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**Contract Database Metadata Elements**

Title: **Malverne Union Free School District and Malverne Association of Educational Support Personnel, NYSUT/AFT (2006)**

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

Union: **Malverne Association of Educational Support Personnel, NYSUT/AFT**

Local:

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AGREEMENT

BETWEEN

MALVERNE UNION FREE SCHOOL DISTRICT

- and -

THE MALVERNE ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL,  
NYSUT/AFT

JULY 1, 2006 - JUNE 30, 2009

**RECEIVED**

JAN 17 2008

NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD

25

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AGREEMENT entered into effective as of July 1, 2006, by and between the MALVERNE UNION FREE SCHOOL DISTRICT (herein referred to as the "District") and the MALVERNE ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL, NYSUT/AFT (herein referred to as the "Association").

WITNESSETH:

WHEREAS, the parties have reached certain understandings which they desire to confirm in the Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I. RECOGNITION, NO-STRIKE PLEDGE, DUES DEDUCTION

A. Recognition: The Association, having submitted satisfactory evidence that it represents a majority of the clerical staff, is hereby recognized as the exclusive bargaining agent for the clerical staff, as herein after described. Such recognition shall be for the allowable period under the provisions of the Taylor Law.

Clerical Staff: The Clerical Staff shall consist of: Stenographic-Secretary, Senior Stenographer, Stenographer, Principal Account Clerk, Account Clerk, Senior Typist Clerk, Typist Clerk, Senior Clerk, Clerk, Senior Library Clerk, Principal Clerk Typist, Administrative Assistant and Senior Account Clerk.

B. No-Strike Pledge: So long as the Association is the exclusive bargaining agent as aforesaid, the Association agrees to comply with the provisions of the Taylor Law prohibiting strikes as said Law is now in effect or may be hereafter amended.

C. Dues Deductions: Member of the unit may at any time sign and deliver to the District an assignment authorizing deduction of membership dues and assessments of the Association, NYSUT/AFT.

The amount of such deduction from each regular paycheck shall be indicated to the District by the Association and the District agrees promptly to remit to the Association all monies so deducted, accompanied by a list of members of the unit from whom the deductions have been made, indicating the total amount deducted.

Deductions from the paychecks shall, if authorized, be made in twenty (20) equal payments (ten month employees) or twenty-four (24) equal payments (twelve month employees).

D. Agency Fee:

1. Every member of the bargaining unit who is not a member of the Association shall, within thirty (30) days after the initial date of employment, pay to the Association an agency fee. Such fee shall be equal to one hundred (100%) percent of the membership dues of the Association. Such fee may be paid through the dues check-off, provided however, that the form of such payment shall be entitled the "Agency Fee Check Off."

2. Indemnity - The Association agrees to save and hold harmless the District from all loss, expenses, damages, costs and attorneys' fees that may accrue as a result of the aforesaid contract by reason of any actions or suits brought against the District by any employee in this unit of representation aggrieved by the implementation of the aforesaid agency shop provision of the aforesaid contract.

3. Participation in Legal Action - The Association will participate in all legal actions or proceedings brought which relate to the aforesaid agency shop clause to the fullest

extent possible. Representation of the Association by attorneys retained by the New York State United Teachers and/or direct participation by said Association will be deemed as fulfilling the conditions of this paragraph.

ARTICLE II. ASSOCIATION MEETINGS WITH ADMINISTRATION

A. The District shall make available to the Association, without charge, space for the conduct of general meetings of the membership and individual committee meetings. In those instance where the District permits the Association to use school space, when custodial coverage is not otherwise scheduled for the facility, the Association agrees to pay all costs necessary for making such space available.

It is understood that such meetings shall in no way interfere with the work schedule of any clerical employee, and that permission for use of District facilities must be granted by the Administration before such meetings take place.

B. The President of the Association and the Superintendent of Schools and/or his/her designee shall meet on a monthly basis. The purpose of such meeting shall be to exchange information, discuss problems or concerns, or any other purpose the parties shall choose to use it for.

