
Pittsford Schools

**Pittsford Central Schools
Pittsford, New York**

**Agreement Between
Board of Education**

and

**Pittsford Educational
Office Professionals
And School Aides**

July 1, 2023 - June 30, 2027

PITTSFORD CENTRAL SCHOOL DISTRICT PEOP AGREEMENT

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PREAMBLE

In order to encourage and promote effective and harmonious working relationships, the following agreements between the Pittsford Board of Education (the District) and the Pittsford Educational Office Professionals (the Association) shall be in effect.

The District recognizes the Association as the exclusive sole negotiating representative for all regularly assigned clerical and aide personnel and shall not recognize or bargain with any other representative of the employees in the bargaining unit.

1 PEOP POSITIONS TABLE

Position	Payroll Bracket	12-Month or School-Yr	Civil Service	Vacation	Stipend
Accounts Payable-Sr	C	12-Month	Sr Office Acct Clerk	Open	None
Accts Payable	B	12-Month	Office Acct Clerk	Open	None
Asst to Asst Supt Bus	C	12-Month	Clerk II	Open	10%
Asst to Asst Supt C&I	C	12-Month	Clerk II	Open	10%
Asst to CIO	C	12-Month	Clerk II	Open	8.5%
Asst to Dir Athletics	B	12-month	Clerk III	Open	8.5%
Asst to Dir Food Svc	B	12-Month	Clerk III	Open	8.5%
Asst to Dir Op/Maint/Sec	B	12-Month	Clerk III	Open	8.5%
Asst to Dir Special Ed	B	12-Month	Clerk III	Open	8.5%
Asst to Dir Student Svc	C	12-Month	Clerk II	Open	8.5%
Asst to Dir Teacher Ctr	B	12-Month	Clerk III	Open	8.5%
Asst to Dir Technology	B	12-Month	Clerk III	Open	8.5%
Asst to Dir Transportation	B	12-Month	Clerk III	Open	8.5%
Asst to Principal	B	12-Month	Clerk III	Assigned	8.5%
Asst Principals' Office	B	School-Year	Clerk III	None	None
Athletics Office Clerk	B	School-Year	Clerk III	None	None
Career Services Asst	B	School-Year	Clerk III	None	None
Faculty Secretary	B	School-Year	Clerk III	None	None
Payroll Clerk	C	12-Month	Payroll Clerk	Open	None
Purchasing Asst	C	12-Month	Asst Purch. Agent	Open	None
Registrar-Central	C	12-Month	Clerk II	Open	None
Registrar-School	C	12-Month	Clerk II	Assigned	None
School Attendance Clerk	B	School-Year	Clerk III	None	None
School Counseling Office	B	12-Month	Clerk III	Assigned	None
School Counseling Office	B	School-Year	Clerk III	None	None
School Library Clerk	B	School-Year	Clerk III	None	None
School Main Office	B	12-Month	Clerk III	Assigned	None
School Main Office	B	School-Year	Clerk III	None	None
Spec Ed Office	B	12-Month	Clerk III	Open	None
SST Clerical	B	School-Year	Clerk III	None	None
Supt Office	B	12-Month	Clerk III	Open	8.5%

2 COMPENSATION

2-1 Compensation Hiring Schedule

2-1-1 Hiring schedules for 2023-2027 for clerical employees shall be as follows:

Bracket	2023-24	2024-25	2025-26	2026-27
Substitute	15.00	15.30	15.61	15.92
B	17.34	17.69	18.04	18.40
C	18.00	18.36	18.73	19.10

When qualified candidates are not available at the above rates, additional salary may be granted upon approval of the Central Administration. Before the implementation of any payment of any additional salary, the District shall consult with the Association.

If a current member changes brackets, there shall be a salary increase given equal to the percentage change between the starting brackets in 2-1-1 above. This difference will not be applied when a person goes from being a substitute to permanent employee.

NOTE: Classifications B & C apply to part-time and full-time employment.

All newly hired PEOP employees will be assigned a mentor to be selected by HR and the hiring supervisor. The PEOP mentor will be a current PEOP employee who is agreeable and on the approved mentor list. The mentor will receive a stipend as described in section 2-2-3 below. Release time for the mentor will be determined by Human Resources or the mentor's supervisor.

If an individual chooses a position in a lower bracket after holding a position in an upper bracket, their salary will be reduced by the percentage difference between the brackets.

Work-Schedule

Full-time is 30 hours/week or more. Part-time is less than 30 hours/week. A 30-hour clerical position workday is defined as 6 hours per day with a one-hour unpaid lunch. A 37.5-hour position is defined as a 7.5-hour workday with a one-hour unpaid lunch. Hours are noted for the sole purpose of contract benefits.

A full year of service is considered one full year of employment, completed by June 30. One full year salary credit will be granted for the first school year if the employee begins employment prior to December 1. One-half year salary credit will be granted for persons employed between December 1 and February 28/29. Employees hired between March 1 and June 30 will continue at their same hiring step under the new salary schedule.

Clerical salaries are annualized based on an hourly rate of pay. Therefore, any proration of days or payment of days should be at the hourly rate multiplied by the number of approved hours.

2-2 Stipends

2-2-1 The District will provide a 10% stipend in addition to the salary of clerical staff directly assigned to the following positions:

- Assistant Superintendent for Business
- Assistant Superintendent for Curriculum and Instruction

The District will provide an 8.5% stipend in addition to the salary of the individuals in the following positions:

- Clerical staff directly assigned to the Building Principal in each school building
- Clerical staff directly assigned to the following:
 - Chief Information Officer
 - Director of Athletics
 - Director of Food Service
 - Director of Operations, Maintenance and Security
 - Director of Student Services
 - Director of Special Education
 - Director of the Teacher Center
 - Director of Technology
 - Director of Transportation
 - Superintendent's Office

The stipend will be calculated each year on the base salary after the yearly salary increase. The stipend does not become part of the individual's base pay.

If an individual leaves one of the positions in the list from 2-2-1 above, they will forego the stipend as of the date they leave that position.

2-2-2 Central Treasurer Stipend: The District will provide a stipend of:

- \$2,000.00 to the middle school Central Treasurers.
- \$2,500.00 to the high school Central Treasurers

The stipend will not become part of the base pay.

Open Secondary Central Treasurer positions will be posted to the corresponding building's PEOP members first. If no PEOP members available to fill the position, it may be posted to members of other units. If the Central Treasurer position is accepted by a member of a unit other than PEOP, it will be re-posted to PEOP members within the corresponding building at the beginning of the next school year and reassigned if a PEOP member is available to accept the position.

2-2-3 A PEOP member assigned to mentor new PEOP employees will be paid a mentor stipend as follows:

- \$400 for 1-2 mentees
- \$800 for 3-4 mentees

Stipends will be paid in equal amounts throughout the payroll year. The total amount of the stipend will be prorated based on the date an individual is hired into or leaves a stipend position.

