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April 13, 2015

Kate Supron  
Mayor, Village of Cayuga Heights  
Marcham Hall  
836 Hanshaw Road  
Ithaca, NY 14850

Received  
Village of Cayuga Heights

APR 16 2015

*RE: FOIL Request*

Dear Mayor Supron,

Under the provisions of applicable New York and Federal Freedom of information laws, I hereby request the following:

1. Record(s) indicating all non-confidential, non-managerial job titles in the Village of Cayuga Heights currently unrepresented by a collective bargaining agent. These records should include as much of the following information as is available:

- a. Job Title
- b. Department or Division
- c. Number of positions currently occupied
- d. Number of vacancies, by position, if applicable
- e. Full or Part-time designation

2. Information regarding employees who currently occupy the above positions.

Please include:

First name  
Middle initial  
Last name  
Job title  
Work site address  
Worksite city  
Worksite zip code  
Worksite phone  
Date of hire  
Salary  
Unique employee ID

I request that the list be provided to me electronically in Excel format, if possible, and mailed on disc or cd-rom to my attention at the address below, or by electronic mail to the address indicated below. Please separate each field.

I agree to pay any reasonable copying and postage fees, not to exceed \$.25 per page of hard copy material. Please provide a receipt indicating the charges for each document.

As you know, the Freedom of Information Law requires that an agency respond to a request within five (5) business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

If for any reason any portion of this request is denied, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely, along with the name and address of the person or body to whom an appeal should be directed. *Also, in the case that any portion(s) of the requested information are denied, please provide all remaining information as requested as well as all segregable portions of otherwise exempt material.*

If you have any questions concerning this request, please contact AnneMarie Raymond via email at [cseafoilresponse@cseainc.org](mailto:cseafoilresponse@cseainc.org).

I look forward to receiving your initial response within 5 days as required by New York State law.

Thank you for your prompt attention and assistance.

Sincerely,



Aminata Stephens  
Deputy Director of Organizing  
CSEA - Civil Service Employees Association  
143 Washington Avenue  
Albany, NY 12210