

AGREEMENT

BETWEEN

JAMESTOWN CITY ADMINISTRATIVE ASSOCIATION

AND

THE CITY OF JAMESTOWN

Effective Dates:

January 1, 2026, to December 31, 2029

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PREAMBLE

This Agreement entered into this _____ day of March, 2026, by and between the City of Jamestown, hereinafter called the "City" and the Jamestown City Administrative Association hereinafter called the "Association."

1.0 RECOGNITION CLAUSE

The City of Jamestown recognizes the Jamestown City Administrators Association as the sole and exclusive representative for the purpose of collective negotiations and the settlement of grievances of employees in the employer-employee negotiating unit described herein.

Positions included in the bargaining unit are:

1. Assessor
2. Traffic Engineering Supervisor
3. Engineering Technician
4. Streets and Sewer Supervisor
5. Supply and Equipment Manager
6. Operations Engineer
7. Building Maintenance Supervisor
8. Parks Manager
9. Working Crew Chief
10. Director of Technology and Communications
11. Assistant Civil Engineer
12. Real Property Appraiser
13. Deputy Director of Parks, Recreation & Conservation
14. Operations Assistant
15. Principal Account Clerk
16. Senior Account Clerk/Finance
17. Account Clerk/Deputy Registrar of Vital Statistics
18. Senior Account Clerk/Deputy Registrar of Vital Statistics
19. Administrative Assistant to the Assessor
20. Part-time Assessor
21. Payroll Supervisor
22. Personal Computer Specialist
23. Senior Civil Engineer
24. Parks Recreation Coordinator
25. Mechanic IV
26. Appraiser Trainee
27. Parks Supervisor

2.0 MANAGEMENT RIGHTS

The Employer reserves its exclusive rights to exercise the normal functions of management. These shall include but are not limited to the right to hire new employees and to direct the working forces, to decide the method and schedule of work and production and manage its operations, to discipline, suspend, discharge for cause, lay-off, transfer employees and transfer employees because of lack of work, make the determination of the qualifications of employees for hiring, promotion, or other job related reasons and require that employees observe reasonable Employer rules and regulations.

Any and all rights, responsibilities, powers, and authority that the city had prior to entering this Agreement except as expressly and specifically abridged, delegated, granted or modified by this Agreement are retained by the City.

3.0 ASSOCIATION RIGHTS

3.1 NEW TITLES

Should the City of Jamestown establish any new titles that are not currently in existence, the City shall give a copy of this new job title to the Union. After such new position is created and filled, the unit president of JCAA may then open negotiations regarding the inclusion of the position in the bargaining unit.

3.2 PRINTING OF AGREEMENT

Copies of this Agreement shall be printed at the expense of the City within thirty (30) days after the Agreement is ratified by both parties and final language is all agreed upon. Each member will be provided with a copy, and the Association will be provided with an additional ten (10) copies.

3.3 BULLETIN BOARDS

The Association shall have the right to post notices and communications on a bulletin board maintained on the premises readily accessible to all members. The officers and agents of the Association shall have the right to visit the employer's facilities for the purpose of administering the terms and conditions of this contract, and any other related matters these officers and agents deem necessary.

4.0 GRIEVANCE PROCEDURE

4.1 DEFINITIONS

1. A grievance is a dispute or difference of opinion raised by an employee or a group of employees (with respect to a single common issue), involving the meaning, interpretation, or application of the express provisions of this Agreement.
2. Supervisor shall mean the Director of Human Resources or other administrator designated by the Mayor to hear grievances.
3. Days shall mean consecutive calendar days excluding days that City Hall is closed for business.
4. Employee shall mean any current member of the bargaining unit.

4.2 MATTERS NOT SUBJECT TO ARBITRATION

Infractions that could lead to discipline of a more severe nature than verbal or written warnings shall be dealt with by the provisions to the New York State Civil Service Law under Section 75 and Section 76.

4.3 PROCEDURE

1. All grievances and answers to grievances shall be in writing. Grievances shall be presented within fourteen (14) days after the employee or union knew or should have known of the act or condition on which the grievance is based.
2. If a decision at any step is not appealed to the next step of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this agreement shall be barred. It is not within the authority of any arbitrator to set aside such time limits.
3. Within fourteen (14) days of the complained event or action, the employee and union representative will present a grievance to the Director of Human Resources (or other administrator designated by the Mayor to hear grievances) for discussion and recommendation. The Director of Human Resources (or other administrator designated by the Mayor to hear grievances) shall have five (5) days to answer the grievance.
4. If the answer of the Director of Human Resources (or other administrator designated by the Mayor to hear grievances) is not satisfactory, within seven (7) days of date of the answer in Item 3, the union shall forward the grievance to the Mayor or his designee. The Mayor or his designee will conduct whatever investigation is necessary and may conduct a conference with the union and aggrieved party/parties. However, unless both parties agree to extend time limits, a final answer shall be given by the Mayor or his designee within fourteen (14) days of receiving the grievance.
5. If the answer of the Mayor or his designee is not satisfactory and for issues not covered under *Matters Not Subject to Arbitration*, the Association may request to proceed to arbitration within forty-five (45) days of receipt of the Mayor's decision.
6. If an answer is not given to the union within the above-listed time limits at any step in the procedure, the union may then proceed to the next step.
7. After a request to proceed to arbitration, the matter may be appealed to an impartial arbitrator to be chosen by mutual agreement of the parties.
8. If the parties fail to agree upon an arbitrator within fifteen (15) working days, then the union may request a panel of arbitrators from the American Arbitration Association under its rules and regulations. The employer and union shall each pay half of the fees and expenses of the arbitrator.
9. The City and Association may, by mutual agreement, meet at any time prior to the arbitration hearing to attempt to resolve the issue.
10. The arbitrator shall act in a judicial, not legislative capacity, and shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. In the event the arbitrator finds a violation of the terms of this Agreement, he shall fashion an appropriate remedy. When an arbitration involves the issue of lay-off or recall, the arbitrator shall be without power to make a decision contrary to or inconsistent with New York State Civil Service Law. A decision rendered consistent with the terms of this Agreement shall be final and binding.
11. Costs of stenographic record or witnesses shall be borne by the party requesting same.

5.0 DISCIPLINE

Full power of maintenance of discipline shall remain with the City, it being specifically understood and agreed, however, that this right shall be properly exercised with judgement and due regard for the reasonable rights of the employee. The City maintains the right to discharge any employee for just cause.

In the disciplining of employees, the concept of progressive discipline shall be utilized. The first mode of discipline shall be a written warning. After any employee receives two (2) written warnings for any reason, (and notwithstanding the provisions of the New York State Civil Service Law under Section 75 and Section 76), an employee may be given a disciplinary suspension without pay of a duration of no more than one (1) week. Discipline of a more severe nature will be dealt with by the provisions of Section 75 and 76 of the New York State Civil Service Law.

The questions of reasonableness for penalties of written warnings or suspensions of no more than one week imposed by the employer shall be a proper subject for the grievance procedure and shall be processed as provided in Article 4.0 of the Agreement.

6.0 EMPLOYEE RIGHTS AND RECORDS

6.1 PRIVACY

The employer is subject to the Freedom of Information Law and many details of the employment relationship are public information. To provide employee privacy, the City agrees that:

1. The City will request only that information from employees required for any business purpose, to enable the City to direct and manage the work force, for the purpose of conducting investigations, or for legal purposes.
2. The City will confirm employment, title, and length of employment over the phone for such items as credit or employment investigations from outside sources.
3. For such issues as credit or employment investigations from outside sources, the City agrees to require the employee's written approval before releasing details of earnings.
4. The City will require each employee involved in record keeping to adhere to these policies and practices.

6.2 CHANGES IN PERSONAL DATA

All employees must contact the Comptrollers Office in the event of any change in name, address, phone number, marital status, or number of children at least one week prior to a new payroll period so this information can be updated on the computer.

6.3 LEGAL COUNSEL

The City shall provide legal counsel where required for any employee, at no cost to the member, to defend actions arising out of the performance of City duties assigned to him/her.

6.4 MAINTENANCE OF RECORDS

All official employee records will be maintained exclusively in the Human Resources' Office or in the Department Head's Office. The files maintained by the Department Heads shall be limited to the following information:

1. Attendance records.
2. Copies of performance evaluations.
3. Information relating to an employee's job performance.
4. Information necessary for the proper functions of the department.

Department files must be transferred to the Director of Human Resources' Office when the employee transfers or terminates employment with the City.

No anonymous material will be placed in the personnel file.

Any employee may request access to his/her personnel file either from the Director of Human Resources or the Department Head for the purpose of reviewing its contents. If requested by the employee, a copy of any documentation contained therein will be provided.

