRACT BETWEEN THE
FABIUS-POMPEY CENTRAL SCHOOL DISTRICT
NON-INSTRUCTIONAL ORGANIZATION

AND THE

SUPERINTENDENT
OF THE
FABIUS-POMPEY CENTRAL SCHOOL DISTRICT

July 1, 2024 – June 30, 2027

Table of Contents

PREAMBLE	1
RECOGNITION.....	1
PROCEDURES FOR CONDUCTING NEGOTIATIONS.....	1
1. Negotiating Teams	1
2. Opening Negotiations.....	2
3. Consultants.....	2
MUTUAL REOPENING CLAUSE.....	2
DEFINITIONS.....	2
CONDITIONS OF EMPLOYMENT	3
Personal Sick and Family Sick Leave	3
6. Sick Leave Bank.....	3
Bereavement Leave	4
Personal Leave	5
Leave Without Pay.....	5
Parental Leave of Absence.....	5
Emergency Call.....	6
Professional Development and Conferences	6
Mileage Reimbursement.....	7
Vacations.....	7
Twelve (12) Month Employees.....	7
Eleven (11) Month Employees	8
Overtime.....	8
Time Clocks	9
Premium Rates	9
Holidays.....	9
Jury Duty	10
Salary Agreements.....	10
Pay Increases	10

Dental Insurance.....	10
Insurance Benefits.....	10
Health Insurance Non-Participation Incentive	12
Health Insurance Buyout.....	12
Flexible Spending Account.....	13
Retirement Plan	13
Retirement Benefit	13
Uniforms.....	14
Early Retirement Incentive.....	14
Emergency Closings	14
Weekend Work.....	15
Summer Hours.....	15
Probationary Period	15
Job Vacancies	15
Lunch.....	15
Breaks.....	16
Use of Facilities	16
Pay Periods.....	16
Union Meetings.....	16
Personnel File	17
Evaluation.....	17
Seniority.....	18
GRIEVANCE PROCEDURES.....	18
1. Declaration of Policy	18
2. Definitions	19
3. Basic Principles	19
4. Procedures.....	19
WAGE SCALES – STARTING SALARIES.....	20
Wage Information	21
Wage Increases	21

Longevity Increments 22
In District Employee Substitute Rate 22
MEMORANDUM OF AGREEMENT..... 22
DURATION OF AGREEMENT..... 23
JULY 1999 SIDE LETTER OF AGREEMENT..... 24

PREAMBLE

This Agreement is the result of negotiations between the Fabius-Pompey Non-Instructional Organization and the Fabius-Pompey Central School District, and agents of the same, which have been conducted under the requirements of the New York State Public Employees Fair Employment Act. The provisions heretofore exercised by the District with respect to all matters not specifically covered in this Agreement shall continue to be subject to the direction and control of the Board of Education of said District.

RECOGNITION

The Fabius-Pompey Central School District recognizes the Organization as the exclusive representative for the purpose of collective negotiation of non-instructional personnel including the following: custodians, food service workers, library clerks, school monitors, secretaries, and teacher aides. Such recognition shall be effective July 1, 1999, and continue for the period of three (3) years allowable under the Public Employees Fair Employment Act unless challenged within the last seven (7) months of expiration of this Agreement by a bona fide employee organization showing membership and support of at least thirty percent (30%) of the employees in this negotiating unit within the period of unchallenged representation status accorded, pursuant to the Public Employees Fair Employment Act.

This recognition further constitutes an agreement between the District and the Organization to reach understandings regarding matters of wages and conditions of employment. The District and the Organization recognize that the Board of Education of the Fabius-Pompey Central School District is the legally constituted body responsible for the determination of policies covering all aspects of the Fabius-Pompey Central School system.

The following positions, designated as confidential employees, are excluded from the bargaining unit: Secretary to the Superintendent of Schools, Secretary to the Business Manager and Account Clerk/Typist I in the Business Office only.

PROCEDURES FOR CONDUCTING NEGOTIATIONS

1. Negotiating Teams

The Superintendent of Schools or other designated representative(s) of the District will meet with representative(s) of the Organization or its designated representative(s) for the purpose of discussion and reaching mutually satisfactory agreements.

2. Opening Negotiations

Upon a request of either party for a meeting to open negotiations, a mutually acceptable meeting date shall be set not more than fifteen (15) days following such request. In any given school year such request shall be made on or before February 28 of the year in which the contract expires and not prior to January 15.

3. Consultants

The parties may call upon consultants to assist in preparing negotiations and to advise them during conference sessions. The expense of such consultants shall be borne by the party requesting them.

MUTUAL REOPENING CLAUSE

This Agreement shall constitute the full and complete commitment between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in a written and signed amendment to the Agreement.

DEFINITIONS

The following capitalized terms shall have the following meaning unless defined differently throughout this agreement:

The term Employee refers to one who works on a school year, or eleven (11) month, or twelve (12) month basis with a specified number of hours and days per week.

Twelve (12) Month Employee - employee who works seven (7) or more hours per day on a regularly scheduled basis for twelve (12) months.

