



Cornell University
ILR School

NYS PERB Contract Collection – Metadata Header

This contract is provided by the Martin P. Catherwood Library, ILR School, Cornell University. The information provided is for noncommercial educational use only.

Some variations from the original paper document may have occurred during the digitization process, and some appendices or tables may be absent. Subsequent changes, revisions, and corrections may apply to this document.

For more information about the PERB Contract Collection, see <http://digitalcommons.ilr.cornell.edu/perbcontracts/>

Or contact us:

Catherwood Library, Ives Hall, Cornell University, Ithaca, NY 14853
607-254-5370 ilrref@cornell.edu

Contract Database Metadata Elements

Title: **Lindenhurst Union Free School District and Lindenhurst Clerical Unit, CSEA Local 1000, AFSCME, AFL-CIO (2011)**

Employer Name: **Lindenhurst Union Free School District**

Union: **Lindenhurst Clerical Unit, CSEA, AFSCME, AFL-CIO**

Local: **1000**

Effective Date: **07/01/2011**

Expiration Date: **06/30/2017**

PERB ID Number: **8574**

Unit Size:

Number of Pages: **34**

For additional research information and assistance, please visit the Research page of the Catherwood website - <http://www.ilr.cornell.edu/library/research/>

For additional information on the ILR School - <http://www.ilr.cornell.edu/>

WC/8574

CONTRACT AGREEMENT

BETWEEN THE

LINDENHURST UNION FREE SCHOOL DISTRICT

AND THE

CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC.

AFSCME, AFL-CIO

LINDENHURST UNIT - LOCAL 1000

CLERICAL EMPLOYEES

JULY 1, 2011 TO JUNE 30, 2017

INDEX

	<u>Article</u>	<u>Page</u>
ADMINISTRATIVE LIAISON	VII	5
APPOINTMENTS, TRANSFERS, PROMOTIONS	XVIII	16
ASSOCIATION RIGHTS	IX	6
ATTENDANCE BONUS	XXIX	21
CLERICAL SUBSTITUTES	XXII	19
DISCIPLINARY APPEAL	XXIV	19
DISTRICT RIGHTS	IV	2
DUES DEDUCTION	III	1
DURATION-ZIPPER CLAUSE	XXVI	20
GRIEVANCE PROCEDURE	VI	3
HOLIDAYS, RECESSES, SCHOOL CLOSINGS, CALENDAR	XI	8
HOURS, RECALL, OVERTIME	X	7
INSURANCE	XIV	12
JOB-RELATED COURSES	XXVIII	20
LEAVES OF ABSENCE	XIII	10
NEGOTIATION PROCEDURES	V	2
NONINSTRUCTIONAL PERSONNEL FILES	XX	18
NO STRIKE CLAUSE	I	1
PRIOR SERVICE	XVI	15
PROTECTION OF EMPLOYEE	VIII	5
RECOGNITION	II	1
RETIREMENT	XV	15
SAFETY	XXV	20
SALARIES, CAREER INCREMENTS	XIX	17

	<u>Article</u>	<u>Page</u>
SAVINGS CLAUSE	XXI	19
TAYLOR LAW NOTICE	XXVII	20
USE OF PRIVATE VEHICLES	XXIII	19
VACATIONS	XII	9
WORKING ABOVE TITLE-COMPENSATION	XVII	16

THIS AGREEMENT made and entered into this 26th day of June, 2013 by and between the LINDENHURST UNION FREE SCHOOL DISTRICT (hereinafter referred to as the "District") and the LINDENHURST CLERICAL UNIT, LOCAL 1000, CIVIL SERVICE EMPLOYEES ASSOCIATION, INC. AFSCME, AFL-CIO (hereinafter referred to as the "Association").

ARTICLE I. NO STRIKE CLAUSE

To encourage and promote effective and harmonious relationships and advance the cause of public education in Lindenhurst, the Association pledges that it will not assist or participate in a strike, or to impose an obligation to conduct, assist, or participate in a strike.

ARTICLE II. RECOGNITION

In accordance with the Civil Service Law, the Association has been certified by the Public Employment Relations Board as the exclusive bargaining agent for a unit consisting of all full-time, noninstructional office and clerical personnel, but excluding the Administrative Assistant for Business, Accounting Officer, Superintendent's Secretaries, Secretaries to the Assistant Superintendent and Administrative Assistants to the Superintendent, Stenographer assigned to the Administrative Assistant for Business, two stenographers assigned to the personnel office, Secretaries to the Deputy Superintendent, Assistant Business Manager, aide-monitors, cafeteria aides, playground aides, library aides, classroom aides and receptionist.

Nothing contained herein shall be construed to require that such employees shall be members of the Association as a condition of employment, and that recognition of the Association shall not interfere with or impair the rights of employees under the Constitution or laws of the State of New York.

ARTICLE III. DUES DEDUCTION - AGENCY FEE

1. As long as the Association is the negotiating agent as aforesaid, the District shall deduct from the checks of members of the Association who submit dues check-off authorizations in writing to the District the amount of Association dues as determined by the Association in accordance with written memorandum thereof to be filed by the Association with the District. These deductions shall be made in equal amounts and commence in October of each year. Such

authorizations shall remain in effect until written revocation shall be delivered or mailed, so as to be received by the Business Office of the District no later than five (5) days prior to the payday on which the revocation is to take effect.

2. Each employee not a member of the Association shall have an agency fee deducted from his/her salary in accordance with Civil Service Laws 208. The Association shall advise the District of the amount of the agency fee. Deductions will be made in the same manner as dues deductions.

3. The Association shall indemnify and save the District harmless against any and all claims, demands, suits or other forms of liability, including reasonable attorneys' fees that shall arise out of or by reason of action taken or not taken by the District for the purpose of complying with any of the provisions of this Article.

ARTICLE IV. DISTRICT RIGHTS

The Association recognizes that under the laws of New York State and the regulations of the Commissioner of Education, the District is legally responsible for the conduct of the educational program and the operation of the Lindcnhurst Public Schools.

It is the prerogative of the District to continue existing policies or to initiate and announce new policies so long as the same do not affect or change matters expressly or specifically referred to in this Agreement.

All employees in the District are expected to comply with the rules, regulations and directives adopted by the District or its representatives within the provisions of this Agreement.

ARTICLE V. NEGOTIATION PROCEDURES

A. Representatives of the District will meet with representatives designated by the Association for the purpose of negotiation and discussion in order to reach a mutually satisfactory agreement concerning salaries and other terms and conditions of employment in keeping with Civil Service rules and regulations.

