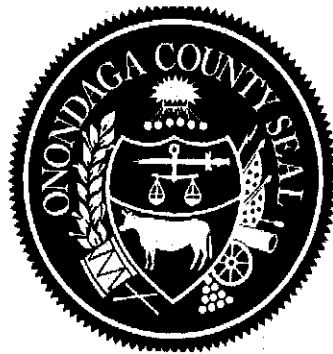

AGREEMENT

by and between the

COUNTY OF ONONDAGA



and

CSEA, Local 1000 AFSCME,
AFL-CIO



Onondaga County Local 834
Units #7800-00, 01, 02, 03, 04, and 06, 07, 08

January 1, 2023 - December 31, 2026



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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 1 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.

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 that are eligible for bidding under continuous recruitment at all work sites.

Any newly created position 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) created in the Non-Competitive/Labor class.

C. Bidding

Employees may submit bids for Non-Competitive/Labor class positions 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) the bidder is acceptable to moving to (*i.e.* any open position, a particular department) and must be completed by the employee.

As soon as practicable after ratification and legislative approval of this Agreement, all prior bids will be cancelled/reset. The County will send an email to all Unit Presidents and Department Heads to announce this reset, that any prior bids will not be honored, and the requirement that interested employees submit bids or re-bids pursuant to this Article.

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 3 months. After a second failure and beyond, for each failed attempt, the employee must wait at least 6 months to participate in recruitment for that title. This provision applies to all continuous recruitment titles listed in this Article. 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 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 three (3) months thereafter. It is the responsibility of the employee to re-bid after the three (3) 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 60 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, 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**

All unpaid absences, and all unverified sick leave whether paid or unpaid, shall not be considered as time worked for purpose of computing overtime. For purposes of this Article, sick leave is verified when an employee produces a doctor's note within thirty (30) calendar days of the absence that states the employee is excused from work due to illness or injury.

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 the employee's election of the holiday premium of compensatory time option. The written notification must be provided to the department head or authorized designee no later than five (5) work days prior to the holiday.

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. As an exception to the prior sentence, an employee's unexpected absence on their last scheduled work day prior to the holiday, or their first scheduled work day after the holiday, where the employee suffers a legitimate and physician verified illness or injury, will not result in forfeiture of the holiday pay; however, this exception can only be used by an employee up to one (1) time per calendar year. In all instances, unexpected absences on the holiday when required to work will result in forfeiture of holiday pay.

Notwithstanding the above paragraph, when an employee works on a holiday, but fails to actually work their last scheduled work day prior to the holiday and/or their first scheduled work day after the holiday without prior approval, the employee will be eligible for holiday pay where the employee suffers a legitimate and physician verified illness or injury.

For purposes of clarity, any scheduled and approved leave contiguous to the holiday does not constitute a "scheduled work day".

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 between the calendar date on which the above holidays would be observed and midnight of the same holiday the following year, provided that 72 hours advance request is made to and approval is granted by the appointing authority, and provided that these floating holidays cannot be used by an employee until on or after the calendar date on which the above holidays would be observed.

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 the first full pay period after adoption of this Agreement by the Onondaga County Legislature, a shift differential premium of \$1.50 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.

Effective the first full pay period after January 1, 2026, a shift differential premium of \$1.75 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

<u>Grade</u>	<u>One (1) Year of Graduate Training</u>	<u>Two (2) Years of Graduate Training</u>
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
Drug and Alcohol Testing Program

I. Purpose

To establish a drug and alcohol testing program for employees in positions that are represented by the CSEA.

II. Definitions

Alcohol

The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

Breath Alcohol Technician (BAT)

A qualified individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device. The confirming testing device must utilize infrared technology or a blood test.

BAC

Blood Alcohol Concentration (BAC) is the content of alcohol in an individual's blood based on the Breathalyzer test or blood test.

Confirmation Test

For alcohol testing, a second test following a screening test with a result of greater than .02, that provides quantitative data of alcohol concentration. For controlled substance testing, a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.)

Medical Review Officer (MRO)

A licensed physician responsible for receiving laboratory results generated by the County drug test program, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate employee's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

Prohibited Conduct

Conduct which is prohibited is described in Section VI of this policy.

Refusal to Submit

An employee who (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received a notice of the requirement for the breath testing; (2) fails to provide adequate urine for drug testing without a valid medical explanation after he or she has received notice of the requirement for urine testing; (3) engages in conduct that clearly obstructs the testing process; or (4) otherwise refuses to submit, will be classified as having refused to submit to an alcohol or drug test.

Screening Test

In alcohol testing, means an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in his or her system. In drug testing, an immunoassay procedure to eliminate "negative" urine specimens from further consideration.

Substance Abuse Professional

A substance abuse professional means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of an clinical experience in the diagnosis and treatment of alcohol and drugs-related disorders.

III. Testing

There are several occasions when an employee will be subject to drug and alcohol screening tests pursuant to this policy.

a. Reasonable Suspicion Testing

Reasonable suspicion testing is alcohol and drug testing that the County may conduct when it has reasonable suspicion to believe that an employee has engaged in conduct prohibited by this policy. Reasonable suspicion must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of an employee by a County official who has received required training to recognize probable alcohol or drug use.

The County will, if possible, administer a reasonable suspicion alcohol and/or drug test within 2 hours of the reasonable suspicion determination, but in no event more than six (6) hours following the determination. In the event that these time periods are not met, the County will prepare and maintain on file a record stating the reasons the alcohol and/or drug test was not promptly administered.

The County will not permit any employee to report for duty or remain on duty while the employee is under the influence of, or impaired by, alcohol as shown by the behavioral, speech, and performance indicators of alcohol misuse, until an alcohol test is administered and the employee's blood alcohol concentration measures less than .02 or 24 hours have elapsed following a determination that reasonable suspicion exists to believe that the alcohol prohibitions of this policy have been violated.

A written record shall be made of observations leading to reasonable suspicion, signed by the supervisor or person who made the observations, within twenty-four (24) hours of the observed behavior or before the results of drugs test are released, whichever is earlier.

Reasonable suspicion drug and alcohol testing may be conducted at any time the employee is on duty for the County.

b. Return to Duty Testing

Return to duty testing is alcohol and drug testing conducted after an employee has engaged in prohibited conduct under this policy, completed counseling prescribed by a substance abuse professional, if any, and prior to his/her return to duty. Before an employee may return to duty, he/she must undergo return to duty testing with an alcohol test result indicating a BAC of less than .02 and a drug test indicating a verified negative result of tested drugs.

c. Follow-up Testing

Follow-up tests are given following a determination by the Substance Abuse Professional (SAP) that an employee is in need of assistance in resolving problems associated with misuses of alcohol and/or tested drugs. This is an unannounced test, given at least six (6) times within twelve (12) months with the actual frequency and number of tests determined by the SAP, but in no event may the follow-up testing continue for a period beyond twenty-four (24) months from the SAP's determination. The SAP may terminate the requirement of follow-up testing at any time if he/she determines that follow-up testing is no longer necessary.

d. Testing Costs

The cost of all testing under this policy except as provided in IV. Drug & Alcohol Testing Procedures (b) Alcohol and (c) Tested Drugs for the confirming test of a split sample which confirms an initial positive test shall be paid by the County.

IV. Drug & Alcohol Testing Procedures

a. Privacy and Dignity:

Testing will be conducted in a location that affords visual and aural privacy to employees being tested. Members shall have the right to refuse to participate in any testing which requires the provision of a urine sample while under direct observation.

b. Alcohol:

Alcohol testing will be administered by a Breath Alcohol Technician (BAT). If the initial test reveals a BAC of greater than .02, at the employee's option a confirmatory test (infra-red Breathalyzer or blood test) will be performed at that facility. The completed confirmatory test result is the final test result for purposes of this policy. The County requires that the cost for the confirmatory test will be the employee's responsibility if the employee elects to have the test and such test confirms a positive test result. If the employee is ultimately exonerated based on the results from the confirmatory test, the County shall reimburse the employee for his/her costs for

the confirmatory test. If the final test result reveals a BAC greater than .02 but less than .04 the employee will not be permitted to work for 24 hours. The employee will be eligible to use leave accruals (but not sick leave) during this 24 hours.

If the BAC is .04 or greater, the employee will not be permitted to work until the Substance Abuse Professional (SAP) verifies the employee is capable of returning. During this period, the employee is eligible to use leave accruals and compensatory time but sick leave may only be used for any periods of disability as determined by the SAP after the date of the positive test.

Any leave accruals or compensatory time forfeited/used (except sick leave) because of a positive alcohol test shall be considered part of any disciplinary penalty if one is imposed later.

c. Tested Drugs:

A Federal Department of Health and Human Services certified laboratory will perform drug testing on urine samples provided by employees. The drugs for which tests will be conducted and the initial and confirmatory positive/negative test results are (however, testing for Marijuana metabolites / THC will only be conducted in those circumstances permissible under New York law):

Type of Drug or Metabolite	Initial Test	Confirmation Test
(1) Marijuana metabolites (i) Delta-9-tetrahydrocannabinol -9-carboxylic acid (THC)	50 300	15 150
(2) Cocaine metabolites (Benzoyllecgonine)	300	150
(3) Phencyclidine (PCP)	25	25
(4) Amphetamines (i) Amphetamine (ii) Methamphetamine	1000	500 500 (Specimen must also contain amphetamine at a concentration of greater than or equal to 200 mb/ml)
(5) Opiate metabolites (i) Codeine (ii) Morphine (iii) 6-acetylmorphine	2000	2000 2000 10 Test for 6-A.M. in the specimen. Conduct this test only when specimen contains morphine at a concentration greater than or equal to 2000 mg/mg

The County will contract with a laboratory certified by the United States Department of Health and Human Services to insure that the collection, shipment, testing and chain of custody procedures insure the integrity of the testing process.

The split sample urine testing will be utilized. This method requires that the urine specimen be divided into two samples providing one sample for preliminary screening and initial confirmation, and a second sample for the second test if needed at a later date. The County requires that the cost for testing this split sample will be the employee's responsibility if the employee elects to have the second sample tested and such test confirms a positive test result. If the employee is ultimately exonerated based on the results from the second sample, the County shall reimburse the employee for his/her costs for the second test.

The Medical Review officer (MRO) will conduct a final review of all positive test results to assess possible medical explanations for the positive test results.

Information concerning testing results reported to County by the MRO shall be consistent with 49 CFR Part 40 § 40.131 and § 40.163 and as may be amended.

d. Disclosure of Test Results:

The County shall maintain records in a secure manner so that disclosure of information to unauthorized persons does not occur. County shall not release the tested drug and alcohol testing records of an employee except:

- i. to his/her designee upon written request;
- ii. to the decision maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the employee and arising from the results of mandatory testing pursuant to this policy.

e. Uncompleted Testing:

If a screening or confirmation test cannot be completed, or if an event occurs that would invalidate the test, the BAT shall, if practicable, begin a new screening or confirmation test, as applicable.

f. Records Retention/Test Results:

- i. Records Retention: The County shall maintain records of its alcohol and drug abuse program in a secure location with controlled access. The County shall maintain the following records for five years: (1) records of alcohol test results indicating a BAC of .02 or greater; (2) records of verified positive drug test results; (3) documentation of refusals to take required alcohol and/or drug tests; Records related to the alcohol and drug collection process and training shall be maintained for a minimum of two years. Records of negative and canceled drug test results and alcohol tests with concentration of less than .02 shall be maintained for one year.
- ii. Test Results: The County shall notify an employee of the results of reasonable suspicion drug tests if the test results are verified positive and which tested drug(s) were verified as positive.

V. Refusal to Submit to Testing

An employee shall not refuse to submit to a reasonable suspicion alcohol or drug test required under this policy, a return to duty alcohol or drug test, or a follow-up alcohol or drug test required under this policy. Any employee shall not be permitted to return to duty subsequent to a refusal to submit to a test required under the policy until the employee is evaluated by a Substance Abuse Professional and completes a substance abuse program designed by a Substance Abuse Professional, if any, and undergoes a return to duty alcohol test revealing a BAC of less than .02 and a drug test with a verified negative result. A refusal to submit to testing is the equivalent of an alcohol test revealing a BAC of .02 or greater or a drug test with a positive result. A refusal to be tested shall be defined as a refusal by an employee to complete and sign the breath alcohol testing form or to complete the drug screening chain of custody form, to provide breath, to provide an adequate amount of breath, to provide an adequate amount of urine or otherwise to cooperate with the testing process in a way that prevents the complete of the test. The BAT or collector shall record such refusal in the remarks section of the form. The testing process shall then be terminated and the BAT or collector shall immediately notify the County.

VI. Prohibited Conduct

1. No employee shall work or report to work in violation of this policy.
2. No employee shall use, possess, distribute or dispense alcohol or prohibited drugs (which includes but is not limited to cannabis) under this policy while on duty outside the scope of his/her job duties, including while on County property or work sites.
3. No employee shall refuse to submit to a required alcohol or drug test conducted pursuant to this policy.
4. No employee shall report for duty or remain on duty if the employee tests positive for tested alcohol or drugs as defined by the policy.

VII. Referral, Evaluation and Treatment

1. The County shall make available to employees through the County's Employee Assistance Program information regarding the resources available for evaluating and resolving problems associated with the misuse of alcohol and use of drugs, including the names, addresses, and telephone numbers of Substance Abuse Professionals and counseling and treatment programs.
2. An employee who engages in conduct prohibited by this policy shall be evaluated by a Substance Abuse Professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and drug use. The costs associated with this evaluation are the responsibility of the employee and may be covered by the employee's health benefits plan, subject to the plan's conditions and limitations.
3. Before an employee returns to duty after engaging in conduct prohibited by this Policy, the employee shall undergo a return to duty alcohol test with a result indicating an alcohol concentration of less than .02 if the conduct involved alcohol, or a drug test with a verified negative result if the conduct involved drugs.

