

AGREEMENT

by and between the

SYRACUSE HOUSING AUTHORITY

and the

CSEA, INC. LOCAL 1000 AFSCME, AFL-CIO



Syracuse Housing Authority Unit # 7802
Onondaga County Local 834

MARCH 1, 2016 - FEBRUARY 28, 2017

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PREAMBLE

The Syracuse Housing Authority, hereinafter referred to as the “Authority”, and the Syracuse Housing Authority Unit 7802-00 of Onondaga County Local 834, Civil Service Employees Association, Inc., hereinafter referred to as the “Association” or “CSEA Bargaining Unit” declare it to be their mutual policy that in order to promote harmonious labor relations between the Authority and its employees, the principle of collective bargaining is to be employed pursuant to the New York State “Public Employees Fair Employment Act.” Both parties to this Agreement furthermore affirm that employment in the service of and to the public is a lifelong career, and that as such, the terms and conditions of employment and working conditions shall be of the highest caliber to attract and maintain in employment with the Authority the best personnel available. We furthermore affirm that each employee shall at all times be a dedicated, courteous and efficient servant of and to the public, realizing full well that s/he is under the constant scrutiny of area residents and that s/he performs a most essential service that private enterprise cannot wholly undertake.

By acknowledging the moral principles inherent in federal and state legislation, the parties to the Agreement hereby agree not to limit employment with the Authority or membership in the CSEA Bargaining Unit to any person because of his/her race, color, creed, sex, age, disability, marital status or place of national origin.

ARTICLE 1 – RECOGNITION

- 1.1** This is an Agreement between the Authority and the CSEA Bargaining Unit. This Agreement is entered into under and pursuant to, Article 14 of the New York State Civil Service Law as amended (The Public Employees Fair Employment Act (referred to as the “Act”).
- 1.2** The Authority recognizes the Civil Service Employees Association, Inc. Local 1000, AFSCME, AFL-CIO as the sole and exclusive bargaining agent for all employees in the CSEA Bargaining Unit, as defined in Article 2 of this Agreement. Pursuant to the provisions of the Act, the Authority hereby grants the Association unchallenged representation status for the maximum period provided under the Act.

ARTICLE 2 – BARGAINING UNIT

- 2.1** It is mutually agreed that for the purpose of this Agreement, the term “employee” shall include all personnel serving in an approved full-time position in the Authority with the exception of those in the following titles:
1. Executive Director
 2. Assistant Executive Director
 3. Research Technician II
 4. Housing Maintenance Supervisor
 5. All temporary, seasonal and casual personnel

6. Comptroller
7. Housing Maintenance Superintendent
8. Coordinator of Social and Community Services
9. Production, Planning and Control Center Coordinator
10. Housing Security Supervisor
11. Housing Assistance Payments Program Supervisor
12. Lease Compliance Supervisor
13. Housing Compliance Manager
14. Housing Property Manager
15. Resident Services Director
16. Secretary to the Executive Director
17. Administrative Analyst
18. Asset Manager
19. Tenant Services Specialist
20. Coordinator of Modernization and Development
21. Personnel Analyst
22. Personnel Administrator
23. Grants Administrator
24. M.I.S. Supervisor
25. Contract Administrator
26. Facilities Engineer

ARTICLE 3 – MANAGEMENT RIGHTS

- 3.1** It is agreed that the management officials of the Authority retain the rights to direct employees, to hire, promote, transfer, discipline, subject to the law and the terms of this Agreement, to maintain the efficiency of operation entrusted to them, to determine the methods, means and personnel by which said operations are deemed to be conducted, including subcontracting if deemed necessary, and to take whatever action is deemed necessary to carry out the mission of the applicable department in cases of an emergency, provided however, that such rights, rules and regulations shall not be exercised or implemented in violation of any sections of this Agreement or any applicable laws.
- 3.2** It is understood and agreed that, except where specifically abridged by an express provision of this Agreement, the Authority retains sole and exclusive rights to manage and direct its work force in the performance of its operations.
- 3.3** The Authority shall have the right to establish specifications for each class of positions and to classify or reclassify and to allocate or reallocate new or existing positions.

ARTICLE 4 – ASSOCIATION SECURITY

- 4.1** There shall be in effect during the term of this Agreement, an Agency Shop and the Authority shall deduct bi-weekly from the wages of all employees and remit to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12210, regular membership dues. Health and accident insurance premiums and dental insurance shall be deducted and remitted as above noted for those employees authorizing said deductions. The Association agrees that it will not hold the Authority liable for the normal administration of the check-off, and shall indemnify and save harmless the Authority from any and all claims arising out of the Authority making Association deductions pursuant to authorization cards.
- 4.2** Membership in the CSEA Bargaining Unit shall be voluntary. The Authority agrees that there shall be no discrimination interference, restraint or coercion by the Authority or any of its agents against any employee because of his/her membership in the CSEA Bargaining Unit.
- 4.3** The Association shall have the rights inuring to it under the Act.
- 4.4** If an employee who is a member of the CSEA Bargaining Unit is charged with formal disciplinary proceedings under Section 75 of the Civil Service Law, the Field Representative of the Association or member of the Association Grievance Committee will be contacted by the Employer or Employer's representative and the facts and circumstances involved will be reviewed with him/her. This provision shall apply when the employee has allegedly committed an act which amounts to a violation of the Penal Law of the State of New York.
- 4.5** The Association shall have the right to have notices and other communications posted on bulletin boards maintained on the premises and facilities of the Authority, provided however, that their content is not derogatory or controversial and is limited to legitimate Association business.
- 4.6** The Association shall have the right to designate a representative of the Association's accident and health insurance program, for the purpose of visiting the employees covered under this Agreement on the job for the purposes of interesting them in the protection and for adjusting any claims, provided however, that the Director or his/her designee is notified at least 24 hours in advance of the visit and provided further that no unreasonable interruption of the work of the employee is involved.
- 4.7** For the purpose of administering, adjusting or interpreting the terms and conditions of this Agreement, the Field Representative may visit employees on the job provided that the Director or his/her designee is notified a reasonable time in advance of the visit and provided further that no unreasonable interruption of the work of the employee is involved.

- 4.8** The Authority agrees that it will allow a maximum of two delegates an aggregate total of 18 days off per year with pay at their regular straight-time hourly rate to attend the annual meeting of the Association and any of its special delegate meetings. For the purposes of this section, the Association agrees to correspond with the Director thirty (30) days in advance whenever practicable and inform him/her of the exercise of these rights and agrees to forward the names of personnel and the dates that the employees require time off.
- 4.9** The Authority agrees to establish and fund and assist in administering an Employee Benefit Fund for the purpose of providing additional benefits during the life of the contract, as agreed by the parties.

