

OGDENSBURG BRIDGE AND PORT AUTHORITY
PERSONNEL COMMITTEE MEETING
FRIDAY JUNE 1, 2018, 3:00 PM

Present: Vernon D. Burns, Committee Chairperson
Samuel J. LaMacchia, ex officio
Megan J. M. Whitton, Member
Wade A. Davis, Executive Director
James L. Smith, Chief Financial Officer
Steven J. Lawrence, Director of Operations

Committee Chairperson Vernon D. Burns called the meeting to order at 3:10 PM. Board Chair Samuel J. LaMacchia commented that the Authority may wish to consider the usefulness of Committee meetings when there are so few Board members.

A. General Administration:

1. Approval of Collective Bargaining Agreement (CSEA Local 1000). The Collective Bargaining Agreement between the Authority and the CSEA expired on March 31, 2018. A new agreement has been negotiated by Authority staff and the CSEA. Such agreement was formally ratified by the Employees' Association on May 30, 2018. The term of the agreement is April 1, 2018 through March 31, 2023. Executive Director Wade A. Davis reported that the negotiations were very successful. Chief Financial Officer James L. Smith stated that the new health plan works out well for the Authority and that the CSEA was quite happy with it as well. Samuel J. LaMacchia noted that it is good to see both sides winning with this agreement. On a motion by Samuel J. LaMacchia, seconded by Megan J.M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute the Collective Bargaining Agreement between the Ogdensburg Bridge and Port Authority and the CSEA for the term April 1, 2018 through March 31, 2023.

A voice vote was called.

RESOLUTION MOVED TO FULL BOARD

2. Approval of “Master Agreement” between Great Lakes Stevedore Employers and International Longshoremen’s Association AFL-CIO. The Ogdensburg Bridge and Port Authority is in receipt of the “Master Agreement” between the Great Lakes Stevedore Employers and International Longshoremen’s Association AFL-CIO. This agreement includes wages to be paid to longshoremen working along the Great Lakes Region and is for the period January 1, 2018, through December 31, 2022. Pursuant to Article X, Section 1, of the International Longshoremen Association Constitution, this “Master Agreement” applies to International Longshoremen Association employees working at the Port of Ogdensburg. The Constitution requires adherence to the “Master Agreement” as well as a Local Agreement with International Longshoremen Association Local 217A. Both agreements are for the same term. Wade A. Davis reported that, as this is a “Master Agreement,” the Authority has very little say in the terms. Committee Chair Vernon D. Burns asked James L. Smith if he was contented with this agreement. He replied that he was, and that he was a part of the negotiations. Steven J. Lawrence, Director of Operations, added that the local agreement will be more pertinent to the Authority. Samuel J. LaMacchia and Vernon D. Burns asked questions regarding training of stevedores. Steven J. Lawrence reported that it is difficult to train new stevedores when the work is so intermittent. He added that a big project like the wind turbines is a good opportunity for this type of training. On a motion by Megan J. M. Whitton, seconded by Samuel J. LaMacchia, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby approve the "Master Agreement" between Great Lakes Stevedore Employers and International Longshoremen's Association AFL-CIO for the period January 1, 2018 through December 31, 2022.

A voice vote was called.

RESOLUTION MOVED TO FULL BOARD

3. Approval of Vacation Leave Policy – Management/Confidential Employees Hired After 12/31/2006. The attached Vacation Leave Policy – Management/Confidential Employees Hired After 12/31/2006 is designed to level up management/confidential benefits, consistent with the current union agreement. The policy shall be reviewed every 5 years. Samuel J. LaMacchia noted that with the Authority's staff shortages, it is difficult for staff to use vacation time at all. Wade A. Davis added that there is never a shortage of work either. On a motion by Samuel J. LaMacchia, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the attached Vacation Leave Policy – Management/Confidential Employees Hired After 12/31/2006 be approved, effective July 1, 2018 and shall be reviewed every 5 years, consistent with other policy reviews.

A voice vote was called.

RESOLUTION MOVED TO FULL BOARD

4. Approval of Personal Leave Policy – Management/Confidential Employees Hired After 12/31/2006. The attached Personal Leave Policy – Management/Confidential Employees Hired After 12/31/2006 is designed to level up management/confidential benefits, consistent with the current union

agreement. The policy shall be reviewed every 5 years. On a motion by Vernon

D. Burns, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the attached Personal Leave Policy – Management/Confidential Employees Hired After 12/31/2006 be approved, effective July 1, 2018 and shall be reviewed every 5 years, consistent with other policy reviews.

A voice vote was called.

RESOLUTION MOVED TO FULL BOARD

5. Approval of Paid Sick Leave Policy – Management/Confidential Employees Hired

After 12/31/2006. The attached Paid Sick Leave Policy –

Management/Confidential Employees Hired After 12/31/2006 is designed to level up management/confidential benefits, consistent with the current union agreement. The policy shall be reviewed every 5 years. Megan J. M. Whitton questioned what the Authority's Jury Duty policy is. Wade A. Davis stated that there is a policy, but that he would need to look up the exact wording. On a motion by Megan J. M. Whitton, seconded by Samuel J. LaMacchia, it was,

RESOLVED, that the attached Paid Sick Leave Policy – Management/Confidential Employees Hired After 12/31/2006 be approved, effective July 1, 2018 and shall be reviewed every 5 years, consistent with other policy reviews.

