

# **Collective Bargaining Agreement**

**between**

**BUFFALO MUNICIPAL  
HOUSING AUTHORITY**

**and**

**LOCAL 264  
White 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.**  
**WHITE 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, White 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 and 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

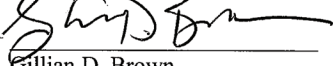
2. The Union hereby agrees that they now withdraw and release, the actions, charges, grievances, proceedings, improper practice charges, demand for arbitrations or pending arbitration proceedings filed prior to the date of execution of this agreement as outlined in the list attached as Exhibit A . The 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.



7. 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.

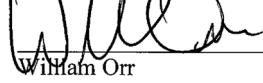
Dated: January 22, 2025

For the Authority:

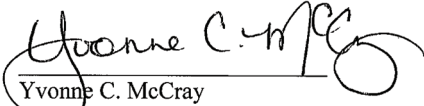


Gillian D. Brown  
Executive Director

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 ensure 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 employee 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 Employer are retained by it.

**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 following titles shall receive an upgrade of \$1,200. The upgrade is based on the expansion of job responsibilities as outlined in the document attached and marked Exhibit B.

HOUSING AIDE  
HOUSING AIDE, SPANISH SPEAKING

Future requests for salary upgrades will be considered only upon the completion of a job evaluation study of the entire bargaining unit.

- E. The Authority shall pay all salaries and wages on 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 for said position. 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.

- H. Effective as of the first day of July 1977, the Authority agrees to pay to all daily and seasonal employees represented by the Union, a rate of compensation as determined by the wage schedule.
- I. Employees, who work any shift other than the day shift, shall receive a shift differential in the amount of seventy-five cents (\$.75) per hour.
- J. 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 normal workday for employees in this bargaining unit shall consist of eight (8) hours. On July 1 of each year, employees can request one of the following schedules.

8:30 am – 4:30 pm

8:45 am – 4:45 pm

9:00 am – 5:00 pm

The Authority shall determine the number of employees assigned to a schedule by work location. In the event of a conflict, the preferred schedule will be assigned by seniority (date of first permanent appointment). Once a schedule is assigned, the schedule must remain in effect for a minimum of one year. At any time during the year, the schedule may be changed by mutual agreement between the employee and the department director or designee.

The normal workday for administrative support staff assigned to PPC shall be 8:00 a.m. - 4:00 p.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.

Flex time for Senior Tenant Relations Specialist, Tenant Relations Specialist and Tenant Relations Aide can be assigned to accommodate pre scheduled evening meetings.

The Crime Analyst may be required to attend prescheduled Tenant Council meetings without being paid overtime or compensatory time and will be allowed to arrange their schedule to attend the meeting.

B. All employees shall be paid time and one half for any of the following work:

- (1) All work performed in excess of eight (8) hours in any workday.
- (2) All work performed in excess of forty (40) hours in any workweek.
- (3) All work performed before or after any scheduled work shift.
- (4) All work performed on Saturday or Sunday, except when the employee's regular work shift includes Saturday or Sunday.

The BMHA is not required to provide overtime to an employee for the sole purpose of supervising the work of contractors. The Executive Director or designee will determine if overtime is required to supervise the work of contractors.

The overtime rate specified above for Saturday and Sunday work shall not be paid to employees for whom those days fall regularly within their workweek. Employees should be paid time and one half (1 1/2) for all work performed on the sixth and seventh day of their regular workweek.

For the purpose of this article, excused paid absence or sick leave within a regularly schedule five-day workweek shall be counted as days worked for the purposes of computation of premium pay. Employees who work more than forty hours per week may receive, at their discretion, wages of time and one half or compensatory time at time and one half.

***Compensatory Time in Lieu of Wages*** - Compensatory time must be used within one year and can only be accumulated to a maximum of 40 hours worked. 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. Any authorized overtime worked over 40 hours will be paid.

Any employee called to work outside of his/her regularly scheduled shift due to health and safety reasons, shall be paid for at least four hours of work at time and one-half, provided

that the employee remains 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 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.

In instances of a health and safety emergency, defined as a fire or utility outage, necessitating the need for overtime, employees serving in applicable titles and assigned to the development where the health and safety emergency exists, will be requested to report. If the employee declines, overtime will be offered on a voluntary basis to employees serving in the applicable titles Authority-wide. Overtime will be assigned by seniority from those who expressed interest. If there are no volunteers, overtime will be assigned by inverse seniority. Employees who are assigned by inverse seniority and 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.

The Authority will implement a four-day (4), ten-hour (10) schedule for departments, titles and functions it deems eligible. The schedule will be either Tuesday through Friday or Monday through Thursday. Employees will be assigned to the ten-hour (10) schedule on a voluntary basis. Seniority shall prevail within the department if the schedule is limited to the number of employees eligible to participate. The utilization of leave time (vacation, sick, personal, holiday) for employees on the four-day (4) schedule will be negotiated by the Union and the Authority.

The Authority reserves the right to discontinue the ten-hour (10), four-day (4) schedule at any time.

- C. **Tardy** – Employees who report fifteen (15) or more minutes after the start of their shift, with a starting time no later than 9:30 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.
- D. **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.

### **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 dollar) 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 and retroactive to 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 listed in the salary schedule for that year the payment set forth in Column II below.

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

- A. Longevity payments shall be paid annually in a lump sum payment on the pay date corresponding to the 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 prorated 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.



Whenever any of the holidays listed above shall fall on a Sunday, the succeeding 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.

- B. 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.
- C. 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.
- D. 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, shall be prorated monthly and granted according to the following schedule:

<b><u>YEARS OF SERVICE</u></b>	<b><u>LENGTH OF VACATION</u></b>	<b><u>MONTHLY ACCRUALS</u></b>
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:

<b><u>YEARS OF SERVICE</u></b>	<b><u>LENGTH OF VACATION</u></b>	<b><u>MONTHLY ACCRUALS</u></b>
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. The parties have agreed to a reopener regarding a calendar year vacation.

