

NEWARK BOARD OF EDUCATION

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NEGOTIATING TEAM

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PREAMBLE

WHEREAS, NEWARK BOARD OF EDUCATION IN THE COUNTY OF ESSEX, NEWARK NEW JERSEY (hereinafter the "Newark Board of Education") seeks to promote and maintain mutually harmonious relations between the School District and those of its employees who are represented by the LDFS JOINT BOARD WORKERS UNITED /SEIU, 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-1 et seq. of the Laws of New Jersey, known as the "New Jersey Employer-Employee Relations Act" and

WHEREAS, the Newark Board of Education 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 Board of Education 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-1 et seq. or the rules and regulations of the Civil Service Commission, 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 July 1, two thousand and sixteen between the Newark Board of Education and the Union as follows:

ARTICLE I
RECOGNITION

Section 1

The Newark Board of Education hereby recognizes the Union as sole and exclusive bargaining agent for all full and part-time employees of the Newark Board of Education under the following categories and in all newly created titles, which share a community of interest with the listed titles.

<u>TITLE</u>	<u>CODE NO.</u>
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
Per Diem Security Guard	062
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
Clerk 3	082

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
Fire Protection Inspector	158
Clerk Inventory Control	163
Auto Mechanic	166
Sr. Public Information Asst.	167
Technician MIS	168
Mail Clerk	169
Investigator II	171
Public Information Asst.	172
Principal Payroll Clerk	178
Nurse's Aide 2	180
Payroll Clerk	182
Per Diem Laborer	199
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
Per Diem Clerk Typist	227
Senior Receptionist	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
Laboratory Assistant	279
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
Per Diem Custodial Worker	305
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
Sr. Transportation Inspector	348
Transportation Inspector	349
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
Per Diem Security Guard (Summer)	971
Per Diem Account Clerk	990
Per Diem Omni Bus Driver	995
Per Diem Sr. Data Entry Operator	998

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 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 Board of Education 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 Board of Education 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 Board of Education 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 Board of Education 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 Board of Education 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 Board of Education eighty-five percent (85%) of the monthly Union dues.

The Newark Board of Education 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.

Section 5

Effective February 1, 2018 the Union will be notified, in advance of the date on which new employees will be “on-boarded.” The Union will have the right, upon advanced notice to Benefits Services, to have a representative at the “on-boarding” meeting. The Union representative will be given time at the end of the meeting to address new employees who will be represented by the Union. For all new hires, upon the issuance of their first paycheck, the District shall provide the Union with the employee’s name, address, telephone number, department, job title and school/location assignment.

ARTICLE III

BULLETIN BOARDS

The Newark Board of Education 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 Board of Education or any agent of The Newark Board of Education 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 Executive Director of the Labor and Employee Relations Department, who shall within (5) days conduct a conference with the employees and a Union representative to review the grievance. The Executive Director of the Labor and Employee Relations Department 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 Board of Education, 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, who shall be chosen by mutual agreement of the parties. The arbitrator shall be on a panel of Public Employment Relations Commission. The arbitrator shall serve for a minimum term of one (1) year. Thereafter, either party may give thirty (30) days written notice to the other that the arbitrator's service will be terminated as soon as any cases that have been heard by the arbitrator prior to the date of notice have been closed. The parties shall select a new arbitrator without delay. The expenses of the arbitrator shall be borne equally by the 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 Board of Education 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 Civil Service Commission Rules and Regulations, and the grievance procedures established herein shall not apply to any matter which is cognizable under the Civil Service Commission Statutes,

or Civil Service Commission 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 1st, 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 30th.
- 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 Board of Education 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 Board of Education 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 Board of Education 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 Board of Education and the Union. Applications of renewal of said leave shall be submitted to the Newark Board of Education least sixty (60) days prior to the end of the leave year.

Section 3

The Newark Board of Education 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 Board of Education 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 Board of Education 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 Board of Education shall not refuse such leave as long as such leave provision shall not exceed the provisions of the foregoing section. In addition, The Newark Board of Education 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 Board of Education, 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 Board of Education for continued participation in such employee welfare plans, provided The Newark Board of Education 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 Board of Education 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 Board of Education 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 Board of Education and the New Jersey Department of Personnel.

Section 4

The Newark Board of Education 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 Board of Education 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 Board of Education 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. The employee pay stub shall indicate the date or dates on which the overtime included in the check was worked. If the NPS Payroll System is not capable of meeting this requirement by January 1, 2018, the parties will meet to find an alternate solution.

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 overlapping 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 1st and January 1st. All employees will have a chance to submit their name for the overtime preferred roster on the 1st of July or 1st 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.

Section 8 – Overtime for Omnibus Drivers

Extra run (activity or sport) opportunities will be presented to Omnibus Drivers three (3) times per year, once at the beginning of the school year for year-round activities and fall sports; prior to the start of winter sports season; and prior to the start of spring sports season. Omnibus Drivers will select extra runs in descending order beginning with those who have the most district seniority, as defined in Article XXIV, to select from the available activities and/or sport.

The extra run selection date shall be announced (1) for year round activities and Fall sports not later than June 30 of the preceding school year and (2) not less than ten (10) calendar days prior to the selection date for Winter and Spring sports and activities. Once an Omnibus Driver has selected an activity or sport that selection shall count as a turn. Refusal to select an overtime or extra run opportunity shall count as a turn. Failure to be present or to designate a representative in writing to make a driver’s selection will count as a turn. The Department of Pupil Transportation may develop policies and procedures governing the distribution of overtime to Omnibus Drivers, which shall not contravene the terms of this provision.

ARTICLE IX

HOLIDAY SCHEDULE

Section 1

It is mutually agreed by the Newark Board of Education and Local 617 that the number of holidays shall be seventeen (17). Prior to adoption of the Newark Board of Education 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 Board of Education.

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 Board of Education 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 Board of Education 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 1st 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 fifteen (15) calendar days of the employee's request for vacation period, the employee shall be notified of his/her authorized vacation schedule. Whenever vacation schedules conflict, seniority shall prevail. No employee will be required to reschedule his/her 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. The employee shall submit two (2) copies of his/her vacation request to the designated management representative. The management representative who receives the employee's vacation request will acknowledge receipt of the vacation request form by signing and dating the document and giving the employee a copy of the signed and dated vacation request. Earned vacation may be accumulated up to, but not to exceed the number of days earned for two (2) consecutive years. Vacations may be taken at any time between January 1st and December 31st, upon giving thirty (30) days written notice to the appropriate director. If for reasons beneficial to the operation of the Newark Board of Education 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 and security personnel vacation schedules are not final until the vacation schedules

are approved by the Building Manager or Director of the Office of Safety or his/her designee respectively.

- A. 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 1st. 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 Board of Education 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 preceding 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 Board of Education 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.

Effective August 1, 2018 all Local 617 bargaining unit employees will be moved to the NPS PPO 20/20 medical insurance plan and the prescription co-pays shall be \$0 generic and \$20 brand.

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 Board of Education 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 Board of Education 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 Board of Education 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 Board of Education shall furnish to the Union a printout on Employees Status, once a month.

ARTICLE XIII

UNIFORMS AND/OR PROTECTIVE CLOTHING

Section 1 - Issued Uniforms

The Newark Board of Education 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 consisting of five (5) pairs of pants and five (5) shirts (three winter long-sleeved shirts and two short-sleeved shirts) 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.

Section 2 - Uniform Allowance

All Security Guards: Prior to July 1, 2018, the uniform allowance shall be \$510.00 for all security guard employees. Effective both July 1, 2018, and July 1, 2019, the uniform allowance for security guards shall increase by twenty dollars (\$20.00)

All Nurse's Aides: Prior to July 1, 2018, the uniform allowance shall be \$415.00 for all nurse's aides employees. Effective both July 1, 2018, and July 1, 2019, the uniform allowance for nurse's aides shall increase by twenty dollars (\$20.00).

All uniform allowances will be paid in a separate check if possible. The uniform allowance will be taxable. The employee shall not be required to submit receipts for the purchase of uniform articles.

Section 3 - Per diem Employees

Per diem security guards and nurse's aides who were employed prior to July 1, 2017, and who continued to be actively employed on October 1, 2018, shall receive the uniform allowance specified in Section 2 above.

Per diem security guards and nurse's aides hired on or after July 1, 2017, who have worked fifty (50) days prior to February 1st of the school year in which the employee is hired shall receive a two hundred dollars (\$200) uniform allowance at the conclusion of the fifty (50) day period and shall receive the full uniform allowance specified in Section 2 above when uniform allowances are issued in succeeding school years.

Per diem security guards and nurse's aides hired on or after July 1, 2017, who have not worked fifty (50) days prior to February 1st of the school year in which the employee is hired shall receive a two hundred dollars (\$200) uniform allowance at the conclusion of the fifty (50) day period and shall receive another two hundred dollar uniform allowance when uniform allowances are issued the following school year and shall receive the full uniform allowance specified in Section 2 above when uniform allowances are issued in the next succeeding school year and each year thereafter.

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 Board of Education may require proof of such illness by way of medical certificate or any other means the Newark Board of Education wishes to use.

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

The rules and regulations of the Civil Service 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 Board of Education 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. Bereavement days should be taken concurrent with the death of the immediate family or household member. A request to take bereavement leave at a time other than in conjunction with the death must be made to the employee's immediate supervisor and Human Resource Services within seven (7) days of the death. Bereavement days shall be taken within six (6) months of the death. 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 Board of Education. 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 Board of Education 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 Board of Education and Union agree to establish a sick day program whereby unit employees will be able to donate sick days.