Eleven (11) Month Employee - employee who works seven (7) or more hours per day on a regularly scheduled basis for eleven (11) months or the equivalent of eleven (11) months as the case may be.

School Year Employee - employee who works a regularly scheduled number of hours per week on days when school is in session. This group includes: library clerks, aides, monitors and food service.

Part-Time Employee - employee who works less than twenty (20) hours per week. This group will be covered by this contract on a prorated basis according to the hours they work.

Immediate Family - immediate family includes spouse, children, father, mother, sister, brother, grandparents, in-laws, aunts, and uncles.

Second Shift – hours worked between 2 PM and 6 AM, School Days.

School Days – when student attendance is taken.

CONDITIONS OF EMPLOYMENT

Personal Sick and Family Sick Leave

1. Sick leave will be granted as thirteen (13) days for Ten (10) Month Employees, fifteen (15) days for Eleven (11) Month Employees and sixteen (16) days for Twelve (12) Month Employees. Employees shall be credited their annual entitlement each July. New hires commencing employment after September shall be credited their prorated entitlement on their first (1st) day of employment.

Full-time employees may utilize sick time in full day, half (½) day or two (2) hour increments.

2. Unused sick leave shall be cumulative to two hundred fifty (250) days.

Written notification of the employee's accumulation and current entitlement shall be made each September.

3. When bargaining unit members have accumulated the maximum number of unused sick days as indicated in item (2) above, they will be credited annually with the number of days specified in the contract for use during that school year. Unused days for that year will be compensated at the rate of fifty dollars (\$50) per unused day.

4. The Superintendent of Schools may request a doctor's certificate from an employee who has been absent under the provisions of this sick leave policy.

5. The Superintendent of Schools may request a doctor's statement indicating the ability of the employee to perform his assigned task.

6. Sick Leave Bank

A sick leave bank for full-time employees will be administered by the District according to the following guidelines:

- A) The sick leave bank shall be established by the contribution of two (2) days of accumulated sick leave from each participating unit employee.

Those who choose not to participate may not join the bank for one (1) year thereafter.

- B) The maximum number of days in the bank shall not exceed the maximum possible under #A above (two [2] days times number of unit employees).
- C) The bank may only be replenished once a year on the basis outlined in #A above when and if the days remaining in the bank reaches fifteen (15) or less.
- D) First (1st) year employees are excluded from participation in the bank. They may elect to join the bank at the beginning of their second (2nd) year of employment by contributing two (2) days of accumulated sick leave.
- E) Only participating eligible employees may draw on the bank.
- F) The School District may require medical documentation of any claim to the bank at any time.
- G) It is the understanding of the parties that an employee shall not receive and/or retain remuneration from both Workers' Compensation and the sick leave bank. An employee receiving Workers' Compensation shall not be permitted to draw on the bank.
- H) The purpose of the bank is to provide for lengthy periods of disability.
- I) Eligible employees may draw on the bank based on the following guidelines:
 - 1. An eligible employee must first exhaust all of his/her accumulated sick leave.
 - 2. One (1) day for each year of full-time continuous employment with the Fabius-Pompey District; and
 - 3. One (1) day for every two (2) days of accumulated sick leave as of the beginning of the current school year;
 - 4. The number of days arrived at by "2" and "3" above will be limited to the number of workdays remaining for that school year.

Bereavement Leave

- 1. Bargaining unit members shall receive three (3) days per occurrence for death in immediate family, as defined below, at full pay.

This allowance shall not be cumulative. Immediate family in this instance shall be defined as members of the immediate household (i.e., resides in dwelling with Bargaining Unit Member) related by blood or marriage, child(ren), father, mother, sister, brother, grandparents, spouse, domestic partner, and in-laws for any of the previous family members, or persons with whom the bargaining unit member maintains a close family relationship. Should a question arise as to the status of an individual in a request for bereavement leave, the burden shall rest with the employee to establish the validity of the relationship to the satisfaction of the Superintendent.

2. If the three (3) days for bereavement leave are insufficient, additional days may be granted, however these days shall be deducted from the employee's accumulated sick leave days.

Personal Leave

1. Employees covered under this contract shall receive three (3) days for personal leave.
2. These days must be requested from the appropriate supervisor at least twenty four (24) hours in advance. The twenty four (24) hour period may be waived by the Superintendent of Schools.
3. Unused personal days shall be accumulated as sick days.
4. Personal leave shall not be used nor was it created to extend holiday or vacation periods. Leave prior to or after such periods when required because of hardship or pressing need, may be granted, but only with the express approval of the Superintendent of Schools of an employee's formal written request.
5. Personal Leave shall not be used for the purposes of satisfying the requirements or responsibilities of other employment outside of the District.

Leave Without Pay

A maximum of five (5) days leave without pay per year may be granted by the Superintendent upon receipt of an employee's written request.