2-2-4 Clerical Hourly Salary Increases

2023-2024	2024-2025	2025-2026	2026-2027
Increase	Increase	Increase	Increase
2%	3%+.20	3%+.20	3%*

*Increase for the 2026-2027 school year: 3% base increase plus 0.25% for every 0.5% CPI-U (Consumer Price Index) which is used for the School District's tax cap calculation, is above 3% - capped at CPI-U of 8%.

2-3 Overtime Pay

Overtime will be paid at time and a half of the normal rate for all hours worked in excess of forty in any week. If an employee works overtime on a Sunday or legal holiday, twice the normal rate will be paid for hours worked in excess of forty. There shall be no "pyramiding" of overtime premiums; the employee will receive whichever overtime premium is higher (double-time or time and a half) but not both. The scheduled forty hours must be worked (holidays, documented sick time and vacation included as work time.) Overtime hours must be authorized by the immediate supervisor in advance. Compensatory time shall not be granted in lieu of overtime pay unless approved by an administrator and Human Resources.

2-4 Sub Salaries/Summer Sub Salaries

School Year clerical summer pay: The District agrees to pay school year clerical employees their regular pay rate while working additional days during the summer.

2-5 Returning PEOP Retirees

Any PEOP retiree returning to work as a substitute will be paid at the rate they were earning at the time of their retirement or the regular substitute rate, whichever is higher. (This includes clerical to lunch aide and lunch aide to clerical.)

2-6 Compensation for the Professional Standards Program

2-6-1 Clerical employees within the Pittsford Central School Association of Educational Office Professionals (PEOP) covered by this agreement may participate in the Professional Standards Program (PSP) of the National Association of Educational Office Professionals as that program is constituted as of the execution of the 1981-82 agreement between the District and the association.

2-6-2 Eligibility for participation in the program is subject to conditions established by the National Association of Educational Office Professionals. The association, for itself and the employees within the PEOP, agrees to hold the District harmless from any and all liability of responsibility which may arise or result from denial of participation or inequitable treatment during participation.

CERTIFICATE

Level

Basic	\$500
Associate Professional	\$250
Advanced I	\$250
Advanced II	\$250
Advanced III Degree (Associates/Bachelors/Masters)	\$250

SALARY ADJUSTMENT

Level I

CEO	\$100 (one-time additional payment)
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Salary adjustment shall be effective upon notification by the employee to the Assistant Superintendent for Human Resources of successful completion. Only regular, full-time clerical employees shall be eligible for the above payments.

2-6-3 To be eligible for District payment of a certificate, an employee must first have fulfilled the association responsibility category outlined in the PSP Handbook with points received while in Pittsford service.

2-6-4 Admission fees to the PSP will be the responsibility of the candidate.

2-6-5 The Board of Education has the right to restrict recognition of this program during a school year, to a maximum of 20% of the staff.

2-7 Compensation for Position Coverage

2-7-1 PEOP employees will be paid time-and-a-half when covering positions, other than their own, that meet the following criteria:

- Substitute coverage is not available
- Coverage is approved by a District Administrator

2-8 Compensation for Career Award Plan

Eligibility:

Clerical employees who retire from their employment with the Pittsford Central School District under the following conditions shall be eligible for the benefits specified:

- a. The employee must submit a written letter of retirement to the Human Resource Office not later than three months preceding the date of retirement.
- b. The employee must be at least 55 years of age on the date of retirement.
- c. Full time and part time employees who meet the above requirements and who have been employed in Pittsford an equivalent of 10 full time years or more, or 12,000 continuous contracted hours immediately preceding retirement shall be eligible for this benefit if they retire through the NYS Employees' Retirement System and/or the Federal Social Security System.

- d. An employee satisfying the conditions set forth above shall receive a payment of \$45 per day of accumulated personal and family sick leave to a maximum of 240 days for 12-month employees and 200 days for school-year employees, plus \$275 per year of full-time service. For those hired after July 1, 1980, this benefit shall not exceed \$18,500 for 12-month employees or \$14,000 for school-year employees. Payment will be made in one lump sum to a qualified 403(b) plan as allowed by law and outlined in the District's Plan document to a maximum of \$18,500 or \$14,000 respectively.

2-9 Compensation for Jury Duty

Employees called for jury duty shall receive full salary and any fees paid by the court.

2-10 Compensation for In-service Training

Full time clerical staff members who participate in in-service training at the Teacher Center or BOCES at the recommendation of their immediate supervisor, or in training deemed necessary to develop skills needed to accomplish their job, and such training occurs outside the employee's normal working hours, shall be paid \$17.00 per hour.

2-11 Compensation for Chaperones

PEOP members who serve as a District Chaperone when needed will be compensated \$31.09 per hour.

2-12 Longevity Award

Beginning July 1, 2023, PEOP employees working 20 or more hours per week will be granted a longevity award as follows:

- 5-9 years of service - \$350
- 10 to 14 years of service - \$550
- 15 to 19 years of service - \$800
- 20 or more years of service - \$1,000

The longevity award shall be paid in May of each school year and not be part of the base pay.

3 WORK-YEAR FOR FULL-TIME EMPLOYEES

- 3-1 **Full-time clerical employees** shall be defined by the district as those who are regularly assigned and work 30 or more hours per week.

The length of the work-year for full time employees shall be as follows:

- 3-1-1 **School-year employees hired on or after July 1, 2023**, shall be paid for 199 days which will include 11 holidays and required workdays established by the PCSD Academic Calendar. (Superintendent conference days are considered workdays.) School-year employees may be required to work up to an additional 10 days during school breaks or summer based on administrative needs. Required additional days will be discussed at time of hire by the hiring supervisor. Extra workday requests may be made and agreed upon by a school-year employee and their supervisor. A timesheet will be completed for any additional days worked. The three-day work requirement* does not apply.
- 3-1-2 **School-year employees hired between July 1, 2019 through June 30, 2023**, shall be paid for 199 days which will include 11 holidays, the three-day work requirement* and required workdays as established by the PCSD Academic Calendar. (Superintendent conference days are considered workdays.) School-year employees in this group may choose to accept the work-year terms as described in section 3-1-1 above. Switching to the section 3-1-1 work-year is a **permanent change**. Changes will be in effect for the 23-24 school year if the form is submitted prior to 6/30/2023. The deadline is 6/15/2024 for changes to be in effect for the 24-25 school year by filling out the PEOP Voluntary Work-Year Designation form. (Appendix B)
- 3-1-3 **School-year employees hired prior to July 1, 2019**, shall be paid for 210 days. The salary paid shall include 11 holidays, school breaks and required workdays established by the PCSD Academic Calendar. (Superintendent conference days are considered workdays.) The three-day work requirement* does apply. School year employees in this group may choose to accept the work-year terms as described in section 3-1-1 above. Switching to the section 3-1-1 work-year is a **permanent change**. The decision to change can be made by 6/30/2023 to be in effect for the 23-24 school year and by 6/15/2024 to be in effect for the 24-25 school year by filling out the PEOP Voluntary Work-Year Designation form. (Appendix B)
- 3-1-4 **Twelve-month employees hired on or after July 1, 2023**, shall be paid for 260 days. The salary paid shall include earned vacation days, 12 holidays and 2 floating holidays as determined by PCSD. The three-day work requirement **does not** apply.

