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#### **Contract Database Metadata Elements**

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wc/6309

CONTRACTUAL AGREEMENT

between the

BOARD OF EDUCATION

of the

Syracuse City School District  
Syracuse, New York

and

ONONDAGA LOCAL 834

of the

CIVIL SERVICE EMPLOYEES'  
ASSOCIATION, INCORPORATED  
Local 1000 – AFSCME, AFL-CIO

representing

**UNIT 9**  
**OFFICE PERSONNEL**

**RECEIVED**

AUG 20 2007

NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD

Effective July 1, 2003

to

June 30, 2007



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## UNIT 9

### **PREAMBLE**

The Syracuse City School District, hereinafter referred to as the "School District", and the Syracuse City School District Unit 9, Office Personnel, Onondaga Local 834 of the Civil Service Employees' Association, Incorporated, Local 1000 AFSCME/AFL-CIO, hereinafter referred to as the "Association", declare it to be their mutual policy that in order to promote harmonious labor relations between the School District and its Office Personnel employees, the principle of collective bargaining is to be employed, pursuant to the New York State Public Employees' Fair Employment Act. Both parties to this agreement furthermore affirm that employment in the service of and to the public is a lifelong career and that, as such, the terms, conditions of employment, and working conditions shall be of the highest caliber to attract, and maintain in employment with the School District, the best personnel available. The parties furthermore affirm that each Office Personnel employee shall, at all times, be a dedicated, courteous, and efficient servant of, and to, the public, realizing full well that he/she is under the constant scrutiny of area taxpayers, and that he/she is performing a most essential service. The parties to this Agreement hereby agree not to limit employment with the School District or membership in the Association to any person because of his/her age, color, creed, gender, national origin, disability or marital status.

### **ARTICLE I RECOGNITION**

Pursuant to the results of a recognition election conducted and certified by the American Arbitration Association on February 29, 1968, the Association is hereby recognized as the sole and exclusive bargaining agent for all employees in the Unit 9 Office Personnel Negotiating Unit of the City of Syracuse School District, for the maximum time provided by law.

### **ARTICLE II BARGAINING UNIT**

It is mutually agreed that for the purpose of this Agreement, the terms "employee" and "employees" shall be defined as all persons in the following classifications, including regular part-time employees. New titles may be added, upon the consent of both parties.

|                         |                               |
|-------------------------|-------------------------------|
| Account Clerk I         | Information Aide              |
| Account Clerk II        | Information Center Supervisor |
| Account Clerk III       | Nationality Worker            |
| Account Clerk-Typist I  | Senior Nationality Worker     |
| Account Clerk-Typist II | Office Machine Operator       |
| Accountant I            | Peripheral Equipment Operator |
| Accountant II           | Photocopy Machine Operator    |
| Accountant III          | Programmer Analyst            |
| Auditor I               | Programmer I                  |
| Auditor III             | Programmer II                 |

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Budget Analyst I                  | Pupil Transportation Analyst     |
| Budget Analyst II                 | Senior Systems Programmer        |
| Building System Analyst           | Stenographer I                   |
| Buyer I                           | Stenographer II                  |
| Buyer II                          | Stenographer III                 |
| Clerk II                          | Stock Attendant                  |
| Clerk III                         | Stock Clerk                      |
| Compositor                        | Storekeeper                      |
| Computer Graphics Technician      | Switchboard Operator             |
| Console Operator                  | Systems Analyst                  |
| Data Entry Equipment Operator     | Systems Analyst-Designer         |
| Duplicating Machine Operator      | Typist I                         |
| Duplicating Machine Operator II   | Typist I (regular part-time)     |
| Employee Insurance Representative | Typist II                        |
| Grants Procurement Specialist     | Word Processing Machine Operator |
| Graphics Technician               |                                  |

**ARTICLE III  
MANAGEMENT RIGHTS**

**A.** The City School District retains the sole right to manage its business and services and to direct the working force; to determine whether and to what extent the work required in operating its business and services shall be performed by employees covered by this Agreement; to maintain order and efficiency in the Office Personnel Negotiation unit, including the sole right to hire, assign, transfer, promote, discipline, discharge, suspend; to determine the scheduling of working times and the number of hours to be worked, subject so such regulations governing the exercise of these rights as are expressly provided in this Agreement, or provided by law.

**B.** The above rights of the City School District are not all-inclusive, but indicate the type of matters or rights which are inherent to the employer. Any and all rights, powers, and authority the employer had prior to entering this Agreement are retained by the City School District, except as expressly and specifically abridged, delegated, granted, or modified by this Agreement.

**ARTICLE IV  
ASSOCIATION SECURITY**

**A.** The School District shall deduct from the wages of each employee and send to the Civil Service Employees Association, Incorporated, regular membership dues, and any health and accident insurance premiums, and/or any life insurance premiums, and/or any group home owners insurance premiums, and/or any group automobile liability insurance premiums for those employees authorizing such deductions, in writing, pursuant to the agreement reached between the Association and the District Business Office. The Association hereby agrees that it will not hold the School District liable for any deductions from wages made pursuant to this section in the normal administration of the check off of said deductions.

**B.** Membership in the Association shall be voluntary, and there shall be no discrimination, interference, restraint, or coercion by the School District or any of its agents, against any employee because of his/her membership in the Association, or because of any lawful activities on behalf of the Association and his/her fellow members.

**C.** The Association shall have the right to represent employees in the defined bargaining Unit in any and all proceedings under the Fair Employment Act, under any other applicable law, rule, regulation, or statute, and under the terms and conditions of this Agreement; to designate its representatives and to appear on their behalf to effect such representation; to direct, manage, and govern its own affairs; to determine those matters which the membership wishes to negotiate; and to pursue these objectives free from any interference, restraint, coercion, or discrimination by the School District. The Association shall have the right to pursue any matter or issue in accordance with the grievance and arbitration procedure (Article XIX) of this Agreement, to pursue any matter or issue to any court of competent jurisdiction, and, acting through its officers and membership, be the sole judge thereof, unless it is expressly and specifically abridged, delegated, or modified by this Agreement.

**D.** The above rights of the Association are not all-inclusive, but indicate the type of matters or rights which belong to, or are inherent to, the bargaining agent.

**E.** If an employee, who is a member of the bargaining Unit, is charged pursuant to Section 75 of the Civil Service Law, he/she shall be informed of his/her right to representation, and the chairperson of the Association Grievance Committee, or his/her designee, shall be furnished with a copy of the charges.

**F.** The Association shall have the right to post notices and other communications on bulletin boards maintained on the premises and facilities of the School District, provided their content is neither derogatory nor controversial. The School District agrees that the facilities of the School District shall be available for Association meetings when such use does not interfere with any scheduled events or involve any cost to the School District. Application for the use of the facilities shall be made in accordance with already established procedures.

The Association shall, furthermore, have the sole and exclusive right to use the school mail facilities, except as otherwise provided by law. Announcement of meetings shall be permitted in the weekly administrative bulletin.

**G.** The Association shall have the right to designate a representative of the Association's health and accident insurance program and of the Association's life insurance program, to visit the employees covered under this Agreement, on the job for the purpose of interesting them in this protection and/or adjusting any claims, provided, however, the appropriate School District official is notified and assurance is given him/her that no inordinate interruption in the work of the employee will be involved. If, in the opinion of the Superintendent, this privilege is being abused, he/she may withdraw his/her permission for such activity. The name of the authorized representative shall be filed in the Personnel Department.

**H.** For the purpose of administering, adjusting, or interpreting the terms and conditions of this Agreement, the Association Labor Relations Specialist shall have the right to visit the employees covered under this Agreement, on the job. However, the appropriate City School District official shall be notified and total assurance given him/her that no inordinate interruption in the work of the employee will be involved. The name of the authorized representative shall be filed in the Personnel Department.

**I.** When it is necessary for the president of Unit 9, Office Personnel, CSEA, or designated representative, to engage in Association activities directly associated with the Association duties as representative of the Unit, which cannot be performed other than during working hours, the Superintendent or his/her designated representative may give such time, without loss of pay, as it is necessary to perform any such activities.

Officially authorized Association delegates not exceeding three (3), shall be granted time necessary, with pay, to attend the annual meeting and/or special conferences of the CSEA, upon timely written request to the Superintendent. The aggregate total of days involved shall not exceed fifteen (15) in number. All expenses shall be borne by the individual or the Association.

**J.** The School District agrees to furnish, upon a sole and exclusive basis, to Unit 9, Office Personnel Unit, CSEA, names and addresses of employees in the Unit which appear on the second payroll of each year, except as otherwise provided by law.

**K.** The District shall deduct from the salary of employees in the bargaining Unit who are not members of the Association an amount equivalent to dues levied by the Association and transmit the same so deducted to the Association, in accordance with Chapters 677 and 678 of the Laws of 1977 of the State of New York. The Association affirms that it has adopted such procedure for refund of agency fee deduction as required in Section 3 of Chapter 677 and 678 of the Laws of 1977 of the State of New York.

Part-time employees working less than twenty (20) hours per week shall be excluded from the coverage of this provision.

## **ARTICLE V STRIKE**

Pursuant to Section 210, as amended, of the Public Employees' Fair Employment Act, the Association hereby affirms that it does not have, and will not assert, the right to strike against the School District, to assist or participate in any such strike, or to impose an obligation upon its membership to conduct, assist, or participate in any such strike or work stoppage of any kind.

**ARTICLE VI  
SALARIES AND WAGES**

**A. Graded Titles**

It is agreed that effective July 1, 2003, and for the duration of this Agreement, the Salary and Wage Schedules for the existing graded employees shall be as follows:

1. Effective July 1, 2003, all base salaries including longevities will be increased by a percentage of 3% (applicable retroactivity payments to eligible employees shall be paid no later than June 30, 2004).
2. Effective July 1, 2004, all base salaries including longevities will be increased by a percentage increase of 3%.
3. Effective July 1, 2005, all base salaries including longevities will be increased by a percentage increase of 3.25%.
4. Effective July 1, 2006, all base salaries including longevities will be increased by a percentage increase of 3.25%.

**B.** Employees hired after May 1, 1983, shall be paid according to Appendices A through C, which reflect:

1. An entry level entitled Step 1.
2. A Step 2 which will be achieved after eighteen months continuous employment at Step 1 (18 months or 1.5 years from entry).
3. A Step 3 which will be achieved after six months continuous employment at Step 2 (24 months or 2 years from entry).
4. A Step 4 which will be achieved after six months continuous employment at Step 3 (30 months or 2.5 years from entry).
5. A Step 5 which will be achieved after twelve months continuous employment at Step 4 (42 months or 3.5 years from entry).

**C.** It is agreed that effective July 1, 2003, and for the duration of this Agreement, the Salary and Wage Schedules for the existing upgraded employees shall be as follows:

1. Effective July 1, 2003, all base salaries including longevities will be increased by a percentage of 3% (applicable retroactivity payments to eligible employees shall be paid no later than June 30, 2004).
2. Effective July 1, 2004, all base salaries including longevities will be increased by a percentage increase of 3%.
3. Effective July 1, 2005, all base salaries including longevities will be increased by a percentage increase of 3.25%.
4. Effective July 1, 2006, all base salaries including longevities will be increased by a percentage increase of 3.25%.

**D.** Employees hired in ungraded positions after May 1, 1983, shall be paid according to Appendix G, which reflects:

1. An entry level entitled Step 1.
2. A Step 2 which will be achieved after one year of continuous employment at Step 1.
3. A Step 3 which will be achieved after two years of continuous employment at Step 2.
4. A Step 4 which will be achieved after one year of continuous employment at Step 3.

**E.** All employees will be paid on a biweekly pay system, effective July 1, 1996. Annual salary shall be paid in total in the calendar year in which services were rendered.

**F.** Longevity increments shall be automatically paid to all eligible employees pursuant to the established salary schedule. The longevity increment shall be effective with the beginning of the first pay period following the anniversary date of completion of the required years of continuous service in the District. Longevity increments for eligible part-time employees shall be prorated.

There shall be no restrictions on the number of years of service in the Syracuse City School District which may be claimed for longevity purposes, irrespective of the step placement on a paid salary schedule.

**G.** A promotional advancement stipend (financial guarantee for graded and upgraded advancement) shall be implemented in accordance with Article XXVII.

**H.** Employees appointed at least six (6) months prior to the beginning of the calendar year, or promoted prior to September 1, and employees reinstated during the twelve (12) months preceding the beginning of the calendar year, provided the latter have worked at least six (6) months during the twelve (12) month period, shall be eligible for the annual increment.

**I.** All Unit 9 employees authorized by the Supervising Director of School Services to drive their own vehicle on school business, will be reimbursed at the then current allowable Internal Revenue Service mileage rate.

**J.** Unit 9 employees called in to perform building checks and/or alarm calls, shall receive a minimum of two (2) hours pay for each building check and/or alarm call completed.

**K.** Stock attendants at the Bova Supply Center who substitute as driver messengers at the request of the District shall receive one hour of overtime pay (time and one-half) for each day they provide this substitute service.

## **ARTICLE VII WORK RULES**

**A.** Certification and Eligible Lists (Civil Service Law) – see Article XXII.

- B.** Classification of Service (Civil Service Law) – see Article XXIII.
- C.** Disciplining and Dismissal (Civil Service Law) – see Article XXIV.
- D.** Absence Procedure – Whenever it is necessary for an employee to be absent from his/her duties, it shall be his/her responsibility to notify his/her supervisor so that the workload can be adjusted accordingly. It is the employee's responsibility to keep his/her immediate supervisor informed as to when he/she will be available for duty. If the employee does not notify his/her immediate supervisor, or cannot be reached within three (3) days, this may be considered as grounds for termination of employment at the discretion of the Superintendent of Schools and under the rules governing dismissals under Civil Service Law, or in accordance with the provisions of this Agreement.
- E.** Tardiness – Each employee is expected to be punctual. Habitual tardiness will be subject to supervisory reprimand. If satisfactory improvement is not made, the supervisor may make a report to the Superintendent of Schools, or his/her designated representative, for such action as may be deemed necessary.
- F.** Lunch Schedules – In cases where more than one (1) person is assigned, the lunch schedule shall be established so that at least one (1) office employee is always on duty. This rule applies to school offices, as well as to the administration building, and should not be interpreted to authorize the assigning of student help during those periods in lieu of regularly assigned office personnel. In cases of conflict between employees with regard to lunch schedules, length of service shall be the determining factor as to preferential times.
- G.** Breaks – It is agreed that each employee shall be allowed two (2) ten (10) minute work breaks per day, except telephone operator, who is entitled to two (2) fifteen (15) minute reliefs, one in the morning, and one in the afternoon.
- H.** Medical and Dental Visits – discretionary with the Superintendent of Schools, or his/her designated representative (immediate supervisors, department heads, school principals), time off for occasionally required medical and dental visits not to exceed two (2) hours duration, may be allowed employees, without loss of pay.
- I.** Confidential Information (Civil Service Law) – see Article XXV.
- J.** With the exception of emergency situations, non-certified bargaining Unit personnel shall not be responsible for the supervision or control of any students or student activities.
- K.** The School District shall direct that a written procedure be developed in each school as to the line of authority to be followed for first aid administration in the absence of a school nurse in the building. This authority shall include only such personnel as have qualified by taking first aid instruction. The School District agrees to request that such written procedure be submitted in writing to the Personnel Department each year by October 1 of the said year. The School District shall assume any legal responsibility which might be incurred as a result of the first aid given by

any employee in this Unit, providing said employee has used sound and reasonable judgment in rendering said aid.

**L.** Each member of the Unit will have the right, in accordance with procedures established by the Personnel Department and in the presence of the Director of Personnel Services, or his/her designee, to review, and copy, the contents of his/her complete personnel file, with the exception of confidential recommendations. A member of the Unit will be entitled to have a representative of the Association accompany him/her during such review. With the exception of confidential employment recommendations, a member of the Unit shall receive a copy of all entries made in his/her personnel folder. In any instance where an entry is made in a personnel folder with which the employee disagrees or takes exception, the employee shall have the right to file a written statement in his/her behalf, with copies to all parties concerned, and such statements shall become a permanent attachment to the said entry and shall become a permanent part of the personnel record of the individual. The employee, upon timely written request, shall have the right to an administrative review by the Director of Personnel Services whose decision shall be final and binding.

**M.** It is expected that each employee will give at least two (2) weeks notice of intention to terminate his/her employment with the District. In the event the employee severs employment with the School District without two (2) weeks written notice to the District of his/her intention to do so, said employee shall forfeit all accumulated sick leave, vacation time, and all other fringe benefits at the discretion of the Superintendent.

**ARTICLE VIII  
HOURS OF WORK/WORK WEEK/WORK YEAR  
(10-MONTH EMPLOYEES)**

**A. Workday**

1. School Personnel – The normal workday is established at 7 hours excluding lunch and 35 hours of work shall constitute a regular workweek. The workweek is established at 5 days, beginning on Monday of the week.

2. All Others – The normal workday, established at either six and one-half (6-1/2) hours or eight (8) hours, excluding lunch, and thirty-two and one-half (32-1/2) hours or forty (40) hours of work shall constitute a regular workweek. The work week is established at five days, beginning on Monday of the week. All positions added to this category shall be included by mutual consent of both parties to this agreement.

**B.** Prior to the opening of schools in the fall, the office of the Superintendent will publish in a bulletin the hours of work for each of our schools and for the administration building, consistent with Paragraph A of this article.

**C.** Representatives designated by the Association shall be involved as members of the committee which negotiates the school year calendar with the Syracuse City School District. The Association shall be entitled to have a prorated number of individuals on the committee as the

Syracuse Teachers Association. In the event, however, that there may be disagreement among the various parties to those discussions, the final decision shall rest with the Superintendent.

**D.** Summer Schedules – Prior to the close of school for the summer, the office of the Superintendent will publish in a bulletin the hours of work for the administration buildings. At this time, this office will also publish in a bulletin the hours of work for such schools as will be open during the summer, and the days of duty.

**E.** Except as otherwise provided in this section, the employment year for ten month assigned office personnel is from September 1 through June 30 inclusive. Employees in this category who work during a summer extension shall be paid pro rata additional salary for the extension period worked. Each building administrator shall be responsible for the scheduling of an appropriate “lead” secretary for the assignment of the applicable summer extension for his or her building. This schedule shall be done with the mutual consent of his or her Unit 9 staff. In the event that the building administrator is unable to reach full agreement with his or her staff concerning the assignment(s) for the summer extension, the matter should be resolved by the Superintendent. The parties agree that the formulation of such schedules and assignments will take into consideration the individual needs and plans of the building staff.

**F.** All full-time ten (10) month employees shall have the following salary distribution option:

SCHEDULE A: Annual salary distributed over ten (10) month period, payable in twenty-one (21) biweekly checks.

SCHEDULE B: Annual salary distributed over twelve (12) month period, payable in twenty-six (26) equal paychecks paid biweekly.

Health and Dental Insurance will be deducted under this option based upon a twenty-six (26) equal paycheck distribution.

## **ARTICLE IX OVERTIME PAY/COMPENSATORY TIME**

**A.** If overtime, including Sunday or holiday work, is required, the employee’s immediate supervisor will communicate with the appropriate authority of the City School District to obtain permission from the Assistant Superintendent for Personnel and School Services or the Director of Personnel Services.

**B.** The City School District shall pay any employee overtime pay according to the following schedule:

1. If an employee works in excess of forty (40) hours in any work week, he/she shall receive one and one-half (1 ½) times his/her hourly rate for such authorized hours worked. In relation to the minimum forty (40) hours of work in a given work week, to be eligible for

overtime pay, a person who is paid for sick leave or other approved purposes is considered to be constructively present.

2. If an employee works on Sunday, he/she shall receive two times his/her hourly rate for such authorized Sunday hours work, provided that he/she has worked in excess of forty (40) hours in that work week. Written authorization for said overtime must be secured in advance from the Personnel Department by the immediate supervisor.

3. If an employee works on any paid holiday he/she shall receive two and one-half (2 ½) times his/her hourly rate for such authorized holiday hours worked instead of holiday pay, irrespective of whether he/she has worked forty (40) hours in that work week.

(The above statements provide equity to employees for Sunday and holiday work, and preclude pyramiding of overtime.)

4. The School District agrees that no employee shall be required to work any overtime as defined in the above sections.

5. Insofar as practical, overtime opportunities will be made available to the senior qualified employee in the job title which is ordinarily and customarily assigned the particular work on a rotation basis by the employer during the period of this Agreement.

6. Compensatory Time – In the event an employee, with supervisory authorization, works in excess of the established work day (six and one-half [6 ½] hours), that employee shall be granted compensatory time off equal to the time worked. Effective April 15, 1986, all compensatory time shall be computed at 1.5 hours for each hour worked beyond a total work week of 40 hours.

7. Compensatory time must be taken within ninety (90) workdays after said additional hours were worked, or by the end of the year, whichever is sooner. Compensatory time usage is subject to the approval of the employee's supervisor, such approval shall not be unreasonably withheld. If compensatory time is not taken by the end of the year, any accrued compensatory time will be paid out. Such compensatory time accumulation and usage will be regulated as set forth in the Fair Labor Standards Act, as amended November 1985.

## **ARTICLE X HEALTH AND SAFETY**

**A.** The City School District shall continue to make reasonable provisions as it deems adequate and necessary for the safety and health of its employees during the hours of their employment. The City School District agrees to provide protective devices and other equipment necessary to protect the employees from injury and sickness.

**B.** The parties agree to provide safety shoes for Unit 9 employees working in the capacities of Stock Attendant, Stock Clerk, etc. at the Bova Supply Center to the extent as provided to employees in Unit 6.

C. All employees within the Unit shall be covered under the New York State Workers' Compensation Law.

D. No person shall be acceptable for employment unless physically fit for the work contemplated by the job for which the applicant is being considered. Every person hired after their effective date of this Agreement shall, as a condition of employment, be required to submit to a medical examination. This examination, to determine the physical and mental fitness of the person to perform his/her duties, shall, at the option of the applicant, be completed at no cost to him/her by a medical doctor assigned by the Board of Education, or completed at the applicant's expense by any duly qualified and licensed medical doctor, who shall submit a report and recommendation in such detail and form required to the Director of Health Services.

E. The parties agree to the formulation of an advisory committee, for the constitution of which has been mutually agreed upon, for the purpose of addressing "newly created needs" of employees who are working at stations containing CRT's (Cathode Ray Tubes). This committee shall be empowered to address and advise the District with respect to:

1. design and use of screens
2. screen filters, if necessary, to reduce glare
3. ergonomic design of office furniture

## **ARTICLE XI RETIREMENT**

A. The School District agrees that all eligible employees shall be entitled to retirement benefits as provided by New York State Retirement System, effective at the time of their employment and in accordance with regulations thereto. It is recommended that the employee give the District a forty-five (45) day notification of the employee's intent to retire.

### **B. Early Retirement Incentive**

1. Full-time employees who reach age 55 with fifteen (15) or more years of service in the Syracuse City School District and who are eligible to retire under the New York State Retirement System will be eligible for:

- a. A one-time only retirement stipend at an amount of three thousand dollars (\$3,000.00); or
- b. Twenty-five dollars (\$25.00) per day up to a maximum of one hundred sixty (160) days of accumulated sick days.