Parental Leave of Absence

A Parental Leave of Absence shall be granted to an employee for the purpose of childbearing and/or child rearing as follows:

1. An employee who is pregnant may continue in active employment as late into her pregnancy as she desires provided that her attending physician verifies that she is capable of handling the essential functions for her appointed position without causing any health hazard to said employee or expected child. Such verification shall be provided upon the request of the Superintendent of Schools.
2. All or any portion of a leave taken by an employee because of a medical disability verified by a doctor, connected with or resulting from her pregnancy may, at the employee's option, be charged to her available sick leave.
3. An employee shall be entitled, upon written request of at least 30 calendar days, to a leave of absence without pay for a maximum of two (2) school years beginning at any time between the commencement of the pregnancy and one (1) month after the child is born or after the physician has determined there is no longer a disability due to pregnancy, whichever is later. The written request shall include a physician's statement certifying her pregnancy, or a copy of the birth certificate of the child whichever is applicable.
4. An employee may return from a parental leave of absence upon giving seven (7) calendar days' notice of his/her intention to return to work with the return to commence on the next Monday. If the employee has been on a parental leave due to a disability or incurs a disabling condition while on the leave the employee will also provide the District with a medical release to return without restriction prior to his/her return to work.

Emergency Call

Bargaining unit members who are called in to work in response to an emergency call when such work will not become contiguous with the employee's regular work schedule, shall be credited for at least two (2) hours of paid time at his/her regular hourly base rate of pay. The total hours actually worked, or the two (2) hour minimum, whichever is greater, shall be applied to the employee's weekly overtime calculation as per the Overtime section of this Agreement. The two (2) hour minimum language will be applied to those situations where an employee has received less than one (1) day of prior notification to report to the school premises to perform work. For non-school day (e.g., weekends and holidays) building checks, Bargaining Unit Members shall be paid for three (3) hours, minimum, to check both buildings.

Professional Development and Conferences

The District will make reasonable efforts to provide opportunities for bargaining unit members to participate in voluntary professional development and conferences with no loss of leave time. Additionally, there are times that a bargaining unit member may be required to participate in job related training.

Bargaining unit members who are required by the district or who receive preapproval from the District to participate in job related training outside the regular workday shall receive their straight time hourly rate of pay. Where the District directs the unit member to take the program involved, the employee will either be released from work with pay or paid for the hours involved.

In the event the participation in this training results in hours worked over forty (40) in a week, bargaining unit members shall receive time and one half (x1.5) for those hours over forty (40). Payment shall be made only for time actually spent in training.

Where the unit member requests a program, the District may approve and pay for the cost of registration, tuition and or other costs associated with the professional development opportunity.

Mileage Reimbursement

Those bargaining unit members who use their personal vehicle during the work day for district business including, but not limited to, deliveries, pickups, and travel related to training that takes place off of school property, shall be reimbursed at the current IRS rate per mile, providing that the employee received prior authorization from the Business Manager to use said vehicle. This language does not apply to travel between the two (2) school buildings and bus garage. With prior authorization, bargaining unit members may utilize district owned vehicles for the purpose of travel as stated above.

Vacations

Twelve (12) Month Employees

1. Vacations may be requested at any time when school is not in session. At the discretion and approval of the Superintendent, vacations may be requested when school is in session. Requests of this nature are for limited or unusual circumstances. Seniority and work requirements will be considered by the supervisor in determining the vacation schedule.
2. Supervisor(s) should be notified of paid summer vacation request(s) no later than June 1 of each year. The Superintendent of Schools may grant a vacation to an employee during the school year if the request is made at least two (2) weeks in advance.
3. If holiday(s) falls within employee's vacation time, employee will not be charged with vacation for that holiday(s).
4. The following vacation time with full pay will be allowed:

After the completion of one (1) year	five (5) days.
After the completion of two (2) years	ten (10) days.

After the completion of five (5) years fifteen (15) days.
After the completion of ten (10) years twenty (20) days.

5. Vacation day credit shall be calculated from the date of the individual's initial employment and each anniversary date thereafter. Vacation time shall be taken in the year following its being earned.

Five (5) days may be carried from one (1) year to the next by first (1st) year employees.

6. In the event that an employee is unable to take all of his/her earned vacation time due to the fact that the immediate supervisor has denied his/her request for use of vacation time, the employee may carry over to the next succeeding year only, a maximum of two (2) unused vacation days. This provision is not applicable to first (1st) year employees.

Eleven (11) Month Employees

1. Unless special permission is granted by the Superintendent of Schools, these vacation days will be taken when school is not in session.

2. If a holiday(s) falls within employee's vacation time, employee will not be charged with vacation for that holiday(s).

3. The following vacation time with full pay will be allowed:

After the completion of one (1) year	four (4) days
After the completion of two (2) years	nine (9) days
After the completion of five (5) years	fourteen (14) days
After the completion of ten (10) years	nineteen (19) days

4. Vacation day credit shall be calculated from the date of the individual's initial employment and each anniversary date thereafter. Vacation time shall be taken in the year following its being earned.

Four (4) days may be carried from one (1) year to the next by first (1st) year employees.

5. In the event that an employee is unable to take all of his/her earned vacation time due to the fact that the immediate supervisor has denied his/her request for use of vacation time, the employee may carry over to the next succeeding year only, a maximum of two (2) unused vacation days. This provision is not applicable to first (1st) year employees.