7.0 LEAVES OF ABSENCE

7.1 PERSONAL LEAVE

All employees shall be granted two (2) days of personal leave during each calendar year. New employees will be granted two (2) days of personal leave after six months of service. Personal days cannot be carried over from year to year.

The number of personal days shall remain at two (2), however, effective January 1, 2022, employees of the City and the Jamestown City Administrative Association (hereinafter JCAA) may elect to exchange three (3) sick days to be used as personal days. The election of using a sick day as a personal day will not adversely affect the employee's sick leave bonus.

Personal leave may be used in increments of one hour or more. Under normal circumstances the employee should request personal leave from the supervisor with a minimum of 24 hours advance notice before the absence. All such requests are subject to staffing requirements.

Personal days may be used for the purposes of mental health.

7.2 SICK LEAVE

1. All city personnel are entitled to sick leave with pay. Accumulation of sick leave will begin after the first full completed calendar month. Sick leave allowance shall be accrued at the rate of one (1) day for each calendar month of service. Sick leave will be cumulative and may be used in full for injuries, disability, or illness as provided in this section.
2. Sick leave may be utilized in increments of one hour, after which increments of thirty (30) minutes may be utilized or more. Employees must request use of sick leave falling during the regular work day. When used for appointments scheduled in advance, the employee will notify the employer at least 48 hours in advance of intended use of sick leave. Use of emergency sick leave shall not be unreasonably withheld.
3. Any employee who is ill shall notify his or her supervisor or the office as early as practicable. The employee will state when he or she expects to return to work. Any employee returning to work after taking sick leave shall submit a written sick leave request no later than forty-eight hours after his return to work.
4. Temporary or seasonal employees are not entitled to sick leave.
5. An employee's regular straight-time rate will be paid.
6. In the event there is a question of sick leave being properly used, the Employer may require a doctor's certificate and/or request the employee to be examined by an Employer's doctor at the expense of the Employer. An employee on a prolonged illness or injury (in excess of ten (10) work days) may be asked to furnish a doctor's certificate every thirty (30) days thereafter if requested by the Employer.
7. Regardless of other provisions to the contrary, an employee shall not be entitled to sick leave where such sick leave results from other compensated employment or as a result of a crime.
8. Any employee using sick leave for discretionary time off rather than for an illness or injury is abusing their sick leave and may be subject to discipline.
9. A part-time employee will accrue sick leave at the rate of 1/2 day per month.

7.3 MATERNITY

Any illness or disability caused by pregnancy or childbirth shall be treated as a temporary disability. Any employee ill or disabled as a result of pregnancy or childbirth shall be eligible to utilize their accumulated sick leave and/or paid vacation leave as part of their twelve (12) weeks of FMLA leave in any given year.

7.4 BEREAVEMENT

City employees will have bereavement leave as follows:

In the event of a death in the immediate family, an employee shall be granted a leave of absence with pay for up to five (5) days as a Funeral Leave. For this purpose, the immediate family shall mean: spouse, mother, father, children (own or stepchildren), of brother, sister, step-parents, mother-in-law, and father-in-law, grandchildren, grandparents direct aunts, uncles, cousins or any other current household resident (excluding pets) **immediate sister-in-law or brother-in-law**).

A divorce in excess of two (2) years shall relieve the employer of responsibility of bereavement leave for the divorced or separated spouse and in-laws through that marriage.

The employee shall make the choice as to whether the leave is from the day of the death or from the day of the funeral.

7.5 UNPAID LEAVES OF ABSENCE

Employees may request unpaid leaves of absence, not to exceed one year, without loss of health care benefits. Such unpaid leaves of absence will be at the sole discretion of the mayor or his designee and may be granted for such purposes as:

1. Personal illness (in excess of accumulated sick leave)
2. Educational and professional
3. Personal reasons

7.6 JURY DUTY

Whenever an employee is required to appear for Jury Duty on his/her scheduled day(s) of work, he/she shall not suffer any loss of pay up to the equivalent of ten (10) working days pay. If the employee receives compensation for such jury service on his working days, the monies received for jury service shall be turned over to the City. The employee must return to his/her scheduled work when not required to be on jury duty. The employee shall notify the employer of a call for jury duty as soon as he/she has been notified of such jury duty to enable the employer to schedule a temporary replacement. A receipt will be provided for jury duty.

7.7 MILITARY LEAVE

Military leave will be granted to employees in accordance with state and federal law.

8.0 HOURS OF WORK & COMPENSATION ITEMS

8.1 HOURS

Normal hours of work will be seven and one half (7 1/2) hours a day and thirty seven and one half (37 1/2) hours per week. Employees shall receive compensatory time off for hours worked over 37 1/2 hours in any given week. For hours worked above forty (40) hours per week, overtime shall be paid. Employees must be directed by their supervisor or have advance permission from the supervisor,

Mayor, or Director of Human Resources to work over 37 1/2 hours in a given week. However, the normal hours of work will be eight (8) hours a day and forty (40) hours per week for the following positions in Department of Public Works:

Senior Civil Engineer	Parks Manager
Streets and Sewer Supervisor	Working Crew Chief
Operations Engineer	Supply and Equipment Manager
Building Superintendent	Building Maintenance Supervisor
Parks Supervisor	Mechanic IV

The appropriate salary grid lines will be adjusted to represent the addition of the two and one half (2½) hours additional work time for the six positions listed above. Overtime computation will be calculated for anytime worked above 40 hours in a week, on a Saturday/Sunday, or on a defined holiday. The computation of work days/sick days/vacation days will be based on eight (8) hours. If for example, one of the above positions is filled with an individual with 100 sick days, all those days would be considered eight (8) hour days. The same would apply to vacation/personal days.

Employees will be paid at time and one half for hours:

1. Worked in excess of 40 hours in any one week
2. Worked on Saturday and Sunday
3. Worked on a holiday as defined in the collective bargaining agreement
4. A minimum of two weeks notice shall be given if schedules are to be modified. During this period of time all parties involved will meet to discuss the situation and possible solutions.

8.2 CALL BACK

An employee who has left the premises and is called back to work after completing his regular tour of duty, or an employee who is called in on his day off, or an employee who is called in while on vacation, shall be paid overtime to be computed at his or her normal hourly rate and on a time and a half basis after hours for a given week exceeding forty (40) hours. In such an instance a minimum of three (3) hours shall be credited

Double time will be paid to employees who work holidays for emergencies only. Emergencies shall be defined as events where the employee is called into work on a holiday by the Mayor/Mayoral Designee or because of a public health/safety exigency

8.3 ABSENCES FROM WORK

JCAA employees shall report their personal absences from work to the person designated in charge of the department in their absence.

8.4 WAGES

Wages shall be increased during the term of the contract as follows:

For year 2026	2%
For year 2027	3%
For year 2028	4%
For year 2029	4%

8.5 STEP INCREASES

Employees paid at a rate below the maximum for their classification or job title will be advanced to the next step within their schedule after completing one year of service within their classification. Subsequent step increments will be granted on July 1 of every second year thereafter until the employee has reached his/her maximum step.

This schedule may be accelerated if recommended by the employee's immediate supervisor, the Mayor, or the Director of Human Resources.

8.6 REIMBURSEMENT FOR EXPENSES

The City will reimburse employees for pre-authorized expenses. Forms are available for this purpose from the Finance Office.

8.7 MILEAGE ALLOWANCE

If possible, City-owned vehicles should be used for official City business. Employees using their personal vehicles for official City business will record the mileage and purpose of such use and be reimbursed at the current IRS rate. Before use of personal vehicles for official City business, such use must be approved in writing by the employee's supervisor. Such approval shall include the scope and purpose of the use of a personal vehicle.

8.8 LONGEVITY

Longevity allowance shall be paid to all eligible JCAA members according to the following schedule:

\$750 after five (5) years of continuous service

\$1,050 after ten (10) years of continuous service

\$1,350 after fifteen (15) years of continuous service

\$1,550 after twenty (20) years of continuous service

\$1,750 after twenty-five (25) years of continuous service

Payment will be made during the first two weeks of December in any given year.

8.9 SICK PAY BONUS

An employee who has not used any sick leave during the previous twelve (12) months shall receive a sick bonus of \$500. An employee who has not used any sick leave during the calendar quarter shall accrue a quarterly sick bonus of \$125.00 up to a maximum of \$500 annually, if no sick leave has been used during the calendar year. An employee who has used any sick leave during the quarter shall not be eligible to accrue the sick bonus for that quarter.

