

Collective Bargaining Agreement

between

**BUFFALO MUNICIPAL
HOUSING AUTHORITY**

and

**LOCAL 264
Blue Collar Unit**



**AMERICAN FEDERATION OF STATE,
COUNTY, AND MUNICIPAL EMPLOYEES
AFL-CIO**

July 1, 2023 to June 30, 2028

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AGREEMENT BETWEEN
BUFFALO MUNICIPAL HOUSING AUTHORITY
LOCAL 264, AFL CIO, A.F.S.C.M.E.
BLUE COLLAR UNIT

This Agreement, entered into as of the 1st day of July 2023, by and between the Buffalo Municipal Housing Authority, a municipal corporation hereinafter referred to as the “Authority” and Local 264, Blue Collar Unit, American Federation of State, County and Municipal Employees, hereinafter referred to as the “Union” incorporates the Memorandum of Agreement dated June 20, 2023, and ratified by all parties on September 15, 2023, Memorandum of Agreement dated August 15, 2018, and ratified by all parties on September 17, 2018, and the Frederick Douglass & A.D. Price Impact Agreement dated January 11, 2017, and ratified by all required parties on September 29, 2017, for the period July 1, 2011, through June 30, 2023, and replaces the previous agreement in effect from July 1, 1970, through June 30, 2023.

WITNESSETH

WHEREAS, it is the public policy of the Authority to promote harmonious and cooperative relationships between the Authority and its employees; and

WHEREAS, it is the further policy of the Authority to protect the public by assuring at all times the orderly and uninterrupted operations and functions of its government; and

WHEREAS, these policies are best effectuated by laws:

- a. Granting to its public employees the rights of organization and representation, and
- b. Requiring the Authority to negotiate with and enter into written agreements with the Unions representing public employees which have been certified or recognized; and,

WHEREAS, the Authority has recognized the Union for the purpose of negotiating collectively in the determination of an administration of grievances and also for negotiating and entering into a written Agreement with the said Union; and,

WHEREAS, the parties hereto have negotiated in good faith with respect to compensation and terms and conditions of employment; and,

WHEREAS, the parties, following extended and deliberate negotiations, have reached certain understandings which were incorporated into a Memorandum of Agreement, which was approved by Members of the Authority at their meeting of March 11, 1971, and subsequent desire to embody them in a formal Agreement.

WHEREAS, AFSCME, Local 264 (hereinafter “the Union”) is a party to litigation filed in U.S. District Court (WDNY), New York State Supreme Court, and improper practice and arbitration proceedings under the Public Employment Relations Board in connection with various claims against the Buffalo Municipal Housing Authority (hereinafter “the Authority”). The Authority and the Union may be referred to herein as the “Parties”; and

WHEREAS, the Authority has raised those issues in connection with the Parties’ negotiations for a successor agreement and desires to resolve all outstanding litigation through the process of collective negotiations; and

WHEREAS, the Parties have so engaged in collective negotiations in connection with the terms and conditions of employment and in anticipation of reaching a successor agreement for the period effective July 1, 2004 through June 30, 2011; and

WHEREAS, the Union agrees to accept the terms contained in the Parties’ agreement in full satisfaction of all claims asserted or which could have been asserted as set forth herein;

THEREFORE, for good and valuable consideration, the acceptance and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. The Union hereby releases each and every claim that was asserted or which could have been asserted, in the following lawsuits and also agrees that it will discontinue with prejudice as a party (or intervener) in said lawsuits, and not proceed with pending or further appeals in connection with said lawsuits:

W.D.N. Y. Index No. 04-CV-0753S(F)
AFSCME, Local 264 et al, v. Tobe, et al. Regarding the Wage Freeze

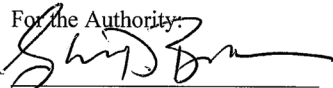
2. The Union hereby agrees that they now withdraw and release, the actions, charges, grievances, proceedings, improper practice charges, demand for arbitrations or pending arbitration proceedings filed prior to the date of execution of this agreement as outlined in the list attached as **Exhibit A** . The Union hereby releases any claims asserted, or which could have been asserted in any such matters and agrees to discontinue as a party to any such matters with prejudice without precedent as to future matters.
3. With regard to the matters addressed in Paragraphs 1 and 2, above, the Union agrees not to file or commence any similar litigation, grievances, charges, actions, arbitrations or proceedings in the future relating to any circumstances known to local 264 that existed on or before the execution date of this settlement memorandum. However, regarding similar matters that occur in the future, the Union reserves its rights.

4. Upon agreement by the parties, this document will serve as Local 264's consent to the discontinuance of these matters in Paragraphs 1 and 2, above. The Union and its President Bill Travis further agree that they will take all additional steps necessary to implement the terms of the disposition of those matters.
5. This Memorandum of Agreement shall be deemed to be included as a component of the Parties' tentative agreement for a successor collective negotiations agreement for the period July 1, 2004 through June 30, 2011. All current language and benefits shall remain in effect except for those items amended by this Agreement.
6. This agreement will be incorporated into the parties' collective bargaining agreement and is subject to ratification by the Union membership and BFSA approval.

It is expressly understood that no provision of this agreement, including those items contained in documents incorporated by reference herein, whether in whole or in part, shall be enacted prior to the ratification of AFSCME Local 264 and approval by all required parties.

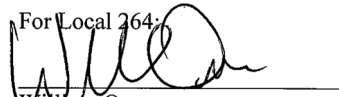
Dated: January 22, 2025

For the Authority:

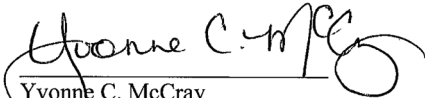


Gillian D. Brown
Executive Director

For Local 264:



William Orr
President



Yvonne C. McCray
Chairman

NOW THEREFORE, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I
BILL OF RIGHTS

To insure that individual rights of employees in the bargaining unit are not violated, the following shall represent the employee's Bill of Rights:

- an employee shall be entitled to Union representation at each and every step of the grievance procedure set forth in this Agreement.
- an employee shall be entitled to Union representation at each stage of a disciplinary proceeding brought pursuant to Section 75 of the Civil Service Law.
- no employee shall be required by the Employer to submit to an interrogation after charges under Section 75 have been served unless he is afforded the opportunity of having a Union representative present.
- no recording devices of any kind shall be used during such interrogation unless the Union is made aware of the fact prior to such interrogation.
- in all disciplinary hearings under Section 75, the employee shall be presumed innocent until proven guilty, and
- an employee shall not be coerced or intimidated or suffer any reprisals either directly or indirectly that may adversely affect his hours, wages or working conditions as the result of the exercise of his rights under this Agreement.

ARTICLE II
RECOGNITION

SECTION 1. EXCLUSIVITY

The Authority hereby recognizes the Union as the sole and exclusive negotiating agent for all the employees, whose job classification appear on the salary schedules attached hereto, for the purpose of establishing salaries, wages, hours of employment and other terms and conditions of employment.

SECTION 2. DEFINITIONS

For the purpose of this Agreement, the term "employee" shall mean, unless otherwise specified, only permanent, probationary or provisional personnel, or those who have been in Authority service on a full time basis for six consecutive months or more.

For the purposes of this Agreement, the term "City Service" shall include service with the Buffalo Board of Education, the Buffalo Municipal Housing Authority, the Buffalo Sewer Authority and the City of Buffalo.

SECTION 3. UNION DUES

Upon receipt of the appropriate membership application and written authorization form, the Authority shall deduct Union dues every two weeks from the wages of those employees who signed the appropriate membership card and authorization to deduct union dues. The necessary membership and authorization form shall be provided by the Union.

The amount to be deducted from each employee's wage shall be certified to the Human Resources Director or designee by the Secretary Treasurer of the Union provided that authorization for such deduction is included in the authorization form submitted to the Authority.

The Authority agrees to inform the union within 30 days of any new hire in the bargaining unit.

SECTION 4. DISAFFIRMANCE OF RIGHT TO STRIKE

- A. Neither the Union nor any employee represented by it shall engage in a strike, and neither the Union nor any employees represented by it shall cause, instigate, encourage or condone a strike.
- B. No lockout of employees shall be instituted by the Authority during the term of this Agreement.

SECTION 5. MANAGEMENT RIGHTS

Except as expressly limited by other provisions of this Agreement, all of the authority, rights and responsibilities possessed by the BMHA including, but not limited to the right to determine the mission, methods, purposes and objectives of the Authority to include the examination, selection, recruitment, hiring or promotion of employees pursuant to law, to establish specifications for each class of positions and to classify or reclassify and to allocate or reallocate new or existing positions in accordance with law and to discipline or discharge employees in accordance with the law, and the provisions of this Agreement, are retained by the Authority. In the exercise of these rights, the BMHA shall observe and be bound by all provisions of this Agreement.

ARTICLE III
SALARIES AND HOURS OF WORK

SECTION 1. SALARY AND ADJUSTMENTS

- A. Effective as of the first day of July 2023, the Authority agrees to pay to all of the employees represented by the Union the rate of compensation as determined by the wage schedule below. Retroactive payments will be issued within thirty (30) days from final approval of this agreement.
- B. A six (6) step annual graded increment salary schedule is in effect for all employees represented by the Union effective July 1, 2023. Employees start at the first grade and advance to the top of the grade in five (5) subsequent annual increment steps.

Step 1 shall consist of 90% of Step 6
Step 2 shall consist of 92% of Step 6
Step 3 shall consist of 94% of Step 6
Step 4 shall consist of 96% of Step 6
Step 5 shall consist of 98% of Step 6
Step 6 shall consist of 100% of Step 6

An employee may be assigned to a higher step within the salary range for the position based on several factors including qualifications and experience as determined by the Executive Director or designee.

Schedule "A" represents a four percent (4%) increase in the top step (former Step 5 of 5 and Step 7 of 7) of the salary schedule in effect June 30, 2023, for all employees represented by the Union, effective July 1, 2023 through June 30, 2024.

In addition, a \$1,500 (fifteen hundred dollar) upgrade will be applied to the top step of the salary schedule in effect June 30, 2023 for each title in the bargaining unit after the percent increase has been applied. Steps 1 through 5 shall be calculated based on 90%, 92%, 94%, 96%, 98% of Step 6.

Schedule "B" represents a four percent (4%) increase in Step 6 of the salary schedule in effect June 30, 2024, for all employees represented by the Union, effective July 1, 2024 through June 30, 2025. Steps 1 through 5 shall be calculated based on 90%, 92%, 94%, 96%, 98% of Step 6.

Schedule "C" represents a three percent (3%) increase in Step 6 of the salary schedule in effect June 30, 2025, for all employees represented by the Union, effective July 1, 2025 through June 30, 2026. Steps 1 through 5 shall be calculated based on 90%, 92%, 94%, 96%, 98% of Step 6.

Schedule "D" represents a three percent (3%) increase in Step 6 of the salary schedule in effect June 30, 2026, for all employees represented by the Union, effective July 1, 2026 through June 30, 2027. Steps 1 through 5 shall be calculated based on 90%, 92%, 94%, 96%, 98% of Step 6.

Schedule "E" represents a three percent (3%) increase in Step 6 of the salary schedule in effect June 30, 2027, for all employees represented by the Union, effective July 1, 2027 through June 30, 2028. Steps 1 through 5 shall be calculated based on 90%, 92%, 94%, 96%, 98% of Step 6.

- C. The salary increases set forth above shall be contingent on the satisfactory discontinuance with prejudice, but without precedent, of all pending litigation, outstanding grievances, Improper Practice Charges as set forth in Paragraph 1 and 2 of the Witnesseth section of this Agreement.
- D. Effective December 9, 2009, the date of contract ratification by all required parties, the Assistant Superintendent of Maintenance position shall receive an upgrade of \$1,000 with the requirement to be on-call pursuant to Paragraph T of Article III, Section 2, of this Agreement. The upgrade will be in replacement of receiving four hours of on-call pay.
- E. The Authority shall pay all salaries and wages upon a biweekly basis. In the event that the regularly scheduled day of payment is a recognized holiday, payment shall be made on the day preceding.
- F. All salary increases, including per diem and hourly and seasonal employees shall be paid retroactive to the above indicated dates, after approval of all required parties.
- G. If a new position within the jurisdiction of the Union is created during the life of this Agreement, the Authority shall designate the job classification and the rate structure. In the event that the union objects to the designated rate structure, it shall have the right to submit the matter as a grievance at Step 4 of the Grievance Procedure as hereinafter provided for in Article XVI to expedite retroactive payments.
- H. Effective as of the first day of July, 1977, the Authority agrees to pay all daily and seasonal employees represented by the Union, a rate of compensation as determined by the wage schedule.
- I. Direct Deposit - The Authority shall be permitted to establish a direct deposit program for payment of compensation in accordance with Section 192 of the New York State Labor law. Employees will have the choice of the Financial Institution they wish to use.

SECTION 2. HOURS OF WORK

- A. The regular hours of work shall be 8:00 a.m. to 4:00 p.m., Monday through Friday, except as indicated elsewhere in this section. Any fifteen (15) minute rest period and lunch periods are inclusive during these hours. Lunch breaks shall be no longer than one-half (1/2) hour and must be scheduled between 12:00 p.m. and 12:30 p.m., unless approved otherwise by the employee's immediate supervisor. Management reserves the right to assign a different fixed lunch schedule.
- B. All employees shall be scheduled to work at a regular work shift as determined by the person in charge which work shift shall have a regular starting and quitting time except for emergency situations, or seasonal operations, as declared by the person in charge. Work schedules shall not be changed by said person in charge unless the changes are mutually agreed upon or unless a shift is eliminated. Work schedules showing the employee's shifts, workdays and hours shall be posted on all project bulletin boards at all times.
- C. The Buffalo Municipal Housing Authority may at its discretion maintain a seven-day operation. The Authority will determine the titles and number of employees. The Authority will determine by October 1st of each year, whether a seven-day operation will occur for the fiscal year beginning on July 1st and will notify the Union in writing of the same.
- In order to implement the seven-day operation, it is understood that the Authority has discretion to assign as supervisor, personnel of other bargaining units.
- D. The Authority may establish and/or terminate a second shift and must notify the Union by October 1st of each year. If establishing a second shift, the BMHA shall post a list of titles and the number of positions. The positions shall be filled by seniority. If there are no volunteers, the shift will be filled by inverse seniority. All employees working a second shift shall be paid a \$.75 shift differential.
- E. Shift Change an individual is assigned to a shift for a minimum of sixty days. To go on or off a shift, except as indicated elsewhere in this agreement, a two (2) week notice will be given (part of the 60 days).
- F. Volunteer Wheel volunteers will be sought for all shift work; if there are no volunteers, a seniority wheel shall be set up. Low man up by title would be first up.
- G. Laborer I & II, Seasonal, may work as assigned.
- H. Individuals who work any shift other than the normal 8:00 a.m. 4:00 p.m., Monday through Friday, shall receive the \$.75 per hour shift differential, holidays included.
- I. For first shift employees whose schedule normally includes Saturday or Sunday, these days shall be considered normal workdays and they shall not be paid premium pay for those days. Individuals will not be required to work both days.

