

PITTSFORD CENTRAL SCHOOL DISTRICT

**SCHOOL FOOD SERVICE
DEPARTMENT
PERSONNEL HANDBOOK**

July 1, 2023- June 30, 2026



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GENERAL TERMS AND CONDITIONS

1 **District Policy**

The District Food Service Department will manage its business and services and direct the staff so as to provide the best possible service to students and staff on a self-supporting basis.

2 **Job Position Authorization**

The Food Service Director will determine the number of positions by employees, title, function, work year, hours of work, grade and wage for each school in the Department by June 30 of each year for the next school year. The Director retains the prerogative of changing, to include increasing or decreasing, the number of authorized positions at any time as deemed necessary. Adequate notice will be given by the Director to the employee(s) directly affected by such change(s). Civil Service Guidelines as they relate to employee seniority will apply. The School Food Service Department considers an employee's hire date to be the effective date of regularly scheduled hours exclusive of substitute time.

3 **Job Postings**

Each Authorized job position vacancy that becomes available during the school year will be posted on the employee bulletin board in each cafeteria for a minimum of five (5) working days. Job postings will include: job title, where and when to apply and any other pertinent information about the position. Civil Service guidelines as relates to employee qualifications will apply.

Vacancies that become available during the summer will be sent by the Food Service Office to those employees who request such information. Employees wishing notification of vacancies must provide the Food Service Office with their name and address by closing day each year.

4 **Transfer Among Units**

All employees are subject to transfer from one school to another as conditions demand. Under normal circumstances, every effort will be made to provide continuity of work for an employee in their assigned school. Transfer between schools may be temporary or permanent.

5 **Job Commitment**

Food Service employees are hired to fill specific needs of the Department. It is expected that each employee accept and demonstrate a commitment to their job. Every effort should be made by an employee to meet this job commitment.

6 **Substitute Food Service Helpers**

The Food Service Department will attempt to hire Substitute Food Service Helpers to fill in vacancies as a result of uncontrollable absences.

7 **Physical Requirements**

All positions in the School Food Service Department require standing for long periods of time, frequent walking on hard floors, exposure to hot, cold and freezing temperatures, and lifting of boxes, containers and/or packages that may weigh as much as 50 pounds.

8 **Meal/Breaks**

Meals are provided, after student needs are met, at no charge, for all employees during regularly scheduled work hours and special catering functions. A one-half hour non-paid lunch period is allowed. A paid 10 minute break is allowed for each employee working four hours or more at the manager’s discretion. Employees are not authorized to take any food from the cafeteria.

9 **Work Year**

All contracted employees will work the normal school year. The exception may be if they are called in late summer to return for the purpose of preparing for the upcoming school year. The school year is defined as follows:

Cook Manager	189 days including paid holidays
Assistant Cook Manager	187 days including paid holidays
Driver	185 days including paid holidays
Full-time Food Service Worker	187 days including paid holidays
Part-time Food Service Worker	185 days including paid holidays

9A **Work Hours**

Under normal conditions each employee, other than substitute food service helpers, can expect a constant work hour schedule on a daily basis. Occasionally, employees' hours may be adjusted, either increased or decreased, as a result of special functions, absences or production load.

10 **Time Recording**

All employees must use the time sheets as a record of their time. Employees must sign in when ready for work and out before they change into their street clothes. Uniforms may be worn to and from work.

11 **Uniforms**

All Food Service Employees are required to wear a clean uniform approved by the department, approved hair restraint, low heel, comfortable rubber sole shoes, appropriate hose, and a name tag. No nail polish or fake nails are allowed. An allowance in the 2023-2024, 2024-2025, and 2025-2026 school years only of \$100.00 for Managers for shirts, shoes and pants, the type of which must be approved by the Director of Food Service, and \$75.00 for all other full-time and part-time employees for shirts and shoes, the type of which must be approved by the Director of Food Service.

Substitutes will be provided two shirts. Allowances will be prorated for new employees who commence work after the start of the school year. All reimbursement requests must be submitted by December 31 of the year the garments are purchased.

12 **Training and Development**

Related training and development programs will be made available to employees for the purpose of enhancing promotion readiness as well as job improvement.

