

AGREEMENT BETWEEN

THE NEWARK BOARD OF EDUCATION

and the

**OFFICE AND PROFESSIONAL
EMPLOYEES INTERNATIONAL UNION**

LOCAL 32

AFL – CIO

July 1, 2017 – June 30, 2021

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PREAMBLE

WHEREAS, THE NEWARK BOARD OF EDUCATION IN THE COUNTY OF ESSEX, NEWARK, NEW JERSEY (hereinafter the “Newark Board of Education”) seeks to promote and maintain mutually harmonious relations between the Newark Board of Education and those of its employees who are represented by the OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, LOCAL 32, AFL-CIO (hereinafter the “Union”) and who may be affected by the terms of this Agreement; and,

WHEREAS, The Legislature of the State of New Jersey has enacted into law, Chapter 303 and Chapter 123 of the Laws of New Jersey, known as the “New Jersey State Employer-Employee Relations Act” (N.J.S.A. 34:13A-1 et. seq.); and

WHEREAS, the Newark Board of Education is subject to the provisions of Title XI and the rules and regulations of the Civil Service Commission.

WHEREAS, the parties heretofore have agreed to enter into an agreement which shall not be inconsistent with the aforesaid Chapter 303 and Chapter 123 or Title XI and the rules and regulations of the Civil Service Commission.

WHEREAS, the Union has presented proof that it represents a majority of the employees herein and is certified as an appropriate unit for the purpose of collective negotiations.

NOW, THEREFORE, THIS AGREEMENT is made and entered into effect as of the 1st day of July, two thousand and seventeen by and between the Newark Board of Education and the Union as follows:

ARTICLE I
RECOGNITION

Section 1

The Newark Board of Education hereby recognizes the Union as sole and exclusive bargaining agent for the purpose of collective negotiations under Chapter 303 of the Public Laws of 1968 as amended known as the New Jersey Employer-Employee Act 34:13A et. seq. with respect to salary, hours and other terms and conditions of employment for all full and part-time employees of the Newark Board of Education under the categories listed below.

The Newark Board of Education has the right to create new titles in accordance with the guidelines of the Board/O.P.E.I.U., P.E.R.C. decision of 1991.

The Union shall be notified of all new titles or reinstated titles fifteen (15) working days prior to posting. The Employer shall notify the Union ten (10) days prior to posting and meet to negotiate an appropriate salary for the new title. The negotiated salary will be retroactive to the first day that the new title is occupied. The employer shall notify the Union of all titles to be deleted five (5) days prior to their deletion of those titles and place them in Article I—Inactive Titles.

UNIT A

<u>TITLE</u>	<u>CODE</u>
Assistant Supervisor of Repair/Maintenance	015
Benefits Administrator	036
Management Specialist	087
Supervising Security Guard	094

Research Scientist	104
Supervisor of Custodians	128
Assistant Director, Cafeteria	130
Chief Engineer	151
Construction Management Specialist	161
Assistant Director Security Services	174
Assistant Supervisor Payroll	195
Principal Fiscal Analyst	206
Supervisor Garage Services	217
Supervising Laborer	246
Supervisor Accounts Payable	259
Engineer-In-Charge	266
Management Assistant	270
Maintenance Supervisor	281
General Supervisor Bldg. Svcs.	315
Asst. Dir. Quality Control	350
Supervising Engineer	385
Principal Engineer	388
Supervisor of Electronics Repair	392
Principal Accountant	397
Principal Technician Management	
Information Systems (MIS)	428
Principal Auditor	444
Supervisor of Data Processing Systems and Programming	450
Supervisor of Trades	542
Contract Administrator 2	771
Project Manager Data Processing	895

UNIT B

<u>TITLE</u>	<u>CODE</u>
Investigator 1	030
Assistant Coordinator of School Trans. Services	072
Program Coordinator, Special Events	080

Secretarial Assistant Steno	084
Supervising Account Clerk	090
Assistant Const. Management Specialist	092
Coordinator of School Trans. Services	096
Technical Assistant III	103
Administrative Assistant	106
Administrative Secretary	112
Software Development Specialist 3	113
Administrative Secretary Bilingual	115
Coordinator Tech. Svcs. 2	122
Supervisor of Telephone Services	126
Coordinator Maintenance Svc.	127
Program Analyst	131
Personnel Technician	132
Senior Personnel Technician	140
Accountant	141
Supervising Payroll Clerk	154
Fire Protection Inspector	158
Keyboarding Clerk 4	160
Assistant Supervisor of Accounts	186
Senior Fiscal Analyst	216
Asst. Supervisor Motor Pool	219
Secretarial Assistant	229
Cafeteria Manager	243
Telecommunications Systems Analyst	256
Senior Acct. Pro Alt	257
Head Chef	264
Area Manager Food Svc.	269
Claims Investigator 3	435
Bldg. Mgmt. Svcs. Spec. 4	287
Coordinator Recycling	290
Heating System Specialist	294

UNIT B

<u>TITLE</u>	<u>CODE</u>
Senior Systems Analyst	307
Network Administrator	308
Principal D/P Sys. Prog.	322
Data Processing Coordinator	323
Mgmt. Inf. Sys. Specialist	324
Technical Asst. Personnel	328
Environmental Specialist 4	331
Head Cook	332
Program Specialist 3	333
Technical Asst. M.I.S.	334
Supervising Program Analyst	338
Senior Training Technician	340
Technical Support Specialist 2	346
Software Development Specialist	351
Fiscal Analyst	356
Coordinator Schedule Rec. Act.	357
Senior Accountant	364
Technical Assistant Contract Administration	372
Principal Purchasing Assistant	381
Principal Buyer	382
Research Scientist 3	411
Claims Investigator 2	443
Examiner 1, Credentials	447
Electrical Inspector	507
Supv Inf Tech Help Desk	570
Senior Purchasing Assistant	598
Employee Benefits Specialist	664
Contract Administrator 1	771
Office Supervisor	802
Program Specialist 2	913
Senior Program Analyst	983

INACTIVE TITLES

The employer agrees that if any of the inactive job titles become active the job title will become part of the bargaining unit.

TITLE

Area Manager Food Service
Assistant Director Cafeteria 10 month
Capital Program Analyst
Architectural Designer
Community Relations Specialist
Capt. Program Analyst
Supervising Account Clerk
System Software Specialist
Supervisor Customer Service
Supervisor Warehouse
Supervisor Purchasing
Assistant Supervisor Mail & Reproduction
Director, Heating, Ventilation and Air Conditioning
Director of Attendance
Supervisor D/E Machine Operations
Assistant Supervisor Warehouse
Medical Director P/T
Assistant Director Cafeteria Services
Supervising Clerk
Building Svcs. Mgmt. Spec. 1

TITLE

School Medical Inspector
Supervisor EDP Operations
Manager Data Processing Operator
Supervisor Vehicle Maintenance
Assistant Supervisor Pupil Transportation
Secretarial Assistant Steno, Bilingual
Supervisor Heating

Supervisor Trans. Vehicle Main.
Supervisor of Motor Transportation
Engineer
Senior Engineer
Supervisor Pupil Transportation
Program Monitor 2
Senior Draft Technician
Supervisor Furniture Equipment & Inventory Control
Supervisor Payroll
Inspector Quality Control
Chief Chauffeur
Program Assistant
Assistant Administrative Analyst
Program Development Specialists
Senior Auditor
Senior Administrative Analyst
Assistant Director Repair & Maintenance
Chief Architect
Assistant Director Research Evaluation
Secretarial Assistant Bilingual
Chief Security Officer Adm/Investigator
Training Coordinator
Senior Mechanic
Audio Visual Supervisor
Assistant Director Purchasing
Assistant Supervisor of Accounts
Supervisor, Laborers
Pension Fund Supervisor
Audio Visual Specialists
Chief Clerk
Assistant Supervisor Accts.
Chief DP Operations
Supervisor, Workers Compensation
Arch. Drafts M/W
Supervisor II

Affirmative Action Officer
Senior Architect
Supervisor of Records
Supervisor Information Technician
Supervisor of Budget

TITLE

Fireman
Coordinator Maintenance Services
Data Base Admin.
Supervising Testing
Telecommunication Specialist
Documentation Specialist
Research Supervisor
Coordinator F/S Aid
Supervisor Central Mailroom
Assistant Director EDP
Director EDP
Supervising Offset Machine Operator
Supervisor of D/P Programs
Personnel Technician
Program Monitor
Coordinator Safety Insurance
Training Technician
Transportation Inspector
Assistant Director Custodial Services
Supervisor, Microfilm Systems
Personnel Assistant Bilingual
Personnel Assistant
Supv Pers C/T Bil
Senior Budget Examiner
Budget Examiner
Fiscal Operations Specialists
Coordinator, Athletic Activities
Supv. D/P Sys. Pro.

Recruiter
Chief Accountant
Assistant Budget Examiner
Analyst, Grants Applications
Supervising Prin. Personnel Technician
Structural Engineer
Principal Personnel Technician
Procurement Specialist
Assistant Director Attendance
Financial Fiscal Operations Officer
Principal Auditor
Construction Management Specialists
Auditor
Principal Accountant
Coordinator Minority Business Enterprises
Architect
Plumbing Inspector
Administrative Analyst 1, Fiscal Management
Health Insurance Benefits Specialist
Coordinator Schedule Recreation Activities
Supervising Clerk
Secretarial Assistant Typing

TITLE

Program Coordinator Comp. Ed.
Program Coordinator
Summer School Physician
Per-Diem Substitute School Physician
School Physician
Secretarial Assistant Typist Bilingual
Supervisor Motor Transport
Drafting Technician
Construction Inspector
Coordinator Compred Pro
Manger Fringe Benefits

Principal Personnel Tech.
Principal Personnel Tech. Bilingual
Principal Personnel Assistant
Examiner Credentials
Senior Purchasing Assistant
Public Particip. Spec.
Sr. Claims Investigator

ARTICLE II

UNION MEMBERSHIP

Section 1 Continuance of Membership

All present employees who are members of the Union on the date of execution of this Agreement may remain members of the Union. All new employees who are hired during the term of this Agreement may become and remain members of the Union. The Newark Board of Education or any of the staff shall in no way or form interfere with, discourage or constrain either the solicitation of membership by the Union, or the maintenance of membership in the Union by any of its employees in the units.

Section 2 Dues Deductions

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

Union dues shall be deducted on the first pay of each month at the rate prescribed. The Newark Board of Education will remit dues deducted from members supported by a list which reflects the name and amounts, within twenty (20) days after the first pay of each month. Within twenty (20) days after an employee is hired, agency shop fees shall be deducted. In the event an employee is not deducted as scheduled, such deduction will be made from the next scheduled payday.

