

**AGREEMENT**

**BETWEEN**

**THE COUNTY OF ONONDAGA**

**AND**

**THE ONONDAGA LOCAL 834 OF**

**CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.**

**JANUARY 1, 2020 – DECEMBER 31, 2022**

## TABLE OF CONTENTS

Preamble .....	5
Article 1 .....	5
Agreement Scope.....	5
Article 2 .....	5
Recognition.....	5
Article 3 .....	6
Management Rights .....	6
Article 4 .....	6
Association Rights.....	6
Article 5 .....	9
Out of Title Work .....	9
Article 6 .....	9
Employee Status .....	9
Article 7 .....	11
Work Time.....	11
Article 8 .....	14
Layoff Procedures.....	14
Article 9 .....	17
Continuous Recruitment Procedure.....	17
Article 10 .....	19
Regular Compensation Rate .....	19
Article 11 .....	19
Premium Compensation.....	19
Article 12 .....	19
Overtime Compensation Premium .....	19
Article 13 .....	22
Holidays and Holiday Premium.....	22
Article 14 .....	24
Longevity Premium .....	24
Article 15 .....	24
Shift Differential.....	24
Article 16 .....	24
Educational Premium Compensation .....	24
Article 17 .....	25
Vacant.....	25
Article 18 .....	25
Mileage and Parking Reimbursement.....	25
Article 19 .....	27
Meal Allowance.....	27
Article 20 .....	28
Children’s Protective Unit Compensation .....	28
Article 21 .....	29
Retirement.....	29
Article 22 .....	29
Physical Examinations - Water Environment Protection .....	29
Article 23 .....	29
Health and Safety.....	29
Article 24 .....	30
Health and Dental Benefits.....	30
Article 25 .....	31
Long Term Disability Benefits.....	31

Article 26 .....	31
Discipline and Discharge Procedure.....	31
Article 27 .....	33
Grievance and Arbitration Procedure .....	33
Article 28 .....	36
Employee Leave Benefits .....	36
Article 29 .....	43
Joint Labor Management Program .....	43
Article 30 .....	43
Productivity - Efficiency Clause.....	43
Article 31 .....	43
On-Call .....	43
Article 32 .....	44
Employee Property Damage.....	44
Article 33 .....	44
Probation Department Premium Compensation .....	44
Article 34 .....	45
Tardiness/Attendance Rule.....	45
Article 35 .....	45
Field Training Officer Premium Compensation.....	45
Article 36 .....	45
Conformity to Law .....	45
Article 37 .....	46
Ratification of Agreement .....	46
Article 38 .....	46
Civil Service Promotional Examination Fees.....	46
Article 39 .....	46
Probation Department Clothing Allowance.....	46
Article 40 .....	47
Terms of Agreement .....	47
Appendix A - Salaries	
Appendix B - Represented Titles	
Appendix C - Settlement Agreement	
Appendix D - Oral Warning Notation	
Appendix E - Accrual Chart	
Appendix F - Monthly Parking Reimbursement Rate Formula	
Appendix G - Guidelines for Written Agreements for On-Call	
Appendix H- Guidelines for Flex Time, Compressed Work Week	
Appendix I - Grievance Triage Arbitration Procedure	
Appendix J – E-911 to Pay Lag Agreement	
Appendix K – Active Shooter Agreement	
Appendix L – 103 Contractual Terms	
Appendix M – Addendum to the Tentative Agreement	
Appendix N – WEP – Right to Know Letter	
Letter of Agreement – Retirement Incentive	
Letter of Agreement – OCC Meal Allowance	
Letter of Agreement - Salary Plan	

Section 204(a) of the Civil Service Law of the State of New York commonly referred to as the Taylor Law requires the following paragraph to be included within any labor agreement executed between a public Employer and its public employees:

“IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PROMOTE ITS IMPLEMENTATION BY AMENDMENT OR LAW OR BY PROVIDING THE ADDITIONAL FUNDS, THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.”

## **Preamble**

The County of Onondaga (hereinafter referred to as the “County”) and the Onondaga Local 834, Civil Service Employees Association, Inc., (hereinafter referred to as the “Association”) declare it to be their mutual policy that in order to promote harmonious labor relations between the County and the employees in the recognized bargaining unit, the principle of collective negotiations is to be employed pursuant to the New York State Public Employees Fair Employment Act. Both parties to this agreement furthermore affirm that such employment in the service of the public is a lifelong career and that the terms and conditions of employment shall be of the highest caliber to attract and maintain for the Employer the best personnel available. We further acknowledge that each employee in the defined bargaining unit should be at all times a dedicated, courteous and efficient servant of and to the public.

The County and the Association agree not to limit employment with the County or membership in the Association and that neither party will discriminate in a manner contrary to law with regard to the application of the terms and conditions of this agreement.

## **Article 1** **Agreement Scope**

This agreement constitutes the entire agreement between the County and the Association. During its life neither party will be obligated to collectively negotiate with respect to any subject or matter referred to or covered in said agreement or with respect to any subject or matter not specifically covered in it. In reaching this agreement the County and the Association have considered all matters lawfully subject to collective negotiations.

This agreement may be amended or supplemented only by further written agreement between the parties. A party desiring amendment or supplement will notify the other party in writing stating the circumstances of the amendment or supplement desired, but the other party will not be obligated to discuss or agree to such proposed amendment or supplement.

## **Article 2** **Recognition**

The County hereby recognizes the Civil Service Employees Association, Inc., by the Onondaga County Local 834 as the sole and exclusive bargaining agent for all regularly scheduled full-time and part-time employees (except per diem, seasonal, temporary, and casual employees and those employees working in titles designated by the County to be management or confidential) in the defined bargaining unit for the purpose of collective negotiations and the administration of grievances arising thereunder, for the life of this Agreement.

It is mutually agreed that the defined bargaining unit shall include all titles in all County departments listed in Appendix B. The Association affirms that it does not assert the right to strike nor to assist or participate in any strike nor to impose an obligation to conduct, assist or participate in any strike, slowdown or work stoppage.

Pursuant to the Certification of the Public Employment Relations Board dated March 26, 2015 (Certification – CP-1301), the CSEA also represents certain 103 payroll titles. The terms and conditions of employment, and all other benefits for these employees, are separate and are set forth in Appendix L.

**Article 3**  
**Management Rights**

The Association agrees that the County shall retain complete authority for the policies and administration of all County departments, offices or agencies which it exercises under the provisions of law and the Constitution of the State of New York and/or the United States of America and in fulfilling its rights and responsibilities under this agreement.

The rights and responsibilities of the County include, but are not necessarily limited to the following: (1) to determine the standards of service to be offered by its offices, agencies and departments; (2) to direct, hire, promote, appraise, transfer, assign, retain employees and to suspend, demote, discharge or take disciplinary action against employees; (3) to relieve employees from duties because of lack of work or for other legitimate reasons; (4) to maintain the efficiency of government operations entrusted to them; (5) to determine the methods, means and personnel by which such operations are to be conducted; (6) to take whatever actions may be necessary to carry out the mission, policies or purpose of the department, office or agency concerned; (7) to establish work rules and regulations not inconsistent with the terms of the agreement; (8) to establish specifications for each class of positions and to classify or reclassify and to allocate or reallocate new or existing positions.

The exercise of any such power, right, authority, duty or responsibility by the County in the adoption of such rules and regulations, and policies, as it may deem necessary and as they apply to employees represented by the Association, shall be limited only by the specific and express terms of this agreement.

**Article 4**  
**Association Rights**

The County shall deduct biweekly from the wages of each employee and remit monthly to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York, 12210, regular membership dues and/or insurance premiums for those employees authorizing such deductions.

The County further agrees that Onondaga Local 834 of the Civil Service Employees Association, Inc., having been recognized as the exclusive bargaining agent for all full and part-time employees within the defined bargaining unit, shall be entitled to have deductions made on bi-weekly pay dates from the pay of each employee of the bargaining unit, who are not members of the Association, the amount equivalent to the membership dues levied by the Association and remitted monthly to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York, 12210, in accordance with Section 208.3(b) of the New York State Civil Service Law. The Association affirms that it has adopted such procedure for refund of agency fee deduction as required in Section 208.3(b) of the New York State Civil Service Law.

Membership in the Association shall be voluntary and the County agrees that there shall be no discrimination, interference, restraint, or coercion by the County against any employee because of his/her membership and/or his/her activities in the Association's business.

The County agrees that it will not aid, finance, or promote directly or indirectly any other labor group or organization which has as its primary purpose the representation of public employees under the Public Employees Fair Employment Act in the defined bargaining unit which aid financing or promotion, undermine the Association and its majority status.

### **Indemnification**

The Association shall indemnify, defend and hold the County harmless against any and all claim, demand, suit or liability (monetary or otherwise) and for all legal acts which may occur for compliance with the section.

The Association shall promptly refund to the County any funds received in accordance with this agreement which are in excess of the amount of dues or other deductions which the County has agreed to deduct.

### **Bulletin Board**

The County will provide the Association with bulletin board space on which to post (a) official Association notices and (b) notices required by law. The Association may also post such other matter as the County may expressly and specifically approve. All such notices or other matter will be non-political (in a public political sense) and non-defamatory.

### **Association Business: Local Representative**

The Association shall designate one employee covered by this agreement its local representative who shall have the right on behalf of the Association to confer with County representatives regarding terms and conditions of this agreement. The Association shall notify the County in writing of this representative's designation and authority and any change in either.

### **Association Business: General Representation**

A duly authorized representative of the Association and/or a representative of any association program may visit the County premises by prearrangement with the County Division of Employee Relations at any reasonable time to discharge the Association duties as the collective bargaining representative.

### **Association Business: Administrative Leave**

The County agrees to authorize through the express and written consent of the County Executive or his authorized designee, up to ten (10) individual employees covered by this agreement, administrative leave at the employee's regular rate of compensation for the sole purpose of attending State Association business meetings. Such meetings shall include and are limited to attendance at Association State meetings, State-County Division meetings, Region V meetings and State Board of Director meetings.

Written request for such approved time off shall be forwarded to the County by the duly authorized representative of the Association at least five (5) working days prior to the date of the time requested.

The County reserves the right to refuse administrative leave for any individual at any time with reason being given and agrees to accept a request for replacement of any such individual.

The Association agrees to continue to reimburse the County for wages and for benefit contributions for health insurance, dental insurance, FICA, Worker's Compensation, Unemployment Insurance and New York State Employee Retirement System at the rate determined by the Employer for employees who are authorized administrative leave in accordance with existing procedures. The Employer will provide the Association with an annual statement of the rates it has determined for the benefit contribution.

### **Association Business: Unit and Local Meetings**

The County will, upon written request by the affected employee, attempt to reschedule those Unit Presidents who, because of their regularly scheduled work shift, would be unable to attend Unit or Local meetings. When any such conflict occurs, the affected Unit President shall notify his/her department head or authorized designee at least 72 hours prior to the start of his/her normal work shift. The parties further understand and agree that in complying with this request no additional cost shall be incurred by the County nor shall there be any decrease in the level of service being provided and any denial of said request shall not be grievable.

### **Association Business: Unit Representative**

In consideration of the variety and uniqueness of the many operations, installations, facilities and services provided by the County, the County's departmental administrators and the Union agree to meet for the purpose of establishing, on a department-by-department basis, appropriate ground rules and protocol in order to allow the unit president or his/her designee reasonable time to interview members and investigate matters related to grievances.

### **Association Notification**

The County agrees to notify the Association, through the Division of Employee Relations, of the following on a bimonthly basis:

1. New titles which are recognized as part of the bargaining unit;
2. Number of said positions;
3. Department where said position exist;
4. Name of new employees hired into bargaining unit titles;
5. Department location of said employee;
6. Personnel Resolutions approved by the Onondaga County Legislature.
7. Policy changes, updates, amendments.

The County further agrees to provide a list to the Association on a semi-annual basis, stating names, addresses, social security numbers and membership status of all employees covered by the bargaining unit.

### **Orientation**

The County agrees to provide a centralized orientation program for all new employees covered by this agreement. Said employees shall be given a copy of this agreement, a non-controversial fact sheet(s) supplied by the Association describing the Association and its purposes and copies of the Health Benefits and Dental Benefits Booklets. The Union shall have sole responsibility to distribute this Agreement to current and new employees.

### **Association By-Laws**

The Association agrees to provide the Director of Employee Relations the most current edition of the mandated CSEA, Inc. constitution upon ratification and adoption of this Agreement.

### **Dues Deduction**

The employer shall deduct from the wages of employees and remit, monthly, to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, NY 12210, regular membership dues and other authorized deductions for those employees who have signed voluntary dues deduction authorization documents that conform to all applicable State and Federal Laws; CSEA will provide the Employer with copies of such voluntary dues deduction authorization documents prior to the employer making deductions from wages.



Employees who wish to withdraw or revoke their authorization for dues or other deductions must do so by following the instructions on their dues authorization cards or by following other method(s) permitted by state and/or federal law. For more information or questions regarding membership, contact CSEA at 1-800-342-4146.

Membership in the Association shall be voluntary and both the Employer and CSEA shall not discriminate against, interfere with, restrain, or coerce any employee because of his/her membership, lack of membership and/or his/her activities in the Association's business. This paragraph does not impact the CSEA's right to provide representation, as permitted by the Taylor Law.

The Employer will continue making deductions for those employees who authorize in writing deductions for the "Pearl Insurance" offerings (i.e., term life insurance; group disability insurance; group comprehensive accident protection; group whole life & universal life insurance; critical illness insurance; group hospital & home care recovery insurance auto & home insurance).

Other authorized deductions proposed by CSEA will be made by the Employer when mutually agreed upon by the Employer and CSEA.

Any changes in the amount of Union dues and CSEA sponsored program fees to be deducted must be certified by CSEA in writing and forwarded to the Employer thirty (30) days prior to implementation. Where an employee has insufficient earnings from a paycheck from which deductions have to be made, the Employer shall not be responsible for collecting dues or program fees.

#### **Article 5** **Out of Title Work**

Except for temporary assignments of thirty (30) working days or less, employees directed to perform substantial duties of a higher classification not common to their current classification on a regular basis, shall be paid the greater of the rate which is \$300 more than their current rate of pay or Step A of the higher classification for the duration of such assignment.

#### **Article 6** **Employee Status**

A. **Regular Full-Time Employees**

A regular full-time employee is one who occupies a line budget position and who is scheduled and works on a full-time basis for the County and is thereby entitled to all rights and benefits provided under this agreement.

B. **Regular Part-Time Employees**

A regular part-time employee is one who occupies a line budget position and who is scheduled and regularly works at least one half the hours scheduled per week for a regular full-time employee in a similar position.

C. **Academic Year Employee (Onondaga Community College)**

An academic year employee is one who occupies a line budget position and is scheduled and works a full or part-time work schedule as determined by the College limited to those times when the college is in session during the academic year. Such an employee is eligible for benefits based upon their assignment to a full-time or part-time work schedule. Such employees shall be permitted to retain health and dental benefit coverage during those times when the College is not in session provided that the employee continues to contribute the amounts required for enrolled employees for such benefit coverage.

D. **Seniority**

Seniority shall be defined as the date that an employee was first appointed to a regular line item position, full or part-time on the regular payroll (101) and followed by continuous full-time service thereafter with the County in a title recognized by this agreement except as modified by Civil Service Law. This definition shall also apply to the terms “anniversary dates”, “initial employment date” or “IED” as may be used in this agreement.

Where two or more employees have the same date, seniority as defined herein shall be determined by the last number of the employee’s social security number on file with the Employer; that is, the larger the number, the greater the seniority. In the event that this does not determine seniority, the next to last number and last number shall be used to determine seniority; that is the larger the number, the greater the seniority.

Such seniority shall be applicable in the case of geographic transfer and selection of vacation time to the extent that when all other relevant factors are equal, seniority shall be the determining factor.

Seniority, for all future vacancies, shall be considered for purposes of shift assignment, however, seniority shall not be the determining factor in making such assignments.

Qualifications, experience, skill, and ability to perform the work for government promotion from one classification to another consistent with rules and regulations of the County Personnel Department in its capacity as a Civil Service agent for the County of Onondaga and in full accordance with the State Civil Service Law shall be considered for promotional opportunities. When these factors are equal, seniority shall be the determining factor.

E. **Continuous Service (County) shall be broken by any one of the following actions:**

1. resignation or quitting not followed by reinstatement within four years from the date of separation;
2. termination or suspension not followed by reinstatement within four years from the date of separation;
3. discharge or retirement;
4. failure to return to work within 10 working days following a leave of absence with or without pay;
5. failure to return to work following notice of recall from layoff within 12 working days;
6. failure to accept reinstatement from a preferred list;
7. failure to be recalled from a preferred eligible list; or
8. failure to be recalled from a layoff list within two (2) years from the date of the layoff.

F. **Rehire Provision**

1. When an employee separates from the County service due to a layoff, transfer of function, or voluntary resignation, and is subsequently rehired within three years from the date of separation, application may be made to the Commissioner of Personnel to approve the prior service and to use the original initial employment date for purposes of salary and/or fringe benefit calculations. The decision to request such approval shall be discretionary with the appointing authority. The appointing authority may decide to request such approval for either fringe benefits, or salary, or both. Any application to approve the prior service shall be made by the employee within thirty days after the employee has returned to work.
2. In the event of a return to employment after three years by an employee who separated from service due to layoff, transfer of function, resignation or the operation of a civil service eligible list and who performed satisfactorily during the prior period of service, application may be made to the department head for approval to credit the amount of prior service in establishing eligibility dates for salary, fringe benefits or both. The decision to approve the application is discretionary with the department head and subject to the approval of the Commissioner of Personnel. Any application to approve the prior service shall be made by the employee within thirty days after employee has returned to work.

**Article 7**  
**Work Time**

A. **Normal Work Day**

A regular full time employee's normal work day shall not exceed eight (8) consecutive hours in any one twenty-four (24) hour period, except as provided in paragraph (c).

B. **Normal Work Period**

A regular full time employee's normal work period shall not exceed eighty (80) hours in any fourteen (14) day consecutive period and such employee shall be entitled to four (4) days off in such work period, except as provided in paragraph (c).

C. **Administrative and Clerical Employees**

A regular work day for administrative and clerical employees shall not exceed seven (7) work hours in any twenty-four (24) hour period, except for institutional service employees' current hours of work.

A regular work period for administrative and clerical employees shall not exceed seventy (70) hours in any fourteen (14) day consecutive period and such employee shall be entitled to four days off in such work period, except for institutional service employees' current hours of work.

Employees hired on or after April 2, 2001 by the institutional service departments (defined as the Hillbrook Detention Facility, and Department of Emergency Communication – E-911) in titles covered by this paragraph may be designated by the Employer, at its discretion, as having a regular work day of either seven (7) or eight (8) hours as defined in (A) and (C) of this Article and a corresponding normal work period of either 70 or 80 hours as defined in (B) or (C) of this Article. The rate of pay for such

titles shall be that as designated in Appendix A - Salaries regardless of the designation of work day or work period by the Employer.

Accountant II	Medical Records Administrator
Account Clerk I	Medical Records Technician
Account Clerk II	Personnel Aide
Account Clerk Typist I	Storekeeper
Clerk I	Stock Clerk
Clerk II	Typist I
Clerk III	Typist II

D. The Association agrees to meet and confer with County representatives on a department-by-department basis regarding implementation of matters such as 12-hour work days, compressed work weeks, job sharing, flex-time and other areas impacting on this Article. (see Appendix H Guidelines for Flex Time, Compressed Work Week, and Alternate Schedule.)

E. Department of Facilities Management - Evening Custodial Crew

1. Employees assigned to the evening custodial crew prior to May 5, 2001 and working in the titles including but not limited to Custodial Worker I, Custodial Crew Leader and Laborer II in the Department of Facilities Management on the evening shift (currently 5 p.m. to 11 p.m.) shall work a work schedule consisting of a shift length of seven and one-half (7.5) hours including seven hours work within the shift.
2. Employees shall continue to be paid on the basis of a 70 hour pay schedule and shall be eligible to receive shift differential in accordance with Article 15 - Shift Differential of this agreement.
3. Employees assigned to the evening custodial crew on or after May 5, 2001 shall have a normal work day and work period as set forth in paragraphs (A) and (B) of this Article and shall be paid on the basis of an 80 hour pay schedule. Employees shall be eligible to receive shift differential in accordance with Article 15 - Shift Differential of this agreement.
4. It is agreed that the settlement agreement of August 5, 1985 ("Calendar Creep" Agreement) is amended to the extent provided in this section.

F. **Work Schedules**

1. The Employer agrees to post work schedules in advance of the effective date and to provide prior notification of any change made therein to affected employees. In consideration of the variety and uniqueness of the many operations, installations, facilities and services provided by the Employer, the Employer and the Union agree to meet for the purpose of establishing, on a department-by-department basis, appropriate time frames for advance posting and notification of changes in working schedules.

2. Department of Emergency Communications Notice of Work Schedule Change

The Employer agrees that in the event an employee in the Department of Emergency Communications is transferred to a “5/2” work schedule from a different work schedule, notice will be given at least fifteen (15) full calendar days, excluding the day of notification but including the day of reporting to the “5/2” schedule, in advance of the start of the “5/2” schedule whenever practical.

In any department where appropriate time frames for advance posting and notification of changes in work schedules have not been established, the default notice shall be a minimum of fourteen (14) calendar days’ notice for changes in schedules.

G. Emergency Condition

1. In the event that the County Executive suspends certain County operations, or portions thereof, because of weather or other emergency conditions (referred to in this Article as “emergency conditions”), the following shall apply:

a. All County employees shall not report to work or shall be dismissed from work, depending on the timing of the emergency condition, except for those titles designated by the County as not covered pursuant to paragraph 2 below or as particularly designated by their department to report to or remain at work during such an emergency condition. Such designation to report to or remain at work during such an emergency condition shall be made by:

i. A standing departmental Emergency Condition Staffing List promulgated and regularly updated by each County department. Such List shall be distributed to all department employees upon promulgation and with each update, and shall be posted in the usual and customary locations within each department for such notices; or,

ii. By direct communication to departmental employees not already on an Emergency Condition Staffing List via email, phone call and/or similar communication methods when, in the determination of the department, the circumstances of the emergency condition require that the employee(s) report to or remain at work. Any such direct communication not made in writing at the time of the emergency condition (by email, memorandum, etc.) shall be reduced to writing as soon as reasonably practicable after the emergency condition.

iii. The County will provide in writing to CSEA, no later than October 1 of each year, a copy of the “Departmental Emergency Condition Staffing List” for each department.

b. Those employees on a departmental Emergency Condition Staffing List, and those required to report to or remain at work via direct communication in accordance with paragraph 1(a)(ii) above, that actually report or remain at work during a time that the County Executive has suspended certain County operations, or portions thereof, due to an emergency condition shall receive additional compensation in the form of straight compensatory time from the

beginning of the suspension of County operations or the beginning of the scheduled workday, whichever is later, until the end of the suspension of County operations or the end of their scheduled workday, whichever is earlier. Departments may elect, at their discretion, to provide such additional compensation as straight time pay instead of straight time compensatory time.

