

**THE STATE OPERATED SCHOOL DISTRICT  
CITY OF NEWARK**

**and**

**LOCAL 617  
SERVICE EMPLOYEES  
INTERNATIONAL UNION**

**MARCH 1, 2013 – JUNE 30, 2016**

**THE STATE OPERATED SCHOOL DISTRICT  
CITY OF NEWARK**

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State District Superintendent**

**SERVICE EMPLOYEES INTERNATIONAL UNION  
LOCAL 617  
OFFICERS AND EXECUTIVE BOARD  
MARCH 1, 2013**

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**PREAMBLE**

**WHEREAS, STATE OPERATED SCHOOL DISTRICT OF NEWARK IN THE COUNTY OF ESSEX, NEWARK NEW JERSEY** hereinafter the "Newark Public Schools") seeks to promote and maintain mutually harmonious relations between the State Operated School District and those of its employees who are represented by the SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 617 (hereinafter the "Union") and who may be affected by the terms of this Agreement; and

**WHEREAS,** the Legislature of the State of New Jersey has enacted into law, NJSA 34:13A-I et seq. of the Laws of New Jersey, known as the "New Jersey Employer-Employee Relations Act" and

**WHEREAS,** the Newark Public Schools are subject to the rules and regulations of the Merit System Board as set forth in Title I 1, N.J.S.A.; and

**WHEREAS,** the Newark Public Schools are subject to the provisions of Title 18A N.J.S.A. and the rules and regulations of the New Jersey Board of Education; and

**WHEREAS,** the parties heretofore have agreed to enter into an agreement which shall not be inconsistent with the aforesaid NJSA 34:13A-I et seq. or the rules and regulations of the New Jersey Department of Personnel, or Title 18A and the rules and regulations of the New Jersey State Board of Education; and

**WHEREAS,** the Union has presented proof that it represents a majority of the employees herein certified as an appropriate unit for purposes of collective negotiations;

**NOW, THEREFORE, THIS AGREEMENT** is made and entered into effect as March 1, two thousand and ten between the Newark Public Schools and the Union as follows:

**ARTICLE I**

**Section 1**

The Newark Public Schools hereby recognizes the Union as sole and exclusive bargaining agent for all full and part-time employees of the Newark Public Schools under the following categories:

<b><u>TITLE</u></b>	<b><u>CODE NO.</u></b>
Acct Clerk	001
Claims Exam W/C	005
Delivery Worker	014
Truck Driver	016
Account Clerk 2	018
Security Guard Bilingual	019
Personnel Clerk 2	022
Clerk Steno Admin. Office	024
Keyboarding Clerk 1	026
Clerk 1	028
Principal Account Clerk	041
Receptionist Typist	045
Senior Clerk Typist Bilingual	047
Senior Personnel Clerk Typist	054
School Nurse's Aide	055
Medical Translator	056
Principal Account Clerk	057
Principal Clerk Stenographer	060
Programmer	061
Keyboarding Clerk 1, Bilingual	065
Security Guard 12 month	069
Clerk 2	073
Keyboarding Clerk 2	074
Data Entry Operator 1	076
Statistical Typist	083
Stock Clerk	085

Stock Handler	086
Systems Analyst	095
Delivery Worker 2	098
Truck Driver 2	099
Employee Benefits Clerk	100
Media Technician	102
Senior Account Clerk	105
Electric Repairer	108
Offset Machine Operator	111
Clerk Steno Admin Office 2	117
Health Insurance Benefits Clerk	125
Keyboarding Clerk 3, 12 month	145
Keyboarding Clerk 1(2)	146
Sr. Data Control Clerk	147
Laborer 1	156
Sr. Maintenance Repairer	157
Clerk Inventory Control	163
Auto Mechanic	166
Sr. Public Information Asst.	167
Technician MIS	168
Mail Clerk	169
Public Information Asst.	172
Principal Payroll Clerk	178
Nurse's Aide 2	180
Payroll Clerk	182
Keyboarding Clerk 2, Bilingual	203
Security Guard 2 12 month	205
Senior Investigator	207
Senior Clerk Steno Bilingual	210
Senior Employee Benefits Clerk	211
Stock Clerk 2	213
Data Entry Operator 2	214
Senior Stock Clerk	215
Receptionist Typist 2	231

Laborer 1 (2)	239
Receptionist	258
Mail Clerk 2	262
Receptionist 2	263
Public Address System Operator	265
Receptionist Typist Bilingual	271
Fork Lift Operator	273
Custodial Worker Tues.-Sat. 2	278
Field Representative-Contract Compliance	286
Custodial Worker 2	288
Omnibus Operator 2 10 month	291
Personnel Clerk 2	292
Security Guard 2 10 month	296
Custodial Worker Tues.-Sat.	298
Custodial Worker	300
Clerk Steno Bilingual 2	301
Maintenance Repairer/Welder	302
Medical Records Clerk	303
Principal Public Info Asst.	310
Principal Clerk Typist-Bilingual	313
Omnibus Driver-10 month	314
Sr. Security Guard	320
Data Control Clerk	323
Lifeguard 2	335
Principal Employee Benefits Clerk	339
Sr. Computer Operator	342
D/P Programmer/Sys Analyst	361
Administrative Clerk	367
Senior Buyer	369
Buyer	370
Purchasing Assistant	378
Research Assistant	380
Computer Service Technician	389
Security Guard 10 month	401



Security Guard Bil. 10 month	402
Pension Benefits Clerk	414
Printing Operation Technician II	445
Bus Attendant	467
Health Insurance Benefits Clerk 2	489
Sr. Research Assistant	528
Accounting Assistant	822
Account Clerk	909
Lifeguard	957

INACTIVE TITLES

Architectural Assistant  
 Assistant Accountant  
 Assistant Budget Examiner  
 Assistant Buyer  
 Assistant Coordinator –Federal/State Aide  
 Assistant Personnel Technician  
 Assistant Personnel Technician Typing  
 Audio Visual Specialist  
 Benefit Coordinator  
 Bilingual Clerk Steno  
 Buyer Agency/Aide  
 Chauffeur  
 Clerk 3  
 Clerk Typist Bilingual  
 Clerk Typist Bilingual 2  
 Clerk Typist Part-time  
 Communication Operator  
 Community Relations Aide  
 Computer Operator  
 Custodial Worker TPAF  
 Customer Service Representative  
 Data Control Clerk/Typist  
 Data Entry Control Clerk  
 Data Entry Machine Operator  
 Electrical Repairer  
 Expeditor  
 Graphic Artist  
 Intrusion Alarm Specialist  
 Itinerant Bus Attendant

Laborer Maintenance  
Mechanic's Helper  
Medical Lab Technician  
Medical Laboratory Technician  
Nurse's Aide  
Office Appliance Operator  
Omnibus Operator 1  
Omnibus Operator 2  
Personnel Assistant Bilingual  
Personnel Clerk  
Personnel Clerk 2  
Personnel Clerk Typist Conf  
Principal Account Clerk Typing  
Principal Clerk  
Principal Clerk Bookkeeper  
Principal Clerk Steno-Bilingual  
Principal Clerk Typing  
Principal Data Control Clerk  
Principal Personnel Clerk  
Principal Personnel Clerk Typist  
Principal Personnel Clerk Typist Bilingual  
Receptionist Typing  
Receptionist Typing Bilingual 2  
Records Room Clerk  
School Nurse's Aide 2  
Security Guard Bilingual 2  
Security Guard TPAF  
Senior Account Clerk Typing  
Senior Audio Visual Technician  
Senior Claims Examiner  
Senior Clerk  
Senior Clerk Agency/Aide  
Senior Clerk Bookkeeper  
Senior Clerk Steno  
Senior Clerk Transcriber  
Senior Clerk Typing Bilingual  
Senior Clerk Typist  
Senior Data Entry Machine Operator  
Senior Employee Benefits Clerk  
Senior Librarian Assistant Typing  
Senior Librarian EDP  
Senior Microfilm Operator  
Senior Office Appliance Operator  
Senior Payroll Clerk  
Senior Personnel Clerk  
Senior Personnel Clerk Typing

Senior School Construction Inspector  
Steamfitter's Helper  
Telephone Operator Receptionist Typing  
Training Technician/Aide Typing  
Word Processing Operator

**Section 2**

Unless otherwise indicated, the term "employee" when used in this Agreement refers to all persons represented by the Union and defined as the negotiating unit.

**Section 3**

Any clause in the contract referring to Union Stewards applies to both Union Stewards or Building Representatives.

**ARTICLE II**

**UNION MEMBERSHIP**

**Section 1 - Continuance of Membership**

All present employees who are members of the Union on the date of execution of this Agreement may remain members of the Union. All new employees who are hired during the term of this Agreement may become and remain members of the Union. Newark Public Schools or any of the staff shall not interfere with, discourage or constrain either the solicitation of membership by the Union, or the maintenance of membership in the Union by any of its employees in the Unit. Terms of such membership are to be subject to applicable law and may be changed in conformance with such laws.

**Section 2 - Dues Deduction**

The Newark Public Schools shall deduct and transmit monthly membership dues and other proper assessments from the earned wages and/or salaries of each Union member upon the written authorization of the employee. In the event an employee is not eligible for payment on the date of customary dues deduction, such deduction will be made from the payroll of the next regular pay period.

Deduction of dues shall date from the date of submission on or before the payroll date on which such deductions are made.

Deduction of dues shall be made from the second (2nd) pay period of the month. A certified listing showing the amount of dues deducted and the monies reflecting the amount of the deductions of all bargaining unit members shall be forwarded to the Union seven (7) days after the deduction. The listing shall show the current employment status of all bargaining unit employees.

In May and June of each year the Newark Public Schools shall make double dues deductions from the wages and/or salaries of all 10 month Union members to cover July and August payments.

Employees on leave shall make their payment of dues directly to the Union office. In the event, an employee on

leave does not make said payments, the Newark Public Schools upon the employee's return to work and notification from the Union, shall deduct the dues from his/her salary for the month of the months in arrears.

Dues deduction arrearage shall not exceed the equivalent of three (3) months per payment.

**Section 2A - Cope Deduction**

The Newark Public Schools shall deduct and transmit monthly to the Union, the COPE deduction for members who have submitted a signed authorization card for such deduction.

**Section 3 - Non-Discrimination**

The parties shall not discriminate against any employee or applicant for employment, or membership in the Union or representation by the Union, because of race, color, creed, religion, national origin, ancestry, sex, age or marital status. No employee shall be discriminated against or interfered with because of proper union activities.

**Section 4**

Any new hire in this unit who does not make application for membership in the Union within thirty (30) days from the date of employment shall have deducted from his/her salary by the Newark Public Schools eighty-five percent (85%) of the monthly Union dues.

The Newark Public Schools shall deduct the sum of eighty-five percent (85%) of the rate of the S.E.I.U., Local 617 union dues from each and every non-union member of the bargaining unit represented by the Union.

**ARTICLE III**

**BULLETIN BOARDS**

The Newark Public Schools shall permit the Union use of bulletin boards for posting notices to its members regarding proper and legitimate Union business and concerns. Each Union notice to be posted shall be sent to the Division of Human Resource Services with a covering letter authorizing the posting of such notice, and signed by an officer of the Union, over the seal of the Union organization.

**ARTICLE IV**

**GRIEVANCE PROCEDURES**

**Section 1 - Definition**

A grievance is defined as a complaint or dispute by an employee in the unit with The Newark Public Schools or any agent of The Newark Public Schools with Administrative or Supervisory authority over members of the unit, which dispute or complaint is that the employee has been treated unfairly, inequitably, or improperly in the application and interpretation of this Agreement.

## Section 2 - General Procedure

- STEP 1 In the event that any grievance should arise between an employee and his immediate superior or superiors, the employee, together with a union representative, shall present the grievance informally to the superior most immediately involved and every effort shall be made to resolve the grievance informally.
- STEP 2 If no satisfactory resolution of the informal presentation of the grievance is reached within five (5) working days, the employee, together with the union representative, may reduce the grievance to writing and shall submit the grievance in formal written form to the aforementioned superior who shall respond in writing to the employee and who shall forward copies of his response both to the Union and the appropriate Assistant State District Superintendent or designee.
- STEP 3 If no satisfactory resolution of a STEP 2 grievance is reached within five (5) working days, the grievant or the Union will appeal the decision at STEP 2 to the appropriate Assistant State District Superintendent, or designee, who shall within (5) days conduct a conference with the employees and a Union representative to review the grievance. The appropriate Assistant State District Superintendent or designee shall submit a written decision on the grievance to the employee and the Union.
- STEP 4 In the event a grievance shall not have been settled as a result of the above procedures,
- (A) The employee and the Union will have the grievance submitted to binding arbitration by giving notice within ten (10) working days after the Step 3 decision has been given to the employee and the Union. A written request for arbitration shall be sent to the Newark Public Schools, Labor Relations Department requesting such arbitration to be conducted as described below:
  - (B) The arbitration award shall be final and all parties shall abide by the same, and it shall be enforceable under the laws of New Jersey.
  - (C) The arbitration shall be conducted by a single arbitrator. The Newark Public Schools and the Union shall mutually agree upon a single Arbitrator, to be chosen mutually for a period of one year. The arbitrator shall be selected from a panel submitted by the New Jersey State Board of Mediation or the American Arbitration Association and the expenses of such arbitrator shall be borne equally by both parties.
  - (D) The arbitrator shall be empowered to hear and determine only grievances within the scope of the definition of grievance as contained in this Article.
  - (E) In the performance of his/her duties the arbitrator shall be bound and comply with the provisions of this Agreement. He/she shall have no power to add to, delete from or modify in any way of the provisions of this Agreement. His/her decision shall be binding and in writing and shall set forth his/her opinions and conclusions on the issues submitted.

- (F) The arbitrator shall be without power or authority to make any decision contrary to or inconsistent with or modifying or varying in any way the terms of this Agreement, or applicable law, or rules and regulations having the force or effect of law. His/her decisions shall not usurp the functions or power of The Newark Public Schools as provided by law.
- (G) The Arbitrator shall be instructed by parties that his/her decision shall be rendered no later than thirty (30) days after the STEP FOUR (4) hearing.
- (H) At the end of each school year, the parties shall meet and review the continuance or the selection of a new arbitrator for the coming fiscal year.

### **Section 3 - General Provisions**

- A. Nothing contained herein shall prevent any member in this unit from presenting his own grievance and representing himself/herself, providing notification of all meetings, steps, and written responses are given to the Union and the Union is given the opportunity to be present at any or all steps of the grievance procedure.
- B. Where the subject of a grievance suggests it is appropriate and where the parties mutually agree, such grievance may be initiated at or moved to a higher step.
- C. Time limits provided for in this Article may be extended by mutual agreement of the parties at the level involved.
- D. In the event that the time limitation imposed in the procedures outlined in this Article, as to discussion, hearing and decision, are not complied with, the grievance shall be moved to the next highest step.
- E. Any and all provisions of this Agreement pertaining to grievances and arbitration shall be subject to the New Jersey Department of Personnel Rules and Regulations, and the grievance procedures established herein shall not apply to any matter which is cognizable under the New Jersey Department of Personnel Statutes, or New Jersey Department of Personnel Rules and Regulations. Any employee in the unit who has been called in for purposes of any disciplinary action shall be notified reasonably in advance as to the reason for his being so summoned and shall be afforded a hearing regarding said disciplinary action. At any hearing which may ensue with regard to this matter, he shall be accompanied by a representative of the Union who shall represent him at any such hearing.

### **Section 4 - Time Limits For Filing Grievances**

- A. A grievance must be filed at STEP 1 within forty-five (45) calendar days from the date on which the act is the subject of the grievance occurred, or forty-five (45) calendar days from the date on which the individual employee should reasonably have known of its occurrence, except payroll errors and related matters it shall be deemed a continuous grievance and not subject to the forty-five (45) day limitation above.

- B. In the event a grievance is filed on or after June 1<sup>st</sup>, responsible efforts shall be made to reduce the time limit set forth at each step of the grievance procedure so that the grievance procedure may be exhausted prior to the end of the fiscal year, June 30<sup>th</sup>.
- C. Where a grievance is directly concerned and is shared by more than one employee, such group grievance may be properly initiated at STEP 2, if such step is the first level of supervision common to the several grievants.
- D. A grievance that is not appealed to the next step shall be deemed an acceptance of the decision rendered at the last step submitted.
- E. The sole remedy available to any employee for any alleged breach of this Agreement or any alleged violation of his/her rights hereunder shall be pursuant to the grievance and arbitration procedure, provided, however, that nothing contained herein shall deprive The Newark Public Schools or any employee of any legal rights.

## **ARTICLE V**

### **UNION BUSINESS LEAVE**

#### **Section 1 - Negotiation On School Time**

Time for negotiations will be as mutually agreed upon by the Union and the District. Members of the Union negotiating committee shall be granted administrative leave with pay if negotiations take place on school time. No more than six (6) employees shall have the right to receive pay under this provision. Each employee shall be granted administrative leave with pay, the day following a negotiation session, if the session lasts past 11:00 p.m.