One sick day for purposes of this section shall be one incident not exceeding one (1) day in which sick leave is taken. The only exception to this would be routine visits to healthcare providers for which less than one day of sick leave is used and are scheduled during the regular work day.

Part-time employees will receive one half (1/2) of the above amounts. Sick pay bonus shall be computed quarterly, however paid annually pursuant to the same terms and conditions as full-time employees. Earning and eligibility will be subject to the same terms and conditions as full-time employees.

Sick bonus will be earned on a quarterly basis (Jan-Mar, Apr-Jun, Jul-Sep and Oct-Dec) and paid out annually.

Payment will be made in the first pay period of January of the following year.

8.10 TUITION REIMBURSEMENT

The intention of this policy is to allow full-time employees to receive reimbursement for job related courses at an accredited Institution of higher education. It is the policy of the Council to require advance application by the employee and advance approval by the Council. This approval will have the effect of affirming the relationship of the course to the job.

The following elements of this policy apply:

1. Employee will make application to his department head requesting approval for attendance, as part of his duties, at a specified course at an accredited institution of higher education.
2. Application will include the name of the course, the institution, the time and dates of its scheduling, and the amount of tuition.
3. The application will describe the relationship of the course to the individual's job and will briefly describe the skills, knowledge and capabilities expected to be acquired from attendance at the course.
4. The applicant states that he will attend the course during off-duty hours and make no claim on the City, and his employer, for wages, benefits and travel expenses, or any other expenses other than tuition, books, student fees, and/or laboratory fees incidental to his attendance at the course.
5. Applicant will certify that he does not expect tuition assistance from any other source and will not apply for any; and if any other tuition reimbursement or

related educational aid is received based on attendance at that course, he will repay the City's payment to him promptly.

6. Applicant understands that payment will be made upon satisfactory completion of the course with "C" average or better and submission of a transcript with the voucher requesting reimbursement.
7. Applications will be forwarded to the department head for his recommendation and upon approval from the department head to the Finance Committee for recommendation to the Council to be approved prior to the opening of the classes for the course.

8.11 GYM MEMBERSHIP

All full-time JCAA employees shall be entitled to a benefit up to \$150.00 per year toward a paid membership to a gym. Members must be an active member of said gym and provide a valid receipt to be eligible for said payment. Payment shall be made in January for the previous year, with evidence of the payments for such membership from the previous year.

8.12 CLOTHING ALLOWANCE

Specific JCAA employees (Code Enforcement Officer's (and their deviations), Building/Zoning, Operations Engineer, Street Sewer Supervisor, Traffic Engineer Supervisor, Parks Manager, Parks Supervisor, Mechanic IV and Building Maintenance Supervisor) shall be entitled to an annual clothing allowance as follows: three (3) shirts every other year; \$150.00 per year for work boots.

9.0 GROUP BENEFITS

9.1 HEALTHCARE

All JCAA employees (part-time employees covered on a pro-rata basis) shall be covered under the hospitalization, medical, dental, vision, and prescription insurance programs of the City of Jamestown. These benefits are outlined fully in a Plan Document available in the Director of Human Resources' Office. The benefits are the minimum benefits provided by the employer. JCAA employees become eligible for coverage on the first day of the month following thirty (30) days of service.

All JCAA employees will be expected to make monthly contributions toward their medical and dental insurance program. The Employer will provide a pre-tax option for such premiums.

Members contribution rate shall be as follows:

Continuing 2025 through December 31, 2028:

Traditional Plan – 25%

Hybrid Plan – 20%

Effective January 1, 2029:

Traditional Plan – 26%

Hybrid Plan – 21%

Continuing January 1, 2026, the City of Jamestown will offer the option of a hybrid plan to its employees and eligible retirees. Should a current employee and/or eligible retiree choose to participate in the hybrid plan, the monthly contribution will be at 20% of the total premium cost of the healthcare coverage

Current employee/eligible retirees must notify the City in writing of their choice to participate in the hybrid plan no later than December 1st. Failure to notify the City in writing by December 1st will result in the current employee/eligible retiree being subject to the deductibles and monthly contributions outlined below.

Current employee/eligible retirees can opt out of either the current/traditional plan by notifying the City on or before December 1st. The City will distribute an enrollment form in the fall each year. If a current employee/eligible retiree does not complete and return an enrollment form to the City on or before December 1st the current employee/eligible retiree will be continued in the health insurance plan in which current employee/eligible retiree was enrolled in the prior year.

Members of the unit hired after January 1, 2020, shall only be eligible to participate in the hybrid plan. The monthly contribution will be 20% of the total premium cost of the healthcare coverage.

All members of the City's Health Care Plan will receive a notification of their current coverages and plan choices in November (prior to open enrollment period). This form is for VERIFICATION PURPOSES only. Any changes to plan options and coverages must be made at that time. If no changes are made at that time the prior term's options will continue.

Existing Plan Deductibles:

Effective January 1, 2020, the major medical deductible will be six hundred dollars (\$600.00) for family coverage and three hundred dollars (\$300.00) for single coverage.

Effective January 1, 2023, the major medical deductible will be eight hundred dollars (\$800.00) for family coverage and four hundred dollars (\$400.00) for single coverage.

Effective January 1, 2025, the major medical deductible will be one thousand dollars (\$1,000.00) for family coverage and five hundred dollars (\$500.00) for single coverage.

Hybrid Plan Deductibles:

Effective January 1, 2020 for those employees enrolled in the hybrid plan, the in-network single deductible will be five hundred dollars (\$500.00) and the in-network family deductible will be one thousand dollars (\$1000). The out-of-network single deductible will be one thousand five hundred dollars (\$1500) and the out-of-network family deductible will be three thousand dollars (\$3000).

Effective January 1, 2020 co-payment for prescription drugs will be \$ 8.00 for generic/\$40.00 for formulary/\$65.00 for non-formulary.

1. Mail order prescriptions will remain at two (2) times the co-pay for a ninety (90) day supply. Local pharmacy will be one and one-half (1½) times the co-pay for a sixty (60) day supply.
2. Employees hired before January 1, 2020 retiring from city employment may continue in the city healthcare plan retaining the coverage for themselves and those family members that were covered as of the employee's last day of employment. If a retiree's spouse and dependents are covered by the healthcare plan, upon the death of a retired employee, such spouse and dependents of the deceased retiree may continue to participate in the aforementioned health and dental insurance plans provided such spouse continues to pay the appropriate premium. Payment for healthcare during retirement will be an equal amount to the amount paid by active employees.

Those employees hired after January 1, 2020 will only be offered continued coverage as retirees in the hybrid plan until the date they become eligible for Medicare coverage.

Employees will make payment for healthcare coverage during retirement as follows:

- a. Those with less than five years of service may not continue in the city healthcare plan except for COBRA benefits.
- b. Those with five (5) years of service may continue in the city healthcare plan providing they pay 50% of the cost of such plan.
- c. Those with ten (10) years of service may continue in the city healthcare plan providing they pay 45% of the cost of such plan.
- d. Those with fifteen (15) years of service may continue in the city healthcare plan providing they pay 40% of the cost of such plan.
- e. Those with twenty (20) years or more of service may continue in the city healthcare plan providing they pay the same amount as active employees pay.
- f. No retiree will pay less than active employees but will pay according to the above table (a-d) or what active employees pay whichever is greater.

Upon the death of an eligible active employee, the spouse/and or dependent children of such employee may continue to participate in the aforementioned health and dental insurance plans provided such spouse/and or dependent children continues to pay the portion of premiums required to be paid by their spouse as an active employee. The following chart will be used to determine the length of this benefit.

<i>If Employed</i>	<i>Survivor allowed to continue at current rate for up to</i>
<i>0-3 years</i>	<i>1 year</i>
<i>4-15 years</i>	<i>3 years</i>

<i>16-25 years</i>	<i>10 years</i>
<i>25 Plus years</i>	<i>15 years *</i>

* For the first ten (10) years of this period the rate charged will be two and one-half percent (2 ½%) above the rate paid for by current employees. The next five years of this period the rate charged will be five percent (5%) above the rate paid for by current employees.

Surviving spouse/and or dependent children may continue coverage at 100% employer's cost for as long as they wish beyond the schedule listed above. Employees that retire during the pendency of the negotiation will not be required to contribute according to the above table (a-e).

10.0 VOLUNTARY DEDUCTIONS

10.1 VOLUNTARY DEDUCTIONS

Authorized deductions will be made for Association dues, fringe benefit contributions, United Way, Credit Union, Flex 125 Plan, the current 457(b) plan, VOTE/COPE, NYSUT Member Benefits, and such other deductions as are mutually agreed upon.