## **SECTION 2. VACATION PAY**

- A. 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.
- B. 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 Payroll Department at least thirty (30) days in advance. Such request cannot, thereafter, be cancelled.
- C. 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 applicable 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 accumulated and unused vacation time standing to this 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 may be taken in one-hour increments.
- B. 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 for the first year of service.

- C. For employees hired prior to July 1, 1986, at the completion of one (1) full year 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 1.3 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 (1) full year 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. Unused sick leave may be accumulated in an amount not to exceed 300 (three hundred) days for employees on a five-day workweek who were hired prior to October 1, 1989. Employees hired after October 1, 1989, who are on a five-day workweek, may accumulate up to 180 days of sick leave. 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. Employees shall be permitted to use their sick leave for necessary care of a member of their immediate family for up to five (5) days (in or out of home). Additional sick time may be used upon presentation of medical documentation that stipulates the need to care for the family member.
- H. Employees who are absent from work for five (5) or more consecutive days are required to provide medical documentation to justify their absences.
- I. Effective July 1, 2023, the Authority agrees 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.
- J. 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 employees' rate of accumulation as stated in paragraphs (b), (c) and (d) above as well as in 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 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 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 leave) in a six-month period, from January 1 through June 30 and July 1 through December 31, shall 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.

**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 or 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 up 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 employee’s discretion provided that the employee submits their 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/her absence will not seriously hamper or impede the necessary work of their department. Such personal leave may be taken in one-hour increments.

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.

BMHA agrees to contribute their applicable share of full salary and benefits for the President of AFSCME Local 264. This applicable share shall be computed based on the percentage of represented employees employed by the BMHA.

Also, if a BMHA employee becomes President of AFSCME Local 264, that employee shall be granted leave with full salary and benefits provided that the City of Buffalo, Buffalo Board of Education and any other municipal entity which employs members of the Union, agree in writing to reimburse the BMHA for their respective shares of said salary and benefits. Such respective shares shall be computed based on the percentage of represented employees in the various entities on the date of the individual becoming President. Such leave shall be for the duration of the President's term.

Such percentage shall be examined for accuracy and adjusted, if necessary, each year.

#### **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 noncumulative and not charged to any other leave. The first day of the five-day period shall be the first work day after death.

The employee must notify the person in charge of his request for such a leave. 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 his/her 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.

## **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, not to exceed one (1) year may be granted by action of the Board of Commissioners of the Authority, only for a purpose that 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. Maternity leave may be extended or renewed for an additional period not to exceed twelve (12) 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 leave 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 a leave 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. Effective July 1, 2000, or upon final approval of this agreement, whichever is later, 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 according to the following schedule up to a maximum of \$500 per semester, not to exceed two semester per calendar year. A commitment from the school must be obtained and the course must be directly related to the job duties or must be within the accredited curriculum program directly related to their field.

<i>Scholastic Grade</i>	<i>Reimbursement Rate</i>
<i>A</i>	<i>100%</i>
<i>B</i>	<i>75%</i>
<i>C</i>	<i>50%</i>

If a college only has a grading schedule of satisfactory/unsatisfactory of pass/fail, you must receive a satisfactory or pass to receive 75% reimbursement.

Employees, who voluntarily leave employment with the BMHA within one year of completion of a semester, are responsible for a prorated reimbursement of the allowance paid for that semester.

- 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 that 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, the Buffalo Board of Education, or the Buffalo Sewer Authority.



## **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 during such service.

### **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 sick, personal leave, vacation or any other 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 involved. 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 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 or disease and the un-employability of said employee. The paid sick leave shall cease either 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 such leave during the statutory waiting period.

Should an employee continue on compensation and/or be granted Worker's Compensation by the Worker's Compensation Board, the employee would be entitled to the prorated share of wages/compensation checks and the employee must reimburse the Authority with compensation checks. The employer will reimburse 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 BMHA, the BMHA agrees to deposit \$1,000 per year into a 105-h health 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 savings 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  
PREMOLAR 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 PROGRAM**

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 cancelled, 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 and 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. Payments will be made in one installment of \$150 (one hundred and 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 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 or about December 1st of each year. In lieu payments by law are taxable. The W 2 statement issued at the end of the year shall indicate these additional earnings.
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 cancelled, 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.
7. 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.
8. Upon leaving the plan, the employee shall be entitled to an in-lieu payment on 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 who retire with 10 plus years of BMHA Service at no cost;
- Employees who retire with less than 10 years of BMHA Service will contribute 10% (ten percent) of the BMHA's cost for the plan;

Employees who were 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 benefit 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 for the plan.
- Employees with less than 15 years of BMHA service, will contribute 25% (twenty-five percent) of the BMHA's cost for 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, and who retire after September 17, 2018, will be placed into the Medicare Advantage Plan when 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 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 retiree's 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**

Seniority within the Authority for determining priorities or elimination of jobs, layoffs or recalls means the date of an employee's first appointment on a permanent basis in the competitive class followed by continuous service in the competitive class on a permanent basis. Seniority, for the purpose of determining priorities on choice of vacation time or personal leave means the date of an employee's appointment by the Authority in the particular classification in which he is employed at the time of determination. Every twelve (12) months, the Assistant Director for Administration 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 (12) 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 shall 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**

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 economies, 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 BMHA.

## **SECTION 6. METHOD OF RECALL PROCEDURE**

- A. Employees shall be recalled from layoff according to their seniority on the preferred list established in accordance with Civil Service Law.
- B. 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 within the promotional ladder as determined by the local Civil Service Commission. The advancement of an employee to a higher paying position is not necessarily a promotion.
- 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 position will be filled from one of the top five (5) in seniority from among those qualified applicants who have demonstrated their competence that they are capable to fulfill the responsibilities of the higher job.
- 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.
- G. The Authority agrees to notify the Union of all new titles.