The dues check-off report and the total monthly dues check shall be remitted to the Union.

When dues deductions are not deducted in the manner agreed upon, the Union shall notify The Newark Board of Education of said arrears, and The Newark Board of Education will take the necessary steps to recover the monies as directed by the Union.

The Union agrees that The Newark Board of Education may establish bi-weekly Union deductions from the members in place of the current monthly, dues deductions.

Upon receipt of an employee's voluntary signed authorization for VOTE deductions, The Newark Board of Education shall deduct and remit monthly, to the Union, said assessments made from the employee's earned wages and/or salary.

Section 3 Mutual Non-Discrimination

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

Section 4 No Strike or Lock-Out Policy

The Union and the members of the units agree that during the period of this Agreement there shall be no strike, work stoppages, or other concerted refusal to perform work by the employees covered by this Agreement, nor any threats thereof. The Newark Board of Education agrees that at no time will it institute a lock-out of the employees in the Union.

Section 5 Orientation

The Newark Board of Education may establish a joint orientation meeting each year for all OPEIU, Local 32 bargaining unit members. The Newark Board of Education shall provide space and shall excuse all members without loss of pay for the length of the orientation. The attendance of all bargaining unit members shall be required.

The orientation meeting shall take place during the first quarter of each fiscal year where feasible on a day prior to the opening of the school year. The meeting shall conclude not later than 1:00 p.m. including lunch.

The Union will be advised, in writing by The Newark Board of Education, when new employees covered by OPEIU, Local 32 are to be included in monthly orientation programs. The Union shall designate a representative to attend and shall provide written notification of the name of the designee to the Director of Staff Development and Training.

The Union will be allowed to meet with appropriate new employees during that portion of the program set aside for that purpose.

Section 6

Newly hired employees and employees who transfer into Local 32 positions from non-Local 32 positions shall be required, within their first month of employment, to attend a Local 32 orientation. The orientation shall be conducted by the Non-Instructional Staff Development Office. Attendance shall be arranged through the employee's supervisor. The orientation shall not exceed three (3) hours in length.

ARTICLE III

UNION RIGHTS

Pursuant to Chapter 303 of the P.L. of 1968, as amended, The Newark Board of Education hereby agrees that every member shall have the right to freely organize, join and support the Union for the purpose of engaging in collective negotiations and other concerted activities. As a public employer, The Newark Board of Education undertakes and agrees that it shall not, directly or indirectly, discourage, deprive or coerce any member in the enjoyment of any rights conferred by Chapter 303 of the New Jersey P.L. of 1968 as amended, other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any member with respect to hours, wages or any terms or conditions of employment by reason of membership in the OPEIU, Local 32 and any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms and conditions of employment.

ARTICLE IV

AGENCY SHOP

Section 1

The Newark Board of Education and the Union agree that the Newark Board of Education shall deduct the sum of 85% of the rate of the Union dues from each and every non-Union Member of the bargaining units represented by the Union after attaining thirty (30) days of employment and shall remit this agency shop fee to the Union on a monthly basis.

Section 2

This agency shop agreement shall conform to all provisions of the New Jersey agency shop statute.

Section 3

The Union shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of action taken or not taken by the employer in conformance with this provision.

ARTICLE V

MANAGEMENT RIGHTS

Section 1

The Newark Board of Education retains the exclusive right to direct the work of the members of the Union, except as such right is affected or modified by the terms of this Agreement. This right shall

include, but not be limited to, the right to direct, hire, promote, assign, suspend, demote and discharge or take other disciplinary action with reference to its employees as provided by law and the rules and regulations of The Newark Board of Education and the Civil Service Commission.

Section 2

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

ARTICLE VI

UNION STEWARDS

Section 1

The Union shall furnish the State District Superintendent or other designee with a list of the Union Stewards or Building Representatives and their work locations on or before November 1 of each fiscal year.

The Union shall notify the State District Superintendent of any change(s) in writing within ten (10) days of said change. There shall be six (6) Stewards assigned to the membership of the Union. The Union shall notify The Newark Board of Education of any change(s). Those Stewards shall be located at any section where Union members are employed. The Newark Board of Education will furnish the Union with a list of the names, addresses and work locations of all employees in the units twice a year.

Both parties agree to recognize and deal with only properly authorized Union Representatives with reference to Union business.

A steward shall be permitted, upon one-day advanced e-mail and/or verbal notification to his/her immediate superior and approval by the superior, to leave his/her work to investigate and adjust employee complaints. Approval shall not be unreasonably withheld. The steward cannot interrupt another employee during business hours to discuss Local 32 matters other than investigating the employee's complaint/grievance. In the event that union business requires a steward to go to work location other than the work location to which the steward is assigned, the steward shall sign out at his/her work location and sign in at the work location where he/she will be conducting an investigation.

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

While serving as a Steward, an employee will not be transferred to another location without ten (10) working days prior notice to the Union. If the Union contends that the transfer was discriminatory due to the employee's Union activity, such contention shall be subject to the grievance procedure.

Section 2 Visitation Rights

A representative or representatives of the Union shall have access during working hours to all members, facilities, buildings, grounds and other places in which employees covered by this agreement work for the purpose of adjusting grievances, negotiating the settlement of disputes, investigating working conditions and generally for the purpose of carrying into effect the provisions of

this Agreement. Such access shall be granted as long as it does not unreasonably interfere with the operations of the department or the work of the employee. Stewards shall utilize as much time as needed to fully investigate any grievance submitted by a Union member, after which the steward shall return to her/his work location.

ARTICLE VII

EMPLOYEE PERFORMANCE EVALUATION

Section 1 Evaluation System

1. Newark Board of Education (District) will develop and implement a new evaluation system for non-instructional employees including members of this unit. The District will seek input from the union in the development of a new evaluation tool (framework). Employees shall be provided with the criteria of the new evaluation framework not more than ten (10) working days of adoption and prior to the application of the new evaluation framework. The District shall retain control over evaluation criteria.
2. Employees will receive an annual summative evaluation rating that designates them as (i) highly effective, (ii) effective, (iii) partially effective, or (iv) ineffective.
3. Employees may receive a mid-year evaluation and shall receive an annual evaluation. Employees who receive a partially effective or ineffective rating on any evaluation shall be placed on a corrective action plan (CAP) that includes measureable benchmarks. The employee and his or her supervisor shall meet to discuss the corrective action plan within fifteen (15) workdays following receipt of the evaluation.

4. Employees will have the opportunity to appeal his/her annual partially effective or ineffective evaluation. The appeal must be submitted by the employee to the Talent Office within ten (10) working days of receiving the annual evaluation. The employee must submit a written rebuttal together with evidence supporting his/her appeal. An employee who appeals his/her partially effective or ineffective annual evaluation may request to appear before the Appeal Panel to present evidence. The employee's appearance before the Appeal Panel shall not be an adversarial proceeding. The purpose of the appearance shall be to provide the employee the opportunity to present rebuttal evidence.
5. Appeals shall be reviewed and considered by an Appeal Panel which shall be comprised of members from the District's Talent Office, Labor/Employee Relations Office, Facilities Office, Safety Operations Office and other offices deemed necessary. The Appeal Panel will convene as necessary to review appeals and will provide decisions on appeals no later than sixty (60) days of date of submission of written appeal. Decisions on ratings or appeals shall not be grievable.

Section 2 Performance Pay

There shall be movement on steps and increase in salary only by effective performance unless the District has not evaluated the employee during the year immediately preceding the step or pay increase.

1. Employees who receive a highly effective, effective or partially effective rating will be entitled to move up one step on the salary guide and receive an adjustment on the salary guide, if any adjustment is available (unless as described in number 3 below).

2. Employees who receive an ineffective rating will not move a step or receive a salary adjustment. The employee will remain at their current salary/step.
3. Employees who receive two (2) consecutive partially effective ratings will not move a step or receive a salary adjustment. The employee will remain at their current salary/step.
4. This section shall not be grievable, but is subject to the appeal process set forth in Section 1, sub-sections 4 and 5 of this Article.

Section 3 Conference

If any employee wishes to discuss his/her evaluation, then a conference shall be scheduled between the individual making the evaluation and the employee.

Section 4 Employee Copy

Prior to placing a copy of the employee's evaluation in his/her personnel file, the employee shall be given a copy of said evaluation. The employee shall acknowledge receipt of the evaluation by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall have the right to submit written comments to the evaluation, and his/her comments shall be reviewed by the immediate supervisor and attached to the personnel file copy of the evaluation.

Section 5 Personnel File Review

Upon advance notice and at reasonable times, employees may review all documents in their personnel file. The Newark Board of Education shall honor the request of the employee for copies of all

documents in the employee's personnel file. The Newark Board of Education's actual cost for copying said documents shall be borne by the employee.

ARTICLE VIII

CONVENTIONS

The Union shall be entitled to twenty (20) business days paid leave per year. In a steward training convention year, the Union shall be entitled to thirty (30) business days paid leave per year, inclusive of the twenty (20) days noted above.

At no time shall more than six (6) members be eligible for attendance at the same conference or meeting, the Union shall provide at least five (5) working days' notice of a requested convention leave.

ARTICLE IX

GRIEVANCE PROCEDURE

A grievance is defined as a complaint or dispute by an employee in the Union with The Newark Board of Education or any agent of The Newark Board of Education with administrative or supervisory authority over employees represented by the Union, which dispute or complaint is to the effect that the employee has been treated unfairly, inequitably, or improperly in terms of the application and interpretation of this agreement, or any other rules and regulations of The Newark Board of Education, or the Civil Service Commission, or the New Jersey State Board of Education which may apply to the said employees.

Section 1 General Provisions

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety, unless any step is waived and/or mutually agreed upon to extend.

- A. Nothing contained herein shall prevent any employee in the units from presenting his/her own grievance and representing him/herself, providing notification of all meetings, steps and written responses are given to the Union and the Union is given the opportunity to be present at any or all steps of the grievance procedure.
- B. Where the subject of a grievance suggests it is appropriate and where the parties mutually agree, such grievance may be initiated at or moved to a higher step.
- C. In the event the grievance is filed on or after June 1st, reasonable efforts shall be made to reduce the time limits set forth at each step of the grievance procedure, so that the grievance procedure may be exhausted prior to the end of the fiscal year (June 30).
- D. Where a grievance is directly concerned and is shared by more than one (1) employee, such group grievance may be properly initiated at step two, if such step is the first level of supervision common to the grievants.
- E. The sole remedy available to any employee for any alleged breach of this Agreement or any alleged violation of his/her rights hereunder, shall be pursuant to the grievance and arbitration procedure provided, however, that nothing contained herein shall deprive the Newark Board of Education or any employee of any legal rights.