2. Applicability of Paragraph 1: The parties recognize that certain titles in the bargaining unit are not covered by Paragraph 1 of this Article due to the nature of these jobs and because the normal work duties associated with these jobs will necessarily require work even during the suspension of County operations due to emergency conditions. The County will promulgate a list of those titles that are not covered by Paragraph 1 of this Article. The County will provide this list to CSEA. The County may update this list from time to time, and the County will promptly provide CSEA with any such updates.

## Article 8 Layoff Procedures

### A. Competitive Class

Employees occupying positions in the competitive class of the classified service shall be covered under the procedures of the Civil Service Law.

In the event that a competitive class employee has exhausted all rights under such procedures and is to be laid off, the employee may elect to proceed under (5) set forth below.

### B. Non-Competitive and Labor Class

In the event the Employer finds it necessary to abolish or reduce the number of occupied line budget roster positions, the Employer shall follow the procedures set forth below in order to conduct the displacement or layoff of employees.

The procedures shall be applied in the following order: first, regular full-time employees displace regular full time employees; second, regular full time employees displace regular part-time employees; third, regular part-time employees displace regular part-time employees.

1. Seniority - Except for part-time service, seniority shall be defined in accordance with Article 6 of this agreement. Part-time service for purposes of suspension or demotion upon the abolition or reduction of positions (layoff) shall be determined as one half (1/2) of the service required of and calculated for a full-time employee. Eight (8) years part-time continuous 101 service equals four (4) years of service for purposes of implementing this section. Employees working 4/5 time will accrue seniority for all time worked, *i.e.*, the ten (10) years 4/5-time continuous service equals eight (8) years of service for purposes of implementing this section.
2. For purposes of this Article the term “department” shall also include the department or agency which remains after the consolidation (herein defined as the closing of one department and combining it with another department) of one department with another department.

3. Upon a layoff within this bargaining unit, employees in a temporary or probationary status holding the same class title within the department in which the layoff occurs shall be first laid off, in that order, before any permanent employee within that class title are removed.
4. Thereafter, permanent employees holding the same class title within the department in which layoff occurs shall be laid off in the inverse order of their standing on the seniority list, that is--last in, first out.
5. In the event that the employee pursuant to (4) above is the least senior employee in the same class title in the department and is therefore unable to displace another employee in the same class title pursuant to (4) above, that employee shall have the right to retreat to his/her last held permanent title, if any, within the Non-Competitive or Labor class within his/her department. The retreat process shall continue only within that department until the least senior employee 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.
6. Employees that are displaced from their class title or that are laid off shall be placed on a recall list for a period not to exceed two (2) years from the date of displacement or layoff.
7. The County shall be liable for any error on an abolition or reduction of positions (layoff) only from the date of the timely filing of a written grievance bringing said error to the County's attention, or in the case of a recall from the timely filing date of a written grievance concerning said error to the date the County notifies the employee to return to work. The County, through the Division of Employee Relations, will supply the Association with the names of those individuals who are being laid off.
8. Recall Procedures - If, during the existence of a valid recall list, a vacancy which is to be filled occurs in a class title within any department or agency under the County's jurisdiction then the laid off or displaced employee in the same class title with the most seniority will be recalled if he/she has the ability to do the work and if not, the next senior employee who has the ability to do the work will be recalled and so on until the recall list is exhausted.

Displaced employees or laid off employees on a recall list who accept a recall to any vacancy shall be removed from the recall list.

Laid off employees on a recall list who decline a recall to any vacancy shall be removed from the recall list.

Displaced employees on a recall list who decline a recall to a vacancy in their original department shall be removed from the recall list.

Displaced employees on a recall list who decline a recall to a vacancy which is not in their original department shall remain on the recall list.
9. Notification of recall shall be sent to the employee by certified or registered mail to the employee's last address as on file with the Department of Personnel. Failure of the employee to notify the County in writing delivered to the Department of Personnel, following notice of recall

from layoff within seven (7) working days from the date of notice shall be considered a refusal and the employee shall be processed as a quit and forfeit any and all recall rights.

10. Recall rights for employees that are displaced or laid off will expire two (2) years from the date the employee was displaced or laid off.
11. Temporary or probationary employees who have been laid off have no recall privileges.
12. The laid off employee, if recalled during the period of his or her valid recall list, shall have his/her previously earned and unused sick leave restored to him/her.
13. Laid off employees on a recall list shall be permitted to use the procedures set forth in Article 9 - Continuous Recruitment Procedure provided that any such employee who fails to survive the evaluation period will be returned to layoff status.

C. **Unclassified Service - Onondaga Community College**

In the event of a reduction in force of Unclassified Service unit positions of Onondaga Community College, temporary employees in the affected position classification will be laid off first then probationary employees, in that order. Thereafter, permanent employees will be laid off from the affected position classification in accordance with their seniority together with their demonstrated ability to do the remaining work available without further training.

When two or more employees have relatively equal education and experience qualifications together with demonstrated knowledge, skills, and abilities to do the remaining work without further training, the employee(s) with the least seniority shall be laid off first.

No laid off employee at the campus shall displace an employee at JOBS Plus, and no laid off employee at JOBS Plus shall displace an employee at the campus.

Seniority is defined in Article 6 herein.

Only permanent employees shall have recall privileges as defined by the following:

**Recall Process:** Employees who are laid off shall be placed on a recall list for their affected position classification for a period not to exceed two (2) years from the date of layoff. In the event of a recall, employees who are still on the recall list shall be recalled in the inverse order of their layoff, provided they are presently qualified to do the work for which they are recalled without further training. Recall notices shall be sent via certified or registered mail to the employee's last address on file with the College Office of Human Resources it being the employee's responsibility to provide his/her current address to the Office of Human Resources. Employees must notify the Office of Human Resources of their intention to return within five (5) calendar days from the date of receipt of the recall notice. Employees who fail to respond to the recall notice or who decline a recall shall be removed from the recall list.



Article 9  
Continuous Recruitment Procedure

I. Continuous Recruitment

- A. For purposes of this Article, a vacancy shall be defined as any permanent regular payroll position in the Non-Competitive/Labor class approved for hiring on a permanent basis except for temporary, grant funded, Grade I or the following:

Custodial Worker I	Nurse Aide I
Food Service Helper I	Park Laborer
Guard	Stock Attendant
Information Aide	

B. Posting

The Employer shall post a listing of all Non-Competitive/Labor class positions and their locations that are eligible for bidding under continuous recruitment at all work sites.

Any newly created position or location in the Non-Competitive/Labor class shall be posted at all work sites for a period of not less than ten (10) days to establish the appropriate continuous recruitment lists. The Employer shall notify the respective unit presidents of any new position(s) or locations created in the Non-Competitive/Labor class.

C. Bidding

Employees may submit bids for Non-Competitive/Labor class positions or locations at any time by filing a Job Bid Sheet with the Division of Employee Relations. However, bids must be received in the Division of Employee Relations not later than the close of business on any Friday or be post marked, if mailed, not later than midnight of that same day (Friday) in order to be certified for vacancies requested to be filled during the following business week. In all cases, it shall be the responsibility of the employee to submit a bid(s) for Non-Competitive/Labor class positions.

The bid sheet shall include a section defining department(s)/location(s) the bidder is acceptable to moving to (*i.e.* any open position, a particular department, particular location within a department) and must be completed by the employee.

D. Awards

All bidders must meet the qualifications for the vacant positions at the time they submit their bid in order to be placed on a continuous recruitment eligible list. All bidders must complete a current County of Onondaga employment application prior to appointment should they be determined to be the successful bidder. For any position where the requirements and qualifications for the position are not well established, the County through the Department of Personnel, reserves the right to determine such requirements and/or qualifications.

In the event an employee submits a bid and is disqualified or if the requirements or qualifications are changed and thus cause an employee to be disqualified, the Employer shall notify the employee in writing of the disqualification. The Employer shall maintain departmental and County-wide continuous recruitment eligible lists by title. First preference in filling a vacancy shall be given to the most senior qualified employee on the departmental continuous recruitment

eligible list established for that title. Second preference in filling a vacancy shall be given to the most senior qualified employee on the County-wide continuous recruitment list established for that title.

All continuous recruitment lists shall be updated by adding the names of employees in accordance with (C) above and by deleting the names of employees upon appointment in accordance with this paragraph.

The Employer shall notify the respective unit president of the department where a vacancy exists for filling under continuous recruitment. The Employer shall post a notice in the department where an appointment to a vacancy has been made from a continuous recruitment list. Updated continuous recruitment lists will be sent to all unit presidents every six (6) months. Updated title deployment listings will be sent to all unit presidents on a yearly basis.

## II. **Limitation**

All employees must meet the qualifications to be eligible for the vacancy.

All appointments under this procedure shall be subject to an evaluation period of up to six (6) months. Any employee who is appointed to a vacancy under this Article and who fails to successfully complete the evaluation period shall have the right to return to the position he/she held prior to the appointment.

After a first failure in an evaluation period for a specific title, the employee shall not be eligible to bid on that job title for at least 6 months. After a second failure and beyond, for each failed attempt, the employee must wait at least one (1) year to participate in recruitment for that title. This provision applies to all continuous recruitment titles listed in this Article and for all locations. The waiting period, however, only applies for the specific title, within the same department, for which the employee failed the evaluation.

When an employee is offered a position to a department or location they indicated on the bid sheet would be acceptable, and the appointment is declined, such employee shall have their name removed from the list for the affected title and shall not be eligible to bid on that job title for a period of six (6) months thereafter. It is the responsibility of the employee to re-bid after the six (6) month period.

In instances of a demotion, or a lateral transfer within the department, or the filling of a position to avoid a layoff, the provisions of this Article shall be considered waived for purposes of filling vacant positions.

Any vacancy which is not filled within 45 working days after a continuous recruitment list has been issued, the department shall request a new continuous recruitment list in accordance with this Article if the appointing authority decides to fill the vacancy.

This Article shall be applicable only to employees with permanent status in a bargaining unit position except those that are serving in any probationary status or not on active payroll status (leave without pay, Workers' Compensation, disciplinary suspension, etc.).

**Article 10**  
**Regular Compensation Rate**

A. **Definition**

The regular compensation rate is that rate reflected in the salary schedule included herein for each employee at each classification, grade and step. Said regular compensation rate does not include any premium compensation as defined herein.

B. **Applicability**

A regular full-time employee's regular compensation rate is that rate as defined above and shall be paid for all worked and accrued hours unless expressly modified by this agreement.

**Article 11**  
**Premium Compensation**

A. **Definition**

Premium Compensation is that compensation which is in addition to the employee's regular compensation rate. Such compensation shall include but is not limited to: Overtime Compensation Premium, Shift Differential Premium, Holiday Premium, Educational Premium, Longevity Premium, Chronic Care Institutional Differential Premium, and Field Training Officer Premium Compensation (See Article 35).

B. **Applicability**

One or more types of such premium compensation as listed above shall be applicable to all regularly scheduled full-time employees who qualify, therefore, except as limited by this agreement.

C. **Premium Compensation Limitation**

Each type of premium compensation described above shall be considered and computed separately.

D. **Payment**

The County agrees to pay each premium compensation earned by an employee according to its present practices.

**Article 12**  
**Overtime Compensation Premium**

A. **Definition**

Overtime compensation shall be paid at the rate of one and one-half times (1 1/2) the regular compensation rate (base rate as set forth in Appendix A) plus shift differential premium, if applicable, for hours worked in excess of eight hours in a work day or 40 hours in the defined seven day work week with the following exceptions:

- Department of Parks & Recreation (Park Rangers) - overtime shall be paid for hours worked in excess of eight hours in a work day or 80 hours in a fourteen-day payroll period.

Employees covered under this agreement shall have the option, upon prior written request of and subject to prior authorization by the department head or authorized designee, of receiving compensatory time at the rate of time and one half (pursuant to FMCS Case No. 97-14350 [K. Chase]) in lieu of monetary compensation in accordance with the provisions set forth in this Article except as provided in paragraph B below.

B. **Applicability**

The provisions of this Article shall not be applicable to classification determined to be exempt pursuant to the Federal Fair Labor Standards Act. Such determination shall not be reviewable under Article 27-Grievance and Arbitration Procedure of this agreement. Employees occupying such classifications may elect straight time cash or straight time compensatory time for time worked in excess of their normal workday or normal work period as defined under Article 7 - Work Time.

Such election shall be subject to the approval of the department head. Approved compensatory time shall be limited to a maximum accrual of 35 or 40 hours depending on the title and be expended upon prior request by the employee and approval of the department head. When the maximum accrual has been reached, all time worked in excess of the normal workday or normal work period shall be compensated at straight time cash payments.

C. **Accountability**

Any unpaid absences shall not be considered as time worked for purpose of computing overtime.

D. **Availability**

Overtime will be made available to the senior qualified employee in the job title which is ordinarily and customarily assigned the work by the Employer on a rotation basis insofar as practical over the period of this agreement.

Departments with the union may establish a policy that takes into account 12-D, which meets the needs of both parties.

E. **Call-In Pay**

The County agrees that any employee covered by this agreement who is called into work for emergency duty shall receive the greater of (a) or (b) as follows:

1. Either a minimum of four (4) hours pay at one and one-half times the regular compensation rate or upon request of the employee and approval of the department head or designee, a minimum of four (4) hours compensatory time at the rate of time and one-half;
2. One and one half times the regular compensation rate or compensatory time in accordance with paragraph (A.) of the this article (if classification determined to be non-exempt), or straight time cash or straight time compensatory time in accordance with paragraph (B.) of this article (if classification determined to be exempt), for actual time worked.

The County maintains the right to assign or retain any employee for the duration of the call-in duty.

F. **Compensatory Time Balances**

1. The Employer may apply the following methods to manage compensatory time balances accumulated under (A) or (B) of this Article or the Federal Fair Labor Standards Act.
  - a. The Employer may opt to “cash out” (that is to pay the equivalent cash compensation on an hour for hour basis at the then current rate of pay) some or all compensatory time hours at such time or times as it may designate during any calendar year.
  - b. The Employer may opt to schedule employees to expend some or all compensatory time in the form of paid absences from work at such time or times as it may designate during the calendar year.
  - c. The Employer may opt to allow such accumulated compensatory time balances to remain.
2. In the event that the Employer decides to exercise one of the above options, the Employer shall establish a uniform amount or balance to be applied equitably to compensatory time balances within each department.
3. The Employer shall provide 25 working days advance notice to employees in the event it opts to initiate (1.) (b.) above.
4. Employees shall be able to maintain a minimum compensatory time balance of 35 or 40 hours depending upon the title.
5. Employees may initiate a written request to receive a “cash out” as defined in (1) (a) above of accumulated compensatory time. All such requests shall be subject to the approval of the department head and responded to in writing.

G. **Ordered Overtime**

It is hereby affirmed that the Employer shall maintain the right to compel overtime to be worked by employees in instances where:

1. Voluntary overtime arrangements have been exhausted without rendering a qualified employee available to do the work.
2. In the event of unexpected or emergent situations where the Employer determines that a position or post must be staffed or that an assignment or work must be accomplished.

It is further affirmed that the Employer shall have the right to formulate and implement overtime policies in order to assure staffing and that such policies shall include provisions for the isolated occasion to decline ordered overtime where such declination is both reasonable and justifiable.

**Article 13**  
**Holidays and Holiday Premium**

A. Effective with the 2020 contract year and thereafter, subject to the limitations as found elsewhere in this agreement the following legal holidays shall be observed by the County of Onondaga as days off with pay.

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday	Veteran's Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	

B. When a regularly scheduled staff employee is required to work on a holiday as listed in Section (a), said employee shall be paid his or her regular compensation rate, except for Christmas Day (December 25), New Year's Day (January 1) and Thanksgiving Day, which shall be paid at the rate equal to one and one-half (1 1/2) times the regular rate of compensation, including Institutional Shift Differential Premium when applicable, for such work performed. Employees who work on Christmas Day, New Year's Day or Thanksgiving Day holidays and who would be otherwise eligible to paid overtime compensation pursuant to Article 12 - Overtime Compensation Premium for work performed on such holidays shall receive an additional four (4) hours compensatory time at their regular rate of compensation.

C. The County agrees that employees who are required to work on a holiday as listed in Section (A) shall be compensated for such holiday by receiving a holiday premium of equivalent straight time cash payment in lieu of the holiday.

D. Any employee whose scheduled day off falls on a holiday or any employee who is required to work on a holiday as defined by Article 13(A) shall have the option of receiving a holiday premium of compensatory time off in lieu of a holiday premium of cash payment.

Employees electing this option for holiday premium of compensatory time must provide the department head or authorized designee written notification stating both the employee's election of the holiday premium of compensatory time option and specifying the date the employee requests to use the holiday premium of compensatory time. The employee's requested date must be a date no later than six weeks following the holiday. The written notification must be provided to the department head or authorized designee no later than five (5) work days prior to the holiday.

If the employee's requested date is denied and an alternative date cannot be mutually agreed to by the employee and the department head or authorized designee, the employee shall then receive a holiday premium of cash payment in lieu of compensatory time as follows:

1. Employee who was scheduled off on the holiday shall receive a holiday premium of straight time cash payment.
2. Employee who worked on the holiday shall receive a holiday premium of straight time and one half (1 1/2) cash payment.

E. **Eligibility**

In order to be eligible for the holiday pay as defined in Section (A) and (C), those employees covered by this agreement must actually work their last scheduled work day prior to the holiday, the holiday when they are required to work, and their first scheduled work day after the holiday unless their absence was scheduled and approved in advance by the department head or authorized designee. All regularly scheduled employees shall be obligated to work no more than seven of the holidays, except for employees of the Department of Emergency Communication which shall be eight (8) of the holidays as of January 1, 2009, as enumerated in Section (A). In instances where an employee was ordered or volunteered to work on an overtime basis on a holiday, the overtime worked shall count as one (1) day toward satisfying the seven-holiday obligation set forth above except for employees of the Department of Emergency Communications where this shall not apply as of January 1, 2009. For example, an employee works from 7 a.m. - 3 p.m. on Christmas Day. The employee then works from 3 p.m. - 11 p.m. on an overtime basis on that day. The employee would be credited with one holiday worked for their regularly scheduled hours worked and one holiday worked for the overtime hours worked for a total of two holidays worked toward satisfying the holiday requirement set forth above. In all cases, the employee must work a minimum of four hours on a holiday for this to apply.

- F. The County shall determine the calendar date on which the holidays set forth in this Article shall be observed.

When a legal holiday occurs on a Saturday or Sunday, where the department is normally closed for business, the holiday will be observed on the Friday preceding a Saturday holiday, or on the Monday following a Sunday holiday. However, for those departments requiring employees to work 24 hour work schedules and/or seven day per week schedules, the holiday pay set forth in (B) above shall be paid for work performed on the actual calendar date of Christmas Day (December 25), New Year's Day (January 1) and Independence Day (July 4).

For employees who work the night shift, the holiday shall be paid from the evening before the holiday to the morning of the holiday. For example, employees who work from 11 p.m. to 7 a.m., the holiday shall be from 11 p.m. on the evening before the holiday to 7 a.m. on the day of the holiday.

G. **Floating Holidays**

The following holidays shall be considered floating holidays: Lincoln's Birthday and Columbus Day. The parties understand and agree that sections (a), (b), (c) and (d) of this Article shall not apply for purposes of these days. Rather, in accordance with section (f) of this Article, the calendar dates on which the above holidays would be observed shall be considered regularly scheduled workdays. In lieu of the benefits set forth in sections (a), (b), (c) and (d) of this Article, employees may elect to implement the holiday premium compensation as provided in section (a) of this Article for the above holidays on

any two regularly scheduled work days during the calendar year in which the holidays occur, provided that 72 hours advance request is made to and approval is granted by the appointing authority. The floating holiday concept shall not be applicable to employees working in 24 hour, shift or relief type operations.

Employees hired or reinstated during any calendar year shall be eligible only for those floating holidays which fall subsequently to their date of hire or reinstatement. Employees eligible for terminal leave pursuant to Article 28 of this agreement shall be credited with any unused floating holidays which fall prior to the employee's termination date and debited with any used floating holidays which fall subsequent to the employee's termination date in accordance with the provisions for terminal leave.

**Article 14**  
**Longevity Premium**

The County shall pay all regularly scheduled full-time employees and part-time employees (on a pro rata basis) who have completed 10, 15, 20 and (commencing January 1, 1970) 25 years, and for each five (5) year interval thereafter of full-time service with the County, a premium of \$125.00 in equal installments which are divisible by 26 payroll periods or further subdivisions thereof, during the year in which the employee first becomes eligible for the longevity premium.

Any employee covered by this agreement hired on or after February 15, 1973 shall not be eligible for such longevity premium.

**Article 15**  
**Shift Differential**

Effective upon adoption of this Agreement by the Onondaga County Legislature and retroactive to the First Full Payroll Period after January 1, 2016, a shift differential premium of \$1.10 per hour shall be paid to all employees covered by this Agreement working a work shift between the hours of 3:00 p.m. and 7:00 a.m.

**Article 16**  
**Educational Premium Compensation**

- A. An Educational Premium adjustment in the amount as set forth below shall be paid for one (1) or two (2) complete years of graduate training now in effect for employees in the Social Services and Probation Departments shall be continued for the duration of this agreement.
- B. Employees in the Social Services and Probation Departments holding certification from the State of New York as certified Social Workers, shall receive the Educational Premium adjustment for two (2) complete years of graduate training as set forth below.



- C. Any employee covered by this agreement hired on or after February 15, 1973 shall not be eligible for such educational premium.

**Educational Premium Adjustment**

	<b><u>One (1) Year of Graduate Training</u></b>	<b><u>Two (2) Years of Graduate Training</u></b>
<b>Grade</b>		
1	304	608
2	318	636
3	332	664
4	351	702
5	378	756
6	412	824
7	445	890
8	486	972
9	530	1,060
10	572	1,144
11	613	1,226
12	654	1,308
13	727	1,454
14	807	1,614
15	890	1,780

**Article 17**  
**Vacant**

**Article 18**  
**Mileage and Parking Reimbursement**

- A. **Mileage Reimbursement**  
Employees who upon the sole direction and requirement of the Employer use their personal vehicle in pursuit of business on behalf of the Employer shall be reimbursed for incurred mileage expenses at the rate established by the U.S. Internal Revenue Service.
- B. **Parking Reimbursement**  
1. Employees who upon the sole direction and requirement of the Employer use their personal vehicles in pursuit of business on behalf of the Employer on a regular and consistent basis may be eligible for parking reimbursement.

Eligibility shall be determined on the basis of required use or availability 50 percent or more of the work time in any month for which the reimbursement is claimed.