- 3-1-5 **Twelve-month employees hired between July 1, 2019 and June 30, 2023**, shall be paid for 249 days which include 12 holidays, earned vacation days and the three-day work requirement*. Employees in this group may choose to accept the work-year terms as described in section 3-1-4 above. Switching to the section 3-1-4 work-year is a **permanent change**. The decision to change can be made by 6/30/2023 to be in effect for the 23-24 school year and by 6/15/2024 to be in effect for the 24-25 school year by filling out the PEOP Voluntary Work-Year Designation form. (Appendix B)
- 3-1-6 **Twelve-month employees hired prior to July 1, 2019**, shall be paid for 260 days. Required workdays equal 260 less 12 holidays, earned vacation days and school breaks. The three-day work requirement* does apply. Employees in this group may choose to accept the work-year terms as described in section 3-1-4 above. Switching to the section 3-1-4 work-year is a **permanent change**. The decision to change can be made by 6/30/2023 to be in effect for the 23-24 school year and by 6/15/2024 to be in effect for the 24-25 school year by filling out the PEOP Voluntary Work-Year Designation form. (Appendix B)

***Three-day work requirement**

To fulfill the three-day work requirement, employees are required to work an extra three days, typically during school breaks. These workdays are to be decided between employee and supervisor at the beginning of each school year. Approved school break hours may include summer hours (for school-year employees) and/or evenings or weekends when extra support is needed. Since these workdays are already included in the employees' annual salary, extra-time sheets are not necessary.

An Attendance Accountability form signed by both employee and immediate supervisor will be submitted to the Payroll Department no later than May 1st each year, indicating the dates/times worked to fulfill the three-day work requirement as outlined in 3-1-2, 3-1-3, 3-1-5 and 3-1-6. If the full three-day work requirement is not fulfilled, a payroll deduction will be made accordingly.

(See Attendance Accountability Form – Appendix A).

4 VACATION DAYS

4-1 Employees included in the work-year group described in section 3-1-4

- 4-1-1 Full-time twelve-month employees shall be granted 20 paid vacation days each year for years 1-10. After 10 years of full-time service, 25 paid vacation days will be granted.
- 4-1-2 Part-time, twelve-month employees shall be granted 20 vacation days equivalent to their normal working schedule provided they work a minimum of 15 hours per week. After 10 years of part-time service in the District, 25 paid vacation days will be granted. Vacation time shall be taken commensurate with the normal workday.
- 4-1-3 Twelve-month school building clerical employees will have 'assigned' vacation, this will require that ten of their vacation days be used during school breaks.

- 4-1-4 Vacation will be computed from July 1 to June 30th of each year. Those serving less than a full year will receive pro-rated vacation days.
- 4-1-5 Up to 25 vacation days may be accrued and carried forward to the next school year.
- 4-1-6 Employees in this group may opt for payment for up to five unused vacation days for the current school year. The employee will notify Human Resources of their intent to request this option no later than May 15th. The payment will be part of the final payment of that school year and will be commensurate to the employee's normal workday.
- 4-1-7 Accumulated vacation time pay will be paid to the employee when they end their employment with the District, provided no monies are owed to the District which must be recouped from that pay.
- 4-1-8 All vacation shall be taken as scheduled with the supervisor.
- 4-2 **Employees included in the work-year group described in section 3-1-5 & 3-1-6**
- 4-2-1 Full-time, twelve-month employees, included in the work-year groups described in sections 3-1-5 and 3-1-6 of this contract, shall be granted 10 paid vacation days after one full year of employment. After 10 years of full-time service in the District, these employees will receive one additional day for each year of service to a maximum of 20 paid vacation days. After 23 years of full-time service, one day will be added with two more days after 27 years, to a maximum of 23 days.
- 4-2-2 Up to 25 vacation days may be accrued and carried forward to the next school year.
- 4-2-3 Accumulated vacation time pay will be paid to the employee when they end their employment with the District, provided no monies are owed to the District which must be recouped from that pay.
- 4-2-4 Part-time, twelve-month employees shall be granted 10 paid vacation days after one full year of employment, provided they work a minimum of 15 hours per week. After 10 years of part-time service in the District, these employees will receive one additional day for each year of service to a maximum of 20 paid vacation days. After 23 years of part-time service, one day will be added with two more additional days after 27 years, to a maximum 23 days. Vacation time shall be taken commensurate with the normal workday.
- 4-2-5 All vacation shall be taken as scheduled with the supervisor.

- 4-2-6 Each employee should meet with their immediate supervisor to schedule days off during the school breaks. The schedule will be left to the discretion of the supervisor and employee. It should **consider** the work needs of each respective school. The schedule for these days off should be kept by the employee and the principal in each building and by department in the Administration Building. The schedule may be altered as circumstances change but changes should be noted and available for review.

5 LEAVE OF ABSENCE

5-1 Personal and Family Illness Days

Each employee shall be granted leave for personal illness or serious illness in the immediate family as specified below.

- 5-1-1 Immediate family shall mean domestic partner, spouse, parent, child, sibling or relative residing in the household.
- 5-1-2 Each year full-time employees will be granted thirteen days of sick leave for school-year employees and fifteen days for twelve-month employees.
- 5-1-3 Any unused portion of sick leave may accumulate to 200 days for school-year employees and 240 for 12-month employees.
- 5-1-4 Part-time employees will receive seven days annual sick leave, equal to their normal working day, cumulative to 100 normal working days.

5-2 Prolonged Illness

At the end of the third, eighth, thirteenth and eighteenth years of Pittsford service, the Board will credit each full-time PEOP employee with 25 prolonged illness days of absence with pay.

At the end of the third, eighth, thirteenth and eighteenth years of Pittsford service, the Board will credit each part-time employee with 25 prolonged illness days of absence with pay, commensurate with their workday, and provided they work a minimum of 20 hours per week, commencing July 1, 2005. Days credited with this provision may be used for any illness which keeps an employee from their duties for more than fifteen consecutive school days. Upon reaching the sixteenth consecutive day of continuous illness, the regular cumulative leave days previously used for that illness will be restored by use of these prolonged illness days. These will be kept separate from the accumulated days mentioned above. These days may not be used for family illness.

5-3 Leave of Absence Without Deduction of Sick Leave

5-3-1 Bereavement Days

- | | |
|--|--------|
| • Partner, Spouse, child, parent, or sibling | 5 days |
| • Grandparent or grandchild | 5 days |
| • In-Laws or person living in household | 5 days |

5-3-2 Subpoena _____ As required and approved _____

- | | | |
|-------|-----------------------------|--------------------------|
| 5-3-3 | Jury Duty | As required and approved |
| 5-3-4 | Religious Observance | 2 days |
| 5-3-5 | Quarantine by Health Bureau | As necessary |

5-4 Leave of Absence with Deduction from Sick Leave

- | | | |
|-------|---|---------|
| 5-4-1 | Other relatives not previously mentioned | 1 day |
| | ○ Funeral of close friend when prior approval is obtained | 1 day |
| | ○ Consideration will be given to additional time when funeral is not in the immediate area. | |
| | ○ Wedding - Immediate Family or Self | 1 day |
| | ○ College Graduation, Initial registration (freshman year) - immediate family | 1 day |
| | ○ Birth of child | 1 day |
| | ○ House Closing for Personal Residence | 1/2 day |
| | ○ Other Urgent and Necessary Personal Leave at the discretion of the administration | |

5-4-2 Each employee shall receive paid personal leave when prior approval is granted by the appropriate supervisor. Request for such days shall be made in writing to the supervisor, on the appropriate form, at least five days in advance of the absence, if possible.