## **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 job vacancy and in the absence of an appropriate Civil Service list, the vacancy will be filled from one of the top five in seniority from among those qualified applicants who have demonstrated their competence that they are capable to fulfill the responsibilities of the high job.

## **SECTION 3. TRANSFERS**

- A. Where transfers are permitted by the Authority, employees desiring to transfer to other jobs shall submit an application, in writing, to their immediate supervisor. The application 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 permitted to exercise his seniority rights in accordance with Civil Service Law. Such employee may, if he so desires, replace any employee in the same job classification, pursuant to Civil Service Law, provided that he has greater seniority than the employee within the Authority, whom he replaces.

# **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 appropriate department head, 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 appropriate department head 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 the department, 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 of the Authority 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 incompetency 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 be 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 on 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.

His 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 the 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.

**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, to the Authority or its representatives  
Consult with the Authority, its representatives, Local Union 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 Chairman and Stewards 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 Authority and shall not be the direct result of union activities. Shift assignments will be based on negotiated provisions included in Article III, Section 2(A).
- D. 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.
- E. The Local Union shall certify the names of employees selected as Stewards, and the names of other Union representatives, who may represent employees, in writing, to the Authority.



## **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.

## **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 union elections. Paid time off to vote or Council 35 delegates is not permitted.

## **ARTICLE XIX** **AUTOMOBILE ALLOWANCE**

All employees who are assigned by their manager/supervisor, subject to approval of the Executive Director, to use their personal automobile on a regular basis and who have demonstrated the requirement to travel more than ten (10) days per month will receive an automobile allowance of \$225. Employees eligible for the reimbursement that are absent from work for ten (10) or more consecutive days shall receive a prorated share of the monthly rate based on the number of days the employee was present at work. Checks will be issued on a monthly basis payable within two (2) weeks following the last pay period of the month. Employees of this bargaining unit who are not assigned as regular drivers will be reimbursed at the IRS rate.

This section shall not preclude the 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.

**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**

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.

The Site Construction Manager, Contract Coordinator, Supervisor of Construction-Modernization and Contract Compliance Monitor are required to wear safety footwear commensurate with the nature of work and conditions of the site as required by O.S.H.A. Employees will be eligible to purchase ANSI approved protective footwear paid by the Authority in an amount not to exceed \$100 per year.

**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 the wage rate at the same step level established for the position which he is currently enjoying or his own rate whichever is higher, retroactive to the first day that he was working in this job title.

**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. The 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 agreement. 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 BMHA 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.

**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, 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**

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.

**ARTICLE XXXV**  
**EMPLOYMENT OPPORTUNITIES FOR LOWER INCOME PERSONS**

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**

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

**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, upon approval of the Memorandum of Agreement.

**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**

The Authority will, if necessary, authorize overtime to expedite the preparation of retroactive checks.

## **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) 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 working 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 (20th) consecutive working day.

**ARTICLE XLI**  
**UNASSIGNED JOB TITLES AND CHANGE IN TITLE**

Obvious White-Collar titles (Local 650, White Collar Unit, City of Buffalo) shall be placed into the Authority's White-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 an approval.

**ARTICLE XLIII**  
**LABOR/MANAGEMENT COMMITTEE**

**SECTION 1. GENERAL**

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.

**SECTION 2. PROMOTIONAL OPPORTUNITIES**

A committee shall be established with members from the Authority and the Union to discuss promotional opportunities within the Authority.

**ARTICLE XLIV**  
**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 XLV**  
**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 XLVI**  
**DRUG AND ALCOHOL TESTING**

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

**ARTICLE XLVII**  
**UNIFORM REQUIREMENT**

Clerk Aides assigned to the Public Safety Department will be issued a uniform (one-time start-up) consisting of five (5) White uniform shirts (3 long sleeve, 2 short sleeve) with the BMHA patch sewn on, four (4) Navy blue pants or shifts (or any combination) and one (1) cross tie or neck tie.

- 1) Short sleeve shirts may be worn from May 15th thru October 15th; uniform shirts may be worn with open collar during this period (no tie).
- 2) Employees shall wear BMHA identification tag, necklace style or clip on at the employee's discretion while on duty.
- 3) Black or navy-blue footwear are required.
- 4) Black or navy-blue pullover or button-down sweater is optional.

Supplied clothing that is torn or worn through the normal course of business will be replaced by the BMHA upon written request and submission of the damaged or worn clothing.

Effective the first workday following issuance of the clothing, employees will be required to report in full uniform.

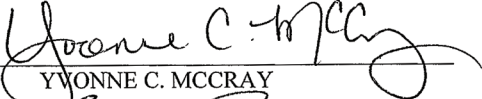


**ARTICLE XLVIII**  
**DURATION AND TERMINATION**

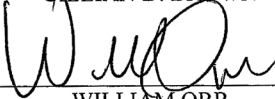
This Agreement shall be effective as of the first day of July, 2023, and shall remain in full force and effect, subject to the approval of the Buffalo Municipal Housing Authority Board of Commissioners and all required parties until the 30th day of June, 2028. It shall be automatically renewed from year 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

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

**EXHIBIT B  
BMHA  
HOUSING AIDE OCCUPANCY SPECIALIST  
JOB DUTY COMPARISON**

**HOUSING AIDE**

**May assists in duties relating to Tenant Selection and Marketing;**

- application intake, classification, offering;
- Schedules and interviews applicants and/or tenants;
- gathers verification needed to determine eligibility including assessment checks, landlord references, income verifications, caseworker reports, ID's, custody papers, social security cards, credit checks, police checks, etc;
- forwards completed files for review, determination, unit assignment to higher ranking staff;

