

CONTRACTUAL AGREEMENT

between the

BOARD OF EDUCATION

of the

Syracuse City School District

Syracuse, New York

and the

SYRACUSE ASSOCIATION OF MANAGERS  
AND SUPERVISORS, SAANYS

representing

**UNIT 11**

Effective July 1, 2022

to

June 30, 2025

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## NON-DISCRIMINATION STATEMENT

The parties to this agreement hereby agree not to limit employment with the District or Membership in the SAANYS to any person because of his or her actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex sexual orientation, age, gender identity or expression, disability, or any other protected category under federal, state or local law.

### ARTICLE 1 RECOGNITION

**1.1** The Syracuse City School District – Unit 11, Syracuse Association of Managers and Supervisors, SAANYS (“Association”), filed a petition with the New York State Public Employment Relations Board (“PERB”) seeking to represent a unit of members of the Syracuse City School District (“District”), which unit was certified by PERB on August 10, 1994.

**1.2** The District hereby acknowledges that the Association shall be the sole and exclusive bargaining representative for the purpose of establishing salaries, wages, hours and other terms and conditions of employment as defined in Section 201(4) of the Civil Service Law, for members of the defined bargaining unit.

**1.3** The Association represents members of the District holding either a regular full-time twelve (12) month position, a regular full-time ten (10) month position, or a regular part-time position (i.e., a position wherein the member is regularly scheduled to work at least twenty (20) hours per week) as presently limited to the following job titles:

Account Clerk-Typist (Payroll Supervisor)  
Administrative Aide  
Application Project Lead  
Aquatics Supervisor  
Architect II  
Assistant Budget Director  
Assistant Director of Facilities III  
Assistant Director of Accounting Services  
Assistant Director of Fiscal Services  
Assistant Director of School Safety and Security  
Assistant Director of Special Programs  
Assistant Director of Student Registration  
Assistant School Lunch Director  
Assistant School Transportation Director  
Assistant Superintendent Buildings & Grounds  
Attendance Coordinator  
Auditor II  
Central Stores and Mail Manager  
Clerk of the Works  
Communication Specialist

Community Recruitment Coordinator  
Cook II  
Cook/Manager  
Custodial Supervisor  
Data Analyst  
Director of Accounting  
Director of Facilities III  
Director of Facilities and Construction  
Director of Facilities Maintenance and Operations  
Director of Fiscal Services  
Director of Infrastructure Services  
Director of Payroll Operations  
Director of School Security  
Director of Student Registration  
Educational Facilities Planner  
Employee Assistance Program Coordinator  
Employee Benefits Manager  
Fiscal Officer  
Fleet Manager  
Grants Procurement Supervisor

Health Services Supervisor  
Human Resource Management Systems Coordinator  
Information Systems Coordinator  
Inventory Control Supervisor  
Management Analyst  
Manager of Systems and Programming  
Manager Operation/Programming  
Manager of Operations and Programs  
Manager of Technical Support  
Materials/Resources Management Specialist  
Nurse Practitioner  
Personnel Administrator  
Personnel Analyst  
Program Supervisor  
Project Coordinator  
Project Manager  
Purchasing Analyst  
Research Analyst  
Recreation Supervisor  
Research Technician II

Risk Manager  
School Lunch Director III  
School Administrative Officer  
School Bus Attendant Supervisor  
School Lunch Director  
School Lunch Manager  
School Nurse Practitioner  
School Purchasing Officer  
School Recreation Supervisor  
School Transportation Director  
Senior Data Analyst  
Senior Management Analyst  
Student Program Services Specialist  
Superintendent Buildings & Grounds  
Superintendent of Facilities Maintenance  
Supervisor of Electronic Services  
Systems Accounting Manager  
Systems Analyst

All other employees shall be excluded from the bargaining unit. However, the District may propose titles, in addition to those above, for the Association's consideration for inclusion.

**1.4** When new titles are created by the District that appear to be within the scope of the unit or when existing positions are reclassified pursuant to Civil Service Law, the District will consult with the Association in determining whether the new or reclassified title should be included in the bargaining unit as defined above. If the parties cannot agree on the unit status of a title, the matter may be submitted to PERB for determination.

## **ARTICLE 2 ASSOCIATION RIGHTS**

**2.1** The Association shall have the sole right to represent members in the defined bargaining unit in any and all proceedings under the Public Employees' Fair Employment Act, under any other applicable law, rule, regulation, or statute, under the terms and conditions of this Agreement; to designate its representatives and to appear before appropriate officials of the District to affect such representation, unless otherwise provided by law; to direct, manage, and govern its own affairs; to determine those matters which the membership wish to negotiate and to pursue these objectives free from any interference, restraint, coercion or unlawful discrimination by the District. The Association shall have the sole and exclusive right to pursue any matter or issue, including but not necessarily limited to the grievance procedure in this Agreement, and to pursue any matter or issue in any court of competent jurisdiction, whichever is appropriate, unless it is expressly and specifically abridged, delegated or modified by this Agreement.

**2.2** All job openings or promotional opportunities within the Association will be posted on the District's website through the established online applicant tracking system as they occur.

**ARTICLE 3  
MEMBERSHIP DUES**

**3.1** Dues deductions will be made for members of the Association upon presentation of dues authorization card signed by the member in accordance with the conditions set forth on such card.

A. Members shall be entitled to have membership dues for the Association and its affiliates collected via payroll deduction. Such authorization shall continue from year to year unless revoked in writing by the member. Upon receipt of a written authorization from the member directing payroll deduction, the District shall deduct and remit the bimonthly dues from the regular salary of each employee. For new hires, such deduction is to begin no later than thirty (30) days after the effective date of employment, provided written authorization for payroll deduction has been provided by the Association to the District prior to the payroll processing deadline for the applicable pay period.

B. Revocation of union membership must be made in writing to the Association.

C. Each payroll period the District will provide the Association a breakdown of the Association's membership dues deductions by member.

**3.2** The Association shall indemnify the District and hold it harmless against any and all claims, demands, suits or any other form of liability that may arise out of, or by reason of, any action taken by the District for the purpose of complying with the provisions of this Article.

**3.3** Membership in the Association shall be voluntary, and there shall be no unlawful discrimination, interference, restraint or coercion by the District or any of its agents, against any member because of the member's membership in the Association, or because of any lawful activities on behalf of the Association, nor shall there be any discrimination, interference, restraint or coercion by the Association, or any of its agents, against any member because of failure or refusal to join the Association.

**3.4** The District also agrees to afford the payroll deduction privilege to Association members who desire to purchase SAANYS sponsored insurance and investment products, and other deductions for programs offered by the District in its sole discretion.

**ARTICLE 4  
TIME OFF FOR ASSOCIATION BUSINESS**

**4.1** The Association will designate one (1) member as its Unit President and will authorize this member, or the Unit President's designee, to deal with the District about employment conditions and adjustment of problems arising from this Agreement. The name of the Unit President shall be

certified in writing to the District's Chief Human Resources Officer on an annual basis and/or as changes occur. When it is necessary for the President, or his/her designee, to engage in Association activities which cannot be performed other than during normal working hours, the Superintendent of Schools or his/her designated representative may give such time, without loss of pay, as is reasonably necessary to perform such activities. Approval of such time, without loss of pay, shall not be unreasonably withheld. If the conduct of authorized Association business extends beyond normal working hours, there shall be no additional pay under any circumstances.

**4.2** Officially authorized Association delegates not exceeding two (2), shall be granted time necessary with pay, to attend the annual meeting and/or special conferences of the SAANYS, upon advance written request of at least ten (10) days to the Superintendent of Schools. The aggregate total number of days involved shall not exceed ten (10) in number. All expenses shall be borne by the individual or the Association.

## **ARTICLE 5 VISITATION RIGHTS**

**5.1** The Association's Field Representative shall have the right to visit any District facility where members represented by the Association work. The Field Representative shall be required to provide advance notice, to the extent practicable, of the time and location of each visit to an appropriate District official, and shall provide the District total assurance that no interruption in the work of any Unit 11 member will be involved.

