MEMORANDUM OF AGREEMENT

(2012-2017)

IT IS HEREBY AGREED, by and between the bargaining team for the Town of Bedford ("Town") and the bargaining team for the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, Local 456, I.B.T., Blue Collar Unit ("Union") that, subject to the ratification by the Town Board of the Town of Bedford and the membership of the Union (which ratification the members of both bargaining teams agree to recommend), the following shall constitute the terms and conditions of the successor agreement to the collective bargaining agreement ("CBA") between the parties covering the period January 1, 2010 to December 31, 2011.

1. Term of Agreement: January 1, 2012 to December 31, 2017. All terms of the 2009 Collective Bargaining Agreement, as amended in a Memorandum of Agreement dated November 19, 2010, except as modified hereafter, shall constitute the terms and conditions of the new Collective Bargaining Agreement between the parties.

2. Salary:

   a) 2012 – 0%

      2013 – 0%

      2014 – 2.5% increase of 2013 rates effective 1/1/14

      2015 – 2.5% increase of 2014 rates effective 1/1/15

      2016 – 2.35% increase of 2015 rates effective 1/1/16

      2017 – 2.35% increase of 2016 rates effective 1/1/17

   b) A one-time non-recurring payment of $1,150 will be paid to each unit member within 30 days of full ratification of this Agreement.

c) New Employee Salary Scale - Appendix "A" to reflect that the following shall apply for all unit members hired on or after full ratification of this Agreement:

Years of Years of Employment	% of Contract Scale
First	85%
Second	90%
Third	95%
Fourth and thereafter	100%

3. Health Insurance Contribution during active employment:

a) For existing unit members as of full ratification:

2012 – 0%

2013 – 0%

2014 – Effective 1/1/14 - 0.75% of employee's base salary

2015 – Effective 1/1/15 - 1.5% of employee's base salary

2016 – Effective 1/1/16 - 2.0% of employee's base salary

2017 – Effective 1/1/17 – 2.0% of employee's base salary

b) New Employees Hired After Full Ratification

Base Salary and Longevity	% of Premium Contribution
Range: Up to $59,000	10%
60,000 and above	15%

4. Health Insurance Buyout: $5,000 commencing with next rotation after full ratification of this Agreement (no health insurance contribution is required during any buyout period when a unit member elects to drop coverage).

5. Retiree Health Insurance:

A. The benefits as stated in the expired Contract will apply to all unit members employed as of the full ratification of this Agreement.

B. For new unit members hired after full ratification of this Agreement, 10% of premium to be paid after retirement from Town employment into the State Employees Retirement System.

6. Welfare Fund – Town contribution to increase by $50 per year in 2014, 2015, 2016 and 2017.

7. Vehicle Use Policy; per attached Appendix.

July 8, 2014

FOR THE TOWN BARGAINING TEAM	FOR THE UNION BARGAINING TEAM
Chris Burdick, Supervisor	Louis A Cicani
	Michael Rouffart

Town of Bedford
VEHICLE USE POLICY
Adopted July 1, 2014

This Policy applies to all employees of the Town of Bedford (the "Town"). The Town maintains a vehicle fleet to assist employees in the performance of their duties and in the timely delivery of local government services. This fleet consists of a wide variety of vehicles and equipment that are utilized in a number of different circumstances.

The purpose of this policy is to ensure the safe and legal use of Town vehicles and that such vehicles, except as provided in this policy, are used exclusively for Town business.

I. General Provisions Applying to All Vehicle Use

1) Employees are not permitted, under any circumstance, to operate a Town vehicle when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication by drugs and/or alcohol. No drugs or alcohol shall be permitted in any Town vehicle unless the employee produces medical documentation that drugs s/he takes do not impair his/her ability to drive. The exception is for police officers during the performance of their official duties.