If the Union duly authorizes a bargaining unit member to represent them during the formal hearing of grievances, and if such hearing of grievances should take place during the regular working hours of said representative, that representative shall be excused from duty, without loss of pay, for such time as may be necessary to hear the grievance.

#### **Section 2**

Leave of absence, without pay, shall be granted by The Newark Public Schools to the President of the Service Employees International Union, Local 617, and to two additional Union members upon their personal request and the request of the Union to work for the Union, provided he/she is a permanent employee as provided by law and the rules and regulations of Newark Public Schools and the New Jersey Department of Personnel.

No more than three (3) such leaves of absence shall be granted at any one time. Such leaves shall be granted for a period of not more than (1) fiscal year, from July 1st to June 30th, from the effective date of approval by the District and may be renewed upon mutual approval of the Newark Public Schools and the Union. Applications of renewal of said leave shall be submitted to the Newark Public Schools least sixty (60) days prior to the end of the leave year.

### **Section 3**

The Newark Public Schools is to provide business leave of absence with pay for seven (7) delegates of the Union to attend Union educational seminars. A total of ten (10) such leaves may be used each year, provided that no one individual shall be granted more than ten (10) days from July to July. The provisions of this section shall in no way restrict the Union from requesting additional such days or The Newark Public Schools from granting them. This business leave is to be used exclusively for participation in any convention or other regularly scheduled meetings or conventions of labor organizations with which the Union is affiliated or for training programs of Stewards and union officers and for which appropriate approval by the Division of Human Resource Services is required.

After the date of signature of any new contract, the Union shall notify The Newark Public Schools in writing that no later than thirty (30) days after the signing of the agreement; all stewards and officers shall be granted two (2) days in addition to any leave that may be requested for a stewards training course. Such course to be conducted by the Union.

Any limitation on the number of business leaves and the amount of persons to be granted such leave shall be submitted in writing to the Division of Human Resource Services and a copy of said request shall be provided by the Union to the Supervisor and The Newark Public Schools shall not refuse such leave as long as such leave provision shall not exceed the provisions of the foregoing section. In addition, The Newark Public Schools agrees to provide leave of absence, without pay, for no more than three (3) members to serve as delegates to attend Union educational seminars.

### **Section 4**

Leave as provided in the first paragraph of this section will be granted to individuals as authorized by the Union. At least two (2) weeks notice shall be given to the Division of Human Resource Services. Authorization for the request must be substantiated by the Union.

### **Section 5**

When any individual granted such leave of absence returns to regular employment with the Newark Public Schools, he shall be placed on the step of the salary schedule that he would have attained had he been continuously employed during such absence. There shall be no loss of seniority or any other right available to him under the law or the terms of this Agreement because of such leaves of absence.

### **Section 6**

Any employee granted such leave of absence shall have the right to have maintained on the same basis of all employees in any employee welfare plans available to employees for hospital costs, medical surgical benefits, major medical insurance, and any other such benefits upon regular payment on his behalf to The Newark Public Schools for continued participation in such employee welfare plans, provided The Newark Public Schools Plan insurers will permit it.



## **ARTICLE VI**

### **LEAVE OF ABSENCE**

Upon making timely written application, a permanently employed member of this unit may apply for a leave of absence without pay for a period not exceeding six (6) months. Such request shall include the reason therefore and The Newark Public Schools shall give due consideration for each application. Such leave of absence may be renewed for an additional period, not to exceed six (6) months, upon formal written application and approval.

## **ARTICLE VII**

### **PROBATIONARY PERIOD**

#### **Section 1**

Where a State Department of Personnel list exists it may not be circumvented. Where no list exists, The Newark Public Schools will request an immediate examination and certification of the list by the New Jersey Department of Personnel.

#### **Section 2**

Any employee who has passed a promotional examination and has been certified on a complete or incomplete list in a position where a provisional is presently employed, and there is no open competitive list the employee shall be hired and given a ninety (90) day probationary period.

During the ninety (90) days, an employee shall be evaluated at least three (3) times. The evaluations shall be made at twenty-five (25) day intervals wherever possible. Such evaluations shall be made openly and every written evaluation of performance of any employee shall be submitted to the Union and the employee by the individual authorized to make such evaluations.

Should the parties disagree upon the evaluation, then either party may initiate a grievance in accordance with the procedures set forth in this agreement.

#### **Section 3**

Any employee assigned or promoted to a higher promotional position shall be deemed to be on probation in such position and his status in that position shall be subject to the applicable provisions under the rules and regulations of The Newark Public Schools and the New Jersey Department of Personnel.

#### **Section 4**

The Newark Public Schools shall have no obligation to reemploy any non-permanent employee who may be dismissed during his trial or probationary period.

## **Section 5**

A per diem employee who works at the same location for sixty (60) consecutive days shall be made provisional if there is no State Department of Personnel certification for the title in which he/she holds per diem status. This provision shall not apply if the per diem is being utilized in place of an employee on any leave of absence. The Memorandum of Agreement for clerical personnel on special projects shall be included in the Agreement.

## **ARTICLE VIII**

### **A - WORK WEEK**

#### **Section 1**

- A. Except for such days as are designated as holidays within the calendar adopted by The Newark Public Schools and applicable to members of the bargaining unit, and except for such additional holidays as may be granted from time to time to said bargaining unit members, their regular work week will consist of five (5) days beginning on Monday and ending on Friday, except for those not scheduled to work Monday through Friday.
  
- B.
  - 1. The Newark Public Schools shall have the right to establish a Tuesday through Saturday work schedule for custodial workers and security guards.
  
  - 2. Custodial workers who were employed as custodial workers prior to October 1, 1998, and security guards who were hired before October 1, 2004, shall not be involuntarily transferred to the Tuesday through Saturday work schedule. When Tuesday through Saturday positions are to be filled, the openings will be posted internally before the openings are posted outside the district.
  
  - 3. Custodial workers and security guards on a Tuesday through Saturday schedule shall be paid a five percent (5%) schedule differential.
  
  - 4. Custodial workers and security guards on the Tuesday through Saturday schedules shall have the same opportunity to work the Monday through Friday day shift that is afforded to all other custodial workers in July and August. Any custodial worker on the Tuesday through Saturday schedule who is required to change his/her work shift during the months of July and August shall retain the (5%) schedule differential for those months.

#### **Section 2 - Senior Security Guard**

All Senior Security Guards who are not regularly scheduled to work Monday through Friday shall have their schedules rotated. Senior Security Guard shall be scheduled for any five (5) days between Monday through Sunday.

## **ARTICLE VIII**

### **B - WORK DAY**

#### **Section 1**

The normal work day for secretarial and clerical employees, shall be eight (8) hours including an unpaid one (1) hour lunch. The normal work day for custodial workers, laborers, lifeguards, truck drivers, mechanics, maintenance repairers, stock handlers, security guards, senior security guards shall be eight (8) hours including an unpaid one-half (1/2) hour lunch. The normal work day for bus attendants shall be four (4) hours, two (2) hours in the morning and two (2) hours in the afternoon. When additional time, in quarter hour intervals, is needed the additional time shall be offered to the bus attendants on a seniority basis.

#### **Section 1 A**

The custodial worker may be required to report to work after any snow fall including a Saturday, Sunday or holiday snow fall at the time designated by the Executive Director of Facilities or his/her designee. Failure to report for snow removal at the designated time may lead to disciplinary action.

The custodial worker shall assist the custodian and/or senior custodian with snow removal. The custodial worker shall call the designated phone number to find out the required reporting time.

#### **Section 2 - Altering The Work Day**

The scheduled hours for starting and ending the work day may be altered by the District except that the length of the work day shall not be altered and the hours of the work day shall remain continuous. The union shall receive notification of all changes to an employee's starting and ending time.

2. A. The work hours will be posted in accordance with the time limits set forth in the posting. Where there are no applicants or an insufficient number of applicants changes in job assignments shall be on the basis of seniority, with preference being given to permanent employees in the choice of shifts. Provisional employees, on a separate seniority list from permanent employees, shall likewise be assigned to jobs and shifts on the basis of seniority. The work hours will be altered not sooner than fifteen (15) work days after the employee(s) has been notified that his/her work hours or work shift will be changed.

2. B. Once an employee's work hours or shift has been voluntarily or involuntarily changed, the new shift will not alter thereafter, except as provided for in this agreement. Each employee shall receive a written copy of their work schedule. This work schedule shall include the full load. It is understood that work schedules are subject to change.

2. C. Upon written notification to the Union and the employee, scheduled hours for starting and ending the work day for employees in the Central Office may be altered by a maximum of two (2) hours except that the length of the work day shall not be altered and the hours of the work day shall remain continuous. The new starting and ending times shall be in effect for at least six (6) months.

2. D. Reinstatement – Any employee who is reinstated to employment after a suspension of six (6) months or

more, or any employee who is reinstated to employment after dismissal, shall be assigned to any available shift and location within his/her job classification. Except any employee who returns without penalty shall return to his/her former shift.

### **Section 3 - Duty Free Lunch Period**

All lunch periods assigned to members of this unit shall be duty free lunch periods, and with the exception of an emergency, any member of this unit who shall be requested to perform services during his lunch period shall be afforded a duty free lunch period during the respective work shift in that same work day.

### **Section 4**

Security Guards shall begin their work day not earlier than 6:00 a.m. and finish eight (8) hours after reporting time.

### **Section 5**

Senior Security Guard shall be dispatched or assigned by the Director of Security Services or his/her designee.

### **Section 6**

An employee shall not be docked for lateness unless such lateness exceeds fifteen (15) minutes in a pay period.

### **Section 7**

All employees shall be required to attend In-service Training.

### **Section 8**

All bargaining unit members shall be required to report their absence to their respective Supervisor not later than one half (1/2) and sub-finder not later than one (1) hour prior to their scheduled starting time.

If a bargaining unit member calls to report a later arrival, salary for that employee's work shall be deducted in accordance with time missed based upon his/her current rate of pay.

Should a bargaining unit member fail to report to their assignment one (1) hour after the official starting time that employee shall be considered absent without leave for the day and will be docked in salary for the day.

If an employee calls to report a late arrival, and arrives to their assignment one (1) hour late, no supervisor shall have the right to invoke disciplinary action against an employee by sending them home.

## **ARTICLE VIII**

### **C - OVERTIME**

#### **Section 1**

All employees who are assigned and approved to work in excess of forty (40) hours worked per week shall be paid at the rate of one and one half (1 ½) times for hours beyond forty (40) hours based on their current rate of pay.

#### **Section 2**

For purposes of calculating such overtime, time reports shall show the amount of time worked to the nearest quarter of an hour.

#### **Section 3**

Any employee who works overtime shall be paid for the overtime within thirty (30) days from the date he/she worked overtime.

#### **Section 4**

If an employee cannot carry out a particular overtime assignment, then he/she must wait until the next open slot-in rotation order. Once an employee signs up for overtime he/she cannot withdraw his/her name to accept another overtime assignment. A turn on the overtime roster shall count as a turn without regard to the number of overtime hours worked.

#### **Section 5- Night Shift**

In the case of an employee working on a Monday through Friday work schedule the period beginning on Friday night and over lapping into Saturday morning shall be considered as part of the regular work week up to eight (8) hours of work.

#### **Section 6**

The selection process of seniority for overtime shall begin with the employee at the work location with the most district seniority as defined in Article XXIV, Seniority. Per Diem employees' names shall be PLACED ON A SEPARATE SENIORITY ROSTER. PER DIEM employees SHALL ONLY BE ELIGIBLE FOR OVERTIME WHEN ALL permanent and provisional employees ON THE BUILDING OVERTIME ROSTER HAVE EITHER BEEN ASSIGNED OVERTIME OR DECLINED THE OVERTIME OPPORTUNITY ON A GIVEN DAY.

Every effort shall be made to cooperate with employees in the assignment of overtime; however, employees may be required to work overtime to meet the needs of the NPS.

Any employee who is absent due to AWOL, exhausted sick time, or suspension shall be ineligible for overtime for

the two (2) pay periods following the pay period in which the offending absence occurs. The restriction from overtime shall not apply in cases where the exhausted sick time is for a legitimate illness or injury that has been verified by the District's medical authority.

### **Section 7A Preferred Overtime Roster**

Overtime shall be offered to employees on the shift that is adjacent to when the overtime is required in the building or work location where the overtime is required. When all the employees, both permanent/provisional and part time, in the building or work location who work the shift adjacent to when the overtime is required, refuse the overtime, the overtime will be offered to employees who have signed up on the preferred overtime roster. Employees on the preferred overtime roster must work the overtime.

Two (2) refusals will cause the employee's names to be removed from the preferred overtime roster for six (6) months. There shall be one (1) preferred overtime roster for custodial workers and one (1) for security guards. The employees will be placed on the preferred overtime roster in seniority order and the overtime will be offered in descending order and a refusal shall count as a turn.

The list will be updated two (2) times per year. July 1<sup>st</sup> and January 1<sup>st</sup>. All employees will have a chance to submit their name for the overtime preferred roster on the 1<sup>st</sup> of July or 1<sup>st</sup> of January each fiscal year.

All newly hired employees will be given the opportunity to submit their names for the overtime-preferred roster at the time of employment.

The overtime preferred roster shall be sent to the Office of Local 617 on a monthly basis.

### **Section 7B--Emergency Overtime**

Employees must submit a current telephone number, if available, to their supervisors in case of overtime. Any employee who does not submit a current telephone number will have no recourse to the grievance procedure when he/she is denied an overtime opportunity in cases of emergency. Emergency overtime for security guards is defined as a call for overtime that occurs within twenty-four (24) hours of the event such as but not limited to emergencies and "no permit" building use requests.

Employees will be by-passed on the overtime rotation when they are out sick for the work shift preceding the overtime.

**ARTICLE IX**  
**HOLIDAY SCHEDULE**

**Section 1**

It is mutually agreed by the Newark Public Schools and Local 617 that the number of holidays shall be seventeen (17). Prior to adoption of the Newark Public Schools calendar, the Union will be notified and given an opportunity to review said schedule to ensure inclusion of all 17 holidays.

**Section 2**

If by any act of the legislative authority, the traditional date of celebrating a particular holiday has been changed, the holidays listed shall, for purposes of this Article, be on such dates as are officially designated by such legislative authority and included in the official calendar of the Newark Public Schools.

**Section 3**

Should a holiday occur on an employee's regularly scheduled day off, that employee shall be entitled to his regular rate of pay (also known as "holiday pay") and an additional day off following the holiday.

**Section 4**

If an employee is AWOL the day before or the day after a scheduled holiday the employees shall not be paid for the holiday.

If an employee who has no available sick leave calls in sick the day before or the day after a scheduled holiday and does not receive approval for the use of a personal or vacation day that employee shall not be paid for the holiday.

All employees are required to work the last scheduled working day before and the next scheduled working day following the scheduled holiday. (EXCEPTION: Personal day, vacation day, approved extended sick leave, hospitalization or any sick day supported by medical certification from a licensed physician, verifying that he/she was either physically unable to perform his/her duties or that he/she was carrying a contagious disease on the day of the absence. The medical certificate must be submitted to Health Services within three (3) working days of the scheduled holiday). For this purpose, an administrative day will be treated as a scheduled holiday. Failure to report before or after the scheduled holiday shall result in loss of pay for the occurrence.

**Section 5**

The following holidays are to be listed in this Agreement as part of the total paid holidays.

Independence Day  
Labor Day  
Columbus Day

Veteran's Day  
Puerto Rican Recognition Day  
Thanksgiving Holiday (2 days)  
Christmas Eve  
Christmas Day  
New Year's Eve  
New Year's Day  
Dr. Martin Luther King Jr.'s Birthday  
Lincoln's Birthday Observance  
President's Day Observance  
Good Friday  
Memorial Day  
A holiday to be determined annually

Any or all of the days listed above may be celebrated on a day other than the day on which the holiday is traditionally observed. The Union and The Newark Public Schools shall negotiate the holidays that are required to bring the scheduled holidays up to the correct number each year.

#### **TEN AND TWELVE MONTH CALENDARS**

In accordance with prior practice the school calendar for employees during the term of this contract will be set during the editing of the contract.

The Newark Public Schools and the Union agree to follow the aforementioned practice of setting the calendar in the event of a multiyear agreement no later than each April 1<sup>st</sup> for the ensuing school year.

Nothing herein shall limit the right and responsibility of the Newark Public school to adopt a calendar.

#### **Section 6 - Holiday Work Schedule**

The following provisions shall apply to all Security personnel whose working hours are scheduled for any shift in a 24 hour period and whose regular work schedule includes weekends:

- a. The Division of Security Services shall post a notice of holiday work available not later than two weeks prior to the holiday(s).
- b. Employees interested in working on a holiday must sign his/her name to such notice not later than one week prior to the holiday(s).
- c. The Division of Security Services shall post a holiday work schedule as of the Wednesday preceding the service week in which the holiday falls.
- d. The holiday work schedule shall be based upon the list of interested employees. Employees shall be selected based upon seniority on a rotating basis.
- e. If there are not enough volunteers for holiday scheduling, the Division of Security Services shall have



the right to assign employees to holiday work in reverse seniority on a rotating basis.

