

**A G R E E M E N T**

**between the**

**STATE OF NEW YORK -  
UNIFIED COURT SYSTEM**

**and**

**DISTRICT COUNCIL 37  
AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES  
AFL-CIO AND LOCAL 1070**

**2021-2026**

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## AGREEMENT

AGREEMENT made by and between the State of New York-Unified Court System (hereafter referred to as the “State” or “Unified Court System”) and District Council 37, AFSCME, AFL-CIO, and Local 1070 (hereafter referred to as the “Union”). The term "employees" shall hereafter refer to employees within the negotiating unit as defined in Article 1 of this Agreement.

## ARTICLE 1

### RECOGNITION

The State, pursuant to Article 14 of the Civil Service Law (Public Employees' Fair Employment Act), recognizes District Council 37, AFSCME, AFL-CIO, and Local 1070 as the exclusive representative for collective negotiations with respect to salaries, wages, hours and other terms and conditions of employment for all full-time, part-time, hourly, and per diem employees in the Unified Court System within the City of New York, whose job title or position is set forth in Appendix A, attached hereto, or successor or similar titles or converted titles as a result of the Classification Plan adopted May 28, 1979, or amendments thereto.

## ARTICLE 2

### STATEMENT OF POLICY AND PURPOSE

2.1 It is the policy of the State to continue harmonious and cooperative relationships with its employees and to ensure the orderly and uninterrupted operations of government. This policy is effectuated by the provisions of the Public Employees' Fair Employment Act granting public employees the rights of organization and collective representation concerning the determination of the terms and conditions of their employment.

2.2 The State and the Union now desire to enter into an agreement reached through collective negotiations which will have for its purposes, among others, the following:

(a) To recognize the legitimate interests of the employees of the State to participate through collective negotiations in the determination of the terms and conditions of their employment.

(b) To promote fair and reasonable working conditions.

(c) To promote individual efficiency and service to the citizens of the State.

(d) To avoid interruption or interference with the efficient operation of the State's business.

(e) To provide a basis for the adjustment of matters of mutual interest by means of amicable discussion.

### **ARTICLE 3**

#### **UNCHALLENGED REPRESENTATION**

The State and the Union agree, pursuant to Section 208 of the Civil Service Law, that the Union shall have unchallenged representation status for the maximum period permitted by law on the date of execution of this Agreement.

### **ARTICLE 4**

#### **EMPLOYEE ORGANIZATION RIGHTS**

**4.1 Exclusive Rights to Negotiate.** The Union shall have the exclusive right to negotiate with respect to salaries, wages, hours, and other terms and conditions of employment on behalf of those employees it represents under this Agreement and the State shall not negotiate or meet with any other employee organization with reference to terms and conditions of employment of employees represented by the Union under this Agreement.

#### **4.2 Dues Check-Off.**

(a) Payroll Deduction. The Union shall have exclusive payroll deduction of membership dues and insurance premiums with this privilege accorded to no other employee organization. Payroll deductions shall also be provided without service charge for savings and loans to credit unions, Union dues check-off, government bonds, or any other deductions as authorized in writing by an employee and in accordance with the Rules of the Comptroller. Further, to the extent allowed by law, payroll deductions shall also be provided without service charge for approved Individual Retirement Accounts and Deferred Compensation Programs and the P.E.O.P.L.E. Program, as authorized in writing by an employee and in accordance with the Rules of the Comptroller.

(b) The Union shall have access to dues check-off authorization cards which are actually in the custody of the Office of Court Administration. With respect to authorization cards in the custody of the State Comptroller, the Office of Court Administration consents to inspection by the Union.

(c) When an employee is (1) reassigned or transferred from one payroll department to another, or (2) is promoted or demoted to another title represented by the same Union which represented him/her previously, dues check-off shall continue uninterrupted. When an employee is promoted or demoted to a title

covered by this Agreement, any prior dues deduction to another union shall be discontinued.

(d) When an employee returns from an approved leave of absence without pay or is reappointed or temporarily appointed from a preferred list in the same title or in another title represented by the same union, any dues check-off authorization in effect prior to the approved leave or the layoff shall be reactivated. Further, to the extent practicable and in accordance with the Rules of the Comptroller, all of an employee's payroll deductions shall be resumed when an employee returns from an authorized leave.

The State shall issue an appropriate administrative instruction to all payroll departments, subject to the Rules of the Comptroller.

#### **4.3 Bulletin Boards.**

(a) The State shall provide a reasonable amount of exclusive bulletin board space in an accessible place in each area occupied by a substantial number of employees for the purpose of posting bulletins, notices and material issued by the Union which shall be signed by a designated official of the Union. Where practicable, the bulletin boards shall be glass enclosed. No material shall be posted which is defamatory of the State or its representatives, or which constitutes election campaign material for or against any person, organization or faction thereof. Until such time as a bona fide representation petition has been filed with the Public Employment Relations Board ("PERB"), no other employee organization, except employee organizations which have been certified or recognized as the representative for collective negotiations for other State employees at such locations, shall have the right to post material upon State bulletin boards.

(b) The number and location of bulletin boards, as well as arrangements with reference to placing material thereon and removing material therefrom, shall be subject to mutual understandings, provided, however, that any material reasonably objected to by the State shall be removed, which removal may be contested pursuant to the contract grievance procedure provided for herein.

**4.4 Meeting Space.** Where there is appropriate available meeting space in buildings owned or leased by the State, the Union will be accorded the privilege of using such space for specific meetings, subject to the consent of the Deputy Chief Administrative Judge (New York City Courts) or his/her designee, provided there is no extraordinary expense incurred by the State in the furnishing of such space, and a written request for the use of such space is made in advance to the Deputy Chief Administrative Judge (New York City Courts) or his/her designee, as set forth above.

#### 4.5 Access to Employees.

(a) The Union shall, on an exclusive basis, have access during working hours to employees it represents, to consult regarding membership services and programs under mutually developed arrangements with the Deputy Chief Administrative Judge (New York City Courts) or his/her designee. Any such arrangements shall ensure that such access shall not interfere with work duties or performance and shall be reasonably controlled.

(b) As soon as practicable after the execution of the Agreement, the Union's officials shall be granted authorization to use the court system's e-mail system to communicate with its members regarding bona fide union business. The use of court system e-mail is not intended to replace the Union's bulletin boards for the purpose of posting bulletins, notices and general information. Group e-mails of any kind, including general communication to all members, are prohibited.

(c) As soon as practicable after the execution of the Agreement, the court system will take reasonable steps to provide the Union's officials with access to the court system's Intranet.

(d) Use of the e-mail system and/or the Intranet are subject to the court system's E-Mail Policy and Intranet Policy.

**4.6 Employee Lists.** The State shall furnish to the Union, without charge, upon written request, but no more than quarterly, information showing the name, title, appointment status, jurisdictional class, original appointment date, title entry date, home address, negotiating unit designation, social security number, payroll agency, salary and, if and when available, work location of all unit employees. The State shall provide to the Union a monthly list of new employee names and work locations.

#### 4.7 Employee Organization Leave.

(a) The Union shall designate, at least quarterly, in writing, those employees who are authorized to take employee organization leave ("EOL"). The Director of Labor Relations shall establish uniform procedures regarding the maintenance and submission of monthly reports of EOL.

(b) Individuals duly designated by the Union shall be permitted to perform the following functions without loss of pay or other employee benefits, except as limited by Section 4.7(c):

(1) To investigate grievances, assist in their early resolution, and to process them at all levels of the grievance procedure.

(2) To participate in meetings of the Labor/Management Committee and the Labor/Management Subcommittees.

(3) To meet or confer with the Chief Administrative Judge or any of his/her representatives on matters affecting labor/management relations, where such meetings or conferences have been previously approved by the Chief Administrative Judge.

(4) To negotiate, prepare for negotiations, or confer with the Director of Labor Relations or his/her representative, and to participate in fact-finding or other collective bargaining impasse procedures.

(5) To confer with and/or appear before PERB, Department of Audit and Control, New York State Employees Retirement System, and the Civil Service Commission on matters which may have any effect on labor/management relations.

(6) To confer with and/or appear before any Federal wage regulatory agency or Occupational Health and Safety Commission.

(7) To attend award, honor, graduating and promotional ceremonies as employee representatives, provided that no more than ten workdays in any calendar year are used for such purposes.

(8) To attend funerals and memorial services for employees who are killed in the line of duty (officers of the Union and an honor guard and such others as the Director of Labor Relations may approve).

(9) To engage in any other activity which may be approved by the Director of Labor Relations consistent with the conduct of labor/management relations.

(10) To attend meetings as a trustee of the Union Benefits Fund, up to four such meetings per year.

(11) Subject to the reasonable operating needs of the court or court-related agency no more than ten employees will be granted up to five days plus travel time in any calendar year for the purpose of attending Union conferences, seminars or workshops, and to appear before and confer with members of the Legislature. Travel time shall mean actual and necessary travel time not to exceed five hours each way.

(12) Conferences with counsel to prepare for trial or a hearing or attendance as a witness in an action commenced by or against the Union concerning a claimed violation of the interpretation of this Agreement or a reclassification of employees.

(13) Subject to reasonable operating needs, the Union shall be granted up to one hour to meet with new employees, in the first six months of service, during working hours to explain Union services, programs and benefits.

(c) Individuals duly designated and authorized in writing by the Union shall be granted EOL for time actually spent performing appropriate employee relations functions as specified in Section 4.7(b), provided, such time shall not exceed five hours per represented employee per year based on the average number of employees in the bargaining unit, computed on a quarterly basis, in the preceding fiscal year and, provided further, that all unused time shall be carried over from one fiscal year to the next.

If EOL is utilized beyond such amount, the Union shall have 30 days to determine whether to repay such amount to the State in cash as provided below or through a charge to the accrued annual leave credits or compensatory time credits of the employee who was absent from work performing such appropriate employee relations functions. Provided, however, that if an employee does not have sufficient annual leave or compensatory time credits to cover such absence from work, appropriate deductions shall be taken from subsequent paychecks. Provided further, however, that if the Union chooses to reimburse the State in cash for such excess time used, such payment shall be based on the hourly rate of the individual for whom such reimbursement is made including an additional payment of 30% of such rate representing the value of fringe benefits. Such reimbursement by the Union shall be made within 30 days after the State has notified the Union by certified mail that a deficit exists. If the Union fails to make such cash payment within 30 days and the Union has not notified the State that a dispute exists concerning the amount of EOL due and owing, the State shall make an appropriate deduction from the affected employee's leave credits or subsequent paychecks.

The hourly rate shall be determined by dividing an employee's basic annual salary plus any additional compensation payable because of hours of work or location by 1,827. If the Union notifies the State within 30 days that a dispute exists concerning the amount of EOL due and owing, then the Union must simultaneously notify the State whether it chooses to place the disputed amount of cash or leave credits in escrow pending resolution of the dispute by arbitration pursuant to Article 17 of the Agreement. The Union may elect to place a certified check for the full disputed amount in an escrow account which the State selects. If the Union does not make a timely election when it notifies the State within 30 days of notification of the overage of a dispute, the State will automatically freeze the disputed amount of leave credits of affected employees. Such leave credits cannot be used by affected employees while frozen and such leave credits will not be released until there is a final resolution of the dispute.

In scheduling the use of EOL time for such appropriate employee relations functions, the State shall use its best efforts to accommodate authorized requests for EOL.

**4.8 Job Descriptions.** Copies of amendments to the court wide classification plan shall be furnished to the Union at least five days in advance of promulgation.

## ARTICLE 5

### MANAGEMENT RIGHTS

**5.1 Management Rights.** Except as expressly limited by other provisions of this Agreement, all of the authority, rights and responsibilities possessed by the State are retained by it, including but not limited to, the right to determine the facilities, methods, means and number of personnel required for the conduct of State Judiciary programs; to administer the Merit System, including the examination, selection, recruitment, hiring, appraisal, training, retention, promotion, assignment or transfer of employees pursuant to law; to direct, deploy, and utilize the work force; to establish specifications for each class of positions and to classify or reclassify and to allocate or reallocate new or existing positions in accordance with law, and to discipline or discharge employees in accordance with law and the provisions of this Agreement. Decisions of the State on these matters are not within the scope of collective bargaining but, notwithstanding the above, questions concerning the practical impact that decisions on the above matters have on employees such as questions of workload or staffing, are within the scope of collective bargaining.

**5.2 Delivery of services** in the most efficient, effective and courteous manner is of paramount importance to the State and the Union. Such achievement is recognized to be a mutual obligation of both parties within their respective roles and responsibilities. To achieve and maintain a high level of effectiveness, the parties hereby agree to the following terms:

(a) **Performance Levels.** The Union recognizes the State's right to establish and/or revise performance standards or norms notwithstanding the existence of prior performance levels, norms or standards. Notwithstanding the above, questions concerning the practical impact that decisions on the above matters have on employees are within the scope of collective bargaining. The State will give the Union prior notice of the establishment and/or revision of performance standards or norms hereunder.

(b) **Supervisory Responsibility.** The Union recognizes the State's right to establish and/or revise standards for supervisory responsibility in achieving and maintaining performance levels of supervised employees for employees in supervisory positions. Notwithstanding the above, questions concerning the practical impact that decisions on the above matters have on employees are within the scope of collective bargaining. The State will give the Union prior notice of the establishment and/or revision of standards for supervisory responsibility hereunder.

## ARTICLE 6

### NO STRIKES

6.1 The Union shall not engage in a strike, nor cause, instigate, encourage or condone a strike.

6.2 The Union shall exert its best efforts to prevent and terminate any strike.

6.3 Nothing contained in this Agreement shall be construed to limit the rights, remedies or duties of the State or the rights, remedies or duties of the Union or employees under State law.

## ARTICLE 7

### COMPENSATION

7.1 The State and the Union shall prepare, secure introduction, and recommend passage by the Legislature of such legislation as may be appropriate and necessary to provide the benefits described in this Article.

7.2 The lag payroll shall continue. Repayment of such lagged salary shall be made when an employee leaves State service. The employee's final salary check shall be paid at the employee's then-current salary rate and shall be issued at the end of the payroll period next following the payroll period in which service is discontinued.

#### 7.3 Performance Evaluation.

(a) The State shall continue to utilize a performance evaluation system for all employees. All increments and longevity bonuses will be conditioned on ratings pursuant to the performance evaluation system as provided herein. Such performance evaluation system shall provide for an annual, final employee performance review by a supervisor. A mid-year review may also be held for employees who have received a rating that was other than meets job requirements during the previous rating period. Additional informal reviews are encouraged. No increment or longevity bonus normally due under Section 37 of the Judiciary Law and provided for in this Agreement or under Section 7.7 shall be released unless an employee receives a final annual rating other than unsatisfactory under the State's performance evaluation system. An employee will receive a copy of the performance evaluation form. An unsatisfactory rating in one year will not be a bar to increments or longevity bonuses in future years, if eligible.

(b) A written appeal of an unsatisfactory performance evaluation review shall be made within ten workdays of the receipt of the final performance evaluation form. Such appeal shall be made, on a form acceptable to the State and

the Union, to a panel to be composed of one Union representative, one management representative and one third-party neutral to be designated by agreement of the parties. The panel shall review whether the unsatisfactory performance evaluation was a reasonable determination by the supervisor considering the performance evaluation form and the written appeal form. The panel may determine, in its discretion, that additional information, oral argument or witnesses are necessary to make an adequate review. The panel shall determine in writing by March 1 whether the unsatisfactory rating shall be sustained or denied. Such decision shall be final and binding and unreviewable in any forum. The procedure herein shall not apply to probationary employees.

7.4(a) Effective April 1, 2021, or on a different day of the biweekly period for administrative convenience as provided for in Section 200(1) of the State Finance Law, each graded employee eligible for an increment pursuant to Section 37 of the Judiciary Law whose performance is rated higher than unsatisfactory, shall receive such increment based on the salary schedule in effect on March 31, 2021, added to basic annual salary. An employee must have served the equivalent of 120 full workdays in the fiscal year to receive such increment.

(b) Effective April 1, 2021, or on a different day of the biweekly period for administrative convenience as provided for in Section 200(1) of the State Finance Law, the basic annual salary of each employee will be increased by 2% or \$1000, whichever is greater. Such percentage increase shall be added to the salary schedule.

7.5(a) Effective April 1, 2022, or on a different day of the biweekly period for administrative convenience as provided for in Section 200(1) of the State Finance Law, each graded employee eligible for an increment pursuant to Section 37 of the Judiciary Law whose performance is rated higher than unsatisfactory, shall receive such increment based on the salary schedule in effect on March 31, 2022, added to basic annual salary. An employee must have served the equivalent of 120 full workdays in the fiscal year to receive such increment.

(b) Effective April 1, 2022, or on a different day of the biweekly period for administrative convenience as provided for in Section 200(1) of the State Finance Law, the basic annual salary of each employee will be increased by 2% or \$1000, whichever is greater. Such percentage increase shall be added to the salary schedule.

7.6 Each employee who is in active status upon ratification of this agreement, shall receive a one-time lump sum payment of \$3,000 (prorated for employees working less than full time at the time of payment), which shall not be part of basic annual salary but shall be pensionable.

7.7(a) Effective April 1, 2023, or on a different day of the biweekly period for administrative convenience as provided for in Section 200(1) of the State Finance Law, each graded employee eligible for an increment pursuant to

Section 37 of the Judiciary Law whose performance is rated higher than unsatisfactory, shall receive such increment based on the salary schedule in effect on March 31, 2023, added to basic annual salary. An employee must have served the equivalent of 120 full workdays in the fiscal year to receive such increment.

(b) Effective April 1, 2023, or on a different day of the biweekly period for administrative convenience as provided for in Section 200(1) of the State Finance Law, the basic annual salary of each employee will be increased by 3%. Such percentage increase shall be added to the salary schedule.

7.8(a) Effective April 1, 2024, or on a different day of the biweekly period for administrative convenience as provided for in Section 200(1) of the State Finance Law, each graded employee eligible for an increment pursuant to Section 37 of the Judiciary Law whose performance is rated higher than unsatisfactory, shall receive such increment based on the salary schedule in effect on March 31, 2024, added to basic annual salary. An employee must have served the equivalent of 120 full workdays in the fiscal year to receive such increment.

(b) Effective April 1, 2024, or on a different day of the biweekly period for administrative convenience as provided for in Section 200(1) of the State Finance Law, the basic annual salary of each employee will be increased by 3%. Such percentage increase shall be added to the salary schedule.

7.9(a) Effective April 1, 2025, or on a different day of the biweekly period for administrative convenience as provided for in Section 200(1) of the State Finance Law, each graded employee eligible for an increment pursuant to Section 37 of the Judiciary Law whose performance is rated higher than unsatisfactory, shall receive such increment based on the salary schedule in effect on March 31, 2025, added to basic annual salary. An employee must have served the equivalent of 120 full workdays in the fiscal year to receive such increment.

(b) Effective April 1, 2025, or on a different day of the biweekly period for administrative convenience as provided for in Section 200(1) of the State Finance Law, the basic annual salary of each employee will be increased by 3%. Such percentage increase shall be added to the salary schedule.

#### **7.10 Location Pay.**

The location differential in effect on March 31, 2021 (\$4,300 per annum), shall remain in effect except as modified below.

(a) Effective April 1, 2022, the State shall pay, in addition to basic annual salary, a location differential of \$4,500 per annum (prorated for employees working less than full time) to each employee assigned to a workstation in the City of New York.

