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AGREEMENT BETWEEN

VILLAGE OF POTSDAM

AND

THE POTSDAM BRANCH

**CIVIL SERVICE EMPLOYEES ASSOCIATION
LOCAL 1000 AFSCME/AFL-CIO**

JUNE 1, 2006 TO MAY 31, 2011

**September 18, 2006
FINAL VERSION**

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Contract between the VILLAGE OF POTSDAM, NEW YORK (hereinafter referred to as the "VILLAGE"), and the Potsdam Branch of the CIVIL SERVICE EMPLOYEES ASSOCIATION LOCAL 1000 AFSCME/AFL-CIO, (hereinafter referred to as the "ASSOCIATION") for the period June 1, 2006 through May 31, 2011.

ARTICLE I - UNIT

Section 1. - This contract will include and apply to all employees of the Village who have been appointed to permanent, provisional, or probationary status except the following:

Mayor	Police Department Employees
Village Trustees	Village Justice
Village Administrator	Clerk to Village Justice
Superintendent of Public Works	Code Enforcement Officer
Village Clerk/Sec. to Administrator	Fire Inspector
Village Treasurer	Crossing Guards
Community/Economic Development Staff	Health Officer
Museum Curator	Temporary Employees
Village Attorney	Part-Time Employees (who work less than one-half (1/2) of the normal scheduled hours)
Recreation Director	Chief Water/Hydro Plant Operator
Recreation Maintenance Worker	
Director of Planning and Development	

Section 2. - Definitions

Probationary Appointment: Every permanent appointment from an open competitive list and every original appointment to a position in the non-competitive, exempt or labor class shall be for a probationary period of not less than six (6) calendar months nor more than twelve (12) calendar months. Such appointments may be terminated without cause during the specified period. (See Article XIX -Probationary Period, for additional conditions.)

Provisional-Employee: An employee appointed by the Village Board of Trustees to a particular position pending taking and successfully passing of a Civil Service examination for the position, with a score high enough to be appointed to the position as a permanent employee. Provisional employees shall be reappointed every nine months unless properly appointed as a permanent employee earlier.

Permanent Appointment: After successfully completing the probationary period a permanent appointment is made with all of the rights and protections afforded to it by Civil Service Law.

Temporary or Seasonal Employee: An employee hired by the Village Board, Village Administrator or Department Head on a temporary or seasonal basis, for the scope of duties and periods of time as permitted by Civil Service Law.

Permanent Part-Time Employee: An employee appointed by the Village Board of Trustees to a part-time position on a permanent basis. Such permanent part-time employee who works twenty (20) or more hours per week (seventeen and one-half (17-1/2) hours for clerical personnel) shall be entitled to all benefits on a pro-rata basis.

Part-Time Employee: An employee hired by the Administrator or Department head for intermittent periods of time for any type of work. Part-Time employees who work one-half (1/2) or more of the specified hours or days per week required by the particular position will be entitled to all benefits on a pro-rata basis.

Full Time Employee: An employee appointed to probationary, provisional or permanent status and working the specified number of hours and days per week required by his or her particular Position.

ARTICLE II - RECOGNITION

Section 1. - The ASSOCIATION, having heretofore presented appropriate evidence that it represents the majority of the employees represented in Article I above, is therefore recognized as the employee organization representing said employees for the purpose of collective negotiations with the VILLAGE, in the determination of the terms and conditions of employment and in respect to the administration of grievances arising under the Contract herewith executed.

Section 2. - Upon receipt of proper written authorization, the VILLAGE shall deduct monthly dues, on a pro-rata basis and shall remit the monies to the Civil Service Employee Association, Inc., P.O. Drawer 7125, Capitol Station, Albany, New York 12224 on a bi-weekly basis. The ASSOCIATION agrees to indemnify and hold harmless the VILLAGE from any causes of action, claims, loss or damages incurred as a result of this clause.

All deductions under the Article shall be subject to revocation under Section 93-b of the General Municipal Law, as amended, by the employees who executed such assignments, upon giving written notice to that effect. Such notice shall be given to the Village Treasurer. The Village Treasurer shall thereafter cease withholding any monies whatsoever under such check-off authorization.

Assignees shall have no right or interest whatsoever in any money withheld by authorization until such Money is actually paid over to them. The VILLAGE or any of its officers, and employees shall not be liable for any delay in carrying out such deduction, and upon forwarding a check in payment of such deductions by mail to the assignee's last known address, the VILLAGE and its officers shall be released from all liability to the employee-assignors and to the assignees under such assignment.

Section 3. - The Civil Service Employees Association, Inc., having been recognized or certified as the exclusive representative of employees within the bargaining unit represented by this agreement shall have deductions made from the wage or salary of employees of said

bargaining unit who are not members of the Civil Service Employees Association. Inc. The employer shall make such deductions and transmit the amount so deducted, along with a listing of such employees, to Civil Service Employees Association, Inc., P.O. Drawer 7125, Capitol Station, Albany. New York 12210.

Section 4. - The UNION PRESIDENT or his designee will be allowed one (1) hour per week to conduct union business, if needed, with the approval of the Village Administrator. This time will not be unreasonably denied by the Administrator.

Section 5. - An annual list of employees with name, address, social security number, salary, job title, and date of employment will be provided to CSEA Unit #8410.

Section 6. - Any error or omissions of One Hundred (\$100.00) Dollars or more in an employee's paycheck shall be corrected within two (2) working days from the date it is reported to the Treasurer's Office.

ARTICLE III - MANAGEMENT RIGHTS

The ASSOCIATION recognizes that the management of the VILLAGE shall have the sole and absolute right, responsibility, and prerogative of management of the affairs of the VILLAGE, and direction of the working force including, but not limited to the following:

- (a) To determine the care, maintenance, and operation of equipment and property used for and on behalf of the purpose of the VILLAGE.
- (b) To establish or continue policies, practices, and procedures for the conduct of VILLAGE business and from time to time, to change or abolish such Policy, practices or procedures.
- (c) To discontinue processes or operation or to discontinue their performance.
- (d) To select and to determine the number and types of employees required to perform the VILLAGES operation.
- (e) To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the VILLAGE, provided such rules and regulations are made known in a reasonable manner to the employees affected by them.
- (f) To insure that incidental duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees of the VILLAGE.

ARTICLE IV - BAN ON STRIKES AND LOCKOUTS

It is recognized that the need for continued and uninterrupted operation of the VILLAGE'S departments and agencies is of paramount importance to the citizens of the community and that there should be no interference with such operation.

Adequate procedures having been provided for the equitable settlement of grievances arising out of this Agreement, parties hereto agree that there will not be and that the ASSOCIATION, its officers, members, agents, or principals will not engage in, encourage, sanction or suggest strikes, slowdowns, lockouts, mass resignations, mass absenteeism, or similar action which would involve suspension of or interference with normal work performance and the VILLAGE will not instigate any form of employee lockout.