**Assists in annual recertification survey at the site development office;**

- verifies income information and family composition and compares with information obtained from EIV system to determine total family income, send out third party as needed;
- determines and tracks adjustments to rent and Section 8 subsidies;
- processes initial recertification package and monthly updates;
- update all family and income information, apply correct payment standard and utility allowance;
- track inspections for completeness;
- enter updated information in MLS;
- assist in correcting errors reported in PIC system;
- manage transfer requests, update all household and income information, send a notice to the landlord;
- may prepare and conduct tenant and/or landlord briefings to provide required information on the Section 8 program to participants. Prepare vouchers for distribution at the briefing;
- obtain a copy of the lease and send HAP contract for signature;
- sends files out for leasing after they have been reviewed and approved by higher staff;

**Investigates complaints and inquiries;**

- addresses and assists in solving issues with tenants;
- answer tenant and landlord inquiries;

**Assists in the coordination of community service agencies;**

**Conducts inspections by extensive walking and stair climbing of vacant and occupied dwelling units;**

- as a result of inspections submits work orders for approval and inputs into computer;
- prepares and maintains records and reports relating to inspection process;

**Assists and participates in lease enforcement and when necessary eviction process;**

**Assists in the review of Housing Authority policies and applicable regulations;**

**Assists and participates in collecting of delinquent accounts;**

**Assists and participates in filing of warrants and petitions in City Court;**

**Assists and participates in setting rents and leasing units in accordance with Authority policy and applicable law;**

**Maintains files and records relating to tenants and applicants;**

**Prepares correspondence;**

**May be required to process requisitions (and/or any method of requesting the purchase of goods or services), memos, letters, input payroll data, etc;**

**Related work as required.**

### **OCCUPANCY SPECIALIST**

**Processes applications and makes final determination of eligibility for individuals seeking residency in public housing developments;**

**Application intake, classification, offering;**

**Schedules and interviews applicants;**

**Gathers verification needed to determine eligibility including assessment checks, landlord references, income verifications, caseworker reports, ID's, custody papers, social security cards, credit checks, police checks, etc;**

**Reviews completed files and make final eligibility determination and unit assignment;  
Manage unit inventory and assignment;**

**Transfer offers and placements;**

**May facilitate Tenant Review Board hearings;**

**May conduct administrative reviews of denied files;**

**Related work as required.**

**SCHEDULE "A"**

**July 1, 2023 - June 30, 2024**

	<b>90%</b>	<b>92%</b>	<b>94%</b>	<b>96%</b>	<b>98%</b>	<b>100%</b>
<b>White Collar Unit</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Account Clerk Typist	45,120	46,123	47,126	48,128	49,131	50,134
Accounting Analyst	73,370	75,001	76,631	78,262	79,892	81,523
Administrative Assistant	53,200	54,382	55,565	56,747	57,929	59,111
Apartment and Inventory Control Clerk	51,327	52,468	53,608	54,749	55,889	57,030
Architect	73,046	74,669	76,292	77,915	79,539	81,162
Assistant Accountant	55,736	56,974	58,213	59,452	60,690	61,929
Assistant Computer Programmer	58,689	59,993	61,297	62,601	63,906	65,210
Assistant Management Analyst	60,417	61,760	63,103	64,445	65,788	67,130
Associate Account Clerk	51,290	52,430	53,569	54,709	55,849	56,989
Associate Accountant	69,682	71,230	72,779	74,327	75,876	77,424
Associate Management Analyst	88,922	90,898	92,874	94,850	96,826	98,802
Auditor (BMHA)	59,235	60,552	61,868	63,184	64,501	65,817
BMHA Case Manager	67,505	69,006	70,506	72,006	73,506	75,006
Buyer	55,736	56,974	58,213	59,452	60,690	61,929
Clerk Aide	41,830	42,759	43,689	44,618	45,548	46,477
Complaint Clerk	39,961	40,849	41,737	42,625	43,513	44,401
Complaint Clerk Spanish Speaking	39,961	40,849	41,737	42,625	43,513	44,401
Computer Operator	55,396	56,627	57,858	59,089	60,320	61,551
Computer Programmer	60,417	61,760	63,103	64,445	65,788	67,130
Contract and Specifications Clerk	51,327	52,468	53,608	54,749	55,889	57,030
Contract Compliance Monitor	62,431	63,819	65,206	66,593	67,981	69,368
Contract Coordinator	63,878	65,298	66,717	68,137	69,556	70,976
Crime Analyst	68,460	69,981	71,503	73,024	74,545	76,067
Employment and Training Coordinator	73,370	75,001	76,631	78,262	79,892	81,523
Energy and Utility Manager	73,370	75,001	76,631	78,262	79,892	81,523
Grant Coordinator	67,505	69,006	70,506	72,006	73,506	75,006
Housing Aide	50,931	52,062	53,194	54,326	55,458	56,590
Housing Aide Spanish Speaking	50,931	52,062	53,194	54,326	55,458	56,590
Housing Inspector	67,243	68,737	70,232	71,726	73,220	74,715
Inventory Control Clerk	48,856	49,942	51,028	52,113	53,199	54,285
Junior Accountant	49,526	50,626	51,727	52,827	53,928	55,028
Junior Buyer	52,042	53,199	54,355	55,512	56,668	57,825
Management Analyst	66,298	67,771	69,244	70,717	72,191	73,664
Marketing Manager	73,369	75,000	76,630	78,260	79,891	81,521
Microfilm Operator	41,830	42,759	43,689	44,618	45,548	46,477
Occupancy Assistant	49,526	50,626	51,727	52,827	53,928	55,028