2. Eligible employees shall be provided with a parking pass or card by the County to be used at a parking facility selected by the County. Eligible employees shall incur no expense, nor be required to submit any claims, when utilizing this option. Eligible employees, at their sole discretion, may elect to “opt-out” of the parking pass or card program established by the County. Should an eligible employee choose to “opt-out”, the remaining provisions of this Article and the following shall apply:
- a. The eligible employee must return any County-issued parking pass or card on the last business day of the month in which such election is made;
  - b. the “opt-out” provision will commence on the first business day following the month in which such election is made;
  - c. eligible employees who “opt-out” shall be solely responsible for securing their own parking arrangements;
  - d. eligible employees who “opt-out” shall be reimbursed up to \$45 per month via the reimbursement provisions of this Article.
  - e. Eligible employees who have opted out of the parking pass or card program may opt back in to the program on the first day of the second month following notification of the desire to opt back in, subject to availability. If no passes or cards are available, the employee will be placed on a waiting list. The waiting period may be set aside if availability permits.

Reimbursement shall be made to eligible employees at the rate of a one month or a three-month basis upon submission of a receipt for such expenses. In the event an employee who has been reimbursed becomes ineligible or separates from employment, the employee shall return the parking permit to the Employer at its request or shall have the balance of the reimbursement returned to the Employer by payroll deduction.

C. **Payment**

The Employer shall not be required to pay claims for mileage and parking reimbursement submitted to the Employer more than sixty (60) calendar days after the month being claimed for reimbursement except in cases where the amount owed is in dispute or where the employee is incapacitated due to illness.

If the Employer provides tax exempt certificates to employees, the Employer shall not be required to pay reimbursement for any sales tax as may be charged to or incurred by employees in relation to parking expenses.

Payment of mileage and parking reimbursements shall be made by means of the payroll system.

D. **Limitation: Parking**

In instances where the work location of employees is changed from a location where parking is provided at no cost or reduced cost to a location where parking is not provided at no cost or reduced cost, the provision or availability of parking at no cost or reduced cost by the Employer at any work location shall not constitute nor create a term and condition of employment for any employee covered by this agreement.

**Article 19**  
**Meal Allowance**

- A. Onondaga Community College employees engaged in snow removal and any employees in Parks, Facilities Management, Transportation, Water Environment Protection, Metropolitan Water Board and Emergency Communications are entitled to a meal allowance at the rate of \$8.25 per meal, when called in three (3) hours before, or required to work three (3) hours past the normal shift, [except Department of Transportation, which is two (2) hours before and three (3) hours after].
- B. Institutional employees, when called upon to work in an overtime capacity, in addition to their regular duty, will be provided an appropriate meal in accordance with present practices.
- C. There will be no deduction for meal breaks in (A) or (B) above when the break does not exceed twenty (20) minutes.
- D. The meal allowance will also be applicable to employees set forth in (A) above who work through their appropriate meal period on a scheduled day off or holiday when such work is in excess of an employee's normal schedule provided that:
  - 1. the employees are eligible for an appropriate meal period, and
  - 2. the Employer is unable to provide the appropriate meal period as a result of the work requirements or circumstances at that time.
- E. Payment of meal allowances shall be made by means of the payroll system.

**Article 20**  
**Children's Protective Unit Compensation**

- A. Any regularly scheduled full-time employee covered by this agreement who is assigned to the Child Protective Services Unit within the Department of Social Services shall receive the following amounts of compensation for performing on-call assignments (also referred to as "night service") during off-duty hours as scheduled by the department head or his/her authorized designee.

	2008	2009	2010	2011	2012
Weekdays- Monday - Friday (Supervisor) 4:00 p.m. M. to 8:00 a.m. F. (Straight Comp. Time for hours worked)	\$ 264	\$ 272	\$ 280	\$ 289	\$ 299
Weekend Friday to Monday (Supervisor) 4:00 p.m. F. to 8:00 a.m. M. (Straight Comp. Time for hours worked)	\$ 312	\$ 321	\$ 331	\$ 342	\$ 354

	2008	2009	2010	2011	2012
Evening Coverage Night Service Worker Night Service Workers 1, 2, 3 4:00 p.m. to Midnight	\$ 210	\$ 216	\$ 223	\$ 230	\$ 238
Evening Coverage Night Service Worker Night Service Workers 4, 5, 6 4:00 p.m. to Mid-F. 8:00 a.m. to Mid-Sat & Sun	\$ 252	\$ 260	\$ 267	\$ 276	\$ 286

	2008	2009	2010	2011	2012
Overnight Coverage Night Service Worker 7 Midnight to 8:00 a.m.	\$ 105	\$ 108	\$ 111	115	\$ 119
Overnight Coverage Night Service Worker 8 Midnight to 8:00 a.m.	\$ 105	\$ 108	\$ 111	115	\$ 119

**The rates for 2009, 2010, 2011 and 2012 shall be in effect with the commencement of the first full payroll period of each respective contract year.**

- B. Holidays: Evening Night Service Worker will each be compensated at six (6) hours for providing coverage on one of the official county designated holidays. The overnight Night Service Worker shall be compensated at three (3) hours for each such holiday. Supervisors providing supervisory coverage shall be compensated seven (7) hours for each such holiday.
- C. In addition to the compensation for "night service" as noted above, the "night service" worker shall receive overtime compensation at the rate of time and one-half for time actually involved in the physical investigation of a charge other than by telephone.

- D. Night service is scheduled on a voluntary basis and established at the beginning of the calendar year for a 52-week period. In the event that weeks are lacking volunteers or have no volunteers, management has the right to assign coverage for those weeks.

**Article 21**  
**Retirement**

The County agrees to provide Section 75(i), 41(j) (Sick Leave Credits and Retirement), and Section 41(k) (World War II Veteran Service Credit), of the New York Retirement and Social Security Law for all eligible employees covered by this agreement.

**Article 22**  
**Physical Examinations - Water Environment Protection**

**CONTENT ELIMINATED – SEE APPENDIX N**

**Article 23**  
**Health and Safety**

- A. The County shall continue to make reasonable provisions for the health and safety of its employees during the hours of their employment. The County furthermore agrees to provide reasonable and practicable protective devices and equipment necessary to protect the employees from sickness and injury.
- B. All employees covered under this agreement shall be entitled to the provisions of the Workers' Compensation Law as provided for within the law. It is expressly agreed that this paragraph shall not be grievable nor arbitrable under Article 27 - Grievance and Arbitration Procedure of this agreement.
- C. The right of the County to make and enforce reasonable rules and regulations as it may deem necessary for the purpose of maintaining order, safety and efficiency is recognized by the Civil Service Employees Association provided the same are not inconsistent with the provisions of this agreement.
- D. The Employer and Association agree to meet and discuss health and safety issues within the committees established under Article 29 - Joint Labor-Management Program of this agreement.
- E. Personal Protective Clothing and Equipment ("PPE")

Personal Protective Clothing and Equipment shall be furnished and maintained by the Employer without cost to employees whenever such equipment is required as a condition of employment or is required by State or Federal Law. Individual departments shall be responsible for maintaining lists of such required Personal Protective Clothing and Equipment and shall provide to the union upon request for review and inspection.

F. Protective Footwear

Where safety shoes and/or boots are required as set forth in paragraph E above, the Employer may elect not to furnish such protective footwear but rather to reimburse employees that purchase their own protective footwear up to a maximum amount of \$150.00 annually. Employees must adhere to department and/or County reimbursement policies to receive such payment. Additionally, all protective footwear purchased by employees must meet any and all standards set by the County.

**Article 24**  
**Health and Dental Benefits**

**Health Benefits**

The Employer agrees to provide health benefits coverage to regular full-time and regular part-time employees in the bargaining unit who submit the requisite enrollment card under the Onondaga County Health and Wellness Program (hereinafter "OnPoint Program") developed by the Onondaga County Health Care Coalition.

Effective January 1, 2017, members shall contribute in the amount equal 14% per month of the premium equivalent rates established for the OnPoint Program for both individual and family coverage. The Employer shall collect such contributions by payroll deductions.

Effective January 1, 2018, members shall contribute in the amount equal 16% per month of the premium equivalent rates established for the OnPoint Program for both individual and family coverage. The Employer shall collect such contributions by payroll deductions.

Effective January 1, 2019, members shall contribute in the amount equal 18% per month of the premium equivalent rates established for the OnPoint Program for both individual and family coverage. The Employer shall collect such contributions by payroll deductions.

Effective December 31, 2019 members in salary grades 9 through 15 (inclusive) shall contribute in the amount equal 20% per month of the premium equivalent rates established for the OnPoint Program for both individual and family coverage. The Employer shall collect such contributions by payroll deductions.

The OnPoint Program shall establish eligibility for health benefit coverage on the first day of the fourth month following the date of active employment or application for enrollment. The OnPoint Program shall provide that health benefit coverage shall terminate at the end of the calendar month in which eligibility or employment terminates except in case of the death of an employee while on active payroll status which shall continue to be covered by present OnPoint Program provisions or the layoff of an employee as provided in Article 8 - Layoff Procedures of this agreement or Sections 80 and 81 of the Civil Service Law in which case eligibility shall terminate at the end of the month following the month in which the layoff occurs.

**Dental Benefits**

The Employer agrees to provide dental benefits coverage to members of the bargaining unit, as set forth below, who submit the requisite enrollment card under the Onondaga County Dental Program (hereinafter the "Program").

Regular full time and regular part-time employees may enroll for individual coverage and shall contribute 35% of the premium or premium equivalent rate established by the Program for individual coverage.

Regular full time employees may enroll for family coverage (including eligible dependents as defined by the Program) and shall contribute 35% of the premium or premium equivalent rate established by the Program for family coverage.

### **Applicability**

- A. The County reserves the right to self-insure, alter benefit plans or change the benefit carriers for the Health and Dental Benefit program provided that any new plan or change shall be equivalent in coverage and/or benefits as provided by the above stated plans. The County shall notify the Association not less than 45 calendar days prior to the effective date of such change or alteration.
- B. No employee shall be eligible for health or dental benefits provided herein both as an employee and as a dependent or if enrolled as a dependent under any other health or dental benefit program provided by or offered through the Employer.

### **Article 25** **Long Term Disability Benefits**

- A. The Employer agrees to provide coverage under a group long term disability program to regular full-time employees and regular part-time employees who work at least twenty (20) hours per week and who submit the requisite enrollment card. For purposes of program eligibility, regular full time and regular part-time employees are required to work at least twenty (20) hours per week in order to be eligible to enroll in the program.
- B. The Employer reserves the right to self-insure, alter benefit plans or change benefit carriers provided that any new plan or change shall be the same as or improve the coverage or benefits. The Employer shall notify the Association not less than forty-five (45) calendar days prior to the effective date of such change or alteration.

### **Article 26** **Discipline and Discharge Procedure**

The following procedures shall be the exclusive procedure utilized for disciplinary and discharge matters for all permanent employees covered by this Agreement and who have satisfactorily completed the initial probationary period with the Employer as provided by local Civil Service rules and regulations. It is also the intent of this Article to provide for a swift and judicious alternative for handling discipline and discharge matters in lieu of Section 75 and 76 of the New York State Civil Service Law.

Disciplinary action shall include, but is not limited to, oral warnings, written reprimands, suspension, demotion, discharge, fines or any combination thereof or other such penalties as may be deemed appropriate by the Employer. An employee shall be entitled to representation by the CSEA at each step of the discipline and discharge procedure. An employee shall be entitled upon request to have a CSEA Representative present if, as a

result of an investigation, an employee is asked by the Employer to sign a statement for purposes of attesting to or admitting incompetency or misconduct.

Service of the notice of discipline shall be made by personal service to the employee with the Unit President or his/her designee receiving a copy, if present at the time. If service cannot be effectuated by personal service, it shall be made by registered or certified mail, return receipt requested to the employee with a copy sent to the Unit President or his/her designee.

The notice of discipline shall contain a detailed description of the specific acts and conduct for which discipline is being sought including references to date, times and places and shall state any proposed penalty being sought. The notice of discipline shall also state that the employee has the right to appeal the disciplinary action by filing a written grievance through the Association within seven (7) work days after receipt of notice of discipline if he/she disagrees with it. No disciplinary proceeding shall be commenced under this Article more than 15 months after the occurrence of the alleged acts and/or conduct complained of and described in the notice of discipline provided, however, that such limitation shall not apply where the acts and/or conduct complained of and described in the notice of discipline would, if proved in a court of appropriate jurisdiction, constitute a crime.

Employees will be presumed innocent until proven guilty and the burden of proof shall be the Employer's. Employees shall be given the opportunity to resolve the proposed discipline by settlement and to be represented by a CSEA representative and waive their rights to the procedure as outlined herein. Any settlement agreed upon between the parties shall be reduced to writing with the exception of oral warnings, which shall be the form set forth in Appendix D and shall be final and binding upon all parties subject to the approval of the Director of Employee Relations or authorized designee with a copy of same to the Local President, Unit President and Labor Relations Specialist.

Oral Warning Notations shall lapse in effect and be expunged from the employee's record upon the expiration of twelve (12) calendar months from the date of issuance provided that the employee receives no disciplinary action for the same or similar offense within the twelve (12) month period.

In an instance when disciplinary action is to be preferred against a bargaining unit employee, the employee shall not be suspended from employment prior to the completion of the second step of the discipline and discharge procedures contained in Article 27 of the current agreement unless, in the opinion of the department head and the Director of Employee Relations or their authorized designee, the employee presents a danger to the health and/or safety of one's self or another or disrupts the operation of the department where the employee is situated.

Disciplinary action against an employee, except oral warnings, which shall be issued in accordance with the form attached hereto as Appendix D, may be appealed by filing a written grievance through the Association within seven (7) work days after the receipt of such notification by the employee if he/she disagrees with the disciplinary action taken. Said grievance shall be processed by the Association as a Step Two grievance and, if necessary, through the arbitration step. In instances where an employee is suspended or terminated from employment prior to the completion of the second step of the discipline and discharge procedure contained in Article 27, a Step Two Grievance meeting shall be convened by the Employer within five (5) working days after receipt of a Step Two grievance as provided above. The Director of Employee Relations or authorized designee shall render a decision in writing to resolve the matter within seven (7) calendar days after conclusion of the Step Two meeting. Failure to file a grievance within the time frame herein above specified will constitute acceptance of the penalty as proposed by the Employer, by the employee and settle the matter in its entirety.



Subject to a mutual written agreement between the CSEA and the Division of Employee Relations, the time limits herein above specified may be waived.

The disciplinary arbitrator shall not have jurisdiction of authority to add to, modify, detract from or alter in any way the provisions of this agreement, or any amendments or supplement thereto or to add new provisions to this agreement or any amendment or supplement thereto.

Rather, the disciplinary arbitrator shall be limited to determining guilt or innocence and the appropriateness of the proposed penalty.

If, in any case where an employee has been suspended or discharged pending the outcome of an arbitration proceeding, an arbitrator finds that such suspension or discharge was unwarranted or that the penalty was too severe then the employee shall be reinstated and compensated for all time lost, and all other rights and conditions of employment as may be determined by the arbitrator, less the amount of compensation which he/she may have received on other employment or in the form of any type of State or Federal benefits since his/her suspension or discharge from the public service.

The decision of the Arbitrator shall be final and binding upon all parties

## Article 27 Grievance and Arbitration Procedure

### I. General

- A. It is the intent of this Article to promote and provide for a mutually satisfactory procedure for the peaceful settlement of grievances arising out of the interpretation or application of the terms of this agreement. The Employer and Union encourage prompt resolution of employment problems through discussion and dialogue between the employee(s) and their immediate supervisor prior to the initiation of a written grievance, whenever possible.
- B. Every employee shall have the right to present his/her grievance to the County free from interference, coercion, restraint, discrimination or reprisal, and shall have the right to be represented by a Civil Service Employees Association unit representative, provided however, that an employee may not be represented by any person(s) representing any other labor organization. The Association shall have the right to submit class action grievances.
- C. Probationary Employees - It is agreed by and between the parties that any employee covered by this agreement working in a Probationary status may be discharged at the sole discretion of the County and shall not have the right to relief pursuant to the grievance procedure as contained herein.
- D. The time limits set forth in the Article are of the essence. They may, however, be extended by mutual written agreement of the parties. Such time limitations can be raised at any Step throughout the grievance procedure.

The failure of the grievant to proceed within the time limit set forth shall terminate the grievance at that step. The failure of the County to answer within the time limit set forth will advance the

grievance to the immediate next step of the grievance procedure, upon written notice to the Employer representative at the next step of the grievance procedure.

E. The employee shall have the option to utilize the Preliminary Step or proceed directly to Step 1.

II. As used herein, the following terms shall be defined as follows:

A. County shall mean County of Onondaga.

B. Employee shall mean any person employed by the County of Onondaga and described in the bargaining unit pursuant to Article 2 of this agreement.

C. Immediate supervisor shall be that person of the next higher level of authority, regardless of titles, who normally assigns, supervises, evaluates, or approves the employee's work. The County may designate the Immediate Supervisor in a particular department if it so desires.

D. Department Head means the person so designated pursuant to Charter, Local Law, Administrative Rule and/or Code or by resolution of the County Legislature as the head of a department.

E. Authorized designee means the person so designated by the department head within his/her department, institution, division, bureau and/or other administrative units for the purpose of handling grievances.

F. Workday means all days other than Saturday, Sunday or legal holidays as celebrated by the County. Saturdays, Sundays and Legal holidays shall be excluded in computing the number of legal days in which action must be taken in any step of the grievance procedure.

G. Grievance means a claimed violation, misinterpretation or an inequitable application of a specific and express term of this agreement. All grievances must be filed in writing; must set forth the facts giving rise to the grievance in sufficient detail to allow the Employer to investigate the matter and render a response; and must set forth the Article(s) and sections(s) of the contract that are alleged to have been violated, misinterpreted or inequitably applied.

H. Class action grievance means a claimed violation, misinterpretation, or an inequitable application of a specific and express term of this agreement that affects employees in more than one department.

I. Civil Service Employees Association Unit Representative means a person designated by the President of Civil Service Employees Association, Local 834.

### **Preliminary Step**

An alleged grievance may be discussed verbally between the employee(s) and their union representative and the local or immediate supervisor prior to the initiation of a written grievance, however, the time limits for initiating a written grievance shall continue unless otherwise agreed.

### **Step 1:**

- A. In the event that the grievance is not adjusted under the Preliminary Step, the aggrieved employee or grievance representative or unit president or their designee may file a written grievance within ten (10) working days after the grievant becomes aware of the event constituting the alleged grievance for a review with the department head or his/her authorized designee and provided that the Preliminary Step has been initiated.

The department head or authorized designee shall meet with the grievant and union representative to review the alleged grievance. The grievant and union representative shall attend the meeting and present facts and oral or written statements pertaining to the alleged grievance. The department head or designee shall provide a written answer to the alleged grievance within twenty (20) working days after receipt of the grievance.

- B. In the event that the employee(s) opt to proceed directly to Step One and the Preliminary Step is not held, the aggrieved employee or grievance representative or unit president or their designee may file a written grievance within ten (10) working days after the grievant becomes aware of the event constituting the alleged grievance for a review with the department head or his/her authorized designee.

The department head or authorized designee shall meet with the grievant and union representative to review the alleged grievance. The grievant and union representative shall attend the meeting and present facts and oral or written statements pertaining to the alleged grievance. The department head or designee shall provide a written answer to the alleged grievance within twenty (20) working days after the meeting to review the alleged grievance.

### **Step 2:**

In the event that the grievance is not adjusted under Step 1 and the Union decides to proceed, the Union shall file the written grievance with the Division of Employee Relations within ten (10) working days from the date of the Step 1 answer.

A class action grievance shall be initiated in writing at this step by the CSEA Local 834 President or his/her written designee within ten (10) working days after being aware of the event constituting the alleged class action grievance.

Thereafter, the Director of Employee Relations or authorized designee shall meet with the aggrieved employee, their union representative and Labor Relations Specialist, if any, within twenty (20) working days after the notification from Step 1. Within ten (10) working days after the conclusion of the Step 2 meeting, the Director of Employee Relations or authorized designee shall render his decision in writing with copies to the grievant, Local President and Unit President to resolve the matter.

### **Step 3:**

1. Any grievance arising under Article 26 - Discipline and Discharge Procedure or Article 27 - Grievance and Arbitration Procedure of this agreement which is unresolved after Step 2 of this Article and which is to be further appealed by the Union under Step 3 of this Article shall be processed instead, upon mutual written agreement of the parties, according to the Grievance Triage Arbitration Procedure (hereinafter

“GTAP”) set forth in Appendix I of this agreement in lieu of paragraph (2) below. Absent such agreement, the grievance shall be processed as provided in (2) below.

2. A. In the event the grievance is not adjusted at the conclusion of Step 2, the Association may request in writing with a copy to the Division of Employee Relations the appointment of the arbitrator from the American Arbitration Association, Public Employment Relations Board and/or Federal Mediation & Conciliation Service within fifteen (15) working days after receipt of the decision rendered at the conclusion of Step 2.
- B. It is understood by the parties that the cost of such arbitration shall be borne equally by the parties.
- C. The arbitrator shall not have jurisdiction or authority to add to, modify, detract from, or alter in any way the provisions of the agreement or any amendment or supplement thereto or to add new provisions of this agreement or any amendment or supplement thereto.
- D. If the grievance concerns matters not covered by this agreement or the procedures contained herein have not been adhered to, said grievance shall be returned to the parties without decision.
- E. The findings, conclusions, and recommendations of the arbitrator for resolution of the grievance shall be binding on all parties to the proceeding. Awards may not be retroactive beyond thirty (30) calendar days prior to the initiation of the alleged grievance with the County.
- F. The arbitrator’s decision shall be rendered in accordance with the time limits of the arbitration administration agency selected.

## Article 28 Employee Leave Benefits

All regular full-time employees and regular part-time employees on a pro-rated basis covered by this agreement shall be entitled to the following leave benefits set forth in this Article.

### HOURS OF WORK

The basic work week for employees in County departments and agencies and those covered under special regulations is a 35-hour work week from 8:30 a.m. to 4:30 p.m. each business day Monday through Friday. Some departments and institutions work a 40-hour work week. Some departments also participate in a flex-time project (see Appendix H) where starting times may be 8:00, 8:30 or 9:00 a.m.

In departments where a deviation from the stated work hours is required schedules are determined at the discretion of the department head.

Daily time records showing actual hours worked by each employee shall be maintained. In the absence of mechanized time recording equipment, each department will use designated daily sign-in sheets.

## LUNCH PERIOD

Employees not covered by special regulations shall be granted a one (1) hour lunch period each full working day, said lunch hour to be taken according to a schedule determined by the department head.

Lunch hours should not be taken before 11:00 a.m. or after 2:00 p.m.

## REST BREAK

Each department head shall grant one (1) work break not to exceed fifteen (15) minutes during one (1) working day. Timing of the break is at the discretion of the department head.

## VACATION LEAVE

Vacation leave shall be earned by full-time employees, and by part-time employees on a pro rata basis in accordance with the Leave Accrual Chart set forth in Appendix E.

Vacation leave shall be fully earned, credited and available for use on the employee's anniversary date.