B. Upon request of either party for a meeting to open such negotiations, a mutually acceptable meeting date shall be set not more than fifteen (15) days following such request. In any given school year, such request shall be made on or before January 15th. All issues proposed

for discussion shall be submitted in writing by the Association to the District or its representatives at the first meeting. The District shall submit in writing to the Association representatives all additional issues upon which it wishes to negotiate at the meeting immediately following clarification of Association proposals. The second meeting and all necessary subsequent meetings shall be called at times that are mutually acceptable.

C. Designated representatives of the District and its advisors shall meet at such places and times mutually agreed upon with representatives of the Association and its advisors for the purpose of effecting a free exchange of facts, opinions, proposals and counterproposals in an effort to reach mutual understanding and agreement. Both parties agree to conduct such negotiations in good faith and to deal openly and fairly with each other on all matters. Following the initial meetings, as outlined in paragraph B above, additional meetings shall be held as required to reach agreement.

ARTICLE VI. GRIEVANCE PROCEDURE

It is the declared objective of the parties involved in this contract to encourage the prompt and informal resolution of employee complaints as they arise and to provide recourse to orderly procedures for the satisfactory adjustment of grievances in accordance with the following procedures:

A. Definitions:

- (1) A "Grievance" shall mean any claimed violation, misinterpretation or inequitable application of various provisions of this negotiated Agreement.
- (2) "Days", unless otherwise specified, shall mean school days.

B. General Principles:

Should a grievance be claimed, there shall be no suspension of work on the part of either party on account of such grievances, but an earnest effort shall be made to settle such differences immediately in the manner described in the following paragraphs.

C. Procedures

1. The aggrieved person shall present the grievance in writing to his/her immediate supervisor, who shall discuss and attempt to satisfy the matter with him/her forthwith. If not

resolved, the representative and/or the aggrieved party shall then present the grievance to the party who initiated the cause of the grievance. If, after initial discussions, the person wishes to be accompanied by a representative of his/her own choosing, he/she may request and shall be granted such a meeting. The immediate supervisor shall render his/her determination in writing to the aggrieved person within three (3) days after the grievance has been discussed by the parties concerned. If such grievance is not satisfactorily resolved at this stage, the aggrieved person may appeal in writing to the Superintendent within five (5) days of receipt of the immediate supervisor's decision. The appeal shall set forth the nature of grievance and alleged violation.

2. The Superintendent, or his/her designee, shall meet with the aggrieved party and his/her representative within five (5) days of receipt of the appeal. The Superintendent shall have ten (10) days from receipt of the appeal to render a written determination of his/her findings. If the grievance is not satisfactorily resolved at this stage, it may be forwarded to the next appropriate stage.

3. The Superintendent shall submit a written report to the Board of Education with a copy to the aggrieved party concerning the grievance and the decision he/she reached. The Board of Education may, at its option, either review the case or forward it to the next stage. If the case is reviewed, it will be considered at a special meeting held within fifteen (15) calendar days with the aggrieved and his/her representative and a written report rendered to the aggrieved within five (5) calendar days after the meeting.

4. In the event that the aggrieved person is not satisfied with the disposition of his/her grievance, he/she may request arbitration in writing to the Superintendent. Within ten (10) days after such written notice of arbitration, representatives of the District and Association shall meet to designate a mutually acceptable arbitrator. The arbitrator designated by the parties shall issue his/her final award within thirty (30) calendar days of the closing of the hearings. The arbitrator shall have no power to add to, detract from or otherwise vary the terms of the Agreement between the parties. The award shall be binding upon both parties and they will both comply

therewith. The costs of the arbitrator in such arbitration procedures shall be borne equally by the District and the Association.

5. The filing or pendency of any grievance shall in no way operate to impede, delay or interfere with the right of the District to take action on the complaint, subject, however, to the final decision on the grievance.

6. Failure at any step of the grievance procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next stage. Failure at any step of this procedure to appeal a grievance to the next stage within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

7. A grievance will be deemed to have been waived unless presented within thirty (30) calendar days after the event or events on which the grievance is based is known, or should have been known, to the grieving party.

8. This procedure shall be the sole and exclusive method of resolving a grievance, as herein defined, in the Lindenhurst Union Free School District, except as may otherwise be provided by law.

ARTICLE VII. ADMINISTRATION LIAISON

If the Superintendent and/or his/her representatives and association representatives deem it necessary, they may meet on an informal, as needed, basis to discuss matters of mutual concern which are not mandatory subjects of negotiations.

ARTICLE VIII. PROTECTION OF EMPLOYEE

A. If an employee is assaulted in connection with his/her employment, the employee shall immediately give the Superintendent written notice of that fact. The Superintendent shall transmit such report to the Board forthwith. The Board and the Superintendent shall comply with any request from such employee for information in their possession relating to the incident or the persons involved and will otherwise cooperate with the employee in the event of a civil or criminal proceeding.

B. The District agrees to save harmless and protect employees from financial loss and will provide for their defense arising out of any claim, demand, suit or judgment by reason of

alleged negligence or other act resulting in accidental bodily injury to any person within or about the school building provided such employee at the time of the accident or injury was acting in the discharge of his/her duties within the scope of their employment and/or under the direction of the District as set forth and in accord with procedures and provisions in s 3023 of the Education Law.

C. Board Policy #4123, as amended, pertaining to Workers' Compensation claims will remain in effect, and a copy of same is attached hereto.

D. Any employee sustaining an on-the-job injury is required to notify the District in writing of the date, location and manner in which such injury occurred, as well as the injuries sustained, within 48 hours of the injury. An exception to this requirement is when an employee, due to the nature of the injuries sustained, is incapable of communicating verbally or in writing, personally or through his/her representative, within the requisite time period. In such cases, the employee will be required to notify the District regarding such incident in writing as soon as possible after same. Nothing contained herein shall be deemed a waiver of any employee's right to Worker's Compensation benefits, and the employee's right to such benefits shall be governed by the New York State Worker's Compensation Law.

ARTICLE IX. ASSOCIATION RIGHTS

A. The Association shall have the right to post notices of its activities on school bulletin boards designated by the building principal for that purpose.

B. The Association shall have the right to use school buildings when approved under existing policy without charge, provided that such use shall not interfere with the school program.

C. A duly designated official representative of the Association will be afforded the opportunity, without loss of pay, to attend the annual C.S.E.A. convention. The District shall not be obligated to pay any expenses therefor.

D. One copy of all policies and job descriptions pertaining to noninstructional personnel shall be forwarded to the Association as soon as possible.

E. The District shall adopt no policy that conflicts with the express terms of this Agreement.

F. Copies of agreements between the District and other groups within the District shall be submitted to the Association President as soon as they are published.

G. The District will cause sufficient copies of this Agreement to be reproduced at its expense.

H. No employee shall be illegally discriminated against based upon such employee's race, color, creed, national origin, gender, or age.