2. All other full-time employees (age 56 and up) with fifteen (15) or more years of service in the Syracuse City School District who are eligible to retire under the New York State Retirement System, will be eligible for a retirement stipend based upon the following formula:

\$25.00 per day up to a maximum of 160 days of accumulated sick days.

3. Part-time employees will receive a prorated incentive based on a 40-hour work week.

\*Full-time employment for this incentive equals a thirty-two and one-half (32 ½) hour work week or greater.

**ARTICLE XII  
HEALTH AND DENTAL INSURANCE**

**A. Health Insurance**

1. The District will provide health insurance for eligible employees pursuant to the Syracuse City School District Health Insurance Program or the Prepaid Health Plan (PHP) option. With regard to the Syracuse City School District Health Insurance Program, the District will assume all cost of such program except for the following employee contributions:

a. For health care, the employees shall contribute the following amounts as monthly deductions to the cost of District provided health care benefits depending upon the individual's income (base salary or wages) on June 30<sup>th</sup> of the year preceding the applicable school year:

| <b>Year One (7/1/03 - 6/30/04):</b> |                       | <b>Individual</b>   | <b>Family</b>       |
|-------------------------------------|-----------------------|---------------------|---------------------|
| <i>Tier</i>                         | <i>Base earnings:</i> | <i>Increase to:</i> | <i>Increase to:</i> |
| 1                                   | Less than \$36,000    | \$14.00             | \$46.00             |
| 2                                   | \$36,000 - \$59,999   | \$21.00             | \$60.00             |
| 3                                   | \$60,000 or over      | \$24.00             | \$67.00             |

| <b>Year Two (7/1/04 - 6/30/05):</b> |                       | <b>Individual</b>   | <b>Family</b>       |
|-------------------------------------|-----------------------|---------------------|---------------------|
| <i>Tier</i>                         | <i>Base earnings:</i> | <i>Increase to:</i> | <i>Increase to:</i> |
| 1                                   | Less than \$36,000    | \$15.00             | \$49.00             |
| 2                                   | \$36,000 - \$59,999   | \$25.00             | \$63.00             |
| 3                                   | \$60,000 or over      | \$27.00             | \$71.00             |

| <b>Year Three (7/1/05 - 6/30/06)</b> |                     | <b>Individual</b> | <b>Family</b> |
|--------------------------------------|---------------------|-------------------|---------------|
| Tier                                 | Base earnings:      | Increase to:      | Increase to:  |
| 1                                    | Less than \$36,000  | \$16.00           | \$52.00       |
| 2                                    | \$36,000 - \$59,999 | \$28.00           | \$65.00       |
| 3                                    | \$60,000 or over    | \$32.00           | \$75.00       |

| <b>Year Four (7/1/06 - 6/30/07)</b> |                     | <b>Individual</b>  | <b>Family</b>  |
|-------------------------------------|---------------------|--|--|
| Tier                                | Base earnings:      | Increase to:   | Increase to:   |
| 1                                   | Less than \$36,000  | 8% of the premium equivalent rate established for the 05-06 school year  | 8% of the premium equivalent rate established for the 05-06 school year  |
| 2                                   | \$36,000 - \$59,999 | 10% of the premium equivalent rate established for the 05-06 school year | 10% of the premium equivalent rate established for the 05-06 school year |
| 3                                   | \$60,000 or over    | 12% of the premium equivalent rate established for the 05-06 school year | 12% of the premium equivalent rate established for the 05-06 school year |

Co-pays for office visits shall be increased as follows:

|                         |                                      |
|-------------------------|--------------------------------------|
| Effective July 1, 2003: | Current Rate Plus \$1 = \$6.00 Total |
| Effective July 1, 2004: | Plus \$1 = \$7.00 Total              |
| Effective July 1, 2005: | Plus \$1 = \$8.00 Total              |
| Effective July 1, 2006: | Plus \$1 = \$9.00 Total              |

The parties further agree that should the District agree to modify coverages and/or benefits afforded through the current plan so as to provide more beneficial coverage, rates or contributions for same, with any other group of employees who are members of any other recognized bargaining unit, the District, upon request, will also afford the opportunity to this Unit's representatives to consider and agree to such other more favorable coverage, rates or contributions. Further, if such modification is acceptable to this bargaining unit, the District agrees to implement same as soon as practicable.

b. Cost to retirees

Retirees under the age of 65 must pay a share of the premium cost equal to the cost of the Medicare B rate. (As the Medicare B rate changes, so will the cost of the

insurance.) The premium for family coverage will be double the individual premium cost if all eligible dependants are under age 65.

Retirees over the age of 65 are responsible to apply for and pay the Medicare B coverage. There will be no employee premium cost if either the employee or spouse is 65 or older.

2. With regard to the Prepaid Health Plan (PHP) option, the District agrees to pay up to its current rate of contribution to the Syracuse City School Health Insurance Program. Premium costs above that rate will be the responsibility of the employee.

3. In the event any member of the Unit, or his/her dependent, is eligible for benefits under another health insurance policy and receives benefits there under, and the current carrier, or any future carrier, of District insurance has a coordination of benefits provision, the District shall not be liable to make duplicate payments for benefits which have been already paid by any other carrier and which the District's carrier refused to pay.

4. In the event that both husband and wife are full-time employees of the District, the rate of employee contribution for dependent coverage shall be the sum of the two individual premiums (amount dependent on income level of each spouse).

5. Health Insurance. The District will provide health insurance for eligible employees pursuant to the Syracuse City School District health insurance program as modified by the Health Plan Addendum.

6. Alcohol Abuse Program. Effective 8/1/83, the District will incorporate in the Syracuse City School District Health Insurance Program an alcohol abuse program covering inpatient care, and related professional services only, to a maximum premium cost to the District of \$1.26 per month per employee. Such coverage shall be limited to individual employees only and shall not include family or dependents.

7. Prescription Card Co-pay.

| Year                                      | Increase to:   |
|---|--|
| One, Two and Three<br>(7/01/03 - 6/30/06) | Effective July 1, 2003, employee co-pays for prescription card coverage and contributions shall be increased to become \$5.00 (generic drugs), \$15.00 (preferred drugs) and \$25.00 (non-preferred drugs)                                 |
| Four<br>(7/01/06 - 6/30/07)               | Effective July 1, 2006 and for remainder of Agreement, employee co-pays for prescription card coverage and contributions shall be increased to become \$6.00 (generic drugs), \$18.00 (preferred drugs) and \$35.00 (non-preferred drugs). |

8. Well child care shall be added to the District's Health Benefits Program effective May 15, 1996.

9. The parties agree to establish and maintain a plan for a vision care allowance or reimbursement to individual employees, which shall be administered, on an annual basis using a specific dollar amount of \$150.00 to be allocated for each employee. The \$150.00 annual allocation may be utilized by the unit members and/or his or her covered dependents. In no event shall the District be required to pay or reimburse annually in excess of \$150.00 per employee.

| Year              | Individual and Family Coverage – Vision Benefits: |
|-------------------|---|
| 10/1/04 – 6/30/07 | \$2.06 per month                                  |

10. \$75.00/\$225.00 major medical deductible.

11. \$35.00 emergency room per visit co-pay.

12. Health Claims Review. It is understood that representatives of the District, Unit 9 and the Benefit Plan Administrator shall meet periodically to discuss matters relative to claims administration, benefits structure, level of contributions, and such other concerns as may be brought before the group for discussion. The purpose of these meetings shall be to permit Unit 9 representatives to participate in a meaningful way in decisions regarding the provision of health care benefits to members of Unit 9.

13. If a long term care insurance plan becomes available it will be offered to Unit 9 members at the group rate.

**B. Dental Insurance**

1. Effective July 1, 1983, the District will provide dental insurance for eligible employees pursuant to the Syracuse City School District Dental Insurance Program. In providing this insurance, the District will assume all costs of such program except for the following employee contributions for years one, two and three of the contract (July 1, 2003 through June 30, 2006):

|                     |        |
|---------------------|--------|
| Individual coverage | \$2.00 |
| Family coverage     | 8.00   |

For year four (July 1, 2006 through June 30, 2007) eligible employee contributions shall be as follows:

| Year                       | Individual Coverage -- Increase to | Family Coverage B Increase to: |
|----------------------------|------------------------------------|--------------------------------|
| Four<br>(7/1/06 - 6/30/07) | \$8.00 per month                   | \$22.00 per month              |

Program benefits and procedures for filing claims are explained in the booklet entitled "Dental Assistance Plan", which is available in the Dental Insurance Office.

(a) Retirees are not eligible for dental insurance.

**C. New Employees**

Defined as employees who receive a regular appointment on or after 5/1/83.

1. 32 hours or less per week. The District will not be required to contribute to health insurance and/or dental insurance (as noted in "A" and "B" above) for new employees who are hired to work 32 hours or less per week. However, the District will make the health and dental plans available to such new employees if the employee wishes to pay the entire cost.

2. Greater than 32 hours per week. The District will contribute to the health and dental insurance program as noted in "A" and "B" above, at the regular rates for new hires who are employed for more than 32 hours per week.

**D. Flexible Benefit Plan (Section 125 Plan)**

Effective as soon as possible following ratification of this Agreement by both parties, the District will establish, at no cost to the employee, a flexible spending benefit plan pursuant to Section 125 of the Internal Revenue Code, with operating procedures determined by the District in accordance with IRS regulations. This plan may be used for favorable income tax treatment of the employee's health and dental premium contributions, deductibles, co-insurance amounts, other unreimbursed medical expenses, and dependent care assistance.

**E. Amendment of Coverages and Benefits.**

1. Each party agrees that, upon request of the other party during the term of this Agreement, modifications to the coverages and benefits afforded by the existing plans may be studied and reviewed jointly. Further, the parties may also agree to explore and agree upon other options and benefit configurations in the interests of providing the most beneficial and cost efficient plans and coverages to the members of the Unit. Any modifications achieved by the above shall be reduced to writing and become a new amendment to this Agreement.

2. The parties further agree that should the District agree to modify coverages and/or benefits afforded through the current plan so as to provide more beneficial coverage, rates or contributions for same, with any other group of employees who are members of any other recognized bargaining unit, the District, upon request, will also afford the opportunity to this Unit's representatives to consider and agree to such other more favorable coverage, rates or contributions. Further, if such modification is acceptable to this bargaining unit, the District agrees to implement same as soon as practicable.
3. The parties further agree that, upon the expiration of this Agreement, the rates of contribution, as converted to actual dollars, for health, dental and vision plans or coverages shall remain in place and not be further increased until a successor agreement is reached.

### **ARTICLE XIII SICK LEAVE**

**A.** Each full-time and regular part-time member of the Unit shall be allowed sick leave without loss of salary as follows: Fifteen (15) working days for twelve (12) month employees and thirteen (13) working days for ten (10) month employees.

Members of the Unit employed with effective dates subsequent to July 1 shall be credited with four (4) sick leave days for the first six (6) months of employment and one (1) additional sick leave day per month for the remainder of the first year during which they are employed. On July 1 of the next year, the normal sick leave allotment schedule is in effect. Bargaining Unit members are entitled to the use of sick leave days effective on the day of employment.

**B.** Sick leave for regular part-time employees shall be based on their regularly scheduled work day.

**C.** Sick leave is accumulated upon an unrestricted basis. No retroactive credit of said sick leave shall be allowed prior to January 1, 1969. Employees in the Unit who are absent from duty due to illness may be required to file a medical report with the Director of Health Services. When such a report is requested, the Superintendent will make a determination whether sick leave payments shall be allowed. In the event that the Association feels that the Superintendent's decision is arbitrary, such decision shall be reviewable under Article XIX of this Agreement.

**D.** Any 10-month employee who is working on extended service or working in summer school shall be entitled to draw on his/her sick leave during this period of service, provided the School District does not incur the expense of substitute employment.

**E. Sick Leave Bank**

1. Within ninety (90) days of ratification of this agreement, the District agrees to meet with representatives of Unit 9 to establish a procedure for the additional donation of accrued sick leave by Unit 9 members to the existing sick leave bank as contained in Sick Leave

Committee Article XIII, it being understood and agreed that the District's forty (40) day contribution shall not be increased during the term of this Agreement. The parties also agree that procedures for the deduction of donated sick leave days, eligibility for usage, and maximum allocations of such sick leave bank benefit, together with delineation of appropriate grounds for usage, shall be agreed upon by the representatives of the parties so as to modify the terms of the new contract.

2. There shall be established a Sick Leave Committee, consisting of one (1) employee designated by the Association, one (1) administrator appointed by the Superintendent, a third member selected by the other two, and the School Medical Director, who shall be an advisory member. Said Sick Leave Committee shall review and make recommendations to the Superintendent of Schools respecting applications for additional sick leave days when submitted by members of the unit.

3. Applications for additional sick leave days may be made to the Committee by any member of the unit who has suffered a prolonged serious illness or injury (as hereinafter defined), who has exhausted all paid time off (i.e., sick, vacation, compensatory, and personal), and who has no other source of coverage such as income protection insurance, accident and health insurance, catastrophe insurance, etc., which would provide an income equal to the member of the unit. Additionally, the applicant must have a minimum of three years of satisfactory service with the District, with no history of improper use of sick leave. A maximum of thirty (30) sick days may be awarded from the sick leave bank. Upon review, the Sick Leave Committee may grant a maximum of thirty (30) additional sick days. The Personnel Department shall notify the member and the Payroll Department within five (5) days of the Sick Leave Committee's determination.

4. For purposes of this Article, the term "serious illness or injury" shall be defined as one, which is generally regarded as such by those in the medical profession. The School Medical Director shall resolve any dispute as to whether or not an illness or injury is "serious" as used herein. The purpose of this paragraph is to provide additional sick leave in extraordinary situations where a seriously ill or injured member of the Unit has no other significant means of income and cannot return to work for a prolonged period of time (after accumulated sick leave credit has been exhausted) which will create a bonafide economic hardship upon the member of the unit. It is not intended to cover absences of a day, or several days, in excess of accumulated sick leave, or situations where there is no serious prolonged illness or injury, or where no bonafide economic hardship exists. The Committee is authorized, however, to recommend the granting of additional sick leave upon a pro-rata basis where, in its discretion, it deems it appropriate to do so and such proration does not exceed the general limitations set forth herein.

5. Prior to, or no later than concurrent with the submission of the application for additional sick leave, the employee shall provide the School Medical Director with a medical report setting forth the nature of the illness/injury and the anticipated date of recovery and return to work. The Committee shall have the right to request additional medical information, if it deems such information to be necessary, as well as the right to have the employee examined by the School Medical Director or a physician designated by the School Medical Director.

6. The District shall not be obligated to contribute any additional sums to the bank and it is understood that there shall be a limitation of the total number of sick days, which may be recommended by the Committee to the extent that the total annual expenditure therefore shall not exceed \$4,000. Employees may donate unused sick days in accord with the following donation criteria:

**Donation Criteria:**

- a. Employee donating sick leave shall voluntarily consent to do so in writing.
- b. Only those employees with a minimum 30 accrued sick leave days may donate to the Bank. Active employees may donate a maximum five sick days per donation period to the Bank.
- c. Retiring employees may donate a maximum of thirty (30) days to the sick leave bank at time of retirement. The District will incorporate a retiree sick leave donation form into its out processing package.
- d. Once the donation has been made, it may not be withdrawn.
- e. There will be a donation period from July 1 – July 31 each year when employees may donate to the sick leave bank.
- f. When the remaining number of sick days in the bank reaches a minimum level of sixty (60) days, the Personnel Department will solicit donations from members who have not contributed the maximum of five days during the donation period.

7. The decision of the Committee on all recommendations shall be final, binding, and not subject to the Grievance and Arbitration Procedure set forth in this Agreement.

**ARTICLE XIV  
LEAVES OF ABSENCE**

**A. Family Illness**

Leaves of absence up to five (5) working days, with pay, shall be granted an employee by the immediate supervisor, by time card certification upon satisfactory evidence of reasonable cause, such as serious illness in the immediate family (defined as parent, guardian in loco parentis, sister, brother, husband, wife, grandparents, child, or grandchild, and including in-laws in the above family categories). No deductions from vacation or sick time shall be made in this regard. This may be extended by the Personnel Department upon showing of reasonable continuing cause, to a maximum of ten (10) days, and the excess above five (5) days shall be charged against the employee's earned vacation time. In the event that like circumstances should occur within a single year, an additional five (5) days with pay may be authorized by the Personnel Department upon request. Unused family illness days outlined in this Article will be added to the accumulated sick leave day's account at the end of the calendar year.

Ten (10) month employees with less than eight (8) years of service shall be entitled to a maximum of four (4) family illness days.

Regular part-time employees shall be entitled to the above leave of absence on a pro rata basis.

**B. Funeral**

1. Immediate Family

An employee shall be granted up to a maximum of four (4) days leave of absence with pay in order to attend the funeral of a member of his/her immediate family as defined in Paragraph A above.

2. Other Relatives as Defined

An employee shall be granted up to one (1) day with pay, to attend the funeral of an aunt, uncle, niece, nephew, or cousin, including in-laws.

Regular part-time employees shall be entitled to the above leave of absence on a pro rata basis.

**C. Jury Duty**

Any employees summoned for jury duty shall comply with School Services Bulletin No. 38 dated February 8, 1989, in order to receive the benefits of jury duty pay.

**D. Legal**

Any employee shall be granted a leave of absence, with pay, by the Superintendent of Schools for any reason required by law. To enable staffing and payroll functions to be properly processed, it shall be a condition for the granting of a leave of absence (other than sick leave, funeral leave, or other short-term natures) for the employee to agree to furnish reasonable advance notification to the District as to the date of his/her return to active duty from said leave.

**E. Military Leave**

1. Temporary Military Service

Employees shall be paid all salary and other benefits for any and all periods of absence while engaged in the performance of ordered temporary military duty and while going to and returning from such duty, as required by New York State Military Law. If possible, notice will be given to the building Principal or Supervisor at least two (2) weeks in advance and shall be transmitted, at the same time, in writing, to the Superintendent. Every effort shall be made by such employee affected by this Paragraph to serve temporary active duty obligations during periods of time when school is not in session and at the request of the Superintendent or his/her designee, such employee shall be required to provide evidence of such effort in the form of a written request to the appropriate military authority to serve at a time when school is not in session. The Board agrees to intervene with higher military authorities in an effort to assist the employee who is attempting to comply with this stipulation. It is the intention of the parties that

employees shall not serve temporary voluntary military duty during the periods that school is in session.

2. Extended Military Service

Military leave of absence for employees shall be granted pursuant to the New York State Military Law and any other state or federal statutes which may apply. Such military leave of absence shall be granted to any employee while engaged in the performance of ordered military duty, and while going to and returning from such duty, as provided by law, except the term "ordered" shall not include those instances where the leave is as a result of employee contrivance, whether by planned acquiescence or other means direct or indirect, to arrange for such duty to be taken at a time when it is not actually required by the military and/or inconvenient to the needs of the District. Absence of an employee, pursuant to this Paragraph during time of national emergency, shall not constitute an interruption of continuous employment. An employee returning from military leave of absence shall be entitled to the full military service credit then allowed for salary purposes to new applications for positions in the District. All provisions of this sub-Paragraph shall be amended in accordance with any changes in federal or state legislation which delimit any of the above provisions.

**F. Personal Days**

1. Twelve Month

All twelve (12) month employees shall be entitled to three (3) days of personal leave per calendar year on a non-cumulative basis, prorated for regular part-time twelve (12) month employees. New twelve (12) month employees will receive prorated personal day allowances during the first calendar year of hire. The schedule of personal day allowance is three (3) personal days for those hired from July 1 to October 31; two (2) personal days for those hired from November 1 to February 29; one (1) personal day for those hired from March 1 to June 30.

An employee's request for the use of said personal day and the reason(s) therefore shall be made with sufficient notice to the immediate supervisor. Personal leave days may not be taken on days immediately preceding or subsequent to scheduled vacations or holidays except in cases of unusual circumstances, which must be explained to the Superintendent in writing, and submitted to him/her for approval.

2. Ten Month

All ten (10) month employees shall be entitled to two (2) days of personal leave per calendar year on a non-cumulative basis, prorated for regular ten (10) month part-time employees. Ten (10) month employees shall be entitled to an additional three (3) days of personal leave upon the completion of eight (8) years of continuous service. (Same time table as in Paragraph F-1.) These additional days may be used consecutively, but may not be used to extend a vacation or holiday leave, except by written approval of the Superintendent.

An employee's request for the use of said personal day and the reason(s) therefore shall be made with sufficient notice to the immediate supervisor. Personal leave days may not be taken on days immediately preceding or subsequent to scheduled vacations or holidays except in cases of unusual circumstances which must be explained to the Superintendent in writing, and submitted to him/her for approval.

3. Unused personal leave will be added to sick leave at close of each calendar year for ten (10) and twelve (12) month employees.

**G. Severe Weather and Other Emergencies**

1. Each employee shall receive full pay for absence due to abnormally severe weather or other emergency conditions when so certified by the Principal or Supervisor and approved by the Superintendent.

2. The official closing of schools by the Superintendent shall not result in loss of pay by an employee unless such closure is the result of unauthorized absence from duty by members of the Unit or unless an employee has been granted excusal from duty without pay, for the day or days of such closing.

3. Any employee who is on sick leave with pay on days when schools are closed due to weather condition or other emergencies will receive full pay for such days and will not have said days deducted from his/her accumulated sick leave allowance.

4. In the event that schools are closed due to severe weather, or other emergency conditions, on a day when an employee has been granted personal leave, said day shall not be deducted from the employee's allotment if the employee certifies in writing to the Personnel Department that the personal business for which the day was taken could not be conducted on that day because of the severe weather or emergency conditions which caused the school(s) to be closed.

5. In the event that schools are officially closed by the Superintendent for a period of time sufficient to require an alteration in the official School Calendar for the remainder of the year to make up time lost, no additional compensation shall be paid to any employee for the days thereby added to the School Calendar.

6. The foregoing shall be subject to Administrative Bulletin(s) issued by the Superintendent of Schools.

7. Emergency Closing of Schools. With regard to all changes, modifications or alterations to the Syracuse City School District Administrative Bulletin entitled, "Emergency Closing of Schools", Unit 9 shall have a full and fair opportunity to engage in impact bargaining in relation to all issues addressed in said Administrative Bulletin which impact members of Unit 9. The Unit 9 President and/or his/her designee shall have a full and fair opportunity to discuss and negotiate the impact of proposed changes to the Administrative Bulletin as it relates to Unit 9 members prior to its publication.

## **H. Competitive Class Employee**

A person holding a position in the competitive class, by permanent or probationary appointment, may be granted by the appointing officer a leave of absence, without pay, for a period not to exceed one (1) year. Notice of such leave of absence shall be given to the Onondaga County Department of Personnel. Absence on leave for more than one (1) year may be deemed equivalent to resignation from service upon the date of commencement of such leave. Reasonable cause for such leave shall include personal illness, family illness, maternity, military service (personal or spouse), and education (personal or spouse).

For purposes of longevity, leaves of absence of less than six (6) months shall be disregarded. In case of leaves of absence between six (6) months and one (1) year, the entire year will be deducted in determining the accumulated time. In leaves of absence greater than one (1) year, each succeeding year will be treated as an individual year.