At the completion of one (1) full year of employment, a new employee has earned eleven (11) days of vacation leave. If desired, the employee may use five (5) days of this first year's entitlement upon completion of six (6) months of service, then leave the remaining six (6) days to be used after the employee's first anniversary date.

Employees may accumulate and carry over unused vacation credits into the following anniversary year not to exceed a total accumulation of thirty (30) vacation leave days, subject to the approval of the department head. Vacation leave days in excess of 30 days on the employee's anniversary date shall be canceled but may be converted to sick leave subject to the approval of the department head.

### Limitations:

If an observed legal holiday falls within an employee's vacation period, such day will not be charged against accumulated vacation leave credits.

Vacation leave credits will not be earned or accumulated during any month where an employee is absent without pay more than 50% of the working days.

Any vacation leave use shall be subject to approval by the department head. To assure continuation of essential public services, no more than one third (1/3) of the staff of any department or division may be granted vacation at the same time, except upon approval of the County Executive.

To ensure fairness to each employee, where all other things are equal, a vacation schedule shall be established with an employee's length of continuous service in County employment as the criterion for scheduling preference. In the absence of an existing departmental vacation policy, vacation scheduling shall be based upon a rotational system by seniority for each vacation leave request. Vacation leave requests must consist of at least one (1) workday up to ten (10) consecutive work days.

**NOTE:** When leave time is requested and approved, and the employee is on such approved leave, all such days off must be charged to the approved leave category and may not be converted to any other leave category during such leave except in cases of death in the employee's immediate family as defined herein under Bereavement Leave. In such cases, up to four (4) days of vacation leave may be converted to bereavement leave.

### **PERSONAL LEAVE**

After one (1) full year of continuous employment, and on each succeeding anniversary date, regular full-time employees on the permanent (101) payroll earn three (3) days of personal leave to be used for religious observance or personal business. Part-time employees on the permanent (101) payroll earn personal leave on a pro rata basis. (Refer to the Leave Accrual Chart set forth in Appendix E. Personal Leave may be granted only with the approval of the department head, or their designee, upon written request of the employee. In the case of a bona fide emergency, Personal Leave requests may be granted only with the approval of the department head, or their designee, and submitted in writing upon return to work.

Personal leave credits may not accumulate. Any credits remaining unused on the employee's anniversary date may be converted into sick leave subject to the approval of the department head.

Personal leave is not earned during any month where an employee is absent without pay more than 50% of the working days.

### **TERMINAL LEAVE**

Upon resignation or retirement, an employee will receive a lump sum cash payment up to a maximum of twenty-one (21) days of earned and unused vacation, eligible floating holidays, personal leave, and compensatory time credits provided that notice of resignation or retirement is on file in the Personnel Department at least two (2) weeks prior to the employee's last day of work. Entitlement for lump sum payment is figured from the employee's last anniversary date and must be certified by the Department of Personnel. The terminal leave entitlement for vacation leave and personal leave are calculated using the Leave Accrual Chart set forth in Appendix E. The total lump sum payment may not exceed twenty-one (21) days and employees may not be retained on the payroll in budgeted items following the last day of work in order to use any uncompensated credits.

When an employee is reinstated from resignation within one (1) year of such resignation, any unused sick leave credits, if any, which remained at the time of resignation shall be restored to the employee upon reinstatement. Upon reinstatement, the employee shall then become eligible to begin earning new vacation, personal and sick leave days.

In the event of death of an employee while on active payroll status, the Employer shall pay in a lump sum cash payment all earned and unused vacation, eligible floating holidays, personal leave and compensatory time credits to the estate of the employee.

## SICK LEAVE

Full time employees on the permanent (101) payroll earn sick leave credits in accordance with the Leave Accrual Chart set forth in Appendix E limited to ten (10) days per year and subject to the provisions set forth below. Regular part-time employees on the permanent (101) payroll earn sick leave credits on a pro-rata basis in accordance with the Leave Accrual Chart set forth in Appendix E and subject to the provisions set forth below.

Sick leave shall not be used until an employee has completed six (6) payroll periods of continuous service.

Sick leave credits shall not be earned unless the employee is on full pay status for at least fifty percent (50%) of the working days during the payroll period. Days during which the employee is using accumulated sick leave credits shall not be considered as days on full pay status for purposes of earning sick leave.

Unused sick leave credits shall accumulate but only up to a maximum of one hundred sixty-five (165) days. Upon attaining the maximum accumulation, sick leave is no longer earned. Upon retirement, an employee who is eligible for a retirement benefit may elect to apply unused accumulated sick leave credits to his or her years of service for purposes of increasing the retirement benefit. Such credits may not be used for purposes of becoming eligible for a retirement benefit.

When an employee must be absent on sick leave, the employee shall report same to the department head as near as possible to the normal starting time. Departments which require replacement for absent employees may require earlier notification time.

In case of failure to report, unless for reasons satisfactory to the department head, the absence shall not be deducted from sick leave credits but shall be considered as time off without pay.

Sick leave credits may be used by the employee in units of days, half days, or hours when the employee is incapacitated or unable to perform the duties of his or her position by reason of sickness, injury, temporary disability, or for dental or medical visits which may not be accomplished after working hours.

Sick leave credits, not to exceed a total of ten (10) days in any calendar year, may be used for verified serious illness in the employee's immediate family requiring care and attendance by the employee. Immediate family shall include spouse, parent, child, brother, sister, domestic partner living in the same household for at least twelve (12) consecutive months (as certified by the employee on a certification form required by the County), child of such domestic partner, or any other relatives who are actual members of the employee's household.

A physician's statement verifying the employee's incapacity or inability to perform the job duties shall be required upon the request of the department head in case of:

- A. absence of three (3) consecutive workdays or more;
- B. sick leave taken on day(s) where paid leave credits or absence(s) have been previously requested and disapproved;
- C. for sick leave taken on their last scheduled workday prior to a holiday or vacation day, the holiday when they are required to work except as provided in (D) below, and their first scheduled work day after a vacation day or holiday;

- D. sick leave taken on more than one holiday in a calendar year on which the employee is scheduled and required to work;
- E. unverified absence in excess of seven (7) days (or the equivalent in hours) in a calendar year except for employees who have one hundred and sixty-five (165) days of sick leave and for employees scheduled on a twelve (12) hour shift schedule in which case shall be in excess of six (6) days or 72 hours.

Further verification of illness may be requested at the department head's discretion if the attending physician's statement is considered incomplete. If the employee fails to submit sufficient proof of illness when required to do so, or if in the department head's judgment, the submitted proof does not justify the employee's absence, such absence shall be considered time off without pay.

Upon return from sick leave of thirty (30) days or more, the employee shall submit to the department head a physician's statement attesting to the employee's recovery and physical fitness to perform the duties of his or her assignment.

When sick leave credits have been exhausted, absence for illness may be charged against annual leave, personal leave or compensatory time credits at the employee's option, but thereafter shall be absence without pay.

Whenever possible, such as for scheduled hospital or office visits, requests for sick leave are to be made in written form and approved by the department head in advance of the date leave is to be taken.

#### **EXTENDED SICK LEAVE**

Employees with five (5) or more years of satisfactory service may receive additional sick leave with full pay in the case of verified serious and protracted illness, after all other credits have been exhausted.

Such additional sick leave may be granted at the discretion of the department head and with the approval of the Commissioner of Personnel and shall be up to one (1) calendar month for those having five (5) years and up to ten (10) years employment, two (2) calendar months for an employee with ten (10) to fifteen (15) years of service, and maximum of three (3) calendar months for an employee with fifteen (15) or more years of service. Extended sick leave may be utilized by eligible employees for the total entitlement as listed above, however, the entitlement may be granted only once during the employee's tenure.

For example, an employee who is entitled to one (1) month and uses only two (2) weeks may, at the department head's discretion, use the remaining two (2) weeks at some future date if necessary, however, such employee will not be eligible for additional extended sick leave after ten (10) to fifteen (15) years of service.

Calculation of remaining extended sick leave credits is based on the number of workdays in the calendar month(s) originally requested.

#### **BEREAVEMENT LEAVE**

For employees on the permanent (101) payroll leave of absence with pay because of death in an employee's immediate family may be granted for up to four (4) working days. Immediate family includes spouse, parent, child, brother, sister, domestic partner living in the same household for at least twelve (12) consecutive months (as certified by the employee on a certification form required by the County), child of such a domestic partner, a person occupying the position of a parent or child, or a close relative who is an actual member of the



employee's household. The four (4) working day leave period for immediate family bereavement may be extended by one (1) day utilizing Personal Leave, Vacation Leave or Comp Time, without any restriction from other contractual provisions, MOAs, or departmental policies applicable for said leaves. The additional leave day must be contiguous except by special permission related to a separation in time for services. Requests for this additional leave day must be made in advance, inasmuch as practical. Additional accrued leave to be used for the purpose of bereavement may be requested and approved in accordance with the other provisions of this Agreement.

Leave with pay of two (2) working days may be granted to employees in the event of death of grandparents and in-laws. Effective January 1, 2009, grandchildren shall be covered by this paragraph.

Leave with pay of one (1) working day may be granted to employees in the event of death of other near relatives such as the employee's aunts, uncles, first cousins.

Employees using bereavement leave must produce proof upon request, such as an obituary, funeral program, prayer card or death certificate. The County will only request such proof when there is suspicion of improper use of bereavement leave and/or for other good faith reasons justifying the request in the reasonable discretion of the County.

**NOTE:** Aunts, uncles, cousins, grandchildren, and grandparents of an employee's spouse are not considered near relatives for purposes of granting bereavement leave.

### **JURY DUTY AND COURT ATTENDANCE**

Upon showing of proof five (5) days in advance of a call to jury duty or to attend court pursuant to a subpoena or other court order not as a party to the litigation, an employee scheduled to work shall be granted leave with pay for such purpose by the department head, less any per diem compensation received by the employee in connection with the performance of jury duty. Such leave with pay shall be applied, regardless of shift assignment, in units of days or half days, depending on the schedule of jury duty service. Employees who are placed on an "on-call" status by the jury shall be required to report for work if so scheduled and shall be released for jury duty in the event the employee is summoned. Employees who are scheduled to work Saturdays and Sundays will have their work schedules adjusted to work Monday through Friday during jury duty except in instances of bona fide emergencies where the employee is needed to work and cannot be replaced.

### **CIVIL SERVICE EXAMINATIONS**

Employees with permanent Civil Service status on the (101) payroll shall be allowed time off with pay to take open competitive or promotional examinations held for any positions under the jurisdiction of the Commissioner of Personnel, if such examination is scheduled during the employee's regular work hours.

A provisional employee shall be allowed time off with pay to take the examination for the position in which he or she is serving provisionally, if such examination is scheduled during the employee's regular work hours.

Employees will not be required to work eight (8) hours immediately preceding the examination but shall instead be rescheduled to provide for this time off.

## CHILDBIRTH LEAVE

Employees shall be entitled to a leave of absence without pay for childbirth as follows:

An employee covered by this agreement shall be granted childbirth leave provided written notification is submitted to the supervisor, at least four (4) weeks prior to the anticipated departure, stating the probable date of departure and duration of leave. Such leave shall be granted for a period of up to six (6) months, and upon further written request by the employee, the department head may extend the leave for an additional six (6) months. In no case shall the total period of leave exceed twelve (12) months.

In no case shall the employee be required to leave prior to childbirth unless in the opinion of the department head, the performance or attendance of the employee becomes unsatisfactory.

Accumulated sick leave credits may be used for any time during pregnancy, delivery, or recovery, when sickness or disability would prevent the employee from performing the normal duties at work. The provisions governing use of such leave pursuant to the Sick Leave Section of this agreement shall apply when sick leave is used for this purpose.

Granting of childbirth leave shall not prevent the abolition of a position, and/or termination of an employee due to reorganization, lack of funds or other reason unrelated to childbirth.

## EMERGENCY SERVICE PROVIDERS

A. Employees who are members of a volunteer fire department and/or ambulance squadron shall be eligible for excused tardiness and absences attributable to the provision of emergency services in a volunteer fire department and/or ambulance squadron without charge to leave accruals upon prior certification by the department head. Certification of employees shall be in the discretion of the department head upon submission of proper written documentation establishing the current and continuing membership of the employee in a volunteer fire department and/or ambulance squadron.

B. **Absence or Tardiness**

In the event a certified employee is absent from work or reports for work beyond the scheduled reporting times due to the provision of emergency service, employees shall report such absence or tardiness as soon as possible to the department head. The employee shall upon returning to work submit an official written statement from the officer in charge of the fire department or ambulance squadron stating the employee's name, time of alarm, time of release, and a description of the emergency verifying the absence or tardiness. Upon approval of the department head such absence or tardiness shall be excused without charge to leave accruals.

C. **Release from Work**

In the event a certified employee receives a call to respond to an emergency while the employee is at work, the employee shall be released from work upon approval of the department head. The employee shall upon returning to work submit an official written statement from the officer in charge of the fire department or ambulance squadron stating the employee's name, time of alarm, time of release and a description of the emergency verifying the release or absence. Upon approval of the department head such release or absence shall be excused without charge to leave accruals.

**Article 29**  
**Joint Labor Management Program**

With the express purpose of fostering a harmonious relationship, the administration of the employees covered by this agreement in their respective departments and agencies and the duly authorized representative of the Association shall establish a Joint Labor-Management Program for the purpose of providing communication and discussion for attempted resolution of employment problems between the respective administrators and the employees.

**Article 30**  
**Productivity - Efficiency Clause**

The Civil Service Employees Association and the County recognize the paramount importance of delivering the public service in the most efficient, effective and courteous manner.

The Civil Service Employees Association recognizes the County's rights and responsibility to establish and/or revise performance standards or norms notwithstanding the existence of prior performance levels, norms or standards. Such standards developed by usual work measurement procedures may be used to deem acceptable work performance levels, prepare work schedules and to measure the performance of each employee or group of employees.

Experience indicates that it is important to involve employees in the process of implementing such procedures and the Civil Service Employees Association agrees to appoint an appropriate committee to meet with the Division of Employee Relations for the purpose of assisting in the development and implementation of such procedures.

**Article 31**  
**On-Call**

Employees are "on-call" when they are assigned and required by the Employer to be available for immediate recall and to be prepared to return to work within the designated period of time or perform work during off-duty hours. "Immediate recall" shall mean the time of response required by the Employer to the call or page. The period of time for recall response and return to work shall be determined by the Employer.

On-call assignments which presently exist absent an agreement or any subsequent on-call assignments which are required by the Employer, shall be covered by written agreements between the Union and the County which provide for:

1. the terms and conditions of the on-call assignments with respect to time spent on call.
  2. the terms and conditions of any work performed during such assignment which may not be covered by this agreement.
- A. All such written Agreements shall be drawn in accordance with the Guidelines for Written Agreements for On-Call set forth in Appendix G of this agreement.
- B. Employees who may be contacted to perform snow removal or to respond to an emergency shall be excluded from the provisions of this Article.

**Article 32**  
**Employee Property Damage**

All departments shall utilize a process for reviewing employee property damage claims not inconsistent with that established by the County Executive and Onondaga County Legislature.

**Article 33**  
**Probation Department Premium Compensation**

The Employer and Union recognize the special and unique working conditions and training required of Probation Officers and Probation Supervisors as well as the value of experience gained through continuity of performance on the job in capacities which exceed regular or usual expectations. In relation to these factors, the following premium compensation is established.

- A. Enhanced Supervision Premium Compensation – Members of the Probation Department in the title of Probation Officer who are assigned by the Employer to perform Enhanced Supervision Hours shall be paid a premium compensation of one and one-half times their regular rate of compensation limited to 7 hours per month worked between the hours of 6:00 p.m. and 12:00 midnight on a Friday and/or Saturday or additional hours or special assignments as may be authorized by the Commissioner of Probation provided, however, that a minimum of 14 hours of Enhanced Supervision Hours are actually worked. Probation Supervisors shall also be eligible for such premium compensation when assigned by the Employer to special details comprised of Enhanced Supervision Hours.
- B. Compensatory Time Redemption. Members of the Probation Department in the titles of Probation Officer Trainee, Probation Officer and Probation Supervisor shall be eligible to redeem accumulated compensatory time that is earned in accordance with Article 12 – Overtime Premium Compensation of this Agreement for straight time cash payment at their regular rate of compensation. Applications for payment must be made by eligible members on or before October 15<sup>th</sup> of each calendar year. Payments shall be made by the Employer on or before December 15<sup>th</sup> of each calendar year. The maximum cash payment permitted for any member shall be \$750 per calendar year unless otherwise approved by the Employer. The Employer reserves the right to redeem accumulated compensatory time earned by members as provided in Article 12 – Overtime Compensation Premium of this Agreement.

**Article 34**  
**Tardiness/Attendance Rule**

Tardiness will not be tolerated and will result in a loss of pay for FLSA non-exempt employees and in a deduction of accrued leave (vacation leave, personal leave, compensatory time in that order) for FLSA exempt employees unless or until accrued leave time is exhausted in accordance with the following schedule:

<b><u>Tardy:</u></b>	<b><u>Loss of:</u></b>
0 min. through 7 min.	accumulated/payroll period = 0 min.
8 min. through 22 min.	accumulated/payroll period = 15 min.
23 min. through 37 min.	accumulated/payroll period = 30 min.
38 min. through 52 min.	accumulated/payroll period = 45 min.
53 min. through 60 min.	accumulated/payroll period = 60 min.

Cumulative per/day/payroll period.

In excess of 60 minutes shall be computed as noted above. In addition to the loss of pay, employee tardiness will be subject to review for disciplinary action up to and including discharge.

Tardiness due to snowstorms, natural disasters or other major calamities, if supported by reasons acceptable to the department head, may be excused and will not result in loss of pay or disciplinary action for the period of tardiness or absence.

**Article 35**  
**Field Training Officer Premium Compensation**

- A. In the event that an employee in the title of Campus Security Officers, Correction Officers, Public Safety Telecommunicator, Public Safety Dispatcher, Sr. Correction Officers or Supervisor of Dispatch Operations are assigned by the Employer to perform the duties commonly referred to as Field Training Officer (hereinafter "FTO") the following shall apply.
- B. The rate of compensation for each day (an 8-hour shift) that an employee is assigned as FTO shall be two (2) hours of compensatory straight time.
- C. For Correction Officers, Sr. Correction Officers, and Campus Security Officers the rate of compensation for each day (an 8-hour shift) that an employee is assigned as FTO shall be one (1) hour of compensatory pay (straight time) or pay, in the sole discretion of the department.

**Article 36**  
**Conformity to Law**

This agreement and its component provisions are subordinate to any present or future Federal or New York laws and regulations. If any Federal or New York law or regulation, or the final decisions of any Federal or New York court or administrative agency affects any provisions of this agreement, each such provision will be deemed amended to the extent necessary to comply with such law, regulation or decision, but otherwise this agreement will not be affected.

**Article 37**  
**Ratification of Agreement**

It is understood between the parties that no provisions contained within this agreement are binding upon either party until this agreement has been reduced to writing, ratified by the Association and duly approved, ratified and executed by the Onondaga County Legislature. It is further understood between the parties that the Onondaga County Legislature reserves the right to approve or reject any provisions of this agreement together with the whole thereof.

**Article 38**  
**Civil Service Promotional Examination Fees**

Effective January 1, 2009, fees charged for promotional civil service examinations administered by the Onondaga County Personnel Department shall be limited to \$10 per examination limited to two (2) such examination in a calendar year for members of the bargaining unit.

**Article 39**  
**Probation Department Clothing Allowance**

Employees in the title of Probation Officer and Probation Supervisor who are issued a firearm by the Employer shall be paid a clothing allowance in the amount of \$200 per year effective January 1, 2021.

Article 40  
Terms of Agreement

The terms of this Agreement and each of its provisions unless otherwise provided shall be effective as of the date of adoption of this Agreement by the Onondaga County Legislature and continue in full force from January 1, 2020 through December 31, 2022. All new or modified terms without a specific effective date shall become effective on January 1, 2021 or the first full pay period after January 1, 2021, whichever is applicable.

**ONONDAGA COUNTY EMPLOYEES  
BARGAINING UNIT, LOCAL 834  
CIVIL SERVICE EMPLOYEES ASSOCIATION**

**FOR THE COUNTY OF ONONDAGA**

\_\_\_\_\_  
President, Local 834/Chairperson

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Labor Relations Specialist, CSEA

\_\_\_\_\_  
Commissioner of Personnel

\_\_\_\_\_  
Labor Relations Specialist, CSEA

\_\_\_\_\_  
Director of Employee Relations

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED AS TO FORM:  
  
\_\_\_\_\_  
COUNTY ATTORNEY

DATED THIS: 8/9

DAY OF 2021 AT SYRACUSE, NEW YORK

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPENDIX A  
SALARIES

1. RATES OF PAY

- a. The parties agree that for purposes of compensation and computation regarding the terms of this agreement, the hourly rates of pay shown on Hourly Schedule 2020, 2021 and 2022 shall be applied to all employees in titles designated as non-exempt under the Federal Fair Labor Standards Act respective of their hourly work schedule except as provided in (b) and (c) of this section. For purposes of compensation and computation regarding the terms of this agreement, the bi-weekly salary shown on Bi-Weekly Salary Schedule 2020, 2021 and 2022 shall be applied to all employees in titles designated as exempt under the Federal Fair Labor Standards Act except as provided in (b) and (c) of this section.

The annual rates of pay illustrate a suggested base annual salary without premium compensation applications.

Method of payment (either hourly rate or bi-weekly salary) shall not affect the eligibility of employees for premium compensation according to the terms of this agreement.

- b. The Bi-Weekly Salary Schedule 2020, 2021 and 2022 shall be applied to employees currently paid on a bi-weekly salary basis for purposes of compensation and computation regarding the terms of this agreement. The annual rates of pay illustrate a suggested base annual salary without premium compensation applications.
- c. The OCC Annual Salary Schedule 2020, 2021 and 2022 shall be applied to employees of Onondaga Community College for purposes of compensation and computation regarding the terms of this agreement.

2. HOURLY SCHEDULES

- a. 2020 Effective upon the adoption of this Agreement by the Onondaga County Legislature retroactive to the first full payroll period after January 1, 2020 the following Hourly Schedule 2020 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- b. 2021 Effective upon the commencement of the first full payroll period after January 1, 2021, the following Hourly Schedule 2021 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- c. 2022 Effective upon the commencement of the first full payroll period after January 1, 2022, the following Hourly Schedule 2022 shall apply to employees as provided in paragraph 1(a) of this Appendix.



3. BI-WEEKLY SALARY SCHEDULES

- a. 2020 Effective upon the adoption of this Agreement by the Onondaga County Legislature retroactive to the first full payroll period after January 1, 2020 the following Hourly Schedule 2020 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- b. 2021 Effective upon the commencement of the first full payroll period after January 1, 2021, the following Hourly Schedule 2021 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- c. 2022 Effective upon the commencement of the first full payroll period after January 1, 2022, the following Hourly Schedule 2022 shall apply to employees as provided in paragraph 1(a) of this Appendix.