Overtime

Overtime at the rate of time and one half (x1.5) will be paid for all hours over forty (40). This will include time expended at home beyond the normal working day while

engaged in an activity required by the position. The forty (40) hour base figure includes time credited for holidays, vacation days, personal days, family days, or days off due to death in family. No employee shall be compensated for overtime unless the overtime has previously been authorized by the employee's supervisor.

Time Clocks

Each non-instructional employee shall be required to use the time clocks and each employee shall be required to work a full regular workday as scheduled.

The time necessary to get to and use the time clocks after arriving at the appropriate District work site and before leaving the work site each workday shall be part of that regular workday. No employee shall be required to use his own time for this purpose or any other time clock related purpose.

Premium Rates

1. Full-time Second Shift employees. will receive an hourly premium of six percent (6%). Premium Rates shall only be paid when employees report to work during Second Shift.
2. An employee who accepts an assignment of duties in a higher paid job category shall receive an hourly premium of ten percent (10%) to begin after the employee has assumed such duties for a period of two (2) days. Unless the job is acting as department head then there should be no waiting period involved.

Holidays

1. Employees will be entitled to the following holidays in addition to regular vacation time:

Twelve (12) Month Employees

Eleven (11) Month Employees

Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day and the day after
Christmas Day and one (1) other day*
New Year's Day
Martin Luther King Day
President's Day Observance
Good Friday
Memorial Day
Juneteenth

Ten (10) Month Employees

Columbus Day
Veterans Day
Thanksgiving Day and the day after
Christmas Day and one (1) other day*
New Year's Day
Martin Luther King Day
President's Day Observance
Good Friday
Memorial Day
Juneteenth
Labor Day **

*The other day will fall during the Christmas/New Year's vacation period. Each school year, the day will be selected by the Superintendent and the Association President.

** If the District requests that the individual work at least one (1) day during the week prior to the Labor Day holiday.

2. When a holiday falls on a weekend the closest working day will be taken as a holiday.
3. All new employees are entitled to holidays as they fall.

Jury Duty

Each employee shall be granted leave with full pay as may be necessary in order to perform jury duty. Such absence shall not be deducted from any other leave allowance. Upon receiving a notice of jury duty, the employee shall notify his/her Immediate Supervisor to that effect. Compensation received from jury duty minus expenses shall be reimbursed to the District.

Salary Agreements

Salary agreements will be issued to each employee by September 30 of each year. In the event negotiations have not been completed, agreements will be issued upon settlement and salary will be retroactive to July 1.

Pay Increases

The Board of Education shall reserve the right to grant pay increases greater than those indicated to any employee covered by this contract.

Dental Insurance

Dental Coverage provided the teaching staff shall be extended to full-time non-instructional employees as defined on page two (2) of the contract (cost: two hundred dollars (\$200) per employee).

Insurance Benefits

The District shall provide and pay ninety-two and one half percent (92.5%) of the premium cost of a group hospitalization plan for employees and seventy-five percent (75%) of the premium for dependent coverage, for full-time working non-instructional employees (as defined on page two (2) of the contract), or retired from this District, who participate in the District Plan.

Any employee hired on or after July 1, 1993 and prior to July 1, 2012 will be eligible for health insurance benefits upon retirement if the employee meets two (2) criteria:

1. The employee must have completed at least fifteen (15) consecutive (i.e. time employed in District uninterrupted by resignation or termination) years or more of full-time service with the Fabius-Pompey School District; and
2. The employee must meet the appropriate service retirement eligibility criteria as defined by the New York State Employees' Retirement System. An employee who is retiring, and/or retired, from Fabius-Pompey School District is not eligible for this health insurance benefit if (s)he becomes employed full time by another school district.

Any employee hired on or after July 1, 2012 will be eligible for health insurance benefits upon retirement if the employee meets two (2) criteria:

1. The employee must have completed at least twenty (20) consecutive (i.e. time employed in District uninterrupted by resignation or termination) years or more of full-time service with the Fabius-Pompey School District; and
2. The employee must meet the appropriate service retirement eligibility criteria as defined by the New York State Employee's retirement System. An employee who is retiring, and/or retired, from Fabius-Pompey School District is not eligible for this health insurance benefit if (s)he becomes employed full time by another school district.

Effective September 1, 2018, the District's Co-Pay Prescription Drug Rider will be as follows:

Tier I	\$5 (30 day pharmacy fill);	\$10 (90 day mail-in fill)
Tier II	\$20 (30 day pharmacy fill);	\$40 (90 day mail-in fill)
Tier III	\$40 (30 day pharmacy fill);	\$80 (90 day mail-in fill)

Further, the prescription drug benefit includes the Excellus Pharmacy Management Edits, which includes generic advantage, prior authorization, and step-therapy programs.

The Organization will strongly encourage members not to apply for health insurance benefits from the District if they are currently covered by a spouse's health insurance plan.

A unit member who retires from the District shall be entitled to maintain the same health and dental benefits as are available for active employees. For individual and dependent coverage, the retiree shall contribute on the same basis as an active employee. Prescription Co-payments for individuals retiring prior to July 1, 2008 shall be one dollar (\$1.00) for mail order prescription drugs and two dollars (\$2.00)

for generic prescription drugs and seven dollars (\$7.00) for non-generic prescription drugs and shall remain at that level unless changed in a manner consistent with state and federal law.