(b) Effective April 1, 2023, the State shall pay, in addition to basic annual salary, a location differential of \$4,635 per annum (prorated for employees working less than full time) to each employee assigned to a workstation in the City of New York.

(c) Effective April 1, 2024, the State shall pay, in addition to basic annual salary, a location differential of \$4,775 per annum (prorated for employees working less than full time) to each employee assigned to a workstation in the City of New York.

(d) Effective April 1, 2025, the State shall pay, in addition to basic annual salary, a location differential of \$4,920 per annum (prorated for employees working less than full time) to each employee assigned to a workstation in the City of New York.

#### **7.11 Longevity Bonus.**

The Longevity Bonuses in effect on April 1, 2021 (20 years: \$2,100; 25 years: \$2,200; 30 years: \$2,300), shall remain in effect except as modified below.

(a) Effective April 1, 2022, an employee who has at least 20 years of continuous service in the Unified Court System and who has served the equivalent of 120 workdays in each fiscal year for which eligibility is being determined, shall receive an annual payment of \$2,200 (prorated for employees working less than full time at the time of payment) which payment shall not be added to basic annual salary but which shall be pensionable. For this Section, a break in continuous service shall not include a leave of absence without pay nor shall it include a resignation followed by re-employment within one year.

(b) Effective April 1, 2022, an employee who has at least 25 years of continuous service in the Unified Court System and who has served the equivalent of 120 workdays in each fiscal year for which eligibility is being determined, shall receive an annual payment of \$2,300 (prorated for employees working less than full time at the time of payment) which payment shall not be added to basic annual salary but which shall be pensionable. For the purpose of this Section, a break in continuous service shall not include a leave of absence without pay nor shall it include a resignation followed by re-employment within one year.

(c) Effective April 1, 2022, an employee who has at least 30 years of continuous service in the Unified Court System and who has served the equivalent of 120 workdays in each fiscal year for which eligibility is being determined, shall receive an annual payment of \$2,400 (prorated for employees working less than full time at the time of payment) which payment shall not be added to basic annual salary but which shall be pensionable. For the purpose of this Section, a break in continuous service shall not include a leave of absence without pay nor shall it include a resignation followed by re-employment within one year.

(d) Effective April 1, 2023, an employee who has at least 20 years of continuous service in the Unified Court System and who has served the equivalent of 120 workdays in each fiscal year for which eligibility is being determined, shall receive an annual payment of \$2,270 (prorated for employees working less than full time at the time of payment) which payment shall not be added to basic annual salary but which shall be pensionable. For this Section, a break in continuous service shall not include a leave of absence without pay nor shall it include a resignation followed by re-employment within one year.

(e) Effective April 1, 2023, an employee who has at least 25 years of continuous service in the Unified Court System and who has served the equivalent of 120 workdays in each fiscal year for which eligibility is being determined, shall receive an annual payment of \$2,370 (prorated for employees working less than full time at the time of payment) which payment shall not be added to basic annual salary but which shall be pensionable. For the purpose of this Section, a break in continuous service shall not include a leave of absence without pay nor shall it include a resignation followed by re-employment within one year.

(f) Effective April 1, 2023, an employee who has at least 30 years of continuous service in the Unified Court System and who has served the equivalent of 120 workdays in each fiscal year for which eligibility is being determined, shall receive an annual payment of \$2,475 (prorated for employees working less than full time at the time of payment) which payment shall not be added to basic annual salary but which shall be pensionable. For the purpose of this Section, a break in continuous service shall not include a leave of absence without pay nor shall it include a resignation.

(g) Effective April 1, 2024, an employee who has at least 20 years of continuous service in the Unified Court System and who has served the equivalent of 120 workdays in each fiscal year for which eligibility is being determined, shall receive an annual payment of \$2,340 (prorated for employees working less than full time at the time of payment) which payment shall not be added to basic annual salary but which shall be pensionable. For the purpose of this Section, a break in continuous service shall not include a leave of absence without pay nor shall it include a resignation followed by re-employment within one year.

(h) Effective April 1, 2024, an employee who has at least 25 years of continuous service in the Unified Court System and who has served the equivalent of 120 workdays in each fiscal year for which eligibility is being determined, shall receive an annual payment of \$2,440 (prorated for employees working less than full time at the time of payment) which payment shall not be added to basic annual salary but which shall be pensionable. For the purpose of this Section, a break in continuous service shall not include a leave of absence without pay nor shall it include a resignation followed by re-employment within one year.

(i) Effective April 1, 2024, an employee who has at least 30 years of continuous service in the Unified Court System and who has served the equivalent of 120 workdays in each fiscal year for which eligibility is being determined, shall receive an annual payment of \$2,550 (prorated for employees working less than full time at the time of payment) which payment shall not be added to basic annual salary but which shall be pensionable. For the purpose of this Section, a break in continuous service shall not include a leave of absence without pay nor shall it include a resignation followed by re-employment within one year.

(j) Effective April 1, 2025, an employee who has at least 20 years of continuous service in the Unified Court System and who has served the equivalent of 120 workdays in each fiscal year for which eligibility is being determined, shall receive an annual payment of \$2,410 (prorated for employees working less than full time at the time of payment) which payment shall not be added to basic annual salary but which shall be pensionable. For the purpose of this Section, a break in continuous service shall not include a leave of absence without pay nor shall it include a resignation followed by re-employment within one year.

(k) Effective April 1, 2025, an employee who has at least 25 years of continuous service in the Unified Court System and who has served the equivalent of 120 workdays in each fiscal year for which eligibility is being determined, shall receive an annual payment of \$2,515 (prorated for employees working less than full time at the time of payment) which payment shall not be added to basic annual salary but which shall be pensionable. For the purpose of this Section, a break in continuous service shall not include a leave of absence without pay nor shall it include a resignation followed by re-employment within one year.

(l) Effective April 1, 2025, an employee who has at least 30 years of continuous service in the Unified Court System and who has served the equivalent of 120 workdays in each fiscal year for which eligibility is being determined, shall receive an annual payment of \$2,630 (prorated for employees working less than full time at the time of payment) which payment shall not be added to basic annual salary but which shall be pensionable. For the purpose of this Section, a break in continuous service shall not include a leave of absence without pay nor shall it include a resignation followed by re-employment within one year.

7.12 General salary increases applicable to all employees who are allocated to a salary grade shall apply to those employees who are not allocated to a salary grade.

7.13 Upon promotion to a higher salary grade, an eligible employee shall receive those increases in salary as specified in Section 37(5) of the Judiciary Law.

7.14 An eligible employee shall receive longevity increases in salary as specified in Section 37(3) of the Judiciary Law.

**7.15 Shift Differential.** There shall be a shift differential of ten percent for all employees covered by this Agreement for all regularly scheduled hours worked between 6 p.m. and 8 a.m. with more than one hour of work between 6 p.m. and 8 a.m.

An employee receiving overtime compensation (cash or compensatory time) shall not receive a shift differential for such work, but shall receive overtime pay or compensatory time if eligible under Article 10.

#### **7.16 Direct Deposit.**

(a) All employees covered by this Agreement shall be paid through the New York State-Electronic Funds Transfer Program (Direct Deposit). An employee who does not have a bank account and, therefore, cannot participate in Direct Deposit shall be required to sign the agreed upon acknowledgment form.

### **ARTICLE 8**

#### **HEALTH INSURANCE**

8.1 The State shall continue to provide health and prescription drug benefits administered by the Department of Civil Service. Employees enrolled in such plans shall receive health and prescription drug benefits to the same extent, at the same contribution level and in the same form and with the same co-payment structure that applies to Executive Branch employees represented by the Civil Service Employees Association, Inc. Notwithstanding the foregoing, the State shall not increase the employee contribution level, co-payments and/or deductibles during the interim period between the expiration date of this Agreement and the execution of a successor agreement.

8.2 The joint committee composed of representatives from the State and all unions representing nonjudicial employees of the Unified Court System shall continue. This committee shall investigate and make recommendations concerning health insurance-related issues including the elimination or duplication of State-provided and Benefits Fund benefits, the restructuring of benefits or additional benefits (provided such recommendations shall not increase the total cost of such benefits to the State) and the establishment of short-term and long-term disability insurance programs and wellness programs. This committee shall meet as necessary, but not more than twice a year, and shall review all health plan-related matters such as experience or utilization of benefits and premium increases, at meetings specifically scheduled for this purpose.

**8.3 Productivity Enhancement Program.** Effective January 1, 2023, employees holding graded positions at or below JG-16 may exchange either four days (28 hours) of annual leave for a credit up to \$800 or eight days (56 hours) of annual leave for credit up to \$1,600. Employees at grade JG-17 up to and including JG-23 may exchange either two days (14 hours) of annual leave for credit up to \$800 or four days (28 hours) of annual leave for credit up to \$1,600.

Such credit shall be used to defray the cost of New York State Health Insurance Program (NYSHIP) premiums on a bi-weekly basis.

Election to participate in this program must be made in accordance with the rules established by the New York State Department of Civil Service and such election must take place by November of the calendar year preceding the covered year. Eligibility is limited to employees who will have a minimum balance of eight days (56 hours) after the forfeiture is taken. This program shall be in effect for the term of this Agreement and is subject to continuation at the sole discretion of the New York State Department of Civil Service.

### **ARTICLE 9**

#### **TIME AND LEAVE**

9.1(a)(1) **Attendance.** The transition to a uniform automated computer-based system for the maintenance and submission of time and attendance records has been completed. While the transition has been completed, nothing herein prevents the Court System from transitioning to a comparable system in the future. The impact of any such transition shall be subject to a demand by the Union for negotiations. A demand by the Union for negotiations shall not, however, serve to delay or otherwise bar transition/implementation.

(2) **Overtime Eligible Employees.** The Kronos system has been configured to register an overtime eligible employee's presence for his/her scheduled shift in the following manner: The system will register a swipe within the scheduled start of an employee's shift to five minutes after and reflect that the employee was present at the start of the shift. Similarly, a swipe within 15 minutes preceding the scheduled end of an employee's shift will reflect that the employee worked until the end of his/her shift. This will provide the same flexibility presently available to overtime eligible employees when they are not approved to work overtime and choose to swipe within 15 minutes before and after their shift starts and ends. Specific information captured concerning the time a swipe registers, within the parameters detailed above, will not be used by management as the sole basis for raising a concern about an employee's presence at the beginning or end of the employee's shift.

(3) **Meal Period.** Employees shall be entitled to an uninterrupted meal period of one hour. Employees shall not be required to swipe in or out for their meal period during their scheduled shift.

(4) **Appointments During the Employee's Scheduled Shift.** When an employee is excused from work for an appointment and is expected to return to work before the end of his/her shift, the employee shall not be required to swipe out for the appointment or in upon the employee's return to work. This does not impact in any way upon the rules and procedures set forth in Article 9 that set the requirements for use of leave time for appointments during the workday.

(5) **Meal Period and Overtime.** When an employee works overtime on a day the employee is not scheduled to work his/her regular shift, a meal period will not be assumed and automatically deducted. Rather, the employee will be paid for overtime hours worked.

(6) **Overtime Ineligible Employees.** Overtime ineligible employees, as defined in Section 10.3 of this Agreement, shall not be required to swipe for timekeeping purposes.

(b) **Tardiness.**

(1) The Administrative Director or his/her designee may establish rules and schedules of penalties for tardiness. Such rules and schedules shall be established after consultation with the Union at Labor/Management Committee meetings. Penalties imposed pursuant to such rules and schedules shall not preclude disciplinary action in cases of excessive tardiness.

(2) In the event of public transportation difficulties (including traffic accidents or hazardous road conditions not related to weather), strikes, severe storms or floods (including public transportation or traffic difficulties caused by them), or similar uncontrollable conditions affecting employees, tardiness may be excused by the Deputy Chief Administrative Judge (New York City Courts) or his/her designee.

(3) Tardiness caused by a verified major failure of public transportation, such as a widespread or total power failure of significant duration; severe inclement weather, such as a hurricane, snow storm, tornado or other catastrophe of similar severity, such as widespread flooding, shall be excused.

(4) Employees shall charge tardiness to accrued annual leave on a minute-for-minute basis.

(c) **Tardiness – Emergency Duties.** The Deputy Chief Administrative Judge (New York City Courts) or his/her designee shall excuse a reasonable amount of tardiness caused by direct emergency duties of duly authorized volunteer firefighters and volunteer ambulance drivers. In such cases, he/she may require the employee to submit satisfactory evidence that the lateness was due to such emergency duties.

**9.2 Annual Leave.**

(a)(1) **Accruing Annual Leave.** Employees shall be entitled to combined vacation, personal, business and religious holiday leave of 20 days annually and shall be entitled to one additional day for each completed year of continuous service in the Unified Court System up to a maximum of 27 workdays annually. Employees are entitled to accrue annual leave from their initial date of

hire. An employee shall not earn annual leave credit for any biweekly pay period unless he/she is in full pay status for at least seven workdays during such biweekly pay period. Annual leave shall be credited on a biweekly basis.

(2) A part-time, per diem or hourly employee eligible to earn annual leave credits pursuant to Section 9.2(e) shall earn annual leave credits as provided herein, but his/her total pay when absent on such leave shall be the amount which would have been due him/her if he/she had worked his/her usual number of hours or days during such period.

(3) A leave of absence without pay, or a resignation followed by re-employment in the Unified Court System within one year following such leave of absence or resignation, or time spent on a preferred list while awaiting reinstatement, shall not constitute an interruption of continuous service for the purpose of this Section. However, leave of absence without pay for more than six months or the period between resignation and re-employment, during which the employee is not in the service of the Unified Court System, shall not be counted in determining eligibility for additional annual leave credits under this Section.

(4) After the anniversary date on which an employee has been credited with seven days of additional annual leave credits, he/she shall thereafter earn annual leave for completed biweekly pay periods at a rate which will equal 27 days for 26 such pay periods.

(5) An employee who has completed 25 years of Unified Court System or State service shall be entitled to one additional annual leave day each year.

(6) An employee who has completed 30 years of Unified Court System or State service shall be entitled to one additional annual leave day each year, in addition to the one additional annual leave day provided in Section (5), above.

(7) Service officially credited for annual leave earning rates on April 1, 1977, shall be counted in determining eligibility under Sections (5) and (6) above.

(b) **Maximum Accumulation.** No accumulation of annual leave credits in excess of 54 days may be carried from one fiscal year to the next. Any such accumulation in excess of 54 days at the end of the fiscal year shall be converted into sick leave. The Deputy Chief Administrative Judge (New York City Courts) or his/her designee may grant an employee specific permission to exceed the 54-day maximum for a period of no longer than one year where the needs of the court or court-related agency require that the employee postpone his/her vacation.

(c)(1) **Use of Annual Leave.** The time at which annual leave may be used by an employee shall be subject to the prior approval of the Deputy Chief Administrative Judge (New York City Courts) or his/her designee. All requests for use of annual leave shall be initiated by application of the employee on a form

provided by the Deputy Chief Administrative Judge (New York City Courts) or his/her designee.

(2) Employees requesting annual leave for five (5) consecutive workdays or more shall submit such request no later than twenty (20) workdays before the commencement of such leave. Within ten (10) workdays from receipt of such request, the Deputy Chief Administrative Judge (New York City Courts) or his/her designee shall respond, in writing, either denying or approving the request. This process is intended to supplement the annual vacation scheduling procedure where it exists and is for vacation requests that fall outside of the annual scheduling process.

(3) Notwithstanding (c)(1) and (2) above, employees shall be allowed to charge up to fourteen (14) hours of annual leave (prorated for employees working less than full time) for emergency circumstances, per calendar year.

(4) If an employee's properly submitted request for use of annual leave is denied, the employee shall receive, upon written request, a written statement of the reasons for such denial.

(5) Annual leave accruals are charged on a minute for minute basis.

(d) **Promotions, Reassignments and Transfers.** As far as practicable, annual leave credits shall be used prior to appointment, promotion, reassignment or transfer to a different court or court-related agency. The court or court-related agency to which an employee is appointed, promoted, reassigned or transferred shall credit him/her with all of his/her accumulated annual leave credits not used prior to such appointment, promotion, reassignment or transfer.

(e) **Part-time Definition.** Employees compensated on a part-time, per diem or hourly basis who are employed at least half-time and who are expected by the Administrative Director or his/her designee to be so employed continuously for nine months without a break in service exceeding one full payroll period shall be eligible to observe holidays and to accrue pro rata annual leave and sick leave subject to the same limitations and restrictions as would apply if they were compensated on an annual salary basis.

(f) **Court Recess.** In the event the State determines that it will recess operations in a particular court or courts for at least four consecutive workdays, it may require employees during such recess to charge up to four days annual leave in each fiscal year.

### 9.3 Sick Leave.

(a)(1) Sick leave is absence with pay necessitated by the illness or disability of the employee, including illness or disability caused by pregnancy or childbirth.

(2) An employee shall be allowed to charge a maximum of 25 days of sick leave in any one calendar year for absences from work in the event of illness of the employee's spouse; domestic partner; natural, foster, step or grand: parent; child; sibling; mother-in-law or father-in-law; any relative residing with the employee; or an individual for whom the employee is the primary caregiver. Such leave is subject to notice to the supervisor in accordance with 9.3(c) and will be used by the employee to enable the employee to care for a family member, as defined herein, during a time of illness. Sick leave used for this purpose shall be charged separately as part of uniform time and attendance procedures.

(3) **Sick Leave Use During FMLA Leave Pursuant to WH-380-F.** An employee who submits a WH-380-F form and is approved for a caregiver leave pursuant to the Family and Medical Leave Act ("FMLA") may charge absences during the FMLA period to accumulated sick leave. Sick leave charged during the FMLA period shall not be counted towards the 25 days set forth in (a)(2), i.e., these 25 "family sick leave" days remain available for the employee's use before and/or after the FMLA period.

(b)(1) **Accruing Sick Leave.** Employees shall earn sick leave credits at the rate of one-half day per biweekly pay period. An employee shall not earn sick leave credits for any biweekly pay period unless he/she is in full-pay status for at least seven workdays during such biweekly pay period.

A part-time, per diem or hourly employee eligible to earn sick leave credits pursuant to Section 9.2(e) shall earn sick leave credits as provided herein, but his total pay when absent on such leave shall be the amount which would have been due him if he/she had worked his/her usual number of hours or days for such period.

(2) **Use of Sick Leave Accruals for Retirement.** No more than 200 days of sick leave credits, unless otherwise provided by law, may be used for retirement service credit and to pay for health insurance in retirement.

(c) **Call-In Procedures.** An employee absent on sick leave shall notify his/her supervisor, or the supervisor's designee if appointed, of such absence and the reason therefor on the day of such absence and within sixty minutes after the beginning of his/her workday; provided, however, that where the work is such that a substitute may be required, the Deputy Chief Administrative Judge (New York City Courts) or his/her designee may require earlier notification, but not earlier than two hours prior to the beginning of the employee's workday. The Deputy Chief Administrative Judge (New York City Courts) or his/her designee, shall waive such notice requirements where he/she has determined that a medical emergency existed which prevented the employee from complying with such notice requirements.