## **ARTICLE 6 PERSONNEL FILES**

**6.1** The District shall maintain a central personnel file for each member.

**6.2** Upon written request, a member may inspect his/her central personnel file subject to the following:

**A.** Inspection shall occur during nonworking hours, including lunch and break periods, at a time and in a manner consistent with procedures established by the Chief Human Resources Officer. Upon request, a member may have a union representative present during such inspection.

**B.** Copies of materials in a member's personnel file shall be provided to the member upon request. The member shall bear the cost of such duplication.

**C.** Pre-employment information e.g., reference checks and responses, or information provided the District with the specific request that it remain confidential, shall not be subject to inspection and copying.

**6.3** In any instance where an entry is made in a personnel folder with which the member disagrees, or takes exception, the member shall have the right to file a written statement on his or her behalf, and such statement shall become a permanent attachment to said entry and shall

become a permanent part of the personnel record of the member.

**ARTICLE 7  
NO STRIKES**

**7.1** The Association agrees and affirms that it does not have and will not assert, the right to strike against the District, to assist or participate in any such strike, or to impose an obligation upon its membership to conduct, assist, or participate in any strike as that term may be defined by law.

**ARTICLE 8  
MANAGEMENT RIGHTS**

**8.1** Except as expressly limited by other provisions of this Agreement, all of the authority, rights and responsibilities possessed by the District are retained by it, including but not limited to, the right to determine the mission, purposes, objectives and policies of the District; to determine the facilities, methods, means and number of personnel required for the conduct of District programs; to determine whether and to what extent the work required in operating its business and services shall be performed by members covered by this Agreement; to examine, select, recruit, hire, appraise, train, retain, promote, assign or transfer members pursuant to law; to direct, deploy and utilize the work force; to establish specifications for each class of positions and to classify or reclassify and to allocate or reallocate new or existing positions in accordance with applicable law; to discipline or discharge members in accordance with applicable law and the provisions of this Agreement; and to determine the scheduling of working times and the number of hours to be worked, subject to such regulations governing the exercise of these rights as are expressly provided in this Agreement.

**ARTICLE 9  
SENIORITY**

**9.1** Seniority Defined. Seniority means a member's length of continuous service for the District within job title, as adjusted by the subtraction of any unpaid leave time whether authorized or not. Unpaid leave of six (6) months or less, however, will not affect seniority.

**9.2** A member will acquire seniority after successfully completing the probationary period.

**9.3** Seniority Loss. A member shall forfeit all accrued seniority and, if reemployed subsequently, have only the status of a new member, under any of the following conditions:

- a. When the member resigns from employment with the District, or
- b. When the member is discharged or resigns in lieu of dismissal, or
- c. When the member retires, or
- d. When the member fails to return to work at the expiration of an authorized leave of absence.

**9.4** Seniority Retention. A member will retain, but not accrue, seniority for one (1) year after layoff, provided the District reemploys the member during such time.

**9.5** Seniority Application. Seniority will apply to:

- a. Layoff and recall of non-competitive, exempt, and labor class members; and
- b. Vacation time selection.

**ARTICLE 10  
LAYOFF AND RECALL**

**10.1** Layoff in the Competitive Class. The District, in its sole discretion, shall determine whether layoffs are necessary. If it is determined that layoffs are necessary, layoff and recall of competitive class members shall be governed by the Civil Service Law and the Onondaga County Civil Service Rules.

**10.2** Layoff in the Non-Competitive, Exempt, or Labor Class. The District, in its discretion, shall determine whether layoffs are necessary. If it is determined that layoffs are necessary, members in a non-competitive, exempt, or labor class job title will be laid off by job title in the following order:

- a. Probationary members shall be laid off first;
- b. Thereafter, permanent members having the least seniority shall be laid off next.

**10.3** When an member in the non-competitive, exempt, or labor class is laid off, he/she shall be permitted to exercise his/her seniority rights to replace the least senior member in the same job title within the bargaining unit only. Thereafter, the replaced member may exercise his/her seniority rights to retreat to his/her last held permanent title, within the bargaining unit, in the non-competitive, exempt, or labor class. The retreat process shall continue only within the bargaining unit until the least senior member in the last affected job title is displaced and he/she shall be laid off and there shall be no further bumping, retreat, or displacement.

**10.4** Members who are laid off shall be placed on a recall list for a period not to exceed one (1) year from the date of layoff. The recall list shall be used to fill vacancies within the bargaining unit as they occur in the same position held by the member at the time of layoff, or to any similar position in the bargaining unit. Such recall shall be in the inverse order of layoff based upon seniority provided the member is qualified and able to perform the work.

**10.5** Any notice of recall from layoff shall be sent by the District to the member at his/her last known address by certified mail. A copy of the notice shall also be provided to the Unit President. If the member fails to notify the District in writing, within ten (10) days of the District's mailing of the notice of recall, of the member's intention to return to work, then that member shall be considered a quit and removed from the recall list. The District shall be



deemed to have fulfilled its obligation by mailing the recall notice by certified mail to the mailing address last provided by the member, it being the obligation and responsibility of the member to keep the District informed of his/her latest mailing address.

**10.6** Probationary members who have been laid off shall have no recall privileges.

**ARTICLE 11  
MEMBER ADDRESS & TELEPHONE NUMBER**

**11.1** It shall be the responsibility of each member to keep the District informed of his/her current address and a telephone number where he/she can be reached as required for work-related matters.

**ARTICLE 12  
WORK HOURS**

**12.1** The normal workday, established at either seven (7)<sup>1</sup> hours or eight (8) hours, excluding lunch, and thirty-five (35) hours or forty (40) hours of work shall constitute a regular workweek. The normal work week is established at five (5) days, beginning on Monday of the week.

**12.2** The work year for ten (10) month Unit members will be from September 1<sup>st</sup> through June 30<sup>th</sup>. If a ten (10) month Unit member is required to work outside the contractual work year as defined herein, the Unit member shall be compensated their daily rate. In any event, work hours and schedules for part-time personnel shall be subject to the District's discretion.

**12.3** The employment year for twelve (12) month personnel runs from July 1 through June 30, inclusive.

**ARTICLE 13  
PAYROLL**

**13.1** Members shall be paid on a semi-monthly basis.

**13.2** All ten (10) month employees shall have their annual salary distributed equally over twenty (20) semi-monthly payments beginning on the first pay date in September and ending on the last pay date in June. An employee may elect to withhold a portion of each payment to be paid in a separate lump sum payment on the last pay date in June. Such election must be made annually, in writing, no later than June 30<sup>th</sup> of the previous school year.

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<sup>1</sup> Effective July 1, 2023, Aquatics Supervisor will receive a stipend of \$1,830 to increase work hours from 6.5 to 7.

**ARTICLE 14  
HOLIDAYS**

**14.1** Eligible members within the defined bargaining unit shall be entitled to legal and school holidays, as specified in the annual holiday schedule for non-teaching members.

**14.2** Holiday Observance. Holidays which fall on Saturday will normally be observed the day before on Friday and holidays which fall on Sunday will normally be observed the day after on Monday.

**14.3** Holiday Pay. Members who do not work on a holiday shall receive holiday pay computed at their regular salary rate. To be paid for a holiday, the member must be present, or constructively present (e.g., drawing sick leave pay), on the day before and the day after the holiday.

In the event a member is required to work on one of the above paid holidays as a part of his/her regularly scheduled work week, that member shall receive their holiday pay and equivalent compensatory time off in lieu of the holiday or, at the District's discretion, double time pay for the holiday worked and no compensatory time off in lieu thereof. Where a member receives compensatory time after working a holiday, the member shall have twenty (20) days to liquidate same. If the compensatory time off is not taken within twenty (20) days, the member will then be paid their holiday pay calculated on the basis of the rate earned by the member at the time of the holiday work.