10.2 AGENCY FEE

A person in the bargaining unit who is not a member of the Association shall be required to pay an agency fee as per terms of the Taylor Law. Money so deducted will be transmitted to the Association in the same manner as regular dues deduction. The Association will hold the City of Jamestown harmless from all claims, demands, suits, and liabilities of every kind arising out of the operation of this provision.

10.3 DUES

Bi-Weekly Frequency: January 1 to December 31

Certification Date:

The Association shall annually certify to the Director of Human Resources, in writing, the current rate of its membership dues no later than two (2) weeks prior to the first pay period in January.

Authorization:

No later than two (2) weeks prior to the first pay period of January the Association shall provide the Director of Human Resources with a list of and the original executed dues deduction authorization cards.

Deduction Schedule:

The total annual membership dues for the Association shall be deducted from the wages due the employees who have voluntarily signed the dues deduction authorization cards as follows. Authorizations for employees submitted after the beginning of the year will be honored and the deduction made in the remaining pay periods during which deductions are to be taken, commencing the first available bi-

weekly pay following two (2) weeks after receipt of such authorization by the City. Association dues deducted shall be promptly remitted to the Association following each payroll period.

Length of Authorization:

Dues deduction authorizations will remain in effect until canceled by an employee or until an employee terminates services.

List of Deductees:

Along with the first transmittal of dues monies each year, the City shall supply the Association with a list of all employees on payroll dues deduction as of that date. With each of the following dues transmittals, the City will notify the Association of any additions, deletions, or changes from the original list.

11.0 VACATION

11.1 VACATION ACCRUAL

JCAA employees will accrue and use vacation time under the following guidelines:

1. Vacation will be accrued monthly on a pro-rated basis. Individuals employed at less than full time will receive all benefits contained in this section of the collective bargaining agreement based on a pro-rata basis.
 - a. One twelfth (1/12) of the total yearly vacation will be accrued each month.
 - b. Vacation will be accrued in one year and used in the next year.
2. Vacation will be requested as far in advance as possible. In the event such a request is made less than 48 hours in advance due to circumstances beyond the control of the employee, the granting of the utilization will not be unreasonably withheld. Vacation utilization will be granted by the supervisor based on staffing needs, and not unreasonably withheld. Vacation for the period of March to December may be requested prior to March 1 in any given year and will be granted based on seniority. All other vacation requests will be considered on a first come, first served basis.
3. Vacation will be accrued starting on the first day of employment.
4. The minimum amount of vacation that may be used is one-half (½) day.
5. The vacation schedule is as follows. (Individuals less than full time will receive a percentage of the days listed based on their percentage of employment time compared against full-time employment.)

<u>Length of Service</u>	<u>Vacation</u>
During first year	See below
Second year	10 Days
Five years	15 Days
Ten years	22 Days
Fifteen years	24 Days
Twenty years	25 Days
Twenty-seven years	28 Days

6. It is intended that JCAA employees take their yearly vacation allotment during the anniversary year in which it is made available. In instances where

circumstances have precluded the use of the full allotment, balances up to a maximum of two (2) weeks may be carried over to the next year. Such request must be made on or before their anniversary date.

Employees hired after January 1, 2021, will receive five (5) days of vacation upon achieving six (6) months of employment and the completion of their probationary term.

11.2 VACATION BUY BACK

All employees who have earned at least three (3) weeks of vacation may elect to sell back to the City two (2) weeks of their allotted vacation at straight time. At least one pay period in advance of the employee's anniversary date notice shall be given to the Director of Human Resources. Vacation time sold back must be vacation time already earned.

12.0 HOLIDAYS

12.1 PAID HOLIDAYS

The following are considered paid holidays for JCAA employees:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving Day
Juneteenth	Independence Day
Memorial Day	Labor Day
Christmas Eve Day	Christmas Day
½ Day before New Year's Day	

If such holidays fall on a Saturday or Sunday, the preceding Friday or following Monday respectively shall be observed as the holiday.

13.0 SENIORITY & CIVIL SERVICE

13.1 DEFINITION

1. Seniority is the length of continuous employment in a position in the bargaining unit commencing with the latest date of hiring. In the instance where two or more employees are hired on the same date, their seniority shall be on an alphabetical basis (last name).
2. While no seniority is earned during a layoff, time on layoff shall not be a break in service for seniority purposes only. Further, a laid off employee with seniority rights need not serve another probationary period upon recall to employment.

13.2 LIST

1. A seniority list shall be formulated and issued to JCAA. Employees shall have 45 calendar days after the issuance of the initial seniority list to question their placement.
2. For employees listed on a prior seniority list, such employees shall have 30 calendar days after the issuance of each seniority list to question any changes in their placement.

13.3 SENIORITY RIGHTS

1. Seniority shall be used for the following purposes:
 - a. Retention in case of reduction in work force.
 - b. Recall in the event of layoff.
 - c. Reassignment or "bumping" in the case of reduction in the work force.
2. Seniority rights shall terminate for unit employees laid off and not recalled for two (2) years after the date of the original layoff
3. In cases of reassignment or "bumping" due to reduction in the work force, the employee must be qualified and able to perform any job requested due to seniority.
4. All new hires including individuals rejoining the unit shall serve a 6 month probationary period. During this period, the employee will be evaluated and may be terminated at the discretion of the employer.

13.4 REDUCTION IN FORCES

13.4.1 PEL List

Employees (both full- and part-time) to be put on a preferred eligible list as a result of reductions in force for a period of up to two years

13.4.2 Health Insurance

An employee laid off as a result of reduction in force will be permitted to retain health insurance coverage in the City's plan until such time as he/she obtains full-time employment or until the fourth anniversary date of his/her last day of work for the City, whichever occurs first. The cost of such coverage shall be borne solely by the affected employee.

13.4.3 Notice to Association

The Association shall be advised when reductions in staff are determined. Input from the Association on contemplated staff reductions will be actively solicited prior to final implementation of such reductions.

13.5 CIVIL SERVICE

All City employees are covered by and subject to the rules and regulations of Civil Service. These rules and regulations are implemented in the City through the Director of Human Resources and are administered by the Chautauqua County

Human Resources/Civil Service Office. Any questions regarding Civil Service should be directed to the Director of Human Resources' Office.

14.0 RETIREMENT

14.1 RETIREMENT LONGEVITY

The City agrees to pay each retiring employee a retirement longevity of \$2600. To qualify, the employee must give one (1) year advance notice of his/her intention to retire and then actually retire. Such employee must have completed at least ten (10) years of continuous service with the City. The payment will be made in the final check to the employee.

In the event of a state offered incentive that impacts the above notice period, the period and payment will be waived. Should there be a life altering event prior to the retirement date designated by the employee then such employee may withdraw the request prior to payment by the city.

14.2 SICK LEAVE AT RETIREMENT

Employees covered under this agreement shall be entitled to take accumulations of sick leave with pay up to one hundred ninety (190) workdays based on the employee's workday at the time of his/her retirement from City service or their death while in service.

Effective January 1, 2026 the number of days will be reduced to 177.5 days; **Employees who have sick time in excess of 177.5 days on January 1, 2026 can "sell-back" and be paid for UP TO 12.5 days. This is a ONE TIME buy-out for certain affected employees. Days exceeding 177.5 after January 1, 2026 will NOT be eligible for payment.**

Effective January 1, 2027, the number of days shall be 165. **Employees who have sick time in excess of 165 days on January 1, 2027 can "sell-back" and be paid for UP TO 12.5 days. This is a ONE TIME buy-out for certain affected employees. Days exceeding 165 after January 1, 2027 will NOT be eligible for payment.**

Employees hired before January 1, 2026 employees shall be entitled to take accumulations of 165 days

Employees hired on or after January 1, 2026 employees shall be entitled to take accumulations of 140 days. New hires cap on sick leave at retirement is 140 days.

14.3 RETIREMENT SYSTEM

The City participates in the New York State and Local Employees' Retirement System offering Plan 75 I for Tier 1 & 2. Article 14 and Article 15 are given to employees joining the system after July 27, 1976. Employees in each tier receive the 41J rider.

15.0 PROFESSIONAL GROWTH

15.1 SEMINARS AND CONFERENCES

Requests to attend seminars and conferences should be presented to the Mayor or his designee as far in advance as possible. At least one month is generally required since all requests must be ultimately approved by the City Council. Permission for employees to attend seminars and conferences shall be at the sole discretion of the Mayor or his designee.

15.1.1 Tuition Reimbursement

The City will reimburse employees for certain job related college course work. For a full description of the "Tuition Reimbursement," see Appendix H.