- J. The majority of our employees will continue to work the normal schedule Monday through Friday, 8:00 a.m. 4:00 p.m.
- K. **Tardy** - Employees who report fifteen (15) or more minutes after the start of their shift, with a starting time no later than 9:00 am, will not be paid for the period of absence. Employees may also be subject to disciplinary action as stipulated in BMHA Attendance Policy and in accordance with the terms and conditions of the collective bargaining agreement.
- L. **Record of Time Worked** – The Authority shall be permitted to implement processes and procedures in order for employees to record time worked, including with regard to specific tasks or duties.
- M. **Phone Room** - The Authority shall have the option of having a Phone Room and establishing Phone Room hours of operation. Job titles assigned to the Phone Room will be determined by the Executive Director or designee and must be members of Local 264 and shall be limited to handling Phone Room and office related tasks. The job titles that can be assigned to the Phone Room include Dispatcher, Clerk Aide, Complaint Clerk, Telephone Operator, Typist, Account Clerk Typist and Senior Account Clerk Typist.

In the event a vacancy occurs in the Phone Room other than the Monday – Friday, day shift, the shift will be posted. The vacancy will be filled by seniority of employees assigned to the Phone Room or by inverse seniority of Phone Room staff if there are no volunteers. If there is insufficient number of staff assigned to the Phone Room to fill the shift, the vacancy will be posted and filled by inverse seniority, first from the above listed titles that are included on the voluntary overtime wheel and then if necessary by inverse seniority of employees in the above titles.

Overtime for the Phone Room will be offered by rotation from the Phone Room staff overtime wheel. A second voluntary overtime wheel will be established and will include volunteers serving in the above titles. The volunteers will be added to the second voluntary overtime wheel after they have received sufficient training in the Phone Room. The second voluntary overtime wheel will be used after the Phone Room overtime wheel has been exhausted. Phone Room employees working a shift other than a Monday-Friday day shift shall be paid a \$.75 shift differential.

The Dispatcher position in the Phone Room will only be eliminated through attrition if the BMHA determines the position is no longer required. The Clerk Aides currently working in the Phone Room will continue their existing assignment and will only be eliminated through attrition or promotion.

- N. The Authority shall maintain and make available to all its employees a daily record showing the time worked by each employee.
- O. All employees' work schedules shall provide for a fifteen (15) minute rest period during each one half shift. The rest period shall be scheduled at 10:00 a.m. and 2:00 p.m., unless approved otherwise by the employee's immediate supervisor for a work emergency. Under no condition shall any employee receive less than two fifteen-minute rest periods during any one complete shift of work. Employees,

who for any reason work beyond their regular quitting time into the next shift, shall receive fifteen-minute rest periods before beginning work on the next shift. In addition, they shall be granted the regular rest periods that occur during the said shift.

- P. Any employee called to work outside of his/her regularly scheduled shift shall be paid for at least four (4) hours of work at time and one-half, whether the entire four hours are worked or not provided that the employee remain working for at least two (2) hours and provided that the employee is available to return to work within the initial four hours if needed. If employee does not remain working on the job for at least two (2) hours or if it is necessary to call employee back within four hours of original call and employee is not available, employee will only be paid for actual hours worked, at time and one-half.
- Q. All employees shall be paid time and one half for any of the following work:
- 1) All work performed in excess of eight hours in any workday.
 - 2) All work performed in excess of forty hours in any workweek.
 - 3) All work performed before or after any scheduled work shift.
 - 4) All work performed on Saturday or Sunday (except where the employee's regular work shift includes a Saturday or Sunday).

The overtime rate specified above for Saturday and Sunday work shall not be paid to employees for whom these days fall regularly within their workweek. These employees shall be paid time and one half for all work performed on the sixth and seventh day of their regular workweek. For the purposes of this article, excused paid absence or sick leave within a regularly scheduled five day workweek shall be counted as days worked for the purposes of computation of premium pay.

- R. Procedures for scheduling overtime are as follows:
- Scheduled overtime shall be offered to the employees within the job classification Authority-wide on a rotation basis with the exception of the PPC Phone Room. Employees who are offered overtime work on this basis, but who decline to accept shall be considered to have worked overtime for the purposes of rotation.
 - Refer to Article III, Section 2 (M), above for scheduling overtime in the phone room.
 - The Assistant Superintendent of Maintenance, on call, will be responsible for the scheduling of overtime Authority wide in cases of non-scheduled overtime during the hours of 4:00 p.m. to 8:00 a.m. Monday through Friday, and 24 hours on Saturdays, Sundays and holidays.
 - Non-scheduled overtime shall be offered to the employees within the job classification on a rotation basis, except in cases of emergencies where use of the Authority-wide overtime wheel is not practical.

- Overtime work shall be voluntary, except in cases of emergency. If an emergency occurs prior to the end of the shift, the Assistant Superintendent of Maintenance or designee must ensure the emergency is attended to prior to leaving. The Assistant Superintendent of Maintenance or designee is authorized to direct employees to work until the emergency situation is resolved.
- The Authority shall implement a voluntary overtime wheel for snow removal, when it becomes necessary after the end of the shift, by August 1st of each year. Employees who volunteer will be placed on the overtime wheel by seniority. Employees, who are on the voluntary overtime wheel, will be required to report for snow removal, when the forecast predicts, or when the snowfall reaches 4" or more of snow. Employees on the voluntary wheel who fail to report for three or more consecutive incidents, without reasonable justification, will be considered as having an unauthorized absence. The determination of reasonableness shall be made jointly after consultation with the union and management.

- S. ***Compensatory Time in lieu of Wages*** - Employees who are eligible and who work overtime have the option of receiving wages at time and one-half or compensatory time at time and one-half, at their discretion, as specified herein. The maximum compensatory balance cannot exceed 60 hours (40 hours calculated at time and one-half). Use of compensatory time for more than one (1) hour must be scheduled a minimum of 24 hours in advance. Any newly earned compensatory time cannot be used in the same pay period as it is earned.
- T. A record of the overtime hours worked by each employee shall be posted and maintained on a weekly basis at each maintenance shop.
- U. Absences if an employee is absent five days or less, the Authority may, at its discretion, fill the slot for the remainder of the week at overtime rates. After this week and if the absence continues, the slot would be filled from the list of volunteers or from the seniority wheel, inverse order of seniority, (low man first).
- V. ***On-Call*** - Assistant Superintendent of Maintenance will be on-call on a rotating basis no more than seven times a year and will include designated Authority holidays. The Assistant Superintendent of Maintenance, who is required to be on call, must respond to emergencies. The Assistant Superintendent of Maintenance is authorized to contact employees by rotation on the overtime wheel to work. If no employee is available to report, the Assistant Superintendent of Maintenance must report and handle the situation.

The on-call Assistant Superintendent of Maintenance will have the ability to take an Authority vehicle home during the on-call week to be used for business purposes only, provided a vehicle is available.

Assistant Superintendents of Maintenance who are called into work after normal work hours will receive overtime pay or compensatory time, at their discretion, as specified herein. The maximum compensatory balance cannot exceed 60 hours (40 hours calculated at time and one-half).

W. Assistant Superintendent of Maintenance may be required to attend a maximum of two prescheduled evening meetings per month, such as Tenant council meetings, Common Council meetings, BMHA Open Houses and will be required to flex their schedule.

X. All Assistant Superintendent of Maintenance will be provided a BMHA mobile communication device to conduct Authority business.

SECTION 3. LIMITATION

No overtime payments shall be made unless the overtime work has been specifically ordered by the person in charge or his designated representative. No overtime work shall be ordered unless there has been an appropriation of funds for that purpose.

SECTION 4. RATE OF PAY ON PROMOTION

An employee promoted from one job in a lower salary grade to another job in a higher salary grade, within the promotional ladder as determined by the Civil Service Administration shall receive the rate of pay in the beginning step of the higher salary grade. If the beginning step in the higher salary grade is less than a \$1,000 (one thousand dollars) increase the employee shall receive the lowest increment in the higher job grade that represents at least a \$1,000 increase.

SECTION 5. LONGEVITY

Effective July 1, 2023, each employee who has completed the years of service set forth in Column I below, shall receive annually in addition to his salary as he had in the work schedule for that year the payment as set forth in Column II below;

<u>COLUMN I</u>	<u>COLUMN II</u>
5 YEARS	\$ 450
10 YEARS	\$ 880
15 YEARS	\$1310
20 YEARS	\$1740
25 YEARS	\$2170

A. Longevity payments shall be paid to the employee annually in a lump sum payment on the pay date corresponding to the pay period ending in which the employee's anniversary date occurs.

B. Longevity payments can be paid only after an employee has achieved permanent status with the Authority. However, continuous non permanent service prior to permanent status shall be counted for longevity purposes. The Authority will cooperate with the City and the Union in implementing separate longevity checks.

C. Upon an employee's retirement or death in service, the pro rated amount of longevity due the employee as of the date of retirement or death shall be paid to the employee or the employee's estate, whichever is applicable.

ARTICLE IV
HOLIDAYS

- A. The following are recognized holidays for the purposes of this Agreement, for which employees, except per diem employees, shall receive a day's pay provided that the employee shall have worked his regularly scheduled workday either before or after the said holiday:

NEW YEAR'S DAY	COLUMBUS DAY
MARTIN LUTHER KING DAY	GENERAL ELECTION DAY
PRESIDENT'S DAY	VETERAN'S DAY
GOOD FRIDAY	THANKSGIVING DAY
MEMORIAL DAY	FRIDAY AFTER THANKSGIVING
JUNETEENTH	CHRISTMAS DAY
INDEPENDENCE DAY	LABOR DAY

In addition, should a national holiday be declared and adopted by the City of Buffalo, the employees in this bargaining unit shall be entitled to the same.

- B. Whenever any of the holidays listed above shall fall on a Sunday, the succeeding on Monday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on a Saturday, the preceding Friday shall be observed as the holiday.
- C. Any employee who is required to work on any of the holidays listed above shall be paid the prevailing overtime rate of pay for the hours worked in addition to his holiday pay.
- D. For the purpose of computing overtime, all holiday hours, whether worked or not worked for which an employee is compensated shall be regarded as hours worked.
- E. Overtime pay in addition to the regular rate of pay, however, shall be paid either for the actual holiday or the day on which the holiday is observed, but not both, even though both days may be worked.

ARTICLE V
VACATIONS

SECTION 1. ELIGIBILITY AND ALLOWANCE

Effective March 1, 2010, vacation accruals will be credited on or about the first of each month for the previous month of service. Vacation leave for employees hired prior to December 9, 2009, the date of contract ratification by all parties including the Buffalo Fiscal Stability Authority, shall be prorated monthly and granted according to the following schedule:

<u>YEARS OF SERVICE</u>	<u>LENGTH OF VACATION</u>	<u>MONTHLY ACCRUALS</u>
1 YEAR	2 WEEKS	6.67
5 YEARS	3 WEEKS	10.00
6 YEARS	3 WEEKS, 1 DAY	10.67
7 YEARS	3 WEEKS, 2 DAYS	11.34
8 YEARS	3 WEEKS, 3 DAYS	12.00
9 YEARS	3 WEEKS, 4 DAYS	12.67
10 YEARS	4 WEEKS	13.34
11 YEARS	4 WEEKS, 1 DAY	14.00
12 YEARS	4 WEEKS, 2 DAYS	14.67
13 YEARS	4 WEEKS, 3 DAYS	15.34
14 YEARS	4 WEEKS, 4 DAYS	16.00
15 YEARS	5 WEEKS	16.67

Vacation leave for employees hired after December 9, 2009, and on or before September 17, 2018, shall be prorated monthly and granted according to the following schedule:

<u>YEARS OF SERVICE</u>	<u>LENGTH OF VACATION</u>	<u>MONTHLY ACCRUALS</u>
1 – 5 YEARS	2 WEEKS	6.67
6 - 15 YEARS	3 WEEKS, 2.5 DAYS	11.67
16+ YEARS	4 WEEKS, 2.5 DAYS	15.00

Vacation leave for employees hired after September 17, 2018 shall be prorated monthly and granted according to the following schedule:

<u>YRS OF SERVICE</u>	<u>MONTHS</u>	<u>ANNUAL VACATION</u>	<u>MONTHLY ACCRUAL</u>
1-5 years	2-59	2 WEEKS	6.67
6-15 years	60-179	2 WEEKS, 4.5 DAYS	9.67
16+ years	80+	3 WEEKS, 2.5 DAYS	11.67

If an annual employee, otherwise eligible for a vacation, has been on an authorized leave of absence without pay for more than thirty (30) days they will not be credited with vacation for months in which they were on an unpaid status.

Previous service with the City of Buffalo, the Buffalo Sewer Authority or the Buffalo Board of Education shall be considered in computing the length of service with the Authority. Employees shall receive their first credits at increased rates on the first day of the two week period following the completion of the years of service designated above.