**ARTICLE 15  
SICK LEAVE**

**15.1** Each unit member shall receive the following number of sick leave days, without loss of salary or benefits, as follows:

Twelve-month employees	14 days
Ten-month employees	12days

a. Sick leave days shall be credited to each member on July 1. Members hired at any time other than on July 1 shall have, until the following July 1, the number of days prorated in direct proportion to when they were hired, with all fractional days rounded up to another sick leave day.

Members may accumulate sick leave days without any limit on the number of days which may be accumulated for purposes of use.

**15.2** In addition to sick leave used for personal illness of the member, sick leave may be used

for illness in the member's immediate family, not to exceed four (4) sick days per year. These four days are in addition to the days provided in 16.1. If these days are unused by June 30 such days shall be converted to sick days. Such days for members hired at any time other than on July 1 shall be prorated as in 16.1. Such sick leave may be granted at the discretion of the Superintendent of Schools, or his/her designee, upon satisfactory evidence of reasonable cause, such as where the member is required to care for the immediate family member. For purposes of this Article, immediate family shall be defined as: spouse, child, parent, sibling, grandparents, grandchildren, guardians in loco parentis and domestic partner. These terms shall include natural, in-law and step relations.

**15.3** When a member must be absent on sick leave, the member is required to notify his/her immediate supervisor no later than the time established by the immediate supervisor for reporting said absences. Sick leave credits shall not be granted unless such report is made.

**15.4** Sick leave requests of less than one-quarter (1/4) day units shall not be approved. For example, an 8-hour employee could request sick leave time in two (2) hour increments.

**15.5** A physician's statement verifying the member's incapacity to perform job duties may be required. If the member fails to submit sufficient proof of illness when required to do so, such absence may be considered as time off without pay. The District shall also have the discretion to order a medical examination pursuant to Section 913 of the Education Law.

**15.6** Unit members will be permitted release times, up to two (2) hours each, during the workday for medical or dental appointments. The number of permitted release times shall not exceed four (4) annually. If possible, notice must be submitted 72 hours in advance. The Unit member's supervisor may request, at his/her discretion, documentation of the appointment.

**15.7** Effective June 30, 2024, any member of the Unit may elect to convert up to six (6) unused accumulated sick leave days each year payable in a check at an amount equal to fifty percent (50%) of the applicable per diem rate (1/260 for 12-month staff, 1/216 for 10-month staff).

## **ARTICLE 16 PERSONAL LEAVE**

**16.1** Upon completion of three (3) full calendar months of service, the member shall be credited with three (3) days of personal leave for twelve (12) month members, and two (2) days of personal leave for ten (10) month members, for potential use during the remainder of that school year of employment. On July 1 of each succeeding year, each twelve (12) month member shall be credited with three (3) days of personal leave and each ten (10) month member shall be credited with two (2) days of personal leave. Personal leave shall not accumulate from school year to school year. It is understood and agreed that the purpose of this Article is to permit members to attend to personal matters which cannot be accomplished during other than normal working hours. Except in emergencies, members must request personal leave in writing at least five (5) days in advance, which leave may be denied if the Superintendent of Schools, or his/her designee, believes the intent of this paragraph is being violated. Members hired at any time other than on July 1 shall have, until the following July 1, the number of days prorated in direct proportion to when they

were hired, with all fractional days rounded up to another personal leave day.

**16.2** Personal leave requests of less than one-quarter (1/4) day units shall not be approved. For example, an 8-hour employee could request personal time in two (2) hour increments.

**16.3** Personal leave days may not be taken on days immediately preceding and/or subsequent to scheduled vacations or holidays unless authorized by the Superintendent of Schools, or his designee, pursuant to a written request submitted by the member. Personal leave may not be substituted for sick leave.

**16.4** Unused personal leave will be added to sick leave at the close of each school year.

**ARTICLE 17  
VACATIONS**

**17.1** The vacation year shall coincide with the school year of July 1 to June 30. July 1 shall be the eligibility date for the determination of vacation benefits. References to “year” or “yearly” shall mean the vacation year defined above. Regular full-time twelve (12) month members hired after July 1 of the initial employment year, and who have been continuously employed on July 1 of the next vacation year, shall be entitled to the following prorated vacation leave credit on such July 1 in accordance with the following schedule:

**MONTH OF HIRE**

July	10	November	7	March	3
August	9	December	6	April	2
September	8	January	5	May	2
October	7	February	4	June	1

**VACATION DAYS**

**17.2** The member shall subsequently earn vacation leave credit in accordance with the following schedule:

**COMPLETED SCHOOL YEARS OF CONTINUOUS SERVICE  
VACATION DAYS PER  
SCHOOL YEAR**

<b>EXEMPT EMPLOYEES</b>	
Under one (1) year	10 Days (Prorated based on hire date)
After one (1) year	15 Days
After five (5) years	20 Days

<b>NON-EXEMPT EMPLOYEES</b>	
Under one (1) year	10 Days (Prorated based on hire date)

After one (1) year	10 Days
After five (5) years	15 Days
Fifteen (15) years	20 Days

After completion of twenty (20) years of continuous service, members shall receive an additional vacation day for each year of service credited on July 1<sup>st</sup> following their anniversary date, to a maximum of five (5) additional days following completion of the 25<sup>th</sup> year.

In the event an employee exits the District during the school year, the amount of vacation that an employee is entitled to use in that school year will be prorated based on the employee's effective date of termination or retirement, rounded up to the nearest half day. The District may deduct any compensation for vacation leave used in excess of the prorated amount from the employee's paycheck(s).

\*Any vacation days earned and accrued from the 2022-23 school year for the 2023-24 school year may: A.) be rolled over into carryover (a maximum of 10 days), or: B.) be paid out at the employee's regular day rate as of June 30, 2023 – any days not assigned to carryover will be paid out.

Effective July 1, 2023 vacation days will then be granted on July 1<sup>st</sup> of each year; these days will hold no value upon exit from the District.

**17.3** It is expected that all members qualifying for vacations shall take their vacation time off in the ensuing vacation year. However, unused vacation leave may be carried over into the next succeeding vacation year, but such unused vacation leave must be used by December 31<sup>st</sup> of each school year. Members may elect to be paid at their per diem rate for up to six (6) accumulated vacation days. The District will establish procedures to enable employees to buy back their vacation days.

17.4 All requests for vacation leave must be submitted in writing to the Superintendent of Schools, or his/her designee, at least ten (10) working days in advance of the requested leave, although reasonable exceptions may be granted. In the case of an emergency as determined solely by the District, the District may cancel and reschedule any or all approved vacations in advance of their being taken. The District shall also have the right to limit the number of members on vacation leave according to work requirements, or to call members back to work during vacations, subject to the sole discretion of the District.

17.5 Holidays falling within the vacation leave period shall not be charged to vacation leave used. A member is not entitled to utilize sick leave credits during a vacation leave period.

17.6 All ten (10) month Unit members shall receive paid leave during Unit 1 scheduled recess days.

**ARTICLE 18  
BEREAVEMENT LEAVE**

- 18.1** In the event of a death in the member's immediate family, paid bereavement leave of up to six (6) work days shall be granted to the member.
- 18.2** For purposes of this Article, "immediate family" shall be defined as: spouse, parent, child, sibling, grandparents, or grandchild, or guardian in loco parentis and domestic partner. These terms shall include natural, in-law, and step relations.
- 18.3** One (1) work day of paid bereavement leave shall be granted to attend the funeral of the following relatives: aunt, uncle, cousin, nephew, or niece. These terms shall include natural and in-law relations.
- 18.4** Members requesting paid bereavement leave may be asked for proof of relationship and/or proof of death if there are reasonable grounds to question the validity of the relationship or death. Failure to comply with said request will result in loss of bereavement pay.

**ARTICLE 19  
JURY DUTY/WITNESS APPEARANCES**

- 19.1** Members shall be granted a leave of absence with pay when they are required to report for jury duty, or are subpoenaed to appear as a witness by any legislative, judicial, or administrative tribunal. Such absence shall not be deducted from any other leave allowance. When a member receives notice of call to jury duty, said member shall notify his/her supervisor of such on the first work day following receipt of such notice by providing a copy thereof to the supervisor. If the member is excused by the court from serving, and at least four (4) hours are remaining in the member's regularly scheduled work day, the member shall report to work.