- f. If an employee works on the holiday he/she shall be paid regular pay plus time and one-half
- g. If the holiday falls on an employee's scheduled day off, the employee shall be scheduled to receive the holiday on either the last scheduled work day preceding the holiday or the first scheduled work day following the holiday.
- h. It shall be the employee's responsibility to notify the Division of Security Services not later than one week prior to the scheduled day off which is a holiday as described in part, whether he/she wishes to be scheduled for a holiday before or after the actual holiday.
- i. If there is no notice from the employee as described above, the Division of Security Services shall have the right to schedule the employee holiday.
- j. If an employee volunteers to work on a holiday, and does not report for duty as scheduled, said employee shall be reported as AWOL. The employee shall receive holiday pay for the day if otherwise eligible for holiday pay.

## **ARTICLE X**

### **VACATION**

#### **Section 1**

Within one (1) month of employee's request for vacation period, the employee shall be notified of his authorized vacation schedule. Whenever vacation schedules conflict, seniority shall prevail. No employee will be required to reschedule his vacation period once it has been officially authorized except for a case of clear and obvious emergency as determined by the appropriate director, and with the consent of the employee, after notification to the employee and the Union.

#### **Section 2**

Notification of vacation days accumulated will be given to employees on or before April 1st of each year. Employees covered by this Agreement shall be notified as to their vacation schedule on or before April 1st. Except for such cases as are approved by the Executive Director, or his/her designee, no single vacation period shall be longer than fifteen (15) working days. Earned vacation may be accumulated up to, but not to exceed the number of days earned for two consecutive years. Vacations may be taken at any time between January 1<sup>st</sup> and December 31<sup>st</sup> upon giving thirty (30) days written notice to the appropriate director. If for reasons beneficial to the operation of the Newark Public Schools and approved by the appropriate director, an employee consents to work for any or all of his earned vacation period, such employee shall be remunerated at his regular rate of pay. It shall be understood that such earned vacations not used by the end of the second year shall be forfeited. For custodial workers vacation schedules are not final until the vacation schedules are approved by the Building Manager.

- B. In locations with two (2) or more employees of the same job classification, vacation shall be taken according to seniority.
- C. Vacation for custodial workers shall be limited to one person per building at any given time during the period from August 15 to September 15 each year. Preference for scheduling vacations during this period shall be based on district-wide seniority.

**Section 3**

- A. Employees hired on or after July 1, 2015, shall earn vacation days as follows:
- B. After Attaining over:

One (1) year of service	12 vacation days
Eight (8) years of service	13 vacation days
Ten (10) years of service	15 vacation days
Seventeen (17) years of service	20 vacation days

All employees with over fifteen (15) years of service shall be credited, in advance, with his/her vacation entitlement each July 1<sup>st</sup>. All other employees shall have their vacation days credited monthly based on the schedule in Section 3.

**Section 4**

Any earned vacation time requested by the employee to be taken during the school's Easter or Christmas vacation may be granted.

**Section 5**

If requested by an employee of this unit, additional days off for personal use may be taken and charged to the employee's earned vacation.

It is agreed that the employee must give The Newark Public Schools sufficient advance notice before reporting off on such days.

Vacation days for personal use shall be requested at least two (2) working days prior to the day (days) requested.

Vacation days for personal use taken without prior notification, in cases of emergency, must be documented upon the employee's return to work.

**Section 6**

Any employee covered by this Agreement shall be entitled to receive vacation pay on the regular payday immediately proceeding the employee's scheduled vacation.

In order to receive such vacation pay as described above, the employee shall file a request with his Department Supervisor for receipt of such pay, giving sixty (60) days notice, or upon receiving notice of approval, and such a request shall be approved by the employee's departmental administrator.

### **Section 7**

In the case of severance from the job for any reason, including retirement, any accumulated vacation shall be paid in a lump sum on the effective date of severance or retirement shall be scheduled in order to afford the employee time in which to avail himself/herself of such accumulated time. The details of payment must be in accordance with the time limits and laws.

### **Section 8**

Vacation entitlement shall be computed in accordance with the number of years of employment the employee will complete on their anniversary date of employment.

### **Section 9**

An employee who, while on vacation, has suffered a serious disability due to injury or illness requiring professional medical treatment and who has been confined to bed or seriously restricted in mobility by the attending physician for more than five (5) vacation days may request that sick leave credits be substituted for vacation during each day of such disability or restriction.

A statement from a licensed physician fulfilling these requirements shall be submitted by the employee.

## **ARTICLE XI**

### **FRINGE BENEFITS**

#### **Section 1**

The Newark Public Schools agrees to make available to all employees in the unit a program of hospitalization, medical-surgical benefits, and major medical insurance and prescription insurance. Such a program shall, for the duration of this agreement, not be reduced in terms of such benefits as are available through *the School Employees Health Benefits Program*. The available program shall cover up to full family protection for each employee based on the family and marital status. Dependents shall include children up to the age required by Federal and/or State law.

Ten (10) month employees shall be eligible for all fringe benefits, insurance, etc., during their seasonal layoff at no cost to the employee.

## **Section 2 - New Members**

New employees will not be eligible for any benefits under this section until they have completed sixty (60) calendar days, and have submitted all the necessary application forms for such benefits.

## **Section 3**

- A. The Newark Public Schools will provide Local 617 bargaining unit employees with the fully paid benefits of prescription drugs, vision care and dental care up to full family.
- B. These payments will be made by The Newark Public Schools monthly based upon the actual number of bargaining unit employees on record.

## **Section 4**

Employees shall contribute toward the cost of medical and prescription insurance as required by Chapter 78 of the laws of 2011.

## **ARTICLE XII**

### **RIGHT TO KNOW**

#### **Section 1**

The Newark Public Schools shall, on request, make available to the Union the District's official public records and educational and statistical data and information in the District's possession which are not confidential, work-product, or the dissemination of which are not prohibited by law.

#### **Section 2**

The Newark Public Schools shall furnish to the Union a printout on Employees Status, once a month.

## **ARTICLE XIII**

### **UNIFORMS AND/OR PROTECTIVE CLOTHING**

The Newark Public Schools shall supply uniforms for the following employees:

Bus Attendants, Chauffeurs, Truck Drivers, Laborers, Custodial Workers Maintenance/Repairmen and Stock Clerk-Warehouse no later than October 15th of each year of this agreement.

All new employees covered by the bargaining unit in the titles listed above that are required to wear uniforms shall receive said uniforms thirty (30) days after their respective probationary period.

One (1) complete uniform package will be issued to every bargaining unit member who is required to wear

uniforms each year. Replacement items may be issued for the remainder of the contract as needed.

Employees who have been issued a uniform shall wear the regulation uniform in its entirety.

The clothing allowance shall be \$510.00 for all security guard employees.

The clothing allowance shall be \$415.00 for all nurse's aides employees.

Effective with the uniforms that are to be issued not later than October 15, 2004, the number of uniforms will be increased from four (4) to five (5) per year.

## **ARTICLE XIV**

### **ABSENCES AND LEAVES**

#### **Section 1 - Non-Occupational Sick Leave**

All employees regularly employed, shall be entitled to fifteen (15) days of sick leave at full pay during each calendar year. Unused sick leave may be accumulated without limit. The Newark Public Schools may require proof of such illness by way of medical certificate or any other means the Newark Public Schools wishes to use.

Nothing contained in this Article shall pertain to per-diem and itinerant employees.

The rules and regulations of the New Jersey Department of Personnel Commission shall also apply to such leaves, where such rules and regulations are applicable.

#### **Section 1A**

Sick leave for purposes herein is defined to mean absence from duty by an employee because of personal illness where the employee is unable to perform the usual duties of his/her position or exposure to contagious disease.

#### **Section 2 - Personal Days**

- A. All employees regularly employed, shall be entitled to four (4) days with pay of personal leave per calendar year. Personal leave shall be requested at least two (2) days prior to the day(s) requested.
- B. The Newark Public Schools may grant additional sick leave or personal leave with pay to an employee beyond the established limits whenever it deems such additional time is merited, and shall notify the Union of the granting of such additional leave and the reasons therefore.
- C. If available, one (1) day of personal leave with full pay shall be granted to a father upon birth of his child or to either parent to make final arrangements to adopt a child.
- D. Personal leave taken without prior notification, in cases of emergency must be documented upon the

employee's return to work.

### **Section 3 – Other Leave Days**

All employees covered by this Agreement shall receive full pay for absences resulting from the causes listed below and for the amount of time stated.

- A. Death in the immediate family or household - five (5) consecutive working days immediately following the death. Employees absent, as the result of the death of an immediate family member shall submit verification of relationship. Verification shall include mortician affidavit, newspaper obituary or funeral program. Death in the immediate family is defined as follows:

Spouse, Children, Mother (Stepmother, Foster Mother, Guardian, Mother-in-Law), Father, (Stepfather, Foster Father, Guardian, Father-in-Law), Domestic Partner, Sister, Brother, Grandmother, Grandfather, Grandchild. Any other relative residing in the household.

- B. 1. Absence because of Jury Duty - time required as a juror should be considered a full working day. Anyone assigned to an afternoon or evening shift shall be entitled to equal time off as leave with pay from his or her next regularly scheduled shift for all time spent going to and from Court serving on Jury Duty. Equivalent leave with pay shall be granted to any such employee who is scheduled to work a shift other than a day shift, said leave to be granted during his/her next succeeding work shift.
2. Absence because of a Subpoena - The employee will receive full pay for absence as a result of a subpoena only if the subpoena is related to their employment with the Newark Public Schools. Time required to answer the subpoena shall be considered a full working day. Anyone assigned to an afternoon or evening shift shall be entitled to equal time off as leave with pay from his or her next regularly scheduled shift for all time-spent going to and from Court. Equivalent leave with pay shall be granted to any such employee who is scheduled to work a shift other than a day shift, said leave to be granted during his/her next succeeding work shift.
- C. Absences up to one month when called for active reserve duty during any fiscal year.
- D. Copies of such subpoena, jury duty notice or order for active reserve duty shall be presented to The Newark Public Schools for verification upon request.
- E. Absences resulting from quarantine.
- F. Attendance at a conference, upon being excused by the State District Superintendent.
- G. The Newark Public Schools and Union agree to establish a sick day program whereby unit employees will be able to donate sick days.

The Newark Public Schools and the Union further agree that all provisions of the sick day program shall be excluded from the contractual grievance procedure up to and including binding arbitration.

- H. Seniority rights shall be maintained during the period of any leave of absence granted pertaining to this Article. All employees on leave with pay shall continue to receive full benefits provided by the District.

#### **Section 4 - Maternity Leave**

- A. Upon certification by a duly licensed physician and application by an employee, a leave for maternity shall be granted by The Newark Public Schools for a period of not more than one (1) year. An employee on maternity leave shall be reinstated at any time during the period of such leave upon request of the employee and examination by a duly licensed physician attesting to her ability to perform her duties satisfactorily.

Leave shall be extended for a period of one (1) year by The Newark Public Schools for care of child, if requested by the employee. An employee returning from maternity leave of absence will be reinstated and will retain the seniority held at the time the leave became, effective, except that when the employee has completed ninety (90) days or more of a school year, it shall count as a full year. Seniority rights shall also conform to new State and Federal regulations in reference to disability, sick or other compensation.

- B. Two weeks notice (or the next pay period) must be given to anyone taking the place of an employee on maternity leave when the employee on leave notifies The Newark Public Schools she plans to return from leave.
- C. Any employee on maternity leave shall have their benefits continued through the first ninety (90) days of maternity leave.

#### **Section 5 - Marriage**

The Newark Public Schools may grant two (2) weeks furlough to an employee without pay in case of marriage. Furlough must be requested and taken within thirty (30) days of the date of marriage. Upon request, the employee must furnish a marriage certificate to Human Resources.

#### **Section 6**

All sick, personal and leave time shall apply equally to both sexes.

#### **Section 7**

Effective March 1, 1999, personal days may be accumulated for conversion at retirement.

- A. Employees who retire on or after July 1, 1999, shall be paid ninety dollars (\$90.00) per day for accumulated sick and personal leave days up to a maximum of (90) days.

For accumulated sick and personal leave days between ninety-one (91) and one hundred and fifty (150), the employee will be paid one (1) days pay for each four (4) days accumulated at ninety dollars (\$90.00) per day.

For accumulated sick and personal leave in excess of one hundred and fifty one days, the employee will

be paid for one (1) day for each five (5) days accumulated in the rate of one hundred dollars (\$100.00) per day.

- B. Employees who intend to retire shall receive payment for accumulated sick and personal days within three (3) weeks of the date that the employee receives his/her last pay check provided the employee gives a minimum of sixty (60) days notice of his/her intention to retire.

Employees who give less than sixty- (60) day's notice of their intention to retire shall receive payment for their accumulated sick and personal days within sixty (60) days of their retirement.

### **Section 8—Family Leave Act & Family and Medical Leave Act**

- A. Employees taking leave pursuant to either the New Jersey Family Leave Act (FLA) or the Federal Family and Medical Leave Act (FMLA) will be required to fulfill all the requirements of the Act selected, including when appropriate, the inclusion of sick leave, personal leave, vacation days, etc., in the leave.

- B. Permitted Purposes For Leaves

FLA—Serious health condition of spouse, child, parent, including parent-in-law, or the birth or placement for adoption of a child.

FLMA—Serious health conditions of spouse, child or parent, or the employee's own serious health condition, or the birth or placement for adoption or foster care of a child.

- C. Seniority

Time spent on unpaid Family Leave pursuant to this Section will be considered as time worked for purposes of determining seniority.

- D. Attendance Improvement Plan

Absence for approved FLA or FMLA leaves will not be included in the Attendance Improvement Program.

## **ARTICLE XV**

### **NO STRIKE OR LOCK-OUT POLICY**

The Union and the members of this unit agree that during the period of this Agreement, there shall be no strikes, work stoppages, or other concerted refusal to perform work by the employees covered by this Agreement. The Newark Public Schools agrees that at no time will it institute a lock-out of the employees in this unit.



## **ARTICLE XVI**

### **CONFORMITY TO LAW AND SAVING CLAUSE**

If any provision of this Agreement is or shall at any time be determined to be contrary to law by a court of competent jurisdiction, than such provision shall be invalidated and not performed or enforced. In the event any provision of this Agreement is or shall at any time be found to be contrary to law by a court of competent jurisdiction, only such provision shall be invalidated and all other provisions shall continue to remain in effect.

## **ARTICLE XVII**

### **PROMOTIONS AND NEW POSITIONS**

#### **Section 1**

In the event any new positions in the field covered by the employees of this unit are opened up, whether promotional or otherwise, the following steps shall be taken in affording all presently employed the opportunity of competing for such positions.

1. Notice of all openings shall be posted online.
2. All employees in the unit shall have full and equal opportunity to compete for any such positions based on seniority and their being able to meet the required qualifications. In all cases where promotional exams are held, bargaining unit members shall be selected. Should no bargaining unit member be found eligible, The Newark Public Schools may select from the open competitive list.
3. Promotional rights shall be on a seniority basis, with first preference given to employees in their respective units.
4. Where no New Jersey Department of Personnel certification exists, The Newark Public Schools shall post the said position, and said position shall be open to District employees only. Where no applicants have been selected from District employees The Newark Public Schools reserves the right to open said position to outside recruitment. District employees not selected shall upon request be given a written explanation. This section shall be subject to the grievance procedure.
5. Failure to follow the posting procedure shall be subject to the grievance procedure.

#### **Section 2**

All vacancies shall be awarded on the basis of the New Jersey Department of Personnel Rules and Regulations and seniority shall apply where appropriate.

### **Section 3**

Upon the request of ten (10) or more members of the employees involved to establish in-service training opportunities for competing for such positions, such classes shall be set up by The Newark Public Schools without cost to any employee.

### **Section 4**

Any evidence that the qualifications have been prepared to deliberately eliminate from competition presently employed members of the unit shall be the basis of a grievance by the Union.

### **Section 5A**

When an employee is promoted to a higher position, said employee shall be placed on the nearest step of the new salary range with an increase of no less than Three Hundred dollars (\$300.00).

### **Section 5B**

When an employee is demoted to a lower position, said employee should be placed on the nearest step of the new salary range with a decrease of no less than Three Hundred dollars (\$300.00).

### **Section 5C**

Only permanent employees shall be eligible to apply for promotional positions. In the event that no permanent employees are found eligible, the Newark Public Schools may select from outside recruitment.

### **Section 6**

Any employee who has passed a promotional examination and has been certified on a complete list in a position where a provisional is presently employed, shall be hired in the promotional title and given a ninety (90) day probationary period.