Any employee hired on or after July 1, 2015 will be eligible for post Medicare retiree health insurance coverage with the Employee contribution at twenty-five percent (25%) of either the individual or dependent coverage premium.

Health Insurance Non-Participation Incentive

The District will provide an annual payment of two thousand dollars (\$2,000) to any bargaining unit member who does not participate in the health insurance coverage provided by the District. If a Bargaining Unit Member starts or ends employment during a school year, the incentive shall be prorated. Any bargaining unit member participating in this incentive must demonstrate proof of health insurance coverage through another source.

In the event that an employee loses his/her alternative health insurance coverage due to a qualifying event (as defined by the IRS Section 125 Plans) s/he shall be able to re-enter the health plan in accordance with the rules and regulations of the plan. Any employee who re-enters the plan shall only be entitled to the pro-rata amount of the opt-out amount.

The incentive payment shall be made in a separate check at the conclusion of the school year.

Health Insurance Buyout

All employees eligible for retirement benefits under the New York State Employee's Retirement System, with twenty (20) years of full-time service in the Fabius-Pompey School District upon retirement may choose to opt out of the Health Insurance Plan in retirement. In the event that the bargaining unit member opts out of the Health Insurance Plan in retirement, s/he may elect either:

- a) A health insurance buy-out in the amount of forty thousand dollars (\$40,000). This payment will be in lieu of any claims to the district health insurance upon retirement, or
- b) A health insurance buy-out in the amount of twenty thousand dollars (\$20,000). This payment will be in lieu of any claims to the District health insurance once the employee becomes Medicare eligible. The payment will be deposited as a non-elective employer contribution into the employee's 403(b) account.

This incentive shall be available to those employees who retire from the District on or before June 30, 2024, at which time it shall terminate.

Flexible Spending Account

The annual maximum level of participation for unreimbursed medical expenses in the Flexible Spending Account shall be up to the amount allowed by the Internal Revenue Service.

Retirement Plan

Members of this unit will be provided with the Improved 1/60th (one-sixtieth) Non-contributory Plan of the New York State Employees' Retirement System or the newly approved 1/60th (one-sixtieth) plan as defined by the New York State Legislature.

Retirement Benefit

A full-time non-instructional employee (as defined on page two (2) of the contract) who retires from the Fabius-Pompey District under the New York State Employees' Retirement System, and is at least age 55 (fifty-five), shall be granted the following retirement benefit:

For 2024-27:

0-50 days	(hourly rate) x (normal workday hourly schedule) x 0.50 = Total
51-100 days	(hourly rate) x (normal workday hourly schedule) x 0.75 = Total
100+	(hourly rate) x (normal workday hourly schedule) x 1.00 = Total

"Retirement" shall mean retirement under the New York State Employees' Retirement System. In order to qualify, an employee must have completed ten (10) years of service in the District, and submit two (2) written notifications to the Superintendent of Schools as follows:

1. Written notification of the employee's intent to retire must be filed with the Superintendent no later than April 1 prior to the school year in which (s)he expects to retire.
2. A letter of resignation from the retiring employee must be submitted to the Superintendent by no later than February 28 of the school year in which (s)he expects to retire.

In the event a bargaining unit member does not meet the deadlines specified above, s/he will still be eligible for the benefit, but will not receive the benefit until July following one (1) year after his/her retirement date.

The Superintendent of Schools shall review on a case by case basis a request by an employee who experiences a catastrophic emergency after the April 1 deadline, necessitating a sudden retirement. The decision of the Superintendent is final and binding and not subject to the grievance procedures.

Uniforms

The parties agree that maintenance, custodial and food service employees will be required to wear a designated uniform for purposes including, but not limited to, the health, safety and security of students, staff, and the general public. The District retains the final decision over the apparel to be worn by the unit members.. Each employee in the above titles will receive up to \$100 each year of this Agreement for District apparel and colors will be limited to red, black, gray and white.

A committee, comprised of the individuals noted below will be established to recommend the types of shirts to be purchased and replacement of those shirts. The Organization will appoint one (1) employee from each of the custodial, maintenance and food services departments and the District will include the District's Business Official and a supervisor from each of the affected areas (i.e. custodial, grounds maintenance and food service, where applicable). The committee shall make its recommendations on the type of shirts to be purchased and replacement of those shirts to the Superintendent whose decision shall be final except where specifically noted otherwise in this provision (i.e. paragraph 1).

Although the District will not be responsible for providing the pants worn by unit members, the parties agree that such clothing will be appropriate for the job.¹

Early Retirement Incentive

In the event that the New York State Employees' Retirement System offers the option of an early retirement incentive, and the Fabius-Pompey Central School District decides to offer the early retirement incentive to its eligible employees, the parties agree to review the applicability of this benefit to potential eligible employees involved with the incentive plan who meet criteria #2, but not criteria #1 above.

