

POLICY

2007 1600

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
 - d. Coordinators
 - e. Psychologists
 - f. Supervisor of Transportation
 - g. Supervisor (Director) of Facilities and Operations
 - h. Purchasing Agent
 - i. Supervisor of Accounting
 - j. School Lunch Supervisor
 - k. Assistant Supervisor (Director) of Facilities and Operations
 - l. Director of Computer Services
 - m. Head Bus Driver
 - n. Computer Programmer
 - o. Assistant Superintendent for Instruction
 - p. Director of Pupil Personnel Services

- C. Operations and Service Unit, represented by the Vestal Employees' Association, which shall include:
1. Office Personnel
 - a. Payroll Clerks
 - b. Senior Account Clerks
 - c. Account Clerks
 - d. Stenographers
 - e. Senior Typists
 - f. Typists
 2. Receiving Personnel
 - a. Senior Stores Clerks
 - b. Stores Clerks
 3. School Lunch Personnel
 - a. Cook Managers
 - b. Cooks
 - c. Food Service Helpers
 4. Buildings and Grounds
 - a. Building Maintenance Workers
 - b. Groundskeepers
 - c. Matrons
 - d. Cleaners
 - e. Custodians
 - f. Head Custodians
 - g. Duplicating Machine Operators
 5. Transportation
 - a. Bus Drivers
 - b. Bus Driver Substitutes
 - c. Head Mechanics
 - d. Mechanics
 - e. Bus Monitors
- 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. Secretary to the Superintendent of Schools
 2. Secretary to the Assistant Superintendent for Administrative Services
 3. Secretary to the Assistant Superintendent for Instruction
 4. Secretary to the Director of Pupil Personnel Services
 5. Secretary to the Director of Special Services
 6. Secretary to the Purchasing Agent
 7. Secretary for Employee Benefits
 8. 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.

Policy Adopted 1/23/68
Policy Amended 3/27/84
Policy Amended 1/24/89
Policy Amended 6/27/89
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Policy Amended 8/9/94
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Policy Amended 2/28/95
Policy Amended 3/3/98
Policy Amended 7/11/06
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