### **Section 7**

Where a permanent employee is promoted but does not successfully complete the probationary period, the employee shall be returned to his/her previous job classification in the employee's most recent location without loss of seniority.

## **Section 8**

Whenever any decision or recommendation is made by either Newark Public Schools or the New Jersey Department of Personnel changing the titles of any employee within the Bargaining Unit having any impact on their terms and conditions of employment, same shall be brought to the attention of the Union within ten (10) days, by mailing a copy of the New Jersey Department of Personnel document or Newark Public Schools resolution to Local 617, and a meeting shall be called to negotiate salary and conditions of said employee or employees. The Union shall request such negotiations within ten (10) days of their receipt of the New Jersey Department of Personnel document.

## **Section 9**

Any provisional employee whose name appears on a complete or incomplete certification and is working in the title of the certification shall be appointed to the position he/she is working in on a permanent basis.

## **Section 10**

When an employee's title changes as a result of a New Jersey Department of Personnel lateral title action, that employee shall be placed on the same step of the salary range as the employee was on prior to the lateral title change.

# **ARTICLE XVIII**

## **MANAGEMENT AND EMPLOYEE RIGHTS**

### **Section 1**

The Newark Public Schools retains the exclusive right to direct the work of the members of this unit, except as such right is affected or modified by the terms of this Agreement. This right shall include, but not be limited to the right to direct, hire, promote, assign, inspect, suspend, demote and discharge or take other disciplinary action with reference to its employees as provided by law and the rules and regulations of The Newark Public Schools and the New Jersey Department of Personnel.

### **Section 2**

The Board's right to make reasonable rules and regulations governing the work of the employees of the unit shall not be limited except that any such rules and regulations shall be deemed to be modified to the extent necessary to be consistent with any applicable provision of this Agreement.

### **Section 3**

Prior to the implementation of any rules or regulations affecting any changes in hours, wages or working conditions of employees in this unit by The Newark Public Schools or any of its authorized administrators, the Union shall be notified within seventy-two (72) hours by certified mail, return receipt requested.

**Section 4 - Protection Against Civil or Criminal Action Under  
N.J.S.A. 18A:16-6 and N.J.S.A. 1BA:16-6.1**

- (a). Negligence - Whenever any civil action has been or shall be brought against a bargaining unit member for any act or omission arising out of and in the course of the performance of the duties of such member, The Newark Public Schools shall defray all costs of defending such action, including reasonable counsel fees and expenses together with the cost of appeal, if any, and shall save harmless and protect such persons from any financial loss resulting therefrom; and The Newark Public Schools may arrange for and maintain appropriate insurance to cover all such damages, losses, or expenses. Bargaining unit members will report all incidents of personal or property damage to their immediate superior.
- (b). Assault and Personal Injury - Should any criminal action be instituted against a member of the bargaining unit for any such act or omission and such proceeding be dismissed or result in a final disposition in favor of such member, The Newark Public Schools shall reimburse the member for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.

**Section 5 - Military Leave**

- (a). Military leaves of absence without pay will be granted to a permanent bargaining unit member inducted into the Armed Forces for the required length of service, according to the terms of the Selective Service and Training Act of 1940 and subsequent amendments by Congress.
- (b). A bargaining unit member will be eligible for military leave of absence if ordered to report for civilian work in the National interest under the current provisions of the Selective Service and Training Act applying to conscientious objectors.
- (c). Upon return to the school system, such inducted employee will be placed on a step of the salary as if he had never left.

**Section 6- Reserve Duty**

Any bargaining unit member called for active reserve duty for periods of two (2) weeks or less shall suffer no loss of pay or benefits for such periods.

**Section 7**

Any bargaining unit member returning to full time employment for The Newark Public Schools upon termination of any sick leave or any other leaves with pay, shall be returned to his previous assignment.

**ARTICLE XIX**

**JOB INJURY COMPENSATION**

Whenever any employee in the bargaining unit is absent as a result of personal injury caused by an accident arising

out of and in the course of his employment, The Newark Public Schools shall:

- A. Pay to such employee the full salary and benefits on a regular basis for the period of such absence for up to one (1) calendar year without having such absence charged to annual sick leave or accumulated sick leave, or vacation time, in accordance with the provisions of N.J. Statutes 18A and N.J.S.A. 11:24A-4.
- B. The employee upon receiving the award from Workmen's compensation shall remit or assign such award to The Newark Public Schools immediately. The Newark Public Schools shall not withhold any compensation as stated in Part A from the employee pending the award.
- C. Any employee injured on the job, who has filled out an accident report and has been attended by a Newark Public Schools Physician and told when to report back to work, shall not have his or her pay interrupted because he/she does not have any sick time.

The Provision shall not apply, if:

- a. The injury has been declared non-compensable by the District's Workers Compensation Administrators.
- b. An employee has been released to return to work and does not return to work.

## **ARTICLE XX**

### **SUSPENSIONS AND DISCIPLINARY ACTION**

#### **Section 1**

Disciplinary action may be imposed upon an employee only for a just cause. Any disciplinary action or measure imposed upon an employee or any intent to invoke disciplinary action upon said employee may be processed by that employee as a grievance.

In the administration of this Article, a basic principle shall be that discipline should be corrective in nature, rather than punitive. In all matters where disciplinary action is contemplated The Newark Public Schools shall supply the employee and the Union Office with the charges and any written documentation submitted from which the charges are drawn. This information shall be submitted no less than five (5) days prior to the scheduling of any disciplinary hearing.

#### **Section 2**

All disciplinary action shall be progressive and based on the principles of just cause. The steps in the disciplinary process shall be:

1. Verbal Warning

2. Written reprimand is given, and a copy of such reprimand must be given simultaneously to the Union office.
3. Suspension without pay or fine.
4. Discharge.

The above may be bypassed depending on the nature of the act, including but not limited to, arrest, indictment of a criminal offense, conviction of any criminal act or offense, conduct unbecoming a public employee, AWOL (as defined per N.J.A.C. 4A:3-6.2(b)), disorderly conduct; disqualification from employment per the NJDOE Criminal History Review Unit.

### **Section 3**

If The Newark Public Schools or any authorized agent of The Newark Public Schools has just cause or reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before the other employees or the public. A member of the unit who receives a verbal or written administrative order to report to the Division of Human Resource Services, a supervisor or other administrative officer on a matter involving discipline, may be accompanied by a representative of the Union at the employee's request. An employee has no right to a Union representative at a meeting if the meeting is merely for the purpose of conveying work instructions, training, communicating needed corrections in the employee's work techniques, or if the employee is assured by the employer prior to the meeting that no discipline can result from the meeting.

If during the course of a discussion between an employee and a representative of the employer, a matter should arise which would lead to a question of discipline, suspension, or discharge, the employee may, at that time, request such Union representative.

### **Section 4**

The Newark Public Schools and Union agree that there will be no harassment of either party of a pending grievance, disciplinary action or arbitration while said action is in progress.

### **Section 5**

If an employee has a disciplinary hearing the decision of the hearing officer shall be rendered within thirty (30) days.

### **Section 6**

In the event, an employee is given an immediate suspension, he/she must have a hearing within ten (10) days of his/her suspension except in cases where he/she has been charged or arrested for a criminal offense or where the district has been notified by the New Jersey Department of Education that he/she has a disqualifying offense. In the event of the exception noted in this paragraph, the employee will be afforded a hearing after NPS confirms disposition/dismissal of the criminal offense or disqualifying offense.

## **Section 7**

If an employee is suspended or terminated as the result of a disciplinary hearing, said employee must be given ten (10) days written notice before the suspension or termination becomes effective. This section does not apply to suspensions or terminations for acts of violence, criminal intent or bodily harm.

## **Section 8**

Any employee who is reinstated to employment after a suspension of six (6) months or more, or any employee who is reinstated to employment after dismissal, shall be assigned to any available shift and location within his/her job classification. Except any employee who returns without penalty shall return to his/her former shift.

# **ARTICLE XXI**

## **TRANSFERS**

### **Section 1**

Employees of this Unit who wish to make application for transfer or assignment to any existing vacancies, shall submit such application in writing between May 1 and June 30 each year to the appropriate Newark Public Schools office, and such application shall include in the order of preference; the school or location wherein the employee wishes to be transferred. Any selection to fill an existing vacancy by those employees requesting transfer shall be based on consideration of seniority, qualification, personal preference, and shall not be incompatible with the welfare of the children and the community.

Except in the event of an emergency declared by the State District Superintendent, no employee shall be transferred prior to a notice of ten (10) working days.

### **Section 2**

On July 1 and January 1 of every year the Division of Human Resource Services shall prepare lists of all vacancies not filled at that time. In addition any employee seeking a transfer other than through a posting must submit their request within five (5) days of the above mentioned dates. This will be the only period this type of request can be made.

There will be no limit to the number of requests an individual can submit on posted positions, however, they can receive no more than two (2) actual transfers over the course of one (1) year.

Upon request any employee who has applied for but has not been granted a transfer, will be given an explanation, in writing, by the Division of Human Resource Services.

## **ARTICLE XXII**

### **UNION STEWARDS**

#### **Section 1**

The Union shall furnish The Newark Public Schools or other designees of The Newark Public Schools with a list of the Union stewards or Building Representatives and their locations. The Union shall notify The Newark Public Schools of any changes. The Newark Public Schools will furnish the Union with a list of the names, addresses and work locations of all the employees in the unit twice a year.

Both parties agree to recognize and deal with only properly authorized District or Union representatives with reference to Union business. A steward shall be permitted upon request and approval of his immediate supervisor, to leave his work to investigate and adjust complaints. In the event of the steward's absence, he shall have an alternate designated on his behalf.

The Union shall have access, through the appropriate supervisor, of pertinent documentation relating to the grievance in question, and shall have the right to interview the aggrieved employee, supervisors, and witnesses during working hours.

While serving as a steward, an employee will not be transferred to another location without ten (10) working days prior notice to the Union and subject to grievance procedures.

#### **Section 2 - Visitation Rights**

Representatives of the Union shall have access during working hours of all facilities, buildings, grounds, and other places in which employees covered by this Agreement work, for the purpose of adjusting grievances, negotiating the settlement of disputes, investigating working conditions and generally for the purpose of carrying into effect the provisions and aims of this Agreement. The main office must be notified that the representative is in the building. The union representative shall not interfere with the employee's work.

#### **Section 3**

Principals shall be required to meet with the shop steward/building representative at their school three (3) times a year for the purpose of discussing issues of mutual interest. These meetings shall be scheduled by mutual consent and shall not exceed thirty (30) minutes in duration.

The shop steward/building representative shall submit to the Principal a written agenda at least forty-eight (48) hours prior to the scheduled meeting.



## ARTICLE XXIII

### EMPLOYEE PERFORMANCE EVALUATION

#### Section 1

NPS and Local 617 are committed to an evaluation system that coaches, supports and holds employees accountable for progress.

#### A. New Evaluation System

1. Newark Public Schools will develop and implement a new evaluation system for members of this unit. The district will seek input from the union in the development of a new evaluation tool (framework). The district shall retain management prerogative over the development and establishment of the evaluation tool (framework) and system.
2. Employees will receive an annual summative evaluation rating that designates them as (i) highly effective, (ii) effective, (iii) partially effective, or (iv) ineffective.
3. Employees may receive a mid-year evaluation and will receive an annual evaluation. Employees who receive a partially effective or ineffective rating will be placed on a corrective action plan (CAP). The employee and his or her supervisor shall meet to discuss the corrective action plan within 15 work days following receipt of the evaluation.
4. Employees will have the opportunity to appeal his/her evaluation. The appeal must be submitted by the employee to the Talent Office within 20 calendar days of receiving the annual evaluation. The employee must submit a written rebuttal together with evidence supporting his/her appeal.
5. Appeals shall be reviewed and considered by a panel which shall be comprised of members from the district's Talent Office including Labor/Employee Relations Office, Employee Services, Facilities Office and/or Security Operations Office. The panel will convene as necessary to review appeals and will make every effort to provide decisions on appeals by December 30<sup>th</sup>. Decisions on ratings or appeals shall not be grievable.

#### B. Performance Pay: There shall be movement on steps and increase in salary only by effective performance (unless the district has not evaluated the employee during the year immediately preceding the step or pay increase):

1. Only employees who receive a highly effective or effective rating will be entitled to move up one step on the salary guide and receive an adjustment on the salary guide.
2. Employees who receive an ineffective rating will not move a step or receive a salary adjustment. The employee will remain at their current salary/step.

3. Employees who receive a partially effective rating may remain on their salary step and may not be moved a step or receive a salary adjustment. The decision on whether or not the employee remains on his/her current step shall be at the discretion of the Superintendent.
4. This section shall not be grievable but is subject to the appeal process set forth in Article A. 4 and 5 above.

## **Section 2**

Upon request of the employee and the Union, an employee shall have an opportunity to review and examine pertinent documents in his personnel file. The Newark Public Schools shall honor the request of such employee for copies of documents in the file. The Newark Public Schools shall have the right to have such review and examination to take place in the presence of an appropriate official of the district. The employee may file a written response of reasonable length to any memoranda or documents which are derogatory or adverse to him/her.

Such response will be included in his/her permanent personnel file and will be attached to and retained with the document in question. If any material, derogatory or adverse to the employee, is placed in the file in question, a copy of such material shall be sent to the employee, and is subject to the grievance procedure.

## **ARTICLE XXIV**

### **SENIORITY**

#### **Section 1**

SENIORITY - Seniority is defined as employment based on the length of continuous service with The Newark Public Schools within the title, from the date of hire, and rank.

During the term of office of any officer of the Union or steward, such officer or steward shall be placed at the head of the seniority list during the term of his/her office.

#### **Section 2**

SENIORITY LIST - A seniority list shall be made available to the Union twice a year - January 1<sup>st</sup> and July 1<sup>st</sup> - showing the date of hire and rank or last date of rehire of all employees in the bargaining unit. Seniority shall prevail in all matters where a preference may be established as provided by the New Jersey Department of Personnel Rules and Regulation.

#### **Section 3**

An employee shall on the day worked immediately following the successful completion of the probationary period be considered to have seniority as of the date of hire.

#### **Section 4**

All provisional employees to be laid off from The Newark Public Schools will be laid off in reverse seniority, and shall be given two (2) weeks prior notice of said layoff.

## **ARTICLE XXV**

### **MISCELLANEOUS**

#### **Section 1 - Labor Management Committee**

Labor-Management Committee consisting of representatives of The Newark Public Schools and the Union shall be set up for the purpose of reviewing issues of common interest. Such committee shall meet not less than two (2) times a year.

#### **Section 2 - Travel Allowances**

Any member of the bargaining unit who may be called upon to travel from his assigned station to another installation to carry out his duties shall be compensated by The Newark Public Schools for his cost of travel within one (1) month of receipt of the voucher, unless he is transported by the District.

#### **Section 3 - Availability of Contract**

Within sixty (60) days after the signing of this Agreement by the parties, the Union shall procure 1,000 copies of this agreement, printed by the Newark Public Schools, cost to be shared equally between the Newark Public Schools District and the Union.

#### **Section 4 - Orientation**

The Union shall be granted the use of an auditorium in a school building for the purpose of conducting a general membership meeting. Such use shall be granted provided use of the facility does not conflict with previously scheduled programs and activities. The general membership meeting must be held between the second day that ten (10) month employees return in August and the first day that teachers return.

#### **Section 5 - Personal Vehicles**

Employee may not be required to use their own personal vehicles for District business. If an employee volunteers his/her personal vehicle the school District shall not be responsible for any accidents, tickets, etc.

#### **Section 6**

Any employee, who during the course of his/her normal duties and responsibilities is required to drive a District owned or leased vehicle shall be required to maintain his/her driver's license in good standing. An employee must immediately report all license suspension or revocation in writing to the District. Any employee who has had his/her driver's license suspended shall receive suspension without pay from the Newark Public Schools for the period of the license suspension. License suspension in excess of six (6) months will result in termination.

Any employee, who has had his/her driver's license suspended shall receive suspension without pay from The Newark Public Schools for the period of the license suspension.

## **Section 7**

The Newark Public Schools will make every reasonable effort to insure employees' entrance into buildings and site locations. In the event that the District's effort to permit employees to successfully enter the building or site location or to be appropriately reassigned are not successful, said employee shall incur no loss of salary.

## **Section 8**

The Newark Public Schools agrees to cooperate with the Union in the establishment of a Credit Union and will make appropriate deductions where authorized.

## **Section 9 - Identification Cards**

The Newark Public Schools shall issue to all district employees an identification Card, which may be required to be worn in the work area for Security purposes.

## **Section 10 - Use of Schools**

The State District Superintendent shall, upon timely notification by the Union, grant to the Union the use of facilities in school buildings after school hours for the purpose of conducting general membership meetings. Such use must terminate no later than 6:00 p.m. Such use shall be granted provided that the use of the facilities shall not be in conflict with previously scheduled programs and activities.