A voice vote was called.

RESOLUTION MOVED TO FULL BOARD

There was a motion by Megan J.M. Whitton, seconded by Samuel J. LaMacchia, to move into Executive Session. Samuel J. LaMacchia then suggested that the Evaluation of Executive Director be discussed at the full Board meeting, owing to the small number of members

currently serving on the Board. Wade A. Davis stated that he would resend his contract to the entire Board for review prior to the meeting. The motion for Executive Session was withdrawn. There was a motion by Vernon D. Burns, seconded by Megan J. M. Whitton, to move discussion of the evaluation to the next Board meeting. On a motion by Samuel J. LaMacchia, seconded by Megan J. M. Whitton, the meeting adjourned at 3:40 PM.



Vernon D. Burns
Personnel Committee Chairperson

Vacation Leave – Management/Confidential Employees

Hired after 12/31/2006

Management/Confidential employees hired after 12/31/2006 will earn the following vacation accrual based upon their years of service. The vacation accrual will be earned on a bi-weekly payroll period basis and will be effective on the date of hire for each employee. Vacation allowances earned will not be capped by OBPA. This accrual chart will be effective July 1, 2018.

<u>Years of Service</u>	<u>Vacation Hours – Annually</u>	<u>Bi-weekly Accrual</u>
Hire Date – 1 year	104 hours	4.00 hours/pay period
2 years – 3 years	112 hours	4.31 hours/pay period
4 years	120 hours	4.61 hours/pay period
5 years	128 hours	4.92 hours/pay period
6 years	136 hours	5.23 hours/pay period
7 years – 8 years	144 hours	5.54 hours/pay period
9 years	152 hours	5.85 hours/pay period
10 years +	160 hours	6.15 hours/pay period

New employees may use vacation allowances after 4 months of continuous employment.

Vacation Leave should be scheduled as far in advance as possible and must be authorized by the Executive Director. Vacation Leave should be scheduled and taken at a time that does not conflict with OBPA requirements. OBPA seniority will determine vacation scheduling decisions in the case of conflicting vacation requests.

Accrued Vacation balances will be paid to employees in full upon separation of employment regardless of the reason for separation (termination/resignation).

Other Vacation Policy Considerations:

-Unused vacation balances shall be eligible for vacation buy-back. To be eligible for buy-back of vacation hours, employees must maintain a minimum of 40 hours in their vacation allowance balance as of November 30 each calendar year. Vacation buy-back for Management/Confidential employees hired after 12/31/2006 is limited to a maximum of 40 hours annually. To qualify, buy-back requests must be submitted in writing prior to November 30 each year. OBPA will include the vacation buy-back hours in the first payroll in December that includes a December dated pay period ending date.

Personal Leave Policy – Management/Confidential Employees

Hired after 12/31/2006

Regular, full-time Management/Confidential Employees hired after 12/31/2006 will accrue 32 hours annually effective with their starting date of employment. Personal day hours will accrue at a rate of 1.23 hours (32 hours/26 full payrolls annually) earned each full payroll period. The maximum accrual balance for all Management/Confidential employees will be set at 64 hours. (2 full year accrual).

Personal Leave time must be authorized by the Executive Director and scheduled in increments of one or more hours. Personal leave balances are not eligible for compensation in any form upon resignation/termination of employment.

Personal leave is not permitted during the initial 4 months of an employee's employment unless emergency circumstances exist requiring the advance approval of the Executive Director.

Paid Leave Policy for Management/Confidential Employees

Hired after 12/31/2006

Sick Leave Policy – Management/Confidential Employees

Regular, full time Management/Confidential employees hired after 12/31/2006, will be eligible for an accrual in increments of 4.00 hours sick leave during each bi-weekly pay period effective July 1, 2018. Sick leave accrual increments become effective upon the employee's hire date.

Unused sick leave will accumulate per NYS Article 41J will be capped at 165 days (1,320 hours).

Sick leave may be used for personal illness or illness of dependent or immediate family members. Employee may not receive sick pay for absences exceeding 72 consecutive hours. The 72 hour limitation will not be applied to incidents attributable to the following:

- On the job injury
- Jury Duty
- Reserve/Military Duty
- Leave of Absence
- Short term Disability waiting period(s)
- Bereavement

Use of sick time allowances may not exceed the available sick allowance (or become negative) balance at any time without approval from the Executive Director. Personal leave or vacation leave may be substituted for unavailable sick time to insure full pay each payroll period. If unusual circumstances do exist, the employee may request their sick allowance be used and borrowed from future time accrued only with the written permission of the Executive Director.

There is no provision for cash payment for unused sick leave upon separation of employment from OBPA for any reason.