ARTICLE X. HOURS, RECALL, OVERTIME

A. From September 1st through June 30th, the length of the workday for clerical and office personnel will be seven (7) hours, exclusive of one (1) hour for lunch, Monday through Friday inclusive. The specific hours of work will be set by the Superintendent in accordance with school sessions and working hours of administrative and supervisory personnel involved in such a manner that offices are attended at all times during the regular day. Where necessary, hours may be staggered to provide coverage.

From July 1st through August 31st, office and clerical personnel hired prior to July 1, 1990 will work five (5) hours per day exclusive of one (1) hour for lunch. Personnel hired after July 1, 1990 will work 5 1/2 hours per day exclusive of lunch. The hours worked by each individual shall be determined by the administration in its sole discretion. The latest an employee will be required to work is 3:30 p.m., except in situations where the employee and the administration agree otherwise. This will apply to all office and clerical personnel employed by the District.

The President of the CSEA clerical employees and/or a designee will consult with the Superintendent of Schools and/or his designee on or before April 1 of each school year regarding the schedule for clerical employees during the summer (July 1st through August 31st). It is understood that the final decision and determination for clerical assignment and scheduling will be the responsibility of the Superintendent of Schools.

B. Overtime. Office and clerical employees shall receive compensatory time off or straight-time pay at the option of the employer for all work authorized by their supervisors and worked beyond thirty-five (35) hours, and up to and including forty (40) hours per week, and shall receive paid time-and-one half (1 1/2) for all hours authorized by their supervisors and worked beyond forty (40) hours per week.

In order to receive payment or credit for overtime work (beyond forty (40) hours per week), employees are required to complete an application form specified by Administration. Administration shall consult with the appropriate bargaining unit representatives regarding the composition of the form, however, the final determination as to such form will be that of Administration.

ARTICLE XI. HOLIDAYS, RECESSES, SCHOOL CLOSINGS, CALENDAR

A. The District shall have the right to require office and clerical personnel to work during the Christmas, Easter, and winter recess periods, when necessary, in support of administrative work being done on such days, provided, however, the District has the right to call in all Administrators during these periods. Reasonable notice shall be given to the employees by the District and the employees shall be compensated on a per diem rate basis for such work. No office clerical employee shall be required to work more than a total of one-half (1/2) the recess days in the three (3) recess periods, and in no event more than two (2) recess periods.

All clerical employees hired on or after July 1, 1990 shall be required to work two hundred forty (240) days in each fiscal year exclusive of vacation time due. The 240 days may not include any officially designated or legal holidays when school is not in session. Effective July 1, 2000, these employees shall work the same number of days as employees hired prior to July 1, 1990.

Unless otherwise notified, office personnel will report for work on days when schools are closed because of inclement weather or other emergencies. On such days, if an employee will be delayed in reporting, he/she will notify his/her immediate supervisor.

B. Calendar. Representatives of the Association shall be consulted on the establishment of a school calendar.

ARTICLE XII. VACATIONS

A. Employees covered by this Agreement, who were appointed after June 30, 1968, will be granted paid vacations according to length of service in the District as of June 30th of the vacation year as prescribed below:

One (1) week vacation with six (6) months, but less than one (1) year of service; two (2) weeks vacation with one (1) year, but less than five (5) years of service, three (3) weeks vacation with five (5) years, but less than ten (10) years of service; four (4) weeks vacation with ten (10) or more years of service.

B. "Service", as used in A above, shall mean actual working time for the District and shall not include leave without pay.

C. Office and clerical vacations will be taken in the period between July 1st and August 31st. However, exception to the provision may be made by the Superintendent so that portions of earned vacation time may be taken before or after this period.

Forms for requesting certain vacation dates are to be forwarded to each office and clerical employee covered by this Agreement no later than April 1st of each school year. They are to be returned to the Personnel Office no later than April 15th of each school year indicating the dates of the requested vacation.

Finalized vacation schedules for all office and clerical employees will be printed and distributed to these employees no later than May 1st of each school year.

Where an office and clerical employee find it necessary to request a change in his/her vacation dates after the May 1st date, the employee must request same of his/her immediate supervisor and then the Personnel Department in writing stating the reasons therefor. The supervisor will respond to such request in writing within ten (10) days of receipt of the request.

D. Vacation pay will be paid before departing on scheduled vacation provided the business office receives a minimum of two (2) weeks advance written notice prior to the start of the vacation.

E. Employees on vacation need not be replaced by substitutes by the District.

ARTICLE XIII. LEAVES OF ABSENCE

A. Sick Leave - Terminal Leave Pay

1. All twelve (12) - month employees will be allowed, without loss of pay, fifteen (15) days in each school year on account of personal illness or physical disability. Three (3) of these days may be used for personal days.

The reasons for personal leave shall be stated on the personal days approval form as Appendix "C".

2. If an employee does not use the full number of allowable days in any one year, the number of days not used shall be accumulated from year to year and used, if needed, for an unlimited number of accumulated days.

3. If the employee begins employment during the school year (after July 1st for twelve-month employees), the employee will be allowed a proration of the days.

4. If the employee leaves the employ of the District during the school year, the number of days allowed for sickness or physical disability will be prorated for the period worked in that year, and, if at the termination of employment, he/she has been paid for days in excess of the number of allowable and accumulated leave, deductions for those days will be made from his/her pay.

5. At the start of each fiscal year (July 1st), the permanent employee will be allowed a number of working days at half (1/2) pay for personal sickness or illness equal to the number of sick leave days accumulated at the close of the previous fiscal year (June 30th), these days to be used, if needed, after regular sick leave days have been exhausted. These days will not be cumulative from year to year.

6. Medical proof of the need to be absent must be submitted to support payment for days absent in excess of three (3) consecutive days under these provisions, if requested by the Superintendent or his/her designee. This shall not preclude the Superintendent or his/her designee from requesting medical substantiation in individual situations for an absence of less than three (3) consecutive days where there has been a pattern of abuses or when required by statute or regulations of the Commissioner or when the health of students is involved.

7. Terminal Leave Pay.

Effective July 1, 1987 employees who retire from the District under the N.Y.S. Retirement System shall receive compensation for unused sick leave accumulated at the rate of one-half (1/2) of each day of unused sick leave at their daily rate of pay up to a maximum of one hundred eighty (180) days.

8. Sick Leave Reimbursement.

If the employee does not use the full number of allowable sick days in any one year, he/she will have the option of being paid fifty percent (50%) of the employee's per diem pay up to twelve (12) days. In the event the employee opts for the fifty percent (50%) payment, such days shall not be accumulated or used for any purpose thereafter.

B. Illness in Family Leave.

Absences for illness in the family up to five (5) days in any one school year will be charged against sick leave allowance. Absence for illness in the family in excess of five (5) days in any one school year will be deducted from salary.