ARTICLE 5 – INFORMATION

- 5.1** On the effective day of this Agreement, the Authority shall supply the Association, on a one time basis, a list of all employees in the bargaining unit showing the employees' full name, home address, social security number, employee number, job title, work location, membership status, insurance deductions and first day of employment. Thereafter, on a continuing basis, the above information will be provided to the bargaining unit for all new employees. In addition, the Authority shall supply a list of employees who terminate their employment, showing the employee number, job title and work location.
- 5.2** The Authority shall also supply the bargaining unit with a quarterly computer printout showing bargaining unit employee payroll deductions.

ARTICLE 6 – NO STRIKE

- 6.1** The Association agrees that there shall be no strikes, walkouts or any other action which interrupts work during the term of this Agreement; nor shall the Association cause, instigate, encourage or condone any such action.
- 6.2** The term "strike" as used in this Article shall be deemed to include the following: strike, withdrawal of services, concerted stoppage of work, slow-down or any kind of job action which is designated to impede, or has the effect of impeding the normal efficient operations of the Authority.

ARTICLE 7 – SALARY AND WAGES

- 7.1** The Authority will pay salaries according to the Salary Schedule as set forth in Appendix "A" which reflects a 2.5% increase for one year; upon ratification of the agreement.
- 7.2** All newly hired employees who are or were probationary employees on the last date of any calendar year during the term of this Agreement, shall not receive the wage increase set forth in Section 1 of this Article.

7.3 All employees hired at the “Hire” Step as so designated in the Salary Schedule set forth in Appendix “A” shall advance to Step 1 upon completion of their probationary period.

All employees hired at a step above the “Hire” step shall advance to the next higher step upon completion of their probationary period only if their performance warrants as determined by management, which determination shall not be subject to the grievance process. It is understood that the Authority may not hire any employee at greater than Step 3.

All non-probationary employees shall advance to the next higher step each January 1, up to a maximum salary of the grade.

7.4 Employees paid on the flat rate basis are not subject to the provisions of this Article 7.

7.5 There shall be added to the salary of each employee, a separate earned longevity increment which shall be paid as follows:

- (1)** All employees shall receive on the beginning of the sixth (6th) year of continuous service an initial longevity payment of \$200 added to his/her salary each year.
- (2)** Beginning with the eighth (8th) year of continuous service and for each two (2) years of continuous service thereafter the employee shall receive an additional longevity payment of \$175 paid on a cumulative basis and added to his/her salary each year.
- (3)** Following completion of twenty-five (25) years of continuous service the employee shall receive an additional one-time longevity payment of \$350. Employees who have already achieved twenty-five (25) or more years of service shall receive this payment during the next calendar year.

Example:

YEAR	AMOUNT	YEAR	AMOUNT	YEAR	AMOUNT
6 th year	\$200	12 th year	\$725	18 th year	\$1,250
8 th year	\$375	14 th year	\$900	20 th year	\$1,425
10 th year	\$550	16 th year	\$1,075	22 nd year	\$1,600

7.6 The Authority shall pay a shift differential of \$.50 per hour for all hours actually worked by an employee on a regularly scheduled night shift or weekend shift. For the purposes of this Section, a night shift shall be defined as any regularly scheduled shift in which the majority of scheduled hours fall between the hours of 4:00 p.m. and 8:00 a.m. the next day. In addition, any employee whose scheduled shift starts on or after 10:00 a.m. other than a mutually agreed “flex time” shift, shall be entitled to a shift differential of \$.50 per hour for all hours actually worked after 4:30 p.m. Effective January 1, 1993, the shift differential shall increase to \$.55 per hour.

ARTICLE 8 – HOURS OF WORK

- 8.1** The work week for maintenance personnel is established at eight (8) hours per day, including a half-hour for lunch; forty (40) hours of work shall constitute a regular work week. The work week is established at five (5) days. Certain schedules will be established and maintained to cover all projects, and it is understood that these hours are established for maintenance personnel only.
- 8.2** The office and administrative personnel work week is established at seven and one-fourth (7 ¼) hours per day excluding three-quarters of an hour for lunch; and thirty-six and one-fourth (36 ¼) hours shall constitute a regular work week.
- 8.3** All weekend work schedules shall be posted at least 20 calendar days in advance.
- 8.4** It is agreed that office clericals shall be allowed two (2) ten (10) minute breaks per day (except the telephone operators, who are entitled to two (2) fifteen (15) minute break periods); one in the morning and one in the afternoon. It is agreed that maintenance personnel should be allowed one (1) ten (10) minute break in the morning.

ARTICLE 9 – OVERTIME PAY AND ALLOWANCES

- 9.1** It is understood for the purposes of this Agreement that all employees shall be covered under the provisions of this Article, and it is understood and agreed that the employee shall be entitled to overtime only for special projects and only with the expressed and specific approval of the Director or his/her authorized designee.

Overtime work will be offered to bargaining unit members, who have equal skills and qualifications for that work, before such work is offered to non-bargaining unit employees.

- 9.2** The Authority shall pay one and one-half (1 ½) times the employee's straight-time hourly rate to any employee in the graded salary schedule who is required and authorized by the Director or his/her authorized designee to work overtime. This overtime rate shall apply to all authorized time in excess of the employee's normal work day provided the employee works at least twelve (12) minutes overtime on any given day. Should an employee fail to obtain the necessary authorization as outlined above, or fail to work a minimum of twelve (12) minutes on a given work day, or fail to work a normal work week, then s/he shall not be entitled to any overtime pay. If for any reason an employee is authorized to work overtime, but does not qualify for overtime pay, then that employee shall receive regular straight hourly pay for all the time worked.
- 9.3** The Authority shall consider all paid time off as time worked when computing overtime.

- 9.4** Hours paid for at a premium rate on one basis shall not be counted toward hours worked for premium pay on another basis. There shall be no pyramiding of premium pay under this or any other provision of this Agreement.
- 9.5** The Authority shall pay a minimum of three (3) hours pay at one and one-half (1 ½) times the straight-time hourly rate for overtime in any emergency “call-out” after regular working hours in which the employee is required to report to work due to an emergency situation. An emergency shall be construed as any situation which requires immediate attention and is not of usual occurrence and it shall be the duty of management to determine whether such situation is an emergency. It is understood that an emergency for purposes of this Agreement shall include situations where a scheduled employee is absent and a replacement must be called in.