The VILLAGE shall have the right to discipline or discharge any employee encouraging, suggesting, fomenting, or participating in a strike, slowdown, or other such interference.

ARTICLE V - HOURS OF WORK AND OVERTIME

Section 1. - The basic work week for all employees other than Village Office employees, shall be eight (8) hours per day, forty (40) hours per week. Village Office employees shall work seven (7) hours per day, thirty-five hours per week. A minimum of fourteen (14) calendar days notice shall be given prior to temporary schedule changes, except in the case of emergencies.

Section 2. - Any work in excess of the basic work week shall be approved by the appropriate department head, with the concurrence of the Village Administrator, and compensated at the individual's appropriate hourly rate. All employees will be paid for overtime work, at time and one-half (1 ½).

Section 3. - Such overtime as is necessary will be distributed as fairly as possible between employees within the classification affected by this overtime work. Permanent employees will be contacted first. If enough permanent employees are not available, temporary employees will be contacted to bring the staffing up to required levels.

Section 4. - If an employee is required to work over eight (8) hours per day or on any day which is not part of his/her regular schedule, he/she shall not be required to lose time from his/her scheduled days in that payroll week provided there is work to which he/she would be regularly assigned.

Section 5. - All employees will be paid for overtime worked, unless the employee and the department head, with notice to the Village Administrator, agree to permit compensatory time off, in lieu of payment. Such compensatory time off shall be one and one-half (1 ½) hours off, for each hour worked. All compensatory time not used and to the credit of the employee on April 30, shall be paid in the first full payroll period in May of each year.

Section 6. - When computing overtime for hours worked in excess of thirty-five (35) or forty (40) hours (as appropriate), holiday, vacation, compensatory and sick leave shall be counted as time worked.

Section 7. - When an employee is called to work during a scheduled vacation time, he/she will receive time and one-half (1-1/2) for all hours worked, subject to meeting Article VII, Section 5 requirements.

Section 8. - Employees called in for emergency service shall be paid continuous hours including meal breaks.

Section 9. - DPW employees will work summer hours, 9 hours each day, Monday through Thursday, four hours on Friday. Approximate start and finish dates commencing from May through October.

- (a) All DPW employees leave to be calculated in hours.
- (b) All leave used to be charged as 9 hours, Monday through Thursday, or 4 hours on Friday.
- (c) Vacation to be taken in no less than 1/2 day minimums (4-1/2 hours - 4 hours for Fridays).
- (d) To make up for the four holidays that fall during this time period, all employees at the DPW will work one full Friday in May. In the event that the 4th of July falls on a Friday, the appropriate hours will also be made up under the direction of the Department Head.

Section 10. - Fire Department employees will work twelve (12) hour rotating shifts.

- (a) The bi-weekly pay period shall begin on Sunday and end on Saturday.
- (b) The bi-weekly pay period will consist of eighty-four (84) hours. When computing overtime for hours worked in excess of eighty (80) hours, holiday, vacation, compensatory, and sick leave shall be counted as time worked.

Section 11 - Pager Pay. Management and Union agree to develop a pager policy to address the practice of employees carrying wireless pagers/telephones at the request of the Village. Policy shall be appended to this document as a side agreement.

ARTICLE VI - WAGE SCHEDULE

Section 1. - The wage rate for each employee covered by this five (5) year Agreement will be increased by four percent (4%) retroactive to 6/1/06 and three and five tenths percent (3.5%) on 6/1/07, 6/1/08, 6/1/09, and 6/1/10.

The Director of the Laboratory will continue to receive a Twenty-five Cent (\$0.25) per hour additional stipend.

Section 2. - Anyone working out-of-title with the approval of the department head shall receive the job rate for work in the higher title.

ARTICLE VII - VACATIONS

Section 1. - All Village employees with permanent or provisional status will earn vacation time upon their date of appointment with credit for the first month at the following rate:

Years of Service:

1 - 5	1-1/4 days per month per year	15 working days
6 - 10	1-1/2 days per month per year	18 working days
11 - 15	1-3/4 days per month per year	21 working days
16 - 20	2 days per month per year	24 working days
21 - up	2-1/4 days per month per year	27 working days

Section 2. - No employee will take any vacation until he or she has successfully completed the probationary period.

Section 3. - Vacation earned by an employee may be carried over up to a maximum of one and one-half (1 - 1/2) times that employee's annually earned vacation. (Example: A person with three (3) years service could accumulate a maximum of 1-1/2 x 15, or twenty-two and one-half, (22 1/2) working days.) Unused vacation after said maximum accumulation shall be forfeited.

Section 4. - The department head may limit the number of employees on vacation at any one time.

Section 5. - Department heads shall submit a list of vacations for the fiscal year (June 1 - May 31) no later than June 1. Any substitutions, changes, or modifications to their vacation schedule may be affected only upon the approval of the department head. Vacations shall be approved in accordance with the work load of the department. Seniority shall prevail, whenever possible, in determining the choice of vacations.

Section 6. - In the event a legal holiday falls within the vacation period, the holiday shall not be charged to vacation time.

Section 7. - Vacation leave shall not be taken in less than one-half (1/2) day increments, without the approval of the department head.

Section 8. - Upon termination of employment, any employee shall be compensated for all

earned accumulated vacation, (see Section 3) up to the date of termination at his or her hourly rate, provided a two (2) week written notice of termination or resignation is given and if separation is for reasons other than a criminal or disciplinary nature.

ARTICLE VIII - SICK LEAVE AND OTHER LEAVE PROVISIONS

Section 1. - All Village employees with permanent, provisional, or probationary status shall be entitled to accumulate sick leave credits at the rate of ten (10) hours per month, or eight and three quarters (8 3/4) hours per month for clerical employees. Sick leave not used within a specific year may be accumulated from year to year with no maximum limitation. Medical and dental appointments shall be charged to sick leave.

Section 2. - Sick leave credit Shall not be earned for the period an employee is on leave of absence without pay, or for any reason taken off the Village payroll. Sick leave shall be taken in hours.

Section 3. - The Village Treasurer's Office shall maintain individual leave records for each eligible employee, and provide a quarterly report of leave credits to all employees.

Section 4. - An employee who is injured on the job and is eligible to draw Workmen's Compensation benefits is specifically excluded from the benefits of this Article, except that:

- (a) He/she may use all accumulated leave during the waiting period before compensation payments begin.

The VILLAGE shall, upon the request of the injured employee, supplement said employee's compensation payment to provide an amount equivalent to his/her normal pay rate by drawing on any unused accumulated leave of that employee. In no case shall an employee on compensation receive more than his normal pay from the combined sources, (VILLAGE and Compensation Board), nor shall the VILLAGE make any supplemental payments to the employee after all accumulated leave has been used.