13 **Termination of Employment**

- A. Resignation - It is expected that all employees who resign from employment in the School Food Service Department will give a minimum of two weeks written notice to the Food Service Office.
- B. Cause for Immediate Discharge - Employees may be discharged for any of the following reasons:
 - 1) Failure to abide by the policies as established by the Board of Education for conduct in and around School District property.
 - 2) Failure to abide by the policies of the School Food Service Department.
 - 3) Insubordination
 - 4) Theft
 - 5) Use of alcohol or controlled substances while on the job.
- C. Retirement - All employees who plan on retiring are required to indicate their intentions by March 1 of the final year of service.

14 **Seniority**

In the event of job elimination, seniority in the specific job title will be determined by the last date of hire. If the date is equivalent to another, then the signing date of the contract determines seniority.

15 **Smoke Free Environment**

No employee shall smoke on school property, school grounds, or in vehicles on school grounds.

16 **Cell Phone Usage**

Cell phone usage is to be allowed during break time only except in the case of a true emergency.

COMPENSATION

17 Salary Ranges

The minimum hiring schedule for Food Service employees shall be as follows:

	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
Cook Manager (L1)	\$17.80	\$18.45	\$19.05
Assistant Cook Manager	\$15.60	\$16.25	\$16.85
Driver	\$15.55	\$16.20	\$16.80
Lead Food Service Helper	\$15.30	\$15.95	\$16.55
FSE and Substitutes	\$15.10	\$15.75	\$16.35

18 Supervisory Ratings

Salary increases shall be based on immediate supervisor's and/or the Director's rating of employee job performance.

A. Salary increases for the 2023-24, 2024-25, and 2025-26 school years for all employees except Cook Managers, based on supervisor's rating, shall be as follows:

1. above average	\$1.10
2. average	\$.90
3. below average	\$.75

B. Salary increases for the 2023-24, 2024-25, and 2025-26 school years for Cook Managers shall be as follows:

1. above average	\$1.50
2. average	\$1.25
3. below average	\$1.00

C. The District reserves the right, in exceptional circumstances, when it would appear to be in the best interests of the District, to grant an additional amount to Food Service employees in excess to those listed above. Likewise, the District reserves the right to withhold a raise when deemed appropriate.

Longevity Award

A longevity award will be granted to Cook Managers during the 2023-24, 2024-25, and 2025-26 years of the handbook as follows: 10 to 14 years of service \$350.00, 15-19 years of service \$425.00 and 20 or more years of service \$500.00. This will be paid in a lump sum in May and will not be added to the base salary. Years of service will be calculated as of April 1 each school year for years as a Cook Manager. Prior consecutive years of work in Pittsford Food Services other than Cook Manager will be credited as 2 years will equal one year towards the Cook Manager Longevity Award.

19 **Temporary Range Change Compensation**

Any Food Service employee required to perform the duties and functions in a higher salary range position for a consecutive period of time in excess of ten (10) consecutive days, will receive the base of the salary schedule of the person being replaced. The salary change will be retroactive to the first day of work in the upgraded position.

20 **Overtime**

1 1/2 times base shall be paid for all work performed in excess of 40 hours in one calendar week (Sunday through Saturday). Double the rate will be paid for Sunday and legal holiday work. The scheduled 40 hours must be worked (holidays, documented sick time and vacation included as work time). If an employee works Saturday or Sunday or a school holiday and is not eligible for overtime (under 40 hours) they will be granted a stipend of \$2.00 per hour.

BENEFIT DAYS

For the purpose of defining eligibility for benefits, a full-time employee shall be one who is regularly assigned to work 30 hours or more per week for the school year.

21 **Vacation Days**

Due to the nature of the school year calendar and its effect on the operation of the lunch program there are no paid or authorized vacation days for full and part-time food service employees. The following policies will apply to all employees who request time off on operational school days.

- A. Requests must be submitted to the Food Service Director through the Cook/Manager, in writing, 30 days in advance and may be refused at the discretion of the Director, depending on staffing requirements.
- B. A copy of the request will be included in the employees personnel file. Excessive requests for time off will be taken into consideration when selecting employees for promotion.

22 **Holidays**

All regularly scheduled full-time School Food Service Employees will receive their regular pay for eight holidays - Columbus Day, Thanksgiving and Friday following, Christmas, Martin Luther King Day, Good Friday, Memorial Day, and New Year's Day. Managers will receive ten paid holidays – those listed above plus Veteran's Day and President's Day.