5-4-3 Personal days are for the purpose of conducting emergency or personal business which cannot be scheduled outside the normal workday. Such days shall not be granted for personal recreation or vacation. Personal days shall not be granted for days immediately preceding or following school vacations except in extreme emergencies. When personal days are requested for days immediately preceding or following school vacations, the reasons for such leave shall be provided upon the request of the supervisor.

- 5-4-4 Examples of appropriate use of personal leave include, but are not limited to:
- bereavement days for relative or close friend
 - wedding in the immediate family
 - college graduation or initial registration for immediate family member
 - birth or adoption of a child
 - house closing of personal residence

5-5 Child Care Leave

5-5-1 Each employee shall be granted Child Care Leave in conjunction with the birth or adoption of a child. Such leave shall be granted for no longer than two full years. The return from any such leave shall be at the start of the second semester of the first year or at the beginning of a school year. No two Child Care Leaves shall be granted consecutively.

- 5-5-2 Employees must provide written notice to the Human Resource Office of the expected date of the leave as soon as possible but not less than 90 days prior to the commencement of the leave. It is understood, in the event of an adoption, 90 days prior notice may not always be possible.
- 5-5-3 Notification of the intention of returning to work must be received by the Human Resource Office by August 15 if returning at the start of the second semester or by March 1 if returning at the beginning of the following school year. Failure to notify the District of intention to return shall be deemed a resignation.
- 5-5-4 An employee returning from childcare leave shall retain seniority rights granted prior to the leave.
- 5-5-5 An employee returning from a childcare leave of less than one full school year shall be assigned to the same position, if in existence, which the employee held at the time the leave commenced.
- 5-5-6 Sick bank not to be used for childcare leave.

5-6 Sick Leave Reserve

A Sick Leave Bank has been established and will be administered by PEOP and the District. Employees, who retire with more than 200 sick days, may decide to donate extra sick days to the sick leave bank upon retirement.

6 INSURANCE

6-1 Health Insurance

- 6-1-1 The Board shall provide hospital, surgical and major medical insurance for all regularly assigned clerical employees who work half-time or more. Employees shall not be eligible for duplicate District provided insurance. The Board may offer all plans associated with RASHP.

Employees who elect to enroll a “domestic partner” for health insurance and/or dental coverage may do so by submitting the “Domestic Partner Affidavit” to the Human Resources Department. See Appendix C.

- 6-1-2 **Employees hired prior to July 1, 2003 [Effective as of July 1, 2013]** All active, full-time employees of this Association who are enrolled in District health insurance shall pay 10% of the premium cost of the RASHP II Value policy. Any employee who elects coverage in the RASHP II Select or Blue Million policy shall pay the difference in cost of the District’s contribution to the Value plan (90% of the Value premium) and the cost of the Select or Blue Million policy. All part-time employees who are employed half-time or more shall pay a pro-rata amount established by the District.

- 6-1-3 **For all employees subscribing to Health Insurance for the first time on or after July 1, 2003 but before July 1, 2015**, during the first three years of continuous service in the District, shall contribute 20% of the cost of RASHP II Value (or a plan with like coverage). After three years of continuous service, the employee shall pay 10% of the premium for RASHP II Value (or a plan with like coverage). In the event that the employee elects coverage through RASHP II Select or Blue Cross/Blue Shield Blue Million (or a plan with like coverage), the employee will pay the difference between 100% of the cost of the plan selected and the District contribution for the Blue Point II Value (or a plan with like coverage) policy.
- 6-1-4 **Employees subscribing to Health Insurance for the first time on or after July 1, 2015**, shall contribute 20% of the cost of RASHP II Value (or plan with like coverage). In the event that the employee elects coverage through RASHP II Select or Blue Cross/Blue Shield Blue Million (or a plan with like coverage), the employee will pay the difference between 100% of the cost of the plan selected and the District contribution for the Blue Point II Value (or a plan with like coverage) policy.
- 6-1-5 **For employees who retired on or before June 30, 1995, through the New York State Teachers' Retirement System or the New York State Employees' Retirement System**, the Board shall pay 100% of the premium costs, provided the employee has accrued a minimum of 10 years of service preceding the normal retirement date. For all part-time staff of .5 or more, years of service shall be awarded on a pro-rated basis. For such retirees receiving Medicare coverage on or before June 30, 1995, the Board shall continue to reimburse the retiree the cost of such coverage.
- 6-1-6 **For employees retiring on or after July 1, 1995 through the New York State Teachers' Retirement System or the New York State Employees' Retirement System**, provided the employee has a minimum of 10 years of service preceding the normal retirement date, the Board will continue to pay the District contribution toward the premium cost for the retiree at the level paid for current employees based upon the plan selected. For those employees who have enrolled in District Health Insurance for the first time on or after July 1, 2005, that contribution shall be equivalent to all other employees who enrolled in District Health Insurance for the first time on or after July 1, 2005, based upon the plan selected.
- 6-1-7 Other retired employees may continue participation in the group at no cost to the District.
- 6-1-8 The Board shall extend coverage to the partner, spouse and dependent children of a deceased full-time employee (working or retired) for a period of three years or until remarriage or becoming otherwise insured. The employee must have met the requirement as stated in 6-1-4.
- 6-1-9 The District shall continue to provide health insurance benefits at a level no less than those provided through the current community-rated Blue Cross/Blue Shield (or a plan with like coverage) plan.

6-1-10 The confidential medical records maintained by the health plan shall not be available for review by District staff. However, the District retains any rights provided under law to review such records as those rights existed when the District participated in the Blue Cross/Blue Shield community-rated plan.

6-2 Life Insurance

The Board of Education shall provide on a 50/50 shared cost basis a \$10,000 Term Life Insurance Policy for all full-time clerical employees with less than five years of Pittsford Service. Said employees must be employed for at least 40 weeks per year. Coverage will begin the first month following one complete month of employment. After five years of full-time employment, the District will share the cost on a 50/50 shared cost basis of \$20,000 provided the employee has submitted the appropriate forms and fulfilled the requirements of the insurer. Employees who retire through the New York State Employees' Retirement System and/or the Social Security system may at their own expense, based on the insurance company's portability rates, maintain their coverage to age 70.