## **I. Reinstatement**

Use of leave of absence privileges shall not be construed as interrupting continuous service. A permanent employee who has been granted a leave of absence without pay in accordance with Rule XIX of the Civil Service Rules for Classified Service shall be entitled to reinstatement at the expiration of the period for which the prescribed leave of absence without pay has been given or at an earlier date at the discretion of the appointing officer. The vacancy created by a leave of absence without pay so given shall not be filled except upon a temporary basis during the period of such leave.

## **J. Sick Leave Credit**

A leave of absence does not rescind or reduce the accumulated sick leave credits of an employee, except when the leave of absence is granted because of illness and benefits are accepted. Benefits, other than continuous service as covered under Paragraph G above, to which the employee normally would become entitled during the regular course of employment under sick leave plans are not granted, and do not accumulate during leaves of absence.

## **K. Vacation Privileges**

Benefits to which an employee would become entitled during the regular course of employment under vacation privileges, are not granted during leaves of absence. The employee does, as stated under Paragraph G above, continue to accumulate continuous service, which is applicable to vacation privileges.

## **L. Personal Illness**

Any employee being granted leave of absence because of ill health or incapacity may be required to present a certification of health status from his/her own physician, or submit to a physical examination by a legally qualified physician, designated by the Superintendent, at no

expense to the employee, at the discretion of the Superintendent of Schools or his/her designated representative. Such an examination or certificate of health status may also be required of the employee, at the discretion of the Superintendent of Schools or his/her designated representative, upon return from a leave of absence, prior to reinstatement.

**M. Workers' Compensation Benefits**

1. All employees within the Bargaining Unit shall be covered under the provisions of the New York State Workers' Compensation Law, and be entitled to any and all benefits contained therein.

2. Employees who become ill or injured due to circumstances arising out of and in the course of employment shall file a report of such illness or injury with the District and with the Workers' Compensation Board. Such report shall be filed within the time, and in the manner, required by the New York State Workers' Compensation Law. In those instances where an illness or injury is determined by the District, or other form of competent jurisdiction, to be compensable as arising out of and in the course of employment, the employee will be allowed to use accumulated sick leave during the period of such illness or injury unless he or she notifies the District in writing no later than five (5) days after such illness or injury, that he or she has elected to receive only the amount to which he/she is entitled pursuant to the Workers' Compensation Law, and not utilize accumulated sick days in addition thereto. Because the District is self-insured, and therefore has no insurance carrier from which to receive the reimbursement to which it would otherwise be entitled under the Workers' Compensation Law, the District (unless the employee gives notice to the contrary as set forth in the preceding sentence) shall charge to the employee's accumulated sick leave any time taken because of such illness or injury for which the employee receives his or her regular salary and for which the District would not be reimbursed, if it were not self-insured. Such charge to, and deduction from, accumulated sick leave shall be proportionate to, and based upon, the amount for which the District would not be reimbursed if not self-insured.

3. Employees who are absent from duty, with pay, pursuant to this Paragraph, may be required, at the discretion of the Superintendent, to file a medical report with the School Health Director. When such a report is requested, the Superintendent will make a determination on the basis of said report and the recommendation of the School Health Director, whether pay shall be continued. In no instance shall payments to an employee for illness or injury arising out of and in the course of employment exceed those provided under Compensation Law, unless the Superintendent, in his/her sole and exclusive discretion, shall authorize such payments, notwithstanding any determination by any Compensation Board which is at variance with the determination of the Superintendent. Should the medical report from the employee's Physician, and that of the School Health Director, be conflicting and unable to be resolved, the parties shall obtain the opinion of a disinterested third-party Physician (who may be a specialist in the medical area in question) who is acceptable to both parties.

**N. Pregnancy and Child Care**

**1. Pregnancy**

a. A pregnant employee may continue her employment until such time as she is unable to do so without endangering or impairing her physical condition as evidenced by a written statement from the employee's personal physician. If the employee continues to work until such time as her physician indicates she should no longer do so, she shall be entitled to use any accumulated sick leave for the period during which she is physically/medically unable to continue her duties because of her pregnancy before she commences her personal leave of absence. If the employee commences her personal leave while she is still able to continue working, and prior to the aforementioned date established by her physician, her leave shall be considered in the same manner as any other personal leave, and she shall not be eligible for any unused accumulated sick leave benefits. In the event that an employee does continue to work until physically unable to do so, as set forth above, she shall be eligible for said accumulated sick leave benefits only for the period of actual physical disability and not for any period of time during which she is able to return to work, but does not, merely as a matter of convenience or personal preference. In connection therewith, and in order to become eligible for said accumulated sick leave benefits, she may be requested to file with the School Medical Director any and all necessary medical evidence establishing the period of medical disability. With regard thereto, the District reserves the right to review and evaluate the recommendations and conclusions of the employee's private physician, and also the sole and exclusive discretion to determine the legitimacy of each claim processed under this subsection.

b. An employee with twelve (12) months of credited service who becomes pregnant shall be entitled to a leave of absence of up to one (1) year without pay or increment.

Application for said leave shall be accompanied by a statement from the employee's physician confirming her pregnancy. The leave may be for a period of less than one year duration so as to conform to the individual circumstances of each case.

c. If, during the period of any such leave granted hereunder, the employee accepts other employment, the District reserves the prerogative of recalling the employee to service.

**2. Child Care**

a. Any employee with twelve (12) months of credited service shall be granted, upon written application, a child care leave up to one (1) year. Such leave will be granted without pay or increment.

b. In the event that both father and mother are employed by the District, there shall not be a duplication of child care and/or maternity leave, and only one (1) individual shall be granted leave at any one time. If one spouse is not an employee of the District, and remains at home to care for the infant, child care leave shall not be granted to the employee of the District, unless he/she can prove to the satisfaction of the District that there are exceptional and medically compelling circumstances which require the employee to remain at home.

c. Child care leave provided for in this subsection shall be available in cases of adoption.

d. If, during the period of any such leave granted hereunder, the employee accepts other employment, the District reserves the prerogative of recalling the employee to service.

O. The crediting year for all leaves under this Article shall be July 1 to June 30 each year to coincide with the crediting year for vacation and sick leave.

#### **ARTICLE XV HOLIDAYS**

A. Employees within the defined bargaining Unit shall be entitled to legal and school holidays, as specified in the annual holiday schedule for non-teaching employees.

B. To be paid for a holiday, a person must be present, or constructively present (drawing sick leave pay), on the regularly scheduled work day before and after the holiday.

C. Regular employees who work less than full time, but who work at least a minimum of twenty (20) hours per week, either on a salary or an hourly basis, will be paid on a prorated basis for the same holidays as ten (10) month employees.

#### **ARTICLE XVI VACATIONS**

**A. Twelve (12) Month Personnel**

1. The vacation year shall be July 1 to June 30. July 1 shall be the eligibility date for determination of vacation benefits. References to “year” or “yearly” below, shall mean the vacation year. Employees who are hired after July 1 of the initial employment year, and who have been continuously employed on July 1 of the next vacation year, shall be entitled to a prorated vacation in accordance with the following schedule:

| <u>Employees Hired In</u> | <u>Days</u> |
|---------------------------|-------------|
| July                      | 10          |
| August                    | 9           |
| September                 | 8           |
| October                   | 7           |
| November                  | 7           |
| December                  | 6           |
| January                   | 5           |
| February                  | 4           |
| March                     | 3           |

|       |   |
|-------|---|
| April | 2 |
| May   | 2 |
| June  | 1 |

“Continuously employed” shall mean continuous uninterrupted service with the School District since last date of hire. Prior service in other Units within the School District shall be credited on a pro rata basis, with less than six and one-half (6 ½) hours per day to equal one-half (1/2) time for computation purposes and three (3) hours or less per day to equal zero (0) time. (Example: Bus Aide works four (4) hours per day for six (6) years and then transfers to Unit 9; obtains three (3) years of credit for vacation eligibility.)

2. Employees who have completed one (1) full year of eligibility on July 1 shall be entitled to ten (10) working days, which vacation must be taken in the ensuing vacation year.

3. Employees who have completed five (5) full years of eligibility on July 1 shall be entitled to fifteen (15) working days, which vacation must be taken in the ensuing vacation year.

4. Employees who shall have completed fifteen (15) full years of eligibility on July 1 shall be entitled to twenty (20) working days, which vacation must be taken in the ensuing year.

5. Full-time bargaining unit members with greater than twenty (20) years of completed service shall be entitled to twenty-one (21) days vacation leave annually, effective July 1, 2004.

6. Full-time bargaining unit members with greater than twenty-one (21) years of completed service shall be entitled to twenty-two (22) days vacation leave annually effective July 1, 2005.

7. Annual vacation shall not be restricted to the summer months, but may be taken at any time in the vacation year, which is not detrimental to the office in which the employee works.

8. The employee’s request for vacation period will be submitted, in writing, to his/her immediate supervisor for approval and must then be authorized by the Personnel Department.

9. Should an employee be called back to work during his/her vacation, he/she shall be credited with additional vacation days equal to the number of days lost by his/her early return to work.

10. If any allowable holiday is observed during the employee’s vacation period, an additional day of vacation shall be granted the employee on vacation.

11. At termination of employment, any earned vacation time shall be paid to any employee by the School District at the discretion of the Superintendent of Schools subject,

however, to the provisions of Article VII, Paragraph M relating to the requirement of two (2) weeks notice of intention to terminate service.

12. No employee shall take vacation prior to the July 1 eligibility date except in the case of emergency, and with the approval of the Superintendent of Schools or his/her designee, upon timely application.

13. Any unused vacation time may be taken during the six (6) months immediately following the close of the vacation year, but only upon written request by the employee, and subsequent approval by the Superintendent or his/her designee. Any such unused vacation time, however, may not be combined with the employee's current vacation if, at the discretion of the Superintendent or his/her designee, such combination of vacations would impair or adversely affect the efficiency and effectiveness of the operations of the School District. The written request for approval to utilize this unused vacation must be submitted at least twenty (20) working days prior to the commencement of the employee's vacation. If these unused vacation credits are not used during the said six (6) month period specified above, such unused vacation is lost.

14. In the case of death of an employee, compensation for any unused vacation shall be payable to the estate of the deceased.

**B. Ten (10) Month Personnel (hired prior to February 5, 1985)**

1. For purposes of uniformity, it shall be assumed that the days of school recess over and above the holiday schedule granted to all office personnel constitute the equivalent of two (2) weeks vacation for any employee in this category. All employees who are employed on a basis other than twelve (12) months shall have the same holiday schedule as that enjoyed by teaching personnel.

2. In addition to the above, employees who have completed seventeen (17) years or more of continuous service on July 1 shall be entitled to a yearly vacation of four (4) working days. Unused vacation days shall be added to the last paycheck of the school year.

3. The employee's request for vacation will be submitted, in writing, to his/her immediate supervisor for approval and must then be authorized by the Superintendent of Schools or his/her designated representative.

4. For purposes of this section, yearly vacation may be taken in days, with paid time off during the school year or, if desired, upon written request and on approval of the Personnel Department, employment may be extended for the number of allowable vacation days beyond the normal appointment year ending June 30.

5. Any unused vacation time may be taken during the four (4) months immediately following the close of the vacation year, but only upon written request by the employee and subsequent approval by the Superintendent or his/her designee. Any such unused vacation time, however, may not be combined with the employee's current vacation if, at the discretion of the

Superintendent or his/her designee, such combination of vacations would impair or adversely affect, the efficiency and effectiveness of the operations of the School District. The written request for approval to utilize this unused vacation must be submitted at least twenty (20) working days prior to the commencement of the employee's vacation. If these unused vacation credits are not used during the said four (4) month period specified above, such unused vacation is lost.

6. Should an employee be called back to work during his/her vacation, he/she shall be credited with additional vacation days equal to the number of days lost by his/her early return to work.

7. At termination of employment, any earned vacation time shall be paid to any employee by the School District at the discretion of the Superintendent of Schools subject, however, to the provisions of Article VII, Paragraph M relating to the two (2) weeks notice required at termination of employment.

8. No employee shall take vacation prior to the time that the vacation benefits become determined and earned, namely, the July 1 eligibility date, except in the case of emergency and with the approval of the Superintendent of Schools or his/her designee, upon timely application.

**C. Ten (10) Month Personnel (hired after February 5, 1985)**

1. The vacation year shall be July 1 to June 30. July 1 shall be the eligibility date for determination of vacation benefits. References to "year" or "yearly" below, shall mean the vacation year. Employees who are hired after July 1 of the initial employment year, and who have been continuously employed on July 1 of the next vacation year, shall be entitled to a prorated vacation allowance which would be 5/6 of the vacation allowance received by twelve (12) month employees in accordance with the following schedule:

| <u>Employees Hired In</u> | <u>Days</u> |
|---------------------------|-------------|
| July                      | 8 ½         |
| August                    | 7 ½         |
| September                 | 7           |
| October                   | 6           |
| November                  | 6           |
| December                  | 5           |
| January                   | 4           |
| February                  | 3           |
| March                     | 2 ½         |
| April                     | 2           |
| May                       | 2           |
| June                      | 1           |

“Continuously employed” shall mean continuous uninterrupted service with the School District since last date of hire. Prior service in other Units within the School District shall be credited on a pro rata basis, with less than six and one-half (6 ½) hours per day to equal one-half (1/2) time for computation purposes and three (3) hours or less per day to equal zero (0) time. (Example: Bus Aide works four (4) hours per day for six (6) years and then transfers to Unit 9; obtains three (3) years of credit for vacation eligibility.)

2. New employees wishing to work the additional school recess days not covered by vacation entitlement would be able to work at a site determined by the building administrator with the approval of the Personnel Department.

3. Employees who have completed one (1) full year of eligibility on July 1 shall be entitled to a yearly vacation of 8 ½ working days, which vacation must be taken during school recesses.

4. Employees who have completed five (5) full years of eligibility on July 1 shall be entitled to a yearly vacation of twelve (12) working days. This vacation must be taken during school recesses. If the school recess days are less than the employee’s vacation entitlement, the employee will receive pay equivalent for the extra day(s) and it will be added to the last paycheck of the school year. Vacation time earned must be used during recess period and cannot be accrued. No employee will lose pay for any vacation days that are not used.

5. In addition to the above, ten (10) month school secretaries, after seventeen (17) years or more of continuous service, will be entitled to the equivalent of four (4) days of pay to be added to the last paycheck of the school year.

6. The employee’s request for vacation will be submitted, in writing, to his/her immediate supervisor for approval and must then be authorized by the Superintendent of Schools or his/her designated representative.

7. Should an employee be called back to work during his/her vacation, he/she shall be credited with additional vacation days equal to the number of days lost by his/her early return to work.

8. At termination of employment, any earned vacation time shall be paid to any employee by the School District at the discretion of the Superintendent of Schools subject, however, to the provisions of Article VII, Paragraph M relating to the two (2) weeks notice required at termination of employment.

9. No employee shall take vacation prior to the time that the vacation benefits become determined and earned, namely, the July 1 eligibility date, except in the case of emergency and with the approval of the Superintendent of Schools or his/her designee, upon timely application.

**ARTICLE XVII  
JOB SECURITY**

**A.** The City School District agrees that employees, as covered under Section 75 of the Civil Service Law (does not include newly employed probationary employees), shall have the full protection of this law as it relates to discharge, suspension, demotion, reprimand, or fine. In the event an employee elects to rely upon the provisions of Section 75, his/her decision to do so shall be considered to be a waiver of his/her rights to invoke the grievance and arbitration procedure set forth in this Agreement.

**B.** All new employees hired will serve a probationary period of one (1) year in title, and all existing employees appointed to a new job title will serve a probationary period of six (6) months.

**C.** It is agreed that probationary employees can be discharged solely at the discretion of the School District and shall not have the right to seek relief to the grievance and arbitration procedure of this Agreement.

**D.** Layoff, Bumping and Recall. When conditions make it necessary to reduce the bargaining unit by means of temporary and/or permanent layoff, the determination as to which jobs and individuals are to be eliminated shall be within the sole discretion of the Superintendent or his/her designee. In making such a determination, seniority shall be the determining factor if such factors as abilities, qualifications, special training, experience in required tasks, performance on the job, and evaluation reports are equal. Seniority shall be defined as length of continuous employment within the bargaining unit since last date of hire. Part-time employees will receive pro-rata seniority for purpose of bumping.

For layoff purposes in the non-competitive class/labor class, the employee with the least title seniority shall be the first to be laid off until the total number of employees required to reduce the work force within that particular title shall be established. Having exhausted his/her seniority in his/her current title, the laid off employee shall exercise his/her seniority to bump an employee with lesser seniority than he/she in a lower job title in the bargaining unit. This policy is not intended to remove any rights afforded by Civil Service Law and is intended for use in the non-competitive and labor classes. Employees must meet minimum qualifications as per Civil Service requirements in order to bump into a position.

Recalls shall be in the inverse order of layoffs. Competitive employees shall be laid off and recalled in accordance with the applicable provisions of the Civil Service Law and shall have the same bumping privileges as non-competitive employees under this Agreement.

**ARTICLE XVIII  
PROMOTIONS AND TRANSFERS**

**A.** In conjunction with Article XXVI, all other factors being equal, employees with the longest seniority shall be promoted to higher rate jobs when such openings occur, in full

accordance with State Civil Service Law and the Rules and Regulations of the Onondaga County Department of Personnel.

**B.** It is agreed that when an opening does occur, the School District shall post and advertise the position so that each eligible employee shall have an equal opportunity to compete.

Whenever practicable, promotion or transfer shall be made from within the bargaining Unit based on the following procedures.

1. Promotion or transfer requests on file in the same area level will be given first consideration.
2. Promotion consideration from the promotional lists.
3. Promotion from the open competitive list (Civil Service Law).
4. Transfer requests from employees in a lower position who have not qualified on either the promotional or open competitive lists, if the employee is qualified for provisional appointment.

This shall not be construed to limit the District's management rights under Civil Service Rules and Regulations or any other state or local statute.

**C.** In the event of a promotional vacancy, if no eligible list of School District clerical employees in that job class exists, a promotional examination will be open to all qualified clerical employees presently employed by the School District.

**D.** Specific requirements for eligible to register and take a promotional exam will be dependent upon the position specifications and particular responsibilities and will be listed in the announcement for the promotional examination.

**E.** As a result of the promotional examination, if three or more employees take the examination, an eligible list will be established, with the names of successful candidates listed in order of attainment on the examination. The Superintendent of Schools shall then consider for the promotional vacancy those three (3) candidates ranking highest on the examination, and so certified by the Onondaga County Department of Personnel.

**F.** Request for transfer and promotion (Rules and Regulations) – see Article XXVI.

**ARTICLE XIX  
GRIEVANCE AND ARBITRATION PROCEDURE  
\*(NON-DISCIPLINARY MATTERS)**

**A.** For the purpose of this Agreement, a grievance shall be defined as a dispute or controversy between an individual covered by this Agreement and the School District arising out of the application or interpretation of this Agreement. It is expressly understood and agreed by the parties that the grievance and arbitration procedure provided for in this Agreement does not apply to, and is not intended as a substitute or an alternative for, any action permitted or required by the School District or the Association under any article of the State Civil Service Law or

Rules; for the purpose of this Agreement, with the exception of the above qualification, any and all employees shall come under the provisions of this Article unless it is expressly and specifically abridged or modified in this Agreement.

\* For disciplinary matters, see expedited procedure contained in Article XXIV.

**B.** It is understood and agreed that this Article shall not be a substitute for any other appropriate action or relief available to any employee who is covered by the terms and conditions of this Agreement. However, in the event any such employee elects to invoke such alternative statutory relief, such election shall be considered to be a waiver of his/her right to thereafter seek recourse by means of this Article. Moreover, it is further understood and agreed that a grievance, as defined in Section 682 (4) Article 16 of the General Municipal Law, shall not be eligible to be processed in accordance with the provisions of this Article, and, therefore, not subject to arbitration.

**C.** In the event that a number of grievances arise which contain a common question of fact, they may be consolidated into one (1) grievance on the motion of the Board of Education, the Superintendent, or the Association, and processed as one (1) grievance, except where such consolidation may prejudice the rights of any party.

**D.** The School District agrees that it will apply to all substantially similar situations the decision of an arbitrator sustaining a grievance, and the Association agrees that it will not bring to arbitration any grievance which is substantially similar to a grievance denied by the decision of an arbitrator.

**E.** The preparation and processing of grievances, insofar as practicable, shall be conducted during the hours of employment. There shall be no extra pay for time spent in preparation and processing of a grievance during non-work hours.

**F.** Each employee within the bargaining Unit shall have the right to present his/her grievance in accordance with the provisions provided herein, free from interference, restraint, discrimination, or coercion, and shall have the right to be represented by an Association representative of his/her own choosing.

**G. Procedure**

1. Stage One

Any employee who believes he/she has a justifiable grievance shall discuss the matter with his/her supervisor, with or without an Association representative present, in an attempt to settle the same within five (5) days after the grievance occurs. However, any such employee may, instead, if he/she so desires, report the matter to an Association grievance committee member, who shall take it up with the employee's supervisor in a sincere effort to resolve the problem within said five (5) day period. If the employee desires, he/she may be present during this discussion. If the supervisor, the employee, or the Association representative feels the need for aid in arriving at an equitable solution, they may discuss with or, if advisable,

invite such additional School District or Association representatives as may be necessary and available, but such additional participants, whether actually present or consulted, shall not relieve the supervisor, the employee, or the association representative from responsibility for solving the problem. Within five (5) days after the oral presentation of the problem to him/her, the supervisor shall communicate, on an oral basis, his/her decision to the employee and/or to the Association representative, if he/she was designated to represent the employee. The foregoing procedure, if followed in good faith by both parties, should lead to a fair and speedy solution of most of the complaints arising out of the normal operation of the School District. If, however, a complaint or problem is not resolved satisfactorily in Stage One, it can be presented in writing and processed in Stage Two within ten (10) days thereafter.

## 2. Stage Two

a. If a satisfactory adjustment is not reached in Stage One, the grievance shall be reduced to writing and two (2) copies shall be served upon the Superintendent for his/her written decision. The employee or the Association grievance committee member may, within ten (10) days thereafter, request a review and determination of his/her grievance by the Superintendent of the School District, or his/her authorized representative. The designated representative of the School Superintendent, for purposes of this Article, shall exercise the full authority of the Superintendent. The petition to the Superintendent shall be in writing and shall contain statements relating to the specific nature of the grievance and the facts surrounding it. The petition shall be forwarded both to the Superintendent and to the supervisor to whom the grievance was originally presented.

Thereupon, and within five (5) days thereafter, the supervisor shall submit to the Superintendent a written statement of his/her information concerning the specific nature of the grievance and the facts relating thereto.

b. The Superintendent, or his/her duly authorized designated representative, may hold an informal hearing within five (5) days, upon receiving a request from the employee, the Association representative, or the supervisor.

c. The Superintendent, or his/her duly authorized designated representative, shall answer said petition in writing. He/she will write his/her decision, in duplicate, stating his/her reasons therefore, and sign and date both copies, within ten (10) days after receiving the request from the employee or the Association representative, or within ten (10) days after the informal hearing has been held. One (1) copy shall be the property of the Association, and the other kept by the School District.