The Newark Board of Education 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 Board of Education 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 Board of Education 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 Board of Education 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 Board of Education 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 (151) 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.

FMLA—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 Board of Education 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, then 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 Board of Education 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 Civil Service Commission certification exists, The Newark Board of Education 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 Board of Education 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.
6. Per diem employees shall have the opportunity to apply for new positions before the district seeks outside employees.

Section 2

All vacancies shall be awarded on the basis of the Civil Service Commission 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 Board of Education 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 Board of Education 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 Board of Education or the Civil Service Commission 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 Civil Service Commission document or Newark Board of Education 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 Civil Service Commission 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 Civil Service Commission 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 Board of Education 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 Board of Education 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 Board of Education 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. 18A:16-1

- (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 Board of Education 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 Board of Education 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 Board of Education 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 Board of Education 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 Board of Education 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 Board of Education immediately. The Newark Board of Education 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 Board of Education 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 Board of Education 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 Board of Education or any authorized agent of The Newark Board of Education 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 Board of Education 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.

Section 9

Per Diem employees who are disciplined will receive a written notice of the discipline with a copy to the Union. A meeting will be held upon request from the employee. The written notice will be sent within five (5) work days of the discipline and will include a meeting date.

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 Board of Education 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 Board of Education or other designees of The Newark Board of Education with a list of the Union stewards or Building Representatives and their locations. The Union shall notify The Newark Board of Education of any changes. The Newark Board of Education 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 Board of Education 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 30th. 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 Board of Education shall honor the request of such employee for copies of documents in the file. The Newark Board of Education 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 Board of Education 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 1st and July 1st - 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 Civil Service Commission 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 Board of Education 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 Board of Education 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 Board of Education 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 Board of Education, cost to be shared equally between the Newark Board of Education 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 Board of Education 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 Board of Education for the period of the license suspension.

Section 7

The Newark Board of Education 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 Board of Education 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 Board of Education 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 Board of Education 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 Board of Education 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 (45) days written notice.

Section 14 - Employee Assistance Program

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

The Newark Board of Education 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. All employees with permanent civil service status in some position within this unit will be eligible for tuition reimbursement for undergraduate programs that are:
1. Part of a program leading to an Associate's or Bachelor's degree; and
 2. In a program in which the employee is matriculated; or
 3. Courses that are directly related to the employee's duties with the school district
 4. Permanent, provisional and per diem security guards shall be eligible for tuition reimbursement for SORA training conducted by an accredited SORA training agency.

In the event that the District offers, SORA training in-house the security guards listed above may enroll. Acceptance into the in-house training course will be by District seniority.

- B. The Newark Board of Education total cost for tuition reimbursement shall be limited to ten thousand dollars (\$10,000) per school year including spending for the SORA program. Spending for the SORA program shall not exceed five thousand dollars (\$5,000) per school year.

Section 16 – Boiler License Training

Newark Board of Education 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 Board of Education 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 Board of Education 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 Board of Education and the Union.

ARTICLE XXVIII

WAGES

Section 1A—Wages

Effective July 1, 2018 all Tier 2 wages will be adjusted to exceed the per diem rate by advancing employees up the steps. Per diems moving to provisional positions will receive a pay increase.

Effective as soon as possible following ratification, permanent and provisional employees who are on the Newark Board of Education payroll as of the date of ratification, who are represented by Local 617, shall receive a fifteen hundred dollars, (\$1500) one-time non-pensionable stipend. Permanent/provisional employees who have not been on the payroll for the full two (2) years but are still employed on the date of ratification shall receive a pro-rate portion of the \$1500 based on the number of full months worked since their date of hire in lieu of retro pay for the period from July 1, 2016 to June 30, 2018.

Effective July 1, 2018 permanent/provisional employees shall receive a wage increase of seventy cents (.70) per hour. Wage increases shall go onto salary guides.

Effective July 1, 2019 permanent/provisional employees shall receive a wage increase of seventy cents (.70) per hour. Wage increase shall go onto salary guides.

Effective July 1, 2018 the hourly rate for per diem employees will be \$15.60.

Effective July 1, 2019 the hourly rate for per diem employees shall be increased to \$16.20.

Section 1C—Per Diem Rates

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

<u>Position Code</u>	<u>Title</u>	<u>2017-18</u>	<u>Rate</u>	<u>2018-19</u>	<u>2019-20</u>
013	Data Entry Operator	15.00		15.60	16.20
062	Security Guard	15.00		15.60	16.20
165	Chauffeur	15.00		15.60	16.20
194	Nurse's Aide	15.00		15.60	16.20
199	Laborer	15.00		15.60	16.20
202	Bus Attendant	15.00		15.60	16.20
227	Clerk Typist	15.00		15.60	16.20
233	Stock Clerk	15.00		15.60	16.20
305	Custodial Worker	15.00		15.60	16.20
522	Research Assistant	15.00		15.60	16.20
571	Omni Bus Driver (sum)	15.00		15.60	16.20
773	Research Asst (sum)	15.00		15.60	16.20
780	Lab Tech (summer)	15.00		15.60	16.20
945	Communication Operator	15.00		15.60	16.20
954	Lifeguard (sum)	15.00		15.60	16.20
971	Security Guard (sum)	15.00		15.60	16.20
990	Account Clerk	15.00		15.60	16.20
991	Lifeguard	15.00		15.60	16.20
995	Omni Bus Driver	15.00		15.60	16.20
998	Sr. Data Entry Operator	15.00		15.60	16.20

Section 1D - Shift Differential Pay

The Newark Board of Education 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 Resource Services 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 Board of Education.

Section 10

Bilingual Security Guard rate charts will be corrected but no current employee will have a wage reduction as a result.

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 Board of Education 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 Board of Education to review the topics to be discussed. Should the Newark Board of Education 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 Board of Education.

Section 2 - Copy of Agenda

The Newark Board of Education 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 Board of Education 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 Board of Education, 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 Board of Education require any uniforms or other equipment to be used by the Bus Attendants in the performance of their duties, The Newark Board of Education 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 Board of Education 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 Board of Education 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 Board of Education 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 Board of Education clerks drops below 60 degrees during the winter months, or rises above 85 degrees during the summer months, The Newark Board of Education 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 Board of Education agrees to provide employees with locker facilities. Shower facilities shall be provided where available.

ARTICLE XXXI

NURSE'S AIDES

Section 1

The Newark Board of Education 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 Board of Education 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 July 1, 2016 and shall continue in full force and effect until June 30, 2020.

FOR THE
NEWARK BOARD OF
EDUCATION:

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Raymond A. Cassetta

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JoAnne Y. Watson, Esq.