4. Employees identified by an SAP as needing assistance in resolving problems associated with alcohol misuse or drug use shall:
 - a. be evaluated by a Substance Abuse Professional to determine if the employee has properly followed any rehabilitation program prescribed under paragraph 2 of this section;
 - b. shall be subject to unannounced follow-up alcohol and drug tests administered by the County following the employee's return to duty. The number and frequency of the follow-up tests shall be as directed by the Substance Abuse Professional, and consist of at least six (6) tests in the first twelve (12) months following the employee's return to duty. The County may direct the employee to undergo return-to-duty and follow-up testing for both alcohol and drugs, if the Substance Abuse Professional determines that return-to-duty and follow-up testing for both alcohol and drugs is necessary for that employee. Such testing shall be in conformance with this policy. Follow-up testing shall not exceed sixty (60) months from the date of the employee's return to duty. The Substance Abuse Professional may terminate the requirement at any time after the first six (6) tests have been administered, if the Substance Abuse Professional determines that such testing is no longer necessary.
 - c. The evaluation and rehabilitation shall be provided by:
 - 1) a Substance Abuse Professional approved by the County; or
 - 2) a Substance Abuse Professional selected by the employee. The employee shall be required to submit to the County a written verification from the Substance Abuse Professional that they meet the qualifications as set forth in Section II – Substance Abuse Professional of this policy prior to receiving the evaluation and rehabilitation.
 - d. A Substance Abuse Professional who determines that an employee requires assistance in resolving problems with alcohol misuse or drug use shall not refer the employee to the Substance Abuse Professional's own private practice, or to a person or organization from which the Substance Abuse Professional receives remuneration or in which the Substance Abuse Professional has a financial interest.
 - e. Costs associated with evaluation and treatment shall be the responsibility of the employee and may be covered by the employee's health benefits plan, subject to the plan's conditions and limitations.

VIII. Consequences for Covered Members

Members found to have violated prohibited conduct under this policy will be subject to disciplinary action, up to and including discharge. Any disciplinary action initiated will be administered in accordance with the provisions of the applicable collective bargaining agreement.

Under those circumstances where an employee reports to duty while voluntarily on-call, he/she will not be subject to discipline for testing positive for alcohol use provided he/she has disclosed to his/her supervisor prior to commencing duty that he/she had consumed alcohol.

Members found to have a BAC of .04 or above or a positive drug test shall be required to be evaluated by a Substance Abuse Professional and to complete any treatment determined to be necessary by the Substance Abuse Professional before any return-to-duty can be considered.

No employee shall report for or be on duty if such employee has engaged in conduct prohibited by this policy.

IX. Member Notification

The County shall provide a copy of this policy to each employee. Each employee is required to sign a statement certifying that he/she has received this information. The County shall maintain the original signed certification as a permanent part of the personnel file. The County will provide a copy of the certification to the employee upon request. Prior to the implementation of this policy, the County will provide approximately one hour of in-service training on this policy. New employees, including lateral transfers, shall receive approximately one hour of in-service training on this policy during orientation.

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.

	2022	2023	2024	2025	2026
Weekdays- Monday - Friday (Supervisor) 4:00 p.m. M. to 8:00 a.m. F. (Straight Comp. Time for hours worked)	\$ 299	\$ 317	\$ 317	\$ 317	\$ 317
Weekend Friday to Monday (Supervisor) 4:00 p.m. F. to 8:00 a.m. M. (Straight Comp. Time for hours worked)	\$ 354	\$ 372	\$ 372	\$ 372	\$ 372

	2022	2023	2024	2025	2026
Evening Coverage Night Service Worker Night Service Workers 1, 2, 3 (Straight Comp. Time for hours worked) 4:00 p.m. to Midnight	\$ 238	\$ 256	\$ 256	\$ 256	\$ 256
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	\$ 286	\$ 304	\$ 304	\$ 304	\$ 304

	2022	2023	2024	2025	2026
Overnight Coverage Night Service Worker 7 Midnight to 8:00 a.m.	\$ 119	\$ 137	\$ 137	\$ 137	\$ 137
Overnight Coverage Night Service Worker 8 Midnight to 8:00 a.m.	\$ 119	\$ 137	\$ 137	\$ 137	\$ 137

The rates for 2023 will be in effect the first full pay period after ratification/legislative approval. The rates for 2024, 2025, and 2026 shall be in effect with the commencement of the first full pay 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. When 12/25 Christmas and 1/1 New Year holidays occur on a Saturday or Sunday, employees who must report to work for night service will receive 4 hours additional pay.
- 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.
- E. Forensically Trained employees who agree to cover overflow cases of the Child Advocacy Center will receive an annual stipend of \$175 by December 1 of each calendar year, beginning in 2023.

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, 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 one (1) 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. Up to one (1) new union officer or union representative, and up to one (1) new management/personnel representative, may attend a Step 1 meeting in a non-verbal capacity for training purposes with prior notification to the other party.

- 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, up to three (3) management/personnel representatives, shall meet with the aggrieved employee, the Unit President or designee, and the Local President and /or the Labor Relations Specialist 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. Up to one (1) new union officer or union representative, and up to one (1) new management/personnel representative, may attend a Step 2 meeting in a non-verbal capacity for training purposes with prior notification to the other party.

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 by the electronic timekeeping method designated by the County.

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.

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.

NOTE: When leave time covered by this Article 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 leave may be converted to bereavement leave.

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 15th of each calendar year. Payments shall be made by the Employer on or before December 15th 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:

<u>Tardy:</u>	<u>Loss of:</u>
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, Public Safety Telecommunicator, Public Safety Dispatcher, 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 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 on the first pay period after the date of adoption of this Agreement by the Onondaga County Legislature and continue in full force through December 31, 2026. All new or modified terms without a specific effective date shall become effective on the first pay period after the date of adoption of this Agreement by the Onondaga County Legislature.

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



President, Local 834/Chairperson

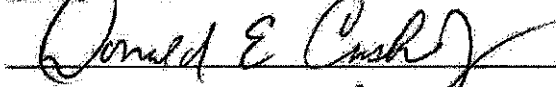


Labor Relations Specialist, CSEA



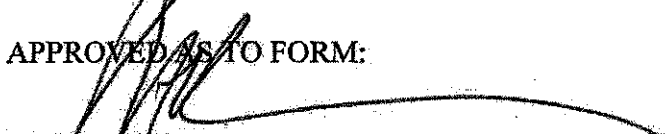
Labor Relations Specialist, CSEA





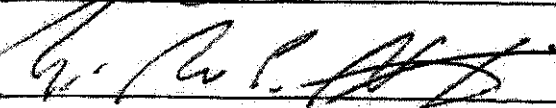






APPROVED AS TO FORM:


COUNTY ATTORNEY









FOR THE COUNTY OF ONONDAGA



County Executive



Commissioner of Personnel



Director of Employee Relations

DATED THIS: June 4

DAY OF 2024 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 2023, 2024, 2025 and 2026 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 2023, 2024, 2025 and 2026 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 2023, 2024, 2025 and 2026 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 2023, 2024, 2025 and 2026 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. 2023 Effective upon the adoption of this Agreement by the Onondaga County Legislature retroactive to the first full payroll period after January 1, 2023 the following Hourly Schedule 2023 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- b. 2024 Effective upon the commencement of the first full payroll period after January 1, 2024, the following Hourly Schedule 2024 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- c. 2025 Effective upon the commencement of the first full payroll period after January 1, 2025, the following Hourly Schedule 2025 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- d. 2026 Effective upon the commencement of the first full payroll period after January 1, 2026, the following Hourly Schedule 2026 shall apply to employees as provided in paragraph 1(a) of this Appendix.

3. BI-WEEKLY SALARY SCHEDULES

- a. 2023 Effective upon the adoption of this Agreement by the Onondaga County Legislature retroactive to the first full payroll period after January 1, 2023 the following Hourly Schedule 2023 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- b. 2024 Effective upon the commencement of the first full payroll period after January 1, 2024, the following Hourly Schedule 2024 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- c. 2025 Effective upon the commencement of the first full payroll period after January 1, 2025, the following Hourly Schedule 2025 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- d. 2026 Effective upon the commencement of the first full payroll period after January 1, 2026, the following Hourly Schedule 2026 shall apply to employees as provided in paragraph 1(a) of this Appendix.

4. OCC ANNUAL SALARY SCHEDULES

- a. 2023 Effective upon the adoption of this Agreement by the Onondaga County Legislature retroactive to the first full payroll period after January 1, 2023 the following Hourly Schedule 2023 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- b. 2024 Effective upon the commencement of the first full payroll period after January 1, 2024, the following Hourly Schedule 2024 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- c. 2025 Effective upon the commencement of the first full payroll period after January 1, 2025, the following Hourly Schedule 2025 shall apply to employees as provided in paragraph 1(a) of this Appendix.
- d. 2026 Effective upon the commencement of the first full payroll period after January 1, 2026, the following Hourly Schedule 2026 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 1 of the Salary Schedule in effect at the time of their hire. Lateral advancement from Step 1 to Step 2, Step 2 to Step 3 and Step 3 to Step 4 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 4

b. ADVANCED STEP HIRING

The Employer shall have the right to slot new hire employees into steps other than Step 1 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.

2023 CSEA Hourly Salary Schedule

effective the first full pay period after January 1, 2023

GRADE	Step 1	Step 2	Step 3	Step 4	GRADE	Step 1	Step 2	Step 3	Step 4	Step 2	Step 3	Step 4	Step 1	Step 2	Step 3	Step 4		
1	ANNUAL	33,180	34,219	35,258	36,331	9	ANNUAL	53,529	55,306	57,084	59,024	59,024	70 BI WKLY	29,411,747	30,388,068	31,365,006	32,430,748	
	70 BI WKLY	18,230,892	18,801,828	19,372,662	19,962,246		80 BI WKLY	25,735,511	26,590,165	27,444,819	28,377,459		80 BI WKLY	25,735,511	26,590,165	27,444,819	28,377,459	
	80 BI WKLY	15,951,502	16,451,252	16,950,590	17,466,618		10	ANNUAL	57,393	59,305	61,218	63,317		ANNUAL	57,393	59,305	61,218	63,317
2	ANNUAL	34,472	35,555	36,640	37,766		70 BI WKLY	31,534,474	32,585,278	33,636,288	34,789,391		70 BI WKLY	31,534,474	32,585,278	33,636,288	34,789,391	
	70 BI WKLY	18,940,802	19,535,949	20,132,023	20,750,761		80 BI WKLY	27,591,622	28,511,076	29,430,735	30,439,507		80 BI WKLY	27,591,622	28,511,076	29,430,735	30,439,507	
	80 BI WKLY	16,573,846	17,094,921	17,616,409	18,157,882		11	ANNUAL	61,232	63,279	65,326	67,582		ANNUAL	61,232	63,279	65,326	67,582
3	ANNUAL	35,786	36,916	38,047	39,226		70 BI WKLY	33,643,706	34,768,581	35,893,148	37,133,096		70 BI WKLY	33,643,706	34,768,581	35,893,148	37,133,096	
	70 BI WKLY	19,662,664	20,283,771	20,904,673	21,552,978		80 BI WKLY	29,439,389	30,423,951	31,407,998	32,493,211		80 BI WKLY	29,439,389	30,423,951	31,407,998	32,493,211	
	80 BI WKLY	17,204,123	17,747,141	18,290,778	18,857,903		12	ANNUAL	65,092	67,273	69,456	71,871		ANNUAL	65,092	67,273	69,456	71,871
4	ANNUAL	37,517	38,706	39,898	41,149		70 BI WKLY	35,764,682	36,963,319	38,162,678	39,489,679		70 BI WKLY	35,764,682	36,963,319	38,162,678	39,489,679	
	70 BI WKLY	20,613,538	21,267,303	21,921,995	22,609,448		80 BI WKLY	31,295,397	32,344,965	33,393,606	34,555,259		80 BI WKLY	31,295,397	32,344,965	33,393,606	34,555,259	
	80 BI WKLY	18,036,009	18,608,182	19,180,973	19,782,610		13	ANNUAL	71,910	74,331	76,752	79,448		ANNUAL	71,910	74,331	76,752	79,448
5	ANNUAL	40,081	41,361	42,642	43,998		70 BI WKLY	39,511,004	40,841,301	42,171,289	43,652,511		70 BI WKLY	39,511,004	40,841,301	42,171,289	43,652,511	
	70 BI WKLY	22,022,337	22,726,066	23,429,487	24,174,528		80 BI WKLY	34,572,979	35,736,899	36,900,715	38,196,810		80 BI WKLY	34,572,979	35,736,899	36,900,715	38,196,810	
	80 BI WKLY	19,269,983	19,885,733	20,501,278	21,153,497		14	ANNUAL	79,346	82,026	84,707	87,709		ANNUAL	79,346	82,026	84,707	87,709
6	ANNUAL	42,537	43,931	45,323	46,811		70 BI WKLY	43,596,674	45,069,448	46,542,428	48,191,572		70 BI WKLY	43,596,674	45,069,448	46,542,428	48,191,572	
	70 BI WKLY	23,372,200	24,137,638	24,902,871	25,720,335		80 BI WKLY	38,146,124	39,435,110	40,724,303	42,167,201		80 BI WKLY	38,146,124	39,435,110	40,724,303	42,167,201	
	80 BI WKLY	20,451,718	21,121,451	21,790,875	22,506,143		15	ANNUAL	87,081	90,032	92,985	96,303		ANNUAL	87,081	90,032	92,985	96,303
7	ANNUAL	45,578	47,078	48,577	50,189		70 BI WKLY	47,846,764	49,468,299	51,090,555	52,913,597		70 BI WKLY	47,846,764	49,468,299	51,090,555	52,913,597	
	70 BI WKLY	25,042,978	25,866,932	26,690,474	27,576,549		80 BI WKLY	41,866,589	43,285,483	44,704,790	46,300,466		80 BI WKLY	41,866,589	43,285,483	44,704,790	46,300,466	
	80 BI WKLY	21,911,408	22,631,827	23,353,070	24,128,605													
8	ANNUAL	49,416	51,049	52,683	54,454													
	70 BI WKLY	27,151,591	28,048,896	28,946,715	29,919,636													
	80 BI WKLY	23,759,072	24,544,291	25,330,024	26,181,484													