## 3. Stage Three

a. In the event that a grievance is unresolved, the employee shall, within ten (10) days of receiving the endorsement of the Unit's grievance committee, request that his/her grievance be presented to arbitration. This request shall be in writing and sent to CSEA, Inc.

b. Within fifteen (15) days thereafter, CSEA, Inc., must notify, in writing, the President of the Board of Education of its intent to submit the matter to arbitration.

c. At this time, the parties will write a joint letter to the American Arbitration Association, requesting that it submit a panel of arbitrators so that a single arbitrator may be selected by mutual agreement, in accordance with AAA rules and regulations. The expense of arbitration shall be shared equally by the School District and the Association. All other expenses incurred shall be paid by the party incurring them. The decision of the arbitrator shall be final and binding to the parties of this Agreement. The arbitrator shall, when making said decision, have no power to add to, subtract from, or modify the specific provisions of this Agreement.

**H.** All regular part-time employees working thirty-two (32) hours per week or more shall have the right to employ the grievance procedure to determine if their positions should be classified as a Civil Service competitive position. This part of the grievance procedure may be applied only if the employee has completed one (1) year of service as a regular part-time employee and has received a negative decision in his/her attempt to resolve the situation with the Superintendent or his/her designee. This procedure must be initiated by the employee within thirty (30) days of the Superintendent's decision.

## **ARTICLE XX RECLASSIFICATION**

**A.** Action may be initiated for investigation and analysis of any position in the defined bargaining Unit, for reclassification by the Onondaga County Department of Personnel, in the following ways:

1. Request of the employee.
2. Request of the Superintendent of Schools.
3. Prerogative of the Onondaga County Department of Personnel.

**B.** THE ONLY BASIS FOR RECLASSIFICATION IS THE ACTUAL DUTIES AND RESPONSIBILITIES PERTAINING TO THE JOB. Excellence in the performance of duties or length of service have no bearing whatsoever upon job classification.

**C.** The Onondaga County Department of Personnel shall give reasonable notice, in writing, of any proposal or application for change in classification, to the Superintendent of Schools and to the employee or employees affected thereby. The Onondaga County Department of Personnel shall determine the proper classification for the position, and all employees concerned shall be notified as to their decision by the School District Personnel Department.

**D.** No employee, either by classification or reclassification, change of title, or otherwise, shall be promoted, transferred, suspended, or reinstated, except in accordance with the provisions of the Civil Service Law.

E. Procedure

1. "Reclassification" and "classification" shall mean and refer to position classification and jurisdictional classification. Position classification shall mean a grouping together under common and descriptive titles, of positions that are substantially similar in the essential character and scope of their duties and responsibilities, and in the qualification requirements therefore. Jurisdictional classification shall mean the assignment of positions in the classified service to the competitive, non-competitive, exempt, or labor classes.

2. "Personnel Officer" shall mean the designated representative of the Syracuse City School District, who shall have the authority to, and shall receive, any positions under the terms and conditions of this Article.

3. The parties to the Agreement endorse the spirit and intent of Section 61, Subdivision 2, of the Civil Service Law, which provides, except in temporary cases of emergencies, a prohibition against continued "out-of-title" work.

4. Step One

a. Any employee who sincerely believes he/she is continually performing "out-of-title" work shall discuss the matter with his/her immediate supervisor, who shall investigate the matter fully and compare the work the employee is actually performing with the given job specification. For the purpose of resolving the matter at the lowest level, the School District shall assist the supervisor as much as possible by supplying his/her with any necessary data. If either the supervisor or the employee feels the need for aid in arriving at any equitable solution, they should discuss with and, if advisable, invite such additional School District representatives as may be necessary and available to resolve the problem. Within five (5) days after the oral presentation of the problem to him/her, the supervisor shall communicate, orally, his/her decision to the employee.

b. In the event the School District decides in the employee's favor, the School District shall, in cooperation with the employee, prepare the necessary materials to reclassify the position within the School District, and submit this material to the Onondaga County Department of Personnel. In the event that the position is reclassified by the Onondaga County Department of Personnel, the employee will be required to fulfill any examination requirements imposed under Civil Service Law.

c. However, if a problem is not satisfactorily resolved in Step One of this Article, it can be presented in writing and processed in Step Two.

5. Step Two

a. If an employee involved in a reclassification dispute is not satisfied with the decision rendered in Step One, he/she and/or an Association representative may, within ten (10) days thereafter, request a review and determination of the problem by the personnel officer of the School District. The appeal to the personnel officer shall be in writing and shall contain

statements relating to the specific nature of the work the employee is actually performing and supportive data relative to the formal job description. Any other supportive data, such as formal job specifications in which the employee believes the position ought to be classified, shall also be introduced, in writing, to make the hearing more meaningful.

b. An informal meeting of the personnel officer and the employee shall be held fifteen (15) days after the personnel officer has received copies of the above data.

c. Within ten (10) days after the close of the informal hearing, the personnel officer shall inform the employee, on a written basis, of his/her decision.

d. In the event the personnel officer decides in the employee's favor, the personnel officer shall, in cooperation with the employee, prepare the necessary material to reclassify the position within the School District and submit this material to the Onondaga County Department of Personnel.

e. In the event that the position is reclassified by the Onondaga County Department of Personnel, the employee will be required to fulfill any examination requirements imposed under Civil Service Law.

6. Step Three

If the reclassification dispute is not resolved to the employee's satisfaction, pursuant to Step Two of this Article, the employee shall have the right to pursue the matter on his/her own initiative, pursuant to law.

**ARTICLE XXI  
TUITION/STAFF DEVELOPMENT TRAINING**

A. Career Ladder – Undergraduate Study

Employees eligible for this program must be accepted in a District approved program in order to qualify for the following benefits:

1. Employees working 32.5 hours or more per week will be eligible to receive up to twelve (12) hours of paid tuition per calendar year at the State University of New York or community college tuition rates. The maximum number of hours paid by the District by all provisions of this contract will not exceed twelve hours.

2. Tuition costs will be directly paid by the District to the State University or community college as long as a C average is maintained. If a C average is not maintained, the employee must assume payment of tuition costs subject to reimbursement procedures under Article XXI, Section B. The District will resume direct payment once a C average is again attained.

3. Career guidance and assistance will be provided to enrolled employees through the Instructional Division's In-Service Department.

4. Total cost to the District shall not exceed \$5,000 per year under all tuition cost plans included in this contract.

B. Tuition Reimbursement

The District shall reimburse employees for incurred tuition (only) costs for courses satisfactorily completed at New York State Community Colleges and similar Continuing Education Courses, and in-service courses offered by other educational institutions providing all of the following requirements are satisfied:

a. Any course taken must be within job related subject areas, and approval must be given in advance by the Personnel Department.

b. The course must require a minimum of thirty (30) clock hours of attendance.

c. Satisfactory completion equals at least a grade of C.

d. Reimbursement shall not exceed the tuition rate of the State University of New York. In no instance shall reimbursement exceed the actual cost to the employee.

C. Part-time employees working 20 hours or more, but less than 32.5 hours will be entitled to prorated benefits under this Article at half level. Employees working less than 20 hours per week are not entitled to the benefits under this Article.

D. Labor/Management committee shall be established to discuss and implement training for new employees and staff development for all employees.

**ARTICLE XXII  
CERTIFICATION AND ELIGIBLE LISTS**

A. General Statement

Appointment to all positions in the competitive class that are not filled by reinstatement, transfer, or demotion under the rules, as they apply, will be made by the selection of one (1) of three (3) persons who are willing to accept and who are graded highest on the appropriate eligible list.

B. Eligible Lists

1. An eligible list may be deemed exhausted when it contains less than three (3) eligibles willing to accept appointment. The duration of all eligible lists shall be fixed by the Onondaga County Department of Personnel, but shall not be less than one (1) nor more than four (4) years.

2. When there remains on an eligible list less than three (3) names before the expiration of one (1) year from the time it was established, a new list for the same position may be established, provided that the names of the eligibles on the exhausted list be combined with the names on the new list according to original final average rating, and such persons will be eligible for certification and appointment for the remainder of the one (1) year term of the original list.

C. New Examinations

Whenever a person on an eligible list enters a new examination for the same position within the term of his/her eligibility, his/her eligibility on the former examination ceases from the date of the establishment of the new eligible list, and he/she shall be credited with the rating and relative position attained on the new examination.

D. New Lists

An eligible list which has been in force for longer than one (1) year may be terminated upon the establishment of a new list of eligibles for the same position.

E. The foregoing preparation of eligibility lists and examinations conducted hereunder shall be in accordance with Rule 11 and Rule 12 of the Civil Service Rules for Classified Service.

**ARTICLE XXIII  
CLASSIFICATION OF SERVICE**

A. General Statement

The Civil Service, which includes all offices and positions of employment in the service of the City School District, is divided into the unclassified service and the classified service.

B. Unclassified Service

The unclassified service includes those persons who are elected, appointed by name in statute, heads of governmental departments, and certificated personnel of the School District.

C. Classified Service

The classified service comprises all positions not in the unclassified service, and is arranged in three (3) classes; the exempt class, the non-competitive class, and the competitive class.

1. Exempt class – The following clerical positions in the School District are included in the exempt class: Clerk to the Board of Education, and Secretary to the Superintendent. Appointment to the positions in the exempt class may be made without examination. Notification of such appointments shall be made to the Onondaga County Department of Personnel for entry upon the official roster.

2. Non-competitive class – The non-competitive class shall include positions in the classified service for which it is practicable to determine merit and fitness by a qualifying examination, but impracticable to determine relative merit and fitness by a competitive examination. The specific features of this class are defined by the Onondaga County Department of Personnel in its rules and regulations.

3. Competitive Class – The competitive class includes all positions in the classified service not specifically listed in the Onondaga County Department of Personnel Rules and Regulations as being in the exempt, non-competitive, or labor class.

## **ARTICLE XXIV DISCIPLINING AND DISMISSALS**

### **A. General Statement**

Employees are dismissed only as a last resort. In the selection of new employees, people are chosen whose training, experience, and personal qualities best fit them for the requirements of the position to be filled. Employees are also chosen who, through personal behavior, temperament, attitudes, and ideals, will fit into the public school system family of employees.

### **B. Temporary Employees (as defined by Section 64 of Civil Service Law)**

In the event that it becomes necessary for the Superintendent of Schools to question the services or activities of a temporary employee, no limitations as to termination of services, such as those provided for permanent employees under the Civil Service Rules and Regulations, are required. A temporary employee may be terminated at any time by the appointing officer, without the necessity of showing cause for such termination. It is agreed that any employee, as defined above, shall not have the right to seek relief pursuant to the grievance and arbitration procedure of this Agreement.

### **C. Applicability**

This disciplinary procedure shall apply to all employees subject to Civil Service Law, Section 75 and 76 including non-competitive and labor class (except temporary employees referred to in Section B above), electing to have such charges processed pursuant to this contract. The employee shall make such election in writing.

### **D. Employee Rights**

1. An employee shall be entitled to representation by the union or an attorney at each step of the disciplinary procedure.

2. No recording device or stenographic or other record shall be used during interrogation unless the employee is advised in advance that a transcript is being made and is thereafter supplied a copy of the record.

3. The burden of proof on all disciplinary matters shall be upon the employer and the employee shall not be required to prove his/her innocence.

4. Resignation. An employee may tender his/her resignation following the service of a Notice of Discipline. Any such resignation will be processed in accordance with Civil Service Law and Rules and the employee's services terminated. Resignation does not preclude either the filing of a Notice of Discipline or the prosecution of a Notice of Discipline.

5. Limitations. An employee shall not be disciplined for acts or omissions, except those which would constitute a crime, which occurred more than four (4) years prior to the Notice of Discipline. However, an employee's past record may be considered by the arbitrator in determining the penalty, if any, to be imposed.

E. Employer Rights

1. Investigation. Nothing in this agreement shall prevent or limit management's authority to investigate an incident which may result in the service of a Notice of Discipline upon an employee. Neither shall management be limited with respect to questioning any employee, with representation if he/she chooses, concerning events or claims which might lead to disciplinary action. Subsequent to the service of a Notice of Discipline, investigatory activities of management involving direct questioning of the employee served shall cease.

2. Right to Discipline/Discharge

a. Discipline may be imposed for insubordination, immoral character, inefficiency, incompetence, mental disability, neglect of duty, or misconduct. The specific acts for which discipline is being imposed and the penalty proposed shall be specified in the notice. The notice served on the employee shall contain a description of the acts of omissions alleged to be evidence or misconduct or incompetence, including reference to dates, times, and places if known at that time. If the penalty is a written reprimand, it will be served on the employee personally, or by registered/certified mail, return receipt requested.

b. Where the appointing authority or his designee seeks as a penalty a written reprimand, the imposition of suspension without pay, a fine, demotion, or dismissal from service, notice of such discipline shall be made in writing and served on the employee personally or by registered or certified mail, return receipt requested.

F. Expedited Resolution of Disciplinary/Discharge Cases

1. Notice of Discipline served on the employee shall be accompanied by a written statement that:

a. The employee has a right to object by filing a grievance with the Director of Personnel Services or his/her designee, under the expedited procedure within ten (10) days;

- b. The grievance procedure provides for a hearing by an independent arbitrator at its final step;
- c. The employee is entitled to representation by the union or an attorney at every step of the proceeding.

2. A Notice of Discipline may be the subject of a grievance before the Director of Personnel Services or his/her designee. The grievance must be filed by the employee with the Director of Personnel Services or his/her designee within ten (10) calendar days of the Notice of Discipline. The employee shall be entitled to a meeting before the Director of Personnel Services or his/her designee within ten (10) days of the receipt of the grievance, and a written decision shall be rendered within five (5) days of such meeting and shall be delivered in person or by certified or registered mail, return receipt requested.

If the Director of Personnel Services or his/her designee fails to respond within five (5) days from such meeting, the grievant has the right to proceed directly to arbitration.

Such demand for arbitration must be made within five (5) days of the adverse determination or the grievance is deemed to be waived. The demand for arbitration must be filed with the Superintendent of Schools or his/her designee.

3. The parties will establish a mutually acceptable list of permanent arbitrators to decide unresolved grievances brought under this procedure. From such a list, the parties shall mutually pick an arbitrator to adjudicate the specific grievance. The composition of this list shall be reviewed by the parties annually.

4. The independent arbitrator must hold a hearing and a decision shall be rendered within twenty-five (25) days from the demand for arbitration.

5. The arbitrator's decision with respect to guilt or innocence, penalty or probable cause for suspension shall be final and binding upon the parties.

6. Progressive Discipline – the arbitrator shall also have the right to determine whether the policy of progressive discipline is applicable to the matter, and if so, whether such policy was followed by the employer. Progressive discipline shall be understood to mean the prior implementation of oral warnings and/or written reprimands and/or the imposition of lesser penalties.

7. If the matter is not resolved within the time limitation specified in number “4” above, and the employee has been suspended without pay, he/she shall be restored to suspension with pay pending the resolution of the matter. In no event may an employee be suspended without pay for more than fifty (50) days prior to the arbitrator's decision unless it is established that the delay beyond fifty (50) days has been caused by the employee.

8. Choice of Remedy – If any employee eligible for protection under this Article elects to challenge dismissal or other disciplinary action in a manner or agency other than this

expedited grievance procedure, he/she waives the right to invoke the procedures for recourse set forth under this Article.

G. Notification

The District agrees to serve copies of all notices (under this Article) upon the Unit President or his/her designee.

**ARTICLE XXV  
CONFIDENTIAL INFORMATION**

A. General Statement

Nearly every clerical employee in our school system has occasion to handle confidential information. It is imperative that information of a confidential nature be kept confidential. Indiscretions involving this information can have serious consequences, such as the following:

1. Damage the lives of boys and girls.
2. Cause unnecessary embarrassment to boys and girls, as well as their families.
3. Violate state, local, or federal law in regard to such information.

B. Methods of Keeping Information Confidential

The best and most appropriate means of keeping information confidential is the exercise of judgment and discretion in the way such information is discussed and handled. Information which is always considered confidential, such as police reports, court records, I.Q.'s, etc., should be kept under lock-and-key. Furthermore, such information and circumstances should never be discussed in open offices or where others may overhear such discussion.

C. Violations

Any clerical employee who deliberately releases to unauthorized persons information which he/she has been told, or which, through office practice, any reasonable person would know is confidential, may be subject to dismissal at the discretion of the Superintendent of Schools, and under the Onondaga County Department of Personnel Rules and Regulations, as they apply.

**ARTICLE XXVI  
REQUESTS FOR TRANSFER AND PROMOTION**

Non-teaching personnel interested in being considered for transfer or promotion to a higher title or class should file a copy of the "Request for Transfer and/or Promotion" form with the Director of Personnel Services, and send a copy of same to the Supervisor and to the Personnel Aide in the Personnel Department.

In filing a request for transfer or promotion, the following should be clearly understood:

1. Transfer and promotion requests will not be considered unless the individual is performing adequately in his/her present assignment.
2. Transfer and promotion requests must bear the signature of the supervisor of the building where the individual is assigned. The supervisor's signature will not indicate either approval or disapproval of a request, but will serve as his/her acknowledgment that such a request has been made.
3. The School District will not conduct a canvass of staff for transfers and/or promotion, but will consider only those who have filed a letter of request.
4. Seniority is only one of the factors to be considered for transfer or promotion.
5. The final decision for transfer and/or promotion rests with the City School District.
6. Individuals must meet all Civil Service requirements for transfer or promotion to the position requested.
7. Individuals will be permitted one general transfer request, and, upon declination of one such opportunity, all future requests must be for a specific location.
8. The City School District reserves the right to transfer or promote any staff member, at any time, in the best interests of the school system.

**ARTICLE XXVII  
OFFICE PERSONNEL PROMOTIONAL  
GUARANTEE DIFFERENTIAL**

A. Promotional Guarantee Graded Job Classifications

When a Unit 9 employee is promoted to a position listed in the Office Personnel Salary Schedule, Appendices A through F, he/she will receive a guaranteed promotional pay increase which will be added to the employee's base salary. Promotion is defined as advancement from a position which has a lower starting base salary rate than the position to which he/she is ascending. This comparison is based on an equivalent work year (months) and work week (hours). When an employee moves from their current grade and step to a higher grade, the employee will be placed in the appropriate corresponding step in the higher grade. The following guaranteed promotional pay increases shall apply:

Promotional Guarantee Differentials

**Months/Hours:**

|                 |       |
|-----------------|-------|
| 10 / 32.5 hours | \$478 |
| 10 / 35 hours   | \$516 |
| 10 / 40 hours   | \$590 |

|                 |       |
|-----------------|-------|
| 12 / 32.5 hours | \$574 |
| 12 / 40 hours   | \$708 |

B. Promotional Guarantee for Graded In-Step Employees

The method of salary calculation for promotion of all in-step Unit 9 employees who have not attained Step 7 will be regulated by the following:

In-step employees who receive a promotion and a salary which is lower than Step 7 will be placed on the same step held in his/her previous title. For example, a Step 2 employee will be promoted to a Step 2 in the promotional position and will proceed through the salary steps in the time period as agreed.

C. Promotional Guarantee for Ungraded Job Classifications

When an employee is promoted to a title in an ungraded job classification, the new salary will be higher than his/her current salary on an equivalent basis. This salary will be calculated by placing the employee on the step of the ungraded salary schedule that is the closest to the employee's salary (prorated, if necessary) which includes the provided guarantee amount corresponding to the current year. The employee will remain on this step for the duration indicated in Article VI of the contract and shall be eligible for appropriate step movement increases based on anniversary date to the new job in the step designated.

**ARTICLE XXVIII  
GENERAL CONSIDERATIONS**

A. It is agreed that any and all the benefits employees had prior to entering this Agreement shall be retained, unless it is expressly and specifically abridged, modified, delegated, or granted within this Agreement.

B. If negotiating sessions between the School District and the Association are scheduled during a school day by mutual agreement, representatives, not to exceed eight (8), will be relieved from all regular duties without loss of pay, as necessary, in order to permit their participating in such meetings. A Building Representative, member of the Grievance Committee or other representative, designated by an aggrieved employee to attend a grievance hearing during a school day will be released without loss of pay, as necessary, to permit participation in a formal grievance proceeding. A substitute employee will be assigned, when possible and necessary, to cover all duties of the said employee. The aggrieved employee, and any other employee appearing in a grievance hearing as a witness, will be accorded the same right.

C. In the event that any article or section of this Agreement shall be determined by a court of competent jurisdiction to be null, void, or unenforceable, such decision shall not affect any of the other provisions of this Agreement, which shall continue in full force and effect.

D. It is agreed that the cost of reproducing this contract will be paid for by the School District. A copy of this contract shall be furnished to each employee in this Unit by the School

District and all new employees shall be furnished with a copy of this Agreement within sixty (60) days after the final draft has been signed by both parties.

E. IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

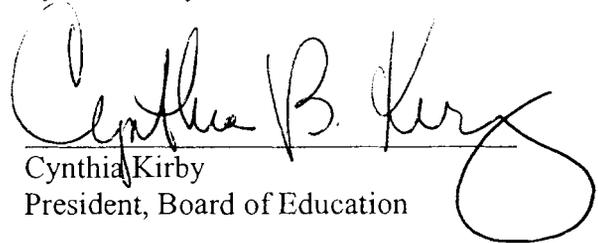
**ARTICLE XXIX  
LENGTH OF AGREEMENT**

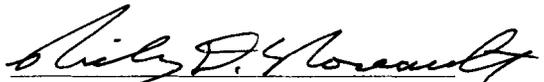
A. Neither party to this Agreement shall make or attempt to make any alterations, modifications, changes, or variations of any of the items expressly and specifically covered by this Agreement, except those that are made by mutual agreement, signed, and appended thereto.

B. This Agreement shall become effective July 1, 2003, and shall terminate at the close of business June 30, 2007.

IN WITNESS WHEREOF, the parties have hereunto set their hands this 5<sup>th</sup> day of December, 2005.