**ARTICLE 20  
LEAVE FOR COMPENSABLE INJURY  
OR OCCUPATIONAL ILLNESS**

- 20.1** Members within the bargaining unit shall be covered under the provisions of the New York State Workers' Compensation Law. The parties agree that immediate notice of any such illness or injury will be given to the District as soon as the member is aware of such injury. In addition, such report shall be filed within the time, and in the manner, required by the New York State Workers' Compensation Law, thirty (30) days.
- 20.2** In those instances where an illness or injury is determined by the District or other forum of competent jurisdiction to be compensable, the member shall be provided workers' compensation payments in lieu of lost wages, as well as certain injury related medical payments and expenses in accordance with the New York State Workers' Compensation Law.

**20.3** In those instances where an illness or injury is determined by the District or other forum of competent jurisdiction to be compensable as arising out of and in the course of employment, the member will be offered a choice of either option (a) or option (b) listed below. The member shall be assigned option (a) unless a request in writing for option (b) is received by the District.

a. The member shall collect weekly compensation benefits subject to the amount to which they may be entitled pursuant to the Workers' Compensation Law. The member would not draw sick leave; or

b. The member shall be permitted to use accumulated sick leave to cover the difference between the benefit payable under the Workers' Compensation Law and their regular salary. Such charge to, and deduction from, accumulated sick leave shall be proportionate to equal full salary. Such deduction from accumulated sick time will not be reimbursed. In the event a member exhausts all available sick leave credits, payments will be reduced to those benefits covered under the New York State Workers' Compensation Board.

**20.4** In such cases an award is determined by the New York State Workers' Compensation Board or in case of a third-party settlement; workers' compensation wage payments, medical payments or other expenses paid on behalf of the District, shall be reimbursed to the District, in accordance with the New York State Workers' Compensation Laws.

**20.5** Members who are absent from duty due to a work-related injury and/or illness are required to file updated medical reports with the District's Health Services Department. The Superintendent or his/her designee may request a member to file an updated medical report with the District's Health Services or School Medical Director. Further, a member under this contract may be required, at the discretion of the Superintendent, to be examined by the School Medical Director.

**20.6** The District reserves the right to insure, or to self-insure, for Workers' Compensation benefits.

## **ARTICLE 21 HEALTH AND DENTAL BENEFITS**

**21.1** The District will provide health insurance for eligible members pursuant to the Syracuse City School District Health Insurance Program. With regard to the Syracuse City School District Insurance Program, the District will assume all costs of such program except for the following member contributions (see attached Health Rate Chart).

**21.2** Level placement is based on contract salary effective September 1<sup>st</sup> of each school year.

**21.3** Retiree health eligibility shall be fifteen (15) years in the Syracuse City School District effective July 1, 2010.

Medicare Advantage/Employer Group Waiver Plan (EGWP)

The parties agree effective January 1, 2016 all Medicare Eligible retirees (65 years of age and over or disabled) will be enrolled in the District’s Medicare Advantage (MA) health care plan and Employer Group Waiver Plan (EGWP) prescription drug plan. Medicare-eligible retirees currently enrolled in the District’s Health Care Plan will migrate to the MA & EGWP plans effective January 1, 2016 and all who retire after January 1, 2016 will be enrolled in the MA & EGWP once they are both retired and Medicare-eligible. Medicare-eligible retirees are required to enroll in both Medicare Parts A and B.

This new plan will be actuarially equivalent to the existing plan and will provide access to a comparable network of health care providers. Members of this plan will experience no lapse in health insurance coverage due to the transition to the Medicare Advantage and EGWP plans.

The Medicare Advantage and EGWP plans will be operated to maintain compliance with federal and state law. The plan will be updated each year to conform to federal and state laws.

The District will arrange with the provider of the Medicare Advantage/Employer Group Waiver Plan to communicate all changes to the members of this plan in a timely manner. When a member needs assistance the District will arrange a plan specific contact with the provider to provide expedited customer service.

**21.4** Employees who retire on or after July 1, 2023 shall pay the following contributions for retiree health insurance:

Retiree (non-Medicare) Contributions	\$128 Single Plan \$340 Family Plan
Medicare Advantage	\$64 Single Plan (1/2 retiree POS rate) \$128 Family Plan

\*Families that have one Medicare-eligible individual and one or more non-Medicare eligible individuals will be charged the combination of Medicare and non-Medicare single rates.

**21.5** Medicare eligible retirees and their Medicare-eligible dependents must apply for and pay for Medicare Part B coverage to the Center of Medicare & Medicaid Services.

Retiree health care contributions for each successive school year (July 1 – June 30) of this contract shall increase based on annual percentage increase in active employee contributions.

**21.6 Medical and Prescription Coverage for Employees on the Preferred Provider Organization (PPO) Healthcare Plan:**

Members with a start date before July 1, 2015, who are currently enrolled in the PPO plan, shall be eligible for benefits in the Syracuse City School District Preferred Provider Organization Healthcare Plan.

1. The co-pay on medical provider visits will be \$15.00. The Emergency Room copay



shall be \$100.00

2. For all members hired prior to July 1, 2015, the current out of network deductible of \$75 for individual and \$225 for family shall remain in effect.
3. Prescription copays shall be as follows:

Employee copays	Mail Order	Retail
Generic	\$12.50	\$5.00
Preferred	\$75.00	25%
Non-preferred	\$95.00	25%

**21.7** Office Visit Co-Pays: The co-payment for medical provider visits will cost \$15.00 to the member.

**21.8** Health Savings Deductible Healthcare Plan (HSDP):

Members hired with a start date on or after September 10, 2015, or who elect to switch from the point of service plan, will be eligible to enroll only in the Syracuse City School District Health Savings Deductible Healthcare Plan.

- A.** In order to maintain HSA-qualifying status, the annual deductible for individual and family coverage shall be set for the duration of the school year (July 1- June 30) based on the federally announced increase to the IRS minimum amount during that school year. Annual employee health insurance contribution and deductible amounts will be published in the Administrative Bulletin and posted on the District's web page.
- B.** The District reserves the right to increase the deductible of the HSDP option in order to maintain qualification status under the IRS regulations.
- C.** Qualifying employees enrolled in the HSDP shall be eligible to receive a single employer contribution into a Health Savings Account (HSA). In order to qualify, employees must have created a District-approved HSA, be deducting as least \$25 from each paycheck into this HSA and must have never received HSA seeding from the District before.
  1. Employees enrolled in single coverage at the time they initially qualify for the employer contribution shall receive \$1,000. Employees enrolled in family coverage at the time they initially qualify for the employer contribution shall receive \$1,500.
  2. Employees who resign, are terminated, or who give notice of such, shall not receive any further employer contribution.

**21.9** The District will provide dental benefits as negotiated by the parties for eligible members pursuant to the Syracuse City School District Dental Plan. With regard to the Plan, members will contribute the following:

Effective:	Individual coverage:	Family coverage:
2022-2023	\$21.00	\$42.00
2023-2024	\$21.00	\$42.00
2024-2025	\$21.00	\$42.00

**21.10** Employees who retire on or after July 1, 2023 shall be eligible to participate effective July 1, 2023, during their retirement and at their sole expense, in the District’s dental and vision insurance program(s) and such expense shall be based upon such formula/computation rate as it utilized by the District for other employees or retirees in connection with C.O.B.R.A. computations. Pursuant to the District’s healthcare plan document, employees will have the option to make a one-time election of dental coverage at the time of retirement. If a retiree drops coverage during retirement, it will not be reinstated.

**21.11** The parties agree to establish and maintain a plan for a vision care allowance or reimbursement to individual members, which shall be administered, on an annual basis using a specific dollar amount of \$150.00 to be allocated for each member. The \$150.00 annual allocation may be utilized by the unit members and/or his or her covered dependents. In no event shall the District be required to pay or reimburse annually in excess of \$150.00 per member.