(d) **Proof of Illness.** Before absence for personal illness may be charged against accumulated sick leave credits, the Deputy Chief Administrative Judge (New York City Courts) or his/her designee may require such proof of illness as may be satisfactory to him/her, or may require the employee to be examined, at the expense of the State, by a physician selected from a panel to be established by the parties. However, the State will not routinely require proof of illness for absences of three days or less. In the event of failure to submit proof of illness upon request, or in the event that, upon such proof as is submitted or upon the report of medical examination, the Deputy Chief Administrative Judge (New York City Courts) or his/her designee finds that there is not satisfactory evidence of illness sufficient to justify the employee's absence from the performance of his/her duties, such absence may be considered as unauthorized leave and shall not be charged against accumulated sick leave credits. Abuse of sick leave shall be cause for disciplinary action.

(e)(1) **Returning to Work.** The Deputy Chief Administrative Judge (New York City Courts) or his/her designee may require an employee who has been absent because of personal illness, as a condition of his/her return to duty, to submit the Health Care Provider Certification for Employee's Return to Work form, and the other forms currently in use (Estimated Capabilities Form and Duties Assessment Form) prior to the employee's return to work to establish that the employee is not disabled from the performance of the employee's normal duties and that the employee's return to duty will not jeopardize the employee's health or the health of other employees.

(2) If the medical reports provided by the employee are deemed insufficient, and the employee has exhausted leave under the federal Family and Medical Leave Act prior to returning to work, the employee will be notified within five (5) workdays and asked to provide additional medical. If the employee does not provide additional medical or if the additional medical provided is deemed insufficient, the Deputy Chief Administrative Judge (New York City Courts) will make a determination within five (5) workdays from the date of receipt of the additional medical as to whether the employee will be examined, at the expense of the State, by a board certified medical practitioner designated by the State ("State Physician"), to establish if the employee is able to perform his/her normal duties and if the employee's return to duty will not jeopardize the employee's health or the health of other employees. The examination shall be scheduled within twenty (20) workdays after a determination is made by the Deputy Chief Administrative Judge (New York City Courts) to send the employee to be examined by a State Physician. If it is determined that the employee needs to be examined by a specialist including a psychiatrist, this examination shall be scheduled within twenty (20) work days from the date the employee is examined by the State Physician. A failure by the State to meet the time frames provided in this Section shall not be deemed as authorizing an employee to return to work.

(3) An employee who is required to undergo an examination[s] pursuant to subsection (2) above, and who does not have sufficient personal accruals to cover his/her absence during the interim period between the date their medical practitioner certifies that he/she can return to work without restrictions and the date the State renders a determination regarding his/her return to work, shall be advanced sick leave bank credit to cover his/her absence during this interim period. If the State Physician determines that the employee's medical practitioner was correct and the employee should have been permitted to return to work, the employee shall have all accruals that were charged during the interim period restored. If any sick leave bank credits were advanced, the State shall restore such credits to the sick leave bank.

(4) The Union shall continue to receive a copy of the letter sent to the employee notifying him/her of the State's determination that the employee will be examined at the expense of the State, by a board certified medical practitioner designated by the State, to establish whether the employee is able to perform his/her normal duties and to confirm that the employee's return to duty will not jeopardize the employee's health or the health of other employees.

(f) **Sick Leave for Doctor's Appointments.** In addition to personal illness of an employee, personal visits to a doctor, dentist, or other medical practitioner by the employee when approved in advance when practicable by the Deputy Chief Administrative Judge (New York City Courts) or his/her designee may be charged against accumulated sick leave credits. Proof of the need for such absence, satisfactory to the Deputy Chief Administrative Judge (New York City Courts) or his/her designee, may be required.

(g) **Transfers and Reinstatements.** When an employee is transferred or reassigned, his/her accumulated sick leave credits shall be transferred with him/her. When an employee is separated from service, for other than disciplinary reasons, and is subsequently reinstated or reemployed within one year after such separation, or is reinstated by action of the Chief Administrative Judge, or is reinstated or reemployed while eligible for reinstatement from a preferred list, his/her sick leave credits accumulated and unused at the time of his/her separation shall be restored.

(h) **Hospitalization While on Annual Leave.** Charges to an employee's annual leave shall be changed to a charge to sick leave during a period of verified hospitalization. An employee may request that a charge to annual leave be changed to a charge to sick leave during a period of documented verified illness. Such request shall be submitted to the Director of Labor Relations or his/her designee for final determination.

**(i) Incapacitated Employees.**

(1) When there is reason to believe that an employee to whom the disciplinary procedures of this Agreement apply is physically and/or mentally disabled from performing the duties of his/her position, the Deputy Chief Administrative Judge (New York City Courts) may require such employee to undergo a physical and/or psychiatric examination at the expense of the State, to be conducted by a medical officer selected by the Chief Administrative Judge or his/her designee, to establish whether he/she is able to perform the full duties of his/her position and/or whether his/her continued presence on the job will jeopardize the health and safety of himself/herself or other employees.

(2) Where the continued presence of an employee on the job represents a potential danger to persons or property or would significantly interfere with operations, the Deputy Chief Administrative Judge (New York City Courts) may place such employee on an involuntary leave of absence immediately, provided, however, that the employee shall be entitled to draw all accumulated and unused sick leave, annual leave, compensatory time, overtime credits and other time allowances standing to his/her credit. If such employee is finally determined to be physically and mentally fit to perform the duties of his/her position, he/she shall be restored to his/her position and shall have any leave credits or salary that he/she may have lost because of such involuntary leave of absence restored to him/her, less any compensation he/she may have earned in other employment or occupation and any unemployment benefits he/she may have received during such period.

(3) An employee who is temporarily disabled from performing the full duties of his/her position may, as far as practicable, be assigned to in-title and related duties in the same title during the period of the employee's disability. If a suitable position is not available, the State may offer the employee any available opportunity for appointment to another title for which the employee is qualified pursuant to applicable rules of the Chief Administrative Judge. If no suitable position is available, and there is no offer of appointment to another title, or the employee refuses such offer, such employee shall be placed on leave and allowed to draw all accumulated and unused sick leave, annual leave, compensatory time, overtime credits and other time allowances standing to his/her credit prior to being placed on leave without pay. An employee who chooses to draw his/her accumulated leave credits under this Section shall cease to earn and accrue sick and annual leave credits during that period. An employee placed on leave pursuant to this subsection who is not reinstated within one year after the date of commencement of such leave, may be terminated by the Deputy Chief Administrative Judge (New York City Courts) and his/her position may be filled by a permanent appointment.

(4) When an employee who is not permanently incapacitated from performing the duties of his/her position has been absent from and unable to perform the duties of his/her position by reason of sickness or disability either for

a consecutive period of one year or more or for a cumulative total of 250 workdays or more within a period of 24 consecutive calendar months and who reasonably cannot be expected to be able to resume performing his/her duties on a full-time basis shortly thereafter, his/her employment status may be terminated by the Deputy Chief Administrative Judge (New York City Courts) and his/her position may be filled by a permanent appointment.

(5) This Section shall not be construed to require the extension of any employment beyond the time at which it would otherwise terminate by operation of law, rule or regulation.

(6)(a) Absent exceptional circumstances, prior to being placed on leave pursuant to Section 9.3(i)(2) or 9.3(i)(3) or terminated pursuant to Section 9.3(i)(4), or, under exceptional circumstances, as soon thereafter as reasonably possible, an employee shall be provided with written notice thereof, including written notice of the facts relied on therefor and written notice of the employee's right to appeal the determination and of the procedures for perfecting such appeal. Such notice shall be served in person or by first class, registered or certified mail, return receipt requested, upon the employee and the Union. If such person elects to appeal, he/she shall file a written request for a hearing with the Deputy Chief Administrative Judge (New York City Courts) within ten workdays from service of the notice of the determination to be reviewed. The request for such hearing shall be filed by the employee personally or by first class, certified or registered mail, return receipt requested.

(b) Upon receipt of such request, the Deputy Chief Administrative Judge (New York City Courts) shall supply to the employee or his/her personal physician or authorized representative, copies of all diagnoses, test results, observations and other data supporting the determination, and imposition of the leave or termination shall be held in abeyance until a final determination is made by the Deputy Chief Administrative Judge (New York City Courts) as provided in Section 9.3(i)(6)(c).

(c) A hearing shall be held by a hearing officer designated for that purpose by the Deputy Chief Administrative Judge (New York City Courts). The hearing officer shall be vested with all the powers of the Deputy Chief Administrative Judge (New York City Courts), and shall make a record of the hearing which shall, with his/her recommendation, be referred to the Deputy Chief Administrative Judge (New York City Courts) for review and decision and which shall be provided to the employee free of charge. The employee shall, upon request, receive a copy of the transcript of the hearing without charge. The employee may be represented at the hearing by counsel or a representative of the Union and may present medical experts and other witnesses or evidence. The burden of proving mental or physical unfitness shall be upon the State. Compliance with technical rules of evidence shall not be required. The Deputy Chief Administrative Judge (New York City Courts) will render a final determination and may either uphold the original notice of leave of absence,

withdraw such notice or modify the notice as appropriate. A final determination of an employee's request for review shall contain notice to the employee of his/her right to appeal from such determination and of the procedures for perfecting such appeal.

(d) If such person elects to appeal, he/she shall make application to the Chief Administrative Judge. Such employee shall be afforded an opportunity to present facts and arguments, including medical evidence, in support of his/her position at a time and place and in such manner as may be prescribed by the Chief Administrative Judge. The reviewing authority shall make his/her determination on the basis of the medical records and such facts and arguments as are presented.

(7) An employee on leave pursuant to Section 9.3(i)(2) or 9.3(i)(3) may, within one year of the commencement of such leave, make application to the Deputy Chief Administrative Judge (New York City Courts) for a medical examination to be conducted by a medical officer selected for that purpose by the Chief Administrative Judge or his/her designee. An employee whose employment status has been terminated pursuant to Section 9.3(i)(3) or 9.3(i)(4), may, within one year after the termination of his/her disability, make application to the Deputy Chief Administrative Judge (New York City Courts) for a medical examination to be conducted by a medical officer selected for that purpose by the Chief Administrative Judge or his/her designee. If, upon such medical examination, the medical officer shall certify that such person is physically and mentally fit to perform the duties of his/her former position, he/she shall be reinstated to the former position, if vacant, or to a vacancy in a similar position or a position in a lower title in the same occupational field in his/her former promotion unit. If no appropriate vacancy shall exist to which such reinstatement may be made, or if the work load does not warrant the filling of such vacancy, the name of such person shall be placed on a preferred list for his/her former position in his/her former promotion unit, and he/she shall be eligible for reinstatement in such former promotion unit from such preferred list for a period of four years. In the event that such person is reinstated in a position in a title lower than that of his/her former position, his/her name shall be placed on the preferred eligible list for the former position or any similar position in such former promotion unit.

(8) This Section shall not be deemed to modify or supersede any other provisions of law applicable to the re-employment of persons retired from the public service on account of disability.

(9) Notwithstanding any other provision of this Agreement, when an employee's disability permanently incapacitates him/her from performing the duties of his/her position, his/her employment status may be terminated and his/her position may be filled by a permanent appointment. Such employees shall be entitled to due process and hearing as enumerated in Section 9.3(i).

(j) **Sick Leave Bank.** The Labor/Management Committee established for the purpose of discussing and recommending the establishment of a sick leave bank shall continue.

(k) **Use of Accruals at Half-Time During FMLA Leaves.** During a non-discretionary leave pursuant to the FMLA for their own serious health condition, employees may charge their leave accruals at the half-time rate. During a caregiver leave pursuant to the FMLA, i.e. pursuant to the WH-380-F, employees may charge their sick leave accruals at the half-time rate.

#### 9.4 Workers' Compensation Leave.

(1)(a) Employees necessarily absent from duty because of an occupational injury, disease or condition as defined in the Workers' Compensation Law, shall be eligible for a Workers' Compensation Benefit as provided in this Article. Determinations of the Workers' Compensation Board regarding compensability of claims shall be binding upon the parties.

(b) A workers' compensation injury shall mean any occupational injury, disease or condition found compensable as defined in the Workers' Compensation Law.

(2)(a) An employee who suffers a compensable occupational injury shall, upon completion of a ten-workday waiting period, be placed on a leave of absence without pay for all absences necessitated by such injury and shall receive the benefit provided by the Workers' Compensation Law except as set forth in this Article.

(b) An employee necessarily absent for less than a full day in connection with a workers' compensation injury as defined in 9.4(1)(b) due to therapy, a doctor's appointment, or other required continuing treatment, may charge accrued leave for said absences.

(c) The State will make previously authorized payroll deductions for periods the employee is in pay status receiving salary sufficient to permit such deductions. The employee is responsible for making payment for any such deductions during periods of leave without pay, such as those provided in 9.4(2)(a) above.

(3) An employee required to serve a waiting period pursuant to subsection (2)(a) above shall have the option of using accrued leave credits or being placed on leave without pay. Where an employee charged credits, upon receipt of documentation from the State Insurance Fund issuing a credit to the State for the time charged, the employee shall be entitled to restoration of credits charged proportional to the net monetary award credited to the State by the Workers' Compensation Board. In the event the restoration of credits is not sufficient to restore the full amount of accrued leave used during the waiting

period, the Court shall credit to the employee's leave accruals the difference between the accrued leave used and the Worker's Compensation Board Credit.

(4) When annual leave credits are restored pursuant to this Article and such restoration causes the total annual leave credits to exceed 54 days, a period of one year from the date of the return of the credits or the date of return to work, whichever is later, is allowed to reduce the total accumulation to 54 days.

(5) An employee receiving workers' compensation payments for a period of disability found compensable by the Workers' Compensation Board shall be treated as though on the payroll for the length of the disability not to exceed twelve months per injury for the sole purposes of accruing seniority, continuous service, health insurance and Union Benefit Fund contributions normally made by the State, and accrual of annual and sick leave. Additionally, such employee shall be treated as though on payroll for the period of disability not to exceed twelve months per injury for the purposes of retirement credit and contributions normally made by the State and/or the employee.

(6)(a) Where an employee's workers' compensation claim is controverted by the State Insurance Fund upon the ground that the disability did not arise out of or in the course of employment, the employee may utilize leave credits pending a determination by the Workers' Compensation Board.

(b) If the employee's controverted or contested claim is decided in the employee's favor, any leave credits charged shall be restored proportional to the net monetary award credited to the State by the Workers' Compensation Board.

(c) If the employee was in leave without pay status pending determination of a controverted or contested claim, and the claim is decided in the employee's favor, the employee shall receive the benefits in Paragraph 9.4(5) for the period covered by the award not to exceed twelve months per injury.

(d) Where a claim for workers' compensation is controverted or contested by the State Insurance Fund, the parties will abide by the determination of the Workers' Compensation Board.

(7)(a) If the date of the disabling incident is prior to April 1, 1986, the benefits available shall be as provided in the 1982-85 State/DC37 Agreement.

(b) If the date of the disabling incident is on or after April 1, 1986 and prior to the date of execution of this Agreement, the benefits available shall be as provided in the 1988-91 State/DC37 Agreement.

(c) If the date of the disability incident is on or after June 17, 1993, the benefits available shall be as provided herein.

(8) The State and the DC37 shall establish a committee whose purpose shall include but not be limited to reviewing and making recommendations on the following: (1) the effects of the implementation and administration of the workers' compensation statutory benefit, including resulting savings and costs associated with it; (2) the accident and injury data focusing on incidence of injuries or accidents in order to develop prevention strategies and means to reduce and/or eliminate the risk of on the job injury.

(9) The State retains all its managerial rights to monitor all workers' compensation claims.

(10) The State will grant a workers' compensation leave benefit to employees who incur an occupational injury or disease, as defined under the Workers' Compensation Law, through "assaultive" circumstances as more specifically outlined below.

(a) An employee necessarily absent from work because of an occupational injury or disease as defined under the Workers' Compensation Law, and incurred in "assaultive" circumstances, shall be granted leave from her/his position for the period of absence necessitated by such injury in accordance with the provisions set forth below. For purposes of this Section, an "assault" shall include any injury incurred through an assault to the employee, an injury suffered by the employee in the pursuit of a criminal or an injury incurred while coming to the aid of an employee, member of the public or in response to an emergency. An employee requesting leave under this Section must submit a request for such leave benefit to the Director of Labor Relations on forms to be established. Such request must be submitted within 25 workdays of the occurrence of the injury or the first day of absence due to the injury, whichever is later. The Director of Labor Relations shall waive the time limitation on filing such request where he/she determines that a medical condition existed which prevented the employee from complying with such time limitations.

(b) An employee absent on leave under this Section must remain at home and be within telephone communication of the Director of Labor Relations or her/his designee. If, for any reason, the employee must be away from home, he/she must leave a forwarding telephone number and location with the Director of Labor Relations or her/his designee.

(c) In the event that leave pursuant to this Section is denied, the State shall provide a statement in writing of the reasons for such denial. Leave under this Section may be withheld or terminated if:

(1) the employee's claim for benefits under the Workers' Compensation Law is controverted by the State Insurance Fund (at the request of the State or on the initiative of the State Insurance Fund). If final determination of the controverted claim is in favor of the employee, eligibility for leave shall be determined

as provided in accordance with this Section for all absences necessitated by the occupational injury or disease;

(2) the Workers' Compensation Board determines that the disability resulting from such injury or disease is not compensable;

(3) there is good and sufficient reason to believe that the employee could report for work on a full- or part-time basis;

(4) the employee has not submitted satisfactory medical documentation of the claimed disability upon request;

(5) the employee fails or refuses to submit to a medical examination conducted by a physician selected by the State and at the expense of the State;

(6) the employee fails or refuses to submit a timely request for such leave;

(7) it is determined that the employee is employed on a full- or part-time basis outside the Unified Court System;

(8) the employee failed to obtain prior permission during her/his regular hours of work to leave her/his home while on workers' compensation leave;

(9) the State, in its discretion, determines that an employee should return to work on a light-duty basis even if a doctor determines that the employee is medically disabled; or,

(10) the employee's services would have terminated or ceased under law, rule or regulation.

(d) An employee who is granted leave under this Section shall be allowed leave at full pay without charge to leave credits for a period not to exceed six months for each separate injury or disease; provided, however, that the cumulative total of leave shall not exceed the number of hours normally and regularly worked by the employee during the six-month period.

(e) The workers' compensation leave may be extended for an additional six months upon a determination by a State Insurance Fund physician or consulting physician or a State-selected physician that such employee is not permanently disabled and will be able to return to duty within the additional leave period.

(f) Should the employee's disability continue beyond 12 months and a determination is made by a State Insurance Fund physician or consulting physician or a State-selected physician that the employee is not permanently disabled and will be able to return to work within the additional leave period, the

employee will be granted leave under this Section for a period not to exceed an additional six months.

(g) The Director of Labor Relations or his/her designee may, at approximately the tenth month of utilization of workers' compensation leave, have an employee examined by a State Insurance Fund physician or consulting physician, or State-selected physician, to determine if the employee is permanently incapacitated from performing his/her duties. If it is determined that the employee is permanently incapacitated, the Director of Labor Relations or his/her designee will notify the employee by certified mail, return receipt requested, with a copy to the Union, encouraging him/her to file for disability retirement, or any other retirement benefit that may be available and appropriate, prior to the 12<sup>th</sup> month of such workers' compensation leave. Such notice shall indicate that should he/she choose not to file for disability or other retirement by the end of the 12<sup>th</sup> month of workers' compensation leave, the employee shall not be eligible for the additional leave provided under Section (i), below.