6-3 Long Term Disability Insurance

The Board of Education extends to each PEOP employee whose work schedule is 30 or more hours per week and a minimum of 40 weeks per year, coverage as outlined on a shared 50-50 cost basis. The new hire waiting period is 30 days; the waiting period for benefits is 90 days. Accumulated sick leave is used prior to receiving benefits. The plan covers disability due to mental and nervous disorders also. All benefits are paid through a private carrier and subject to their policy provisions.

Clerical employees with 10 years, full-time service, will be entitled to all benefits if disabled that they would incur if retiring and meet the qualifications of eligibility outlined when retiring. If disabled and under 10 years full-time service, the employee may continue, if and as allowed by the sponsoring company, in Health Insurance, Life Insurance and Disability Insurance by paying the full cost of the program.

6-4 Dental Insurance

6-4-1 The Board shall provide dental insurance for all regularly assigned employees who work 15 or more hours per week.

6-4-2 The dental coverage provided shall be the Blue Shield Smile Saver Program Option IV or a plan with like coverage.

6-4-3 The Board shall pay the total premium for all employees who work 15 hours or more week.

- 6-4-4 When both spouses/domestic partners are employed by the District they may not individually elect family contracts. When both spouses/domestic partners are employed in the District and have children under 26 years of age, one may elect a single contract and the other may elect a family contract. When both spouses/domestic partners are employed by the District, they may individually elect single contracts. A single employee with dependents up to age 26 may elect family coverage.

7 PHYSICAL EXAMINATION

Physical or mental examinations or reports of current health status may be required when, in the judgment of the school physician and the superintendent, such procedure is indicated.

8 RETIREMENT

All employees may be covered by the provisions of the New York State Employees' Retirement System.

Non-Contributory Plan (Section 75-I): Some members are not required to contribute. All employees hired after July 1, 1976 will be required to contribute 3% of their salary according to the regulations established by the New York State Employees Retirement System. All benefits and policies are governed by the New York State Employees' Retirement System.

9 EMERGENCY SCHOOL CLOSING

All employees identified in Section 2-2-1 of this agreement shall report to work when school is closed due to an emergency unless their direct supervisor tells them not to report or the Superintendent directs all employees not to report. Those employees would be granted an equal amount of time off to be scheduled with their supervisor. Time off must be taken prior to June 30 of the school year in which the time off are earned. All other full-time employees covered by this agreement are not expected to report unless the Superintendent directs all teachers and administrators to report. For safety reasons, the employee must inform the custodian or administrator of their presence in the building.

10 PAID HOLIDAYS

- 10-1 Full-time school-year employees: 11 paid holidays: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and the day after Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day and Juneteenth.
- 10-2 Full-time twelve-month employees: 12 paid holidays. The 11 above plus the Fourth of July.

10-3 Part-time twelve-month employees: 12 paid holidays. The 11 listed in 10-1 plus the Fourth of July equal in hours to their normal working day. The holiday pay is in lieu of one day's pay. Employees will not be paid for holidays that they are not normally scheduled to work. Employees shall not work hours to exceed their normal work week when the holiday hours are included unless requested and approved by their immediate supervisor. Employees are required to record their time on the time sheets for the paid holiday to receive payment.

10-4 Part-time school-year employees: 11 paid holidays listed in 10-1 equal in hours to their normal working day. Holiday pay is in lieu of one day's pay. Employees will not be paid for holidays they are not normally scheduled to work. Employees shall not work hours to exceed their normal work week when the holiday hours are included unless requested and approved by their immediate supervisor. Employees are required to record their time on the time sheets for the paid holiday to receive payment.

10-5 Employees included in the work-year plan outlined in sections 3-1-1 and 3-1-4 of this contract will also be paid for two floating holidays as determined by the District.

11 ATTENDANCE

Employees shall be on duty according to the schedule established by the District at the time of appointment.

12 CIVIL SERVICE

All PEOP positions within the Pittsford Central School District come under the jurisdiction of the Monroe County Civil Service and are thereby governed by Civil Service rules, including the probationary period.

13 SENIORITY

In the event of job elimination, seniority in specific job classification will be the determining factor. Seniority is determined by the Monroe County Civil Service Commission.

14 NOTIFICATION OF POSITION ELIMINATION

In the event the District eliminates a position within the unit, the District will provide a courtesy notification to the Association President.

15 REIMBURSEMENT FOR PERSONAL LOSS

15-1 The District shall reimburse employees for the reasonable cost of replacing dentures, eyeglasses, hearing aids, or similar bodily appurtenances damaged, destroyed or lost as the result of an assault or accident sustained by the employee while acting in the discharge of assigned duties, provided the employee has not been negligent.

15-2 The District may reimburse costs resulting from vandalism to an employee's automobile or other personal property after the application of any insurance coverage, up to a maximum of \$250, provided the loss is work related and occurs on school property. The determination of eligibility for this reimbursement shall be made by the Superintendent or their designee.

16 EMPLOYEE ASSISTANCE PLAN

The District shall provide an Employee Assistance Plan to assist and enable all employees to resolve personal, social, financial or health problems on a confidential basis.

17 FLEXIBLE BENEFITS

The District shall provide each eligible support staff member with the option of participating in the Flexible Benefits Program. The District will pay the management fee for Flexible Spending accounts for all unit members provided they establish such an account with the District.

18 SMOKING POLICY

There will be no smoking permitted on any Pittsford Central School property.

SECTION FOR SCHOOL AIDES

19 COMPENSATION

19-1 COMPENSATION – HIRING SCHEDULE

Category	2023-24	2024-25	2025-26	2026-27
School Aid	15.15	15.45	15.76	16.08
School Aid Substitute	15.00	Minimum Wage		

A year of service is a full year of employment, completed by June 30. One full year of salary credit will be granted for the first school year if the employee begins employment prior to December 1. One-half year credit will be granted for persons employed between December 1 and February 28. Those hired between March 1 and June 30 will continue at their same hiring step under the new salary schedule.

19-2 SCHOOL AIDE SALARY INCREASE

2023-2024	2024-2025	2025-2026	2026-2027
Increase	Increase	Increase	Increase
2%	3%	3%	3%*

*Increase for the 2026-2027 school year: 3% base increase plus 0.25% for every 0.5% CPI-U (Consumer Price Index) which is used for the School District's tax cap calculation, is above 3% - capped at CPI-U of 8%.

20 PERSONAL AND FAMILY ILLNESS DAYS

20-1 Personal and Family Illness Days

Each employee shall be granted leave for personal illness or serious illness in the immediate family as specified below.

20-1-1 The immediate family shall mean domestic partner, spouse, parent, child, sibling, or a relative residing in the household.

20-1-2 Part-time employees will receive seven days annual sick leave, equal to their normal working day, cumulative to 100 normal working days.

20-2 Prolonged Illness

At the end of the third, eighth, thirteenth and eighteenth years of Pittsford service, the Board will credit each part-time employee with 25 prolonged illness days of absence with pay, commensurate with their workday, and provided they work a minimum of 20 hours per week, commencing July 1, 2005. Days credited with this provision may be used for any illness which keeps an employee from their duties for more than fifteen consecutive school days. Upon reaching the sixteenth consecutive day of continuous illness, the regular cumulative leave days previously used for that illness will be restored by use of these prolonged illness days. These will be kept separate from the accumulated days mentioned above. These days may not be used for family illness.