SECTION 2. VACATION PAY

The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the payday immediately preceding the employee's vacation period.

Employees shall receive their vacation pay no later than three (3) days prior to the start of their vacation period provided a written request for same has been submitted to the Finance Department at least thirty (30) days in advance. Such request cannot, thereafter, be canceled.

Employees may request in writing with Authority approval to sell back up to two (2) weeks of vacation per year at the employee's regular daily pay rate for that year less deductions.

SECTION 3. CHOICE OF VACATION PERIOD

It shall be the responsibility of each employee to request his or her vacation by January 31 of each year for vacation time sought for the period between March and the following February. Employees are to select their preferred vacation dates with alternate second choice. Vacations shall be granted for the period requested by the employee, if feasible. Conflicts shall be resolved on the basis of Seniority within the employee's job title and location for requests received by January 31. Any vacation request after January 31 will be considered on a first come first serve basis. The approved vacation schedule for March until the following February will be posted no later than March 1st. All vacation requests are subject to the approval of the Executive Director or his/her designee.

Vacation time may be used in four (4) hour increments.

Requests for the use of accumulated vacation in excess of five (5) consecutive workdays may be granted by mutual agreement. Conflicts shall be resolved on the basis of seniority within the employee's job titles.

Vacations of less than five (5) consecutive days must be submitted to the supervisor at least forty eight (48) hours in advance and may be granted at the discretion of the Supervisor. The requirement for advance notice may be waived in a case of an emergency.

Vacation requests for July and August shall not exceed two consecutive weeks for any employee. Special requests can be made for three consecutive weeks of vacation.

Vacations may be scheduled throughout the year. The Authority shall cooperate in scheduling of vacation so as to resolve conflicts, but must maintain essential service to tenants.

Any employee who is at their maximum allowable vacation accumulation, that has vacation requests denied, will not lose their vacation time for one year.

SECTION 4. VACATION RIGHTS IN CASE OF LAYOFF, RETIREMENT OR SEPARATION FROM SERVICE

Any employee who is laid off, retires or separates from service of the Authority for any reason including death shall be compensated in cash for the monetary value of his/her accumulated and unused vacation time standing to his/her credit at the time of his separation from service. However, an employee will not be paid for more than their maximum two years' worth of vacation accumulation, plus any Vacation Reserve Bank, if applicable. In case of an employee's death in service, payment shall be made to his beneficiaries or estate.

SECTION 5. GENERAL

Time on paid sick leave and all other time paid for but not actually worked with the exception of time while receiving workers' compensation benefits shall be considered as days worked for the purpose of computing vacation eligibility.

SECTION 6. CHANGING VACATION PERIODS

Once vacation periods have been approved by the person in charge or his designee, they shall not be changed unless such change is mutually agreed upon by the person in charge and the employee affected.

ARTICLE VI **SICK LEAVE**

SECTION 1. ELIGIBILITY AND ALLOWANCE

Employees shall be granted paid sick leave upon the terms and conditions set forth as follows:

- A. Employees who are unable to discharge duties of their position on account of personal illness, shall be granted full pay during such absences to the extent that sick leave credits as described herein will allow. Sick leave accumulation may be taken in one (1) hour increments. .
- B. At the completion of six months of continuous service, employees on a five-day workweek who are on a paid status for at least *fifteen (15) days during the preceding calendar month shall be credited with .9 (9 tenths) of a day per month on the first day of each calendar month.
- C. For employees hired prior to July 1, 1986, at the completion of three (3) full years of employment, employees on a five-day workweek who were on a paid status for at least *fifteen days during the preceding calendar month shall be credited with 1.3 days per month on the first day of each calendar month..
- D. For employees hired on or after July 1, 1986, at the completion of three (3) full years of employment, employees on a five-day workweek who were on a paid status for at least *fifteen (15) days during the preceding calendar month shall be credited with 1.1 days per month on the first day of each calendar month.
- E. Employees hired prior to October 1, 1989, and who are on a five-day workweek may accumulate sick leave in an amount not to exceed 300 (three hundred) days. Employees hired on or after October 1, 1989, who work a five-day workweek, shall be permitted to accumulate up to 180 sick days. The unused portion of the sick leave credited to the employees for prior service with the City of Buffalo, the Buffalo Sewer Authority or the Buffalo Board of Education shall be included in such accumulation and the length of such prior service shall become part of the basis for determining the rate of credit under subdivisions (b), (c) and (d).
- F. Regular staff holidays occurring during an employee's sick leave with pay shall not be counted as a working day against sick leave. Employees absent on sick leave without pay shall not be compensated for any holidays occurring during such leave.

- G. Effective July 1, 2023, the Authority agrees that upon retirement or death, any accumulated unused sick leave can be bought back at a ratio of 1:1. The employee also has the option to apply the unused sick leave or any portion thereof to the employee's service credit for retirement as provided under Section 41 j of the New York State Retirement Act.
- H. Employees who are absent from work without permission or without accumulated leave may be marked X pursuant to the terms and conditions specified in Article XVII, Section 4, of this Agreement.
- I. Employees who are ill and do not have sufficient sick leave may be permitted to use accumulated personal and vacation leave subject to the terms and conditions specified in Article XVII, Section 4, of this Agreement.
- J. Employees who are absent from work on account of illness for five (5) or more consecutive days are required to provide the Authority with medical documentation upon return to work.
- K. Employees may be required to take a physical examination, at the discretion of the Authority, upon returning to work, after a five-day or more absence.
- L. For employees who transfer service from the City of Buffalo, the Buffalo Board of Education or the Buffalo Sewer Authority, the determining factor in the employee's rate of accumulation as stated in paragraphs (b), (c) or (d) above, as well as on determining the amount of maximum accumulations for sick leave credits, shall be their date of appointment with the City of Buffalo, Board of Education, or the Buffalo Sewer Authority as long as said service has been continuous.

*Employees returning from approved leaves of absence or Workers' Compensation status who are on a paid status for at least ten (10) days in the preceding month will be credited with one-half of the monthly accrual.

SECTION 2. SICK LEAVE BANK

Upon an employee's request and submission of supporting medical documentation, a sick bank will be established with a limit of up to 50 days. A 30-day extension may be granted at the discretion of the Executive Director. In order to be eligible to contribute to the sick bank, employees must have a minimum of five (5) sick days accumulated.

SECTION 3. SICK LEAVE INCENTIVE

Effective July 1, 2023, employees who have perfect attendance (no sick leave, no absences without pay, and no workers' compensation) in a six-month period, from January 1 through June 30 and July 1 through December 31, will receive 2.5 days' pay. Payment will be issued within 30 days of the end of each period of perfect attendance, i.e. by January 31 and July 30. Sick bank donations will not be counted as time used for the purpose of the incentive.

ARTICLE VII
LEAVE OF ABSENCE WITH PAY

SECTION 1. GENERAL

Employees are entitled to any leaves of absence with pay as set forth in the Personnel Policy of this Authority not otherwise provided for herein, e.g., sick leave, disability leaves, bereavement leaves and military leaves.

SECTION 2. JURY DUTY

The Authority shall grant a leave of absence with full pay to any employee who is required to serve on jury duty during such period as he is actually upon such duty.

Employees are required to work all available reasonable hours outside of those actually required for jury duty examination in accordance with the employee's regular work schedule. Employees will be required to provide proof of the time at which the employee was dismissed from jury duty.

SECTION 3. PERSONAL LEAVE

Each employee is entitled to five (5) days of personal leave with pay each fiscal year, according to the following schedule.

- Two (2) days of personal leave on July 1 following date of hire
- Three (3) days of personal leave on the second July 1 following the date of hire
- Five (5) days of personal leave on the third July 1 following the date of hire and each year after

This personal leave may be used at the employees discretion provided that the employee submits his/her request with at least twenty four (24) hours' notice to his/her superior except where an emergency situation makes the giving of notice impossible and, provided further, that his absence will not seriously hamper or impede the necessary work of his department. Personal leave may be taken in one (1) hour increments.

In the event an emergency personal leave day is necessary, the employee must state the reason for the emergency when calling in.

Personal leave is noncumulative. If personal leave is not used, it shall be added to sick leave time.

Transferees from the City of Buffalo, the Buffalo Sewer Authority or the Buffalo Board of Education shall be credited only with the unused portion of personal leave remaining for the fiscal year in which the transfer occurs.

SECTION 4. UNION LEAVE

Any member of the Union who is elected or designated to attend a function of the Union's International or other subordinate body shall be permitted to attend such function and shall be granted the necessary time off without loss of either time or pay, provided that the said

time off is of a reasonable duration as determined by the person in charge. This right of attendance, moreover, shall be governed by any conditions, restrictions or limitations contained in the International Constitution of the Union.

SECTION 5. CIVIC DUTY

Employees required to appear before a court or other public body on any matter not related to their work and in which they are not personally interested, shall be granted a leave of absence therefore.

The Authority agrees to pay them the difference, if any, between the compensation they receive from the court or other public body and their regular wages for each day of service.

Employees are required to work all available reasonable hours outside of those actually required to appear before a court or other public body in accordance with the employee's regular work schedule. Employees will be required to provide proof of the time at which the employee was dismissed from the legal proceeding.

SECTION 6. BEREAVEMENT LEAVE

Each employee, including permanent, provisional and temporary paid on an annual basis, who is absent from duty on account of death in his immediate family shall receive his established compensation for the period so absent, not exceeding five (5) working days, for each such death. This bereavement leave shall be non cumulative and not charged to any other leave.

The employee must notify the person in charge of his request for such leave. The first day of the five day period shall be the first work day after death. The immediate family of the employee or of the employee's spouse shall include the spouse, parents, grandparents, children, grandchildren, brothers, sisters, father in law, mother in law, sister in law, brother in law or step relatives and any other relatives of the employee or the employee's spouse residing in the household of the employee. In addition, one (1) workday shall be granted for the death of the employee's (or the spouse of the employee) aunt, uncle, niece or nephew.

Said day of bereavement leave shall be during the wake or memorial service.

An employee who is absent from work on bereavement leave may be required to submit, to the Authority, a copy of a death certificate, or a newspaper advertisement or other form of proof to validate the use of bereavement leave.

ARTICLE VIII **LEAVE OF ABSENCE WITHOUT PAY**

SECTION 1. GENERAL

Leaves of absence, without pay or fringe benefits, not otherwise provided for in this agreement and not to exceed one (1) year, may be granted by action of the Board of Commissioners of the Authority, only, for a purpose they deem appropriate, subject to the rules of the classified Civil Service. It is understood that the decision of the Board of Commissioners is final and binding.

SECTION 2. UNION BUSINESS

Any employee who is elected to a union office or who is designated by the Union to do work which takes him from his employment with the Authority shall, upon the written request of the Union, be granted a leave of absence, without pay. This leave shall not exceed one (1) year, but it may be renewed or extended at any time upon the written request of the Union subject to the Rules of the Classified Civil Service of the City of Buffalo. Any member of the Union who is selected by the Union to participate in any other Union activity shall be granted a leave of absence without pay at the written request of the Union. Such leave is not to exceed one (1) month, but it may be renewed at any time upon the written request of the Union.

SECTION 3. MATERNITY

Maternity leaves without pay, except for the time in the hospital, which shall be chargeable to sick leave not to exceed six (6) months shall be granted upon the request of an employee, and may be extended or renewed for an additional period not to exceed six (6) months.

SECTION 4. EDUCATIONAL LEAVES AND ALLOWANCES

- A. After completing one (1) year of service, any permanent employee, upon request, shall be granted a leave of absence, without pay, for educational purposes. The period of the leave of absence shall not exceed one (1) year, but may be extended or renewed at the request of the employee, subject to the Rules of the Classified Civil Service of the City of Buffalo.
- B. One (1) year leaves of absence, with any requested extension for educational purposes shall not be provided more than once every three (3) years.
- C. Permanent employees shall also be granted leaves of absence for educational purposes, not to exceed one (1) month in any calendar year, to attend conferences, seminars, briefing sessions or other functions of a similar nature that are intended to improve or upgrade the individual's skill or professional ability.
- D. Permanent employees who enroll in Adult Education Courses (evening courses) in order to aid or advance themselves in their present position will be reimbursed by the Authority, up to 50% of the cost of the course(s) to a maximum of \$25 (twenty five dollars) per semester. Employees must achieve a "C" average or certificate of satisfactory completion in order to be reimbursed.

A commitment from the school must be obtained and the employees must consult and obtain approval of the Authority to ensure that the course(s) is job related.
- E. Employees who enroll in part time studies to obtain any degree in a college or at a graduate level, would be permitted to use accumulated vacation or personal leave in one (1) or one half (1/2) day segments. The course(s) must be related to present or future BMHA job prospects, projects or assignments. The employee must request approval from the Authority and demonstrate all other alternative possibilities are exhausted. One person per department, per semester, would be allowed this leave.

F. All such leaves must be requested in writing and require approval. These leaves will not be withheld unreasonably.

SECTION 5. EMPLOYMENT OPPORTUNITIES

Employees permanently classified in subordinate positions shall be granted a leave of absence, without pay, to enable such employee to serve temporarily, provisionally, for trial periods, or for periods necessary to qualify for permanent appointment to a competitive class, or another position of a higher class that requires such conditions to be met, or where an employee is offered a job on a permanent transfer, so long as said employment is with any department of the Authority, or within a department of the City of Buffalo.

SECTION 6. MEDICAL LEAVE OF ABSENCE

A permanent employee who has exhausted all accumulated leave, including sick leave, vacation leave and personal leave, and who is unable to work because of an illness or disability may request a medical leave of absence, without pay, for a period of six (6) months. Such leave may be extended or renewed upon request for an additional six (6) months.

An employee who finds it necessary to request a medical leave of absence, without pay, must submit a request, in writing, prior to or concurrent with the expiration of accumulated leave. The request must state the approximate date the leave of absence is to begin along with the approximate length of time the employee expects to be absent.

Medical, dental and life insurance benefits shall remain in effect during this leave of absence.