- F. If the Union duly authorizes a bargaining unit member to represent them during the regular working hours of said representatives, that representative shall be excused from duty without loss of pay for such time as may be necessary to hear the grievance. Whenever possible, there shall be no more than two (2) representatives excused for any hearing.

- G. Any and all provisions of this Agreement pertaining to grievances and arbitrations shall be subject to the Civil Service Commission rules and regulations and the grievance procedures established herein shall not apply to any matter which is cognizable under Civil Service Commission rules and regulations. Suspension of five (5) days or less must be referred to arbitration. Suspension of five (5) days or more must be referred to the Civil Service Commission.

- H. A grievance not appealed to the next step shall be deemed an acceptance of the decision rendered at the last step submitted.

STEP 1

The employee or the Union shall institute action under the provisions hereof within ninety (90) calendar days after becoming aware of the event giving rise to the grievance. Payroll errors shall be deemed to be a continuing grievance. An earnest effort shall be made to settle the differences between the employee and his/her immediate supervisor for the purpose of resolving the matter informally. Failure to act within said ninety (90) calendar days shall be deemed to constitute an abandonment of the grievance.

STEP 2

If no agreement can be reached informally within five (5) working days of the initial discussion with the immediate supervisor, the employee or the Union may present the grievance in writing

within five (5) working days to the immediate supervisor. The written grievance at this step shall contain relevant facts, the applicable section of the contract violated and the remedy requested by the employee or the Union. The immediate supervisor will answer the grievance in writing within five (5) working days of receipt of the written grievance.

STEP 3

If the immediate supervisor is other than the department head, the next step in the procedure will be a written appeal to the department head within five (5) working days.

STEP 4

If the Union wishes to appeal the decision of the department head, such appeal shall be presented in writing to the Superintendent or his/her designee within five (5) working days of either receipt of the written decision from the immediate superior or the time expired for the immediate superior to submit his/her written decision. This appeal shall include copies of all previous correspondence relating to the matter in dispute. The Executive Director of Labor and Employee Relations or his/her designee shall conduct a meeting or hearing with the employee and a Union representative to review the grievance within twenty (20) working days of the appeal. The State District Superintendent or his/her designee shall respond in writing to the employee within ten (10) working days of the hearing.

STEP 5

In the event the grievance will not have been settled as a result of the above procedures, the Union may submit a grievance to binding arbitration by giving notice within ten (10) working days after the Step 4 decision has been given to the employee and the Union, or the time limit within which the decision must be given has expired.

The cost for the services of the arbitrators shall be borne equally by the Newark Board of Education and the Union. Any other expenses, including but not limited to the presentation of witnesses, shall be paid by the parties incurring same.

Section 2 Arbitrator's Authority

The arbitration award shall be final, and all parties shall abide by the same, and it shall be enforceable under the laws of New Jersey.

The Arbitrator shall be empowered to hear and determine only grievances within the scope of the definition of grievance as contained in this Article. In the performance of his/her duties he/she shall be bound and comply with the provisions of this Agreement. He/she shall have no power to add to, delete from or modify in any way the provisions of this Agreement. His/her decision sets forth his/her opinions and conclusions on the issues submitted. The Arbitrator shall be without power or authority to make any decision contrary to or inconsistent with or modifying or varying in any way the terms of this Agreement, or applicable law, or rules and regulations having the force and effect of law. His/her decision shall not usurp the functions or powers of the Newark Board of Education as provided by law.

The Arbitrator shall be instructed by both parties that his/her decision shall be rendered no later than thirty (30) days after the close of the hearing.

ARTICLE X

UNION BUSINESS LEAVE

Section 1 Negotiation on Board Time

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

Section 2 Leave of Absence—Officers

Leave of absence, without pay, shall be granted for the purpose of working for the Union, to any two (2) Union members designated for such leave provided that both the Union and the employees so designated shall make a written request for such leave of absence.

No more than two (2) such leaves of absence shall be granted at any one time. Such leaves shall be granted for a period of not more than one (1) fiscal year, from July 1st to June 30th, from the effective date of approval by State District Superintendent, and may be renewed upon mutual approval of State District Superintendent and the Union. Applications of renewal of said leave shall be submitted to The Newark Board of Education at least sixty (60) days prior to the end of the leave year.

ARTICLE XI

ABSENCES AND LEAVES

Section 1 Non-Occupational Sick Leave

All employees shall be entitled to fifteen (15) days of sick time at full pay during each calendar year. Unused sick time may be accumulated without limit. The Newark Board of Education requires proof of such illness by way of medical certification or any other reasonable means. The Newark Board of Education wishes to use after five (5) consecutive days of absence. The rules and regulations of the Civil Service Commission shall also apply to such absences, where such rules and regulations are applicable, including management's right to request documentation for any absences when a pattern of excessive or repetitive absences develops.

In the event all sick time is exhausted, vacation time may be substituted, upon the employee's request and subject to the approval of his/her immediate supervisor.

A. Definition

Sick time for purposes herein is to be defined as absence from duty of an employee because of personal illness by reason which such employee is unable to perform the usual duties of his/her position or exposure to contagious disease, or short period of emergency attendance upon a member of the immediate family becoming critically ill and requiring the presence of such employee. Whenever an employee takes sick time because of emergency attendance upon a member of the immediate family, the employee shall submit a doctor's certificate detailing the nature of the critical illness and a statement by the employee justifying his or her required presence. Sick time shall not be interpreted as including an extended period where the employee serves as nurse or housekeeper during a protracted illness of a member of the family.

B. A.I.P.

As it relates to the Attendance Improvement Program, the State mandates that all occasional absences are reported. Occasional absences shall be defined as all sick, personal, and funeral days that are less than six (6) consecutive days. Personal and all funeral days shall not be used to determine the basis for disciplinary action.

Section 2 Personal Days

All employees shall be entitled to four (4) days, with pay, of personal leave per fiscal year. Unused personal days may be accumulated as sick leave days. The employee must give a minimum of two (2) days prior notice before taking a personal day except in emergencies.

Section 3 Bereavement Leave

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

A. Death in the Immediate Family or Household:

No deduction of salary shall be made for absences due to death in the immediate family or household. Absence not to exceed five (5) consecutive working days immediately following the death or around the funeral date, provided the employee submits proof of the funeral date and travel itinerary, where applicable to the District. Immediate family is defined as: Spouse, Children, Mother (stepmother, foster mother, guardian, mother-in-law) Father (stepfather, foster father, guardian, father-in-law) Sister, Brother, Grandchild, Grandmother, Grandfather and any other relative residing in the household. The Newark Board of Education may require proof of residency.

Verification of death of an immediate family member shall be supported by the submission of one of the following:

Mortician Certificate
Funeral Program

- B. If a death occurs while a member is on vacation, sick, personal or other paid leave, they shall receive the above entitlement. A Memorandum of Understanding is to follow, which will conform to the terms and conditions set forth in the AIP Policy, i.e., the Memorandum will acknowledge the right of bargaining unit members to opt for bereavement leave, under circumstances when said bargaining unit member is exercising paid leave.

Section 4 Jury Duty

- A. An employee who loses time from his/her job because of jury duty which is certified by the Clerk of the Court shall receive a leave of absence with pay for all time spent while going to and from court and serving on jury duty subject to the following conditions:
1. The employee must notify his/her immediate supervisor within five (5) working days of receipt of a Summons for Jury Service, and;
 2. The employee submits proof of the time served on the jury.

Section 5 Reporting Absences

All employees shall be required to report their absence to their respective supervisor not later than one half (1/2) hour and to Aesop not later than one (1) hour prior to their scheduled starting time.

If an employee calls to report a late arrival, salary for that employee's missed time at work shall be deducted in accordance with time missed based upon his/her current rate of pay. Should an employee fail to report to their assignment one (1) hour after the official starting time that employee shall be considered absent without leave for the day and will be docked in salary for the day.

Section 6 Court Subpoena

Absence because of a court subpoena will only be considered a full working day if it is on behalf of the Newark Board of Education.

- A. Absence because of a Court Subpoena shall be considered a full working day. Anyone assigned to an afternoon or evening shift shall be entitled to equal time off as leave, with pay, from his/her next regularly scheduled shift for all time spent going to and from Court, serving on jury duty, or answering a Subpoena. Equivalent leave with pay shall be granted to any such employee who is scheduled to work a shift other than a day shift, said leave to be granted during his/her next succeeding work shift.

Leave with pay for answering a subpoena will only be granted provided the employee was required to remain in the court or tribunal for a period exceeding four (4) hours. The Newark Board of Education District may require proof of attendance from the employee. Should an employee be required to appear in court or other tribunal to answer a subpoena for less than four (4) hours, the employee shall suffer no loss in pay but must return to work immediately after dismissal from the court.

- B. In order for an employee to be compensated for an absence because of a Court Subpoena, the employee must notify his/her immediate supervisor immediately upon receipt of said Subpoena.

- C. The Board shall not grant leave with pay for any court matter of a personal nature, i.e., divorce, custody, tenancy, other employment, etc. Leave with pay will be granted for worker's compensation appearances upon presentation of proper written documentation to the Division of Labor and Employee Relations.

Section 7 Leave Without Pay

- A. Upon making timely written application, a permanent employee may apply for a leave of absence, without pay, for a period not exceeding six (6) months. The employee must state the reasons for the leave and provide documentation.
- B. The Newark Board of Education may grant two (2) weeks leave to an employee without pay in case of marriage.

Section 8 Leaves With Pay

- A. An employee shall be entitled to military leave in accordance with applicable law. The employee shall be required to submit a copy of the active reserve duty notice to his/her immediate supervisor upon receipt of orders or thirty (30) days prior to such leave.
- B. When absences result from quarantine, a physician's certification of the required quarantine shall be submitted to the Division of Health Education and Services upon the commencement of the quarantine period. An employee shall be permitted to return to work only after receipt of a physician's certification that the quarantine period has ended.
- C. An employee shall be entitled to a leave of absence with pay when excused by the State District Superintendent or his designee to attend a conference.

- D. Seniority rights shall be maintained during the period of any leave of absence granted pursuant to this Section. All employees on leave with pay shall continue to receive full benefits provided by The Newark Board of Education.