C. Death Leave

1. Death in the Immediate Family

Up to five (5) workdays from the date of death without loss of pay and without charge against accumulated sick leave will be allowed for absence due to each death in the immediate family (mother, father, sister, brother, child, spouse or relative residing in the same household, mother-in-law, father-in-law, grandparents). Provisions to be absent an additional three (3) days running consecutively shall be charged against accumulated sick leave.

2. Death Not in Immediate Family

One (1) day without loss of pay and without charge against accumulated sick leave allowance will be allowed for absence due to the death of a member of the employee's family not covered by subsection No. 1 above. Provisions to be absent for an additional two (2) days running consecutively will be allowed, which days shall be charged against accumulated sick leave allowance.

D. Infant Care Leave

A leave of absence without pay for a period not to exceed one (1) year may be granted for care of an infant child from newly born through age eighteen (18) months. Application for the leave shall be in writing to the Superintendent of Schools no later than two (2) months prior to the anticipated date of commencement of the leave.

E. Absence for Other Reasons

Leaves of absence for other reasons will be judged on an individual basis by the Board after hearing recommendations from the immediate supervisor and the Superintendent.

F. Jury Duty

An employee shall be permitted to have time off with pay when necessary for the purpose of performing jury duty and giving testimony in court under subpoena in matters in which he/she is not a party. The employee shall be required to turn over any per diem pay received as a juror or as a witness, but not any mileage pay.

ARTICLE XIV. INSURANCE

A. Health

1. (A.) Effective July 1, 2011 all employees shall contribute 10.5% of the cost of premiums for individual and/or family health insurance coverage; effective July 1, 2012 all employees shall contribute 11% of the cost of premiums for individual and/or family health insurance coverage; effective July 1, 2013 all employees shall contribute 12.5% of the cost of premiums for individual and/or family health insurance coverage; effective July 1, 2014 all employees shall contribute 14% of the cost of premiums for individual and/or family health insurance coverage; effective July 1, 2015 all employees shall contribute 15% of the cost of premiums for individual and/or family health insurance coverage; and effective July 1, 2016 all employees shall contribute 16% of the cost of premiums for individual and/or family health insurance coverage. The District may offer alternative coverages from Cigna or other insurance carriers which are not prohibited by NYSIIP to unit members, pursuant to the rules, regulations, bulletins or other pronouncements of such coverage plans.

B. For employees hired on or after July 1, 2013 and thereafter, such employees shall contribute 20% of the cost of premiums for individual and/or family health insurance coverage.

C. An employee shall, upon applying for health insurance coverage, attest to the District that he/she does not now receive either HIP, New York State Health Insurance Plan ("NYSHIP") or other alternative insurance plans selected by the District, through another member of the family. The District shall not continue to pay health insurance for employees who are on leave, paid or unpaid, for more than one year. The employee may continue such insurance thereafter in accordance with law and plan rules at no cost to the District.

2. The District shall be permitted to adopt a comparable health plan. In the event the District chooses to adopt a new plan:

A. The District shall give the Association sixty 60 days notice prior to the implementation of any new comparable plan.

B. The Association will be given the opportunity to discuss the new plan with the District prior to its implementation.

C. If the Association believes the new plan is not comparable to the existing one, it shall have the right to proceed to expedited binding Arbitration on the issue of comparability.

D. Except as otherwise stated herein, each member of the bargaining unit who provides the school district with a declination for NYSHIP health insurance shall receive payment for waiving such coverage. The payment for declining coverage shall be one-half the cost of the premium for the particular plan applicable to the individual who is opting for the declination payment. There shall be no declination payment unless the employee declines all District health insurance coverages (i.e. through NYSHIP, HIP, Cigna, etc.). The declination payment shall apply only to declinations of NYSHIP or HIP coverages. Payment shall be made in the last paycheck in June when the declination has been in effect from the preceding July 1st. The declination must be submitted to the District no later than June 1st for the fiscal year beginning on July 1st. Individuals who decline the Health Insurance coverage under this section will not have the opportunity to opt back into the plan for the balance of the fiscal year except in

cases of emergency, such as: death of the spouse, divorce, or loss of health insurance coverage through the spouse. In emergency conditions, if the individual opts back into the coverage, he/she will receive no payments for that year. Individuals who have declined coverage for a given year, and who wish to re-enroll in the health insurance program for the following years, shall notify the district of such change no later than June 1st for the fiscal year beginning on the following July 1st.

1. Effective July 1, 2012 and thereafter, the declination payment shall remain at the rate for 2012/13 unless rates for subsequent years are lower than the 2012/13 rate; in such event, the declination payment will be reduced accordingly.

2. There shall be no declination payment for employees hired on or after July 1, 2013. Effective July 1, 2013, pursuant to NYSHIP memorandum/bulletin, unit members who are enrolled in NYSHIP coverage through the policy of another (i.e., spouse) shall no longer be eligible for the declination payment provision set forth above. Should said memorandum/bulletin and/or NYSHIP rule be repealed, amended, or overturned by a Court, so as to eliminate or invalidate the memorandum/bulletin and/or disqualification, upon such event, this provision will become null and void and will no longer be in effect.

3. Effective July 1, 2003, only those employees who have served in the clerical bargaining unit in the District for ten (10) continuous/consecutive years of service or more, will receive health insurance paid for by the District in retirement. Furthermore, all retirees irrespective of the date of retirement will be required to contribute a percentage of the cost of premiums for individual and/or family health insurance coverage in retirement which is equivalent to and no greater than the percentage contributed by such employees during their last year of employment with the District.

B. Life

The District shall pay the premium to provide life insurance coverage equal to the regular annual salary of the employee applying therefore raised to the next highest thousand dollars. The employee may purchase additional life insurance as permitted by the carrier and if the carrier permits, this additional coverage may be continued by the employee after retirement.

C. Dental

The District shall contribute \$416.76 per participating employee effective July 1, 2004; the District shall contribute \$540.96 per participating employee effective July 1, 2005; the District shall contribute \$549.72 per participating employee effective July 1, 2006.

D. Disability

The District shall contribute up to a maximum of Fifty-five Dollars (\$55.00) per year per participant in a mutually acceptable insurance disability plan.

E. Survivor Benefits

In the event of the death of a clerical member of the CSEA unit who is employed by the district on the date of death, all sick leave and accrued vacation benefits shall be paid to the estate of the employee.

F. Flexible Benefits Plan

Effective sixty (60) days after the execution of this Memorandum of Agreement, the District shall participate in a Flexible Benefits Plan approved in accordance with Section 125 of the Internal Revenue Code.