Emergency Closings

When it is necessary to close schools due to inclement weather, unsafe roads, or other emergency conditions, employees will be notified by regular communications methods of the closing. All custodial, maintenance and groundskeeper employees shall report for work at their regularly scheduled times. Other unit employees who are so notified by their supervisors shall also report for work. Employees who report to work shall be paid their regular pay. Employees not required to report to work shall have the first two (2) emergency days paid at their regular rate of pay without the loss of any leave days. For any emergency beyond two (2), employees not required to report to work or who cannot do so may apply no more than three (3) vacation or personal leave days for this purpose to receive their normal pay for the day. If all vacation or at least two (2) personal leave days have been exhausted, the employee(s) may apply no more than two (2) sick leave days for this purpose to receive their normal pay for the day. Employees sent home from work because of a school closing occurring after the workday has commenced shall suffer no loss of pay because of it.

¹ Sweatpants, spandex, scrub pants, cut off shorts and similar clothing would not be acceptable.

The parties understand that employees who are required to report to work may not be needed for the entire work day. Employees who are not needed for a full work day may be allowed to leave and suffer no loss of pay or leave days, up to a maximum equivalent of two (2) full work days. In the event those employees do not achieve the equivalent of two (2) full works days, she or he will be credited additional comp time to the equivalent of two (2) full work days. If less than two (2) snow emergencies are declared, the amount of time will be reduced commensurately. In no event shall an employee herein referenced accumulate a combination of comp time and paid time greater than two (2) days or the number of snow emergency days, if less than two (2).

Weekend Work

Any bargaining unit member called in to perform work on the weekends (e.g. building checks) shall be compensated at one and one-half (1½) times his/her regular hourly rate. Such compensation shall be for the time worked or two (2) hours, whichever is greater.

Summer Hours

Summer hours may be established for Bargaining Unit Members. Hours shall be 7:00 AM to 2:30 PM or 7:30 AM to 3:00 PM, unless otherwise arranged with the Superintendent of Schools.

Probationary Period

Provisional, probationary and permanent appointments will be made as required by New York State Civil Service.

Job Vacancies

1. Notices of all non-instructional job openings within the District shall be posted prominently in all schools for at least five (5) days prior to general announcement or recruiting.
2. Notices will include job classifications, salaries, Civil Service qualifications, and any other information pertinent to the vacancy.

Lunch

Each non-instructional employee is entitled to one half (½) hour uninterrupted lunch time.

In emergency situations when non-instructional employees are required by their immediate supervisor to work during their lunch time, and as a result do not receive an uninterrupted lunch period of one-half (½) hour, they will receive pay for that time worked at their regular hourly rate of pay. This provision does not entitle the

employee to overtime compensation even if, due to this additional work requirement, the employee has exceeded forty (40) hours in a week. Bargaining Unit Members shall not flex their arrival and/or departure time if they work through their uninterrupted lunch period.

Cooks, food service helpers and others who are employed solely to work in the cafeteria are entitled to paid lunch time plus one (1) free lunch.

Breaks

Breaks & Lunch- Bargaining unit members who work at least three (3) hours per day shall receive one (1) fifteen (15) minute break. Members who work at least six (6) hours per day will receive two (2) fifteen (15) minute breaks and ½ hour uninterrupted lunchtime.

Breaks will be scheduled at the discretion of the employee's supervisor or building administrator. Cooks, food service helpers, and others who are employed solely to work in the cafeteria and work a minimum of four (4) hours a day are entitled to a paid lunchtime plus one (1) free lunch. Members who solely work in the cafeteria for less than four (4) hours are entitled to one (1) free lunch.

Use of Facilities

The Organization will be allowed to use school buildings for meetings provided that such use will not conflict with previously scheduled school events. Applications for use of building will be made in accordance with established procedures.

Pay Periods

Non-Instructional personnel shall be paid in the following manner:

Twelve (12) and eleven (11) month employees shall receive twenty six (26) checks

School year employees shall receive twenty one (21) or twenty two (22) checks, depending on the school calendar, with the first (1st) to be delivered by September 30.

Subsequent checks in both the aforementioned cases shall be delivered at approximately two (2) week intervals.

Union Meetings

Organization members whose work schedules conflict with a scheduled meeting of the Organization shall be permitted to leave their work assignments for one (1) hour up to four (4) times per year in order to attend Organization meetings that are scheduled at or after 3:15 p.m.

Days to be designated as follows:

1. The day before the opening of school.
2. One (1) day to coincide with a Superintendent's Conference Day.
3. Two (2) other days to be designated by the Union at least one (1) week in advance of the scheduled meeting.

Personnel File

There shall be only one (1) official personnel file which shall be located in the District Office. Each employee shall have the right to review and sign any material placed in his/her personnel file and be provided with copies of same. Such signature does not necessarily indicate agreement with the content, it indicates only that the employee has had the opportunity to review it. Should the employee disagree with any or all of the content of the material, he/she shall have the opportunity to attach a written response.

Privileged information which is specifically exempted from review shall include strict confidential credentials and related personal references normally sought at the time of employment. Copies of evaluation material shall be given to the employee at the time of the evaluation. Duplicate personnel files may be maintained by each supervisor.