- (b) An employee receiving compensation payments while off the job shall be considered as being on leave of absence and said absence shall not constitute a break in service.

Section 5. - Sick Verification

- (a) The Village Administrator may require an employee who has taken three (3) consecutive sick days leave to produce a doctor's certificate explaining the nature and degree of the sickness. Abuse of sick leave may result in disciplinary action. Where the Administrator suspects an abuse of sick leave, the Administrator may require a doctor's certificate after any absence. When the Administrator requires a doctor's certificate for less than three (3) days, the VILLAGE will pay for such doctor's visit.

- (b) When the Village Administrator suspects an employee of sick leave abuse, the Village Administrator may require said employee to provide a doctor's certificate when a sick day is taken before and/or after a holiday. The cost of the doctor, in this case, will be borne equally by the VILLAGE and the employee.

Section 6. - All Village employees with permanent or provisional status shall be entitled to five (5) days personal leave with pay, per year. Said leave is non-accruable from year to year and is subject to the approval of each department head for the following reasons:

- (a) Death of a parent, spouse, child, brother or sister.
- (b) Serious illness of parent, spouse, child, brother, or sister or permanent resident of the household, requiring the attendance of the employee.
- (c) Civil Court appearances or special approvals of the Administrator.
- (d) Appointments or personal business which cannot be scheduled except during working hours.
- (e) One (1) day for death of a relative not listed in subsection (a) above, or friend for the attendance at the funeral.
- (f) One (1) day Personal Leave may be used without giving a reason to the employer.
- (g) If not used, Personal Leave shall be converted to Sick Leave.

Section 7. - Employees who have no absences for sick leave, disability leave, or Workman's Compensation, shall receive \$75.00 per quarter payable in the first pay period of the next quarter.

Section 8. - In the event of an officially declared state of emergency by the Governor, Chair of Board of Legislature or Village Mayor, the employee shall be allowed to use any accumulated leave to make up for time lost. This shall include compensatory time, personal leave or vacation, until these categories are exhausted. Then sick leave may be used (after all accumulated time is used).

Section 9. - Sick Leave Bank - Policy to be developed and administered by Union after consultation with and approval by Management.

ARTICLE IX - JURY AND MILITARY RESERVE TRAINING DUTY

Section 1.- Any Village employee in a permanent or provisional status who shall be called for jury duty and cannot be excused, shall be paid full salary while on such duty and will not be required to remit back to the Village any expense or daily stipend paid to them by the

Court, provided valid proof of such jury duty is submitted to the Village Treasurer's office. While on jury duty, employee will continue to accumulate vacation and sick leave according to Articles VII and VIII.

Section 2.- Any Village employee in a permanent or provisional status who is a member of an active Military Reserve Unit which requires annual periods of training, shall be paid his or her salary during such periods of training, not to exceed thirty (30) days in any one (1) year period, provided valid proof of such duty is submitted to the Village Treasurer's Office. While on training duty, employee will continue to accumulate vacation and sick leave according to Articles VII and VIII.

ARTICLE X - HOLIDAYS

All permanent and provisional employees are entitled to twelve (12) holidays off each fiscal year with eight (8) hours holiday pay, seven (7) hours holiday pay for office employees, as per attached "Exhibit B."

The employees are entitled to the holiday pay whether or not they work on the holiday. Should the employee work on the holiday, either as scheduled or on a call-in basis, he/she will be entitled to additional compensation. In the following sections when eight (8) hours is stated, it is understood to be seven (7) hours for office employees.

Section 1. - In the event that one of the above-mentioned holidays falls on a Saturday, it shall be celebrated on the Friday immediately preceding. Should the holiday fall on a Sunday, it shall be celebrated on the Monday thereafter. Should an actual holiday fall on a Saturday or Sunday, and should an employee be scheduled to work on the weekend, then the employee will have the option of designating the observed or actual holiday as the paid holiday.

Section 2. - An employee who is scheduled to work on a holiday shall receive the holiday pay for the holiday, eight (8) hours compensatory time, and eight (8) hours pay for the day worked. If an employee is required to work more than the regular eight (8) hour day on a holiday, he/she will receive double time for the extra hours worked regardless of the total hours worked in that week.

Both the hours of holiday pay and the actual hours worked shall be counted under Article V, Section 6 for overtime calculations.

Section 3. - An employee whose regular day off falls on a holiday will be granted eight (8) hours holiday pay and eight (8) hours compensatory time in lieu of the day off.

Should an employee be called in to work, he/she will receive the same credits as listed in Section 2, above.

Section 4. - An employee cannot take personal days on a holiday except for an absence pursuant to Article VIII, Section 6 (a) and (b.).

Section 5. - Either Section 2 or Section 3 of this Article will be applied, but not both sections for any single holiday.

Section 6. - Employees scheduled to work on Easter Sunday may choose either Good Friday or Easter Sunday as the holiday.

Section 7. - All Civic Center Office personnel shall take the day after Christmas as a holiday in lieu of Martin Luther King Day. If Christmas falls on a Friday or Saturday (Sunday), the day after Christmas holiday will be taken on the following Monday (Tuesday).

ARTICLE XI - LONGEVITY

Section 1. - All permanent or provisional employees who have been on the payroll of the VILLAGE for three (3) years shall receive an annual Three Hundred and 00/100 (\$300.00) Dollars longevity increment. On the fifth anniversary of his or her employment, an employee shall receive a Two Hundred and 00/100, (\$200.00) Dollars additional increment, for a total annual increment of Five Hundred and 00/100, (\$500.00) Dollars. For every five (5) years additional service, an additional Two Hundred and 00/100, (\$200.00) Dollars increment will be paid.

Section 2. - Employees who have reached their anniversary date on or before December 1st shall receive longevity payments as defined in Section 1 of this ARTICLE on the Wednesday prior to Thanksgiving Day.

Section 3. - If an eligible employee is terminated prior to such pay day, he or she will be compensated for the annual longevity increment for the fiscal year if he or she has reached the anniversary date of their employment with the VILLAGE at the time of termination.

Section 4. - If an employee is terminated prior to the anniversary date of their employment, the employee will be compensated for the annual longevity increment on a pro-rata basis, except in cases of discharge for cause.

ARTICLE XII - LEAVE OF ABSENCE WITHOUT PAY

Leave of absence without pay up to six (6) months may be granted by the Village Administrator. Such leave shall not be used for the purpose of seeking other employment. Longer periods of leave must have the approval of the Village Board.

ARTICLE XIII - MATERNITY LEAVE

Section 1. - Any employee who is incapable of performing her duties because of a maternity disability may utilize accumulated sick leave credits during such absence. Should the father's presence be needed at home during maternity disability, he may utilize accumulated sick leave credits during such absence.