Overtime pay will be paid in the following pay period when practicable. In cases where an employee on the Buildings and Grounds Crew is called in on a scheduled work-day less than three (3) hours prior to his/her regular start time, the employee will receive one and one-half (1 ½) times the straight-time hourly rate only for the period up to his/her regular start time. In the event the Authority has more than 48 hours advance notice of an absence, it shall make reasonable good faith efforts to schedule a replacement rather than calling an employee out on an emergency basis. In the event overtime is made necessary because of an emergency condition, the Authority shall attempt first to get volunteers qualified to do the job. In the event the Authority cannot get volunteers qualified to do the job, then the Authority will assign people with the least seniority, who are qualified to do the job.

- 9.6** The Authority shall have the right, in situations where management deems necessary, to temporarily transfer workers from one crew to another to cover emergency situations, temporary vacancies or fluctuations in the work load. If such a temporary reassignment extends beyond thirty (30) working days it is understood that an employee who performs “out-of-title” work in a higher job classification shall receive additional compensation at the rate of \$.35 per hour, starting on the thirty-first working day in the higher classification. It is further understood that an employee temporarily assigned to work “out-of-title” in a lower job classification will suffer no reduction in pay. It is understood that the Authority may not utilize the 30 day period of no additional compensation as a means of reassigning workers in rotation to avoid paying the “out-of-title” compensation on the 31st day.
- 9.7** It is recognized that other mutually satisfactory arrangements, such as compensatory time, may be made in lieu of overtime pay, and it is understood and agreed that the employee shall be entitled to compensatory time only for special projects and only with the expressed and written approval of the Director or his/her authorized designee. Any compensatory time earned by eligible employees as outlined below shall be taken as time off within thirty (30) days from the time in which it is earned. All employees shall be eligible for compensatory time except the following:

- 1.** those not defined as employees under this Agreement;

2. department heads;
3. maintenance supervisors and managers;
4. program supervisors.

9.8 Any employee who is required to be “on-call” for 4 hours or more shall be compensated at the rate of .083 of his/her regular straight-time hourly rate for each hour of “on-call” duty. Any employee who is required to be “on-call” for less than 4 hours shall be compensated at the rate of 0.94 of his/her regular straight-time hourly rate for each hour of “on-call” duty.

Maintenance employees assigned to the Mobile Crew will receive additional compensation of \$.50 per hour for all compensated hours while they are on the Mobile Crew. This provision will apply only during periods of time when this crew bears sole responsibility for all regularly scheduled night and weekend service order coverage. This provision will not apply during any period if all or most night and weekend coverage during that pay period is “on-call” time. Additional compensation provided in this section will not affect shift differential pay for nights and weekends actually worked.

The Director or his/her designee shall have exclusive authority to appoint employees to serve “on-call” and to determine the number of employees necessary at any time for such duty. An employee assigned to “on-call” duty is required to notify the employer as to his/her whereabouts and to be available to receive all calls and perform all duties incident to this assignment. Any employee on such duty who is not available when called may be subject to disciplinary action. The Director or designee will only place employees “on-call” where there is a legitimate work-related reason for doing so.

9.9 Any employee who has worked their normal work week and is scheduled to work on a Sunday shall be paid two and one half (2 ½) times the employee’s straight-time hourly rate for all time worked on that Sunday.

This section does not pertain to employees who are normally or routinely scheduled to work on a Sunday as part of their normal work week, nor does it apply to employees who are called in on a Sunday in an emergency “call-out” pursuant to Section 9.5.

9.10 Employees who perform snow removal work in response to weekend call-outs shall be entitled to a stipend of \$150 if they work eight (8) or more weekends, and an additional \$150 if they work twelve (12) or more weekends, between the dates of October 15 and May 15. For purposes of this section, an employee shall be credited with one weekend of snow removal work if they are called out for that purpose at any time after midnight on Friday and before midnight on Sunday.

9.11 The Authority shall pay to employees, a mileage allowance equal to that allowed by the IRS on a per-mile basis. Employees who use their personal vehicle for Authority

business are neither required nor prohibited from transporting anyone in their vehicle on behalf of the Authority.

- 9.12** The current policy of the Authority to supply uniforms to those employees who qualify, shall continue with the employees being responsible for cleaning and making routine repairs to the uniforms. In addition, the Authority shall supply all employees with baseball type work caps. Uniforms and caps shall be replaced as needed with the final decision being one of the Authority. Replacement shall not be unreasonably denied. All uniforms and caps to be replaced must first be presented to the Authority for inspection. In addition to the number of uniform and caps currently supplied to qualified employees, the Authority shall supply two (2) jackets; one (1) shall be spring/fall type with a “zip in-zip out” liner, and one (1) shall be winter weight.

ARTICLE 10 – RETIREMENT

- 10.1** The Authority agrees that it will pay all required costs of coverage in accordance with the New York State Employees’ Retirement System (“System”) as follows:
1. Employees hired prior to July 27, 1976 who are members of the System shall be entitled to the benefits provided for in Plan 75-I, including the options of coverage for Sections 41-J and 60-B {Tier II}.
 2. Employees hired between July 27, 1976 and August 31, 1983 who are members of the System shall be entitled to the benefits provided for in Tier III.
 3. Employees hired on or after September 1, 1983 who are members of the System shall be entitled to the benefits provided for in Tier IV.
 4. Employees hired on or after Jan 1, 2010 who are members of the System shall be entitled to the benefits provided for in Tier V.
 5. Employees hired on or after April 1, 2012 who are members of the System shall be entitled to the benefits provided for in Tier VI.
- 10.2** It is understood that the Authority must inform all employees of their rights under the System; however, it is the ultimate responsibility of the employee to complete the necessary forms to become enrolled in the System and the Authority’s liability is limited to paying the costs of the Plan as billed by the State. Questions concerning membership or benefits in the System shall be directed to the New York State Employees’ Retirement System in Albany, New York.
- 10.3** In addition to the System, the Authority agrees to provide employees with a government approved tax deferred compensation individual retirement savings program to be funded solely by employee contributions through payroll deductions. The program, to be known as the “SHA 457 Plan” will be implemented no later than January 1, 1995, but sooner if practicable and later if unforeseen circumstances require.

ARTICLE 11 – HEALTH BENEFITS

11.1 The Authority agrees to pay eighty-two (82%) of the current applicable premium cost for employees individual and dependent subscriber’s health insurance coverage under the health plans offered by SHA. Each employee enrolled in one of the above plans shall have the remaining eighteen (18%) of the actual applicable premium deducted from his/her paycheck. Employees shall have the opportunity, subject to applicable tax laws, to make their health insurance contributions using pre-tax dollars pursuant to SHA’s Health Benefits Contribution Plan.

Employee contribution for coverage will increase as follows:

Effective upon ratification of the agreement, health insurance premiums for employees will be 18% of premium.