(h) If, at any time, it is determined that the injury or disease incurred by the employee may be of such nature as to incapacitate the employee from the full performance of duties either permanently or for the duration of the period for which workers' compensation leave can be granted, the Director of Labor Relations or his/her designee will notify the employee by certified mail, return receipt requested, with a copy to the Union, encouraging him/her to file for disability retirement, or any other retirement benefit that may be available and appropriate, prior to the 12<sup>th</sup> month of workers' compensation leave. Such notice shall advise the employee should he/she choose not to file for disability or other retirement by the end of the 12<sup>th</sup> month of such leave, he/she shall not be eligible for the additional leave provided under Section (i), below.

(i) If an employee has applied for disability retirement under Sections (g) or (h), and exhausts eligibility for workers' compensation leave under this Section prior to a determination regarding the application for disability retirement, leave shall be granted for up to an additional six months.

(j) If it is subsequently determined that an employee was not entitled to workers' compensation leave with pay without charge to leave credits, for any period for which such employee was granted such leave as provided in this Section, the employee shall be required to make reimbursement for such paid leave from current or subsequent accumulations of leave credits at a rate and in a manner to be determined by the Director of Labor Relations.

(k) In order to enable the State to make such determinations as are authorized or required in this Section, the Director of Labor Relations may, at any time, require an employee to provide medical documentation of the disability satisfactory to her/him or to be examined at the expense of the State by a physician designated by the State.

(l) The leave benefit enumerated in this Section shall not be construed to require extension of any employment beyond the time at which it would otherwise terminate by operation of law, rule or regulation or to require the granting of any leave benefits provided herein solely because of determinations made by the Workers' Compensation Board.

**(11) Workers' Compensation Leave – Extraordinary Circumstances.** In addition to the above-described leave benefit, employees also may be eligible for leave under Section 9.5(k), *Other Leaves With Pay*, for injuries incurred due to extraordinary circumstances.

### **9.5 Other Leaves With Pay.**

**(a) Leave for Subpoenaed Appearance and Jury Attendance.** Upon application to the Deputy Chief Administrative Judge (New York City Courts) or his/her designee, together with proof satisfactory to the State of the necessity of each day's absence from work, an employee shall be granted a leave of absence with pay for documented absences resulting from jury service or appearance as a witness pursuant to subpoena or other order of a court or body. Provided, however, that this Section shall not apply to any absence by an employee occasioned by such an appearance where the employee, or his/her relative as defined in paragraph (f) of this subdivision, has a personal interest in the underlying action or proceeding; nor shall this Section apply to any absence by an employee who receives a fee for testifying as an expert witness.

Employees entitled to leave under this Section shall not be entitled to receive any remuneration for jury service except mileage and transportation expenses when serving on a New York State-Unified Court System jury. Should an employee receive a New York State-Unified Court System jury fee, the State will require reimbursement from the employee.

**(b) Leave for Civil Service Examinations.** An employee shall be allowed leave with pay to take Civil Service examinations at the appropriate examination center for positions in the Unified Court System. An employee also shall be allowed leave with pay to appear for an official investigation or appointment interview for competitive class, noncompetitive class or exempt class positions in the Unified Court System. Prior to such leave being granted, due notice and proof satisfactory to the State shall be submitted by the employee to the Deputy Chief Administrative Judge (New York City Courts) or his/her designee.

Upon application to the Deputy Chief Administrative Judge (New York City Courts) or his/her designee, together with proof satisfactory to the State, employees registered to take the New York State Bar examination shall be allowed two days leave with pay to take the Bar examination and, if necessary, one day leave with pay to review the results of such examination.

**(c) Leave for Quarantine.** If an employee who is not ill himself/herself is required to remain absent because of quarantine and presents a written statement of the attending physician or local health officer proving the necessity of such absence, he/she shall be granted leave with pay for the period of his/her required absence, without charge against accumulated sick leave, annual leave or overtime credits. Prior to return to duty, such employee may be required to submit a written statement from the local health officer having jurisdiction that his/her return to duty will not jeopardize the health of other employees.

**(d) Leaves Required by Law.** An employee shall be allowed such other leaves of absence with pay as required by law including: military leave; breast cancer screening (up to 4 hours per calendar year); prostate cancer screening (up to 4 hours per calendar year).

**(e) Leave for Civil Defense Duties.** Upon certification by the State Director of Civil Defense of the necessity for the participation in State or local civil defense drills of an employee enrolled as a civil defense volunteer and required to perform civil defense duties, pursuant to the State Defense Emergency Act, the Deputy Chief Administrative Judge (New York City Courts) or his/her designee, may allow such employee to absent himself/herself from his/her position, without loss of pay or charge against leave credits, for such time as is necessary for participation in such drills, but not exceeding cumulatively five workdays per calendar year.

**(f) Bereavement Leave.** Leave of up to four consecutive State workdays (based on a standard Monday to Friday workweek and not to exceed a total of 28 work hours), shall be allowed immediately following the death of an employee's spouse; domestic partner; natural, foster or step: parent; child; brother or sister; or natural, foster or step child of the employee's domestic partner. Such four consecutive State workdays also shall be allowed following the death of an employee's father-in-law or mother-in-law; the parent or step parent of the employee's domestic partner; grandparent or grandchild; any relative residing with the employee; or an individual for whom the employee has been the primary caregiver.

Leave of up to two consecutive State workdays (not to exceed 14 work hours) shall be allowed immediately following the death of an employee's son-in-law or daughter-in-law or the son-in-law or daughter-in-law of the employee's domestic partner. Additionally, one day (not to exceed 7 work hours) of bereavement leave shall be allowed following the death of an employee's brother-in-law or sister-in-law.

In exceptional cases where the deceased is unavailable for burial or services, the appropriate local Administrative Judge (or his/her designee) may, in his/her discretion, upon an employee's request, waive the requirement that bereavement leave be used immediately following the death.

For those employees regularly scheduled to work on a weekend or holiday, such days shall be considered State workdays for purposes of this Section only. Prior notice and authorization is not required for leave under this paragraph. When a death in an employee's family occurs while he/she is on annual leave, such time as is excusable for bereavement shall not be charged to annual leave.

**(g)(1) Extraordinary Circumstances.**

(a) An employee who has reported for duty, and because of extraordinary circumstances beyond his/her control, is directed to leave work, shall not be required to charge such directed absence during such day against leave credits. An employee who does not report for duty because of circumstances beyond his/her control shall not be required to charge such absence during such day against leave credits if the court or other facility where the employee is required to report is closed due to such extraordinary circumstances. Any release or excusal of employees due to extraordinary circumstances does not create any right to equivalent time off by employees not adversely affected by the extraordinary circumstances. Only designated management officials may direct employees to leave work. The Deputy Chief Administrative Judge (New York City Courts) or his/her designee shall promulgate a list of personnel who have this authority.

- (i) Employees required to work when their court or other facility is closed due to extraordinary circumstances and employees assigned have been excused without charge to leave credits shall be credited with compensatory time for the time they worked.

**(b) Delayed Openings and Early Closures Due to Inclement Weather.** When a court or court-related facility is open for any period of time on a day when there is inclement weather, employees who do not report to work shall be required to charge their annual leave for a full day's absence, except as set forth below:

- (i) **Delayed Opening:** When a court or court-related facility opens two and one half (2½) hours or more after its regular opening time because of inclement weather, employees who do not report to work shall only be required to charge their annual leave for the amount of time their court or court-related facility was open. The balance of the employee's shift shall be excused.
- (ii) **Early Closing:** When a court or court-related facility opens at its regular time and closes two and one half (2½) hours or less thereafter because of inclement weather, employees who do not report to work shall only be required to charge their annual leave for the amount of time their court or court-related facility was open. The balance of the employee's shift shall be excused.

The foregoing does not apply to employees who were already scheduled to be out on any type of approved leave on such day. Employees seeking to charge sick leave to cover unscheduled absences on days when a court or court-related facility opens late or closes early due to inclement weather may be required to submit documentation substantiating the need for sick leave on such date.

- (iii) Employees directed to report to work during a delay or directed to remain at work following an early closure shall be entitled to minute-for-minute compensatory time.

**(h) Conventions.** Subject to prior notice to and authorization by the Deputy Chief Administrative Judge (New York City Courts) or his/her designee, leave with pay shall be granted for attendance of delegates and alternates at State or national conventions of veterans' organizations, volunteer firefighters' organizations, and other such organizations as may be designated by the Deputy Chief Administrative Judge (New York City Courts) or his/her designee.

**(i) Blood Donation.** Subject to the reasonable operating needs of the court or court-related agency, an employee shall be allowed three and one-half hours leave with pay for blood donations made during an employee's normal working hours. Such leave shall only be used on the day such donation is made and shall include all time spent making such donation (including travel time to and from the collection point). This provision shall not apply to an employee who receives a fee for such donation.

**(j) Internal Discrimination Claims.** Subject to the reasonable operating needs of the court or court-related agency and with the prior written approval of the Unified Court System's Workforce Diversity Office, an employee shall be allowed leave with pay (i) to consult with the Workforce Diversity Office Unit prior to filing an Internal Discrimination Claim pursuant to the Discrimination Claim Policy and Procedure; or, (ii) to attend meetings or consultations with the Workforce Diversity Office in relation to a filed Internal Discrimination Claim. Such leave shall include reasonable travel time.

**(k) Other Leaves With Pay.** The Deputy Chief Administrative Judge (New York City Courts) or his/her designee may grant leaves with pay for reasons not itemized in this Section.

**9.6 Leaves Without Pay.**

**(a) Leave of Absence; Duration.** A permanent employee may, in the discretion of the Deputy Chief Administrative Judge (New York City Courts) or his/her designee, be granted a leave of absence, without pay, for a period not exceeding two years. Such leave may be extended beyond two years, for periods aggregating not in excess of an additional two years. In an exceptional case, a further extension may be permitted by the Deputy Chief Administrative Judge (New York City Courts) or his/her designee for good cause shown and where the

interests of the government would be served. For the purposes of this Section, time spent in active service in the military forces of the United States or of the State of New York shall not be considered in computing the period of leave.

This Section shall not be construed to require the extension of any employment beyond the time at which it would otherwise terminate by operation of law, rule or regulation.

(b) **Successive Leaves of Absence.** Where a leave of absence without pay has been granted for a period which aggregates two years, or more if extended pursuant to subdivision (a) of this Section, a further leave of absence without pay shall not be granted unless the employee returns to his/her position and serves continuously therein for six months immediately preceding the subsequent leave of absence.

(c) **Leave for Child Care.** A combined confinement and child care leave of absence without pay shall be granted to an employee (male or female) who becomes the parent of a child up to four years of age, either by birth or by adoption, for a period of up to 12 months. A period beyond 12 months, but not more than another successive 12-month period may be granted at the discretion of the Deputy Chief Administrative Judge (New York City Courts) or his/her designee subject to the staffing needs of the court. The use of this maximum allowance will be limited to one instance only.

Confinement and child care leave is leave without pay. Prior to the commencement of such leave an employee may at his/her option be continued in pay status for a period of time equal to all of the employee's unused accrued annual leave. A pregnant employee shall have the option to be continued in pay status for a period of time equal to all or part of her period of disability using accrued sick leave or annual leave.

#### **9.7 Payment of Accruals Upon Separation from Unified Court System.**

(a) At the time of separation from Unified Court System service, an employee or his/her estate or beneficiary, as the case may be, shall be compensated in cash for annual leave credits not in excess of 80 days (560 hours) accrued and unused as of the effective date of separation and for compensatory time not in excess of 54 days (378 hours) accrued and unused as of the effective date of separation. Any accumulation of compensatory time in excess of 54 days at the time of separation shall be converted into sick leave. Cash compensation for annual leave shall be adjusted where an employee is transferring to a different state entity and meets the requirements under a valid reciprocal agreement for the transfer of leave credits. In the case of resignation, the Chief Administrative Judge or his/her designee may require, as a condition for such payment, that written notice of such resignation be given to the Chief Administrative Judge or his/her designee at least two weeks prior to the last day of employment.

(b) An employee on leave from his/her position due to his/her entry into the Armed Forces of the United States for active duty (other than for training as defined by Title 10 of the United States Code) may elect to receive compensation in cash for accrued and unused annual leave and overtime credits not in excess of 30 days in each category accrued and unused as of the last date on which his/her name appeared on the State payroll.

(c) No employee who is placed on the payroll of the State pursuant to Section 39 of the Judiciary Law shall be entitled to compensation under this Section for any time or leave credits accrued before April 1, 1977, except in accordance with Section 39 of the Judiciary Law.

**9.8 Written Agreement Required for Transfer of Leave Credits.** For the purposes of applying the provisions of this Article, employment in the Executive or Legislative branches of State service shall be credited as service in the Unified Court System; provided, however, that except as otherwise provided by law, leave credits may not be transferred upon movement from such positions to positions within the negotiating unit except where such credits are earned and accumulated in accordance with attendance and leave provisions which are substantially equivalent to the time and leave provisions of this Agreement and there is a written agreement between the President of the Civil Service Commission and the Chief Administrative Judge governing the transfer of leave credits upon such movements. Other public employment may be credited as service in the Unified Court System for purposes of determining transferability of leave credits provided such employment was subject to attendance and leave provisions substantially equivalent to the time and leave provisions of this Agreement, and provided there is a written agreement between the Chief Administrative Judge and the public agency wherein such employment occurred governing the crediting of such employment and the transfer of leave credits upon movement of employees to and from such agency and positions included within this negotiating unit.

**9.9 Holidays.** All legal holidays enumerated herein shall be allowed as paid days off, or holiday pay as set forth in Section 9.11 shall be allowed in lieu thereof. The days prescribed by law for the observance of New Year's Day, Martin Luther King, Jr.'s Birthday, Lincoln's Birthday, Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day and Christmas Day shall be observed as holidays.

A Statewide committee will be established with representatives from all unions representing nonjudicial court employees to ascertain whether the day after Thanksgiving Day could be substituted for a presently existing holiday.

**9.10 Retroactive Time Credits.** Nothing in this Article shall be construed to provide for the granting of annual leave, sick leave or other time or leave credits for service rendered prior to the effective date of this Agreement,

provided, however, that nothing in this Agreement shall affect time or leave credits lawfully earned prior to the effective date of this Agreement.

#### 9.11 Holiday Pay.

(a) An employee who is entitled to time off with pay on days observed as holidays by the State as an employer will receive at his/her option additional compensation for time worked on such days or compensatory time off. Such additional compensation for each such full day worked will be at the rate of 1/10 of his/her biweekly rate of compensation. Such additional compensation for less than a full day of such work will be prorated. Such rate of compensation will include geographic, location, inconvenience and shift pay, and assignment differentials as may be appropriate to the place or hours worked. In no event will an employee be entitled to such additional compensation or compensatory time off unless he/she has been scheduled or directed to work.

(b) Shifts which begin at 11 p.m. or later on the day before a holiday shall be deemed to have been worked entirely on the holiday and shifts which begin at 11 p.m. or later on the holiday shall be deemed not to have been worked on the holiday.

(c) An employee required to work on Thanksgiving Day (the fourth Thursday in November), Christmas Day (December 25) or New Year's Day (January 1) shall receive a 100% cash premium for all hours worked on such day in addition to any holiday pay or compensatory time off granted under subsection (a) above. Compensatory time earned pursuant to this Section may be scheduled by the Deputy Chief Administrative Judge (New York City Courts) or his/her designee either prior to or after the day on which the holiday falls.

**9.12 Holiday Falling on Saturday or Sunday.** A holiday falling on a Saturday or Sunday shall be observed on the preceding Friday or following Monday subject to the operational or staffing needs of the court or agency and as determined by the Deputy Chief Administrative Judge (New York City Courts) or his/her designee.

**9.13 Workweek.** The State and the Union recognize their mutual goal of best serving the public. The workweek shall be 35 hours. Whenever practicable, the normal workweek shall consist of five consecutive workdays separated by two consecutive days off. This shall not constitute a bar to the consideration of a flexible workweek or a flexible workday. Permanent changes in employees' workweek or work schedule shall be made upon reasonable notice to the Union. The impact of permanent changes in employees' workweek or work schedule shall be subject to negotiations with the Union. This Section shall not, however, be a bar to consideration of Alternative Work Schedule requests from individuals.

#### 9.14 Professional and Educational Conferences.

(a) Four days leave per annum without charge to an employee's leave credits may be allowed to attend conferences of recognized professional organizations. Such conferences must be directly related to the employee's profession or professional duties.

(b) Two of the four leave days in (a) may be substituted with leave to attend educational seminars presented by professional organizations, institutions, or the Union that are intended to enhance the professional development of the employee.

(c) Leave provided for in this Section is subject to the prior approval of the Deputy Chief Administrative Judge (New York City Courts) or his/her designee. There shall be no prohibition on the employee's virtual attendance at such conferences and programs where such option is available.

**9.15 Scheduling.** Subject to the reasonable operating needs of the court or court-related agency, employee service in title in the Unified Court System shall be used to resolve conflicts among employees in the same title in scheduling hours of annual leave, holiday work or flexible time. If two or more employees in the same title have the same length of service in title and in the Unified Court System, a conflict in scheduling shall be resolved by lot. Prior service which was credited by the Unified Court System on April 1, 1977 will be used in determining length of service.

**9.16 Early Release.** The Deputy Chief Administrative Judge (New York City Courts) shall authorize the release of an employee without charge to leave credits no later than 1:00 p.m. when:

- a. the indoor temperature in the courtroom or office where such employee is assigned is sixty (60) degrees Fahrenheit or below at 9:00 a.m. and does not exceed sixty (60) degrees Fahrenheit by 12:00 p.m.; or  
  
the indoor temperature in the courtroom or office where such employee is assigned is eighty (80) degrees Fahrenheit or above at 9:00 a.m. and is not below eighty (80) degrees Fahrenheit by 12:00 p.m.; and
- b. there is no location to which the employee may be temporarily relocated where the indoor temperature is above sixty (60) degrees Fahrenheit or below eighty (80) degrees Fahrenheit, as may be applicable; and
- c. the operational needs of the court or facility do not require the employee to remain on duty. In the event it is necessary for an

employee to remain on duty as part of a skeleton force, he/she shall receive minute-for-minute compensatory time for any time worked during the remainder of their regular shift (exclusive of the one-hour unpaid meal break). For example, an employee that works a 9:00 a.m. to 5:00 p.m. shift that is required to remain on duty to 5:00 p.m. would be entitled to four (4) hours of compensatory time.

- d. Notification of such early release shall be made to the Courts and the Union by a designee of the Deputy Chief Administrative Judge (New York City Courts).
- e. Indoor temperature readings will be monitored by the appropriate management representative to be determined locally.

## ARTICLE 10

### OVERTIME

10.1 Employees shall receive compensation for work performed between 35 and 40 hours per week in cash compensation at a straight-time rate as provided in Section 10.6, or compensatory time, pursuant to Section 10.8, at the employee's option.

Employees shall receive compensation for work performed in excess of 40 hours per week at a rate equal to one and one-half times their hourly rate of pay as provided in Section 10.6. It is the policy of the State that overtime work be held to a minimum consistent with the needs and requirements of sound and orderly administration of State government.