ARTICLE IX **MILITARY SERVICE**

SECTION 1. TRAINING PROGRAM

Any employee who is a member of the Reserve Forces of the United States or of the State of New York and who is ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States or the State of New York shall be granted a leave of absence with pay for a period not to exceed thirty (30) days per calendar year.

Employees who are ordered for reserve service must notify the Executive Director within five (5) business days following receipt of said orders except in the case of an emergency, at which time, the five (5) day notice shall be waived.

SECTION 2. ACTIVE SERVICE

Any employee who enters into active service in the Armed Forces of the United States while in the employ of the Authority shall be granted a leave of absence without pay for the period of military service. The Authority will permit each employee who enters into the active service of the United States military forces to exhaust credited vacation and personal leave benefits prior to such entry.

ARTICLE X
ABSENCE DUE TO INJURY

- A. An employee taking leave in a Worker's Compensation case, may not use or be compensated by the use of sick leave, vacation leave or personal leave or any type of accumulated leave benefit except as provided for in this Article.
- B. An employee returning to work from a Worker's Compensation status is required to contact the Personnel Department upon release from the physician. Employees may be required to be examined by the Civil Service physician prior to returning to work.
- C. If a worker's compensation case or claim is denied at the initial or a subsequent step by the Worker's Compensation Board, the worker's compensation carrier or by another legitimate funding agency and subsequently the employee is ruled ineligible to receive Worker's Compensation checks, but said employee believes that he has a work related injury, disease, disability or sickness which prevents him from working and subsequently said employee initiates a formal appeal of the denial ruling, then said employee during this controverted disability period and appeal period and while he is not working, shall be allowed to use his accumulated paid sick leave, upon the presentation of a legitimate letter from a medical doctor attesting to the severity of the disability, sickness, injury and the un employability of said employee. The paid sick leave shall cease upon the determination of employability of said employee or the determination of the compensation claim.

An employee taking leave in a worker's compensation case shall be permitted the use of sick leave during the statutory waiting period.

Should the employee continue on compensation and/or be granted worker's compensation by the Worker's Compensation Board, the employer would be entitled to the pro rated share of wages/compensation checks, and the employee must reimburse the Authority with compensation checks. The employer will reinstate sick leave based upon the value of the compensation check as it relates to normal pay.

- D. Employees will be excused, with pay, to attend hearings before the Workers' Compensation Board scheduled in connection with claims arising from their employment with the BMHA. To receive compensation for time lost in attending such hearings, employees must notify their immediate supervisor at least two working days prior to the scheduled hearing and must provide a copy of the hearing notification which includes the date, time and location of the hearing. Written verification of attendance must also be provided. Employees must report to work both before and after the scheduled hearing.
- E. Any temporarily disabled employee that cannot perform the essential duties of their own position with a reasonable accommodation, but may perform work duties on a restricted basis may be temporarily assigned to transitional duties by the Department during the length of the employee's disability provided that the BMHA will not assign transitional work of a higher pay rate.

ARTICLE XI
RETIREMENT BENEFITS

Effective April 22, 1971, the Authority will provide the benefits of the Career Retirement Plan set forth in Section 75 i of the Retirement and Social Security Law (20-year retirement plan with 1/50th fraction thereafter). The Authority agrees to provide the guaranteed ordinary death benefit authorized by Section 60 b of the Retirement and Social Security Law. It will also provide an additional service credit for retirement purposes of one additional day for each of accumulated and unused sick leave up to a maximum of 165 days as provided in Section 41, Subdivision j of the Retirement and Social Security Law so long as permitted by such law.

ARTICLE XII
MEDICAL AND HEALTH PLAN

SECTION 1. MEDICAL HEALTH BENEFITS

Effective January 1, 2010, the BMHA shall provide health insurance through a single provider (currently Blue Cross/ Blue Shield) to all eligible employees through the 204 Plan, with a \$5/\$15/\$30 prescription drug benefit.

The BMHA shall pay 100% of the premium for employees who were hired prior to December 9, 2009, the date of contract ratification by all required parties.

Employees hired after December 9, 2009, the date of contract ratification by all required parties, shall contribute 15% of the premium cost of the plan for family coverage and 15% of the premium cost of the plan for single coverage per month through payroll deduction.

Employees' contribution to their health insurance and dental insurance will automatically be deducted with pretax dollars unless the employee requests, in writing, that these contributions be taken after taxes.

For all employees that obtain health insurance through the Authority, the Authority agrees to deposit \$1,000 per year into a 105-h healthcare savings account for employees who have family medical insurance coverage and \$500 per year for employees who have single medical insurance coverage. The Authority's contribution into the 105-h health savings plan ends at retirement.

Employees are required to notify the Personnel Department of any changes in marital status or dependent status within 10 days. Employees who fail to notify the Authority of incidents that would result in a change in coverage will be responsible for an additional cost incurred by the Authority.

Employees will continue to be covered by the health plans in effect for the period following the expiration of their sick time provided that a doctor's certificate as to the continuance of the illness is submitted prior to the expiration of such sick leave time upon such terms and conditions as are required to pay the full cost of the plan.

Dependent Coverage – If an employee dies while in active BMHA employment, the spouse and dependents will maintain health insurance coverage for eighteen (18) months. The benefit will be with the same conditions and at the same level as the employee was receiving.

The Authority reserves the right to change carriers upon notice to the Union, provided that the overall level of benefits shall be equal to the coverage provided at the time of the change. In the event the Authority and the Union disagree regarding whether the overall level of benefits provided by a successor plan is equal, the issue shall be presented to an arbitrator for a determination.

The parties agree that the Authority may self-fund its medical coverage. The Authority shall not be required to submit a cost sharing proposal to implement a self-fund program.

SECTION 2. FLEXIBLE SPENDING ACCOUNT

The Authority, at its discretion, will establish a non-refundable flexible spending account. Employees will have the option to participate in the plan for the purpose of saving tax deferred dollars to pay for eligible medical expenses.

SECTION 3. DENTAL INSURANCE

A) Effective as soon as administratively possible after final approval of this agreement, the Buffalo Municipal Housing Authority shall provide at its expense GHI Preferred Plan with 100% prosthetics. The BMHA retains the right to substitute a similar plan with the same schedule of benefits. No changes will be made without prior approval of the Union.

It is agreed that prior to accepting a bid on the dental plan, the Union shall have the opportunity to review the bid in order to be certain that the benefits are equal to or greater than what is currently in effect. If a dispute should arise relative to the question of equal or better coverage, then this item may be grieved at the Union's prerogative.

This coverage shall provide the following, but shall not be limited to:

- BASIC DENTAL COVERAGE
- ORTHODONTICS
- SINGLE ROOT CANALS
- PRE MOLAR ROOT CANALS
- MINOR GINGIVECTOMIES
- PROPHYLAXIS
- FLUORIDE TREATMENTS

B) Employees hired on the 1st of the month after final approval of this agreement shall be obliged to pay the full cost of their dental insurance, if they desire coverage, for a period of 12 months. Dental insurance coverage is optional.

Employees who wish dental insurance may pay for the coverage during the normal waiting period of twelve (12) months. The full amount will be deducted from their check by way of payroll deduction.

SECTION 4. MEDICAL INSURANCE WAIVER

1. The Buffalo Municipal Housing Authority will pay \$100 (one hundred dollars) per credited month up to \$1,200 (twelve hundred dollars) per year to each employee entitled to family medical insurance coverage and whose spouse has medical insurance with his/her employer to those Authority employees who have and can document access to other comparable paid medical coverage plans through an alternate employer or organizational membership if the Authority employee voluntarily waives his/her right to Authority paid medical insurance.
2. Payments will be made in four installments per year, on April 15, July 15, October 15 and January 15 if the employee's prorated time in the plan totals 12 months.
3. Employees desiring to waive their family medical insurance will be required to show proof of their spouse's coverage to the Authority and to their Union. Such request shall be in writing to the Authority and the Union and will be effective on the first day of the month following thirty (30) days after the date of receipt of such notification to the Authority. In addition, the employee shall execute a waiver form prepared by the Authority.
4. Upon joining the plan, the employee shall be entitled to an in lieu payment at the next payment date prorated to reflect the employee's credited time in the plan.
5. All earnings from participation in this plan shall be paid in a separate check on the dates specified in Rule #2. The W 2 statement issued at the end of the year shall indicate these additional earnings. The portion of the payment spent on supplemental medical insurance may be deducted for income tax purposes if the employee satisfies all other requirements.
6. Should the spouse's coverage be terminated for any reason, the employee will immediately notify the Authority in writing. Upon such notification and proof to the Authority that their spouse's insurance has been canceled the Authority shall transfer the employee to the family medical insurance plan provided for by Union contract and the employee will be provided full family coverage without preconditions or lapse in coverage.
7. An employee who has waived his/her family medical insurance coverage, and who desires to be reinstated to such family medical insurance shall notify the Authority and the Union in writing. Such coverage shall be reinstated on the first day of the month following thirty (30) days after the date of receipt of such notification by the Authority.
8. Upon leaving the plan, the employee shall be entitled to an in lieu payment at the next payment date prorated to reflect the employee's credited time in the plan since the last payment date.
9. This plan shall also apply to retirees presently provided Authority paid medical insurance.

10. The Authority shall closely monitor the number of participants from each of the various groups so as not to jeopardize the existence and continuation of the group. If the response to this plan jeopardizes the group, the Authority will act to disapprove further requests for participation in the plan. A waiting list will be set up and as opportunities become available to join the plan, employees will be taken from the top of the waiting list.

Employees leaving the plan and, at a later date, wishing to join, shall be assigned to the bottom of the waiting list. An employee may join or leave the plan at any time, however, an employee shall only be permitted to join or leave once, each, in any calendar year.

11. This plan will become effective as soon as administratively possible after final approval of the contract is received. Employees may express interest in joining the plan by notifying in writing, the Personnel Department of the Authority, 300 Perry Street. Waiver forms shall be provided by the Authority.

SECTION 5. DENTAL INSURANCE WAIVER

1. The Buffalo Municipal Housing Authority will pay \$12.50 (twelve dollars and fifty cents) per credited month up to \$150 (one hundred fifty dollars) per year to each employee entitled to dental insurance coverage and who voluntarily waives his/her right to Authority paid dental insurance.
2. Payment will be made in one installment of \$150 (one hundred fifty dollars) on or about December 1st of each year if the employee's prorated time in the plan totals 12 months.
3. Employees desiring to waive their dental insurance must make such request in writing to the Authority and the Union and will be effective on the first day of the month following thirty (30) days after the date of receipt of such notification to the Authority. In addition, the employee shall execute a waiver form prepared by the Authority. Employees requesting to waive dental insurance, are not required to provide proof of dental coverage.
4. Upon joining the plan, the employee shall be entitled to an in lieu payment on the following December 1st prorated to reflect the employee's credited time in the plan.
5. All earnings from participation in this plan shall be paid in a separate check on or about December 1st of each year. The W 2 statement issued at the end of the year shall indicate these additional earnings.
6. An employee who has waived his/her dental insurance coverage, and who desires to be reinstated to such dental insurance shall notify the Authority and the Union in writing. Such coverage shall be reinstated on the first day of the month following thirty (30) days after the date of receipt of such notification by the Authority.
7. Should the spouse's coverage be terminated for any reason, the employee will

immediately notify the Authority in writing. Upon such notification and proof to the Authority that their spouse's insurance has been canceled, the Authority shall transfer the employee to the family dental insurance plan provided for by Union contract and the employee will be provided full family coverage without preconditions or lapse in coverage.

8. Upon leaving the plan, the employee shall be entitled to an in lieu payment on or about December 1st prorated to reflect the employee's credited time in the plan since the last payment date.
9. The Authority shall closely monitor the number of participants from each of the various groups so as not to jeopardize the existence and continuation of the group. If the response to this plan jeopardizes the group, the Authority will act to disapprove further requests for participation in the plan. A waiting list will be set up and as opportunities become available to join the plan, employees will be taken from the top of the waiting list. Employees leaving the plan and, at a later date, wishing to join, shall be assigned to the bottom of the waiting list.

An employee may join or leave the plan at any time, however, an employee shall only be permitted to join or leave once, each, in any calendar year.

10. This plan will become effective as soon as administratively possible after final approval of the contract is received. Employees may express interest in joining the plan by notifying in writing, the Personnel Department of the Authority. Waiver forms shall be provided by the Authority.

SECTION 6. RETIREES

Employees who were hired prior to February 9, 2010, and who retire on or after February 9, 2010, who retire into the New York State Employees Retirement System directly from employment with the Authority, shall be entitled during retirement to the same medical health benefit coverage and prescription benefit coverage provided at the time of retirement according to the schedule below.

- Employees with 10 plus years of BMHA Service at no cost to employee
- Employees with less than 10 years of BMHA Service will contribute 10% (ten percent) of the BMHA's cost of the plan;

Employees hired on or after February 9, 2010, and before September 17, 2018, who retire into the New York State Employees Retirement System directly from employment with the Authority, shall be entitled during retirement to the same medical health benefit coverage and prescription coverage provided at the time of retirement according to the schedule below.

- Employees with 15 plus years of BMHA service, will contribute 15% (fifteen percent) of the BMHA's cost of the plan.
- Employees with less than 15 years of BMHA service, will contribute 25% (twenty-five percent) of the BMHA's cost of the plan.

Such coverage shall be on a single plan basis only for retirees who, at the time of retirement, are provided a single plan, and retirees who retire with a family plan will be provided a family plan during retirement for so long as qualified under the terms of the plan with the limitation that such retiree not be permitted to add any new covered spouse or dependents to the retiree coverage plan. Retirees who retire on or after February 9, 2010 (60 days after BFSAs approval), who are provided such coverage shall be required to subscribe to Medicare Part B, at retiree's expense, as soon as qualified in order that Medicare will become the retiree's primary coverage to the extent possible, and may also be placed in a Medical Advantage Plan equal to or better than the existing plan, at the option of the Authority, as soon as practicable.

