

COLLECTIVE BARGAINING AGREEMENT

By and Between

SKIDMORE COLLEGE

and



**UNITED PROFESSIONAL & SERVICE EMPLOYEES
UNION LOCAL 1222
June 1, 2022 – May 31, 2025**

**TABLE OF CONTENTS
BY ALPHABETICAL ORDER**

ITEM	ARTICLE	PAGE
403(b) Fund	17.3	26
Absence Program	12.7	18
Absenteeism/Tardiness	12.1	15
Agreement	19.1	28
Application of Agreement	20.1	29
Attestation for Use of Absence Time	Schedule D	34
Benefit Communication	15.7	24
Bereavement Days	13.12	21
Breaks	10.1	10
College Safety Committee	15.8	24
Department Trainer/Facilitator	16.7	25
Disability	13.3	20
Discipline Procedure	11.3	14
Duration of Agreement	18.1	27
Emergency Shift Change	8.5	9
Employee Obligation	12.4	16
Employment Physicals	15.6	24
Entire Agreement	15.2	23
Environmental Service Technician – Hazardous Waste Duties Premium	16.6	25
Environmental Service Technician Pool Premium	16.5	25
Equal Employment Opportunity and Anti-Harassment	7.1	8
External Tuition	17.6	27
Family and Medical Leave	13.6	20
Foul Weather, Working and Protective Clothing	10.11	11
General Note	17.2	26
Glossary	Schedule A	31
Grievance Procedure	14.1	21
Groundskeeper – Pesticide Duties Premium	16.4	25
Groundskeeper – Refuse-Recycling Driver Duties Premium	16.3	24
Health Benefit Program	17.1	25
Hiring Rights	8.2	8
Holidays	12.5	16
Hours	10.1	10
Internal Scholarship Tuition Program	17.4	26
Job Performance	10.2	10
Job Retention Normal Requirement	10.10	11
Job Security	8.1	8
Jury Duty	13.11	21
Labor Management Committee	15.4	23
Late Night Dining Operations	10.9	11
Leave of Absence	13.8	20

ITEM	ARTICLE	PAGE
Legislation	15.1	23
Lockers	10.7	11
Management Rights	6.1	7
Military Service	13.10	21
Misconduct	11.1	12
No-Call, No-Show	12.2	15
NYS Disability / Workers Compensation Supplemental Plan	13.1	19
NYS Paid Family Leave	13.7	20
Occupational Health Provider	13.4	20
Overtime	12.3	15
Pay Period	10.4	11
Permits	8.4	8
Personal Leave	12.8	19
Position Descriptions	Schedule C	33
Preamble	1.1	6
Probation	8.3	8
Purpose	2.1	6
Recognition	3.1	6
Resignations	10.3	11
Seniority	9.1	9
Shift Differential	16.2	24
Steward Training	15.9	24
Strikes, Stoppages and Lockouts	15.3	23
Student Assistants & Government Sponsored Work Program	4.1	6
Substance Abuse Policy and Procedure	11.2	12
Temporary Absence	13.9	21
Temporary Assignment	10.8	11
Tools	10.5	11
Transitional / Modified Work Assignment Program	13.5	20
Tuition Exchange Program	17.5	27
Uniforms and Safety Shoes	10.12	12
Union Status & Rights	5.1	6
Vacations	12.6	17
Wages	16.1	24
Washrooms	10.6	11
Workers Compensation	13.2	20
Working Supervisors	15.5	23
Written Grievance Form	Schedule B	32

TABLE OF CONTENTS BY ITEM

ARTICLE	ITEM	PAGE
1.1	Preamble	6
2.1	Purpose	6
3.1	Recognition	6
4.1	Student Assistants & Government Sponsored Work Program	6
5.1	Union Status & Rights	6
6.1	Management Rights	7
7.1	Equal Employment Opportunity and Anti-Harassment	8
8.1	Job Security	8
8.2	Hiring Rights	8
8.3	Probation	8
8.4	Permits	8
8.5	Emergency Shift Change	9
9.1	Seniority	9
10.1	Hours	10
10.1	Breaks	10
10.2	Job Performance	10
10.3	Resignations	10
10.4	Pay Period	11
10.5	Tools	11
10.6	Washrooms	11
10.7	Lockers	11
10.8	Temporary Assignments	11
10.9	Late Night Dining Operations	11
10.10	Job Retention Normal Requirement	11
10.11	Foul Weather, Working and Protective Clothing	11
10.12	Uniforms and Safety Shoes	12
11.1	Misconduct	12
11.2	Substance Abuse Policy and Procedure	12
11.3	Discipline Procedure	14
12.1	Absenteeism / Tardiness	15
12.2	No-Call, No-Show	15
12.3	Overtime	15
12.4	Employee Obligation	16
12.5	Holidays	16
12.6	Vacations	17
12.7	Absence Program	18
12.8	Personal Leave	19
13.1	NYS Disability / Workers Compensation Supplemental Plan	19
13.2	Workers Compensation	20
13.3	Disability	20
13.4	Occupational Health Provider	20

ARTICLE	ITEM	PAGE
13.5	Transitional / Modified Work Assignment Program	20
13.6	Family and Medical Leave	20
13.7	NYS Paid Family Leave	20
13.8	Leave of Absence	20
13.9	Temporary Absence	21
13.10	Military Service	21
13.11	Jury Duty	21
13.12	Bereavement Days	21
14.1	Grievance Procedure	21
15.1	Legislation	23
15.2	Entire Agreement	23
15.3	Strikes, Stoppages and Lockouts	23
15.4	Labor Management Committee	23
15.5	Working Supervisors	24
15.6	Employment Physicals	24
15.7	Benefit Communication	24
15.8	College Safety Committee	24
15.9	Steward Training	24
16.1	Wages	24
16.2	Shift Differential	24
16.3	Groundskeeper – Refuse-Recycling Driver Duties Premium	24
16.4	Groundskeeper – Pesticide Duties Premium	25
16.5	Environmental Service Technician Pool Premium	25
16.6	Environmental Service Technician – Hazardous Waste Duties Premium	25
16.7	Department Trainer / Facilitator	25
17.1	Health Benefit Program	25
17.2	General Note	26
17.3	403(b) Fund	26
17.4	Internal Scholarship Tuition Program	26
17.5	Tuition Exchange Program	27
17.6	External Tuition	27
18.1	Duration of Agreement	27
19.1	Agreement	28
20.1	Application of Agreement	29
Schedule “A”	Glossary	31
Schedule “B”	Written Grievance Form	32
Schedule “C”	Position Descriptions	33
Schedule “D”	Attestation for Use of Absence Time	34

ARTICLE I PREAMBLE

- 1.1 This is a labor Agreement, hereinafter called the "Agreement", made and entered into the 1st of June, 2022, by and between Skidmore College, hereinafter called the "Employer" or the "College," and UPSEU, Local 1222, hereinafter called the "Union" or "UPSEU."

ARTICLE II PURPOSE

- 2.1 The purpose of this Agreement is to promote and maintain good relations between the College, the Union and the employees represented by the Union and to make clear the basic provisions upon which such relations depend. It is the intent of both the College and the Union to work together to provide and maintain mutually satisfactory terms and conditions of employment and to prevent, as well as adjust, misunderstandings or grievances relating to employment. Both the College and the Union accept collective bargaining as a means of carrying out the purpose and intent of this Agreement.

ARTICLE III RECOGNITION

- 3.1 The College recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining with respect to terms and conditions of employment for all regular full-time and regular part-time, non-supervisory employees classified within Article XVI, Section 16.1 at the College's main campus in Greenfield and Saratoga Springs, New York, and excluding all other employees.

ARTICLE IV STUDENT ASSISTANTS AND GOVERNMENT SPONSORED WORK PROGRAM

- 4.1 Students who are currently enrolled in high school or college may be hired as part-time Dining Service Trainees. They will be employed at a rate set by the College provided the rate is less than the lowest rate illustrated within Article XVI, Section 16.1. High school and college students are not covered by this Agreement. They shall not be required to join the Union. The number of hours worked in any one (1) week will not exceed twenty (20) hours.

If, for any reason, there is a reduction in the Dining Service work force, these part-time trainees should be the first to be laid off.

The Union recognizes the College's obligation to provide employment to students who have a need for financial aid in order to attend Skidmore College. It is agreed these students shall be permitted to assist in the work and duties within the scope of the bargaining unit without the need to join the Union. When student employees work in Dining Service in areas that are considered skilled in nature, such as cooking and baking, they will work under the direction of a supervisor or Union employee. The use of such help will not result in the reduction in the number of regular employees. Every effort will be made to distribute student help throughout the College work force.

ARTICLE V UNION STATUS AND RIGHTS

- 5.1 All present employees in the bargaining unit and those who, in the future, enter the bargaining unit shall join the Union by the forty-fifth (45th) working day following the beginning of their regular employment and continue to remain members of the Union in good standing as a term and condition of employment.
- 5.2 The Union shall not call upon or require the College to discharge an employee except where the employee has been certified by the Union as being a member not in good standing as defined by the Labor Management Relations Act. When the Union invokes this provision, notification to the College shall be in writing and include the basis for the lack of good standing status and the action required of the employee to return to good standing status. In addition, the Union agrees to indemnify and hold the College harmless from and against any and all claims, demands, suits or other forms of liability including reasonable attorneys' fees that may arise out of or by reason of any action taken by the College pursuant to the provisions of this Article.

- 5.3 The College will deduct from the wages of each employee from whom a written authorization has been received, Union dues, initiation fees, or other assessments in the amounts negotiated and certified in writing by the Union. Such deductions will be forwarded to the office of the Union.
- 5.4 The College will be notified in writing by the Union of the name of the Stewards and their alternates in case of absence of any outside Union representative authorized to administer this Agreement on behalf of the Union, and shall recognize no others.

An authorized representative of the Union shall have access to the campus for the purpose of ascertaining whether the conditions of this Agreement are being observed, provided there is no interruption of service.

The Stewards and other Union representatives as heretofore authorized, shall be permitted to transact official Union business directly related to the administration of this Agreement on campus, but at times and places that shall not interfere with or interrupt the activities of the College or the individual employment duties or responsibilities of any employee, whether or not covered by this Agreement.

- 5.5 Leave of absence of up to one (1) year without pay and other benefits of this Agreement shall be granted to any employee covered by this Agreement, upon the employees' acceptance of a full-time position or office in the Union. Upon the employees' discontinuance of such position or office, the employee shall thereupon be entitled to reinstatement and with uninterrupted seniority.
- 5.6 The College shall furnish a bulletin board at each time clock for Union or College announcements and notices. No communication posted or otherwise distributed by the Union or College on campus shall tend to defame the good name of any person, group, the College, or the Union.
- 5.7 The College will provide space for Union officers to conduct Union business.

ARTICLE VI MANAGEMENT RIGHTS

- 6.1 It is mutually agreed that the College has and will retain the exclusive authority to manage the College; to establish its policies, procedures, and regulations; to direct and control the workforce; and to all other functions generally accepted as within Management Rights, Authority, or Function unless specifically abridged or modified by this Agreement.

The Union and College recognize the College's right to install and use video or other electronic monitoring technology for security purposes, i.e., the protection of people and property in vehicles and the following areas: Atrium Dining Hall entrance, common areas of the Dining Hall, Burgess Cafe, Library Cafe, Bookstore, common areas of the Spa, outside areas, Post Office (excluding employee break room), sports complex, Stables, parking lots, offices and office areas, areas where currency is secured or transactions take place, and entranceways to buildings. The parties agree video cameras will not be installed in locker rooms, restrooms, vehicles, or break rooms.

- 6.2 The right of the College to contract with others for services in any area of its operation in whole or in part as circumstances requires, is expressly recognized and is not subject to the grievance and arbitration procedures provided in this Agreement.
- 6.3 Once the College identifies the need to contract out any item of work, currently under the Union's jurisdiction pursuant to the foregoing provisions thereof, other than Capital Projects, the Union Labor Relations Representative and the Chief Steward will be notified. Further notice shall be made in writing at the time the bid is posted except where emergency requirements prevent the giving of such notice and shall be sufficiently specific to advise the Union of the location, type, scope, dimension, and timetable of the work to be performed. If the College subcontracts on the basis that an emergency existed, the existence of an emergency will be subject to the grievance and arbitration procedures provided in this Agreement.

Members of the Union are encouraged to bring forward suggestions through their Steward regarding how they could best perform the work, or to suggest alternative methods. Should the Union desire a meeting to discuss the matter, it shall request such a meeting in writing within ten (10) days after receipt of the aforementioned notice and such meeting will be held within five (5) work days thereafter. In the event no meeting is held or scheduled within twenty-one (21) days of the date of the Employer's notice because of Employer inaction, the Union may file a grievance relating to such matter under the grievance and arbitration procedures herein provided. Upon a timely demand by the Union, the College shall negotiate with the Union as legally required possible implementation of subcontracting,

and shall negotiate the effects of a subcontracting decision, including availability of retraining and transfer opportunities for employees affected by the subcontracting.

ARTICLE VII EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT

- 7.1 Skidmore College is committed to being an inclusive campus community and an Equal Opportunity Employer. The College therefore prohibits discrimination, sexual harassment and harassment against any individual or group of students, prospective students, employees, or candidates for employment on the basis of race, color, religion, age, national or ethnic origin, physical or mental disability, veteran status, marital status, sex, sexual orientation, genetic disposition, gender identity or expression, Union activity or any other category protected by applicable federal, state, or local laws. In addition, the Employer and Union agree that sexual harassment and harassment is illegal and that community members have the right to be free from offensive and hostile behavior. Sexual harassment is a form of sex discrimination prohibited by state and federal laws. Complete policy statements and procedures, which are distributed to all employees, have been established to ensure that concerns relating to discrimination, sexual harassment and harassment are dealt with swiftly, equitably, and sensitively. Complaints of discrimination, sexual harassment or harassment shall be processed under those procedures outlined in the Employer's policies.

ARTICLE VIII EMPLOYEE STATUS

8.1 Job Security

During the life of this Agreement the College agrees that except for reasons of death of a current regular employee, or voluntary vacating of a current position by a current regular employee that there will be no permanent layoff of employees hired as of May 31, 2019. This provision does not preclude the right of the College to reduce or eliminate positions.

However, the above paragraph shall become null and void if any one or more of the following circumstances shall occur:

1. The operating expenditure and income show an actual or projected deficit for any fiscal year;
2. A reduction of facilities either owned or leased takes place;
3. Leasing of equipment or sub-contracting of services occurs when a study or survey shows such leasing to be to the economic advantage of the College.

8.2 Hiring Rights

The College may hire employees from any source, but in the case of vacancies which occur during the period of this Agreement, the College will notify the Union in writing within thirty (30) calendar days of vacancy by posting on all bulletin boards for a period of one (1) week a notice of such vacancies. The Union shall have equal opportunity to supply applicants for such vacancies.

8.3 Probation

The first forty-five (45) working days of regular employment shall be a period during which the employee may be discharged without recourse by the employee or Union. There shall be no fee required for obtaining employment. The probation period is a time for employment trial and training. Paid leave will be credited to the employee at a rate of one (1) hour of absence leave for every thirty (30) hours of work during the employee's probationary period up to a maximum of fifty-six (56) hours. Upon completion of the probationary period, the Employee will receive the remainder of the absence time, as set forth in Article 12.7 of this Agreement.

8.4 Permits

It is mutually agreed that when additional employees are needed, either to cover absences over three (3) consecutive days or because of a short-term increase in workload, such persons shall be employed under a permit granted by the Union. The status of these permit employees would be reviewed every thirty (30) days. Individuals employed under this permit shall receive the Article XVI rate of pay for the classification in which they are employed, and absence leave at a rate of one (1) hour of leave for every thirty (30) hours worked up to a maximum of fifty-six (56) hours. However, they shall not receive any benefits, except as legally required, or accrue any seniority during their period of employment. In the event a Permit becomes a regular employee, they will continue to accrue absence leave as provided for in Article 8.3. Permit employees shall receive due consideration for new openings. At the College's option, a permit employee may be rotated among classifications as vacancies and work load warrant, provided the employee is qualified to do the work in those classifications.