4. OCC ANNUAL SALARY SCHEDULES

- a. 2020 Effective upon the adoption of this Agreement by the Onondaga County Legislature retroactive to the first full payroll period after January 1, 2020 the following Hourly Schedule 2020 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- b. 2021 Effective upon the commencement of the first full payroll period after January 1, 2021, the following Hourly Schedule 2021 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- c. 2022 Effective upon the commencement of the first full payroll period after January 1, 2022, the following Hourly Schedule 2022 shall apply to employees as provided in paragraph 1(a) of this Appendix.

5. a. NEW HIRE EMPLOYEES

Employees who are hired into a bargaining unit title shall be placed into Column A of the Salary Schedule in effect at the time of their hire. Lateral advancement from Step A to Step 2, Step 2 to Step 3 and Step 3 to Step Z within the Salary Schedules in effect shall be based upon the following:

- upon successful completion of one (1) year of satisfactory service – Step 2
- upon successful completion of two (2) years of satisfactory service – Step 3
- upon successful completion of three (3) years of satisfactory service – Step Z

b. ADVANCED STEP HIRING

The Employer shall have the right to slot new hire employees into steps other than Step A for purposes of competition in recruitment or to take into account skill or experience for the position. All slotting provided in this section shall be subject to the approval of the Commissioner of Personnel.

6. PROMOTIONAL PROCEDURE

An employee who is promoted within the bargaining unit from a lower classification to a higher classification shall be slotted into the first step of the higher classification which provides at least \$300 more than the rate the employee is earning at the time of promotion. This slotting applies only to the regular rate of compensation and is not compounded by any form of premium compensation. Upon successful completion of the probationary period or one (1) year of satisfactory service in the higher classification whichever occurs first the employee shall be slotted into the step in the higher classification corresponding to the step held in the lower classification at the time of promotion. Thereafter, lateral advancement shall be based upon successful completion of one (1) year of satisfactory service in order to be eligible to move to the next immediate step within the Salary Schedule in effect.

7. It is agreed that all slotting, lateral advancement, and rate changes provided in Section 5 and Section 6 of this Appendix shall become effective at the beginning of the first full pay period after eligibility date.

**2020 CSEA HOURLY SALARY SCHEDULE**  
**effective the first full pay period after January 1, 2020**

GRADE	Step A	Step 2	Step 3	Step Z	GRADE	Step A	Step 2	Step 3	Step Z	Step 2	Step 3	Step Z
<b>1 ANNUAL</b>	29781	30789	31798	32840	<b>10 ANNUAL</b>	54012	55868	57725	59762			
<b>70 BI-W</b>	16.363100	16.917300	17.471400	18.043700	<b>70 BI-W</b>	29.676700	30.696700	31.716900	32.836200			
<b>80 BI-W</b>	14.317200	14.802300	15.287000	15.787900	<b>80 BI-W</b>	25.966100	26.858600	27.751300	28.730500			
<b>2 ANNUAL</b>	31035	32086	33139	34233	<b>11 ANNUAL</b>	57738	59725	61712	63902			
<b>70 BI-W</b>	17.052200	17.629900	18.208500	18.809100	<b>70 BI-W</b>	31.724100	32.816000	33.907600	35.111200			
<b>80 BI-W</b>	14.921300	15.427100	15.933300	16.458900	<b>80 BI-W</b>	27.759700	28.715400	29.670600	30.724000			
<b>3 ANNUAL</b>	32310	33408	34504	35650	<b>12 ANNUAL</b>	61485	63602	65721	68066			
<b>70 BI-W</b>	17.752900	18.355800	18.958500	19.587800	<b>70 BI-W</b>	33.782900	34.946400	36.110600	37.398700			
<b>80 BI-W</b>	15.533100	16.060200	16.587900	17.138400	<b>80 BI-W</b>	29.561300	30.580100	31.598000	32.725600			
<b>4 ANNUAL</b>	33990	35145	36302	37516	<b>13 ANNUAL</b>	68103	70453	72803	75420			
<b>70 BI-W</b>	18.675900	19.310500	19.946000	20.613300	<b>70 BI-W</b>	37.419400	38.710700	40.001700	41.439500			
<b>80 BI-W</b>	16.340600	16.896000	17.452000	18.036000	<b>80 BI-W</b>	32.742800	33.872600	35.002300	36.260400			
<b>5 ANNUAL</b>	36479	37722	38965	40281	<b>14 ANNUAL</b>	75321	77923	80525	83439			
<b>70 BI-W</b>	20.043400	20.726500	21.409300	22.132500	<b>70 BI-W</b>	41.385300	42.814900	44.244700	45.845500			
<b>80 BI-W</b>	17.538400	18.136100	18.733600	19.366700	<b>80 BI-W</b>	36.211200	37.462400	38.713800	40.114400			
<b>6 ANNUAL</b>	39592	40944	42296	43740	<b>15 ANNUAL</b>	82830	85694	88560	91781			
<b>70 BI-W</b>	21.753700	22.496700	23.239500	24.033000	<b>70 BI-W</b>	45.510800	47.084800	48.659500	50.429100			
<b>80 BI-W</b>	19.035500	19.685600	20.335400	21.029700	<b>80 BI-W</b>	39.822600	41.199900	42.577600	44.126500			
<b>7 ANNUAL</b>	42543	43999	45454	47019								
<b>70 BI-W</b>	23.375500	24.175300	24.974700	25.834800								
<b>80 BI-W</b>	20.452400	21.151700	21.851800	22.604600								
<b>8 ANNUAL</b>	46269	47854	49440	51159								
<b>70 BI-W</b>	25.422300	26.293300	27.164800	28.109200								
<b>80 BI-W</b>	22.245900	23.008100	23.770800	24.597300								
<b>9 ANNUAL</b>	50261	51986	53712	55595								
<b>70 BI-W</b>	27.616200	28.563900	29.512200	30.546700								
<b>80 BI-W</b>	24.164400	24.994000	25.823600	26.728900								

**2021 CSEA HOURLY SALARY SCHEDULE**  
effective the first full pay period after January 1, 2021

GRADE	Step A	Step 2	Step 3	Step Z	GRADE	Step A	Step 2	Step 3	Step Z
<b>1</b> ANNUAL	30,079	31,097	32,116	33,168	<b>10</b> ANNUAL	54,552	56,427	58,302	60,360
70 BI-W	16.526731	17.086473	17.646114	18.224137	70 BI-W	29.973467	31.003667	32.034069	33.164562
80 BI-W	14.460372	14.950323	15.439870	15.945779	80 BI-W	26.225761	27.127186	28.028813	29.017805
<b>2</b> ANNUAL	31,345	32,407	33,471	34,575	<b>11</b> ANNUAL	58,315	60,322	62,329	64,541
70 BI-W	17.222722	17.806199	18.390585	18.997191	70 BI-W	32.041341	33.144160	34.246676	35.462312
80 BI-W	15.070513	15.581371	16.092633	16.623489	80 BI-W	28.037297	29.002554	29.967306	31.031240
<b>3</b> ANNUAL	32,633	33,742	34,850	36,006	<b>12</b> ANNUAL	62,100	64,238	66,379	68,746
70 BI-W	17.930429	18.539358	19.148085	19.783678	70 BI-W	34.120729	35.295864	36.471706	37.772687
80 BI-W	15.688431	16.220802	16.753779	17.309784	80 BI-W	29.856913	30.885901	31.913980	33.052856
<b>4</b> ANNUAL	34,330	35,497	36,665	37,891	<b>13</b> ANNUAL	68,784	71,158	73,531	76,174
70 BI-W	18.862659	19.503605	20.145460	20.819433	70 BI-W	37.793594	39.097807	40.401717	41.853895
80 BI-W	16.504006	17.064960	17.626520	18.216360	80 BI-W	33.070228	34.211326	35.352323	36.623004
<b>5</b> ANNUAL	36,844	38,099	39,355	40,684	<b>14</b> ANNUAL	76,074	78,702	81,331	84,273
70 BI-W	20.243834	20.933765	21.623393	22.353825	70 BI-W	41.799153	43.243049	44.687147	46.303955
80 BI-W	17.713784	18.317461	18.920936	19.560367	80 BI-W	36.573312	37.837024	39.100938	40.515544
<b>6</b> ANNUAL	39,988	41,353	42,719	44,177	<b>15</b> ANNUAL	83,658	86,551	89,446	92,699
70 BI-W	21.971237	22.721667	23.471895	24.273330	70 BI-W	45.965908	47.555648	49.146095	50.933391
80 BI-W	19.225855	19.882456	20.538754	21.239997	80 BI-W	40.220826	41.611899	43.003376	44.567765
<b>7</b> ANNUAL	42,969	44,439	45,908	47,490					
70 BI-W	23.609255	24.417053	25.224447	26.093148					
80 BI-W	20.656924	21.363217	22.070318	22.830646					
<b>8</b> ANNUAL	46,731	48,332	49,934	51,670					
70 BI-W	25.676523	26.556233	27.436448	28.390292					
80 BI-W	22.468359	23.238181	24.008508	24.843273					
<b>9</b> ANNUAL	50,764	52,506	54,249	56,151					
70 BI-W	27.892362	28.849539	29.807322	30.852167					
80 BI-W	24.406044	25.243940	26.081836	26.996189					

**2022 CSEA HOURLY SALARY SCHEDULE**  
effective the first full pay period after January 1, 2022

	GRADE	Step A	Step 2	Step 3	Step Z	GRADE	Step A	Step 2	Step 3	Step Z	Step 2	Step 3	Step Z
<b>1</b>	ANNUAL	30,680	31,719	32,758	33,831	10 ANNUAL	55,643	57,555	59,468	61,567			
	70 BI-W	16,857266	17,428202	17,999036	18,588620	70 BI-W	30,572936	31,623740	32,674750	33,827853			
	80 BI-W	14,749579	15,249329	15,748667	16,264695	80 BI-W	26,750276	27,669730	28,589389	29,598161			
<b>2</b>	ANNUAL	31,972	33,055	34,140	35,266	11 ANNUAL	59,482	61,529	63,576	65,832			
	70 BI-W	17,567176	18,162323	18,758397	19,377135	70 BI-W	32,682168	33,807043	34,931610	36,171558			
	80 BI-W	15,371923	15,892998	16,414486	16,955959	80 BI-W	28,598043	29,582605	30,566652	31,651865			
<b>3</b>	ANNUAL	33,286	34,416	35,547	36,726	12 ANNUAL	63,342	65,523	67,706	70,121			
	70 BI-W	18,289038	18,910145	19,531047	20,179352	70 BI-W	34,803144	36,001781	37,201140	38,528141			
	80 BI-W	16,002200	16,545218	17,088855	17,655980	80 BI-W	30,454051	31,503619	32,552260	33,713913			
<b>4</b>	ANNUAL	35,017	36,206	37,398	38,649	13 ANNUAL	70160	72581	75002	77698			
	70 BI-W	19,239912	19,893677	20,548369	21,235822	70 BI-W	38,549466	39,879763	41,209751	42,690973			
	80 BI-W	16,834086	17,406259	17,979050	18,580687	80 BI-W	33,731633	34,895553	36,059369	37,355464			
<b>5</b>	ANNUAL	37,581	38,861	40,142	41,498	14 ANNUAL	77,596	80,276	82,957	85,959			
	70 BI-W	20,648711	21,352440	22,055861	22,800902	70 BI-W	42,635136	44,107910	45,580890	47,230034			
	80 BI-W	18,068060	18,683810	19,299355	19,951574	80 BI-W	37,304778	38,593764	39,882957	41,325855			
<b>6</b>	ANNUAL	40,787	42,181	43,573	45,061	15 ANNUAL	85,331	88,282	91,235	94,553			
	70 BI-W	22,410662	23,176100	23,941333	24,758797	70 BI-W	46,885226	48,506761	50,129017	51,952059			
	80 BI-W	19,610372	20,280105	20,949529	21,664797	80 BI-W	41,025243	42,444137	43,863444	45,459120			
<b>7</b>	ANNUAL	43,828	45,328	46,827	48,439								
	70 BI-W	24,081440	24,905394	25,728936	26,615011								
	80 BI-W	21,070062	21,790481	22,511724	23,287259								
<b>8</b>	ANNUAL	47,666	49,299	50,933	52,704								
	70 BI-W	26,190053	27,087358	27,985177	28,958098								
	80 BI-W	22,917726	23,702945	24,488678	25,340138								
<b>9</b>	ANNUAL	51,779	53,556	55,334	57,274								
	70 BI-W	28,450209	29,426530	30,403468	31,469210								
	80 BI-W	24,894165	25,748819	26,603473	27,536113								

**2020 CSEA BI-WEEKLY SALARY SCHEDULE**  
effective the first full pay period after January 1, 2020

GRADE	Step A	Step 2	Step 3	Step Z	GRADE	Step A	Step 2	Step 3	Step Z	Step 2	Step 3	Step Z
<b>1 ANNUAL</b>	29781	30789	31798	32840	<b>10 ANNUAL</b>	54012	55868	57725	59762			
<b>70 BI-W</b>	1145.45000	1184.220000	1223.030000	1263.060000	<b>70 BI-W</b>	2077.350000	2148.810000	2220.170000	2298.560000			
<b>80 BI-W</b>	1145.45000	1184.220000	1223.030000	1263.060000	<b>80 BI-W</b>	2077.350000	2148.810000	2220.170000	2298.560000			
<b>2 ANNUAL</b>	31035	32086	33139	34233	<b>11 ANNUAL</b>	57738	59725	61712	63902			
<b>70 BI-W</b>	1193.74000	1234.210000	1274.640000	1316.700000	<b>70 BI-W</b>	2220.810000	2297.260000	2373.670000	2457.890000			
<b>80 BI-W</b>	1193.74000	1234.210000	1274.640000	1316.700000	<b>80 BI-W</b>	2220.810000	2297.260000	2373.670000	2457.890000			
<b>3 ANNUAL</b>	32310	33408	34504	35650	<b>12 ANNUAL</b>	61485	63602	65721	68066			
<b>70 BI-W</b>	1242.71000	1284.900000	1327.090000	1371.140000	<b>70 BI-W</b>	2364.920000	2446.360000	2527.830000	2618.030000			
<b>80 BI-W</b>	1242.71000	1284.900000	1327.090000	1371.140000	<b>80 BI-W</b>	2364.920000	2446.360000	2527.830000	2618.030000			
<b>4 ANNUAL</b>	33990	35145	36302	37516	<b>13 ANNUAL</b>	68103	70453	72803	75420			
<b>70 BI-W</b>	1307.31000	1351.780000	1396.230000	1442.900000	<b>70 BI-W</b>	2619.430000	2709.800000	2800.200000	2900.850000			
<b>80 BI-W</b>	1307.31000	1351.780000	1396.230000	1442.900000	<b>80 BI-W</b>	2619.430000	2709.800000	2800.200000	2900.850000			
<b>5 ANNUAL</b>	36479	37722	38965	40281	<b>14 ANNUAL</b>	75321	77923	80525	83439			
<b>70 BI-W</b>	1403.06000	1450.900000	1498.680000	1549.370000	<b>70 BI-W</b>	2896.950000	2997.060000	3097.120000	3209.190000			
<b>80 BI-W</b>	1403.06000	1450.900000	1498.680000	1549.370000	<b>80 BI-W</b>	2896.950000	2997.060000	3097.120000	3209.190000			
<b>6 ANNUAL</b>	39592	40944	42296	43740	<b>15 ANNUAL</b>	82830	85694	88560	91781			
<b>70 BI-W</b>	1522.87000	1574.850000	1626.850000	1682.420000	<b>70 BI-W</b>	3185.800000	3296.030000	3406.240000	3530.130000			
<b>80 BI-W</b>	1522.87000	1574.850000	1626.850000	1682.420000	<b>80 BI-W</b>	3185.800000	3296.030000	3406.240000	3530.130000			
<b>7 ANNUAL</b>	42543	43999	45454	47019								
<b>70 BI-W</b>	1636.2400	1692.230000	1748.210000	1808.400000								
<b>80 BI-W</b>	1636.2400	1692.230000	1748.210000	1808.400000								
<b>8 ANNUAL</b>	46269	47854	49440	51159								
<b>70 BI-W</b>	1779.68000	1840.660000	1901.660000	1967.790000								
<b>80 BI-W</b>	1779.68000	1840.660000	1901.660000	1967.790000								
<b>9 ANNUAL</b>	50261	51986	53712	55595								
<b>70 BI-W</b>	1933.14000	1999.500000	2065.880000	2138.300000								
<b>80 BI-W</b>	1933.14000	1999.500000	2065.880000	2138.300000								

**2021 CSEA BI-WEEKLY SALARY SCHEDULE**  
effective the first full pay period after January 1, 2021

GRADE	Step A	Step 2	Step 3	Step Z	GRADE	Step A	Step 2	Step 3	Step Z	Step 2	Step 3	Step Z
<b>1 ANNUAL</b>	30,079	31,097	32,116	33,168	<b>10 ANNUAL</b>	51,779	53,556	55,334	57,274			
<b>70 BI-W</b>	1156.904500	1196.062200	1235.260300	1275.690600	<b>70 BI-W</b>	2098.123500	2170.298100	2242.371700	2321.545600			
<b>80 BI-W</b>	1156.904500	1196.062200	1235.260300	1275.690600	<b>80 BI-W</b>	2098.123500	2170.298100	2242.371700	2321.545600			
<b>2 ANNUAL</b>	31,345	32,407	33,471	34,575	<b>11 ANNUAL</b>	58,315	60,322	62,329	64,341			
<b>70 BI-W</b>	1205.677400	1246.552100	1287.386400	1329.867000	<b>70 BI-W</b>	2243.018100	2320.232600	2397.406700	2482.468900			
<b>80 BI-W</b>	1205.677400	1246.552100	1287.386400	1329.867000	<b>80 BI-W</b>	2243.018100	2320.232600	2397.406700	2482.468900			
<b>3 ANNUAL</b>	32,633	33,742	34,850	36,006	<b>12 ANNUAL</b>	62,100	64,238	66,379	68,746			
<b>70 BI-W</b>	1255.137100	1297.749000	1340.360900	1384.851400	<b>70 BI-W</b>	2388.569200	2470.823600	2553.108300	2644.210300			
<b>80 BI-W</b>	1255.137100	1297.749000	1340.360900	1384.851400	<b>80 BI-W</b>	2388.569200	2470.823600	2553.108300	2644.210300			
<b>4 ANNUAL</b>	34,330	35,497	36,665	37,891	<b>13 ANNUAL</b>	68,784	71,158	73,531	76,174			
<b>70 BI-W</b>	1320.383100	1365.297800	1410.192300	1457.329000	<b>70 BI-W</b>	2645.624300	2736.898000	2828.202000	2929.858500			
<b>80 BI-W</b>	1320.383100	1365.297800	1410.192300	1457.329000	<b>80 BI-W</b>	2645.624300	2736.898000	2828.202000	2929.858500			
<b>5 ANNUAL</b>	36,844	38,099	39,355	40,684	<b>14 ANNUAL</b>	76,074	78,702	81,331	84,273			
<b>70 BI-W</b>	1417.090600	1465.409000	1513.666800	1564.863700	<b>70 BI-W</b>	2925.919500	3027.030600	3128.091200	3241.281900			
<b>80 BI-W</b>	1417.090600	1465.409000	1513.666800	1564.863700	<b>80 BI-W</b>	2925.919500	3027.030600	3128.091200	3241.281900			
<b>6 ANNUAL</b>	39,988	41,353	42,719	44,177	<b>15 ANNUAL</b>	83,658	86,551	89,446	92,699			
<b>70 BI-W</b>	1538.098700	1590.598500	1643.118500	1699.244200	<b>70 BI-W</b>	3217.658000	3328.990300	3440.302400	3565.431300			
<b>80 BI-W</b>	1538.098700	1590.598500	1643.118500	1699.244200	<b>80 BI-W</b>	3217.658000	3328.990300	3440.302400	3565.431300			
<b>7 ANNUAL</b>	42,969	44,439	45,908	47,490								
<b>70 BI-W</b>	1652.602400	1709.152300	1765.692100	1826.484000								
<b>80 BI-W</b>	1652.602400	1709.152300	1765.692100	1826.484000								
<b>8 ANNUAL</b>	46,731	48,332	49,934	51,670								
<b>70 BI-W</b>	1797.476800	1859.066600	1920.676600	1987.467900								
<b>80 BI-W</b>	1797.476800	1859.066600	1920.676600	1987.467900								
<b>9 ANNUAL</b>	50,764	52,506	54,249	56,151								
<b>70 BI-W</b>	1952.471400	2019.495000	2086.538800	2159.683000								
<b>80 BI-W</b>	1952.471400	2019.495000	2086.538800	2159.683000								

**2022 CSEA BI-WEEKLY SALARY SCHEDULE**  
effective the first full pay period after January 1, 2022

GRADE	Step A	Step 2	Step 3	Step Z	GRADE	Step A	Step 2	Step 3	Step Z	Step 2	Step 3	Step Z
1 ANNUAL	\$30,681.11	\$31,719.57	\$32,759.10	\$33,831.31	10 ANNUAL	\$55,642.24	\$57,556.31	\$59,467.70	\$61,567.39			
70 BI-W	1180.042590	1219.983444	1259.965506	1301.204412	70 BI-W	2140.085970	2213.704062	2287.219134	2367.976512			
80 BI-W	1180.042590	1219.983444	1259.965506	1301.204412	80 BI-W	2140.085970	2213.704062	2287.219134	2367.976512			
2 ANNUAL	\$31,974.56	\$33,058.56	\$34,141.49	\$35,268.07	11 ANNUAL	\$59,484.84	\$61,532.57	\$63,579.23	\$65,835.08			
70 BI-W	1229.790948	1271.483142	1313.134128	1356.464340	70 BI-W	2287.878462	2366.637252	2445.354834	2532.118278			
80 BI-W	1229.790948	1271.483142	1313.134128	1356.464340	80 BI-W	2287.878462	2366.637252	2445.354834	2532.118278			
3 ANNUAL	\$33,286.24	\$34,416.30	\$35,546.37	\$36,726.26	12 ANNUAL	\$63,344.86	\$65,526.24	\$67,708.43	\$70,124.46			
70 BI-W	1280.239842	1323.703980	1367.168118	1412.548428	70 BI-W	2436.340584	2520.240072	2604.170466	2697.094506			
80 BI-W	1280.239842	1323.703980	1367.168118	1412.548428	80 BI-W	2436.340584	2520.240072	2604.170466	2697.094506			
4 ANNUAL	\$35,016.56	\$36,207.70	\$37,398.30	\$38,648.37	13 ANNUAL	\$70,161.96	\$72,582.53	\$75,003.92	\$77,699.85			
70 BI-W	1346.790762	1392.603756	1438.396146	1486.475580	70 BI-W	2698.536786	2791.635960	2884.766040	2988.455670			
80 BI-W	1346.790762	1392.603756	1438.396146	1486.475580	80 BI-W	2698.536786	2791.635960	2884.766040	2988.455670			
5 ANNUAL	\$37,581.24	\$38,862.65	\$40,142.44	\$41,500.19	14 ANNUAL	\$77,595.39	\$80,276.85	\$82,956.98	\$85,958.80			
70 BI-W	1445.432412	1494.717180	1543.940136	1596.160974	70 BI-W	2984.437890	3087.571212	3190.653024	3306.107538			
80 BI-W	1445.432412	1494.717180	1543.940136	1596.160974	80 BI-W	2984.437890	3087.571212	3190.653024	3306.107538			
6 ANNUAL	\$40,790.38	\$42,182.67	\$43,575.50	\$45,063.96	15 ANNUAL	\$85,332.29	\$88,284.82	\$91,236.82	\$94,555.24			
70 BI-W	1568.860674	1622.410470	1675.980870	1733.229084	70 BI-W	3282.011160	3395.570106	3509.108448	3636.739926			
80 BI-W	1568.860674	1622.410470	1675.980870	1733.229084	80 BI-W	3282.011160	3395.570106	3509.108448	3636.739926			
7 ANNUAL	\$43,827.02	\$45,326.72	\$46,826.15	\$48,438.36								
70 BI-W	1685.654448	1743.335346	1801.005942	1863.013680								
80 BI-W	1685.654448	1743.335346	1801.005942	1863.013680								
8 ANNUAL	\$47,669.08	\$49,302.45	\$50,936.34	\$52,707.65								
70 BI-W	1833.426336	1896.247932	1959.090132	2027.217258								
80 BI-W	1833.426336	1896.247932	1959.090132	2027.217258								
9 ANNUAL	\$51,779.54	\$53,557.01	\$55,335.01	\$57,274.79								
70 BI-W	1991.520828	2059.884900	2128.269576	2202.876660								
80 BI-W	1991.520828	2059.884900	2128.269576	2202.876660								



