Local 891 Financial Secretary Kevin Gallagher, Treasurer Richard Gorgoglione; Business Manager/President Robert Troeller; Recording Corresponding Secretary Frank Byrne and Vice President Jeffrey Bilek share a moment roasting Matthew Wile during his retirement party.
The greatest joy is the gift of giving. We, as a Union, will be giving gifts to school children in Manhattan. Many of these children are from modest or low income homes. We want to make this our best holiday party ever and a memorable day for the children. Pedro Arroyo and I have the distinction of being Santa this year. We invite you to share in this wonderful event with a gift for a child or a monetary donation that the Union will use to purchase a gift for a child. Your willingness and commitment to share with these children is proof positive that you and your families are the true Santas of the season! Shop for a toy in the price range of $30 to $35. If you cannot personally shop for a gift, you can make a monetary donation. We need to have a gift for each child at the school. It is only a reasonable request that each child receives a gift of equal value. Shop early and submit your gift to your Borough Chairman. Each Borough Chairman will be working with me to make this party a tremendous success.

Your Borough Chairman and District Stewards have the ages and genders. Therefore, we can make sure each child gets a gift.

Once again, we turn to our retirees and strongly encourage them to help us attain this large volume of gifts that we will need for the party. Your participation is needed if we are to be successful in this endeavor. If you wish to send a check for a child’s gift, the check is made payable to Local 891. Kindly mail it to: Peter Maddaloni; Custodian Engineer’s Office; 51-60 Marathon Parkway, Little Neck, New York 11362. If you need additional information, call Peter Maddaloni at (718) 455-9731 ext. 223.

I know we can count on each and every member of Local 891 to open their hearts this holiday season. A school full of children are counting on us. Let’s make their holidays happy ones. Thank you for your generosity and putting a smile on a child’s face with your holiday gift!

“A hundred years from now it will not matter what our bank account was, the sort of house we lived in, or the kind of car we drove, but the world may be different because we were important in the life of a child.”

Submitted By: Peter J. Maddaloni
Children’s Holiday Party Chairman
ALL PURCHASES MADE BY CUSTODIAN ENGINEERS SHALL BE MADE IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH BELOW:

i) All single purchases totaling over $250 must be made as follows:
   1) A Department of Education approved contract vendor.
   2) If available at a lower price than #1, a vendor on the approved vendor list from NYC DCAS, or its successor agency, for products, items or services approved for purchase.
   3) Where the product, item or service is available at a lower price than that offered by the sources above, from another vendor with pre-approval in writing by the respective Director of Facilities.
   4) Any product, item or service that is not available through #1 shall be procured according to the SOPM or Department of Education policies.

ii) The combined yearly purchase total from any single vendor not holding a contract as described in subdivision (i) above cannot exceed the amount of $2500.

iii) Any other purchases made outside the guidelines described above shall require written preauthorization from the respective Director of Facilities or his/her designee. A copy of the authorization shall be attached to the PO-2 when submitted. Such authorization should include the item, vendor and purchase price. This authorization will supersede and replace all requirements outlined in Section 6a), i) above for audit purposes.

(b) All equipment purchased during the course of employment shall belong to the Department of Education. All such equipment shall be returned to the Department of Education upon the termination of employment.

ANNUAL CHRISTMAS PARTY

BROOKLYN
The Boro of Brooklyn will be holding their Annual Christmas Party on Wednesday, December 9th, 2015 at Buckley’s Restaurant located on Nostrand Avenue and Avenue S, Brooklyn, New York. Cocktails begin at 5:30 p.m. Tickets are $75.00 per person. Contact:
Joseph Reilly (718) 253-1412.

BRONX/MANHATTAN
The Boros of the Bronx and Manhattan will be holding their Annual Christmas Party together on Thursday, December 10, 2015 at Rory Dolan’s; 890 McLean Avenue, Yonkers, New York. Cocktails begin at 5:30 p.m. Tickets are $75.00 per person. For more information please contact:
Bronx: Henry Witkowski (718) 231-7453
Manhattan: Michael Reilly (212) 348-3705

RICHMOND
The Boro of Richmond will be holding their Annual Christmas Party on Monday, December 7, 2015 at Canlon’s Restaurant, 1825 North Railroad Avenue, Staten Island, N.Y. 10306. Cocktails begin at 5:00 p.m. Tickets are 75.00 per person. For more information please contact:
Tim Thompson (718) 698-1215.