<u>SERVICE</u>	<u>CO-PAY</u>
Office Visit	\$25.00
Hospitalization	\$500.00 (to be reimbursed by SHA for employees/families/retirees)
Pharmacy	\$10, \$ 30, \$50 (generics under age 19-\$0)
Mail Order - 90 days	1 Co-pay

11.2 Current employees under age 65, who retire following ratification and who have at least ten (10) years of SHA service may continue to participate in the SHA health insurance plan by making a 22% contribution towards premiums, beginning January 1, 2013.

11.3 SHA retirees over age 65 will move to a Medicare supplemental plan.

1. Whereas Article 11.3 of the Labor Agreement between SHA and CSEA provides that “SHA retirees over age 65 will move to a Medicare Supplemental Plan,” and such a plan does not provide for health insurance coverage for the retiree’s dependents, SHA agrees to offer continued dependent subscriber’s health insurance coverage to SHA retiree’s family members as follows:

a. When a SHA retiree reaches age 65 and is enrolled in the Medicare Supplemental Plan, (currently with The Hartford), SHA will offer COBRA Continuation Coverage for up to the legal 36-month COBRA limit to their spouse who is under the age of 65 but who will reach the age of 65 within the 36-month COBRA period.

b. When a SHA retiree reaches age 65 and is enrolled in the Medicare Supplemental Plan, SHA will offer COBRA Continuation Coverage for up to the legal 36-month COBRA limit to their dependent child who is under the

age of 26 but who will reach the age of 26 within the 36-month COBRA period.

- c. If the retiree's spouse will not reach the age of 65 and/or the dependent child will not reach the age of 26 within the 36-month COBRA Continuation Period, SHA will allow the retiree to continue their Health Benefit Plan family coverage (currently through Excellus) until such time that the offering of COBRA will not create a lapse in coverage within the 36-month period. At that point, the retiree will enroll in the Medicare Supplemental Plan and SHA will offer COBRA Continuation Coverage to the spouse and/or dependent child as described in (a) and (b) above.
2. The premium cost for continued participation by a retiree's family members in health insurance coverage as noted in (a), (b), or (c) above will be split between the subscriber and SHA at the premium contribution rates listed in Article 11.2 of the Labor Agreement between SHA and CSEA.
 3. SHA will cease contributing toward the premium cost for any retiree's dependent child who continues COBRA coverage after they reach age 26.
 4. The retiree's spouse will be moved to the Medicare Supplemental Plan when the spouse reaches age 65.
 5. The retiree contribution toward the cost of the Medicare Supplemental Plan premium will be 20%.
- 11.4** It is understood that the Authority's obligation under this Article is limited to making the required payments for those eligible employees who have actually enrolled in the Plan.
- 11.5** Health insurance coverage will commence at the earliest date allowable by the carrier following completion of the employee's thirtieth (30th) calendar day of employment.
- 11.6** Coverage will terminate upon one of the following occurrences:
1. termination (including resignation or discharge); or
 2. absence of the employee from the active payroll for thirty (30) consecutive days or more; provided however, that (a) when absence is due to a work-related illness or injury, coverage will continue up to a maximum of two (2) years, or until termination of employment, whichever comes first; (b) when absence is due to non-work related illness or injury, coverage will continue up to a maximum of one (1) year, or until termination of employment, whichever comes first.
- 11.7** The Authority retains the right to change the carrier and/or the Hospitalization and Medical Plan during the term of this Agreement provided that:

- A. The Association is first consulted; and
- B. The replacement Hospitalization and Medical Plan offers benefits and services which are, on an average overall basis, equal or superior to those of the present Plan. In the event of disagreement between the Authority and the Association, the matter will go directly to arbitration prior to any actual change in carrier, and no change in carrier or Plan shall be made until the arbitrator has determined the question of whether or not the benefits and services of the proposed new plan, on an overall basis, are equal to or superior to the present Plan. This Section shall not apply to changes of carrier and/or planned benefits which are outside the control of the Authority.

11.8 The Authority shall provide dental coverage under the CSEA Dutchess Plan for all eligible employees. The cost of this Plan shall be borne seventy-five percent (75%) by the Authority and twenty-five percent (25%) by each employee enrolled in the Plan through a regular deduction from his/her paycheck.

11.9 The Authority shall provide all employees with New York State Disability Insurance, through the New York State Insurance Fund. The employee shall pay through a regular deduction from his/her paycheck sixty cents (\$.60) per week for this coverage and the Authority shall assume the remainder of the premium cost.

ARTICLE 12 – PAID TIME OFF

12.1 Paid Sick Time

Employees may be paid for time taken because of their illness. Paid sick time entitlement shall be accumulated at the rate of one and one quarter (1 ¼) days per month. In no event shall paid sick time be used for anything other than legitimate absence because of disability or sickness. If the Assistant Director or Personnel Administrator has reason to believe that an employee is abusing sick time, then the employee may be required to submit medical proof. The Authority shall also have the right to have the employee examined by a physician of its choosing, at its expense, whose determination of sickness or disability shall be final, binding and not subject to the grievance and arbitration procedure of this Agreement.

Employees with ten (10) years or more of service will be paid, upon retirement or resignation, for unused sick time earned from the date of hire at the rate of fifteen (\$15) dollars per day to a maximum payment of \$1,500 provided the employee gives advance written notice at least twenty (20) calendar days prior to the effective date of his/her retirement or resignation. This payment is in addition to any allowed credit provided for unused sick leave in accordance with Section 41-J of the New York State Employees Retirement System (Article 10.1(1)).

12.2 Paid Vacation

Regular full-time employees shall receive the following annual vacations with pay, in accordance with length of continuous, full-time service, which service shall be computed from the precise date of hiring.

Vacation Earned During Period of Service Completed

<u>Period of Service Completed</u>	<u>Vacation Earned</u>
6 months -----	1 week (5 work days)
1 year -----	1 week (5 work days)
2 through 4 years -----	2 weeks (10 work days)
5 through 10 years -----	3 weeks (15 work days)
11 through 17 years -----	4 weeks (20 work days)
18 years or longer -----	5 weeks (25 work days)

Example: Three (3) weeks vacation is being earned during the fifth year. Three weeks will be posted to the employee's record at the end of the fifth year.

If an allowable holiday occurs during the employee's vacation period, that day shall not be counted as a vacation day.

Vacations must be scheduled at least one (1) week in advance with the supervisor's approval. Vacations may be granted with less than one (1) week notice with the approval of the Department Head. Vacations shall be scheduled insofar as possible, and consistent with orderly conduct of the work, according to the wishes of the employee. Except when work schedules could be disrupted, choice of vacation periods shall be on a seniority basis.