10.2 **Definitions.** Wherever used in this Article:

- (a) "Overtime" shall mean only hours worked in excess of 35 hours in any workweek by an eligible employee.
- (b) An "eligible employee" shall mean any employee who is not deemed ineligible to earn overtime pay, as provided under Section 10.3.
- (c) "Scheduled overtime" shall mean overtime which is susceptible to scheduling and approval in advance of need.
- (d) "Unscheduled overtime" shall mean overtime which is necessitated by emergency conditions which cannot be anticipated in advance.]

### 10.3 Exclusions.

(a) Employees who meet the criteria for exclusion from the overtime provision of the Fair Labor Standards Act ("FLSA") shall not be eligible to receive contractual overtime compensation.

(b) With respect to previously-made determinations on contractual overtime exclusions such determinations shall be continued upon execution of this Agreement.

(c) In the event that the State determines that an individual employee whose title had previously been considered as eligible for contractual overtime compensation meets the FLSA criteria for exclusion, it will provide the Union with thirty (30) days prior notice of such determination and afford the Union, during this thirty (30) day period, with the opportunity to assert that such individual employee/title should continue to be eligible for overtime compensation.

(d) With respect to new titles, the State shall undertake a review of all such titles, as they are established, for the purpose of determining overtime eligibility for contractual overtime using FLSA criteria. Upon request by the Union, the State and the Union shall meet to discuss whether the title in question should be eligible to receive contractual overtime compensation.

(e) The Administrative Director may waive the restriction contained in Section 10.3(a) whenever he/she determines that strict adherence to such restriction would be detrimental to the sound and orderly administration of the Unified Court System.

(f) Nothing in this Section shall be construed as a waiver of the Union's right to appeal the State's determinations to the appropriate forum, or as a waiver of the State's right to implement changes in accordance with the provisions herein.

### 10.4 Authorization for Overtime Work.

- (a) Unscheduled overtime work must be authorized in advance by the Administrative Judge<sup>1</sup>.

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<sup>1</sup>The term Administrative Judge refers to:  
Administrative Judge for the New York City Civil Court  
Administrative Judge for the New York City Criminal Court  
Administrative Judge for the New York City Family Court  
Administrative Judge for the Civil Branch, Supreme Court, Bronx County  
Administrative Judge for the Criminal Branch, Supreme Court, Bronx County  
Administrative Judge for the Civil Branch, Supreme Court, New York County  
Administrative Judge for the Criminal Branch, Supreme Court, New York County  
Administrative Judge for the Supreme Court, Kings County  
Administrative Judge for the Supreme Court, Queens County  
Administrative Judge for the Surrogate's Court, New York County

(b) Notification of unscheduled overtime shall be forwarded to the Director of Budget and Finance at the close of the biweekly payroll period in which the overtime is authorized.

(c) Scheduled overtime work must have the prior approval of the Administrative Director or his/her designee.

(d) The Deputy Chief Administrative Judge (New York City Courts) will take all reasonable steps to equitably distribute scheduled overtime opportunities among qualified permanent employees of the appropriate work unit by the lowest amount of (calendar) year-to-date overtime hours, provided, however, that such overtime opportunities may be denied to an employee who has been determined to have a poor record of attendance and/or tardiness by the final determination of discipline or the alternate discipline procedure for time and attendance infractions. With regard to employees denied such overtime opportunities for time and attendance infractions, such exclusion shall not exceed six months following the final determination of discipline or alternate discipline procedures.

(e) There shall be no rescheduling of days off or hours of work to avoid the payment of overtime.

(f) In the absence of a sufficient number of volunteers, unscheduled overtime can be required of any employee by inverse seniority, who, in the judgment of his/her supervisor, is needed to do the work.

(g) Overtime performed in a higher or lower title can be performed only on a volunteer basis. Extra service work can also be performed on a voluntary basis.

(h) Eligible employees shall be eligible for overtime for actual travel and/or service performed while in travel status, provided that:

(1) The trip is not between the employee's residence and his/her official workstation.

(2) The trip is for the purpose of conducting State business and is authorized in advance.

(3) Authorization is granted only when travel during regular work hours is less economical or unduly delays the employee's return to his/her official workstation.

(4) The trip is not taken for the purpose of attending a professional conference or convention.

## **10.5 Determination of Overtime Earned.**

(a) Total hours worked shall include all the time worked by an employee when required to be on duty or at a prescribed workplace and shall exclude all absences from duty and all time allowed for meals. For purposes of computing total hours worked in a week, time during which an employee is excused from work because of holidays, sick leave at full pay, annual leave, compensatory time off or other leave at full pay shall be considered as time worked by the officer or employee.

(b) Employees who volunteer to standby in their homes or who are required, ordered, and/or scheduled on an involuntary basis to standby in their homes subject to recall shall receive payment on the basis of one-half hour overtime for each hour of standby time in cash, if eligible for cash payment or compensatory time off, if eligible for compensatory time.

(c) Employees recalled from home for unscheduled overtime work shall be guaranteed overtime payment in cash for at least four hours, if eligible for cash payment, provided, however, if an employee is ineligible for cash overtime payment, he/she shall be guaranteed compensatory time off for at least four hours.

(d) Overtime shall be paid on a minute-for-minute basis.

**10.6 Computation of Cash Compensation.** Payment for overtime shall be computed in the following manner:

(a) If an employee works overtime in his/her regular position or title or in a position the title of which is allocated to the same salary grade as his/her regular position, he/she shall be compensated for work between 35 and 40 hours at a straight-time rate and for work in excess of 40 hours at one and one-half times the regular hourly rate of pay.

(b) When the overtime is worked in a position allocated to a salary grade lower than the employee's regular position, he/she shall be compensated for work between 35 and 40 hours at a straight-time rate and in excess of 40 hours at one and one-half times the hourly rate of pay of the maximum salary of the lower position plus such longevity increments to which he/she would otherwise be entitled were he/she in such lower grade position, but in no event in excess of a straight-time rate of pay in his/her regular position for work between 35 and 40 hours and in excess of one and one-half times the hourly rate of pay of his/her regular position for work in excess of 40 hours.

(c) When the overtime is worked in a position which is allocated to a higher salary grade than the employee's regular position, he/she shall be compensated for work between 35 and 40 hours at a straight-time rate and in excess of 40 hours at one and one-half times the hourly rate of compensation

he/she would be entitled to if he/she were permanently promoted to the higher position.

(d) The hourly rate of compensation shall be determined by dividing the basic annual rate of compensation plus any additional compensation payable because of an assignment differential, the location of employment, or because work is performed between 6 p.m. and 8 a.m. by 1,827. The hourly rate of compensation for per diem employees shall be determined by dividing the per diem rate by seven.

**10.7 Time of Payment of Cash Compensation.** When cash payment for scheduled overtime has been approved, employees shall be paid for such overtime compensation in excess of 35 but less than 40 hours per week at the employee's option, and for more than 40 hours by the close of the second biweekly payroll period following the period during which the overtime is earned.

**10.8 Compensatory Time Off.** Eligible employees shall have the option to receive either cash compensation at a straight-time rate or compensatory time off on an hour-for-hour basis for overtime worked in excess of 35 hours but not in excess of 40 hours in a workweek. Prior to October 1, 1988, eligible employees shall elect, in writing, on forms to be provided by the State, cash compensation or compensatory time off for such overtime work. New employees shall make an initial election at the commencement of service in an eligible title. Thereafter, employees shall be allowed to modify such election prior to the start of each new calendar quarter. Such modification shall be effective following the first day of the new calendar quarter. An employee who fails to file such election on a timely basis shall be compensated on a cash basis.

**10.9 Overtime Meal Allowances.** A meal allowance of \$9.00 will be paid to any employee required to work at least three hours beyond his/her normally scheduled workday unless he/she is receiving cash compensation for such overtime work.

An employee ineligible to receive cash compensation for overtime worked who is required to work at least seven hours on his/her regularly scheduled day off, shall be entitled to receive one overtime meal allowance. An employee required to work at least ten hours on his/her regularly scheduled day off, shall be entitled to receive a second overtime meal allowance.

**10.10 Exceptions.** The restrictions and limitations contained in this Article may be waived by the Administrative Director whenever he/she determines that strict adherence to the rules would be detrimental to the sound and orderly administration of the Unified Court System.

## ARTICLE 11

### PRE-TAX TRANSPORTATION PROGRAM

The State agrees to extend a pre-tax transportation program benefit to employees to the same extent and in the same form that applies to the majority of represented Executive Branch employees.

## ARTICLE 12

### TRAVEL EXPENSES

**12.1 Per Diem Meal and Lodging Expenses.** The State agrees to reimburse, on a per diem basis, as established by the employee travel rules of the Chief Administrative Judge, employees who are eligible for travel expenses, for their actual and necessary expenses incurred while in travel status in the performance of their official duties for hotel lodging, meals and incidental expenses related thereto (hotel tips, etc.) for a full day at rates stated in the employee travel rules of the Chief Administrative Judge for managerial or confidential employees.

**12.2 Mileage Reimbursement.** The State shall provide, subject to the employee travel rules of the Chief Administrative Judge, a maximum mileage allowance rate per mile equal to the maximum mileage allowance provided by the Federal Government to its employees for the use of personal vehicles for those persons eligible for such allowance in connection with official travel. The personal vehicle mileage reimbursement rate for employees in this unit shall be consistent with the maximum mileage allowance permitted by the Internal Revenue Service ("IRS").

## ARTICLE 13

### DISCIPLINARY PROCEDURE

**13.1 Applicability.** An officer or employee described in paragraph (a), (b), or (c) below shall not be removed or otherwise subjected to any disciplinary penalty provided in this Section except for incompetency or misconduct shown after a hearing upon stated charges pursuant to this Section, unless such officer or employee is granted the option and elects to follow the alternative administrative disciplinary procedure set forth in Section 13.8 of this Article.

(a) An officer or employee holding a position by permanent appointment in the competitive class of the classified service; or,

(b) An officer or employee holding a position by permanent appointment or employment in the classified service, who is an honorably discharged member of the Armed Forces of the United States having served therein as such member

in time of war as defined in the Civil Service Law, or who is an exempt volunteer firefighter as defined in the General Municipal Law, except where the officer or employee described in this paragraph holds a position designated by the Chief Administrative Judge as confidential or requiring the performance of functions influencing policy; or,

(c) An officer or employee holding a position in the noncompetitive class, other than a position designated by the Chief Administrative Judge as confidential or requiring the performance of functions influencing policy, who since his/her last entry into the service of the Unified Court System has completed at least five years of continuous service in the noncompetitive class in a position or positions not so designated as confidential or requiring the performance of functions influencing policy.

**13.2 Procedure.** An officer or employee against whom removal or other disciplinary action is proposed shall have written notice thereof and of the reasons therefor, shall be furnished a copy of the charges preferred against him/her and shall be allowed at least ten days for answering the same in writing. Service of a copy of the charges shall be made by personal service if possible. If service cannot be effectuated by personal service, it shall be made by certified mail, return receipt requested. The Union shall be advised by certified mail, return receipt requested, of the name and work location of the officer or employee against whom charges have been preferred. The charges shall be made by the Deputy Chief Administrative Judge (New York City Courts) and the hearing shall be held by a person designated by him/her for that purpose. The Deputy Chief Administrative Judge (New York City Courts) shall, upon consultation with the Union as provided in Section 13.9, establish a panel of qualified persons who may be designated to conduct the hearing.

The person or persons designated to conduct the hearing shall, for the purpose of such hearing, be vested with all the powers, as appropriate, of the Deputy Chief Administrative Judge (New York City Courts) or the Administrative Director and shall make a record of such hearing which shall, with recommendations, be referred, as appropriate, to such Deputy Chief Administrative Judge (New York City Courts) or Administrative Director for review and decision. The Hearing Officer shall, upon the request of the officer or employee against whom charges are preferred, permit him/her to be represented by counsel, or by a representative of the Union and shall allow him/her to summon witnesses in his/her behalf. The burden of proving incompetency or misconduct shall be upon the State. Compliance with technical rules of evidence shall not be required. The officer or employee against whom charges are preferred shall, upon request, be entitled to a copy of the recommendations of the Hearing Officer and shall be allowed three days to comment upon them, in writing, as appropriate, to the Deputy Chief Administrative Judge (New York City Courts) or Administrative Director who appointed the Hearing Officer.

**13.3 Suspension Pending Determination of Charges.** Pending the hearing and determination of charges of incompetency or misconduct, the officer or employee against whom such charges have been preferred may be suspended without pay for a period not exceeding 30 days. In the sole discretion of the Deputy Chief Administrative Judge (New York City Courts) or his/her designee, such suspension without pay may be charged to an employee's annual leave accruals. Such decision to permit an employee to charge annual leave accruals shall not be grievable or otherwise reviewable in any other forum.

**13.4 Determination of Charges.** If such officer or employee is found guilty of the charges, the penalty or punishment may consist of a reprimand, a fine not to exceed \$200 to be deducted from the salary or wages of such officer or employee, suspension without pay for a period not exceeding three months, demotion in salary and title or dismissal from the service or a combination of a fine not to exceed \$200 and a suspension without pay for a period not exceeding three months; provided, however, that the time during which an officer or employee is suspended without pay pursuant to Section 13.3 may be considered as part of the penalty and the officer or employee shall be entitled to continue health insurance, if the employee pays his/her own share of the premiums and shall be eligible to receive benefits fund benefits and have benefits fund payments made on his/her behalf during a period of suspension not exceeding three months. If he/she is acquitted, he/she shall be restored to his/her position with full pay for the period of suspension less the amount of compensation which he/she may have earned in any other employment or occupation and any unemployment insurance benefits he/she may have received during such period. If such officer or employee is found guilty, a copy of the charges, his/her written answer thereto, a transcript of the hearing, and the determination shall be filed with the Office of Court Administration. A copy of the transcript of the hearing shall, upon request of the officer or employee affected, be furnished to him/her without charge.

**13.5 Time for Removal or Disciplinary Proceedings.** Notwithstanding any other provisions, no removal, disciplinary proceeding or alternative disciplinary procedure shall be commenced more than 18 months after the occurrence of the alleged incompetency or misconduct complained of and described in the charges; provided, however, that such limitation shall not apply where the incompetency or misconduct complained of and described in the charges would, if proved in a court of appropriate jurisdiction, constitute a crime.

**13.6 Review of Penalty or Punishment.** Any officer or employee believing himself/herself aggrieved by a penalty or punishment pursuant to the provisions of this Article, may appeal from such determination by petition to the Chief Administrative Judge or by an application to the courts in accordance with the provisions of Article 78 of the Civil Practice Law and Rules.

(a) If such person elects to appeal to the Chief Administrative Judge, he/she shall file a petition in writing within 20 days after receiving notice of the determination to be reviewed.

(b) Where an appeal is taken to the Chief Administrative Judge, he/she shall review the record of the disciplinary proceeding and the transcript of the hearing, and shall determine the appeal on the basis of the record and transcript and such oral and written argument as he/she may determine to be appropriate. He/she may direct that the appeal shall be heard by a person or persons designated by him/her to hear such appeal on his/her behalf, who shall report thereon with recommendations to him/her. Upon such appeal, he/she shall permit the employee to be represented by counsel or a representative of the Union.

(c) **Determination of Appeal.** The determination appealed from may be affirmed, reversed, or modified and the Chief Administrative Judge may, in his/her discretion, direct the reinstatement of the appellant or permit the transfer or reassignment of such appellant to a vacancy in a similar position in another court or court agency or direct that his/her name be placed upon a preferred list pursuant to this Section. In the event that a transfer or reassignment is not effected, he/she is empowered to direct the reinstatement of such employee. An officer or employee reinstated pursuant to this subdivision shall receive the salary or compensation he/she would have been entitled by law to have received in his/her position for the period of removal, including any prior period of suspension without pay, less the amount of compensation which he/she may have earned in any other employment or occupation and any unemployment insurance benefits he/she may have received during such period. The decision of the Chief Administrative Judge shall be final and conclusive, and not subject to further review in any court.

**13.7 Restoration of Position.** An employee who is removed from his/her position in violation of the provisions of this Article, and who thereafter is restored to such position by order of the Supreme Court, shall be entitled to receive and shall receive from the State, the salary or compensation which he/she would have been entitled by law to have received in such position but for such unlawful removal, from the date of such unlawful removal to the date of such restoration, less the amount of compensation which he/she may have earned in any other employment or occupation and any unemployment insurance benefits he/she may have received during such period. Such employee shall be entitled to a court order to enforce the payment of such salary or compensation. Such salary or compensation shall be subject to the provisions of Section 474 and Section 475 of the Judiciary Law for services rendered, but otherwise shall be paid only directly to such employee or his/her legal representatives.

### **13.8 Alternative Disciplinary Procedure.**

(a) Within 18 months of when an act of alleged misconduct or incompetency occurs the officer or court empowered in Section 13.2 to make the charges shall determine whether such acts require the initiation of formal disciplinary charges pursuant to Section 13.2 of this Article or if the officer or employee as defined in Section 13.1 shall be given the option of electing to follow the alternative disciplinary procedure to ensure that the decision to use the formal

or informal proceedings is uniformly determined. For purposes of Section 13.8 only, an eligible officer or employee shall include all represented titles except those who are determined to be personal appointees of a judge by the appropriate appointing authority.

(b) If the officer or court empowered in Section 13.2 to make the charges determines that the alternative disciplinary procedure will be offered as an option to officers or employees as defined in Section 13.1, the employee shall be given an Initiation of Discipline Form. This Form shall specify in writing a description of the conduct alleged to constitute misconduct or incompetency and shall specify a recommended penalty. The employee shall make a written election whether or not to accept the alternate disciplinary procedure. An employee who otherwise is eligible for a formal hearing pursuant to Section 13.1 of this Article may opt to pursue a formal hearing or to accept the alternate disciplinary procedure. If such an employee fails to make a written election within ten days of receiving an Initiation of Discipline Form, the employee may be served with written notice of the charges preferred against him/her and the procedures set forth in Section 13.2 shall be followed.

(c) The officer or employee following the alternative disciplinary procedure shall meet with the designee of the officer or court empowered in Section 13.2 to make the charges who shall recommend a penalty after reviewing the relevant facts which form the basis for discipline, the employment history of the employee listed on the Initiation of Discipline Form and any facts or arguments submitted in defense or mitigation. The penalty shall be a written reprimand, restitution, probation for up to six months and/or no more than the forfeiture of up to ten days of annual leave, compensatory time or the loss of ten days pay, if appropriate. The officer or court empowered in Section 13.2 to make the charges shall review such recommended penalty to ensure that penalties are uniformly applied. The employee thereafter shall be informed in writing of the penalty assessed. The Initiation of Discipline Form shall set forth the recommended penalty, the review of the officer or court empowered in Section 13.2 to make the charges and the penalty assessed. Such penalty assessed shall be implemented immediately. The determination of the designee of the officer or court empowered in Section 13.2 to make the charges and the officer or court empowered in Section 13.2 to make the charges shall be final, binding and not reviewable in any forum.

(d) A copy of such Initiation of Discipline Form upon completion of the process shall be included in the personnel history folder of the officer or employee, and shall be given to the officer or employee, the supervisor, payroll and the designee of the officer or court empowered in Section 13.2 to make the charges. Upon an employee's written request, the record of the alternative disciplinary procedure shall be removed from an employee's personnel history folder 18 months after the penalty has been implemented, provided such employee has not been subject to formal disciplinary charges or further administrative disciplinary proceedings for the same or similar issue within such 18 months.