In addition, employees hired prior to September 17, 2018, date of final ratification of this agreement, and who retire after September 17, 2018, date of final ratification of this agreement, will be placed into the Medicare Advantage Plan at which time they become Medicare eligible. Medicare eligible retirees can opt out of the Medicare Advantage Plan. Retirees, who opt out of the Medicare Advantage Plan will receive a retiree medical payment of \$325 each, per month for retiree and spouse, into a separate retiree 105-h account, which could be used for medical expenses in accordance with 105-h IRS rules and regulations. Medicare eligible retirees, who decline opting out of the Medicare Advantage Plan at time of eligibility, will have the option each year to opt out during the Medicare Open Enrollment period (currently January 1). Spouses, who are not Medicare eligible, will remain in the 204 Plan until such time as the spouse is Medicare eligible. Retirees will have the option each year to revert back to the Medicare Advantage Plan during the Medicare Open Enrollment period.

The retiree medical payment will be adjusted each year based on the increase rate of the Medicare Part B premium as established by the Center for Medicare & Medicaid Services (CMS).

Employees hired after September 17, 2018, shall not be eligible for medical benefits upon retirement.

The BMHA will agree to pay another insurance company of the retirees choice for employees who retire after January 1, 2005, and who relocate out of the area and are no longer eligible to utilize Traditional Blue, POS 201/201 Plus or POS 204/204 Plus, coverage an amount of money equal to the amount paid to Traditional Blue, POS 201/201 Plus or POS 204/204 Plus for medical coverage. These retirees will have an opportunity to change coverage once per year during open enrollment. Payment will be issued to the insurance company once per year.

The sharing of savings into a 105-h plan that was in effect for active employees will end at retirement. Any funds remaining in a 105-h account upon retirement can still be utilized by a retiree pursuant to IRS laws and regulations. The monthly administration fee for maintaining a 105-h account will be deducted from the retiree's 105-h account after a period of two years inactivity.

Dental coverage is reserved for active employees.

SECTION 7. ALTERNATE BIDS FOR DRUG PRESCRIPTION RIDERS

Effective July 1, 1983, the Union agrees that the Housing Authority may seek bids for alternate prescription drug coverage. All bid specifications will be submitted to the Union for its approval, prior to publication. Upon receipt of the bids and notices to the Authority, the Authority may select alternate drug coverage, subject to the Union's approval of such prescription coverage.

ARTICLE XIII **INSURANCE COVERAGE**

The Authority shall provide all eligible employees a life insurance policy with the following benefits:

- A. \$5000 payment upon the death of the insured (employee).
- B. An additional \$5000 payment if the death is caused by accident.
- C. A \$2000 payment upon the death of a current spouse.
- D. A \$1000 payment upon the death of dependent children from the age of 14 days up to 25 years.

This coverage will be in addition to that provided by Section 60 b of the Retirement and Social Security Law.

ARTICLE XIV **SENIORITY**

SECTION 1. DEFINITION

- A. Classification Seniority means the date of an employee's appointment by the Authority in the particular classification in which he is employed. Shift Assignments shall be filled by classified seniority.
- B. Competitive Seniority means the date of the employee's first appointment on a permanent basis, followed by continued service. For the purpose of determining priorities on choice of vacation, personal leave and/or layoff, competitive seniority shall be used.

Every twelve months, the Authority shall post on all bulletin boards a seniority list showing the continuous service of each employee. Five copies shall be given to the Union by the Authority of the Official Civil Service Seniority List every twelve months.

SECTION 2. PROBATION PERIOD

Every appointment, permanent in character, from an open competitive list shall be for a probationary term of not less than two (2) months, but not more than twelve (12) months in accordance with rules of New York State Civil Service Law. New employees will be added to the seniority list at the end of their probationary period.

SECTION 3. BREAKS IN CONTINUOUS SERVICE

An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause or retirement. However, if an employee who has resigned is reinstated as provided by ordinances or law, and returns to work in any capacity within one (1) year thereafter, then the break in continuous service shall be removed from his records.

SECTION 4. LAYOFF RECALL

In the event it becomes necessary to layoff competitive employees for any reason, they shall be laid off in accordance with Civil Service Law subject to veteran's status as provided for by law.

Employees classified as non-competitive and who have successfully completed their probationary period shall be subject to layoff/recall by inverse seniority.

SECTION 5. CONSOLIDATION OR ELIMINATION OF JOBS

Where, because of economics, consolidation or abolition of functions, curtailment of activities or otherwise, positions in the competitive class are abolished or reduced in rank or salary grade, suspension or demotion, as the case may be, among incumbents holding the same or similar jobs, shall be made in accordance with Civil Service Law.

The Authority and the Union agree to develop work teams (Union & management) to discuss a career ladder and consolidation of positions (various blue collar titles, Management & Occupancy Department titles, and clerical series) throughout the Authority.

SECTION 6. METHOD OF RECALL PROCEDURE

Employees shall be recalled from layoff according to their seniority on the preferred list established in accordance with Civil Service Law.

The Authority will notify the laid off employee by registered mail, at his/her last known address, that he/she has been offered recall in line with his continuous service. If the employee fails to report for work by ten (10) working days from the date of mailing of the notice of recall, the employee shall be considered a "quit".

ARTICLE XV **WORK FORCE CHANGES**

SECTION 1. METHOD OF FILLING POSITIONS

- A. The term promotion means and shall be defined as the advancement of an employee from a lower salary grade position to a higher salary grade position within the line of promotion as defined by the Civil Service Administration.
- B. In case of promotion or whenever a new job classification opening or a vacancy occurs, other than temporary, the position shall be filled in accordance with Civil Service rules of procedure, and selections shall be made from the appropriate Civil Service list until the list of names is incomplete.

- C. Should a vacancy occur which cannot be filled by reason of the absence of an appropriate Civil Service list, then, in such case, a proper notice of this vacancy shall be posted on all bulletin boards for a period of ten (10) working days, stating the job titles, pay rate and necessary qualifications for the job as well as the title or titles eligible under normal Civil Service rules to compete for the job on a promotional basis.
- D. An employee may apply, in writing, for such position and submit such application to the Human Resource Director.
- E. The vacancy will be filled from among employees who have expressed their desire, in writing, to the Authority for appointment to the position. The Authority may then choose from the top five (5) senior employees who have demonstrated their competence that they are capable to fulfill the responsibilities for the higher job provided that the utmost consideration be given to the senior employee applying for the position. For the purposes of such appointments, competitive seniority defined in Article XIV shall be used. However, in cases of emergency upon written notice to the union, the Authority may fill the vacancy at its discretion.
- F. The Union shall be notified by the Authority, in writing, within five (5) days of all job vacancies caused by resignation, retirement or for "just cause" discharge. The vacancies shall be filled in accordance with the terms of this Agreement.

SECTION 2. TEMPORARY VACANCIES

- A. Whenever an employee is assigned to fill a temporary vacancy, he shall be paid pursuant to Article III, Section 4.
- B. In the event of a temporary vacancy and in the absence of an appropriate Civil Service list, the vacancy will be filled from among employees who have expressed their desire in writing to the Authority for the appointment to the position. The Authority may then choose from the top five (5) senior employees who have demonstrated their competence that they are capable to fulfill the responsibilities of the higher job provided that the utmost consideration be given to the senior employee applying for the position. For the purpose of such appointments, competitive seniority as defined in Article XIV shall be used. However, in cases of emergency upon written notice to the union, the Authority may fill the vacancy at its discretion.

SECTION 3. TRANSFERS

- A. Where transfers are permitted by the Authority, employees desiring to transfer to other jobs shall submit a request, in writing, to their immediate supervisor. The request shall state the reason for the requested transfer.
- B. Employees requesting transfers for reasons other than the elimination of jobs may be transferred to equal or lower paying job classifications on the basis of seniority, with approval of the Civil Service Administration and also with the consent of the Authority.

- C. Employees requesting transfers because of the elimination of their jobs shall be transferred to the same job or any other job of equal pay and classification on the basis of Seniority with the approval of the Civil Service Administration and also with the consent of the Authority.

SECTION 4. BUMPING

When an employee is laid off due to a reduction in the work force, he shall be/she permitted to exercise his seniority rights in accordance with Civil Service Law. Such employee may, if he/she so desires, replace any employee in the same job classification, pursuant to Civil Service Law, provided that he/she has greater seniority than the employee within the Authority, whom he replaces.

SECTION 5. LABOR CLASS EMPLOYEES

- A. Laborer I and Laborer II are recognized as entry level positions and shall be placed in Local 264, Blue Collar Unit. There are no promotional rights, except as stated herein and unless stated otherwise on Civil Service job specifications.
- B. Laborers I & II are unskilled laborers as defined by Civil Service. Employees can be switched to various tasks within the Laborer I or Laborer II titles, depending upon the type of work needed, thus providing for a more efficient flexible operation by placing employees where needed.

Laborer I, Non-Competitive, replaced the former position of Janitor. Laborer II, Non-Competitive, replaced the former position of competitive Laborer and Maintenance Assistant.

An employee holding the title of Laborer I or Laborer II shall obtain permanent status after serving satisfactorily and continuously on a probationary period of twelve consecutive months. Such permanent status shall entitle said employee to all the rights and privileges afforded Civil Service permanent employees under the bargaining Agreement between the Authority and Local 264. Any time spent in a provisional, temporary or seasonal status or title prior to a person's appointment to the status of Laborer I or Laborer II does not count as eligible service for the purpose of accruing time for the twelve-month probationary requirement. However, six consecutive months of service on a full time basis, immediately prior to a person's appointment to Laborer I or Laborer II shall count for the purpose of benefits entitlement.

Laborer I and Laborer II shall be considered employees and are eligible for all benefits, including medical, dental and life insurance, holidays off with pay and sick leave accumulations.

ARTICLE XVI
SETTLEMENT OF DISPUTES

SECTION 1. GRIEVANCE AND ARBITRATION PROCEDURES

A. Any grievance, controversy or dispute which may arise between the parties regarding the application, meaning or interpretation of this Agreement shall be settled in the following manner:

STEP 1. The employee, in conjunction with the Union, shall submit the grievance orally to the employee's immediate supervisor within five (5) working days of its occurrence. If at that time the Union is unaware of the grievance when it arises, it along with the employee shall take it up within five (5) working days of learning of its existence. The Union, without the employee, may also initiate this action.

STEP 2. If a satisfactory settlement or disposition is not made within two (2) working days from the date of the submission of the grievance, the employees, with the Union, may submit the grievance in writing to the Director of the Department, who shall answer same within five (5) working days after receipt of the written grievance.

Any grievance not so filed by a Union employee may be cause for added discussion between the employer and the Union prior to advancing through the procedure.

All written grievances shall state the Article and/or Articles and Section(s) of the Agreement alleged to have been violated. If the answer is a rejection of the grievance, the Director of the Department shall detail his reasons in writing.

STEP 3. If a satisfactory settlement or disposition is not made within five (5) working days from the date of the written submission of the grievance to the Director of Technical Operations, the Union may, with the employee, within ten (10) working days, thereafter, submit the grievance with the answer of the Department Head, with any reply thereto, to the Executive Director of the Authority. The Executive Director shall schedule a meeting with employee and Union representatives, to be held, not later than ten (10) working days after the date of the receipt of the grievance and any accompanying papers, at his office. The Executive Director of the Authority shall, within five (5) working days thereafter, set forth in writing, his answer to the grievance.

STEP 4. (A) If not satisfied with the Executive Director's answer the Union may, within ten (10) working days after receipt thereof, request that the matter be submitted to an impartial arbitrator, assigned by the Arbitration Section of the New York State Public Employment Relations Board. The Arbitrator shall issue his decision within thirty (30) days after the conclusion of testimony and argument. His decision shall be final and binding upon the parties.

(B) The failure of the Union and the employee to take any of the action authorized by this Section within the time limits therefore, shall constitute a waiver of the right to proceed further and shall terminate the proceeding.

SECTION 2. MATTERS RELEVANT TO GRIEVANCE PROCEDURE

- A. The Authority and the Union shall provide agreed upon grievance forms in adequate numbers.
- B. The time limits, in the procedure may be extended by mutual agreement, in writing.
- C. Any step of the grievance procedure may be bypassed by mutual agreement.
- D. Neither the Executive Director of the Authority nor the Arbitrator may consider any evidence or facts which have not been previously discussed between the parties unless otherwise agreed upon by the parties.
- E. In the case of a group, policy or organizational type grievance, the grievance may be submitted directly to the Executive Director by the Union.
- F. For the purposes of definition, days shall not include Saturday, Sundays or Holidays.
- G. Expenses for the Arbitrator's service and the proceedings shall be borne equally by the Authority and the Union.
- H. No Arbitrator functioning under provisions of the grievance procedure shall have the power to amend, modify or delete any provision of this Agreement or render any award contrary to the Laws of the State of New York.

ARTICLE XVII **DISCIPLINE AND DISCHARGE**

SECTION 1. DISCIPLINARY ACTION

- A. A person holding a position by permanent appointment or employment shall not be removed or otherwise subjected to any disciplinary penalty provided for in this Article, except for incompetence or misconduct shown after a hearing upon stated charges.
- B. Disciplinary penalties, actions or measures shall consist of the following:
 - (1) Reprimand
 - (2) A fine not to exceed \$100 to be deducted from the salary or wages.
 - (3) Suspension without pay for a period not to exceed two (2) months.
 - (4) Demotion in grade or title.
 - (5) Dismissal from service.

SECTION 2. PROCEDURE

- A. A person against who disciplinary action is proposed shall be served with a written copy of the charges preferred against him. A copy of the charges shall also be served upon the Union. The answer to the charges shall be served upon the Executive Director within ten (10) days. If the accused fails to file an answer in the above time period, he shall be allowed to offer testimony at a hearing in mitigation of any penalty that may be imposed.
- B. Should the accused submit an intention of a plea of guilty to the Executive Director within ten (10) days after the receipt of said charges, the Executive Director or designee shall convene a hearing within ten (10) days of this receipt to hear testimony/evidence which may be submitted in mitigation of a penalty.