Board of Education  
Syracuse City School District

  
Cynthia Kirby  
President, Board of Education

  
Rick Noreault, Labor Relations Specialist  
THE CIVIL SERVICE EMPLOYEES'  
ASSOCIATION, INC.  
LOCAL 1000 AFSCME/AFL-CIO

  
Laury Wroughby, President -  
CSEA Unit 9 Office Personnel

Jul 1, 2002 Salary

| Grade                | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|----------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                      |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| 2                    | 1                        | 14,601                 | 15,557 | 17,912 | 17,477                 | 21,445 |
| Data Entry Operator  | 2                        | 15,002                 | 16,383 | 18,402 | 17,952                 | 22,030 |
| Switchboard Operator | 3                        | 15,745                 | 16,878 | 19,319 | 18,844                 | 23,126 |
| Typist I             | 4                        | 17,133                 | 18,373 | 21,028 | 20,516                 | 25,179 |
| Information Aide     | 5                        | 18,822                 | 20,165 | 23,102 | 22,539                 | 27,677 |
|                      | Salary + 5 Yr longevity  | 19,055                 | 20,434 | 23,398 | 22,819                 | 28,022 |
|                      | Salary + 10 Yr longevity | 19,333                 | 20,740 | 23,736 | 23,161                 | 28,447 |
|                      | Salary + 15 Yr longevity | 19,650                 | 21,073 | 24,116 | 23,536                 | 28,906 |
|                      | Salary + 20 Yr longevity | 20,055                 | 21,507 | 24,616 | 24,022                 | 29,506 |
|                      | Salary + 25 Yr longevity | 20,460                 | 21,941 | 25,116 | 24,509                 | 30,107 |

| Grade                   | Step                     | 32.5 Hrs | 35 Hrs | 40 Hrs | 32.5 Hrs | 40 Hrs |
|-------------------------|--------------------------|----------|--------|--------|----------|--------|
| 3                       | 1                        | 15,216   | 16,316 | 18,667 | 18,213   | 22,350 |
| Office Machine Operator | 2                        | 15,539   | 16,663 | 19,067 | 18,595   | 22,824 |
| Stock Attendant         | 3                        | 16,286   | 17,458 | 19,977 | 19,408   | 23,923 |
|                         | 4                        | 17,696   | 18,979 | 21,718 | 21,186   | 26,009 |
|                         | 5                        | 19,413   | 20,822 | 23,836 | 23,249   | 28,548 |
|                         | Salary + 5 Yr longevity  | 19,646   | 21,071 | 24,123 | 23,529   | 28,893 |
|                         | Salary + 10 Yr longevity | 19,929   | 21,377 | 24,471 | 23,872   | 29,318 |
|                         | Salary + 15 Yr longevity | 20,241   | 21,711 | 24,851 | 24,246   | 29,777 |
|                         | Salary + 20 Yr longevity | 20,646   | 22,145 | 25,351 | 24,733   | 30,377 |
|                         | Salary + 25 Yr longevity | 21,051   | 22,579 | 25,850 | 25,219   | 30,978 |

| Grade                         | Step                     | 32.5 Hrs | 35 Hrs | 40 Hrs | 32.5 Hrs | 40 Hrs |
|-------------------------------|--------------------------|----------|--------|--------|----------|--------|
| 4                             | 1                        | 15680    | 16810  | 19234  | 18764    | 23030  |
| Account Clerk I               | 2                        | 16080    | 17240  | 19730  | 19241    | 23618  |
| Peripheral Equipment Operator | 3                        | 16823    | 18036  | 20643  | 20070    | 24713  |
| Budget Aide                   | 4                        | 18257    | 19577  | 22408  | 21856    | 26835  |
| Control Clerk                 | 5                        | 20010    | 21461  | 24561  | 23962    | 29427  |
|                               | Salary + 5 Yr longevity  | 20243    | 21710  | 24847  | 24242    | 29772  |
|                               | Salary + 10 Yr longevity | 20526    | 22016  | 25195  | 24584    | 30197  |
|                               | Salary + 15 Yr longevity | 20838    | 22350  | 25575  | 24958    | 30656  |
|                               | Salary + 20 Yr longevity | 21243    | 22784  | 26075  | 25445    | 31256  |
|                               | Salary + 25 Yr longevity | 21648    | 23218  | 26575  | 25932    | 31856  |

| Grade                          | Step              | 32.5 Hrs | 35 Hrs | 40 Hrs | 32.5 Hrs | 40 Hrs |
|--------------------------------|-------------------|----------|--------|--------|----------|--------|
| 5                              | 1                 | 16215    | 17389  | 19896  | 19406    | 23825  |
| Account Clerk Typist I         | 2                 | 16610    | 17815  | 20390  | 19885    | 24412  |
| Clerk II                       | 3                 | 17360    | 18613  | 21304  | 20781    | 25510  |
| Duplicating Machine Operator I | 4                 | 18512    | 20178  | 23093  | 22522    | 27660  |
| Nationality Worker             | 5                 | 20601    | 22094  | 25293  | 24674    | 30297  |
| Stenographer I                 | + 5 Yr longevity  | 20835    | 22343  | 25580  | 24954    | 30642  |
| Stock Clerk                    | - 10 Yr longevity | 21118    | 22649  | 25928  | 25297    | 31067  |
| Information Center Supervisor  | - 15 Yr longevity | 21429    | 22983  | 26307  | 25671    | 31526  |
| Typist II                      | - 20 Yr longevity | 21834    | 23417  | 26807  | 26158    | 32126  |
| Word Processing Machine Operat | - 25 Yr longevity | 22240    | 23851  | 27307  | 26644    | 32726  |

| Grade                           | Step                     | 32.5 Hrs | 35 Hrs | 40 Hrs | 32.5 Hrs | 40 Hrs |
|---------------------------------|--------------------------|----------|--------|--------|----------|--------|
| 6                               | 1                        | 16750    | 17958  | 20552  | 20048    | 24613  |
| Account Clerk II                | 2                        | 17154    | 18392  | 21054  | 20535    | 25206  |
| Account Clerk Typist II         | 3                        | 17894    | 19189  | 21967  | 21424    | 26302  |
| Duplicating Machine Operator II | 4                        | 19369    | 20778  | 23785  | 23198    | 28483  |
| Records Preservation Supervisor | 5                        | 21195    | 22734  | 26029  | 25386    | 31179  |
|                                 | Salary + 5 Yr longevity  | 21428    | 22983  | 26315  | 25665    | 31524  |
|                                 | Salary + 10 Yr longevity | 21711    | 23289  | 26663  | 26008    | 31949  |
|                                 | Salary + 15 Yr longevity | 22023    | 23623  | 27043  | 26382    | 32408  |
|                                 | Salary + 20 Yr longevity | 22428    | 24057  | 27543  | 26859    | 33008  |
|                                 | Salary + 25 Yr longevity | 22833    | 24490  | 28043  | 27356    | 33608  |

| Grade    | Step                     | 32.5 Hrs | 35 Hrs | 40 Hrs | 32.5 Hrs | 40 Hrs |
|----------|--------------------------|----------|--------|--------|----------|--------|
| 7        | 1                        | 17292    | 18541  | 21223  | 20702    | 25414  |
| Composer | 2                        | 17695    | 18978  | 21718  | 21185    | 26007  |
|          | 3                        | 18438    | 19772  | 22633  | 22077    | 27101  |
|          | 4                        | 19936    | 21379  | 24476  | 23876    | 29318  |
|          | 5                        | 21789    | 23368  | 26757  | 26098    | 32055  |
|          | Salary + 5 Yr longevity  | 22023    | 23617  | 27043  | 26378    | 32399  |
|          | Salary + 10 Yr longevity | 22306    | 23923  | 27391  | 26720    | 32824  |
|          | Salary + 15 Yr longevity | 22617    | 24257  | 27771  | 27095    | 33283  |
|          | Salary + 20 Yr longevity | 23023    | 24691  | 28271  | 27582    | 33884  |
|          | Salary + 25 Yr longevity | 23428    | 25125  | 28771  | 28068    | 34484  |

| Grade                       | Step                     | 32.5 Hrs | 35 Hrs | 40 Hrs | 32.5 Hrs | 40 Hrs |
|-----------------------------|--------------------------|----------|--------|--------|----------|--------|
| 8                           | 1                        | 17793    | 19078  | 21837  | 21300    | 26151  |
| Stenographer II             | 2                        | 18230    | 19551  | 22377  | 21827    | 26802  |
| Data Ctr help Desk Operator | 3                        | 18979    | 20346  | 23292  | 22724    | 27896  |
|                             | 4                        | 20498    | 21983  | 25163  | 24544    | 30141  |
|                             | 5                        | 22383    | 24009  | 27489  | 26808    | 32932  |
|                             | Salary + 5 Yr longevity  | 22616    | 24258  | 27775  | 27088    | 33277  |
|                             | Salary + 10 Yr longevity | 22899    | 24564  | 28123  | 27431    | 33702  |
|                             | Salary + 15 Yr longevity | 23211    | 24898  | 28503  | 27805    | 34161  |
|                             | Salary + 20 Yr longevity | 23616    | 25332  | 29003  | 28292    | 34761  |
|                             | Salary + 25 Yr longevity | 24021    | 25766  | 29503  | 28779    | 35361  |

Jul 1, 2002 Salary

| Grade                         | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|-------------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                               |                          | 32 5 Hrs               | 35 Hrs | 40 Hrs | 32 5 Hrs               | 40 Hrs |
| Grade 9                       | Step 1                   | 18293                  | 19616  | 22452  | 21899                  | 26888  |
| Account Clerk III             | 2                        | 18768                  | 20129  | 23039  | 22470                  | 27595  |
| Buyer I                       | 3                        | 19513                  | 20925  | 23959  | 23365                  | 28690  |
| Clerk III                     | 4                        | 21056                  | 22584  | 25850  | 25215                  | 30969  |
|                               | 5                        | 22979                  | 24649  | 28217  | 27520                  | 33809  |
|                               | Salary + 5 Yr longevity  | 23212                  | 24898  | 28503  | 27800                  | 34153  |
|                               | Salary + 10 Yr longevity | 23495                  | 25204  | 28851  | 28142                  | 34578  |
|                               | Salary + 15 Yr longevity | 23807                  | 25538  | 29231  | 28516                  | 35038  |
|                               | Salary + 20 Yr longevity | 24212                  | 25972  | 29731  | 29003                  | 35638  |
|                               | Salary + 25 Yr longevity | 24617                  | 26405  | 30231  | 29490                  | 36238  |
| Grade 10                      | Step 1                   | 20080                  | 21538  | 24656  | 24051                  | 29532  |
| Building Systems Analyst      | 2                        | 20117                  | 21577  | 24702  | 24093                  | 29587  |
| Graphics Technician           | 3                        | 20861                  | 22372  | 25703  | 24982                  | 30684  |
| Pupil Transportation Analyst  | 4                        | 22455                  | 24091  | 27578  | 26899                  | 33041  |
| Publications Aide             | 5                        | 24579                  | 26360  | 30191  | 29443                  | 36168  |
|                               | Salary + 5 Yr longevity  | 24812                  | 26609  | 30478  | 29722                  | 36512  |
|                               | Salary + 10 Yr longevity | 25095                  | 26915  | 30826  | 30065                  | 36937  |
|                               | Salary + 15 Yr longevity | 25407                  | 27249  | 31206  | 30439                  | 37396  |
|                               | Salary + 20 Yr longevity | 25812                  | 27683  | 31705  | 30926                  | 37997  |
|                               | Salary + 25 Yr longevity | 26217                  | 28117  | 32205  | 31413                  | 38597  |
| Grade 11                      | Step 1                   | 20890                  | 22402  | 25647  | 25017                  | 30724  |
| Budget Analyst I              | 2                        | 20925                  | 22442  | 25694  | 25058                  | 30777  |
| Console Operator              | 3                        | 21668                  | 23237  | 26608  | 25952                  | 31872  |
| Storekeeper                   | 4                        | 23296                  | 24984  | 28610  | 27907                  | 34273  |
| Stenographer III              | 5                        | 25464                  | 27315  | 31280  | 30508                  | 37487  |
|                               | Salary + 5 Yr longevity  | 25697                  | 27564  | 31567  | 30788                  | 37831  |
|                               | Salary + 10 Yr longevity | 25980                  | 27870  | 31915  | 31131                  | 38256  |
|                               | Salary + 15 Yr longevity | 26292                  | 28204  | 32295  | 31505                  | 38716  |
|                               | Salary + 20 Yr longevity | 26697                  | 28638  | 32795  | 31992                  | 39316  |
|                               | Salary + 25 Yr longevity | 27103                  | 29071  | 33294  | 32479                  | 39916  |
| Ungraded A                    | Step 1                   |                        |        |        |                        | 35227  |
| Accountant I                  | 2                        |                        |        |        |                        | 41816  |
| Employee Insurance Rep.       | + 5 Yr longevity         |                        |        |        |                        | 42160  |
|                               | Salary + 10 Yr longevity |                        |        |        |                        | 42585  |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 43044  |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 43645  |
|                               | Salary + 25 Yr longevity |                        |        |        |                        | 44245  |
| Ungraded B                    | Step 1                   | 24258                  |        |        |                        | 35937  |
| Grants Procurement Specialist | 2                        | 28818                  |        |        |                        | 42694  |
|                               | 3                        | 33102                  |        |        |                        | 49039  |
|                               | Salary + 5 Yr longevity  | 33335                  |        |        |                        | 49384  |
|                               | Salary + 10 Yr longevity | 33618                  |        |        |                        | 49809  |
|                               | Salary + 15 Yr longevity | 33930                  |        |        |                        | 50268  |
|                               | Salary + 20 Yr longevity | 34335                  |        |        |                        | 50868  |
|                               | Salary + 25 Yr longevity | 34740                  |        |        |                        | 51469  |
| Ungraded C                    | Step 1                   |                        |        |        |                        | 42907  |
| Accountant II                 | 2                        |                        |        |        |                        | 49061  |
|                               | Salary + 5 Yr longevity  |                        |        |        |                        | 49406  |
|                               | Salary + 10 Yr longevity |                        |        |        |                        | 49831  |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 50290  |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 50890  |
|                               | Salary + 25 Yr longevity |                        |        |        |                        | 51491  |
| Ungraded D                    | Step 1                   |                        |        |        |                        | 33147  |
| Budget Analyst II             | 2                        |                        |        |        |                        | 39673  |
|                               | 3                        |                        |        |        |                        | 45438  |
|                               | Salary + 5 Yr longevity  |                        |        |        |                        | 45783  |
|                               | Salary + 10 Yr longevity |                        |        |        |                        | 46208  |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 46667  |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 47268  |
|                               | Salary + 25 Yr longevity |                        |        |        |                        | 47868  |
| Ungraded E                    | Step 1                   |                        |        |        |                        | 50584  |
| Auditor III                   | 2                        |                        |        |        |                        | 56309  |
| Accountant III                | + 5 Yr longevity         |                        |        |        |                        | 56654  |
| Budget Analyst III            | 10 Yr longevity          |                        |        |        |                        | 57079  |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 57538  |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 58138  |

Jul 1, 2002 Salary

| Grade                    | 10 Month Annual Salary |          |        | 12 Month Annual Salary |          |        |
|--------------------------|------------------------|----------|--------|------------------------|----------|--------|
|                          | Step                   | 32.5 Hrs | 35 Hrs | 40 Hrs                 | 32.5 Hrs | 40 Hrs |
| Salary + 25 Yr longevity |                        |          |        |                        |          | 58739  |

Jul 1, 2002 Salary

| Grade                     | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|---------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                           |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| F                         | 1                        |                        |        |        |                        | 32709  |
| Buyer II                  | 2                        |                        |        |        |                        | 36802  |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 37146  |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 37572  |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 38031  |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 38631  |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 39231  |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| G                         | 1                        |                        |        |        |                        | 34778  |
| Programmer I              | 2                        |                        |        |        |                        | 37554  |
|                           | 3                        |                        |        |        |                        | 39049  |
|                           | 4                        |                        |        |        |                        | 42080  |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 42424  |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 42850  |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 43309  |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 43909  |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 44509  |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| H                         | 1                        |                        |        |        |                        | 41441  |
| Programmer II             | 2                        |                        |        |        |                        | 43294  |
|                           | 3                        |                        |        |        |                        | 46326  |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 46671  |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 47096  |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 47555  |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 48155  |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 48755  |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| I                         | 1                        |                        |        |        |                        | 48296  |
| Programmer Analyst        | 2                        |                        |        |        |                        | 51322  |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 51667  |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 52092  |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 52551  |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 53151  |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 53751  |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| J                         | 1                        |                        |        |        |                        | 47828  |
| System Analyst            | 2                        |                        |        |        |                        | 50600  |
|                           | 3                        |                        |        |        |                        | 53298  |
|                           | 4                        |                        |        |        |                        | 56326  |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 56671  |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 57096  |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 57555  |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 58155  |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 58755  |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| K                         | 1                        |                        |        |        |                        | 51054  |
| System Analyst Designer   | 2                        |                        |        |        |                        | 55724  |
| Senior System Programmer  | + 5 Yr longevity         |                        |        |        |                        | 56068  |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 56493  |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 56952  |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 57553  |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 58153  |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| L                         | 1                        | 19748                  |        |        |                        | 23726  |
| Senior Nationality Worker | 2                        | 24234                  |        |        |                        | 29138  |
|                           | Salary + 5 Yr longevity  | 24467                  |        |        |                        | 29417  |
|                           | Salary + 10 Yr longevity | 24750                  |        |        |                        | 29760  |
|                           | Salary + 15 Yr longevity | 25062                  |        |        |                        | 30134  |
|                           | Salary + 20 Yr longevity | 25467                  |        |        |                        | 30621  |
|                           | Salary + 25 Yr longevity | 25872                  |        |        |                        | 31108  |

Jul 1, 2003 Salary  
Increase: 1.03000

| Grade                           | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|---------------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                                 |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| 2                               | 1                        | 15,039                 | 16,127 | 18,449 | 19,001                 | 22,088 |
| Data Entry Operator             | 2                        | 15,452                 | 16,565 | 18,954 | 18,491                 | 22,691 |
| Switchboard Operator            | 3                        | 16,218                 | 17,384 | 19,899 | 19,409                 | 23,820 |
| Typist I                        | 4                        | 17,647                 | 18,924 | 21,659 | 21,131                 | 25,934 |
| Information Aide                | 5                        | 19,387                 | 20,791 | 23,795 | 23,215                 | 28,507 |
|                                 | Salary + 5 Yr longevity  | 19,627                 | 21,047 | 24,090 | 23,504                 | 28,863 |
|                                 | Salary + 10 Yr longevity | 19,918                 | 21,362 | 24,448 | 23,856                 | 29,300 |
|                                 | Salary + 15 Yr longevity | 20,240                 | 21,705 | 24,839 | 24,242                 | 29,773 |
|                                 | Salary + 20 Yr longevity | 20,657                 | 22,152 | 25,354 | 24,743                 | 30,391 |
|                                 | Salary + 25 Yr longevity | 21,074                 | 22,599 | 25,869 | 25,244                 | 31,010 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 3                               | 1                        | 15,672                 | 16,805 | 19,227 | 18,759                 | 23,021 |
| Office Machine Operator         | 2                        | 16,005                 | 17,163 | 19,639 | 19,153                 | 23,509 |
| Stock Attendant                 | 3                        | 16,775                 | 17,982 | 20,576 | 20,073                 | 24,641 |
|                                 | 4                        | 18,227                 | 19,548 | 22,370 | 21,822                 | 26,789 |
|                                 | 5                        | 19,995                 | 21,447 | 24,551 | 23,946                 | 29,404 |
|                                 | Salary + 5 Yr longevity  | 20,235                 | 21,703 | 24,847 | 24,235                 | 29,760 |
|                                 | Salary + 10 Yr longevity | 20,527                 | 22,018 | 25,205 | 24,588                 | 30,198 |
|                                 | Salary + 15 Yr longevity | 20,848                 | 22,362 | 25,597 | 24,973                 | 30,670 |
|                                 | Salary + 20 Yr longevity | 21,265                 | 22,809 | 26,112 | 25,475                 | 31,288 |
|                                 | Salary + 25 Yr longevity | 21,683                 | 23,256 | 26,626 | 25,976                 | 31,907 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 4                               | 1                        | 16,150                 | 17,314 | 19,811 | 19,327                 | 23,721 |
| Account Clerk I                 | 2                        | 16,562                 | 17,757 | 20,322 | 19,818                 | 24,327 |
| Peripheral Equipment Operator   | 3                        | 17,328                 | 18,577 | 21,262 | 20,672                 | 25,454 |
| Budget Aide                     | 4                        | 18,805                 | 20,164 | 23,080 | 22,512                 | 27,640 |
| Control Clerk                   | 5                        | 20,610                 | 22,105 | 25,298 | 24,681                 | 30,310 |
|                                 | Salary + 5 Yr longevity  | 20,850                 | 22,361 | 25,592 | 24,969                 | 30,665 |
|                                 | Salary + 10 Yr longevity | 21,142                 | 22,676 | 25,951 | 25,322                 | 31,103 |
|                                 | Salary + 15 Yr longevity | 21,463                 | 23,021 | 26,342 | 25,707                 | 31,576 |
|                                 | Salary + 20 Yr longevity | 21,880                 | 23,468 | 26,857 | 26,208                 | 32,194 |
|                                 | Salary + 25 Yr longevity | 22,297                 | 23,915 | 27,372 | 26,710                 | 32,812 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 5                               | 1                        | 16,701                 | 17,911 | 20,493 | 19,988                 | 24,540 |
| Account Clerk Typist I          | 2                        | 17,108                 | 18,349 | 21,002 | 20,482                 | 25,144 |
| Clerk II                        | 3                        | 17,881                 | 19,171 | 21,943 | 21,404                 | 26,275 |
| Duplicating Machine Operator I  | 4                        | 19,376                 | 20,783 | 23,786 | 23,198                 | 28,490 |
| Nationality Worker              | 5                        | 21,219                 | 22,757 | 26,052 | 25,414                 | 31,205 |
| Stenographer I                  | + 5 Yr longevity         | 21,460                 | 23,013 | 26,347 | 25,703                 | 31,561 |
| Stock Clerk                     | + 10 Yr longevity        | 21,752                 | 23,328 | 26,706 | 26,056                 | 31,999 |
| Information Center Supervisor   | + 15 Yr longevity        | 22,072                 | 23,672 | 27,096 | 26,441                 | 32,472 |
| Typist II                       | + 20 Yr longevity        | 22,489                 | 24,120 | 27,611 | 26,943                 | 33,090 |
| Word Processing Machine Operat  | + 25 Yr longevity        | 22,907                 | 24,567 | 28,126 | 27,443                 | 33,708 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 6                               | 1                        | 17,253                 | 18,497 | 21,169 | 20,649                 | 25,351 |
| Account Clerk II                | 2                        | 17,669                 | 18,944 | 21,686 | 21,151                 | 25,962 |
| Account Clerk Typist II         | 3                        | 18,431                 | 19,765 | 22,626 | 22,067                 | 27,091 |
| Duplicating Machine Operator II | 4                        | 19,950                 | 21,401 | 24,499 | 23,894                 | 29,337 |
| Records Preservation Supervisor | 5                        | 21,831                 | 23,416 | 26,810 | 26,148                 | 32,114 |
|                                 | Salary + 5 Yr longevity  | 22,071                 | 23,672 | 27,104 | 26,435                 | 32,470 |
|                                 | Salary + 10 Yr longevity | 22,362                 | 23,988 | 27,463 | 26,788                 | 32,907 |
|                                 | Salary + 15 Yr longevity | 22,684                 | 24,332 | 27,854 | 27,173                 | 33,380 |
|                                 | Salary + 20 Yr longevity | 23,101                 | 24,779 | 28,369 | 27,665                 | 33,998 |
|                                 | Salary + 25 Yr longevity | 23,518                 | 25,225 | 28,884 | 28,177                 | 34,616 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 7                               | 1                        | 17,811                 | 19,097 | 21,860 | 21,323                 | 26,176 |
| Compositor                      | 2                        | 18,226                 | 19,547 | 22,370 | 21,821                 | 26,787 |
|                                 | 3                        | 18,991                 | 20,365 | 23,312 | 22,739                 | 27,914 |
|                                 | 4                        | 20,534                 | 22,020 | 25,210 | 24,592                 | 30,198 |
|                                 | 5                        | 22,443                 | 24,069 | 27,560 | 26,881                 | 33,017 |
|                                 | Salary + 5 Yr longevity  | 22,684                 | 24,326 | 27,854 | 27,169                 | 33,371 |
|                                 | Salary + 10 Yr longevity | 22,975                 | 24,641 | 28,213 | 27,522                 | 33,809 |
|                                 | Salary + 15 Yr longevity | 23,296                 | 24,985 | 28,604 | 27,908                 | 34,281 |
|                                 | Salary + 20 Yr longevity | 23,714                 | 25,432 | 29,119 | 28,409                 | 34,901 |
|                                 | Salary + 25 Yr longevity | 24,131                 | 25,879 | 29,634 | 28,910                 | 35,519 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 8                               | 1                        | 18,327                 | 19,650 | 22,492 | 21,939                 | 26,936 |
| Stenographer II                 | 2                        | 18,777                 | 20,138 | 23,048 | 22,482                 | 27,605 |
| Data Ctr help Desk Operator     | 3                        | 19,548                 | 20,956 | 23,991 | 23,406                 | 28,733 |
|                                 | 4                        | 21,113                 | 22,642 | 25,918 | 25,280                 | 31,045 |
|                                 | 5                        | 23,054                 | 24,729 | 28,314 | 27,612                 | 33,920 |
|                                 | Salary + 5 Yr longevity  | 23,294                 | 24,986 | 28,608 | 27,901                 | 34,275 |
|                                 | Salary + 10 Yr longevity | 23,586                 | 25,301 | 28,967 | 28,254                 | 34,713 |
|                                 | Salary + 15 Yr longevity | 23,907                 | 25,645 | 29,358 | 28,639                 | 35,186 |
|                                 | Salary + 20 Yr longevity | 24,324                 | 26,092 | 29,873 | 29,141                 | 35,804 |
|                                 | Salary + 25 Yr longevity | 24,742                 | 26,539 | 30,388 | 29,642                 | 36,422 |