## **Section 11 - District Advisory Board Meetings**

The Newark Public Schools shall make available to the Union one (1) copies of the Agenda of each Advisory Board meeting twenty-four (24) hours prior to each Board meeting or at the same time when such copies of the Agenda are made available to Advisory Board Members, whichever is sooner. Additionally, the Union may be heard on any items affecting school welfare during that period of the District's public meeting devoted to the presentation of statements by individuals and organizations. This provision shall remain in effect during the life of the agreement.

## **Section 12**

The Newark Public Schools shall initiate an award which may include cash, citation, certificate medals or other appropriate insignia to be given to employees for special accomplishment. This award is to be given once a year.

## **Section 13**

No permanent employee shall be laid-off without forty-five days written notice.

## **Section 14 - Employee Assistance Program**

The Newark Public Schools agrees to provide an Employee Assistance Program for all bargaining unit members of Local 617, cost to be borne by the Newark Public Schools.

The Newark Public Schools agrees to the appointment of one (1) bargaining unit member by the Union, to serve on the Employee Assistance Program Committee

### **Section 15 – Tuition Reimbursement**

- A. Administrative employees and nurses aides will be eligible for tuition reimbursement for undergraduate courses that are:
1. Part of a program leading to an Associates or Bachelors degree.
  2. In a program in which the employee is matriculated.
  3. In a program that is directly related to the employee’s duties with the school district.
- B. Each employee shall be limited to reimbursement for a maximum of six (6) credits per year at the State College/University rate. Reimbursement of tuition cost shall be based on the grade earned:
- A = 100%  
B = 75%  
C = 50%
- C. The Newark Public Schools total cost for tuition reimbursement shall be limited to ten thousand dollars (\$10,000) per year.

### **Section 16 – Boiler License Training**

Newark Public Schools agrees to offer training to custodial workers to obtain low-pressure boiler license. The training shall be open to per-diem and permanent custodial workers.

1. Per-diem custodial workers with at-least one (1) year of seniority on the substitute list and permanent custodial workers may apply for boiler license training. Selection for the training shall be based on the seniority of the applicant in each group and shall be limited to a maximum of ten (10) per-diems per class.
2. Training will be provided without cost to the employee.
3. Classes shall be limited to twenty-five (25) employees per class; and in exchange for training, employees will be required to use their license to perform low pressure broiler operator duties for the Newark Public Schools for a minimum of three (3) years after receiving their boiler license.
4. Classes will be held on alternate shifts with the first class being held on the day shift.

## **ARTICLE XXVI**

### **MATTERS NOT COVERED**

Negotiations respecting changes in or additions to this contract involving matters related to employee wages, hours, and conditions of employment considered but not incorporated in this Agreement in the negotiations preceding the adoption of this agreement may be initiated at the written request of either party. The negotiating committee shall meet, unless otherwise mutually agreed upon, within seven (7) calendar days of the receipt of such request.

The negotiations shall continue until all reasonable methods to reach agreement on the matter being negotiated have been exhausted.

## **ARTICLE XXVII**

### **REOPENING PROVISION**

The Newark Public Schools agrees that this Agreement may be reopened by the Union on November 1, 2012, for the purpose of negotiating over all matters concerning the employees' salaries, fringe benefits, working conditions and related matters in the school budget for the successor agreement. Any agreement reached relating to the employees' salaries, fringe benefits, working conditions and related matters shall be reduced in writing and shall be signed by The Newark Public Schools and the Union.

## **ARTICLE XXVIII**

### **WAGES**

#### **Section 1A—WAGES**

A one-time non-pensionable payment of \$1,600 to each full-time permanent and provisional employee. To be eligible, the employee must have been on payroll as of March 1, 2014 and worked between March 1, 2012 and February 28, 2014 with the amount prorated if the employee was hired after March 1, 2012. The qualified employees will be eligible for the \$1,600 one-time non-pensionable payment less any month on an unpaid leave in excess of fifteen (15) work days. The monthly amount shall be \$66.67.

For the 2014-15: eligible employees shall be advanced one step on the salary guides with an additional 2.5% added to the salary guides for that year.

For the 2015-16: eligible employees are again advanced one step on the salary guides with an additional 2.5% added to the salary guides.

For the 2015-16 school year eligible employees will be moved on the longevity steps effective July 1, 2015. (See Article XXIX, Longevity regarding who is eligible for longevity). No retro longevity will be paid.

### Section 1 C—Per Diem Rates

The following shall be the per diem per hour rate for the job classifications listed below:

<b>Position Code</b>	<b><u>Title</u></b>	<b><u>Rate</u></b>		
		<b><u>2013-14</u></b>	<b><u>2014-15</u></b>	<b><u>2015-16</u></b>
013	Data Entry Operator	14.00	14.00	15.00
062	Security Guard	14.00	14.00	15.00
165	Chauffeur	14.00	14.00	15.00
194	Nurse's Aide	14.00	14.00	15.00
199	Laborer	14.00	14.00	15.00
202	Bus Attendant	14.00	14.00	15.00
227	Clerk Typist	14.00	14.00	15.00
233	Stock Clerk	14.00	14.00	15.00
305	Custodial Worker	14.00	14.00	15.00
522	Research Assistant	14.00	14.00	15.00
571	Omni Bus Driver (sum)	14.00	14.00	15.00
773	Research Asst (sum)	14.00	14.00	15.00
780	Lab Tech (summer)	14.00	14.00	15.00
945	Communication Oper	14.00	14.00	15.00
954	Lifeguard (sum)	14.00	14.00	15.00
971	Security Guard (sum)	14.00	14.00	15.00
990	Account Clerk	14.00	14.00	15.00
991	Lifeguard	14.00	14.00	15.00
995	Omni Bus Driver	14.00	14.00	15.00
998	Sr. Data Entry Oper	14.00	14.00	15.00

Effective July 1, 2015, the per-diem rates shall be increased by \$1 per hour.

### Section 1 D - Shift Differential Pay

The Newark Public Schools agrees to pay - a ten percent (10%) shift differential for all members of the bargaining unit who works the third shift.

### Section 1E – Recall From Layoff

Employees in the following classifications; custodial worker, security guard, truck driver, laborer and auto mechanic, who were initially employed prior to September 27, 1998, who are recalled based on a Department of Personnel recall list will be placed on steps five (5) through ten (10) of the salary schedule based on years of service.

### Section 2

All individuals shall be placed on the step according to their length of service.

### **Section 3 – Longevity**

Employees hired, promoted, demoted, or appointed from Civil Service List, on or after July 1, 2015 shall not be eligible for longevity.

For current employees who are receiving longevity, longevity shall be frozen at the amount currently earned by the employee.

There shall be no longevity advancement or entitlement for current employees who have not yet earned longevity after July 1, 2015.

### **Section 4**

Payroll errors shall be corrected within forty-eight (48) hours of the time the error is reported by the affected employee.

### **Section 5**

There shall be no pay differential based on sex.

### **Section 6**

All employees working the night shift shall receive their paychecks on payday.

### **Section 7**

Any employee absent because of vacation, personal day, injury on the job or extended sick leave shall receive their paycheck on the specific pay day of the employee. For this section only, extended sick leave shall be defined as an absence of two (2) days or more.

### **Section 8—Working In Higher Position Title**

Any employee assigned work in a classification, which is higher than the job classification in which they are presently employed, shall be paid at the rate of pay assigned to the higher position. Effective upon ratification of this Agreement, qualification for this pay shall be based on filling the absence for five (5) consecutive work days. The higher rate of pay shall begin only if the employee fills the absence for more than five (5) consecutive work days and shall be retroactive to the first work day.

All assignments to work in a higher title shall be made in writing by the immediate supervisor and approved in writing in advance by the School Business Administrator or the Executive Director of Human Resources or his/her designee. The employee may decline the assignment until approval is received.

Custodial workers who are assigned to work as Custodians shall receive the appropriate Custodian pay rate from



the first day of the assignment to the higher title.

### **Section 9**

Any employee who is to be garnished will be furnished written notice of said garnishee once it is received by The Newark Public Schools.

## **ARTICLE XXIX**

### **PROVISIONS APPLICABLE TO BUS ATTENDANTS**

#### **Section 1 - Board Association Meetings**

At the request of either party, meetings shall be scheduled between The Newark Public Schools and the Union in behalf of the bus attendants, to discuss matters of mutual concern in terms of the welfare of the handicapped students. No more than three (3) such meetings may be required in any school year unless the parties otherwise agree.

At least one (1) full week prior to the holding of each such meeting, the Union will meet with a duly authorized representative of The Newark Public Schools to review the topics to be discussed. Should the Newark Public Schools representative have the authority to make a final determination of matters to be discussed, they may be determined without waiting for further action by the Newark Public Schools.

#### **Section 2 - Copy of Agenda**

The Newark Public Schools shall make available to the Union one (1) copy of the official agenda of each public District meeting, where such agenda directly affects the School Bus Attendants or their Association, provided further that The Newark Public Schools has sufficient notice of the agenda to do so.

#### **Section 3 - School Bus Capacity**

No Newark school bus using School Bus Attendants shall carry more children than prescribed by the Newark Public Schools, which is not to exceed the total number of seats available exclusive of the driver and attendant.

#### **Section 4 - Uniforms and Essential Equipment**

Should The Newark Public Schools require any uniforms or other equipment to be used by the Bus Attendants in the performance of their duties, The Newark Public Schools shall supply and maintain these items, including the reasonable cost of laundering.

#### **Section 5**

Bus Attendants shall begin their work day not earlier than 7:00 a.m., not later than 9:00 a.m., and finish eight (8) hours after reporting time.

## **Section 6**

Should a Bus Attendant report to work late, and the bus to which they are assigned is already on route, the Bus Attendant will be docked two (2) hours pay, marked late for that morning, not AWOL, report to their interim assignment, and report back to the garage for their afternoon assignment.

## **Section 7**

The Newark Public Schools and Union agree to change the work year for all bus attendants from 12 months to 10 months, effective March 1, 1992.

## **Section 8**

Thereafter, the ten (10) month Bus Attendants work year shall be 220 days between September and June, which shall include holidays. Each year, the Work Year Schedule and Holiday Schedule shall be approved by the District, after review by the S.E.I.U., Local 617. Each Bus Attendant shall receive a copy of these schedules before they leave each June.

## **Section 9**

In May and June 1993 and each May and June thereafter, there shall be a double dues deduction taken from each Bus Attendant in order to pay for July and August.

## **Section 10**

Bus Attendants who work in the summer shall receive \$12.00 per hour. Said Bus Attendants shall be selected in order of seniority and interest. No Bus Attendant shall be forced to work during the summer.

Bus Attendants shall receive twenty-two (22) 10 month paychecks and four (4) escrow checks each year to equal 26 paychecks each year.

Employees who are hired after September each year, shall have their total amount of escrow in their account paid out by dividing the total by four (4) and they shall receive this money in four (4) escrow checks during the summer.

Escrow checks will be distributed during the months of July and August each year on the regular payday for twelve (12) month employees. Said checks will be distributed by the Director of Transportation.

## **Section 11**

With the consent of the Bus Attendant involved and upon notification duly given to the Union, the scheduled hours for starting and ending the work day of a Bus Attendant may be altered, except that the length of the work day shall not be changed and the hours of the work days shall remain continuous.

## **ARTICLE XXX**

### **HEALTH AND SAFETY**

#### **Section 1 - Committee**

The Newark Public Schools agrees to maintain a Safety Committee to review and make recommendations concerning safety and sanitary conditions at work locations.

The Union shall appoint two members to this committee.

#### **Section 2 - General**

The Newark Public Schools agrees to exert every effort to provide for use of practices, materials and equipment to safe guard the Health and Safety of members of the unit.

#### **Section 3 - Wash Up Time**

All employees in this unit shall be given a reasonable "wash-up" time for purpose of cleaning up before leaving work each day.

#### **Section 4 - Office Temperature**

In the event that the temperature in any of the respective offices of The Newark Public Schools clerks drops below 60 degrees during the winter months, or rises above 85 degrees during the summer months, The Newark Public Schools clerks shall be reassigned or may be excused from work for that period of time with no loss in pay.

#### **Section 5 - Rest Periods**

All employees shall receive two (2) ten minute rest periods per shift.

#### **Section 6 - Locker and Shower Facilities**

The Newark Public Schools agrees to provide employees with locker facilities. Shower facilities shall be provided where available.

## **ARTICLE XXXI**

### **NURSE'S AIDES**

#### **Section 1**

The Newark Public Schools and the Union agree to change the work year for all nurse's aides from twelve (12) months to ten (10) months effective March 1, 1995.

#### **Section 2**

1. All nurse's aide will be paid on a ten (10) month basis and have the appropriate amount of escrow taken out of their checks in order to provide for payments during the summer (July and August).
2. The holiday schedule will be consistent with other ten (10) month employees.
3. The ten (10) month nurse's aides work year shall be 224 days between August and June, which shall include holidays. Each year, the work year schedule and holiday schedule shall be approved by the Newark Public Schools after review by the S.E.I.U., Local 617. Each nurse's aide shall receive a copy of those schedules before they leave in June.
4. In May and June there shall be a double dues deduction taken from each nurse's aide in order to pay July and August.
5. Nurse's aides shall receive twenty-two (22) 10 month paychecks and four (4) escrow checks each year to equal 26 paychecks each year.
6. Employees who are hired after September of each year, shall have their total amount of escrow in their account paid out by dividing the total by four (4) and they shall receive this money in four (4) escrow checks during the summer.
7. Escrow checks will be distributed during the months of July and August each year on the regular payday for twelve (12) month employees. Said checks will be distributed by the Office of Accounting.

## ARTICLE XXXII

### DURATION

This agreement and each of its provisions, unless otherwise specifically dated, shall be binding upon the parties as of March 1, 2013 and shall continue in full force and effect until June 30, 2016.

#### FOR THE NEWARK PUBLIC SCHOOLS:

Christopher D. Cerf

Christopher D. Cerf

State District Superintendent

Laurette K. Asante

Laurette K. Asante, Esq.