All regularly scheduled part-time School Food Service Employees will receive their regular pay for six holidays - Thanksgiving and Friday following, Christmas, Good Friday, Memorial Day, and New Year's Day.

23 **Snow Days**

On days when school is closed due to weather conditions, Food Service employees will not be required to report, but will receive their normal compensation for up to three days per school year.

24 **Personal Leaves Without Deduction of Sick Leave**
Bereavement Days

- Spouse, son, daughter, mother, father, sister or brother 5 days
- Grandparent or Grandchild 5 days
- Mother-in-law, Father-in-law, Brother-in-law, Sister-in-law, or person living in household 3 days

Subpoena As required and approved

Jury Duty

Quarantine by Health Bureau As necessary

24A Personal Leaves With Deduction from Sick Leave

Bereavement Days

- Aunt, uncle, niece or nephew 1 day
- Other relatives 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

Personal Days

- Wedding - Immediate Family or Self 1 day
- College Graduation, Initial Registration (Freshman Year) - Immediate Family 1 day
- Birth - Father or Grandparent 1 day
- House Closing for Personal Residence 1/2 day
- Other Urgent and Necessary Personal Leave At the discretion of the administration

25 Sick Days

Personal and Family Illness Days

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

The immediate family shall mean spouse, parent, son, daughter, brother, sister or a relative residing in the household.

Full-time employees will be granted twelve (12) days sick leave annually for ten month employees and fourteen (14) days for twelve month employees.

Any unused portion of such leave of absence may accumulate over the years to 200 days for 10 month employees and 240 for 12 month employees.

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 recreation or vacation. Personal days shall not be granted immediately before or after a vacation.

All current regularly assigned part-time employees will be granted three (3) sick days per year with pay, equal to their normal working day, cumulative to 100 normal working days.

New employees will be granted three (3) sick days per year after completing three (3) months of continuous service.

Sick days shall cover necessary absence from duty because of injury, personal illness or family illness. A physician's statement may be requested by the Food Service Director after more than three (3) days of illness or on days immediately before or after a school vacation.

26 **Prolonged Illness**

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

Days credited with this provision may be used for any illness which keeps an employee from his/her duties for more than fifteen (15) 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.

27 **Jury Duty**

No full-time or part-time regularly scheduled Food Service employee shall suffer loss of pay or benefits for those days on which they must fulfill a Jury Duty commitment.

28 **Leave of Absence**

Full-time or part-time regularly scheduled Food Service Employees may request a Leave of Absence without pay or benefits for personal reasons for a period not to exceed one year. Such requests will be in writing and subject to the approval of the Food Service Director.

Employees on leave shall notify the Food Service Office in writing at least three (3) months prior to the expiration date of the leave stating the intention to return to work. Failure to notify the Food Service Office shall be deemed to constitute a resignation.

Upon return to work at the termination of the leave, the employee will be assigned to a position similar to the one held prior to the leave. All benefits to which the employee was entitled at the time of the leave of absence commenced, will be restored upon return unless changed. Salary increases granted by the Food Service Department during the time of the leave will not be applicable to an employee returning from leave. Time spent on leave shall not be credited to the employee's employment record.

Benefit days will only be credited and paid for regular scheduled work days.

INSURANCE BENEFITS

29 **Health Insurance Plan**

The Board shall provide hospital, surgical and major medical insurance for all regularly assigned employees who work full-time. Employees shall not be eligible for duplicate District provided insurance.

30 Full-time employees

30-1-1

Full-time employees subscribing to Health Insurance for the first time on or after July 1, 2016 shall contribute 20% of the cost of RASHP 2 Value (or plan of like coverage). In the event the employee elects coverage through any other plan offered the employee will pay the difference between 100% of the cost of the plan selected and the District contribution for RASHP 2 Value (or plan of like coverage) policy.

30-1-2

Full-time employees hired prior to July 1, 2016, during their first three years of continuous service in the District, shall contribute 20% of the health insurance premium for RASHP 2 Value. In the event that the employee elects coverage through RASHP 2 Select or Blue Cross/Blue Shield Blue Million or any other plan the District may offer, the employee will pay the difference between 100% of the cost of the plan selected and the District contribution for the RASHP 2 Value plan. This difference is calculated by computing the average of the 80% District contribution for RASHP 2 Value and subtracting that amount from 100% of the cost of either RASHP 2 Select or Blue Cross/Blue Shield Blue Million depending on the employee's choice of one of those plans.