## SCHEDULE "A"

**July 1, 2023 - June 30, 2024**

	90%	92%	94%	96%	98%	100%
<b>White Collar Unit</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Occupancy Examiner	73,369	75,000	76,630	78,260	79,891	81,521
Occupancy Specialist	60,293	61,633	62,973	64,313	65,653	66,993
Occupancy Specialist (Spanish Speaking)	60,293	61,633	62,973	64,313	65,653	66,993
Paralegal Assistant	55,042	56,265	57,488	58,711	59,934	61,157
Principal Accountant	84,791	86,675	88,559	90,443	92,328	94,212
Project Cashier	47,583	48,641	49,698	50,756	51,813	52,870
Registered Nurse (BMHA)	69,682	71,230	72,779	74,327	75,876	77,424
Rehabilitation Construction Analyst	69,173	70,710	72,247	73,784	75,321	76,858
Report Technician	49,511	50,612	51,712	52,812	53,912	55,013
Safety Officer	60,950	62,304	63,658	65,013	66,367	67,722
Senior Account Clerk Typist	46,294	47,322	48,351	49,380	50,409	51,437
Senior Accountant/Auditor	62,734	64,129	65,523	66,917	68,311	69,705
Senior Administrative Assistant	63,930	65,351	66,771	68,192	69,613	71,033
Senior Architect	78,429	80,172	81,914	83,657	85,400	87,143
Senior Operations Communication Coordinator	55,395	56,626	57,857	59,088	60,319	61,550
Senior Typist	44,975	45,974	46,973	47,973	48,972	49,972
Site Construction Manager	76,643	78,346	80,050	81,753	83,456	85,159
Statistics Clerk	51,290	52,430	53,569	54,709	55,849	56,989
Supervising Auditor	73,369	75,000	76,630	78,260	79,891	81,521
Supervisor of Construction- Modernization	63,878	65,298	66,717	68,137	69,556	70,976
Systems Administrator	71,370	72,956	74,542	76,128	77,714	79,300
Telephone Operator	46,294	47,322	48,351	49,380	50,409	51,437
Tenant Relations Specialist	60,417	61,760	63,103	64,445	65,788	67,130
Typist	42,948	43,902	44,857	45,811	46,766	47,720

**SCHEDULE "B"**

**July 1, 2024 - June 30, 2025**

	<b>90%</b>	<b>92%</b>	<b>94%</b>	<b>96%</b>	<b>98%</b>	<b>100%</b>
<b>White Collar Unit</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Account Clerk Typist	46,925	47,968	49,011	50,054	51,096	52,139
Accounting Analyst	76,305	78,001	79,697	81,392	83,088	84,784
Administrative Assistant	55,328	56,558	57,787	59,017	60,246	61,476
Apartment and Inventory Control Clerk	53,380	54,566	55,753	56,939	58,125	59,311
Architect	75,968	77,656	79,344	81,032	82,720	84,408
Assistant Accountant	57,965	59,253	60,542	61,830	63,118	64,406
Assistant Computer Programmer	61,036	62,393	63,749	65,105	66,462	67,818
Assistant Management Analyst	62,834	64,230	65,627	67,023	68,419	69,816
Associate Account Clerk	53,341	54,527	55,712	56,898	58,083	59,268
Associate Accountant	72,469	74,079	75,690	77,300	78,911	80,521
Associate Management Analyst	92,478	94,534	96,589	98,644	100,699	102,754
Auditor (BMHA)	61,605	62,974	64,343	65,712	67,081	68,450
BMHA Case Manager	70,206	71,766	73,326	74,886	76,446	78,006
Buyer	57,965	59,253	60,542	61,830	63,118	64,406
Clerk Aide	43,503	44,470	45,436	46,403	47,370	48,337
Complaint Clerk	41,560	42,483	43,407	44,330	45,254	46,177
Complaint Clerk Spanish Speaking	41,560	42,483	43,407	44,330	45,254	46,177
Computer Operator	57,611	58,892	60,172	61,452	62,732	64,013
Computer Programmer	62,834	64,230	65,627	67,023	68,419	69,816
Contract and Specifications Clerk	53,380	54,566	55,753	56,939	58,125	59,311
Contract Compliance Monitor	64,928	66,371	67,814	69,257	70,700	72,143
Contract Coordinator	66,433	67,910	69,386	70,862	72,339	73,815
Crime Analyst	71,198	72,780	74,363	75,945	77,527	79,109
Employment and Training Coordinator	76,305	78,001	79,697	81,392	83,088	84,784
Energy and Utility Manager	76,305	78,001	79,697	81,392	83,088	84,784
Grant Coordinator	70,206	71,766	73,326	74,886	76,446	78,006
Housing Aide	52,968	54,145	55,322	56,499	57,676	58,853
Housing Aide Spanish Speaking	52,968	54,145	55,322	56,499	57,676	58,853
Housing Inspector	69,933	71,487	73,041	74,595	76,149	77,703
Inventory Control Clerk	50,811	51,940	53,069	54,198	55,327	56,456
Junior Accountant	51,507	52,651	53,796	54,940	56,085	57,230
Junior Buyer	54,124	55,327	56,529	57,732	58,935	60,138
Management Analyst	68,950	70,482	72,014	73,546	75,078	76,611
Marketing Manager	76,304	77,999	79,695	81,391	83,086	84,782
Microfilm Operator	43,503	44,470	45,436	46,403	47,370	48,337