C. The District shall furnish the Association with two (2) copies of the minutes of all Board meetings, once they have been approved by the Board of Education.

D. The President of the Association will be notified when new unit members are hired, as well as part-time and temporary hires.

ARTICLE III. PRIOR WORK EXPERIENCE AND PROMOTION

A uniform policy will be applied in the recognition of prior work-related experience.

All vacancies shall be posted in each school with a copy sent to the Association President, and all qualified personnel covered by this Agreement shall be given adequate opportunity to make application for such positions.

As a general rule, seniority shall be observed except where job skills, experience, training and the like require exceptions to seniority.

ARTICLE IV. WORKERS' COMPENSATION INSURANCE

All employees are covered by Workers' Compensation Insurance.

Employees must report all accidents immediately and file a report of the accident in the Central Office. When an employee makes a visit to the doctor, he/she would also notify him/her that it is a compensation injury, so that there will be no charge to the employee by the doctor.

Absence due to on-the-job injury shall not be charged against sick leave. Such absence is subject to District review every three (3) months, and the District may require certification by a doctor of the Workers' Compensation Board, or a doctor appointed by the District. Payment of full salary is limited to one (1) year. Beyond one (1) year, the rules of Workers' Compensation Board will govern.

ARTICLE V. LEAVES OF ABSENCE

A. If an employee is unavoidably detained from work on account of illness or other emergency, such employee is required to notify his/her immediate supervisor to explain his/her

absence and its probable duration.

B. Sick and Personal Leave: A total annual bank of fifteen (15) days leave, all of which shall be cumulative without limit, shall be established. Three (3) of such days can be used in any one year for personal reasons. The personal leave days are for the purpose of transacting or attending to personal matters which require absence during school hours and are of such a nature that it is impossible to schedule such activities during times other than school hours.

Personal leave shall be granted for: 1) closing on property; 2) legal matters requiring court attendance; 3) religious ceremonies; 4) child's first attendance at college - - not to exceed one (1) day; and 5) graduation of employee or immediate member of family. It is understood that the employee will submit a prior approval form to the Superintendent as far in advance as possible, and the Superintendent shall not unreasonably withhold such approval. One (1) personal leave day may be designated as "Confidential" and approval thereof not required. In cases of emergency, the employee will inform the Principal or immediate supervisor of the emergency. Up to five (5) days per year may be used by an employee where his/her presence is required due to the serious illness of a member of his/her immediate family.

The District may require satisfactory medical verification of an illness to insure an employee is capable of returning to work and/or when it has reasonable grounds to believe sick leave is being abused. Any cost to the employee not covered by medical insurance shall be reimbursed to the employee by the District. The Superintendent shall advise the Association President when utilizing this clause.

There shall be a salary deduction for absences not excused.



C. The total number of sick and personal days which may be accumulated are one hundred eighty (180) days. For absences beyond sick and personal leave accumulated, a deduction of 1/260th of the annual salary shall be made for each day's absence for 12-month employees; 1/238th for 11-month employees; and 1/216th for 10-month employees.

The total number of sick and personal days for each school year shall be credited to the account of each employee on July 1. In the event an employee leaves during the year and has used more sick and personal leave than earned, such leave shall be deducted from the final check or repaid to the school district.

Any employee who commences employment after July 1 of any given year shall receive a pro-rated amount of sick/personal leave for their first year.

Employees shall be covered under Section 41-j of the retirement and Social Security law granting allowance for retirement purpose of accumulated sick leave at the time of retirement.

D. Bereavement Leave: All employees covered by this Agreement shall be allowed up to five (5) days leave of absence with full pay for each death in the immediate family. Immediate family shall be defined as spouse, mother, mother-in-law, father, father-in-law, sister, brother, sister-in-law, brother-in-law, grandparents or grandchildren, and children or other relative residing in the same household as the employee. Bereavement leave for the death of relatives other than those in the immediate family may be granted at the discretion of the Superintendent.