Section 2. - A maternity leave shall be considered to commence on the date when the employee is no longer capable of performing her duties and shall end on the date that an employee can resume the performance of her duties.

Section 3. - The employee may be requested or required to bring in a doctor's note to verify the date when the employee is not capable of performing her duties or when the employee is capable of returning to work. In addition, the employee may be required to submit to a physical examination by a doctor of the VILLAGE'S choice to verify the starting and ending date of such maternity leave, such second doctor's opinion will be paid by the VILLAGE.

ARTICLE XIV - RETIREMENT

Section 1. - The VILLAGE shall continue in force all provisions of New York State Non-Contributory Improved Career Retirement Plan, Section 75 (i) for all eligible employees.

Section 2. - All eligible employees shall also be credited for unused sick leave upon retirement up to a maximum of 165 days in accordance with the enabling provisions specified by Section 41-j of the New York State Retirement and Social Security System. Days in excess of 165 shall be payable at the rate of \$25 per day according to the following schedule:

Employees retiring prior to June 1, 2002

maximum of 250 days will be paid for all accumulated days in excess of 165

Employees retiring on or after June 1, 2002

maximum of 85 days will be paid for all accumulated days in excess of 165

Section 3. - Tier 3 and Tier 4 employees shall be required to pay the portion established by New York State Retirement System.

Section 4. - All full-time employees hired before January 1, 2002 will be provided with group health and dental insurance upon retirement for retiree only, at Village expense. Full-time employees hired on or after January 1, 2002 will continue to contribute 5% towards group health and dental insurance upon retirement of retirees health insurance. All retirees shall have the option of purchasing dependent coverage through the village insurance plan upon condition that the retiree make timely payment for the full cost of such dependent coverage and that there is no premium cost to the village for permitting such dependent coverage. The surviving spouse of a retiree under this paragraph shall have the option of continuing to obtain coverage provided that such spouse pay the full cost of such coverage, and further provided that the retiree had elected to obtain dependent coverage during his/her lifetime.

Section 5. - In keeping with modifications made with insurance coverages and costs for active employees, management and CSEA recognize the possibility of insurance plans being altered or discontinued in the future. The Village will provide the same contractually agreed to

coverages to employees under the age of 65 who retire after June 1, 2006 as are provided to active employees in future contracts. Insurances that employees under the age of 65 who retire after June 1, 2006 may be eligible to purchase for spouse and/or dependents shall be the same as provided to active employees at the time such insurances are purchased.

ARTICLE XV - HEALTH AND DISABILITY INSURANCE

Section 1. -For employees hired before January 1, 2002, the Village shall provide Health Insurance with prescription drug plan, major medical, dental, and vision care for all eligible employees and their dependents on a non-contributory basis. Employees hired on or after January 1, 2002 shall pay 5% of the cost for prescription drug plan, major medical, dental, and vision care for eligible employee and their dependents.

The Village retains the right to provide an equivalent plan with the same or different provider, or make revisions to the current plan, after consultation with and agreement by the Union.

The deductible for current or revised major medical coverage shall be Two Hundred Fifty Dollars (\$250.00) per person, Seven Hundred Fifty (\$750.00) per family (3 persons). The maximum out-of-pocket shall be One Thousand Dollars (\$1,000.00) per person, Three Thousand Dollars per family (3 persons). Prescription coverage shall be a 3-tier plan, with co-pays as follows:

*per Todd P
 protect
 mail order
 double
 90 days
 8/14/20
 10/20/30
 12/30/50*

Date	Co-Pay Amounts For Various Tiers		
	Tier 1	Tier 2	Tier 3
10/1/06 - 5/31/08	\$4.00	\$7.00	\$10.00
6/1/08 - 5/31/10	\$5.00	\$10.00	\$15.00
6/1/10 - 5/31/11	\$5.00	\$15.00	\$25.00

Section 2. - The Village shall provide New York State Disability Insurance at a maximum cost of \$1.20 per pay period for all eligible employees.

ARTICLE XVI - LIFE INSURANCE AND DEATH BENEFITS

Section 1. - The Village shall provide a Term Life Insurance Program which shall provide Twenty-four Thousand Dollars (\$24,000.00) of coverage at a cost of Eight Dollars (\$8.00) per month for active employees and Twelve Thousand Dollars (\$12,000.00) of coverage at a cost of Four Dollars (\$4.00) per month, for retirees. Previous retirees prior to June 1, 1986 will remain at Six Thousand Dollars, (\$6,000.00).

Section 2. - The Village has the option of changing carriers, but must maintain the benefits at equal or greater levels.

Section 3. - In the case of death during employment, earned vacation, compensatory time and longevity will be paid to the employee's spouse or estate.

ARTICLE XVII - GRIEVANCE PROCEDURE

Section 1. - Definition: A grievance shall be defined as an alleged misinterpretation, misapplication, or misconstruction of any clause of this contract.

Section 2. - Grievance Procedure:

- Step 1. Any employee having a grievance, or the Grievance Committee, shall submit the grievance, in writing, to the employee's department head within ten (10) days of the occurrence. The department head will have five (5) days to either meet with the employee and/or the grievance committee or respond in writing. If a meeting is held the department head shall have five (5) days from the meeting date to respond in writing.
- Step 2. If the employee or the grievance committee is not satisfied with the Step 1 answer (or lack thereof), either or both may request a hearing at Step 2 by filing such demand, in writing, with the Village Administrator within seven (7) days of the date Step 1 answer is due. The Village Administrator shall have seven (7) days to either hold a hearing, or answer in writing. If a meeting is held, the Village Administrator shall have seven (7) days from the meeting date to respond in writing.
- Step 3. If the employee or the grievance committee is not satisfied with the Step 2 answer (or lack thereof), either or both may file with the Village Board in writing within seven (7) days of the date Step 2 answer is due. The Village Board shall have twenty-one (21) days to either hold a meeting, or answer in writing. If a meeting is held, the Village Board shall have seven (7) days from the meeting date to respond in writing. The Association may proceed to Step 4. if it files a Demand for Arbitration to the Village Administrator within twenty-one (21) days of the Village Board of Trustees' decision.
- Step 4. If the Demand for Arbitration is filed in a timely basis, the next available Arbitrator on the "Permanent Panel of Arbitrators" shall arbitrate the grievance. Both parties will be bound to the rules and regulations of PERB. The decision of the Arbitrator will be binding and final on all Parties. The cost of the Arbitrator shall be borne equally by the CSEA and the Village.