20-3 Leaves of Absence Without Deduction of Sick Leave

20-3-1 Bereavement Days

- | | |
|---|--------|
| • Spouse, domestic partner, child, parent, or sibling | 5 days |
| • Grandparent or grandchild | 5 days |
| • In-Laws or person living in household | 5 days |

20-3-2 Subpoena required	As and approved
-----------------------------	------------------------

20-3-3 Jury Duty

20-3-4 Religious Observance	2 days
-----------------------------	--------

20-3-5 Quarantine by Health Bureau necessary	As
---	----

20-4 Leaves of Absence with Deduction from Sick Leave

- | | |
|--|---------|
| 20-4-1 Other relative not previously mentioned | 1 day |
| • Close friend when prior approval is obtained | 1 day |
| • Consideration will be given to additional time when funeral
is not in the immediate area. | |
| • Wedding - Immediate Family or Self | 1 day |
| • College Graduation, Initial registration
(freshman year) - immediate family | 1 day |
| • Birth - for the father | 1 day |
| • House Closing for Personal Residence | 1/2 day |

• Other Urgent and Necessary Personal Leave

At the discretion
of the administration

20-4-2 Each employee shall be granted paid personal leave when prior approval is granted by the appropriate supervisor except that such leave days shall be deducted from personal sick days. Request for such days shall be made in writing to the supervisor, on the appropriate form, at least five days in advance of the absence, if possible.

20-4-3 Personal days are for the purpose of conducting emergency or personal business which cannot be scheduled outside the normal workday. Such days shall not be granted for personal recreation or vacation. Personal days shall not be granted for days immediately preceding or following school vacations except in extreme emergencies. When personal days are requested for days immediately preceding or following school vacations, the reasons for such leave shall be provided upon the request of the supervisor.

20-4-4 Examples of appropriate use of personal leave include, but are not limited to:

- bereavement days for relative or close friend
- wedding in the immediate family
- college graduation or initial registration for immediate family member
- birth or adoption of a child
- house closing of personal residence

21 INSURANCE

12-1 Health Insurance

21-1-1 The Board shall provide hospital, surgical and major medical insurance for all regularly assigned PEOP employees who work half-time or more. Employees shall not be eligible for duplicate District provided insurance. The Board may offer all plans associated with RASHP.

Employees who elect to enroll a “domestic partner” for health insurance and/or dental coverage may do so by submitting the “Domestic Partner Affidavit” to the Human Resources Department. See Appendix C.

21-1-2 **Only for employees hired prior to July 1, 2003 [Effective as of July 1, 2013]** All active, full-time employees of this Association who are enrolled in District health insurance shall pay 10% of the premium cost of the RASHP II Value policy. Any employee who elects coverage in the RASHP II Select or Blue Million policy shall pay the difference in cost of the District’s contribution to the Value plan (90% of the Value premium) and the cost of the Select or Blue Million policy. All part-time employees who are employed half-time or more shall pay a pro-rata amount established by the District.

- 21-1-3 **For all employees subscribing to Health Insurance for the first time on or after July 1, 2003 but before July 1, 2015**, during the first three years of continuous service in the District, shall contribute 20% of the cost of RASHP II Value (or a plan with like coverage). After three years of continuous service, the employee shall pay 10% of the premium for RASHP II Value (or a plan with like coverage). In the event that the employee elects coverage through RASHP II Select or Blue Cross/Blue Shield Blue Million (or a plan with like coverage), the employee will pay the difference between 100% of the cost of the plan selected and the District contribution for the Blue Point II Value (or a plan with like coverage) policy.
- 21-1-4 **For all employees subscribing to Health Insurance for the first time on or after July 1, 2015**, shall contribute 20% of the cost of RASHP II Value (or plan with like coverage). In the event that the employee elects coverage through RASHP II Select or Blue Cross/Blue Shield Blue Million (or a plan with like coverage), the employee will pay the difference between 100% of the cost of the plan selected and the District contribution for the Blue Point II Value (or a plan with like coverage) policy.
- 21-1-5 **For employees who retired on or before June 30, 1995 through the New York State Teachers' Retirement System or the New York State Employees' Retirement System**, the Board shall pay 100% of the premium costs, provided the employee has accrued a minimum of 10 years of service preceding the normal retirement date. For all part-time staff of .5 or more, years of service shall be awarded on a pro-rated basis. For such retirees receiving Medicare coverage on or before June 30, 1995, the Board shall continue to reimburse the retiree the cost of such coverage.
- 21-1-6 **For employees retiring on or after July 1, 1995 through the New York State Teachers' Retirement System or the New York State Employees' Retirement System**, provided the employee has a minimum of 10 years of service preceding the normal retirement date, the Board will continue to pay the District contribution toward the premium cost for the retiree at the level paid for current employees based upon the plan selected. For those employees who have enrolled in District Health Insurance for the first time on or after July 1, 2005, that contribution shall be equivalent to all other employees who enrolled in District Health Insurance for the first time on or after July 1, 2005 based upon the plan selected.
- 21-1-7 Other retired employees may continue participation in the group at no cost to the District.
- 21-1-8 The Board shall extend coverage to the spouse and dependent children of a deceased fulltime employee (working or retired) for a period of three years or until remarriage or becoming otherwise insured. The employee must have met the requirement as stated in 21-1-4.
- 21-1-9 The District shall continue to provide health insurance benefits at a level no less than those provided through the current community-rated Blue Cross/Blue Shield (or a plan with like coverage) plan.

21-1-10 The confidential medical records maintained by the health plan shall not be available for review by District staff. However, the District retains any rights provided under law to review such records as those rights existed when the District participated in the Blue Cross/Blue Shield community-rated plan.

21-2 Dental Insurance

21-2-1 The Board shall provide dental insurance for all regularly assigned employees who work 15 or more per week.

21-2-2 The dental coverage provided shall be the Blue Shield Smile Saver Program Option IV or a plan with like coverage.

21-2-3 The Board shall pay the total premium for all employees who work 15 hours or more per week.

21-2-4 When both spouses/domestic partners are employed by the District they may not individually elect family contracts. When both spouses/domestic partners are employed in the District and have children under 26 years of age, one may elect a single contract and the other may elect a family contract. When both spouses/domestic partners are employed by the District, they may individually elect single contracts. A single employee with dependents up to age 26 may elect family coverage.

22 PHYSICAL EXAMINATION

Physical or mental examinations or reports of current health status may be required when, in the judgment of the school physician and the superintendent, such procedure is indicated.

23 EMERGENCY SCHOOL CLOSING

Employees covered by this section of the agreement are not expected to report to work when school is closed due to an emergency. In the event of school closing, employees will be granted up to 3 days paid time off in hours equal to their normal workday. Employees are required to record their time on the time sheets for these days in order to receive payment.