2024 CSEA Hourly Salary Schedule

effective the first full pay period after January 1, 2024

GRADE	Step 1	Step 2	Step 3	Step 4	GRADE	Step 1	Step 2	Step 3	Step 4
1 ANNUAL	34,176	35,246	36,316	37,421	9 ANNUAL	55,135	56,965	58,797	60,795
70 BI WKLY	18.777819	19.365883	19.953842	20.561113	70 BI WKLY	30.294099	31.299710	32.305956	33.403670
80 BI WKLY	16.430047	16.944790	17.459108	17.990617	80 BI WKLY	26.507576	27.387870	28.268164	29.228783
2 ANNUAL	35,506	36,622	37,739	38,899	10 ANNUAL	59,115	61,084	63,055	65,216
70 BI WKLY	19.509026	20.122027	20.735984	21.373284	70 BI WKLY	32.480508	33.562836	34.645377	35.833073
80 BI WKLY	17.071061	17.607769	18.144901	18.702618	80 BI WKLY	28.419371	29.366408	30.313657	31.352692
3 ANNUAL	36,860	38,024	39,188	40,403	11 ANNUAL	63,068	65,177	67,285	69,610
70 BI WKLY	20.252544	20.892284	21.531813	22.199567	70 BI WKLY	34.653017	35.811638	36.969942	38.247089
80 BI WKLY	17.720247	18.279555	18.839501	19.423640	80 BI WKLY	30.322571	31.336670	32.350238	33.468007
4 ANNUAL	38,642	39,868	41,095	42,384	12 ANNUAL	67,044	69,291	71,540	74,027
70 BI WKLY	21.231944	21.905322	22.579655	23.287731	70 BI WKLY	36.837622	38.072219	39.307558	40.674369
80 BI WKLY	18.577089	19.166427	19.756402	20.376088	80 BI WKLY	32.234259	33.315314	34.395414	35.591917
5 ANNUAL	41,283	42,602	43,921	45,318	13 ANNUAL	74,067	76,561	79,054	81,831
70 BI WKLY	22.683007	23.407848	24.132372	24.899764	70 BI WKLY	40.696334	42.066540	43.436428	44.962086
80 BI WKLY	19.848082	20.482305	21.116316	21.788102	80 BI WKLY	35.610168	36.809006	38.007736	39.342714
6 ANNUAL	43,814	45,248	46,683	48,215	14 ANNUAL	81,726	84,487	87,248	90,340
70 BI WKLY	24.073366	24.861767	25.649957	26.491945	70 BI WKLY	44.904574	46.421531	47.938701	49.637319
80 BI WKLY	21.065270	21.755095	22.444601	23.181327	80 BI WKLY	39.290508	40.618163	41.946032	43.432217
7 ANNUAL	46,946	48,490	50,034	51,695	15 ANNUAL	89,694	92,733	95,774	99,192
70 BI WKLY	25.794267	26.642940	27.491188	28.403845	70 BI WKLY	49.282167	50.952348	52.623272	54.501005
80 BI WKLY	22.568750	23.310782	24.053662	24.852463	80 BI WKLY	43.122587	44.584047	46.045934	47.689480
8 ANNUAL	50,898	52,580	54,264	56,087					
70 BI WKLY	27.966139	28.890363	29.815116	30.817225					
80 BI WKLY	24.471844	25.280620	26.089925	26.966929					

2025 CSEA Hourly Salary Schedule

effective the first full pay period after January 1, 2025

GRADE	Step 1	Step 2	Step 3	Step 4	GRADE	Step 1	Step 2	Step 3	Step 4
1 ANNUAL	35,201	36,303	37,405	38,544	9 ANNUAL	56,789	58,674	60,561	62,619
70 BI WKLY	19,341154	19,946859	20,552457	21,177946	70 BI WKLY	31,202922	32,238701	33,275135	34,405780
80 BI WKLY	16,922948	17,453134	17,982881	18,530336	80 BI WKLY	27,302803	28,209506	29,116209	30,105646
2 ANNUAL	36,572	37,721	38,872	40,066	10 ANNUAL	60,888	62,917	64,946	67,173
70 BI WKLY	20,094297	20,725688	21,358064	22,014483	70 BI WKLY	33,454923	34,569721	35,684738	36,908065
80 BI WKLY	17,583193	18,136002	18,689248	19,263697	80 BI WKLY	29,271952	30,247400	31,223067	32,293273
3 ANNUAL	37,965	39,165	40,364	41,615	11 ANNUAL	64,961	67,132	69,304	71,698
70 BI WKLY	20,860120	21,519053	22,177767	22,865554	70 BI WKLY	35,692608	36,885987	38,079040	39,394502
80 BI WKLY	18,251854	18,827942	19,404686	20,006349	80 BI WKLY	31,232248	32,276770	33,320745	34,472047
4 ANNUAL	39,801	41,064	42,328	43,655	12 ANNUAL	69,056	71,370	73,686	76,248
70 BI WKLY	21,868902	22,562482	23,257045	23,986363	70 BI WKLY	37,942751	39,214386	40,486785	41,894600
80 BI WKLY	19,134402	19,741420	20,349094	20,987371	80 BI WKLY	33,201287	34,314773	35,427276	36,659675
5 ANNUAL	42,522	43,880	45,239	46,677	13 ANNUAL	76,289	78,858	81,426	84,286
70 BI WKLY	23,363497	24,110083	24,856343	25,646757	70 BI WKLY	41,917224	43,328536	44,739521	46,310949
80 BI WKLY	20,443524	21,096774	21,749805	22,441745	80 BI WKLY	36,678473	37,913276	39,147968	40,522995
6 ANNUAL	45,128	46,606	48,083	49,662	14 ANNUAL	84,178	87,022	89,866	93,050
70 BI WKLY	24,795567	25,607620	26,419456	27,286703	70 BI WKLY	46,251711	47,814177	49,376862	51,126439
80 BI WKLY	21,697228	22,407748	23,117939	23,876767	80 BI WKLY	40,469223	41,836708	43,204413	44,735184
7 ANNUAL	48,354	49,945	51,535	53,246	15 ANNUAL	92,384	95,515	98,648	102,168
70 BI WKLY	26,568095	27,442228	28,315924	29,255960	70 BI WKLY	50,760632	52,480918	54,201970	56,136035
80 BI WKLY	23,245813	24,010105	24,775272	25,598037	80 BI WKLY	44,416265	45,921568	47,427312	49,120164
8 ANNUAL	52,425	54,158	55,891	57,770					
70 BI WKLY	28,805123	29,757074	30,709569	31,741742					
80 BI WKLY	25,205999	26,039039	26,872623	27,775937					

2026 CSEA Hourly Salary Schedule

effective the first full pay period after January 1, 2026

GRADE	Step 1	Step 2	Step 3	Step 4	GRADE	Step 1	Step 2	Step 3	Step 4	Step 1	Step 2	Step 3	Step 4
1 ANNUAL	36,257	37,392	38,528	39,700	9 ANNUAL	58,493	60,435	62,378	64,497				
70 BI WKLY	19,921389	20,545265	21,169031	21,813284	70 BI WKLY	32,139010	33,205862	34,273389	35,437953				
80 BI WKLY	17,430636	17,976728	18,522367	19,086246	80 BI WKLY	28,121887	29,055791	29,989695	31,008815				
2 ANNUAL	37,669	38,852	40,038	41,268	10 ANNUAL	62,715	64,804	66,895	69,188				
70 BI WKLY	20,697126	21,347459	21,998806	22,674917	70 BI WKLY	34,458571	35,606813	36,755280	38,015307				
80 BI WKLY	18,110689	18,680082	19,249925	19,841608	80 BI WKLY	30,150111	31,154822	32,159759	33,262071				
3 ANNUAL	39,104	40,340	41,574	42,864	11 ANNUAL	66,909	69,146	71,383	73,849				
70 BI WKLY	21,485924	22,164625	22,843100	23,551521	70 BI WKLY	36,763386	37,992567	39,221411	40,576337				
80 BI WKLY	18,799410	19,392780	19,986827	20,606539	80 BI WKLY	32,169215	33,245073	34,320367	35,506208				
4 ANNUAL	40,995	42,296	43,598	44,965	12 ANNUAL	71,127	73,511	75,897	78,536				
70 BI WKLY	22,524969	23,239356	23,954756	24,705954	70 BI WKLY	39,081034	40,390818	41,701389	43,151438				
80 BI WKLY	19,708434	20,333663	20,959567	21,616992	80 BI WKLY	34,197326	35,344216	36,490094	37,759465				
5 ANNUAL	43,797	45,197	46,596	48,077	13 ANNUAL	78,578	81,224	83,869	86,815				
70 BI WKLY	24,064402	24,833385	25,602033	26,416160	70 BI WKLY	43,174741	44,628392	46,081707	47,700277				
80 BI WKLY	21,056830	21,729677	22,402299	23,114997	80 BI WKLY	37,778827	39,050674	40,322407	41,738685				
6 ANNUAL	46,482	48,004	49,526	51,152	14 ANNUAL	86,703	89,632	92,562	95,842				
70 BI WKLY	25,539434	26,375849	27,212040	28,105304	70 BI WKLY	47,639262	49,248602	50,858168	52,660232				
80 BI WKLY	22,348145	23,079980	23,811477	24,593070	80 BI WKLY	41,683300	43,091809	44,500545	46,077240				
7 ANNUAL	49,805	51,443	53,081	54,843	15 ANNUAL	95,156	98,381	101,607	105,233				
70 BI WKLY	27,365138	28,265495	29,165402	30,133639	70 BI WKLY	52,283451	54,055346	55,828029	57,820116				
80 BI WKLY	23,943187	24,730408	25,518530	26,365978	80 BI WKLY	45,748753	47,299215	48,850131	50,593769				
8 ANNUAL	53,998	55,783	57,568	59,503									
70 BI WKLY	29,669277	30,649786	31,630856	32,693994									
80 BI WKLY	25,962179	26,820210	27,678802	28,609215									

2023 CSEA Bi-Weekly Salary Schedule

effective the first full pay period after January 1, 2023

GRADE	Step 1	Step 2	Step 3	Step 4	GRADE	Step 1	Step 2	Step 3	Step 4
1 ANNUAL	33,181	34,220	35,259	36,331	9 ANNUAL	53,530	55,307	57,085	59,025
70 BI WKLY	1276.196436	1316.137290	1356.119352	1397.358258	70 BI WKLY	2058.828520	2127.192592	2195.577268	2270.184352
80 BI WKLY	1276.196436	1316.137290	1356.119352	1397.358258	80 BI WKLY	2058.828520	2127.192592	2195.577268	2270.184352
2 ANNUAL	34,475	35,559	36,641	37,768	10 ANNUAL	57,392	59,306	61,218	63,317
70 BI WKLY	1325.944794	1367.636988	1409.287974	1452.618186	70 BI WKLY	2207.393662	2281.011754	2354.526826	2435.284204
80 BI WKLY	1325.944794	1367.636988	1409.287974	1452.618186	80 BI WKLY	2207.393662	2281.011754	2354.526826	2435.284204
3 ANNUAL	35,786	36,916	38,046	39,226	11 ANNUAL	61,235	63,283	65,329	67,585
70 BI WKLY	1376.393688	1419.857826	1463.321964	1508.702274	70 BI WKLY	2355.186154	2433.944944	2512.662526	2599.425970
80 BI WKLY	1376.393688	1419.857826	1463.321964	1508.702274	80 BI WKLY	2355.186154	2433.944944	2512.662526	2599.425970
4 ANNUAL	37,517	38,708	39,898	41,148	12 ANNUAL	65,095	67,276	69,458	71,874
70 BI WKLY	1442.944608	1488.757602	1534.549992	1582.629426	70 BI WKLY	2503.648276	2587.547764	2671.478158	2764.402198
80 BI WKLY	1442.944608	1488.757602	1534.549992	1582.629426	80 BI WKLY	2503.648276	2587.547764	2671.478158	2764.402198
5 ANNUAL	40,081	41,363	42,642	44,000	13 ANNUAL	71,912	74,333	76,754	79,450
70 BI WKLY	1541.586258	1590.871026	1640.093982	1692.314820	70 BI WKLY	2765.844478	2858.943652	2952.073732	3055.763362
80 BI WKLY	1541.586258	1590.871026	1640.093982	1692.314820	80 BI WKLY	2765.844478	2858.943652	2952.073732	3055.763362
6 ANNUAL	42,540	43,933	45,326	46,814	14 ANNUAL	79,345	82,027	84,707	87,709
70 BI WKLY	1636.168366	1689.718162	1743.288562	1800.536776	70 BI WKLY	3051.745582	3154.878904	3257.960716	3373.415230
80 BI WKLY	1636.168366	1689.718162	1743.288562	1800.536776	80 BI WKLY	3051.745582	3154.878904	3257.960716	3373.415230
7 ANNUAL	45,577	47,077	48,576	50,188	15 ANNUAL	87,082	90,035	92,987	96,305
70 BI WKLY	1752.962140	1810.643038	1868.313634	1930.321372	70 BI WKLY	3349.318852	3462.877798	3576.416140	3704.047618
80 BI WKLY	1752.962140	1810.643038	1868.313634	1930.321372	80 BI WKLY	3349.318852	3462.877798	3576.416140	3704.047618
8 ANNUAL	49,419	51,052	52,686	54,458					
70 BI WKLY	1900.734028	1963.555624	2026.397824	2094.524950					
80 BI WKLY	1900.734028	1963.555624	2026.397824	2094.524950					