Permanent Panel of Arbitrators consisting of Rinaldo, Selchick, Lewendowski, Bantle and Kowalski. Panel Members must agree to \$700.00 per day as maximum including expenses. Request for dates from Arbitrator within sixty (60) days. If no dates available, the next Arbitrator in rotation shall be used. If no member of the Panel has dates within sixty (60) days, the Arbitrator with the least delay beyond sixty (60) days shall be chosen for that Arbitration.

Section 3. - Reasonable time off for grievance hearings for employees attending such hearings to adjust grievances will be granted without loss of pay.

Section 4. - Reasonable time off without charge shall be the rule for employees attending negotiation sessions.

Section 5. - All days shall be calendar days.

ARTICLE XVIII - MINIMUM CALL OUT TIME

The VILLAGE agrees that the minimum call-out time for all hourly employees shall be two (2) hours. This minimum call-out provision does not apply to continuations of the regular work day. When, in the view of the immediate supervisor, a hazardous condition exists or can occur, no worker shall be called in alone.

ARTICLE XIX - PROBATIONARY PERIOD

Section 1. - Every permanent appointment from an open competitive list and every original appointment from an open competitive list, non-competitive, exempt or labor class shall be for a probationary term of not less than six (6) calendar months or more than twelve (12) calendar months. If the probationary period is extended beyond six (6) months, the employee shall be notified in writing. Failure to notify in writing of extension or termination at the end of the minimum probationary period shall result in permanent appointment. In the same manner, failure to notify in writing of termination, following extension of the minimum probationary period, prior to completion of the maximum probationary period shall result in permanent appointment.

If the conduct or performance of a probationary employee is not satisfactory, his/her appointment may be terminated at any time after the completion of the minimum period of service, and on or before completion of the maximum period of service, in the manner prescribed by Civil Service Law.

All leave credits shall be earned, and holidays paid during probationary periods, for original appointments or promotions or transfers of existing employees. Leave credits may be used during the probationary period, except that original appointees shall not use accrued vacation credits until the probationary period ends.

ARTICLE XX - PROMOTIONS AND TRANSFERS

Section 1. - Promotions and Transfers

- (a) For the purposes of this section, the term "promotion" shall include the appointment of an employee to a higher grade position in the competitive, non-competitive, exempt or labor class. All interdepartmental and intradepartmental promotions and transfers shall be for a probationary period of three (3) calendar months.
- (b) The appointing authority may waive the requirements for satisfactory completion of such probationary period. If the conduct or performance of the probationary employee is not satisfactory, his/her employment in that position shall be discontinued during or at the end of such term. Notice of such discontinuation will be in writing or it will not be considered to have occurred.
- (c) Should a permanent employee change job titles, said employee will continue to receive all benefits they were entitled to in their previous Village position. If by employee or Village decision, the employee does not work out in the new position, said employee shall have the right for the period of the three (3) month probationary period to return to his/her previous position without penalty.
- (d) Any appointment of another employee to the position vacated by promotion or transfer must be of a probationary nature, with the understanding in writing that if the promoted or transferred employee, by his/her or Village choice, returns to the previous position, that the probationary employee who has filled such vacated position must move back to their previous position also.
- (e) Except in the event of bumping due to layoffs, should an employee elect to take a lower position, the employee will receive the rate shown for that position in contract Exhibit A. Should bumping occur the employee will retain the original rate even if full-time in a lower position. Note this article relates to changes in position not to temporary re-assignments or out-of-title work.

ARTICLE XXI - SENIORITY

Section 1. - Seniority shall be defined as length of continuous service from the employee's last date of hire as a permanent full-time or permanent part-time employee of the VILLAGE. Such seniority shall be applicable in cases of lay-off and recall. Lay-offs within a particular job classification shall be in reverse order of seniority. Employees shall be given the opportunity to bump other employees in lower classifications if they are qualified to do the lower class job. A preferred list shall be established for the purpose of recall and this list shall be in effect for a four-year period. Employees on the preferred list shall be offered vacancies in former job titles in order of seniority before any hiring of non-former employees of the VILLAGE.

Section 2. - A break in continuous service shall be defined as follows:

- (a) Voluntary resignation.
- (b) Discharge for just cause.
- (c) Lay-off for more than three (3) years.
- (d) Failure to return from leave of absence within a specified time.
- (e) Failure to respond to recall notice within ten (10) days. Recall notice shall be sent by registered mail to employee's last known address, with a copy to the union president.

Section 3. - Promotions.

- (a) Competitive Class shall be governed by Civil Service Law.
- (b) Non-competitive and labor class promotions shall be on the basis of seniority where qualifications are relatively equal.

Section 4. - Shift Changes. Employees may apply for a shift preference at least once a year or where vacancies allow additional choices.

Section 5. - Whenever a reduction of forces or a reduction in hours is necessary, the VILLAGE will post the names of the employees to be laid off at least five (5) working days prior to such reduction. A copy of the posted list of employees to be laid off will be given to the ASSOCIATION at the time of the posting.

Section 6. - If an employee previously laid off due to a reduction of forces, and not working in another department, does not report to work within five (5) work days after such notice is delivered, he/she shall forfeit his/her place in that particular recall.

Section 7. - If within a period of ten (10) working days after the first notice he/she so requests it, he/she shall be given a second and final consideration at the time of the next recall.

Section 8. - If an employee has followed the above procedure, he/she shall not lose his/her seniority status because of the layoff; otherwise, he/she shall lose his seniority.

Section 9. - Postings.

- (a) Shall state the minimum qualifications required for the classification being posted.
- (b) Shall state the starting salary or wage.

- (c) Shall state the hours of work.
- (d) Shall state the department.
- (e) Shall give a brief job description.
- (f) Shall be posted for a minimum of ten (10) working days on all bulletin boards.
- (g) Shall designate the closing date of applications.
- (h) Competitive Class openings shall be posted on the Village bulletin board located in the Administrative Offices. The VILLAGE will post all positions for promotions, open competitive, and training schools, if received.
- (i) A copy of all postings shall be sent to the President of the Union.
- (j) If, for the period of the posting, there is an employee absent on vacation, or sick leave with greater seniority than any employee that bid, and who may be qualified to fill the vacancy, the VILLAGE will keep the position open for five (5) days following his/her return or contact such employee and require him/her to state whether he/she wants his/her name entered into consideration for the vacancy.

Section 10. - Within ninety (90) calendar days of the closing date of a posting, the position of the posting shall be filled, or the posting shall become null and void. Should the VILLAGE so decide, a posting can be rescinded by providing a written withdrawal to all departments where the posting was done. If such notice is not provided, the posting remains in effect until the end of the ninety (90) days.

Each person who applies for a position will receive a written confirmation of receipt of application and qualification from the VILLAGE.