Evaluation

1. Probationary unit members shall be evaluated by their immediate supervisor at least twice during their probationary period. Permanent unit members shall be evaluated by their immediate supervisor at least once each twelve (12) month period (July 1 - June 30).
2. Evaluation data shall be gathered in an open manner and with the full knowledge of the employee.
3. Each evaluation shall be reviewed and discussed in a conference between the employee and the employer. The evaluation report shall be signed by the employee and the evaluator at the time of the conference. The employee's signature does not indicate approval or disapproval of the content. A copy of the evaluation will be given to the employee at the time it is signed.
4. If the bargaining unit member disagrees with the evaluation, he/she may submit a written response within ten (10) days which shall be attached to the file copy of the evaluation.

3. Immediate supervisor shall be defined as follows:

Operations and Maintenance	Supervisor of Buildings & Grounds
Food Service	Cook/manager
Secretaries, Aides, Monitors, Nurses, Machine Operator, Clerk	Building Principal

If the immediate supervisor is a Bargaining Unit Member, then a certified administrator shall perform the annual evaluation.

Seniority

Any employee to be laid off or reduced shall be given at least one (1) month's written notice of such condition.

For those employees whose positions are not governed by Civil Service law and regulation for lay-off and recall, the following procedures shall apply:

Seniority shall be calculated according to the length of continuous employment within the bargaining unit. It shall be determined from the most recent date of hire, excluding unpaid leaves of absence of more than a month.

If positions are reduced or abolished and bargaining unit employees are affected, the least senior employee(s) within the affected Civil Service job title(s) will be reduced or laid off. Employees who have worked in more than one (1) job title for the District may exercise their District seniority to return to a previous position in the event their District seniority is greater than the incumbent's in that position.

Laid off employees shall be placed on an eligibility list and recalled according to seniority.

GRIEVANCE PROCEDURES

1. Declaration of Policy

In order to maintain a harmonious and cooperative relationship among administrators, non-instructional employees and members of the Board of Education which will enhance the educational program of the Fabius-Pompey Schools, it is hereby declared to be the purpose of these procedures to provide a means of orderly settlement of differences, promptly and fairly, as they arise and to assure equitable and proper treatment of employees pursuant to established rules, regulations and policies of the District. The provisions of these procedures shall be liberally construed for the accomplishment of this purpose.

2. Definitions

- A) Employee shall mean any person in the Fabius-Pompey Non-Instructional Employees Organization.
- B) Administrator shall mean that person responsible for or exercising any degree of supervision or authority over non-instructional employees.
 - 1. Chief Administrator shall mean the Superintendent.
 - 2. Immediate supervisor shall mean the person to whom the employee is directly responsible in the normal channels of supervision and administration.

For clerical workers, the immediate supervisor shall be the Administrator in charge. For custodians and cleaners, the immediate supervisor shall be the Supervisor of Buildings and Grounds. For cafeteria personnel, the immediate supervisor shall be the Cafeteria Manager. In some cases a preliminary discussion before the informal stage, as defined under procedures, may be advisable depending upon the organization of the department.

- C) Grievance shall mean a claim by a member of the Organization or the organization that there has been a violation, misinterpretation or misapplication of the terms of this Agreement.
- D) Job Security: Progressive disciplinary action for Bargaining Unit members may be limited to: 1. Verbal warnings, 2. Written warnings, 3. Suspension, 4. Discharge. The District agrees that it will not discipline or discharge an employee except for good reason. The Association may grieve any such action.

3. **Basic Principles**

- A) It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. Emphasis is placed on the desirability of and need for successful resolution of the problem at the earliest possible stage. Use of successive stages can be viewed as a failure on the part of the parties involved to accomplish satisfactory resolution of the difficulty or the absence of good faith in the use of the procedure.
- B) An employee shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.

4. Procedures

Step I

The grievant shall bring his/her grievance to either the immediate supervisor or the supervisor responsible for the alleged grievance with the object of resolving the matter informally.

This step shall be taken no later than twenty (20) days after the date on which the action giving rise to the grievance occurred or the grievant should have become aware of the action or had knowledge thereof. Any resolution of the grievance at this level shall be in accordance with the terms and conditions of this Agreement and shall be conveyed to the grievant in writing within ten (10) days of the submission of the grievance.

Step II

If the grievant deems the outcome of Step I to be unsatisfactory (s)he shall file a written appeal to the Superintendent within ten (10) days of receipt of the written Step I decision setting forth the nature of the grievance involved and referring to the section(s) of the contract which has been violated.

Step III

If the grievant deems the outcome of Step II to be unsatisfactory (s)he may appeal to arbitration after approval by the Fabius-Pompey Non-Instructional Employees Organization of the appeal.

Appeal to arbitration of an unsatisfactory decision in Step II must be made within twenty (20) days after the receipt of the decision.

Such a request for arbitration shall be initiated by giving the District written notification of such intent. The decision made by the arbitrator is to be final and binding upon both parties.

Both parties will be bound by the rules and procedures of the American Arbitration Association. All fees and expenses of the arbitrator shall be equally divided between the parties.