2024 CSEA Bi-Weekly Salary Schedule

effective the first full pay period after January 1, 2024

GRADE	Step 1	Step 2	Step 3	Step 4	GRADE	Step 1	Step 2	Step 3	Step 4
1 ANNUAL	34,177	35,246	36,317	37,421	9 ANNUAL	55,135	56,966	58,798	60,796
70 BI WKLY	1314.482329	1355.621409	1396.802933	1439.279006	70 BI WKLY	2120.593376	2191.008370	2261.444586	2338.289883
80 BI WKLY	1314.482329	1355.621409	1396.802933	1439.279006	80 BI WKLY	2120.593376	2191.008370	2261.444586	2338.289883
2 ANNUAL	35,509	36,625	37,741	38,901	10 ANNUAL	59,114	61,085	63,054	65,217
70 BI WKLY	1365.723138	1408.666098	1451.566613	1496.196732	70 BI WKLY	2273.615472	2349.442107	2425.162631	2508.342730
80 BI WKLY	1365.723138	1408.666098	1451.566613	1496.196732	80 BI WKLY	2273.615472	2349.442107	2425.162631	2508.342730
3 ANNUAL	36,860	38,024	39,188	40,403	11 ANNUAL	63,072	65,181	67,289	69,613
70 BI WKLY	1417.685499	1462.453561	1507.221623	1553.963342	70 BI WKLY	2425.841739	2506.963292	2588.042402	2677.408749
80 BI WKLY	1417.685499	1462.453561	1507.221623	1553.963342	80 BI WKLY	2425.841739	2506.963292	2588.042402	2677.408749
4 ANNUAL	38,642	39,869	41,095	42,383	12 ANNUAL	67,048	69,295	71,542	74,031
70 BI WKLY	1486.232946	1533.420330	1580.586492	1630.108309	70 BI WKLY	2578.757724	2665.174197	2751.622503	2847.334264
80 BI WKLY	1486.232946	1533.420330	1580.586492	1630.108309	80 BI WKLY	2578.757724	2665.174197	2751.622503	2847.334264
5 ANNUAL	41,284	42,604	43,922	45,320	13 ANNUAL	74,069	76,563	79,057	81,833
70 BI WKLY	1587.833846	1638.597157	1689.296801	1743.084265	70 BI WKLY	2848.819812	2944.711962	3040.635944	3147.436263
80 BI WKLY	1587.833846	1638.597157	1689.296801	1743.084265	80 BI WKLY	2848.819812	2944.711962	3040.635944	3147.436263
6 ANNUAL	43,817	45,251	46,685	48,218	14 ANNUAL	81,726	84,488	87,248	90,340
70 BI WKLY	1685.253417	1740.409707	1795.587219	1854.552879	70 BI WKLY	3143.297949	3249.525271	3355.699537	3474.617687
80 BI WKLY	1685.253417	1740.409707	1795.587219	1854.552879	80 BI WKLY	3143.297949	3249.525271	3355.699537	3474.617687
7 ANNUAL	46,944	48,489	50,033	51,694	15 ANNUAL	89,695	92,736	95,776	99,194
70 BI WKLY	1805.551004	1864.962329	1924.363043	1988.231013	70 BI WKLY	3449.798418	3566.764132	3683.708624	3815.169047
80 BI WKLY	1805.551004	1864.962329	1924.363043	1988.231013	80 BI WKLY	3449.798418	3566.764132	3683.708624	3815.169047
8 ANNUAL	50,902	52,584	54,267	56,091					
70 BI WKLY	1957.756049	2022.462293	2087.189759	2157.360699					
80 BI WKLY	1957.756049	2022.462293	2087.189759	2157.360699					

2025 CSEA Bi-Weekly Salary Schedule

effective the first full pay period after January 1, 2025

GRADE	Step 1	Step 2	Step 3	Step 4	GRADE	Step 1	Step 2	Step 3	Step 4	Step 2	Step 3	Step 4
1 ANNUAL	35,202	36,304	37,406	38,544	9 ANNUAL	56,789	58,675	60,561	62,619	70 BI WKLY	2329,287924	2408,438579
70 BI WKLY	1353.916799	1396.290051	1438.707021	1482.457376	70 BI WKLY	2184.211177	2256.738621	2329.287924	2408.438579	80 BI WKLY	2329,287924	2408,438579
80 BI WKLY	1353.916799	1396.290051	1438.707021	1482.457376	80 BI WKLY	2184.211177	2256.738621	2329.287924	2408.438579	10 ANNUAL	64,946	67,173
2 ANNUAL	36,574	37,724	38,873	40,068	10 ANNUAL	60,887	62,918	64,946	67,173	70 BI WKLY	2497.917510	2583.593012
70 BI WKLY	1406.694832	1450.926081	1495.113611	1541.082634	70 BI WKLY	2341.823936	2419.925370	2497.917510	2583.593012	80 BI WKLY	2497.917510	2583.593012
80 BI WKLY	1406.694832	1450.926081	1495.113611	1541.082634	80 BI WKLY	2341.823936	2419.925370	2497.917510	2583.593012	11 ANNUAL	69,308	71,701
3 ANNUAL	37,966	39,165	40,363	41,615	11 ANNUAL	64,964	67,136	69,308	71,701	70 BI WKLY	2665.683674	2757.731011
70 BI WKLY	1460.216064	1506.327168	1552.438272	1600.582242	70 BI WKLY	2498.616991	2582.172191	2665.683674	2757.731011	80 BI WKLY	2665.683674	2757.731011
80 BI WKLY	1460.216064	1506.327168	1552.438272	1600.582242	80 BI WKLY	2498.616991	2582.172191	2665.683674	2757.731011	12 ANNUAL	73,688	76,252
4 ANNUAL	39,801	41,065	42,328	43,654	12 ANNUAL	69,059	71,373	73,688	76,252	70 BI WKLY	2834.171178	2932.754292
70 BI WKLY	1530.819934	1579.422940	1628.004087	1679.011558	70 BI WKLY	2656.120456	2745.129423	2834.171178	2932.754292	80 BI WKLY	2834.171178	2932.754292
80 BI WKLY	1530.819934	1579.422940	1628.004087	1679.011558	80 BI WKLY	2656.120456	2745.129423	2834.171178	2932.754292	13 ANNUAL	81,428	84,288
5 ANNUAL	42,522	43,882	45,239	46,680	13 ANNUAL	76,291	78,859	81,428	84,288	70 BI WKLY	3033.053321	3241.859351
70 BI WKLY	1635.468861	1687.755072	1739.975705	1795.376793	70 BI WKLY	2934.284406	3033.053321	3131.855022	3241.859351	80 BI WKLY	3033.053321	3241.859351
80 BI WKLY	1635.468861	1687.755072	1739.975705	1795.376793	80 BI WKLY	2934.284406	3033.053321	3131.855022	3241.859351	14 ANNUAL	89,866	93,050
6 ANNUAL	45,131	46,608	48,086	49,665	14 ANNUAL	84,178	87,022	89,866	93,050	70 BI WKLY	3347.011029	3578.856218
70 BI WKLY	1735.811020	1792.621998	1849.454836	1910.189465	70 BI WKLY	3237.596887	3347.011029	3456.370523	3578.856218	80 BI WKLY	3347.011029	3578.856218
80 BI WKLY	1735.811020	1792.621998	1849.454836	1910.189465	80 BI WKLY	3237.596887	3347.011029	3456.370523	3578.856218	15 ANNUAL	98,650	102,170
7 ANNUAL	48,353	49,944	51,534	53,245	15 ANNUAL	92,386	95,518	98,650	102,170	70 BI WKLY	3673.767056	3929.624118
70 BI WKLY	1859.717534	1920.911199	1982.093934	2047.877943	70 BI WKLY	3553.292371	3673.767056	3794.219883	3929.624118	80 BI WKLY	3673.767056	3929.624118
80 BI WKLY	1859.717534	1920.911199	1982.093934	2047.877943	80 BI WKLY	3553.292371	3673.767056	3794.219883	3929.624118			
8 ANNUAL	52,429	54,162	55,895	57,774								
70 BI WKLY	2016.488730	2083.136162	2149.805452	2222.081520								
80 BI WKLY	2016.488730	2083.136162	2149.805452	2222.081520								

2026 CSEA Bi-Weekly Salary Schedule

effective the first full pay period after January 1, 2026

GRADE	Step 1	Step 2	Step 3	Step 4	GRADE	Step 1	Step 2	Step 3	Step 4
1 ANNUAL	36,258	37,393	38,529	39,700	9 ANNUAL	58,493	60,435	62,378	64,498
70 BI WKLY	1394.534303	1438.178753	1481.868232	1526.931097	70 BI WKLY	2249.737512	2324.440780	2399.166562	2480.691736
80 BI WKLY	1394.534303	1438.178753	1481.868232	1526.931097	80 BI WKLY	2249.737512	2324.440780	2399.166562	2480.691736
2 ANNUAL	37,671	38,856	40,039	41,270	10 ANNUAL	62,714	64,806	66,894	69,189
70 BI WKLY	1448.895677	1494.453863	1539.967019	1587.315113	70 BI WKLY	2412.078654	2492.523131	2572.855035	2661.100802
80 BI WKLY	1448.895677	1494.453863	1539.967019	1587.315113	80 BI WKLY	2412.078654	2492.523131	2572.855035	2661.100802
3 ANNUAL	39,105	40,339	41,574	42,864	11 ANNUAL	66,913	69,151	71,387	73,852
70 BI WKLY	1504.022546	1551.516983	1599.011420	1648.599709	70 BI WKLY	2573.575501	2659.637357	2745.654184	2840.462941
80 BI WKLY	1504.022546	1551.516983	1599.011420	1648.599709	80 BI WKLY	2573.575501	2659.637357	2745.654184	2840.462941
4 ANNUAL	40,995	42,297	43,598	44,964	12 ANNUAL	71,131	73,515	75,899	78,539
70 BI WKLY	1576.744532	1626.805628	1676.844210	1729.381905	70 BI WKLY	2735.804070	2827.483306	2919.196313	3020.736921
80 BI WKLY	1576.744532	1626.805628	1676.844210	1729.381905	80 BI WKLY	2735.804070	2827.483306	2919.196313	3020.736921
5 ANNUAL	43,798	45,198	46,597	48,080	13 ANNUAL	78,580	81,225	83,871	86,817
70 BI WKLY	1684.532927	1738.387724	1792.174976	1849.238097	70 BI WKLY	3022.312938	3124.044921	3225.810673	3339.115132
80 BI WKLY	1684.532927	1738.387724	1792.174976	1849.238097	80 BI WKLY	3022.312938	3124.044921	3225.810673	3339.115132
6 ANNUAL	46,485	48,006	49,528	51,155	14 ANNUAL	86,703	89,633	92,562	95,842
70 BI WKLY	1787.885351	1846.400658	1904.938481	1967.495149	70 BI WKLY	3334.724794	3447.421360	3560.061639	3686.221905
80 BI WKLY	1787.885351	1846.400658	1904.938481	1967.495149	80 BI WKLY	3334.724794	3447.421360	3560.061639	3686.221905
7 ANNUAL	49,803	51,442	53,080	54,842	15 ANNUAL	95,157	98,383	101,609	105,235
70 BI WKLY	1915.509060	1978.538535	2041.556752	2109.314281	70 BI WKLY	3659.891142	3783.980068	3908.046479	4047.512842
80 BI WKLY	1915.509060	1978.538535	2041.556752	2109.314281	80 BI WKLY	3659.891142	3783.980068	3908.046479	4047.512842
8 ANNUAL	54,002	55,786	57,572	59,507					
70 BI WKLY	2076.983392	2145.630247	2214.299616	2288.743966					
80 BI WKLY	2076.983392	2145.630247	2214.299616	2288.743966					

OCC ANNUAL SALARY SCHEDULES

ONONDAGA COMMUNITY COLLEGE

ONONDAGA COMMUNITY COLLEGE

CSEA SALARY 2023 (2,500/1,750)

CSEA SALARY 2024 (3% Increase)