Section 9 Maternity Leave

- A. Upon certification by a duly licensed physician and application by an employee, the Board shall grant leave for maternity and child care for a period of not more than one (1) year. An employee on maternity leave shall be reinstated at any time during the period of such leave upon request of the employee and examination by a duly licensed physician attesting to her ability to perform her duties satisfactorily.
- B. An employee returning from maternity leave of absence will be reinstated and will retain the seniority held at the time the leave became effective, except that when the employee has completed ninety (90) days or more of a school year it shall count as a full year.

Seniority rights shall be maintained during the period of such leaves. Such leave shall also conform to new State and Federal regulations in reference to disability, sick or other compensation.

- C. Two (2) weeks' notice (or the next pay period) must be given to anyone taking the place of an employee on maternity leave when the employee on leave has notified The Newark Board of Education that she plans to return from leave.

Section 10 Non-Discriminatory Gender Clauses

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

Section 11 Non-Accumulative Days

There shall be no accumulation of sick, vacation, or personal days while an employee is on an unpaid leave of absence. Prior leave accumulations will be restored when an employee returns from an unpaid leave of absence.

Section 12 Sick Day Program

The Newark Board of Education shall maintain a sick day program whereby unit employees will be able to donate sick days to other unit employees in cases of serious illness.

The provisions of the sick day program shall be excluded from the contractual grievance procedure up to and including binding arbitration.

Section 13 Family Leave Act & Family Medical Leave Act

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

B. Permitted Purposes for Leaves

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

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

C. Seniority

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

D. Attendance Improvement Plan

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

ARTICLE XII

WORK DAY

Section 1 Daily Hours

The daily hours shall be either seven (7) or seven and one-half (7½) hours depending on the employee's position and excluding the school physicians and excluding a one (1) hour or one-half (1/2) hour unpaid lunch. Flextime is permissible, if agreed to by the individual employees, their supervisors and the Department Head.

Section 2 Starting and Ending

- A. Upon notification to the employee concerned and the Union, the scheduled hours for starting and ending the work day may be altered, except that the length of the work day shall not be altered and the hours of the work day shall remain continuous. Employees are required to punch in and out at the beginning and at the end of their work day.

- B. Supervisor of Trades' hours shall be consistent with the tradesmen.

- C. Supervisor of Custodians' hours shall be flexible to permit the Supervisor of Custodians to be present during time periods ranging from the arrival of the earliest custodial workers and custodians to the departure of the afternoon shift custodial workers and custodians. Shift assignments shall be for a minimum of two (2) weeks.
1. Supervisor of Custodians may be assigned to an afternoon shift that begins between 2:00 p.m. and 4:00 p.m.; the actual starting time will be fixed at the beginning of each month. Assignments to the afternoon shift will be on a monthly basis.
 2. Afternoon shift assignments will be selected on a rotating seniority basis with the most senior inspector picking first. Each Supervisor of Custodians shall select a month in seniority order and after all Supervisor of Custodians have selected a month, each Supervisor of Custodians shall select a second month in seniority order.
 3. Supervisor of Custodians who are assigned to the afternoon shift shall receive a five percent (5%) shift differential for each day the Supervisor of Custodians works on the afternoon shift.
 4. Supervisor of Custodians who possess a valid driver license will be permitted to use a District vehicle while on duty whenever a District vehicle is available. The Supervisor of Custodians will be responsible for any motor vehicle summons issued while the Supervisor of Custodians is using the vehicle.

Section 3 Duty Free Lunch Period

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

Section 4 Overtime

- A. Overtime shall be assigned among employees who normally perform the work within that office and job code, taking into account the District's right to assign overtime to employees based upon their special skills and/or knowledge of special projects. The District retains the right to require a reasonable amount of overtime. If, however, an employee notifies the District that he/she is unable to work overtime in a particular instance and requests to be excused, such request shall not be unreasonably denied.
- B. Overtime paid at time and a half, shall be defined as extra work performed by a member of the unit over and above forty (40) hours from Saturday through Friday. Work performed on a designated holiday shall be paid at time and a half. All employees who are assigned and approved to work in excess of forty (40) hours per week shall be paid at the rate of time and one-half for hours worked beyond forty (40) hours based on their current rate of pay. Holidays, personal and vacation days shall count as time worked for purposes of calculating overtime. Sick days shall not count as time worked.
- C. Any bargaining unit member who works overtime, and who is eligible for overtime compensation, shall be paid such overtime within fifteen (15) days from the date the pay period shall end.

- D. If any employee is called into work on a Saturday or Sunday, he/she shall be paid for not less than three (3) hours at the overtime rate. The employees shall be required to remain on duty for the full three (3) hours. This provision does not apply to any overtime that is scheduled prior to Saturday or Sunday.
- E. Employees who are required to work when the Central Office is closed for emergency reasons shall be compensated at time and one-half for such time worked.
- F. When the Executive Director of Facilities or his/her designee determines that overtime is required to supervise tradesmen who are working during times when the Supervisor of Trades is not scheduled to be on duty, the Supervisor of Trades shall be given the opportunity to work the overtime.

Section 5 Rest Periods

All employees shall receive two (2) ten (10) minute rest periods per shift.

Section 6 Shift Differential

Any bargaining unit employee working the third shift shall be compensated at ten percent (10%) pay differential.

ARTICLE XIII

WORK WEEK

The work week for all employees except security employees is Monday through Friday except for holidays listed in the calendar adopted by the Newark Board of Education.

ARTICLE XIV

HOLIDAY SCHEDULE

A. Number of Holidays

Employees shall be entitled to seventeen (17) paid holidays in accordance with the school calendar.

B. Prior to adoption of the school calendar, the Union will be notified and given the opportunity to review and comment on the calendar. The District shall make public a copy of the calendar and any modifications after the District's approval.

C. Should a holiday occur on an employee's regularly scheduled day off, that employee shall be entitled to his/her regular rate of pay (also known as "holiday pay") and an additional day off following the holiday. All employees are required to work the last scheduled working day before and the next scheduled working day following the scheduled holiday. (EXCEPTION: Personal day, vacation day, extended sick leave, hospitalization or any sick day supported by medical documentation). If an administrative day falls on either the day before or the day after a holiday, the above-mentioned reporting requirement shall be waived for that day. Failure to report before or after the scheduled holiday shall result in loss of pay for the occurrence.

D. Security personnel whose normal work week includes the District's approved holiday shall be required to work on that holiday, and shall receive the next scheduled work day off as a substitute holiday.

ARTICLE XV

VACATION

Section 1 Vacation/Notification Schedule

Within fifteen (15) working days of an employee's request for vacation, the employee is to be notified of its approval or disapproval by his/her immediate superior. No employee shall be required to reschedule his/her vacation period once it has been officially authorized except for a case of clear and obvious emergency as determined by the employee's appropriate director.

If, for reasons beneficial to The Newark Board of Education, an employee must cancel his/her approved vacation, in whole or in part, the employee shall have the right to defer and carryover the appropriate vacation time for one additional year only. Whenever vacation schedules conflict, seniority shall prevail.

Section 2 Vacation Entitlement

The vacation schedule shall be based upon the employee's length of service.

Employees initially hired on or after July 1, 2016, shall be entitled to the following vacation days:

After attaining over:	One (1) year of service	12 days
	Ten (10) years of service	15 days
	Twenty (20) years of service	20 days

Employees hired before July 1, 2016, shall be entitled to the following vacation days:

After attaining over: One (1) year of service	12 days
Seven (7) years of service	14 days
Ten (10) years of service	15 days
Twelve (12) years of service	16 days
Seventeen (17) years of service	20 days

All employees with over fifteen (15) years of service shall be credited, in advance, with his/her vacation entitlement each July 1st for the duration of this Agreement. All other employees shall have his/her vacation days credited based upon the aforementioned schedule.

Section 3 Vacation Injury/Illness

A member who, while on vacation, has suffered a disability due to injury or illness shall have, upon the member's request and upon approval of the employee's supervisor, sick days substituted for vacation days for each day of such disability or restriction. Such approval will be permitted only for multiple days of illness or disability involving hospitalization or serious illness verified by a physician.

Section 4 Additional Days Off

If requested by an employee, and if approved by the employee's Director, additional days off for personal use may be taken from time to time and charged to the employee's earned vacation.

It is agreed that the employee must give The Newark Board of Education a three (3) days notice in advance before reporting off on such days.

Section 5 Vacation Pay

Any employee covered by this Agreement shall be entitled to receive vacation pay on the regular pay day immediately preceding the employee's scheduled vacation. In order to receive such vacation pay as described above, the employee shall file a request with his/her department supervisor for receipt of such pay, giving thirty (30) days notice. If the employee receives notice of approval of the requested vacation less than thirty (30) days prior to the requested vacation period, the request for pay shall be filed upon receiving said notice of approval. The request for vacation pay shall be approved by the employee's departmental supervisor.

Section 6 Vacation Pay Upon Severance

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

ARTICLE XVI

FRINGE BENEFITS

Section 1 General Provisions

The Newark Board of Education agrees to make available to all employees in the units, without cost, a program of hospitalization, medical-surgical benefits, and major medical insurance. Such a program shall, for the duration of this Agreement, not be reduced in terms of such benefits as are available through the Health Benefits provider selected by the Board, including Dental, Optical and Prescription Benefits. Benefits shall not be less than those provided by this Memo of Agreement.

Effective March 29, 2019, date of ratification, all employees represented by Local 32 enrolled in PPO 10, PPO 15 and PPO 15/25 health insurance plans shall be moved into the NPS PPO 20/20 Health Benefits Plan. Health Benefits contributions shall be made in accordance with Chapter 78.

The Newark Board of Education agrees to provide the Union with a choice of Dental and Vision care plans that include both an open and closed panel. The Newark Board of Education and Union agree to form a committee to formulate the closed panels for both Dental and Vision Care plans within two (2) weeks of the signing of this Agreement.

The available program shall cover up to full family protection for each employee based on the family and marital status.

The Newark Board of Education retains the right to change carriers as long as the benefits provided by said carrier are equal to or better than those provided for herein.

Section 2 New Members

Employees serving in the sixty (60) days working test period will not be eligible for any benefits under this section until after completion of the sixty (60) days. This provision applies to newly hired employees only (excludes employees who have been promoted or demoted).

Section 3 Optical and Prescription

The Board agrees to provide employees in the bargaining unit with the same benefits that are currently in force. Effective March 29, 2019, date of ratification, co-payments for the prescription plan shall be zero dollars (\$0) for generic prescriptions and twenty dollars (\$20) for brand name prescriptions.