**SCHEDULE “B”**

**July 1, 2024 - June 30, 2025**

	<b>90%</b>	<b>92%</b>	<b>94%</b>	<b>96%</b>	<b>98%</b>	<b>100%</b>
<b>White Collar Unit</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Occupancy Assistant	51,507	52,651	53,796	54,940	56,085	57,230
Occupancy Examiner	76,304	77,999	79,695	81,391	83,086	84,782
Occupancy Specialist	62,705	64,098	65,492	66,885	68,279	69,672
Occupancy Specialist (Spanish Speaking)	62,705	64,098	65,492	66,885	68,279	69,672
Paralegal Assistant	57,243	58,515	59,787	61,059	62,331	63,604
Principal Accountant	88,182	90,142	92,101	94,061	96,021	97,980
Project Cashier	49,487	50,586	51,686	52,786	53,885	54,985
Registered Nurse (BMHA)	72,469	74,079	75,690	77,300	78,911	80,521
Rehabilitation Construction Analyst	71,940	73,538	75,137	76,735	78,334	79,933
Report Technician	51,492	52,636	53,780	54,925	56,069	57,213
Safety Officer	63,388	64,796	66,205	67,613	69,022	70,431
Senior Account Clerk Typist	48,145	49,215	50,285	51,355	52,425	53,495
Senior Accountant/Auditor	65,244	66,694	68,144	69,593	71,043	72,493
Senior Administrative Assistant	66,487	67,965	69,442	70,920	72,397	73,875
Senior Architect	81,566	83,378	85,191	87,004	88,816	90,629
Senior Operations Communication Coordinator	57,611	58,891	60,171	61,452	62,732	64,012
Senior Typist	46,774	47,813	48,852	49,892	50,931	51,971
Site Construction Manager	79,709	81,480	83,252	85,023	86,794	88,565
Statistics Clerk	53,341	54,527	55,712	56,898	58,083	59,268
Supervising Auditor	76,304	77,999	79,695	81,391	83,086	84,782
Supervisor of Construction- Modernization	66,433	67,910	69,386	70,862	72,339	73,815
Systems Administrator	74,225	75,874	77,524	79,173	80,823	82,472
Telephone Operator	48,145	49,215	50,285	51,355	52,425	53,495
Tenant Relations Specialist	62,834	64,230	65,627	67,023	68,419	69,816
Typist	44,666	45,658	46,651	47,644	48,636	49,629



**SCHEDULE "C"**

**July 1, 2025 - June 30, 2026**

	<b>90%</b>	<b>92%</b>	<b>94%</b>	<b>96%</b>	<b>98%</b>	<b>100%</b>
<b>White Collar Unit</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Account Clerk Typist	48,333	49,407	50,481	51,555	52,629	53,703
Accounting Analyst	78,595	80,341	82,088	83,834	85,581	87,328
Administrative Assistant	56,988	58,255	59,521	60,787	62,054	63,320
Apartment and Inventory Control Clerk	54,981	56,203	57,425	58,647	59,869	61,090
Architect	78,246	79,985	81,724	83,463	85,201	86,940
Assistant Accountant	59,704	61,031	62,358	63,685	65,011	66,338
Assistant Computer Programmer	62,867	64,264	65,661	67,058	68,455	69,853
Assistant Management Analyst	64,719	66,158	67,596	69,034	70,472	71,910
Associate Account Clerk	54,941	56,162	57,383	58,604	59,825	61,046
Associate Accountant	74,643	76,302	77,960	79,619	81,278	82,937
Associate Management Analyst	95,253	97,370	99,486	101,603	103,720	105,837
Auditor (BMHA)	63,453	64,863	66,273	67,683	69,093	70,504
BMHA Case Manager	72,312	73,918	75,525	77,132	78,739	80,346
Buyer	59,704	61,031	62,358	63,685	65,011	66,338
Clerk Aide	44,808	45,804	46,800	47,796	48,791	49,787
Complaint Clerk	42,806	43,757	44,709	45,660	46,611	47,562
Complaint Clerk Spanish Speaking	42,806	43,757	44,709	45,660	46,611	47,562
Computer Operator	59,340	60,659	61,977	63,296	64,615	65,933
Computer Programmer	64,719	66,158	67,596	69,034	70,472	71,910
Contract and Specifications Clerk	54,981	56,203	57,425	58,647	59,869	61,090
Contract Compliance Monitor	66,877	68,363	69,849	71,335	72,821	74,307
Contract Coordinator	68,427	69,947	71,468	72,988	74,509	76,029
Crime Analyst	73,334	74,964	76,593	78,223	79,853	81,482
Employment and Training Coordinator	78,595	80,341	82,088	83,834	85,581	87,328
Energy and Utility Manager	78,595	80,341	82,088	83,834	85,581	87,328
Grant Coordinator	72,312	73,918	75,525	77,132	78,739	80,346
Housing Aide	54,557	55,769	56,981	58,194	59,406	60,619
Housing Aide Spanish Speaking	54,557	55,769	56,981	58,194	59,406	60,619
Housing Inspector	72,031	73,631	75,232	76,833	78,433	80,034
Inventory Control Clerk	52,335	53,498	54,661	55,824	56,987	58,150
Junior Accountant	53,052	54,231	55,410	56,589	57,768	58,947
Junior Buyer	55,748	56,987	58,226	59,464	60,703	61,942
Management Analyst	71,018	72,597	74,175	75,753	77,331	78,909
Marketing Manager	78,593	80,339	82,086	83,832	85,579	87,325
Microfilm Operator	44,808	45,804	46,800	47,796	48,791	49,787

## SCHEDULE "C"

**July 1, 2025 - June 30, 2026**

	90%	92%	94%	96%	98%	100%
<b>White Collar Unit</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Occupancy Assistant	53,052	54,231	55,410	56,589	57,768	58,947
Occupancy Examiner	78,593	80,339	82,086	83,832	85,579	87,325
Occupancy Specialist	64,586	66,021	67,456	68,892	70,327	71,762
Occupancy Specialist (Spanish Speaking)	64,586	66,021	67,456	68,892	70,327	71,762
Paralegal Assistant	58,961	60,271	61,581	62,892	64,202	65,512
Principal Accountant	90,827	92,846	94,864	96,883	98,901	100,919
Project Cashier	50,971	52,104	53,236	54,369	55,502	56,635
Registered Nurse (BMHA)	74,643	76,302	77,960	79,619	81,278	82,937
Rehabilitation Construction Analyst	74,098	75,745	77,391	79,038	80,684	82,331
Report Technician	53,036	54,215	55,394	56,572	57,751	58,929
Safety Officer	65,290	66,740	68,191	69,642	71,093	72,544
Senior Account Clerk Typist	49,590	50,692	51,794	52,896	53,998	55,100
Senior Accountant/Auditor	67,201	68,694	70,188	71,681	73,174	74,668
Senior Administrative Assistant	68,482	70,004	71,526	73,048	74,569	76,091
Senior Architect	84,013	85,880	87,747	89,614	91,481	93,348
Senior Operations Communication Coordinator	59,339	60,658	61,976	63,295	64,614	65,932
Senior Typist	48,177	49,248	50,318	51,389	52,460	53,530
Site Construction Manager	82,100	83,924	85,749	87,573	89,398	91,222
Statistics Clerk	54,941	56,162	57,383	58,604	59,825	61,046
Supervising Auditor	78,593	80,339	82,086	83,832	85,579	87,325
Supervisor of Construction- Modernization	68,427	69,947	71,468	72,988	74,509	76,029
Systems Administrator	76,452	78,150	79,849	81,548	83,247	84,946
Telephone Operator	49,590	50,692	51,794	52,896	53,998	55,100
Tenant Relations Specialist	64,719	66,158	67,596	69,034	70,472	71,910
Typist	46,006	47,028	48,051	49,073	50,096	51,118