**21.12** Effective as soon as possible following ratification of this Agreement by both parties, the District will establish, at no cost to the member, a flexible spending benefit plan pursuant to Section 125 of the Internal Revenue Code, with operating procedures determined by the District in accordance with IRS regulations. This optional plan may be used for favorable income tax treatment of the member’s health and dental premium contributions, deductibles, co-insurance amounts, other unreimbursed medical expenses, and dependent care assistance.

**21.13** Amendment of Coverage’s and Benefits.

- a. Each party agrees that, upon request of the other party during the term of this Agreement, modifications to the coverage’s and benefits afforded by the existing plans may be studied and reviewed jointly. Further, the parties may also agree to explore and agree upon other options and benefit configurations in the interests of providing the most beneficial and cost efficient plans and coverage’s to the members of the Unit.

Any modifications achieved by the above shall be reduced to writing and become a new amendment to this Agreement.

- b. The parties further agree that should the District agree to modify coverages

and/or benefits afforded through the current plan so as to provide more beneficial coverage, rates or contributions for same, with any other group of members who are members of any other recognized bargaining unit, the District, upon request, will also afford the opportunity to this Unit's representatives to consider and agree to such other more favorable coverage, rates or contributions. Further, if such modification is acceptable to this bargaining unit, the District agrees to implement same as soon as practicable. The Association will place this section in abeyance until June 30, 2011.

- c. The parties further agree that, upon the expiration of this Agreement, the rates of contribution, as converted to actual dollars, for health, dental and vision plans or coverage's shall remain in place and not be further increased until a successor agreement is reached.

## **ARTICLE 22 TUITION**

### 22.1 Career Ladder – Undergraduate and Graduate Study

A. Effective July 1, 2009 members eligible for this program must be accepted in a District approved program in order to qualify for the following benefits:

1. Members will be eligible to receive up to twelve (12) hours of paid tuition per school year at the State University of New York or community college tuition rates.

2. Tuition costs will be directly paid by the District to the State University or community college as long as a B average is maintained. If a B average is not maintained, the member must assume payment of tuition costs subject to reimbursement procedures under Article 23, Section B. The District will resume direct payment once a B average is again attained.

3. Career guidance and assistance will be provided to enrolled members through the Office of Human Resources.

Total cost to the District shall not exceed \$15,000 per school year under all tuition cost plans included in this contract.

B. The District shall reimburse members for incurred tuition (only) costs for non-credit courses satisfactorily completed at New York State Community Colleges and similar continuing Education Courses, and in-service courses offered by other educational institutions providing all of the following requirements are satisfied:

1. Any course taken must be within job related subject areas, and approval must be given in advance by the Office of Human Resources.

2. The course taken must be within job related subject areas, and approval must be

given in advance by the Office of Human Resources.

3. Satisfactory completion equals at least the equivalent of a grade of B.

4. Reimbursement shall not exceed the tuition rate of the State University of New York. In no instance shall reimbursement exceed the actual cost to the member.

C. The District and the Association will create a joint committee to administer the tuition reimbursement program. This committee will establish a process for applications and determine the distribution of funds during the ensuing year.

**ARTICLE 23  
MILEAGE RATE REIMBURSEMENT**

**23.1** The District will compensate bargaining unit members at the then current mileage rate per Board of Education approved travel.

**ARTICLE 24  
OVERTIME PREMIUM**

24.1 Eligibility for overtime premium compensation shall be limited to non-exempt members as required by the Fair Labor Standards Act. Those members who are exempt from the overtime pay provisions of the Fair Labor Standards Act shall not be entitled to overtime premium compensation under any circumstances.

24.2 For non-exempt members only, all hours worked in excess of forty (40) hours in a work week when worked upon the direction or approval of the member's supervisor shall be paid at the rate of one and one-half (1 ½) times the member's straight time hourly rate or compensated by granting one and one-half (1 ½) times the number of overtime hours actually worked as compensatory time off. The member shall make his/her choice (overtime or compensatory time) known to the District not later than the end of the work week in which overtime was earned or as soon as reasonably possible thereafter. The final decision in each instance, however, shall be at the discretion of the District. Compensatory time may not be accumulated in excess of twenty (20) hours of compensatory time. Where compensatory time is to be taken, it should be at a time convenient to the member(s) and consistent with the operating needs of the District.

24.3 Compensation shall not be paid (or compensatory time taken) more than once for the same hours under any provisions of this article or Agreement. Moreover, paid time off shall not be considered as time worked for overtime pay purposes.

24.4 Overtime Distribution: Insofar as practicable, overtime opportunities will be made available to the senior qualified member in the job title which is ordinarily and customarily assigned the particular work on a rotation basis by the employer during the period of this Agreement.

**ARTICLE 25**  
**TERMINAL BENEFITS**

**25.1** A member whose employment is terminated by resignation or retirement shall be required to give the District at least thirty (30) calendar days' notice.

**25.2** In the case of death of a member, terminal benefits due shall be paid to the estate of the member.

**25.3** Terminal benefits shall be paid at the regular rate of compensation earned by the member at the time of termination.

**25.4** Vacation Payments. At termination of employment, any earned vacation time shall be paid to the member by the District, at the discretion of the Superintendent of Schools which shall not be applied in an arbitrary or capricious fashion. A member shall have the right to receive vacation upon retirement.

**25.5** Compensatory Time Payments. Upon termination of employment, a member shall receive compensation for accrued but unused compensatory time.

**25.6** Sick Leave Payments.

A. As an incentive to conserve sick leave and to promote the appropriate use of sick leave days, the District agrees that a member who is eligible for retirement under the terms of their New York State Retirement System and who has completed at least fifteen (15) years of service with the District shall receive upon retirement compensation for earned but unused sick leave at a rate of \$65.00 per day to a maximum of two-hundred-fifty (250) days to be deposited into a member's 403(b) account. If a member does not have a 403(b), they must establish an account with an approved provider. (Effective July 1, 2023)

**25.7** Sick Leave Bank

A. Effective July 1, 2009 a Sick Leave Bank shall be established and shall be administered in accordance with guidelines set forth herein. Upon ratification of this contract, each member of the bargaining unit will contribute one (1) sick day of available sick leave toward the establishment of the Sick Leave Bank. New hires shall contribute one (1) sick day upon receipt of the member's sick time allowance.

B. Members may contribute up to five (5) days annually. At no time may the number of sick days in the sick leave bank exceed one hundred twenty (120) days.

C. To draw from the Sick Leave Bank a member must:

1. Have contributed days to the bank;

2. Have utilized all current and accumulated sick leave entitlement, personal days and vacation days available to the member.
3. Submit a request for use of the Sick Leave Bank to the Sick Leave Committee; and
4. Provide such medical evidence as may be required at such intervals deemed appropriate by the Sick Leave Committee.

D. A Sick Leave Committee will be comprised of the District's School Medical Director and two (2) unit officers. The Sick Leave Committee will be established and empowered to decide if an applicant is eligible to be granted days. A member may apply for up to forty (40) days from the bank. All the qualifications listed in paragraph "C" above, must be met for a member to be given consideration. Under extenuating circumstances a member may borrow more than forty (40) days. A majority vote of the Sick Leave Committee will determine authorization.

For purposes of this Article, the term "serious illness or injury" shall be defined as one which is generally regarded as such by those in the medical profession. Any dispute as to whether or not an illness or injury is serious, as used herein, shall be resolved by the Director of Health Services. The purpose of this paragraph is to provide additional sick leave in extraordinary situations where a seriously ill or injured member has no other significant means of income and cannot return to work for a prolonged period of time (after accumulated sick leave credit has been exhausted) which will create a bona fide economic hardship upon the member. It is not intended to cover absences of a day, or several days, in excess of accumulated sick leave, or situations where there is no serious or prolonged illness or injury, or where no bona fide hardship exists. The Committee is authorized, however, to grant additional sick leave upon a pro-rata basis where, at its discretion, it deems it appropriate to do so and such proration does not exceed the general limitations set forth herein.