ARTICLE XVII

TRANSFERS

Section 1

Employees of the units who wish to make application for transfer or reassignment to any existing vacancies, shall submit such application in writing to the appropriate Personnel Director or his/her designee.

Section 2

Upon written request, the Division of Human Resource Services shall furnish, within ten (10) working days, to the Union and to the employee who has been involuntarily transferred, a written explanation of the specific reason for transfer.

ARTICLE XVIII

WAGES

Section 1

Effective July 1, 2017, all full time employees represented by Local 32 and on the Board payroll on the date of ratification (March 29, 2019) of this settlement shall receive either a step increase which shall be pensionable or a non-pensionable stipend of \$1,250 for those employees who are already at the highest paid step. Part-time employees (doctors) shall receive a pensionable increase of \$450 for this period.

Effective July 1, 2018, full time employees represented by Local 32 and on the Board payroll on the date of ratification (March 29, 2019) of this settlement shall, if below step 10,

advance one step on the salary guide. All steps on the full time salary guides shall be increased by \$1,400 with the exception of the newly created salary guides that become effective July 1, 2018. Part-time employees (doctors) shall receive a \$500 pay increase which shall be pensionable.

Effective July 1, 2019, full time employees represented by Local 32 and on the Board payroll on the date of ratification (March 29, 2019) of this settlement shall, if below step 10, advance one step on the salary guide. All steps on the full time salary guides shall be increased by \$1,300. Part-time employees (doctors) shall receive a \$550 pay increase which shall be pensionable.

Effective July 1, 2020, full time employees represented by Local 32 and on the Board payroll on the date of ratification (March 29, 2019) of this settlement shall, if below step 10, advance one step on the salary guide. All steps on the full time salary guides shall be increased by \$1,300. Part-time employees (doctors) shall receive a \$600 pay increase which shall be pensionable.

Section 2

- A. The employees in this bargaining unit shall receive salary increases in accordance with the salary schedules attached to this Agreement (see appendix A). Step advancement occurs on July 1st of each year. To qualify for step advancement an employee must have been on his/her current step for six (6) months or more.

- B. Salaries for employees hired on or after July 1, 2010, in the job classifications identified in Appendix B attached herein, shall be paid in accordance with Appendix B. Salaries for employees promoted, demoted or recalled from the District's 2010 layoff shall be in accordance with Appendix A.

Section 3

The Newark Board of Education will make every attempt to pay retroactive salary increases to bargaining unit members, by a separate check.

Section 4

- A. Effective July 1, 2015, eligible current active employees in the Local 32 Bargaining Unit will advance to their correct longevity step. After June 30, 2016, there shall be no longevity advancement for any employee. No retro longevity shall be paid.
- B. Effective July 1, 2010, employees hired, transferred, promoted, demoted, appointed or rehired from civil service layoff special reemployment list shall not be eligible for longevity pay.

Section 5

The Union agrees to a one-week (5 days) hold back of pay to all current employees, provided that it shall not take effect unless all Newark Board of Education' employees are included in the hold back.

ARTICLE XIX

TERMINATION PAYMENTS

Section 1 Sick Leave Sell Back Upon Retirement

- A. Employees who retire and have not made application for, nor been granted, the terminal leave benefit shall be eligible to convert accumulated sick leave on the following basis:

1. For the first fifty (50) days accumulated, one (1) day pay for each four (4) days accumulated, said one (1) day compensable at 1/260th of the rate of pay for said employee.
 2. Effective July 1, 2007, for a total number of sick days between fifty-one (51) to one hundred and fifty (150) days, one (1) day for each three (3) accumulated days, said days compensable at the rate of one hundred twenty-five (\$125.00) dollars each.
 3. Effective July 1, 2007, for all accumulated sick days between one hundred fifty-one (151) days and up to the maximum of three hundred (300) days, one (1) day for each two (2) accumulated days, said days compensable at the rate of one hundred dollars (\$100) each.
- B. All converted sick leave shall be deducted from the total number subject to conversion at: (1) the end of the school year or (2) upon retirement.
- C. At no time shall any employee be eligible to receive both a terminal leave benefit and compensation for any conversion of sick time at retirement.

ARTICLE XX

JOB INJURY/CIVIL CRIMINAL ACTION

Section 1 Job Injury

Whenever any employee in the bargaining unit is absent as a result of personal injury caused by an accident arising out of and in the course of his/her employment, The Newark Board of Education shall:

Pay to such employee the full salary and benefits on a regular basis for the period of such absences for up to one (1) calendar year without having such absence charged to annual sick leave or accumulated sick leave, or vacation time, in accordance with the provisions of NJ Statutes XI and N.J.S.A. 11:24A-4.

Section 2 Civil and Criminal Action

The Newark Board of Education recognizes that the employees in the units are covered by the indemnity provisions as provided by law and such amendments thereto by the Legislature in terms of indemnity against civil action and certain criminal action.

ARTICLE XXI

SUSPENSIONS AND DISCIPLINARY ACTION

Section 1

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

In all matters where disciplinary action is contemplated, The Newark Board of Education shall supply the employee and the Union office with the charges and any written documentation submitted no less than five (5) days prior to the scheduling of any disciplinary hearing.

Section 2

Except in the case of an act of violence, criminal intent, bodily harm or similarly egregious circumstances, an employee shall not receive any disciplinary action unless:

1. Verbal Warning is advanced.
2. A notice of warning is given, and a copy of such warning is sent, at the same time to the Union office.

Section 3

- A. If The Newark Board of Education or any authorized agent of The Newark Board of Education has just cause or reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before the other employees or the public. A member of the units who receives a verbal or written administrative order to report to the Division of Human Resource Services, a supervisor or other administrative officer on a matter involving discipline, may be accompanied by a representative of the Union at the employee's request. If, during the course of a discussion between an employee and a representative of the employer, a matter should arise which would lead to a question of discipline, suspension or discharge, the employee may, at that time, request such Union representation.
- B. The employee shall receive a copy of all materials regarding his/her conduct, service, character, or personality which are to be placed in his/her file. He/she shall acknowledge that he/she has read such material by affixing his/her signature to the actual copy to be filed and does not necessarily indicate agreement with its content.

- C. The employee shall have the right to answer in writing any material filed, and such answer shall be attached to the file copy.
- D. Upon request, the employee shall be permitted to examine his/her file.
- E. The employee shall be permitted to reproduce any material in his/her file, at his/her cost.
- F. All employees, whenever summoned by a superior to discuss matters involving contemplated disciplining of said employee, shall have the right to refrain from such discussion until a representative of the Union is present; and no such disciplinary penalty will be effectuated prior to such discussion except in an emergency situation.
- G. The Newark Board of Education agrees to continue its policy of treating personnel files as confidential.

ARTICLE XXII

SENIORITY

Section 1 Definition

Seniority is defined as employment based on the length of continuous service with The Newark Board of Education within the title, from the date of hire and rank, except for lay-off as defined by the Civil Service Commission.

Section 2 Probationary-Provision
Probationary Period

The Newark Board of Education and Union agrees that everything contained in this section refers to **permanent** appointments only. Further, permanent employees who do not successfully complete their probationary period shall have recourse to the Civil Service Commission.

Any individual assigned or promoted to a higher promotional position shall be deemed on trial in such position. The individual's status in that position may be subject to periodic evaluations.

If, the employee fails to qualify for the new job within the probationary period, as prescribed by Civil Service Commission he/she shall be returned to his/her former classification and shall assume seniority and salary as if the person had been in continuous employment within that classification. Any provisional employee so returned to his/her former classification shall have recourse to the grievance procedure solely regarding the notice and procedural aspects of The Newark Board of Education's actions.

A permanent employee so returned to his/her former classification shall have recourse through the Civil Service Commission.

No employee shall have recourse to the grievance procedure to challenge The Newark Board of Education substantive determination that the employee failed to qualify for the new job within the probationary period.

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

ARTICLE XXIII

JOB DESCRIPTIONS

Section 1 The Union shall be entitled to all current and up-to-date Bargaining Unit's job descriptions.

Section 2 Whenever a bargaining unit job description is modified or a new job description is created where the modification will impact the continuation of that position within the Union's jurisdiction the Board shall provide a copy of the job description to the Union within thirty (30) days of receipt by the Board from the Civil Service Commission. The job description shall be posted on the District's website.

ARTICLE XXIV

TRAVEL ALLOWANCE/PERSONAL VEHICLES

Section 1 Any member of the bargaining units who may be called upon to travel from his/her assigned station to another installation for carrying out his/her duties shall be compensated by the Newark Board of Education for his/her cost of travel within thirty (30) days of receipt of a properly signed and approved service order, voucher, and required travel authorization, unless he/she is transported by the Newark Board of Education.

Section 2 The District shall provide umbrella coverage of its own, which shall protect the employee beyond the coverage, provided by his/her own insurance coverage, while utilizing a personal vehicle for District business. No employee shall be compelled to use his/her personal vehicle for District business.

Section 3

- A. Employees who are required to travel in the course of their duties and responsibilities for the performance of official Board business shall be entitled to travel reimbursement.
- B. Effective July 1, 2016, travel reimbursement shall be at the rate established by the New Jersey Office of Management and Budget (NJOMB).
- C. For the purposes of computation, the departure point shall be the individual's work location.
- D. Requests for reimbursement of toll and parking costs shall be supported by submission of receipts.
- E. Requests for travel reimbursement shall be made by completion of Board established forms for this purpose.
- F. Employees who receive a monthly travel allowance in lieu of the NJOMB rate set forth above shall continue to receive that travel allowance for the duration of this Agreement or the employer may provide a vehicle for use as their personal vehicle in the performance of their duties.

ARTICLE XXV

AVAILABILITY OF CONTRACT

The Newark Board of Education and the Union shall have 150 copies of the contract printed, expenses to be borne equally by The Newark Board of Education and the Union. The Union shall arrange for the printing of the contract and bill the District.

ARTICLE XXVI

WORKING IN HIGHER TITLE

Any employee assigned to work in a job classification which is higher than the job classification which they are presently employed, shall be compensated at the rate of pay assigned to the higher position. Effective May 1, 2003, qualification for this pay shall be based on filling the vacancy for five (5) consecutive work days.

In the event the employee assigned to work in a higher title as described in paragraph one is approved, and works overtime, performing the duties of the higher title, he/she shall be paid overtime at the higher rate.

All assignments to work in a higher title shall be made in writing by the immediate supervisor and approved by the appropriate department head.