24 REIMBURSEMENT FOR PERSONAL LOSS

24-1 The District shall reimburse employees for the reasonable cost of replacing dentures, eyeglasses, hearing aids, or similar bodily appurtenances damaged, destroyed or lost as the result of an assault or accident sustained by the employee while acting in the discharge of assigned duties, provided the employee has not been negligent.

- 24-2 The District may reimburse costs resulting from vandalism to an employee's automobile or other personal property after the application of any insurance coverage, up to a maximum of \$250, provided the loss is work related and occurs on school property. The determination of eligibility for this reimbursement shall be made by the Superintendent or his/her designee.

25 PAID HOLIDAYS

Part-time employees working five days per week will be granted eleven paid holidays. Those days shall be Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and the day after Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, and Juneteenth equal in hours to their normal work day. Employees are required to record their time on the time sheets for the paid holiday in order to receive payment.

26 EMPLOYEE ASSISTANCE PLAN

The District shall provide an Employee Assistance Plan to assist and enable all employees to resolve personal, social, financial or health problems on a confidential basis.

27 SMOKING POLICY

There will be no smoking permitted on any Pittsford Central School property.

GRIEVANCE PROCEDURES FOR ALL UNIT MEMBERS

28 GRIEVANCE PROCEDURES

28-1 Resolution of Board of Education

The Board of Education of the Pittsford Central School District does hereby establish and adopt the following procedures for the orderly settlement of grievances of employees of the Pittsford Central School District.

28-1-1 Definitions

A. Chief Administrator

This term shall apply to the Superintendent of Schools of the District.

B. Immediate Supervisor

This term shall be used for any person directly responsible for or exercising any degree of evaluation and/or regulation of, or authority over another employee.

C. School Day

This shall mean any day on which the schools of the Pittsford Central School District are open for the attendance of pupils for regular instruction. When the schools of the Pittsford Central School District are in recess for any vacation, school day shall mean any day which the employee is normally required to be on duty.

D. Representative

Shall mean the counsel or other person designated by either party to act in its behalf.

E. Grievances

Any claimed violation, misinterpretation or inequitable application of this agreement provided, however, that such term shall not include any matter involving an employee's retirement benefits, disciplinary proceeding or any matter which is otherwise reviewable pursuant to law or any rule or regulation having the force and effect of law.

28-1-2 Basic Principles

- A. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged.
- B. An employee shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.
- C. An employee shall have the right to be represented at any stage of the procedure by a representative of their own choice.
- D. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.
- E. No hearings shall be open to the public.
- F. It shall be the responsibility of the chief administrator of the District to take such steps as may be necessary to give force and effect to these procedures. Each supervisor shall have the responsibility to consider promptly each grievance presented to them and make determination within the authority delegated to him/her within the time specified in these procedures.

28-1-3 Procedures

A. Preliminary Stage

The employee must first discuss their problem with their immediate supervisor within thirty (30) school days of the alleged incident. If the problem is minor in scope or of such a nature that it can easily be resolved, the employee may not wish to proceed with a formal grievance. At this stage, employees should proceed as follows:

- 1. Clerical Employees - To the Immediate Supervisor.

B. First Grievance Stage

If the employee's problem is not resolved in "A" above, they should present the grievance in writing within ten (10) school days after meeting with the immediate supervisor as follows:

- 1. Clerical Employees to the Building Principal (In the Adm. Bldg., to the immediate supervisor).

When an employee has initiated a grievance as outlined above, it shall proceed as follows:

- A. The appropriate supervisor or administrator above, shall render the determination in writing, to the aggrieved employee within ten (10) school days after the grievance has been presented to them and a copy thereof shall be filed with the chief administrator.
- B. If such grievance is not satisfactorily resolved at this stage, the aggrieved employee will meet with the Pittsford Central School Clerical Association Executive Board and state their concerns. If the executive board agrees to support the aggrieved employee, they may proceed to "C". Second Grievance Stage - Chief Administrator.
- C. Second Grievance Stage
 1. In not more than ten (10) school days after the employee has been notified of the determination made at the preceding stage, the aggrieved employee may make a written request to the chief administrator for a review and determination of the grievance.
 2. The chief administrator may designate a person to act in their behalf on the said application and delegate full authority to render a determination in their behalf. In the event a person is so designated the aggrieved employee shall be notified, in writing, of the designation.
 3. The chief administrator or their designee, shall notify the aggrieved employee, their immediate supervisor and any other administrator previously rendering a determination in the case, to submit to them within not more than ten (10) school days after receipt of the notice of review provided in "1" above, written statements setting forth the specific nature of the grievance, the facts relating thereto, the determination previously rendered, and the basis upon which it is claimed the previous determination was erroneous. [2011-2015 PEOP Contract]
 4. The chief administrator or their designee may, after receipt of the written statements specified in the above, call a hearing to be held at a time and place to be designated in the said notice, to the aggrieved employee and the appropriate supervisor or administrator. The said hearing shall be held no less than ten (10) days, nor more than fifteen (15) school days, after the notice to the employee and the immediate supervisor or administrator, that such hearing is to be held. At such hearing, if called, each party shall have the right to be heard and to submit any additional facts concerning such grievance.
 5. In the event no hearing shall have been held by the chief administrator or their designee, their determination in writing shall be made within ten (10) school days after the written statements referred to in "3" above have been submitted to them. Such notice shall be by mailing to the aggrieved person a copy of the determination.
 6. In the event a hearing shall have been held, the chief administrator, or their designee, shall render their determination, in writing, within ten (10) school days after the close of the said hearing, by mailing to the aggrieved person a copy of their written determination.

D. Third Grievance Stage

1. If the aggrieved party and the executive board are not satisfied with the decision rendered at Stage 2 and the PEOP Executive Board determines that the grievance is meritorious and that appealing is in the best interest of the association the individual may submit the grievance to arbitration by giving written notice to the superintendent within ten (10) school days of the decision at stage two. The aggrieved employee may within ten (10) school days of the final determination by the chief administrator, by written notice, appeal to the Board of Education for a review of the previous determination made with respect to the said grievance.
2. The aggrieved employee shall submit to the Board of Education contemporaneously with any such appeal, all written statements and records of the case, and all proceedings had with reference thereto.
3. In not less than ten (10) school days from the date of receipt of the said appeal, and statements and records, the Board of Education shall call a hearing at a time and date specified in said notice, and such hearing shall be held in not less than fifteen (15) school days from the date of the receipt of the appeal, statements and records heretofore referred to.
4. The aggrieved employee and any representative is entitled to be heard at such hearing.
5. No further evidence, proof or facts, other than included within the record as submitted to the Board of Education, shall be adduced at such hearing.
6. In not more than ten (10) school days from the date of the completion of the said hearing, the Board of Education shall render its decision and determination, in writing, a copy of which shall be sent to the aggrieved employee.