GRADE	1	2	3	4	GRADE	1	2	3	4
1	33,295	34,337	35,379	36,456	1	34,294	35,367	36,440	37,550
2	34,595	35,683	36,772	37,903	2	35,633	36,753	37,875	39,040
3	35,906	37,040	38,175	39,361	3	36,983	38,151	39,320	40,542
4	37,645	38,841	40,037	41,292	4	38,774	40,006	41,238	42,531
5	40,222	41,507	42,793	44,155	5	41,429	42,752	44,077	45,480
6	42,691	44,089	45,489	46,982	6	43,972	45,412	46,854	48,391
7	45,742	47,247	48,751	50,367	7	47,114	48,664	50,214	51,878
8	49,597	51,238	52,878	54,659	8	51,085	52,775	54,464	56,299
9	53,725	55,509	57,294	59,242	9	55,337	57,174	59,013	61,019
10	57,603	59,524	61,443	63,548	10	59,331	61,310	63,286	65,454
11	61,358	63,515	65,571	67,836	11	63,199	65,420	67,538	69,871
12	65,334	67,521	69,713	72,140	12	67,294	69,547	71,804	74,304
13	72,179	74,607	77,037	79,744	13	74,344	76,845	79,348	82,136
14	79,637	82,328	85,021	88,032	14	82,026	84,798	87,572	90,673
15	87,406	90,369	93,334	96,667	15	90,028	93,080	96,134	99,507

ONONDAGA COMMUNITY COLLEGE

ONONDAGA COMMUNITY COLLEGE

CSEA SALARY 2025 (3% Increase)

CSEA SALARY 2026 (3% Increase)

GRADE	1	2	3	4	GRADE	1	2	3	4
1	35,323	36,428	37,534	38,676	1	36,382	37,521	38,660	39,836
2	36,702	37,856	39,011	40,211	2	37,803	38,992	40,182	41,418
3	38,093	39,296	40,500	41,758	3	39,235	40,475	41,715	43,011
4	39,938	41,206	42,475	43,807	4	41,136	42,443	43,750	45,121
5	42,672	44,035	45,399	46,844	5	43,952	45,356	46,761	48,249
6	45,291	46,774	48,259	49,843	6	46,650	48,177	49,707	51,338
7	48,528	50,124	51,720	53,434	7	49,984	51,628	53,272	55,037
8	52,617	54,358	56,098	57,988	8	54,196	55,989	57,781	59,727
9	56,997	58,889	60,783	62,850	9	58,707	60,656	62,607	64,735
10	61,111	63,149	65,185	67,418	10	62,944	65,043	67,140	69,441
11	65,095	67,383	69,564	71,967	11	67,048	69,405	71,651	74,126
12	69,313	71,633	73,959	76,533	12	71,392	73,782	76,177	78,829
13	76,575	79,151	81,729	84,600	13	78,872	81,525	84,180	87,138
14	84,487	87,342	90,199	93,393	14	87,022	89,962	92,905	96,195
15	92,729	95,872	99,018	102,554	15	95,511	98,749	101,989	105,631

APPENDIX B

Union 11 - Civil Service Employees Association (Hourly & Bi-Weekly Salaried)

Job Title	Job Code	Grade	FLSA Status	Std Hrs	June Class	Union	Salary Type
Account Clerk I	02000	04	NE	70.00	C	11	Hourly
Account Clerk II	02020	07	NE	70.00	C	11	Hourly
Account Clerk III	02050	08	NE	70.00	C	11	Hourly
Account Clerk-Typist II	02030	07	NE	70.00	C	11	Hourly
Accountant I	02300	09	EX	70.00	C	11	Salaried
Accountant II	02310	11	EX	70.00	C	11	Salaried
Accounting Supervisor - Grade B	30250	11	EX	70.00	C	11	Salaried
Administrative Aide	07140	07	NE	70.00	C	11	Hourly
Administrative Analysis Aide (Social Services)	30130	08	NE	70.00	C	11	Hourly
Administrative Analyst (Social Services)	30140	11	EX	70.00	C	11	Salaried
Administrative Analyst II	07160	11	EX	70.00	C	11	Salaried
Administrative Assistant	07110	09	NE	70.00	C	11	Hourly
Architect I	10460	11	EX	70.00	C	11	Salaried
Architect II	10500	13	EX	70.00	C	11	Salaried
Assistant Swimming Facility Manager	38710	03	NE	80.00	C	11	Hourly
Auditor I	02400	09	EX	70.00	C	11	Salaried
Auditor II	02410	11	EX	70.00	C	11	Salaried
Auditor III	02420	13	EX	70.00	C	11	Salaried
* Automotive Mechanic Crew Leader	61040	11	NE	80.00	C	11	Hourly
Bookbinder	60300	07	NE	70.00	NC	11	Hourly
Bridge Construction Supervisor	63040	10	NE	80.00	C	11	Hourly
Bridge Maintenance Crew Leader	63020	09	NE	80.00	C	11	Hourly
Building Maintenance And Operations Assistant	10540	10	NE	70.00	C	11	Hourly
Building Maintenance Supervisor	63290	12	EX	80.00	C	11	Salaried
Buyer I	05290	09	NE	70.00	C	11	Hourly
Buyer II	05300	11	NE	70.00	C	11	Hourly
Buyer III	05430	13	EX	70.00	C	11	Salaried
Case Supervisor A	30060	13	EX	70.00	C	11	Salaried

* Case Supervisor B	30040	12	EX	70.00	C	11	Salaried
* Case Worker	30010	10	NE	70.00	C	11	Hourly
* Case Worker (HELP Program)	30015	10	NE	70.00	NC	11	Hourly
Casework Supervisor	44080	14	EX	80.00	C	11	Salaried
* Caseworker (Minority Group Specialist)	30690	10	NE	70.00	C	11	Hourly
* Caseworker (Spanish Speaking)	30510	10	NE	70.00	C	11	Hourly
Chief Forensic Autopsy Technician	22515	10	NE	80.00	C	11	Hourly
Chief Forensic Investigator	22575	14	NE	80.00	C	11	Hourly
Child Care Supervisor	25370	09	NE	70.00	C	11	Hourly
Child Care Worker I	25350	05	NE	70.00	C	11	Hourly
Child Care Worker I (HELP Program)	25375	05	NE	70.00	NC	11	Hourly
Child Care Worker II	25360	07	NE	70.00	C	11	Hourly
Child Support Enforcement Supervisor	30640	11	NE	70.00	C	11	Hourly
Civil Engineer I	10200	11	NE	70.00	C	11	Hourly
Civil Engineer II	10210	13	NE	70.00	C	11	Hourly
Civil Engineer III	10220	15	EX	70.00	C	11	Salaried
Civil Engineer/Land Surveyor	10250	15	NE	70.00	C	11	Hourly
Clerk I	00100	02	NE	70.00	C	11	Hourly
Clerk II	00110	05	NE	70.00	C	11	Hourly
Clerk II (B/W Saly)	80370	05	NE	70.00	C	11	Salaried
Clerk III	00120	07	NE	70.00	C	11	Hourly
Closed Circuit Television Attendant	09670	07	NE	80.00	NC	11	Hourly
Closed Circuit Television Operator	09680	09	NE	80.00	C	11	Hourly
Codes Enforcement Officer	42290	11	NE	80.00	C	11	Hourly
Communicable Disease Investigator	23050	09	NE	70.00	C	11	Hourly
Communicable Disease Investigator (HELP Program)	23095	09	NE	70.00	NC	11	Hourly
Communicable Disease Investigator I	23130	10	NE	70.00	C	11	Hourly
Communicable Disease Investigator II	23060	11	NE	70.00	C	11	Hourly
Community Health Counselor	30341	09	NE	70.00	C	11	Hourly
Community Health Counselor (HELP Program)	30365	09	NE	70.00	NC	11	Hourly
Community Services Aide	00040	01	NE	70.00	L	11	Hourly
Community Services Worker	30000	07	NE	70.00	C	11	Hourly
Community Services Worker (HELP Program)	30035	07	NE	70.00	NC	11	Hourly
Community Support Worker	30490	07	NE	70.00	C	11	Hourly
Computer Equipment Maintenance Specialist	03330	07	NE	70.00	C	11	Hourly

Computer Evidence Specialist I	21810	12	NE	70.00	NC	11	Hourly
Computer Evidence Specialist II	21812	13	NE	70.00	NC	11	Hourly
Computer Evidence Specialist III	21814	14	EX	70.00	NC	11	Salaried
Computer Repair Technician (WEP)	03453	09	NE	70.00	C	11	Hourly
Computer Technical Specialist	03340	12	EX	70.00	C	11	Salaried
Console Operator	03660	10	NE	70.00	C	11	Hourly
Coordinator. - Water Quality Management Agency	15050	13	EX	70.00	C	11	Salaried
Coordinator Of Eligibility Investigations	40140	13	EX	70.00	C	11	Salaried
Curator Of Animals	69180	10	NE	80.00	C	11	Hourly
Custodial Crew Leader	70050	07	NE	80.00	C	11	Hourly
Custodial Worker I	70020	02	NE	80.00	L	11	Hourly
Custodial Worker I (70)	80300	02	NE	70.00	L	11	Hourly
Custodial Worker II	70030	03	NE	80.00	L	11	Hourly
Data Base Administrator	03333	15	EX	70.00	C	11	Salaried
Data Entry Equipment Operator	03100	04	NE	70.00	C	11	Hourly
Data Entry Supervisor	03110	08	NE	70.00	C	11	Hourly
Delinquent Tax Clerk	02170	10	NE	70.00	C	11	Hourly
Deputy Coordinator (Emergency Management)	09085	09	NE	80.00	C	11	Hourly
Detention Home Aide	31090	06	NE	80.00	NC	11	Hourly
Detention Home Aide II	31160	08	NE	80.00	C	11	Hourly
Detention Home Casework Supervisor	31190	12	EX	80.00	C	11	Salaried
Detention Home Counselor II	31110	12	NE	80.00	C	11	Hourly
Detention Home Social Work Assistant	31080	09	NE	70.00	C	11	Hourly
Digital Forensics Technician	03545	12	NE	80.00	C	11	Hourly
DNA Validation Specialist	22145	14	EX	80.00	C	11	Salaried
Drafting Technician II	10060	08	NE	70.00	C	11	Hourly
Driver-Messenger	62010	04	NE	80.00	NC	11	Hourly
Duplicating Machine Operator I	03190	04	NE	70.00	NC	11	Hourly
Duplicating Machine Operator II	03200	07	NE	70.00	NC	11	Hourly
Duplicating Machine Operator III	03215	10	NE	70.00	C	11	Hourly
Education Program Supervisor	44220	11	NE	80.00	C	11	Hourly
Education Specialist Children With Special Needs	23530	11	EX	70.00	C	11	Salaried
Elderly Services Coordinator	30750	09	NE	70.00	C	11	Hourly
Elections Assistant II	00250	06	NE	70.00	UN	11	Hourly
Elections Assistant III	00255	09	NE	70.00	UN	11	Hourly

Elections Clerk I	00210	03	NE	70.00	UN	11	Hourly
Elections Clerk II	00220	05	NE	70.00	UN	11	Hourly
Elections Clerk III	00230	07	NE	70.00	UN	11	Hourly
Elections Supervisor	00260	12	EX	70.00	UN	11	Salaried
* Electrical Maintenance Coordinator	61680	14	NE	80.00	C	11	Hourly
Employee Benefits Claims Clerk	05090	08	NE	70.00	C	11	Hourly
Employment Aide	04025	06	NE	70.00	C	11	Hourly
Employment and Vocational Specialist	30455	13	NE	70.00	C	11	Hourly
Employment Counselor I	30475	09	NE	70.00	C	11	Hourly
Employment Counselor I (HELP Program)	30485	09	NE	70.00	NC	11	Hourly
Employment Counselor II	30425	10	NE	70.00	C	11	Hourly
Employment Services Specialist I	04510	09	NE	70.00	C	11	Hourly
Engineering Aide I	10100	05	NE	70.00	C	11	Hourly
Engineering Aide II	10110	07	NE	70.00	C	11	Hourly
Engineering Aide III	10120	09	NE	70.00	C	11	Hourly
Enterprise Design Specialist	03525	14	EX	70.00	C	11	Salaried
Enterprise Functional Lead	03960	14	EX	70.00	C	11	Salaried
Enterprise Support Specialist	03536	12	EX	70.00	C	11	Salaried
Environmental Health Technician I	42510	08	NE	70.00	C	11	Hourly
Environmental Health Technician I (HELP Program)	42515	08	NE	70.00	NC	11	Hourly
Environmental Health Technician II	42520	09	NE	70.00	C	11	Hourly
Epidemiologist	21170	13	EX	70.00	C	11	Hourly
Equipment Operator Instructor	42125	08	NE	70.00	C	11	Hourly
Family Court Legal Liaison	50245	12	EX	70.00	C	11	Hourly
Financial Readiness Officer	31850	10	NE	70.00	C	11	Hourly
Fingerprint Technician	40610	03	NE	70.00	C	11	Hourly
Fire Investigator	42180	10	NE	80.00	C	11	Hourly
Firearms Examiner I	21850	11	NE	70.00	NC	11	Hourly
Firearms Examiner II	21853	12	NE	70.00	NC	11	Hourly
Firearms Examiner III	21855	13	EX	70.00	NC	11	Salaried
Firearms Technician	22088	10	NE	70.00	NC	11	Hourly
Food Service Helper II	71020	04	NE	80.00	L	11	Hourly
Forensic Attendant	22418	05	NE	80.00	C	11	Hourly
Forensic Attendant II	22455	06	NE	80.00	C	11	Hourly
Forensic Autopsy Technician I	22530	07	NE	80.00	C	11	Hourly