Any eligible employee wishing to take more than two (2) weeks continuous vacation at any one time shall so request in writing, through his/her supervisor to the Director. If in the best interest of the Authority, unused vacation may be carried over beyond the anniversary date, and if at the request of the employee, such request shall be submitted in writing through his/her supervisor to the Director. Under no circumstances may an employee carry more than two (2) weeks vacation over beyond the anniversary date without the express written approval of the Director.

No earned vacation time may be used or paid after the effective date of resignation, but an employee so requesting will normally be granted his/her full accumulation of unused vacation time, prior to his/her resignation date. Cash payment for accumulated vacation may be made only upon termination of employment by the Authority.

12.3 Paid Holidays

Effective January 1, 1995, permanent employees shall receive the following holidays:

New Year's Day	Martin Luther King Jr's Birthday
President's Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Election Day
Veterans' Day	Thanksgiving Day
Friday following Thanksgiving	Christmas Day

AND Floating Holiday to be selected by each employee.

Floating Holidays must be scheduled at least one (1) week in advance with the supervisor's approval which shall not be unreasonably denied.

When any of the above holidays falls on a Sunday, the following Monday will be considered the holiday. When a holiday falls on a Saturday the Director shall designate at least one (1) week in advance, whether the holiday will be celebrated on Friday or Monday. In his/her discretion, s/he may designate different days for different employees.

In addition to holiday pay, the Authority shall pay one and one half (1½) times the employee's straight hourly rate for all time worked on a holiday.

In order to be eligible to receive holiday pay an employee must work both the last normal work day before and the first normal work day after the scheduled holiday, except when on paid leave.

12.4 Paid Sick Time for dependent Illness

Each employee shall be allowed to charge absences from work in the event of illness of a dependent, upon satisfactory evidence of such, against accrued paid sick time credits up to a maximum of five (5) work days in a calendar year. A "dependent" for purposes of this section shall be defined as another person who relies upon the employee for daily care and who, because of their illness, is unable to take care of him or herself.

12.5 Bereavement Leave

Each employee shall be allowed up to four (4) working days with pay for each death of a family member. For purposes of this section, a "family" member shall include the employee's spouse, parents, mother-in-law, father-in-law, son, daughter, brother, sister, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, grandparents, grandparents-in-law, and grandchildren.

12.6 Additional Discretionary Leave

Subject to the express and specific approval of the Director or Assistant Director, an employee may be allowed additional time off with pay up to a maximum of four (4) days in one year.

12.7 Medical Visits

Medical visits shall be permitted at the discretion of the Department Head, not to exceed two hours duration without loss of pay. It is agreed that application for this type of leave shall be made at least 24 hours in advance to the Department Head wherever practicable.

12.8 Jury Duty

Employees who are required to be absent from work to serve as jurors shall be paid for the time actually lost from work, less any amount received by the employee, as juror fees. Any employee who is subpoenaed as a witness in a court proceeding, other than those involving personal interest, or personal interest of his/her relatives or friends, shall receive leave with pay, provided that there is no compensation other than the usual subpoena fees. Employees who are required to be absent for one of the reasons set forth in this paragraph shall give the Director at least forty-eight (48) hours advance notice. Employees released from jury duty prior to or during lunch break must immediately return to work for the remainder of the day.

12.9 Unrestricted Personal Leave

The Authority will grant each employee three (3) days of unrestricted personal leave per anniversary year upon prior approval of the Department Head, and that approval shall not be unreasonably withheld. An employee shall apply for personal leave at least one working day in advance whenever practicable. During the first year of employment, the personal leave will be earned at the rate of one (1) day for every four months of service and may not be taken until it is earned.

Any employee entitled to paid sick time shall be entitled to one additional personal leave day in the calendar year following the calendar year in which that employee uses one sick day or less.

12.10 Notification

It is agreed that the Authority shall notify each employee of the amount of earned time off with pay (i.e., vacation, holidays, personal, and sick leave) that s/he has accumulated and used, as well as his/her placement (Grade, Step/ Salary) on the Salary Schedule. Such notification shall be provided in writing every March 1 and September 1.

ARTICLE 13 – UNPAID LEAVE OF ABSENCE

- 13.1** An employee shall be granted an unpaid leave of absence for a period not to exceed one year, for any reason deemed appropriate by the Director. Said leave however, shall not be granted to engage in other employment. Except in the case of military service, no leave shall be extended so that the total amount of time exceeds one year.
- 13.2** At the time of requesting the unpaid leave of absence, the employee shall specify the dates and the reasons for which s/he desires the leave, and shall forward it through the appropriate supervisory channels to the Director.
- 13.3** Leave requests that are covered by the Family and Medical Leave Act will be governed by the Authority's Family and Medical Leave Policy. The policy shall not be inconsistent or in violation of the rules and regulations of the Federal Family and Medical Leave Act of 1993.

ARTICLE 14 – SAFETY AND HEALTH

- 14.1** The Authority shall make every effort to maintain reasonable provisions for the safety and health of its employees during the hours of their employment. The Authority agrees to provide protective devices, such as rubber gloves, seat belts in trucks, reimbursement for prescription safety glasses of up to \$150.00 per year, and other equipment necessary to protect the employee from injury and sickness. The Authority agrees to provide lockers, showers and toilet facilities at NY 1-5, subject to the availability of space for such installations.

In addition, the Authority shall provide twenty (20) lockers in the main office to be placed in such a manner that all employees have access to them to store their valuables in their respective areas.

The Authority shall contribute \$100.00 every twelve (12) months to each eligible employee for the purchase of approved safety shoes. Eligible employee shall mean all employees whose positions require safety shoes pursuant to O.S.H.A. Regulations.

- 14.2** To the extent practicable, no employee shall be required to perform duty in a dwelling unit containing substantial health hazards. It is understood however, that the final decision with respect to the applicability of this Section shall rest with the Director, Assistant Director, or Director of Maintenance.
- 14.3** All employees within the Authority shall be covered under the New York State Worker's Compensation Law.
- 14.4** For permanent employment, each employee may be required to have a medical examination, which shall be paid for by the Authority. Other aspects of the examination shall include: personal interview, check of employment, character reference, check of police records. Upon satisfactory results, the applicant may be considered for employment.

14.5 There shall be two (2) workers on duty at all times in emergencies. An emergency shall be a situation which requires immediate attention and is not of usual occurrence. The final decision with respect to the applicability of this Section shall rest with the Assistant Executive Director, Director of Maintenance, or Building and Grounds Supervisor.

14.6 In the event the employee transfers bed bugs to their home from work, and as a result that employee's home becomes infected with bed bugs, SHA will pay for all costs of disinfecting the employee's home.