## OCC ANNUAL SALARY SCHEDULES

### ONONDAGA COMMUNITY COLLEGE CSEA SALARY 2020 (0% Increase)

### ONONDAGA COMMUNITY COLLEGE CSEA SALARY 2021 (1% Increase)

GRADE		A	2	3	Z	GRADE		A1	2	3	Z
01	ANNUAL	29,892	30,904	31,915	32,961	01	ANNUAL	30,191	31,213	32,234	33,291
02	ANNUAL	31,154	32,210	33,267	34,365	02	ANNUAL	31,466	32,532	33,600	34,709
03	ANNUAL	32,427	33,527	34,629	35,780	03	ANNUAL	32,751	33,862	34,975	36,138
04	ANNUAL	34,115	35,276	36,437	37,655	04	ANNUAL	34,456	35,629	36,801	38,032
05	ANNUAL	36,616	37,864	39,112	40,434	05	ANNUAL	36,982	38,243	39,503	40,838
06	ANNUAL	39,741	41,098	42,457	43,906	06	ANNUAL	40,138	41,509	42,882	44,345
07	ANNUAL	42,702	44,163	45,623	47,192	07	ANNUAL	43,129	44,605	46,079	47,664
08	ANNUAL	46,444	48,037	49,629	51,358	08	ANNUAL	46,908	48,517	50,125	51,872
09	ANNUAL	50,451	52,183	53,916	55,807	09	ANNUAL	50,956	52,705	54,455	56,365
10	ANNUAL	54,216	56,080	57,943	59,986	10	ANNUAL	54,758	56,641	58,522	60,586
11	ANNUAL	57,861	59,954	61,950	64,149	11	ANNUAL	58,440	60,554	62,570	64,790
12	ANNUAL	61,720	63,843	65,971	68,327	12	ANNUAL	62,337	64,481	66,631	69,010
13	ANNUAL	68,364	70,721	73,080	75,708	13	ANNUAL	69,048	71,428	73,811	76,465
14	ANNUAL	75,604	78,216	80,830	83,753	14	ANNUAL	76,360	78,998	81,638	84,591
15	ANNUAL	83,145	86,021	88,899	92,135	15	ANNUAL	83,976	86,881	89,788	93,056

ONONDAGA COMMUNITY COLLEGE  
CSEA SALARY 2022 (2% Increase)

<b>GRADE</b>		A	2	3	Z
01	ANNUAL	30,795	31,837	32,879	33,956
02	ANNUAL	32,095	33,183	34,272	35,403
03	ANNUAL	33,406	34,540	35,675	36,861
04	ANNUAL	35,145	36,341	37,537	38,792
05	ANNUAL	37,722	39,007	40,293	41,655
06	ANNUAL	40,941	42,339	43,739	45,232
07	ANNUAL	43,992	45,497	47,001	48,617
08	ANNUAL	47,847	49,488	51,128	52,909
09	ANNUAL	51,975	53,759	55,544	57,492
10	ANNUAL	55,853	57,774	59,693	61,798
11	ANNUAL	59,608	61,765	63,821	66,086
12	ANNUAL	63,584	65,771	67,963	70,390
13	ANNUAL	70,429	72,857	75,287	77,994
14	ANNUAL	77,887	80,578	83,271	86,282
15	ANNUAL	85,656	88,619	91,584	94,917

**APPENDIX B**

**UNION 11 - CIVIL SERVICE EMPLOYEES ASSOCIATION (HOURLY & BI-WEEKLY SALARIED)**

<b>JOB TITLE</b>	<b>TITLE NO</b>	<b>GRADE</b>	<b>OT ELIG</b>	<b>WK PRD</b>	<b>JC</b>	<b>UNION</b>	<b>SALARY TYPE</b>
Account Clerk I	02000	04	NE	70	C	11	HOURLY
Account Clerk II	02020	07	NE	70	C	11	HOURLY
Account Clerk III	02050	08	NE	70	C	11	HOURLY
Account Clerk-Typist II	02030	07	NE	70	C	11	HOURLY
Accountant I	02300	09	EX	70	C	11	SALARIED
Accountant II	02310	11	EX	70	C	11	SALARIED
Accounting Supervisor - Grade B	30250	11	EX	70	C	11	SALARIED
Administrative Aide	07140	07	NE	70	C	11	HOURLY
Administrative Analysis Aide (Social Services)	30130	08	NE	70	C	11	HOURLY
Administrative Analyst (Social Services)	30140	11	EX	70	C	11	SALARIED
Administrative Analyst II	07160	11	EX	70	C	11	SALARIED
Administrative Assistant	07110	09	NE	70	C	11	HOURLY
Architect I	10460	11	EX	70	C	11	SALARIED
Architect II	10500	13	EX	70	C	11	SALARIED
Assistant Welfare Attorney	50200	15	EX	70	C	11	SALARIED
Audio-Visual Aide	65380	02	NE	70	NC	11	HOURLY
Audio-Visual Specialist	07010	08	NE	70	C	11	HOURLY
Auditor (Payroll)	02430	13	EX	70	C	11	SALARIED
Auditor I	02400	09	EX	70	C	11	SALARIED
Auditor II	02410	11	EX	70	C	11	SALARIED
Auditor III	02420	13	EX	70	C	11	SALARIED
Automotive Mechanic Crew Leader	61040	09	NE	80	C	11	HOURLY
Bookbinder	60300	07	NE	70	NC	11	HOURLY
Bridge Construction Supervisor	63040	10	NE	80	C	11	HOURLY
Bridge Maintenance Crew Leader	63020	09	NE	80	C	11	HOURLY

Building Maintenance And Operations Assistant	10540	10	NE	70	C	11	HOURLY
Building Maintenance Supervisor	63290	12	EX	80	C	11	SALARIED
Buyer I	05290	09	NE	70	C	11	HOURLY
Buyer II	05300	11	NE	70	C	11	HOURLY
Buyer III	05430	13	EX	70	C	11	SALARIED
Campus Security Officer	40940	09	NE	70	C	11	HOURLY
Case Supervisor A	30060	13	EX	70	C	11	SALARIED
Case Supervisor B	30040	11	EX	70	C	11	SALARIED
Case Worker	30010	09	NE	70	C	11	HOURLY
Caseworker (Minority Group Specialist)	30690	09	NE	70	C	11	HOURLY
Caseworker (Spanish Speaking)	30510	09	NE	70	C	11	HOURLY
Central Stores and Mail Manager	09160	08	NE	70	C	11	HOURLY
Child Care Supervisor	25370	09	NE	70	C	11	HOURLY
Child Care Worker I	25350	05	NE	70	C	11	HOURLY
Child Care Worker II	25360	07	NE	70	C	11	HOURLY
Child Support Enforcement Supervisor	30640	11	NE	70	C	11	HOURLY
Civil Engineer I	10200	11	NE	70	C	11	HOURLY
Civil Engineer II	10210	13	NE	70	C	11	HOURLY
Civil Engineer III	10220	15	EX	70	C	11	SALARIED
Civil Engineer/Land Surveyor	10250	15	NE	70	C	11	HOURLY
Clerk I	00100	02	NE	70	C	11	HOURLY
Clerk II	00110	05	NE	70	C	11	HOURLY
Clerk II (B/W Salary)	80370	05	NE	70	C	11	SALARIED
Clerk III	00120	07	NE	70	C	11	HOURLY
Closed Circuit Television Attendant	09670	07	NE	80	NC	11	HOURLY
Closed Circuit Television Operator	09680	09	NE	80	C	11	HOURLY
Codes Enforcement Officer	42290	11	NE	80	C	11	HOURLY
Communicable Disease Investigator	23050	09	NE	70	C	11	HOURLY
Communicable Disease Investigator II	23060	11	NE	70	C	11	HOURLY
Community Health Counselor	30341	09	NE	70	C	11	HOURLY
Community Services Aide	00040	01	NE	70	L	11	HOURLY
Community Services Worker	30000	07	NE	70	C	11	HOURLY

Community Support Worker	30490	07	NE	70	C	11	HOURLY
Computer Equipment Maintenance Specialist	03330	07	NE	70	C	11	HOURLY
Computer Evidence Specialist I	21810	12	NE	70	NC	11	HOURLY
Computer Evidence Specialist II	21812	13	NE	70	NC	11	HOURLY
Computer Evidence Specialist III	21814	14	EX	70	NC	11	SALARIED
Computer Repair Technician (WEP)	03453	09	NE	70	C	11	HOURLY
Computer Technical Specialist	03340	12	EX	70	C	11	SALARIED
Console Operator	03660	10	NE	70	C	11	HOURLY
Coordinator - Water Quality Management Agency	15050	13	EX	70	C	11	SALARIED
Coordinator Of Eligibility Investigations	40140	13	EX	70	C	11	SALARIED
Curator Of Animals	69180	10	NE	80	C	11	HOURLY
Custodial Crew Leader	70050	07	NE	80	C	11	HOURLY
Custodial Worker I	70020	02	NE	80	L	11	HOURLY
Custodial Worker I (70)	80300	02	NE	70	L	11	HOURLY
Custodial Worker II	70030	03	NE	80	L	11	HOURLY
Data Base Administrator	03333	15	EX	70	C	11	SALARIED
Data Entry Equipment Operator	03100	04	NE	70	C	11	HOURLY
Data Entry Supervisor	03110	08	NE	70	C	11	HOURLY
Delinquent Tax Clerk	02170	10	NE	70	C	11	HOURLY
Deputy Coordinator (Emergency Management)	09085	09	NE	80	C	11	HOURLY
Detention Home Aide	31090	05	NE	80	NC	11	SALARIED
Detention Home Aide II	31160	07	NE	80	C	11	HOURLY
Detention Home Casework Supervisor	31190	12	EX	80	C	11	SALARIED
Detention Home Counselor II	31110	11	NE	80	C	11	HOURLY
Detention Home Social Work Assistant	31080	09	NE	70	C	11	HOURLY
DNA Validation Specialist	22145	14	EX	80	C	11	SALARIED
Drafting Technician II	10060	08	NE	70	C	11	HOURLY
Driver-Messenger	62010	04	NE	80	NC	11	HOURLY
Duplicating Machine Operator I	03190	04	NE	70	NC	11	HOURLY
Duplicating Machine Operator II	03200	07	NE	70	NC	11	HOURLY
Education Program Supervisor	44220	11	NE	80	C	11	HOURLY

Education Specialist Children With Special Needs	23530	11	EX	70	C	11	SALARIED
Elderly Services Coordinator	30750	09	NE	70	C	11	HOURLY
Elections Assistant II	00250	06	NE	70	UN	11	HOURLY
Elections Assistant III	00255	09	NE	70	UN	11	HOURLY
Elections Clerk I	00210	03	NE	70	UN	11	HOURLY
Elections Clerk II	00220	05	NE	70	UN	11	HOURLY
Elections Clerk III	00230	07	NE	70	UN	11	HOURLY
Elections Supervisor	00260	12	EX	70	UN	11	SALARIED
Electrical Maintenance Coordinator	61680	12	NE	80	C	11	HOURLY
Employee Benefits Claims Clerk	05090	08	NE	70	C	11	HOURLY
Employment Services Specialist I	04510	09	NE	70	C	11	HOURLY
Engineering Aide I	10100	05	NE	70	C	11	HOURLY
Engineering Aide II	10110	07	NE	70	C	11	HOURLY
Engineering Aide III	10120	09	NE	70	C	11	HOURLY
Enterprise Design Specialist	03525	14	EX	70	C	11	SALARIED
Enterprise Functional Lead	03960	14	EX	70	C	11	SALARIED
Enterprise Support Specialist	03536	12	EX	70	C	11	SALARIED
Environmental Health Technician I	42510	08	NE	70	C	11	HOURLY
Environmental Health Technician II	42520	09	NE	70	C	11	HOURLY
Epidemiologist	21170	13	EX	70	C	11	HOURLY
Family Court Legal Liaison	50245	12	EX	70	C	11	HOURLY
Financial Aid Examiner	09730	07	NE	70	C	11	HOURLY
Fingerprint Technician	40610	03	NE	70	C	11	HOURLY
Fire Investigator	42180	10	NE	80	C	11	HOURLY
Firearms Examiner I	21850	11	NE	70	NC	11	HOURLY
Firearms Examiner II	21853	12	NE	70	NC	11	HOURLY
Firearms Examiner III	21855	13	EX	70	NC	11	SALARIED
Firearms Technician	22088	10	NE	70	NC	11	HOURLY
Food Service Helper II	71020	04	NE	80	L	11	HOURLY
Forensic Attendant	22418	05	NE	80	C	11	HOURLY
Forensic Autopsy Technician I	22530	07	NE	80	C	11	HOURLY
Forensic Autopsy Technician II	22560	08	NE	80	C	11	HOURLY

Forensic Chemist I (Criminalistics)	22172	11	EX	70	NC	11	SALARIED
Forensic Chemist I (Toxicology)	22183	11	EX	70	NC	11	SALARIED
Forensic Chemist II (Criminalistics)	22174	12	EX	70	NC	11	SALARIED
Forensic Chemist II (Toxicology)	22185	12	EX	70	NC	11	SALARIED
Forensic Chemist III (Criminalistics)	22176	13	EX	70	NC	11	SALARIED
Forensic Chemist III (Toxicology)	22187	13	EX	70	NC	11	SALARIED
Forensic Investigator I	22580	10	NE	80	C	11	HOURLY
Forensic Investigator II	22590	11	NE	80	C	11	HOURLY
Forensic Records Coordinator	22600	10	NE	70	C	11	HOURLY
Forensic Scientist (Biology) I	21915	12	EX	70	NC	11	SALARIED
Forensic Scientist (Biology) II	21912	13	EX	70	NC	11	SALARIED
Forensic Scientist (Biology) III	21910	14	EX	70	NC	11	SALARIED
Geographic Information Systems Specialist	15300	11	EX	70	C	11	SALARIED
Geographic Information Systems Specialist II	15310	13	EX	70	C	11	SALARIED
Graphics Technician	07000	09	NE	70	NC	11	HOURLY
Graphics Technician 2	07015	11	NE	70	C	11	HOURLY
Grounds Supervisor	63180	11	NE	70	C	11	HOURLY
Groundskeeper	60180	06	NE	80	L	11	HOURLY
Guard	60090	02	NE	80	L	11	HOURLY
Hatchery Aide II	60420	07	NE	80	NC	11	HOURLY
Hatchery Operations Supervisor	60490	09	NE	80	C	11	HOURLY
Head Wastewater Treatment Plant Operator	61547	13	NE	80	C	11	HOURLY
Heavy Equipment Mechanic Crew Leader	61110	11	NE	80	C	11	HOURLY
Heavy Equipment Mechanic I	61070	08	NE	80	NC	11	HOURLY
Heavy Equipment Mechanic II	61080	09	NE	80	NC	11	HOURLY
Help Desk Operator	03675	08	NE	70	C	11	HOURLY
Help Desk Supervisor	03685	10	NE	70	C	11	HOURLY
Highway Section Crew Leader	63050	11	NE	80	C	11	HOURLY
Highway Shift Supervisor	62195	09	NE	80	C	11	HOURLY
Housing Program Coordinator	42380	14	EX	70	C	11	SALARIED

Housing Rehabilitation Aide	06720	06	NE	70	C	11	HOURLY
Housing Rehabilitation Inspector	42190	09	NE	70	C	11	HOURLY
Housing Rehabilitation Specialist	06690	09	NE	70	C	11	HOURLY
Housing Rehabilitation Supervisor	06700	11	EX	70	C	11	SALARIED
Human Rights Specialist	30990	10	NE	70	C	11	HOURLY
Income Maintenance Specialist	30470	09	NE	70	C	11	HOURLY
Income Maintenance Supervisor I	30550	11	EX	70	C	11	SALARIED
Income Maintenance Supervisor II	30560	13	EX	70	C	11	SALARIED
Income Maintenance Worker	30460	07	NE	70	C	11	HOURLY
Income Maintenance Worker (Spanish Speaking)	30464	07	NE	70	C	11	HOURLY
Information Aide	60070	02	NE	70	L	11	HOURLY
Information Systems Coordinator	03640	12	NE	70	C	11	HOURLY
Instrumentation Crew Leader	60540	11	NE	80	C	11	HOURLY
Instrumentation Maintenance Coordinator	61940	12	NE	80	C	11	HOURLY
Instrumentation Mechanic (Water Environment Protection)	61777	09	NE	80	NC	11	HOURLY
Instrumentation/Electrical Engineer	61980	13	EX	70	C	11	SALARIED
Inventory Control Supervisor	00020	08	NE	70	C	11	HOURLY
Junior Enterprise Support Specialist	03532	10	NE	70	C	11	HOURLY
Junior Systems Administrator	03445	10	EX	70	C	11	SALARIED
Labor Crew Leader	63010	08	NE	80	NC	11	HOURLY
Laboratory Technician	22033	08	NE	70	C	11	HOURLY
Laborer 2 (Trainee)	60115	03	NE	80	C	11	HOURLY
Laborer I	60100	01	NE	80	L	11	HOURLY
Laborer II	60110	03	NE	80	L	11	HOURLY
Latent Print Examiner I	21830	11	NE	70	NC	11	HOURLY
Latent Print Examiner II	21833	12	NE	70	NC	11	HOURLY
Latent Print Examiner III	21835	13	EX	70	NC	11	SALARIED
Legal Secretary I	01160	06	NE	70	C	11	HOURLY
Legal Secretary II	01170	08	NE	70	C	11	HOURLY
Librarian Assistant	07660	08	NE	70	C	11	SALARIED
Librarian I	07680	09	EX	70	C	11	SALARIED



Librarian I (Integrated Technologies)	07683	09	NE	70	C	11	SALARIED
Librarian II	07760	11	EX	70	C	11	SALARIED
Librarian II (Systems)	07763	11	NE	70	C	11	SALARIED
Librarian III	07770	13	EX	70	C	11	SALARIED
Library Clerk I	07840	02	NE	70	C	11	SALARIED
Library Clerk II	07810	05	NE	70	C	11	SALARIED
Library Clerk III	07820	07	NE	70	C	11	SALARIED
Library Media Specialist (OCC)	07830	11	EX	70	C	12	SALARIED
Lifeguard	38100	01	NE	80	C	11	HOURLY
Literacy Aide	07663	Q02	NE	70	C	11	HOURLY
Literacy Coordinator	07665	08	NE	70	C	11	HOURLY
Local Area Network Technical Support Specialist	03745	10	NE	70	C	11	HOURLY
Locksmith	61310	09	NE	70	N	11	HOURLY
Mail Room Clerk	09100	05	NE	70	C	11	HOURLY
Mailroom Supervisor	09010	07	NE	70	C	11	HOURLY
Maintenance Carpenter	61380	07	NE	80	NC	11	HOURLY
Maintenance Carpenter Crew Leader	61390	09	NE	80	NC	11	HOURLY
Maintenance Electrician	61330	09	NE	80	NC	11	HOURLY
Maintenance Electrician Crew Leader	61420	11	NE	80	C	11	HOURLY
Maintenance Helper	60130	04	NE	80	L	11	HOURLY
Maintenance Mechanic	60170	09	NE	80	NC	11	HOURLY
Maintenance Worker I (Trainee)	60145	04	NE	80	C	11	HOURLY
Maintenance Worker I	60140	05	NE	80	NC	11	HOURLY
Maintenance Worker II	60150	09	NE	80	NC	11	HOURLY
Management Information Systems Trainer (Social Services)	30030	10	EX	70	C	11	SALARIED
Mason	61170	08	NE	80	NC	11	HOURLY
Materials Management Coordinator	00030	10	NE	70	C	11	HOURLY
Media Development Specialist	09030	09	NE	70	C	11	HOURLY
Mechanical Engineer	61525	13	EX	70	C	11	SALARIED
Mechanical Maintenance Coordinator	61690	12	NE	80	C	11	HOURLY
Medical Assistant	20300	05	NE	70	C	11	HOURLY
Medical Records Technician	07610	09	NE	70	C	11	HOURLY