Prior to the formal submission of a guilty plea at this hearing, informal discussions as to the severity of the penalty may be requested by the Union or the employee. At such hearing the accused person shall have the opportunity to be represented by the Union or by legal counsel. He may, if he so desires, present witnesses in his behalf. At any stage of the disciplinary process the Executive Director may dismiss or withdraw the charges.

Should a formal plea(s) of guilty be entered, the Executive Director or his designee shall impose a penalty based upon the provision of Section 1 (b) above, taking into consideration, witnesses, testimony, evidence and the aforementioned prior discussions of penalties.

Nothing in this section shall be construed to prevent the employee and the Authority from entering into a voluntary settlement of the disciplinary process under such terms and conditions as are agreeable to the parties.

The Executive Director or his designee at this stage of the progressive disciplinary process shall be deemed to be the person designated under Section 32, Article 2 of the Civil Service Law and by the Authority for that purpose within the meaning of Section 75 of the Civil Service Law of the State of New York.

An employee who is not a member of the Union at any stage of the progressive disciplinary process may elect to represent himself or seek private counsel. At the Union's discretion, a Union representative may be present at each step.

- C. Lacking a resolution of the charges or if a plea of not guilty is entered, a formal hearing shall be held within thirty (30) days of the charges preferred.
- D. This formal hearing shall be chaired by a third party impartial hearing officer mutually selected from a predetermined list of hearing officers.

At such hearing, the accused person shall have the opportunity to be represented by the Union or by legal counsel. He may, if he so desires, present witnesses in his behalf.

The Hearing Officer shall be deemed to be the person designated by the Authority

for that purpose within the meaning of Section 75 of the Civil Service Law of the State of New York and shall be vested with all the powers of the Authority and shall make a record of such hearing.

The Hearing Officer's findings and recommendations shall then be referred to the Executive Director of the Authority for review and decision within thirty (30) days.

- E. The acceptance of the recommendation, final decision, penalty or any modification shall be made known to the accused and the Union within thirty (30) days of the close of the hearing.

If there should be a penalty recommended and/or if it should be modified, the Executive Director shall detail his reasons for this non acceptance.

- F. Nothing contained herein shall prevent or preclude the parties from jointly agreeing on an individual to make a record of such hearing(s).
- G. The burden of proving the charges preferred shall be upon the person alleging same. Compliance with technical rules of evidence shall not be required.
- H. The parties agree that all expenses involved in such hearing shall be paid by the Authority in full.

SECTION 3. SUSPENSION PENDING DETERMINATION OF CHARGES: PENALTIES

- A. Pending the hearing and the determination of charges, the person against whom such charges have been preferred may be suspended without pay for a period not to exceed thirty (30) calendar days.
- B. The penalty or punishments imposed shall be set forth in Section 1 (b) of this Article.
- C. If the charges are not sustained, the accused person shall be restored to his position with full pay for any period of suspension less the amount of compensation which he may have earned in any other occupation or employment or any unemployment benefits he may have received during such period.
- D. If the accused person is found guilty, a copy of the charges, his written answer thereto, a transcript of the hearing and the final determination itself shall be filed in the Office of the Authority and a copy thereof shall also be filed with the Municipal Civil Service Administration. A copy of the transcript of the hearing shall, upon the request of the accused person so found guilty, be furnished to him without charge.
- E. No removal or disciplinary proceeding shall be commenced more than one (1) year after the occurrence of the wrongdoing complained of, or its discovery, if later. However, such limitation shall not apply where the wrongdoing complained of would, if proved in a court of appropriate jurisdiction, constitute a crime.

F. Any person believing himself aggrieved by a penalty or punishment or demotion or dismissal from the service, or suspension without pay, or a fine imposed pursuant to the provisions of this Article, may appeal such action either by an application to the State Supreme Court, in accordance with the provisions of Article 78 of the Civil Practice Law and Rules or an appeal to the Municipal Civil Service Administration. He shall file such appeal, in writing, within twenty (20) days after receiving written notice of the determination to be reviewed.

In accordance with the provisions of Section 76 of the Civil Service Law, the decision of the Civil Service Administration shall be final and conclusive and not subject to further review in any court.

SECTION 4. ABSENT WITHOUT PERMISSION

Employees who are absent from work without permission, payroll symbol "X", shall be subject to the following penalty:

- For the FIRST OFFENSE, the employee will receive a written reprimand
- For the SECOND OFFENSE, within one year from the first occurrence, the employee will be suspended, without pay, for ten (10) days
- For the THIRD OFFENSE, within one year from the second occurrence, the employee will receive formal disciplinary charges.

This section only applies to absences, without permission, which are defined as employees who call in sick and do not have sufficient leave time as specified below or employees who do not report for work.

Employees who allegedly leave the job site, without permission, will no longer be marked X, but will be subject to the discipline procedures described in Sections 1, 2 & 3 of this Article.

Exceptions will be granted for employees who are sick, but do not have sufficient sick leave available. If this occurs, employees will automatically be charged, in the appropriate increments, against available personal leave or vacation (in that order). This provision is not intended to bypass the contractual requirements for scheduling personal leave and vacation in advance. It is only intended to accommodate employees who are ill and who have exhausted their time. If there is suspected abuse or a repeated occurrence, a counseling session will be scheduled. The employee will be informed that continuation of calling off without sufficient sick leave will require medical documentation in order to determine whether any other leave time will be approved. Failure to comply will result in X time and will be subject to the X time penalties specified herein.

ARTICLE XVIII
UNION ACTIVITIES ON AUTHORITY TIME

SECTION 1. STEWARDS AND REPRESENTATIVES

- A. The Authority agrees that during working hours, on its premises for reasonable periods of time, and without loss of pay, Union Stewards and properly designated representatives of the Union shall be allowed to:

Investigate and process grievances
Post Union notices
Distribute Union literature
Solicit Union membership during other employee's non working time
Attend negotiating meetings
Transmit communications, authorized by the Local Union or its officers, or other Union representatives concerning the enforcement of any provisions of this Agreement

Accredited Union representatives shall notify the person in charge of their department or his designee, whenever they wish to attend to Union business on Authority time. This Union representative must notify his/her supervisor not less than forty eight (48) hours prior to the time that they wish to attend to Union business, except when an emergency arises, in which case the person will simply notify his/her supervisor.

The Authority may deny request for union activity leave if exigent circumstances exist. Approval of union leave time shall not be unreasonably withheld.

- B. Union representatives as referred to in this section shall consist of one steward for each project, the Local Union President, Secretary Treasurer, Executive Board Chairman and Business Representative.
- C. The Chapter Chair or Steward may be transferred from one location to another or assigned one shift to another on the basis of operational needs within the departments of the Housing Authority and shall not be the direct result of union activities. If there is a dispute and the Chapter Chair or Steward alleges the transfer is a direct result of retaliation, the transfer will be held pending resolution through the grievance procedure. This shall not prevent a transfer from one shift to another or one location to another when such transfer is at the Chapter Chair or Steward's own request.
- D. The names of employees selected as Stewards, and the names of other Union representatives who may represent employees shall be certified, in writing, to the Authority by the Local Union.

SECTION 2. GRIEVANCE COMMITTEE

- A. The Union grievance committee may, upon request, meet with the Executive Director once a month at a mutually convenient time.

- B. The Union Grievance Committee shall consist of the Union President, Secretary Treasurer, and one Grievance Committee member. The Business Representative shall also be a member of the Union Grievance Committee.
- C. All grievance committee meetings shall be held during working hours, on the Authority premises, and without loss of pay.

SECTION 3. SAFETY

The Steward on the project shall have the responsibility to report, in writing, to the person in charge of the project any unsafe conditions observed in the operation of the project.

The Authority will allow one Blue Collar employee, selected by the Union to participate in the City of Buffalo's Union Safety Committee. This employee will be excused with pay in order to join in the official activities of this committee. The following conditions apply:

- (1) The employee must log his/her time away from the job site and give reasonable notice to his supervisor.
- (2) Monthly absences of more than one day or eight hours must have prior approval of the Executive Director of the Authority.

SECTION 4. CONTRACT NEGOTIATING COMMITTEE

The Union shall be permitted to have three (3) members on the Negotiating Committee, without loss of pay, who shall serve as Union Negotiators on any reopening, amendment, and/or modification to the present Agreement and/or on any new Agreement between the parties. These shall be in addition to the President, Secretary Treasurer and Business Representative of the Local Union.

SECTION 5. UNION ELECTIONS

All employees represented by the bargaining unit shall be allowed 1.5 (one and one-half) hours of time off, without loss of pay, to participate in local union elections. Paid time off to vote for Council 35 delegates is not permitted.

ARTICLE XIX
AUTOMOBILE ALLOWANCE

Effective upon final approval of this agreement employees serving in trades positions including Head trades positions who are on a paid status and who are assigned in writing to use their personal auto on a regular basis shall be reimbursed at a monthly rate of one hundred fifty dollars (\$150). Trade employees who are assigned Authority vehicles and are asked to use their personal automobile on occasion will be reimbursed on a prorated basis. Checks will be issued on a monthly basis payable two (2) weeks following the last pay period of the month. All other employees represented by this unit when authorized to use their personal automobile on Authority business shall be reimbursed at the IRS rate

This section shall not preclude the Buffalo Municipal Housing Authority from assigning Authority vehicles whenever available.

ARTICLE XX
CONTRACTING AND SUBCONTRACTING OF PUBLIC WORK

During the term of this Agreement, the Authority shall not contract out or subcontract any public work, except at new facilities, performed by employees covered by this Agreement that would mean the displacement of any employee covered by this Agreement, except by mutual agreement by the Authority and the Union, or in cases of emergency as determined by the Authority. The emergency section of this Article shall not be abused.

It is agreed that the contracting of graffiti removal, grass cutting and quarterly cleaning at the developments specified below does not constitute a violation of Article XX of the collective bargaining agreement, provided it does not cause a layoff of a bargaining unit member. The BMHA will not remove the Laborer title assigned to L.B.J., Sedita, Stuyvesant or Geary due to the graffiti, grass cutting or quarterly cleaning contracts. The laborers at these four developments will be responsible for daily maintenance at these buildings.

LBJ Apartments	Elmhurst Apartments
Kowal Apartments	Slater Courts
Sedita Apartments	Woodson Gardens
Kelly Gardens	Redwood
Stuyvesant Apartments	Mullen Manor
Schwab Terrace	Mmgr. Geary

Commodore Perry High-rise – quarterly cleaning of high-rise buildings only.

ARTICLE XXI
UNION BULLETIN BOARDS

The Authority agrees to furnish and maintain suitable bulletin boards in convenient places in each work area to be used by the Union. These boards shall be three feet by four feet and shall display the Union insignia. The Union shall limit its posting of notices and bulletins to such bulletin boards.

ARTICLE XXII
SAFETY CLOTHING AND ACCESSORIES
SUPPLIED BY THE AUTHORITY

SECTION 1. SAFETY CLOTHING

All employees who will require uniforms and special equipment including protective glasses, gloves, rain gear and boots shall be furnished these without charge to the employee.

SECTION 2. IDENTIFICATION CARDS

The Authority shall provide identification cards to employees. These cards must be worn by all employees in a clearly visible place on the outer garment while working. Repeated failure to wear the required ID card may be cause for disciplinary action.

SECTION 3. PROTECTIVE FOOTWEAR AND UNIFORMS

- A. On or about October 1st, but no later than October 31st of each year, eligible employees will receive a combined credit of \$400 for the purchase of ANSI-approved footwear and uniform clothing.
- B. Employees are required to wear full uniform and protective footwear at all times while on duty. Employees will be required to report to work each day in full uniform, protective footwear and in a clean and neat appearance. Employees choosing to wear coverall must be in full uniform if the coverall is removed. Employees failing to comply with the uniform and protective footwear requirement may be suspended for the day and subject to disciplinary action.
- C. Employees who are on an unpaid status, will be entitled to a prorated share of the uniform and protective footwear issuance upon return to work.
- D. Employees will have the choice of two (2) shirt styles, either a button-down shirt with collar or a polo shirt with collar both requiring BMHA emblem or logo on the left upper pocket area of the shirt. The uniform material will be mutually agreed upon between the BMHA and the Union.
- E. Superintendents of Maintenance and Assistant Superintendents of Maintenance - khaki colored pants and/or khaki colored cargo pants and any color button down shirt or a polo style shirt with the BMHA logo.
- F. Supervisor of Maintenance - dark blue pants with light blue shirts.
- G. Painters & Plasterers -white pants, shirts and/or coveralls.
- H. Laborers, Trades, Mechanics and any other blue collar employee - dark blue pants and/or dark blue cargo pants, dark blue shirts and/or coveralls. During the period beginning May 1 through September 30th, laborers will have the option of wearing safety orange, safety yellow or safety green T-shirts with the BMHA logo. General Mechanics and Trades will have the option of wearing dark grey, navy or light blue T-shirts with the BMHA logo.
- I. All bargaining unit employees will have the option to purchase hooded sweatshirts either pullover or zippered style with the BMHA logo.

SECTION 4. TOOL ALLOWANCE

Effective October 1, 2002, the Authority will provide tools to bargaining unit employees that are needed to perform their jobs and that were not previously issued. The Authority will determine the required tools. Employees will be responsible for the safe keeping of the tools and for ensuring they are maintained in good working condition. Tools will be replaced upon submission of the worn or broken tools. In the event tools are lost or stolen, request for replacement must be submitted to the Department Head for approval.

SECTION 5. PLUMBER'S LICENSE RENEWAL

The Authority shall pay the cost of license renewal for Plumbers.

SECTION 6. EXTERMINATOR'S LICENSE RENEWAL

The Authority shall pay the cost of license renewal for Exterminators.

ARTICLE XXIII
ACCESS TO PREMISES

The employer agrees to permit representatives of the International Union, the Union Council and the Local Union to enter the premises of the employer for individual discussion of working conditions with employees, provided such representatives do not unduly interfere with the performance of duties assigned to the employee.