E. Unpaid Leave of Absence: Upon application, unit members may be granted a leave of absence without a pay for a period not to exceed one (1) year. The granting of such leave is solely within the discretion of the District and is not subject to the grievance procedure.

ARTICLE VI. MEDICAL EXAMINATION

The District may require all new clerical employees to submit evidence of medical examination.

The costs of medical examinations prescribed by the District and generally required by it of the clerical staff shall be borne by the District, if performed by designated school physicians.

ARTICLE VII. HOURS, OVERTIME

A. Clerical employees work five (5) days a week, seven (7) hours per day, not including lunch hours, a total of thirty-five (35) hours per week during the period September through June. During July and August, the hours may be reduced up to one-half (½) hour per day, if work schedule is sufficiently up to date. Summer work schedule and vacation schedule shall be approved by the Building Principal and posted in each building where applicable, except in the case of the administrative office where approval shall be obtained from immediate supervisor.

B. There may be times when heavy work loads would necessitate some overtime. Overtime shall be worked only when necessary, on the recommendation and authority of the Building Principal, except in the case of the administrative office, where approval shall be obtained' from immediate supervisor.

C. Employees working more than thirty-five (35) hours in any calendar week shall receive time off at the rate of time and one-half, or be paid at the rate of time and one-half for the time worked. The determination as to whether time off or compensation shall be granted shall be made by the District.

D. Employees shall receive regular payment for snow or emergency days. However, an employee shall be required to report for work on such days if the immediate supervisor deems it essential that those employees report to work.

E. The 10-month employees, when required to work prior to September 1 and after June 30, shall be given additional pay, on a daily basis, or equivalent number of days off.

F. If school buildings are closed due to a health emergency for students and faculty, secretaries will not be expected to remain in the building.

#### ARTICLE VIII. VACATION

Twelve (12) month employees shall receive paid vacations in accordance with the following schedule: two (2) weeks after one (1) year's service; three (3) weeks after five (5) years' service; four (4) weeks after ten (10) years' service.. Employees with less than one (1) year's service shall be granted one (1) day vacation per month during the first year up to ten (10) days. Annual vacation shall accrue on the anniversary date of employment. Employees shall be required to utilize at least half of their vacation days during the months of July and August. The District will make reasonable efforts to accommodate special requests for vacation utilization.

Any employee who retires or otherwise separates from the service of the District prior to earning his/her full vacation pay shall be paid his/her current rate of pay when the event occurs for such vacation on a pro rata basis in accordance with the number of months worked that year. Any employee who has earned full vacation credit and separates from service prior to using such vacation shall receive pay for it at employee's credit shall be computed on a school year basis commencing July 1 of each year.

If the District cancels an employee's previously scheduled and approved vacation, the employee may be paid for such vacation at the employee's option.

Up to three (3) days per year of unused vacation may be added to the employee's sick bank.

#### ARTICLE IX. HOLIDAYS

Except as hereinafter provided, employees shall not be required to work on the following holidays when schools are not in session: New Year's Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, July Fourth, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, and other holidays as listed on the school calendar.

Employees who are required to work on Martin Luther King Day will be granted an additional day of vacation, the scheduling of such day of vacation to be determined by the immediate supervisor.

#### ARTICLE X. GRIEVANCE PROCEDURE

##### A. Definition:

1. A "Grievance" shall mean any claimed violation, misinterpretation, or inequitable application of the terms of this contract, excepting any matter which is prohibited by law from being administered hereunder.

2. An "Aggrieved Person" is the person or persons making the claim.

##### B. Procedures:

Level 1: Principal or Immediate Supervisor

An employee with a grievance will first submit same in writing to his/her immediate supervisor, either directly or through his/her representative. The grievance shall be raised within thirty (30) days of the events giving rise to the grievance or it shall be deemed waived by the employee and the Union. If the employee submits the grievance through his/her representative, the employee must also be present during the discussion of the grievance at this and every other step. Within five (5) school days after the written grievance is submitted to him/her, the immediate supervisor shall render a decision thereon.