15.1.2 Continuing Education Reimbursement

The City will reimburse employees for continuing education course work that is required to keep professional licenses that are relevant to the current work assignment active.

15.2 PROFESSIONAL AFFILIATIONS

JCAA employees are encouraged to join and actively participate in job related professional organizations. Membership dues in these organizations will be provided by the City subject to the approval of the Department Head ~~immediate supervisor~~.

15.3 TOLLS

Receipts will be required for reimbursement.

15.4 RATE FOR TRAVEL

Use federal rate currently in effect.

15.5 DAY TRIPS

Meal cost will be reimbursed at the current reasonable and customary rate. Meals will not include Alcohol or Tobacco Products.

15.6 PARKING

Receipts will be required for reimbursement.

16.0 MISCELLANEOUS

16.1 GENDER USE

Whenever used herein, the use of the masculine gender shall include the feminine gender and the use of the feminine gender shall include the masculine gender.

16.2 TERMINATION BENEFITS

Upon retirement, all unit employees shall receive vacation and longevity accruals to the nearest month along with unused personal leave.

Upon voluntary termination of employment, all unit employees shall receive vacation accruals to the nearest whole month along with unused personal leave.

Upon discharge, all unit employees shall receive vacation accruals to the nearest whole month along with unused personal leave.

An employee who leaves the employment of the city through no fault or cause of his/her own, such as permanent layoff, abolition of position or failure to be re-appointed, shall be paid unused personal leave along with vacation, and longevity accruals to the nearest whole month. Employees with two (2) years or more of service will be allowed to use up to two (2) weeks of accumulated sick time at the time of layoff; abolition; or failure to be re-appointed.

16.3 SAVINGS CLAUSE

If any provision of this Agreement or application of this agreement shall be found contrary to law, then such provision or application shall not be deemed valid except to the extent permitted by law; but, all other provisions or applications shall continue in full force and effect.

16.4 INTERNS

Responsibility for the supervision of interns will be handled by each department.

It is understood by the parties that the intern may be doing unit work during the duration of the internship program.

The City warrants that the use of interns will in no way affect job security, unit positions, or benefits enjoyed by unit members.

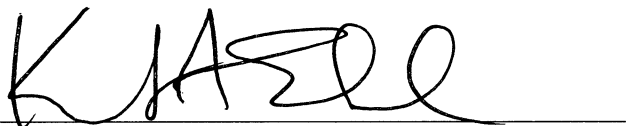
16.5 STATUTORY CLAUSE

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

17.0 SUBSCRIPTION

In witness of all the foregoing, the authorized representatives of the parties have signed their names below on the dates indicated.

FOR THE CITY:

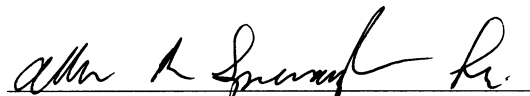


KIMBERLY A. ECKLUND, Mayor

President

City of Jamestown, Chairmen of the JURA Board
Association/JURA Unit

FOR THE ASSOCIATION:



ALLEN R. SPUNAUGLE, SR.,

Jamestown City Administrative

Dated this 31 day of August, 2026

Salary Schedule

Prepared by: E. Thomas, Comptroller

JCAA CONTRACT

Minimum Wage: \$ 16.00

	2.75%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	Listed #	Currently
JOB TITLE	2026	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6		In Contract	Held by
Operations Engineer		\$ 83,515.56	\$ 86,792.82	\$ 90,200.64	\$ 93,749.22	\$ 97,499.76	\$ 101,400.24		6	
Hours; Rate	2,080	\$ 40.15	\$ 41.73	\$ 43.37	\$ 45.07	\$ 46.87	\$ 48.75			
Street and Sewer Supervisor		\$ 73,660.32	\$ 76,542.84	\$ 79,545.72	\$ 82,664.88	\$ 85,971.72	\$ 89,410.14		4	
Hours; Rate	2,080	\$ 35.41	\$ 36.80	\$ 38.24	\$ 39.74	\$ 41.33	\$ 42.99			
Senior Civil Engineer		\$ 88,866.48	\$ 92,356.92	\$ 95,987.10	\$ 99,762.12	\$ 103,751.34	\$ 107,900.70		23	
Hours; Rate	1,950	\$ 45.57	\$ 47.36	\$ 49.22	\$ 51.16	\$ 53.21	\$ 55.33			
Building Maintenance Supervisor (40 hrs)		\$ 64,628.22	\$ 67,139.46	\$ 69,746.58	\$ 72,469.98	\$ 75,356.58	\$ 78,384.96		7	
Hours; Rate	2,080	\$ 31.07	\$ 32.28	\$ 33.53	\$ 34.84	\$ 36.23	\$ 37.69			
Traffic Engineer Supervisor		\$ 69,541.56	\$ 72,327.18	\$ 74,847.60	\$ 78,225.84	\$ 81,355.20	\$ 84,610.02		2	
Hours; Rate	1,950	\$ 35.66	\$ 37.09	\$ 38.38	\$ 40.12	\$ 41.72	\$ 43.39			
Parks Manager		\$ 73,712.34	\$ 76,598.94	\$ 79,595.70	\$ 82,722.00	\$ 86,030.88	\$ 89,473.38		8	
Hours; Rate	2,080	\$ 35.44	\$ 36.83	\$ 38.27	\$ 39.77	\$ 41.36	\$ 43.02			
Parks Supervisor		\$ 65,907.30	\$ 68,482.80	\$ 71,163.36	\$ 73,939.80	\$ 76,897.80	\$ 79,972.08		9	
Hours; Rate	2,080	\$ 31.69	\$ 32.92	\$ 34.21	\$ 35.55	\$ 36.97	\$ 38.45			
Senior Account Clerk Typist		\$ 45,030.96	\$ 46,833.30	\$ 48,699.90	\$ 50,652.18	\$ 52,676.88	\$ 54,785.22		16	
Hours; Rate	1,950	\$ 23.09	\$ 24.02	\$ 24.97	\$ 25.98	\$ 27.01	\$ 28.09			
Payroll Supervisor		\$ 47,586.06	\$ 49,413.90	\$ 51,311.10	\$ 53,365.38	\$ 55,499.22	\$ 57,717.72		21	
Hours; Rate	1,950	\$ 24.40	\$ 25.34	\$ 26.31	\$ 27.37	\$ 28.46	\$ 29.60			
Operations Assistant		\$ 30,975.36	\$ 32,444.16	\$ 33,912.96	\$ 35,383.80	\$ 36,797.52	\$ 38,270.40		14	
Hours; Rate	1,950	\$ 15.88	\$ 16.64	\$ 17.39	\$ 18.15	\$ 18.87	\$ 19.63			
Contract (Part-Time) Assessor		Negotiated on a case by case basis							20	
Hours; Rate										
Director of Technology & Communications		\$ 80,137.32	\$ 83,343.18	\$ 86,676.54	\$ 90,143.52	\$ 93,750.24	\$ 97,499.76		10	
Hours; Rate	1,950	\$ 41.10	\$ 42.74	\$ 44.45	\$ 46.23	\$ 48.08	\$ 50.00			
Senior Account Clerk/Deputy Registrar Vital Statistics		\$ 45,915.30	\$ 47,745.18	\$ 49,658.70	\$ 51,644.64	\$ 53,593.86	\$ 54,783.18		18	
Hours; Rate	1,950	\$ 23.55	\$ 24.48	\$ 25.47	\$ 26.48	\$ 27.48	\$ 28.09			
Mechanic IV		\$ 73,712.34	\$ 76,598.94	\$ 79,595.70	\$ 82,722.00	\$ 86,030.88	\$ 89,473.38		25	
Hours; Rate	2,080	\$ 35.44	\$ 36.83	\$ 38.27	\$ 39.77	\$ 41.36	\$ 43.02			
Appraiser Trainee		\$ 44,861.64	\$ 46,882.26	\$ 48,678.48	\$ 50,546.10	\$ 52,568.76	\$ 54,673.02		26	
Hours; Rate	1,950	\$ 23.01	\$ 24.04	\$ 24.96	\$ 25.92	\$ 26.96	\$ 28.04			
Part-Time Assessor		30 hours/pay period, over 30 hours requires approval w/ explanation \$55.00/hr rate - rate is high and was in lieu of benefits but was added to the JCAA Bargaining unit without rate adjustment in error Must work scheduled day BEFORE and AFTER holiday to receive holiday pay - no exceptions Vacation, Sick and Personal time earned at 50% of Full-Time								
Part-Time Assessor		10 hours/pay period, over 10 hours requires approval w/ explanation \$38.40/hr rate - rate is high and was in lieu of benefits but was added to the JCAA Bargaining unit without rate adjustment in error Must work scheduled day BEFORE and AFTER holiday to receive holiday pay - no exceptions Vacation, Sick and Personal time earned at 25% of Full-Time								