After three years of continuous service in the District, the employee may participate in health insurance as follows:

A full-time employee who has completed 3 years of continuous service shall pay 10% of the premium for the RASHP 2 Value Plan. The District shall cover 90% of the premium. If the employee elects coverage through the RASHP 2 Select Plan or the Blue Cross Blue Shield Blue Million Plan or any other plan the District may offer, the employee will pay the difference in cost between the District contribution of the RASHP 2 Value Plan and the premium cost for the plan selected.

Employees who wish to enroll a "domestic partner" for health insurance coverage may do so by submitting the Domestic Partner Affidavit to the Human Resources Department for consideration. (See Appendix A.)

30-1-3

The District shall offer and unit members shall have access to all health insurance plans offered by the RASHP consortium. The District shall contribute the negotiated percentage of the current base plan to the plan chosen by the unit member. The unit member will pay the difference, if any, between the cost of the plan selected and the District's contribution for the RASHP2 Value policy.

31 Part-time employees

Part-time employees who work 15 or more hours per week may elect to participate in the District's health insurance plan. Part-time employees will be able to purchase health insurance according to the criteria set forth in Section 30, except that they shall pay an additional amount on a pro-rata basis according to the Full-time equivalent as calculated by their scheduled hours divided by 30 hours.

32 **Retirees**

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 or the Social Security System, provided the employee has a minimum of 10 years of full time, uninterrupted service totaling 12,000 or more hours, 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 all part-time staff of .5 FTE or more, who retire through the New York State Teachers Retirement System or the New York State Employees' Retirement System or the Social Security System, provided the employee has a minimum of 12,000 continuous hours of service, the Board will continue to pay the District contribution toward the premium cost for the retiree at the level paid for current employees on a pro-rata basis, depending on the FTE of the part-time employee.

Other retired employees may continue participation in the group at no cost to the District.

33 **Extension of Coverage**

The Board shall, after the death of the employee, extend participation in health insurance program the spouse, domestic partner and/or dependent children of a deceased full-time employee (working or retired) for a period of three (3) years or until remarriage or becoming otherwise insured. The employee must have met the requirement of a minimum of ten (10) years of service.

34 **Level of Coverage**

The District shall continue to provide health insurance benefits at a level no less than those provided through the current community-rated RASHP plan.

35 **Confidential Medical Records**

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 RASHP community-rated plan.

36 **NYS Employees Retirement System**

All full-time and part-time Food Service employees are eligible for coverage in the applicable plan of the New York State Employees Retirement System. Membership of the system is voluntary for all full-time and part-time employees working less than twelve (12) months a year, and mandatory for all full-time employees working twelve (12) months per year. New membership in the system requires a 3% employee contribution in addition to the percent of contribution by the Food Service Department.

37 **Workers' Compensation Insurance**

All full-time and part-time Food Service employees are covered under the provisions of the New York State Workmen's Compensation Insurance plan.

38 **Long Term Disability Insurance**

The Board of Education extends to each 30 hr/week employee, coverage as outlined on a shared 50-50 basis. The new employee 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. Said employees must be employed at least 40 weeks per year. All benefits are paid through a private carrier and are subject to their policy provisions. If interested in this coverage, please contact Personnel Office.

39 **Dental Insurance Plan**

The District shall provide a dental plan for all Managers and Courier who work at least six (6) hours/day.

40 **Career Award**

Those employees who have 10 years of part-time service (uninterrupted) or 12,000 contracted uninterrupted hours of Pittsford service, will be eligible upon retirement through the NYS Employees' Retirement System and/or the Federal Social Security System, to be paid an allowance of \$35/day for each unused accumulated sick day (not prolonged illness) at retirement. Those employees who have 10 years of full-time service (uninterrupted) or 12,000 contracted uninterrupted hours of Pittsford service, will be eligible upon retirement through the NYS Employees' Retirement System and/or the Federal Social Security System, to be paid an allowance of \$45/day for each unused accumulated sick day (not prolonged illness) at retirement.

Employer contributions will be deposited into the 403(b) account of each recipient employee. If the employee does not have a 403(b) account, the District shall deposit the employer contributions, in the name of the employee, into a 403(b) account established in the employees name.

41 **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 cafeteria managers 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 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 75.