Forensic Autopsy Technician II	22560	08	NE	80.00	C	11	Hourly
Forensic Chemist I (Criminalistics)	22172	11	EX	70.00	NC	11	Salaried
Forensic Chemist I (Toxicology)	22183	11	EX	70.00	NC	11	Salaried
Forensic Chemist II (Criminalistics)	22174	12	EX	70.00	NC	11	Salaried
Forensic Chemist II (Toxicology)	22185	12	EX	70.00	NC	11	Salaried
Forensic Chemist III (Criminalistics)	22176	13	EX	70.00	NC	11	Salaried
Forensic Chemist III (Toxicology)	22187	13	EX	70.00	NC	11	Salaried
Forensic Investigator I	22580	10	NE	80.00	C	11	Hourly
Forensic Investigator II	22590	11	NE	80.00	C	11	Hourly
Forensic Laboratory Support Assistant	22025	08	NE	70.00	C	11	Hourly
Forensic Operations Assistant	22555	07	NE	70.00	C	11	Hourly
Forensic Records Coordinator	22600	10	NE	70.00	C	11	Hourly
Forensic Scientist (Biology) I	21915	12	EX	70.00	NC	11	Salaried
Forensic Scientist (Biology) II	21912	13	EX	70.00	NC	11	Salaried
Forensic Scientist (Biology) III	21910	14	EX	70.00	NC	11	Salaried
Geographic Information Systems Specialist	15300	11	EX	70.00	C	11	Salaried
Geographic Information Systems Specialist II	15310	13	EX	70.00	C	11	Salaried
Graphics Technician	07000	09	NE	70.00	NC	11	Hourly
Graphics Technician 2	07015	11	NE	70.00	C	11	Hourly
Grounds Supervisor	63180	11	NE	70.00	C	11	Hourly
Groundskeeper	60180	06	NE	80.00	L	11	Hourly
Hatchery Aide II	60420	07	NE	80.00	NC	11	Hourly
Hatchery Operations Supervisor	60490	09	NE	80.00	C	11	Hourly
Head Operator Large Plant	61557	15	NE	80.00	C	11	Hourly
* Head Wastewater Treatment Plant Operator	61547	14	NE	80.00	C	11	Hourly
Heavy Equipment Mechanic Crew Leader	61110	11	NE	80.00	C	11	Hourly
Heavy Equipment Mechanic Crew Leader (Transportation)	74050	12	NE	80.00	C	11	Hourly
Heavy Equipment Mechanic I	61070	08	NE	80.00	NC	11	Hourly
Heavy Equipment Mechanic II	61080	09	NE	80.00	NC	11	Hourly
Heavy Equipment Mechanic II (Transportation)	75090	10	NE	80.00	C	11	Hourly
Help Desk Operator	03675	08	NE	70.00	C	11	Hourly
Help Desk Supervisor	03685	10	NE	70.00	C	11	Hourly
Highway Maintenance Section Crew Leader	74080	12	NE	80.00	C	11	Hourly
Highway Maintenance Shift Supervisor	74010	10	NE	80.00	C	11	Hourly
Highway Maintenance Worker (Trainee)	75010	04	NE	80.00	C	11	Hourly

Highway Maintenance Worker I	75020	07	NE	80.00	C	11	Hourly
Highway Maintenance Worker II	75030	08	NE	80.00	C	11	Hourly
Highway Section Crew Leader	63050	11	NE	80.00	C	11	Hourly
Highway Shift Supervisor	62195	09	NE	80.00	C	11	Hourly
Highway Sign and Signal Repair Supervisor	73050	12	NE	80.00	C	11	Hourly
Highway Sign and Signal Repair Worker I	73010	08	NE	80.00	C	11	Hourly
Highway Sign and Signal Repair Worker II	73020	09	NE	80.00	C	11	Hourly
Housing Rehabilitation Aide	06720	06	NE	70.00	C	11	Hourly
Housing Rehabilitation Inspector	42190	09	NE	70.00	C	11	Hourly
Housing Rehabilitation Specialist	06690	09	NE	70.00	C	11	Hourly
Housing Rehabilitation Supervisor	06700	11	EX	70.00	C	11	Salaried
Human Rights Specialist	30990	10	NE	70.00	C	11	Hourly
Income Maintenance Specialist	30470	09	NE	70.00	C	11	Hourly
Income Maintenance Supervisor I	30550	11	EX	70.00	C	11	Salaried
Income Maintenance Supervisor II	30560	13	EX	70.00	C	11	Salaried
Income Maintenance Worker	30460	07	NE	70.00	C	11	Hourly
Income Maintenance Worker (HELP Program)	30465	07	NE	70.00	NC	11	Hourly
Income Maintenance Worker (Spanish Speaking)	30464	07	NE	70.00	C	11	Hourly
Information Aide	60070	02	NE	70.00	L	11	Hourly
Information Systems Coordinator	03640	12	NE	70.00	C	11	Hourly
* Instrumentation Crew Leader	60540	13	NE	80.00	C	11	Hourly
* Instrumentation Maintenance Coordinator	61940	14	NE	80.00	C	11	Hourly
* Instrumentation Mechanic (Water Environment Protection)	61777	11	NE	80.00	NC	11	Hourly
Instrumentation/Electrical Engineer	61980	13	EX	70.00	C	11	Salaried
Inventory Control Supervisor	00020	08	NE	70.00	C	11	Hourly
Junior Enterprise Support Specialist	03532	10	NE	70.00	C	11	Hourly
Junior Fire Investigator	42175	08	NE	80.00	C	11	Hourly
Junior Systems Administrator	03445	10	EX	70.00	C	11	Salaried
Labor Crew Leader	63010	08	NE	80.00	NC	11	Hourly
Labor Crew Leader (Transportation)	75050	09	NE	80.00	C	11	Hourly
Laboratory Technician	22033	08	NE	70.00	C	11	Hourly
Laborer 2 (Trainee)	60115	03	NE	80.00	C	11	Hourly
Laborer 1	60100	01	NE	80.00	L	11	Hourly
Laborer I (Transportation)	70010	03	NE	80.00	C	11	Hourly
Laborer II	60110	03	NE	80.00	L	11	Hourly

Latent Print Examiner I	21830	11	11	NE	70.00	NC	11	Hourly
Latent Print Examiner II	21833	12	12	NE	70.00	NC	11	Hourly
Latent Print Examiner III	21835	13	13	EX	70.00	NC	11	Salaried
Legal Secretary I	01160	06	06	NE	70.00	C	11	Hourly
Legal Secretary II	01170	08	08	NE	70.00	C	11	Hourly
Librarian Assistant	07660	08	08	NE	70.00	C	11	Salaried
Librarian I	07680	09	09	EX	70.00	C	11	Salaried
Librarian I (Integrated Technologies)	07683	09	09	NE	70.00	C	11	Salaried
Librarian II	07760	11	11	EX	70.00	C	11	Salaried
Librarian II (Systems)	07763	11	11	EX	70.00	C	11	Salaried
Librarian III	07770	13	13	EX	70.00	C	11	Salaried
Library Clerk I	07840	02	02	NE	70.00	C	11	Salaried
Library Clerk II	07810	05	05	NE	70.00	C	11	Salaried
Library Clerk III	07820	07	07	NE	70.00	C	11	Salaried
Lifeguard	38100	01	01	NE	80.00	C	11	Hourly
Literacy Aide	07663	002	002	NE	70.00	C	11	Hourly
Literacy Coordinator	07665	08	08	NE	70.00	C	11	Hourly
Local Area Network Technical Support Specialist	03745	10	10	NE	70.00	C	11	Hourly
Locksmith	61310	09	09	NE	70.00	NC	11	Hourly
Mail Room Clerk	09100	05	05	NE	70.00	C	11	Hourly
Mailroom Supervisor	09010	07	07	NE	70.00	C	11	Hourly
Maintenance Carpenter	61380	07	07	NE	80.00	NC	11	Hourly
Maintenance Carpenter Crew Leader	61390	09	09	NE	80.00	NC	11	Hourly
* Maintenance Electrician	61330	11	11	NE	80.00	NC	11	Hourly
* Maintenance Electrician Crew Leader	61420	13	13	NE	80.00	C	11	Hourly
Maintenance Helper	60130	04	04	NE	80.00	L	11	Hourly
Maintenance Mechanic	60170	09	09	NE	80.00	NC	11	Hourly
Maintenance Worker 1 (Trainee)	60145	04	04	NE	80.00	C	11	Hourly
Maintenance Worker I	60140	05	05	NE	80.00	NC	11	Hourly
Maintenance Worker II	60150	09	09	NE	80.00	NC	11	Hourly
Management Information Systems Trainer (Social Services)	30030	10	10	EX	70.00	C	11	Salaried
Mason	61170	08	08	NE	80.00	NC	11	Hourly
Mason (Transportation)	75070	09	09	NE	80.00	C	11	Hourly
Materials Management Coordinator	00030	10	10	NE	70.00	C	11	Hourly

Mechanical Engineer	61525	13	EX	70.00	C	11	Salaried
Mechanical Engineer II	61528	15	EX	70.00	C	11	Salaried
* Mechanical Maintenance Coordinator	61690	13	NE	80.00	C	11	Hourly
Medical Assistant	20300	05	NE	70.00	C	11	Hourly
Medical Billing Technician	23590	09	NE	70.00	C	11	Hourly
Medical Records Technician	07610	09	NE	70.00	C	11	Hourly
Messenger	60050	01	NE	70.00	L	11	Hourly
Morgue Attendant	22410	05	NE	80.00	L	11	Hourly
Motor Equipment Dispatcher	60210	04	NE	80.00	NC	11	Hourly
Motor Equipment Dispatcher (Transportation)	70040	05	NE	80.00	C	11	Hourly
Motor Equipment Operator 1 (Trainee)	62110	04	NE	80.00	C	11	Hourly
Motor Equipment Operator I	62100	05	NE	80.00	NC	11	Hourly
Motor Equipment Operator II	62120	06	NE	80.00	NC	11	Hourly
Motor Equipment Operator III	62140	07	NE	80.00	NC	11	Hourly
Network Administrator	03755	12	EX	70.00	C	11	Salaried
Network Administrator Lead	03758	15	EX	70.00	C	11	Salaried
Nutrition Assistant	71040	07	NE	70.00	C	11	Hourly
Nutrition Assistant (HELP Program)	71045	07	NE	70.00	NC	11	Hourly
Nutrition Services Coordinator	71130	12	NE	70.00	C	11	Hourly
Nutritionist	71140	10	EX	70.00	C	11	Salaried
Nutritionist (HELP Program)	71145	10	EX	70.00	NC	11	Salaried
Office Automation Analyst	04920	14	NE	70.00	C	11	Hourly
Office Automation Support Technician	04900	08	NE	70.00	C	11	Hourly
Outreach Worker (Health)	23020	04	NE	70.00	L	11	Hourly
Outreach Worker II	43155	06	NE	70.00	C	11	Hourly
Paralegal	50560	10	NE	70.00	C	11	Hourly
Park Labor Crew Leader	63000	08	NE	80.00	NC	11	Hourly
Park Laborer	62990	03	NE	80.00	L	11	Hourly
Park Maintenance Crew Leader	63100	10	NE	80.00	NC	11	Hourly
Park Naturalist I	38910	09	NE	80.00	C	11	Hourly
Park Naturalist II	38900	10	NE	80.00	C	11	Hourly
Park Ranger I	40850	07	NE	80.00	C	11	Hourly
Park Ranger II	40860	09	NE	80.00	C	11	Hourly
Park Supervisor	63125	09	NE	80.00	C	11	Hourly
Payroll Assistant	02120	08	NE	70.00	C	11	Hourly

Payroll Clerk 2	02245	07	05	NE	70.00	C	11	Hourly
Payroll Clerk I	02242	09	09	NE	70.00	C	11	Hourly
Peer Specialist	20155	07	07	NE	70.00	C	11	Hourly
Peer Supervisor	20130	09	09	NE	70.00	C	11	Hourly
Personnel Aide	04230	06	06	NE	70.00	C	11	Hourly
Personnel Services Aide	04260	07	07	NE	70.00	C	11	Hourly
Photocopy Machine Operator	03230	04	04	NE	70.00	NC	11	Hourly
Planner I	15100	11	11	EX	70.00	C	11	Salaried
Planner II	15110	13	13	EX	70.00	C	11	Salaried
Planner III	15120	14	14	EX	70.00	C	11	Salaried
Plumbing Control Supervisor	61500	14	14	EX	70.00	C	11	Salaried
Plumbing Inspector I	42100	09	09	NE	70.00	C	11	Hourly
Plumbing Inspector II	42110	13	13	EX	70.00	C	11	Salaried
Pre-Qualification Officer	31870	08	08	NE	70.00	C	11	Hourly
Principal Contracts Examiner	05650	11	11	NE	70.00	C	11	Hourly
* Principal Wastewater Treatment Plant Operator	61548	12	12	NE	80.00	C	11	Hourly
Probation Assistant	43150	07	07	NE	70.00	C	11	Hourly
Probation Officer 1	43310	11	11	NE	70.00	C	11	Hourly
Probation Officer 1 (Community Liaison)	43250	11	11	NE	70.00	C	11	Hourly
Probation Officer 1 (Spanish Speaking)	43313	11	11	NE	70.00	C	11	Hourly
Probation Officer 1 Trainee	43300	09	09	NE	70.00	C	11	Hourly
Probation Officer 1 Trainee (Community Liaison)	43260	09	09	NE	70.00	C	11	Hourly
Probation Officer 1 Trainee (Spanish Speaking)	43290	09	09	NE	70.00	C	11	Hourly
Probation Supervisor 1	43320	13	13	EX	70.00	C	11	Salaried
Program Assistant (Emergency Management)	41310	10	10	NE	70.00	C	11	Hourly
Program Assistant (Health)	04325	11	11	NE	70.00	C	11	Hourly
Program Assistant (WEP)	41360	09	09	NE	70.00	C	11	Hourly
Program Coordinator (Emergency Management)	41350	10	10	NE	70.00	C	11	Hourly
Program Coordinator (Health)	23490	12	12	EX	70.00	C	11	Salaried
Program Coordinator (Healthy Start)	23450	13	13	EX	70.00	C	11	Salaried
Program Coordinator (Runaway & Homeless Youth)	07101	10	10	NE	70.00	C	11	Hourly
Program Coordinator (Stormwater Management)	61774	13	13	EX	70.00	C	11	Salaried
Program Coordinator (W. I. C.)	21330	13	13	EX	70.00	C	11	Salaried