City of Jamestown

Salary Schedule
Prepared by: E. Thomas, Comptroller

JCAA CONTRACT

JOB TITLE	2.75%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	Position Listed # in Contract	Position Currently Held by
Operations Engineer		\$ 86,021.03	\$ 89,396.60	\$ 92,906.66	\$ 96,561.70	\$ 100,424.75	\$ 104,442.25			6	
Hours; Rate	2,080	\$ 41.36	\$ 42.98	\$ 44.67	\$ 46.42	\$ 48.28	\$ 50.21				
Street and Sewer Supervisor		\$ 75,870.13	\$ 78,839.13	\$ 81,932.09	\$ 85,144.83	\$ 88,550.87	\$ 92,092.44			4	
Hours; Rate	2,080	\$ 36.48	\$ 37.90	\$ 39.39	\$ 40.94	\$ 42.57	\$ 44.28				
Senior Civil Engineer		\$ 91,532.47	\$ 95,127.63	\$ 98,866.71	\$ 102,754.98	\$ 106,863.88	\$ 111,137.72			23	
Hours; Rate	1,950	\$ 46.94	\$ 48.78	\$ 50.70	\$ 52.69	\$ 54.80	\$ 56.99				
Building Maintenance Supervisor (40 hrs)		\$ 66,567.07	\$ 69,153.64	\$ 71,838.98	\$ 74,644.08	\$ 77,617.28	\$ 80,736.51			7	
Hours; Rate	2,080	\$ 32.00	\$ 33.25	\$ 34.54	\$ 35.89	\$ 37.32	\$ 38.82				
Traffic Engineer Supervisor		\$ 71,627.81	\$ 74,497.00	\$ 77,093.03	\$ 80,572.62	\$ 83,795.86	\$ 87,148.32			2	
Hours; Rate	1,950	\$ 36.73	\$ 38.20	\$ 39.53	\$ 41.32	\$ 42.97	\$ 44.69				
Parks Manager		\$ 75,923.71	\$ 78,896.91	\$ 81,983.57	\$ 85,203.66	\$ 88,611.81	\$ 92,157.58			8	
Hours; Rate	2,080	\$ 36.50	\$ 37.93	\$ 39.42	\$ 40.96	\$ 42.60	\$ 44.31				
Parks Supervisor		\$ 67,884.52	\$ 70,537.28	\$ 73,298.26	\$ 76,157.99	\$ 79,204.73	\$ 82,371.24			9	
Hours; Rate	2,080	\$ 32.64	\$ 33.91	\$ 35.24	\$ 36.61	\$ 38.08	\$ 39.60				
Senior Account Clerk Typist		\$ 46,381.89	\$ 48,238.30	\$ 50,160.90	\$ 52,171.75	\$ 54,257.19	\$ 56,428.78			16	
Hours; Rate	1,950	\$ 23.79	\$ 24.74	\$ 25.72	\$ 26.75	\$ 27.82	\$ 28.94				
Payroll Supervisor		\$ 49,013.64	\$ 50,896.32	\$ 52,850.43	\$ 54,966.34	\$ 57,164.20	\$ 59,449.25			21	
Hours; Rate	1,950	\$ 25.14	\$ 26.10	\$ 27.10	\$ 28.19	\$ 29.31	\$ 30.49				
Operations Assistant		\$ 31,904.62	\$ 33,417.48	\$ 34,930.35	\$ 36,445.31	\$ 37,901.45	\$ 39,418.51			14	
Hours; Rate	1,950	\$ 16.36	\$ 17.14	\$ 17.91	\$ 18.69	\$ 19.44	\$ 20.21				
Contract (Part-Time) Assessor		Negotiated on a case by case basis								20	
Hours; Rate											
Director of Technology & Communications		\$ 82,541.44	\$ 85,843.48	\$ 89,276.84	\$ 92,847.83	\$ 96,562.75	\$ 100,424.75			10	
Hours; Rate	1,950	\$ 42.33	\$ 44.02	\$ 45.78	\$ 47.61	\$ 49.52	\$ 51.50				
Senior Account Clerk/Deputy Registrar		\$ 47,292.76	\$ 49,177.54	\$ 51,148.46	\$ 53,193.98	\$ 55,201.68	\$ 56,426.68			18	
Vital Statistics		\$ 24.25	\$ 25.22	\$ 26.23	\$ 27.28	\$ 28.31	\$ 28.94				
Hours; Rate	1,950										
Mechanic IV		\$ 75,923.71	\$ 78,896.91	\$ 81,983.57	\$ 85,203.66	\$ 88,611.81	\$ 92,157.58			25	
Hours; Rate	2,080	\$ 36.50	\$ 37.93	\$ 39.42	\$ 40.96	\$ 42.60	\$ 44.31				
Appraiser Trainee		\$ 46,207.49	\$ 48,288.73	\$ 50,138.83	\$ 52,062.48	\$ 54,145.82	\$ 56,313.21			26	
Hours; Rate	1,950	\$ 23.70	\$ 24.76	\$ 25.71	\$ 26.70	\$ 27.77	\$ 28.88				
Part-Time Assessor		30 hours/pay period, over 30 hours requires approval w/ explanation \$55.00/hr rate - rate is high and was in lieu of benefits but was added to the JCAA Bargaining unit without rate adjustment in error Must work scheduled day BEFORE and AFTER holiday to receive holiday pay - no exceptions Vacation, Sick and Personal time earned at 50% of Full-Time									
Part-Time Assessor		10 hours/pay period, over 10 hours requires approval w/ explanation \$38.40/hr rate - rate is high and was in lieu of benefits but was added to the JCAA Bargaining unit without rate adjustment in error Must work scheduled day BEFORE and AFTER holiday to receive holiday pay - no exceptions Vacation, Sick and Personal time earned at 25% of Full-Time									