The rate of pay for the temporary setup to a higher job title shall be at a step on the guide that is at least one thousand dollars (\$1000) above the amount that the setup employee earned prior to the temporary setup. The employee who is assigned to work in the higher job classification shall work in the higher assignment until either the incumbent in the position returns to work or the employee who is temporarily assigned is disqualified for performance reasons. Prior approval by the employee's Director is required before an employee is temporarily placed in a higher title.

ARTICLE XXVII

POSITION STATUS/PROMOTION

Section 1 In the event any new position in the field covered by the employees of the units are opened up, whether promotional or otherwise, the following steps shall be taken in affording all employees the opportunity to compete for such positions.

- A. Notice of all openings shall be posted for a minimum of ten (10) working days. All notices of posting of positions that are vacant, new positions or promotional positions shall be sent to the Union Business Representative and the Steward at his/her office prior to posting. The notice of all vacancies shall clearly state all qualifications, descriptions, requirements, duties and other pertinent information respecting the vacancy. It shall also include the salary to be paid in such a position.
- B. In posting such notices, complete and full details with respect to all qualifications, job specifications, and salary should be included.
- C. All employees in the units shall have full and equal opportunity to compete for any such positions; bargaining unit members shall have first preference. Preference is defined as being first in the procedural order of consideration. In all cases where promotional Civil Service Commission lists are complete, bargaining unit members may be selected. In the event of an incomplete promotional list The Newark Board of Education may select from the open competitive list pursuant to Civil Service Commission Rules and Regulations.

- D. Seniority shall be one of the factors considered in all promotional appointments pursuant to Civil Service Commission Rules and Regulations.
- E. Where no Civil Service Commission certification exists, The Newark Board of Education shall post said position before selecting a candidate. An employee not selected for said position shall be given a written explanation stating the reason(s) for rejection.
- F. All applications submitted by employees shall be acknowledged as received, in writing, by the Division of Human Resource Services.
- G. In the event The Newark Board of Education abolishes a title within the bargaining units, the Union shall be notified at the same time as the affected employee. The Newark Board of Education shall then make every effort to place employees who are affected by this abolishment in another position based on their individual qualifications, seniority, availability of the position, review of attendance and tardiness records as well as past work performance.
- H. In the event the Civil Service Commission should reclassify an employee's title, the Union shall be notified in writing by The Newark Board of Education, within twenty (20) days from the date of notification from the Civil Service Commission.
- I. Any employee who is demoted shall be placed at the most comparable salary step of the former position.

Section 2 All vacancies not covered by the above section shall be awarded on the basis of Civil Service Commission Rules and Regulations.

Section 3

- A. Any employee who has passed a promotional examination for a position where a provisional employee is presently employed shall be hired in that title, so long as the employee has been certified on a complete list and is eligible for appointment pursuant to the Civil Service Commission's "Rule of 3". If more than one employee has passed the promotional examination and meets the required conditions, the position shall be filled from among these employees.

Any employee who has passed a promotional examination for a position where a provisional employee is presently employed shall be hired in that title if the employee has been certified on an incomplete list and is eligible for appointment pursuant to Civil Service Commission rights and regulations. The District cannot be required to appoint off an incomplete list.

All such appointments are subject to the Civil Service Commission's established working test period.

All such appointments must not contravene Civil Service Commission rules and regulations.

This section shall not apply if an appointment is made in accordance with Paragraph 4.

- B. In the case where a permanent employee is promoted, but does not successfully complete the probationary period, the employee shall be returned to his previous job classification without loss of seniority.
- C. This shall not bar The Newark Board of Education from taking disciplinary action where necessary. All rights of the parties in such action are reserved to them.

Section 4

- A. Any permanent employee serving in a provisional position, who passes a promotional examination for the work title in which he/she is employed and is certified on a complete list and is eligible for appointment pursuant to the Civil Service Commission rules “Rule of 3” shall be given first preference for the position. Preference is defined as being first in the procedural order of consideration.
- B. Any permanent employee serving in a provisional position, who passes a promotional examination for the work title in which he/she is employed and is certified on an incomplete list and is eligible for appointment pursuant to Civil Service Commission rules and regulations, shall be appointed to the position.
- C. All such appointments are subject to the Civil Service Commission’s established working test period.
- D. All such appointments must not contravene Civil Service Commission rules and regulations.

Section 5 Any bargaining unit member who is promoted to a higher title covered by this Agreement shall be granted a salary adjustment of a minimum of one thousand dollars (\$1,000) above the base salary prior to promotion, when placed on the salary schedule for the new title. At no time, shall the adjustment and resulting placement on the salary range for the new title exceed the established salary range.

ARTICLE XXVIII

REDUCTION IN FORCE

The Newark Board of Education agrees to give provisional employees fifteen (15) working days notice when a REDUCTION IN FORCE is to take place.

In the event of lay-off, permanent employees shall be laid-off and re-hired according to Civil Service Commission rules and regulations.

Every effort will be made to reinstate provisional employees, but they shall not have inherent right to be recalled.

ARTICLE XXIX

CLOTHING ALLOWANCE

Section 1 All bargaining unit employees in either Unit A or Unit B, who are required to wear uniforms and/or protective clothing shall be provided a clothing allowance. All employees receiving clothing allowances must submit verification of uniform items purchased and receipt of purchase within thirty (30) calendar days from the date of receipt of the clothing allowance.

Failure to purchase designated items, or to wear uniforms when required may subject the employee to disciplinary action.

Clothing allowance payment shall be made, to the employee by separate check, on the first pay date in August of each year.

Section 2 Uniform Allowance shall be as follows:

- (a) Security Personnel \$425
- (b) Cafeteria Personnel \$325

All employees currently receiving special clothing, including all necessary protective clothing, shall continue to receive the same.

Section 3 Security personnel shall be required to purchase items designated by the Director of Security Services.

Security personnel shall be required to wear the full uniform as directed by the Director of Security Services.

ARTICLE XXX

SCHOOL BUILDINGS

Section 1 Access to Building

Newark Board of Education will make every reasonable effort to ensure employee's entrance into buildings and site locations. In the event that Newark Board of Education's effort to permit employees to successfully enter the building or site location or to be appropriately reassigned is not successful, said employee shall incur no loss of salary. The aforementioned statement should in no way be interpreted as Union's refusal to cross picket lines.

Section 2 Bulletin Boards

Newark Board of Education shall provide the Union with glass enclosed, secured bulletin boards on each floor of the Central Office. The Executive Director of Human Resource Services shall have the right to post notices, after obtaining Union approval, on

the bulletin boards that are relevant to bargaining unit employees. There shall be two keys; one for the Executive Director of Human Resource Services and one for the Union Delegate.

Newark Board of Education and the Union agree that at no time shall the bulletin boards be used for posting any materials which are unethical, unprofessional, or in violation of the law.

The Executive Director of Human Resource Services will send a copy of the material to the Union Delegate at his/her office at least twenty-four (24) hours prior to such material being posted. In the event of a dispute regarding the materials Newark Board of Education seeks to post, the material shall not be posted until a resolution is reached.

ARTICLE XXXI

BOARD MEETINGS

Newark Board of Education shall make available to the Union Delegate at his/her Board office three (3) copies of the Agenda of each Board meeting twenty-four (24) hours prior to each Board meeting or at the same time when such copies of the Agenda are made available to other bargaining units, whichever is sooner. The Union shall be allowed a period of ten (10) minutes to present at the conference meeting its views, providing it requests permission in accordance with Board Rules and Regulations.

ARTICLE XXXII

LABOR MANAGEMENT COMMITTEE

A Labor-Management Committee consisting of representatives of the OPEIU, Local 32 and the Executive Superintendent shall be set up for the purpose of reviewing issues of common interest.

Said Committee shall meet quarterly and a schedule shall be mutually agreed upon between the Union and the Executive Superintendent at the beginning of each Union contract year.

The Union agrees that the meetings shall not be used to discuss any matter that is currently in Arbitration. Newark Board of Education and the Union agree that they will submit a proposed agenda at least five (5) working days prior to the meeting. The Union's copy of the agenda is to be sent to the Newark Board of Education office of the Union Delegate.

Either side shall have the right to reject a discussion of a subject on the agenda, with an explanation given.

ARTICLE XXXIII

CONFORMITY TO LAW AND SAVING CLAUSE

The District and OPEIU Local 32 may mutually agree to reopen this contract prior to its termination for the purpose of negotiating over all matters in the school budget for the successor agreement. In the event any provision or segment of a provision of this Agreement is or shall at any time be found to be contrary to law by a court of competent jurisdiction, only such provision shall be invalidated and all other provisions shall continue to remain in effect.

ARTICLE XXXIV

FULLY BARGAINED PROVISIONS

This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues for the life of this Agreement and neither party shall be required to negotiate on any subject unless mutually agreed to do so.

ARTICLE XXXV

UNION PRIVILEGES AND RESPONSIBILITIES

Copies of all policies, procedures, rules, regulations and communications affecting wages, hours, and other terms and conditions of employment for employees covered by this Agreement shall be furnished to the Delegate at his/her Board office within twenty-four (24) hours of their promulgation.

The Union may use The Newark Board of Education's mail or message routing system and may use Board mailboxes. The Union shall pay for its own postage and stationary.

ARTICLE XXXVI

PROFESSIONAL IMPROVEMENT FUND

Section 1 The Newark Board of Education shall establish an OPEIU Professional Improvement Fund, based upon budgetary limitations, to be made available to the Union members for expenses incurred for the attendance at: accredited colleges, conventions, conferences, workshops, or other job related events which may promote professional improvement. Such attendance shall be permitted without any loss of wages or personal days.

Section 2 Available Funds

The Newark Board of Education shall budget \$200 per member per year. This fund shall be for the exclusive use of employees within the Local 32 Bargaining Unit.

Section 3 Tuition Reimbursement

- A. Effective July 1, 2007, a Union member shall be limited to three (3) undergraduate courses or three (3) graduate courses per year. Payment for said courses shall be at the undergraduate Rutgers State College credit rate. The maximum amount per year per Union member for tuition and professional improvement shall be \$2000.

- B. Union members who accept tuition reimbursement must continue to be employed by the Newark Board of Education for a minimum of three (3) full years beyond the date of the most recent tuition reimbursement. Failure to be employed for three (3) full years, beyond the date of the last tuition reimbursement will lead to a requirement that the Union member repay the Newark Board of Education for all the tuition reimbursement monies she/he received in the three (3) years immediately preceding his/her termination of employment, voluntary termination or discharge for cause. Payback will be prorated based on months worked after last course that is taken.

- C. In the case of layoffs, no such payback is required.