WAGE SCALES – STARTING SALARIES

The District shall not pay any new employee less than the starting salary noted below. The District may pay a new employee more than starting salary if conditions and/or previous experience warrant it.

JOB TITLE	2024-25	2025-26	2026-27
Acct Clerk/Typist	17.75	19.25	20.25
Acct Clerk/Typist II	18.75	20.25	21.25
Clerk	17.75	19.25	20.25
Cook I	18.75	20.25	21.25
Cook Manager	24.50	26.00	27.00
Custodial Worker I	17.75	19.25	20.25
Custodian I	18.75	20.25	21.25
Custodian II	18.75	20.25	21.25
Food Service Helper	17.75	19.25	20.25
Groundskeeper	17.75	19.25	20.25
Machine Operator	17.75	19.25	20.25
Maintenance Helper	17.75	19.25	20.25
Maintenance Worker I	17.75	19.25	20.25
Maintenance Worker II	17.75	19.25	20.25
School Monitor	17.75	19.25	20.25
Teacher Aide	17.75	19.25	20.25
Typist I	17.75	19.25	20.25
Typist II	18.75	20.25	21.25
STIPEND POSITION			
Assistant to Athletic Director	4,120/yr	4,244/yr	4,372/yr

Wage Information

1. Employees who are promoted or reclassified shall receive the base rate of the new position or a ten percent (10%) increase over the employee's old rate of pay, whichever is greater.
2. If an employee fails to gain permanent status within a job title and as a result is returned to a former position, the employee shall receive the wage that (s)he would have earned had (s)he remained continuously in the first job title.

Wage Increases

The hourly rate of all returning unit members shall be increased as noted below:

2024-25	\$1.50
2025-26	\$1.50
2026-27	\$1.00

Effective July 1, 2006, any current employee not earning at least seventy-five cents (\$0.75) above minimum wage shall have his/her rate increased to seventy-five cents (\$0.75) above minimum wage prior to the application of the percentage increase. In the event that the minimum wage is increased at a time other than the start of a contract year, those employees not making at least seventy-five cents (\$0.75) above minimum wage shall have their wages increased to seventy-five cents (\$0.75) above minimum wage.

Longevity Increments

In addition to a bargaining unit member's hourly rate, each employee shall be entitled to longevity increments as described below:

After continuous service in the District for:	Hourly rate increased by:
5 years	\$0.40
10 years	\$0.45
15 years	\$0.55
20 years	\$0.70
25 years	\$0.75

The increment at the five (5) year level shall be applied to anyone who has completed five (5) years of service in the District by July 1, 2002. Any bargaining unit member who has not completed five (5) years of service by July 1, 2002, shall receive the increment at the time he/she completes five (5) years of service. All other increments will be applied for any level of service to the District newly acquired on or after July 1, 1999.

In District Employee Substitute Rate

When a unit member (i.e., "the sub") agrees to substitute for another unit member, s/he will be paid at the the sub's current wage, plus one dollar (\$1.00) for the hours worked as a substitute.

Long-Term Substitutes

The District may hire long-term substitutes in the event that a Bargaining Unit Member will be on an extended leave. Under no circumstance, shall the District involuntarily displace a current employee from their position to accommodate a long-term substitute.

MEMORANDUM OF AGREEMENT

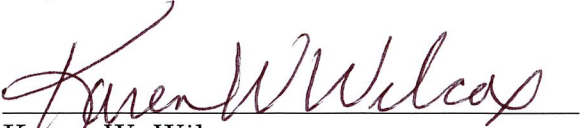
The parties hereby agree that the July 1999 Side Letter of Agreement on page 28 of the 2012-2015 Collective Bargaining Agreement between the parties relating to the retiree health insurance benefits shall become permanently incorporated into the parties' Agreement.

DURATION OF AGREEMENT

The duration of this Agreement shall be for three (3) years from July 1, 2024, through June 30, 2027.

Fabius-Pompey Central School
Non-Instructional Employees'
Organization

Fabius-Pompey Central School
District



Karen W. Wilcox
President of Organization



Lloyd "Joe" Peck, Ed.D.
Superintendent of Schools

Date: 5/13/25

Date: 5-9-25

Approved by the Organization on: August 29, 2024


Approved by the Board of Education on: September 17, 2024


JULY 1999 SIDE LETTER OF AGREEMENT

**SIDE LETTER OF
AGREEMENT
BETWEEN THE
FABIUS-POMPEY NON-INSTRUCTIONAL ASSOCIATION
AND THE
FABIUS-POMPEY CENTRAL SCHOOL DISTRICT**

Insurance Benefits

It is the intent and understanding of the parties to this Collective Bargaining Agreement that full-time bargaining unit employees hired by the Fabius-Pompey Central School District prior to July 1, 1993 are entitled to the contractual health insurance benefit, upon retirement and thereafter, provided that they do not become employed full time by another school district and are eligible for health insurance coverage through that employment. The contractual health insurance benefit consists of the District providing and paying one hundred (100%) percent of the premium cost of a group hospitalization plan for employees and seventy-five (75%) percent for dependents.


President of Organization


Superintendent of Schools

7-27-99
Date

7-21-99
Date