City of Jamestown

Salary Schedule

Prepared by: E. Thomas, Comptroller

JCAA CONTRACT

JOB TITLE	2.75%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	Position Listed # in Contract	Position Currently Held by
Operations Engineer		\$ 89,461.87	\$ 92,972.46	\$ 96,622.93	\$ 100,424.17	\$ 104,441.74	\$ 108,619.94			6	
Hours; Rate	2,080	\$ 43.01	\$ 44.70	\$ 46.45	\$ 48.28	\$ 50.21	\$ 52.22				
Street and Sewer Supervisor		\$ 78,904.94	\$ 81,992.70	\$ 85,209.37	\$ 88,550.62	\$ 92,092.90	\$ 95,776.14			4	
Hours; Rate	2,080	\$ 37.94	\$ 39.42	\$ 40.97	\$ 42.57	\$ 44.28	\$ 46.05				
Senior Civil Engineer		\$ 95,193.77	\$ 98,932.74	\$ 102,821.38	\$ 106,865.18	\$ 111,138.44	\$ 115,583.23			23	
Hours; Rate	1,950	\$ 48.82	\$ 50.73	\$ 52.73	\$ 54.80	\$ 56.99	\$ 59.27				
Building Maintenance Supervisor (40 hrs)		\$ 69,229.75	\$ 71,919.79	\$ 74,712.54	\$ 77,629.84	\$ 80,721.97	\$ 83,965.97			7	
Hours; Rate	2,080	\$ 33.28	\$ 34.58	\$ 35.92	\$ 37.32	\$ 38.81	\$ 40.37				
Traffic Engineer Supervisor		\$ 74,492.92	\$ 77,476.88	\$ 80,176.75	\$ 83,795.52	\$ 87,147.69	\$ 90,634.25			2	
Hours; Rate	1,950	\$ 38.20	\$ 39.73	\$ 41.12	\$ 42.97	\$ 44.69	\$ 46.48				
Parks Manager		\$ 78,960.66	\$ 82,052.79	\$ 85,262.91	\$ 88,611.81	\$ 92,156.28	\$ 95,843.88			8	
Hours; Rate	2,080	\$ 37.96	\$ 39.45	\$ 40.99	\$ 42.60	\$ 44.31	\$ 46.08				
Parks Supervisor		\$ 70,599.90	\$ 73,358.77	\$ 76,230.19	\$ 79,204.31	\$ 82,372.92	\$ 85,666.09			9	
Hours; Rate	2,080	\$ 33.94	\$ 35.27	\$ 36.65	\$ 38.08	\$ 39.60	\$ 41.19				
Senior Account Clerk Typist		\$ 48,237.17	\$ 50,167.83	\$ 52,167.34	\$ 54,258.62	\$ 56,427.48	\$ 58,685.93			16	
Hours; Rate	1,950	\$ 24.74	\$ 25.73	\$ 26.75	\$ 27.82	\$ 28.94	\$ 30.10				
Payroll Supervisor		\$ 50,974.19	\$ 52,932.17	\$ 54,964.45	\$ 57,164.99	\$ 59,450.77	\$ 61,827.22			21	
Hours; Rate	1,950	\$ 26.14	\$ 27.14	\$ 28.19	\$ 29.32	\$ 30.49	\$ 31.71				
Operations Assistant		\$ 33,180.80	\$ 34,754.18	\$ 36,327.56	\$ 37,903.12	\$ 39,417.51	\$ 40,995.25			14	
Hours; Rate	1,950	\$ 17.02	\$ 17.82	\$ 18.63	\$ 19.44	\$ 20.21	\$ 21.02				
Contract (Part-Time) Assessor		Negotiated on a case by case basis								20	
Hours; Rate											
Director of Technology & Communications		\$ 85,843.10	\$ 89,277.22	\$ 92,847.91	\$ 96,561.74	\$ 100,425.26	\$ 104,441.74			10	
Hours; Rate	1,950	\$ 44.02	\$ 45.78	\$ 47.61	\$ 49.52	\$ 51.50	\$ 53.56				
Senior Account Clerk/Deputy Registrar		\$ 49,184.47	\$ 51,144.64	\$ 53,194.40	\$ 55,321.74	\$ 57,409.75	\$ 58,683.75			18	
Vital Statistics		\$ 25.22	\$ 26.23	\$ 27.28	\$ 28.37	\$ 29.44	\$ 30.09				
Hours; Rate	1,950										
Mechanic IV		\$ 78,960.66	\$ 82,052.79	\$ 85,262.91	\$ 88,611.81	\$ 92,156.28	\$ 95,843.88			25	
Hours; Rate	2,080	\$ 37.96	\$ 39.45	\$ 40.99	\$ 42.60	\$ 44.31	\$ 46.08				
Appraiser Trainee		\$ 48,055.79	\$ 50,220.28	\$ 52,144.38	\$ 54,144.98	\$ 56,311.65	\$ 58,565.74			26	
Hours; Rate	1,950	\$ 24.64	\$ 25.75	\$ 26.74	\$ 27.77	\$ 28.88	\$ 30.03				
Part-Time Assessor		30 hours/pay period, over 30 hours requires approval w/ explanation \$55.00/hr rate - rate is high and was in lieu of benefits but was added to the JCAA Bargaining unit without rate adjustment in error Must work scheduled day BEFORE and AFTER holiday to receive holiday pay - no exceptions Vacation, Sick and Personal time earned at 50% of Full-Time									
Part-Time Assessor		10 hours/pay period, over 10 hours requires approval w/ explanation \$38.40/hr rate - rate is high and was in lieu of benefits but was added to the JCAA Bargaining unit without rate adjustment in error Must work scheduled day BEFORE and AFTER holiday to receive holiday pay - no exceptions Vacation, Sick and Personal time earned at 25% of Full-Time									

City of Jamestown

Salary Schedule

Prepared by: E. Thomas, Comptroller

JCAA CONTRACT

JOB TITLE	2.75%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	Position Listed # In Contract	Position Currently Held by
	2029	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6				
Operations Engineer		\$ 93,040.34	\$ 96,691.36	\$ 100,487.85	\$ 104,441.14	\$ 108,619.41	\$ 112,964.74			6	
Hours; Rate	2,080	\$ 44.73	\$ 46.49	\$ 48.31	\$ 50.21	\$ 52.22	\$ 54.31				
Street and Sewer		\$ 82,061.14	\$ 85,272.41	\$ 88,617.74	\$ 92,092.64	\$ 95,776.62	\$ 99,607.19			4	
Supervisor		\$ 39.45	\$ 41.00	\$ 42.60	\$ 44.28	\$ 46.05	\$ 47.89				
Hours; Rate	2,080	\$ 39.45	\$ 41.00	\$ 42.60	\$ 44.28	\$ 46.05	\$ 47.89				
Senior Civil Engineer		\$ 99,001.52	\$ 102,890.05	\$ 106,934.24	\$ 111,139.79	\$ 115,583.98	\$ 120,206.56			23	
Hours; Rate	1,950	\$ 50.77	\$ 52.76	\$ 54.84	\$ 56.99	\$ 59.27	\$ 61.64				
Building Maintenance		\$ 71,998.94	\$ 74,796.58	\$ 77,701.04	\$ 80,735.03	\$ 83,950.85	\$ 87,324.61			7	
Supervisor (40 hrs)		\$ 34.61	\$ 35.96	\$ 37.36	\$ 38.81	\$ 40.36	\$ 41.98				
Hours; Rate	2,080	\$ 34.61	\$ 35.96	\$ 37.36	\$ 38.81	\$ 40.36	\$ 41.98				
Traffic Engineer		\$ 77,472.64	\$ 80,575.96	\$ 83,383.82	\$ 87,147.34	\$ 90,633.60	\$ 94,259.62			2	
Supervisor		\$ 39.73	\$ 41.32	\$ 42.76	\$ 44.69	\$ 46.48	\$ 48.34				
Hours; Rate	1,950	\$ 39.73	\$ 41.32	\$ 42.76	\$ 44.69	\$ 46.48	\$ 48.34				
Parks Manager		\$ 82,119.09	\$ 85,334.90	\$ 88,673.43	\$ 92,156.28	\$ 95,842.53	\$ 99,677.64			8	
Hours; Rate	2,080	\$ 39.48	\$ 41.03	\$ 42.63	\$ 44.31	\$ 46.08	\$ 47.92				
Parks Supervisor		\$ 73,423.90	\$ 76,293.12	\$ 79,279.40	\$ 82,372.48	\$ 85,667.84	\$ 89,092.73			9	
Hours; Rate	2,080	\$ 35.30	\$ 36.68	\$ 38.12	\$ 39.60	\$ 41.19	\$ 42.83				
Senior Account Clerk		\$ 50,166.66	\$ 52,174.54	\$ 54,254.03	\$ 56,428.96	\$ 58,684.58	\$ 61,033.37			16	
Typist		\$ 25.73	\$ 26.76	\$ 27.82	\$ 28.94	\$ 30.09	\$ 31.30				
Hours; Rate	1,950	\$ 25.73	\$ 26.76	\$ 27.82	\$ 28.94	\$ 30.09	\$ 31.30				
Payroll Supervisor		\$ 53,013.16	\$ 55,049.46	\$ 57,163.03	\$ 59,451.59	\$ 61,828.80	\$ 64,300.31			21	
Hours; Rate	1,950	\$ 27.19	\$ 28.23	\$ 29.31	\$ 30.49	\$ 31.71	\$ 32.97				
Operations Assistant		\$ 34,508.03	\$ 36,144.35	\$ 37,780.66	\$ 39,419.24	\$ 40,994.21	\$ 42,635.06			14	
Hours; Rate	1,950	\$ 17.70	\$ 18.54	\$ 19.37	\$ 20.21	\$ 21.02	\$ 21.86				
Contract (Part-Time)		Negotiated on a case by case basis								20	
Assessor											
Hours; Rate											
Director of Technology		\$ 89,276.82	\$ 92,848.31	\$ 96,561.83	\$ 100,424.21	\$ 104,442.27	\$ 108,619.41			10	
& Communications		\$ 45.78	\$ 47.61	\$ 49.52	\$ 51.50	\$ 53.56	\$ 55.70				
Hours; Rate	1,950	\$ 45.78	\$ 47.61	\$ 49.52	\$ 51.50	\$ 53.56	\$ 55.70				
Senior Account		\$ 51,151.85	\$ 53,190.43	\$ 55,322.18	\$ 57,534.61	\$ 59,706.14	\$ 61,031.10			18	
Clerk/Deputy Registrar		\$ 26.23	\$ 27.28	\$ 28.37	\$ 29.50	\$ 30.62	\$ 31.30				
Vital Statistics		\$ 82,119.09	\$ 85,334.90	\$ 88,673.43	\$ 92,156.28	\$ 95,842.53	\$ 99,677.64			25	
Hours; Rate	1,950	\$ 39.48	\$ 41.03	\$ 42.63	\$ 44.31	\$ 46.08	\$ 47.92				
Mechanic IV		\$ 49,978.02	\$ 52,229.09	\$ 54,230.16	\$ 56,310.78	\$ 58,564.12	\$ 60,908.37			26	
Hours; Rate	2,080	\$ 25.63	\$ 26.78	\$ 27.81	\$ 28.88	\$ 30.03	\$ 31.24				
Appraiser Trainee		\$ 25.63	\$ 26.78	\$ 27.81	\$ 28.88	\$ 30.03	\$ 31.24				
Hours; Rate	1,950	\$ 25.63	\$ 26.78	\$ 27.81	\$ 28.88	\$ 30.03	\$ 31.24				
Part-Time Assessor		30 hours/pay period, over 30 hours requires approval w/ explanation \$55.00/hr rate - rate is high and was in lieu of benefits but was added to the JCAA Bargaining unit without rate adjustment in error Must work scheduled day BEFORE and AFTER holiday to receive holiday pay - no exceptions Vacation, Sick and Personal time earned at 50% of Full-Time									
Part-Time Assessor		10 hours/pay period, over 10 hours requires approval w/ explanation \$38.40/hr rate - rate is high and was in lieu of benefits but was added to the JCAA Bargaining unit without rate adjustment in error Must work scheduled day BEFORE and AFTER holiday to receive holiday pay - no exceptions Vacation, Sick and Personal time earned at 25% of Full-Time									