All permit employees currently in the bargaining unit and those in the future who enter the bargaining unit, shall join the Union on such permit employee's 31st calendar day. Permit employees shall tender to the Union, as a condition

of employment, a sum as specified in writing by the Union, on the permit employee's 31st calendar day of employment, and the same amount in each month thereafter in which such permit employee is employed.

No provision of this Collective Bargaining Agreement shall be applicable to permit employees, except with regard to the rate of pay for the classification in which there is employment and absence leave, as defined above. Permit employees will be allowed to utilize the grievance procedure specified in Article XIV herein, but only in connection with the College's failure to pay a permit employee at the rate for the classification in which such permit employee is employed. The College and the Union shall work to ensure that this provision is not abused.

8.5 Emergency Shift Change

In the case of an emergency involving either health or undue family hardship, an employee may request, in writing with a copy to the Labor Relations Representative and Chief Steward, a transfer to another shift but not another classification. The College, in consultation with the Union, may grant such a request and such action cannot be the basis for a grievance by any member of the bargaining unit.

**ARTICLE IX
SENIORITY**

9.1 The College shall be responsible for establishing and maintaining a College-wide seniority list within this bargaining unit and a seniority list for each classification covered under this Agreement. The College will make the seniority list available upon request by the Labor Relations Representative, Chief Steward, or Assistant Steward on a quarterly basis.

9.2 College-wide seniority within a bargaining unit shall be based upon the regular full-time hiring date of each individual employee within this bargaining unit and shall only be used for the purpose of bumping during layoff and recall. In the case of an identical seniority day, the lowest last digit of an individual social security number shall prevail. In the event of layoff or job elimination within a department, the order of lay-off shall be as follows: permits, trainees, regular part-time employees, and then regular full-time employees in reverse seniority provided the more senior employee is qualified to perform the required work.

9.3 Classification seniority within the bargaining unit shall be based upon regular full-time assignment date to the classification and shall be used for the purposes of determining choice of holidays, personal days, and vacation times.

9.4 Whenever a vacancy occurs, senior full-time employees within the classification with satisfactory job performance have the right to bid for that job on the basis of qualifications and seniority. Such requirement may be waived upon mutual agreement between the Union and the College, if the parties agree that the move may be to the benefit of the College and/or the Union/employee. If the employee's first line supervisor denies the request for a waiver, the employee and Union Representative may request reconsideration from the employee's department head or their designee. The decision of the department head shall be considered final and not subject to the grievance procedure. Advancement shall be determined by seniority when the skill and ability of the applicants are relatively equal. No person shall be hired from outside the classification for an open position until applications of full-time applicants within the classification have been considered.

9.5 Those full-time regular employees who work within two (2) classifications and who are scheduled to work in a second classification shall have limited seniority rights in the second classification. These employees will be considered for an open position within the second classification after those full-time employees who work solely within that classification but before full-time employees outside that classification.

Thereafter full-time regular employees outside the classification with satisfactory job performance will be considered; then regular part-time employees from within the classification will be considered; and then regular part-time employees from outside the classification (regular part-time employees are not permit employees) will be considered.

If two or more employees enter a new classification at the same time, College-wide seniority shall be used to determine their seniority within the new classification.

9.6 In filling a vacancy or any type of opening, and notwithstanding the foregoing, the College may fill any vacancy or open position with the candidate whom the College believes has the best qualifications, skill, fitness, ability, and experience. The College shall be sole judge of the applicant's qualifications, skill, fitness, ability, and experience. The employee may grieve the College's decision provided they can demonstrate that their qualifications, skill, fitness, ability, and experience are as good as the successful applicant.

- 9.7 If the applicant is from a source external to the Union, a forty-five (45) working day probation period in a new classification is required. Successful completion of the probation period will result in the individual being placed on the seniority list in the new classification by the full-time date of employment within that classification.
- 9.8 If the applicant is from a source within the Union, a ten (10) working day probation period in a new classification is required. The College at its sole discretion may grant one ten (10) working day extension of the probation period. Successful completion of the probation period will result in the applicant being placed on the seniority list in the new classification by the date of employment within that classification. If the applicant is unable to successfully complete that probation period, the applicant will be returned to their previous classification.
- 9.9 All employees laid off will be guaranteed past seniority benefits and rates of pay in accordance with the Agreement if they are recalled within a 180-calendar day period except that all persons terminated due to sub-contracting of services by the College will retain past seniority benefits if they are recalled within a one-year period from the date of termination.
- 9.10 Seniority will be lost by any of the following:
1. Voluntarily quitting employment in writing;
 2. Discharge for cause as set forth herein;
 3. Involuntary absence and lay-off for non work-related injury or illness in excess of the period of employment if employed for a period of less than nine (9) months;
 4. Failure to report for work within one (1) week of a recall offer or from an involuntary lay-off unless for a reason satisfactory solely to the College provided the recall notification was made by certified mail;
 5. Leave of absence (except for Union business as provided herein) in excess of one (1) year.

ARTICLE X WORK CONDITIONS

- 10.1 Hours
The payroll week shall begin at 12:00 a.m. on Saturday.

Breaks

Every employee working eight (8) or more hours per shift covered by this Agreement shall be given a total of thirty (30) minutes rest period each during the employee's regular shift in every work day without loss of pay. The rest period may be taken in two (2) fifteen (15) minute break periods or one (1) thirty (30) minute break which will be determined by the supervisor based on operational needs. The time and place of the break shall be determined by the immediate supervisor of the employee.

A one-half (1/2) hour non-paid meal period at a time specified by the College shall be provided to each employee except for maintenance mechanics who shall receive a paid one-half (1/2) hour lunch period and be available for needed assignments during that period.

- 10.2 Job Performance
Satisfactory job performance is the responsibility of the employee. It is recognized that satisfactory job performance is free from any active write-up. The Employer must provide required safety equipment and training. For purposes of this Agreement, job performance includes the essential duties and functions listed in the job description and complying with the Employer's safety procedures as provided by the supervisors, and/or using or wearing assigned and/or available safety equipment as provided by the supervisors. In the case of Dining Services employees, understand and comply with the New York State Health Codes as identified and provided by the supervisors. Unacceptable job performance will be determined by the Employer and be subject to the appropriate disciplinary action as agreed to within this Agreement.

- 10.3 Resignations
The Union recognizes the responsibility of all employees resigning their positions to give the College two (2) weeks' notice. Employees who are resigning from their positions are expected to work all assigned shifts during their notice period; however, leave may be granted at the discretion of the Department Head during this notice period upon request or as required by law.

If an employee is removed from the payroll for any reason, including layoff or leave of absence, the employee shall receive, at that time, in addition to wages due, pay for all earned and unused vacation on the next regular pay date. Credit for the value of vacation earned will be granted at the end of the pay period.

An employee who is laid off by the College through no fault of their own will be given two (2) weeks' notice or pay and benefits in lieu thereof, at the discretion of the College.

10.4 Pay Period

The College agrees to pay on an every other week basis.

10.5 Tools

Tools and implements required in the performance of work shall be furnished by the College, except whereby custom of the trade, employees furnish their own tools.

10.6 Washrooms

The College agrees to maintain sanitary washrooms with soap and paper towels.

10.7 Lockers

The College agrees to provide individual lockers with adequate locks on a space available basis.

10.8 Temporary Assignment

In the interest of providing full-time regular employees with opportunities to gain experience in other classifications within the bargaining unit, the College may temporarily assign employees to tasks outside the employee's normal classification. Such assignments will normally result from the temporary absence of some duration of the regular full-time or part-time employee assigned to the classification. During the temporary assignment, the employee should request and be given feedback on their performance.

An employee chosen for the temporary assignment will be selected from a list of bargaining unit volunteers maintained by Human Resources. Volunteers must have acceptable job performance and meet the minimum education/skill criteria. When the above noted factors are met, the selection will be by College-wide seniority on a rotating basis. While on temporary assignment, the employee will be paid the temporary classification's prevailing hourly wage rate. Long term temporary assignments that are unrelated to filling vacancies due to leaves of absence will be posted annually. The posting will include job title, shift, and posting closing date. The length of the temporary assignment shall be determined solely by the College without recourse to the Grievance Procedure.

10.9 Late Night Dining Operations

It is agreed that during the academic year, Sunday through Thursday, between the hours of 8:00 p.m. and 12:00 midnight, one (1) short order cook, pre-qualified by the College, will be assigned by rotation to perform cook duties and be paid cook rates.

If no qualified short order cook is available, the College will assign a cook to work these hours.

10.10 Job Retention Normal Requirement

Continued employment at the College is contingent upon being able to fulfill assigned classification requirements. Should an employee be unable to meet the requirements of their position for medical reasons, they may be removed from the classification and temporarily assigned to any classification in which there is an opening or a "permit" position provided they can meet that position's requirements. Should there be no openings for which the person is qualified, the employee may be discharged with the understanding that they may bid on openings in accordance with the following schedule:

1 through 2 years of full-time employment	=	1 month bidding timeframe
3 through 5 years of full time employment	=	2 months bidding timeframe
6 through 10 years of full time employment	=	4 months bidding timeframe
11 plus years of full time employment	=	5 months bidding timeframe

10.11 Foul Weather, Working and Protective Clothing

Foul weather clothing will be provided to Grounds, Maintenance, Stablehand and Post Office employees whose regular duties expose them to out-of-doors work for an extended period under all weather conditions. Such clothing is limited to rain gear, work jackets, gloves, and rubbers/overshoes. Central Receiving and Housekeeping employees shall be furnished work jackets and gloves. The maximum allotment for employees in Grounds, Maintenance, Stablehand, and Post Office will be \$200.00 per year.

All clothing purchased by the College and in the hands of employees remains the property of the College. Worn out clothing must be turned in to the supervisor before replacement. The issue of work jackets is limited to one per year.

10.12 Uniforms and Safety Shoes

Employees are required to wear uniforms, footwear, and ID badges as provided by the College during scheduled work hours. The College will provide five sets of job classification-appropriate uniforms which the employee is responsible to maintain. Non-unisex pants will be purchased at the request of the employee who will be responsible for laundering. Employees may turn in worn uniforms on an annual basis for replacement or as necessary due to normal wear. The employee will acknowledge receipt of the uniforms and will return them upon leaving their employment with the College. A slip-resistant safety shoes allowance will be provided to job classification-appropriate employees based on the PPE assessment and will be replaced on an annual basis up to \$125.00. Reinforced toed safety shoes will be provided to job classification-appropriate employees based on the PPE assessment and will be replaced every three years or as needed up to \$200.00. Employees will have the ability to select appropriate shoes under guidelines provided by the College.

Employees who separate from the College will not be paid out accrued paid time off until all College owned property is returned except shirts, hats, and footwear. Dining Hall employees shall return the number of uniforms delivered in the most recent drop-off from the uniform company. For items not returned within the time required, the higher of the value or cost to the College of the item will be deducted from the employee's accrued paid time balance. Separated employees will have seven (7) business days from termination to return College property.

ARTICLE XI DISCIPLINE / SUBSTANCE ABUSE POLICY AND PROCEDURE

11.1 Misconduct

It is agreed that there are cases of employee misconduct that may require immediate disciplinary action including suspension and/or discharge.

Such infractions would include, but not be limited to:

- Drunkenness, drinking or sleeping on the job.
- Refusal to comply with a direct order given by a supervisor for work within an employee's job description.
- Theft of, misappropriation of, or intentionally damaging College property.
- Unauthorized removal of real or personal property of students, College employees, invitees, and others at any time.
- Physical molesting or assaulting another employee, students, invitees, and others at any time.
- Falsification of College records.
- Use, sale, distribution or possession of any material defined in the New York State Penal Code as a controlled substance or narcotic, unless such use is prescribed by a physician, during hours of work or at any time on the property of the College, or other violation of the Drug and Alcohol Policy.
- Violation of the Motor Vehicle Policy.
- Violation of the Smoke-Free Campus Policy.
- Violation of the Anti-Harassment Policy.
- Violation of the Workplace Violence Policy.
- Violation of the Drug-Free Campus Policy.
- For just cause.

In cases of immediate suspension, the employee will be notified in writing by the employee's supervisor of the reasons for the suspension. A copy of this notification will be provided to the Labor Relations Representative. Any disagreement as to the nature and/or severity of the infraction and resulting disciplinary action will be subject to the grievance procedure as outlined in Article XIV.

11.2 Substance Abuse Policy and Procedure

Purpose:

Skidmore College is committed to maintaining a drug-free campus and workplace as well as providing an environment that ensures the safety of all employees, students and visitors. The use of illegal drugs or alcohol on the job is inconsistent with the behavior expected of Skidmore employees. The intent of this policy is to establish a protocol to identify and address employees who are impaired by alcohol and/or illegal drugs while on the job.

Policy:

The unlawful possession, distribution, sale or use of illegal or recreational drugs or alcohol in the workplace and while conducting the business of the College is prohibited. In addition, the possession or use of any equipment, product, materials or other paraphernalia that are commonly associated with making, concealing, distributing or using illegal or recreational drugs is also prohibited on College property. College employees shall not report to work while under the influence of alcohol, illegal drugs, recreational drugs, or excessive levels of prescription or over-the-counter drugs. The legal use of prescribed and over-the-counter drugs is permitted, provided employees follow the prescribed or recommended dosage instructions and it does not impair the employee's ability to perform their job safely and does not affect the safety or well-being of other individuals or College property. Employees will consult with their physicians regarding any prescribed narcotic medication(s) and the effects the medication may have on their fitness and ability to perform their duties at work and will comply with the College's request for medical documentation to confirm that the use of proscribed medication will not pose a direct threat to the health or safety of the employee, other individuals or College property.

Consistent with applicable state law, the College will not discipline an employee certified to use medical marijuana or to otherwise unlawfully discriminate against any employee certified by a New York State doctor to use medical marijuana. Employees who are certified to use medical marijuana who require a reasonable accommodation may request one using the procedure in the College's Reasonable Accommodations policy. The use of controlled substances, including marijuana, is prohibited during work hours.

Additionally, the College will not discriminate against employees who use recreational marijuana in accordance with applicable state law. However, a person may not use, be under the influence of, possess or distribute marijuana during work hours or on or in College property.

Health-Related Issues and Treatment Programs:

Alcohol and drug abuse/addiction is a recognized health condition that may mask underlying mental health issues. There is treatment available and employees who may have or who know someone who suffers from alcohol or drug addiction can reach out to their health care provider, the Employee Assistance Program (EAP) and/or their Human Resource Department for referrals to area treatment programs. Employees are encouraged to seek treatment for such conditions for their own well-being and for the well-being of loved ones as well as co-workers.

Reasonable Suspicion:

Prior to any employee being asked to be tested for suspicion of being under the influence of alcohol/drugs while working, reasonable suspicion must first be established. Supervisors are often in a position to make observations that may establish suspicion and should be formally trained to observe physical, behavioral, speech and other performance indicators that strongly suggest the possibility of illegal drug or alcohol use. An "Observation Checklist" should be completed by the supervisor(s) as a tool to use when determining reasonable suspicion. The checklist will remain with the file and provided to the employee and/or Union representative upon request. The checklist shall contain (but not be limited to) the following:

- The presence of a strong odor of alcoholic beverage on the employee's breath.
- The presence of unusually aggressive or abusive behavior by the employee.
- The presence of slurred speech.
- The presence of impaired motor coordination.
- The presence of significant changes in work performance and/or the inability to complete routine tasks.
- Sleeping on the job with difficulty to wake up.
- Unexplained or unusual accidents/incidents that involve injury or property damage.
- Observations of drug or alcohol use or consumption at work by witnesses/co-workers.
- Statements/admissions of the employee indicating alcohol or drug use at the time of suspicion.