Should the VILLAGE choose to fill a posted position, it will give Preference to present employees who have applied for the position. If fewer than three (3) qualified employees apply, the VILLAGE reserves the right to seek additional applicants, using a second posting process. Qualified applicants will automatically remain under consideration. Prior to the provisional or permanent appointment of an applicant for a Position, all applicants will be notified of the VILLAGE'S decision. Appointments shall conform to Section 3 of this Article.

Section 11. - Temporary employees will be given consideration for jobs. No official records will be maintained for this purpose, but a list of the dates of employment will be maintained in the Personnel Office and used when hiring.

ARTICLE XXII - UNIFORMS

Section 1. - Department of Public Works, Water, Sewage, Fire Drivers and Maintenance

Employees shall be provided with five (5) uniforms and two (2) changes per week, on a rental basis.

Section 2. - Meter Repairman and Meter Readers shall, in addition to uniforms noted in Section 1, be provided two (2) outer jackets.

Section 3. - A One Hundred and Fifty Dollar (\$150.00) clothing allowance will be provided for clerical personnel not requiring uniforms each year of the contract.

Section 4. - The employer shall designate which employees shall wear OSHA approval steel toed shoes. Employer shall establish a procurement program whereby employer shall designate a place for employees to obtain shoes and employer shall be direct-billed by such establishment for shoes. Employees choosing shoes at a higher cost shall be responsible for additional cost and the associated sales tax. The maximum cost for the shoe shall be the mean value of the cost of the employer established list of approved shoes.

It is the joint intent of employer and union to have employees wearing high quality safety shoes. The employer hereby establishes a list of such approved shoes. The purpose of this list is to set a standard of acceptable quality of safety shoe and to allow the employer to obtain pricing discount for stated shoe styles. The employer reserves the right to add or delete styles of shoes from this list so long as the quality remains essentially similar. The shoes on following list of manufacturers and styles are included in the program:

Wolverine	#3176, 2564, 3160, 1124, 4109
Red Wing	#2209, 2299, 2211
Georgia Boot	G9382, G9380, G8320

Management shall provide one pair of safety shoes on or about October 1, 2006, one on or about June 1, 2008, and one on or about June 1, 2010. Management may take appropriate action for employees failing to wear the steel toed shoes at work.

ARTICLE XXIII - BENEFITS

The VILLAGE shall provide meals for employees who are required to work non-scheduled hours during emergency situations during normal meal times, or every five (5) hours.

ARTICLE XXIV - DISCIPLINE AND DISCHARGE

Section 1. - Applicability - The following disciplinary procedure is applicable to all permanent employees regardless of their jurisdictional classification in the bargaining unit and is meant to replace Sections 75 and 76 of the Civil Service Law and will be used exclusively in lieu thereof.

Section 2. - Cause - An employee shall not be subjected to any disciplinary action except for incompetency, insubordination, misconduct or for other just cause.

Section 3. - Contents of Notice of Discipline - The Notice of Discipline shall contain a detailed description of the specific acts and conduct for which discipline is being sought, including references to dates, times and places. The notice will also contain the penalty.

Section 4. - Service of Notice of Discipline - Service of the Notice of Discipline on the employee shall be made by personal service, if possible, and if such service cannot be effectuated by personal service, service shall be made by registered or certified mail, return receipt requested. A copy of the Notice of Discipline will be served simultaneously on the CSEA Unit President. The time limits for presenting the grievance as defined in this Article will commence at the time of receipt of the Notice of Discipline.

Section 5. - Burden of Proof - The burden of proof shall rest upon the Employer.

Section 6. - Employee Rights

- (a) An employee shall be entitled to be represented by the union or the employee's representation at each step of the procedure.
- (b) No employee shall be required to submit to an interrogation by a Supervisor or department head if the information sought is to be used against the employee in a disciplinary proceeding or after a notice of discipline has been served on such employee or after the employee's resignation has been requested, unless the employee is notified in advance that he/she has the right to have CSEA representation during such proceeding.
- (c) No employee shall be requested to sign any statement regarding his/her incompetency or misconduct unless the employee is offered the right to have union representation.
- (d) No recording device or stenographic or other record shall be used during an interrogation, unless an employee is advised in advance, is offered the right to have Union representation and will be provided with a transcript of such recording or stenographic record.
- (e) Each side is responsible for payments of its representative and witnesses.

Section 7. - Procedure - Upon receipt of the charges, an employee shall have seven (7) calendar days to file a disciplinary grievance. Such grievance shall be filed with the Village Administrator who shall call a meeting within seven (7) calendar days thereafter to consider and resolve, if possible, the grievance. The Village Administrator has seven (7) calendar days from the date of the meeting, to issue a decision on the grievance. In the event the grievance is not resolved by the Village Administrator, the grievance shall be immediately made subject to arbitration. In any event, the filing of such a grievance shall be considered to be a demand for

arbitration. The parties agree to use an arbitrator from the panel of arbitrators and follow established guidelines as to the selection of the arbitrator.

Section 8. - Arbitration

- (a) The disciplinary arbitration hearing should be held within sixty (60) calendar days after the selection of the arbitrator. A decision should be rendered within thirty (30) calendar days of the close of the hearing including the filing of briefs or within thirty (30) calendar days after receipt of transcripts, if either party elects a transcript as provided in this Article or within any other period of time as maybe mutually agreed to by the Union and the Employer.
- (b) The disciplinary arbitrator shall render a decision as to guilt or innocence and the appropriateness of the proposed penalty and shall have the authority to resolve a claimed failure to follow the procedural provisions of this Article, including but not limited to, the timeliness of the filing of the disciplinary grievance, and whether the notice of discipline was properly serviced in accordance with the provisions of this Article. Where the arbitrator finds the proposed penalty to be improper, he/she shall determine an appropriate penalty, but in no case shall he/she impose a penalty more severe than that sought by the Employer. The disciplinary arbitrator shall neither add to, subtract from or modify the provisions of this Agreement. The disciplinary arbitrator's decision with respect to the above shall be final and binding upon the parties.

Section 9. - All employees covered by this Agreement shall have the right to review their personnel folders. Advance notice, in writing, shall be required. There shall be only one official personnel file maintained for an employee, which shall contain copies of personnel transactions, official correspondence, leave credit records, written performance ratings, and other material necessary for financial and personnel matters. Except for routine personnel transactions and letters of recommendation obtained in connection with the employee's initial employment by the Village, a copy of any documents placed in the file shall be sent to the employee at the time of placement in the file, or upon request of the employee when reviewing their file as described above.

Any material of a derogatory nature shall be reviewed by the Village Administrator. If it is not deemed to be correct, accurate and proper, it shall not be placed in the employee's personnel file. Employees shall be notified in writing of the placement of all such derogatory material, and a copy of such material provided to the employee. Employees shall have the right to submit a rebuttal of reasonable length of any such derogatory material placed in their file. All such derogatory material and rebuttals to the same shall be in sealed envelopes in the file. The employee or the union has the right to file a protest of the information in accordance with Article XVII Grievance Procedure, Section 2.