E. Fourth Grievance Stage

1. Within ten (10) school days after such written notice of submission to arbitration, the District and the individual will agree on a mutually acceptable arbitrator and will obtain a commitment for said arbitrator to serve. The parties will be bound by the American Arbitration Association (AAA) rules and procedures in the selection of an arbitrator and for the hearing. [2011-2015 PEOP Contract]
2. The selected arbitrator will hear the matter promptly and shall issue a decision not later than fourteen (14) days from the date of the close of the hearing or if oral hearings have been waived, from the date the final statements and proof have been submitted for review. The arbitrator's decision shall be in writing and shall set forth findings of fact, reasoning and conclusion of the issues.
3. The arbitrator shall have no power or authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms of this agreement.
4. The decision of the arbitrator shall be final and binding on all parties.
5. The costs for the services of the arbitrator, including expenses if any, will be borne by the District and the employee equally. The estimated amount due by the employee must be paid to the District in advance of the arbitration. This amount shall be paid by the employee when written notice is provided to the District consistent with E. 1 of this article.

28-2 Amendments

The Board of Education, by proper resolution, reserves the right to amend these grievance procedures at any time. Any amendments so enacted shall be distributed in accordance with the distribution procedures hereinafter specified.


29 DISTRIBUTION OF PROCEDURES

A copy of these grievance procedures shall be distributed to all clerical and aide employees. The procedures shall be open to public inspection at reasonable times, with the Clerk of the District or at the Administration Building.

DURATION

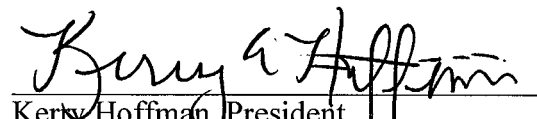
This agreement will be in effect from July 1, 2023 through June 30, 2027.

PITTSFORD CENTRAL SCHOOL DISTRICT


Michael D. Pero, Superintendent of Schools

9/22/2023
Date

PITTSFORD EDUCATIONAL OFFICE PROFESSIONALS


Kerty Hoffman, President

9/22/2023
Date

EMPLOYEE NAME _____
 BUILDING _____

**PEOP ACCOUNTABILITY FORM
 FOR
 THREE WORK DAYS
 (Appendix A)**

/ / Date	<input type="checkbox"/> Full Day	Or	# OF HOURS	_____ Supervisor's Signature
/ / Date	<input type="checkbox"/> Full Day	Or	# OF HOURS	_____ Supervisor's Signature
/ / Date	<input type="checkbox"/> Full Day	Or	# OF HOURS	_____ Supervisor's Signature
/ / Date	<input type="checkbox"/> Full Day	Or	# OF HOURS	_____ Supervisor's Signature
/ / Date	<input type="checkbox"/> Full Day	Or	# OF HOURS	_____ Supervisor's Signature
/ / Date	<input type="checkbox"/> Full Day	Or	# OF HOURS	_____ Supervisor's Signature

I have met the three-day requirement for the _____ school year. _____ Employee Signature _____ Date

RETURN COMPLETED FORM TO PAYROLL NO LATER THAN MAY 31 OF THE CURRENT SCHOOL YEAR.

***Employees must provide potential work dates to their supervisor for approval prior to working those dates.**

Pittsford Schools

PEOP Voluntary Work-Year Designation

APPENDIX B

As a member of the Pittsford Educational Office Professionals (PEOP) hired prior to July 1, 2023, I am requesting that my Work-Year Designation be changed to Section 3-1-1/3-1-4 (whichever applies, see below).

3-1-1 School-year employees hired on or after July 1, 2023, shall be paid for 198 days which will include 11 holidays plus 2 floating holidays as determined by PCSD, and required workdays established by the PCSD Academic Calendar. (Superintendent conference days are considered workdays.) School year employees may be required to work up to an additional 10 days during school breaks or the summer based on administrative needs. Required additional days will be discussed at time of hire by the hiring supervisor. Extra workdays may be discussed and requests may be made and agreed upon by the school-year employee and their supervisor. A timesheet will be completed for any additional days worked. The three-day work requirement **does not** apply.

3-1-4 Twelve-month employees hired on or after July 1, 2023, shall be paid for 260 days. The salary paid shall include earned vacation days, 12 holidays and 2 floating holidays as determined by PCSD. The three-day work requirement **does not** apply.

- ☐ I understand and have taken into consideration that making this choice will alter the way my vacation days are allocated and may alter the way my vacation days can be used.
- ☐ By signing below, I am acknowledging that this is a permanent change and will take effect on July 1 of the next school year. This change is voluntary and is not required by the district.

Print Name

Signature

Date

Please return the completed form to the Human Resources Department by 6/15/24

APPENDIX C: Domestic Partner Affidavit

PITTSFORD CENTRAL SCHOOL DISTRICT DOMESTIC PARTNER AFFIDAVIT

This Affidavit is made for the purpose of claiming health and dental insurance benefits for a domestic partner for a qualified employee presently working for Pittsford Central School District. For the purpose of this Affidavit, domestic partners are two (2) adults at least twenty one (21) years of age who have chosen to share one another's lives in an intimate and committed relationship of mutual caring, who live together, and who have agreed to be jointly responsible for the expenses incurred during the domestic partnership.

The undersigned employee and domestic partner, being duly sworn, hereby individually and jointly declare and agree:

1. That (employee's name) _____ is presently an employee of Pittsford Central School District and qualifies for health and dental insurance benefits as described in Article 4 of the Agreement between the Pittsford Central School District and the Pittsford District Teachers Association, and that (domestic partner's name) _____ is living with the employee in a domestic partnership as hereafter described.
2. We are both at least twenty one (21) years of age and are competent to enter into a contract.
3. We are not related to each other by blood to a degree of closeness that would prohibit legal marriage in the State of New York.
4. We are not married and are not the domestic partner of anyone else in any jurisdiction.
5. We have not terminated a Domestic Partnership Affidavit or its equivalent in this or another jurisdiction, within eighteen (18) months immediately prior to making this Affidavit.
6. We currently live in the same household, have lived in the same household continuously for at least eighteen (18) months immediately prior to this Affidavit, and intend to continue to live in the same household indefinitely.
7. We are committed to the physical, emotional and financial care and support of each other.
8. We are financially interdependent as evidenced by at least two of the following (i.e. joint bank accounts, joint credit cards, joint ownership of a residence, household expenses, granting power of attorney, designating each other as sole beneficiary/executor) or evidence of other joint financial responsibilities.
9. We share with each other the common necessities and tasks of one household.
10. We agree to inform the Pittsford Central School District, as soon as possible, if this domestic partnership should change or end.
11. We understand that we are subject to all standard requirements, criteria and qualifications of the District's medical and/or dental insurance plans.
12. We agree that if we have or either of us has made any false statements regarding his or her qualifications as a domestic partner, or shall have failed to comply with the terms of this Affidavit, and Pittsford Central School District suffers any loss thereby, we shall be responsible for reimbursing and indemnifying the Pittsford Central School District for any losses or expenses incurred by the District on account of such false statement or failure to comply, including reasonable attorney fees and court costs.

Dated: _____

Employee Signature

Print Name

Domestic Partner Signature

Dated: _____

Print Name

Sworn to before me this _____ day of _____, 202____

Notary