Reasonable suspicion should not normally be based on any one of the above. Suspicion should be based on a combination of these factors and not before ruling out any medical condition or other factors that may exist that could mask the appearance of being under the influence of alcohol or drugs (fatigue, anxiety, sleep deprivation, illness, head injury, prescription and/or over the counter medication side effects, exposure to workplace chemicals, etc.). Whenever possible, more than one (1) supervisor should be involved in establishing reasonable suspicion.

In addition, Campus Safety often employs individuals with Law Enforcement/Emergency Services experience and can often assist in determining if an individual is under the influence. Their presence should be considered any time there is an investigation.

Searches:

If the College has reasonable suspicion to suspect that an employee has illegal drugs or drug paraphernalia on College property, the College may search College-owned property as appropriate (to include but not limited to: rest rooms, break rooms, offices, desks, cabinets, College-provided lockers, campus grounds, College owned vehicles, work areas).

Testing:

Once suspicion has been established and a supervisor wishes to take action, the supervisor shall seek approval from either the employee's Department Director or a representative of the Human Resources Department. Once approval is obtained, the employee and a Union Representative shall be advised of the reason(s) for the suspicion and will be transported to a pre-determined testing site. Note that if the test is being conducted as a result of an unusual or unexplained accident that resulted in injury to the employee that requires medical treatment, the College may elect to have the hospital or medical facility providing such treatment to be used as the testing agent if it is able to do so within the guidelines of this policy. Other procedures are as follows:

1. The employee will suffer no loss of pay during the testing process.
2. The College will absorb all costs to include transportation to and from the testing site.
3. Two (2) independent test samples will be taken at the test site. If the first sample's result is positive for illegal drugs, the second sample may be tested to confirm the results of the first test. Securing two (2) samples also ensures a valid test result if one sample is contaminated or the first test result is inconclusive. A physician will review all positive findings to determine if a legitimate medical reason could exist for the positive result and/or to ensure that there are no factors present that could have resulted in a false positive. Note that employees must report ALL medications taken within the last thirty (30) days to the appropriate medical personnel at the test site prior to the test.
4. The employee may elect to have their own independent test conducted at a different test site. If the employee so chooses, the independent test will be done on their own time at their own expense. If the results of the independent test are different than that of the test(s) conducted by the College, the employee may present the independent test results as evidence in any grievance or proceeding that may result.
5. Altering or tampering with any alcohol or drug test by an employee could result in immediate termination.
6. The results of a drug/alcohol screening test will be considered confidential and will only be disclosed to the designated College representative(s), the employee and the designated Union representative. Test results may also be disclosed (if relevant) at any subsequent grievance hearing, criminal or civil proceeding, workers' compensation hearing or other related proceeding(s).
7. Once the testing is complete, the employee may be placed on investigative suspension pending the test results. The test results must be provided in a timely manner (usually within 72 hours) and must not be unduly withheld from the employee and/or Union Representative. If the test result is positive, the Employer will proceed in accordance with this policy and the procedures set forth in the CBA. If the test result is negative, the employee will immediately be reinstated with full back pay for any time lost.
8. If an employee fails a screening test and this is the first such offense, the employee could face termination but if the employee agrees to immediately enroll in and follow through with a College-approved counseling or detoxification program (EAP provided), the employee will be given a lesser sanction and will retain their employment with the College. Failing a screening test for the 2nd time could result in termination without the opportunity to attend a program.
9. Employees who return to work after having failed a prior screening test at Skidmore may be subject to random testing by the College without notice for a period of one (1) year.
10. All suspensions, disciplinary actions and terminations that result from alcohol/drug tests are subject to the grievance process to include the process of determining reasonable suspicion.
11. An employee who is under suspicion and refuses to consent to and undergo alcohol/drug testing may be disciplined or terminated.

11.3 Discipline Procedure

The standard procedure for discipline and/or discharge for any infractions within this Agreement shall be as follows: It is understood and agreed that an employee who has been free of any infraction for a period of at least twelve (12) months will be treated as if no infraction exists, except for a no-call no-show and suspension as a result of misconduct where an eighteen (18) month infraction-free period is required.

The first infraction will result in a written warning which the employee will sign as an acknowledgment; the second infraction within twelve (12) months of the first infraction will result in a second written warning; the third infraction within twelve (12) months of the second infraction will result in a final written warning and may include a suspension

without pay for up to five (5) days subject to the review of the Chief Human Resources Officer; the fourth infraction within twelve (12) months of the third infraction may result in discharge subject to the review of the Chief Human Resources Officer. The College will give the Union Labor Relations Representative reasonable notice when issuing a suspension or termination. In the event the Labor Relations Representative is not readily available, the discipline will be issued in the presence of a Steward.

The employee, supervisor and Steward will sign all warnings. A copy is to be given to all signers and the Chief Human Resources Officer. It is understood, however, that no-call no-show, Article XII, Section 12.2, and Misconduct, Article XI, Section 11.1, provide instances where this standard procedure is superseded.

ARTICLE XII TIME AND ATTENDANCE / PAID TIME OFF / HOLIDAYS

12.1 Absenteeism/Tardiness

All employees are expected to arrive to work on time. An employee absent or tardy for any reason must notify their immediate supervisor at the designated work site telephone number prior to the start of their assigned shift to request paid leave. The responsibility for absenteeism and tardiness rests solely with the employee. Tardiness should only occur in rare situations, if at all, and it is not the intent of the Union or College to encourage tardiness. It is further agreed that the College shall warn and progressively discipline any employee whom the College has reasons to believe has abused this policy.

Tardiness constitutes arriving one (1) to thirty (30) minutes after the start of the employee's assigned shift except when approved leave has been granted prior to the start of the shift. A 4th instance of tardiness within any 90-day period shall constitute an infraction under the disciplinary procedure outlined in Article XI, Section 11.3. Employees that arrive thirty-one (31) minutes or later after the start of the shift will result in an immediate write up.

An employee who has not been granted paid leave and fails to call prior to the start of the shift and report to work within thirty (30) minutes of the assigned shift will be considered a no-call no-show under Article XII, Section 12.2 and disciplined accordingly under Article XI, Section 11.3.

12.2 No-Call No-Show

It is the responsibility of the employee to notify their supervisor prior to the start of their shift if there are circumstances that prevents an on-time arrival at work. An employee who has not been granted paid leave and fails to call or report to work within thirty (30) minutes of the start of the assigned shift will be considered a no-call no-show. The College will give reasonable consideration to mitigating circumstances. A request for reasonable consideration under this clause shall be determined solely by the College without recourse to the grievance procedure. Paid leave programs cannot be drawn upon to cover any instance of a no-call no-show.

Any employee experiencing three (3) consecutive no-call no-shows will be deemed to have submitted a voluntary resignation and therefore may be terminated from the College.

12.3 Overtime

The College agrees that overtime for regular full-time employees shall be paid at the rate of 1.5 times their regular, hourly rate of pay in the classification in which they are working, or their normal wage rate, whichever is higher for hours worked in excess of forty (40) hours per week. It is also agreed that when a holiday worked brings the employee over forty (40) hours in the regular work week, the employee shall be paid three (3x) times their regular pay rate for only the Holiday. The Union agrees that pyramiding of overtime hours worked in excess of forty (40) hours per week and a Holiday worked within the same pay period shall be limited to three (3x) times regular pay including the Holiday.

If a regular full-time employee is working overtime in another classification, they shall be paid at the rate of 1.5 times the regular, hourly rate of pay in the classification in which they are working, or their normal wage rate, whichever is higher.

a) All overtime must be authorized by the responsible supervisor. If overtime is authorized, assignments to work the additional hours shall be offered to the employees within the classification from a list established as follows:

1. Full-time regular employees within the classification with the most senior member in the top position.
2. Once all of the full-time regular employees within the classification are on the list by seniority, then the regular part-time employees within the classification will be placed on the list by seniority.
3. Scheduled overtime shall be posted seven (7) days in advance or as practical at the department time clocks prior to the date needed. The posting shall state the projected number of employees and classification that is to be filled. In the event that not enough qualified employees sign up for the posted overtime the College

will implement a mandatory overtime assignment based on a reverse seniority rotation amongst each job classification. The employees to be mandated must be given twenty-four (24) hour notice except for snow and ice removal and emergencies as defined in Schedule A.

Once established, this list will be used on a rotation basis for all overtime within the classification. After an overtime opportunity has been awarded, the next overtime opportunity shall start with the next name on the list. No changes to this list will be made except for the addition of a new hire within the classification or the removal of an employee from the classification. Should there be no one available or interested within the classification, management shall offer the overtime to individuals within the department first, then to individuals from other departments who are qualified to do the work.

Acceptance/assignment of scheduled or mandatory overtime constitutes an obligation and failure to report in the manner described below shall be treated as a no-call-no-show under Article XI, Section 12.2, in that failure by an employee to fulfill an overtime obligation will result in that employee being moved to the next step of Article XI, Section 11.3, Discipline Procedure, from the step at which employee is at that time. The College will make exceptions when an employee notifies their supervisor at least one (1) hour prior to the start of the shift that they are unable to meet the mandatory overtime obligation due to illness or emergency.

The College reserves the right to request an employee provide documentation to substantiate that the call-out with regard to scheduled or mandatory overtime was due to an emergency. Likewise, the College reserves the right to request that an employee provide an attestation that the call-out was consistent with one of the reasons stated on the Attestation Form attached at Schedule "D" (in accordance with Section 196-b of the New York Labor Law). Where an employee has no available Absence Leave at the time of the call-out, the College may ask the employee to provide medical documentation to substantiate a call-out necessitated by illness.

The College will make every reasonable effort to offer an equal distribution of overtime to all employees, who indicate willingness, within a classification in the department affected.

- b) For overtime calculation purposes, "work day" for any employee means a period of twenty-four (24) consecutive hours beginning at the time the employee starts to work and "work week" means a seven (7) consecutive day period beginning with the first work day of the employee's regular work week.
- c) A holiday falling on what otherwise would have been one of the employee's first five (5) work days in the work week shall be considered a day worked for purposes of determining eligibility for overtime unless the employee was scheduled to work on the Holiday and failed to do so.
- d) Any employee who has already left the premises of the College and is then called back into work on a day or time not previously scheduled to work shall be guaranteed at least three (3) hours of work at regular rate of pay, or at overtime rate if applicable. This provision shall not apply for subsequent call-ins or call-backs on the same day.

12.4 Employee Obligation

An employee's first obligation shall be to their position at Skidmore. Any outside part-time or full-time employment shall be made known to the College and should not interfere with the Skidmore position. The employee cannot expect any special consideration in scheduling or shift assignment to work at a second job.

It is understood that at times, because of annual special College programs and events of a nature such as Trustee visits, Reunion Weekend, Graduation, etc. or on occasion when illness or disability limit the number of employees available for work within a classification, employees may be required to work overtime and the provisions of Article XII, Section 12.3, above shall apply.

12.5 Holidays

The following Holidays shall be observed as paid Holidays for all regular employees under this Agreement regardless of the day of the week on which the holiday falls and whether or not work is performed:

One (1) Floating Holiday
Employee's Birthday
New Year's Day
Martin Luther King Day
Memorial Day
Juneteenth
Independence Day

Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Day before Christmas
Christmas Day
Day before New Year's Day

The one floating holiday may be granted to each regular employee of the bargaining unit provided that the department's workload, as judged solely by the department head, will permit an employee's absence without the need to employ a replacement.

- a) Holiday Pay for regular part-time employees is granted in accordance with the following conditions:
1. Holidays shall include floating holidays;
 2. If a holiday falls on an assigned day of work, the person receives pay for the number of hours they would have been assigned;
 3. If the holiday falls on an unassigned day of work, the employee will receive a prorated day's pay which is calculated by taking the total number of hours assigned for a week and dividing it by five (5).
- b) Any regular employee required to work on a holiday (excluding the floating holiday and the employee's birthday) shall be paid at the rate of 1.5 times their regular, hourly rate of pay in the classification in which they are working, or their normal wage rate, whichever is higher in addition to holiday pay under the guidelines of Article XII, Section 12.3.
- c) Should an employee be called to work on a holiday, they shall be paid at least four (4) hours at double time (2x) in addition to holiday pay. This provision shall not apply for subsequent call-ins under the guidelines of Article XII, Section 12.3.
- d) If a holiday, as specified above, falls on a Saturday or Sunday it shall be observed as determined by the College.
- e) Any employee whose regular day off, or one of whose regular days off fall on a holiday, or who was on vacation on such a holiday, shall receive, by mutual consent, an additional day's pay or another day off which must be taken within twelve (12) months of the holiday in units of not less than one-half (1/2) days. To receive holiday pay, an employee must work their regularly scheduled day before and after a holiday, provided the employee is regularly scheduled, and the holiday falls within three (3) days of the employee's regular schedule before or after the holiday. Absences that fall under the following criteria will not constitute a waiver of holiday benefits:
- Employee is hospitalized.
 - Employee's family member, for which the employee has legal custody/guardianship or power of attorney is hospitalized.
 - Employee is quarantined by a qualified authority or at the request of the Employer.
 - Employee is on vacation.
 - Absence is covered under the FMLA/PFL.

With the exception of FMLA/PFL leave where there is a certification on file with Human Resources that is consistent with the absence or when on approved vacation leave, the employee will provide documentation consistent with the reasons stated herein.

12.6 Vacations

Full-time and part-time regular employees are eligible for vacations, which are earned on an employee's regular hire date on a prorated basis per month. Vacation may only be utilized in the full year after it is earned (full-time and part-time anniversary date).

Vacations are not cumulative and must be taken no later than the day prior to the regular hire date following the year in which the vacation days are earned. The College agrees that, on the employees' regular hire date, up to five (5) remaining vacation days may be cashed out at the prevailing wage rate.

Vacations require prior written approval of employee's supervisor. A vacation day shall equal the hours of the employee's regularly scheduled day up to a maximum number of hours per year as listed below.

Employees shall earn vacation shall be as follows:

Years of Service	Vacation Days Annually	Vacation Hours Annually
Less than 1 year	0	0
1 st full year	10	80
2 nd full year	10	80
3 rd full year	10	80
4 th full year	10	80
5 th full year	10	80
6 th full year	15	120
7 th full year	15	120
8 th full year	15	120
9 th full year	15	120
10 th full year	15	120
11 th full year	15	120
12 th full year or more	20	160

- a) The number of employees on vacation at any given time shall conform to the College's operating schedule. The College agrees that employees will have access to a one-year calendar whereby all approved paid leave will be listed. In the case of vacation scheduling, employees will be approved on a first come first served basis. In the case of duplicate requests, seniority shall prevail. Approved vacations will not be cancelled because another employee is suspended pending investigation.

12.7 Absence Program

The College agrees to provide regular full-time employees with eight (8) absence leave days per year based on the employee's regular hire date. Regular part-time employees shall receive a prorated share of the above noted days. These days will be credited to eligible employees each year on their regular hire date.

Regular full-time employees who work forty (40) hours per week may use absence time in thirty (30) minute blocks. The prorated share of regular part-time employees' absence leave will be similarly prorated for use. Absence base hours must be used before the absence bank is used.

In addition, Absence Leave shall be defined as regularly scheduled days exclusive of overtime hours and shall be used for all absences exclusive of vacations, personal days, holidays, workers' compensation cases, and disability situations after the initial five (5) work days of absence for each disability. An employee may choose to use Absence Leave, or any other paid leave hours available, for the first five (5) days' waiting period for NYS Disability absences. In the event an employee does not designate which paid leave to use for their Disability waiting period prior to their disability, absence leave will be automatically charged. It is agreed that if an employee does not have five (5) paid leave days remaining for their disability waiting period, the employee will not be subject to the discipline procedure.

In Leave of Absence situations, see Article XIII, Section 13.8. These days shall include all days available from the "bank" noted below. During any year in which an employee has used all available credited and bank days, further absences will be unpaid. It is agreed that employees must request absence leave prior to or at the start of their shift unless there is an onset of illness or notification of a personal emergency during the assigned shift.