Section 4 Application and Authorization

The review and approval of applications for such attendance and the amount of funds to be authorized shall be determined jointly by a committee which shall consist of:

- A. Two (2) representatives of the Union.
- B. Two (2) representatives appointed by the Newark Board of Education.

At least one (1) member from each side must be present to conduct a meeting.

Each member selected shall serve for a period of one (1) year, such service may be renewable. The Committee shall meet once per month to review and act upon applications of Union members. All approvals shall require at least one (1) favorable vote from each side. Meetings should be held as deemed necessary by the Fund chairperson to avoid delay in approving/disapproving applications.

Section 5 General Policy

The funds allocated for professional improvement shall be disbursed through the Office of Staff Development in concert with the Professional Improvement Funds Committee according to the following guidelines:

- A. That the funds be available to all bargaining unit members.
- B. That the funds be used to defray the expenses for participation at meetings, workshops, conferences, etc.
- C. That the funds shall not be used for attendance at any Union, political or religious conferences or conventions.
- D. Prior to submission for formal action by the Professional Improvement Fund Committee, the applicant must receive approval by his/her immediate supervisor. Approval by the supervisor shall not be unreasonably withheld.

- E. Applications to be considered for approval must be submitted to the Professional Improvement Fund Committee at least thirty (30) days before the day of the event. All applications must be completed and signed by the applicant and the applicant's immediate supervisor.
- F. Applications shall be numbered and processed in the order in which they are received. A Union member may apply for more than one (1) application per fiscal year based upon the discretion and consensus of the Professional Improvement Fund Committee.
- G. Allotment shall be governed by the length of time of the event, cost of transportation, registration fees and other expenses. Any registration fee over (\$100) will be advanced by the Committee consistent with Regulation #4133. Any such advance shall be repaid by the applicant if the member fails to attend said event.
- H. Applicant will be in default if receipts are not received within thirty (30) days of return.
- I. REIMBURSEMENT CRITERIA
 - 1. Reimbursement for attendance at conventions, conferences, workshops or meetings shall be contingent upon the amount of the registration fees; room, board and transportation incurred during such attendance and shall be consistent with Board established criteria (Regulation #4133 effective March 3, 1991).
 - 2. The maximum reimbursement permitted for each union member per fiscal year shall be two thousand dollars (\$2000), funds permitting.

3. The maximum reimbursement shall be subject to change at the inception of each fiscal year. It shall be contingent upon the availability of funds and upon consent of the Professional Improvement Committee.
4. In the event that the allotted funds have been expended, The Newark Board of Education may grant professional time off in lieu of Professional Improvement Fund reimbursement for attendance at conventions, conferences, workshops or meetings.

ARTICLE XXXVII

REOPENING PROVISION

The District and OPEIU Local 32 may mutually agree to reopen this contract prior to its termination for the purpose of negotiating over all matters in the school budget for the successor agreement. Any Agreement reached relative to the employee's salaries, fringe benefits, working conditions and related matters shall be reduced to writing and shall be signed by The Newark Board of Education and the Union.

Any provision of this Agreement may be changed, supplemented or altered, provided both parties mutually agree.

ARTICLE XXXVIII

DURATION

This Agreement and each of its provisions, unless specifically dated, shall be binding upon the parties as of July 1, 2017 and shall continue to remain in full force and effect until June 30, 2021, or until such time as a new agreement is reached.

FOR LOCAL 32 OPEIU

Bill Henning

Bill Henning
Business Manager

Marilyn Dawson

Marilyn Dawson

Marie Dukes

Marie Dukes

Joseph Ayum

Joseph Ayum

Wenona Brown

Wenona Brown

FOR THE NEWARK BOARD OF EDUCATION

Roger Leon

Roger Leon
Superintendent

JoAnne Y. Watson

JoAnne Y. Watson, Esq.
Executive Dir. Labor/Employee Relations

Raymond A. Cassetta

Raymond A. Cassetta
Labor Consultant

Mamie Osei-Bonsu

Mamie Osei-Bonsu
Labor Relations Analyst

Date: January 11, 2019

Date: January 11, 2019

APPENDIX A

SALARY GUIDES

Job Code 141		Accountant		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	50,542	51,942	53,242	54,542
2	51,977	53,377	54,677	55,977
3	53,500	54,900	56,200	57,500
4	56,659	58,059	59,359	60,659
5	58,350	59,750	61,050	62,350
6	61,061	62,461	63,761	65,061
7	63,773	65,173	66,473	67,773
8	66,484	67,884	69,184	70,484
9	69,196	70,596	71,896	73,196
10	71,908	73,308	74,608	75,908

Job Code 106		Administrative Assistant 3		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	50,000	51,300	52,600
2	N/A	51,941	53,241	54,541
3	N/A	53,882	55,182	56,482
4	N/A	55,823	57,123	58,423
5	N/A	57,764	59,064	60,364
6	N/A	59,705	61,005	62,305
7	N/A	61,646	62,946	64,246
8	N/A	63,587	64,887	66,187
9	N/A	65,528	66,828	68,128
10	N/A	67,469	68,769	70,069

Job Code 112		Administrative Secretary		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	43,333	44,733	46,033	54,600
2	44,521	45,921	47,221	56,600
3	45,768	47,168	48,468	58,600
4	48,991	50,391	51,691	60,600
5	50,368	51,768	53,068	62,600
6	52,843	54,243	55,543	64,600
7	55,318	56,718	58,018	66,600
8	57,792	59,192	60,492	68,600
9	60,267	61,667	62,967	70,600
10	62,742	64,142	65,442	72,600

Job Code 115		Administrative Secretary – Bilingual		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	43,333	44,733	46,033	47,333
2	44,521	45,921	47,221	48,521
3	45,768	47,168	48,468	49,768
4	48,991	50,391	51,691	52,991
5	50,368	51,768	53,068	54,368
6	52,843	54,243	55,543	56,843
7	55,318	56,718	58,018	59,318
8	57,792	59,192	60,492	61,792
9	60,267	61,667	62,967	64,267
10	62,742	64,142	65,442	66,742

Job Code 399		Architect		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	66,509	67,909	69,209	70,509
2	68,529	69,929	71,229	72,529
3	70,549	71,949	73,249	74,549
4	72,569	73,969	75,269	76,569
5	74,589	75,989	77,289	78,589
6	77,271	78,671	79,971	81,271
7	79,953	81,353	82,653	83,953
8	82,635	84,035	85,335	86,635
9	85,317	86,717	88,017	89,317
10	87,999	89,399	90,699	91,999

Job Code 092		Assistant Constr. Management Specialist		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	59,219	60,619	61,919	63,219
2	60,958	62,358	63,658	64,958
3	62,802	64,202	65,502	66,802
4	66,647	68,047	69,347	70,647
5	68,627	70,027	71,327	72,627
6	71,639	73,039	74,339	75,639
7	74,651	76,051	77,351	78,651
8	77,663	79,063	80,363	81,663
9	80,675	82,075	83,375	84,675
10	83,687	85,087	86,387	87,687

Job Code 072 Assistant Coordinator of School Transportation Services				
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	N/A	59,219	60,519	61,819
2	N/A	61,619	62,919	64,219
3	N/A	64,019	65,319	66,619
4	N/A	66,419	67,719	69,019
5	N/A	68,819	70,119	71,419
6	N/A	71,219	72,519	73,819
7	N/A	73,619	74,919	76,219
8	N/A	76,019	77,319	78,619
9	N/A	78,419	79,719	81,019
10	N/A	80,819	82,119	83,419

Job Code 350 Assistant Director Quality Control				
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	65,930	67,330	68,630	69,930
2	67,864	69,264	70,564	71,864
3	69,897	71,297	72,597	73,897
4	73,244	74,644	75,944	77,244
5	75,487	76,887	78,187	79,487
6	78,699	80,099	81,399	82,699
7	81,910	83,310	84,610	85,910
8	85,122	86,522	87,822	89,122
9	88,333	89,733	91,033	92,333
10	91,545	92,945	94,245	95,545

Job Code 174		Assistant Director Security Services		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	65,930	67,330	68,630	69,930
2	67,864	69,264	70,564	71,864
3	69,897	71,297	72,597	73,897
4	73,234	74,634	75,934	77,234
5	75,487	76,887	78,187	79,487
6	78,699	80,099	81,399	82,699
7	81,910	83,310	84,610	85,910
8	85,122	86,522	87,822	89,122
9	88,333	89,733	91,033	92,333
10	91,545	92,945	94,245	95,545

Job Code 219		Assistant Supervisor Motor Pool		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	40,552	41,952	43,252	44,552
2	42,147	43,547	44,847	46,147
3	43,749	45,149	46,449	47,749
4	45,339	46,739	48,039	49,339
5	46,935	48,335	49,635	50,935
6	48,935	50,335	51,635	52,935
7	50,936	52,336	53,636	54,936
8	52,936	54,336	55,636	56,936
9	54,937	56,337	57,637	58,937
10	56,937	58,337	59,637	60,937

Job Code 186		Assistant Supervisor of Accounts		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	65,001
2	N/A	N/A	N/A	66,112
3	N/A	N/A	N/A	67,223
4	N/A	N/A	N/A	68,334
5	N/A	N/A	N/A	69,445
6	N/A	N/A	N/A	70,556
7	N/A	N/A	N/A	71,667
8	N/A	N/A	N/A	72,778
9	N/A	N/A	N/A	73,889
10	N/A	N/A	N/A	75,000

Job Code 195		Assistant Supervisor Of Payroll		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	55,933	57,333	58,633	59,933
2	58,470	59,870	61,170	62,470
3	61,008	62,408	63,708	65,008
4	63,545	64,945	66,245	67,545
5	66,083	67,483	68,783	70,083
6	68,699	70,099	71,399	72,699
7	71,315	72,715	74,015	75,315
8	73,931	75,331	76,631	77,931
9	76,547	77,947	79,247	80,547
10	79,163	80,563	81,863	83,163

Job Code 015		Assistant Supervisor Repair/Maintenance		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	45,986	47,386	48,686	49,986
2	48,263	49,663	50,963	52,263
3	50,539	51,939	53,239	54,539
4	52,816	54,216	55,516	56,816
5	55,092	56,492	57,792	59,092
6	57,417	58,817	60,117	61,417
7	59,742	61,142	62,442	63,742
8	62,066	63,466	64,766	66,066
9	64,391	65,791	67,091	68,391
10	66,716	68,116	69,416	70,716