If such an employee hires their own exterminator and pays for the bedbug extermination, SHA will reimburse the employee. Alternately, the employee may ask SHA to hire and pay for a contractor's extermination services.

ARTICLE 15 – PROMOTIONS

15.1 Where skill and ability are equal, employees with seniority shall be promoted to higher rated jobs which are classified as noncompetitive when such job openings occur; provided in all cases that such employees are qualified in accordance with the rules and regulations of the County Department of Personnel, meet all the requirements for promotion as established by that Department, and are reliable and efficient in their job performance.

15.2 Seniority shall be defined as the length of continuous service from the last date of hire. When two or more employees are hired on the same date, surnames, alphabetically arranged, shall govern seniority.

15.3 All positions in the non-competitive classification that would provide for a lateral transfer for employees will be posted for five (5) working days. Seniority will prevail for transfer if the employee has demonstrated that s/he is reliable and efficient in his/her job performance and possesses the necessary skills to perform adequately in the new position. The final decision will be made by the Authority subject to the employee seeking recourse through the grievance procedure.

It is understood that all time spent on a job (even if out-of-title) shall be considered as qualifying experience when application is made for that same job.

15.4 The Authority agrees that it will forward to the Unit President a monthly list of all competitive and non-competitive vacant positions, which the Authority desires to fill.

15.5 Any employee who is promoted or transferred to a new job title in the same pay grade shall serve a new probationary period of one year. SHA reserves the right during the new probationary period to return the employee to their former position, and such decision shall not be subject to the grievance process.

ARTICLE 16 – PROBATION

- 16.1** Each new employee who enters the employment of the Authority shall be considered on probation for a period not to exceed one (1) year.
- 16.2** It is agreed that a probationary employee may be discharged at the sole discretion of the Authority and s/he shall not have the right to seek relief pursuant to the Grievance and Arbitration procedure of this Agreement.

ARTICLE 17 – LAYOFF AND RECALL

17.1 Layoff

The word “layoff” means a reduction in work force for any reason including but not limited to, a reduction in number of employees in a job classification{s} as determined by the Authority, the elimination of jobs because of consolidation of duties, the installation of new equipment or machinery, or the curtailment or replacement of the existing facility or because of any other reason.

17.2 Layoff Procedure

In the event of a layoff, SHA will notify the union with a minimum of one week advanced notice of how many employees will be involved in the layoff.

In the event of a layoff, the following procedure will be followed:

1. Temporary and seasonal employees in the classification involved will be the first laid off;
2. Probationary employees in the classification involved will be the next laid off;
3. Seniority employees (that is, employees who are past their probationary period) in the classification involved will be laid off in reverse of their seniority.

A seniority employee who is displaced from his/her own classification shall have the following bumping rights provided that s/he is able to perform the work required without additional training.

1. s/he may transfer into a vacancy, if one then exists, in some lower classification;
2. s/he may bump into the job held by a temporary or seasonal employee in some lower classification;
3. s/he may bump into the job held by a probationary employee in some lower classification.

17.3 Recalls

In recalls from layoff, employees shall be recalled to the classification from which they were laid off in order of greater seniority among other employees in that same classification who are also on layoff. It is understood however, that in both layoffs and recalls, seniority shall be followed only if the senior employee has the ability, proficiency, and experience to do the job required without further training and possesses such qualifications on a par equal to the junior employee. Except as set forth in Section 17.2 there shall be no bumping or relative seniority rights between employees of different classifications, unless in the exclusive opinion of the Authority, a senior employee about to be laid off is completely qualified to displace a junior employee in another classification.

- 17.4 An employee recalled to work shall be given notice to that effect mailed to his/her latest address on file in the Housing Authority's Personnel Office by telegram or registered or certified mail. This article shall not apply where there are contrary procedures set forth in the applicable Civil Service Law or Regulations or where, by statute, an employee is given greater seniority rights because of veteran's status.

ARTICLE 18 – DISCIPLINARY RIGHTS OF EMPLOYEES

- 18.1 An employee who has been continuously employed and who has completed their initial probationary period shall have the right to challenge any disciplinary action through the Grievance and Arbitration Procedure if the action constitutes an unjust exercise of management rights, unless the employee waives such rights by pursuing the procedure available under Section 75 of the Civil Service Law.
- 18.2 An employee who has been continuously employed and who has completed their initial probationary period shall have the full protection of Section 75 of the Civil Service Law relating to discharge, suspension, reprimand, fine, or demotion, unless the employee waives such protection by pursuing the Grievance and Arbitration Procedure.
- 18.3 Within seven (7) working days after receipt of written notice from the Authority of any proposed disciplinary action, the employee shall submit to the Personnel Administrator or his/her designee a written grievance commencing at Step 2 (and proceeding to Step 3 if necessary) of Article 20, or a written statement that s/he desires to follow the procedures provided for in Section 75 of the Civil Service Law. The employee's election of utilizing either the grievance procedure or the procedure provided in Section 75 shall preclude the use of the other. If the employee fails to make a timely election, the grievance and arbitration procedure shall be deemed waived and the employee shall be disciplined in accordance with the procedures under Section 75.

ARTICLE 19 – GRIEVANCE AND ARBITRATION PROCEDURES

19.1 A “grievance” shall be defined as any dispute or controversy between an employee and the Authority arising out of the interpretation or application of an express provision of this Agreement.

19.2 Each employee shall have the right to present his/her grievance in accordance with the provisions provided herein, free from interference, restraint, discrimination, or coercion and shall have the right to be represented by a representative of the Association of his/her own choosing.

19.3 STEP 1:

In cases not involving discipline, a grievance shall first be raised orally by the grievant and/or a member of the CSEA Bargaining Unit’s Grievance Committee to the Authority’s Personnel Administrator or his/her designee together with the grievant’s immediate supervisor. This Step 1 meeting must take place within seven (7) working days from when the employee becomes aware of the occurrence giving rise to the grievance. If the employee fails to request a Step 1 meeting in a timely manner, the grievance shall be deemed waived and the matter shall be closed. The Step 1 meeting may take place during working hours so long as it does not seriously conflict or curtail the grievant’s or committee person’s work duties.

19.4 STEP 2

If the grievance is not resolved at Step 1, within seven (7) working days after the Step 1 meeting, the grievant or CSEA Bargaining Unit committee person shall serve the Personnel Administrator or his/her designee with a written grievance and the specific nature of the grievance, signed by the grievant. Failure to serve the written grievance in a timely manner will constitute a waiver of the grievance procedure. Upon receipt of a written grievance, the Personnel Administrator shall, within ten (10) working days, convene a meeting to discuss the grievance with the Association’s Grievance Committee. Failure to convene the Step 2 committee hearing in a timely manner will result in the grievance being granted unless such delay is caused by the Association’s Grievance Committee.