#### Level 2: Superintendent of Schools

A. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he/she may file the grievance in writing with the Superintendent within five (5) school days after the decision at Level One, or fifteen (15) days after the grievance was presented, whichever is sooner.

B. Within seven (7) school days after the receipt of the appeal, the Superintendent, or his/her representative, shall review the grievance and render a written decision.

#### Level 3: Advisory Arbitration

A. If the aggrieved person is not satisfied with the written decision at Level Two, or if no written decision was rendered within the prescribed period of time, either the Superintendent or the aggrieved party or his/her representative shall within ten (10) school days request the American Arbitration Association, in accordance with its procedure, to appoint an advisory arbitrator for the rendering of an advisory opinion. The arbitrator's recommendation(s) will be in writing and will set forth his/her finding of fact and recommendations on the grievance. The cost

for services of the arbitrator, including all expenses, if any, shall be borne equally by the parties.

B. Within seven (7) school days after receipt of the advisory opinion, the Superintendent shall render a decision on the grievance, which decision may wholly or partially adopt or reject said advisory opinion.

Level 4: Board of Education

A. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, or if no decision was rendered within the prescribed period of time, he/she may file an appeal in writing with the Board of Education within five (5) school days after the decision of the Superintendent or within fifteen (15) school days after the receipt of the advisory opinion, whichever is sooner.

B. Upon receipt of a copy of the appeal to the Board of Education, the Superintendent shall transmit his/her decision and the arbitrator's opinion to the Board. Within five (5) school days after receiving the written grievance, the Board shall meet with the aggrieved person and/or his/her representative for the purpose of resolving the grievance.

C. Within five (5) school days after such meeting, the Board of Education shall render a decision on the grievance, except when an extension of time is requested by the Board.

D. The Board of Education shall provide the aggrieved party and/or his/her representative with a written copy of its decision within thirty calendar days after the meeting date of the Board of Education.

ARTICLE XI. INSURANCE PROTECTION

The insurance coverage available and the District's percentage contributions to the premiums therefore are as follows:

A. Health insurance shall be available for all employees. Employees may choose from HIP, Aetna U.S. Healthcare or New York State Empire plans. Unit members' contribution toward the health insurance premium shall be as follows based on Empire plan premiums: effective July 1, 2006, 11% for employees enrolled for individual coverage and 16% for employees enrolled for family coverage; effective July 1, 2007, 12% for employees enrolled for individual coverage and 17% for employees enrolled for family coverage; and effective July 1, 2008, 13% for employees enrolled for individual coverage and 18% for employees enrolled for family coverage.

If during the life of this contract, a health insurance plan becomes available which provides benefits substantially equal to the New York State Health Insurance Plan, at a lower cost, the parties agree to negotiate in good faith on the possible substitution of such plan.

Members of the unit hired on or after July 1, 1984 shall not be eligible for coverage for health insurance by the District if they are eligible for comparable coverage under the plan of a spouse. In determining whether a spouse's plan is comparable, a unit member's particular circumstances shall be a factor.

Members of the unit who are presently receiving health insurance coverage through the District<sup>1</sup> and withdraw from the District's plan during the life of this agreement shall receive fifteen (15%) percent of the family premium if they were receiving family coverage and seven

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<sup>1</sup> and have been covered for a minimum of 1 year.

and one-half (7.5%) percent of the family premium if they were receiving individual coverage, provided they remain uncovered for a period of twelve (12) consecutive months. Such payment shall be made at the end of each twelve-month period they remain uncovered.

Nothing continued herein shall preclude a member of the unit from reentering the plan at any time if the member is no longer covered by the comparable plan of a spouse. In the event the member reenters the plan within a twelve-month period, no payments shall be made hereunder. Reentry after the twelve (12) months has elapsed may only be made if the member is no longer covered by the comparable plan of a spouse.

All benefits related to Health Insurance, Dental or Optical Plans, and/or Life and Disability Insurance benefits which appear in the MTA contract shall be available to the members of the bargaining unit represented by the Association.

