

shifts most closely approximate the new shifts shall have, if practicable, priority according to their seniority in filling vacancies on the new shift. A complaint with respect to such changes shall constitute a grievance subject to the grievance procedure under this Agreement.

SECTION 8.

For Home Aides who are not assigned to a normal Monday through Friday work week there shall be an equitable rotation of weekend and holiday assignments.

SECTION 9.

Work schedules for employees in the Houseparent occupational group shall be posted two (2) weeks in advance. No changes shall occur in these schedules except in an emergency.

SECTION 10.

In lieu of the provisions of Article III, Section 2 of the Citywide Agreement [Holiday Premium Pay] or any successor agreement thereto, employees in the Juvenile Counselor Occupational Group assigned to "seven day work charts" shall receive two (2) "chart days" off every six (6) weeks. In addition, such Employees assigned to "seven day work charts" which include a shift overlap shall receive an additional "chart day" off every nine (9) weeks. Such "chart days" shall be fixed as a part of the aforementioned "seven day charts." The Department of Juvenile Justice shall inform the Union in advance of any modifications of the work charts.

SECTION 11.

Where feasible, Employees shall be assigned to a schedule to enable them to attend school. This provision shall not be subject to the grievance procedure.

SECTION 12.

In the Human Resources Administration, transfers and transfer requests shall be for specific shifts, but in no event shall such work schedule be considered permanent.

ARTICLE X – HOLIDAYS AND LEAVE

SECTION 1.

In the scheduling of vacations for Employees pursuant and subject to the vacation policy and procedures of the respective agency, the Employer agrees that all authorized vacation picks for Employees shall be by seniority in the employees' Civil Service title, including all uninterrupted provisional and temporary time. Choice for Employees assigned to work units which require unit-wide coverage shall be determined by title seniority among Employees in the respective unit. Choice for Employees assigned to work units which require broader coverage shall be determined by title seniority among affected Employees.

SECTION 2.

a. The Human Resources Administration shall authorize leave with pay for Employees to attend approved work related conferences with preference given to the most senior employee in title who has not attended another conference within the calendar year preceding the first day of the conference. The Administrator/Commissioner or the Office or person delegated by the Administrator/Commissioner shall make the determination of those titles and functions which are eligible for attendance, and the number of days to be credited under conference leave provisions. Whole bureaus shall not be excluded from attending a specific conference except by the determination of the Administrator/Commissioner or the Office or person delegated to make such determinations. The HRA retains the right to limit authorization for leave to attend such conferences based upon staff needed in specific locations.

b. Employees of other agencies may obtain leave with pay to attend approved work related conferences upon the approval of the agency head or his or her designee(s).

c. The Union and the Employees shall be notified sufficiently in advance of approved conferences.

d. Time required and spent by an Employee in traveling to and from an approved conference or educational seminar during his or her normal work schedule shall be included in any paid leave of absence granted for such purpose by the Employer, provided that the employee travels to and from the conference by the most expeditious means.

SECTION 3.

All Employees of the Human Resources Administration shall be permitted to take annual leave and sick leave allowances as such allowances accrue, subject to the rules and regulations of the agency.

SECTION 4.

The Employer agrees for Employees in the Human Resources Administration to consider, upon application of the Employee involved, the granting of up to one (1) additional year of leave-of-absence for purposes of child care, beyond the three (3) years of combined confinement and child care leave, pursuant to Section 5.1 of the Leave Regulations.

SECTION 5.

Decisions on requests for annual leave or for leave with pay to attend approved conferences pursuant to Article X, Section 2, shall be made within seven (7) working days of submission except for requests which cannot be approved at the local level or requests for leave during the summer peak vacation period or other such periods for which the Employer has established and promulgated a schedule for submission and decision of leave requests.

SECTION 6.

All Employees shall be notified by posting on bulletin boards of professional enhancement programs authorized by the Agency and relevant to their title and program with equal opportunity to apply for same regardless of location or bureau.

SECTION 7.

Vacations for Employees in Juvenile Counselor occupational group may be taken at any time of the year subject to the approval and staffing needs of the Agency.

SECTION 8.

Employees requesting leave without pay shall receive a definitive response from the Agency within thirty (30) calendar days of the date of submission.

ARTICLE XI – TRANSPORTATION AND REIMBURSEMENT

SECTION 1.

Each Employee who is assigned to a car territory shall be supplied by the Employer with a sign suitable for display from a car visor and/or windshield. Such sign shall bear the words "Official Business...(Department or Agency)" and shall bear a reproduction of the Official Seal.

SECTION 2.

The Employer shall make every possible effort to provide free parking facilities close to the work location for employees assigned to car territory assignments.

SECTION 3.

Employees shall be reimbursed for actual expenses for transportation in the field on bus, subway, or elevated lines over the fastest route of such transportation when the distance to be traveled by any mode is six (6) city blocks or more or the equivalent.

SECTION 4.

All money for the reimbursement of Employee expenses not collected by an Employee within two (2) months following its availability, shall be mailed to the home of the Employee, whether or not such Employee's services have terminated.

SECTION 5.

Employees who are authorized and required to spend part of a work day at a school shall be reimbursed for necessary transportation between the school and the Employee's work location.

SECTION 6.

An Imprest Fund to pay in advance for the transport of children shall be continued. Any Employee authorized and required to transport a minor child after 4:00 p.m. may use a taxi to do so (within the New York City limits and the counties of Nassau, Suffolk, Westchester, Rockland, Bergen, Union, Hudson, Middlesex and Essex) and shall be entitled to use a taxi to return from the transport destination to the Employee's home.

When an Employee is authorized and required to transport a minor child after 4:00 p.m. to other than the above listed counties: 1) he/she may use taxis to the public transportation's embarkation point; 2) from the public transportation's debarkation point to the transport destination; 3) from the transport destination back to public transportation, and 4) from the public transportation's debarkation point in the New York City area back to the Employee's home.

SECTION 7.

Every effort shall be made to maintain sufficient sums in the Imprest Fund so that Employees authorized and required to transport a minor child or adult shall be able to do so without using their personal funds.

SECTION 8.

Employees in the titles Community Assistant, Community Associate and Community Coordinator shall be reimbursed for all authorized and required job related expenses. Such authorization shall be in writing.

SECTION 9.

Any field worker assignment in the Human Resources Administration which contains a substantial number of cases, the addresses for which are not readily accessible to public transportation, shall be considered a car territory assignment.

SECTION 10.

Any Employee required by HRA to transport an adult shall be provided with transportation by HRA or given taxi fare in lieu thereof.

ARTICLE XII – LABOR MANAGEMENT COMMITTEE

SECTION 1.

a. The Employer and the Union, having recognized that cooperation between management and employees is indispensable to the accomplishment of sound and harmonious labor relations, shall jointly maintain and support a labor-management committee in each of the agencies having at least fifty (50) employees [For the Human Rights Specialist occupational group, the number of Employees shall be ten (10)].

b. Each labor-management committee shall consider and recommend to the agency head changes in the working conditions of the Employees within the agency, including developments in the reorganization of the Human Resources Administration and the