E. Bank Maximum

1. If the total number of days in the bank at the beginning of the school year exceeds one hundred twenty (120), the only days which may be added during the year will be those of new members joining the bank. New hires will not be eligible for the Sick Leave Bank until sixty (60) days after joining.
2. If, at any time after the third (3<sup>rd</sup>) year of the Sick Leave Bank, the total days in the bank drops below one hundred twenty (120) days, members may contribute up to five (5) days to replenish the bank.

F. The decision of the Committee shall be final, binding and not subject to the grievance and arbitration procedure set forth in the grievance procedure of this Agreement.

**ARTICLE 26  
UNPAID LEAVE OF ABSENCE**

**26.1** As a supplement to any leave required under the Family Medical Leave Act (FMLA), a leave

of absence without pay, not to exceed an aggregate of one (1) year, may be granted a member by the Superintendent of Schools, or his/her designee, provided there is sufficient medical justification stipulated by written documentation of a physician, or sufficient personal reasons acceptable to the District such as but not necessarily limited to continuing education, child care for the birth of the member's child, adoption or foster care of a child by the member, or care for the member's spouse, child or parent with a "serious health condition" as defined by FMLA.

**26.2** In order to be eligible for an unpaid medical leave of absence, the member must have exhausted all sick leave accruals, unused vacation days, personal leave days, and compensatory time.

**26.3** As a general rule, a leave of absence for employment with other than the District shall not be approved. Reasonable exceptions, however, may be granted by the Superintendent of Schools subject to his/her sole discretion. The failure of the Superintendent to grant such an exception shall not be subject to review under the grievance procedure of this Agreement.

**26.4** Any requests for leave of absence shall be submitted in writing to the Superintendent of Schools, or his/her designee, at least four (4) weeks in advance of the desired starting date, where possible, by using the established online procedure through the Office of Human Resources. The request shall state the reason the leave of absence is being requested and length of time off the member requires.

**26.5** To be eligible for reinstatement from a leave of absence, the member must make application for reinstatement. Such application shall be in the form of a written request to the Superintendent of Schools, or his/her designee, at least two (2) weeks prior to the expiration date of the approved leave. If the member is returning from a medical leave of absence, the member must submit to the District a physician's statement attesting to the member's recovery and physical fitness to perform the essential functions of his/her assignment. No member will be allowed to return to work who has failed to present such physician's statement.

**26.6** During a leave without pay, all benefits provided the member shall be discontinued unless the member assumes all costs, including group health insurance costs, except where other provisions of law such as the Family Medical Leave Act so require. No longevity or seniority shall be earned during the unpaid leave period. No sick leave, vacation leave, or personal leave credits shall be earned. Upon expiration of the leave, the member will be reinstated to the position he/she occupied at the time the leave was granted, assuming such position has not been abolished, and all benefits and credits previously earned and enjoyed will be reinstated. Upon reinstatement, seniority will be adjusted in accordance with Article 10.

**26.7** A member who obtains a leave of absence, or extension, by false pretense or who fails to report to work on the expiration of any leave, unless excused by the District in its reasonable discretion, will be deemed to have resigned.

**ARTICLE 27**  
**GRIEVANCE AND ARBITRATION PROCEDURE**

**27.1** Definitions:

Grievance shall mean an alleged violation, misinterpretation, or an inequitable application of the express terms of this Agreement.

Grievant shall mean either the Association, or the member(s) it represents in the bargaining unit, filing a grievance.

Supervisor shall mean a member who directs the work of the member(s) affected by the alleged grievance.

**27.2** For the purpose of this procedure, work days will exclude Saturdays, Sundays and enumerated holidays. The time limits set forth in this Article are of the essence. They may, however, be extended by advance mutual written agreement of the parties.

The failure of the grievant, either the Association or the member(s) it represents, to proceed within the time limits set forth herein shall terminate the grievance at that step. The failure of the District to answer within the time limits set forth will advance the grievance to the immediate next step of the grievance procedure.

**27.3** A member shall have the right to present his/her grievance in accordance with the procedures established herein, free from interference, coercion, restraint, unlawful discrimination, or reprisal and shall have the right to be represented by an Association representative at all stages of the grievance procedure. However, it is understood and agreed that this Article shall not be a substitute for any other appropriate action or relief available to any member who is covered by the terms and conditions of this Agreement. Further, in the event any such member elects to invoke such alternative statutory relief, such election shall be considered a waiver of his/her right to thereafter seek recourse by means of this Article. Moreover, it is further understood and agreed that a grievance, as defined in Section 682 of the General Municipal Law, shall not be eligible to be processed in accordance with the provisions of this Article, and therefore, not subject to arbitration.

**27.4** Stage One.

A. A member or group of members who claim to have a grievance shall present their grievance to their immediate supervisor orally within ten (10) working days after the member(s) either knew, or should have known, of the occurrence of the grievance, whichever occurs first.

B. Within ten (10) working days after presentation of the grievance, the immediate supervisor shall discuss the complaint with the grievant(s) and respond orally.

**27.5** Stage Two.



C. In the event that the grievance is not resolved within Stage One, the aggrieved member(s) may submit within five (5) working days from the immediate supervisor's oral response, a formal written grievance to the immediate supervisor. The written grievance shall contain the circumstances of the alleged contract violation, the specific provision of the contract alleged violated, the date of the alleged violation, and the remedy sought.

D. The immediate supervisor shall meet with the aggrieved member(s) and the Association representative, if any, to discuss and review the allegations.

E. Within five (5) working days of the receipt of the formal written grievance, the immediate supervisor shall respond in writing to the aggrieved member(s) with a copy to the Association representative (if any) and the Chief Human Resources Officer.

#### **27.6 Stage Three.**

F. In the event that the grievance is not resolved within Stage Two, the aggrieved member(s) may submit within five (5) working days from the immediate supervisor's response, a formal written grievance to the Director of Personnel, or his/her designee. The written grievance shall contain the circumstances of the alleged contract violation, the specific provision of the contract alleged violated, the date of the alleged violation, and the remedy sought.

G. The Chief Human Resources Officer, or his/her designee, shall meet with the aggrieved member(s) and the Association representative, if any, to discuss and review the allegations.

H. Within five (5) working days of the receipt of the formal written grievance, the Director of Personnel or his/her designee shall respond in writing to the aggrieved member(s) with a copy to the Association representative (if any).

#### **27.7 Stage Four**

I. In the event the grievance is not resolved within Stage 3, either the Association or the District, and only the Association or the District, may within ten (10) working days after the reply of the Chief Human Resources Officer, or his/her designee, is given or is due, by written notice request arbitration. The District and the Association will select the arbitrator from lists submitted by them by PERB. The selection of the arbitrator and the arbitration proceedings shall be conducted in accordance with the then current PERB rules for voluntary grievance arbitration. If arbitration is not requested as set forth in this stage, it shall be deemed waived, and the grievance resolved on the basis of the response of the Chief Human Resources Officer, or his designee.

B. The arbitrator shall have no right or authority to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact or law as to whether there has been a violation, misinterpretation, or an inequitable application of the specific provisions of this Agreement. The arbitrator shall be in power to determine the issue(s) raised by the grievance as submitted in writing at Stage Two. The arbitrator shall have no authority to make a decision on any issue not so submitted or raised. The

arbitrator shall be without power to make any decision or award which is contrary to, or inconsistent with, in any way, applicable laws, or of rules and regulations of administrative bodies that have the force and effect of law. The arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the District under law and applicable court decisions. Any decision or award of the arbitrator rendered within the limitations of this section shall be final and binding upon the District, the Association, and the member(s) covered by this Agreement.

C. The costs of the services and of any related expenses of the arbitrator, excluding the initial filing fee, will be borne equally by the District and the Association. The initial filing fee shall be the responsibility of the party demanding arbitration.

D. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issue(s). If the arbitrator finds a violation of a specific provision of this Agreement, the arbitrator's award shall not be retroactive in its effects any earlier than ten (10) working days preceding the filing of the grievance.