G. Optical Insurance

Beginning July 1, 2000, the District shall contribute \$84.12 per employee per year for the CSEA gold 12 optical insurance plan with a maximum cap on such contribution in the event of premium increases, of \$100.00 per employee per year.

ARTICLE XV. RETIREMENT

The District shall continue to provide retirement coverage pursuant to Section 75-i of the New York State Employees Retirement Plan.

ARTICLE XVI. PRIOR SERVICE

Newly appointed noninstructional personnel, who have been employed in the District previously, may be granted full credit for each year of full-time service rendered in the same or equivalent capacity, provided such service has been rendered within five (5) years of the date of reemployment. Exception to the five-year provision may be made upon the recommendation of the Superintendent and approval of the Board.

No credit will be given for less than one (1) year of previous full-time service.

ARTICLE XVII. WORKING ABOVE TITLE - COMPENSATION

In the event that an employee in the bargaining unit works above title in excess of a period of ten (10) days in a school year, he/she shall be compensated at the higher rate established for the job classification involved. Employees who work above title for at least ten (10) days will be guaranteed a minimum of \$20 per week above their normal salary. No employee will work above title without being requested to do so by the District.

ARTICLE XVIII. APPOINTMENTS, TRANSFERS, PROMOTIONS

A. During the period of this Agreement, the District reserves the right to add new positions, to make appointments and reassignments of personnel in keeping with the terms of this contract.

B. The District reserves the right to make transfers and assignments on the basis of merit as the needs of the District indicate. Seniority will be considered, but shall be determinative only when the District judges that the skill and ability and qualifications of employees involved are approximately equal. In making promotions within the bargaining unit, presently employed full-time permanent personnel shall be given first consideration provided they meet the necessary qualifications and Civil Service requirements.

C. Whenever vacancies or promotional opportunities occur, a description shall be posted for at least five (5) working days in all schools and/or places of employment. All openings for promotional positions paying higher salary differentials shall be publicized in every building on bulletin boards two (2) weeks before the position is to be filled. All applicants for a promotional position in a noncompetitive class shall be notified in writing within a reasonable time of receipt that their application has been received. In filling a promotional position within the unit with a higher salary differential, the District shall request the Suffolk County Civil Service Commission to conduct a promotional examination in the first instance and then an open competitive examination.

D. Personnel desiring to be transferred within the District shall notify the Personnel Office in writing of this request. Receipt of said request will be acknowledged by the Personnel

Office. Whenever a vacancy occurs within the District, personnel on this voluntary transfer list will be notified first for an interview. The list will be kept for one (1) year.

E. Whenever an employee takes a Civil Service examination for a higher position, passes said examination and is appointed to the higher position within the District, the employee shall immediately be placed on the salary schedule as of the next pay period in the new position, provided that the date falls within the date so stated on the Suffolk County Civil Service Commission eligibility list.

F. It is understood that an employee who is promoted to a higher paying position shall receive a pro-rated increment raise not to exceed one step, except that in no event shall the increase be less than one-half of one step.

G. Prior to creating a new title, the District shall consult with the Association's representative concerning the salary for said position. However, there shall be no impasse declared over discussions regarding the creation of a salary for a new position.

ARTICLE XIX. SALARIES, CAREER INCREMENTS

A. The salaries for personnel covered by this Agreement shall be in accordance with the schedules annexed hereto and made part of this Agreement. The attached schedules reflect the following annual increases:

1. 2011 / 2012 - 0.5%
2. 2012 / 2013 - 1.5%
3. 2013 / 2014 - 1.5%
4. 2014 / 2015 - 1.5%
5. 2015 / 2016 - 1.5%
6. 2016 / 2017 - 1.5%

B. Salary notices will be forwarded to each employee as soon as possible after the Agreement is signed by the Association representative and the Board President.

C. Advancement on salary schedule shall be made as of July 1st of each year. An employee who has completed six (6) months or more service in the preceding year as of July 1st will be eligible for advancement to the next step on the schedule. However, if for some reason a person has not passed the Civil Service Examination for the position held, there will be no advancement beyond Step 5.

D. Negotiated salary increases may be withheld for less than satisfactory service.

E. The following career increments for service in the District shall be paid over and above the stated salaries:

1. Employees who were on the final step of their respective salary schedule on the preceding June 30th shall receive a Five Hundred Dollar (\$500.00) longevity increment. Clerical employees shall receive this differential after completion of eleven (11) years of service through fourteen (14) years of service. The longevity increments for additional years of service shall be as follows:

During the 15 th through 19 th year of service	\$1,500.00
During the 20 th through 24 th year of service	\$2,000.00
During the 25 th or more years of service	\$2,500.00

The Five Hundred Dollars (\$500.00) referred to in (1) above is not added to the above increments and is included therein. Longevity payments shall be made during the applicable years in equal installments at each pay period.

F. Effective July 1, 2013, all employees shall receive wages and compensation through the District's Direct Deposit Program.

ARTICLE XX. NONINSTRUCTIONAL PERSONNEL FILES

A. Upon request made in writing three (3) school days in advance, an employee shall be permitted to examine his/her employment file except for pre-employment confidential information contained therein. However, nothing except pre-employment material shall be kept in the pre-employment file.

B. Files may not be removed from the personnel office at any time. However, the employee may reproduce any items contained in the file.

C. There shall be one (1) official employee personnel file in which the above type of material is filed.

D. Material relevant to an employee's conduct, service, character and personality shall not be placed in the file unless the employee has the opportunity to read such material. The employee shall acknowledge that he/she has read such materials by affixing his/her signature on the actual copy to be filed with the understanding that such signature merely signifies that he/she has read the material to be filed and does not necessarily indicate agreement with its contents.

E. Upon examination of the file, the employee shall have the right to respond in writing to any material filed and his/her answer shall be attached to the file copy.

F. Should an employee be vindicated in grievance procedures from any demeaning statement or accusation of or by someone in a supervisory or administrative capacity, material pertaining to such alleged malfeasance shall immediately be withdrawn.

G. Upon prior approval of the Superintendent of Schools or his designee, the District shall pay for job-related courses.

ARTICLE XXI. SAVINGS CLAUSE

All statutory provisions, rulings and regulations promulgated thereunder affecting the employees herein above described are in no way abridged by this Agreement, and this Agreement shall be deemed subject thereto.

If any provision of this Agreement is found to be contrary to law or applicable regulation of any governmental agency with jurisdiction in the premises, then only that provision will be deemed invalid but all other provisions will continue in full force and effect.

If a deletion is made pursuant to this section, the parties to this contract will immediately convene to attempt to negotiate a satisfactory replacement.

ARTICLE XXII. CLERICAL SUBSTITUTES

When a supervisor deems it necessary for a clerical substitute to be called in, such substitute will be obtained from the clerk-typist list, which is on file with the District.