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Jermiele Merriwether

George Petterson
George Petterson

Jeffrey Ricks
Jeffrey Ricks

Job Code	Description	Step	16-17	17-18	18-19	19-20
909	Account Clerk	1	43,004.00	43,004.00	44,278.00	45,552.00
909	Account Clerk	2	43,418.00	43,418.00	44,692.00	45,966.00
909	Account Clerk	3	43,830.00	43,830.00	45,104.00	46,378.00
909	Account Clerk	4	44,366.00	44,366.00	45,640.00	46,914.00
909	Account Clerk	5	44,656.00	44,656.00	45,930.00	47,204.00
909	Account Clerk	6	45,251.00	45,251.00	46,525.00	47,799.00
018	Account Clerk 2	1	31,519.00	31,519.00	32,793.00	34,067.00
018	Account Clerk 2	2	31,939.00	31,939.00	33,213.00	34,487.00
018	Account Clerk 2	3	32,465.00	32,465.00	33,739.00	35,013.00
018	Account Clerk 2	4	33,095.00	33,095.00	34,369.00	35,643.00
018	Account Clerk 2	5	33,830.00	33,830.00	35,104.00	36,378.00
018	Account Clerk 2	6	34,671.00	34,671.00	35,945.00	37,219.00
822	Accounting Assistant	1	36,772.00	36,772.00	38,046.00	39,320.00
822	Accounting Assistant	2	37,298.00	37,298.00	38,572.00	39,846.00
822	Accounting Assistant	3	37,823.00	37,823.00	39,097.00	40,371.00
822	Accounting Assistant	4	38,558.00	38,558.00	39,832.00	41,106.00
822	Accounting Assistant	5	39,293.00	39,293.00	40,567.00	41,841.00
822	Accounting Assistant	6	40,029.00	40,029.00	41,303.00	42,577.00
001	Acct Clerk	1	42,393.00	42,393.00	43,667.00	44,941.00
001	Acct Clerk	2	42,805.00	42,805.00	44,079.00	45,353.00
001	Acct Clerk	3	43,219.00	43,219.00	44,493.00	45,767.00
001	Acct Clerk	4	43,631.00	43,631.00	44,905.00	46,179.00
001	Acct Clerk	5	44,045.00	44,045.00	45,319.00	46593.00
001	Acct Clerk	6	44,638.00	44,638.00	45,912.00	47,186.00
367	Administrative Clerk	1	46,253.00	46,253.00	47,527.00	48,801.00
367	Administrative Clerk	2	46,955.00	46,955.00	48,229.00	49,503.00
367	Administrative Clerk	3	47,579.00	47,579.00	48,853.00	50,127.00
367	Administrative Clerk	4	48,212.00	48,212.00	49,486.00	50,760.00
367	Administrative Clerk	5	48,867.00	48,867.00	50,141.00	51,415.00
367	Administrative Clerk	6	49,646.00	49,646.00	50,920.00	52,194.00
166	Auto Mechanic	1	39,280.00	39,280.00	40,554.00	41,828.00
166	Auto Mechanic	2	39,932.00	39,932.00	41,206.00	42,480.00
166	Auto Mechanic	3	40,585.00	40,585.00	41,859.00	43,133.00
166	Auto Mechanic	4	41,236.00	41,236.00	42,510.00	43,784.00
166	Auto Mechanic	5	50,433.00	50,433.00	51,707.00	52,981.00
166	Auto Mechanic	6	50,923.00	50,923.00	52,197.00	53,471.00
166	Auto Mechanic	7	51,412.00	51,412.00	52,686.00	53,960.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
166	Auto Mechanic	8	51,902.00	51,902.00	53,176.00	54,450.00
166	Auto Mechanic	9	52,391.00	52,391.00	53,665.00	54,939.00
166	Auto Mechanic	10	53,039.00	53,039.00	54,313.00	55,587.00
467	Bus Attendant	1	28,367.00	28,367.00	46,946.00	48,220.00
467	Bus Attendant	2	28,893.00	28,893.00	47,486.00	48,760.00
467	Bus Attendant	3	29,523.00	29,523.00	48,031.00	49,305.00
467	Bus Attendant	4	30,258.00	30,258.00	48,574.00	49,848.00
467	Bus Attendant	5	31,099.00	31,099.00	49,115.00	50,389.00
467	Bus Attendant	6	31,939.00	31,939.00	49,807.00	51,081.00
370	Buyer	1	45,672.00	45,672.00	46,946.00	48,220.00
370	Buyer	2	46,212.00	46,212.00	47,486.00	48,760.00
370	Buyer	3	46,757.00	46,757.00	48,031.00	49,305.00
370	Buyer	4	47,300.00	47,300.00	48,574.00	49,848.00
370	Buyer	5	47,841.00	47,841.00	49,115.00	50,389.00
370	Buyer	6	48,533.00	48,533.00	49,807.00	51,081.00
005	Claims Exam W/C	1	49,094.00	49,094.00	50,368.00	51,642.00
005	Claims Exam W/C	2	50,249.00	50,249.00	51,523.00	52,797.00
005	Claims Exam W/C	3	51,402.00	51,402.00	52,676.00	53,950.00
005	Claims Exam W/C	4	52,556.00	52,556.00	53,830.00	55,104.00
005	Claims Exam W/C	5	53,709.00	53,709.00	54,983.00	56,257.00
005	Claims Exam W/C	6	56,174.00	56,174.00	57,448.00	58,722.00
028	Clerk 1	1	42,025.00	42,025.00	43,299.00	44,573.00
028	Clerk 1	2	42,386.00	42,386.00	43,660.00	44,934.00
028	Clerk 1	3	42,748.00	42,748.00	44,022.00	45,296.00
028	Clerk 1	4	43,108.00	43,108.00	44,382.00	45,656.00
028	Clerk 1	5	43,831.00	43,831.00	45,105.00	46,379.00
028	Clerk 1	6	45,581.00	45,581.00	46,855.00	48,129.00
073	Clerk 2	1	43,503.00	43,503.00	44,777.00	46,051.00
073	Clerk 2	2	43,942.00	43,942.00	45,216.00	46,490.00
073	Clerk 2	3	44,401.00	44,401.00	45,675.00	46,949.00
073	Clerk 2	4	44,882.00	44,882.00	46,156.00	47,430.00
073	Clerk 2	5	45,388.00	45,388.00	46,662.00	47,936.00
073	Clerk 2	6	46,076.00	46,076.00	47,350.00	48,624.00
082	Clerk 3	1	N/A	N/A	47,000.00	48,274.00
082	Clerk 3	2	N/A	N/A	48,080.00	49,354.00
082	Clerk 3	3	N/A	N/A	49,160.00	50,434.00
082	Clerk 3	4	N/A	N/A	50,240.00	51,514.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
082	Clerk 3	5	N/A	N/A	51,320.00	52,594.00
082	Clerk 3	6	N/A	N/A	52,400.00	53,674.00
163	Clerk Inventory Control	1	45,929.00	45,929.00	47,203.00	48,477.00
163	Clerk Inventory Control	2	46,444.00	46,444.00	47,718.00	48,992.00
163	Clerk Inventory Control	3	46,961.00	46,961.00	48,235.00	49,509.00
163	Clerk Inventory Control	4	47,484.00	47,484.00	48,758.00	50,032.00
163	Clerk Inventory Control	5	47,985.00	47,985.00	49,259.00	50,533.00
163	Clerk Inventory Control	6	48,659.00	48,659.00	49,933.00	51,207.00
024	Clerk Steno Admin Office	1	42,386.00	42,386.00	43,660.00	44,934.00
024	Clerk Steno Admin Office	2	42,748.00	42,748.00	44,022.00	45,296.00
024	Clerk Steno Admin Office	3	43,108.00	43,108.00	44,382.00	45,656.00
024	Clerk Steno Admin Office	4	43,469.00	43,469.00	44,743.00	46,017.00
024	Clerk Steno Admin Office	5	43,831.00	43,831.00	45,105.00	46,379.00
024	Clerk Steno Admin Office	6	44,351.00	44,351.00	45,625.00	46,899.00
389	Computer Service Technician	1	47,488.00	47,488.00	48,762.00	50,036.00
389	Computer Service Technician	2	48,749.00	48,749.00	50,023.00	51,297.00
389	Computer Service Technician	3	50,010.00	50,010.00	51,284.00	52,558.00
389	Computer Service Technician	4	51,271.00	51,271.00	52,545.00	53,819.00
389	Computer Service Technician	5	52,531.00	52,531.00	53,805.00	55,079.00
389	Computer Service Technician	6	53,950.00	53,950.00	55,224.00	56,498.00
298	Custodial Tues-Sat	1	39,251.00	39,251.00	40,616.00	41,981.00
298	Custodial Tues-Sat	2	39,920.00	39,920.00	41,285.00	42,650.00
298	Custodial Tues-Sat	3	40,604.00	40,604.00	41,969.00	43,334.00
298	Custodial Tues-Sat	4	41,288.00	41,288.00	42,653.00	44,018.00
298	Custodial Tues-Sat	5	42,440.00	42,440.00	43,805.00	45,170.00
298	Custodial Tues-Sat	6	43,591.00	43,591.00	44,956.00	46,321.00
298	Custodial Tues-Sat	7	44,914.00	44,914.00	46,279.00	47,644.00
298	Custodial Tues-Sat	8	45,294.00	45,294.00	46,659.00	48,024.00
298	Custodial Tues-Sat	9	45,673.00	45,673.00	47,038.00	48,403.00
298	Custodial Tues-Sat	10	46,051.00	46,051.00	47,416.00	48,781.00
298	Custodial Tues-Sat	11	46,431.00	46,431.00	47,796.00	49,161.00
298	Custodial Tues-Sat	12	46,970.00	46,970.00	48,335.00	49,700.00
300	Custodial Worker	1	37,775.00	37,775.00	39,140.00	40,505.00
300	Custodial Worker	2	38,411.00	38,411.00	39,776.00	41,141.00
300	Custodial Worker	3	39,064.00	39,064.00	40,429.00	41,794.00
300	Custodial Worker	4	39,715.00	39,715.00	41,080.00	42,445.00
300	Custodial Worker	5	40,866.00	40,866.00	42,231.00	43,596.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
300	Custodial Worker	6	42,018.00	42,018.00	43,383.00	44,748.00
300	Custodial Worker	7	43,168.00	43,168.00	44,533.00	45,898.00
300	Custodial Worker	8	43,530.00	43,530.00	44,895.00	46,260.00
300	Custodial Worker	9	43,680.00	43,680.00	45,045.00	46,410.00
300	Custodial Worker	10	44,251.00	44,251.00	45,616.00	46,981.00
300	Custodial Worker	11	44,613.00	44,613.00	45,978.00	47,343.00
300	Custodial Worker	12	45,133.00	45,133.00	39,140.00	47,863.00
288	Custodial Worker 2	1	28,367.00	28,367.00	29,732.00	31,097.00
288	Custodial Worker 2	2	28,893.00	28,893.00	30,258.00	31,623.00
288	Custodial Worker 2	3	29,523.00	29,523.00	30,888.00	32,253.00
288	Custodial Worker 2	4	30,258.00	30,258.00	31,623.00	32,988.00
288	Custodial Worker 2	5	31,099.00	31,099.00	32,464.00	33,829.00
288	Custodial Worker 2	6	31,939.00	31,939.00	33,304.00	34,669.00
278	Custodial Worker Tues-Sat 2	1	28,367.00	28,367.00	31,218.60	32,651.85
278	Custodial Worker Tues-Sat 2	2	28,893.00	28,893.00	31,770.90	33,204.15