- a) Absence days credited each year shall be on the employee's regular hire date. Credited days remaining as of the last day of a year from the year following the employee's regular hire date will be paid to each employee at the rate of pay for the year in which they were earned. If an employee chooses, they may "bank" all or a portion of these days for use toward covering future absences in lieu of being paid. The bank shall not exceed the equivalent of twenty (20) of each employee's regular work day for those employees with less than five (5) full years of continuous employment. For those employees with more than five (5) years of continuous employment but less than ten (10) years, the bank shall not exceed twenty-five (25) days.

For those employees with more than ten (10) full years of continuous employment, the bank shall not exceed thirty (30) days.

- b) In the event of an employee's resignation or retirement, they may redeem all remaining absence hours in cash at the employee's then prevailing rate of pay. In the case of death, the payment will be made to the estate.
- c) It is understood that an employee who uses up their absence allotment and bank days will not be paid for subsequent absences and each single day of unpaid absence or consecutive days of unpaid absence in which the employee is not available for scheduled employment shall be considered an infraction within the meaning as

established within Article XI, Section 11.3, Discipline Procedure with the exception as noted below for the disability waiting period.

- d) The College and the Union acknowledge the existence of New York Labor Law 196-b and hereby agree pursuant to Subsection 9 of that statute, that the leave provided to employees under Article 12.7 of this Agreement, constitutes a comparable benefit that will be provided to bargaining unit employees.

12.8 Personal Leave

Regular full-time employees are eligible for four (4) days personal leave each year with pay. Regular full-time new hires are eligible on a prorated basis for up to four (4) days personal leave each year with pay. Personal leave is to be taken during the year following the employee's regular hire date in units of not less than one-half (1/2) days. Personal leave requires prior written approval from the employee's supervisor. Once a request for personal days has been submitted, the appropriate supervisor will respond as soon as practicable but no later than three (3) business days to inform the employee whether the Personal Leave has been approved or denied.

An emergency personal day may be granted at the discretion of the department head and will not be subject to the grievance procedure. However, the Union may appeal decisions to Human Resources should they believe the employee is being discriminated against. No part of such personal leave shall be used for striking or boycotting.

Employees may choose to redeem a portion or all of the following year's personal leave at the employee's current prevailing wage rate in whole-day increments. Requests for pay in lieu of personal leave days must be submitted in writing to the supervisor prior to the employee's anniversary date. Employees may not otherwise take time off using Personal Leave prior to accrual.

ARTICLE XIII LEAVES OF ABSENCE

13.1 NYS Disability / Workers' Compensation Supplemental Plan

The College will provide supplemental NYS Disability and Workers' Compensation benefits to all regular full-time and regular part-time employees.

- a) Disability leave supplemental payments for an absence due to illness or non-work related injury shall begin on the 8th consecutive calendar day and will equal 100% of the difference between the employee's full regular wages, excluding overtime, and the payments under the NYS Disability Plan. Employees absent from work due to Short-Term Disability will accrue paid leave for up to six (6) months of approved absence from work.
- b) Workers' Compensation Leave supplemental payments for an absence due to a work-related injury shall begin on the 8th consecutive calendar day and will equal 50% of the difference between the employee's full regular wages, excluding overtime, and the payments under the Workers' Compensation Plan.

<u>Length of Service</u>	<u>Supplemental Pay Duration</u>
at least one full year	1 week
at least two full years	4 weeks
at least three full years	7 weeks
at least four full years	10 weeks
at least five full years	13 weeks

Employees absent from work due to Workers' Compensation will accrue paid leave for up to six (6) months of approved absence from work.

- c) The College's supplemental benefits will be based upon length of service as a regular full-time or part-time employee as noted above and will be inclusive for both NYS Disability Leave and Workers' Compensation Leave.
- d) Supplemental benefits are not cumulative from Agreement year to Agreement year and will be determined according to the Agreement year in which the absence began. In order for an employee to return to work, a doctor's certificate may be required at the discretion of the College. This language reflects practice as of June 1998 as well as past practice.
- e) The College will provide, at its cost, a long-term disability plan, with an elimination period of ninety (90) days, with a benefit of 60% of the employee's pre-disability earnings. The specific plan will be priced out and agreed upon by the parties, but the cost of the plan shall not exceed \$16,030.

13.2 Workers' Compensation

Should a regular employee be injured on the job and will be unable to return to their position after a twelve (12) month absence, the employee shall be deemed terminated and the position shall be vacated and posted. If prior to the end of the twelve (12) month absence the physician states that the employee can never return to their regular position, the employee will be deemed terminated and the position shall be vacated and posted at that time. During employment, the College will continue welfare and pension contributions. The Chief Human Resources Officer will extend the twelve (12) month period if a written physician's statement indicates an imminent "return to work" date.

It is further agreed that an occupational physician will treat injured employees for their injury in the event, by mutual consent, the College and Union have designated such for the first thirty (30) days after injury.

13.3 Disability

Should a regular employee be absent under the College's Disability Program (Article XIII, Section 13.1) and is unable to return to their position after a six-month absence, the employee shall be deemed terminated and the position shall be vacated and posted. However, a regular employee who has completed five (5) years or more of full-time employment shall have the aforementioned six (6) month period extended as follows:

5 through 10 years of full-time employment	=	2 additional months
11 through 15 years of full-time employment	=	3 additional months
16 through 20 years of full-time employment	=	4 additional months
21 through 25 years of full-time employment	=	5 additional months
26 or more years of full-time employment	=	6 additional months

The Chief Human Resources Officer will extend this schedule if a written physician's statement indicates an imminent return-to-work date. The College will continue welfare and pension contributions during the employment provided the employee pays the employee share of the health and dental premium.

13.4 Occupational Health Provider

An employee returning from an absence longer than five (5) working days due to disability, Workers' Compensation, or Family and Medical Leave Act (FMLA) leave may be directed by Human Resources to be evaluated and cleared to return to work by the College's occupational health provider in accordance with the employee's job description.

13.5 Transitional/Modified Work Assignment Program

It is agreed that, at the College's option, a regular employee absent from work due to a work-related injury or disability may be required to return to work and placed in any work assignment in the College's total work force, subject to medical restrictions, for a time period not to exceed three (3) months. This period may be extended at the College's discretion and based on operational needs for up to three (3) additional months. During the transition work period, the College may engage the use of a permit employee. It is further agreed that the affected employee shall be paid their regular classification compensation during this time period. The College and the Union recognize that even though the employee may be assigned outside of the bargaining unit, it is agreed that said employee remain a bargaining unit member.

13.6 Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993, Union employees may be eligible for an unpaid leave under certain circumstances. Upon return from a Family Medical Leave, the employee will return to their same classification and shift. A copy of the Family and Medical Leave policy is available in Human Resources.

13.7 NYS Paid Family Leave

Effective January 1, 2018, the College will provide its employees working in New York with paid leave benefits in accordance with the New York State Paid Family Leave Benefits Law. Paid Family Leave ("PFL") is designed to enable eligible employees to take time off from work to care for eligible family members. A copy of the NYS Paid Family Leave policy is available in Human Resources.

13.8 Leave of Absence

Upon written request to the Chief Human Resources Officer via the Department Head, the College, at its sole discretion, may grant a personal leave of absence without pay or benefits to full-time regular employees for a period not to exceed three (3) months provided such leave will not have a negative impact upon the College's operation. The employee must have a minimum of one (1) full year of service to apply for a leave of absence. The above noted request must explain why the employee is not using all days available to them from vacation, personal, absence, or absence bank days to meet the Leave of Absence need.

An employee who fails to return to work from any leave of absence within the time specified for return, or who prior to the end of such leave, has not requested and received permission in writing for an extension of such leave, shall, therefore, be deemed to have voluntarily terminated their employment.

13.9 Temporary Absence

In the case of temporary absence, which is defined as from one (1) through three (3) days, the College will divide and rotate temporary increases in workloads among the employees. Employees within classification may be expected to divide the work and carry on as normal. Supervisors and employees will work together to prioritize the workload.

13.10 Military Service

A regular full-time employee who leaves the College to serve in the Armed Forces of the United States, State National Guard or Reserves, and, who upon termination of such service, is entitled to reinstatement under the laws and regulations of the United States or the State of New York, shall, upon timely application, be granted reinstatement to the full extent provided by law.

13.11 Jury Duty

The College agrees to pay the difference between a regular employee's normal wages and jury fees received. The employee must return to work on the day he/she is excused or released from jury duty.

13.12 Bereavement Days

A regular full-time and part-time employee who is absent on a regular work day because of the death of a spouse, qualified domestic partner, parent, step-parents, child, stepchild, sister, brother, natural grandparents, mother-in-law, stepmother-in-law, father-in-law, stepfather-in-law, brother-in-law, sister-in-law, grandparents of a spouse, grandchildren, or any other relative living in the home shall receive pay for up to four (4) such working days lost. Upon request, an employee who has used bereavement leave will provide the College with verification of the use of Bereavement Days for bereavement purposes.

To certify Domestic Partner status, an employee must supply three (3) of the following items (at least two (2) of the three (3) items must be from List A) as proof of financial interdependence to Human Resources. Documents must show they have been in existence for at least the last six months.

List A	List B
Joint obligation of a loan	Joint bank account
Joint ownership of residence	Joint credit or charge card(s)
Designated as beneficiary under the others' life insurance policy, retirement benefits, will or executor of each other's will	Status as authorized signatory on the partner's bank account, credit card or charge card
Joint renter's or home owner's insurance policy	Other proof establishing economic interdependence
Joint lease agreement	
Health care proxy	

**ARTICLE XIV
GRIEVANCE PROCEDURE**

- 14.1 The representatives of the College and the Union seek and encourage the open, honest and timely discussion of problems and concerns. Both parties are responsible for making prompt and earnest efforts to informally resolve issues as they arise. If informal problem solving is unsuccessful, the formal grievance procedure may be utilized to resolve issues, problems, disputes arising out of the interpretation, application, administration or alleged violation of the terms of this Agreement.

14.2 Definition of Grievance

A grievance is defined as a complaint involving an alleged violation(s) of a specific provision(s) of this Agreement. The grievance procedure is designed to afford a fair method of resolution, and all claims that this Agreement has been violated shall be subject to the following general guidelines and grievance steps procedures:

14.3 General Guidelines

Only one (1) subject matter shall be addressed in any one (1) grievance. A grievance shall contain a clear and concise statement of the grievance by indicating the issue involved, the date the incident or violation took place, the specific section or sections of the Agreement involved, and the relief sought.

An employee will have their designated Union representative represent them at each step of the formal grievance procedure. If an employee brings any grievance to the College's attention without first having notified the Union, the College representative to whom such grievance is brought shall immediately notify the designated Union representative and no further discussion shall be had on the matter until the appropriate Union representative has been given notice and an opportunity to be present.

All formal grievances must be presented promptly in writing, in accordance with the published procedure and no later than thirty (30) days from the date of incident or when the Union first became aware.

At any step of the formal grievance process, the time limits may be extended with the written agreement of the Labor Relations Representative and the Chief Human Resources Officer or designee. The extension agreement must specify the length of the extension and the reason for the extension. The right of appeal no longer exists when a decision has been made and a timely appeal has not been filed. The parties will make a good faith effort to handle filed grievances and investigations in a confidential, courteous, and professional manner.

14.4 Informal Grievance Procedure

Within thirty (30) calendar days of when the aggrieved employee first became aware of, or should have become aware of, the cause of grievance, the employee and their union representative may meet informally with their immediate supervisor to discuss the problem which may give rise to a formal grievance. The goal of this informal discussion is to provide both parties opportunity to explain their perspectives on the problem in order to explore possible options for resolution, and to jointly resolve the problem. If the issue is unresolved, the employee may proceed to the first step of the grievance procedure. This informal grievance procedure step may be waived by either party.

14.5 Formal Grievance Procedure

STEP 1: Within seven (7) calendar days of receipt of the written grievance, the Supervisor will conduct a meeting with the Grievant and their Union representative to hear and discuss the grievance. The Supervisor will return a written decision, including clear, concise rationale, to the Grievant and their representative within seven (7) calendar days. It is agreed that if the Supervisor does not respond to the Grievant within the time described above, and there has been no written agreement to extend the response for a specified time, the grievance is deemed denied and automatically proceeds to the next step in the grievance process. In cases of termination, Step 1 and Step 2 of this procedure will be waived. The Union may request a hearing before the College's Chief Human Resources Officer or their designee. A hearing will be held at the time mutually agreed upon between the Chief Human Resources Officer and the Labor Relations Representative for the Union. It is agreed that the termination hearing will be considered the 3rd Step of the Grievance Procedure.

Step 1 of the formal grievance procedure may be waived if all parties agree. If Step 1 is agreed to be waived, the grievance will proceed to Step 2 of the grievance procedure.

STEP 2: If dissatisfied with the Supervisor's response in Step 1, the Grievant may appeal to the Department Head or other individual designated by the Department Head, within seven (7) calendar days from receipt of the answer to Step 1. The Department Head will meet with the Grievant and Union Labor Relations Representative to hear and discuss the grievance within seven (7) calendar days. The Department Head will submit a written response, including clear, concise rationale, to the Grievant within seven (7) calendar days of the meeting. It is agreed that if the Department Head does not respond to the Grievant within the time described above, and there has been no written agreement to extend the response for a specified time, the grievance is deemed denied and automatically proceeds to the next step in the grievance process.

STEP 3: If the grievance is not resolved in Step 2, the Labor Relations Representative or designee may appeal to the Chief Human Resources Officer, provided the following criteria are met: An appeal with documentation must be filed with the Chief Human Resources Officer within fourteen (14) calendar days to activate the Step 3. The Union representative(s), if applicable, Grievant, the Department Head and the Chief Human Resources Officer shall meet at a date and time mutually agreed upon for the purpose of resolving the dispute. This meeting shall be held within fourteen (14) calendar days of receiving the request. Within seven (7) calendar days following the meeting, the Chief Human Resources Officer will render a decision regarding the disposition of the grievance with a copy sent to the Labor Relations Representative.

STEP 4: If the grievance is not satisfactorily resolved in Step 3, the Union has sixty (60) calendar days after receipt of the Step 3 response to submit the matter to PERB private sector arbitration selection service for all grievances in accordance with all of the following terms and conditions:

- The submission to the arbitrator must be made in writing by certified mail with a copy to the Chief Human Resources Officer.
- The arbitrator will not have any authority or power to add to, delete from or modify in any way any provision of this Agreement.
- The decision of the arbitrator will be final and binding.
- The cost of the arbitrator's service will be borne equally by the College and the Union, excluding attorney's fees.
- The College and the Union will review arbitrators' resumes and must agree on choice of arbitrator using the PERB private sector arbitration selection service.

ARTICLE XV GENERAL ITEMS

15.1 Legislation

It is agreed that if any provisions of this Agreement are in conflict with State or Federal Laws, said Laws shall supersede any provision of this Agreement.

15.2 Entire Agreement

The parties acknowledge that during negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to all proper subjects of collective bargaining, and that this Agreement was arrived at after the free exercise of such rights and opportunities. Therefore, the Union and the College, for the life of this Agreement, each voluntarily and unequivocally agree that collective bargaining is concluded and that the others shall not be obligated to bargaining collectively with respect to any subject or matter, whether or not referred to or covered in this Agreement. Accordingly, this Agreement is in full settlement of all issues and no issues shall be subject to collective bargaining during the term of this Agreement.

15.3 Strikes, Stoppages and Lockouts

The Union and the employees in the bargaining unit, during the term of this Agreement, will not cause, approve, or engage in any strike, sympathy strike, picketing, work stoppage, work slowdown, boycott, or any other activity which interferes with the normal operation of the College.

The College, during the term of this Agreement, agrees that there shall be no lockout of the employees covered by said Agreement.

Should a work stoppage, strike or any other activity occur as heretofore set forth in paragraph (1) of this Article, the Union will take all steps necessary to end such activity and return the employees to their respective jobs.

15.4 Labor Management Committee

Labor Management Committee consisting of Union representatives and College representatives, no more than ten (10) for each side, shall exist and meet as needed, but not less than once per quarter to discuss suggestions made by the College and the Union for improving working relations and conditions, and to review and make recommendations regarding problems of both the Union and the College. Human Resources shall coordinate this Committee.