ARTICLE XXIII. USE OF PRIVATE VEHICLES

No employee shall be required as a condition of employment to use his/her own vehicle for school business.

ARTICLE XXIV. DISCIPLINARY APPEAL

Employees who do not have s 75 Civil Service Law rights may request a meeting with the Superintendent of Schools in the event they are to be suspended for more than three (3) days or terminated. Such request shall be made within five (5) days after the employee receives notice of said disciplinary action. The employee shall have the right to have a representative of

his/her choice present at the meeting. The decision of the Superintendent of Schools shall be final and not subject to the grievance procedure.

ARTICLE XXV. SAFETY

The District agrees to abide by all Federal and State Health and Safety laws.

ARTICLE XXVI. DURATION - ZIPPER CLAUSE

This Agreement shall become effective July 1, 2011 and shall continue in effect until June 30, 2017. Beyond this Agreement, relationships will be governed by the Public Employees Fair Employment Act.

The conditions set forth in this Agreement will not be changed in any way by the Association or the District and negotiations will not be reopened during the life of the Agreement. However, periodic discussions may be held by representatives of the Association and representatives of the District.

ARTICLE XXVII. TAYLOR LAW NOTICE

In accordance with the Civil Service Law, the following is included in and made part of this Agreement:

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 XXVIII. JOB-RELATED COURSES

Upon the approval of the Superintendent of Schools or his designee, unit members may be reimbursed for job-related courses taken.

ARTICLE XXIX. ATTENDANCE BONUS

Employees who have perfect attendance for an entire fiscal year shall be entitled to a \$300.00 bonus, payable on the first paycheck of the subsequent fiscal year. Employees who have perfect attendance for any two consecutive fiscal years shall be entitled to a \$500.00 bonus, payable in the first paycheck of the subsequent fiscal year. Absences due to a death in the family, jury duty, vacation time, or personal days will not be counted as days absent for purposes of this article.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this _____ day of May, 2013.

LINDENHURST UNION FREE
SCHOOL DISTRICT

BY: Richard Nathan
RICHARD NATHAN
SUPERINTENDENT OF SCHOOLS

LINDENHURST CLERICAL UNIT,
LOCAL 1000,
CIVIL SERVICE EMPLOYEES ASSOCIATION
AFSCME, AFL-CIO

BY: A Joni Walcott, LPS 2/12/14
BY: Maureen Russo 2/26/14
Anne Venegiano 2/26/14
Maryann Woods 2
Marguerite Veseli
Kathleen Quartuccio
Brian S. Grammicia

LINDENHURST PUBLIC SCHOOLS
Lindenhurst, New York

REQUEST FORM FOR APPROVAL
TO BE AWAY WITH PERMISSION — NONINSTRUCTIONAL

DATE _____

NAME _____ POSITION _____
SCHOOL _____

The Board of Education (Board Policy 4106) will grant up to 3 AP (Away with Permission) days with pay in each school year. These are non-cumulative, are not considered vacation days, or in any way automatic. The need must be serious, in the category of an emergency, and in general required to perform essential personal business which cannot be performed at a time when school is not in session. Exception to this restriction is that 3 AP days may be granted for the purpose of marriage, or where the law specifically entitles the use of such days for personal reasons. Requests should be made in advance, in writing, on forms prepared for this purpose. If this is not possible, the employee must submit a written request to the superintendent, through his immediate supervisor, immediately upon returning to work.

Away-with-Permission policy provides three (3) away-with-permission days per year, and provides that when the reason for the request for leave is any of those listed below, the reason given on the request form may be indicated simply as personal:

CHECK IF PERSONAL

- Taking a child to college at opening of school year
- Graduation of a child or spouse from college
- Marriage of the employee
- Adoption of a child
- Closing of title on purchase of house or moving
- Court appearance involving the employee
- Income tax audit or hearing
- Taking to, or bringing spouse from, hospital

Date(s) of Away-with-Permission (Personal): _____

If the leave is for more than one day or any reason not listed above, an explanation must be given on the request form. Except in an emergency when time does not permit, the request must be made in advance and approved by the Building Principal and the Superintendent.

Explain _____

Date(s) of Away-with-Permission (Other): _____

Signature of Staff Member _____

PRINCIPAL APPROVAL AND FORWARDED TO SUPT. FOR DECISION
DISAPPROVED AND RETURNED TO STAFF MEMBER

COMMENTS: _____

SUPERINTENDENT APPROVAL
DISAPPROVAL AND RETURNED TO STAFF MEMBER

COMMENTS: _____

Signed: _____ Signed _____
Immediate Supervisor Superintendent

**SALARY SCHEDULE - CSEA
CLERICAL UNIT
2011-2012 (.5%)**

STEP	MICRO REPAIR TECH/DATA PRO EQUIP OP	PRINT SHOP SUPERVISOR	PRINCIPAL ACCT CLERK	SR ACCT CLERK PHOTO COPY MACHINE OPERATOR II	SR STENO	ACCOUNT CLERK	STENO	SR CLERK TYPIST	CENSUS ENUMERATOR CLERK TYPIST
1	\$37,878	\$35,336	\$35,487	\$33,143	\$34,455	\$31,660	\$30,391	\$29,118	\$28,489
2	\$39,306	\$36,765	\$36,915	\$34,570	\$35,882	\$33,086	\$31,819	\$30,545	\$29,918
3	\$40,733	\$38,192	\$38,341	\$35,997	\$37,309	\$34,513	\$33,246	\$31,972	\$31,345
4	\$42,159	\$39,618	\$39,768	\$37,423	\$38,735	\$35,940	\$34,674	\$33,398	\$32,771
5	\$43,586	\$41,045	\$41,197	\$38,850	\$40,163	\$37,367	\$36,102	\$34,825	\$34,198
6	\$45,013	\$42,471	\$42,624	\$40,278	\$41,592	\$38,796	\$37,528	\$36,254	\$35,625
7	\$46,441	\$43,901	\$44,051	\$41,706	\$43,018	\$40,224	\$38,955	\$37,681	\$37,052
8	\$47,868	\$45,329	\$45,477	\$43,134	\$44,445	\$41,650	\$40,381	\$39,109	\$38,480
9	\$49,296	\$46,755	\$46,904	\$44,560	\$45,872	\$43,077	\$41,810	\$40,535	\$39,908
10	\$56,183	\$51,898	\$52,049	\$49,522	\$50,935	\$47,926	\$46,562	\$45,177	\$44,513
11	\$57,869	\$53,455	\$53,611	\$51,008	\$52,464	\$49,364	\$47,958	\$46,533	\$45,848
12	\$57,869	\$53,455	\$53,611	\$51,008	\$52,464	\$49,364	\$47,958	\$46,533	\$45,848
13	\$57,869	\$53,455	\$53,611	\$51,008	\$52,464	\$49,364	\$47,958	\$46,533	\$45,848
14	\$57,869	\$53,455	\$53,611	\$51,008	\$52,464	\$49,364	\$47,958	\$46,533	\$45,848
15	\$59,027	\$54,524	\$54,682	\$52,028	\$53,513	\$50,352	\$48,916	\$47,462	\$46,766