APPENDIX D HEALTH AND WELLNESS PROGRAM

The Good Life Program

The Good Life Program is a voluntary wellness program offered to the employees and retirees of the City of Jamestown. It is a three (3) step program. In 2020 if you decide to participate in this three step program and successfully complete all the required steps of the plan, you will pay 22% of the plan premium for the calendar year. If you do not participate in the Good Life or if you do not complete all the required steps you will pay 28% of the plan premium. This adjustment will occur as of April 1, 2020.

In 2021 if you decide to participate in this three step program and successfully complete all the required steps of the plan, you will pay 23% of the plan premium for the calendar year. If you do not participate in the Good Life or if you do not complete all the required steps you will pay 29% of the plan premium. This adjustment will occur as of April 1, 2021.

In 2020 if you are enrolled in the Hybrid plan and decide to participate in this three step program and successfully complete all the required steps of the plan, you will pay 18% of the plan premium for the calendar year. If you do not participate in the Good Life or if you do not complete all the required steps you will pay 25% of the plan premium. This adjustment will occur as of April 1st in each year you are enrolled in the Hybrid Plan.

The first two steps of The Good Life are:

Step 1 – Health Screening – height, weight, blood pressure, cholesterol and glucose

You may attend a Health Screening event (date and time to be determined) at the Municipal Building. Once a date and time has been selected, you must contact Beth Ecklund at 716-483-7610 to schedule a time.

OR

You may use the Physician Verification Form. You will need to schedule an appointment with your primary care physician to have them fill out the form for you. If you have seen your primary care physician between July 1, 2014 and January 2015, you do not need to schedule a new appointment. You may take the Physician Verification Form to your Dr.'s office and have them fill in the information required using the information they have on file from your visit in the last six months. You are responsible to mail the original copy of the form to the address provided on the form to BlueCross BlueShield (BCBS). **PLEASE KEEP A COPY FOR YOUR RECORDS. The health screening must be completed by March 31st. The form must be postmarked by March 31st.**

Step 2 – Health Assessment

Please use the enclosed instructions to access the Health Assessment on line at bcbswny.com. You will need to register as a member and complete the Health Assessment. The Health Assessment is a series of multiple choice questions about your health. If you need help with the Health Assessment you may schedule a time with Beth Ecklund and she will help you complete the assessment. You may also call the number on the back of your BCBS identification card and a customer service representative will be happy to assist. **The Health Assessment will need to be completed by March 31st.**

If you complete these two steps by March 31st, in 2015 you will continue to pay 18% of the plan premium and in 2016 you will pay 19% of the plan premium. If you do not complete both of these steps you will begin paying the increased plan premium as of April 1st.

After completing the first two steps of The Good Life you will be contacted by BCBS to inform you if you must complete the third and final step of The Good Life program, Health Coaching. If you do have to participate in this step a BCBS Health Coach will contact you. Please see the enclosed information on Health Coaching.

You will have until July 31st, to complete the Health Coaching. If you are required to complete the third step and fail to do so you will begin paying the increased premium of as of August 1st.



APPENDIX F
JAMESTOWN CITY ADMINISTRATIVE ASSOCIATION
GRIEVANCE FORM

INFORMAL STAGE: *The aggrieved party shall present in writing his grievance within **fourteen (14) working days** of the time the party knew or should have known of the alleged grievable incident to his immediate supervisor who shall informally discuss the grievance with the aggrieved individual.*

Grievant or Grievants Name(s) _____ Position: _____

Immediate Supervisor's Name: _____ Department: _____

Date on which the alleged violation(s) occurred: _____

Specific provision(s) and page number(s) of the Agreement alleged to have been violated:

Statement of grievance: _____

Remedy desired: _____

☐ **STAGE 1: Supervisor—Written Decision**

Date of Written Presentation: _____

Date of Response: _____

Association Representative: _____

☐ **STAGE 2: Mayor (Chief Executive Officer)**

Date of Formal Presentation: _____

Date of Response (Copy Attached): _____

Association Representative: _____

☐ **STAGE 3: Binding Arbitration**

Date of filing: _____

Association has 45 days from receipt of Mayor's decision to file.

Copies to: Grievant; Grievance Chairperson; President, JCAA; Supervisor (at Stage 1 Written)

APPENDIX G

APPLICATION FOR TUITION AUTHORIZATION AND REIMBURSEMENT

Name: _____ Department: _____
Position Title: _____ Date of Employment: _____
Home Address: _____ Phone: _____
Work Shift: _____
Degree of Education Level Presently: _____
Course Title(s) and No(s): _____ Credit Hours: _____

College or University: _____
Address: _____
Times/Dates Offered: _____
Tuition Amount: _____
Relationship to Job: _____
(Briefly describe skills, knowledge, capabilities to be acquired: _____

I hereby apply for authorization to attend the above listed job-related course with tuition reimbursement and/or laboratory fee reimbursement to be applied for upon submission of evidence of satisfactory completion (grade "C" or better) of the course. I will attend the classes during off-duty hours and will make no claim upon the City for wages, benefits, travel expenses, books, or fees incidental to my participation in this course. I certify that I will not apply for educational assistance under any other program for attendance at this course(s), and if any assistance is received, I will promptly repay the City's tuition payment. I understand that specific approval must be received from the City Council prior to the start of the classes.

Date: _____

Employee Signature

Department Head Approval: _____ Date: _____

Finance Committee Approval Date: _____

Council Resolution Date: _____



CITY
OF
JAMESTOWN
OFFICE OF THE CITY CLERK/TREASURER

Jennifer R. John
City Clerk/Treasurer

202607A11

BY COUNCILMAN ENGQUIST:

WHEREAS, the City of Jamestown and the Jamestown City Administrative Association (JCAA) Bargaining Unit representing employees in the City's Department of Public Works, Assessor's Office, and Comptroller's Office, have, through negotiations, reached the terms of a tentative collective bargaining agreement; and

WHEREAS, the City Council has reviewed and considered the terms of the tentative agreement; now, therefore, be it

RESOLVED, that the terms of the tentative collective bargaining agreement be, and hereby are, approved; and be it further

RESOLVED, that the Mayor be, and hereby is, authorized to execute a collective bargaining agreement with the Jamestown City Administrative Association (JCAA) Bargaining Unit for the period of January 1, 2026, through December 31, 2029, subject to review and approval as to form by the Corporation Counsel.

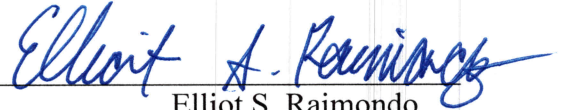
Carried: 8 – 0

I, Jennifer R. John, City Clerk/ Treasurer of the City of Jamestown, New York, do hereby certify that the above resolution is a true and correct copy of the resolution adopted by the City Council of the City of Jamestown at the regular meeting held July 27, 2026

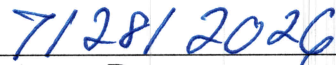
July 28, 2026 Jennifer R. John, City Clerk/Treasurer

CERTIFICATE OF CORPORATION COUNSEL

In accordance with the Charter of the City of Jamestown, the undersigned Corporation Counsel of the City of Jamestown hereby certifies that the above instrument is in due and proper form and that the City of Jamestown, through the officer named herein, has the right to enter into this agreement.



Elliot S. Raimondo
Corporation Counsel



Date

- Agreement: Labor Contract
- Project: Contract Running from January 1, 2026 – December 31, 2029 (4 years)
- Parties: City of Jamestown and Jamestown City Administrative Association (JCAA)