Jul 1, 2003 Salary  
 Increase: 1.03000  
 10 Month Annual Salary      12 Month Annual Salary  
 32.5 Hrs   35 Hrs   40 Hrs   32.5 Hrs   40 Hrs

| Grade                         | Step                     | 32.5 Hrs | 35 Hrs | 40 Hrs | 32.5 Hrs | 40 Hrs |
|-------------------------------|--------------------------|----------|--------|--------|----------|--------|
| Grade 9                       | Step 1                   | 18,842   | 20,204 | 23,126 | 22,556   | 27,695 |
| Account Clerk III             | 2                        | 19,331   | 20,733 | 23,730 | 23,144   | 28,423 |
| Buyer I                       | 3                        | 20,098   | 21,553 | 24,678 | 24,066   | 29,551 |
| Clerk III                     | 4                        | 21,688   | 23,262 | 26,626 | 25,971   | 31,898 |
|                               | 5                        | 23,668   | 25,388 | 29,064 | 28,346   | 34,823 |
|                               | Salary + 5 Yr longevity  | 23,908   | 25,645 | 29,358 | 28,634   | 35,178 |
|                               | Salary + 10 Yr longevity | 24,200   | 25,960 | 29,717 | 28,986   | 35,615 |
|                               | Salary + 15 Yr longevity | 24,521   | 26,304 | 30,108 | 29,371   | 36,089 |
|                               | Salary + 20 Yr longevity | 24,938   | 26,751 | 30,623 | 29,873   | 36,707 |
|                               | Salary + 25 Yr longevity | 25,356   | 27,197 | 31,138 | 30,375   | 37,325 |
| Grade 10                      | Step 1                   | 20,682   | 22,184 | 25,396 | 24,773   | 30,418 |
| Building Systems Analyst      | 2                        | 20,721   | 22,224 | 25,443 | 24,816   | 30,475 |
| Graphics Technician           | 3                        | 21,487   | 23,043 | 26,474 | 25,731   | 31,605 |
| Pupil Transportation Analyst  | 4                        | 23,129   | 24,814 | 28,405 | 27,706   | 34,032 |
| Publications Aide             | 5                        | 25,316   | 27,151 | 31,097 | 30,326   | 37,253 |
|                               | Salary + 5 Yr longevity  | 25,556   | 27,407 | 31,392 | 30,614   | 37,607 |
|                               | Salary + 10 Yr longevity | 25,848   | 27,722 | 31,751 | 30,967   | 38,045 |
|                               | Salary + 15 Yr longevity | 26,169   | 28,066 | 32,142 | 31,352   | 38,518 |
|                               | Salary + 20 Yr longevity | 26,586   | 28,513 | 32,656 | 31,854   | 39,137 |
|                               | Salary + 25 Yr longevity | 27,004   | 28,961 | 33,171 | 32,355   | 39,755 |
| Grade 11                      | Step 1                   | 21,517   | 23,074 | 26,416 | 25,768   | 31,646 |
| Budget Analyst I              | 2                        | 21,553   | 23,115 | 26,465 | 25,810   | 31,700 |
| Console Operator              | 3                        | 22,318   | 23,934 | 27,406 | 26,731   | 32,828 |
| Storekeeper                   | 4                        | 23,995   | 25,734 | 29,468 | 28,744   | 35,301 |
| Stenographer III              | 5                        | 26,228   | 28,134 | 32,218 | 31,423   | 38,612 |
|                               | Salary + 5 Yr longevity  | 26,468   | 28,391 | 32,514 | 31,712   | 38,966 |
|                               | Salary + 10 Yr longevity | 26,759   | 28,706 | 32,872 | 32,065   | 39,404 |
|                               | Salary + 15 Yr longevity | 27,081   | 29,050 | 33,264 | 32,450   | 39,877 |
|                               | Salary + 20 Yr longevity | 27,498   | 29,497 | 33,779 | 32,952   | 40,495 |
|                               | Salary + 25 Yr longevity | 27,916   | 29,943 | 34,293 | 33,453   | 41,113 |
| Ungraded A                    | Step 1                   |          |        |        |          | 36,284 |
| Accountant I                  | 2                        |          |        |        |          | 43,070 |
| Employee Insurance Rep        | + 5 Yr longevity         |          |        |        |          | 43,425 |
|                               | Salary + 10 Yr longevity |          |        |        |          | 43,863 |
|                               | Salary + 15 Yr longevity |          |        |        |          | 44,335 |
|                               | Salary + 20 Yr longevity |          |        |        |          | 44,954 |
|                               | Salary + 25 Yr longevity |          |        |        |          | 45,572 |
| Ungraded B                    | Step 1                   | 24,986   |        |        |          | 37,015 |
| Grants Procurement Specialist | 2                        | 29,683   |        |        |          | 43,975 |
|                               | 3                        | 34,095   |        |        |          | 50,510 |
|                               | Salary + 5 Yr longevity  | 34,335   |        |        |          | 50,866 |
|                               | Salary + 10 Yr longevity | 34,627   |        |        |          | 51,303 |
|                               | Salary + 15 Yr longevity | 34,948   |        |        |          | 51,776 |
|                               | Salary + 20 Yr longevity | 35,365   |        |        |          | 52,394 |
|                               | Salary + 25 Yr longevity | 35,782   |        |        |          | 53,013 |
| Ungraded C                    | Step 1                   |          |        |        |          | 44,194 |
| Accountant II                 | 2                        |          |        |        |          | 50,533 |
|                               | Salary + 5 Yr longevity  |          |        |        |          | 50,888 |
|                               | Salary + 10 Yr longevity |          |        |        |          | 51,326 |
|                               | Salary + 15 Yr longevity |          |        |        |          | 51,799 |
|                               | Salary + 20 Yr longevity |          |        |        |          | 52,417 |
|                               | Salary + 25 Yr longevity |          |        |        |          | 53,036 |
| Ungraded D                    | Step 1                   |          |        |        |          | 34,141 |
| Budget Analyst II             | 2                        |          |        |        |          | 40,863 |
|                               | 3                        |          |        |        |          | 46,801 |
|                               | Salary + 5 Yr longevity  |          |        |        |          | 47,156 |
|                               | Salary + 10 Yr longevity |          |        |        |          | 47,594 |
|                               | Salary + 15 Yr longevity |          |        |        |          | 48,067 |
|                               | Salary + 20 Yr longevity |          |        |        |          | 48,686 |
|                               | Salary + 25 Yr longevity |          |        |        |          | 49,304 |
| Ungraded E                    | Step 1                   |          |        |        |          | 52,102 |
| Auditor III                   | 2                        |          |        |        |          | 57,998 |
| Accountant III                | + 5 Yr longevity         |          |        |        |          | 58,354 |
| Budget Analyst III            | 10 Yr longevity          |          |        |        |          | 58,791 |
|                               | Salary + 15 Yr longevity |          |        |        |          | 59,264 |
|                               | Salary + 20 Yr longevity |          |        |        |          | 59,882 |

Jul 1, 2003 Salary

Increase: 1,03000

| 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|------------------------|--------|--------|------------------------|--------|
| 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
|                        |        |        |                        | 60,501 |

Grade

Step

Salary + 25 Yr longevity

Jul 1, 2003 Salary

Increase: 3.03000  
 10 Month Annual Salary      12 Month Annual Salary  
 32.5 Hrs   35 Hrs   40 Hrs   32.5 Hrs   40 Hrs

| Grade                     | Step                     | 10 Month Annual Salary | 12 Month Annual Salary |
|---------------------------|--------------------------|------------------------|------------------------|
| Ungraded                  | Step                     |                        |                        |
| F                         | 1                        |                        | 33,690                 |
| Buyer II                  | 2                        |                        | 37,906                 |
|                           | Salary + 5 Yr longevity  |                        | 38,260                 |
|                           | Salary + 10 Yr longevity |                        | 38,699                 |
|                           | Salary + 15 Yr longevity |                        | 39,172                 |
|                           | Salary + 20 Yr longevity |                        | 39,790                 |
|                           | Salary + 25 Yr longevity |                        | 40,408                 |
| Ungraded                  | Step                     |                        |                        |
| G                         | 1                        |                        | 35,821                 |
| Programmer I              | 2                        |                        | 38,681                 |
|                           | 3                        |                        | 40,220                 |
|                           | 4                        |                        | 43,342                 |
|                           | Salary + 5 Yr longevity  |                        | 43,697                 |
|                           | Salary + 10 Yr longevity |                        | 44,136                 |
|                           | Salary + 15 Yr longevity |                        | 44,608                 |
|                           | Salary + 20 Yr longevity |                        | 45,226                 |
|                           | Salary + 25 Yr longevity |                        | 45,844                 |
| Ungraded                  | Step                     |                        |                        |
| H                         | 1                        |                        | 42,684                 |
| Programmer II             | 2                        |                        | 44,593                 |
|                           | 3                        |                        | 47,716                 |
|                           | Salary + 5 Yr longevity  |                        | 48,071                 |
|                           | Salary + 10 Yr longevity |                        | 48,509                 |
|                           | Salary + 15 Yr longevity |                        | 48,982                 |
|                           | Salary + 20 Yr longevity |                        | 49,600                 |
|                           | Salary + 25 Yr longevity |                        | 50,218                 |
| Ungraded                  | Step                     |                        |                        |
| I                         | 1                        |                        | 49,745                 |
| Programmer Analyst        | 2                        |                        | 52,862                 |
|                           | Salary + 5 Yr longevity  |                        | 53,217                 |
|                           | Salary + 10 Yr longevity |                        | 53,655                 |
|                           | Salary + 15 Yr longevity |                        | 54,128                 |
|                           | Salary + 20 Yr longevity |                        | 54,746                 |
|                           | Salary + 25 Yr longevity |                        | 55,364                 |
| Ungraded                  | Step                     |                        |                        |
| J                         | 1                        |                        | 49,263                 |
| System Analyst            | 2                        |                        | 52,118                 |
|                           | 3                        |                        | 54,897                 |
|                           | 4                        |                        | 58,016                 |
|                           | Salary + 5 Yr longevity  |                        | 58,371                 |
|                           | Salary + 10 Yr longevity |                        | 58,809                 |
|                           | Salary + 15 Yr longevity |                        | 59,282                 |
|                           | Salary + 20 Yr longevity |                        | 59,900                 |
|                           | Salary + 25 Yr longevity |                        | 60,518                 |
| Ungraded                  | Step                     |                        |                        |
| K                         | 1                        |                        | 52,586                 |
| System Analyst Designer   | 2                        |                        | 57,396                 |
| Senior System Programmer  | + 5 Yr longevity         |                        | 57,750                 |
|                           | Salary + 10 Yr longevity |                        | 58,188                 |
|                           | Salary + 15 Yr longevity |                        | 58,661                 |
|                           | Salary + 20 Yr longevity |                        | 59,280                 |
|                           | Salary + 25 Yr longevity |                        | 59,898                 |
| Ungraded                  | Step                     |                        |                        |
| L                         | 1                        | 20,340                 | 24,438                 |
| Senior Nationality Worker | 2                        | 24,961                 | 30,012                 |
|                           | Salary + 5 Yr longevity  | 25,201                 | 30,300                 |
|                           | Salary + 10 Yr longevity | 25,493                 | 30,653                 |
|                           | Salary + 15 Yr longevity | 25,814                 | 31,038                 |
|                           | Salary + 20 Yr longevity | 26,231                 | 31,540                 |
|                           | Salary + 25 Yr longevity | 26,648                 | 32,041                 |

Jul 1, 2004 Salary

Increase: 1.03000

| Grade                           | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|---------------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                                 |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| 2                               | 1                        | 15,490                 | 16,611 | 19,002 | 18,541                 | 22,751 |
| Data Entry Operator             | 2                        | 15,916                 | 17,062 | 19,523 | 19,046                 | 23,372 |
| Switchboard Operator            | 3                        | 16,705                 | 17,906 | 20,496 | 19,991                 | 24,535 |
| Typist I                        | 4                        | 18,176                 | 19,492 | 22,309 | 21,765                 | 26,712 |
| Information Aide                | 5                        | 19,969                 | 21,415 | 24,569 | 23,911                 | 29,362 |
|                                 | Salary + 5 Yr longevity  | 20,216                 | 21,678 | 24,813 | 24,209                 | 29,729 |
|                                 | Salary + 10 Yr longevity | 20,516                 | 22,003 | 25,181 | 24,572                 | 30,179 |
|                                 | Salary + 15 Yr longevity | 20,847                 | 22,356 | 25,584 | 24,969                 | 30,666 |
|                                 | Salary + 20 Yr longevity | 21,277                 | 22,817 | 26,115 | 25,485                 | 31,303 |
|                                 | Salary + 25 Yr longevity | 21,706                 | 23,277 | 26,645 | 26,001                 | 31,940 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 3                               | 1                        | 16,142                 | 17,309 | 19,804 | 19,322                 | 23,712 |
| Office Machine Operator         | 2                        | 16,485                 | 17,679 | 20,228 | 19,728                 | 24,214 |
| Stock Attendant                 | 3                        | 17,278                 | 18,521 | 21,193 | 20,675                 | 25,380 |
|                                 | 4                        | 18,774                 | 20,134 | 23,041 | 22,477                 | 27,593 |
|                                 | 5                        | 20,595                 | 22,090 | 25,288 | 24,664                 | 30,286 |
|                                 | Salary + 5 Yr longevity  | 20,842                 | 22,354 | 25,592 | 24,962                 | 30,653 |
|                                 | Salary + 10 Yr longevity | 21,143                 | 22,679 | 25,961 | 25,326                 | 31,104 |
|                                 | Salary + 15 Yr longevity | 21,473                 | 23,033 | 26,365 | 25,722                 | 31,590 |
|                                 | Salary + 20 Yr longevity | 21,903                 | 23,493 | 26,895 | 26,239                 | 32,227 |
|                                 | Salary + 25 Yr longevity | 22,333                 | 23,954 | 27,425 | 26,755                 | 32,864 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 4                               | 1                        | 16,635                 | 17,833 | 20,405 | 19,907                 | 24,433 |
| Account Clerk I                 | 2                        | 17,059                 | 18,290 | 20,932 | 20,413                 | 25,057 |
| Peripheral Equipment Operator   | 3                        | 17,848                 | 19,134 | 21,900 | 21,292                 | 26,218 |
| Budget Aide                     | 4                        | 19,369                 | 20,769 | 23,772 | 23,187                 | 28,469 |
| Control Clerk                   | 5                        | 21,228                 | 22,768 | 26,057 | 25,421                 | 31,219 |
|                                 | Salary + 5 Yr longevity  | 21,476                 | 23,032 | 26,360 | 25,718                 | 31,585 |
|                                 | Salary + 10 Yr longevity | 21,776                 | 23,356 | 26,730 | 26,082                 | 32,036 |
|                                 | Salary + 15 Yr longevity | 22,107                 | 23,712 | 27,132 | 26,478                 | 32,523 |
|                                 | Salary + 20 Yr longevity | 22,536                 | 24,172 | 27,663 | 26,994                 | 33,160 |
|                                 | Salary + 25 Yr longevity | 22,966                 | 24,632 | 28,193 | 27,511                 | 33,796 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 5                               | 1                        | 17,202                 | 18,448 | 21,108 | 20,588                 | 25,276 |
| Account Clerk Typist I          | 2                        | 17,621                 | 18,899 | 21,632 | 21,096                 | 25,898 |
| Clerk II                        | 3                        | 18,417                 | 19,746 | 22,601 | 22,046                 | 27,063 |
| Duplicating Machine Operator I  | 4                        | 19,957                 | 21,406 | 24,500 | 23,894                 | 29,345 |
| Nationality Worker              | 5                        | 21,856                 | 23,440 | 26,834 | 26,176                 | 32,142 |
| Stenographer I                  | + 5 Yr longevity         | 22,104                 | 23,703 | 27,137 | 26,474                 | 32,508 |
| Stock Clerk                     | + 10 Yr longevity        | 22,405                 | 24,028 | 27,507 | 26,838                 | 32,959 |
| Information Center Supervisor   | + 15 Yr longevity        | 22,734                 | 24,382 | 27,909 | 27,234                 | 33,446 |
| Typist II                       | + 20 Yr longevity        | 23,164                 | 24,844 | 28,439 | 27,751                 | 34,083 |
| Word Processing Machine Operat. | + 25 Yr longevity        | 23,594                 | 25,304 | 28,970 | 28,266                 | 34,719 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 6                               | 1                        | 17,771                 | 19,052 | 21,804 | 21,268                 | 26,112 |
| Account Clerk II                | 2                        | 18,199                 | 19,512 | 22,337 | 21,786                 | 26,741 |
| Account Clerk Typist II         | 3                        | 18,984                 | 20,358 | 23,305 | 22,729                 | 27,904 |
| Duplicating Machine Operator II | 4                        | 20,549                 | 22,043 | 25,234 | 24,611                 | 30,217 |
| Records Preservation Supervisor | 5                        | 22,486                 | 24,118 | 27,614 | 26,932                 | 33,077 |
|                                 | Salary + 5 Yr longevity  | 22,733                 | 24,382 | 27,917 | 27,228                 | 33,444 |
|                                 | Salary + 10 Yr longevity | 23,033                 | 24,708 | 28,287 | 27,592                 | 33,894 |
|                                 | Salary + 15 Yr longevity | 23,365                 | 25,062 | 28,690 | 27,988                 | 34,381 |
|                                 | Salary + 20 Yr longevity | 23,794                 | 25,522 | 29,220 | 28,495                 | 35,018 |
|                                 | Salary + 25 Yr longevity | 24,224                 | 25,982 | 29,751 | 29,022                 | 35,654 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 7                               | 1                        | 18,345                 | 19,670 | 22,516 | 21,963                 | 26,961 |
| Compositor                      | 2                        | 18,773                 | 20,133 | 23,041 | 22,476                 | 27,591 |
|                                 | 3                        | 19,561                 | 20,976 | 24,011 | 23,421                 | 28,751 |
|                                 | 4                        | 21,150                 | 22,681 | 25,966 | 25,330                 | 31,104 |
|                                 | 5                        | 23,116                 | 24,791 | 28,387 | 27,687                 | 34,008 |
|                                 | Salary + 5 Yr longevity  | 23,365                 | 25,056 | 28,690 | 27,984                 | 34,372 |
|                                 | Salary + 10 Yr longevity | 23,664                 | 25,380 | 29,059 | 28,348                 | 34,823 |
|                                 | Salary + 15 Yr longevity | 23,995                 | 25,735 | 29,462 | 28,745                 | 35,309 |
|                                 | Salary + 20 Yr longevity | 24,425                 | 26,195 | 29,993 | 29,261                 | 35,948 |
|                                 | Salary + 25 Yr longevity | 24,855                 | 26,655 | 30,523 | 29,777                 | 36,585 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 8                               | 1                        | 18,877                 | 20,240 | 23,167 | 22,597                 | 27,744 |
| Stenographer II                 | 2                        | 19,340                 | 20,742 | 23,739 | 23,156                 | 28,434 |
| Data Ctr help Desk Operator     | 3                        | 20,134                 | 21,585 | 24,711 | 24,108                 | 29,595 |
|                                 | 4                        | 21,746                 | 23,321 | 26,696 | 26,038                 | 31,976 |
|                                 | 5                        | 23,746                 | 25,471 | 29,163 | 28,440                 | 34,938 |
|                                 | Salary + 5 Yr longevity  | 23,993                 | 25,736 | 29,466 | 28,738                 | 35,303 |
|                                 | Salary + 10 Yr longevity | 24,294                 | 26,060 | 29,836 | 29,102                 | 35,754 |
|                                 | Salary + 15 Yr longevity | 24,624                 | 26,414 | 30,239 | 29,498                 | 36,242 |
|                                 | Salary + 20 Yr longevity | 25,054                 | 26,875 | 30,769 | 30,015                 | 36,878 |
|                                 | Salary + 25 Yr longevity | 25,484                 | 27,335 | 31,300 | 30,531                 | 37,515 |