QUEENS
The Boro of Queens will be holding their Annual Christmas Party on Thursday, December 17, 2015 at at Giardino, 44-37 Douglaston Parkway, Douglaston, NY 11363. Cocktails begin at 5:00 p.m. Tickets are 75.00 per person. For more information please contact:
Gary Viola (718) 793-4238
Nicos Kodjapashis (718) 393-7089
Joseph Feminella (718) 347-0189

PURCHASING GUIDELINES

(a) All purchases made by Custodian Engineers shall be made in accordance with the requirements set forth below:

i) All single purchases totaling over $250 must be made as follows:
   1) A Department of Education approved contract vendor.
   2) If available at a lower price than #1, a vendor on the approved vendor list from NYC DCAS, or its successor agency, for products, items or services approved for purchase.
   3) Where the product, item or service is available at a lower price than that offered by the sources above, from another vendor with pre-approval in writing by the respective Director of Facilities.
   4) Any product, item or service that is not available through #1 shall be procured according to the SOPM or Department of Education policies.
HOSPITALIZATION

We would like to remind all members, that as EMPLOYERS we have certain obligations under COBRA laws. If one of your employees loses their health coverage through termination, resignation or reduction of work hours, you are responsible for notifying that employee’s welfare fund. The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows that individual to purchase the lost coverage on his own. They will pay approximately the same rate their welfare fund was paying.

To comply with this law you must be familiar with the eligibility requirements Local 32BJ and Local 94 have for medical benefits coverage. The requirement for coverage is different in each local. We have listed below the requirements for each local, as well as a notification address, and the information the local needs.

- **Local 94**- Members and their eligible dependants remain eligible for all Medical Benefits, provided by Local 94 I.U.O.E., for as long as they continue to work a minimum of 400 hours in each calendar quarter. Each quarter that the minimum hours are worked, covers them for the next quarter. The quarters run January thru March, April thru June etc. The period of coverage is delayed by one month. For example: 400 or more hours worked between January 1 and March 31st would cover that member from May 1st to July 31st. If an employee who was previously eligible for coverage drops below the requirements, notify: Health and Benefit Trust Fund of the I.U.O.E. Local 94, Mrs. Kathryn Fisler / Administrator, 337 West 44th Street, N.Y., N.Y. 10036. Include the employee’s Name, S.S.#, School # & Boro, the reason for the qualifying event, as well as the number of hours worked in the last quarter.

- **Local 32BJ**- Members must work 150 hours each P.O. period to extend benefits for themselves and all eligible dependants. They must work a minimum of 60 hours each P.O. period for individual coverage (no coverage for any dependants). If a member drops below these requirements for two (2) consecutive P.O. periods notify, Local 32BJ S.E.I.U. 101 Avenue of the Americas, New York, New York 10013, Department of Eligibility This includes notifying them if a member who was previously eligible for family coverage, drops to individual coverage eligibility. Include the employee’s Name, S.S.#, School # & Boro, the reason for the qualifying event, as well as the dates and number of hours worked on each of the last P.O.1’S.

This notification must be made within 30 days of the qualifying event.

With both Locals 94 and 32BJ, if the member is out on workers compensation or disability, his or her family will lose their medical benefits. Please be sure to inform your employees of this. If you have any questions, I can be reached at 718.455.9731 ext 261 or Hospitalization@local891.com.

Submitted By: Andrew Samberg, Hospitalization Committee Chairman

EXCEPTION COMMITTEE

Listed below is a excerpt from the Stipulation Agreement signed October 2009.

2. The Department of Education and Local 891 agree to the following:
   A. Each Custodian Engineer (CE) shall receive a notice of a request for records and a reminder by both US mail and e-mail. The CE will be given ninety (90) days to respond after receipt of the request. A reminder will be sent sixty (60) days after the provision of the first notice unless documents have already been received.