**13.9 Hearing Officer Panel:** The State and the Union shall meet in a labor/management subcommittee to discuss the establishment by the State of a panel to act as Hearing Officers on charges made against officers or employees pursuant to this Article. The subcommittee shall discuss and make recommendations concerning the composition of, and selection from, a fixed panel of persons who are qualified to act as Hearing Officers and from whom the Unified Court System selects one or more persons to hear employee appeals of disciplinary charges. Such recommendations shall be submitted to the Deputy Chief Administrative Judge (New York City Courts) on whose behalf such Hearing Officers are designated to hear such charges.

**13.10 Investigatory Notification.** The Deputy Chief Administrative Judge (New York City Courts) shall provide written notice by letter to an employee who was the subject of an investigation, with a copy to the Union Local President, within three business days from when he/she has received a final report from the Unified Court System's Inspector General's Office indicating that the Inspector General has completed its investigation.

## **ARTICLE 14**

### **PRINTING OF AGREEMENT**

The Union shall be responsible for the printing and distribution of this Agreement to its members at its expense. The State shall reimburse the Union for reasonable printing and distribution expenses up to \$7,500.

The Agreement will be available on the UCS Intranet website upon execution by the UCS and the Union.

## **ARTICLE 15**

### **LABOR/MANAGEMENT COMMITTEE**

15.1 To facilitate communication between the parties and to promote a climate conducive to constructive labor relations, the following three (3) Labor/Management Subcommittees shall be established: Facilities, Safety and Health, and Civil Service Administration and Career Development. The size of each subcommittee shall be limited to the least number of representatives needed to accomplish its objectives as determined by mutual agreement.

15.2 Each subcommittee will meet as necessary, and upon request by either party, but at least twice a year. A written agenda will be submitted a week in advance of each meeting.

15.3 Approved time spent in subcommittee meetings shall be charged as specified in Section 4.7 of this Agreement.

15.4 Labor/Management subcommittee meetings shall be conducted in good faith. The subcommittees shall have no power to contravene any provision of this Agreement.

**15.5 Facilities.** This subcommittee shall discuss issues pertaining to court facilities, such as issues related to emergency procedures; facility security, including physical barriers in public areas; toilet and shower facilities and lunchroom with refrigerator of adequate size, supplies and furniture; staffing of all titles, to determine where improvements can be made, to ensure employee safety, and to improve employee morale.

**15.6 Safety and Health.** This subcommittee shall discuss Safety and Health issues, including those related to court facilities, working conditions, communicable or contagious diseases and any other workplace Safety and Health concerns where mutually agreed. Representatives of such subcommittee shall be authorized to visit worksites as appropriate.

**15.7 Civil Service Administration and Career Development.** This subcommittee shall discuss issues concerning career development and training.

## **ARTICLE 16**

### **WORK/LIFE ASSISTANCE PROGRAM**

The State shall prepare, secure introduction and recommend passage by the Legislature of such legislation as may be necessary to fully fund the Work/Life Assistance Program for the term of this Agreement. The Statewide Work/Life Assistance Labor/Management Committee shall continue, composed of representatives from the State and the Unions.

## **ARTICLE 17**

### **GRIEVANCE PROCEDURES**

#### **17.1 Definitions.**

(a) A contract grievance is a dispute concerning the interpretation, application or claimed violation of a specific term or provision of this Agreement. Other disputes which do not involve the interpretation, application, or claimed violation of a specific term or provision of this Agreement including matters as to which other means of resolution are provided or foreclosed by this Agreement, or by statute or administrative procedures, shall not be considered contract grievances. A contract grievance does not include matters which are grievable under the non-contract grievance procedure.

(b) A non-contract grievance is a dispute concerning:

(1) Conditions of employment affecting the health or safety of employees.

(2) Unreasonable work assignments or conditions.

(3) Discriminatory supervisory practices except insofar as such practices as alleged would constitute violations of law. With respect to claims alleging such practices as would constitute violations of law, they shall, at the election of the employee, be subject to review in accordance with State and Federal procedures established for such purpose as well as such internal review procedure as may exist, but shall not be subject to review under the provisions of this Article. Use of the internal review procedure shall not deny the employee access to State and Federal procedures; provided, however, that an employee electing pursuit of a claim in accordance with State and/or Federal procedures shall not be allowed to utilize the Unified Court System's Internal Discrimination Claim Procedure.

17.2 The contract and non-contract grievance procedures shall be as follows:

(a) **Step 1.** The employee or Union shall present the grievance in writing to the Deputy Chief Administrative Judge (New York City Courts) or his/her designee with a copy to the Administrative Judge or Administrative Authority of the court or court-related agency to which the employee is assigned not later than 45 calendar days after the date on which the act or omission giving rise to the grievance occurred or when the employee could reasonably have been expected to become aware of, or to have knowledge, that he/she had a grievance. The Deputy Chief Administrative Judge (New York City Courts) or his/her designee may require the grievant to meet with the grievant's immediate supervisor in an effort to settle the grievance informally. The Deputy Chief Administrative Judge (New York City Courts) or his/her designee shall take any other steps necessary to ensure that a proper disposition of the grievance is made and shall reply to the employee or Union in writing within 15 workdays following the date of submission. In the event a grievance is not answered within the prescribed time limit, the grievance will be considered to have been passed to the second step of the grievance procedure.

(b)(1) **Step 2. Contract Grievances.** In the event the employee or the Union wishes to appeal an unsatisfactory contract grievance decision at Step 1, the appeal must be presented in writing within 15 workdays of the receipt of the Step 1 decision, to the Director of Labor Relations. A copy of such appeal shall also be sent to the Deputy Chief Administrative Judge (New York City Courts) or his/her designee who passed upon the grievance at Step 1. Such appeal shall contain a short, clear statement of the grievance and specific references to the Section of this Agreement which the employee or Union claims to have been violated. The Director of Labor Relations or his/her designated representative shall meet within 20 workdays after receipt of the appeal with the employee or the Union for a review of the grievance and, where appropriate, shall arrange for

a management representative from the given court or court-related agency to attend the Step 2 meeting, and shall issue a written decision detailing the reasons and facts relied upon for upholding or denying the grievance by the end of the twenty-fifth workday after such review. In the event a grievance is not answered within the prescribed time limit, the Union may demand in writing to the Director of Labor Relations to move the grievance to the next step of the procedure.

(2) **Step 2. Non-contract Grievances.** In the event the employee or the Union wishes to appeal an unsatisfactory non-contract grievance decision at Step 1, the appeal must be presented in writing within 15 workdays of the receipt of the Step 1 decision, to the Director of Labor Relations. A copy of such appeal shall also be sent to the Deputy Chief Administrative Judge (New York City Courts) or his/her designee who passed upon the grievance at Step 1. Such appeal shall contain a short, clear statement of the grievance, the basis for the grievance and the relief sought. The Director of Labor Relations or his/her designee shall meet within 20 workdays after receipt of the appeal with the employee or the Union for a review of the grievance and shall issue a written decision by the end of the twenty-fifth workday after such review. Such decision shall not be subject to review by arbitration.

(c) **Step 3. Contract Grievances.**

(1) An appeal to arbitration from an unsatisfactory contract grievance decision at Step 2 may be made by the Union within 20 workdays of the receipt of the decision by the Director of Labor Relations. A request for arbitration may be initiated by the Union by serving upon the Director of Labor Relations a notice in writing of intent to proceed to arbitration. The notice shall identify the Agreement provision in dispute, the issue or issues to be determined, the department and the employee involved.

(a) The parties shall select an arbitrator within forty-five (45) calendar days from receipt of the Union's demand for arbitration. If an arbitrator is not selected within this time period, the parties shall meet within fifteen (15) calendar days and select an arbitrator from the central panel.

(b) As soon as practicable following execution of this Agreement, the parties agree to update the existing arbitration panel; additions or deletions from the current panel shall be by mutual agreement. The method of selecting the arbitrator for a particular case shall be by mutual agreement between both parties to the Agreement, and failing such agreement, by mutual strike from the central panel.

(2) The arbitrator shall have no power to add to, subtract from or modify the provisions of this Agreement in arriving at a decision of the issue presented, and shall confine his/her decision solely to the application and interpretation of this Agreement. The decision or award of the arbitrator shall be final and binding, consistent with the provisions of CPLR Article 75. The arbitrator shall confine

himself/herself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him/her nor shall he/she submit observations or declarations of opinion which are not essential in reaching the determination.

(3) All fees and expenses of the arbitrator shall be divided equally between the parties. Each party shall bear the cost of preparing and presenting its own case.

17.3 The time limits contained in this Article may be extended by mutual agreement. The time for presenting a Step 1 contract grievance shall be extended by the time an employee is absent from the job through illness or disability.

17.4 A settlement or any award upon a contract grievance may or may not be retroactive as the equities of each case may demand.

17.5 The contract grievance and arbitration procedure provided for herein shall be the exclusive grievance procedure for the resolution of disputes concerning the interpretation, application or claimed violation of a specific term or provision of this Agreement.

17.6 An employee may be represented in Step 1 or Step 2 of the contract and non-contract grievance procedures by the Union or a representative of his/her own choosing. No employee organization other than the Union may initiate or represent an employee in the processing of contract or non-contract grievances.

17.7 In the event the Union appeals a Step 2 decision to Step 3 and the parties cannot agree as to whether it constitutes an arbitrable grievance, the issue of arbitrability shall be preliminarily submitted to arbitration prior to the resolution of the dispute on the merits in accordance with the procedures for arbitration set forth in Step 3.

17.8 The Union may allow grievants and witnesses to charge Employee Organizational Leave, in lieu of charging personal accruals, to attend grievance preparation meetings and Step 2 grievance meetings. Grievants and witnesses shall be allowed leave with pay to attend arbitration hearings during work hours.

## **ARTICLE 18**

### **OUT-OF-TITLE WORK**

18.1 No person shall be employed under any title not appropriate to the duties to be performed and, except upon assignment by proper authority during the continuance of a temporary emergency situation, no person shall be assigned to perform the duties of any position unless he/she has been duly appointed, promoted, transferred or reinstated to such position in accordance with the provisions of the Rules of the Chief Administrative Judge. An emergency

situation shall mean an unscheduled or non-periodic situation or circumstance which is expected to be of limited duration, but no longer than 30 days.

18.2 Grievances hereunder shall be processed on forms to be provided by the State and filed directly with the Director of Labor Relations and shall be subject to arbitration before an arbitrator selected from the panel established in Section 17.2(c). The arbitrator shall make a determination consistent with Section 18.3 and fashion a remedy consistent with Section 18.4. The grievance must be presented in writing not later than 45 calendar days after the date on which the act or omission giving rise to the grievance occurred or when the employee could reasonably have been expected to become aware of, or have knowledge, that he/she had a grievance, and shall specify whether or not the assigned duties which are the subject of the grievance are substantially different from those appropriate to the title to which the employee is certified.

18.3 In determinations regarding out-of-title work under this Article, the grievant's duties shall be determined to be "substantially different" and an employee grievant shall be determined to be working out-of-title if any of the following factors are met:

(a) The duties are not normally performed by employees in the grievant's title; or,

(b) The majority of the duties performed by the grievant are performed by employees in another title throughout the court system; or,

(c) The majority of the duties performed by the grievant are not reasonably covered by the grievant's title standard and are included in the title standard of another title; or,

(d) The duties were not assigned during a temporary emergency and meet any of the above cited conditions; or,

(e) The duties are not a reasonable outgrowth of the duties usually performed by employees in the grievant's title.

18.4(a) An opinion shall be issued by the Director of Labor Relations within 20 workdays following the receipt of the grievance. Copies of the opinion shall be sent to the employee, the Local 1070 president and the District Council 37 Representative. If it is the opinion of the Director of Labor Relations that the assigned duties which are the subject of the grievance are substantially different from those appropriate to the title to which the employee is certified, the Director of Labor Relations shall direct the discontinuance forthwith of such assigned duties.

(1) If such substantially different duties are found to be appropriate to a lower salary grade or to the same salary grade as that held by the affected employee, no monetary award may be issued.

(2) If, however, such substantially different duties are found to be appropriate to a higher salary grade than that held by the effected employee, the Director of Labor Relations or the arbitrator shall issue an award of monetary relief, provided that the affected employee has performed such duties for a period of one or more days. The amount of monetary relief, if the grievance is granted at Step 2, shall be the difference between what the affected employee was earning at the time he/she performed such duties and what he/she would have earned at that time in the entry level of the higher salary grade title, but in no event shall such monetary award be retroactive to a date more than 90 calendar days prior to the date the grievance was filed in accordance with this Article. However, in the event that the grievance proceeds to arbitration and the grievance is sustained by the arbitrator, the award may include any days between the filing of the grievance and the date of the arbitrator's award in addition to 90 calendar days prior to the date the grievance was filed. No employee shall be able to file successive grievances under this Article to avoid limitations on monetary awards provided herein.

18.4(b) Notwithstanding the provisions of subdivision (a) above, if the substantially different duties were assigned by proper authority during the existence of a temporary emergency situation, the Director of Labor Relations or the arbitrator shall deny the grievance and no payment shall be made. For purposes of this article, "a temporary emergency situation" shall mean an unscheduled situation or circumstance which is expected to be no more than 30 calendar days duration and is likely to interfere with the conduct of the court's or court-related agencies' statutory mandates or programs.

## **ARTICLE 19**

### **NO DISCRIMINATION**

19.1 The Union agrees to continue to admit all employees to membership and to represent all employees without regard to race, creed, color, disability, marital status, Vietnam Era Veteran status, national origin, age, sex, gender identity, gender expression or sexual orientation.

19.2 (a) The State agrees to continue its established policy against all forms of illegal discrimination with regard to race, creed, color, disability, marital status, Vietnam Era Veteran status, national origin, sex (including sexual harassment), gender identity, gender expression, sexual orientation, age or the proper exercise by an employee of the rights guaranteed by the Public Employees' Fair Employment Act.

(b) An employee who believes that an act of discrimination based on race, color, religion, sex (including sexual harassment), gender identity, gender expression, sexual orientation, marital status, age, political affiliation, national origin, physical/mental/medical disability or Vietnam Era veteran status has taken

place relating to interviewing, hiring, dismissal, discipline, job assignment, training opportunities, policies of the Unified Court System, shift assignment, promotion, transfer, working conditions, harassment or other terms and conditions of employment, shall be allowed access to the Unified Court System's Internal Discrimination Claim Procedure.

19.3 The State and the Union agree that nothing in this Agreement prevents the State from making reasonable accommodations for a disabled employee when such is required pursuant to the American with Disabilities Act.

## **ARTICLE 20**

### **BENEFITS GUARANTEED**

With respect to matters not covered by this Agreement the State will not seek to diminish or impair during the term of this Agreement any benefit or privilege provided by law, rule or regulation for employees without adequate prior notice to the Union; and, when appropriate, without negotiations with the Union; provided, however, that this Agreement shall be construed consistently with the free exercise of rights reserved to the State by the Management Rights Article of this Agreement.

## **ARTICLE 21**

### **PROTECTION OF EMPLOYEES**

21.1 There shall be no loss of present jobs by permanent employees as a result of the State's exercise of its right to contract out for goods and services or through the assignment of unit work outside of DC37's bargaining unit.

21.2 No permanent employee will suffer reduction in existing salary as a result of reclassification or reallocation of the position he/she holds by permanent appointment.

## **ARTICLE 22**

### **PERSONNEL AND PAY PRACTICES**

22.1 **Notification to Beneficiary.** If during the term of this Agreement an employee dies, the State shall notify the beneficiary designated by the employee in the personnel folder as to what benefits may be available for the employee and as to where claims may be initiated for such benefits. The payroll agency shall promptly notify the appropriate Retirement System and communicate with the beneficiary designated in the Retirement System's records.

**22.2 Notification of Change in Title or Compensation.** Employees who accept a promotion, or who are affected by an individual change in title or rate of compensation, will be notified in writing with a copy to the Union of any change in title, assignment and location, jurisdictional class, status and rate of compensation before the effective date of such change.

**22.3 Release of Paychecks.** Consistent with, and subject to security requirements, paychecks shall be released on the day preceding payday as soon as possible after 3 p.m. for all employees who would not normally receive their paychecks during their working hours on the scheduled pay day.

**22.4 Itemization on Paychecks.** Regular paychecks shall, to the extent permitted by the State Department of Audit and Control, be itemized to include overtime and additional wage benefits (including back pay, differentials and all deductions).

**22.5 Withholding Paychecks.** The State shall not withhold entire paychecks when an employee has no leave balance to cover absences without pay, due to illness, up to a maximum of five days, provided the affected employee has five years of service as a member of the New York City or New York State Employees Retirement System. Appropriate deductions shall be made in a subsequent paycheck. Employees with a negative leave balance at the start of the pay period shall not be covered by this Section.

**22.6 Salary Garnishments.** The State shall make reasonable efforts to notify employees of pending salary garnishments.

**22.7 Information on Retirement Benefits.** The State shall make available material describing pension benefits and provisions under the Coordinated-Escalator Retirement Plan (COES Plan). Such material shall be distributed to all newly hired employees at the time of appointment. To the extent material is available, the State shall supply any other materials describing pension benefits and provisions.

#### **22.8 Evaluations and Personnel Folders.**

(a) An employee shall be given a copy of every statement concerning his/her work performance or conduct prepared during the term of this Agreement, if such statement is to be placed in his/her permanent personnel folder. Prior to being given a copy of such statement, the employee must sign a form which shall indicate only that he/she was given a copy of the statement but that he/she does not necessarily agree with its contents. The employee shall have the right, but not the obligation, to answer any such statement filed and the answer shall be placed in the employee's personnel folder. Only evaluatory statements prepared by a superior with respect to the employee's work performance or conduct, which are given to the employee in accordance with the procedure outlined above, may be used in any subsequent disciplinary actions against the employee.

(b) An employee shall be permitted to view his/her personnel folder once a year upon request, and when an adverse personnel action is initiated against the employee by the State. The view shall be in the presence of a designee of the State and held at such time as the State may prescribe.

(c) Upon an employee's written request, any material in his/her personnel folder of an adverse nature, with the exception of disciplinary actions, personnel transactions and evaluatory statements concerning work performance, shall, if over five years old, be removed from the personnel folder. Upon an employee's written request, any material may, if over three years old, be removed at the discretion of the Deputy Chief Administrative Judge (New York City Courts).

**22.9 Orientation Kits.** When an orientation kit is supplied to a new employee in a title covered by this Agreement, only the Union which represents such new or promoted employee shall be permitted to have Union literature included in this kit. Such Union literature shall be subject to the reasonable approval of the Director of Labor Relations.

**22.10 Death of Employee in the Course of Employment.** If an employee dies during the term of this Agreement because of an injury arising out of and in the course of the employee's employment through no fault of the employee, and in the proper performance of the employee's duties, a payment of \$100,000 will be made from funds other than those of the Retirement System in addition to any other payment which may be made as a result of such death. Such payment shall be made to the employee's beneficiary, or if no beneficiary is designated, payment shall be made to the employee's estate.

**22.11 Identification Cards.** The State shall replace identification cards and shields damaged, broken or lost in the performance of duty. The State shall, upon request, stamp the identification card of a retired employee to indicate retired status and return the identification card to the employee.

**22.12 Notice of Termination.** Employees in noncompetitive confidential ("NCCF") or exempt confidential ("EXCF") positions shall be given at least five (5) State workdays' written notice of termination.