278	Custodial Worker Tues-Sat 2	3	29,523.00	29,523.00	32,432.40	33,865.65
278	Custodial Worker Tues-Sat 2	4	30,258.00	30,258.00	33,204.15	34,637.40
278	Custodial Worker Tues-Sat 2	5	31,099.00	31,099.00	34,087.20	35,520.45
278	Custodial Worker Tues-Sat 2	6	31,939.00	31,939.00	34,969.20	36,402.45
361	D/P Programmer/Sys Analyst	1	51,521.00	51,521.00	52,795.00	54,069.00
361	D/P Programmer/Sys Analyst	2	52,293.00	52,293.00	53,567.00	54,841.00
361	D/P Programmer/Sys Analyst	3	53,113.00	53,113.00	54,387.00	55,661.00
361	D/P Programmer/Sys Analyst	4	53,969.00	53,969.00	55,243.00	56,517.00
361	D/P Programmer/Sys Analyst	5	54,881.00	54,881.00	56,155.00	57,429.00
361	D/P Programmer/Sys Analyst	6	59,505.00	59,505.00	60,779.00	62,053.00
014	Delivery Worker	1	40,242.00	40,242.00	41,516.00	42,790.00
014	Delivery Worker	2	40,674.00	40,674.00	41,948.00	43,222.00
014	Delivery Worker	3	41,062.00	41,062.00	42,336.00	43,610.00
014	Delivery Worker	4	41,449.00	41,449.00	42,723.00	43,997.00
014	Delivery Worker	5	41,834.00	41,834.00	43,108.00	44,382.00
014	Delivery Worker	6	42,289.00	42,289.00	43,563.00	44,837.00
108	Electric Repairer	1	46,762.00	46,762.00	48,036.00	49,310.00
108	Electric Repairer	2	47,373.00	47,373.00	48,647.00	49,921.00
108	Electric Repairer	3	47,985.00	47,985.00	49,259.00	50,533.00
108	Electric Repairer	4	48,597.00	48,597.00	49,871.00	51,145.00
108	Electric Repairer	5	49,210.00	49,210.00	50,484.00	51,758.00
108	Electric Repairer	6	49,979.00	49,979.00	51,253.00	52,527.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
100	Employee Benefits Clerk	1	41,019.00	41,019.00	42,293.00	43,567.00
100	Employee Benefits Clerk	2	41,401.00	41,401.00	42,675.00	43,949.00
100	Employee Benefits Clerk	3	41,860.00	41,860.00	43,134.00	44,408.00
100	Employee Benefits Clerk	4	42,343.00	42,343.00	43,617.00	44,891.00
100	Employee Benefits Clerk	5	42,847.00	42,847.00	44,121.00	45,395.00
100	Employee Benefits Clerk	6	43,378.00	43,378.00	44,652.00	45,926.00
286	Field Rep Contract Compliance	1	49,716.00	49,716.00	50,990.00	52,264.00
286	Field Rep Contract Compliance	2	50,708.00	50,708.00	51,982.00	53,256.00
286	Field Rep Contract Compliance	3	51,810.00	51,810.00	53,084.00	54,358.00
286	Field Rep Contract Compliance	4	52,861.00	52,861.00	54,135.00	55,409.00
286	Field Rep Contract Compliance	5	53,964.00	53,964.00	55,238.00	56,512.00
286	Field Rep Contract Compliance	6	55,068.00	55,068.00	56,342.00	57,616.00
273	Fork Lift Operator	1	49,935.00	49,935.00	45,209.00	46,483.00
273	Fork Lift Operator	2	44,444.00	44,444.00	45,718.00	46,992.00
273	Fork Lift Operator	3	44,953.00	44,953.00	46,227.00	47,501.00
273	Fork Lift Operator	4	45,426.00	45,426.00	46,700.00	47,974.00
273	Fork Lift Operator	5	45,971.00	45,971.00	47,245.00	48,519.00
273	Fork Lift Operator	6	46,639.00	46,639.00	47,913.00	49,187.00
125	Health Insurance Benefits Clerk	1	45,012.00	45,012.00	46,286.00	46,483.00
125	Health Insurance Benefits Clerk	2	45,495.00	45,495.00	46,769.00	46,992.00
125	Health Insurance Benefits Clerk	3	45,999.00	45,999.00	47,273.00	47,501.00
125	Health Insurance Benefits Clerk	4	46,530.00	46,530.00	47,804.00	47,974.00
125	Health Insurance Benefits Clerk	5	47,090.00	47,090.00	48,364.00	48,519.00
125	Health Insurance Benefits Clerk	6	47,888.00	47,888.00	49,162.00	49,187.00
489	Health Insurance Benefits Clerk 2	1	36,772.00	36,772.00	38,046.00	47,560.00
489	Health Insurance Benefits Clerk 2	2	37,298.00	37,298.00	38,572.00	48,043.00
489	Health Insurance Benefits Clerk 2	3	37,823.00	37,823.00	39,097.00	48,547.00
489	Health Insurance Benefits Clerk 2	4	38,558.00	38,558.00	39,832.00	49,078.00
489	Health Insurance Benefits Clerk 2	5	39,293.00	39,293.00	40,567.00	49,638.00
489	Health Insurance Benefits Clerk 2	6	40,029.00	40,029.00	41,303.00	50,436.00
171	Investigator 2	1	N/A	N/A	53,900.00	55,174.00
171	Investigator 2	2	N/A	N/A	57,930.00	59,204.00
171	Investigator 2	3	N/A	N/A	61,960.00	63,234.00
171	Investigator 2	4	N/A	N/A	65,990.00	67,264.00
171	Investigator 2	5	N/A	N/A	70,020.00	71,294.00
171	Investigator 2	6	N/A	N/A	74,050.00	75,324.00
026	Keyboarding Clerk 1	1	42,025.00	42,025.00	43,299.00	44,573.00
026	Keyboarding Clerk 1	2	42,386.00	42,386.00	43,660.00	44,934.00
026	Keyboarding Clerk 1	3	42,748.00	42,748.00	44,022.00	45,296.00
026	Keyboarding Clerk 1	4	43,108.00	43,108.00	44,382.00	45,656.00
026	Keyboarding Clerk 1	5	43,469.00	43,469.00	44,743.00	46,017.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
026	Keyboarding Clerk 1	6	43,989.00	43,989.00	45,263.00	46,537.00
146	Keyboarding Clerk 1 (2)	1	31,519.00	31,519.00	32,793.00	34,067.00
146	Keyboarding Clerk 1 (2)	2	31,939.00	31,939.00	33,213.00	34,487.00
146	Keyboarding Clerk 1 (2)	3	32,465.00	32,465.00	33,739.00	35,013.00
146	Keyboarding Clerk 1 (2)	4	33,095.00	33,095.00	34,369.00	35,643.00
146	Keyboarding Clerk 1 (2)	5	33,830.00	33,830.00	35,104.00	36,378.00
146	Keyboarding Clerk 1 (2)	6	34,671.00	34,671.00	35,945.00	37,219.00
065	Keyboarding Clerk 1, Bil	1	42,025.00	42,025.00	43,299.00	44,573.00
065	Keyboarding Clerk 1, Bil	2	42,386.00	42,386.00	43,660.00	44,934.00
065	Keyboarding Clerk 1, Bil	3	42,748.00	42,748.00	44,022.00	45,296.00
065	Keyboarding Clerk 1, Bil	4	43,108.00	43,108.00	44,382.00	45,656.00
065	Keyboarding Clerk 1, Bil	5	43,469.00	43,469.00	44,743.00	46,017.00
065	Keyboarding Clerk 1, Bil	6	43,989.00	43,989.00	45,263.00	46,537.00
074	Keyboarding Clerk 2	1	43,942.00	43,942.00	45,216.00	46,490.00
074	Keyboarding Clerk 2	2	44,401.00	44,401.00	45,675.00	46,949.00
074	Keyboarding Clerk 2	3	44,882.00	44,882.00	46,156.00	47,430.00
074	Keyboarding Clerk 2	4	45,388.00	45,388.00	46,662.00	47,936.00
074	Keyboarding Clerk 2	5	45,919.00	45,919.00	47,193.00	48,467.00
074	Keyboarding Clerk 2	6	46,607.00	46,607.00	47,881.00	49,155.00
145	Keyboarding Clerk 3	1	44,825.00	44,825.00	46,099.00	47,373.00
145	Keyboarding Clerk 3	2	45,276.00	45,276.00	46,550.00	47,824.00
145	Keyboarding Clerk 3	3	45,729.00	45,729.00	47,003.00	48,277.00
145	Keyboarding Clerk 3	4	46,185.00	46,185.00	47,459.00	48,733.00
145	Keyboarding Clerk 3	5	46,632.00	46,632.00	47,906.00	49,180.00
145	Keyboarding Clerk 3	6	47,241.00	47,241.00	48,515.00	49,789.00
279	Laboratory Assistant	1	N/A	N/A	40,567.00	41,841.00
279	Laboratory Assistant	2	N/A	N/A	40,981.00	42,255.00
279	Laboratory Assistant	3	N/A	N/A	41,395.00	42,669.00
279	Laboratory Assistant	4	N/A	N/A	41,810.00	43,084.00
279	Laboratory Assistant	5	N/A	N/A	42,224.00	43,498.00
279	Laboratory Assistant	6	N/A	N/A	42,792.00	44,066.00
156	Laborer 1	1	37,775.00	37,775.00	39,140.00	40,505.00
156	Laborer 1	2	38,411.00	38,411.00	39,776.00	41,141.00
156	Laborer 1	3	39,064.00	39,064.00	40,429.00	41,794.00
156	Laborer 1	4	39,715.00	39,715.00	41,080.00	42,445.00
156	Laborer 1	5	40,926.00	40,926.00	42,291.00	43,656.00
156	Laborer 1	6	42,138.00	42,138.00	43,503.00	44,868.00
156	Laborer 1	7	43,350.00	43,350.00	44,715.00	46,080.00
156	Laborer 1	8	43,843.00	43,843.00	45,208.00	46,573.00
156	Laborer 1	9	44,232.00	44,232.00	45,597.00	46,962.00
156	Laborer 1	10	44,618.00	44,618.00	45,983.00	47,348.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
156	Laborer 1	11	45,008.00	45,008.00	46,373.00	47,738.00
156	Laborer 1	12	45,551.00	45,551.00	46,916.00	48,281.00
239	Laborer 1 (2)	1	28,367.00	28,367.00	29,732.00	32,253.00
239	Laborer 1 (2)	2	28,893.00	28,893.00	30,258.00	32,253.00
239	Laborer 1 (2)	3	29,523.00	29,523.00	30,888.00	32,253.00
239	Laborer 1 (2)	4	30,258.00	30,258.00	31,623.00	32,988.00
239	Laborer 1 (2)	5	31,099.00	31,099.00	32,464.00	33,829.00
239	Laborer 1(2)	6	31,939.00	31,939.00	33,304.00	34,669.00
957	Lifeguard	1	41,914.00	41,914.00	43,226.00	44,339.00
957	Lifeguard	2	42,378.00	42,378.00	43,692.00	44,805.00
957	Lifeguard	3	42,841.00	42,841.00	44,157.00	45,270.00
957	Lifeguard	4	43,305.00	43,305.00	44,623.00	45,736.00
957	Lifeguard	5	43,772.00	43,772.00	45,092.00	46,205.00
957	Lifeguard	6	44,392.00	44,392.00	45,715.00	46,828.00
335	Lifeguard 2	1	25,578.00	25,578.00	26,812.00	27,925.00
335	Lifeguard 2	2	25,919.00	25,919.00	27,155.00	28,268.00
335	Lifeguard 2	3	26,345.00	26,345.00	27,583.00	28,696.00
335	Lifeguard 2	4	26,856.00	26,856.00	28,096.00	29,209.00