**SALARY SCHEDULE - CSEA
CLERICAL UNIT
2012-2013 (1.5%)**

STEP	MICRO REPAIR TECH/DATA PRO EQUIP OP	PRINT SHOP SUPERVISOR	PRINCIPAL ACCT CLERK	SR ACCT CLERK PHOTO COPY MACHINE OPERATOR II	SR STENO	ACCOUNT CLERK	STENO	SR CLERK TYPIST	CENSUS ENUMERATOR CLERK TYPIST
1	\$38,446	\$35,866	\$36,019	\$33,640	\$34,972	\$32,135	\$30,847	\$29,555	\$28,916
2	\$39,896	\$37,316	\$37,469	\$35,089	\$36,420	\$33,582	\$32,296	\$31,003	\$30,367
3	\$41,344	\$38,765	\$38,916	\$36,537	\$37,869	\$35,031	\$33,745	\$32,452	\$31,815
4	\$42,791	\$40,212	\$40,365	\$37,984	\$39,316	\$36,479	\$35,194	\$33,899	\$33,263
5	\$44,240	\$41,661	\$41,815	\$39,433	\$40,765	\$37,928	\$36,644	\$35,347	\$34,711
6	\$45,688	\$43,108	\$43,263	\$40,882	\$42,216	\$39,378	\$38,091	\$36,798	\$36,159
7	\$47,138	\$44,560	\$44,712	\$42,332	\$43,663	\$40,827	\$39,539	\$38,246	\$37,608
8	\$48,586	\$46,009	\$46,159	\$43,781	\$45,112	\$42,275	\$40,987	\$39,696	\$39,057
9	\$50,035	\$47,456	\$47,608	\$45,228	\$46,560	\$43,723	\$42,437	\$41,143	\$40,507
10	\$57,026	\$52,676	\$52,830	\$50,265	\$51,699	\$48,645	\$47,260	\$45,855	\$45,181
11	\$58,737	\$54,257	\$54,415	\$51,773	\$53,251	\$50,104	\$48,677	\$47,231	\$46,536
12	\$58,737	\$54,257	\$54,415	\$51,773	\$53,251	\$50,104	\$48,677	\$47,231	\$46,536
13	\$58,737	\$54,257	\$54,415	\$51,773	\$53,251	\$50,104	\$48,677	\$47,231	\$46,536
14	\$58,737	\$54,257	\$54,415	\$51,773	\$53,251	\$50,104	\$48,677	\$47,231	\$46,536
15	\$59,912	\$55,342	\$55,502	\$52,808	\$54,316	\$51,107	\$49,650	\$48,174	\$47,467

**SALARY SCHEDULE - CSEA
CLERICAL UNIT
2013-2014 (1.5%)**

STEP	MICRO REPAIR TECH/DATA PRO EQUIP OP	PRINT SHOP SUPERVISOR	PRINCIPAL ACCT CLERK	SR ACCT CLERK PHOTO COPY MACHINE OPERATOR II	SR STENO	ACCOUNT CLERK	STENO	SR CLERK TYPIST	CENSUS ENUMERATOR CLERK TYPIST
1	\$39,023	\$36,404	\$36,559	\$34,145	\$35,497	\$32,617	\$31,310	\$29,998	\$29,350
2	\$40,494	\$37,876	\$38,031	\$35,615	\$36,966	\$34,086	\$32,780	\$31,468	\$30,823
3	\$41,964	\$39,346	\$39,500	\$37,085	\$38,437	\$35,556	\$34,251	\$32,939	\$32,292
4	\$43,433	\$40,815	\$40,970	\$38,554	\$39,906	\$37,026	\$35,722	\$34,407	\$33,762
5	\$44,904	\$42,286	\$42,442	\$40,024	\$41,376	\$38,497	\$37,194	\$35,877	\$35,232
6	\$46,373	\$43,755	\$43,912	\$41,495	\$42,849	\$39,969	\$38,662	\$37,350	\$36,701
7	\$47,845	\$45,228	\$45,383	\$42,967	\$44,318	\$41,439	\$40,132	\$38,820	\$38,172
8	\$49,315	\$46,699	\$46,851	\$44,438	\$45,789	\$42,909	\$41,602	\$40,291	\$39,643
9	\$50,786	\$48,168	\$48,322	\$45,906	\$47,258	\$44,379	\$43,074	\$41,760	\$41,115
10	\$57,881	\$53,466	\$53,622	\$51,019	\$52,474	\$49,375	\$47,969	\$46,543	\$45,859
11	\$59,618	\$55,071	\$55,231	\$52,550	\$54,050	\$50,856	\$49,407	\$47,939	\$47,234
12	\$59,618	\$55,071	\$55,231	\$52,550	\$54,050	\$50,856	\$49,407	\$47,939	\$47,234
13	\$59,618	\$55,071	\$55,231	\$52,550	\$54,050	\$50,856	\$49,407	\$47,939	\$47,234
14	\$59,618	\$55,071	\$55,231	\$52,550	\$54,050	\$50,856	\$49,407	\$47,939	\$47,234
15	\$60,811	\$56,172	\$56,335	\$53,600	\$55,131	\$51,874	\$50,395	\$48,897	\$48,179