Chief Negotiator

Director of Labor/Employee Relations

Keith S. Barton

Keith S. Barton

Executive Managing Director of Operations

Eric Ingold

Eric Ingold

Executive Director of Safety

Janelle Francois

Janelle Francois

Senior Labor Relations Specialist

Haquisha Q. Taylor

Haquisha Taylor

Special Assistant

Raymond A. Cassetta

Raymond A. Cassetta

Labor Consultant

#### FOR LOCAL 617:

Bill Lloyd

Bill Lloyd

Chief Negotiator

Trustee

Bob Kirkman

Bob Kirkman

Trustee

Lorenzo Hall

Lorenzo Hall

Larry Howell

Larry Howell

Martha Rodriguez

Martha Rodriguez

Tanya Rouse

Tanya Rouse

Deborah Ore

Deborah Ore

Edward Mordecai

Edward Mordecai

Orlando Martinez

Orlando Martinez

Frederick Frierson

Frederick Frierson

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
909	Account Clerk	1	40,932.00	41,955.00	43,004.00
909	Account Clerk	2	41,326.00	42,359.00	43,418.00
909	Account Clerk	3	41,718.00	42,761.00	43,830.00
909	Account Clerk	4	42,228.00	43,284.00	44,366.00
909	Account Clerk	5	42,504.00	43,567.00	44,656.00
909	Account Clerk	6	43,070.00	44,147.00	45,251.00
018	Account Clerk 2	1	30,000.00	30,750.00	31,519.00
018	Account Clerk 2	2	30,400.00	31,160.00	31,939.00
018	Account Clerk 2	3	30,900.00	31,673.00	32,465.00
018	Account Clerk 2	4	31,500.00	32,288.00	33,095.00
018	Account Clerk 2	5	32,200.00	33,005.00	33,830.00
018	Account Clerk 2	6	33,000.00	33,825.00	34,671.00
822	Accounting Assistant	1	35,000.00	35,875.00	36,772.00
822	Accounting Assistant	2	35,500.00	36,388.00	37,298.00
822	Accounting Assistant	3	36,000.00	36,900.00	37,823.00
822	Accounting Assistant	4	36,700.00	37,618.00	38,558.00
822	Accounting Assistant	5	37,400.00	38,335.00	39,293.00
822	Accounting Assistant	6	38,100.00	39,053.00	40,029.00
001	Acct Clerk	1	40,350.00	41,359.00	42,393.00
001	Acct Clerk	2	40,742.00	41,761.00	42,805.00
001	Acct Clerk	3	41,137.00	42,165.00	43,219.00
001	Acct Clerk	4	41,529.00	42,567.00	43,631.00
001	Acct Clerk	5	41,923.00	42,971.00	44,045.00
001	Acct Clerk	6	42,487.00	43,549.00	44,638.00
367	Administrative Clerk	1	44,024.00	45,125.00	46,253.00
367	Administrative Clerk	2	44,693.00	45,810.00	46,955.00
367	Administrative Clerk	3	45,287.00	46,419.00	47,579.00
367	Administrative Clerk	4	45,889.00	47,036.00	48,212.00
367	Administrative Clerk	5	46,512.00	47,675.00	48,867.00
367	Administrative Clerk	6	47,254.00	48,435.00	49,646.00
166	Auto Mechanic	1	37,387.00	38,322.00	39,280.00
166	Auto Mechanic	2	38,008.00	38,958.00	39,932.00
166	Auto Mechanic	3	38,629.00	39,595.00	40,585.00
166	Auto Mechanic	4	39,249.00	40,230.00	41,236.00
166	Auto Mechanic	5	48,003.00	49,203.00	50,433.00
166	Auto Mechanic	6	48,469.00	49,681.00	50,923.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
166	Auto Mechanic	7	48,935.00	50,158.00	51,412.00
166	Auto Mechanic	8	49,401.00	50,636.00	51,902.00
166	Auto Mechanic	9	49,866.00	51,113.00	52,391.00
166	Auto Mechanic	10	50,483.00	51,745.00	53,039.00
467	Bus Attendant	1	27,000.00	27,675.00	28,367.00
467	Bus Attendant	2	27,500.00	28,188.00	28,893.00
467	Bus Attendant	3	28,100.00	28,803.00	29,523.00
467	Bus Attendant	4	28,800.00	29,520.00	30,258.00
467	Bus Attendant	5	29,600.00	30,340.00	31,099.00
467	Bus Attendant	6	30,400.00	31,160.00	31,939.00
370	Buyer	1	43,471.00	44,558.00	45,672.00
370	Buyer	2	43,985.00	45,085.00	46,212.00
370	Buyer	3	44,504.00	45,617.00	46,757.00
370	Buyer	4	45,020.00	46,146.00	47,300.00
370	Buyer	5	45,536.00	46,674.00	47,841.00
370	Buyer	6	46,194.00	47,349.00	48,533.00
005	Claims Exam W/C	1	46,729.00	47,897.00	49,094.00
005	Claims Exam W/C	2	47,827.00	49,023.00	50,249.00
005	Claims Exam W/C	3	48,925.00	50,148.00	51,402.00
005	Claims Exam W/C	4	50,023.00	51,274.00	52,556.00
005	Claims Exam W/C	5	51,121.00	52,399.00	53,709.00
005	Claims Exam W/C	6	53,467.00	54,804.00	56,174.00
028	Clerk 1	1	40,000.00	41,000.00	42,025.00
028	Clerk 1	2	40,343.00	41,352.00	42,386.00
028	Clerk 1	3	40,688.00	41,705.00	42,748.00
028	Clerk 1	4	41,031.00	42,057.00	43,108.00
028	Clerk 1	5	41,719.00	42,762.00	43,831.00
028	Clerk 1	6	43,384.00	44,469.00	45,581.00
073	Clerk 2	1	41,407.00	42,442.00	43,503.00
073	Clerk 2	2	41,824.00	42,870.00	43,942.00
073	Clerk 2	3	42,261.00	43,318.00	44,401.00
073	Clerk 2	4	42,719.00	43,787.00	44,882.00
073	Clerk 2	5	43,201.00	44,281.00	45,388.00
073	Clerk 2	6	43,856.00	44,952.00	46,076.00
163	Clerk Inventory Control	1	43,716.00	44,809.00	45,929.00
163	Clerk Inventory Control	2	44,206.00	45,311.00	46,444.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
163	Clerk Inventory Control	3	44,699.00	45,816.00	46,961.00
163	Clerk Inventory Control	4	45,196.00	46,326.00	47,484.00
163	Clerk Inventory Control	5	45,673.00	46,815.00	47,985.00
163	Clerk Inventory Control	6	46,314.00	47,472.00	48,659.00
024	Clerk Steno Admin Office	1	40,343.00	41,352.00	42,386.00
024	Clerk Steno Admin Office	2	40,688.00	41,705.00	42,748.00
024	Clerk Steno Admin Office	3	41,031.00	42,057.00	43,108.00
024	Clerk Steno Admin Office	4	41,375.00	42,409.00	43,469.00
024	Clerk Steno Admin Office	5	41,719.00	42,762.00	43,831.00
024	Clerk Steno Admin Office	6	42,214.00	43,269.00	44,351.00
117	Clerk Steno Admin Office 2	1	30,000.00	30,750.00	31,519.00
117	Clerk Steno Admin Office 2	2	30,400.00	31,160.00	31,939.00
117	Clerk Steno Admin Office 2	3	30,900.00	31,673.00	32,465.00
117	Clerk Steno Admin Office 2	4	31,500.00	32,288.00	33,095.00
117	Clerk Steno Admin Office 2	5	32,200.00	33,005.00	33,830.00
117	Clerk Steno Admin Office 2	6	33,000.00	33,825.00	34,671.00
301	Clerk Steno Bilingual 2	1	30,000.00	30,750.00	31,519.00
301	Clerk Steno Bilingual 2	2	30,400.00	31,160.00	31,939.00
301	Clerk Steno Bilingual 2	3	30,900.00	31,673.00	32,465.00
301	Clerk Steno Bilingual 2	4	31,500.00	32,288.00	33,095.00
301	Clerk Steno Bilingual 2	5	32,200.00	33,005.00	33,830.00
301	Clerk Steno Bilingual 2	6	33,000.00	33,825.00	34,671.00
389	Computer Service Technician	1	45,200.00	46,330.00	47,488.00
389	Computer Service Technician	2	46,400.00	47,560.00	48,749.00
389	Computer Service Technician	3	47,600.00	48,790.00	50,010.00
389	Computer Service Technician	4	48,800.00	50,020.00	51,271.00
389	Computer Service Technician	5	50,000.00	51,250.00	52,531.00
389	Computer Service Technician	6	51,350.00	52,634.00	53,950.00
298	Custodial Tues-Sat	1	37,360.00	38,294.00	39,251.00
298	Custodial Tues-Sat	2	37,996.00	38,946.00	39,920.00
298	Custodial Tues-Sat	3	38,648.00	39,614.00	40,604.00
298	Custodial Tues-Sat	4	39,299.00	40,281.00	41,288.00
298	Custodial Tues-Sat	5	40,395.00	41,405.00	42,440.00
298	Custodial Tues-Sat	6	41,491.00	42,528.00	43,591.00
298	Custodial Tues-Sat	7	42,750.00	43,819.00	44,914.00
298	Custodial Tues-Sat	8	43,111.00	44,189.00	45,294.00