If the grievance remains unresolved after the Step 2 meeting, the Personnel Administrator shall serve a written answer to the grievance upon both the Association and the grievant within ten (10) working days after the Step 2 meeting. If the parties mutually agree, there may be an additional meeting between the Personnel Administrator or his/her designee and the Association’s Field Representative or his/her designee.

19.5 STEP 3

If the grievance remains unresolved and if the grievance involves an alleged violation by the Authority of an express provision of this Agreement, the

Association may, within thirty (30) calendar days of receipt of the Step 2 answer, submit the grievance in writing (copy to the Personnel Administrator) to the American Arbitration Association (AAA) in accordance with its Rules and Regulations. If the grievance was not submitted to the AAA on a timely basis, the grievance will be deemed waived and there shall be no right to arbitration.

- 19.6** The fees and expenses of the arbitrator shall be shared equally by the Authority and the Association. The arbitrator shall hear the grievance promptly and shall issue a decision no later than thirty (30) calendar days after the filing of briefs or after the close of the hearing if no briefs are filed. The decision of the arbitrator shall be final and binding on all parties to the proceeding.
- 19.7** The arbitrator shall have no power to add to, subtract from or change any of the provisions of this Agreement nor render any decision which conflicts with a law, regulation, directive, or contract obligation binding on the Authority which is not specifically set forth in this Agreement. Awards may not be retroactive beyond one week prior to service of the written grievance upon the Director.
- 19.8** The time limits set forth in this Article may be extended only by mutual written agreement of the parties.

ARTICLE 20 – EMPLOYEE FUNDRAISING FUND

- 20.1** It is understood that the employees desire to create an Employee Fundraising Fund for the sole purpose of advancing the welfare of the employees. The fund shall consist solely of funds raised by and belonging to the employees, and the Authority shall have no obligation to make contributions to the fund. However, in order to promote harmonious labor relations, the Authority agrees to establish a separate account and administer the fund at no cost to the employees.
- 20.2** All employee fundraising activities shall be subject to the approval of the Joint Standing Committee.

ARTICLE 21 – RECLASSIFICATION PROCEDURE

“Reclassification” and “Classification” shall be determined in accordance with the applicable sections of the Civil Service Law as amended.

- 21.1** Step 1 – Any employee who sincerely believes that s/he is continually performing “out-of-title” work shall have the right to confer regarding same with his/her Department Head and shall have the further right to be represented by an Association representative during said conference. Within ten (10) days following said conference, the Department Head shall be required to make a recommendation, in writing, setting forth his/her reasons therefor.

In the event the Authority decides in the employee’s favor, the Authority shall, in cooperation with the employee or Association representative, prepare the necessary

material to reclassify the position and forward it to the Onondaga County Personnel Department and the employee shall be required to fulfill any promotional examination requirements imposed under the Civil Service Law. However, if the problem is not satisfactorily resolved in Step 1 of this Article, it can be presented in writing and processed as in Step 2.

- 21.2** Step 2–In the event the matter is not resolved satisfactorily to the employee under Step 1 of this Article, the said employee shall have the right to pursue the matter pursuant to Section 61 of the Civil Service Law.

ARTICLE 22 – SUPERVISORS

22.1 Although some supervisory positions are part of the bargaining unit covered by this Agreement, the Association agrees that all such supervisors have a paramount and principal obligation to faithfully supervise, direct and control employees in accordance with the direction and wishes of the Director and his/her staff. Accordingly, the Association agrees:

1. that neither the Association, nor its representatives or members shall interfere with, coerce, restrain, discriminate against, or impose any penalty against any supervisor because of the supervisor’s performance of his/her work related duties;
2. no statement by a supervisor shall be construed as binding against the Authority in arbitration involving the interpretation of this Agreement.

22.2 Prior to selecting a new pool of outside contractors pursuant to “Request for Proposals” (RFP) for vacant apartment preparation, management will seek input from the Crew Leaders.

ARTICLE 23 – GENERAL CONSIDERATIONS

23.1 No article or section of this Agreement shall be in violation of the State Civil Service Law, the Rules and Regulations of the State Department of Civil Service, the Rules and Regulations of the Onondaga County Department of Personnel or any other local, state or federal laws, or any existing contract the Syracuse Housing Authority has with any loaning agencies.

23.2 Should any term or provision of this Agreement be in conflict with any State or Federal statute or other rule, regulation or order which is legally binding upon the Authority, including applicable Civil Service Rules and Regulations, then such law or rule or regulation shall prevail, and the conflicting term or provision of this Agreement shall be deemed null and void. In such event however, all other terms and conditions of this Agreement shall continue in full force and effect.

23.3 The Authority reserves the right of immediate dismissal of any employee who, during working hours is found consuming or in possession of alcoholic beverages or

any controlled substance covered by the Federal Drug-free Workplace Act. The Authority reserves the right to test employees pursuant to its Drug and Alcohol Testing Policy. This section shall be subject to law and the terms and conditions of this Agreement.

23.4 AMP Office and Section 8:

- A. When requested, employees will be afforded one half (1/2) day within the employee's weekly work schedule to be appointment free for necessary paperwork /administrative work. Such schedule will be worked out between the department manager and each employee in order to continue to provide full workday service to all housing program participants and clients.
- B. Any employee who is absent from work for ten (10) or more consecutive working days without having given prior notification or without having been excused by the Authority shall be considered to have quit his/her position.

23.5 The Authority and the Association shall each designate up to three (3) representatives to form a Joint Standing Committee. The Committee will meet at a mutually convenient time during the first half of each calendar month for the purpose of discussing and considering matters of mutual concern between the parties.

23.6 The Authority and CSEA will form a committee to study future health insurance options and a sick leave bank.

23.7 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.

23.8 This agreement shall not become effective until the Authority has received the written approval of the applicable government agencies.

ARTICLE 24 – DURATION

24.1 Neither party to this Agreement shall make or attempt to make any alteration, change or variation of any of the items expressly and specifically covered by this Agreement, without written mutual consent.

24.2 This agreement shall be for a period of one (1) year and shall, upon date of final approval by all appropriate governmental authorities, be effective from March 1, 2016 until February 28, 2017.