2) Employees who drive a Town vehicle must obey the "rules of the road" including, but not limited to: obeying all traffic and parking regulations, ordinances and laws. (Exceptions are ambulance and fire department members during the course of an emergency response; police officers during the performance of their official duties.)

3) All employees and passengers must use seat belts and shoulder restraints (if available) whenever they operate or ride in a Town vehicle. The exception is for police officers under General Order 106-9 and when a police officer is dealing with a combative prisoner that they are unable to buckle in.

4) Employees must follow the New York State laws banning use of any portable electronic device while operating a motor vehicle when such vehicle is in motion. A "portable electronic device" means any hand-held mobile/cell phone, personal digital assistant, handheld devise with mobile data access, laptop computer, pager, broad-band personal communication device, two-way messaging device, electronic game, or portable computing device. "Using" means holding a portable electronic device while, viewing, taking or transmitting images, playing games, or composing, sending, reading, viewing, accessing, browsing, transmitting, saving or retrieving email, text messages, or other electronic data. (Exceptions are ambulance and fire department

members during the course of an emergency response; police officers during the performance of their official duties.)

5) Employees operating a Town vehicle shall not smoke in such Town vehicle nor shall smoking be permitted by any passengers in such vehicle. It shall be the employee's responsibility to maintain the security of the vehicle and its contents at all times it is in his or her possession. Drivers must also make sure that the vehicle is kept clean. No vehicle should be driven unless it is safe for the road.

6) Employees are responsible for payment of any driving or parking violation, citations or infractions and fines that result there from, unless the payment of such fines by the Town is approved by the Town Supervisor. Employees who are issued violations, citations or infractions for any offense while using a Town vehicle must notify their department head immediately when practicable, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action. An employee who is assigned a Town vehicle and who is arrested for or charged with a motor vehicle offense which results in the suspension or revocation of his or her driver's license, whether in his or her personal vehicle or in a Town vehicle, must notify his or her supervisor within 24 hours, or if not possible within 24 hours, as soon thereafter as possible . Conviction for such an offense may be grounds for loss of Town vehicle privileges and/or further disciplinary action.

7) Employees driving a Town vehicle may claim reimbursement for parking fees (not fines), tolls and fuel and other expenses directly incurred for business purposes. All requests for reimbursement must be approved by the employee's department head.

8) Except as provided in section II and III herein for limited passenger use for commutation, Town vehicles may only be used for legitimate Town business.

9) Each Town vehicle, with the exception of police vehicles, is to bear the Town of Bedford seal (unless the Town Supervisor allows otherwise based on past practice for certain employees using Class I or Class II passenger vehicles assigned to them).

10) The department head needs to ensure that there is adequate availability of vehicles before allowing an employee to use a Town vehicle for an overnight conference which is necessary to attain or renew licensing or certification necessary to perform such employee's Town work responsibilities.

11) The Town will provide Defensive Driver Training for all employees who drive Town vehicles on a regular or incidental basis. This training is mandatory and employees must make every effort to maintain their defensive

driver certification. If any employee has attained this certification on their own, they must provide the Town with a certificate of completion.

12) Employees must report to their department head/supervisor any accident, theft, or damage involving a Town vehicle, regardless of the extent of damage or lack of injuries. A Supervisor's Review of Accident or Injury should be completed as soon as possible but no later than two business days after the accident. If the accident involves an employee with a CDL license, the procedures under the Town's DOT Drug and Alcohol Policy will be followed accordingly.

13) The Town reserves the right to install in any Town vehicle a GPS tracking device.

14) Mechanics are allowed to drive any Town vehicle when they are in the process of servicing the vehicle.

15) Employees must observe the Town of Bedford's Diesel and Gas Vehicle Anti-Idling Policy (effective 04/01/08).

16) Failure to comply with any and all provisions of this policy may result in disciplinary action, up to and including, removal of Town vehicle privileges, suspension and/or termination of employment.