<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
298	Custodial Tues-Sat	9	43,472.00	44,559.00	45,673.00
298	Custodial Tues-Sat	10	43,832.00	44,928.00	46,051.00
298	Custodial Tues-Sat	11	44,194.00	45,299.00	46,431.00
298	Custodial Tues-Sat	12	44,706.00	45,824.00	46,970.00
300	Custodial Worker	1	35,955.00	36,854.00	37,775.00
300	Custodial Worker	2	36,560.00	37,474.00	38,411.00
300	Custodial Worker	3	37,181.00	38,111.00	39,064.00
300	Custodial Worker	4	37,801.00	38,746.00	39,715.00
300	Custodial Worker	5	38,897.00	39,869.00	40,866.00
300	Custodial Worker	6	39,993.00	40,993.00	42,018.00
300	Custodial Worker	7	41,088.00	42,115.00	43,168.00
300	Custodial Worker	8	41,432.00	42,468.00	43,530.00
300	Custodial Worker	9	41,576.00	42,615.00	43,680.00
300	Custodial Worker	10	42,119.00	43,172.00	44,251.00
300	Custodial Worker	11	42,463.00	43,525.00	44,613.00
300	Custodial Worker	12	42,958.00	44,032.00	45,133.00
288	Custodial Worker 2	1	27,000.00	27,675.00	28,367.00
288	Custodial Worker 2	2	27,500.00	28,188.00	28,893.00
288	Custodial Worker 2	3	28,100.00	28,803.00	29,523.00
288	Custodial Worker 2	4	28,800.00	29,520.00	30,258.00
288	Custodial Worker 2	5	29,600.00	30,340.00	31,099.00
288	Custodial Worker 2	6	30,400.00	31,160.00	31,939.00
278	Custodial Worker Tues-Sat 2	1	27,000.00	27,675.00	28,367.00
278	Custodial Worker Tues-Sat 2	2	27,500.00	28,188.00	28,893.00
278	Custodial Worker Tues-Sat 2	3	28,100.00	28,803.00	29,523.00
278	Custodial Worker Tues-Sat 2	4	28,800.00	29,520.00	30,258.00
278	Custodial Worker Tues-Sat 2	5	29,600.00	30,340.00	31,099.00
278	Custodial Worker Tues-Sat 2	6	30,400.00	31,160.00	31,939.00
323	Data Control Clerk	1	43,671.00	44,763.00	45,882.00
323	Data Control Clerk	2	44,261.00	45,368.00	46,502.00
323	Data Control Clerk	3	44,851.00	45,972.00	47,121.00
323	Data Control Clerk	4	45,441.00	46,577.00	47,741.00
323	Data Control Clerk	5	46,031.00	47,182.00	48,362.00
323	Data Control Clerk	6	46,771.00	47,940.00	49,139.00
076	Data Entry Operator 1	1	40,891.00	41,913.00	42,961.00
076	Data Entry Operator 1	2	41,322.00	42,355.00	43,414.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
076	Data Entry Operator 1	3	41,750.00	42,794.00	43,864.00
076	Data Entry Operator 1	4	42,182.00	43,237.00	44,318.00
076	Data Entry Operator 1	5	42,611.00	43,676.00	44,768.00
076	Data Entry Operator 1	6	43,190.00	44,270.00	45,377.00
214	Data Entry Operator 2	1	42,867.00	43,939.00	45,037.00
214	Data Entry Operator 2	2	43,448.00	44,534.00	45,647.00
214	Data Entry Operator 2	3	44,031.00	45,132.00	46,260.00
214	Data Entry Operator 2	4	44,614.00	45,729.00	46,872.00
214	Data Entry Operator 2	5	45,196.00	46,326.00	47,484.00
214	Data Entry Operator 2	6	45,929.00	47,077.00	48,254.00
361	D/P Programmer/Sys Analyst	1	49,038.00	50,264.00	51,521.00
361	D/P Programmer/Sys Analyst	2	49,774.00	51,018.00	52,293.00
361	D/P Programmer/Sys Analyst	3	50,554.00	51,818.00	53,113.00
361	D/P Programmer/Sys Analyst	4	51,369.00	52,653.00	53,969.00
361	D/P Programmer/Sys Analyst	5	52,236.00	53,542.00	54,881.00
361	D/P Programmer/Sys Analyst	6	56,638.00	58,054.00	59,505.00
014	Delivery Worker	1	38,302.00	39,260.00	40,242.00
014	Delivery Worker	2	38,714.00	39,682.00	40,674.00
014	Delivery Worker	3	39,083.00	40,060.00	41,062.00
014	Delivery Worker	4	39,452.00	40,438.00	41,449.00
014	Delivery Worker	5	39,819.00	40,814.00	41,834.00
014	Delivery Worker	6	40,522.00	41,258.00	42,289.00
098	Delivery Worker 2	1	27,000.00	27,675.00	28,367.00
098	Delivery Worker 2	2	27,500.00	28,188.00	28,893.00
098	Delivery Worker 2	3	28,100.00	28,803.00	29,523.00
098	Delivery Worker 2	4	28,800.00	29,520.00	30,258.00
098	Delivery Worker 2	5	29,600.00	30,340.00	31,099.00
098	Delivery Worker 2	6	30,400.00	31,160.00	31,939.00
108	Electric Repairer	1	44,508.00	45,621.00	46,762.00
108	Electric Repairer	2	45,091.00	46,218.00	47,373.00
108	Electric Repairer	3	45,673.00	46,215.00	47,985.00
108	Electric Repairer	4	46,256.00	47,412.00	48,597.00
108	Electric Repairer	5	46,839.00	48,010.00	49,210.00
108	Electric Repairer	6	47,571.00	48,760.00	49,979.00
100	Employee Benefits Clerk	1	39,043.00	40,019.00	41,019.00
100	Employee Benefits Clerk	2	39,406.00	40,391.00	41,401.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
100	Employee Benefits Clerk	3	39,843.00	40,839.00	41,860.00
100	Employee Benefits Clerk	4	40,302.00	41,310.00	42,343.00
100	Employee Benefits Clerk	5	40,782.00	41,802.00	42,847.00
100	Employee Benefits Clerk	6	41,288.00	42,320.00	43,378.00
286	Field Rep Contract Compliance	1	47,320.00	48,503.00	49,716.00
286	Field Rep Contract Compliance	2	48,264.00	49,471.00	50,708.00
286	Field Rep Contract Compliance	3	49,313.00	50,546.00	51,810.00
286	Field Rep Contract Compliance	4	50,314.00	51,572.00	52,861.00
286	Field Rep Contract Compliance	5	51,364.00	52,648.00	53,964.00
286	Field Rep Contract Compliance	6	52,415.00	53,725.00	55,068.00
273	Fork Lift Operator	1	41,818.00	42,863.00	49,935.00
273	Fork Lift Operator	2	42,302.00	43,360.00	44,444.00
273	Fork Lift Operator	3	42,787.00	43,857.00	44,953.00
273	Fork Lift Operator	4	43,237.00	44,318.00	45,426.00
273	Fork Lift Operator	5	43,756.00	44,850.00	45,971.00
273	Fork Lift Operator	6	44,391.00	45,501.00	46,639.00
125	Health Insurance Benefits Clerk	1	42,843.00	43,914.00	45,012.00
125	Health Insurance Benefits Clerk	2	43,302.00	44,385.00	45,495.00
125	Health Insurance Benefits Clerk	3	43,782.00	44,877.00	45,999.00
125	Health Insurance Benefits Clerk	4	44,288.00	45,395.00	46,530.00
125	Health Insurance Benefits Clerk	5	44,820.00	45,941.00	47,090.00
125	Health Insurance Benefits Clerk	6	45,580.00	46,720.00	47,888.00
489	Health Insurance Benefits Clerk 2	1	35,000.00	35,875.00	36,772.00
489	Health Insurance Benefits Clerk 2	2	35,500.00	36,388.00	37,298.00
489	Health Insurance Benefits Clerk 2	3	36,000.00	36,900.00	37,823.00
489	Health Insurance Benefits Clerk 2	4	36,700.00	37,618.00	38,558.00
489	Health Insurance Benefits Clerk 2	5	37,400.00	38,355.00	39,293.00
489	Health Insurance Benefits Clerk 2	6	38,100.00	39,053.00	40,029.00
026	Keyboarding Clerk 1	1	40,000.00	41,000.00	42,025.00
026	Keyboarding Clerk 1	2	40,343.00	41,352.00	42,386.00
026	Keyboarding Clerk 1	3	40,688.00	41,705.00	42,748.00
026	Keyboarding Clerk 1	4	41,031.00	42,057.00	43,108.00
026	Keyboarding Clerk 1	5	41,375.00	42,409.00	43,469.00
026	Keyboarding Clerk 1	6	41,869.00	42,916.00	43,989.00
146	Keyboarding Clerk 1 (2)	1	30,000.00	30,750.00	31,519.00
146	Keyboarding Clerk 1 (2)	2	30,400.00	31,160.00	31,939.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
146	Keyboarding Clerk 1 (2)	3	30,900.00	31,673.00	32,465.00
146	Keyboarding Clerk 1 (2)	4	31,500.00	32,288.00	33,095.00
146	Keyboarding Clerk 1 (2)	5	32,200.00	33,005.00	33,830.00
146	Keyboarding Clerk 1 (2)	6	33,000.00	33,825.00	34,671.00
065	Keyboarding Clerk 1, Bil	1	40,000.00	41,000.00	42,025.00
065	Keyboarding Clerk 1, Bil	2	40,343.00	41,352.00	42,386.00
065	Keyboarding Clerk 1, Bil	3	40,688.00	41,705.00	42,748.00
065	Keyboarding Clerk 1, Bil	4	41,031.00	42,057.00	43,108.00
065	Keyboarding Clerk 1, Bil	5	41,375.00	42,409.00	43,469.00
065	Keyboarding Clerk 1, Bil	6	41,869.00	42,916.00	43,989.00
074	Keyboarding Clerk 2	1	41,824.00	42,870.00	43,942.00
074	Keyboarding Clerk 2	2	42,261.00	43,318.00	44,401.00
074	Keyboarding Clerk 2	3	42,719.00	43,787.00	44,882.00
074	Keyboarding Clerk 2	4	43,201.00	44,281.00	45,388.00
074	Keyboarding Clerk 2	5	43,706.00	44,799.00	45,919.00
074	Keyboarding Clerk 2	6	44,361.00	45,470.00	46,607.00
203	Keyboarding Clerk 2, Bil	1	41,824.00	42,870.00	43,942.00
203	Keyboarding Clerk 2, Bil	2	42,261.00	43,318.00	44,401.00
203	Keyboarding Clerk 2, Bil	3	42,719.00	43,787.00	44,882.00
203	Keyboarding Clerk 2, Bil	4	43,201.00	44,281.00	45,388.00
203	Keyboarding Clerk 2, Bil	5	43,706.00	44,799.00	45,919.00
203	Keyboarding Clerk 2, Bil	6	44,361.00	45,470.00	46,607.00
145	Keyboarding Clerk 3	1	42,665.00	43,732.00	44,825.00
145	Keyboarding Clerk 3	2	43,095.00	44,172.00	45,276.00
145	Keyboarding Clerk 3	3	43,526.00	44,614.00	45,729.00
145	Keyboarding Clerk 3	4	43,960.00	45,059.00	46,185.00
145	Keyboarding Clerk 3	5	44,385.00	45,495.00	46,632.00
145	Keyboarding Clerk 3	6	44,965.00	46,089.00	47,241.00
156	Laborer 1	1	35,955.00	36,854.00	37,775.00
156	Laborer 1	2	36,560.00	37,474.00	38,411.00
156	Laborer 1	3	37,181.00	38,111.00	39,064.00
156	Laborer 1	4	37,801.00	38,746.00	39,715.00
156	Laborer 1	5	38,954.00	39,928.00	40,926.00
156	Laborer 1	6	40,107.00	41,110.00	42,138.00
156	Laborer 1	7	41,261.00	42,293.00	43,350.00
156	Laborer 1	8	41,731.00	42,774.00	43,843.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
156	Laborer 1	9	42,100.00	45,153.00	44,232.00
156	Laborer 1	10	42,468.00	43,530.00	44,618.00
156	Laborer 1	11	42,839.00	43,910.00	45,008.00
156	Laborer 1	12	43,356.00	44,440.00	45,551.00
239	Laborer 1 (2)	1	27,000.00	27,675.00	28,367.00
239	Laborer 1 (2)	2	27,500.00	28,188.00	28,893.00
239	Laborer 1 (2)	3	28,100.00	28,803.00	29,523.00
239	Laborer 1 (2)	4	28,800.00	29,520.00	30,258.00
239	Laborer 1 (2)	5	29,600.00	30,340.00	31,099.00
239	Laborer 1(2)	6	30,400.00	31,160.00	31,939.00
957	Lifeguard	1	39,895.00	40,892.00	41,914.00
957	Lifeguard	2	40,336.00	41,344.00	42,378.00
957	Lifeguard	3	40,777.00	41,796.00	42,841.00
957	Lifeguard	4	41,219.00	42,249.00	43,305.00
957	Lifeguard	5	41,662.00	42,704.00	43,772.00
957	Lifeguard	6	42,253.00	43,309.00	44,392.00
335	Lifeguard 2	1	24,345.00	24,954.00	25,578.00
335	Lifeguard 2	2	24,670.00	25,287.00	25,919.00
335	Lifeguard 2	3	25,075.00	25,702.00	26,345.00
335	Lifeguard 2	4	25,562.00	26,201.00	26,856.00
335	Lifeguard 2	5	26,130.00	26,783.00	27,453.00
335	Lifeguard 2	6	26,780.00	27,450.00	28,136.00
169	Mail Clerk	1	40,000.00	41,000.00	42,025.00
169	Mail Clerk	2	40,343.00	41,352.00	42,386.00
169	Mail Clerk	3	40,688.00	41,705.00	42,748.00
169	Mail Clerk	4	41,031.00	42,057.00	43,108.00
169	Mail Clerk	5	41,375.00	42,409.00	43,469.00
169	Mail Clerk	6	41,869.00	42,916.00	43,989.00
262	Mail clerk 2	1	30,000.00	30,750.00	31,519.00
262	Mail Clerk 2	2	30,400.00	31,160.00	31,939.00
262	Mail Clerk 2	3	30,900.00	31,673.00	32,465.00
262	Mail Clerk 2	4	31,500.00	32,288.00	33,095.00
262	Mail Clerk 2	5	32,200.00	33,005.00	33,830.00
262	Mail Clerk 2	6	33,000.00	33,825.00	34,671.00
302	Maintenance Repairer Welder	1	44,429.00	45,540.00	46,679.00
302	Maintenance Repairer Welder	2	44,796.00	45,916.00	47,064.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
302	Maintenance Repairer Welder	3	45,165.00	46,294.00	47,451.00
302	Maintenance Repairer Welder	4	45,449.00	46,585.00	47,750.00
302	Maintenance Repairer Welder	5	45,903.00	47,051.00	48,227.00
302	Maintenance Repairer Welder	6	46,421.00	47,582.00	48,772.00
102	Media Technician	1	53,665.00	55,007.00	56,382.00
102	Media Technician	2	55,265.00	56,647.00	58,063.00
102	Media Technician	3	56,865.00	58,287.00	59,744.00
102	Media Technician	4	58,465.00	59,927.00	61,425.00
102	Media Technician	5	60,065.00	61,567.00	63,106.00
102	Media Technician	6	61,815.00	63,360.00	64,944.00
303	Medical Records Clerk	1	49,038.00	50,264.00	51,521.00
303	Medical Records Clerk	2	49,774.00	51,018.00	52,293.00
303	Medical Records Clerk	3	50,554.00	51,818.00	53,113.00
303	Medical Records Clerk	4	51,369.00	52,653.00	53,969.00
303	Medical Records Clerk	5	52,236.00	53,542.00	54,881.00
303	Medical Records Clerk	6	53,788.00	55,133.00	56,511.00
056	Medical Translator	1	41,824.00	42,870.00	43,942.00
056	Medical Translator	2	42,261.00	43,318.00	44,401.00
056	Medical Translator	3	42,719.00	43,787.00	44,882.00
056	Medical Translator	4	43,201.00	44,281.00	45,388.00
056	Medical Translator	5	43,706.00	44,799.00	45,919.00
056	Medical Translator	6	44,361.00	45,470.00	46,607.00
180	Nurse's Aide 2	1	30,000.00	30,750.00	31,519.00
180	Nurse's Aide 2	2	30,400.00	31,160.00	31,939.00
180	Nurse's Aide 2	3	30,900.00	31,673.00	32,465.00
180	Nurse's Aide 2	4	31,500.00	32,288.00	33,095.00
180	Nurse's Aide 2	5	32,200.00	33,005.00	33,830.00
180	Nurse's Aide 2	6	33,000.00	33,825.00	34,671.00
111	Offset Machine Operator	1	37,349.00	38,283.00	39,240.00
111	Offset Machine Operator	2	37,693.00	38,635.00	39,601.00
111	Offset Machine Operator	3	38,038.00	38,989.00	39,964.00
111	Offset Machine Operator	4	38,380.00	39,340.00	40,324.00
111	Offset Machine Operator	5	38,725.00	39,693.00	40,685.00
111	Offset Machine Operator	6	39,069.00	40,046.00	41,047.00
314	Omnibus Driver - 10Mth.	1	36,670.00	37,587.00	38,527.00
314	Omnibus Driver - 10Mth.	2	36,890.00	37,812.00	38,757.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
314	Omnibus Driver - 10Mth.	3	37,110.00	38,038.00	38,989.00
314	Omnibus Driver - 10Mth.	4	37,550.00	38,489.00	39,451.00
314	Omnibus Driver - 10Mth.	5	37,770.00	38,714.00	39,682.00
314	Omnibus Driver - 10Mth.	6	38,360.00	39,319.00	40,302.00
291	Omnibus Operator 10Mth 2	1	30,000.00	30,750.00	31,519.00
291	Omnibus Operator 10Mth 2	2	30,400.00	31,160.00	31,939.00
291	Omnibus Operator 10Mth 2	3	30,900.00	31,673.00	32,465.00
291	Omnibus Operator 10Mth 2	4	31,500.00	32,288.00	33,095.00
291	Omnibus Operator 10Mth 2	5	32,200.00	33,005.00	33,830.00
291	Omnibus Operator 10Mth 2	6	33,000.00	33,825.00	34,671.00
182	Payroll Clerk	1	36,176.00	37,080.00	38,007.00
182	Payroll Clerk	2	36,518.00	37,341.00	38,367.00
182	Payroll Clerk	3	36,877.00	37,799.00	38,744.00
182	Payroll Clerk	4	37,254.00	38,185.00	39,140.00
182	Payroll Clerk	5	37,651.00	38,592.00	39,557.00
182	Payroll Clerk	6	38,067.00	39,109.00	39,994.00
414	Pension Benefits Clerk	1	39,843.00	40,039.00	41,860.00
414	Pension Benefits Clerk	2	41,302.00	41,310.00	42,343.00
414	Pension Benefits Clerk	3	41,782.00	41,802.00	42,847.00
414	Pension Benefits Clerk	4	40,288.00	42,320.00	43,378.00
414	Pension Benefits Clerk	5	41,820.00	42,866.00	43,938.00
414	Pension Benefits Clerk	6	42,430.00	43,491.00	44,578.00
022	Personnel Clerk 2	1	30,000.00	30,750.00	31,519.00
022	Personnel Clerk 2	2	30,400.00	31,160.00	31,939.00
022	Personnel Clerk 2	3	30,900.00	31,673.00	32,465.00
022	Personnel Clerk 2	4	31,500.00	32,288.00	33,095.00
022	Personnel Clerk 2	5	32,200.00	33,005.00	33,830.00
022	Personnel Clerk 2	6	33,000.00	33,825.00	34,671.00
057	Principal Account Clerk	1	42,083.00	43,135.00	44,213.00
057	Principal Account Clerk	2	42,512.00	43,575.00	44,664.00
057	Principal Account Clerk	3	42,944.00	44,018.00	45,118.00
057	Principal Account Clerk	4	43,377.00	44,461.00	45,573.00
057	Principal Account Clerk	5	43,804.00	44,899.00	46,021.00
057	Principal Account Clerk	6	44,382.00	45,492.00	46,629.00
041	Principal Acct. Clerk	1	42,665.00	43,732.00	44,825.00
041	Principal Acct. Clerk	2	43,095.00	44,172.00	45,276.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
041	Principal Acct. Clerk	3	43,526.00	44,614.00	45,729.00
041	Principal Acct. Clerk	4	43,960.00	45,059.00	46,185.00
041	Principal Acct. Clerk	5	44,385.00	45,495.00	46,632.00
041	Principal Acct. Clerk	6	44,965.00	46,089.00	47,241.00
060	Principal Clerk Stenographer	1	42,726.00	43,794.00	44,889.00
060	Principal Clerk Stenographer	2	43,243.00	44,324.00	45,432.00
060	Principal Clerk Stenographer	3	43,760.00	44,854.00	45,975.00
060	Principal Clerk Stenographer	4	44,276.00	45,383.00	46,518.00
060	Principal Clerk Stenographer	5	44,792.00	45,912.00	47,060.00
060	Principal Clerk Stenographer	6	45,458.00	46,594.00	47,759.00
313	Principal Clerk Typist Biling	1	42,665.00	43,732.00	44,825.00
313	Principal Clerk Typist Biling	2	43,095.00	44,172.00	45,276.00
313	Principal Clerk Typist Biling	3	43,526.00	44,614.00	45,729.00
313	Principal Clerk Typist Biling	4	43,960.00	45,059.00	46,185.00
313	Principal Clerk Typist Biling	5	44,385.00	45,495.00	46,632.00
313	Principal Clerk Typist Biling	6	44,965.00	46,089.00	47,241.00
339	Principal Employee Benefits Clerk	1	51,936.00	53,234.00	54,565.00
339	Principal Employee Benefits Clerk	2	52,664.00	53,981.00	55,331.00
339	Principal Employee Benefits Clerk	3	53,390.00	54,725.00	56,093.00
339	Principal Employee Benefits Clerk	4	54,116.00	55,469.00	56,856.00
339	Principal Employee Benefits Clerk	5	54,843.00	56,214.00	57,619.00
339	Principal Employee Benefits Clerk	6	59,610.00	61,100.00	62,628.00
178	Principal Payroll Clerk	1	42,611.00	43,676.00	44,768.00
178	Principal Payroll Clerk	2	43,127.00	44,205.00	45,310.00
178	Principal Payroll Clerk	3	43,643.00	44,734.00	45,852.00
178	Principal Payroll Clerk	4	44,159.00	45,263.00	46,395.00
178	Principal Payroll Clerk	5	44,676.00	45,793.00	46,938.00
178	Principal Payroll Clerk	6	45,341.00	46,475.00	47,637.00
310	Principal Public Info. Asst	1	54,250.00	55,606.00	56,996.00
310	Principal Public Info. Asst	2	56,450.00	57,861.00	59,308.00
310	Principal Public Info. Asst	3	58,650.00	60,116.00	61,619.00
310	Principal Public Info. Asst	4	60,850.00	62,371.00	63,930.00
310	Principal Public Info. Asst	5	63,050.00	64,626.00	66,242.00
310	Principal Public Info. Asst	6	65,400.00	67,035.00	68,711.00
445	Printing Operation Technician II	1	42,200.00	43,255.00	44,336.00
445	Printing Operation Technician II	2	43,400.00	44,485.00	45,597.00