## **ARTICLE 28 DISCIPLINE AND DISCHARGE PROCEDURE**

**28.1** A member covered by this Agreement who has successfully completed his/her probationary period shall be subject to the following procedure for disciplinary and discharge matters in lieu and in place of the procedures specified in Sections 75, 76, and 77 of the Civil Service Law.

**28.2** Disciplinary action shall be limited to instances of member misconduct and/or incompetence and may include, but is not limited to, written reprimands, suspension, demotion, discharge, fines or any combination thereof or other such penalties as may be imposed by the District. A notice of such discipline shall be made in writing and served upon the member with a copy to the Association President and District Chief Human Resources Officer. The specific acts for which discipline is being imposed and the penalty shall be specified in the notice.

**28.3** If the member disagrees with the disciplinary action, the member and/or the Association may submit a grievance at the Step Three level of the grievance procedure as specified in Article 28 of this Agreement. Failure to submit a grievance within ten (10) working days of receipt of the notice of discipline will constitute acceptance of the imposed penalty by the member and the Association and the matter will be settled in its entirety. Subject to a mutual written agreement between the Association and the Chief Human Resources Officer, the time limit hereinabove specified may be extended.

**28.4** It is expressly understood that the District shall be permitted to impose the disciplinary penalty prior to expiration of the ten (10) working day period for submittal of a grievance challenging the disciplinary action. However, nothing herein contained shall preclude the pursuit of a grievance challenging such disciplinary action.

**28.5** A member shall have the right to be represented in disciplinary matters by an Association representative if the member elects to do so. Such right of representation shall extend to any

questioning of the member which may lead to disciplinary action. Nothing contained herein shall be construed as limiting the right of a member to informally resolve the disciplinary matter by settlement with the District and the member may waive their right to the procedure as outlined herein. Any settlement agreed upon between the parties shall be reduced to writing and shall be final and binding upon all parties.

**28.6** No disciplinary action shall be commenced by the District more than eighteen (18) months after the occurrence of the alleged act(s) for which discipline is being considered provided, however, that such time limitation shall not apply where the act(s) would, if proved in a court of competent jurisdiction, constitute a crime.

## **ARTICLE 29 ENTIRE AGREEMENT**

**29.1** This Agreement, upon ratification, supersedes all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for its term unless otherwise provided herein. The District and the Association acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the District and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, including the impact of the District's exercise of its rights as set forth herein on salaries, fringe benefits, or terms and conditions of employment.

## **ARTICLE 30 CONFIDENTIAL INFORMATION**

**30.1** General Statement.

Nearly every member in our school system has occasion to handle confidential information. It is imperative that information of a confidential nature be kept confidential in accordance with the Federal Educational Rights and Privacy Act (FERPA). Indiscretions involving this information can have serious consequences, such as the following:

1. Damaging the lives of students and adults.
2. Causing unnecessary embarrassment to students and adults, as well as their families.
3. Violating state, local, or federal law in regard to such information.

**30.2** Methods of Keeping Information Confidential.

The best and most appropriate means of keeping information confidential is the exercise of judgment and discretion in the way such information is discussed and handled. Information which is always considered confidential, such as police reports, court records, I.Q.'s, etc., should be kept under lock-and-key. Furthermore, such information and circumstances should never be discussed in open offices or where others may overhear such discussion.

**30.3** Violations.

Any member who deliberately releases to unauthorized persons information, which he/she has been told, or which, through office practice, any reasonable person should know is confidential, is subject to dismissal at the discretion of the Superintendent of Schools. The factual issue, and only such issue, of whether there has been a deliberate release of such confidential information shall, however, be subject to the grievance and arbitration procedure specified in Article 29 of this Agreement. The arbitrator shall have no power to substitute his/her judgment for the Superintendent's as to the appropriate penalty for a proven violation.

**ARTICLE 31  
UNIFORMS AND SAFETY SHOES**

**31.1** The District shall continue to provide a uniform allowance to those eligible unit members in accordance with past practice. Effective July 1, 2023, this amount will be increased to \$300 per year.

**ARTICLE 32  
SAVINGS CLAUSE**

**32.1** In the event that any term or provision of this Agreement shall be determined or declared by a court of competent jurisdiction or legislative authority to be null, void, or unenforceable, or not in accordance with applicable statutes, such action shall not affect any of the rest of this Agreement which shall thereafter continue in effect.

**ARTICLE 33  
TAYLOR LAW**

**33.1** PURSUANT TO THE PROVISIONS CONTAINED IN SECTION 204-a(1) OF THE CIVIL SERVICE LAW, IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

**ARTICLE 34  
SALARY ADJUSTMENTS**

**34.1** Salaries shall be increased for all members as follows:

2022-2023	3%*	Establishment of grid and placement at minimum range or 3% on salaries, whichever is greater
2023-2024	3%	Increase on salaries
2024-2025	3%	Increase on salaries and minimum and maximum amounts on bands

\*Retroactive payments will be added to base salary and paid to active Unit members or previous unit members still employed by the District on the date of Board approval of the tentative agreement and any retirees who retired between July 1, 2022 and the date of Board approval of the tentative agreement.

See Appendix A

**34.2** Recall and Layoff. When a member is recalled from layoff in accordance with the provisions of Article 11 – Layoff and Recall, he/she shall, as a general rule, be paid at the same salary he/she was paid immediately prior to the layoff. However, the Superintendent of Schools shall have the sole discretion to recommend a higher salary, upon recall, which recommendation shall become final upon approval by the Board of Education, and which shall not be subject to review thereafter.

**34.3** Reinstatement. When a member is reinstated from an unpaid leave of absence, he/she shall, as a general rule, be paid at the same salary he/she was paid upon commencing the leave of absence. However, the Superintendent of Schools shall have the sole discretion to recommend a higher salary, upon reinstatement, which recommendation shall become final upon approval by the Board of Education, and which shall not be subject to review thereafter.

**34.4** Starting Salary. The District retains the sole and exclusive right to determine starting salaries for new members in the bargaining unit within the parameters of the negotiated minimum and maximum salary ranges. For good cause shown, and where the relevant factors of education and work experience are equal, the District also agrees to increase the salary of any other member, in the same job title as the new member, whose salary falls below the starting salary of the new member, to the same salary level as the new member.

**34.5** Longevity Premium. Longevity payments shall be in addition to base salary. New hires are eligible for longevity payments. The longevity payment schedule for all members with payments added to base salary is as follows:

5 Years	\$500.00	25 Years	\$2,500.00
10 Years	\$1,000.00	30 Years	\$3,000.00
15 Years	\$1,500.00	35 Years	\$3,500.00
20 Years	\$2,000.00		

For members new to the Unit, as of September 10, 2015, Longevity payments shall be in addition to base salary. The longevity payment schedule for new members, with payments added to base

salary, is as follows:

10 years	\$1,000
15 years	\$1,500
20 years	\$2,000

For those members affected, longevity premiums shall be calculated at the member's current step plus their previous step as proposed in the settlement agreement. There are members, who due to prior service in other bargaining units or for some other reason, received longevity payments either greater than or in some amount which falls between the amounts for two (2) consecutive steps. For purposes of initiating this bargaining agreement, old longevities shall be removed from the base salary and new longevities shall be applied to the base salary. In the event that a member is receiving longevity payments that exceed those offered within the unit, the member shall maintain their current longevity until such time as the member has reached a higher longevity step.

### **ARTICLE 35 PROFESSIONAL DEVELOPMENT**

Professional Development is to provide members with enhanced training and skills development opportunities in order to meet the needs of the Syracuse City School District while concurrently allowing the advancement of the member's education as it pertains to their job.

**35.1** Any educational program taken for salary module increments must be directly applicable to the member's current job responsibilities for the Syracuse City School District. Relevant educational programs include those related the supervisory responsibilities of the member or the direct content for which the member is responsible for overseeing.

**35.2** Courses, conferences, or professional workshops must take place after school hours, on weekends, and/or during summer vacations.