335	Lifeguard 2	5	27,453.00	27,453.00	28,696.00	29,809.00
335	Lifeguard 2	6	28,136.00	28,136.00	29,382.00	30,495.00
169	Mail Clerk	1	42,025.00	42,025.00	43,299.00	44,573.00
169	Mail Clerk	2	42,386.00	42,386.00	43,660.00	44,934.00
169	Mail Clerk	3	42,748.00	42,748.00	44,022.00	45,296.00
169	Mail Clerk	4	43,108.00	43,108.00	44,382.00	45,656.00
169	Mail Clerk	5	43,469.00	43,469.00	44,743.00	46,017.00
169	Mail Clerk	6	43,989.00	43,989.00	45,263.00	46,537.00
302	Maintenance Repairer Welder	1	46,679.00	46,679.00	47,953.00	49,227.00
302	Maintenance Repairer Welder	2	47,064.00	47,064.00	48,338.00	49,612.00
302	Maintenance Repairer Welder	3	47,451.00	47,451.00	48,725.00	49,999.00
302	Maintenance Repairer Welder	4	47,750.00	47,750.00	49,024.00	50,298.00
302	Maintenance Repairer Welder	5	48,227.00	48,227.00	49,501.00	50,775.00
302	Maintenance Repairer Welder	6	48,772.00	48,772.00	50,046.00	51,320.00
102	Media Technician	1	56,382.00	56,382.00	57,656.00	58,930.00
102	Media Technician	2	58,063.00	58,063.00	59,337.00	60,611.00
102	Media Technician	3	59,744.00	59,744.00	61,018.00	62,292.00
102	Media Technician	4	61,425.00	61,425.00	62,699.00	63,973.00
102	Media Technician	5	63,106.00	63,106.00	64,380.00	65,654.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
102	Media Technician	6	64,944.00	64,944.00	66,218.00	67,492.00
303	Medical Records Clerk	1	51,521.00	51,521.00	52,795.00	54,069.00
303	Medical Records Clerk	2	52,293.00	52,293.00	53,567.00	54,841.00
303	Medical Records Clerk	3	53,113.00	53,113.00	54,387.00	55,661.00
303	Medical Records Clerk	4	53,969.00	53,969.00	55,243.00	56,517.00
303	Medical Records Clerk	5	54,881.00	54,881.00	56,155.00	57,429.00
303	Medical Records Clerk	6	56,511.00	56,511.00	57,785.00	59,059.00
056	Medical Translator	1	43,942.00	43,942.00	45,216.00	46,490.00
056	Medical Translator	2	44,401.00	44,401.00	45,675.00	46,949.00
056	Medical Translator	3	44,882.00	44,882.00	46,156.00	47,430.00
056	Medical Translator	4	45,388.00	45,388.00	46,662.00	47,936.00
056	Medical Translator	5	45,919.00	45,919.00	47,193.00	48,467.00
056	Medical Translator	6	46,607.00	46,607.00	47,881.00	49,155.00
111	Offset Machine Operator	1	39,240.00	39,240.00	40,514.00	41,788.00
111	Offset Machine Operator	2	39,601.00	39,601.00	40,875.00	42,149.00
111	Offset Machine Operator	3	39,964.00	39,964.00	41,238.00	42,512.00
111	Offset Machine Operator	4	40,324.00	40,324.00	41,598.00	42,872.00
111	Offset Machine Operator	5	40,685.00	40,685.00	41,959.00	43,233.00
111	Offset Machine Operator	6	41,047.00	41,047.00	42,321.00	43,595.00
314	Omnibus Driver - 10Mth.	1	38,527.00	38,527.00	39,748.00	40,787.00
314	Omnibus Driver - 10Mth.	2	38,757.00	38,757.00	39,979.00	41,018.00
314	Omnibus Driver - 10Mth.	3	38,989.00	38,989.00	40,213.00	41,251.00
314	Omnibus Driver - 10Mth.	4	39,451.00	39,451.00	40,677.00	41,716.00
314	Omnibus Driver - 10Mth.	5	39,682.00	39,682.00	40,909.00	41,948.00
314	Omnibus Driver - 10Mth.	6	40,302.00	40,302.00	41,532.00	42,571.00
291	Omnibus Operator 10Mth 2	1	31,519.00	31,519.00	32,707.00	33,746.00
291	Omnibus Operator 10Mth 2	2	31,939.00	31,939.00	33,129.00	34,168.00
291	Omnibus Operator 10Mth 2	3	32,465.00	32,465.00	33,658.00	34,696.00
291	Omnibus Operator 10Mth 2	4	33,095.00	33,095.00	34,291.00	35,329.00
291	Omnibus Operator 10Mth 2	5	33,830.00	33,830.00	35,029.00	36,068.00
291	Omnibus Operator 10Mth 2	6	34,671.00	34,671.00	35,874.00	36,913.00
182	Payroll Clerk	1	38,007.00	38,007.00	39,281.00	40,555.00
182	Payroll Clerk	2	38,367.00	38,367.00	39,641.00	40,915.00
182	Payroll Clerk	3	38,744.00	38,744.00	40,018.00	41,292.00
182	Payroll Clerk	4	39,140.00	39,140.00	40,414.00	41,688.00
182	Payroll Clerk	5	39,557.00	39,557.00	40,831.00	42,105.00
182	Payroll Clerk	6	39,994.00	39,994.00	41,268.00	42,542.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
414	Pension Benefits Clerk	1	41,860.00	41,860.00	43,134.00	44,408.00
414	Pension Benefits Clerk	2	42,343.00	42,343.00	43,617.00	44,891.00
414	Pension Benefits Clerk	3	42,847.00	42,847.00	44,121.00	45,395.00
414	Pension Benefits Clerk	4	43,378.00	43,378.00	44,652.00	45,926.00
414	Pension Benefits Clerk	5	43,938.00	43,938.00	45,212.00	46,486.00
414	Pension Benefits Clerk	6	44,578.00	44,578.00	45,852.00	47,126.00
343	Personnel Aide	1	N/A	N/A	34,000.00	35,274.00
343	Personnel Aide	2	N/A	N/A	35,020.00	36,294.00
343	Personnel Aide	3	N/A	N/A	36,040.00	37,314.00
343	Personnel Aide	4	N/A	N/A	37,060.00	38,334.00
343	Personnel Aide	5	N/A	N/A	38,080.00	39,354.00
343	Personnel Aide	6	N/A	N/A	39,100.00	40,374.00
022	Personnel Clerk 2	1	31,519.00	31,519.00	32,793.00	34,067.00
022	Personnel Clerk 2	2	31,939.00	31,939.00	33,213.00	34,487.00
022	Personnel Clerk 2	3	32,465.00	32,465.00	33,739.00	35,013.00
022	Personnel Clerk 2	4	33,095.00	33,095.00	34,369.00	35,643.00
022	Personnel Clerk 2	5	33,830.00	33,830.00	35,104.00	36,378.00
022	Personnel Clerk 2	6	34,671.00	34,671.00	35,945.00	37,219.00
057	Principal Account Clerk	1	44,213.00	44,213.00	45,487.00	46,761.00
057	Principal Account Clerk	2	44,664.00	44,664.00	45,938.00	47,212.00
057	Principal Account Clerk	3	45,118.00	45,118.00	46,392.00	47,666.00
057	Principal Account Clerk	4	45,573.00	45,573.00	46,847.00	48,121.00
057	Principal Account Clerk	5	46,021.00	46,021.00	47,295.00	48,569.00
057	Principal Account Clerk	6	46,629.00	46,629.00	47,903.00	49,177.00
041	Principal Acct. Clerk	1	44,825.00	44,825.00	46,099.00	47,373.00
041	Principal Acct. Clerk	2	45,276.00	45,276.00	46,550.00	47,824.00
041	Principal Acct. Clerk	3	45,729.00	45,729.00	47,003.00	48,277.00
041	Principal Acct. Clerk	4	46,185.00	46,185.00	47,459.00	48,733.00
041	Principal Acct. Clerk	5	46,632.00	46,632.00	47,906.00	49,180.00
041	Principal Acct. Clerk	6	47,241.00	47,241.00	48,515.00	49,789.00
060	Principal Clerk Stenographer	1	44,889.00	44,889.00	46,163.00	47,437.00
060	Principal Clerk Stenographer	2	45,432.00	45,432.00	46,706.00	47,980.00
060	Principal Clerk Stenographer	3	45,975.00	45,975.00	47,249.00	48,523.00
060	Principal Clerk Stenographer	4	46,518.00	46,518.00	47,792.00	49,066.00
060	Principal Clerk Stenographer	5	47,060.00	47,060.00	48,334.00	49,608.00
060	Principal Clerk Stenographer	6	47,759.00	47,759.00	49,033.00	50,307.00
313	Principal Clerk Typist Biling	1	44,825.00	44,825.00	46,099.00	47,373.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
313	Principal Clerk Typist Billing	2	45,276.00	45,276.00	46,550.00	47,824.00
313	Principal Clerk Typist Billing	3	45,729.00	45,729.00	47,003.00	48,277.00
313	Principal Clerk Typist Billing	4	46,185.00	46,185.00	47,459.00	48,733.00
313	Principal Clerk Typist Billing	5	46,632.00	46,632.00	47,906.00	49,180.00
313	Principal Clerk Typist Billing	6	47,241.00	47,241.00	48,515.00	49,789.00
178	Principal Payroll Clerk	1	44,768.00	44,768.00	46,042.00	47,316.00
178	Principal Payroll Clerk	2	45,310.00	45,310.00	46,584.00	47,858.00
178	Principal Payroll Clerk	3	45,852.00	45,852.00	47,126.00	48,400.00
178	Principal Payroll Clerk	4	46,395.00	46,395.00	47,669.00	48,943.00
178	Principal Payroll Clerk	5	46,938.00	46,938.00	48,212.00	49,486.00
178	Principal Payroll Clerk	6	47,637.00	47,637.00	48,911.00	50,185.00
310	Principal Public Info. Asst	1	56,996.00	56,996.00	58,270.00	59,544.00
310	Principal Public Info. Asst	2	59,308.00	59,308.00	60,582.00	61,856.00
310	Principal Public Info. Asst	3	61,619.00	61,619.00	62,893.00	64,167.00
310	Principal Public Info. Asst	4	63,930.00	63,930.00	65,204.00	66,478.00
310	Principal Public Info. Asst	5	66,242.00	66,242.00	67,516.00	68,790.00
310	Principal Public Info. Asst	6	68,711.00	68,711.00	69,985.00	71,259.00
445	Printing Operation Technician II	1	44,336.00	44,336.00	45,610.00	46,884.00
445	Printing Operation Technician II	2	45,597.00	45,597.00	46,871.00	48,145.00
445	Printing Operation Technician II	3	46,858.00	46,858.00	48,132.00	49,406.00
445	Printing Operation Technician II	4	48,119.00	48,119.00	49,393.00	50,667.00
445	Printing Operation Technician II	5	49,379.00	49,379.00	50,653.00	51,927.00
445	Printing Operation Technician II	6	50,640.00	50,640.00	51,914.00	53,188.00
061	Programmer	1	44,774.00	44,774.00	46,048.00	47,322.00