Jul 1, 2004 Salary

Increase: 1.03000

| Grade                         | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|-------------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                               |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| Grade 9                       | Step 1                   | 19,407                 | 20,810 | 23,820 | 23,233                 | 26,526 |
|                               | 2                        | 19,911                 | 21,355 | 24,442 | 23,838                 | 29,276 |
| Account Clerk III             | 3                        | 20,701                 | 22,200 | 25,419 | 24,788                 | 30,438 |
| Buyer I                       | 4                        | 22,339                 | 23,960 | 27,425 | 26,750                 | 32,855 |
| Clerk III                     | 5                        | 24,378                 | 26,150 | 29,936 | 29,196                 | 35,868 |
|                               | Salary + 5 Yr longevity  | 24,625                 | 26,414 | 30,239 | 29,493                 | 36,233 |
|                               | Salary + 10 Yr longevity | 24,926                 | 26,739 | 30,609 | 29,856                 | 36,683 |
|                               | Salary + 15 Yr longevity | 25,257                 | 27,093 | 31,011 | 30,252                 | 37,172 |
|                               | Salary + 20 Yr longevity | 25,686                 | 27,554 | 31,542 | 30,769                 | 37,808 |
|                               | Salary + 25 Yr longevity | 26,117                 | 28,013 | 32,072 | 31,266                 | 38,445 |
| Grade 10                      | Step 1                   | 21,302                 | 22,850 | 26,158 | 25,516                 | 31,331 |
|                               | 2                        | 21,343                 | 22,891 | 26,206 | 25,560                 | 31,389 |
| Building Systems Analyst      | 3                        | 22,132                 | 23,734 | 27,268 | 26,503                 | 32,553 |
| Graphics Technician           | 4                        | 23,823                 | 25,558 | 29,257 | 28,537                 | 35,053 |
| Pupil Transportation Analyst  | 5                        | 26,075                 | 27,966 | 32,030 | 31,236                 | 38,371 |
| Publications Aide             | Salary + 5 Yr longevity  | 26,323                 | 28,229 | 32,334 | 31,532                 | 38,735 |
|                               | Salary + 10 Yr longevity | 26,623                 | 28,554 | 32,704 | 31,896                 | 39,186 |
|                               | Salary + 15 Yr longevity | 26,954                 | 28,908 | 33,106 | 32,293                 | 39,674 |
|                               | Salary + 20 Yr longevity | 27,384                 | 29,368 | 33,636 | 32,810                 | 40,311 |
|                               | Salary + 25 Yr longevity | 27,814                 | 29,830 | 34,166 | 33,326                 | 40,948 |
| Grade 11                      | Step 1                   | 22,163                 | 23,766 | 27,208 | 26,541                 | 32,595 |
|                               | 2                        | 22,200                 | 23,808 | 27,259 | 26,584                 | 32,651 |
| Budget Analyst I              | 3                        | 22,988                 | 24,652 | 28,228 | 27,533                 | 33,813 |
| Console Operator              | 4                        | 24,715                 | 26,506 | 30,352 | 29,606                 | 36,360 |
| Storekeeper                   | 5                        | 27,015                 | 28,978 | 33,185 | 32,366                 | 39,770 |
| Stenographer III              | Salary + 5 Yr longevity  | 27,262                 | 29,243 | 33,489 | 32,663                 | 40,135 |
|                               | Salary + 10 Yr longevity | 27,562                 | 29,567 | 33,858 | 33,027                 | 40,586 |
|                               | Salary + 15 Yr longevity | 27,893                 | 29,922 | 34,262 | 33,424                 | 41,073 |
|                               | Salary + 20 Yr longevity | 28,323                 | 30,382 | 34,792 | 33,941                 | 41,710 |
|                               | Salary + 25 Yr longevity | 28,753                 | 30,841 | 35,322 | 34,457                 | 42,346 |
| Ungraded A                    | Step 1                   |                        |        |        |                        | 37,373 |
| Accountant I                  | 2                        |                        |        |        |                        | 44,362 |
| Employee Insurance Rep.       | + 5 Yr longevity         |                        |        |        |                        | 44,728 |
|                               | Salary + 10 Yr longevity |                        |        |        |                        | 45,179 |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 45,665 |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 46,303 |
|                               | Salary + 25 Yr longevity |                        |        |        |                        | 46,939 |
| Ungraded B                    | Step 1                   | 25,736                 |        |        |                        | 38,125 |
| Grants Procurement Specialist | 2                        | 30,573                 |        |        |                        | 45,294 |
|                               | 3                        | 35,118                 |        |        |                        | 52,025 |
|                               | Salary + 5 Yr longevity  | 35,365                 |        |        |                        | 52,392 |
|                               | Salary + 10 Yr longevity | 35,666                 |        |        |                        | 52,842 |
|                               | Salary + 15 Yr longevity | 35,996                 |        |        |                        | 53,329 |
|                               | Salary + 20 Yr longevity | 36,426                 |        |        |                        | 53,966 |
|                               | Salary + 25 Yr longevity | 36,855                 |        |        |                        | 54,603 |
| Ungraded C                    | Step 1                   |                        |        |        |                        | 45,520 |
| Accountant II                 | 2                        |                        |        |        |                        | 52,049 |
|                               | Salary + 5 Yr longevity  |                        |        |        |                        | 52,415 |
|                               | Salary + 10 Yr longevity |                        |        |        |                        | 52,866 |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 53,353 |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 53,990 |
|                               | Salary + 25 Yr longevity |                        |        |        |                        | 54,627 |
| Ungraded D                    | Step 1                   |                        |        |        |                        | 35,165 |
| Budget Analyst II             | 2                        |                        |        |        |                        | 42,089 |
|                               | 3                        |                        |        |        |                        | 48,205 |
|                               | Salary + 5 Yr longevity  |                        |        |        |                        | 48,571 |
|                               | Salary + 10 Yr longevity |                        |        |        |                        | 49,022 |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 49,509 |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 50,147 |
|                               | Salary + 25 Yr longevity |                        |        |        |                        | 50,783 |
| Ungraded E                    | Step 1                   |                        |        |        |                        | 53,665 |
| Auditor III                   | 2                        |                        |        |        |                        | 59,738 |
| Accountant III                | + 5 Yr longevity         |                        |        |        |                        | 60,105 |
| Budget Analyst III            | + 10 Yr longevity        |                        |        |        |                        | 60,555 |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 61,042 |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 61,678 |

Jul 1, 2004 Salary

Increase: 1.03000

10 Month Annual Salary      12 Month Annual Salary

Grade

|                          |          |        |        |          |        |        |
|--------------------------|----------|--------|--------|----------|--------|--------|
| Step                     | 32.5 Hrs | 35 Hrs | 40 Hrs | 32.5 Hrs | 40 Hrs |        |
| Salary + 25 Yr longevity |          |        |        |          |        | 62,316 |

Jul 1, 2004 Salary

Increase: 1.03000

| Grade                     | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|---------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                           |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| F                         | 1                        |                        |        |        |                        | 34,701 |
| Buyer II                  | 2                        |                        |        |        |                        | 39,043 |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 39,408 |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 39,860 |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 40,317 |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 40,984 |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 41,620 |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| G                         | 1                        |                        |        |        |                        | 36,896 |
| Programmer I              | 2                        |                        |        |        |                        | 39,841 |
|                           | 3                        |                        |        |        |                        | 41,427 |
|                           | 4                        |                        |        |        |                        | 44,642 |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 45,008 |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 45,460 |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 45,946 |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 46,583 |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 47,219 |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| H                         | 1                        |                        |        |        |                        | 43,965 |
| Programmer II             | 2                        |                        |        |        |                        | 45,931 |
|                           | 3                        |                        |        |        |                        | 49,147 |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 49,513 |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 49,964 |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 50,451 |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 51,088 |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 51,725 |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| I                         | 1                        |                        |        |        |                        | 51,237 |
| Programmer Analyst        | 2                        |                        |        |        |                        | 54,448 |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 54,814 |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 55,265 |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 55,752 |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 56,388 |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 57,025 |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| J                         | 1                        |                        |        |        |                        | 50,741 |
| System Analyst            | 2                        |                        |        |        |                        | 53,682 |
|                           | 3                        |                        |        |        |                        | 56,544 |
|                           | 4                        |                        |        |        |                        | 59,756 |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 60,122 |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 60,573 |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 61,060 |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 61,697 |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 62,334 |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| K                         | 1                        |                        |        |        |                        | 54,164 |
| System Analyst Designer   | 2                        |                        |        |        |                        | 59,118 |
| Senior System Programmer  | + 5 Yr longevity         |                        |        |        |                        | 59,483 |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 59,934 |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 60,421 |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 61,058 |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 61,695 |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| L                         | 1                        | 20,950                 |        |        |                        | 25,171 |
| Senior Nationality Worker | 2                        | 25,710                 |        |        |                        | 30,912 |
|                           | Salary + 5 Yr longevity  | 25,957                 |        |        |                        | 31,209 |
|                           | Salary + 10 Yr longevity | 26,258                 |        |        |                        | 31,573 |
|                           | Salary + 15 Yr longevity | 26,588                 |        |        |                        | 31,969 |
|                           | Salary + 20 Yr longevity | 27,018                 |        |        |                        | 32,486 |
|                           | Salary + 25 Yr longevity | 27,447                 |        |        |                        | 33,002 |

Jul 1, 2005 Salary

Increase: 1.0325

10 Month Annual Salary      12 Month Annual Salary

| Grade                | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|----------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                      |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| 2                    | 1                        | 15,993                 | 17,151 | 19,620 | 19,144                 | 23,490 |
| Data Entry Operator  | 2                        | 16,433                 | 17,617 | 20,157 | 19,665                 | 24,132 |
| Switchboard Operator | 3                        | 17,248                 | 18,489 | 21,162 | 20,641                 | 25,332 |
| Typist I             | 4                        | 18,767                 | 20,125 | 23,034 | 22,472                 | 27,580 |
| Information Aide     | 5                        | 20,618                 | 22,111 | 25,306 | 24,688                 | 30,316 |
|                      | Salary + 5 Yr longevity  | 20,873                 | 22,383 | 25,619 | 24,996                 | 30,695 |
|                      | Salary + 10 Yr longevity | 21,183                 | 22,718 | 25,999 | 25,371                 | 31,160 |
|                      | Salary + 15 Yr longevity | 21,525                 | 23,083 | 26,415 | 25,780                 | 31,663 |
|                      | Salary + 20 Yr longevity | 21,969                 | 23,559 | 26,964 | 26,313                 | 32,320 |
|                      | Salary + 25 Yr longevity | 22,411                 | 24,034 | 27,511 | 26,846                 | 32,978 |

| Grade                   | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|-------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                         |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| 3                       | 1                        | 16,667                 | 17,872 | 20,448 | 19,950                 | 24,483 |
| Office Machine Operator | 2                        | 17,021                 | 18,253 | 20,885 | 20,369                 | 25,001 |
| Stock Attendant         | 3                        | 17,840                 | 19,123 | 21,882 | 21,347                 | 26,205 |
|                         | 4                        | 19,384                 | 20,788 | 23,790 | 23,208                 | 28,490 |
|                         | 5                        | 21,264                 | 22,808 | 26,110 | 25,466                 | 31,270 |
|                         | Salary + 5 Yr longevity  | 21,519                 | 23,081 | 26,424 | 25,773                 | 31,649 |
|                         | Salary + 10 Yr longevity | 21,830                 | 23,416 | 26,805 | 26,149                 | 32,115 |
|                         | Salary + 15 Yr longevity | 22,171                 | 23,782 | 27,222 | 26,558                 | 32,617 |
|                         | Salary + 20 Yr longevity | 22,615                 | 24,257 | 27,769 | 27,092                 | 33,274 |
|                         | Salary + 25 Yr longevity | 23,059                 | 24,733 | 28,316 | 27,625                 | 33,932 |

| Grade                         | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|-------------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                               |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| 4                             | 1                        | 17,176                 | 18,413 | 21,068 | 20,554                 | 25,227 |
| Account Clerk I               | 2                        | 17,613                 | 18,884 | 21,612 | 21,076                 | 25,871 |
| Peripheral Equipment Operator | 3                        | 18,428                 | 19,756 | 22,612 | 21,984                 | 27,070 |
| Budget Aide                   | 4                        | 19,998                 | 21,444 | 24,545 | 23,941                 | 29,394 |
| Control Clerk                 | 5                        | 21,918                 | 23,508 | 26,904 | 26,247                 | 32,234 |
|                               | Salary + 5 Yr longevity  | 22,174                 | 23,781 | 27,217 | 26,554                 | 32,612 |
|                               | Salary + 10 Yr longevity | 22,484                 | 24,115 | 27,599 | 26,930                 | 33,077 |
|                               | Salary + 15 Yr longevity | 22,825                 | 24,483 | 28,014 | 27,339                 | 33,580 |
|                               | Salary + 20 Yr longevity | 23,268                 | 24,958 | 28,562 | 27,871                 | 34,238 |
|                               | Salary + 25 Yr longevity | 23,712                 | 25,433 | 29,109 | 28,405                 | 34,894 |

| Grade                          | Step              | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|--------------------------------|-------------------|------------------------|--------|--------|------------------------|--------|
|                                |                   | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| 5                              | 1                 | 17,761                 | 19,048 | 21,794 | 21,257                 | 26,097 |
| Account Clerk Typist I         | 2                 | 18,194                 | 19,513 | 22,335 | 21,782                 | 26,740 |
| Clerk II                       | 3                 | 19,016                 | 20,388 | 23,336 | 22,762                 | 27,943 |
| Duplicating Machine Operator I | 4                 | 20,606                 | 22,102 | 25,296 | 24,671                 | 30,299 |
| Nationally Worker              | 5                 | 22,566                 | 24,202 | 27,706 | 27,027                 | 33,187 |
| Stenographer I                 | + 5 Yr longevity  | 22,822                 | 24,473 | 28,019 | 27,334                 | 33,565 |
| Stock Clerk                    | - 10 Yr longevity | 23,133                 | 24,809 | 28,401 | 27,710                 | 34,030 |
| Information Center Supervisor  | - 15 Yr longevity | 23,473                 | 25,174 | 28,816 | 28,119                 | 34,533 |
| Typist II                      | - 20 Yr longevity | 23,917                 | 25,651 | 29,363 | 28,653                 | 35,191 |
| Word Processing Machine Operat | - 25 Yr longevity | 24,361                 | 26,126 | 29,912 | 29,185                 | 35,847 |

| Grade                           | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|---------------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                                 |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| 6                               | 1                        | 18,349                 | 19,671 | 22,513 | 21,959                 | 26,961 |
| Account Clerk II                | 2                        | 18,790                 | 20,146 | 23,063 | 22,494                 | 27,610 |
| Account Clerk Typist II         | 3                        | 19,601                 | 21,020 | 24,062 | 23,468                 | 28,811 |
| Duplicating Machine Operator II | 4                        | 21,217                 | 22,759 | 26,054 | 25,411                 | 31,199 |
| Records Preservation Supervisor | 5                        | 23,217                 | 24,902 | 28,511 | 27,807                 | 34,152 |
|                                 | Salary + 5 Yr longevity  | 23,472                 | 25,174 | 28,824 | 28,113                 | 34,531 |
|                                 | Salary + 10 Yr longevity | 23,782                 | 25,511 | 29,206 | 28,489                 | 34,996 |
|                                 | Salary + 15 Yr longevity | 24,124                 | 25,877 | 29,622 | 28,898                 | 35,498 |
|                                 | Salary + 20 Yr longevity | 24,567                 | 26,351 | 30,170 | 29,421                 | 36,156 |
|                                 | Salary + 25 Yr longevity | 25,011                 | 26,826 | 30,718 | 29,965                 | 36,813 |

| Grade      | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|            |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| 7          | 1                        | 18,941                 | 20,309 | 23,248 | 22,677                 | 27,837 |
| Compositor | 2                        | 19,383                 | 20,787 | 23,790 | 23,206                 | 28,488 |
|            | 3                        | 20,197                 | 21,658 | 24,791 | 24,182                 | 29,685 |
|            | 4                        | 21,837                 | 23,418 | 26,810 | 26,153                 | 32,115 |
|            | 5                        | 23,867                 | 25,597 | 29,310 | 28,587                 | 35,113 |
|            | Salary + 5 Yr longevity  | 24,124                 | 25,870 | 29,622 | 28,893                 | 35,489 |
|            | Salary + 10 Yr longevity | 24,433                 | 26,205 | 30,003 | 29,269                 | 35,955 |
|            | Salary + 15 Yr longevity | 24,775                 | 26,571 | 30,420 | 29,679                 | 36,457 |
|            | Salary + 20 Yr longevity | 25,219                 | 27,046 | 30,968 | 30,212                 | 37,116 |
|            | Salary + 25 Yr longevity | 25,663                 | 27,521 | 31,515 | 30,745                 | 37,774 |

| Grade                       | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|-----------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                             |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| 8                           | 1                        | 19,491                 | 20,898 | 23,920 | 23,331                 | 28,646 |
| Stenographer II             | 2                        | 19,959                 | 21,416 | 24,511 | 23,909                 | 29,358 |
| Data Ctr help Desk Operator | 3                        | 20,788                 | 22,287 | 25,514 | 24,892                 | 30,557 |
|                             | 4                        | 22,453                 | 24,079 | 27,564 | 26,884                 | 33,015 |
|                             | 5                        | 24,518                 | 26,299 | 30,111 | 29,364                 | 36,073 |
|                             | Salary + 5 Yr longevity  | 24,773                 | 26,572 | 30,424 | 29,672                 | 36,450 |
|                             | Salary + 10 Yr longevity | 25,084                 | 26,907 | 30,806 | 30,048                 | 36,916 |
|                             | Salary + 15 Yr longevity | 25,424                 | 27,272 | 31,222 | 30,457                 | 37,420 |
|                             | Salary + 20 Yr longevity | 25,868                 | 27,748 | 31,769 | 30,990                 | 38,077 |
|                             | Salary + 25 Yr longevity | 26,312                 | 28,223 | 32,317 | 31,523                 | 38,734 |

Jul 1, 2005 Salary

Increase: 1.0325

| Grade                         | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|-------------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                               |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| Grade 9                       | Step 1                   | 20,038                 | 21,486 | 24,594 | 23,988                 | 29,453 |
| Account Clerk III             | 2                        | 20,558                 | 22,049 | 25,236 | 24,613                 | 30,227 |
| Buyer I                       | 3                        | 21,374                 | 22,922 | 26,244 | 25,594                 | 31,427 |
| Clerk III                     | 4                        | 23,065                 | 24,739 | 28,316 | 27,619                 | 33,923 |
|                               | 5                        | 25,170                 | 27,000 | 30,909 | 30,145                 | 37,034 |
|                               | Salary + 5 Yr longevity  | 25,425                 | 27,272 | 31,222 | 30,452                 | 37,411 |
|                               | Salary + 10 Yr longevity | 25,736                 | 27,608 | 31,604 | 30,826                 | 37,875 |
|                               | Salary + 15 Yr longevity | 26,078                 | 27,974 | 32,019 | 31,235                 | 38,380 |
|                               | Salary + 20 Yr longevity | 26,521                 | 28,450 | 32,567 | 31,769                 | 39,037 |
|                               | Salary + 25 Yr longevity | 26,966                 | 28,923 | 33,114 | 32,303                 | 39,694 |
| Grade 10                      | Step 1                   | 21,994                 | 23,593 | 27,008 | 26,345                 | 32,349 |
| Building Systems Analyst      | 2                        | 22,037                 | 23,635 | 27,058 | 26,391                 | 32,409 |
| Graphics Technician           | 3                        | 22,851                 | 24,505 | 28,154 | 27,364                 | 33,611 |
| Pupil Transportation Analyst  | 4                        | 24,597                 | 26,389 | 30,208 | 29,464                 | 36,192 |
| Publications Aide             | 5                        | 26,922                 | 28,875 | 33,071 | 32,251                 | 39,618 |
|                               | Salary + 5 Yr longevity  | 27,178                 | 29,146 | 33,385 | 32,557                 | 39,994 |
|                               | Salary + 10 Yr longevity | 27,468                 | 29,482 | 33,767 | 32,933                 | 40,460 |
|                               | Salary + 15 Yr longevity | 27,830                 | 29,848 | 34,182 | 33,343                 | 40,963 |
|                               | Salary + 20 Yr longevity | 28,274                 | 30,322 | 34,729 | 33,876                 | 41,621 |
|                               | Salary + 25 Yr longevity | 28,718                 | 30,799 | 35,276 | 34,409                 | 42,279 |
| Grade 11                      | Step 1                   | 22,883                 | 24,538 | 28,092 | 27,404                 | 33,654 |
| Budget Analyst I              | 2                        | 22,922                 | 24,582 | 28,145 | 27,448                 | 33,712 |
| Console Operator              | 3                        | 23,735                 | 25,453 | 29,145 | 28,428                 | 34,912 |
| Storekeeper                   | 4                        | 25,518                 | 27,367 | 31,338 | 30,568                 | 37,542 |
| Stenographer III              | 5                        | 27,893                 | 29,920 | 34,264 | 33,418                 | 41,063 |
|                               | Salary + 5 Yr longevity  | 28,148                 | 30,193 | 34,577 | 33,725                 | 41,439 |
|                               | Salary + 10 Yr longevity | 28,458                 | 30,528 | 34,958 | 34,100                 | 41,905 |
|                               | Salary + 15 Yr longevity | 28,800                 | 30,894 | 35,376 | 34,510                 | 42,408 |
|                               | Salary + 20 Yr longevity | 29,243                 | 31,369 | 35,923 | 35,044                 | 43,066 |
|                               | Salary + 25 Yr longevity | 29,687                 | 31,843 | 36,470 | 35,577                 | 43,722 |
| Ungraded A                    | Step 1                   |                        |        |        |                        | 38,588 |
| Accountant I                  | 2                        |                        |        |        |                        | 45,804 |
| Employee Insurance Rep        | + 5 Yr longevity         |                        |        |        |                        | 46,182 |
|                               | Salary + 10 Yr longevity |                        |        |        |                        | 46,647 |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 47,149 |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 47,808 |
|                               | Salary + 25 Yr longevity |                        |        |        |                        | 48,465 |
| Ungraded B                    | Step 1                   | 26,572                 |        |        |                        | 39,364 |
| Grants Procurement Specialist | 2                        | 31,567                 |        |        |                        | 46,766 |
|                               | 3                        | 36,259                 |        |        |                        | 53,716 |
|                               | Salary + 5 Yr longevity  | 36,514                 |        |        |                        | 54,095 |
|                               | Salary + 10 Yr longevity | 36,825                 |        |        |                        | 54,559 |
|                               | Salary + 15 Yr longevity | 37,166                 |        |        |                        | 55,062 |
|                               | Salary + 20 Yr longevity | 37,610                 |        |        |                        | 55,720 |
|                               | Salary + 25 Yr longevity | 38,053                 |        |        |                        | 56,378 |
| Ungraded C                    | Step 1                   |                        |        |        |                        | 46,999 |
| Accountant II                 | 2                        |                        |        |        |                        | 53,741 |
|                               | Salary + 5 Yr longevity  |                        |        |        |                        | 54,118 |
|                               | Salary + 10 Yr longevity |                        |        |        |                        | 54,584 |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 55,087 |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 55,745 |
|                               | Salary + 25 Yr longevity |                        |        |        |                        | 56,402 |
| Ungraded D                    | Step 1                   |                        |        |        |                        | 36,308 |
| Budget Analyst II             | 2                        |                        |        |        |                        | 43,457 |
|                               | 3                        |                        |        |        |                        | 49,772 |
|                               | Salary + 5 Yr longevity  |                        |        |        |                        | 50,150 |
|                               | Salary + 10 Yr longevity |                        |        |        |                        | 50,615 |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 51,118 |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 51,777 |
|                               | Salary + 25 Yr longevity |                        |        |        |                        | 52,433 |
| Ungraded E                    | Step 1                   |                        |        |        |                        | 55,409 |
| Auditor III                   | 2                        |                        |        |        |                        | 61,679 |
| Accountant III                | + 5 Yr longevity         |                        |        |        |                        | 62,058 |
| Budget Analyst III            | - 10 Yr longevity        |                        |        |        |                        | 62,523 |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 63,026 |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 63,683 |