15.5 Working Supervisors

It is agreed that supervisors of bargaining unit personnel will not perform any work whatsoever that includes the daily tasks assigned to those employees except in the case of an emergency, as defined within the glossary, or to demonstrate a new work method or procedure, or as provided below:

1. Incidental Work
2. Short term work overflow/staff shortages that cannot be filled with qualified and readily available bargaining unit employees. A supervisor may not perform bargaining unit work for more than two (2) hours per occurrence. The College will make reasonable efforts to bring in bargaining unit employees to fill staffing shortages.
3. The supervisor of the Post Office and Receiving Storeroom supervisor when performing Receiving department duties. These two positions are Working Supervisors and not members of the Union.

- 15.6 Employment Physicals
Employees hired will be required to successfully pass a physical conducted by a physician or nurse practitioner designated by the College. This physical will be at no cost to the applicant.
- 15.7 Benefit Communication
Human Resources will communicate annual information to employees regarding College provided benefits.
- 15.8 College Safety Committee
The Union agrees that the College shall appoint one bargaining unit member to participate on the College Safety Committee. Such appointment will be selected by the College from a list of three (3) individuals provided by the Union. Appointments will be for one (1) year period and may be renewable based on performance.
- 15.9 Steward Training
The College agrees that employees who are members of UPSEU and hold a Steward position will be allowed up to three (3) unpaid days per Agreement year for training if operational needs permit. The request for these days must be made at least two (2) weeks prior to the training day.

**ARTICLE XVI
WAGE, SHIFT DIFFERENTIAL, & PREMIUM PAY**

16.1 Wages

Band	Group Classification	6/1/22	6/1/23	6/1/24
I	Housekeeper	\$17.97	\$18.33	\$18.70
II	Customer Attendant/Short Order Cooks	\$19.00	\$19.38	\$19.77
	Sanitation and Safety Steward	\$19.00	\$19.38	\$19.77
	E-tech	\$19.00	\$19.38	\$19.77
	Groundskeeper	\$19.00	\$19.38	\$19.77
	Stablehand	\$19.00	\$19.38	\$19.77
III	Central Receiving Clerk	\$20.26	\$20.67	\$21.08
	Post Office Clerk	\$20.26	\$20.67	\$21.08
	Refuse-Recycling Driver	\$20.26	\$20.67	\$21.08
IV	Cook	\$21.13	\$21.55	\$21.98
	Maintenance Mechanic	\$21.13	\$21.55	\$21.98
	Grounds Mechanic	\$21.13	\$21.55	\$21.98
V	Operations Mechanic	\$21.87	\$22.31	\$22.75
	Baker	\$21.87	\$22.31	\$22.75
I	Senior Cook	\$23.58	\$24.05	\$24.53

NOTE (A) Dining Services employees will be provided meals during work hours at no cost to employees.

- 16.2 Shift Differential
An employee who performs work between the hours of 3:00 p.m. and 11:00 p.m. shall receive a shift differential of \$.60 per hour for such work. An employee who performs work between the hours of 11:00 p.m. and 7:00 a.m. shall receive a shift differential of \$.80 per hour for such work. An employee who performs work between Saturday 12:01 a.m. and Sunday 11:59 p.m. shall receive an additional shift differential of \$.10 per hour for such work. The shift differential will be added to the employee's base wage rate for calculation of overtime pay for hours worked within the times specified above.
- 16.3 Groundskeeper - Refuse-Recycling Driver Duties Premium
The College agrees to pay a \$1.00 per hour premium to personnel covered by this Agreement when they are designated as the Groundskeeper assigned to refuse-recycling driver duties.

16.4 Groundskeeper – Pesticide Duties Premium

The College agrees to pay a \$1.00 per hour premium to personnel covered by this Agreement when they are assigned as a pesticide applicator for the College. Training will be provided and the employee must pass the required NY State testing.

16.5 Environmental Service Technician - Pool Premium

The College agrees to pay a \$.50 per hour premium to personnel covered by this Agreement when they are designated Pool Environmental Service Technician. When an employee is working overtime as a Pool Environmental Service Technician, the Pool Environmental Service Technician premium will be considered as part of base wage for the purpose of overtime calculation.

16.6 Environmental Service Technician – Hazardous Waste Duties Premium

The College agrees to pay a \$.50 per hour premium to personnel covered by this Agreement when they are designated as the Environmental Service Technician assigned to hazardous waste duties. When an employee is working overtime in the hazardous waste duties, the Environmental Service Technician – hazardous waste duties premium will be considered as part of base wage for the purpose of overtime calculation.

16.7 Department Trainer/Facilitator

The Union agrees that the College may designate the classification(s) where Department Trainer/Facilitators may be appropriate and the number of Department Trainer/Facilitators who may be appointed. Such appointment will be from a list of three (3) provided by the Union Labor Relations Representative, all of which may be rejected, in which case the Union may supply one (1) more additional list as appropriate. Appointments will be for one (1) year but may be renewable based upon performance. It is understood that the College's organization may require a Department Trainer/Facilitator to be assigned in a way that results in their interaction with more than one (1) classification.

The primary responsibility of the Department Trainer/Facilitator is to act as a go between for the department employees and the department supervisor. They will act in the role of relaying information between the department employees and the department supervisor on matters such as training and development, safe and efficient work practices, daily routines and other similar activities. It is understood that the Department Trainer/Facilitator shall not hire, fire, recommend discipline, or relay disciplinary action to any employee. Any employee with concerns about their Department Trainer/Facilitator should raise the issue to their immediate supervisor. In addition, the Labor Relations Representative and the Chief Human Resources Officer, or their designees, will discuss the overall program annually.

The College agrees to pay a \$1.00 per hour premium to employees covered by this Agreement when they are designated Department Trainer/Facilitator. Department Trainer/Facilitator premium shall be considered as part of the base wage for the purpose of overtime calculation when an employee is working overtime as a Department Trainer/Facilitator.

ARTICLE XVII HEALTH BENEFITS, 403B RETIREMENT, & TUITION PROGRAM

17.1 Health Benefit Program

1. Health and vision coverage. The Employer will make available health insurance coverage to all bargaining unit employees. The health insurance plan will be the MVP HMO Plan, plan code NY1HMO020XLAN, inclusive of the following riders DME (equipment), Domestic Partner, prescription drugs and vision.

Employees hired on or after June 1, 2019 will pay 14% of the premium and the Employer will pay 86% of the premium. Employees hired on or before May 31, 2019 will pay 13% of the premium and the Employer will pay 87% of the premium.

The College may change health insurance plans annually provided that the replacement plan is substantially the same as the MVP HMO Plan (plan code NY1HMO020XLAN) inclusive of equipment, prescription, vision and domestic partner coverage. The Union may present an alternative plan for College consideration prior to October 1st of each year. At the request of the Union the College will allow employees to opt-out of coverage under the above health plan under the following conditions:

1. The employee has been a participant in the College's health plan for at least one (1) year prior to the opt-out;

2. The employee provides the College on an annual basis with satisfactory proof of coverage under another group health insurance plan (not a health exchange plan, governmentally subsidized health plan, or Medicaid/Medicare);
 3. The College will pay the employee the sum of \$2,000 per year. Payable bi-weekly in the employee's paycheck.
 4. In the event that the employee loses qualifying coverage elsewhere, the employee will be permitted to enroll in health care coverage through the College.
2. Dental coverage. The College shall make available dental coverage through the Delta Dental PPO plan (group 09522 division 00003). Employees may elect coverage at 100% employee cost.

The above employee health and dental premiums shall be adjusted effective each subsequent January 1.

3. Life Insurance. The College will provide accidental death and dismemberment coverage and life insurance with a death benefit of \$25,000 at no cost to each employee.
4. The College, subject to legal restrictions, will administer an employee Section 125 plan limited to the employee's Health Benefit cost sharing amount when applicable.

17.2 General Note

It is understood that employees bear the sole responsibility for making up any retroactive increase in contributions for periods between June 1, 2013 and March 1, 2014 for the 1199 Greater New York Benefit Fund or Service Employees Pension Fund above the levels prescribed in prior Agreements between the College and SEIU Local 200 United. In the event either of the above Funds makes a claim for increased contributions, the College and UPSEU will cooperate and use their best efforts to defend against, or mitigate, such claims. In the event that despite such efforts, during the term of this Agreement the College is required, by law, Agreement, or otherwise, to increase the contributions to any of the Funds over the amounts prescribed in the Agreement between the College and SEIU Local 200 United effective June 1, 2010 - May 31, 2013, the College may offset the cost of the increase by applying any wage increases and, to the extent necessary, by reducing wages by the corresponding amount of the increased contributions. In the event that the College is permitted or required to reduce the contributions to any of the Funds, wages shall be increased by the corresponding amount of the decreased contributions.

17.3 403(b) Fund

The College will establish a 403(b) retirement plan for each regular, full-time employee. The plan will have a waiting period for new hires of one (1) year from date of hire for eligibility to participate in the plan. Existing employees as of the date of this Agreement with more than one (1) year of service will be immediately eligible. Employer contributions will be 100% vested after the waiting period is satisfied. The plan will permit employees to take loans against employee contributions with a limit of no more than two (2) loans per employee at any one time and hardship withdrawals. Employees may self-direct contributions into any of the funds offered by the plan. The College agrees to pay the start-up fees and compliance costs of the plan.

The College agrees to contribute the following into the 403(b) account for every full-time benefit eligible employee:

<u>Effective Date</u>	<u>403(b) Contribution Rate Per Hour Paid</u>
June 1, 2022	\$1.90
June 1, 2023	\$1.95
June 1, 2024	\$2.00

Employees may make voluntary contributions to their 403(b) plan accounts by completing the salary reduction agreement (SRA) form in the HR office or website. Employees may terminate or modify their SRA as of the end of a pay period with a minimum of 30 days written notice in accordance with the terms of the plan.

17.4 Internal Scholarship Tuition Program

Regular full-time employees, their spouses, and legally dependent children who meet admission standards are eligible to receive free tuition for undergraduate course work on a credit or non-credit basis at Skidmore College providing there is space available in the class. Legally dependent children are those who qualify as dependents under the IRS code. Registration fees, cost of private instruction, laboratory fees, activity fees, and other special fees are not included in the tuition benefit.

Employees must complete the appropriate tuition waiver request form, which is available in Human Resources, when enrolling in any class. Employees must apply for all eligible financial aid available to the student from state or federal sources through the Office of Student Aid and Family Finance in order to receive the tuition benefit. This Program shall be administered to Union employees as it is to non-Union employees. The existence and continuation of this program rests solely with the College. The Internal Scholarship Tuition benefit ceases at separation of employment.

17.5 Tuition Exchange Program

Regular full-time employee's legally dependent children are eligible to participate in the College's Tuition Exchange Program on the same basis as dependents of the College's non-Union staff as long as such a program exists. Full-time employees must have at least three (3) years of consecutive full-time employment for their dependent children to be eligible for this Program. Legally dependent children are those who qualify as dependents under the IRS code. Information and applications for this program can be obtained in the Student Aid/Family Finance Department. The existence and continuation of this program rests solely with the College. The Tuition Exchange benefit ceases at separation of employment.

17.6 External Tuition

After three (3) years of continuous service, eligible employees may apply for tuition assistance for their legally dependent children, or legally dependent children of their eligible domestic partner, for 75% of the cost of tuition to a maximum of \$975 per semester, or \$1,950 per year, when attending an accredited College other than Skidmore for an undergraduate degree. This benefit is not available if the student is participating in the Tuition Exchange Program. Legally dependent children are those who qualify as dependents under the IRS code. Tuition assistance is available for up to eight (8) semesters of undergraduate studies.

The maximum amount of external tuition grants available under this provision is \$5850 for the entire bargaining unit in any College fiscal year. Employees who wish to apply for an external tuition grant must submit an application for reimbursement of tuition payments made in the preceding twelve (12) months to the Office of Human Resources on or before April 1. In the event that the number of applications exceeds the maximum amount of tuition grant dollars available in a given fiscal year (subject to the per employee maximum above), the fiscal year maximum will be distributed proportionally to the applicants.

The existence and continuation of this program rests solely with the College. The External Tuition benefit ceases at separation of employment.

ARTICLE XVIII DURATION OF AGREEMENT

- 18.1 This Agreement shall be effective from June 1, 2022 to May 31, 2025, and from year to year thereafter unless either party gives notice in writing to the other, not less than sixty (60) days prior to May 31, 2025, or any subsequent May 31st corresponding to a succeeding year of renewal.

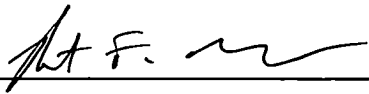
**ARTICLE XIX
THE AGREEMENT**

- 19.1 This Agreement, along with Schedule "A", "B", and "C", attached hereto and made part hereof, constitutes the entire understanding of the parties.

**ARTICLE XX
APPLICATION OF AGREEMENT**

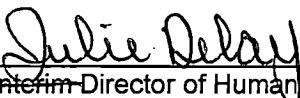
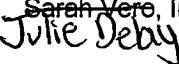
20.1 This Agreement shall be binding on the parties hereto and their successors or assignees. The undersigned are duly authorized representatives of Skidmore College and UPSEU Local 1222, and hereto have executed this Agreement on the date and year indicated below.

FOR THE COLLEGE:



Robert F. Manfredo, Negotiator and
Attorney for Skidmore College

Date: 9/15/2022

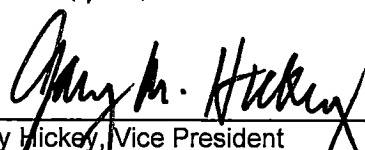


Sarah Vere, Interim Director of Human Resources

Date: 9/29/22

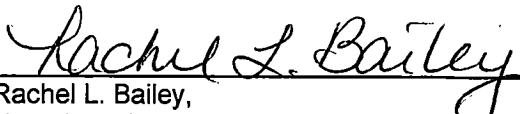
FOR THE UNION:


Kevin Boyle, President
UPSEU Local 1222

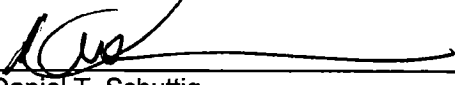
Date: 9/14/22


Gary Hickey, Vice President
UPSEU Local 1222

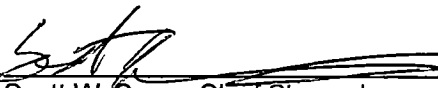
Date: 9-14-22


Rachel L. Bailey,
Negotiator & Labor Relations Representative,
UPSEU Local 1222

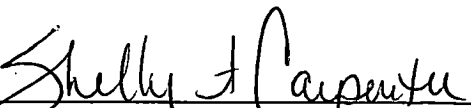
Date: 9-13-22


Daniel T. Schuttig,
Negotiator & Labor Relations Representative,
UPSEU Local 1222

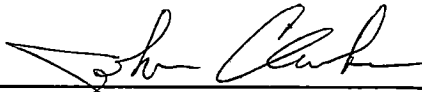
Date: 9-13-22


Scott W. Carey, Chief Steward

Date: 9-13-22

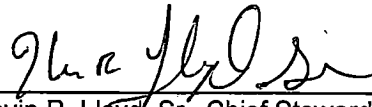

Shelly A. Carpenter, Steward

Date: 9-13-22



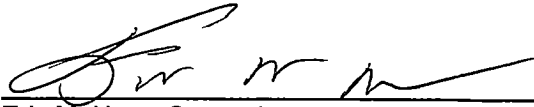
John Clarke, Steward

Date: 9-13-22



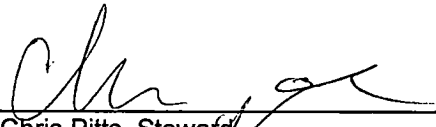
Kevin R. Lloyd, Sr., Chief Steward

Date: 9-13-22



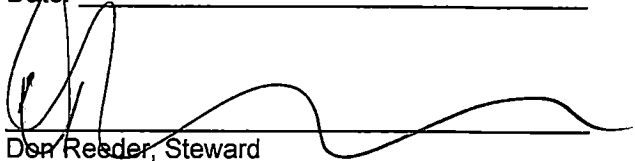
Eric M. Ness, Steward

Date: 9-13-22



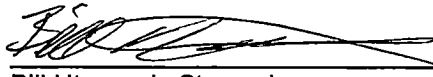
Chris Pitts, Steward

Date: 9-13-22



Don Reeder, Steward

Date: 9-13-22



Bill Utermark, Steward

Date: 9-13-22



Marco Valentin, Steward

Date: 9-13-22

SCHEDULE "A"

GLOSSARY

BIDDING is a process through which regular Union employees may apply for a job change when there are openings within their classification (Intraclassification) or in other classifications (Interclassification).