061	Programmer	2	45,508.00	45,508.00	46,782.00	48,056.00
061	Programmer	3	46,242.00	46,242.00	47,516.00	48,790.00
061	Programmer	4	46,976.00	46,976.00	48,250.00	49,524.00
061	Programmer	5	47,711.00	47,711.00	48,985.00	50,259.00
061	Programmer	6	48,453.00	48,453.00	49,727.00	51,001.00
265	Pub Add Sys Ope	1	44,911.00	44,911.00	46,185.00	47,459.00
265	Pub Add Sys Ope	2	45,684.00	45,684.00	46,958.00	48,232.00
265	Pub Add Sys Ope	3	46,494.00	46,494.00	47,768.00	49,042.00
265	Pub Add Sys Ope	4	47,350.00	47,350.00	48,624.00	49,898.00
265	Pub Add Sys Ope	5	48,244.00	48,244.00	49,518.00	50,792.00
265	Pub Add Sys Ope	6	49,339.00	49,339.00	50,613.00	51,887.00
172	Public Information Assistant	1	50,707.00	50,707.00	51,981.00	53,255.00
172	Public Information Assistant	2	51,579.00	51,579.00	52,853.00	54,127.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
172	Public Information Assistant	3	52,494.00	52,494.00	53,768.00	55,042.00
172	Public Information Assistant	4	53,449.00	53,449.00	54,723.00	55,997.00
172	Public Information Assistant	5	54,461.00	54,461.00	55,735.00	57,009.00
172	Public Information Assistant	6	59,152.00	59,152.00	60,426.00	61,700.00
378	Purchasing Assistant	1	44,253.00	44,253.00	45,527.00	46,801.00
378	Purchasing Assistant	2	44,814.00	44,814.00	46,088.00	47,362.00
378	Purchasing Assistant	3	45,379.00	45,379.00	46,653.00	47,927.00
378	Purchasing Assistant	4	46,162.00	46,162.00	47,436.00	48,710.00
378	Purchasing Assistant	5	46,505.00	46,505.00	47,779.00	49,053.00
378	Purchasing Assistant	6	47,227.00	47,227.00	48,501.00	49,775.00
258	Receptionist	1	43,308.00	43,308.00	44,582.00	45,856.00
258	Receptionist	2	43,503.00	43,503.00	44,777.00	46,051.00
258	Receptionist	3	43,942.00	43,942.00	45,216.00	46,490.00
258	Receptionist	4	44,401.00	44,401.00	45,675.00	46,949.00
258	Receptionist	5	44,882.00	44,882.00	46,156.00	47,430.00
258	Receptionist	6	45,546.00	45,546.00	46,820.00	48,094.00
263	Receptionist 2	1	31,519.00	31,519.00	32,793.00	34,067.00
263	Receptionist 2	2	31,939.00	31,939.00	33,213.00	34,487.00
263	Receptionist 2	3	32,465.00	32,465.00	33,739.00	35,013.00
263	Receptionist 2	4	33,095.00	33,095.00	34,369.00	35,643.00
263	Receptionist 2	5	33,830.00	33,830.00	35,104.00	36,378.00
263	Receptionist 2	6	34,671.00	34,671.00	35,945.00	37,219.00
045	Receptionist Typist	1	43,699.00	43,699.00	44,973.00	46,247.00
045	Receptionist Typist	2	44,116.00	44,116.00	45,390.00	46,664.00
045	Receptionist Typist	3	44,553.00	44,553.00	45,827.00	47,101.00
045	Receptionist Typist	4	45,134.00	45,134.00	46,408.00	47,682.00
045	Receptionist Typist	5	45,616.00	45,616.00	46,890.00	48,164.00
045	Receptionist Typist	6	46,280.00	46,280.00	47,554.00	48,828.00
380	Research Assistant	1	53,485.00	53,485.00	54,759.00	56,033.00
380	Research Assistant	2	54,601.00	54,601.00	55,875.00	57,149.00
380	Research Assistant	3	55,694.00	55,694.00	56,968.00	58,242.00
380	Research Assistant	4	56,843.00	56,843.00	58,117.00	59,391.00
380	Research Assistant	5	58,049.00	58,049.00	59,323.00	60,597.00
380	Research Assistant	6	63,759.00	63,759.00	65,030.00	66,304.00
055	School Nurse's Aide	1	40,567.00	40,567.00	41,665.00	42,762.00
055	School Nurse's Aide	2	40,981.00	40,981.00	42,079.00	43,176.00
055	School Nurse's Aide	3	41,395.00	41,395.00	42,493.00	43,590.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
055	School Nurse's Aide	4	41,810.00	41,810.00	42,908.00	44,005.00
055	School Nurse's Aide	5	42,224.00	42,224.00	43,322.00	44,419.00
055	School Nurse's Aide	6	42,792.00	42,792.00	43,890.00	44,987.00
019	Security Guard Bilingual	1	37,775.00	37,775.00	39,140.00	40,505.00
019	Security Guard Bilingual	2	38,411.00	38,411.00	39,776.00	41141.00
019	Security Guard Bilingual	3	39,064.00	39,064.00	40,429.00	41,794.00
019	Security Guard Bilingual	4	39,715.00	39,715.00	41,080.00	42,445.00
019	Security Guard Bilingual	5	44,110.00	44,110.00	45,475.00	46,840.00
019	Security Guard Bilingual	6	44,496.00	44,496.00	45,861.00	47226.00
019	Security Guard Bilingual	7	44,885.00	44,885.00	46,250.00	47615.00
019	Security Guard Bilingual	8	45,271.00	45,271.00	46,636.00	48001.00
019	Security Guard Bilingual	9	45,659.00	45,659.00	47,024.00	48389.00
019	Security Guard Bilingual	10	46,202.00	46,202.00	47,567.00	48932.00
401	Security Guard 10 Month	1	33,638.00	33,638.00	34,814.00	35,990.00
401	Security Guard 10 Month	2	34,175.00	34,175.00	35,351.00	36,527.00
401	Security Guard 10 Month	3	34,727.00	34,727.00	35,903.00	37,079.00
401	Security Guard 10 Month	4	35,278.00	35,278.00	36,454.00	37,630.00
401	Security Guard 10 Month	5	37,689.00	37,689.00	38,865.00	40,041.00
401	Security Guard 10 Month	6	38,208.00	38,208.00	39,384.00	40,560.00
401	Security Guard 10 Month	7	38,997.00	38,997.00	40,173.00	41,349.00
401	Security Guard 10 Month	8	39,324.00	39,324.00	40,500.00	41,676.00
401	Security Guard 10 Month	9	39,654.00	39,654.00	40,830.00	42,006.00
401	Security Guard 10 Month	10	39,980.00	39,980.00	41,156.00	42,332.00
401	Security Guard 10 Month	11	40,308.00	40,308.00	41,484.00	42,660.00
401	Security Guard 10 Month	12	40,477.00	40,477.00	41,653.00	42,829.00
296	Security Guard 2 10 month	1	24,237.00	24,237.00	25,413.00	26,589.00
296	Security Guard 2 10 month	2	24,685.00	24,685.00	25,861.00	27,037.00
296	Security Guard 2 10 month	3	25,224.00	25,224.00	26,400.00	27,576.00
296	Security Guard 2 10 month	4	25,853.00	25,853.00	27,029.00	28,205.00
296	Security Guard 2 10 month	5	26,570.00	26,570.00	27,746.00	28,922.00
296	Security Guard 2 10 month	6	27,289.00	27,289.00	28,465.00	29,641.00
069	Security Guard 12 month	1	37,775.00	37,775.00	39,140.00	40,505.00
069	Security Guard 12 month	2	38,411.00	38,411.00	39,776.00	41,141.00
069	Security Guard 12 month	3	39,064.00	39,064.00	40,429.00	41,794.00
069	Security Guard 12 month	4	39,715.00	39,715.00	41,080.00	42,445.00
069	Security Guard 12 month	5	42,124.00	42,124.00	43,489.00	44,854.00
069	Security Guard 12 month	6	42,644.00	42,644.00	44,009.00	45,374.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
069	Security Guard 12 month	7	44,110.00	44,110.00	45,475.00	46,840.00
069	Security Guard 12 month	8	44,496.00	44,496.00	45,861.00	47,226.00
069	Security Guard 12 month	9	44,885.00	44,885.00	46,250.00	47,615.00
069	Security Guard 12 month	10	45,271.00	45,271.00	46,636.00	48,001.00
069	Security Guard 12 month	11	45,659.00	45,659.00	47,024.00	48,389.00
069	Security Guard 12 month	12	46,202.00	46,202.00	47,567.00	48,932.00
205	Security Guard 2 12 month	1	28,367.00	28,367.00	29,732.00	31,097.00
205	Security Guard 2 12 month	2	28,893.00	28,893.00	30,258.00	31,623.00
205	Security Guard 2 12 month	3	29,523.00	29,523.00	30,888.00	32,253.00
205	Security Guard 2 12 month	4	30,258.00	30,258.00	31,623.00	32,988.00
205	Security Guard 2 12 month	5	31,099.00	31,099.00	32,464.00	33,829.00
205	Security Guard 2 12 month	6	31,939.00	31,939.00	33,304.00	34,669.00
402	Security Guard Billing 10 month	1	33,638.00	33,638.00	34,910.00	36,023.00
402	Security Guard Billing 10 month	2	34,175.00	34,175.00	35,450.00	36,563.00
402	Security Guard Billing 10 month	3	34,727.00	34,727.00	36,005.00	37,118.00
402	Security Guard Billing 10 month	4	35,278.00	35,278.00	36,558.00	37,671.00
402	Security Guard Billing 10 month	5	37,689.00	37,689.00	38,981.00	40,094.00
402	Security Guard Billing 10 month	6	38,208.00	38,208.00	39,502.00	40,615.00
402	Security Guard Billing 10 month	7	38,997.00	38,997.00	40,295.00	41,408.00
402	Security Guard Billing 10 month	8	39,324.00	39,324.00	40,623.00	41,736.00
402	Security Guard Billing 10 month	9	39,654.00	39,654.00	40,955.00	42,068.00
402	Security Guard Billing 10 month	10	39,980.00	39,980.00	41,282.00	42,395.00
402	Security Guard Billing 10 month	11	40,308.00	40,308.00	41,612.00	42,725.00
402	Security Guard Billing 10 month	12	40,477.00	40,477.00	41,782.00	42,895.00
105	Senior Account Clerk	1	43,503.00	43,503.00	44,777.00	46,051.00
105	Senior Account Clerk	2	43,942.00	43,942.00	45,216.00	46,490.00
105	Senior Account Clerk	3	44,401.00	44,401.00	45,675.00	46,949.00
105	Senior Account Clerk	4	44,882.00	44,882.00	46,156.00	47,430.00
105	Senior Account Clerk	5	45,388.00	45,388.00	46,662.00	47,936.00
105	Senior Account Clerk	6	46,076.00	46,076.00	47,350.00	48,624.00