Program Coordinator Education of Children With Special Needs	21250	13	EX	70.00	C	11	Salaried
Program Coordinator II (Health)	23300	13	EX	70.00	C	11	Salaried
Program Monitor	07220	09	NE	70.00	C	11	Hourly
Programmer I	03430	10	NE	70.00	C	11	Hourly
Project Coordinator (Community Development)	63565	12	EX	70.00	C	11	Salaried
Project Director (Aging Services)	30790	13	EX	70.00	C	11	Salaried
Project Director (EISEP)	30740	12	EX	70.00	C	11	Salaried
Project Director (MCOA Senior Employment Program)	30590	10	EX	70.00	C	11	Salaried
Project Director (Mcoa Senior Nutrition Program)	30480	13	EX	70.00	C	11	Salaried
Psychiatric Social Worker I	30300	11	EX	70.00	C	11	Salaried
Psychiatric Social Worker I (Clinic)	30302	11	EX	70.00	C	11	Salaried
Psychiatric Social Worker II	30310	13	EX	70.00	C	11	Salaried
Psychiatric Social Worker II (Clinic)	30315	13	EX	70.00	C	11	Salaried
Public Health Analyst I	23410	09	NE	70.00	C	11	Hourly
Public Health Analyst II	23420	11	NE	70.00	C	11	Hourly
Public Health Education Supervisor	21140	11	EX	70.00	C	11	Salaried
Public Health Educator	23480	09	EX	70.00	C	11	Salaried
Public Health Educator (HELP Program)	23455	09	EX	70.00	NC	11	Salaried
Public Health Educator (HELP Program)	23495	09	EX	70.00	NC	11	Salaried
Public Health Engineer I	10350	11	EX	70.00	C	11	Salaried
Public Health Engineer II	10360	13	EX	70.00	C	11	Salaried
Public Health Engineer III	10370	15	EX	70.00	C	11	Salaried
Public Health Social Work Assistant	30330	09	NE	70.00	C	11	Hourly
Public Health Social Work Assistant (HELP Program)	30335	09	NE	70.00	NC	11	Hourly
Public Health Social Work Assistant (Spanish Speaking)	30331	09	NE	70.00	C	11	Hourly
Public Health Social Work Assistant (Spanish Speaking) (HELP Program)	30325	09	NE	70.00	NC	11	Hourly
Public Health Social Work Assistant (Spanish Speaking) (HELP Program)	30345	09	NE	70.00	NC	11	Hourly
Public Health Social Work Supervisor	30360	12	EX	70.00	C	11	Salaried
Public Health Social Worker I	30340	11	EX	70.00	C	11	Salaried
Public Information Assistant	04065	08	NE	70.00	C	11	Hourly
Public Information Specialist	04040	11	NE	70.00	C	11	Hourly
* Public Safety Dispatcher	45042	10	NE	80.00	C	11	Salaried
*Public Safety Dispatcher (HELP Program)	45015	10	NE	80.00	NC	11	Salaried

Public Safety Shift Supervisor	45048	12	NE	80.00	C	11	Salaried
* Public Safety Telecommunicator	45050	08	NE	80.00	C	11	Salaried
* Public Safety Telecommunicator (HELP Program)	45055	08	NE	80.00	NC	11	Salaried
* Pump Station Maintenance Supervisor	60850	13	NE	80.00	C	11	Hourly
Pump Station Maintenance Worker I	60830	05	NE	80.00	NC	11	Hourly
Pump Station Maintenance Worker II	60840	08	NE	80.00	NC	11	Hourly
Purchasing Clerk	05280	06	NE	70.00	C	11	Hourly
Purchasing Contract Clerk	05340	07	NE	70.00	C	11	Hourly
Recording Clerk	00130	05	NE	70.00	C	11	Hourly
Records Preservation Assistant	03260	07	NE	70.00	C	11	Hourly
Records Preservation Supervisor	03270	09	NE	70.00	C	11	Hourly
Recreation Leader	38170	07	NE	80.00	C	11	Hourly
Recreation Supervisor	38320	10	NE	80.00	C	11	Hourly
Reproduction Services Supervisor	03210	10	NE	70.00	C	11	Hourly
Research Aide	04090	07	NE	70.00	C	11	Hourly
Research Technician I	04100	09	NE	70.00	C	11	Hourly
Research Technician II	04110	11	EX	70.00	C	11	Salaried
Safety Officer	42130	11	NE	70.00	C	11	Hourly
Safety Training Instructor	42120	09	NE	70.00	C	11	Hourly
Sanitarian I	42550	10	EX	70.00	C	11	Salaried
Sanitarian I (HELP Program)	42555	10	EX	70.00	NC	11	Salaried
Sanitarian II	42560	12	EX	70.00	C	11	Salaried
Sanitarian III	42570	14	EX	70.00	C	11	Salaried
Sanitary Biochemist	22190	10	NE	70.00	C	11	Hourly
Sanitary Chemist I	22110	11	NE	70.00	C	11	Hourly
Sanitary Chemist II	22120	13	EX	70.00	C	11	Salaried
Sanitary Engineer I	10300	11	EX	70.00	C	11	Salaried
Sanitary Engineer II	10310	13	EX	70.00	C	11	Salaried
Sanitary Technician	22210	07	NE	70.00	C	11	Hourly
Security Systems Maintenance Specialist	60177	11	NE	80.00	C	11	Hourly
* Senior Caseworker	30020	11	NE	70.00	C	11	Hourly
Senior Enterprise Design Specialist	03980	15	EX	70.00	C	11	Salaried
Senior Fire Investigator	42185	11	NE	80.00	C	11	Hourly
Senior Forensic Autopsy Technician	22510	09	NE	80.00	C	11	Hourly
Senior Forensic Investigator	22570	13	NE	80.00	C	11	Hourly

Senior Motor Equipment Dispatcher	60215	07	NE	70.00	C	11	Hourly
Senior Network Administrator	03753	14	EX	70.00	C	11	Salaried
Senior Nutrition Assistant	71000	09	NE	70.00	C	11	Hourly
Senior Nutritionist	71180	12	EX	70.00	C	11	Salaried
Senior Office Automation Analyst	04930	15	EX	70.00	C	11	Salaried
Senior Planner (Emergency Management)	15190	11	EX	70.00	C	11	Salaried
Senior Recreation Leader	38420	08	NE	80.00	C	11	Hourly
Senior Sanitary Technician	22220	09	NE	70.00	C	11	Hourly
Senior Support Enforcement Officer	30220	09	NE	70.00	C	11	Hourly
Senior Systems Administrator	03925	14	EX	70.00	C	11	Salaried
Senior Systems Programmer	03840	15	EX	70.00	C	11	Salaried
* Senior Wastewater Treatment Plant Operator	61549	10	NE	80.00	C	11	Hourly
Senior Welfare Fraud Investigator	30670	11	NE	70.00	C	11	Hourly
Senior Zoo Attendant	69230	09	NE	80.00	C	11	Hourly
Sewer Maintenance Crew Leader	63320	10	NE	80.00	C	11	Hourly
Sewer Maintenance Supervisor	63340	12	NE	80.00	C	11	Hourly
Sewer Maintenance Worker I	60650	05	NE	80.00	NC	11	Hourly
Sewer Maintenance Worker II	60660	08	NE	80.00	NC	11	Hourly
Social Services Examiner I	30610	07	NE	70.00	C	11	Hourly
Social Services Examiner I (HELP Program)	30615	07	NE	70.00	NC	11	Hourly
Special Education Transportation Coordinator	23580	12	EX	70.00	C	11	Salaried
Specialist - Services For The Aging	30880	10	NE	70.00	C	11	Hourly
Specification Writer	05370	12	EX	70.00	C	11	Salaried
Specification Writer II	05360	13	EX	70.00	C	11	Salaried
Staff Development Aide	30515	07	NE	70.00	C	11	Hourly
Stenographer II	01110	06	NE	70.00	C	11	Hourly
Stock Attendant	60030	02	NE	70.00	L	11	Hourly
Stock Clerk	05400	04	NE	70.00	C	11	Hourly
Storekeeper	05410	07	NE	70.00	C	11	Hourly
Stream Maintenance Crew Leader	60600	10	NE	80.00	C	11	Hourly
Stream Maintenance Supervisor	63350	12	NE	80.00	C	11	Hourly
Stream Maintenance Worker I	60580	05	NE	80.00	NC	11	Hourly
Stream Maintenance Worker II	60590	08	NE	80.00	NC	11	Hourly
Supervising Social Services Investigator	40130	12	NE	70.00	C	11	Hourly
* Supervisor Of Dispatch Operations	45045	11	NE	80.00	C	11	Salaried

Support Enforcement Officer	30210	08	NE	70.00	C	11	Hourly
Support Enforcement Officer (HELP Program)	30225	08	NE	70.00	NC	11	Hourly
Swimming Facility Manager	38700	05	NE	80.00	C	11	Hourly
Systems Accountant	02290	09	EX	70.00	C	11	Salaried
Systems Accounting Manager	02160	13	EX	70.00	C	11	Salaried
Systems Administrator	03775	12	EX	70.00	C	11	Salaried
Systems Programmer	03590	14	EX	70.00	C	11	Salaried
Tax Abstract Clerk	02180	10	NE	70.00	C	11	Hourly
Tax Clerk	02140	05	NE	70.00	C	11	Hourly
Tax Map Supervisor	15230	13	NE	80.00	C	11	Hourly
Tax Map Technician I	15200	06	NE	70.00	C	11	Hourly
Tax Map Technician II	15210	11	NE	80.00	C	11	Hourly
Teacher	31200	12	EX	70.00	C	11	Salaried
Telephone Technician	03290	07	NE	70.00	C	11	Hourly
Traffic Signal Repair Supervisor	63590	10	NE	80.00	C	11	Hourly
Traffic Signal Repair Worker I	63900	06	NE	80.00	NC	11	Hourly
Traffic Signal Repair Worker II	63910	08	NE	80.00	NC	11	Hourly
Training Unit Assistant	30165	04	NE	70.00	C	11	Hourly
Transportation Operations Officer	10650	09	NE	70.00	C	11	Hourly
Typist I	01000	03	NE	70.00	C	11	Hourly
Typist II	01010	05	NE	70.00	C	11	Hourly
Underground Facilities Locator	61780	08	NE	80.00	NC	11	Hourly
Vault Attendant	60000	03	NE	70.00	L	11	Hourly
Veterans Service Officer	39090	09	NE	70.00	C	11	Hourly
Veterans Services Aide	39050	06	NE	70.00	C	11	Hourly
Veterinary Technician	69260	07	NE	80.00	C	11	Hourly
Victim Assistance Coordinator	08357	08	NE	70.00	C	11	Hourly
Visitor Center Supervisor	38810	04	NE	80.00	C	11	Hourly
Vital Records Manager	03295	09	EX	70.00	C	11	Salaried
Vital Records Specialist	03220	07	NE	70.00	C	11	Hourly
Vital Records Specialist (HELP Program)	03225	07	NE	70.00	NC	11	Hourly
Voting Machine Custodian	69350	07	NE	70.00	UN	11	Hourly
Wastewater Technician I	61820	08	NE	80.00	C	11	Hourly
Wastewater Technician II	61810	10	NE	80.00	C	11	Hourly
Wastewater Treatment Plant Construction Inspector I	61535	12	NE	80.00	C	11	Hourly

Wastewater Treatment Plant Construction Inspector II	61536	14	NE	80.00	C	11	Hourly
Wastewater Treatment Plant Maintenance Crew Leader	61537	11	NE	80.00	C	11	Hourly
Wastewater Treatment Plant Maintenance Helper (I/E)	61538	05	NE	80.00	NC	11	Hourly
Wastewater Treatment Plant Maintenance Helper (Mechanical)	61539	05	NE	80.00	NC	11	Hourly
Wastewater Treatment Plant Maintenance Mechanic	61542	09	NE	80.00	NC	11	Hourly
* Wastewater Treatment Plant Maintenance Worker (Instru/Elec)	61543	09	NE	80.00	NC	11	Hourly
Wastewater Treatment Plant Maintenance Worker (Mechanical)	61544	07	NE	80.00	NC	11	Hourly
Wastewater Treatment Plant Operator	61545	08	NE	80.00	C	11	Hourly
Water Plant Operator I (Type B Plant)	61830	08	NE	80.00	C	11	Hourly
Water Systems Construction Engineer	10660	13	EX	70.00	C	11	Salaried
Water Systems Construction Engineer II	10665	15	EX	70.00	C	11	Salaried
Web Design Specialist	03970	14	EX	70.00	C	11	Salaried
Weights And Measures Inspector	42010	08	NE	70.00	C	11	Hourly
Welder	61150	08	NE	80.00	NC	11	Hourly
Welder (Transportation)	75080	10	NE	80.00	C	11	Hourly
Welfare Fraud Investigator	30650	10	NE	70.00	C	11	Hourly
WIC / .sistant	23040	04	NE	70.00	C	11	Hourly
WIC Assistant (HELP Program)	23055	04	NE	70.00	NC	11	Hourly
WIC Assistant (Spanish Speaking)	23033	04	NE	70.00	C	11	Hourly
WIC Assistant (Spanish Speaking) (HELP Program)	23035	04	NE	70.00	NC	11	Hourly
WIC Assistant (Spanish Speaking) (HELP Program)	23045	04	NE	70.00	NC	11	Hourly
Zoo Attendant	60550	05	NE	80.00	NC	11	Hourly

* These grade upgrades reflective in Appendix B are effective the first full pay period after adoption of this Agreement by the Onondaga County Legislature.