INTRAClassIFICATION BIDDING is a process of applying for an opening within one's classification to be filled on a voluntary basis by full-time personnel within that classification prior to College-wide posting of the vacancy. Such bidding can only take place when the result is a change of shift. The College retains the sole right of assignment of position work location.

INTERCLASSIFICATION BIDDING is a process whereby one applies for any posted opening within one's bargaining unit.

EMERGENCIES are disruptions in the normal functioning of the operation of the College that may include, but are not limited to, a serious deficit or physical disaster caused by accident or by acts of God, and the non-availability of Union personnel to perform a function.

EMPLOYEES are described in two (2) categories:

- a) Full-time regular employee works at least forty (40) hours per week.
- b) Part-time regular employee works less than forty (40) hours per week.

EMPLOYEES' RIGHTS apply only to those specified within the Agreement of that specific employee's bargaining unit.

SATISFACTORY JOB PERFORMANCE is free from any active write-up.

Schedule "B" United Professional & Service Employees Union Local 1222
Written Grievance Form (Skidmore College)

Grievance #: _____

Grievant: _____ Date: _____ Job Title: _____
Department: _____
Hire Date: _____

Step 1: Submitted by: _____ Date: _____
Received by: _____ Date: _____
Submitting this written grievance is after discussing it with:
Name of Supervisor _____ on Date: _____

Articles and Section(s) of Agreement allegedly violated, plus any applicable past practices;

Nature of Grievance:

Desired Settlement:

Response:

Signed: _____ Date: _____
(Supervisor)

Signed: _____ Union Steward: _____ Date: _____

(Employee) *Signing indicates received grievance not that there is agreement.*

Step 2: Submitted by: _____ Date: _____
Received by: _____ Date: _____

Response:

Signed: _____ Date: _____
(Supervisor)

Signed: _____ Union Steward: _____ Date: _____

(Employee) *Signing indicates received grievance not that there is agreement.*

Step 3: Re-submission due to undesired settlement of the grievance.

Submitted _____ by: _____ Date: _____

Received by: _____

Further comment:

Response:

Signed: _____ Date: _____
(Supervisor)

Signed: _____ Union Steward: _____ Date: _____

(Employee) *Signing indicates received grievance not that there is agreement.*

The Grievance **will/will not** be submitted to Arbitration. Submitted by: _____ Date: _____ (Form amended 06/10/14)

SCHEDULE "C"
POSITION DESCRIPTIONS

Baker
Central Receiving Clerk
Cook
Customer Attendant/Short Order Cook
Environmental Service Technician
Dining Service Trainee
Grounds Mechanic
Groundskeeper
Housekeeper
Maintenance Mechanic
Operations Mechanic
Post Office Clerk
Refuse-Recycling Truck Driver
Sanitation and Safety Steward
Senior Cook
Stable hand

SKIDMORE COLLEGE JOB DESCRIPTION

Job Title: Baker
Department: Dining Services
Reports To: Supervisor
Effective Date: 6/01/2022

SUMMARY

Prepare and set up all baked goods and desserts, including proper storage and cleaning and other duties as described below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

- Prepare all baked goods and desserts that appear on the menu for main dining halls, the Spa, and special events as required
- Set up serving line, maintaining quality standards throughout operational hours with baked goods and desserts
- Participate in culinary conferences, in-house and off-site locations as assigned
- Review, weekly board/catering production with Executive Chef/Production Manager/Kitchen Manager/Supervisors
- Assist in development and testing of new recipes and when given recipes follow as given
- Assist Executive Chef/Kitchen Manager/Supervisor in establishing preparation and presentation standards for stations, retail and catering events, maintaining standards by personally preparing or by directing appropriate assigned staff, ensure food quality and freshness by utilizing just-in-time preparation techniques, will only use convenient items when approved by a manager
- Communicate with managers when issues occur so they can be resolved
- Clean all equipment used in preparation on a daily basis, including stock pots and mixers
- Assist in cleaning ovens
- Serve desserts on line when needed
- Plate all catering desserts when possible not affect quality standards and health codes
- Ensure all foods are properly prepared, served and stored (labeled, covered, and dated in refrigerator or freezer in accordance with NYS Health Codes)
- Perform other duties regarding cleaning or food preparation as assigned by supervisor
- Write routine notes and daily requisition sheets as needed for production.
- Inform Supervisors/receiving manager when staple items are low for ordering purposes
- Maintain a demonstrated interest in learning new ideas
- Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
- Maintain an appropriate image and dress
- Establish and maintain a high level of customer service

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily as well as having a demonstrated knowledge of baking terminology, weights and measures and the demonstrated ability to expand recipe quantities. Other requirements listed below are also representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); minimum two years work-related experience or training; or equivalent combination.

LANGUAGE SKILLS

Ability to read and interpret documents such as recipes, safety rules, operating and maintenance instructions and procedure manuals.

MATHEMATICAL SKILLS

Ability to add, subtract and multiply in culinary weights and measurements.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES AND REGISTRATIONS

Serv-Safe/HACCP certified within one year of employment from classification date

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those who are not physically able, to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk, sit; use hands to finger, handle, or feel; reach/lift with hands and arms; push/pull; climb or balance; stoop, crouch; talk, hear, taste and smell. The employee must regularly lift and/or move up to 50 pounds with appropriate equipment and assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; extreme hot and/or cold conditions; moving mechanical parts; frequent exposure to fumes or airborne particles, toxic or caustic chemicals. The noise level is usually moderate to loud.

- College reserves the right to reassign all personnel as necessary in the event of an absence or an emergency
- May be required to attend employer-sponsored classes or seminars aimed at improving skills
- May be required to work overtime or weekends with minimal notice
- Understand proper use of chemicals used in the performance of duties and familiarity with the Safety Data Sheets (SDS)
- Understand and comply with New York State Health Codes in performance of duties

SKIDMORE COLLEGE JOB DESCRIPTION

Job Title: Central Receiving Clerk
Department: Dining Services
Reports To: Supervisor
Effective Date: 6/01/2019

SUMMARY

Receive, store and deliver storeroom and Central Receiving items, assist in physical inventories and delivery and setup of food orders and perform specialized duties as described below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

1. Responsible for receiving deliveries and check against College purchase orders
2. Assemble and deliver all food and cleaning supply orders by inventory numbers
3. Store items in their proper place, rotating as necessary
4. Deliver and assist in setting up coffee breaks and catered events
5. Assist in inventory and ordering of supplies needed from local vendors as needed
6. Maintain cleanliness and appearance of storeroom, to include, but not limited to dusting shelves
7. Clean carts used for deliveries
8. Sweep and mop floors in walk-in, storeroom, and freezer on a weekly basis
9. Assist in keeping storage records up to date via physical inventories of items
10. Pick up and check returns from kitchens
11. Check with a supervisor toward end of shift as to any items needed before leaving
12. Lock all walk-ins and doors at end of day
13. Shut off lights for storeroom at end of day
14. Confer with supervisor as to extra duties concerning cleaning and storeroom
15. Take frozen meat out of freezer in a timely manner for thawing prior to delivery
16. Maintain and clean truck as appropriate
17. Check refrigerators for temperatures, products, storage and cleanliness
18. Assist in general cleaning within the Dining Services Department during student breaks and summer as assigned
19. Deliver all items requested by a supervisor
20. Label all storeroom items with inventory number
21. Knowledge of and adherence to New York State Health Department regulations, including HACCP, in receiving, storing, and distributing any items processed by Central Receiving in a timely professional manner
22. Maintain a demonstrated interest in learning new ideas
23. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
24. Maintain an appropriate image and dress
25. Establish and maintain a high level of customer service

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED).

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and procedure manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid driver's license.

Serv-Safe/HACCP certified within one year of employment from classification date

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those who are not physically able, to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk, sit; use hands to finger, handle, or feel; reach/lift with hands and arms; push/pull; climb or balance; stoop, crouch; talk, hear, taste and smell. The employee must regularly lift and/or move up to 80 pounds with appropriate equipment and assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; extreme hot and/or cold conditions; moving mechanical parts; frequent exposure to fumes or airborne particles, toxic or caustic chemicals. The noise level is usually moderate to loud.

- Understand proper use of chemicals used in the performance of duties and familiarity with the Safety Data Sheets (SDS)
- College reserves the right to reassign all personnel as necessary in the event of an absence or an emergency
- May be required to attend employer-sponsored classes or seminars aimed at improving skills may be required to work overtime or weekends with minimal notice
- Understand and comply with New York State Health Codes in performance of duties

SKIDMORE COLLEGE JOB DESCRIPTION

Job Title: Cook
Department: Dining Services
Reports To: Executive Chef/Kitchen Management/Supervisors
Effective Date: 6/01/2019

SUMMARY

Assist in preparation, serving, and cleanup of meals and perform specialized duties as described below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

1. Responsible for fundamental cooking techniques (e.g. knife skills, sautéing, grilling, cooking, braising, etc.) Responsible for the proper utilization of all kitchen equipment, including the setup, breakdown, safety, sanitation and proper storage
2. Clean and organize refrigerators, freezers and all equipment needed in work station
3. Receive direction from Executive Chef/kitchen management/supervisors and/or senior cook regarding daily production responsibilities, this may include working a signature station with the assistance of a short order cook or student employees
4. Supply, cook, and/or serve customers as appropriate utilizing appropriate available equipment
5. Ensure the cleanliness and sanitation of work area and all equipment used on a daily basis
6. Confer with Executive Chef/kitchen management/supervisor as to additional duties in cleaning and food preparation
7. Organize and prioritize daily production in your station
8. Ensure that all food is properly prepared, served and stored in refrigerator and freezer in accordance with New York State Health Codes
9. When given tested recipes, follow recipe as given
10. Maintain quality standards established by management regarding appearance, temperature, texture, taste and presentation of all products
11. Effectively communicate with other employees all information necessary to insure efficient work flow and timely service to customers
12. Perform all duties regarding cleaning or food preparation as assigned
13. Assist in special events/catering events when assigned
14. Demonstrate knowledge of food preparation sufficient to assist senior cook in preparing any menu item
15. Assist Senior Cook in the set up and delivery of special diets
16. Assist Executive Chef/kitchen management/supervisor in filling out production records on a daily basis
17. Interact with customers and employees in a courteous and professional manner
18. Frequently check and record temperatures of food throughout the day in accordance with Dining Services Policies and New York State Board of Health Policies
19. Maintain a demonstrated interest in learning new ideas
20. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
21. Maintain an appropriate image and dress
22. Establish and maintain a high level of customer service

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED); and three years work-related experience and/or training in cooking-related skills or equivalent combination.

LANGUAGE SKILLS

Ability to read and interpret documents such as recipes, safety rules, operating and procedure manuals. Ability to write routine notes and supply requests.

MATHEMATICAL SKILLS

Ability to add, subtract, divide, and multiply in culinary weights and measurements.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES AND REGISTRATIONS

Serv-Safe/HACCP certified within one year of employment from classification date.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those who are unable, to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk, sit; use hands to finger, handle, or feel; reach/lift with hands and arms; push/pull; climb or balance; stoop, crouch; talk, hear, taste and smell. The employee must regularly lift and/or move up to 30 pounds with appropriate equipment and assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; extreme hot and/or cold conditions; moving mechanical parts; frequent exposure to fumes or airborne particles, toxic or caustic chemicals. The noise level is usually moderate to loud.

- Understand proper use of chemicals used in the performance of duties and familiarity with the Safety Data Sheets (SDS)
- College reserves the right to reassign all personnel as necessary in the event of an absence or an emergency May be required to attend employer-sponsored classes or seminars aimed at improving skills
- May be required to work overtime or weekends with minimal notice
- Understand and comply with New York State Health Codes in performance of duties

**SKIDMORE COLLEGE
JOB DESCRIPTION**

Job Title: Customer Attendant/Short-Order Cook
Department: Dining Services
Reports To: Executive Chef/Kitchen Management/Supervisors
Effective Date: 6/1/2022

SUMMARY

Prepare, cook, serve and clean work and dining areas and other duties as described below or as assigned by supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

1. Assist with setup, serving, and cleaning of any station as assigned
2. Take, prepare, and serve orders for patrons
3. Responsible for stir-frying, sautéing, baking pizza, breads, convenience baked goods, cookies, carving, slicing deli items; grilling and frying raw proteins as required for assigned station (e.g. hamburgers, chicken breast/fingers, pork chops etc.)
4. Heat items for daily specials. Items will be either prepared by a cook and ready to heat or will be convenience-type items such as, but not limited to, soups, chili, casserole-style dishes, etc. Use oven, steamer, char broiler, griddle, pasta maker, pasta cooker, or fryer as appropriate
5. Merchandise and ensure correct signage for assigned station
6. Greet guests, check ID's and sell guest tickets as assigned; complete sales on POS system as appropriate
7. Stock display cases and reach-in refrigerators
8. Stock items for sale or service
9. Clean and fill beverage machines, beverage stations and insure that appropriate cups, glasses and utensils are available at all times of service
10. Responsible for dining room cleanliness and appearance, to include, but not limited to, tables; chairs in an orderly fashion; pick up napkins, papers, and any other large items off floor
11. Sort silverware and fill dispensers, maintaining supply of clean dishes at service points, fill salt and pepper shakers, fill napkin dispensers
12. If assigned to the dish room, duties may include scraping of dishes, ReuseMore containers and utensils, operating conveyor, and the proper storage of all items
13. Clean refrigerators, freezers, and all equipment used
14. Cover, date, and label all food items to be stored
15. Assist in food production in any area of Dining Services as assigned within classification
16. Assist in special events/catering events as assigned
17. Set up infirmity orders and assist in delivery
18. Responsible for cleanliness and organization of items stored in buffets/closets and in central receiving
19. Take care of washing and drying all laundry and store in proper places when assigned
20. Sell alcoholic beverages in compliance with NYS Liquor Authority and Skidmore College regulations
21. Frequently check and record temperatures of food throughout the day in accordance with Dining Services policies and New York State Board of Health Policies
22. Clean carts, bleach dishes, trays, glasses, burnish silver, polish silver, and other special event items
23. Test new recipes when requested
24. Ensure all food is prepared, served and stored in accordance with NYS Health Codes
25. Confer with supervisor as to extra duties in food preparation and cleaning in assigned area
26. Scrub chairs, tables, and all equipment weekly
27. Maintain a demonstrated interest in learning new ideas
28. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
29. Maintain an appropriate image and dress
30. Establish and maintain a high level of customer service

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED); and six months previous work-related work experience and/or training; or an equivalent combination.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and procedure manuals.

MATHEMATICAL SKILLS

Ability to add, subtract and multiply in culinary weights and measurements. Ability to count money and make change accurately.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES AND REGISTRATIONS

Serv-Safe/HACCP Certified within one year of employment from classification date.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those who are not physically able, to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk, sit; use hands to finger, handle, or feel; reach/lift with hands and arms; push/pull; climb or balance; stoop, crouch; talk, hear, taste and smell. The employee must regularly lift and/or move up to 30 pounds with appropriate equipment and assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; extreme hot and/or cold conditions; moving mechanical parts; frequent exposure to fumes or airborne particles, toxic or caustic chemicals. The noise level is usually moderate to loud.