## **ARTICLE 23**

### **CIVIL SERVICE AND CAREER DEVELOPMENT**

**23.1 Reassignment.** A reassignment is a change, without further examination, of a permanent employee from his or her present permanent title, position and location to the same position in the same grade and salary under a different administrative authority.

(a) Voluntary Reassignment

(1) Employees may submit a Voluntary Request for Reassignment on the required form to the Office of Court Administration.

(2) The Office of Court Administration personnel shall maintain the list of eligible employees on the roster by date of submission of Request for Reassignment.

(3) All employees on the roster shall be interviewed.

(4) The Office of Court Administration shall provide the Reassignment Roster to the Union on a quarterly basis showing all activity.

**23.2 Change in Assignment.** A change in assignment is a change, without further examination, of a permanent employee from his or her present permanent title, position and location to the same position in the same grade and salary to a new location within the same New York city-wide trial court (i.e., criminal to criminal).

(a) Voluntary Change in Assignment

(1) Employees may submit a Voluntary Request for Change in Assignment on the required form to their Chief Clerk's office.

(2) The Chief Clerk's office will maintain the list of eligible employees on the roster by date of submission.

(3) The employee highest on the roster, by date of submission, for that location and title shall have his/her request granted.

(b) Involuntary Change in Assignment

(1) When necessary to change an assignment, the Chief Clerk shall first seek volunteers in the title and court in the borough from where the relocation is occurring. This shall not preclude multiple voluntary change in assignments between other boroughs to accommodate the needed change in assignment.

(2) If no volunteers come forth, the least senior employee by date in title in the Unified Court System working in the court and borough from where the relocation is occurring shall be involuntarily changed in assignment.

(3) Employees whose assignment has been changed have the first right of return to the same or similar position from where they were involuntarily moved should such a position become available.

(4) Employees whose assignment has been changed shall not be subject to an involuntary change in assignment for at least three years.

**23.3 Job Specifications.** The Union shall receive a copy of proposed changes in job specification for any title it represents for its perusal at least five workdays in advance of the final approval of such changes. The Union shall also receive a copy of the finalized job specification.

**23.4 Posting of Vacancies.** When vacancies in promotional titles included in this negotiating unit are authorized to be filled, a notice of such vacancy shall be posted at all relevant work locations at least five workdays prior to filling except when such vacancies are to be filled on an emergency basis. Copies of all vacancies shall be sent to the Union. An inadvertent failure to post at a particular location shall not invalidate an otherwise valid appointment.

**23.5 Notice of Public Hearing.** If a public hearing is held pursuant to Section 211 of the Judiciary Law, the Unions shall receive at least ten workdays notice.

**23.6 Statements of Policy or Procedure.** All statements of policy or procedure which are applicable to employees shall before promulgation be made known and delivered in writing to the Union.

## ARTICLE 24

### JOB ABANDONMENT

**24.1** When an employee to whom the disciplinary procedures of this Agreement apply has been absent from work without notice for 15 consecutive workdays, he/she shall be deemed to have resigned from his/her position if he/she has not provided a satisfactory written explanation for such absence to the court or court-related agency to which he/she is assigned, on or before the fifteenth consecutive workday following the commencement of such unauthorized absence.

**24.2** Prior to the conclusion of the 15-workday period noted in Section 24.1 above, the court or court-related agency shall send the affected employee notice, to the employee's last known address, by certified mail, return receipt requested, with a copy to the Union, that his/her absence is considered unauthorized and that, as a result of such absence, he/she will be deemed to have resigned from service, effective the fifteenth workday following the commencement of the unauthorized absence.

**24.3** An employee who has been deemed to have resigned pursuant to this Section, shall have 20 workdays from the date the notice was mailed within which to submit a written explanation concerning his/her absence to the Deputy Chief Administrative Judge (New York City Courts). Upon receipt of such

explanation, the Deputy Chief Administrative Judge (New York City Courts) shall reinstate the employee without examination, to the position from which he/she was deemed to have resigned, if vacant, or to any vacant position to which he/she was eligible for transfer or reassignment, and shall have 20 workdays within which to initiate charges against the employee pursuant to the disciplinary procedures of this Agreement.

## **ARTICLE 25**

### **BENEFITS FUND**

The State contribution to the Union's Benefit Fund in effect on March 31, 2021, shall remain in effect except as modified below.

25.1 Effective April 1, 2022, the State shall contribute a pro rata annual sum of \$1,450 per active employee for remittance to the Union's Benefit Fund. A pro rata contribution of \$725 to such Fund shall be made by the State for part-time and per diem employees provided they are working on a regular basis at least half the regular hours of full-time employees in the same title.

25.2 Effective April 1, 2023, the State shall contribute a pro rata annual sum of \$1,495 per active employee for remittance to the Union's Benefit Fund. A pro rata contribution of \$748 to such Fund shall be made by the State for part-time and per diem employees provided they are working on a regular basis at least half the regular hours of full-time employees in the same title.

25.3 Effective April 1, 2024, the State shall contribute a pro rata annual sum of \$1,540 per active employee for remittance to the Union's Benefit Fund. A pro rata contribution of \$770 to such Fund shall be made by the State for part-time and per diem employees provided they are working on a regular basis at least half the regular hours of full-time employees in the same title.

25.4 Effective April 1, 2025, the State shall contribute a pro rata annual sum of \$1,640 per active employee for remittance to the Union's Benefit Fund. A pro rata contribution of \$793 to such Fund shall be made by the State for part-time and per diem employees provided they are working on a regular basis at least half the regular hours of full-time employees in the same title.

25.5 The State shall contribute a pro rata sum of \$885 per employee retired since April 1, 1977 for remittance to the Union's Benefit Fund in each fiscal year of the Agreement.

25.6 For purposes of this Article, the pro rata per employee contribution for part-time employees who work more than 50% will be at the full-time rate.

25.7 The State and the Union shall enter into a separate Supplemental Benefits Fund Agreement which shall specify the obligations of both parties regarding implementation, activities and reporting requirements of the Fund;

method and calculation of payments to the Fund; the right and authority of the State Comptroller or the Unified Court System to audit and/or review the financial records of the Fund; and the indemnification of the State for liability regarding Fund activities.

## **ARTICLE 26**

### **SALARY COMPUTATION**

Biweekly salaries will be computed on the basis of ten workdays.

## **ARTICLE 27**

### **SEVERABILITY**

In the event that any portion of this Agreement is found to be invalid by a tribunal of competent jurisdiction or superseded by Federal statute (i.e., Fair Labor Standards Act), then such provision shall be of no force and effect but the remainder of this Agreement shall continue in full force and effect. Upon the issuance of such decision, then either party shall have the right immediately to reopen negotiations with respect to a substitute for such provision which has been held to be invalid.

## **ARTICLE 28**

### **DAY CARE/ELDER CARE DEVELOPMENT COMMITTEE**

A Day Care/Elder Care Development Committee shall continue composed of representatives from the State and the Union. This Committee shall develop guidelines and procedures for the implementation of this Article.

## **ARTICLE 29**

### **WAIVER OF FEES FOR CIVIL SERVICE EXAMS**

The State agrees that to the extent the Chief Administrative Judge determines, pursuant to the Rules of the Chief Judge and Chief Administrative Judge, to establish examination fees for Civil Service examinations, the State will waive such examination fees for employees.

## **ARTICLE 30**

### **FLEXIBLE BENEFIT SPENDING PROGRAM**

30.1 The program established to provide employees with an opportunity to increase the employee's spendable income by paying for all or part of health

insurance premiums, selected benefits such as child care, elder care and dependent care paid by the employee with pre-tax dollars shall continue.

30.2 The Medical Flexible Spending Account also shall continue.

30.3(a) The Dependent Care Advantage Account shall continue in the same manner and subject to the same contribution formula as provided to Executive Branch employees represented by the Civil Service Employees Association, Inc.

## ARTICLE 31

### COURT REPORTER PROCEDURES

**31.1 Transcript Production Standards.** A court reporter who fails to meet State-established transcript production standards and is in a delinquent status, without good cause, after 15 workdays notice shall be placed on a leave of absence until such employee's transcript production is in compliance with State standards. During such leave of absence an employee shall be allowed to draw accumulated and unused annual leave and compensatory time standing to his/her credit. An employee placed on such leave of absence, with or without pay, shall be entitled to continue health insurance benefits if the employee continues to pay his/her own share of the premium costs and shall be entitled to receive Benefits Fund benefits, if eligible. Imposition of such leave of absence shall not be considered as employee discipline, provided, however, that nothing herein shall prohibit the State from bringing disciplinary charges pursuant to Article 13 against an employee in a delinquent status who fails to meet State-established transcript production standards after 15 workdays on a leave of absence pursuant to this Section.

31.2 As court reporter transcript production standards have not been negotiated but were promulgated unilaterally by the State pursuant to their claim that they are a nonmandatory subject of negotiations, the State, upon demand from the Union, shall negotiate the impact of such standards in a court reporter committee which shall consider issues which include but are not limited to appropriate facilities, lighting and equipment.

**31.3 Real-Time Translation Training.** A court reporter may, in the discretion of the Deputy Chief Administrative Judge (New York City Courts) or his/her designee, be granted up to two (2) days leave with pay to attend real-time translation training.

#### **31.4 Damage to Court Reporter Equipment.**

(a) In the event that a court reporter's equipment is damaged at the workplace and such damage is not a result of the court reporter's negligence, the State will pay the difference between the amount covered by the court reporter's

insurance plan and the repair or replacement cost; provided, however, that any payment made by the State shall not exceed two thousand (\$2,000) dollars and shall be subject to receipt of satisfactory documentation.

(b) A court reporter who receives payment under (a) shall not be entitled to receive reimbursement for property damage as provided for under Article 32.

(c) A court reporter who does not have an insurance plan may continue to seek reimbursement under Article 32.

31.5 The State agrees to meet with court reporter representatives within six months from execution of this Agreement to develop a joint pilot program using real-time translation.

**31.6 Determination of Overtime Earned.** Overtime work shall also exclude all preparation of transcripts except those transcripts prepared pursuant to Section 299 of the Judiciary Law provided such work is performed beyond 40 hours, and provided that no other compensation is received from any other source by the court reporter for preparation of the transcript. In addition, the court reporter's supervisor must determine that such transcript cannot be produced during regular working hours and the supervisor must give prior written approval for the preparation of the transcript on an overtime basis. Such work will be deemed scheduled overtime work. For purposes of computing total hours worked in a week, time during which an employee is excused from work because of holidays, sick leave at full pay, annual leave, compensatory time off or other leave at full pay shall be considered as time worked by the officer or employee.

## ARTICLE 32

### REIMBURSEMENT FOR PROPERTY DAMAGE

The State agrees to provide for the uniform administration of the procedure for reimbursement to employees for personal property damage or destruction as provided for by Subdivisions 12 and 12-c of Section 8 of the State Finance Law and to provide for payments of up to \$350. Allowances shall be based upon the reasonable value of the property involved and payment shall be made against a reasonable release.

## ARTICLE 33

### DRESS CODE

Employees whose duties are performed in workplaces which are accessible or visible to the general public shall wear appropriate business attire. For purposes of this Article, the term "appropriate business attire" shall be defined as follows:

(a) a business suit, blouse or dress shirt and tie; trousers/slacks (jeans not acceptable), with coordinated blouse or dress shirt and tie; a skirt with coordinated blouse/sweater/dress shirt; a dress; and, at the employee's option, a jacket/sports coat, and

(b) business shoes.

The application of this provision shall be subject to the grievance procedure.

A Labor/Management Committee shall be established to discuss problems with the interpretation and implementation of the dress code; exemptions from the dress code; and, defining and determining parameters of the code, but in no event will such discussions delay implementation of this Article.

## ARTICLE 34

### SAFETY AND HEALTH

34.1 The State and the Union agree that they have a mutual interest in ensuring the safety and health of all employees. As such, it is the State's policy to comply with all applicable federal, state and local laws, rules and regulations. Employees are encouraged to promptly notify their supervisor/manager of any safety or health hazard that they are aware of, and the State will make every effort to address concerns. Information regarding the State's safety and health policies and procedures will also be made available on the Intranet link for the Division of Human Resources, Work-Safe Office.

34.2 **Protective Clothing and Equipment.** The State shall furnish all required protective clothing and equipment for employees who are required to wear such clothing or use such equipment while performing their duties.

34.3 **Training.** The State shall provide information and training to employees who may have routine workplace exposure to communicable diseases. In addition, the State shall provide all bargaining unit members with Right-to-Know training, annually.

34.4 **Workplace Violence.** The State prohibits workplace violence and will not tolerate violence, threats of violence or intimidating conduct in the workplace. Threats, threatening behavior or acts of violence against employees will be thoroughly investigated and appropriately addressed.

34.5 **Indoor Air Quality.** The State shall ensure a healthful and comfortable indoor air environment for all employees.

34.6 **First Aid Supplies and Emergency Equipment.** The State shall supply and maintain first aid kits in all work locations. First aid kits shall be marked and reasonably accessible to employees. Defibrillators shall also be available and maintained in all work locations. Designated staff shall be trained on the use of defibrillators.

34.7 **Emergency Alarms.** In the event of an emergency alarm, notification shall be communicated to all employees regarding designated sites to gather. Regular drills will be conducted to ensure employees understand what to do in the event of an emergency alarm. In the event of an unplanned emergency alarm and, in the absence of any information, employees should report to their designated meeting site.

34.8 Alleged violations of any section of this Article fall within the definition detailed in Section 17.1(b)(1) and (2) of the grievance process.

## ARTICLE 35

### WORKFORCE REDUCTION

(1) In the event of a workforce reduction pursuant to 25.30 of the Rules of the Chief Judge, the abolition or reduction of positions held by permanent employees in the competitive, non-competitive and labor class, shall be made in inverse seniority order of original appointment date (OAD) in the classified service of the Unified Court System, subject to the exceptions detailed in this Section of the Rules.

(2) All employees, including those in the noncompetitive confidential class, who are impacted by a workforce reduction, will be provided with not less than thirty (30) calendar days written notice prior to the effective date.

(3) DC37-represented employees who promote from a competitive title to a non-competitive title in the same title series shall have return rights to their prior competitive title provided that they held that position on a permanent basis.

## ARTICLE 36

### RESUME POOL

Employees who are released from an exempt or confidential title, and are eligible for re-hire, may submit their resumes to the Director of Human Resources, who will maintain a resume pool. Newly-appointed or elected Judges will be forwarded resumes from the resume pool. In addition, when a Judge is seeking candidates to fill a vacant exempt position, the Director of Human Resources will forward resumes from the pool to the Judge for consideration. The creation of this resume pool does not represent a guarantee that a displaced employee will be rehired.

## **ARTICLE 37**

### **TRANSITIONAL POOL**

Employees in exempt or non-competitive/confidential titles who are displaced from employment through no fault of their own during their Judge's term shall be placed in a Transitional Pool program subject to the following terms:

Upon written submission by the Union, the determination of "no fault" will be made by the Director of Human Resources, in his/her sole discretion. Once such determination is made, the affected employee will be offered the opportunity to continue working in a temporary clerical position at the same grade level, for a minimum of 90 days and be available for assignment in accordance with the needs of the State. The decision to continue an assignment beyond 90 days is discretionary. Such temporary assignment shall afford the employee an opportunity to secure a new position or alternative employment. Disputes regarding the Transitional pool shall not be arbitrable or otherwise reviewable through the contract grievance procedure.

## **ARTICLE 38**

### **PART-TIME TO FULL-TIME POSITION**

(1) When the Court System elects to convert a non-competitive, part-time, position to full-time, eligible employees will be given priority consideration for appointment to the non-competitive, full-time, position.

(2) For purposes of this Article, an eligible employee is: i) an employee holding a part-time position in the title that will be converted to full-time; ii) an employee who possesses the requisite qualifications for the full-time position; and iii) an employee who has not had any disciplinary charges filed (unless such charges were withdrawn) or a counseling memorandum placed in his/her personal history folder within five years preceding the date the full-time position is created. If there is more than one eligible employee, candidates will be considered in descending seniority order beginning with the most senior based on time-in-title.

(3) Nothing herein requires the Court System to appoint an eligible employee.

(4) Disputes regarding or arising out of this Article shall not be arbitrable or otherwise subject to the contract grievance process.

## **ARTICLE 39**

### **CONCLUSION OF COLLECTIVE NEGOTIATIONS**

This Agreement is the entire Agreement between the State and the Union, terminates all prior agreements and understandings and concludes all collective negotiations during its term. During the term of this Agreement, neither party will unilaterally seek to modify its terms through legislation or any other means. The parties agree to support jointly any legislation or administrative action necessary to implement the provisions of this Agreement. The parties acknowledge that, except as otherwise expressly provided herein, the Union waives any rights to further negotiations during the term of this Agreement inasmuch as the parties have fully negotiated with respect to the terms and conditions of employment and have settled them for the term of this Agreement in accordance with the provisions thereof.

## **ARTICLE 40**

### **CONFLICT WITH AGREEMENT**

Where the Rules of the Chief Judge and Chief Administrative Judge conflict with this Agreement, the provisions of this Agreement shall prevail.

## **ARTICLE 41**

### **APPROVAL OF THE LEGISLATURE**

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 BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

## **ARTICLE 42**

### **DURATION OF AGREEMENT**

The term of this Agreement shall be from April 1, 2021 through March 31, 2026.

IN WITNESS WHEREOF, the parties hereto have caused this

Agreement to be signed by their representatives on February 21, 2023.