**SALARY SCHEDULE - CSEA
CLERICAL UNIT
2014-2015 (1.5%)**

STEP	MICRO REPAIR TECH/DATA PRO EQUIP OP	PRINT SHOP SUPERVISOR	PRINCIPAL ACCT CLERK	SR ACCT CLERK PHOTO COPY MACHINE OPERATOR II	SR STENO	ACCOUNT CLERK	STENO	SR CLERK TYPIST	CENSUS ENUMERATOR CLERK TYPIST
1	\$39,608	\$36,950	\$37,107	\$34,657	\$36,029	\$33,106	\$31,780	\$30,448	\$29,790
2	\$41,101	\$38,444	\$38,601	\$36,149	\$37,520	\$34,597	\$33,272	\$31,940	\$31,285
3	\$42,593	\$39,936	\$40,093	\$37,641	\$39,014	\$36,089	\$34,765	\$33,433	\$32,776
4	\$44,084	\$41,427	\$41,585	\$39,132	\$40,505	\$37,581	\$36,258	\$34,923	\$34,268
5	\$45,578	\$42,920	\$43,079	\$40,624	\$41,997	\$39,074	\$37,752	\$36,415	\$35,760
6	\$47,069	\$44,411	\$44,571	\$42,117	\$43,492	\$40,569	\$39,242	\$37,910	\$37,252
7	\$48,563	\$45,906	\$46,064	\$43,612	\$44,983	\$42,061	\$40,734	\$39,402	\$38,745
8	\$50,055	\$47,399	\$47,554	\$45,105	\$46,476	\$43,553	\$42,226	\$40,895	\$40,238
9	\$51,548	\$48,891	\$49,047	\$46,595	\$47,967	\$45,045	\$43,720	\$42,386	\$41,732
10	\$58,749	\$54,268	\$54,426	\$51,784	\$53,261	\$50,116	\$48,689	\$47,241	\$46,547
11	\$60,512	\$55,897	\$56,059	\$53,338	\$54,861	\$51,619	\$50,148	\$48,658	\$47,943
12	\$60,512	\$55,897	\$56,059	\$53,338	\$54,861	\$51,619	\$50,148	\$48,658	\$47,943
13	\$60,512	\$55,897	\$56,059	\$53,338	\$54,861	\$51,619	\$50,148	\$48,658	\$47,943
14	\$60,512	\$55,897	\$56,059	\$53,338	\$54,861	\$51,619	\$50,148	\$48,658	\$47,943
15	\$61,723	\$57,015	\$57,180	\$54,404	\$55,958	\$52,652	\$51,151	\$49,630	\$48,902

**SALARY SCHEDULE - CSEA
CLERICAL UNIT
2015-2016 (1.5%)**

STEP	MICRO REPAIR TECH/DATA PRO EQUIP OP	PRINT SHOP SUPERVISOR	PRINCIPAL ACCT CLERK	SR ACCT CLERK PHOTO COPY MACHINE OPERATOR II	SR STENO	ACCOUNT CLERK	STENO	SR CLERK TYPIST	CENSUS ENUMERATOR CLERK TYPIST
1	\$40,202	\$37,504	\$37,664	\$35,177	\$36,569	\$33,603	\$32,257	\$30,905	\$30,237
2	\$41,718	\$39,021	\$39,180	\$36,691	\$38,083	\$35,116	\$33,771	\$32,419	\$31,754
3	\$43,232	\$40,535	\$40,694	\$38,206	\$39,599	\$36,630	\$35,286	\$33,934	\$33,268
4	\$44,745	\$42,048	\$42,209	\$39,719	\$41,113	\$38,145	\$36,802	\$35,447	\$34,782
5	\$46,262	\$43,564	\$43,725	\$41,233	\$42,627	\$39,660	\$38,318	\$36,961	\$36,296
6	\$47,775	\$45,077	\$45,240	\$42,749	\$44,144	\$41,178	\$39,831	\$38,479	\$37,811
7	\$49,291	\$46,595	\$46,755	\$44,266	\$45,658	\$42,692	\$41,345	\$39,993	\$39,326
8	\$50,806	\$48,110	\$48,267	\$45,782	\$47,173	\$44,206	\$42,859	\$41,508	\$40,842
9	\$52,321	\$49,624	\$49,783	\$47,294	\$48,687	\$45,721	\$44,376	\$43,022	\$42,358
10	\$59,630	\$55,082	\$55,242	\$52,561	\$54,060	\$50,868	\$49,419	\$47,950	\$47,245
11	\$61,420	\$56,735	\$56,900	\$54,138	\$55,684	\$52,393	\$50,900	\$49,388	\$48,662
12	\$61,420	\$56,735	\$56,900	\$54,138	\$55,684	\$52,393	\$50,900	\$49,388	\$48,662
13	\$61,420	\$56,735	\$56,900	\$54,138	\$55,684	\$52,393	\$50,900	\$49,388	\$48,662
14	\$61,420	\$56,735	\$56,900	\$54,138	\$55,684	\$52,393	\$50,900	\$49,388	\$48,662
15	\$62,649	\$57,870	\$58,038	\$55,220	\$56,797	\$53,442	\$51,918	\$50,374	\$49,636

**SALARY SCHEDULE - CSEA
CLERICAL UNIT
2016-2017 (1.5%)**

STEP	MICRO REPAIR TECH/DATA PRO EQUIP OP	PRINT SHOP SUPERVISOR	PRINCIPAL ACCT CLERK	SR ACCT CLERK PHOTO COPY MACHINE OPERATOR II	SR STENO	ACCOUNT CLERK	STENO	SR CLERK TYPIST	CENSUS ENUMERATOR CLERK TYPIST
1	\$40,805	\$38,067	\$38,229	\$35,705	\$37,118	\$34,107	\$32,741	\$31,369	\$30,691
2	\$42,344	\$39,606	\$39,768	\$37,241	\$38,654	\$35,643	\$34,278	\$32,905	\$32,230
3	\$43,880	\$41,143	\$41,304	\$38,779	\$40,193	\$37,179	\$35,815	\$34,443	\$33,767
4	\$45,416	\$42,679	\$42,842	\$40,315	\$41,730	\$38,717	\$37,354	\$35,979	\$35,304
5	\$46,956	\$44,217	\$44,381	\$41,851	\$43,266	\$40,255	\$38,893	\$37,515	\$36,840
6	\$48,492	\$45,753	\$45,919	\$43,390	\$44,806	\$41,796	\$40,428	\$39,056	\$38,378
7	\$50,030	\$47,294	\$47,456	\$44,930	\$46,343	\$43,332	\$41,965	\$40,593	\$39,916
8	\$51,568	\$48,832	\$48,991	\$46,469	\$47,881	\$44,869	\$43,502	\$42,131	\$41,455
9	\$53,106	\$50,368	\$50,530	\$48,003	\$49,417	\$46,407	\$45,042	\$43,667	\$42,993
10	\$60,524	\$55,908	\$56,071	\$53,349	\$54,871	\$51,631	\$50,160	\$48,669	\$47,954
11	\$62,341	\$57,586	\$57,754	\$54,950	\$56,519	\$53,179	\$51,664	\$50,129	\$49,392
12	\$62,341	\$57,586	\$57,754	\$54,950	\$56,519	\$53,179	\$51,664	\$50,129	\$49,392
13	\$62,341	\$57,586	\$57,754	\$54,950	\$56,519	\$53,179	\$51,664	\$50,129	\$49,392
14	\$62,341	\$57,586	\$57,754	\$54,950	\$56,519	\$53,179	\$51,664	\$50,129	\$49,392
15	\$63,589	\$58,738	\$58,909	\$56,048	\$57,649	\$54,244	\$52,697	\$51,130	\$50,381