Jul 1, 2005 Salary

Increase: 1.0325

10 Month Annual Salary      12 Month Annual Salary

Step 32.5 Hrs   35 Hrs   40 Hrs   32.5 Hrs   40 Hrs

Grade

Salary + 25 Yr longevity      64,341

Jul 1, 2005 Salary

Increase: 1.0325

| Grade                     | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|---------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                           |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| F                         | 1                        |                        |        |        |                        | 35,829 |
| Buyer II                  | 2                        |                        |        |        |                        | 40,312 |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 40,689 |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 41,155 |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 41,658 |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 42,316 |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 42,973 |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| G                         | 1                        |                        |        |        |                        | 38,095 |
| Programmer I              | 2                        |                        |        |        |                        | 41,136 |
|                           | 3                        |                        |        |        |                        | 42,773 |
|                           | 4                        |                        |        |        |                        | 46,093 |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 46,471 |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 46,937 |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 47,439 |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 48,097 |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 48,754 |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| H                         | 1                        |                        |        |        |                        | 45,394 |
| Programmer II             | 2                        |                        |        |        |                        | 47,424 |
|                           | 3                        |                        |        |        |                        | 50,744 |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 51,122 |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 51,588 |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 52,091 |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 52,748 |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 53,406 |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| I                         | 1                        |                        |        |        |                        | 52,902 |
| Programmer Analyst        | 2                        |                        |        |        |                        | 56,218 |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 56,595 |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 57,061 |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 57,564 |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 58,221 |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 58,878 |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| J                         | 1                        |                        |        |        |                        | 52,390 |
| System Analyst            | 2                        |                        |        |        |                        | 55,427 |
|                           | 3                        |                        |        |        |                        | 58,382 |
|                           | 4                        |                        |        |        |                        | 61,698 |
|                           | Salary + 5 Yr longevity  |                        |        |        |                        | 62,076 |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 62,542 |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 63,044 |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 63,702 |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 64,360 |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| K                         | 1                        |                        |        |        |                        | 55,924 |
| System Analyst Designer   | 2                        |                        |        |        |                        | 61,039 |
| Senior System Programmer  | + 5 Yr longevity         |                        |        |        |                        | 61,416 |
|                           | Salary + 10 Yr longevity |                        |        |        |                        | 61,882 |
|                           | Salary + 15 Yr longevity |                        |        |        |                        | 62,385 |
|                           | Salary + 20 Yr longevity |                        |        |        |                        | 63,042 |
|                           | Salary + 25 Yr longevity |                        |        |        |                        | 63,700 |
| Ungraded                  | Step                     |                        |        |        |                        |        |
| L                         | 1                        | 21,631                 |        |        |                        | 25,989 |
| Senior Nationality Worker | 2                        | 26,546                 |        |        |                        | 31,917 |
|                           | Salary + 5 Yr longevity  | 26,801                 |        |        |                        | 32,223 |
|                           | Salary + 10 Yr longevity | 27,111                 |        |        |                        | 32,599 |
|                           | Salary + 15 Yr longevity | 27,452                 |        |        |                        | 33,008 |
|                           | Salary + 20 Yr longevity | 27,896                 |        |        |                        | 33,542 |
|                           | Salary + 25 Yr longevity | 28,339                 |        |        |                        | 34,075 |

Jul 1, 2006 Salary

Increase: 1.0325

| Grade                           | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|---------------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                                 |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| 2                               | 1                        | 16,513                 | 17,708 | 20,258 | 19,766                 | 24,253 |
| Data Entry Operator             | 2                        | 16,967                 | 18,190 | 20,812 | 20,304                 | 24,916 |
| Switchboard Operator            | 3                        | 17,809                 | 19,089 | 21,850 | 21,312                 | 25,155 |
| Typist I                        | 4                        | 19,377                 | 20,779 | 23,783 | 23,202                 | 28,476 |
| Information Aide                | 5                        | 21,288                 | 22,830 | 25,128 | 25,490                 | 31,301 |
|                                 | Salary + 5 Yr longevity  | 21,551                 | 23,110 | 26,452 | 25,808                 | 31,693 |
|                                 | Salary + 10 Yr longevity | 21,871                 | 23,456 | 26,844 | 26,196                 | 32,173 |
|                                 | Salary + 15 Yr longevity | 22,225                 | 23,833 | 27,273 | 26,618                 | 32,692 |
|                                 | Salary + 20 Yr longevity | 22,683                 | 24,325 | 27,840 | 27,168                 | 33,370 |
|                                 | Salary + 25 Yr longevity | 23,139                 | 24,815 | 28,405 | 27,718                 | 34,050 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 3                               | 1                        | 17,209                 | 18,453 | 21,113 | 20,598                 | 25,279 |
| Office Machine Operator         | 2                        | 17,574                 | 18,846 | 21,564 | 21,031                 | 25,814 |
| Stock Attendant                 | 3                        | 18,420                 | 19,744 | 22,593 | 22,041                 | 27,057 |
|                                 | 4                        | 20,014                 | 21,464 | 24,563 | 23,962                 | 29,416 |
|                                 | 5                        | 21,955                 | 23,549 | 26,959 | 26,294                 | 32,286 |
|                                 | Salary + 5 Yr longevity  | 22,218                 | 23,831 | 27,283 | 26,611                 | 32,578 |
|                                 | Salary + 10 Yr longevity | 22,539                 | 24,177 | 27,676 | 26,999                 | 33,159 |
|                                 | Salary + 15 Yr longevity | 22,892                 | 24,555 | 28,107 | 27,421                 | 33,677 |
|                                 | Salary + 20 Yr longevity | 23,350                 | 25,045 | 28,671 | 27,972                 | 34,355 |
|                                 | Salary + 25 Yr longevity | 23,808                 | 25,537 | 29,236 | 28,523                 | 35,035 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 4                               | 1                        | 17,734                 | 19,011 | 21,753 | 21,222                 | 26,047 |
| Account Clerk I                 | 2                        | 18,185                 | 19,498 | 22,314 | 21,761                 | 26,712 |
| Peripheral Equipment Operator   | 3                        | 19,027                 | 20,398 | 23,347 | 22,698                 | 27,950 |
| Budget Aide                     | 4                        | 20,648                 | 22,141 | 25,343 | 24,719                 | 30,349 |
| Control Clerk                   | 5                        | 22,630                 | 24,272 | 27,778 | 27,100                 | 33,282 |
|                                 | Salary + 5 Yr longevity  | 22,895                 | 24,554 | 28,102 | 27,417                 | 33,672 |
|                                 | Salary + 10 Yr longevity | 23,215                 | 24,899 | 28,495 | 27,805                 | 34,152 |
|                                 | Salary + 15 Yr longevity | 23,567                 | 25,279 | 28,924 | 28,228                 | 34,671 |
|                                 | Salary + 20 Yr longevity | 24,024                 | 25,769 | 29,490 | 28,777                 | 35,351 |
|                                 | Salary + 25 Yr longevity | 24,483                 | 26,260 | 30,055 | 29,328                 | 36,028 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 5                               | 1                        | 18,338                 | 19,667 | 22,502 | 21,948                 | 26,945 |
| Account Clerk Typist I          | 2                        | 18,785                 | 20,147 | 23,061 | 22,490                 | 27,609 |
| Clerk II                        | 3                        | 19,634                 | 21,051 | 24,094 | 23,502                 | 28,851 |
| Duplicating Machine Operator I  | 4                        | 21,276                 | 22,820 | 26,119 | 25,473                 | 31,284 |
| Nationality Worker              | 5                        | 23,299                 | 24,989 | 28,606 | 27,905                 | 34,266 |
| Stenographer I                  | + 5 Yr longevity         | 23,564                 | 25,268 | 28,930 | 28,222                 | 34,656 |
| Stock Clerk                     | - 10 Yr longevity        | 23,885                 | 25,615 | 29,324 | 28,611                 | 35,136 |
| Information Center Supervisor   | - 15 Yr longevity        | 24,236                 | 25,992 | 29,753 | 29,033                 | 35,655 |
| Typist II                       | - 20 Yr longevity        | 24,694                 | 26,485 | 30,317 | 29,584                 | 36,335 |
| Word Processing Machine Operat: | 25 Yr longevity          | 25,153                 | 26,975 | 30,884 | 30,134                 | 37,012 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 6                               | 1                        | 18,945                 | 20,310 | 23,245 | 22,673                 | 27,837 |
| Account Clerk II                | 2                        | 19,401                 | 20,801 | 23,813 | 23,225                 | 28,507 |
| Account Clerk Typist II         | 3                        | 20,238                 | 21,703 | 24,844 | 24,231                 | 29,747 |
| Duplicating Machine Operator II | 4                        | 21,907                 | 23,499 | 26,901 | 26,237                 | 32,213 |
| Records Preservation Supervisor | 5                        | 23,972                 | 25,711 | 29,438 | 28,711                 | 35,262 |
|                                 | Salary + 5 Yr longevity  | 24,235                 | 25,992 | 29,761 | 29,027                 | 35,653 |
|                                 | Salary + 10 Yr longevity | 24,555                 | 26,340 | 30,155 | 29,415                 | 36,133 |
|                                 | Salary + 15 Yr longevity | 24,908                 | 26,718 | 30,585 | 29,837                 | 36,652 |
|                                 | Salary + 20 Yr longevity | 25,365                 | 27,207 | 31,151 | 30,377                 | 37,331 |
|                                 | Salary + 25 Yr longevity | 25,824                 | 27,698 | 31,716 | 30,939                 | 38,009 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 7                               | 1                        | 19,557                 | 20,969 | 24,004 | 23,414                 | 28,742 |
| Composer                        | 2                        | 20,013                 | 21,463 | 24,563 | 23,960                 | 29,414 |
|                                 | 3                        | 20,853                 | 22,362 | 25,597 | 24,968                 | 30,650 |
|                                 | 4                        | 22,547                 | 24,179 | 27,681 | 27,003                 | 33,159 |
|                                 | 5                        | 24,643                 | 26,429 | 30,263 | 29,516                 | 36,254 |
|                                 | Salary + 5 Yr longevity  | 24,908                 | 26,711 | 30,585 | 29,832                 | 36,642 |
|                                 | Salary + 10 Yr longevity | 25,227                 | 27,057 | 30,978 | 30,220                 | 37,124 |
|                                 | Salary + 15 Yr longevity | 25,580                 | 27,435 | 31,409 | 30,644                 | 37,642 |
|                                 | Salary + 20 Yr longevity | 26,039                 | 27,925 | 31,974 | 31,194                 | 38,322 |
|                                 | Salary + 25 Yr longevity | 26,497                 | 28,415 | 32,539 | 31,744                 | 39,002 |
| Grade                           | Step                     |                        |        |        |                        |        |
| 8                               | 1                        | 20,124                 | 21,577 | 24,697 | 24,089                 | 29,577 |
| Stenographer II                 | 2                        | 20,618                 | 22,112 | 25,308 | 24,686                 | 30,312 |
| Data Ctr help Desk Operator     | 3                        | 21,464                 | 23,011 | 26,343 | 25,701                 | 31,550 |
|                                 | 4                        | 23,183                 | 24,862 | 28,460 | 27,758                 | 34,088 |
|                                 | 5                        | 25,315                 | 27,154 | 31,090 | 30,318                 | 37,245 |
|                                 | Salary + 5 Yr longevity  | 25,578                 | 27,436 | 31,413 | 30,635                 | 37,635 |
|                                 | Salary + 10 Yr longevity | 25,899                 | 27,781 | 31,807 | 31,025                 | 38,116 |
|                                 | Salary + 15 Yr longevity | 26,250                 | 28,158 | 32,237 | 31,447                 | 38,636 |
|                                 | Salary + 20 Yr longevity | 26,709                 | 28,650 | 32,801 | 31,997                 | 39,315 |
|                                 | Salary + 25 Yr longevity | 27,167                 | 29,140 | 33,367 | 32,547                 | 39,993 |

Jul 1, 2006 Salary

Increase: 1.0325

| Grade                         | Step                     | 10 Month Annual Salary |        |        | 12 Month Annual Salary |        |
|-------------------------------|--------------------------|------------------------|--------|--------|------------------------|--------|
|                               |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs | 32.5 Hrs               | 40 Hrs |
| Grade                         | Step                     |                        |        |        |                        |        |
| 9                             | 1                        | 20,689                 | 22,184 | 25,393 | 24,768                 | 30,410 |
| Account Clerk III             | 2                        | 21,226                 | 22,766 | 26,056 | 25,413                 | 31,209 |
| Buyer I                       | 3                        | 22,069                 | 23,667 | 27,097 | 26,426                 | 32,448 |
| Clerk III                     | 4                        | 23,815                 | 25,543 | 29,236 | 28,517                 | 35,025 |
|                               | 5                        | 25,988                 | 27,878 | 31,914 | 31,125                 | 38,238 |
|                               | Salary + 5 Yr longevity  | 26,251                 | 28,158 | 32,237 | 31,442                 | 38,627 |
|                               | Salary + 10 Yr longevity | 26,572                 | 28,505 | 32,631 | 31,828                 | 39,106 |
|                               | Salary + 15 Yr longevity | 26,926                 | 28,883 | 33,060 | 32,250                 | 39,627 |
|                               | Salary + 20 Yr longevity | 27,383                 | 29,375 | 33,625 | 32,801                 | 40,306 |
|                               | Salary + 25 Yr longevity | 27,842                 | 29,863 | 34,190 | 33,353                 | 40,984 |
| Grade                         | Step                     |                        |        |        |                        |        |
| 10                            | 1                        | 22,709                 | 24,360 | 27,886 | 27,201                 | 33,400 |
| Building Systems Analyst      | 2                        | 22,753                 | 24,403 | 27,937 | 27,249                 | 33,462 |
| Graphics Technician           | 3                        | 23,594                 | 25,301 | 29,069 | 28,253                 | 34,703 |
| Pupil Transportation Analyst  | 4                        | 25,396                 | 27,247 | 31,190 | 30,422                 | 37,368 |
| Publications Aide             | 5                        | 27,797                 | 29,813 | 34,146 | 33,299                 | 40,906 |
|                               | Salary + 5 Yr longevity  | 28,061                 | 30,093 | 34,470 | 33,615                 | 41,294 |
|                               | Salary + 10 Yr longevity | 28,381                 | 30,440 | 34,864 | 34,003                 | 41,775 |
|                               | Salary + 15 Yr longevity | 28,734                 | 30,818 | 35,293 | 34,427                 | 42,294 |
|                               | Salary + 20 Yr longevity | 29,193                 | 31,307 | 35,858 | 34,977                 | 42,974 |
|                               | Salary + 25 Yr longevity | 29,651                 | 31,800 | 36,422 | 35,527                 | 43,653 |
| Grade                         | Step                     |                        |        |        |                        |        |
| 11                            | 1                        | 23,627                 | 25,335 | 29,005 | 28,295                 | 34,748 |
| Budget Analyst I              | 2                        | 23,667                 | 25,381 | 29,060 | 28,340                 | 34,808 |
| Console Operator              | 3                        | 24,506                 | 26,280 | 30,092 | 29,352                 | 36,047 |
| Storekeeper                   | 4                        | 26,347                 | 28,256 | 32,356 | 31,561                 | 38,762 |
| Stenographer III              | 5                        | 28,800                 | 30,892 | 35,378 | 34,504                 | 42,398 |
|                               | Salary + 5 Yr longevity  | 29,063                 | 31,174 | 35,701 | 34,821                 | 42,786 |
|                               | Salary + 10 Yr longevity | 29,383                 | 31,520 | 36,094 | 35,208                 | 43,267 |
|                               | Salary + 15 Yr longevity | 29,736                 | 31,898 | 36,526 | 35,632                 | 43,786 |
|                               | Salary + 20 Yr longevity | 30,193                 | 32,388 | 37,090 | 36,183                 | 44,466 |
|                               | Salary + 25 Yr longevity | 30,652                 | 32,878 | 37,655 | 36,733                 | 45,143 |
| Ungraded                      | Step                     |                        |        |        |                        |        |
| A                             | 1                        |                        |        |        |                        | 39,842 |
| Accountant I                  | 2                        |                        |        |        |                        | 47,293 |
| Employee Insurance Rep.       | + 5 Yr longevity         |                        |        |        |                        | 47,683 |
|                               | Salary + 10 Yr longevity |                        |        |        |                        | 48,163 |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 48,681 |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 49,362 |
|                               | Salary + 25 Yr longevity |                        |        |        |                        | 50,040 |
| Ungraded                      | Step                     |                        |        |        |                        |        |
| B                             | 1                        | 27,436                 |        |        |                        | 40,643 |
| Grants Procurement Specialist | 2                        | 32,593                 |        |        |                        | 48,286 |
|                               | 3                        | 37,437                 |        |        |                        | 55,462 |
|                               | Salary + 5 Yr longevity  | 37,701                 |        |        |                        | 55,853 |
|                               | Salary + 10 Yr longevity | 38,022                 |        |        |                        | 56,332 |
|                               | Salary + 15 Yr longevity | 38,374                 |        |        |                        | 56,852 |
|                               | Salary + 20 Yr longevity | 38,832                 |        |        |                        | 57,531 |
|                               | Salary + 25 Yr longevity | 39,290                 |        |        |                        | 58,210 |
| Ungraded                      | Step                     |                        |        |        |                        |        |
| C                             | 1                        |                        |        |        |                        | 48,526 |
| Accountant II                 | 2                        |                        |        |        |                        | 55,488 |
|                               | Salary + 5 Yr longevity  |                        |        |        |                        | 55,877 |
|                               | Salary + 10 Yr longevity |                        |        |        |                        | 56,358 |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 56,877 |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 57,557 |
|                               | Salary + 25 Yr longevity |                        |        |        |                        | 58,235 |
| Ungraded                      | Step                     |                        |        |        |                        |        |
| D                             | 1                        |                        |        |        |                        | 37,488 |
| Budget Analyst II             | 2                        |                        |        |        |                        | 44,869 |
|                               | 3                        |                        |        |        |                        | 51,390 |
|                               | Salary + 5 Yr longevity  |                        |        |        |                        | 51,780 |
|                               | Salary + 10 Yr longevity |                        |        |        |                        | 52,260 |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 52,779 |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 53,460 |
|                               | Salary + 25 Yr longevity |                        |        |        |                        | 54,137 |
| Ungraded                      | Step                     |                        |        |        |                        |        |
| E                             | 1                        |                        |        |        |                        | 57,210 |
| Auditor III                   | 2                        |                        |        |        |                        | 63,684 |
| Accountant III                | + 5 Yr longevity         |                        |        |        |                        | 64,075 |
| Budget Analyst III            | + 10 Yr longevity        |                        |        |        |                        | 64,555 |
|                               | Salary + 15 Yr longevity |                        |        |        |                        | 65,074 |
|                               | Salary + 20 Yr longevity |                        |        |        |                        | 65,753 |

Jul 1, 2006 Salary

Increase: 1.0325

10 Month Annual Salary

12 Month Annual Salary

Grade

Step 32.5 Hrs

35 Hrs

40 Hrs

32.5 Hrs

40 Hrs

Salary + 25 Yr longevity

66,432

Jul 1, 2006 Salary

Increase: 1.0325

| Grade                     | Step                     | 10 Month Annual Salary |        | 12 Month Annual Salary |          |        |
|---------------------------|--------------------------|------------------------|--------|------------------------|----------|--------|
|                           |                          | 32.5 Hrs               | 35 Hrs | 40 Hrs                 | 32.5 Hrs | 40 Hrs |
| Ungraded                  | Step                     |                        |        |                        |          |        |
| F                         | 1                        |                        |        |                        |          | 36,993 |
| Buyer II                  | 2                        |                        |        |                        |          | 41,622 |
|                           | Salary + 5 Yr longevity  |                        |        |                        |          | 42,011 |
|                           | Salary + 10 Yr longevity |                        |        |                        |          | 42,493 |
|                           | Salary + 15 Yr longevity |                        |        |                        |          | 43,012 |
|                           | Salary + 20 Yr longevity |                        |        |                        |          | 43,591 |
|                           | Salary + 25 Yr longevity |                        |        |                        |          | 44,370 |
| Ungraded                  | Step                     |                        |        |                        |          |        |
| G                         | 1                        |                        |        |                        |          | 39,333 |
| Programmer I              | 2                        |                        |        |                        |          | 42,473 |
|                           | 3                        |                        |        |                        |          | 44,163 |
|                           | 4                        |                        |        |                        |          | 47,591 |
|                           | Salary + 5 Yr longevity  |                        |        |                        |          | 47,981 |
|                           | Salary + 10 Yr longevity |                        |        |                        |          | 48,462 |
|                           | Salary + 15 Yr longevity |                        |        |                        |          | 48,981 |
|                           | Salary + 20 Yr longevity |                        |        |                        |          | 49,660 |
|                           | Salary + 25 Yr longevity |                        |        |                        |          | 50,339 |
| Ungraded                  | Step                     |                        |        |                        |          |        |
| H                         | 1                        |                        |        |                        |          | 46,869 |
| Programmer II             | 2                        |                        |        |                        |          | 48,965 |
|                           | 3                        |                        |        |                        |          | 52,393 |
|                           | Salary + 5 Yr longevity  |                        |        |                        |          | 52,783 |
|                           | Salary + 10 Yr longevity |                        |        |                        |          | 53,265 |
|                           | Salary + 15 Yr longevity |                        |        |                        |          | 53,784 |
|                           | Salary + 20 Yr longevity |                        |        |                        |          | 54,462 |
|                           | Salary + 25 Yr longevity |                        |        |                        |          | 55,142 |
| Ungraded                  | Step                     |                        |        |                        |          |        |
| I                         | 1                        |                        |        |                        |          | 54,621 |
| Programmer Analyst        | 2                        |                        |        |                        |          | 58,045 |
|                           | Salary + 5 Yr longevity  |                        |        |                        |          | 58,434 |
|                           | Salary + 10 Yr longevity |                        |        |                        |          | 58,915 |
|                           | Salary + 15 Yr longevity |                        |        |                        |          | 59,435 |
|                           | Salary + 20 Yr longevity |                        |        |                        |          | 60,113 |
|                           | Salary + 25 Yr longevity |                        |        |                        |          | 60,792 |
| Ungraded                  | Step                     |                        |        |                        |          |        |
| J                         | 1                        |                        |        |                        |          | 54,093 |
| System Analyst            | 2                        |                        |        |                        |          | 57,228 |
|                           | 3                        |                        |        |                        |          | 60,279 |
|                           | 4                        |                        |        |                        |          | 63,703 |
|                           | Salary + 5 Yr longevity  |                        |        |                        |          | 64,093 |
|                           | Salary + 10 Yr longevity |                        |        |                        |          | 64,575 |
|                           | Salary + 15 Yr longevity |                        |        |                        |          | 65,093 |
|                           | Salary + 20 Yr longevity |                        |        |                        |          | 65,772 |
|                           | Salary + 25 Yr longevity |                        |        |                        |          | 66,452 |
| Ungraded                  | Step                     |                        |        |                        |          |        |
| K                         | 1                        |                        |        |                        |          | 57,742 |
| System Analyst Designer   | 2                        |                        |        |                        |          | 63,023 |
| Senior System Programmer  | + 5 Yr longevity         |                        |        |                        |          | 63,412 |
|                           | Salary + 10 Yr longevity |                        |        |                        |          | 63,893 |
|                           | Salary + 15 Yr longevity |                        |        |                        |          | 64,413 |
|                           | Salary + 20 Yr longevity |                        |        |                        |          | 65,091 |
|                           | Salary + 25 Yr longevity |                        |        |                        |          | 65,770 |
| Ungraded                  | Step                     |                        |        |                        |          |        |
| L                         | 1                        | 22,334                 |        |                        |          | 26,834 |
| Senior Nationality Worker | 2                        | 27,409                 |        |                        |          | 32,954 |
|                           | Salary + 5 Yr longevity  |                        |        |                        |          | 33,270 |
|                           | Salary + 10 Yr longevity |                        |        |                        |          | 33,658 |
|                           | Salary + 15 Yr longevity |                        |        |                        |          | 34,081 |
|                           | Salary + 20 Yr longevity |                        |        |                        |          | 34,632 |
|                           | Salary + 25 Yr longevity |                        |        |                        |          | 35,182 |