Limitations shall be placed on the length of time that derogatory material shall remain in

the personnel file. Material of a minor nature shall be removed after a period of one (1) year, material of a moderate nature after two (2) years, and material of a serious nature after seven (7) years, providing that there has not been a reoccurrence of a problem of a similar nature. Any added materials will be appropriately tagged to indicate the level of severity (i.e. minor, moderate, or serious) and with the date placed in the file and the date to be removed from the file. The employee shall have the right to petition the Village Administrator for the removal of any material after one-half of the time-limit has expired. The Village Administrator may remove any derogatory information at any time, at his discretion. The employee shall be notified in writing when any such material is removed in this manner.

ARTICLE XXV - ACCESS

Section 1. - A duly authorized representative of the Civil Service Employee Association, Inc., designated in writing, after reporting to the office of the Administrator, shall be admitted to the premises for the purpose of assisting in the adjustment of grievances and for investigation of complaints that the contract is being breached. Upon request, the Association representative shall state the purpose of his visit. Except in an emergency, at least four (4) hours advance notice must be given. Such visits shall not be permitted to interfere with, hamper, or obstruct normal operation.

Section 2. - The VILLAGE agrees to reproduce a sufficient number of copies of the contract to provide each employee and department with a copy and the ASSOCIATION agrees to distribute copies of the contract to all employees.

ARTICLE XXVI - BULLETIN BOARDS

The ASSOCIATION shall have the right to post meeting notices and other communications concerned with the conduct and administration of the local ASSOCIATION business on bulletin boards maintained on the premises and facilities of the VILLAGE. Any postings shall have prior approval of the Village Administrator and approval will not be unreasonably delayed.

ARTICLE XXVII - NO DISCRIMINATION

The parties agree there shall be no discrimination with regard to hiring, promotion, job assignment, or other conditions of employment because of race, age, sex, creed, color, national origin, disability or ASSOCIATION activities.

ARTICLE XXVIII - EMBODIMENT OF AGREEMENT

Section 1. - This document constitutes the sole and complete agreement between the parties, and embodies all the terms and conditions governing the employment of employees in the unit. The parties acknowledge that they have had an opportunity to present and discuss proposals on any subject which is (or may be) subject to collective bargaining. Any prior

commitment or agreement between the VILLAGE and the ASSOCIATION or any individual employee covered by the Agreement is hereby superseded.

Section 2. - All side agreements or modifications to this contract that occurs shall be in writing and signed by all parties. The VILLAGE will provide copies to the President of the Local Branch of the ASSOCIATION, Field Representative, Village Clerk, and all immediately affected employees. The ASSOCIATION will distribute copies to all other employees.

ARTICLE XXIX - VALIDITY

If any clause, sentence, paragraph or section of this contract shall be declared to be invalid by a Court of competent jurisdiction, such invalidity shall be expressly limited to such clause, sentence, paragraph or section and shall not affect the remainder of this contract.

ARTICLE XXX - MANDATORY CLAUSE

THE VILLAGE AND THE ASSOCIATION AGREE THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW, OR BY PROVIDING ADDITIONAL FUNDS THEREFORE SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

ARTICLE XXXI - CONTINUITY OF BENEFITS

All of the rights, privileges or benefits specified in this contract between the VILLAGE and the ASSOCIATION, shall not be reduced, changed, or impaired except by mutual agreement of the parties.

ARTICLE XXXII - SAFETY

Section 1. - A Safety Committee would be established consisting of four (4) members and this would be joint committee consisting of two (2) members appointed by the President of the Union, and two (2) members appointed by the Mayor to represent Management. The mandate of this joint committee shall be to investigate unsafe conditions and make recommendations for solutions to the Village Board. Copies of such recommendations will be given to the President of the ASSOCIATION and the Village Administrator.

Section 2. - Mandatory Drug and Alcohol Testing. The VILLAGE and the ASSOCIATION shall work jointly to develop a Mandatory Drug and Alcohol Testing Policy to replace the policy dated 1996 (or thereabouts). Once developed and agreed to, it shall be a separate side agreement and shall be made a part of this contract.

ARTICLE XXXIII - NEGOTIATIONS

The VILLAGE and the ASSOCIATION agree that negotiations for renewal of this contract will begin no later than December 1, 2010.

DATED: 9/20/06

Reinhold J. Tischler
Reinhold J. Tischler, Mayor
Village of Potsdam

DATED: Sept. 20, 2006

Steven Keleher
Steven Keleher
CIVIL SERVICE EMPLOYEES

ASSOCIATION

NEGOTIATORS FOR C.S.E.A.

Maureen Gaffney
Maureen Gaffney

William N. Swift
William N. Swift

Robert . Pierce
Robert . Pierce

Elaine C. Charleson
Elaine C. Charleson

Brian Paige
Brian Paige,
CSEA Labor Relations Specialist

NEGOTIATORS FOR THE VILLAGE

Michael D. Weil
Michael D. Weil, Village Administrator

David H. Fenton, Jr.
David H. Fenton, Jr., Village Treasurer

Abigail Lee
Abigail Lee, Trustee



VILLAGE OF POTSDAM

Civic Center - Park Street - P.O. Box 5168 - Potsdam, NY 13676

Phone (315) 265-7480

Fax (315) 265-3149

AGREEMENT

Between **THE VILLAGE OF POTSDAM, NEW YORK** (hereinafter referred to as the "VILLAGE"), and

THE POTSDAM BRANCH OF THE CIVIL SERVICE EMPLOYEES ASSOCIATION LOCAL 1000 AFSCME/AFL-CIO, (hereinafter referred to as the "ASSOCIATION").

WHEREAS, there currently exists between the VILLAGE and the ASSOCIATION a Contract for the period of time June 1st, 2006 through May 31st, 2011; and

WHEREAS, the person in the contract position of Chief Wastewater Operator retired in July 2003; and

WHEREAS, the VILLAGE desires to consolidate management functions among the water, sewer, and hydro plants (hereinafter referred to as the PLANTS); and

WHEREAS, the VILLAGE has created the position of Chief Water, Wastewater, and Hydro Plant Operator; and

WHEREAS the VILLAGE, in order to create an opportunity to further increase plant management effectiveness and workforce deployment effectiveness, desires to transition all plant operators to having both water and wastewater licenses and be able to work at the PLANTS, it is hereby

AGREED that the position of Chief Water, Wastewater and Hydro Plant Operator is included in the contract under ARTICLE I, Section 1 as a position not governed by the contract.