SYRACUSE HOUSING AUTHORITY

CIVIL SERVICE EMPLOYEES ASSOCIATION

BY: _____
William J. Simmons, Executive Director

BY: _____
Frank Antonucci, LRS

BY: _____
Dexter Green, President

BY: _____
Carol Rey, Treasurer

BY: _____
Erin Proper, Secretary

APPENDIX A

**SYRACUSE HOUSING AUTHORITY
July 1, 2016- June 30, 2017
36.25 HR/1892.25 WORK WEEK**

GRADE	HIRE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
A	24,000	25,181	26,427	27,723	29,096	30,534
	12.69	13.31	13.97	14.66	15.38	16.14
	12.684	13.308	13.966	14.651	15.376	16.136
B	25,869	27,145	28,486	29,893	31,371	32,926
	13.68	14.35	15.06	15.80	16.58	17.41
	13.671	14.345	15.054	15.798	16.579	17.400
C	27,890	29,267	30,710	32,232	33,832	35,510
	14.74	15.47	16.23	17.04	17.88	18.77
	14.739	15.467	16.229	17.034	17.879	18.766
D	30,067	31,551	33,114	34,756	36,486	38,294
	15.89	16.68	17.50	18.37	19.29	20.24
	15.890	16.674	17.500	18.368	19.282	20.237
E	32,419	34,029	35,713	37,482	39,354	41,313
	17.14	17.99	18.88	19.81	20.80	21.84
	17.133	17.983	18.874	19.808	20.797	21.833
F	34,960	36,691	38,520	40,435	42,445	44,559
	18.48	19.39	20.35	21.37	22.44	23.55
	18.475	19.390	20.357	21.369	22.431	23.548
G	37,702	39,576	41,550	43,617	45,792	48,073
	19.93	20.92	21.96	23.06	24.20	25.41
	19.925	20.915	21.958	23.050	24.200	25.405
H	40,672	42,691	44,819	47,053	49,400	51,869
	21.50	22.57	23.69	24.87	26.11	27.42
	21.494	22.561	23.686	24.866	26.107	27.411
I	43,866	46,057	48,354	50,765	53,299	55,964
	23.19	24.34	25.56	26.83	28.17	29.58
	23.182	24.340	25.554	26.828	28.167	29.575
J	47,326	49,688	52,166	54,769	57,513	60,388
	25.02	26.26	27.57	28.95	30.40	31.92
	25.010	26.258	27.568	28.944	30.394	31.913

APPENDIX A

**SYRACUSE HOUSING AUTHORITY
July 1, 2016- June 30, 2017
40.00 HR/2088 WORK WEEK**

A	24,000	25,181	26,427	27,723	29,096	30,534
	11.50	12.07	12.66	13.28	13.94	14.63
	11.494	12.060	12.656	13.277	13.935	14.624
B	25,869	27,145	28,486	29,893	31,371	32,926
	12.39	13.01	13.64	14.32	15.03	15.77
	12.390	13.000	13.643	14.317	15.024	15.769
C	27,890	29,267	30,710	32,232	33,832	35,510
	13.36	14.02	14.71	15.44	16.21	17.01
	13.357	14.017	14.708	15.437	16.203	17.007
D	30,067	31,551	33,114	34,756	36,486	38,294
	14.40	15.12	15.86	16.65	17.48	18.34
	14.400	15.111	15.859	16.646	17.474	18.340
E	32,419	34,029	35,713	37,482	39,354	41,313
	15.53	16.30	17.11	17.96	18.85	19.79
	15.526	16.297	17.104	17.951	18.848	19.786
F	34,960	36,691	38,520	40,435	42,445	44,559
	16.75	17.58	18.45	19.37	20.33	21.35
	16.743	17.572	18.448	19.365	20.328	21.340
G	37,702	39,576	41,550	43,617	45,792	48,073
	18.06	18.96	19.90	20.89	21.94	23.03
	18.057	18.954	19.899	20.889	21.931	23.023
H	40,672	42,691	44,819	47,053	49,400	51,869
	19.48	20.45	21.47	22.54	23.66	24.85
	19.479	20.446	21.465	22.535	23.659	24.842
I	43,866	46,057	48,354	50,765	53,299	55,964
	21.01	22.06	23.16	24.32	25.53	26.81
	21.009	22.058	23.158	24.313	25.526	26.803
J	47,326	49,688	52,166	54,769	57,513	60,388
	22.67	23.80	24.99	26.24	27.55	28.93
	22.666	23.797	24.984	26.230	27.544	28.921

APPENDIX B
JOB TITLES / GRADES

<u>Grade</u>	<u>Position</u>
B	Clerical Aide Information Aide
C	Clerk I Laborer I Switchboard Operator Typist I
D	Account Clerk I Account Clerk II Account Clerk-Typist I Account Clerk-Typist II Administrative Aide Clerk II (PPCC) Clerk II (Stock) Control Clerk Custodial Worker I Motor Equipment Dispatcher Employee Insurance Rep. Guard Housing Property Services Aide Maintenance Carpenter's Helper Maintenance Helper Modernization Aide Programmer Trainee Purchasing Clerk Sewer Maintenance Worker I Tenant Selector Tenant Services Organizer Typist II
E	Assistant Elderly Supervisor Bus Driver Housing Security Aide Maintenance Worker I Sewer Maintenance Worker II Social Work Assistant
F	Account Clerk III Administrative Assistant Clerk III Complaint Investigator Housing Aide (Collections) Housing Authority Inspector

APPENDIX B
JOB TITLES / GRADES

Grade Position (Cont.)

- Housing Choice Voucher Specialist
- Housing Services Specialist
- Stock-keeper

- G Accountant I
- Coordinator of Special Subsidized Housing Programs
- Exterminator
- Graphics Technician-Typist
- Housing Site Manager
- Maintenance Worker II
- PC Software Support Specialist
- Program Coordinator (SHA)
- Programmer I
- Social Worker

- H Assistant H.A.P.P. Supervisor
- Assistant Occupancy Supervisor
- Assistant Leasing & Marketing Manager
- Auto Mechanic
- Maintenance Carpenter
- Maintenance Electrician
- Inventory Control Specialist
- Locksmith
- Maintenance Mechanic
- Mason
- Steamfitter-Plumber
- Clerk of the Works I

- I Accountant II
- Auto Mechanic Crew-leader
- Grounds Crew-leader
- Housing Maintenance Crew-leader
- Labor Crew-leader
- Steamfitter-Plumber Crew-leader

- J Clerk of the Works II
- Housing Maintenance Supervisor (Buildings)
- Housing Maintenance Supervisor (Grounds & Garage)
- Housing Maintenance Supervisor (Structures)
- Programmer II
- Purchasing Modernization Coordinator

APPENDIX C

**MEMORANDUM OF AGREEMENT
EMPLOYEE BENEFITS FUND**

The benefit provided under Section 4.9 shall be a vision care plan through the CSEA Platinum 12 Plan (with Occupational Rider).

The cost of this plan shall be borne seventy-five percent (75%) by the Authority and twenty-five percent (25%) by each employee enrolled in the plan through a regular deduction from his/her paycheck.