ARTICLE XXIV
LAYOFF NOTICE OR PAY IN LIEU THEREOF

Permanent employees to be laid off will have at least ten (10) working days' notice of layoff or pay in lieu of notice.

ARTICLE XXV
AID TO OTHER UNIONS

The employer agrees there will be no aid, promotion or financing of any other labor group or organization which purports to engage in collective bargaining, nor shall a check off of dues be permitted for such other organization by the employer during the term of this Agreement.

ARTICLE XXVI
CIVIL SERVICE EXAMINATIONS WITH PAY

Employees shall be allowed time off with pay on days they are scheduled to work to take open competitive and promotional examinations by the City of Buffalo Civil Service Administration.

ARTICLE XXVII
PAY FOR OUT OF TITLE WORK

Effective July 1, 1986, whenever an employee is assigned to fill a temporary vacancy, in writing, for more than one working day, he shall be paid, retroactive to the first day that he was working in this job title, the wage rate at the same step level established for the position which he is currently enjoying or his own rate whichever is higher.

ARTICLE XXVIII
MEMBERSHIP PACKETS

The Authority will allow membership packets furnished by the Union to be placed in a suitable area so they may be obtained by new employees.

ARTICLE XXIX
PRINTING OF THE AGREEMENT

The contract shall be prepared jointly by the Union and the Authority. Pages shall be numbered and an index inserted. The Authority and the Union shall share equally the costs incurred in the printing of the Union contract. If there is no mutual agreement in the choice of a printer, the low union bidder shall be selected. The number of copies of the contracts shall be agreed to by the Union and the Authority. Contract Books shall be printed and ready for distribution within forty five (45) calendar days, after receipt of all required parties.

ARTICLE XXX
SPECIAL EMERGENCY OR SPECIAL HOLIDAY

Whenever a special emergency or holiday is declared for the BMHA Administrative Offices by proclamation of the Executive Director necessitating the closing of Administrative Offices, those employees covered by this Agreement required or requested to work shall be compensated with another day off with pay in lieu of the holiday or emergency day.

ARTICLE XXXI
REVIEW OF PERSONAL HISTORY FOLDER

An employee shall, within fifteen (15) days of a written request to the Authority, have an opportunity to review his/her personal history folder in the presence of an appropriate official. The employee shall be allowed to place in such file a response of reasonable length to anything contained therein which such employee deems to be adverse.

All negative material may be removed from the employees history file except:

- (1) Evidence of unsound moral character, habits and reputation.
- (2) Physically or mentally disabled as to be unfit for the performance of the duties of his position. (Maintained only in Confidential Medical File).
- (3) Addiction to the use of intoxicating beverages to excess.
- (4) Addiction to the unlawful use of narcotics.
- (5) Guilty of a crime.
- (6) Prior dismissal from public service for incompetence or misconduct.

The above information shall be retained permanently. Other information relating to job performance and violation of work rules may be removed after one year upon the written request of the employee and the approval of the Board of Commissioners.

ARTICLE XXXII
PLEDGE AGAINST DISCRIMINATION AND COERCION

- A. The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, political affiliation or any reason whatsoever. The Union shall share equally with the Authority the responsibility for applying this provision of the Agreement.
- B. Work rules shall be reasonable and shall be applied or enforced in a fair and equitable manner.
- C. All references to employees in this Agreement designate both sexes, and whenever the male gender is used it shall be construed to include the male and female employees.
- D. The Authority agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Authority or any Authority representative against any employee because of Union membership or because of any employee activity in an official capacity on behalf of the Union, or for any other cause.

ARTICLE XXXIII
MAINTENANCE OF BENEFITS

All conditions or provisions beneficial to employees now in effect, which are not specifically provided for elsewhere in this Agreement, shall remain in effect for the duration of this Agreement unless mutually agreed otherwise between the Authority and the Union, provided, however, that where a provision in this Agreement specifically replaces such a condition or provision, then the latter shall no longer continue to be applied.

ARTICLE XXXIV
JOB REEVALUATION

- A. If, during the life of this Agreement, the Union requests job reevaluation because of the content of a job changing, the Authority agrees to negotiate on the matter. If no mutual Agreement is reached within thirty (30) calendar days, the matter of job reevaluation shall become subject to the impartial arbitration procedures of this Agreement.
- B. The Authority agrees that it will consult with the Union regarding other job titles, which it may establish, or change and particularly as to salary grades and rates of compensation thereof, and which are to be represented by the Union. Should a dispute arise in the matter, it shall be submitted to binding arbitration in accordance with the last step of the grievance procedure.
- C. Obvious Blue Collar titles (Local 264, Blue Collar Unit) shall be placed into the Authority's Blue Collar Unit. Other titles may be discussed with the Union.

- D. The Authority and the Union agree that they shall meet and discuss the possible consolidation of the following basic Laboring titles:
- (1) LABORER, COMPETITIVE
 - (2) JANITOR, COMPETITIVE
 - (3) HOUSING CUSTODIAN, NON COMPETITIVE
 - (4) MAINTENANCE ASSISTANT, COMPETITIVE
 - (5) LABORER I, LABOR CLASS
 - (6) LABORER II, LABOR CLASS

The Authority also agrees to consider the establishment of the title Housing Utility Worker.

It is understood and agreed that prior to implementation of the above the Authority must acquire the approval of the Municipal Civil Service Administration and all governing bodies.

- E. The BMHA will agree to promote interested Laborer I incumbents to Laborer II provided that they have successfully completed a general maintenance program. Remedial training will be offered minimally once per year. Training shall be determined by the BMHA. Continued employment in the higher position will be predicated on successful routine on the job training and satisfactory evaluations during the probationary period of one year. Written evaluations will be completed by the immediate supervisor.

ARTICLE XXXV

EMPLOYMENT OPPORTUNITIES FOR LOWER INCOME PERSONNEL

In compliance with Section 3. of the Housing and Urban Development Act of 1968, P.L. 90 448, it is understood that to the greatest extent feasible, and subject to the requirements of Section 32 of the Public Housing Law of the State of New York, opportunities for training and employment in the operation and administration of the housing projects under the jurisdiction of the Authority shall be given to lower income persons residing in the area of such housing projects.

ARTICLE XXXVI

GENERAL PROVISIONS

SECTION 1. GENERAL

- A) This Agreement and all provisions herein are subject to all applicable laws and to the availability of funds. In the event that any provision herein is found to violate such laws, said provision shall not bind either of the parties but the remainder of this Agreement shall remain in full force and effect as if the invalid or illegal provision had never been a part of this Agreement.

If any provision is invalidated, the Authority and the Union agree to negotiate a replacement provision to be mutually agreed upon.

- B) Employees are required to supply the Authority with his/her correct address,

telephone and cell number. A change in address must be made known to the Authority, in writing, within ten business days.

SECTION 2. WORK ORDERS

Work orders shall be performed in an unattended apartment with the written consent of the tenant to enter and perform the work. Emergency work must be performed regardless of whether or not the apartment is occupied or the tenant has given consent.

SECTION 3. TABLE OF ORGANIZATION

A revised updated table of organization will be provided to the Union. A current/accurate chart shall be provided at routine intervals.

SECTION 4. EVICTIONS

Employees of the Authority shall not be required to participate in evictions at a project where they are currently assigned.

ARTICLE XXXVII **PERSONNEL POLICY**

All references to the Personnel Policy of the Authority shall remain in the Agreement. However, a copy of this policy shall be given to the Union.

ARTICLE XXXVIII **RESIDENCY**

- A. Employees hired after December 9, 2009, must have a City of Buffalo domicile at the time of examination and appointment and must continue such domicile for the duration of their employment with the Authority.
- B. Employees hired prior to December 9, 2009, must be residents of the City of Buffalo at the time of examination and appointment and must continue to be residents unless and until they have reached fifteen (15) years of service with the Authority including prior service with the City of Buffalo, the Buffalo Sewer Authority and/or the Buffalo Board of Education.
- C. Eligible employees, pursuant to paragraphs (B) above will not be barred from participating in any promotional examination and subsequent appointment based on non-residency; however, they must become City residents within six (6) months of the date of appointment or forfeit such appointment.
- D. Eligible employees, pursuant to paragraph (B) above, who reside outside of the City of Buffalo, will be charged an annual fee. The fee will be based on the average property tax of average homestead property, but will be no less than \$800, and no more than \$1,300 annually. Employees previously exempt from the residency requirement (pursuant to the contractual language that went into effect July 1, 1979), and whose current address of record reflects this exemption, are not subject to the fee.

- E. For the purpose of this agreement, residency shall be defined as both having residency and being domiciled within the corporate limits of the City of Buffalo.

ARTICLE XXXIX
RETROACTIVE PAYMENTS

Unless specifically indicated, no article or section of this Agreement shall be retroactive. Retroactive payments shall be expedited and paid as quickly as possible. Retroactivity shall become a priority item. As soon as the Agreement is approved by the Board of Commissioners of this Authority, the various departments shall be given instructions to proceed with the computations necessary for retroactivity.

ARTICLE XL
LEAVE OF ABSENCE RETURN

SECTION 1. GENERAL

Failure to report for duty within ten (10) working days of the expiration of a leave of absence without pay or any extension thereof or failure to return to work after ten (10) working days when absent without leave, shall be deemed the equivalent of a resignation from service, provided, however, that the employee is sent a registered letter, return receipt requested, during or after the expiration of the ten (10) working day period.

This letter shall reproduce this Section and indicate to the employee that a failure to return within the ten (10) day period outlined in this Section constitutes the employee's resignation from Authority service.

SECTION 2. BENEFITS

An employee who fails to report for duty is subject to loss of fringe benefits as outlined below:

- a. An employee who is absent from duty for ten (10) consecutive days without pay or permission is liable to pay the entire cost of medical insurance, dental insurance and life insurance normally provided for by the Authority for that month, upon return to work.
- b. An employee who is absent from work without permission for twenty (20) consecutive working days is not entitled to health insurance, dental insurance or life insurance. The Authority shall cancel said employee's insurance effective the close of business of the twentieth consecutive working day.

ARTICLE XLI
UNASSIGNED JOB TITLES AND CHANGE IN TITLE

Obvious Blue-Collar titles (Local 264, Blue Collar Unit, City of Buffalo) shall be placed into the Authority's Blue-Collar Unit.

ARTICLE XLII
NOTICE REQUIRED BY CIVIL SERVICE
LAW SECTION 204 a

It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or providing additional funds therefore, shall not become effective until the appropriate legislative body has given approval.

ARTICLE XLIII
SUGGESTION BOXES

The Authority shall provide suggestion boxes at each Blue Collar reporting station, as it deems necessary and reasonable. The following restrictions shall apply:

- (A) All suggestions shall be in writing and signed by the employee.
- (B) Suggestions are limited to improvements in the work methods and/or equipment, which shall be beneficial to the Authority and/or its employees.
- (C) The Authority alone shall determine the worth of any and all suggestions.

ARTICLE XLIV
LABOR MANAGEMENT COMMITTEE

The Authority and the Union agree to form a Labor/Management Committee to deal with a variety of Labor/Management items and problems, especially those involved with the Employee Benefit Package. Paramount consideration in these quarterly meetings will be problems of escalating medical premiums, the cutting of costs and the maintenance of the level of coverage.

ARTICLE XLV
CODE OF ETHICS

The Authority's Code of Ethics adopted by the Union has been modified/amended to incorporate the following changes:

- (1) Employees will acknowledge receipt of documents (signature may not be required)
- (2) Violations Contract Disciplinary Procedures (S 75)
- (3) Disclosure Statement rescinded
- (4) Transmittal of Code of Ethics by regular mail or internal distribution

ARTICLE XLVI
PERFORMANCE REVIEW

The Buffalo Municipal Housing Authority shall implement an annual performance review for all permanent employees. The Authority agrees that these performance evaluations shall not be used for disciplinary charges.

The parties agree to form a committee to include one representative from each bargaining unit of Local 264 together with the Authority to develop non-subjective performance standards which measure productivity.

ARTICLE XLVII
DRUG AND ALCOHOL TESTING

The Buffalo Municipal Housing Authority shall implement drug and alcohol testing for employees based on reasonable suspicion.

ARTICLE XLVIII
FLEX TIME


At the direction of the Authority, the Union agrees to discuss the implementation of a flexible work schedule during the term of this Agreement.

ARTICLE XLIV
DURATION AND TERMINATION

This Agreement shall be effective as of the first day of July, 2011, and shall remain in full force and effect, subject to the approval of the Buffalo Municipal Housing Authority Board of Commissioners and all required parties until the 30th day of June, 2023. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least one hundred fifty (150) days prior to the termination date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than one hundred twenty (120) days prior to the termination date. This Agreement shall remain in full force and effect during the period of negotiations.

In witness whereof, the parties hereto have set their hands
This 22nd day of January 2025.

BMHA CHAIRMAN: 
YVONNE C. MCCRAY

BMHA EXECUTIVE DIRECTOR: 
GILLIAN D. BROWN


LOCAL 264 PRESIDENT: 
WILLIAM ORR

EXHIBIT A

Local 264 Grievances and Improper Practice Charges Withdrawn.