**SCHEDULE "D"**

**July 1, 2026 - June 30, 2027**

	<b>90%</b>	<b>92%</b>	<b>94%</b>	<b>96%</b>	<b>98%</b>	<b>100%</b>
<b>White Collar Unit</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Account Clerk Typist	49,783	50,889	51,995	53,102	54,208	55,314
Accounting Analyst	80,953	82,752	84,551	86,350	88,149	89,948
Administrative Assistant	58,698	60,002	61,306	62,611	63,915	65,220
Apartment and Inventory Control Clerk	56,630	57,889	59,147	60,406	61,664	62,923
Architect	80,593	82,384	84,175	85,966	87,757	89,548
Assistant Accountant	61,495	62,862	64,228	65,595	66,962	68,328
Assistant Computer Programmer	64,754	66,193	67,632	69,071	70,510	71,949
Assistant Management Analyst	66,661	68,142	69,623	71,105	72,586	74,067
Associate Account Clerk	56,590	57,847	59,105	60,362	61,620	62,877
Associate Accountant	76,883	78,591	80,300	82,008	83,717	85,425
Associate Management Analyst	98,111	100,291	102,471	104,652	106,832	109,012
Auditor (BMHA)	65,357	66,810	68,262	69,714	71,167	72,619
BMHA Case Manager	74,481	76,136	77,791	79,446	81,101	82,756
Buyer	61,495	62,862	64,228	65,595	66,962	68,328
Clerk Aide	46,153	47,178	48,204	49,229	50,255	51,281
Complaint Clerk	44,090	45,070	46,050	47,029	48,009	48,989
Complaint Clerk Spanish Speaking	44,090	45,070	46,050	47,029	48,009	48,989
Computer Operator	61,120	62,478	63,836	65,195	66,553	67,911
Computer Programmer	66,661	68,142	69,623	71,105	72,586	74,067
Contract and Specifications Clerk	56,630	57,889	59,147	60,406	61,664	62,923
Contract Compliance Monitor	68,883	70,413	71,944	73,475	75,005	76,536
Contract Coordinator	70,479	72,045	73,611	75,177	76,744	78,310
Crime Analyst	75,534	77,212	78,891	80,569	82,248	83,926
Employment and Training Coordinator	80,953	82,752	84,551	86,350	88,149	89,948
Energy and Utility Manager	80,953	82,752	84,551	86,350	88,149	89,948
Grant Coordinator	74,481	76,136	77,791	79,446	81,101	82,756
Housing Aide	56,194	57,443	58,691	59,940	61,189	62,438
Housing Aide Spanish Speaking	56,194	57,443	58,691	59,940	61,189	62,438
Housing Inspector	74,192	75,840	77,489	79,138	80,786	82,435
Inventory Control Clerk	53,905	55,103	56,301	57,499	58,697	59,895
Junior Accountant	54,644	55,858	57,072	58,287	59,501	60,715
Junior Buyer	57,420	58,696	59,972	61,248	62,524	63,800
Management Analyst	73,149	74,774	76,400	78,025	79,651	81,276
Marketing Manager	80,950	82,749	84,548	86,347	88,146	89,945
Microfilm Operator	46,153	47,178	48,204	49,229	50,255	51,281

## SCHEDULE "D"

**July 1, 2026 - June 30, 2027**

	90%	92%	94%	96%	98%	100%
<b>White Collar Unit</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Occupancy Assistant	54,644	55,858	57,072	58,287	59,501	60,715
Occupancy Examiner	80,950	82,749	84,548	86,347	88,146	89,945
Occupancy Specialist	66,523	68,002	69,48	70,958	72,437	73,915
Occupancy Specialist (Spanish Speaking)	66,523	68,002	69,480	70,958	72,437	73,915
Paralegal Assistant	60,730	62,079	63,429	64,778	66,128	67,477
Principal Accountant	93,552	95,631	97,710	99,789	101,868	103,947
Project Cashier	52,501	53,667	54,834	56,001	57,167	58,334
Registered Nurse (BMHA)	76,883	78,591	80,300	82,008	83,717	85,425
Rehabilitation Construction Analyst	76,321	78,017	79,713	81,409	83,105	84,801
Report Technician	54,627	55,841	57,055	58,269	59,483	60,697
Safety Officer	67,248	68,743	70,237	71,732	73,226	74,720
Senior Account Clerk Typist	51,078	52,213	53,348	54,483	55,618	56,753
Senior Accountant/Auditor	69,217	70,755	72,294	73,832	75,370	76,908
Senior Administrative Assistant	70,536	72,104	73,671	75,239	76,806	78,374
Senior Architect	86,534	88,457	90,380	92,303	94,225	96,148
Senior Operations Communication Coordinator	61,119	62,477	63,835	65,194	66,552	67,910
Senior Typist	49,622	50,725	51,828	52,930	54,033	55,136
Site Construction Manager	84,563	86,442	88,321	90,200	92,079	93,959
Statistics Clerk	56,590	57,847	59,105	60,362	61,620	62,877
Supervising Auditor	80,950	82,749	84,548	86,347	88,146	9,945
Supervisor of Construction- Modernization	70,479	72,045	73,611	75,177	76,744	78,310
Systems Administrator	78,745	80,495	82,245	83,995	85,744	87,494
Telephone Operator	51,078	52,213	53,348	54,483	55,618	56,753
Tenant Relations Specialist	66,661	68,142	69,623	71,105	72,586	74,067
Typist	47,386	48,439	49,492	50,545	51,599	52,652