IT IS FURTHER AGREED that the VILLAGE will hire future PLANT operators (senior operators, operators and trainees, in the numbers and types the VILLAGE deems appropriate), under the condition of having or obtaining a valid New York State Commercial Drivers license (minimum Class B), a valid New York State Water Plant Operators license, and a valid New York State Wastewater Operator licenses (license grades as determined by VILLAGE and governing regulatory agency).

IT IS FURTHER AGREED that the VILLAGE will pay for or reimburse new operators for operator training and CDL training/NYS CDL physical examination if the VILLAGE hires new personnel who lack these credentials. VILLAGE provided training will be at locations and as scheduled by the VILLAGE.

IT IS FURTHER AGREED that if the VILLAGE has a reduction in operator staffing levels, that the water plant operators, wastewater plant operators, and dual licensed operators will be viewed as one unit, and staff reductions will be in order of reverse seniority.

IT IS FURTHER AGREED that future dual licensed employees will work at the PLANTS.

IT IS FURTHER AGREED to create the title, Water/Wastewater Plant Operator in the existing contract and establish the pay rate for this title as:

\$19.80 per hour effective 6/01/06;
\$20.49 per hour effective 6/01/07;
\$21.21 per hour effective 6/01/08;
\$21.95 per hour effective 6/01/09; and
\$22.72 per hour effective 6/01/10.

IT IS FURTHER AGREED that the VILLAGE will offer, but not require, training opportunities for single licensed operators to earn dual licenses so they can work at the PLANTS. Training will be offered only for one operator at a time, will be offered on a first come basis, and will be offered as Village training resources allow. Operators may obtain training on their own at their option and cost.

IT IS FURTHER AGREED that if existing operators take advantage of this training opportunity, they agree to work at the PLANTS as reasonably scheduled, and that they will be upgraded to the dual licensed title with the corresponding pay upgrade.

Dated: January 30, 2007

THE VILLAGE OF POTSDAM

BY


Reinhold J. Tischler, Mayor

CIVIL SERVICE EMPLOYEES ASSOCIATION

BY

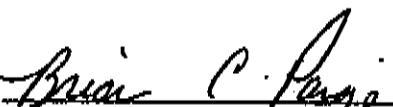

Brian Paige, CSEA Labor Representative

Exhibit A - Wage Schedule

Title	4.00%	+3.5%	+3.5%	+3.5%	+3.5%
	Rate Eff. 06/01/06	Rate Eff. 06/01/07	Rate Eff. 06/01/08	Rate Eff. 06/01/09	Rate Eff. 06/01/10
Supt of Public Works	\$26.12	\$27.04	\$27.99	\$28.97	\$29.98
Water Treatment Plant Operator II	\$24.39	\$25.24	\$26.13	\$27.04	\$27.99
Public Works Crewleader II	\$22.05	\$22.82	\$23.62	\$24.45	\$25.30
Public Works Crewleader I	\$21.69	\$22.45	\$23.24	\$24.05	\$24.89
Working Crewleader	\$19.27	\$19.95	\$20.64	\$21.37	\$22.11
Chief Wastewater Treatment Plant Operator	\$20.91	\$21.65	\$22.40	\$23.19	\$24.00
Meter Repairer II	\$20.07	\$20.77	\$21.50	\$22.25	\$23.03
Senior Wastewater Treatment Plant Operator	\$19.82	\$20.52	\$21.23	\$21.98	\$22.75
Senior Water Treatment Plant Operator	\$19.82	\$20.52	\$21.23	\$21.98	\$22.75
Head Motor Equipment Mechanic	\$19.27	\$19.95	\$20.64	\$21.37	\$22.11
Wastewater Treatment Plant Operator	\$19.27	\$19.95	\$20.64	\$21.37	\$22.11
Water Treatment Plant Operator I	\$19.27	\$19.95	\$20.64	\$21.37	\$22.11
Head Building Maintenance Worker	\$18.98	\$19.64	\$20.33	\$21.04	\$21.78
WTP & WWTP Operator Trainee	\$18.81	\$19.47	\$20.15	\$20.86	\$21.59
Water/Sewer Treatment Plant Mechanic	\$18.36	\$19.00	\$19.66	\$20.35	\$21.06
Auto Mechanic	\$17.60	\$18.21	\$18.85	\$19.51	\$20.19
Heavy Equipment Operator	\$17.19	\$17.79	\$18.42	\$19.06	\$19.73
Fire Driver	\$17.19	\$17.79	\$18.42	\$19.06	\$19.73
Building Maintenance Worker	\$16.45	\$17.03	\$17.62	\$18.24	\$18.88
Motor Equipment Operator	\$16.45	\$17.03	\$17.62	\$18.24	\$18.88
Meter Repairer I	\$16.45	\$17.03	\$17.62	\$18.24	\$18.88
Building Maintenance Helper	\$15.61	\$16.16	\$16.72	\$17.31	\$17.91
Laborer	\$15.17	\$15.70	\$16.25	\$16.82	\$17.41
Cleaner	\$13.49	\$13.96	\$14.45	\$14.96	\$15.48
Directory of Laboratory (add to hourly wage)	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25
Senior Account Clerk	\$19.23	\$19.90	\$20.60	\$21.32	\$22.07
Senior Clerk	\$18.60	\$19.25	\$19.92	\$20.62	\$21.34
Village Tax Collector	\$18.40	\$19.04	\$19.71	\$20.40	\$21.11
Deputy Village Treasurer	\$17.21	\$17.81	\$18.44	\$19.08	\$19.75
Account Clerk	\$17.21	\$17.81	\$18.44	\$19.08	\$19.75
Cashier	\$16.66	\$17.24	\$17.85	\$18.47	\$19.12
Stenographer	\$16.57	\$17.15	\$17.75	\$18.37	\$19.01
Keyboard Specialist	\$15.69	\$16.24	\$16.81	\$17.40	\$18.01

EXHIBIT B - HOLIDAYS

	<u>HOLIDAY</u>	<u>OBSERVED DATE</u>	<u>NOTE</u>
1.	New Years Day	January 1 st	See note 1
2.	Martin Luther King Day	3 rd Monday in January	
3.	Presidents Day	3 rd Monday in February	
4.	Good Friday	Friday	See note 2
5.	Memorial Day	Last Monday in May	
6.	Independence Day	July 4 th	See note 1
7.	Labor Day	1 st Monday in September	
8.	Columbus Day	2 nd Monday in October	
9.	Veterans Day	November 11 th	See note 1
10.	Thanksgiving Day	4 th Thursday in November	
11.	Day after Thanksgiving Day		
12.	Christmas Day	December 25 th	

Note 1. - If a holiday falls on Saturday (Sunday), it will be observed on the previous Friday (following Monday).

Note 2. - Good Friday Dates

2007	4/6	2010	4/2	2013	3/29
2008	3/21	2011	4/22	2014	4/18
2009	4/10	2012	4/6	2015	4/3