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 (Per 2 week Period)	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.	3 days	Per PP Annual	Per PP Annual
70 HOURS	Per PP Annual	Per PP Annual	Per PP Annual	Per PP Annual	Per PP Annual	Per PP Annual	Per PP Annual	Per PP Annual	Per PP Annual
1/2 time (35 hours)	1.49	2.16	2.29	2.83	2.97	1.35	.41	35.10	10.66
3/5 time (42 hours)	1.78	2.59	2.75	3.40	3.56	1.62	.49	42.12	12.74
7/10 time (49 hours)	2.08	3.02	3.21	3.96	4.15	1.89	.57	49.14	14.82
4/5 time (56 hours)	2.37	3.45	3.67	4.53	4.74	2.16	.65	56.16	16.90
9/10 time (63 hours)	2.67	3.88	4.12	5.09	5.34	2.43	.73	63.18	18.98
Full Time (70 hours)	2.97	4.31	4.58	5.66	5.93	2.70	.81	70.00	21.00
80 HOURS									
1/2 time (40 hours)	1.70	2.47	2.62	3.24	3.39	1.54	.47	40.04	12.22
3/5 time (48 hours)	2.04	2.96	3.14	3.88	4.07	1.85	.56	48.10	14.56
7/10 time (56 hours)	2.37	3.45	3.67	4.53	4.74	2.16	.65	56.16	16.90
4/5 time (64 hours)	2.71	3.94	4.19	5.18	5.42	2.47	.74	64.22	19.24
9/10 time (72 hours)	3.05	4.44	4.71	5.82	6.10	2.77	.84	72.00	21.84
Full Time (80 hours)	3.39	4.93	5.24	6.47	6.77	3.08	.93	80.00	24.00

Note: Minimum leave time increment shall be 15 minutes (.25)
.25 = 15 minutes
.50 = 30 minutes
.75 = 45 minutes

APPENDIX F

COUNTY OF ONONDAGA
MONTHLY PARKING METER LOG SHEET

_____ please staple in this area _____

MONTH/YEAR: _____ EMPLOYEE NAME: _____ DEPT. & _____
AGENCY _____

DATE

LOCATION

AMOUNT
incl. \$.00

TOTAL AMOUNT: |

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. McConnet 2/21/07

For the Employer

Patricia J. [unclear] 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

 12/21/07

For the Employer

 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 by 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.

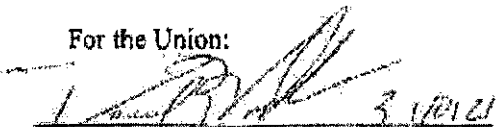
NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

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 3/6/2021 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

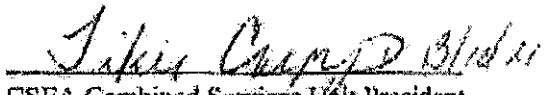
that were not compensated in the penultimate paycheck. In no way do employees of E-911 go uncompensated for any hours worked.

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

/ /

APPENDIX K

AGREEMENT

This Agreement made this 10th day of ^{June} ~~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

Kenneth J. [unclear] Local President
Lyndal [unclear] - CSEA/RS
M. [unclear]

[Signature]

12/12/13

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**

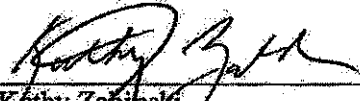
**Between
Onondaga County
and the
CSEA, Local 1000 AFSCME, AFL-CIO, Onondaga County Unit, Local 834**

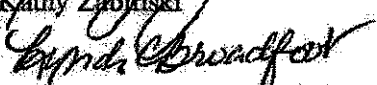
The following memorandum is an addendum to the Tentative Settlement Agreement reached by the above-referenced parties on July 27, 2016 for the collective bargaining agreement covering the period January 1, 2016 through December 31, 2019. The purpose of this addendum is to clarify qualification for retroactive 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 13202-2859

• (315) 435-3637 • Fax 435-8272 • e-mail - psweb1@ongov.net • web address - 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

For the Employer

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COUNTY OF ONONDAGA • DEPARTMENT OF PERSONNEL

John H. Mulroy Civic Center
421 Montgomery Street, 13th Floor
Syracuse, New York 13202-2858

• (315) 436-3537 • Fax 436-8272 • e-mail - personnel@ongov.net • web address - 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:

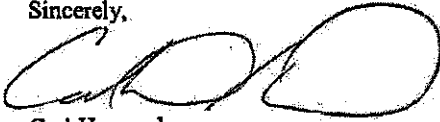
ONE-TIME INCENTATIVE FOR RETIREE HEALTH

- 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)


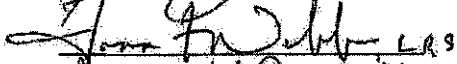

Sincerely,



Carl Hummel
Deputy Commissioner
CH/aen

AGREED & CONFIRMED

For the Union




Denise Y. 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-personnel@ongov.net • web address - 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

COUNTY OF ONONDAGA



DEPARTMENT OF PERSONNEL
DIVISION OF EMPLOYEE RELATIONS

JOHN H. MURPHY CIVIC CENTER
421 MONTGOMERY STREET - 5TH FLOOR
SYRACUSE, NEW YORK 13222

315-435-3455

NICHOLAS J. FIRRO
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:

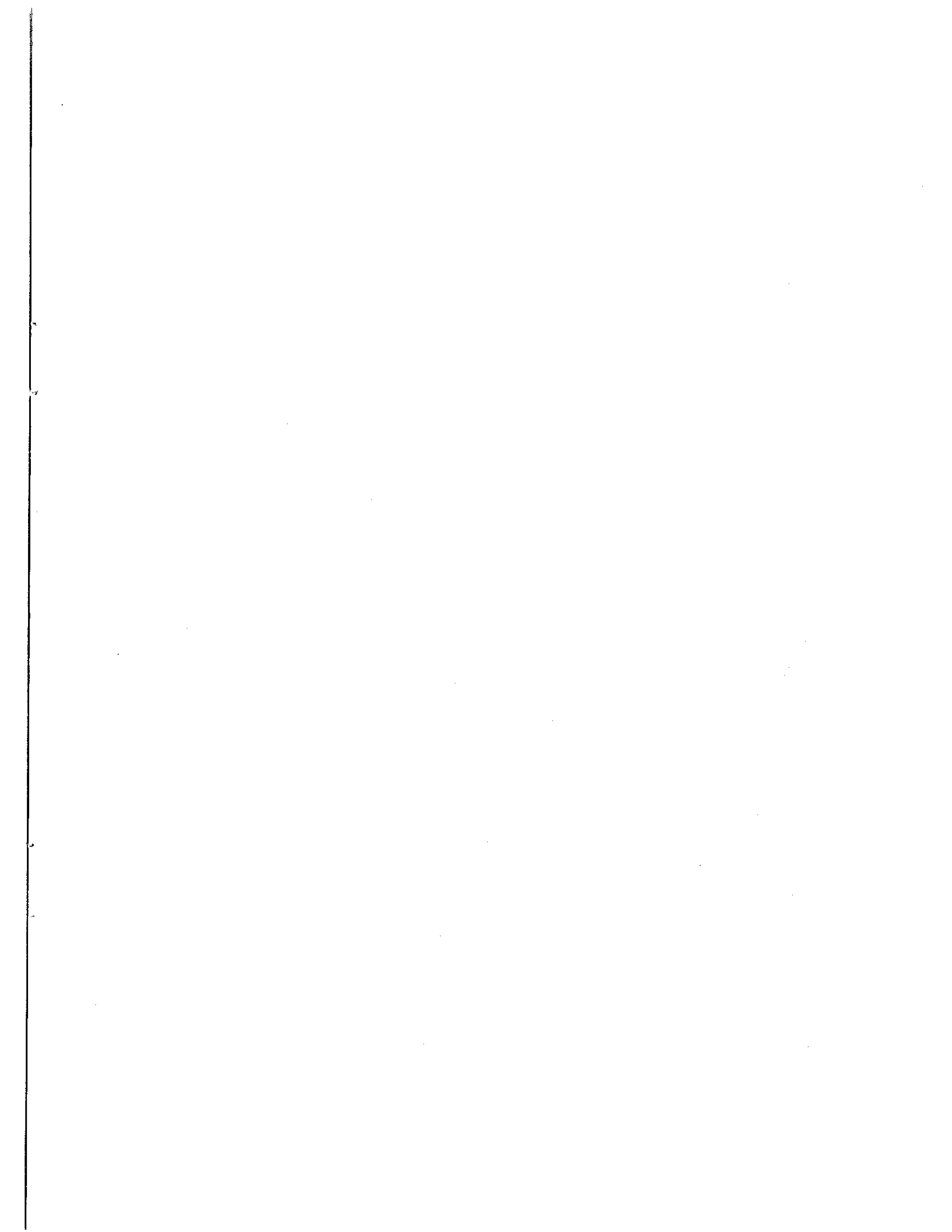
Handwritten signature of Peter Troiano in cursive.

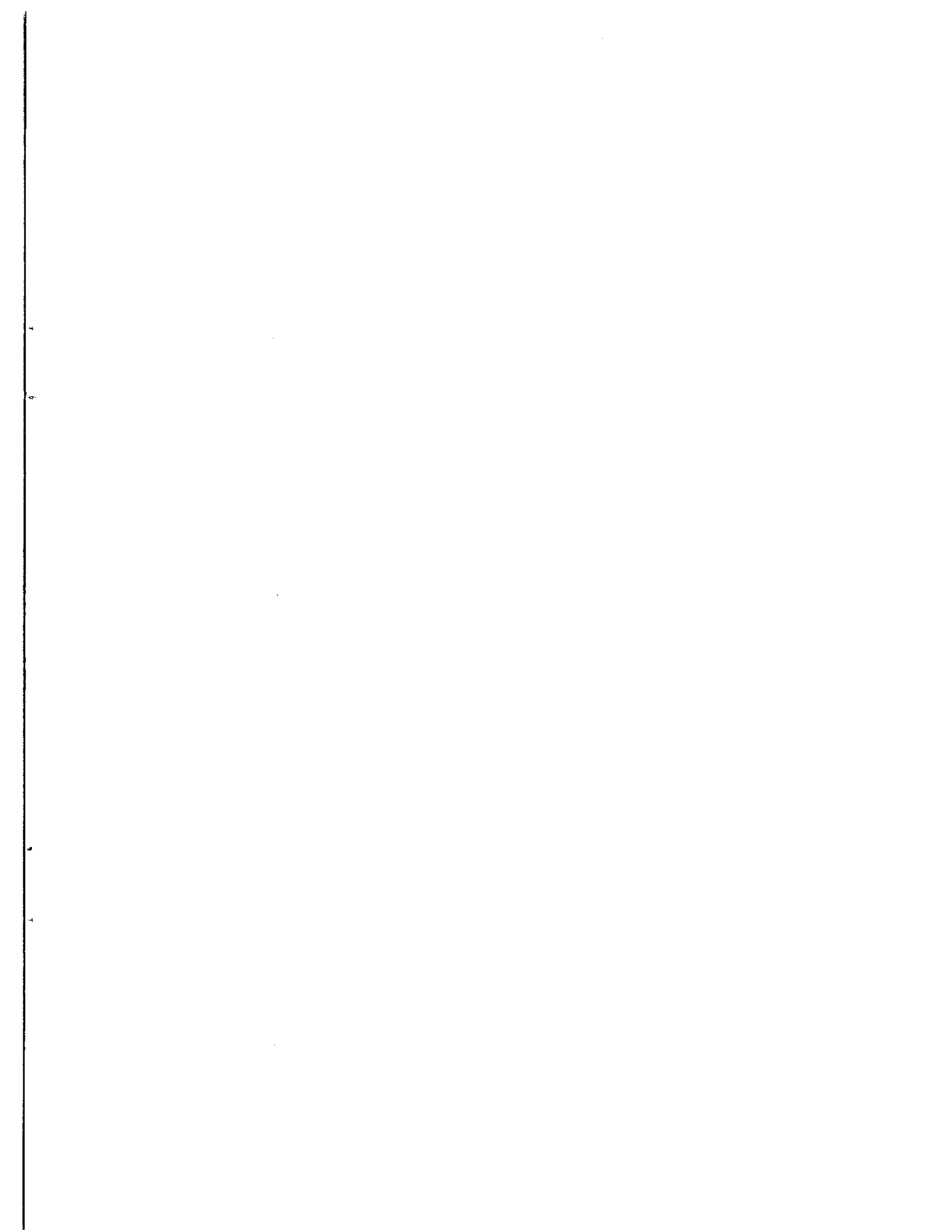
Peter Troiano
Director of Employee Relations

Handwritten signature of Norman Lefebvre in cursive, with the date 03/17/94 written to the right.

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

PT/db







Local 1000, AFSCME, AFL-CIO
143 Washington Ave., Albany, NY 12210

Mary E. Sullivan, President