B. Group Life Insurance in the face amount of Twenty-Five Thousand Dollars (\$25,000) per employee shall be available for all employees, as soon as practicable after the execution of this contract. The District's share shall not exceed 75% of the premium.

C. Disability Insurance: Disability insurance under the current provisions shall be continued with the full cost to be borne by the District.

## ARTICLE XII. SALARIES, LONGEVITY

A. Effective July 1, 2006, the salary schedule for the 2006-2007 school year shall be amended by adding three percent (3.0%) to each step on the salary schedule.

Effective July 1, 2007, the salary schedule for the 2007-2008 school year shall be amended by adding three percent (3.0%) to each step of the salary schedule.



Effective July 1, 2008, the salary schedule for the 2008-2009 school year shall be amended by adding three percent (3.0%) to each step of the salary schedule.

Effective February 1, 2007, \$250 will be added to each cell on the salary schedule for the sole purpose of enhancing the July 1, 2007 salary base.

Effective February 1, 2008, \$250 will be added to each cell on the salary schedule for the sole purpose of enhancing the July 1, 2008 salary base.

It is agreed that members of the unit who are eligible for step movement shall advance on the salary schedule for each year of the three-year agreement.

Any individual who received an additional stipend of \$400 in the 1996-97 school year shall continue to receive that stipend in each year of the agreement.

B. Each employee shall have added to his/her salary a longevity payment according to the following schedule and shall be cumulative:

Employed

120 months	\$350.00
180 months	\$450.00
240 months	\$800.00

All such longevity payments shall be cumulative and shall be paid in accordance with the employee's anniversary date of employment.

Effective July 1, 2006, the 60-month longevity shall be eliminated, such that any unit member who had not yet qualified for said longevity prior to July 1, 2006 shall not be eligible to receive such longevity.

Eligible employees shall receive their longevity payment in two (2) payments per year, June 1, and December 1. Employees whose anniversary date falls within either six (6) month period shall have their longevity prorated and paid on the next payment date following their anniversary date of employment which entitles them to a new longevity step.

C. Merit increases may be granted.

D. Employees who successfully complete a job related in-service course (ten (10) hours) shall be paid a one time cash bonus of \$50.00. To be eligible for such payment the course must be approved in advance by the Assistant Superintendent of Facilities and Support Services.

#### ARTICLE XIII. NOTICE OF TERMINATION OF SERVICES

Each employee is required to give the School District two (2) weeks' notice before leaving, unless by mutual consent this requirement is waived.

#### ARTICLE XIV. PERSONNEL FILES

Subject to reasonable District procedures, any employee may examine their official personnel file.

#### ARTICLE XV. TAYLOR LAW NOTICE - 204-a.

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 XVI.      DURATION

This Agreement shall be effective as of July 1, 2006 and continue in full force and effect until June 30, 2009.

IN WITNESS WHEREOF, the parties hereunto have set their hands and seals this 12 day of April, 2007.

**MALVERNE UNION FREE  
SCHOOL DISTRICT**

By: Dr. Mary Ellen Freeley  
Dr. Mary Ellen Freeley  
Superintendent of Schools

**MALVERNE ASSOCIATION OF  
EDUCATIONAL SUPPORT  
PERSONNEL**

By: Deidretta Holmes  
Deidretta Holmes

Arleen M. Grimm

ARLEEN M. GRIMM  
NOTARY PUBLIC, STATE OF NEW YORK  
NO. 01GR6000436  
QUALIFIED IN NASSAU COUNTY  
COMMISSION EXPIRES DECEMBER 15, 2009