II. Limited Use of Vehicles for Commutation

Class I: Passenger vehicles assigned to department heads with designated managerial positions – Commissioner & Deputy Commissioner of Department of Public Works, Supervisor of Recreation & Parks, Assessor, Director of Planning, Building Inspector, and Chief of Police.

Authorization: Town Supervisor

Restrictions: Permitted for business use. Using the passenger vehicles for commuting has been established for some managerial positions upon their appointment. Incidental stops within a reasonable distance of route to and from the work site are permitted. Use of such vehicle is restricted to travel within a one hundred (100) mile radius of the Town of Bedford. No person other than such department head may use such vehicle, except upon written request to the Town Supervisor and the Town Supervisor's written approval. Such request shall specify the destination, purpose and approximate time/duration of use. No unauthorized/non-town employee/non-work related passengers are permitted in the vehicle except upon written request to the Town Supervisor and the Town Supervisor's written approval.

Class II: Passenger vehicles assigned to individuals with 24 hour on-call responsibilities.

Authorization: Department Head

Restrictions: Permitted for business use. Using the vehicles for commuting has been established for some forepersons upon their appointment. Incidental stops within a reasonable distance of route to and from the work site are permitted. No unauthorized/non-town employee/non-work related passengers are permitted in the vehicle. Restricted to travel within a one hundred (100) mile radius of the Town of Bedford.

III. Work Vehicles

Class III: Work vehicles.

As provided in this Policy, a Department Head, subject to Town Supervisor approval, may extend to a Town employee in his or her department the privilege of taking a Town passenger vehicle to his or her residence during non-working hours. This privilege may be offered on a temporary or long-term basis, contingent upon a satisfactory evaluation of certain criteria including scope of work responsibilities & duties; on call status; place of residence; assignment of work responsibilities and duties due to weather conditions; and, assignment of work duties associated with a particular job or project. The Department Head may extend to a Town employee in his or her department such privilege on an emergency basis, subject to exercise of reasonable discretion (Town Supervisor to be notified but Town Supervisor approval is not required).

Authorization: Department Head, subject to Town Supervisor approval (except in an emergency)

Restrictions: Permitted for work only. Vehicles will be picked up and properly dispatched from the appropriate departmental central facility and returned at the end of the assignment/day/shift. Incidental stops within a reasonable distance from the work site to purchase coffee, lunch, etc. is permitted. No unauthorized/non-Town employee/non-work related passengers are permitted in the vehicle.

All employees whose job requires the use of a Town vehicle during the work day will follow the guidelines below:

1) Employees must have a valid driver's license issued in the United States and such license must be suitable for the vehicle being driven, e.g., CDL for commercial vehicles. The Town will conduct a Department of Motor Vehicles ("DMV") check for any employee prior to the employee driving a Town Vehicle. Such check shall include a driving record check and verification of the existence of a valid driver's license. Before approving a driver, the department head must ensure that such DMV check has been completed.

2) An abstract of the driver's license must be obtained by the Town from the DMV annually and kept in the department files. Any violations of the traffic, transportation or motor vehicle laws for which an employee is convicted and results in the loss or suspension of the employee's driver's license must be reported by the employee to the department head for a determination as to whether that employee shall be permitted continued use of a Town vehicle.

Each department head is to furnish to the Town Supervisor, with a copy to the Personnel Director, a list of each employee in his or her department with Class I and Class II passenger use privileges and is to furnish an updated list following any change, as may be permitted under this policy. Such list is to identify the employee, the basis for such privilege (e.g., employment agreement or hire letter) and the vehicle assigned.

This policy was adopted by the Town Board on July 1, 2014.

Acknowledgment of Receipt of
Town of Bedford Vehicle Use Policy

I acknowledge that on this date I have read, understood and received a copy of the Town of Bedford Vehicle Use Policy adopted by the Town Board on July 1, 2014 and the Town of Bedford Anti Idling Policy adopted by the Town Board on April 1, 2008.

Print Name: _____

Signature: _____

Date: _____