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| **POLICY** | **2015 1770**  **1 of 4**  **By-Laws** |

**SUBJECT: NEGOTIATING UNITS DEFINED**

In accordance with the criteria established by law and the procedures under the Public Employees' Fair Employment Act and to assist its employees in determining an appropriate unit the employer has established the following negotiating units:

a) Teaching Unit, represented by the Vestal Teachers' Association, which shall include:

1. Teaching personnel, both full and part-time including

(a) Classroom Teachers

(b) Guidance Counselors

(c) School Nurse Teachers (d) Librarians

(e) Special Subject Teachers

(f) Special Education Teachers

(g) Permanent Substitutes

(h) Registered Nurses

(i) Occupational Therapists

(j) Physical Therapists

(k) Teaching Assistants

b) Administrative and Supervisory Unit, represented by the Vestal Administrators' Association, which shall include:

1**.** Administrative and Supervisory personnel including: (a) Building Principals

(b) Assistant Secondary Principals

(c) Director of Physical Education and Athletics (Continued)

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| **POLICY** | **2015 1700**  **2 of 4**  **By-Laws** |

**SUBJECT: NEGOTIATING UNITS DEFINED (Cont'd.)**

(d) Coordinators (e) Psychologists

(f) Supervisor of Transportation

(g) Supervisor (Director) of Facilities and Operations (h) Supervisor of Finance and Central Services

(i) Assistant Supervisor (Director) of Facilities and Operations

(j) Head Bus Driver

(k) Computer Operator

(1) Director of Special Services

c) Operations and Service Unit, represented by the Vestal Employees' Association, which shall include:

1**.** Office Personnel:

(a) Senior Account Clerks (b) Account Clerks

(c) Senior Typists (d) Typists

(e) Student Records Specialist

2. Receiving Personnel:

(a) Senior Stores Clerks (b) Stores Clerks

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| **POLICY** | **2015 1700**  **3 of 4**  **By-Laws** |

**SUBJECT: NEGOTIATING UNITS DEFINED (Cont'd.)**

3. School Lunch Personnel

(a) Cook Managers

(b) Cooks

(c) Food Service Helpers

(d) Assistant Cooks

4. Buildings and Grounds

(a) Building Maintenance Workers

(b) Groundskeepers

(c) Cleaners

(d) Custodians

(e) Head Custodians

(f) Performing Arts Production Assistant

5. Transportation

(a) Bus Drivers

(b) Bus Driver Substitutes

(c) Head Mechanics

(d) Mechanics

(e) Bus Monitors

(Continued)

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| **POLICY** | **2015 1700**  **4 of 4**  **By-Laws** |

**SUBJECT: NEGOTIATING UNITS DEFINED (Cont'd.)**

d) Paraprofessional Unit, represented by the Association of Vestal Schools

Paraprofessionals, which shall include:

1. Teacher Aides

2. Monitors

e) Administrative Secretarial Unit, represented by the Administrative Secretarial

Association, which shall include:

1. Secretaries to the School Business Administrator

2. Secretaries to the Director of Instruction

3. Secretaries to the Director of Special Services

4. Secretary to the Supervisor of Finance and Central Services

5. Secretary for Employee Benefits

6. Secretary for Word Processing

f) Teacher Substitute Unit, represented by the Substitutes United of Broome County, which shall include:

1. All per diem substitute teachers who have been given reasonable assurance of continued employment each school year.

Any organization or employees may request that the employer modify or expand its definition of unit prior to the recognition or certification of a unit that would include the employees in issue. Such request shall be directed to the employer in writing, requesting such modification or expansion, and shall indicate, among other things, the employees that the petitioning party represents, how it desires that a negotiating unit be redefined, a description of what it contends would be an appropriate unit, and the reasons why such redefinition should be considered. Thereafter the employer shall consider such request, after consulting with any other unit (whether recognized, certified, unrecognized or uncertified) it deems appropriate.

Historical Note: Policy Adopted 1/23/68

Amended 3/27/84, 1/24/89, 6/27/89, 9/5/89, 8/9/94, 1/10/95, 2/28/95, 3/3/98, 7/11/06

Amended 6/12/07, 6/24/07

Amended 11/26/10

Amended 12/20/11

Amended 2/26/13

Amended 5/26/15