APPENDIX "A"  
CLERICAL SALARY SCHEDULE  
2006-2007

STEP	Clerk Type Clerk	Sr Lib Clk Sr Clerk Sr Typ Clk	Prin Typ Clk Sr Steno Acct Clk	Sr Acct Clk	Admin Asst Prin Acct Clk
1	27,916	29,660	31,406	33,150	34,895
2	28,227	29,948	31,604	33,391	35,113
3	28,538	30,237	31,801	33,632	35,332
4	28,849	30,525	32,198	33,874	35,549
5	29,058	30,733	32,407	34,082	35,759
6	29,267	30,943	32,617	34,292	35,968
7	29,477	31,153	32,826	34,503	36,178
8	29,686	31,362	33,038	34,711	36,387
9	30,525	32,198	33,874	35,549	37,224
10	31,362	33,038	34,711	36,387	38,059
11	32,198	33,874	35,549	37,224	38,898
12	33,038	34,711	36,387	38,059	39,736
13	33,874	35,549	37,224	38,898	40,575
14	34,711	36,387	38,059	39,736	41,412
15	35,549	37,224	38,898	40,575	42,249
16	36,387	38,059	39,736	41,412	43,087
17	37,224	38,898	40,575	42,249	43,922
18	38,059	39,736	41,412	43,087	44,760
19	38,898	40,575	42,249	43,922	45,599
20	39,715	41,426	43,138	44,846	46,556
21	40,549	42,296	44,042	45,789	47,534
22	41,359	43,142	44,923	46,704	48,483
23	42,185	44,005	45,821	47,638	49,453

increase of 3.0% over 2005/2006

**CLERICAL SALARY SCHEDULE  
2006-2007 (Enhanced)**

STEP	Clerk Type Clerk	Sr Lib Clk Sr Clerk Sr Typ Clk	Prin Typ Clk Sr Steno Acct Clk	Sr Acct Clk	Admin Asst Prin Acct Clk
1	28,166	29,910	31,656	33,400	35,145
2	28,477	30,198	31,854	33,641	35,363
3	28,788	30,487	32,051	33,882	35,582
4	29,099	30,775	32,448	34,124	35,799
5	29,308	30,983	32,657	34,332	36,009
6	29,517	31,193	32,867	34,542	36,218
7	29,727	31,403	33,076	34,753	36,428
8	29,936	31,612	33,288	34,961	36,637
9	30,775	32,448	34,124	35,799	37,474
10	31,612	33,288	34,961	36,637	38,309
11	32,448	34,124	35,799	37,474	39,148
12	33,288	34,961	36,637	38,309	39,986
13	34,124	35,799	37,474	39,148	40,825
14	34,961	36,637	38,309	39,986	41,662
15	35,799	37,474	39,148	40,825	42,499
16	36,637	38,309	39,986	41,662	43,337
17	37,474	39,148	40,825	42,499	44,172
18	38,309	39,986	41,662	43,337	45,010
19	39,148	40,825	42,499	44,172	45,849
20	39,965	41,676	43,388	45,096	46,806
21	40,799	42,546	44,292	46,039	47,784
22	41,609	43,392	45,173	46,954	48,733
23	42,435	44,255	46,071	47,888	49,703

on February 1, 2007 salary schedule is enhanced by \$250

Sep-14-2006 03:42pm From-

T-714 P.005/009 F-443

APPENDIX "B"  
CLERICAL SALARY SCHEDULE  
2007-2008

STEP	Clerk Type Clerk	Sr Lib Clk Sr Clerk Sr Typ Clk	Prin Typ Clk Sr Steno Acct Clk	Sr Acct Clk	Admin Asst Prin Acct Clk
1	29,011	30,807	32,606	34,402	36,199
2	29,331	31,104	32,810	34,650	36,424
3	29,651	31,401	33,012	34,898	36,649
4	29,972	31,698	33,421	35,147	36,873
5	30,187	31,913	33,637	35,362	37,089
6	30,403	32,129	33,853	35,578	37,305
7	30,618	32,345	34,069	35,795	37,520
8	30,834	32,560	34,287	36,009	37,736
9	31,698	33,421	35,147	36,873	38,598
10	32,560	34,287	36,009	37,736	39,459
11	33,421	35,147	36,873	38,598	40,322
12	34,287	36,009	37,736	39,459	41,185
13	35,147	36,873	38,598	40,322	42,050
14	36,009	37,736	39,459	41,185	42,912
15	36,873	38,598	40,322	42,050	43,774
16	37,736	39,459	41,185	42,912	44,637
17	38,598	40,322	42,050	43,774	45,498
18	39,459	41,185	42,912	44,637	46,361
19	40,322	42,050	43,774	45,498	47,224
20	41,164	42,927	44,689	46,449	48,211
21	42,023	43,822	45,621	47,420	49,217
22	42,857	44,694	46,529	48,362	50,195
23	43,708	45,583	47,454	49,324	51,194