369	Senior Buyer	1	51,521.00	51,521.00	52,795.00	54,069.00
369	Senior Buyer	2	52,293.00	52,293.00	53,567.00	54,841.00
369	Senior Buyer	3	53,113.00	53,113.00	54,387.00	55,661.00
369	Senior Buyer	4	53,969.00	53,969.00	55,243.00	56,517.00
369	Senior Buyer	5	54,881.00	54,881.00	56,155.00	57,429.00
369	Senior Buyer	6	59,505.00	59,505.00	60,779.00	62,053.00
210	Senior Clerk Steno Bilingual	1	40,912.00	40,912.00	42,186.00	43,460.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
210	Senior Clerk Steno Bilingual	2	41,370.00	41,370.00	42,644.00	43,918.00
210	Senior Clerk Steno Bilingual	3	41,854.00	41,854.00	43,128.00	44,402.00
210	Senior Clerk Steno Bilingual	4	42,358.00	42,358.00	43,632.00	44,906.00
210	Senior Clerk Steno Bilingual	5	42,888.00	42,888.00	44,162.00	45,436.00
210	Senior Clerk Steno Bilingual	6	43,419.00	43,419.00	44,693.00	45,967.00
047	Senior Clerk Typist Biling	1	43,942.00	43,942.00	45,216.00	46,490.00
047	Senior Clerk Typist Biling	2	44,401.00	44,401.00	45,675.00	46,949.00
047	Senior Clerk Typist Biling	3	44,882.00	44,882.00	46,156.00	47,430.00
047	Senior Clerk Typist Biling	4	45,388.00	45,388.00	46,662.00	47,936.00
047	Senior Clerk Typist Biling	5	45,919.00	45,919.00	47,193.00	48,467.00
047	Senior Clerk Typist Biling	6	46,607.00	46,607.00	47,881.00	49,155.00
342	Senior Computer Operator	1	51,521.00	51,521.00	52,795.00	54,069.00
342	Senior Computer Operator	2	52,293.00	52,293.00	53,567.00	54,841.00
342	Senior Computer Operator	3	53,113.00	53,113.00	54,387.00	55,661.00
342	Senior Computer Operator	4	53,969.00	53,969.00	55,243.00	56,517.00
342	Senior Computer Operator	5	54,881.00	54,881.00	56,155.00	57,429.00
342	Senior Computer Operator	6	59,505.00	59,505.00	60,779.00	62,053.00
147	Senior Data Control Clerk	1	47,724.00	47,724.00	48,998.00	50,272.00
147	Senior Data Control Clerk	2	48,240.00	48,240.00	49,514.00	50,788.00
147	Senior Data Control Clerk	3	48,751.00	48,751.00	50,025.00	51,299.00
147	Senior Data Control Clerk	4	49,271.00	49,271.00	50,545.00	51,819.00
147	Senior Data Control Clerk	5	49,761.00	49,761.00	51,035.00	52,309.00
147	Senior Data Control Clerk	6	50,407.00	50,407.00	51,681.00	52,955.00
211	Senior Employee Benefits Clerk	1	45,734.00	45,734.00	47,008.00	48,282.00
211	Senior Employee Benefits Clerk	2	46,217.00	46,217.00	47,491.00	48,765.00
211	Senior Employee Benefits Clerk	3	46,723.00	46,723.00	47,997.00	49,271.00
211	Senior Employee Benefits Clerk	4	47,253.00	47,253.00	48,527.00	49,801.00
211	Senior Employee Benefits Clerk	5	47,812.00	47,812.00	49,086.00	50,360.00
211	Senior Employee Benefits Clerk	6	48,736.00	48,736.00	50,010.00	51,284.00
207	Senior Investigator	1	47,777.00	47,777.00	49,051.00	50,325.00
207	Senior Investigator	2	48,663.00	48,663.00	49,937.00	51,211.00
207	Senior Investigator	3	49,603.00	49,603.00	50,877.00	52,151.00
207	Senior Investigator	4	50,568.00	50,568.00	51,842.00	53,116.00
207	Senior Investigator	5	51,594.00	51,594.00	52,868.00	54,142.00
207	Senior Investigator	6	52,669.00	52,669.00	53,943.00	55,217.00
157	Senior Maintenance Repairer	1	44,536.00	44,536.00	45,901.00	47,266.00
157	Senior Maintenance Repairer	2	44,922.00	44,922.00	46,287.00	47,652.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
157	Senior Maintenance Repairer	3	45,310.00	45,310.00	46,675.00	48,040.00
157	Senior Maintenance Repairer	4	45,608.00	45,608.00	46,973.00	48,338.00
157	Senior Maintenance Repairer	5	46,086.00	46,086.00	47,451.00	48,816.00
157	Senior Maintenance Repairer	6	46,629.00	46,629.00	47,994.00	49,359.00
054	Senior Personnel Clerk Typist	1	43,942.00	43,942.00	45,216.00	46,490.00
054	Senior Personnel Clerk Typist	2	44,401.00	44,401.00	45,675.00	46,949.00
054	Senior Personnel Clerk Typist	3	44,882.00	44,882.00	46,156.00	47,430.00
054	Senior Personnel Clerk Typist	4	45,388.00	45,388.00	46,662.00	47,936.00
054	Senior Personnel Clerk Typist	5	45,919.00	45,919.00	47,193.00	48,467.00
054	Senior Personnel Clerk Typist	6	46,607.00	46,607.00	47,881.00	49,155.00
167	Senior Public Information Asst.	1	53,340.00	53,340.00	54,614.00	55,888.00
167	Senior Public Information Asst.	2	54,324.00	54,324.00	55,598.00	56,872.00
167	Senior Public Information Asst.	3	55,307.00	55,307.00	56,581.00	57,855.00
167	Senior Public Information Asst.	4	56,290.00	56,290.00	57,564.00	58,838.00
167	Senior Public Information Asst.	5	57,274.00	57,274.00	58,548.00	59,822.00
167	Senior Public Information Asst.	6	61,185.00	61,185.00	63,459.00	64,733.00
231	Senior Receptionist	1	40,039.00	40,039.00	41,313.00	42,587.00
231	Senior Receptionist	2	41,310.00	41,310.00	42,584.00	43,858.00
231	Senior Receptionist	3	41,802.00	41,802.00	43,076.00	44,350.00
231	Senior Receptionist	4	42,320.00	42,320.00	43,594.00	44,868.00
231	Senior Receptionist	5	42,866.00	42,866.00	44,140.00	45,414.00
231	Senior Receptionist	6	43,491.00	43,491.00	44,765.00	46,039.00
528	Senior Research Assistant	1	60,793.00	60,793.00	62,067.00	63,341.00
528	Senior Research Assistant	2	61,986.00	61,986.00	63,260.00	64,534.00
528	Senior Research Assistant	3	63,243.00	63,243.00	64,517.00	65,791.00
528	Senior Research Assistant	4	65,308.00	65,308.00	66,582.00	67,856.00
528	Senior Research Assistant	5	66,692.00	66,692.00	67,966.00	69,240.00
528	Senior Research Assistant	6	75,821.00	75,821.00	77,095.00	78,369.00
320	Senior Security Guard	1	45,158.00	45,158.00	46,523.00	47,888.00
320	Senior Security Guard	2	45,673.00	45,673.00	47,038.00	48,403.00
320	Senior Security Guard	3	46,189.00	46,189.00	47,554.00	48,919.00
320	Senior Security Guard	4	46,706.00	46,706.00	48,071.00	49,436.00
320	Senior Security Guard	5	47,222.00	47,222.00	48,587.00	49,952.00
320	Senior Security Guard	6	47,896.00	47,896.00	49,261.00	50,626.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
215	Senior Stock Clerk	1	44,213.00	44,213.00	45,487.00	46,761.00
215	Senior Stock Clerk	2	44,664.00	44,664.00	45,938.00	47,212.00
215	Senior Stock Clerk	3	45,118.00	45,118.00	46,392.00	47,666.00
215	Senior Stock Clerk	4	45,568.00	45,568.00	46,842.00	48,116.00
215	Senior Stock Clerk	5	45,959.00	45,959.00	47,233.00	48,507.00
215	Senior Stock Clerk	6	46,629.00	46,629.00	47,903.00	49,177.00
348	Senior Transportation Inspector	1	45,037.00	45,037.00	46,311.00	47,585.00
348	Senior Transportation Inspector	2	45,647.00	45,647.00	46,921.00	48,195.00
348	Senior Transportation Inspector	3	46,260.00	46,260.00	47,534.00	48,808.00
348	Senior Transportation Inspector	4	46,872.00	46,872.00	48,146.00	49,420.00
348	Senior Transportation Inspector	5	47,484.00	47,484.00	48,758.00	50,032.00
348	Senior Transportation Inspector	6	48,254.00	48,254.00	49,528.00	50,802.00
083	Statistical Typist	1	44,882.00	44,882.00	46,156.00	47,430.00
083	Statistical Typist	2	45,388.00	45,388.00	46,662.00	47,936.00
083	Statistical Typist	3	45,919.00	45,919.00	47,193.00	48,467.00
083	Statistical Typist	4	46,477.00	46,477.00	47,751.00	49,025.00
083	Statistical Typist	5	47,062.00	47,062.00	48,336.00	49,610.00
083	Statistical Typist	6	47,833.00	47,833.00	49,107.00	50,381.00
085	Stock Clerk	1	43,251.00	43,251.00	44,525.00	45,799.00
085	Stock Clerk	2	43,703.00	43,703.00	44,977.00	46,251.00
085	Stock Clerk	3	44,155.00	44,155.00	45,429.00	46,703.00
085	Stock Clerk	4	44,607.00	44,607.00	45,881.00	47,155.00
085	Stock Clerk	5	45,058.00	45,058.00	46,332.00	47,606.00
085	Stock Clerk	6	45,668.00	45,668.00	46,942.00	48,216.00
086	Stock Handler	1	43,134.00	43,134.00	44,408.00	45,682.00
086	Stock Handler	2	43,585.00	43,585.00	44,859.00	46,133.00
086	Stock Handler	3	44,040.00	44,040.00	45,314.00	46,588.00
086	Stock Handler	4	44,490.00	44,490.00	45,764.00	47,038.00
086	Stock Handler	5	44,941.00	44,941.00	46,215.00	47,489.00
086	Stock Handler	6	45,551.00	45,551.00	46,825.00	48,099.00
095	Systems Analyst	1	54,565.00	54,565.00	55,839.00	57,113.00
095	Systems Analyst	2	55,331.00	55,331.00	56,605.00	57,879.00
095	Systems Analyst	3	56,093.00	56,093.00	57,367.00	58,641.00
095	Systems Analyst	4	56,856.00	56,856.00	58,130.00	59,404.00
095	Systems Analyst	5	57,619.00	57,619.00	58,893.00	60,167.00
095	Systems Analyst	6	62,628.00	62,628.00	63,902.00	65,176.00
168	Technician MIS	1	44,885.00	44,885.00	46,159.00	47,433.00