GRIEVANCES

HW-08-07	Wage Increment
HB-05-07	Wage Increment
HM-05-07	Wage Increment
HB-02-09	Snow Removal
HB-08-08	Dispatcher Duties
HW-07-08	Dispatcher
HB-01-08	Union Leave Time
HB-05-08	Seasonal Laborer
HM-03-07	Senior Manager
HB-04-08	Medicare Part B, withdrawn as to active employees only
HW-08-08	Housing Aide Job Reevaluation
HM-01-08	Housing Manager Job Reevaluation
HM-02-08	Managers Supervising Assistant Superintendents

IMPROPER PRACTICE CHARGES

U-28115	Union Leave Time
U-27797	Asset Manager
CP-1145	Asset Manager
U-28686	Building Superintendent
U-28065	Assistant Superintendent

SCHEDULE "A"

July 1, 2023 - June 30, 2024

	90%	92%	94%	96%	98%	100%
Blue Collar Unit	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Assistant Superintendent of Maintenance	64,322	65,752	67,181	68,611	70,040	71,469
Carpenter	51,388	52,530	53,672	54,814	55,956	57,098
Dispatcher	49,513	50,613	51,713	52,814	53,914	55,014
Electrician	51,388	52,530	53,672	54,814	55,956	57,098
Equipment Operator	51,388	52,530	53,672	54,814	55,956	57,098
Exterminator	51,388	52,530	53,672	54,814	55,956	57,098
General Mechanic	51,388	52,530	53,672	54,814	55,956	57,098
Glazier	51,388	52,530	53,672	54,814	55,956	57,098
Head Carpenter	53,562	54,752	55,943	57,133	58,323	59,513
Head Electrician	53,562	54,752	55,943	57,133	58,323	59,513
Head Exterminator	53,562	54,752	55,943	57,133	58,323	59,513
Head Glazier	53,562	54,752	55,943	57,133	58,323	59,513
Head Painter	53,562	54,752	55,943	57,133	58,323	59,513
Head Plasterer	53,562	54,752	55,943	57,133	58,323	59,513
Head Plumber	53,562	54,752	55,943	57,133	58,323	59,513
Housing Custodian	42,180	43,118	44,055	44,992	45,930	46,867
Labor Supervisor I	51,388	52,530	53,672	54,814	55,956	57,098
Laborer	45,385	46,394	47,402	48,411	49,420	50,428
Laborer I (Per Hour)	20.42	20.87	21.32	21.78	22.23	22.69
Laborer II (Per Hour)	21.90	22.38	22.87	23.36	23.84	24.33
Locksmith	51,388	52,530	53,672	54,814	55,956	57,098
Motor Equipment Mechanic	52,526	53,693	54,860	56,028	57,195	58,362
Painter	51,388	52,530	53,672	54,814	55,956	57,098
Plasterer	51,388	52,530	53,672	54,814	55,956	57,098
Plumber	51,388	52,530	53,672	54,814	55,956	57,098
Superintendent of Maintenance	77,270	78,987	80,704	82,421	84,138	85,855
Supervisor of Maintenance I	57,111	58,380	59,650	60,919	62,188	63,457
Truck Driver	48,261	49,334	50,406	51,479	52,551	53,624

SCHEDULE “B”

July 1, 2024 - June 30, 2025

	90%	92%	94%	96%	98%	100%
Blue Collar Unit	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Assistant Superintendent of Maintenance	66,895	68,382	69,868	71,355	72,841	74,328
Carpenter	53,444	54,631	55,819	57,007	58,194	59,382
Dispatcher	51,493	52,637	53,782	54,926	56,070	57,215
Electrician	53,444	54,631	55,819	57,007	58,194	59,382
Equipment Operator	53,444	54,631	55,819	57,007	58,194	59,382
Exterminator	53,444	54,631	55,819	57,007	58,194	59,382
General Mechanic	53,444	54,631	55,819	57,007	58,194	59,382
Glazier	53,444	54,631	55,819	57,007	58,194	59,382
Head Carpenter	55,704	56,942	58,180	59,418	60,656	61,894
Head Electrician	55,704	56,942	58,180	59,418	60,656	61,894
Head Exterminator	55,704	56,942	58,180	59,418	60,656	61,894
Head Glazier	55,704	56,942	58,180	59,418	60,656	61,894
Head Painter	55,704	56,942	58,180	59,418	60,656	61,894
Head Plasterer	55,704	56,942	58,180	59,418	60,656	61,894
Head Plumber	55,704	56,942	58,180	59,418	60,656	61,894
Housing Custodian	43,868	44,842	45,817	46,792	47,767	48,742
Labor Supervisor I	53,444	54,631	55,819	57,007	58,194	59,382
Laborer	47,201	48,250	49,298	50,347	51,396	52,445
Laborer I (Per Hour)	21.24	21.71	22.18	22.65	23.13	23.60
Laborer II (Per Hour)	22.77	23.28	23.79	24.29	24.80	25.30
Locksmith	53,444	54,631	55,819	57,007	58,194	59,382
Motor Equipment						
Mechanic	54,627	55,841	57,055	58,269	59,483	60,696
Painter	53,444	54,631	55,819	57,007	58,194	59,382
Plasterer	53,444	54,631	55,819	57,007	58,194	59,382
Plumber	53,444	54,631	55,819	57,007	58,194	59,382
Superintendent of Maintenance	80,360	82,146	83,932	85,718	87,503	89,289
Supervisor of Maintenance I	59,396	60,716	62,036	63,355	64,675	65,995
Truck Driver	50,192	51,307	52,423	53,538	54,654	55,769

SCHEDULE “C”

July 1, 2025 - June 30, 2026

	90%	92%	94%	96%	98%	100%
Blue Collar Unit	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Assistant Superintendent of Maintenance	68,902	70,433	71,964	73,496	75,027	76,558
Carpenter	55,047	56,270	57,494	58,717	59,940	61,163
Dispatcher	53,038	54,217	55,396	56,574	57,753	58,931
Electrician	55,047	56,270	57,494	58,717	59,940	61,163
Equipment Operator	55,047	56,270	57,494	58,717	59,940	61,163
Exterminator	55,047	56,270	57,494	58,717	59,940	61,163
General Mechanic	55,047	56,270	57,494	58,717	59,940	61,163
Glazier	55,047	56,270	57,494	58,717	59,940	61,163
Head Carpenter	57,376	58,651	59,926	61,201	62,476	63,751
Head Electrician	57,376	58,651	59,926	61,201	62,476	63,751
Head Exterminator	57,376	58,651	59,926	61,201	62,476	63,751
Head Glazier	57,376	58,651	59,926	61,201	62,476	63,751
Head Painter	57,376	58,651	59,926	61,201	62,476	63,751
Head Plasterer	57,376	58,651	59,926	61,201	62,476	63,751
Head Plumber	57,376	58,651	59,926	61,201	62,476	63,751
Housing Custodian	45,184	46,188	47,192	48,196	49,200	50,204
Labor Supervisor I	55,047	56,270	57,494	58,717	59,940	61,163
Laborer	48,617	49,697	50,777	51,858	52,938	54,018
Laborer I (Per Hour)	21.88	22.36	22.85	23.34	23.82	24.31
Laborer II (Per Hour)	23.45	23.97	24.50	25.02	25.54	26.06
Locksmith	55,047	56,270	57,494	58,717	59,940	61,163
Motor Equipment Mechanic	56,265	57,516	58,766	60,016	61,267	62,517
Painter	55,047	56,270	57,494	58,717	59,940	61,163
Plasterer	55,047	56,270	57,494	58,717	59,940	61,163
Plumber	55,047	56,270	57,494	58,717	59,940	61,163
Superintendent of Maintenance	82,771	84,610	86,450	88,289	90,128	91,968
Supervisor of Maintenance I	61,177	62,537	63,896	65,256	66,615	67,975
Truck Driver	51,698	52,847	53,996	55,144	56,293	57,442

SCHEDULE “D”

July 1, 2026 - June 30, 2027

	90%	92%	94%	96%	98%	100%
Blue Collar Unit	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Assistant Superintendent of Maintenance	70,969	72,546	74,123	75,701	77,278	78,855
Carpenter	56,698	57,958	59,218	60,478	61,738	62,998
Dispatcher	54,629	55,843	57,057	58,271	59,485	60,699
Electrician	56,698	57,958	59,218	60,478	61,738	62,998
Equipment Operator	56,698	57,958	59,218	60,478	61,738	62,998
Exterminator	56,698	57,958	59,218	60,478	61,738	62,998
General Mechanic	56,698	57,958	59,218	60,478	61,738	62,998
Glazier	56,698	57,958	59,218	60,478	61,738	62,998
Head Carpenter	59,097	60,410	61,724	63,037	64,350	65,664
Head Electrician	59,097	60,410	61,724	63,037	64,350	65,664
Head Exterminator	59,097	60,410	61,724	63,037	64,350	65,664
Head Glazier	59,097	60,410	61,724	63,037	64,350	65,664
Head Painter	59,097	60,410	61,724	63,037	64,350	65,664
Head Plasterer	59,097	60,410	61,724	63,037	64,350	65,664
Head Plumber	59,097	60,410	61,724	63,037	64,350	65,664
Housing Custodian	46,539	47,573	48,608	49,642	50,676	51,710
Labor Supervisor I	56,698	57,958	59,218	60,478	61,738	62,998
Laborer	50,075	51,187	52,300	53,413	54,526	55,639
Laborer I (Per Hour)	22.54	23.04	23.54	24.04	24.54	25.04
Laborer II (Per Hour)	24.16	24.69	25.23	25.77	26.30	26.84
Locksmith	56,698	57,958	59,218	60,478	61,738	62,998
Motor Equipment						
Mechanic	57,953	59,241	60,529	61,817	63,105	64,393
Painter	56,698	57,958	59,218	60,478	61,738	62,998
Plasterer	56,698	57,958	59,218	60,478	61,738	62,998
Plumber	56,698	57,958	59,218	60,478	61,738	62,998
Superintendent of Maintenance	85,254	87,149	89,043	90,938	92,832	94,727
Supervisor of Maintenance I	63,013	64,413	65,813	67,214	68,614	70,014
Truck Driver	53,249	54,432	55,615	56,799	57,982	59,165

SCHEDULE “D”

July 1, 2026 - June 30, 2027

	90%	92%	94%	96%	98%	100%
Blue Collar Unit	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Assistant Superintendent of Maintenance	70,969	72,546	74,123	75,701	77,278	78,855
Carpenter	56,698	57,958	59,218	60,478	61,738	62,998
Dispatcher	54,629	55,843	57,057	58,271	59,485	60,699
Electrician	56,698	57,958	59,218	60,478	61,738	62,998
Equipment Operator	56,698	57,958	59,218	60,478	61,738	62,998
Exterminator	56,698	57,958	59,218	60,478	61,738	62,998
General Mechanic	56,698	57,958	59,218	60,478	61,738	62,998
Glazier	56,698	57,958	59,218	60,478	61,738	62,998
Head Carpenter	59,097	60,410	61,724	63,037	64,350	65,664
Head Electrician	59,097	60,410	61,724	63,037	64,350	65,664
Head Exterminator	59,097	60,410	61,724	63,037	64,350	65,664
Head Glazier	59,097	60,410	61,724	63,037	64,350	65,664
Head Painter	59,097	60,410	61,724	63,037	64,350	65,664
Head Plasterer	59,097	60,410	61,724	63,037	64,350	65,664
Head Plumber	59,097	60,410	61,724	63,037	64,350	65,664
Housing Custodian	46,539	47,573	48,608	49,642	50,676	51,710
Labor Supervisor I	56,698	57,958	59,218	60,478	61,738	62,998
Laborer	50,075	51,187	52,300	53,413	54,526	55,639
Laborer I (Per Hour)	22.54	23.04	23.54	24.04	24.54	25.04
Laborer II (Per Hour)	24.16	24.69	25.23	25.77	26.30	26.84
Locksmith	56,698	57,958	59,218	60,478	61,738	62,998
Motor Equipment						
Mechanic	57,953	59,241	60,529	61,817	63,105	64,393
Painter	56,698	57,958	59,218	60,478	61,738	62,998
Plasterer	56,698	57,958	59,218	60,478	61,738	62,998
Plumber	56,698	57,958	59,218	60,478	61,738	62,998
Superintendent of Maintenance	85,254	87,149	89,043	90,938	92,832	94,727
Supervisor of Maintenance I	63,013	64,413	65,813	67,214	68,614	70,014
Truck Driver	53,249	54,432	55,615	56,799	57,982	59,165

SCHEDULE “E”

July 1, 2027 - June 30, 2028

	90%	92%	94%	96%	98%	100%
Blue Collar Unit	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Assistant Superintendent of Maintenance	73,099	74,723	76,347	77,972	79,596	81,221
Carpenter	58,399	59,697	60,995	62,292	63,590	64,888
Dispatcher	56,268	57,518	58,769	60,019	61,270	62,520
Electrician	58,399	59,697	60,995	62,292	63,590	64,888
Equipment Operator	58,399	59,697	60,995	62,292	63,590	64,888
Exterminator	58,399	59,697	60,995	62,292	63,590	64,888
General Mechanic	58,399	59,697	60,995	62,292	63,590	64,888
Glazier	58,399	59,697	60,995	62,292	63,590	64,888
Head Carpenter	60,871	62,223	63,576	64,929	66,281	67,634
Head Electrician	60,871	62,223	63,576	64,929	66,281	67,634
Head Exterminator	60,871	62,223	63,576	64,929	66,281	67,634
Head Glazier	60,871	62,223	63,576	64,929	66,281	67,634
Head Painter	60,871	62,223	63,576	64,929	66,281	67,634
Head Plasterer	60,871	62,223	63,576	64,929	66,281	67,634
Head Plumber	60,871	62,223	63,576	64,929	66,281	67,634
Housing Custodian	47,935	49,000	50,066	51,131	52,196	53,261
Labor Supervisor I	58,399	59,697	60,995	62,292	63,590	64,888
Laborer	51,577	52,724	53,870	55,016	56,162	57,308
Laborer I (Per Hour)	23.21	23.73	24.24	24.76	25.28	25.79
Laborer II (Per Hour)	24.88	25.43	25.99	26.54	27.09	27.65
Locksmith	58,399	59,697	60,995	62,292	63,590	64,888
Motor Equipment Mechanic	59,692	61,019	62,345	63,672	64,998	66,325
Painter	58,399	59,697	60,995	62,292	63,590	64,888
Plasterer	58,399	59,697	60,995	62,292	63,590	64,888
Plumber	58,399	59,697	60,995	62,292	63,590	64,888
Superintendent of Maintenance	87,812	89,763	91,715	93,666	95,617	97,569
Supervisor of Maintenance I	64,903	66,345	67,788	69,230	70,672	72,114
Truck Driver	54,846	56,065	57,284	58,502	59,721	60,940