<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
445	Printing Operation Technician II	3	44,600.00	45,715.00	46,858.00
445	Printing Operation Technician II	4	45,800.00	46,945.00	48,119.00
445	Printing Operation Technician II	5	47,000.00	48,175.00	49,379.00
445	Printing Operation Technician II	6	48,200.00	49,405.00	50,640.00
061	Programmer	1	42,617.00	43,682.00	44,774.00
061	Programmer	2	43,315.00	44,398.00	45,508.00
061	Programmer	3	44,014.00	45,114.00	46,242.00
061	Programmer	4	44,712.00	45,830.00	46,976.00
061	Programmer	5	45,412.00	46,547.00	47,711.00
061	Programmer	6	46,118.00	47,271.00	48,453.00
265	Pub Add Sys Ope	1	42,747.00	43,816.00	44,911.00
265	Pub Add Sys Ope	2	43,483.00	44,570.00	45,684.00
265	Pub Add Sys Ope	3	44,254.00	45,360.00	46,494.00
265	Pub Add Sys Ope	4	45,068.00	46,195.00	47,350.00
265	Pub Add Sys Ope	5	45,919.00	47,067.00	48,244.00
265	Pub Add Sys Ope	6	46,962.00	48,136.00	49,339.00
172	Public Information Assistant	1	48,263.00	49,470.00	50,707.00
172	Public Information Assistant	2	49,094.00	50,321.00	51,579.00
172	Public Information Assistant	3	49,965.00	51,214.00	52,494.00
172	Public Information Assistant	4	50,873.00	52,145.00	53,449.00
172	Public Information Assistant	5	51,837.00	53,133.00	54,461.00
172	Public Information Assistant	6	56,301.00	57,709.00	59,152.00
378	Purchasing Assistant	1	42,121.00	43,174.00	44,253.00
378	Purchasing Assistant	2	42,655.00	43,721.00	44,814.00
378	Purchasing Assistant	3	43,192.00	44,272.00	45,379.00
378	Purchasing Assistant	4	43,938.00	45,036.00	46,162.00
378	Purchasing Assistant	5	44,264.00	45,371.00	46,505.00
378	Purchasing Assistant	6	44,951.00	46,075.00	47,227.00
258	Receptionist	1	41,221.00	42,252.00	43,308.00
258	Receptionist	2	41,407.00	42,442.00	43,503.00
258	Receptionist	3	41,824.00	42,870.00	43,942.00
258	Receptionist	4	42,261.00	43,318.00	44,401.00
258	Receptionist	5	42,719.00	43,787.00	44,882.00
258	Receptionist	6	43,351.00	44,435.00	45,546.00
263	Receptionist 2	1	30,000.00	30,750.00	31,519.00
263	Receptionist 2	2	30,400.00	31,160.00	31,939.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
263	Receptionist 2	3	30,900.00	31,673.00	32,465.00
263	Receptionist 2	4	31,500.00	32,288.00	33,095.00
263	Receptionist 2	5	32,200.00	33,005.00	33,830.00
263	Receptionist 2	6	33,000.00	33,825.00	34,671.00
045	Receptionist Typist	1	41,593.00	42,633.00	43,699.00
045	Receptionist Typist	2	41,990.00	43,040.00	44,116.00
045	Receptionist Typist	3	42,406.00	43,466.00	44,553.00
045	Receptionist Typist	4	42,959.00	44,033.00	45,134.00
045	Receptionist Typist	5	43,418.00	44,503.00	45,616.00
045	Receptionist Typist	6	44,050.00	45,151.00	46,280.00
231	Receptionist Typist 2	1	30,000.00	30,750.00	31,519.00
231	Receptionist Typist 2	2	30,400.00	31,160.00	31,939.00
231	Receptionist Typist 2	3	30,900.00	31,673.00	32,465.00
231	Receptionist Typist 2	4	31,500.00	32,288.00	33,095.00
231	Receptionist Typist 2	5	32,200.00	33,005.00	33,830.00
231	Receptionist Typist 2	6	33,000.00	33,825.00	34,671.00
271	Receptionist Typist Bilingual	1	30,000.00	30,750.00	31,519.00
271	Receptionist Typist Bilingual	2	30,400.00	31,160.00	31,939.00
271	Receptionist Typist Bilingual	3	30,900.00	31,673.00	32,465.00
271	Receptionist Typist Bilingual	4	31,500.00	32,288.00	33,095.00
271	Receptionist Typist Bilingual	5	32,200.00	33,005.00	33,830.00
271	Receptionist Typist Bilingual	6	33,000.00	33,825.00	34,671.00
380	Research Assistant	1	50,907.00	52,180.00	53,485.00
380	Research Assistant	2	51,970.00	53,269.00	54,601.00
380	Research Assistant	3	53,011.00	54,336.00	55,694.00
380	Research Assistant	4	54,104.00	55,457.00	56,843.00
380	Research Assistant	5	55,252.00	56,633.00	58,049.00
380	Research Assistant	6	60,684.00	62,201.00	63,759.00
055	School Nurse's Aide	1	38,613.00	39,578.00	40,567.00
055	School Nurse's Aide	2	39,006.00	39,981.00	40,981.00
055	School Nurse's Aide	3	39,400.00	40,385.00	41,395.00
055	School Nurse's Aide	4	39,795.00	40,790.00	41,810.00
055	School Nurse's Aide	5	40,189.00	41,194.00	42,224.00
055	School Nurse's Aide	6	40,730.00	41,748.00	42,792.00
019	Security Guard Bilingual	1	35,955.00	36,854.00	37,775.00
019	Security Guard Bilingual	2	36,560.00	37,474.00	38,411.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
019	Security Guard Bilingual	3	37,181.00	38,111.00	39,064.00
019	Security Guard Bilingual	4	37,801.00	38,746.00	39,715.00
019	Security Guard Bilingual	5	41,984.00	43,034.00	44,110.00
019	Security Guard Bilingual	6	42,352.00	43,411.00	44,496.00
019	Security Guard Bilingual	7	42,722.00	43,790.00	44,885.00
019	Security Guard Bilingual	8	43,090.00	44,167.00	45,271.00
019	Security Guard Bilingual	9	43,459.00	44,545.00	45,659.00
019	Security Guard Bilingual	10	43,976.00	45,075.00	46,202.00
401	Security Guard 10 Month	1	32,018.00	32,818.00	33,638.00
401	Security Guard 10 Month	2	32,528.00	33,341.00	34,175.00
401	Security Guard 10 Month	3	33,054.00	33,880.00	34,727.00
401	Security Guard 10 Month	4	33,579.00	34,418.00	35,278.00
401	Security Guard 10 Month	5	35,873.00	64,770.00	37,689.00
401	Security Guard 10 Month	6	36,367.00	37,276.00	38,208.00
401	Security Guard 10 Month	7	37,118.00	38,046.00	38,997.00
401	Security Guard 10 Month	8	37,429.00	38,365.00	39,324.00
401	Security Guard 10 Month	9	37,743.00	38,687.00	39,654.00
401	Security Guard 10 Month	10	38,054.00	39,005.00	39,980.00
401	Security Guard 10 Month	11	38,366.00	39,325.00	40,308.00
401	Security Guard 10 Month	12	38,527.00	39,490.00	40,477.00
296	Security Guard 2 10 month	1	23,069.00	23,646.00	24,237.00
296	Security Guard 2 10 month	2	23,496.00	24,083.00	24,685.00
296	Security Guard 2 10 month	3	24,009.00	24,609.00	25,224.00
296	Security Guard 2 10 month	4	24,607.00	25,222.00	25,853.00
296	Security Guard 2 10 month	5	25,290.00	25,922.00	26,570.00
296	Security Guard 2 10 month	6	25,974.00	26,623.00	27,289.00
069	Security Guard 12 month	1	35,955.00	36,854.00	37,775.00
069	Security Guard 12 month	2	36,560.00	37,474.00	38,411.00
069	Security Guard 12 month	3	37,181.00	38,111.00	39,064.00
069	Security Guard 12 month	4	37,801.00	38,746.00	39,715.00
069	Security Guard 12 month	5	40,095.00	41,097.00	42,124.00
069	Security Guard 12 month	6	40,589.00	41,604.00	42,644.00
069	Security Guard 12 month	7	41,984.00	43,034.00	44,110.00
069	Security Guard 12 month	8	42,352.00	43,411.00	44,496.00
069	Security Guard 12 month	9	42,722.00	43,790.00	44,885.00
069	Security Guard 12 month	10	43,090.00	44,167.00	45,271.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
069	Security Guard 12 month	11	43,459.00	44,545.00	45,659.00
069	Security Guard 12 month	12	43,976.00	45,075.00	46,202.00
205	Security Guard 2 12 month	1	27,000.00	27,675.00	28,367.00
205	Security Guard 2 12 month	2	27,500.00	28,188.00	28,893.00
205	Security Guard 2 12 month	3	28,100.00	28,803.00	29,523.00
205	Security Guard 2 12 month	4	28,800.00	29,520.00	30,258.00
205	Security Guard 2 12 month	5	29,600.00	30,340.00	31,099.00
205	Security Guard 2 12 month	6	30,400.00	31,160.00	31,939.00
402	Security Guard Biling 10 month	1	32,018.00	32,818.00	33,638.00
402	Security Guard Biling 10 month	2	32,528.00	33,341.00	34,175.00
402	Security Guard Biling 10 month	3	33,054.00	33,880.00	34,727.00
402	Security Guard Biling 10 month	4	33,579.00	34,418.00	35,278.00
402	Security Guard Biling 10 month	5	35,873.00	36,770.00	37,689.00
402	Security Guard Biling 10 month	6	36,367.00	37,276.00	38,208.00
402	Security Guard Biling 10 month	7	37,118.00	38,046.00	38,997.00
402	Security Guard Biling 10 month	8	37,429.00	38,365.00	39,324.00
402	Security Guard Biling 10 month	9	37,743.00	38,687.00	39,654.00
402	Security Guard Biling 10 month	10	38,054.00	39,005.00	39,980.00
402	Security Guard Biling 10 month	11	38,366.00	39,325.00	40,308.00
402	Security Guard Biling 10 month	12	38,527.00	39,490.00	40,477.00
105	Senior Account Clerk	1	41,407.00	42,442.00	43,503.00
105	Senior Account Clerk	2	41,824.00	42,870.00	43,942.00
105	Senior Account Clerk	3	42,261.00	43,318.00	44,401.00
105	Senior Account Clerk	4	42,719.00	43,787.00	44,882.00
105	Senior Account Clerk	5	43,201.00	44,281.00	45,388.00
105	Senior Account Clerk	6	43,856.00	44,952.00	46,076.00
369	Senior Buyer	1	49,038.00	50,264.00	51,521.00
369	Senior Buyer	2	49,774.00	51,018.00	52,293.00
369	Senior Buyer	3	50,554.00	51,818.00	53,113.00
369	Senior Buyer	4	51,369.00	52,653.00	53,969.00
369	Senior Buyer	5	52,236.00	53,542.00	54,881.00
369	Senior Buyer	6	56,638.00	58,054.00	59,505.00
210	Senior Clerk Steno Bilingual	1	38,940.00	39,914.00	40,912.00
210	Senior Clerk Steno Bilingual	2	39,377.00	40,361.00	41,370.00
210	Senior Clerk Steno Bilingual	3	39,837.00	40,833.00	41,854.00
210	Senior Clerk Steno Bilingual	4	40,317.00	41,325.00	42,358.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
210	Senior Clerk Steno Bilingual	5	40,821.00	41,842.00	42,888.00
210	Senior Clerk Steno Bilingual	6	41,327.00	42,360.00	43,419.00
047	Senior Clerk Typist Biling	1	41,824.00	42,870.00	43,942.00
047	Senior Clerk Typist Biling	2	42,261.00	43,318.00	44,401.00
047	Senior Clerk Typist Biling	3	42,719.00	43,787.00	44,882.00
047	Senior Clerk Typist Biling	4	43,201.00	44,281.00	45,388.00
047	Senior Clerk Typist Biling	5	43,706.00	44,799.00	45,919.00
047	Senior Clerk Typist Biling	6	44,361.00	45,470.00	46,607.00
342	Senior Computer Operator	1	49,038.00	50,264.00	51,521.00
342	Senior Computer Operator	2	49,774.00	51,018.00	52,293.00
342	Senior Computer Operator	3	50,554.00	51,818.00	53,113.00
342	Senior Computer Operator	4	51,369.00	52,653.00	53,969.00
342	Senior Computer Operator	5	52,236.00	53,542.00	54,881.00
342	Senior Computer Operator	6	56,638.00	58,054.00	59,505.00
147	Senior Data Control Clerk	1	45,424.00	46,560.00	47,724.00
147	Senior Data Control Clerk	2	45,915.00	47,063.00	48,240.00
147	Senior Data Control Clerk	3	46,402.00	47,562.00	48,751.00
147	Senior Data Control Clerk	4	46,897.00	48,069.00	49,271.00
147	Senior Data Control Clerk	5	47,363.00	48,547.00	49,761.00
147	Senior Data Control Clerk	6	47,979.00	49,178.00	50,407.00
211	Senior Employee Benefits Clerk	1	43,531.00	44,619.00	45,734.00
211	Senior Employee Benefits Clerk	2	43,990.00	45,090.00	46,217.00
211	Senior Employee Benefits Clerk	3	44,471.00	45,583.00	46,723.00
211	Senior Employee Benefits Clerk	4	44,976.00	46,100.00	47,253.00
211	Senior Employee Benefits Clerk	5	45,508.00	46,646.00	47,812.00
211	Senior Employee Benefits Clerk	6	46,387.00	47,547.00	48,736.00
207	Senior Investigator	1	45,475.00	46,612.00	47,777.00
207	Senior Investigator	2	46,318.00	47,476.00	48,663.00
207	Senior Investigator	3	47,213.00	48,393.00	49,603.00
207	Senior Investigator	4	48,132.00	49,335.00	50,568.00
207	Senior Investigator	5	49,108.00	50,336.00	51,594.00
207	Senior Investigator	6	50,131.00	51,384.00	52,669.00
157	Senior Maintenance Repairer	1	42,390.00	43,450.00	44,536.00
157	Senior Maintenance Repairer	2	42,757.00	43,826.00	44,922.00
157	Senior Maintenance Repairer	3	43,127.00	44,205.00	45,310.00
157	Senior Maintenance Repairer	4	43,411.00	44,496.00	45,608.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
157	Senior Maintenance Repairer	5	43,865.00	44,962.00	46,086.00
157	Senior Maintenance Repairer	6	44,382.00	45,492.00	46,629.00
054	Senior Personnel Clerk Typist	1	41,824.00	42,870.00	43,942.00
054	Senior Personnel Clerk Typist	2	42,261.00	43,318.00	44,401.00
054	Senior Personnel Clerk Typist	3	42,719.00	43,787.00	44,882.00
054	Senior Personnel Clerk Typist	4	43,201.00	44,281.00	45,388.00
054	Senior Personnel Clerk Typist	5	43,706.00	44,799.00	45,919.00
054	Senior Personnel Clerk Typist	6	44,361.00	45,470.00	46,607.00
167	Senior Public Information Assistant	1	50,770.00	52,039.00	53,340.00
167	Senior Public Information Assistant	2	51,706.00	52,999.00	54,324.00
167	Senior Public Information Assistant	3	52,642.00	53,958.00	55,307.00
167	Senior Public Information Assistant	4	53,578.00	54,917.00	56,290.00
167	Senior Public Information Assistant	5	54,514.00	55,877.00	57,274.00
167	Senior Public Information Assistant	6	59,188.00	60,668.00	61,185.00
528	Senior Research Assistant	1	57,863.00	59,310.00	60,793.00
528	Senior Research Assistant	2	58,999.00	60,474.00	61,986.00
528	Senior Research Assistant	3	60,195.00	61,700.00	63,243.00
528	Senior Research Assistant	4	62,161.00	63,715.00	65,308.00
528	Senior Research Assistant	5	63,478.00	65,065.00	66,692.00
528	Senior Research Assistant	6	72,168.00	73,972.00	75,821.00
320	Senior Security Guard	1	42,982.00	44,057.00	45,158.00
320	Senior Security Guard	2	43,472.00	44,559.00	45,673.00
320	Senior Security Guard	3	43,963.00	45,062.00	46,189.00
320	Senior Security Guard	4	44,456.00	45,567.00	46,706.00
320	Senior Security Guard	5	44,946.00	46,070.00	47,222.00
320	Senior Security Guard	6	45,588.00	46,728.00	47,896.00
215	Senior Stock Clerk	1	42,083.00	43,135.00	44,213.00
215	Senior Stock Clerk	2	42,512.00	43,575.00	44,664.00
215	Senior Stock Clerk	3	42,944.00	44,018.00	45,118.00
215	Senior Stock Clerk	4	43,373.00	44,457.00	45,568.00
215	Senior Stock Clerk	5	43,744.00	44,838.00	45,959.00
215	Senior Stock Clerk	6	44,382.00	45,492.00	46,629.00
083	Statistical Typist	1	42,719.00	43,787.00	44,882.00
083	Statistical Typist	2	43,201.00	44,281.00	45,388.00
083	Statistical Typist	3	43,706.00	44,799.00	45,919.00
083	Statistical Typist	4	44,237.00	45,343.00	46,477.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
083	Statistical Typist	5	44,794.00	45,914.00	47,062.00
083	Statistical Typist	6	45,528.00	46,666.00	47,833.00
085	Stock Clerk	1	41,167.00	42,196.00	43,251.00
085	Stock Clerk	2	41,597.00	42,637.00	43,703.00
085	Stock Clerk	3	42,027.00	43,078.00	44,155.00
085	Stock Clerk	4	42,458.00	43,519.00	44,607.00
085	Stock Clerk	5	42,887.00	43,959.00	45,058.00
085	Stock Clerk	6	43,467.00	44,554.00	45,668.00
213	Stock Clerk 2	1	27,000.00	27,675.00	28,367.00
213	Stock Clerk 2	2	27,500.00	28,188.00	28,893.00
213	Stock Clerk 2	3	28,100.00	28,803.00	29,523.00
213	Stock Clerk 2	4	28,800.00	29,520.00	30,258.00
213	Stock Clerk 2	5	29,600.00	30,340.00	31,099.00
213	Stock Clerk 2	6	30,400.00	31,160.00	31,939.00
086	Stock Handler	1	41,056.00	42,082.00	43,134.00
086	Stock Handler	2	41,485.00	42,522.00	43,585.00
086	Stock Handler	3	41,918.00	42,966.00	44,040.00
086	Stock Handler	4	42,346.00	43,405.00	44,490.00
086	Stock Handler	5	42,776.00	43,845.00	44,941.00
086	Stock Handler	6	43,356.00	44,440.00	45,551.00
095	Systems Analyst	1	51,936.00	53,234.00	54,565.00
095	Systems Analyst	2	52,664.00	53,981.00	55,331.00
095	Systems Analyst	3	53,390.00	54,725.00	56,093.00
095	Systems Analyst	4	54,116.00	55,469.00	56,856.00
095	Systems Analyst	5	54,843.00	56,214.00	57,619.00
095	Systems Analyst	6	59,610.00	61,100.00	62,628.00
168	Technician MIS	1	42,722.00	43,790.00	44,885.00
168	Technician MIS	2	43,238.00	44,319.00	45,428.00
168	Technician MIS	3	43,753.00	44,847.00	45,968.00
168	Technician MIS	4	44,269.00	45,376.00	46,510.00
168	Technician MIS	5	44,786.00	45,906.00	47,054.00
168	Technician MIS	6	45,281.00	46,413.00	47,573.00
016	Truck Driver	1	35,955.00	36,854.00	37,775.00
016	Truck Driver	2	36,560.00	37,474.00	38,411.00
016	Truck Driver	3	37,181.00	38,111.00	39,064.00
016	Truck Driver	4	37,801.00	38,746.00	39,715.00

<b>Job Code</b>	<b>Description</b>	<b>Step</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
016	Truck Driver	5	38,982.00	39,957.00	40,956.00
016	Truck Driver	6	40,163.00	41,167.00	42,196.00
016	Truck Driver	7	41,345.00	42,379.00	43,438.00
016	Truck Driver	8	41,714.00	42,757.00	43,826.00
016	Truck Driver	9	42,083.00	43,135.00	44,213.00
016	Truck Driver	10	42,451.00	43,512.00	44,600.00
016	Truck Driver	11	42,820.00	43,891.00	44,988.00
016	Truck Driver	12	43,403.00	44,488.00	45,600.00
099	Truck Driver 2	1	30,000.00	30,750.00	31,519.00
099	Truck Driver 2	2	30,400.00	31,160.00	31,939.00
099	Truck Driver 2	3	30,900.00	31,673.00	32,465.00
099	Truck Driver 2	4	31,500.00	32,288.00	33,095.00
099	Truck Driver 2	5	32,200.00	33,005.00	33,830.00
099	Truck Driver 2	6	33,000.00	33,825.00	34,671.00