- Understand proper use of chemicals used in the performance of duties and familiarity with the Safety Data Sheets (SDS)
- College reserves the right to reassign all personnel as necessary in the event of an absence or an emergency
- May be required to attend employer-sponsored classes or seminars aimed at developing or improving skills
- May be required to work overtime or weekends with minimal notice
- Understand and comply with New York State Health Codes in performance of duties
- Will be required to attend knife and equipment training sponsored by Skidmore College Dining Services

**SKIDMORE COLLEGE
JOB DESCRIPTION**

Job Title: Environmental Service Technician ("ETECH")
Department: Custodian Operations Facilities Services
Reports To: Supervisor of Custodian Operations Housekeeping
Effective Date: 6/01/2022

SUMMARY

Cleans buildings and perform specialized duties as described below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

1. Comply with health and safety directives to include the use and/or wearing of protective materials and devices
2. Sweeping, dry/wet mopping, vacuuming floors and stairwells
3. Vacuuming and spot cleaning carpets perform minor preventative care on vacuums (belt replacement and beater bar maintenance) may require use of hand tools
4. Floor stripping, waxing, buffing and spray buffing
5. Spotting, extracting and shampooing of carpet
6. Dusting and cleaning walls
7. High and low dusting with appropriate tools
8. Dusting and cleaning furniture
9. Cleaning windows, mirrors, and glass surfaces
10. Cleaning restrooms, which include all surfaces and restroom fixtures, replenishment of paper products
11. Cleaning and emptying trash and recycling receptacles into trash liners and transporting trash and recycling to designated pick up areas in and around assigned buildings
12. Cleaning chalkboards and trays, replenishment of erasers and chalk
13. Emptying and cleaning of ashtrays in public areas
14. Removal of snow, trash and debris within 10 feet of all outside entrances; extensive snow removal is required if approved as a member of the snow removal team.
15. Disconnection or turning off of electric appliances and lighting when not in use
16. Replacing interior light bulbs in floor, table and other fixtures excluding ceiling mounted devices
17. Cleaning of light fixtures, lens covers and vents as required may require use of hand tools
18. Maintain the uniformity of furniture within the classroom
19. Reporting missing furnishings in public areas to the Supervisor
20. Submit service requests required to cover property repair or maintenance
21. Submit lists of needed supplies to the Supervisor in a timely manner
22. Moving classroom and residence hall furnishings and other property within assigned work areas and operates assigned vehicle when required to transport to another location
23. Set up and break down areas for special events as assigned may require use of hand tools
24. Assemble/disassemble residence hall furnishings as assigned may require use of hand tools
25. Recommend improvements in work efficiency
26. May be required to climb ladders, scaffolding and operate lifts for cleaning assignments
27. Clean stoves, microwaves, refrigerators, and dishes and the making of beds as assigned during summer months
28. Make first attempt to free clogged drains
29. Set up of small staging that does not require leveling or bracing
30. Maintain an interest in learning new ideas
31. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
32. Establish and maintain a high level of customer service
33. Maintain an appropriate image and dress

When assigned as pool custodian, the following additional essential duties and responsibilities will include:

1. Maintain swimming pool water in compliance with NYS Department of Health standards
2. Maintain and submit required logs and records
3. Maintain the pool, pool compartment, locker and shower rooms, filter compartment, and pool storage rooms in a safe, neat and sanitary condition
4. Back flush pool filter system as required
5. Skim, vacuum and clean pool as required
6. Be capable of passing all necessary government tests, certifications and licensing examinations
7. Perform other custodial duties as appropriate

When assigned to recycling duties, the following additional essential duties and responsibilities will be included:

1. Drive college vehicle for the purpose of collecting recyclable materials
2. Separate recyclable material as required
3. Deliver recyclable materials to designated recycling centers
4. Perform other custodial duties as assigned

When assigned to hazardous waste duties, the following additional essential duties and responsibilities will be included:

1. Primary responder to hazardous waste spills
2. Ensure proper information is on label attached to containers
3. Removes, with proper handling, hazardous materials and medical waste from buildings and delivers to main accumulation area in a timely manner outlined under state and federal guidelines
4. Assists Supervisor in maintaining logs and documentation in regard to inspection of main accumulation area
5. Attends annual training on hazardous waste
6. Attends annual training to maintain certification
7. Performs weekly inspections as outlined on checklists
8. May aid in the clean up of small hazardous waste spills
9. May aid in the determination of how to handle larger spills

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); up to one month related experience or training; or equivalent combination of education and experience. Familiar with the use of common hand tools

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of weight, measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license may be required

New York State required permits/licenses for Pool Custodian within 6 months of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those not physically able, to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 75 pounds with appropriate equipment and assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

- The College reserves the right to reassign all personnel as necessary in the event of an absence or emergency.
- May be required to attend employer sponsored classes or seminars aimed at improving skills.
- Understand proper use of chemicals used in the performance of position duties and be familiar with the Data Safety Sheets (SDS).
- May be required to work overtime or weekends with minimal notice.

SKIDMORE COLLEGE JOB DESCRIPTION

Job Title: Grounds Mechanic
Department: Facilities Services
Reports To: Supervisor of Grounds and Transportation
Effective Date: 6/01/2019

SUMMARY

Repairs and maintains grounds vehicles, equipment, machinery and related mechanical equipment such as engines, motors, transmissions, drive lines, wheels, brakes, tires, steering gears, fuel cooling/heating, ignition, electrical, pneumatic and hydraulic systems, chassis, frame body parts, sensors, gauges.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

1. Comply with health and safety directives to include the use and/or wearing of protective materials and devices
2. Observes mechanical devices in operation and uses senses and diagnostic equipment to locate causes of trouble
3. Dismantles devices to gain access to diagnose and replace defective parts from original equipment specifications
4. Examines and tests parts to detect imperfections from original equipment specifications
5. Performs work on both gas and diesel driven equipment
6. Adjusts functional parts of devices and control instruments including engine parts, bearings and wheel alignment
7. Sharpens and or replaces blades, bars, cutters
8. Repairs or replaces defective parts
9. Installs special functional and structural parts in devices
10. Starts and operates equipment to test their performance
11. Prepares fuel & oil mixtures for use in 2-cycle equipment
12. Clean interior and exterior of vehicles and equipment
13. Lubricates and changes oil and filters in vehicles & equipment
14. Operates vehicles as required when regular driver/operator is unavailable
15. Performs essential duties as Groundskeeper as directed
16. Assist operations mechanic as directed
17. Notifies Supervisor of problems or delays in accomplishing tasks
18. Initiates purchase order for parts and machines
19. Submits work status, time and material reports
20. Maintain an interest in learning new ideas
21. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
22. Maintain an appropriate image and dress
23. Establish and maintain a high level of customer service

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability require. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those who are not physically able, to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 80 pounds with appropriate equipment and assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is usually moderate.

- The College reserves the right to reassign all personnel as necessary in the event of an absence or emergency
- May be required to attend employer sponsored classes or seminars aimed at improving skills
- Understand proper use of chemicals used in the performance of position duties and be familiar with the Safety Data Sheets (SDS)
- May be required to work overtime or weekends with minimal notice

SKIDMORE COLLEGE JOB DESCRIPTION

Job Title: Groundskeeper
Department: Facilities Services
Reports To: Supervisor of Grounds
Effective Date: 6/01/2019

SUMMARY

Maintains grounds of college property and support events by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

1. Comply with health and safety directives to include the use and/or wearing of protective devices
2. Cuts lawns. Trims and edges around walks, flower beds, and walls
3. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs
4. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides. Rakes and removes leaves and debris
5. Cleans grounds including pavement, parking lots, building entranceways/exits, and sports fields
6. Removes litter, debris and refuse
7. Removes snow from walks, driveways, entrances, fire hydrants, etc.
8. Spreads ice-melt on public passage ways to prevent ice buildup
9. Plants grass, flowers, trees, and shrubs. Waters lawn, shrubs and flower beds
10. Assists other trades in the maintenance of fences, gates, walls and walks
11. Cleans out drainage ditches, culverts, window wells and exterior stairwells
12. Operates a wide variety of hand tools, power equipment and vehicles
13. Move furniture, staging and other materials, including setup of items, as assigned
14. Submits work status, time and material reports
15. Maintain an interest in learning new ideas
16. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College.
17. Maintain an appropriate image and dress
18. Establish and maintain a high level of customer service

When assigned duties of refuse-recycling driver:

1. Operates a wide variety of fixed and mobile refuse and recycling hauling and compacting equipment
2. Cleans and removes loose trash from collection points and surrounding areas
3. Collects and delivers all necessary recyclable materials to disposal locations
4. Keeps equipment clean and maintains operating logs, to include checking and maintenance of fluid levels and tire pressure
5. Prepares trash pick up logs, equipment maintenance records, work requests for needed services and reports mechanical defects to Supervisor
6. Prepares trip logs, equipment maintenance records and work requests for needed services
7. Provide coordination and feedback of the campus recycling programs to supervisor
8. Maintain and interest in learning new ideas
9. Establish and maintain a high level of customer service

When assigned duties of Pesticide applicator:

1. Apply pesticides as directed by your immediate supervisor
2. Follow all necessary regulations for applications as required by Skidmore and all governing agencies, including all required documentation.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

New York State Herbicide & Pesticide Applicators License as required by employer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those not physically able, to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 80 pounds with appropriate equipment and assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, outside weather conditions, and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

- The College reserves the right to reassign all personnel as necessary in the event of an absence or emergency.
- May be required to attend employer sponsored classes or seminars aimed at improving skills.
- Understand proper use of chemicals used in the performance of position duties and be familiar with the Safety Data Sheets (SDS)
- May be required to work overtime or weekends with minimal notice.

SKIDMORE COLLEGE JOB DESCRIPTION

Job Title: Housekeeper
Department: Facilities Services
Reports To: Supervisor of Custodial Operations
Effective Date: 6/01/2019

SUMMARY

Cleans buildings and performs specialized duties as described below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

1. Comply with health and safety directives to include the use and/or wearing of protective materials and devices
2. Sweeping, dry/wet mopping, vacuuming floors and stairwells including wet mopping of stairwells
3. Vacuuming and spot cleaning carpets
4. Dusting and cleaning walls
5. High and low dusting with appropriate tools
6. Dusting / cleaning furniture
7. Cleaning windows, mirrors, and glass surfaces
8. Cleaning restrooms, which include all surfaces and restroom fixtures, replenishment of paper products
9. Cleaning and emptying trash and recycling receptacles into trash liners in coordination with custodians as needed (when weight/bulk requirements dictate) and transporting trash and recycling to designated areas using elevators, dumbwaiters etc., excluding stairwells
10. Clean chalkboards and trays, replenishment of erasers and chalk
11. Emptying and cleaning of ashtrays in public areas
12. Ensure external doorways of assigned buildings are accessible in inclement weather
13. Disconnection or turning off electrical appliances and lighting when not in use
14. Replacing interior light bulbs in floor, table and other fixtures excluding ceiling mounted devices
15. Cleaning of light fixtures and vents as required
16. Assemble / disassemble residence hall furnishings as assigned if employee is physically able
17. Maintain the uniformity of furniture within classrooms
18. Report missing furniture in public areas to the supervisor
19. Submittal of service requests required to cover property repair or maintenance
20. Submit lists of needed supplies to the Supervisor in a timely manner
21. Moving classroom and lounge furnishings within assigned work areas
22. Recommend improvements in work efficiency
23. May be required to climb ladders for cleaning assignments if employee is physically able
24. When assigned to the Surrey, assist Food Services when not performing housekeeping duties
25. Perform work related to the above regular duties as well as cleaning stoves, microwaves and refrigerators and during the summer months washing dishes and the making of beds as directed
26. Maintain an interest in learning new ideas
27. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
28. Maintain an appropriate image and dress
29. Establish and maintain a high level of customer service

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of weight, measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License preferred. May be required for certain assignments.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those who are not physically able, to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch; talk or hear; and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 30 pounds with appropriate equipment and assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

- The College reserves the right to reassign all personnel as necessary in the event of an absence or an emergency
- May be required to attend employer sponsored classes or seminars aimed at improving skills
- Understand proper use of chemicals used in the performance of position duties and be familiar with the Safety Data Sheets (SDS)
- May be required to work overtime or weekends with minimal notice

SKIDMORE COLLEGE JOB DESCRIPTION

Job Title: Maintenance Mechanic
Department: Facilities Services
Reports To: Maintenance and Trades Supervisor
Effective Date: 6/01/2019

SUMMARY

Inspects, trouble shoots, performs emergency repairs (this includes all actions necessary to render a situation, system, or component in a safe condition) and maintains buildings and plant mechanical equipment in response to service requests and directives and performs preventative maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

1. Comply with health and safety directives to include the use and/or wearing of protective materials
2. Respond to verbal and written trouble calls. Perform emergency repairs to restore service, protect persons and abate damages to buildings and equipment. Notify appropriate trade and Supervisor of problems requiring additional detailed repairs
3. Observes mechanical devices in operation and listens to their sounds to locate cause of trouble to include removal and reinstallation of covers and access plates
4. Performs minor maintenance to include freeing clogged drains in sinks, showers, toilets, urinals and tubs using plungers
5. Check furnaces, boilers and heaters and other equipment and perform preventative maintenance as assigned, reset/restore service as needed
6. Replace up to ten (10) ceiling tiles
7. Assist other trades in the performance of repairs as assigned
8. Replace light bulbs, fluorescent tubes in all fixtures and furniture
9. Lubricates equipment bearings and maintains oil levels in compressors as assigned
10. Clean interior/exterior of air handling units, room heaters, exhaust fans, circulators, air compressors, ventilators as assigned
11. Starts devices to test their performance as assigned
12. Replaces belts and filters on installed equipment as assigned
13. Visually inspect portable fire extinguishers, update tags, remove and replace extinguishers requiring repair or recharge
14. Provides information to the shop Lead for the purchase of parts and machines
15. Inspect swimming pool mechanical equipment when ETECH is off duty
16. Test emergency and exit lights. Replace bulbs/covers as needed
17. Assists in testing security sensors and smoke/heat detectors/pull stations and cleaning of smoke detectors
18. Inspect sprinkler systems, eye wash and drench stations as assigned
19. Inspect and test panic bar door alarms and Blue Light stations as assigned
20. Cleans out debris from roof gutters/down spouts including removal of snow on roofs as assigned
21. Submit work status, performance, time and material reports
22. Assist Campus Safety with fire drills
23. Event support including sign placement
24. Perform PM as assigned
25. Maintain an interest in learning new ideas
26. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
27. Maintain an appropriate image and dress
28. Establish and maintain a high level of customer service

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those not physically able, to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 80 pounds with appropriate equipment and assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

- The College reserves the right to reassign all personnel as necessary in the event of an absence or emergency
- May be required to attend employer sponsored classes or seminars aimed at improving skills
- Understand proper use of chemicals used in the performance of duties and be familiar with the Safety Data Sheets (SDS)
- May be required to work overtime or weekends with minimal notice

SKIDMORE COLLEGE JOB DESCRIPTION

Job Title: Operations Mechanic
Department: Facilities Services
Reports To: Supervisor of Grounds and Transportation
Date: 6/01/2019

SUMMARY

Repairs and maintains vehicles, equipment, machinery and related mechanical equipment including engines, motors, transmissions, drive lines, wheels, brakes, tires, steering gears, fuel cooling / heating, ignition, electrical, pneumatic and hydraulic systems, chassis, frame body parts, sensors, gauges.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

1. Comply with health and directives to include the use and/or wearing of protective materials and devices
2. Observes mechanical devices in operation and uses senses and diagnostic equipment to locate causes of trouble
3. Dismantles devices to gain access to diagnose and replace defective parts from original equipment specifications
4. Examines and tests parts to detect imperfections from original equipment specifications
5. Performs work on gas, diesel, propane and electrical equipment
6. Adjusts functional parts of devices and control instruments including engine parts, bearings, etc.
7. Repairs or replaces defective parts. Installs special functional and structural parts in devices
8. Starts and operates equipment to test their performance
9. Sets up and operates lathe, drill press, grinder, welder and other metalworking tools to make or repair vehicles, machinery or equipment including but not limited to material handling, railings, pedestals, signs and athletic equipment
10. Lubricates and changes oil and filters in vehicles and equipment
11. Operates vehicles as required
12. Notifies Supervisor of problems or delays in accomplishing tasks
13. Initiates purchase order for parts and machines
14. Estimates cost of repairs
15. Submits work status time and material reports
16. Performs New York State Vehicle Inspections
17. Repairs and operates farm, marine and grounds equipment as assigned
18. Operates equipment for short-term needs of the College which can include snow removal
19. Maintains an interest in learning new ideas
20. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
21. Maintain an appropriate image and dress
22. Establish and maintain a high level of customer service

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); two years related experience and/or training; or equivalent combination of education and experience. Preferred training includes formal instruction from certified trade/technical schools or organizations.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

New York State Vehicle Inspectors Licenses

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those who are not physically able, to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 80 pounds with appropriate equipment and assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions and vibration. The noise level in the work environment is usually moderate.