   B. i. After audit by Office of the Auditor General (OAG), the CE shall receive a “Draft Audit Report” unless no disallowances are identified, in which case the CE shall receive a “Final Audit Report.”

   ii. The CE shall have sixty (60) days after receipt of the “Draft Audit Report” to submit additional materials, explanations, or other proofs. CEs’ written requests for reasonable extensions submitted within the sixty (60) days will be granted by the OAG if he/she can show that he/she is awaiting relevant documentation (such proof shall be in the form of written correspondence between the CE and the other entity).

   iii. After examining any additional materials, explanations, or other proofs submitted, OAG shall issue a “Final Audit Report” within three months of submission of the records referred to in 2 B (i) or (ii) above in compliance with Article III, section 12 of the Local 891-Department of Education collective bargaining agreement.

   C. After OAG issues the “Final Audit Report” in 2B, OAG may revise the report upon (1) discovery of error on the part of OAG; (2) receipt of a new or revised expense report (P02) approved by the CE’s supervisor in DSF, provided, no such amendment will be accepted by OAG more than six months after the issuance of the Final Audit Report under Section 2B; (3) changes affecting the result of the audit, caused by a Department of Education office other than OAG or DSF; or (4) receipt of a revised workers compensation insurance carrier statement that will change the audit findings. In any of these circumstances, OAG will issue an “Amended Final Audit Report,” thereby starting the grievance process as provided in the Collective Bargaining Agreement Article III (8).

   D. The receipt by the CE of the “Final Audit Report” shall trigger the grievance mechanism as stated in the Collective Bargaining Agreement Article III (8).

   E. The CE shall have the right to produce any materials, explanations, or other proofs at the grievance hearing. If the matter proceeds to arbitration, the arbitrator shall have the right to exclude any materials, explanations, or other proofs that were not offered prior to arbitration, it being the intent of the parties that neither side be surprised by materials, explanations, or other proofs that the CE could have presented or had presented for him/her at the grievance hearing.

IN MEMORIAM

It is with deep regret we announce the passing of the following Brothers

WILLIAM O’ MALLEY
RETIRED CE LEVEL II M505
Condolences to:
Majorie O’Malley
300 10th Avenue
Spring Lake Heights, NJ 07762

OCTAVIO PEREZ
RETIRED CE LEVEL I M176
Condolences to:
Magalys Cabral Perez
175 West 90th St #9B
New York, NY 10024

JOHN ARATO
RETIRED CE LEVEL II K515
Condolences to:
Dianne Arato
410 Archer Street
Freeport, NY 11520

VARIABLE RATE

The Pension Committee reports that the unit value for the month of November 2015 is $89.630

Queensborough Chairman Peter Maddaloni and Local 891 Legislative Committee member Dan Danvers attended NY State Senator Tony Avella’s Birthday Fundraiser on Oct. 27, 2015.
PAYROLL & PERMITS

HOLIDAY

Wednesday, November 11 (Veterans Day); Thursday, November 26 and Friday, November 27 (Thanksgiving) are holidays for all CEs and their staff. Friday, November 27 is not in the schedule and therefore three (3) premium hours are reimbursable for one employee.

AFTER SCHOOL FEES

Please note the error in the October 2014 Gauge. In the 3:00 PM to 6:00 PM time frame for weekday activity, a school building 61,000 sq. ft and greater, the amount of units is unlimited.

ELECTION DAY

Tuesday, November 3, 2015 Election Day is a regular work day for all CEs and their staff. All employees in attendance on that day are entitled to receive a floating holiday. No permit is required for the Board of Elections. However, a space sheet must be submitted to receive a payment.

OVERLAPPING ACTIVITY

If a school building has overlapping activity where two separate groups are simultaneously using the school in two separate areas, the CE will be paid for labor only once.

REGISTER PERCENTAGE

CEs who are receiving 112 funds and transfer in the middle of a month will receive a pro-rated portion of the 112 monies for that assignment.

DOE SHOP MECHANICS

When CEs receive instruction to open their school buildings on weekends of after hours, for shop mechanic work, no permit is required. The CE will receive a work order number which should be written on the space sheet along with the trade in the Name of Organization area. Submit space sheet to Dorrien Bedford (Permit Unit) 44-36 Vernon Blvd., Long Island City, NY 11101.

Submitted By: Andrew Foti
Permit/Payroll Committee Chairman