**SCHEDULE “E”**

**July 1, 2027 - June 30, 2028**

	<b>90%</b>	<b>92%</b>	<b>94%</b>	<b>96%</b>	<b>98%</b>	<b>100%</b>
<b>White Collar Unit</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Account Clerk Typist	51,276	52,416	53,555	54,694	55,834	56,973
Accounting Analyst	83,382	85,235	87,088	88,941	90,794	92,646
Administrative Assistant	60,459	61,802	63,146	64,490	65,833	67,177
Apartment and Inventory Control Clerk	58,330	59,626	60,922	62,218	63,514	64,811
Architect	83,011	84,856	86,700	88,545	90,390	92,234
Assistant Accountant	63,340	64,748	66,155	67,563	68,970	70,378
Assistant Computer Programmer	66,697	68,179	69,661	71,143	72,625	74,107
Assistant Management Analyst	68,660	70,186	71,712	73,237	74,763	76,289
Associate Account Clerk	58,287	59,582	60,878	62,173	63,468	64,763
Associate Accountant	79,189	80,949	82,708	84,468	86,228	87,988
Associate Management Analyst	101,054	103,300	105,545	107,791	110,037	112,282
Auditor (BMHA)	67,318	68,814	70,310	71,806	73,302	74,798
BMHA Case Manager	76,715	78,420	80,124	81,829	83,534	85,239
Buyer	63,340	64,748	66,155	67,563	68,970	70,378
Clerk Aide	47,537	48,594	49,650	50,707	51,763	52,819
Complaint Clerk	45,413	46,422	47,431	48,440	49,449	50,459
Complaint Clerk Spanish Speaking	45,413	46,422	47,431	48,440	49,449	50,459
Computer Operator	62,953	64,352	65,751	67,150	68,549	69,948
Computer Programmer	68,660	70,186	71,712	73,237	74,763	76,289
Contract and Specifications Clerk	58,330	59,626	60,922	62,218	63,514	64,811
Contract Compliance Monitor	70,949	72,526	74,102	75,679	77,255	78,832
Contract Coordinator	72,593	74,207	75,820	77,433	79,046	80,659
Crime Analyst	77,799	79,528	81,257	82,986	84,715	86,444
Employment and Training Coordinator	83,382	85,235	87,088	88,941	90,794	92,646
Energy and Utility Manager	83,382	85,235	87,088	88,941	90,794	92,646
Grant Coordinator	76,715	78,420	80,124	81,829	83,534	85,239
Housing Aide	57,880	59,166	60,452	61,739	63,025	64,311
Housing Aide Spanish Speaking	57,880	59,166	60,452	61,739	63,025	64,311
Housing Inspector	76,417	78,115	79,814	81,512	83,210	84,908
Inventory Control Clerk	55,523	56,757	57,990	59,224	60,458	61,692
Junior Accountant	56,283	57,534	58,784	60,035	61,286	62,536
Junior Buyer	59,143	60,457	61,771	63,085	64,400	65,714
Management Analyst	75,343	77,017	78,691	80,366	82,040	83,714
Marketing Manager	83,379	85,232	87,085	88,938	90,790	92,643
Microfilm Operator	47,537	48,594	49,650	50,707	51,763	52,819

## SCHEDULE "E"

**July 1, 2027 - June 30, 2028**

	90%	92%	94%	96%	98%	100%
<b>White Collar Unit</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Occupancy Assistant	56,283	57,534	58,784	60,035	61,286	62,536
Occupancy Examiner	83,379	85,232	87,085	88,938	90,790	92,643
Occupancy Specialist	68,519	70,042	71,565	73,087	74,610	76,132
Occupancy Specialist (Spanish Speaking)	68,519	70,042	71,565	73,087	74,610	76,132
Paralegal Assistant	62,551	63,941	65,331	66,721	68,111	69,501
Principal Accountant	96,359	98,500	100,641	102,783	104,924	107,065
Project Cashier	54,076	55,277	56,479	57,681	58,882	60,084
Registered Nurse (BMHA)	79,189	80,949	82,708	84,468	86,228	87,988
Rehabilitation Construction Analyst	78,611	80,357	82,104	83,851	85,598	87,345
Report Technician	56,266	57,516	58,767	60,017	61,268	62,518
Safety Officer	69,265	70,805	72,344	73,883	75,422	76,962
Senior Account Clerk Typist	52,610	53,779	54,948	56,117	57,286	58,456
Senior Accountant/Auditor	71,294	72,878	74,462	76,047	77,631	79,215
Senior Administrative Assistant	72,653	74,267	75,882	77,496	79,111	80,725
Senior Architect	89,129	91,110	93,090	95,071	97,052	99,032
Senior Operations Communication Coordinator	62,953	64,352	65,750	67,149	68,548	69,947
Senior Typist	51,111	52,247	53,383	54,518	55,654	56,790
Site Construction Manager	87,100	89,036	90,971	92,907	94,842	96,778
Statistics Clerk	58,287	59,582	60,878	62,173	63,468	64,763
Supervising Auditor	83,379	85,232	87,085	88,938	90,790	92,643
Supervisor of Construction- Modernization	72,593	74,207	75,820	77,433	79,046	80,659
Systems Administrator	81,107	82,909	84,712	86,514	88,316	90,119
Telephone Operator	52,610	53,779	54,948	56,117	57,286	58,456
Tenant Relations Specialist	68,660	70,186	71,712	73,237	74,763	76,289
Typist	48,808	49,893	50,978	52,062	53,147	54,232