**35.3** The educational activity must be pre-approved in writing by the member's direct supervisor at least thirty (30) days prior to the start of the course. There may be extenuating circumstances where the thirty (30) day pre-approval is not feasible. In these situations prior approval is still required before attending the educational activity. No approvals will be granted retroactively.

**35.4** Educational opportunities that are funded in part, or in full by the Syracuse City School District do not qualify for this benefit.

**35.5** A professional training module requires sixty (60) clock hours of completion. The modules may be a combination of required university level courses, attendance at professional conferences, educational programs or workshops, and accredited on-line courses.

**35.6** Once sixty (60) hours of continuing education are complete, a request for salary adjustment must be completed by the member and submitted to the Office of Human Resources. The signed pre-approval forms must be attached with:

- a. A transcript for college courses.
- b. A signed certificate of attendance certifying the number of hours of attendance at a professional training activity.  
A certificate of passing for professionally accredited on-line courses.

**35.7** On-line courses must:

- c. Be accredited by a relevant New York State professional organization.
- d. Must be a minimum of five (5) on-line credit hours; unless the member's supervisor specifically waives this requirement.
- e. Must be evaluated by a passing test grade of the material presented in the program. Courses with a certificate of completion based on self-assessments in lieu of a graded test will not be accepted. Courses with test answers that can be changed on-line will not be eligible for salary credit.
- f. A copy of the course objectives must accompany the pre-approval forms submitted to the member's supervisor.
- g. Documentation of hour the course will be applied to the job must be reviewed by the member's supervisor prior to the submission for salary increase.

**35.8** Members will be eligible for salary increases of \$300.00 per module, up to a maximum of two (2) per school year, for a possible total of \$600.00 for one hundred twenty (120) clock hours which is added to base.

**35.9** The maximum amount of expenditure for this benefit for members is six thousand and no/100 (\$6,000.00) dollars per fiscal year.

**ARTICLE 36  
SCHOOL DISTRICT RANDOM  
DRUG TESTING POLICY**

**36.1** Any unit member authorized to drive a School District vehicle shall be subject to a School District random drug testing policy. The School District random drug testing policy shall be formulated in cooperation with all affected bargaining units by January 1, 2001.

**ARTICLE 37  
FREE TUITION FOR CHILDREN OF EMPLOYEES**

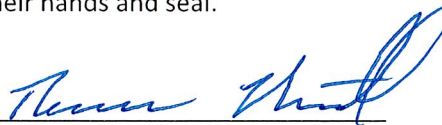
**37.1** Members in full-time positions may have their children or legal wards attend schools within the Syracuse City School District without payment of tuition. This privilege shall be extended to children of legal school age who have not graduated from an approved high school and shall be continued unless it is determined through due process that the student's enrollment is not in their

the Syracuse City School District without payment of tuition. This privilege shall be extended to children of legal school age who have not graduated from an approved high school and shall be continued unless it is determined through due process that the student's enrollment is not in their best interest. School assignment will be consistent with the District's regular student assignment policies. Transportation to and from school shall be the sole responsibility of the individual student's parents or legal guardian and not subsidized by the District.

**ARTICLE 38**  
**TERM OF AGREEMENT**

**38.1** This Agreement shall be in full force and effect from July 1, 2022 to June 30, 2025, inclusive.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal.

By:   
Thomas Ristoff  
President, Syracuse Association of  
Managers and Supervisors, SAANYS

SYRACUSE CITY SCHOOL DISTRICT

By:   
Anthony Q. Davis  
Superintendent of Schools



Appendix A  
2022-2023

	<b>Directors</b>	<b>Assistant Directors</b>	<b>Credentialed Supervisors</b>	<b>Supervisors</b>	<b>Analysts</b>	<b>10 Month Supervisors</b>
	Director of School Security	Asst School Transportation Dir	Application Project Lead	Project Manager	Management Analyst	Recreation Supervisor
	Director of Infrastructure Svc	Asst Director Student Regist.	Educational Facilities Planner	Custodial Supervisor	Personnel Analyst	Aquatics Supervisor
	Dir of Facilities Maint & Oper	Asst Dir of Special Programs	Fiscal Officer	Risk Manager	Data Analyst	School Lunch Manager
	Director of Payroll Operations	Asst Dir of Accounting Svcs	Personnel Administrator	Health Services Supervisor	Communication Specialist	
	Director of Fiscal Services	Asst Dir Sch Security/Safety	Senior Management Analyst	School Bus Attendant Spvr		<b>10 Month Managers</b>
	School Lunch Director 3	Asst School Lunch Director	Senior Data Analyst			Cook Manager
	School Transportation Director	Assistant Dir. Facilities III		<b>Coordinators</b>		
	Director Student Registration	Assistant Budget Director		Project Coordinator		
	Director of Accounting	Manager of Technical Support		Community Recruitment Coord.		
		Supt of Facilities Maintenance		Attendance Coordinator		
		Human Res Mgmt Sys Coor		EAP Coordinator		
				<b>Program Supervisors</b>		
				Program Supervisor		
<b>Proposed</b>	<b>105,000-135,000</b>	<b>85,000-115,000</b>	<b>80,000-110,000</b>	<b>70,000-95,000</b>	<b>65,000-90,000</b>	<b>40,000-65,000</b>

22-23 Placement at minimum range or 3% on salaries, whichever is greater

\*Anyone currently above the maximum salary range will be excluded from transistion into the salary range

Appendix A  
2023-2024

	<b>Directors</b>	<b>Assistant Directors</b>	<b>Credentialed Supervisors</b>	<b>Supervisors</b>	<b>Analysts</b>	<b>10 Month Supervisors</b>
	Director of School Security	Asst School Transportation Dir	Application Project Lead	Project Manager	Management Analyst	Recreation Supervisor
	Director of Infrastructure Svc	Asst Director Student Regist.	Educational Facilities Planner	Custodial Supervisor	Personnel Analyst	Aquatics Supervisor
	Dir of Facilities Maint & Oper	Asst Dir of Special Programs	Fiscal Officer	Risk Manager	Data Analyst	School Lunch Manager
	Director of Payroll Operations	Asst Dir of Accounting Svcs	Personnel Administrator	Health Services Supervisor	Communication Specialist	
	Director of Fiscal Services	Asst Dir Sch Security/Safety	Senior Management Analyst	School Bus Attendant Spvr		<b>10 Month Managers</b>
	School Lunch Director 3	Asst School Lunch Director	Senior Data Analyst			Cook Manager
	School Transportation Director	Assistant Dir. Facilities III		<b>Coordinators</b>		
	Director Student Registration	Assistant Budget Director		Project Coordinator		
	Director of Accounting	Manager of Technical Support		Community Recruitment Coord.		
		Supt of Facilities Maintenance		Attendance Coordinator		
		Human Res Mgmt Sys Coor		EAP Coordinator		
				<b>Program Supervisors</b>		
				Program Supervisor		
<b>Proposed</b>	<b>105,000-135,000</b>	<b>85,000-115,000</b>	<b>80,000-110,000</b>	<b>70,000-95,000</b>	<b>65,000-90,000</b>	<b>40,000-65,000</b>

23-24 3% on salaries

Appendix A  
2024-2025

	<b>Directors</b>	<b>Assistant Directors</b>	<b>Credentialed Supervisors</b>	<b>Supervisors</b>	<b>Analysts</b>	<b>10 Month Supervisors</b>
	Director of School Security	Asst School Transportation Dir	Application Project Lead	Project Manager	Management Analyst	Recreation Supervisor
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	Director Student Registration	Assistant Budget Director		Project Coordinator		
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		Supt of Facilities Maintenance		Attendance Coordinator		
		Human Res Mgmt Sys Coor		EAP Coordinator		
				<b>Program Supervisors</b>		
				Program Supervisor		
<b>24-25</b>	<b>108,150-139,050</b>	<b>87,550-118,450</b>	<b>82,400-113,300</b>	<b>72,100-97,850</b>	<b>66,950-92,700</b>	<b>41,200-66,950</b>

2024-2025 3% to minimum and maximum salary  
3% to salary