Job Code	Description	Step	16-17	17-18	18-19	19-20
168	Technician MIS	2	45,428.00	45,428.00	46,701.00	47,975.00
168	Technician MIS	3	45,968.00	45,968.00	47,242.00	48,516.00
168	Technician MIS	4	46,510.00	46,510.00	47,784.00	49,058.00
168	Technician MIS	5	47,054.00	47,054.00	48,328.00	49,602.00
168	Technician MIS	6	47,573.00	47,573.00	48,847.00	50,121.00
349	Transportation Inspector	1	43,004.00	43,004.00	44,278.00	45,552.00
349	Transportation Inspector	2	43,418.00	43,418.00	44,692.00	45,966.00
349	Transportation Inspector	3	43,830.00	43,830.00	45,104.00	46,378.00
349	Transportation Inspector	4	44,366.00	44,366.00	45,640.00	46,914.00
349	Transportation Inspector	5	44,656.00	44,656.00	45,930.00	47,204.00
349	Transportation Inspector	6	45,251.00	45,251.00	46,525.00	47,799.00
016	Truck Driver	1	37,775.00	37,775.00	39,049.00	40,323.00
016	Truck Driver	2	38,411.00	38,411.00	39,685.00	40,959.00
016	Truck Driver	3	39,064.00	39,064.00	40,338.00	41,612.00
016	Truck Driver	4	39,715.00	39,715.00	40,989.00	42,263.00
016	Truck Driver	5	40,956.00	40,956.00	42,230.00	43,504.00
016	Truck Driver	6	42,196.00	42,196.00	43,470.00	44,744.00
016	Truck Driver	7	43,438.00	43,438.00	44,712.00	45,986.00
016	Truck Driver	8	43,826.00	43,826.00	45,100.00	46,374.00
016	Truck Driver	9	44,213.00	44,213.00	45,487.00	46,761.00
016	Truck Driver	10	44,600.00	44,600.00	45,874.00	47,148.00
016	Truck Driver	11	44,988.00	44,988.00	46,262.00	47,536.00
016	Truck Driver	12	45,600.00	45,600.00	46,874.00	48,148.00
099	Truck Driver 2	1	31,519.00	31,519.00	32,793.00	34,067.00
099	Truck Driver 2	2	31,939.00	31,939.00	33,213.00	34,487.00
099	Truck Driver 2	3	32,465.00	32,465.00	33,739.00	35,013.00
099	Truck Driver 2	4	33,095.00	33,095.00	34,369.00	35,643.00
099	Truck Driver 2	5	33,830.00	33,830.00	35,104.00	36,378.00
099	Truck Driver 2	6	34,671.00	34,671.00	35,945.00	37,219.00