increase of 3.0% over 2006/2007 enhanced salary schedule

**CLERICAL SALARY SCHEDULE**  
2007-2008 (enhanced)

STEP	Clerk Type Clerk	Sr Lib Clk Sr Clerk Sr Typ Clk	Prin Typ Clk Sr Steno Acct Clk	Sr Acct Clk	Admin Asst Prin Acct Clk
1	29,261	31,057	32,856	34,652	36,449
2	29,581	31,354	33,060	34,900	36,674
3	29,901	31,651	33,262	35,148	36,899
4	30,222	31,948	33,671	35,397	37,123
5	30,437	32,163	33,887	35,612	37,339
6	30,653	32,379	34,103	35,828	37,555
7	30,868	32,595	34,319	36,045	37,770
8	31,084	32,810	34,537	36,259	37,986
9	31,948	33,671	35,397	37,123	38,848
10	32,810	34,537	36,259	37,986	39,709
11	33,671	35,397	37,123	38,848	40,572
12	34,537	36,259	37,986	39,709	41,435
13	35,397	37,123	38,848	40,572	42,300
14	36,259	37,986	39,709	41,435	43,162
15	37,123	38,848	40,572	42,300	44,024
16	37,986	39,709	41,435	43,162	44,887
17	38,848	40,572	42,300	44,024	45,748
18	39,709	41,435	43,162	44,887	46,611
19	40,572	42,300	44,024	45,748	47,474
20	41,414	43,177	44,939	46,699	48,461
21	42,273	44,072	45,871	47,670	49,467
22	43,107	44,944	46,779	48,612	50,445
23	43,958	45,833	47,704	49,574	51,444

on February 1, 2008 salary schedule is enhanced by \$250

**APPENDIX "C"**  
**CLERICAL SALARY SCHEDULE**  
**2008-2009**

STEP	Clerk Type Clerk	Sr Lib Clk Sr Clerk Sr Typ Clk	Prin Typ Clk Sr Steno Acct Clk	Sr Acct Clk	Admin Asst Prin Acct Clk
1	30,139	31,989	33,841	35,691	37,543
2	30,469	32,295	34,051	35,947	37,774
3	30,799	32,601	34,260	36,203	38,006
4	31,128	32,907	34,681	36,459	38,236
5	31,350	33,127	34,903	36,680	38,460
6	31,572	33,351	35,126	36,903	38,682
7	31,794	33,573	35,348	37,127	38,903
8	32,016	33,795	35,573	37,347	39,125
9	32,907	34,681	36,459	38,236	40,013
10	33,795	35,573	37,347	39,125	40,900
11	34,681	36,459	38,236	40,013	41,789
12	35,573	37,347	39,125	40,900	42,678
13	36,459	38,236	40,013	41,789	43,568
14	37,347	39,125	40,900	42,678	44,456
15	38,236	40,013	41,789	43,568	45,344
16	39,125	40,900	42,678	44,456	46,233
17	40,013	41,789	43,568	45,344	47,120
18	40,900	42,678	44,456	46,233	48,009
19	41,789	43,568	45,344	47,120	48,898
20	42,657	44,472	46,287	48,100	49,914
21	43,541	45,395	47,247	49,100	50,951
22	44,400	46,292	48,182	50,070	51,958
23	45,277	47,208	49,135	51,062	52,987

increase of 3.0% over 2007/2008 enhanced salary schedule