Messenger	60050	01	NE	70	L	11	HOURLY
Morgue Attendant	22410	05	NE	80	L	11	HOURLY
Motor Equipment Dispatcher	60210	04	NE	80	NC	11	HOURLY
Motor Equipment Operator I (Trainee)	62110	04	NE	80	C	11	HOURLY
Motor Equipment Operator I	62100	05	NE	80	NC	11	HOURLY
Motor Equipment Operator II	62120	06	NE	80	NC	11	HOURLY
Motor Equipment Operator III	62140	07	NE	80	NC	11	HOURLY
Network Administrator	03755	12	EX	70	C	11	SALARIED
Network Administrator Lead	03758	15	EX	70	C	11	SALARIED
Nutrition Assistant	71040	07	NE	70	C	11	HOURLY
Nutrition Services Coordinator	71130	12	NE	70	C	11	HOURLY
Nutritionist	71140	10	EX	70	C	11	SALARIED
Office Automation Analyst	04920	14	NE	70	C	11	HOURLY
Office Automation Support Technician	04900	08	NE	70	C	11	HOURLY
Outreach Worker (Health)	23020	04	NE	70	L	11	HOURLY
Paralegal	50560	10	NE	70	C	11	HOURLY
Park Labor Crew Leader	63000	08	NE	80	NC	11	HOURLY
Park Laborer	62990	03	NE	80	L	11	HOURLY
Park Maintenance Crew Leader	63100	10	NE	80	NC	11	HOURLY
Park Naturalist I	38910	09	NE	80	C	11	HOURLY
Park Naturalist II	38900	10	NE	80	C	11	HOURLY
Park Ranger I	40850	07	NE	80	C	11	HOURLY
Park Ranger II	40860	09	NE	80	C	11	HOURLY
Park Supervisor	63125	09	NE	80	C	11	HOURLY
Payroll Assistant	02120	08	NE	70	C	11	HOURLY
Personnel Aide	04230	06	NE	70	C	11	HOURLY
Personnel Services Aide	04260	07	NE	70	C	11	HOURLY
Photocopy Machine Operator	03230	04	NE	70	NC	11	HOURLY
Planner I	15100	11	EX	70	C	11	SALARIED
Planner II	15110	13	EX	70	C	11	SALARIED
Planner III	15120	14	EX	70	C	11	SALARIED
Plumbing Control Supervisor	61500	14	EX	70	C	11	SALARIED
Plumbing Inspector I	42100	09	NE	70	C	11	HOURLY

Plumbing Inspector II	42110	13	EX	70	C	11	SALARIED
Principal Contracts Examiner	05650	11	NE	70	C	11	HOURLY
Principal Wastewater Treatment Plant Operator	61548	11	NE	80	C	11	HOURLY
Probation Assistant	43150	07	NE	70	C	11	HOURLY
Probation Officer I	43310	11	NE	70	C	11	HOURLY
Probation Officer I (Community Liaison)	43250	11	NE	70	C	11	HOURLY
Probation Officer I (Spanish Speaking)	43313	11	NE	70	C	11	HOURLY
Probation Officer I Trainee	43300	09	NE	70	C	11	HOURLY
Probation Officer I Trainee (Community Liaison)	43260	09	NE	70	C	11	HOURLY
Probation Officer I Trainee (Spanish Speaking)	43290	09	NE	70	C	11	HOURLY
Probation Supervisor I	43320	13	NE	70	C	11	SALARIED
Program Assistant (Emergency Management)	41310	10	NE	70	C	11	HOURLY
Program Assistant (Health)	04325	11	NE	70	C	11	HOURLY
Program Assistant (WEP)	41360	09	NE	70	C	11	HOURLY
Program Coordinator (Emergency Management)	41350	10	NE	70	C	11	HOURLY
Program Coordinator (Health)	23490	12	EX	70	C	11	SALARIED
Program Coordinator (Healthy Start)	23450	13	EX	70	C	11	SALARIED
Program Coordinator (Runaway & Homeless Youth)	07101	10	NE	70	C	11	HOURLY
Program Coordinator (Stormwater Management)	61774	13	EX	70	C	11	SALARIED
Program Coordinator (WIC)	21330	13	EX	70	C	11	SALARIED
Program Coordinator Education of Children W/ Special Needs	21250	13	EX	70	C	11	SALARIED
Program Coordinator II (Health)	23300	13	EX	70	C	11	SALARIED
Program Manager-Mental Health Services	25500	15	EX	70	C	11	SALARIED
Program Monitor	07220	09	NE	70	C	11	HOURLY
Programmer I	03430	10	NE	70	C	11	HOURLY
Project Coordinator (Community)	63565	12	EX	70	C	11	SALARIED



Records Preservation Assistant	03260	07	NE	70	C	11	HOURLY
Recreation Supervisor	38320	10	NE	80	C	11	HOURLY
Reproduction Services Supervisor	03210	10	NE	70	C	11	HOURLY
Research Aide	04090	07	NE	70	C	11	HOURLY
Research Technician I	04100	09	NE	70	C	11	HOURLY
Research Technician II	04110	11	EX	70	C	11	SALARIED
Safety Officer	42130	11	NE	70	C	11	HOURLY
Safety Training Instructor	42120	09	NE	70	C	11	HOURLY
Sanitarian I	42550	10	EX	70	C	11	SALARIED
Sanitarian II	42560	12	EX	70	C	11	SALARIED
Sanitarian III	42570	14	EX	70	C	11	SALARIED
Sanitary Biochemist	22190	10	NE	70	C	11	HOURLY
Sanitary Chemist I	22110	11	NE	70	C	11	HOURLY
Sanitary Chemist II	22120	13	EX	70	C	11	SALARIED
Sanitary Engineer I	10300	11	EX	70	C	11	SALARIED
Sanitary Engineer II	10310	13	EX	70	C	11	SALARIED
Sanitary Technician	22210	07	NE	70	C	11	HOURLY
Security Systems Maintenance Specialist	60177	11	NE	80	C	11	HOURLY
Senior Caseworker	30020	10	NE	70	C	11	HOURLY
Senior Enterprise Design Specialist	03980	15	EX	70	C	11	SALARIED
Senior Forensic Autopsy Technician	22510	09	NE	80	C	11	HOURLY
Senior Forensic Investigator	22570	13	NE	80	C	11	HOURLY
Senior Motor Equipment Dispatcher	60215	07	NE	70	C	11	HOURLY
Senior Network Administrator	03753	14	EX	70	C	11	SALARIED
Senior Nutrition Assistant	71000	09	NE	70	C	11	HOURLY
Senior Nutritionist	71180	12	EX	70	C	11	SALARIED
Senior Office Automation Analyst	04930	15	EX	70	C	11	SALARIED
Senior Recreation Leader	38420	08	NE	80	C	11	HOURLY
Senior Sanitary Technician	22220	09	NE	70	C	11	HOURLY
Senior Support Enforcement Officer	30220	09	NE	70	C	11	HOURLY
Senior Systems Administrator	03925	14	EX	70	C	11	SALARIED
Senior Systems Programmer	03840	15	EX	70	C	11	SALARIED

Senior Wastewater Treatment Plant Operator	61549	09	NE	80	C	11	HOURLY
Senior Welfare Fraud Investigator	30670	11	NE	70	C	11	HOURLY
Senior Zoo Attendant	69230	09	NE	80	C	11	HOURLY
Sewer Maintenance Crew Leader	63320	10	NE	80	C	11	HOURLY
Sewer Maintenance Supervisor	63340	12	NE	80	C	11	HOURLY
Sewer Maintenance Worker I	60650	05	NE	80	NC	11	HOURLY
Sewer Maintenance Worker II	60660	08	NE	80	NC	11	HOURLY
Social Services Examiner I	30610	07	NE	70	C	11	HOURLY
Special Education Transportation Coordinator	23580	12	EX	70	C	11	SALARIED
Specialist - Services For The Aging	30880	10	NE	70	C	11	HOURLY
Specification Writer	05370	12	EX	70	C	11	SALARIED
Specification Writer II	05360	13	EX	70	C	11	SALARIED
Stenographer II	01110	06	NE	70	C	11	HOURLY
Stock Attendant	60030	02	NE	70	L	11	HOURLY
Stock Clerk	05400	04	NE	70	C	11	HOURLY
Storekeeper	05410	07	NE	70	C	11	HOURLY
Stream Maintenance Crew Leader	60600	10	NE	80	C	11	HOURLY
Stream Maintenance Supervisor	63350	12	NE	80	C	11	HOURLY
Stream Maintenance Worker I	60580	05	NE	80	NC	11	HOURLY
Stream Maintenance Worker II	60590	08	NE	80	NC	11	HOURLY
Supervising Social Services Investigator	40130	12	NE	70	C	11	HOURLY
Supervisor Of Dispatch Operations	45045	10	NE	80	C	11	SALARIED
Support Enforcement Officer	30210	08	NE	70	C	11	HOURLY
Swimming Facility Manager	38700	05	NE	80	C	11	HOURLY
Systems Accountant	02290	09	EX	70	C	11	SALARIED
Systems Accounting Manager	02160	13	EX	70	C	11	SALARIED
Systems Administrator	03775	12	EX	70	C	11	SALARIED
Systems Programmer	03590	14	EX	70	C	11	SALARIED
Tax Abstract Clerk	02180	10	NE	70	C	11	HOURLY
Tax Clerk	02140	05	NE	70	C	11	HOURLY
Tax Map Supervisor	15230	13	NE	80	C	11	HOURLY
Tax Map Technician I	15200	06	NE	70	C	11	HOURLY

Tax Map Technician II	15210	11	NE	80	C	11	HOURLY
Teacher	31200	12	EX	70	C	11	SALARIED
Technical Assistant	99970	06	NE	70	U	11	HOURLY
Technical Specialist	99960	07	NE	70	U	11	HOURLY
Telephone Technician	03290	07	NE	70	C	11	HOURLY
Traffic Signal Repair Supervisor	63590	10	NE	80	C	11	HOURLY
Traffic Signal Repair Worker I	63900	06	NE	80	NC	11	HOURLY
Traffic Signal Repair Worker II	63910	08	NE	80	NC	11	HOURLY
Training Unit Assistant	30165	04	NE	70	C	11	HOURLY
Transportation Operations Officer	10650	09	NE	70	C	11	HOURLY
Typist I	01000	03	NE	70	C	11	HOURLY
Typist II	01010	05	NE	70	C	11	HOURLY
Underground Facilities Locator	61780	08	NE	80	NC	11	HOURLY
Vault Attendant	60000	03	NE	70	L	11	HOURLY
Veterans Service Officer	39090	09	NE	70	C	11	HOURLY
Veterinary Technician	69260	07	NE	80	C	11	HOURLY
Victim Assistance Coordinator	08357	08	NE	70	C	11	HOURLY
Visitor Center Supervisor	38810	04	NE	80	C	11	HOURLY
Voting Machine Custodian	69350	07	NE	70	UN	11	HOURLY
Wastewater Technician I	61820	08	NE	80	C	11	HOURLY
Wastewater Technician II	61810	10	NE	80	C	11	HOURLY
Wastewater Treatment Plant Construction Inspector I	61535	12	NE	80	C	11	HOURLY
Wastewater Treatment Plant Construction Inspector II	61536	14	NE	80	C	11	HOURLY
Wastewater Treatment Plant Maintenance Crew Leader	61537	11	NE	80	C	11	HOURLY
Wastewater Treatment Plant Maintenance Helper (I/E)	61538	05	NE	80	NC	11	HOURLY
Wastewater Treatment Plant Maintenance Helper (Mech)	61539	05	NE	80	NC	11	HOURLY
Wastewater Treatment Plant Maintenance Mechanic	61542	09	NE	80	NC	11	HOURLY
Wastewater Treatment Plant Maintenance Worker (Instru/Elec)	61543	07	NE	80	NC	11	HOURLY

Wastewater Treatment Plant Maintenance Worker (Mech)	61544	07	NE	80	NC	11	HOURLY
Wastewater Treatment Plant Operator	61545	08	NE	80	C	11	HOURLY
Water Plant Operator I (Type B Plant)	61830	08	NE	80	C	11	HOURLY
Water Systems Construction Engineer	10660	13	EX	70	C	11	SALARIED
Web Design Specialist	03970	14	EX	70	C	11	SALARIED
Weights And Measures Inspector	42010	08	NE	70	C	11	HOURLY
Welder	61150	08	NE	80	NC	11	HOURLY
Welfare Fraud Investigator	30650	10	NE	70	C	11	HOURLY
WIC Assistant	23040	04	NE	70	C	11	HOURLY
WIC Assistant (Spanish Speaking)	23033	04	NE	70	C	11	HOURLY
Zoo Attendant	60550	05	NE	80	NC	11	HOURLY

**UNION 44 CIVIL SERVICE EMPLOYEES ASSOCIATION LICENSED PRACTICAL NURSE**

(Hourly)

<b><u>JOB TITLE</u></b>	<b><u>TITLE NO.</u></b>	<b><u>GRADE</u></b>	<b><u>OT ELIG</u></b>	<b><u>WK PRD</u></b>	<b><u>JC</u></b>
LICENSED PRACTICAL NURSE	20050	01	NE	80	NC



**APPENDIX C**

Settlement Agreement

of August 5, 1985

("Calendar Creep" Agreement)

Incorporation Herein By Reference

With the Same Force and Effect

As Though Set Forth In Full

In this Contract



**APPENDIX E**  
**LEAVE ACCRUAL CHART**

EMPLOYEE SCHEDULE	VACATION LEAVE						SICK LEAVE		PERSONAL LEAVE
	less than 5 yrs. 11 days	5 but less than 10 yrs 16 days	10 but less than 15 yrs 17 days	more than 15 yrs 21 days	completion of 16 yrs. 22 days	10 DAYS MAX.	Per PP Annual	Per PP Annual	
	Per PP Annual	Per PP Annual	Per PP Annual	Per PP Annual	Per PP Annual	Per PP Annual			
<b>70 HOURS</b>									
1/2 time (35 hours)	1.49	2.16	2.29	2.83	2.97	1.35	.41	10.66	
3/5 time (42 hours)	1.78	2.59	2.75	3.40	3.56	1.62	.49	12.74	
7/10 time (49 hours)	2.08	3.02	3.21	3.96	4.15	1.89	.57	14.82	
4/5 time (56 hours)	2.37	3.45	3.67	4.53	4.74	2.16	.65	16.90	
9/10 time (63 hours)	2.67	3.88	4.12	5.09	5.34	2.43	.73	18.98	
Full Time (70 hours)	2.97	4.31	4.58	5.66	5.93	2.70	.81	21.00	
<b>80 HOURS</b>									
1/2 time (40 hours)	1.70	2.47	2.62	3.24	3.39	1.54	.47	12.22	
3/5 time (48 hours)	2.04	2.96	3.14	3.88	4.07	1.85	.56	14.56	
7/10 time (56 hours)	2.37	3.45	3.67	4.53	4.74	2.16	.65	16.90	
4/5 time (64 hours)	2.71	3.94	4.19	5.18	5.42	2.47	.74	19.24	
9/10 time (72 hours)	3.05	4.44	4.71	5.82	6.10	2.77	.84	21.84	
Full Time (80 hours)	3.39	4.93	5.24	6.47	6.77	3.08	.93	24.00	

**Note:** Minimum leave time increment shall be 15 minutes (.25)

.25 = 15 minutes

.50 = 30 minutes

.75 = 45 minutes

CSEA-ACC/negotia/JSC



APPENDIX G

GUIDELINES FOR WRITTEN AGREEMENTS FOR ON-CALL

1. Agreements are to specify the means by which an employee who is assigned by the Employer to be on call is to be contacted (e.g., pager, cell phone, contact telephone number) as determined by the Employer. In the event that a contact telephone number system is used, the employee shall be required to provide an updated telephone number to be reached and prompt notice to the Employer of any change in the telephone number.
2. Agreements are to specify the time of response required by the Employer to the call or page and the period of time for recall response and return to work as determined by the Employer.
3. Agreements are to state parameters for the days and hours that on call is to be performed as determined by the Employer as well as the schedules that employees will work to provide the required coverage.
4. Agreements are to state the compensation (including but not limited to compensatory time, cash, use of vehicles, work schedules, etc.) to be accorded to employees for the time they are on call and the compensation (as defined herein) that they are to be accorded for work performed when called in to work.
5. Agreements are to provide for a system for equitable distribution of on-call assignments, insofar as practical, among those qualified employees required by the Employer to be assigned on call.
6. Agreements are to be presented by the Union to the affected employees for ratification vote in order to become effective.
7. Agreements approved by the affected membership must have the signatures of the following persons in order to become effective. For the Union: the CSEA Unit President, CSEA Local 834 President, CSEA Labor Relations Specialist. For the Employer: The Department Head, the Director of Employee Relations.

For the Union

Richard M. Conrad 2/21/07

For the Employer

Peter T. Conrad 2/21/07

APPENDIX H

AGREEMENT

GUIDELINES FOR FLEX TIME, COMPRESSED WORK WEEK  
AND ALTERNATIVE SCHEDULING

The County of Onondaga (hereinafter "Employer") and the Civil Service Employees Association, Onondaga Local 834 (hereinafter "Union") do hereby agree to abide by the following guidelines in fashioning agreements to participate in flex-time, compressed work week and other alternative scheduling arrangements.

1. All such agreements must meet service delivery or business needs of the Employer. All such agreements must meet employee needs for work schedule flexibility while maintaining reliability and dependability in reporting and being present for work.
2. Agreements are to state the hours to be covered by the agreements including the work day, work week, or core hours that must be worked.
3. Agreements are to state how overtime compensation is to be earned and hours eligible for shift differential premium, if any, where either would vary from that required under the collective bargaining agreement.
4. Agreements are to state how holidays are to be observed or scheduled and how holiday premium compensation is to be applied where either would vary from that required under the collective bargaining agreement.
5. Agreements are to provide for the administration of employee leave benefits (i.e., sick leave, vacation leave, and personal leave) in accordance with the Accrual Chart in Appendix B of the collective bargaining agreement as well as other leave benefits (for example, bereavement leave, leave for jury duty and court attendance) at the levels set forth under the collective bargaining agreement.
6. Agreements are to provide for the scheduling of rest breaks and meal breaks at the levels set forth under the collective bargaining agreement.
7. Agreements are to state if they exist as a "pilot" or "trial" basis or as a renewal of an existing agreement.
8. Agreements are to contain provisions enabling either party to withdraw from the agreement upon a reasonable number of business days notice to the other party. Such notice must be in writing.
9. Agreements are to provide specific effective dates and termination or renewal dates.
10. Agreements must have the signature of the following persons in order to become effective. For the Union: the CSEA Unit President, CSEA Local 834 President, CSEA Labor Relations Specialist. For the Employer: The Department Head, the Director of Employee Relations.
11. Any decision by the Employer to allow or disallow the participation of any employee or group of employees in a flex-time, compressed work week or alternative scheduling program shall not be grievable nor arbitrable under any provision of the collective bargaining agreement.

For the Union

*Richard R. [Signature]* 12/21/07

For the Employer

*Peter Terland* 12/21/07

**APPENDIX I**  
**GRIEVANCE TRIAGE ARBITRATION PROCEDURE (“GTAP”)**

1. Any grievance arising under Article 26 — Discipline and Discharge Procedure or Article 27 - Grievance and Arbitration Procedure of the collective bargaining agreement (hereinafter "CBA") which is unresolved after Step 2 of Article 27 and which is to be further appealed by the Union under Step 3 of Article 27 shall be processed instead, upon mutual written agreement of the parties, according to the Grievance Triage Arbitration Procedure (hereinafter "GTAP") set forth herein in lieu of Step 3 of Article 27.
2. The Union shall notify the Employer in writing within ten (10) days after receipt of the Answer rendered in Step 2 of Article 27 of its intent to submit the unresolved grievance to arbitration. The Employer and Union shall confer on processing the grievance under Step 3 of Article 27 or the GTAP. In the event that an agreement on a procedure cannot be reached, the matter shall proceed under Step 3 of Article 27. Any agreement to process the grievance under the GTAP shall be in writing and shall foreclose the processing of that grievance under Step 3 of Article 27.
3. All grievances processed under the GTAP shall be heard by a single Triage Arbitrator, who shall be mutually selected by the parties. At the Triage phase, the Union shall be represented by a Labor Relations Specialist and the Employer by Employee Relations Staff. The parties shall present all relevant information, documents and argument to the Triage Arbitrator.
4. The Triage Arbitrator shall have complete authority to sustain or deny the grievance, or to suggest and accomplish resolution of the grievance. If the Triage Arbitrator determines that an evidentiary hearing is necessary, the grievance shall be scheduled for expedited arbitration before the Triage Arbitrator for the next available hearing date. The Triage Arbitrator shall discuss with the parties the specific issue to be arbitrated and specify witnesses who shall testify at the expedited arbitration.
5. The parties may provide legal counsel at the expedited arbitration. All relevant facts and documents shall be stipulated to at the expedited arbitration, and witnesses may be presented upon the approval of the Triage Arbitrator. Except in exceptional cases, there will be no written briefs filed; verbal closing statements will be allowed. The Triage Arbitrator shall take notice of all relevant arbitration decisions. The Triage Arbitrator shall render a written Award no later than thirty (30) days after the close of the hearing.
6. In exceptional cases, at the request of the Triage Arbitrator, an outside ad hoc arbitrator may be employed to hear and determine a specific grievance or issue, as agreed upon the parties.
7. The Triage Arbitrator shall have full authority to resolve all procedural and substantive contractual issues including issues involving disclosure of information between the parties at either the Triage phase or the Expedited Arbitration phase of the GTAP. The Triage Arbitrator shall have the authority to remand a grievance to Step Two of the grievance and arbitration procedure for further review by the parties. The Triage Arbitrator shall not have jurisdiction or authority to add to, modify, detract from, or alter in any way the provisions of the agreement or any amendment or supplement thereto or to add new provisions of this agreement or any amendment or supplement thereto. If the grievance concerns matters not covered by this agreement or the procedures contained herein have not been adhered to, said grievance shall be returned to the parties without decision. The findings, conclusions, and

recommendations of the Triage Arbitrator for resolution of the grievance shall be binding on all parties to the proceeding. Awards may not be retroactive beyond thirty (30) calendar days prior to the initiation of the alleged grievance with the County.

8. The Triage Arbitrator will be contacted by the parties and scheduled for hearings on an as-needed basis. All fees and expenses of the Triage Arbitrator shall be divided equally between the parties as provided in Article 27 – Grievance and Arbitration Procedure – Step 3(B) of the collective bargaining agreement. The parties agree that the Triage Arbitrator shall be paid the fee agreed upon with the Triage Arbitrator for such arbitration services.
9. The GTAP procedure is subject to renewal or amendment by mutual agreement of the parties as of January 1 of each contract year. Furthermore, at any time prior to December 31 of each contract year, either party may terminate the GTAP procedure upon 30 days written notice to the other party.



APPENDIX J

**E-911 TO PAY LAG AGREEMENT**

MEMORANDUM OF AGREEMENT

This Agreement is made on the 10 day of March 2021, by and between the ONONDAGA COUNTY (hereinafter County) and the CIVIL SERVICE EMPLOYEES ASSOCIATION, INC. LOCAL 1000 AFSCME, AFL-CIO (hereinafter CSEA).

WHEREAS, the Employer and the Union are parties to a collective bargaining agreement (CBA) effective January 1, 2020 through December 31, 2022 setting forth terms and conditions of employment for employees represented by the Union; and

WHEREAS, the CBA provides that employees of the Department of Emergency Communication (E-911) are to be converted from a "current" pay schedule to a "one-week lag" pay schedule, and

WHEREAS, the timing and execution of said conversion is to be provided for by separate agreement between the parties, and

WHEREAS, the parties have agreed upon the timing and execution of said conversion as set forth below.


NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. The implementation of the "one-week lag" pay schedule will commence with the first pay period of April, 2021 and shall last for ten (10) consecutive pay periods.
2. In each of the ten (10) pay periods, employees of E-911 being converted to the lag shall have their compensation for regular hours reduced by four (4) hours, thereby totaling forty (40) hours at the end of the ten (10) pay periods and completing the conversion to the "one-week lag". Note: None of these hours worked shall be uncompensated, however, the liability for payment of these hours is effectively shifted to one week later than compensation presently occurs. To explain more precisely using an illustration with the actual paycheck date of 3/19/2021, an E-911 employee will be paid on 3/19/2021 for all hours worked from 3/5/2021 through 3/19/2021, inclusive. This is what it means to be paid "current". After the conversion to the lag over the ten (10) pay periods, employees at E-911 will receive their paycheck one week after the last day worked for which pay is being received. Using the same pay date and the assumption that a pay lag already exists to illustrate, an E-911 employee on a pay lag would receive a paycheck on 3/19/21 for all hours worked from 2/27/2021 through 3/12/2021, inclusive. The net effect of the lag, other than the four (4) hour reduction over the ten (10) week conversion period, is that employees of E-911, upon separation from employment, may receive an additional paycheck to compensate them for the "lagging" days

that were not compensated in the penultimate paycheck. In no way do employees of E-911 go uncompensated for any hours worked.

3. Since this conversion to the "one-week lag" will reduce affected employees pay by the equivalent of four (4) hours of gross pay in each of the ten (10) pay periods, affected employees may elect to supplement their pay by "cashing in" up to four (4) hours of compensatory time during any or all of the ten (10) pay periods of the conversion. Such option shall be at the sole discretion of the affected employees and may not be denied by the Employer.
4. Employees exercising their option to "cash in" compensatory time shall do so in writing to the department prior to the close of payroll for the pay period in which the compensatory time payment shall be applied.
5. At the end of the ten (10) pay period conversion period, all provisions of this agreement shall cease, except that any disputes arising from its implementation may be processed through Article 27 – Grievance and Arbitration Procedure, of the CBA.


For the Union:

  
3/10/12  
CSEA Local 834 President

  
3/10/12  
CSEA Labor Relations Specialist

  
3/10/12  
CSEA Combined Services Unit President

For the Employer:

  
3/11/12  
\_\_\_\_\_  
1 1

APPENDIX K

AGREEMENT

This Agreement made this 10<sup>th</sup> day of <sup>2016</sup> ~~April~~, 2016 by between the COUNTY OF ONONDAGA ("Employer") and the CIVIL SERVICE EMPLOYEES ASSOCIATION, LOCAL 834 ("Union").

WHEREAS, the Employer and Union have engaged in collective bargaining negotiations over the provisions of supplemental pay for those unit members who participate in the Active Shooter Program of the Employer and,

WHEREAS, the Employer and Union have reached agreement on an Active Shooter Supplemental Pay Framework Agreement and to set forth that agreement herein.

NOW, THEREFORE, is agreed by the Employer and Union as follows:

**ACTIVE SHOOTER SUPPLEMENTAL PAY  
FRAMEWORK FOR AGREEMENT**

1. An Active Shooter Event Participant (hereinafter "Participant") is a person who has been placed on the Active Shooter roster by the Employer, responds to and engages in a rapid intervention to an active shooter event and sustains an injury or illness during such response and engagement including but not limited to being deployed on a contact team or rescue team in order to be considered for supplemental pay.
2. Supplemental pay is strictly limited in application to injuries or illnesses sustained by a Participant during the course of their actual activation and participation in an active shooter event.
3. A claim filed by a Participant for supplemental pay for an illness or injury sustained during their participation in an active shooter event must also be found to be compensable for wage replacement benefits under the Workers Compensation Law and processes in order to be eligible for supplemental pay. A claim filed by a Participant for an injury or illness sustained during their participation in an active shooter event that is not found to be compensable for wage replacement benefits under the Workers Compensation Law and processes shall also be ineligible for supplemental pay.
4. Supplemental Pay shall be paid in the amount, after taxes, withholdings, and other required deductions, of the difference between the wage replacement benefit amount paid by Workers Compensation and the net amount paid to the Participant for regular hours worked in the last check issued by the Employer prior to the active shooter event where the Participant sustained the illness or injury.
5. The amount payable in paragraph 4 above shall be offset by any long-term disability benefits or short-term disability benefits provided by the Employer and payable to the Participant that are not offset by any Worker Compensation benefits paid to the Participant.

6. The Employer agrees to pay the supplemental pay for the period of time during which the Participant is eligible for wage replacement benefits under Workers Compensation which shall be limited and shall not exceed the 52 full pay periods immediately following the date of the illness or injury sustained by the Participant during the active shooter event.
7. The determination of the Workers Compensation process as to the eligibility or ineligibility of the claim for benefits shall also be the determination for eligibility for supplemental pay or for ineligibility for supplemental pay. The determination shall not be subject to the grievance and arbitration procedure of the present collective bargaining agreement or any successor agreement thereto.
8. Participants shall be required to participate in all modified duty programs, return to work programs, progressive rehabilitation programs or part-time work that may be offered by the Employer. The failure or refusal of a Participant to participate in such programs or part-time work shall cause supplemental pay to cease immediately and shall not be subject to the grievance and arbitration procedure of the present collective bargaining agreement or any successor agreement thereto.
9. Participants eligible for supplemental pay shall have health benefits and dental benefits continue during the period they receive supplemental pay. The Participant shall be required to pay all employee contribution amounts required by the health benefit plan, dental benefit plan or collective bargaining agreement.
10. This Agreement is subject to renewal or amendment by mutual agreement of the parties as of January 1 of each contract year. Furthermore, at any time prior to December 31 of each contract year, either party may terminate this Agreement upon 30 days written notice to the other party. The Employer and Union agree to meet at least annually to review the Active Shooter Supplemental Pay Program and this Agreement.

FOR THE UNION

FOR THE EMPLOYER

*Kent Zwick* Local President  
 \_\_\_\_\_  
*Lynn Bradford* - CSEA LRS  
 \_\_\_\_\_  
*M. Bennett*  
 \_\_\_\_\_

*Peter Townsend*  
 \_\_\_\_\_  
 \_\_\_\_\_

## APPENDIX L

1. Purpose

The purpose of this Appendix is to set forth the applicable contractual terms and conditions of employment upon which the parties have reached an agreement, and it is also the purpose of this Agreement to provide for a procedure to resolve disputes and adjust grievances between the parties. Only the benefits and terms listed in this Appendix apply to the covered 103 titles. No other contractual provisions shall apply.

2. Union Representative Status

Pursuant to the Certification of the Public Employment Relations Board dated March 26, 2015, the Union represents the following County employees (Certification – CP-1301):

Included:

Scheduled Librarian Assistant

Scheduled Librarian 1

Scheduled Library Clerk

Lifeguard

Swim Facility Manager

Park Ranger 1

Information Aide (assigned to the Department of Parks and Recreation to perform seasonal campground-related administrative duties)

Administrative Assistant (the HEAP Coordinator)

Excluded:

All other employees on the 103 payroll, including all on call employees on the 103 payroll.

3. No Strike

The Association affirms that it does not assert that the included employees assert the right to strike nor to assist or participate in any strike nor to impose an obligation to conduct, assist or participate in any strike, slowdown or work stoppage.

4. Management Rights

The Association agrees that the County shall retain complete authority for the policies and administration of all County departments, offices or agencies which it exercises under the provisions of law and the Constitution of the State of New York and/or the United States of America and in fulfilling its rights and responsibilities under this agreement.

The rights and responsibilities of the County include, but are not necessarily limited to the following: (1) to determine the standards of service to be offered by its offices, agencies and departments; (2) to direct, hire, promote, appraise, transfer, assign, retain employees and to suspend, demote, discharge or take disciplinary action against employees; (3) to relieve employees from duties because of lack of work or for other legitimate reasons; (4) to maintain the efficiency of government operations entrusted to them; (5) to determine the methods, means and personnel by which such operations are to be conducted; (6) to take whatever actions may be necessary to carry out the mission, policies or purpose of the department, office or agency concerned; (7) to establish work rules and regulations not inconsistent with the terms of the agreement; (8) to establish specifications for each class of positions and to classify or reclassify and to allocate or reallocate new or existing positions.

The exercise of any such power, right, authority, duty or responsibility by the County in the adoption of such rules and regulations, and policies, as it may deem necessary and as they apply to employees represented by the Association, shall be limited only by the specific and express terms of this agreement.

5. Leaves of Absence

Those employees who qualify for coverage under the Family Medical and Leave Act of 1993 shall be subject to the policies and procedures of the County for the granting of such leaves.

6. Jury Duty/Court Attendance

An employee who receives a notice for jury duty will immediately provide a copy of such notice to his/her immediate supervisor and cooperate in any request for a deferral of such service, if the County believes such a deferral is appropriate for work load requirement purposes. An employee who serves on jury duty shall be entitled to the benefits provided under law for regularly scheduled work days. An employee who receives a subpoena to appear in a court or administrative proceeding shall immediately provide his/her supervisor with a copy of the subpoena, and the employee shall be allowed the necessary time off, without pay or benefits, to appear in the proceeding. In all cases of jury duty or court attendance, the employee shall appear for his/her normally scheduled work hours whenever attendance is not required by the court, and in the case of jury duty, such employee shall not be entitled to receive a jury duty fee if his/her earnings for working during that day exceeds the statutory fee.

1. Bereavement

In the event of the death of an employee's immediate family member (spouse, parent, child, brother, sister, a person occupying the position of a parent or child, or a close relative who is an actual member of the employee's household), the employee shall be allowed time off without pay for the purpose of attending the funeral and for any necessary travel. The employee must provide as much notice as practicable for the need for the time off.

2. Time and Attendance Requirements

Tardiness will not be tolerated and may be subject to disciplinary action. Each employee shall accurately account for his/her working time by use of the means and methods provided by the County (time cards, time clock, etc.).

3. Compensation

The 103 employees covered by this Appendix are paid at the A step for whatever grade their title corresponds to. They do not receive step advancements.

4. Health Insurance

Health insurance and individual dental options available to CSEA unit members shall be available to the 103 employees covered by this Appendix, provided the employees pay the full cost of coverage.

5. Paid Time Off (PTO)

Scheduled Librarian Assistants, Scheduled Librarian 1, and Scheduled Library Clerk in the OCPL shall earn, on an annual basis, 8 hours of paid time off (PTO). In order to earn the PTO employees in the above titles must work a minimum of 500 hours in the prior calendar year. This benefit does not accrue and must be used within the calendar year for which it is granted.

6. Seniority

Seniority shall be defined as the earliest date of appointment to the 103 payroll with continuous service. Continuous service means regular appointment without any break or scheduling without a refusal to report. Continuous service shall be broken by any of the following:

- resignation or quitting
- termination
- suspension not followed by reinstatement within 1 year
- retirement
- failure to return to work within 10 days of a leave of absence.

Seniority shall be applicable in case of geographic transfer, usage of PTO when applicable (this applies to Library titles only), and shift assignment/selection and shall be the determining factor in those situations.

7. Complete Agreement

It is agreed that both parties have had the full opportunity to negotiate over those items which are the subject of mandatory collective bargaining under the law. Therefore, both parties agree that negotiations will not be reopened on any item during the collective bargaining agreement, whether or not such item is contained herein or whether or not such item was discussed during negotiations between the parties, and the County retains and reserves all of its rights and prerogatives with respect to such matters, as may be provided under law and under the Management Rights provisions of this Appendix. It is understood and agreed by both Parties that this Appendix represents the complete agreement between them and may only be modified, amended, added to or deleted from by express signed written agreement of both parties and only where both parties have given their prior consent to engage in discussions which may or may not result in any such change.

14. Grievance Procedure

- A. An employee who has completed the probationary period and who believes that his/her rights under a specific provision of this Appendix or who has been suspended without pay or terminated from employment may file a grievance in writing with his/her immediate supervisor. A grievance under this procedure shall be the exclusive method of resolving such claimed violations, and a condition precedent to the processing of a grievance shall be its written submission by the employee and/or the union representative within 10 calendar days following the act or omission giving rise to the grievance. The written grievance shall specify the contract provision, rule or policy allegedly violated, or the employee's basis for claiming that a suspension or termination is unfair and the grievance shall contain all relevant information concerning time, place, individuals involved, witnesses and any statements allegedly made.
- B. Upon receipt of a written grievance which is timely filed, the Department Head or designee will review the same and will meet with the employee (who may request the presence of a Union representative). Such meeting shall be held within two calendar weeks, unless the Department Head is unavailable to meet, in which case the meeting will be held as soon thereafter as practicable. Within two calendar weeks following the meeting, the County shall issue a decision in writing to the employee, and provide

a copy to the Union (regardless of whether the Union representative was in attendance at the grievance meeting).

- C. If the employee filing the grievance is not satisfied with the decision of the County under Paragraph B above, he/she may, with the consent of the Union, file an appeal in writing to the County's Employee Relations Officer (ERO), provided that the written appeal must be received by the ERO within 10 calendar days following the date of the initial decision, or the grievance shall be deemed settled. The ERO shall review the grievance materials and shall schedule a further meeting with the employee and/or his/her Union representative. The ERO will issue a decision within 30 calendar days following the meeting. The decision of the ERO shall be final and binding, except as provided in Paragraph D below.
- D. Discharge and discipline of 103 employees will continue as has been the practice in the County. In matters involving discipline, a copy of all disciplinary actions will be sent to the Unit President on the same date they are served on the unit member. In all cases, however, the employee's time to file a grievance challenging his/her discipline or termination as provided in Paragraph A, above, shall be computed from the date the disciplinary action or termination notice is served on the employee. If the grievance involves the suspension or termination of a non-probationary employee, the employee, with the consent of the Union, may appeal the decision of the ERO to the County's Director of Employee Relations. Such appeals must be received by the Director within 10 calendar days following the date of the decision of the ERO or the matter shall be considered settled. Within three calendar weeks following receipt of a timely appeal, the Director, or his/her designee (other than the ERO) shall review the grievance materials and meet with the employee or his/her Union representative, or both, to review the appeal. Within two calendar weeks following the meeting, the Director or his/her designee shall issue a decision which shall be final and binding on the County, Union and employee.
- E. This process shall be the exclusive remedy available for violations of the Appendix or any matters involving discipline and discharge.
- F. The use of this grievance procedure shall not preclude the informal adjustment of other grievances or day-to-day work issues between supervision and employees, provided that no such informal resolution shall constitute a binding interpretation of this Agreement or a modification of County written work rules or policies.
- G. The pendency of a grievance under this Appendix shall not operate to restrict the County's right to take the action being contested by the employee.



APPENDIX M

**ADDENDUM TO THE  
JULY 27, 2016  
TENTATIVE SETTLEMENT AGREEMENT**

**Between  
Onondaga County  
and the**


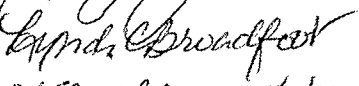
**CSEA, Local 1000 AFSCME, AFL-CIO, Onondaga County Unit, Local 834**

The following memorandum is an addendum to the Tentative Settlement Agreement reached by the above-referenced parties on July 27, 2016 for the collective bargaining agreement covering the period January 1, 2016 through December 31, 2019. The purpose of this addendum is to clarify qualification for retroactive payments provided for in the tentative settlement agreement. This Addendum is a clarification only and does not in any way modify the terms of the tentative settlement agreement reached by the parties.

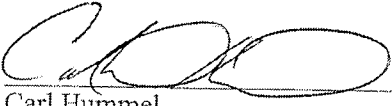
1. Criteria for Retroactive Pay: An employee will be eligible for the retroactive payment specified in the July 27, 2016 Tentative Settlement Agreement if the employee is on the active payroll as of the date of ratification of this agreement by the Union.

Dated: August 08, 2016

FOR THE CSEA:

  
\_\_\_\_\_  
Kathy Zabinski  
  
CSEA LRS 8/8/16

FOR THE COUNTY:

  
\_\_\_\_\_  
Carl Hummel

APPENDIX N



DUAN OWENS  
COMMISSIONER

APPENDIX N  
**COUNTY OF ONONDAGA • DEPARTMENT OF PERSONNEL**

John H. Mulroy Civic Center  
421 Montgomery Street, 13th Floor  
Syracuse, New York 13202-2959

• (315) 435-3537 • Fax 435-8272 • e-mail – [peweb1@ongov.net](mailto:peweb1@ongov.net) • web address – [www.ongov.net](http://www.ongov.net)

March 9, 2017

Kathy Zabinski  
CSEA Local 834 President  
5815 Heritage Landing Drive  
E. Syracuse, NY 13057

**Re: Collective Bargaining Agreement Appendix**

Dear Kathy:

This letter serves to provide information to CSEA members as an appendix to the Collective Bargaining Agreement pursuant to the elimination of Article 22 – Physical Examinations (“WEP”). The parties have agreed that the terms of Article 22 are no longer necessary for the following reasons:

1. The underlying purpose of the testing is no longer present as certain dangerous materials used at WEP have long since been removed.
2. Although there are still certain risk factors at WEP, the Department’s compliance with State and Federal laws (ex. PESH, OSHA) through testing, training, providing of PPE, etc. meets its obligation to its employees with regard to safety.
3. The County will further meet this obligation by providing enhanced training related to risk factors during its annual “Right-to-Know” training sessions.

Lastly, Article 22 will remain in the Collective Bargaining Agreement as a placeholder with language directing the reader to this appendix for relevant information.

Sincerely,

Carl Hummel  
Deputy Commissioner  
CH/aen

**AGREED & CONFIRMED**

For the Union

Kathleen Zabinski  
Tom F. Webb, LRS  
Daniel J. Campbell, LRS

For the Employer



DUAN OWENS  
COMMISSIONER

# COUNTY OF ONONDAGA • DEPARTMENT OF PERSONNEL

John H. Mulroy Civic Center  
421 Montgomery Street, 13th Floor  
Syracuse, New York 13202-2959

• (315) 435-3537 • Fax 435-8272 • e-mail - [paweb1@ongov.net](mailto:paweb1@ongov.net) • web address - [www.ongov.net](http://www.ongov.net)

March 9, 2017

Kathy Zabinski  
CSEA Local 834 President  
5815 Heritage Landing Drive  
E. Syracuse, NY 13057

**Re: One-Time Incentive for Retiree Health**

Dear Kathy:

Pursuant to our discussion regarding the preparation of the new (2016-2019) Collective Bargaining Agreement ("CBA") document, this letter will serve to include the language below as part of the terms and conditions of the Agreement, for the relevant period, as an appendix to the CBA.

The included language is as follows:

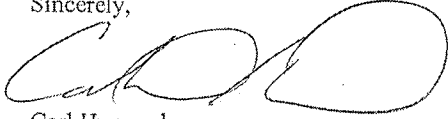
### ONE-TIME INCENTATIVE FOR RETIREE HEALTH

- A. Although the practice of the parties is for retired employees to receive discretionary health benefits which are subject to change pursuant to legislative authorization/resolution, as a limited, special incentive for ratification of the 2016-2019 Agreement, employees who provide an irrevocable notice of retirement by no later than October 1, 2016 and who actually retire by December 31, 2016 shall be guaranteed a 12% contribution rate toward the retiree PER (Note: 12% applies up to Medicare eligibility). Inclusion of this provision in the Agreement does not establish a precedent or otherwise create a mandatory subject of bargaining.
- B. Those employees retiring under this incentive shall not be subject to the Terminal Leave payout limitations set forth in Article 28.

C. Eligibility: In order to be eligible to participate in this incentive, employees must meet the eligibility requirement for County retiree health by December 31, 2016 and must be:

- Be vested in the State's retirement system;
- Be at least age 55
- Have 10 years of County service (Tiers 5 and up)
- Have 5 years of County service (Tiers 1-4)

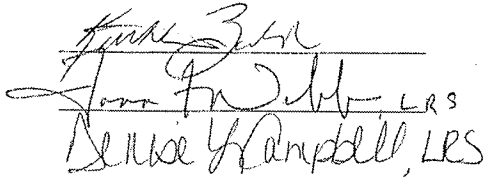
Sincerely,



Carl Hummel  
Deputy Commissioner  
CH/aen

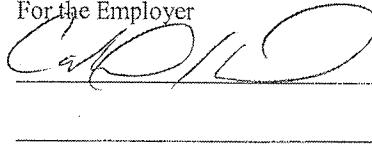
**AGREED & CONFIRMED**

For the Union



Denise Campbell, LRS

For the Employer





ELAINE L. WALTER  
COMMISSIONER

# COUNTY OF ONONDAGA DEPARTMENT OF PERSONNEL

John H. Mulroy Civic Center  
421 Montgomery Street, 13th Floor  
Syracuse, New York 13202-2959

(315) 435-3537 • Fax 435-8272 • e-mail-[peweb1@ongov.net](mailto:peweb1@ongov.net) • web address - [www.ongov.net](http://www.ongov.net)

April 4, 2006

Local President  
CSEA Local 834  
5815 Heritage Landing Dr.  
East Syracuse, NY 13057

Re: Onondaga Community College – Meal Allowance

Dear Local President:

This will confirm our agreement to eliminate the restriction of "... engaged in snow removal ..." as set forth in Article 17 – Meal Allowance of the collective bargaining agreement and applicable to unit members employed at Onondaga Community College. The elimination of this restriction is conditioned and shall take effect upon the satisfactory resolution of all outstanding grievances filed by or on behalf of such unit members and reaching a mutual understanding of how the provisions of Article 17 are to be applied to such unit members in order to prevent future disputes.

Sincerely,

Peter Troiano  
Director of Employee Relations

Agreed and Confirmed:

Local President  
CSEA Local 834

Richard McCormack  
Labor Relations Specialist  
CSEA Local 834



DEPARTMENT OF PERSONNEL  
DIVISION OF EMPLOYEE RELATIONS

JOHN H. MULROY CIVIC CENTER  
421 MONTGOMERY STREET - 15TH FLOOR  
SYRACUSE, NEW YORK 13202

315-435-3455

NICHOLAS J. PIRRO  
COUNTY EXECUTIVE

PETER TROIANO  
DIRECTOR

March 17, 1994

Norman Lefebvre, President  
CSEA Local 834  
5815 Heritage Landing Drive  
East Syracuse, NY 13057

RE: Salary Plan

Dear Norm:

This will confirm our agreement to print the portion of the Onondaga County Salary Plan pertaining to this bargaining unit in the booklet containing the collective bargaining agreement. This is intended by the Employer and Union to provide employees and other users of the contract booklet with a convenient place to locate and access this information.

In doing so, it is expressly agreed that the Onondaga County Salary Plan is not incorporated in any way as an article, appendix or any other part of the collective bargaining agreement nor is it a supplemental agreement or amendment to the collective bargaining agreement. Further, it is expressly agreed that any and all rights of the Employer to allocate or reallocate the salary grade of any title or position shall not be affected or waived by providing this convenience.

Sincerely,

Agreed and Confirmed:

Peter Troiano  
Director of Employee Relations

  
Norman Lefebvre 03/17/94  
President, CSEA Local 834

PT/db