THE STATE OF NEW YORK -  
UNIFIED COURT SYSTEM



Carolyn Grimaldi  
Director of Labor Relations

DISTRICT COUNCIL 37, AFSCME  
AFL-CIO AND LOCAL 1070



Henry Garrido, Executive Director  
District Council 37, AFSCME,  
AFL-CIO



Renee Belmar, President,  
Local 1070

APPENDIX A

JOB TITLES OR POSITIONS INCLUDED  
WITHIN THE DC 37, AFSCME, AFL-CIO  
and LOCAL 1070 NEGOTIATING UNIT

Bookbinder\*  
Case Manager I  
Case Manager II  
Case Technician  
Citywide Supervising Court Reporter  
Clerk\* NS  
County Supervising Court Reporter  
Court Aide  
Court Analyst  
Court Interpreter  
Court Interpreter (Arabic)  
Court Interpreter (Bengali)  
Court Interpreter (Cantonese)  
Court Interpreter (Croatian)  
Court Interpreter (French)  
Court Interpreter (Greek)  
Court Interpreter (Haitian Creole)  
Court Interpreter (Hebrew)  
Court Interpreter (Hindi)  
Court Interpreter (HSAP)  
Court Interpreter (Italian)  
Court Interpreter (Japanese)  
Court Interpreter JS  
Court Interpreter (Korean)  
Court Interpreter (Mandarin)  
Court Interpreter (Polish)  
Court Interpreter PT  
Court Interpreter (Punjabi)  
Court Interpreter (Russian)  
Court Interpreter (Sign)  
Court Interpreter (Urdu)  
Court Interpreter (Wolof)  
Court Office Assistant  
Court Office Assistant (HSAP)  
Court Office Assistant (Keyboarding)  
Court Office Assistant (Keyboarding) (HSAP)  
Court Reporter  
Court Reporter JS  
Court Reporter PT  
Court Revenue Assistant  
Data Recording Assistant

Driver Messenger  
 Family Counseling and Case Analyst  
 Judges Attendant  
 Law Librarian  
 Law Library Assistant  
 Law Library Clerk  
 Law Stenographer  
 Law Stenographer PT  
 Law Stenographer to Acting Justice  
 Microfilm Supervisor  
 Nursery Attendant  
 Nursery Attendant\*  
 Office Clerical Assistant\*  
 Office Clerical Assistant (HSAP)\*  
 Principal Computer Operator  
 Principal Law Librarian  
 Principal Law Stenographer  
 Principal Law Stenographer PT  
 Principal Secretary to Judge  
 Resource Coordinator I  
 Resource Coordinator II  
 Resource Coordinator III  
 Secretary  
 Secretary to Family Court Judge  
 Secretary to Judge  
 Senior Administrative Clerk  
 Senior Appellate Law Stenographer  
 Senior Court Analyst  
 Senior Court Interpreter  
 Senior Court Office Assistant  
 Senior Court Office Assistant (HSAP)  
 Senior Court Office Assistant (Keyboarding)  
 Senior Data Entry Clerk\*  
 Senior Data Recording Assistant  
 Senior Law Librarian  
 Senior Law Library Clerk  
 Senior Law Stenographer  
 Senior Law Stenographer\*  
 Senior Supervising Data Recording Assistant  
 Supervising Court Aide  
 Supervising Court Office Assistant  
 Supervising Court Reporter  
 Supervising Data Recording Assistant  
 Supervisor of Records, Surrogate Court

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\*Denotes earmarked

## APPENDIX B SALARY SCHEDULES

APRIL 1, 2021

Grade	Increment	Hiring Rate	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year	Maximum	1st Longevity	2nd Longevity
JG-508	1,894	33,080	34,974	36,868	38,762	40,656	42,550	44,444	46,338	48,232	50,126
JG-509	1,988	34,933	36,921	38,909	40,897	42,885	44,873	46,861	48,849	50,837	52,825
JG-510	2,076	36,980	39,056	41,132	43,208	45,284	47,360	49,436	51,512	53,588	55,664
JG-511	2,173	39,190	41,363	43,536	45,709	47,882	50,055	52,228	54,401	56,574	58,747
JG-512	2,255	41,515	43,770	46,025	48,280	50,535	52,790	55,045	57,300	59,555	61,810
JG-513	2,361	43,972	46,333	48,694	51,055	53,416	55,777	58,138	60,499	62,860	65,221
JG-514	2,464	46,594	49,058	51,522	53,986	56,450	58,914	61,378	63,842	66,306	68,770
JG-515	2,564	49,366	51,930	54,494	57,058	59,622	62,186	64,750	67,314	69,878	72,442
JG-516	2,693	52,134	54,827	57,520	60,213	62,906	65,599	68,292	70,985	73,678	76,371
JG-517	2,827	55,120	57,947	60,774	63,601	66,428	69,255	72,082	74,909	77,736	80,563
JG-518	2,965	58,304	61,269	64,234	67,199	70,164	73,129	76,094	79,059	82,024	84,989
JG-519	3,099	61,545	64,644	67,743	70,842	73,941	77,040	80,139	83,238	86,337	89,436
JG-520	3,236	64,775	68,011	71,247	74,483	77,719	80,955	84,191	87,427	90,663	93,899
JG-521	3,377	68,299	71,676	75,053	78,430	81,807	85,184	88,561	91,938	95,315	98,692
JG-522	3,532	72,010	75,542	79,074	82,606	86,138	89,670	93,202	96,734	100,266	103,798
JG-523	3,673	75,968	79,641	83,314	86,987	90,660	94,333	98,006	101,679	105,352	109,025
JG-524	3,809	80,167	83,976	87,785	91,594	95,403	99,212	103,021	106,830	110,639	114,448
JG-525	3,978	84,695	88,673	92,651	96,629	100,607	104,585	108,563	112,541	116,519	120,497
JG-526	4,146	89,266	93,412	97,558	101,704	105,850	109,996	114,142	118,288	122,434	126,580
JG-527	4,284	94,327	98,611	102,895	107,179	111,463	115,747	120,031	124,315	128,599	132,883
JG-528	4,444	99,467	103,911	108,355	112,799	117,243	121,687	126,131	130,575	135,019	139,463
JG-529	4,615	104,868	109,483	114,098	118,713	123,328	127,943	132,558	137,173	141,788	146,403
JG-530	4,774	110,564	115,338	120,112	124,886	129,660	134,434	139,208	143,982	148,756	153,530
JG-531	4,934	116,700	121,634	126,568	131,502	136,436	141,370	146,304	151,238	156,172	161,106
JG-532	5,088	123,218	128,306	133,394	138,482	143,570	148,658	153,746	158,834	163,922	169,010
JG-533	5,246	130,197	135,443	140,689	145,935	151,181	156,427	161,673	166,919	172,165	177,411
JG-534	5,405	137,447	142,852	148,257	153,662	159,067	164,472	169,877	175,282	180,687	186,092
JG-535	5,556	144,891	150,447	156,003	161,559	167,115	172,671	178,227	183,783	189,339	194,895
JG-536	5,729	152,444	158,173	163,902	169,631	175,360	181,089	186,818	192,547	198,276	204,005

APRIL 1, 2022

Grade	Increment	Hiring Rate	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year	Maximum	1st Longevity	2nd Longevity
JG-508	1,932	33,741	35,673	37,605	39,537	41,469	43,401	45,333	47,265	49,197	51,129
JG-509	2,028	35,630	37,658	39,686	41,714	43,742	45,770	47,798	49,826	51,854	53,882
JG-510	2,118	37,717	39,835	41,953	44,071	46,189	48,307	50,425	52,543	54,661	56,779
JG-511	2,217	39,971	42,188	44,405	46,622	48,839	51,056	53,273	55,490	57,707	59,924
JG-512	2,300	42,346	44,646	46,946	49,246	51,546	53,846	56,146	58,446	60,746	63,046
JG-513	2,409	44,846	47,255	49,664	52,073	54,482	56,891	59,300	61,709	64,118	66,527
JG-514	2,514	47,521	50,035	52,549	55,063	57,577	60,091	62,605	65,119	67,633	70,147
JG-515	2,616	50,349	52,965	55,581	58,197	60,813	63,429	66,045	68,661	71,277	73,893
JG-516	2,747	53,176	55,923	58,670	61,417	64,164	66,911	69,658	72,405	75,152	77,899
JG-517	2,884	56,220	59,104	61,988	64,872	67,756	70,640	73,524	76,408	79,292	82,176
JG-518	3,025	59,466	62,491	65,516	68,541	71,566	74,591	77,616	80,641	83,666	86,691
JG-519	3,161	62,776	65,937	69,098	72,259	75,420	78,581	81,742	84,903	88,064	91,225
JG-520	3,301	66,069	69,370	72,671	75,972	79,273	82,574	85,875	89,176	92,477	95,778
JG-521	3,445	69,662	73,107	76,552	79,997	83,442	86,887	90,332	93,777	97,222	100,667
JG-522	3,603	73,448	77,051	80,654	84,257	87,860	91,463	95,066	98,669	102,272	105,875
JG-523	3,747	77,484	81,231	84,978	88,725	92,472	96,219	99,966	103,713	107,460	111,207
JG-524	3,886	81,765	85,651	89,537	93,423	97,309	101,195	105,081	108,967	112,853	116,739
JG-525	4,058	86,386	90,444	94,502	98,560	102,618	106,676	110,734	114,792	118,850	122,908
JG-526	4,229	91,051	95,280	99,509	103,738	107,967	112,196	116,425	120,654	124,883	129,112
JG-527	4,370	96,212	100,582	104,952	109,322	113,692	118,062	122,432	126,802	131,172	135,542
JG-528	4,533	101,456	105,989	110,522	115,055	119,588	124,121	128,654	133,187	137,720	142,253
JG-529	4,708	106,961	111,669	116,377	121,085	125,793	130,501	135,209	139,917	144,625	149,333
JG-530	4,870	112,772	117,642	122,512	127,382	132,252	137,122	141,992	146,862	151,732	156,602
JG-531	5,033	119,032	124,065	129,098	134,131	139,164	144,197	149,230	154,263	159,296	164,329
JG-532	5,190	125,681	130,871	136,061	141,251	146,441	151,631	156,821	162,011	167,201	172,391
JG-533	5,351	132,801	138,152	143,503	148,854	154,205	159,556	164,907	170,258	175,609	180,960
JG-534	5,514	140,190	145,704	151,218	156,732	162,246	167,760	173,274	178,788	184,302	189,816
JG-535	5,668	147,783	153,451	159,119	164,787	170,455	176,123	181,791	187,459	193,127	198,795
JG-536	5,844	155,490	161,334	167,178	173,022	178,866	184,710	190,554	196,398	202,242	208,086

APRIL 1, 2023

Grade	Increment	Hiring Rate	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year	Maximum	1st Longevity	2nd Longevity
JG-508	1,990	34,753	36,743	38,733	40,723	42,713	44,703	46,693	48,683	50,673	52,663
JG-509	2,089	36,698	38,787	40,876	42,965	45,054	47,143	49,232	51,321	53,410	55,499
JG-510	2,182	38,846	41,028	43,210	45,392	47,574	49,756	51,938	54,120	56,302	58,484
JG-511	2,284	41,167	43,451	45,735	48,019	50,303	52,587	54,871	57,155	59,439	61,723
JG-512	2,369	43,617	45,986	48,355	50,724	53,093	55,462	57,831	60,200	62,569	64,938
JG-513	2,482	46,187	48,669	51,151	53,633	56,115	58,597	61,079	63,561	66,043	68,525
JG-514	2,590	48,943	51,533	54,123	56,713	59,303	61,893	64,483	67,073	69,663	72,253
JG-515	2,695	51,856	54,551	57,246	59,941	62,636	65,331	68,026	70,721	73,416	76,111
JG-516	2,830	54,768	57,598	60,428	63,258	66,088	68,918	71,748	74,578	77,408	80,238
JG-517	2,971	57,904	60,875	63,846	66,817	69,788	72,759	75,730	78,701	81,672	84,643
JG-518	3,116	61,249	64,365	67,481	70,597	73,713	76,829	79,945	83,061	86,177	89,293
JG-519	3,256	64,659	67,915	71,171	74,427	77,683	80,939	84,195	87,451	90,707	93,963
JG-520	3,400	68,052	71,452	74,852	78,252	81,652	85,052	88,452	91,852	95,252	98,652
JG-521	3,549	71,748	75,297	78,846	82,395	85,944	89,493	93,042	96,591	100,140	103,689
JG-522	3,712	75,646	79,358	83,070	86,782	90,494	94,206	97,918	101,630	105,342	109,054
JG-523	3,860	79,805	83,665	87,525	91,385	95,245	99,105	102,965	106,825	110,685	114,545
JG-524	4,003	84,216	88,219	92,222	96,225	100,228	104,231	108,234	112,237	116,240	120,243
JG-525	4,180	88,976	93,156	97,336	101,516	105,696	109,876	114,056	118,236	122,416	126,596
JG-526	4,356	93,782	98,138	102,494	106,850	111,206	115,562	119,918	124,274	128,630	132,986
JG-527	4,502	99,093	103,595	108,097	112,599	117,101	121,603	126,105	130,607	135,109	139,611
JG-528	4,669	104,500	109,169	113,838	118,507	123,176	127,845	132,514	137,183	141,852	146,521
JG-529	4,850	110,165	115,015	119,865	124,715	129,565	134,415	139,265	144,115	148,965	153,815
JG-530	5,016	116,156	121,172	126,188	131,204	136,220	141,236	146,252	151,268	156,284	161,300
JG-531	5,184	122,603	127,787	132,971	138,155	143,339	148,523	153,707	158,891	164,075	169,259
JG-532	5,346	129,450	134,796	140,142	145,488	150,834	156,180	161,526	166,872	172,218	177,564
JG-533	5,512	136,782	142,294	147,806	153,318	158,830	164,342	169,854	175,366	180,878	186,390
JG-534	5,680	144,392	150,072	155,752	161,432	167,112	172,792	178,472	184,152	189,832	195,512
JG-535	5,838	152,217	158,055	163,893	169,731	175,569	181,407	187,245	193,083	198,921	204,759
JG-536	6,020	160,150	166,170	172,190	178,210	184,230	190,250	196,270	202,290	208,310	214,330

APRIL 1, 2024

Grade	Increment	Hiring Rate	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year	Maximum	1st Longevity	2nd Longevity
JG-508	2,050	35,794	37,844	39,894	41,944	43,994	46,044	48,094	50,144	52,194	54,244
JG-509	2,152	37,797	39,949	42,101	44,253	46,405	48,557	50,709	52,861	55,013	57,165
JG-510	2,248	40,008	42,256	44,504	46,752	49,000	51,248	53,496	55,744	57,992	60,240
JG-511	2,353	42,399	44,752	47,105	49,458	51,811	54,164	56,517	58,870	61,223	63,576
JG-512	2,440	44,926	47,366	49,806	52,246	54,686	57,126	59,566	62,006	64,446	66,886
JG-513	2,557	47,569	50,126	52,683	55,240	57,797	60,354	62,911	65,468	68,025	70,582
JG-514	2,668	50,410	53,078	55,746	58,414	61,082	63,750	66,418	69,086	71,754	74,422
JG-515	2,776	53,411	56,187	58,963	61,739	64,515	67,291	70,067	72,843	75,619	78,395
JG-516	2,915	56,411	59,326	62,241	65,156	68,071	70,986	73,901	76,816	79,731	82,646
JG-517	3,061	59,636	62,697	65,758	68,819	71,880	74,941	78,002	81,063	84,124	87,185
JG-518	3,210	63,083	66,293	69,503	72,713	75,923	79,133	82,343	85,553	88,763	91,973
JG-519	3,354	66,597	69,951	73,305	76,659	80,013	83,367	86,721	90,075	93,429	96,783
JG-520	3,502	70,094	73,596	77,098	80,600	84,102	87,604	91,106	94,608	98,110	101,612
JG-521	3,656	73,897	77,553	81,209	84,865	88,521	92,177	95,833	99,489	103,145	106,801
JG-522	3,824	77,911	81,735	85,559	89,383	93,207	97,031	100,855	104,679	108,503	112,327
JG-523	3,976	82,198	86,174	90,150	94,126	98,102	102,078	106,054	110,030	114,006	117,982
JG-524	4,124	86,737	90,861	94,985	99,109	103,233	107,357	111,481	115,605	119,729	123,853
JG-525	4,306	91,642	95,948	100,254	104,560	108,866	113,172	117,478	121,784	126,090	130,396
JG-526	4,487	96,594	101,081	105,568	110,055	114,542	119,029	123,516	128,003	132,490	136,977
JG-527	4,638	102,060	106,698	111,336	115,974	120,612	125,250	129,888	134,526	139,164	143,802
JG-528	4,810	107,629	112,439	117,249	122,059	126,869	131,679	136,489	141,299	146,109	150,919
JG-529	4,996	113,467	118,463	123,459	128,455	133,451	138,447	143,443	148,439	153,435	158,431
JG-530	5,167	119,638	124,805	129,972	135,139	140,306	145,473	150,640	155,807	160,974	166,141
JG-531	5,340	126,278	131,618	136,958	142,298	147,638	152,978	158,318	163,658	168,998	174,338
JG-532	5,507	133,330	138,837	144,344	149,851	155,358	160,865	166,372	171,879	177,386	182,893
JG-533	5,678	140,881	146,559	152,237	157,915	163,593	169,271	174,949	180,627	186,305	191,983
JG-534	5,851	148,720	154,571	160,422	166,273	172,124	177,975	183,826	189,677	195,528	201,379
JG-535	6,014	156,778	162,792	168,806	174,820	180,834	186,848	192,862	198,876	204,890	210,904
JG-536	6,201	164,952	171,153	177,354	183,555	189,756	195,957	202,158	208,359	214,560	220,761

APRIL 1, 2025

Grade	Increment	Hiring Rate	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year	Maximum	1st Longevity	2nd Longevity
JG-508	2,112	36,865	38,977	41,089	43,201	45,313	47,425	49,537	51,649	53,761	55,873
JG-509	2,217	38,928	41,145	43,362	45,579	47,796	50,013	52,230	54,447	56,664	58,881
JG-510	2,316	41,205	43,521	45,837	48,153	50,469	52,785	55,101	57,417	59,733	62,049
JG-511	2,424	43,669	46,093	48,517	50,941	53,365	55,789	58,213	60,637	63,061	65,485
JG-512	2,514	46,269	48,783	51,297	53,811	56,325	58,839	61,353	63,867	66,381	68,895
JG-513	2,634	48,995	51,629	54,263	56,897	59,531	62,165	64,799	67,433	70,067	72,701
JG-514	2,748	51,923	54,671	57,419	60,167	62,915	65,663	68,411	71,159	73,907	76,655
JG-515	2,860	55,009	57,869	60,729	63,589	66,449	69,309	72,169	75,029	77,889	80,749
JG-516	3,003	58,100	61,103	64,106	67,109	70,112	73,115	76,118	79,121	82,124	85,127
JG-517	3,153	61,424	64,577	67,730	70,883	74,036	77,189	80,342	83,495	86,648	89,801
JG-518	3,307	64,971	68,278	71,585	74,892	78,199	81,506	84,813	88,120	91,427	94,734
JG-519	3,455	68,593	72,048	75,503	78,958	82,413	85,868	89,323	92,778	96,233	99,688
JG-520	3,608	72,191	75,799	79,407	83,015	86,623	90,231	93,839	97,447	101,055	104,663
JG-521	3,766	76,112	79,878	83,644	87,410	91,176	94,942	98,708	102,474	106,240	110,006
JG-522	3,939	80,247	84,186	88,125	92,064	96,003	99,942	103,881	107,820	111,759	115,698
JG-523	4,096	84,659	88,755	92,851	96,947	101,043	105,139	109,235	113,331	117,427	121,523
JG-524	4,248	89,338	93,586	97,834	102,082	106,330	110,578	114,826	119,074	123,322	127,570
JG-525	4,436	94,386	98,822	103,258	107,694	112,130	116,566	121,002	125,438	129,874	134,310
JG-526	4,622	99,490	104,112	108,734	113,356	117,978	122,600	127,222	131,844	136,466	141,088
JG-527	4,778	105,116	109,894	114,672	119,450	124,228	129,006	133,784	138,562	143,340	148,118
JG-528	4,955	110,853	115,808	120,763	125,718	130,673	135,628	140,583	145,538	150,493	155,448
JG-529	5,146	116,871	122,017	127,163	132,309	137,455	142,601	147,747	152,893	158,039	163,185
JG-530	5,322	123,228	128,550	133,872	139,194	144,516	149,838	155,160	160,482	165,804	171,126
JG-531	5,501	130,061	135,562	141,063	146,564	152,065	157,566	163,067	168,568	174,069	179,570
JG-532	5,673	137,325	142,998	148,671	154,344	160,017	165,690	171,363	177,036	182,709	188,382
JG-533	5,849	145,103	150,952	156,801	162,650	168,499	174,348	180,197	186,046	191,895	197,744
JG-534	6,027	153,179	159,206	165,233	171,260	177,287	183,314	189,341	195,368	201,395	207,422
JG-535	6,195	161,478	167,673	173,868	180,063	186,258	192,453	198,648	204,843	211,038	217,233
JG-536	6,387	169,901	176,288	182,675	189,062	195,449	201,836	208,223	214,610	220,997	227,384