42 **Flexible Benefits**

If a full-time employee with more than 5 years of continuous service elects to participate in, and contribute to the District's flexible benefit program, the District shall pay the administrative fee.

GRIEVANCE PROCEDURES FOR FOOD SERVICE EMPLOYEES

A. Declaration of Policy

In order to establish a more harmonious and cooperative relationship between employees, supervisors and members of the Board of Education which will enhance the educational program of the Pittsford Central School District, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and

fairly, as they arise to assure equitable and proper treatment of employees pursuant to established rules, regulations and policies of the District.

B. Definitions

1. Food Service Employee - The term shall mean any person so designated by the Board as a Food Service member.
2. Chief Administrator--This term shall apply to the Superintendent of Schools of the District.
3. Immediate Supervisor--This terms shall be used for any person responsible for, or exercising any degree of evaluation and/or regulation, or authority over another employee.
4. School Day--This shall mean any day on which the schools of the Pittsford Central School District are open for the attendance of pupils at regular instruction. When the schools of the Pittsford Central School District are in recess for any vacation, school day shall mean any day on which the employee is normally required to be on duty.
5. Representative--Shall mean the counsel or other person designated by either party to act in its behalf.
6. Grievance--A grievance shall mean any complaint by an employee of an alleged violation, misinterpretation, or misapplication of any provision of this agreement.

C. Basic Principles

1. An employee shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.
2. Any employee shall have the right to be represented at any stage of the procedures by a representative of his/her own choice.
3. Each party to a grievance shall have access at reasonable time to all written statements and records pertaining to such case.
4. No hearings shall be open to the public.
5. All grievances must be presented in writing except at the preliminary stage.
6. All persons who have filed a grievance under these procedures shall be entitled to be present with a representative of their own choice, at any hearing held on the said grievance.

D. Procedures

1. Preliminary Stage--The employee should first discuss the problem with the immediate supervisor. 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. The discussion shall take place within 30 days from the date the employee knew of the act or condition upon which the grievance is based. Within five days from the initial discussion, the immediate supervisor should notify the employee of the disposition of the grievance.

2. **First Grievance Stage**--If the employee's problem is not resolved in 1 above, he/she may continue the grievance as follows:

- a. To the immediate supervisor in written form.
- b. The appropriate supervisor or administrator in D.2.a. above, shall render his determination in writing, to the aggrieved employee within five school days after the grievance has been presented to him, and a copy thereof shall be filed with the chief administrator.
- c. If such grievance is not satisfactorily resolved at this stage, the aggrieved employee may proceed to the Second Grievance Stage.

3. **Second Grievance Stage**

- a. In not more than five 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.
- b. The chief administrator may designate a person to act in his behalf on the said application and delegate full authority to render a determination in his behalf. In the event a person is so designated, the aggrieved employee shall be notified in writing of the designation.
- c. The chief administrator, or his designee, shall notify the aggrieved employee, his immediate supervisor and any other administrator previously rendering a determination in the case, to submit to him within not more than five school days after receipt of the notice of review provided in "a" 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.
- d. The chief administrator, or his designee, may after receipt of the written statements specified in "a" 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 not less than five days, nor more than ten 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.

- e. In the event no hearing shall have been held by the chief administrator, or his designee, his determination in writing, shall be made within ten school days after the written statements referred to in "c" above, have been submitted to him. Such notice shall be by mailing to the aggrieved person a copy of the determination.
- f. In the event a hearing shall have been held, the chief administrator, or his designee, shall render his determination, in writing, within ten school days after the close of the said hearing, by mailing to the aggrieved person a copy of his written determination.

4. **Board of Education Review**

The aggrieved employee may within five school days of the final determination by the chief administrator, by written notice, appeal to the Board of Education for a review of previous determinations made with respect to the said grievance.

- a. 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.
- b. In not less than ten school days from the date or 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 school days from the date of the receipt of the appeal, statements and records, heretofore referred to.
- c. The aggrieved employee and any representative is entitled to be heard as such hearing.
- d. No further evidence, proof of facts, other than included within the record as submitted to the Board of Education, shall be adduced at such hearing.
- e. In not more than five 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.

PITTSFORD CENTRAL SCHOOL DISTRICT

APPENDIX A

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

Sworn to before me this _____ day of
_____, 20__

Notary Public

Dated: _____

Domestic Partner Signature

Print Name

Sworn to before me this _____ day of
_____, 20__

Notary Public