- The College reserves the right to reassign all personnel as necessary in the event of an absence or emergency.
- May be required to attend employer sponsored classes or seminars aimed at improving skills.
- Understand proper use of chemicals used in the performance of position duties and be familiar with the Safety Data Sheets (SDS)
- May be required to work overtime or weekends with minimal notice

SKIDMORE COLLEGE POSITION DESCRIPTION

Job Title: Post Office Clerk
Department: Post Office
Reports To: Director, Print and Mail Services
Effective Date: 6/01/19

SUMMARY

Responsible for processing mail and packages, keeping accurate records and familiarity with postal equipment, as well as ability to interact with students and employees in friendly professional manner and perform specialized duties as described below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

1. Process incoming, outgoing and College mail and packages, including forwarding of mail
2. Pick up, sort and deliver mail/packages as required
3. Assign mail boxes for faculty, staff and students as required
4. Ensure outgoing mail conforms to United States Post Office rates and requirements
5. Greet customers, maintain facilities, check ID's and sell postage as assigned, complete sales on POS system. Operate computerized, electronic, and automated mailing equipment
6. Certify and insure College mail where required
7. Maintain a faculty, staff, student package area
8. Distribute flyers as indicated on job tickets
9. Operate post office vehicles as assigned and maintain gas/mileage record log as assigned
10. Log and capture mail volumes and meter readings
11. Wear uniform and safety shoes per Union contract
12. Maintain an interest in learning new ideas
13. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
14. Maintain an appropriate image and dress
15. Establish and maintain a high level of customer service

QUALIFICATIONS

To perform this job successfully, an individual must have one year retail experience and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED); one year demonstrated proficiency with computers and experience operating cash registers and handling money.

LANGUAGE SKILLS

Ability to read and interpret documents such as postal documents, safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak and listen effectively with supervisors/customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide. Ability to count money and make change appropriately. Proficiency in using units of money and weight measurement, volume and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those who are not physically able, to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for long intervals of time; walk, sit; perform repetitive motions; reach; climb; balance; crouch; talk; hear; possess a reasonable level of eye to hand coordination. The employee must regularly lift and/or move up to 80 pounds with appropriate equipment and assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, hot and/or cold conditions; moving mechanical parts. The noise level is usually moderate.

- The College reserves the right to reassign all personnel as necessary in the event of an absence or emergency
- May be required to attend employer sponsored classes or seminars aimed at improving skills
- Understand proper use of chemicals used in the performance of position duties and be familiar with the Safety Data Sheets (SDS)
- May be required to work overtime or weekends with minimal notice
- Special mailings may be subcontracted based on availability of personnel, scheduling and size of mailings

SKIDMORE COLLEGE JOB DESCRIPTION

Job Title: Refuse-Recycling Truck Driver
Department: Facilities Services
Reports to: Supervisor of Grounds and Transportation
Effective Date: 6/01/2019

SUMMARY

Collects and disposes of trash and recycling materials from all campus buildings, collection sites, outside receptacles and recycling containers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

1. Comply with health and safety directives to include the use and/or wearing of protective materials and devices
2. Operates a wide variety of fixed and mobile refuse and recycling hauling and compacting equipment
3. Cleans and removes loose trash from collection points and surrounding areas
4. Collects and delivers all rolling totes, recycling items, trash, for office cleanouts.
5. Collects and delivers all necessary recyclable materials to disposal locations
6. Keeps equipment clean and maintains operating logs, to include checking and maintenance of fluid levels and tire pressure
7. Prepares trash pickup logs, equipment maintenance records, work requests for needed services and reports mechanical defects to Supervisor
8. Prepares trip logs, equipment maintenance records and work requests for needed services
9. Perform snow/ice removal as assigned
10. Provide coordination and feedback of the campus recycling programs to supervisor
11. Maintain an interest in learning new ideas
12. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
13. Maintain an appropriate image and dress
14. Establish and maintain a high level of customer service

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES, REGISTRATION

Valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those who are not physically able, to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 80 pounds with appropriate equipment and assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and vibration. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

- The College reserves the right to reassign all personnel as necessary in the event of an absence or emergency
- May be required to attend employer sponsored classes or seminars aimed at improving skills
- Understand proper use of chemicals used in the performance of position duties and be familiar with the Safety Data Sheets (SDS)
- May be required to work overtime and weekends with minimal notice

**SKIDMORE COLLEGE
JOB DESCRIPTION**

Job Title: Sanitation and Safety Steward
Department: Dining Services
Reports To: Supervisor
Effective Date: 6/01/2022

SUMMARY

Cleans and fills Dining Services equipment, maintains facility cleanliness, and performs other duties described below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

1. Set up and operation of entire dish room, including all ware-washing equipment and processes including but not limited to dish machine, pot washers, scraping stations, accumulator, ReuseMore containers and all other associated equipment. Notify supervisor of malfunctioning equipment
2. Fill milk urns, ice bins, water coolers and change soda/beverage tanks when needed
3. Responsible for sweeping, scrubbing, vacuuming, and mopping floors throughout the facility when needed or as assigned Daily cleaning of all equipment and areas as assigned
4. Clean exhaust hoods, including filters, when necessary or assigned
5. Assist with infirmary cart
6. Assist with proper receiving and storage of all food and non-food items
7. Assist with delivery, setup, and staffing of catered events as assigned
8. If assigned to the Spa, also responsible for stocking beer and wine
9. Filter grease daily as assigned
10. Assist in bleaching dishes and burnishing silver, washing walls, ceilings and baseboards
11. Interact with customers in a courteous and friendly manner
12. Perform custodial-type work if assigned within the dining halls and Spa
13. Ability to set up, clean, and operate all necessary equipment
14. Extra duties in cleaning and food preparation may be assigned by a supervisor
15. Ability to speak and listen effectively with supervisors, customers, and employees of the College
16. Maintain a demonstrated interest in learning new ideas
17. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
18. Maintain an appropriate image and dress
19. Establish and maintain a high level of customer service

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED).

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and procedure manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES AND REGISTRATIONS

Attend Serv-Safe/HACCP course within one year of employment from classification date.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those who are not physically able, to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk, sit; use hands to finger, handle, or feel; reach/lift with hands and arms; push/pull; climb or balance; stoop, crouch; talk, hear, taste and smell. The employee must regularly lift and/or move up to 80 pounds with appropriate equipment and assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; extreme hot and/or cold conditions; moving mechanical parts; frequent exposure to fumes or airborne particles, toxic or caustic chemicals. The noise level is usually moderate to loud.

- Understand proper use of chemicals used in the performance of duties and familiarity with the Safety Data Sheets (SDS)
- College reserves the right to reassign all personnel as necessary in the event of an absence or an emergency
- May be required to attend employer-sponsored classes or seminars aimed at developing or improving skills
- May be required to work overtime or weekends with minimal notice
- Understand and comply with New York State Health Codes in performance of duties

**SKIDMORE COLLEGE
JOB DESCRIPTION**

Job Title: Senior Cook
Department: Dining Services
Reports To: Executive Chef/Kitchen Management/Supervisors
Effective Date: 06/01/2019

SUMMARY

Preparation, serving, and cleanup of meals, culinary oversight of Cooks and Short Order Cooks as needed and perform specialized duties as described below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned within classification.

1. Responsible for fundamental cooking techniques (e.g. knife skills, sautéing, braising, cooking, grilling, etc.) and familiar with use of kitchen equipment
2. Responsible for the proper utilization of all kitchen equipment, including the setup, breakdown, safety and sanitation, and proper storage
3. Collaborate with Executive Chef/kitchen management to organize and prioritize production for weekly cycle menu
4. Cook any items that appear on the menu, either preparing personally, directing or demonstrating the procedure for a cook/short order/student employees
5. Assist Executive Chef/kitchen management/supervisor in establishing preparation and presentation standards for stations, maintain standards by personally preparing or by directing appropriate assigned staff, ensure food quality and freshness by utilizing just-in-time preparation techniques
6. Assist Executive Chef/kitchen management/supervisor by recording quantities produced, tracking leftovers, and ensuring yield accuracies of recipes
7. Confer with Executive Chef/kitchen management to prep foods that can be accomplished without sacrificing the nutritional value of the food
8. Effectively communicate with other employees all information necessary to ensure efficient work flow and timely service to customers
9. Oversee and assist in the cleaning and sanitation of assigned station
10. Clean and organize refrigerators, freezers and all equipment in work stations
11. Maintain quality standards established by management regarding appearance, temperature, texture, taste and presentation of all products
12. Ensure that all food is properly prepared, served, and stored in refrigerator and freezer in accordance with New York State Health codes
13. Confer with Executive Chef/kitchen management/supervisor to ensure food stocks, including leftovers, are utilized efficiently and spoilage/waste is minimized
14. Confer with Supervisor as to extra duties in cleaning and food preparation
15. Assist in development and testing of new recipes
16. When given tested recipes, follow recipe as given
17. Assist in special events/catering events when assigned
18. Perform all duties regarding cleaning or food preparation as assigned by Supervisor
19. Demonstrate knowledge and proficiency in the preparation and set up of special diet requests
20. Ability to write routine notes and supply requests; ability to speak and listen effectively and professionally with supervisors, customers, and employees of the College
21. Establish and maintain a high level of customer service
22. Participate in culinary events in-house and in other locations as assigned
23. Frequent check and record temperatures of food throughout the day in accordance with Dining Services policies and New York State Board of Health Policies
24. Maintain an interest in learning new ideas and attend formal training as required
25. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
26. Maintain an appropriate image and dress
27. Establish and maintain a high level of customer service

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED); and five years related experience and/or training in cooking-related skills; or equivalent combination. Associate degree in culinary arts preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as recipes, safety rules, operating and procedure manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, divide, and multiply in culinary weights and measurements.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES AND REGISTRATIONS

ServSafe/HACCP Certified within one year of employment from classification date.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those who are not physically able, to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk, sit; use hands to finger, handle, or feel; reach/lift with hands and arms; push/pull; climb or balance; stoop, crouch; talk, hear, taste and smell. The employee must regularly lift and/or move up to 30 pounds with appropriate equipment and assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; extreme hot and/or cold conditions; moving mechanical parts; frequent exposure to fumes or airborne particles, toxic or caustic chemicals. The noise level is usually moderate to loud.

- Understand proper use of chemicals used in the performance of duties and familiarity with the Safety Data Sheets (SDS)
- College reserves the right to reassign all personnel as necessary in the event of an absence or an emergency
- May be required to attend employer-sponsored classes or seminars aimed at improving skills
- May be required to work overtime or weekends with minimal notice
- Understand and comply with New York State Health Codes in performance of duties

**SKIDMORE COLLEGE
JOB DESCRIPTION**

Job Title: Stable Hand
Department: Athletics
Reports to: Director of Riding Program
Effective Date: 6/01/2019

SUMMARY

Assist in the feeding and maintenance of horses and property and perform other duties as described below.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned within classification.

1. Feed horses the prescribed grain and hay. This feed schedule will be in written form and is subject to change according to a horse's individual needs
2. Daily cleaning of automatic water bowls
3. Maintain stalls with daily cleaning, manure removal and replacement of bedding
4. Organization of storage areas.
5. Repair stall floors when needed
6. Feed and water horses as required by staff
7. Clean arena which includes, but not limited to, such things as dragging, sweeping walls, cleaning mirrors, moving jumps and other related equipment
8. Generally clean stable area such as floors, office, restrooms and aisles
9. Drive tractor and use attachments as necessary for task
10. Make repairs to stalls or fences in an emergency which result from damage done by horses
11. Remove snow and ice from doorways to the extent that doors open and close properly. Utilize ice melt as necessary
12. Perform general groundskeeper duties as assigned and required
13. In special circumstances aid in the turnout or handling of horses as directed by supervisor
14. Have general knowledge and/or learn horse behavior and ailments. Report any suspicious or abnormal behavior to Director or Barn Manager
15. Maintain an interest in learning new ideas and incorporate new procedures when required
16. Ability to speak and listen effectively and respectfully with supervisors, customers, and employees of the College
17. Maintain an appropriate image and dress
18. Establish and maintain a high level of customer service

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED) and one year previous related work experience

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak and listen effectively with supervisors/customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add and subtract, multiply, and divide in units of weights and measurements.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to utilize or learn basic computer functions.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, or those not physically able, to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk, sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear, taste and smell. The employee must regularly lift and/or move up to 80 pounds with appropriate equipment and assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, hot and/or cold conditions; moving mechanical parts. The noise level is usually moderate.

- The College reserves the right to reassign all personnel as necessary in the event of an absence or emergency
- May be required to attend employer sponsored classes or seminars aimed at improving skills
- Understand proper use of chemicals used in the performance of position duties and be familiar with the Data Safety Sheets (SDS)
- May be required to work overtime or weekends with minimal notice
- May be required to have physical reassessment if performance is below standard

Ailments or Special Diets may require non-union workers to take charge of feeding and watering of certain horses

**SCHEDULE D
ATTESTATION FOR USE OF ABSENCE TIME**

Purpose:

In accordance with Article 12.2 of the CBA, employees may be required to provide an attestation that the use of time off for scheduled or mandatory overtime is consistent with the purposes set forth under §196(b) of the NYS labor law.

Attestation:

The purpose of the leave was:

____ Employee's mental or physical illness, or injury, or diagnosis, care, treatment, or preventive care for employee's mental or physical illness or injury;

____ Covered family member's mental or physical illness or injury or diagnosis, care, treatment, or preventive care for a covered family member's mental or physical illness or injury;

____ Absences related to employee's status as a victim of domestic violence, family offense, sexual offense, stalking, or human trafficking; or Absences related to a covered family member's status as a victim of domestic violence, family offense, sexual offense, stalking, or human trafficking. This includes leave¹ to:

- a) Obtain services from a domestic violence shelter, rape crisis center, or other services program;
- b) Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee's family members;
- c) Meet with an attorney or social services provider to obtain information and advice on, and prepare for and participate in, any criminal or civil proceeding;
- d) File a complaint or domestic incident report with law enforcement;
- e) To enroll children at a new school;
- f) Meet with a district attorney's office; and
- g) Take any other actions necessary to ensure the health or safety of the employee or the employee's family member, or to protect those who associate or work with the employee.

For purposes of this policy, "family member" is defined as an employee's child (including biological child, adopted child, foster child, a legal ward, or a child for whom the employee stands "in loco parentis"), spouse, domestic partner, parent (including biological parent, foster parent, step-parent, adoptive parent, legal guardian, or an individual who stood "in loco parentis" to the employee as a minor child), sibling, grandchild or grandparent, and the child or parent of an employee's spouse or domestic partner.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

¹ An employee who has committed domestic violence, a family or sexual offense, stalking, or human trafficking is not eligible for leave under 2(a)-(f), nor may this leave be used on behalf of an employee's family member who has engaged in any of these.