Job Code 036		Benefits Administrator		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	71,783	73,183	74,483	75,783
2	73,754	75,154	76,454	77,754
3	76,161	77,561	78,861	80,161
4	78,568	79,968	81,268	82,568
5	80,970	82,370	83,670	84,970
6	84,158	85,558	86,858	88,158
7	87,347	88,747	90,047	91,347
8	90,535	91,935	93,235	94,535
9	93,724	95,124	96,424	97,724
10	96,912	98,312	99,612	100,912

Job Code 287		Building Mgmt. Services Specialist 4		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	52,904	54,304	55,604	56,904
2	54,427	55,827	57,127	58,427
3	56,020	57,420	58,720	60,020
4	59,624	61,024	62,324	63,624
5	61,363	62,763	64,063	65,363
6	64,162	65,562	66,862	68,162
7	66,961	68,361	69,661	70,961
8	69,761	71,161	72,461	73,761
9	72,560	73,960	75,260	76,560
10	75,359	76,759	78,059	79,359

Job Code 243		Cafeteria Manager		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	34,782	36,182	37,482	38,782
2	35,792	37,192	38,492	39,792
3	36,802	38,202	39,502	40,802
4	37,812	39,212	40,512	41,812
5	38,822	40,222	41,522	42,822
6	40,711	42,111	43,411	44,711
7	42,599	43,999	45,299	46,599
8	44,488	45,888	47,188	48,488
9	46,376	47,776	49,076	50,376
10	48,265	49,665	50,965	52,265

Job Code 476		Cafeteria Manager- Degree		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	45,488	46,888	48,188	49,488
2	46,570	47,970	49,270	50,570
3	47,652	49,052	50,352	51,652
4	48,734	50,134	51,434	52,734
5	50,357	51,757	53,057	54,357
6	52,993	54,393	55,693	56,993
7	55,628	57,028	58,328	59,628
8	58,264	59,664	60,964	62,264
9	60,899	62,299	63,599	64,899
10	63,535	64,935	66,235	67,535

Job Code 151		Chief Engineer		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	74,395	75,795	77,095	78,395
2	76,171	77,571	78,871	80,171
3	79,621	81,021	82,321	83,621
4	81,398	82,798	84,098	85,398
5	84,848	86,248	87,548	88,848
6	88,779	90,179	91,479	92,779
7	92,709	94,109	95,409	96,709
8	96,640	98,040	99,340	100,640
9	100,570	101,970	103,270	104,570
10	104,501	105,901	107,201	108,501

Job Code 443		Claims Investigator 2		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	47,854	49,254	50,554	51,854
2	49,165	50,565	51,865	53,165
3	50,542	51,942	53,242	54,542
4	53,541	54,941	56,241	57,541
5	55,063	56,463	57,763	59,063
6	57,673	59,073	60,373	61,673
7	60,283	61,683	62,983	64,283
8	62,894	64,294	65,594	66,894
9	65,504	66,904	68,204	69,504
10	68,114	69,514	70,814	72,114

Job Code 435		Claims Investigator 3		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	65,000	66,300
2	N/A	N/A	67,500	68,800
3	N/A	N/A	70,000	71,300
4	N/A	N/A	72,500	73,800
5	N/A	N/A	75,000	76,300
6	N/A	N/A	77,500	78,800
7	N/A	N/A	80,000	81,300
8	N/A	N/A	82,500	83,800
9	N/A	N/A	85,000	86,300
10	N/A	N/A	87,500	88,800

Job Code 161		Construction Management Specialist		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	70,418	71,818	73,118	74,418
2	72,550	73,950	75,250	76,550
3	74,792	76,192	77,492	78,792
4	78,362	79,762	81,062	82,362
5	80,839	82,239	83,539	84,839
6	84,216	85,616	86,916	88,216
7	87,592	88,992	90,292	91,592
8	90,969	92,369	93,669	94,969
9	94,345	95,745	97,045	98,345
10	97,722	99,122	100,422	101,722

Job Code 770		Contract Administrator 1		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	59,001
2	N/A	N/A	N/A	60,112
3	N/A	N/A	N/A	61,223
4	N/A	N/A	N/A	62,334
5	N/A	N/A	N/A	63,445
6	N/A	N/A	N/A	64,556
7	N/A	N/A	N/A	65,667
8	N/A	N/A	N/A	66,778
9	N/A	N/A	N/A	67,889
10	N/A	N/A	N/A	69,000

Job Code 771		Contract Administrator 2		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	63,001
2	N/A	N/A	N/A	64,112
3	N/A	N/A	N/A	65,223
4	N/A	N/A	N/A	66,334
5	N/A	N/A	N/A	67,445
6	N/A	N/A	N/A	68,556
7	N/A	N/A	N/A	69,667
8	N/A	N/A	N/A	70,778
9	N/A	N/A	N/A	71,889
10	N/A	N/A	N/A	73,000

Job Code 127		Coordinator Maintenance Services		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	73,700	75,100	76,400	77,700
2	75,749	77,149	78,449	79,749
3	77,798	79,198	80,498	81,798
4	79,849	81,249	82,549	83,849
5	81,898	83,298	84,598	85,898
6	84,917	86,317	87,617	88,917
7	87,935	89,335	90,635	91,935
8	90,954	92,354	93,654	94,954
9	93,972	95,372	96,672	97,972
10	96,991	98,391	99,691	100,991

Job Code 096		Coordinator of School Transportation Services		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	68,385	69,685	70,985
2	N/A	70,985	72,285	73,585
3	N/A	73,585	74,885	76,185
4	N/A	76,185	77,485	78,785
5	N/A	78,785	80,085	81,385
6	N/A	81,385	82,685	83,985
7	N/A	83,985	85,285	86,585
8	N/A	86,585	87,885	89,185
9	N/A	89,185	90,485	91,785
10	N/A	91,785	93,085	94,385

Job Code 290		Coordinator Recycling		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	56,885	58,285	59,585	60,885
2	58,115	59,515	60,815	62,115
3	59,360	60,760	62,060	63,360
4	62,121	63,521	64,821	66,121
5	63,365	64,765	66,065	67,365
6	66,075	67,475	68,775	70,075
7	68,785	70,185	71,485	72,785
8	71,495	72,895	74,195	75,495
9	74,205	75,605	76,905	78,205
10	76,915	78,315	79,615	80,915

Job Code 122		Coordinator Technical Services 2		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	68,385	69,785	71,085	72,385
2	70,418	71,818	73,118	74,418
3	72,550	73,950	75,250	76,550
4	76,010	77,410	78,710	80,010
5	78,362	79,762	81,062	82,362
6	91,662	83,062	84,362	85,662
7	84,962	86,362	87,662	88,962
8	88,262	89,662	90,962	92,262
9	91,582	92,982	94,282	95,582
10	94,862	96,262	97,562	98,862

Job Code 323		Data Processing Coordinator		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	81,084
2	N/A	N/A	N/A	83,452
3	N/A	N/A	N/A	85,819
4	N/A	N/A	N/A	88,186
5	N/A	N/A	N/A	90,555
6	N/A	N/A	N/A	94,004
7	N/A	N/A	N/A	97,454
8	N/A	N/A	N/A	100,904
9	N/A	N/A	N/A	104,354
10	N/A	N/A	N/A	107,804

Job Code 130		Deputy Director of Food and Nutrition Svcs.		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	72,000	73,400	74,700	76,000
2	74,100	75,500	76,800	78,100
3	76,300	77,700	79,000	80,300
4	78,500	79,900	81,200	82,500
5	80,700	82,100	83,400	84,700
6	82,630	84,030	85,330	86,630
7	84,560	85,960	87,260	88,560
8	86,490	87,890	89,190	90,490
9	88,420	89,820	91,120	92,420
10	90,350	91,750	93,050	94,350

Job Code 507		Electrical Inspector		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	61,305	62,705	64,005	65,305
2	63,043	64,443	65,743	67,043
3	64,886	66,286	67,586	68,886
4	68,038	69,438	70,738	72,038
5	70,766	72,166	73,466	74,766
6	73,828	75,228	76,528	77,828
7	76,890	78,290	79,590	80,890
8	79,952	81,352	82,652	83,952
9	83,014	84,414	85,714	87,014
10	86,076	87,476	88,776	90,076

Job Code 664		Employee Benefits Specialist		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	50,550	51,950	53,250	54,550
2	52,500	53,900	55,200	56,500
3	54,450	55,850	57,150	58,450
4	56,400	57,800	59,100	60,400
5	58,350	59,750	61,050	62,350
6	60,630	62,030	63,330	64,630
7	61,710	63,110	64,410	65,710
8	63,390	64,790	66,090	67,390
9	65,070	66,470	67,770	69,070
10	66,750	68,150	69,450	70,750

Job Code 266		Engineer in Charge		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	69,483	70,883	72,183	73,483
2	71,503	72,903	74,203	75,503
3	73,523	74,923	76,223	77,523
4	75,543	76,943	78,243	79,543
5	77,563	78,963	80,263	81,563
6	80,968	82,368	83,668	84,968
7	84,374	85,774	87,074	88,374
8	87,779	89,179	90,479	91,779
9	91,185	92,585	93,885	95,185
10	94,591	95,991	97,291	98,591

Job Code 331		Environmental Specialist 4		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	65,929	67,229	68,529
2	N/A	67,864	69,164	70,464
3	N/A	69,897	71,197	72,497
4	N/A	73,245	74,545	75,845
5	N/A	75,487	76,787	78,087
6	N/A	78,699	79,999	81,299
7	N/A	81,910	83,210	84,510
8	N/A	85,112	86,412	87,712
9	N/A	88,333	89,633	90,933
10	N/A	91,545	92,845	94,145

Job Code 447		Examiner 1, Credentials		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	53,277	54,577
2	N/A	N/A	54,800	56,100
3	N/A	N/A	56,392	57,692
4	N/A	N/A	59,650	60,950
5	N/A	N/A	61,389	62,689
6	N/A	N/A	64,161	65,461
7	N/A	N/A	66,932	68,232
8	N/A	N/A	69,704	71,004
9	N/A	N/A	72,475	73,775
10	N/A	N/A	75,247	76,547

Job Code 158		Fire Protection Inspector		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	70,000	71,300
2	N/A	N/A	71,583	72,883
3	N/A	N/A	73,166	74,466
4	N/A	N/A	74,749	76,049
5	N/A	N/A	76,332	77,632
6	N/A	N/A	77,915	79,215
7	N/A	N/A	79,498	80,798
8	N/A	N/A	81,081	82,381
9	N/A	N/A	82,664	83,964
10	N/A	N/A	84,247	85,547

Job Code 356		Fiscal Analyst		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	52,000
2	N/A	N/A	N/A	54,000
3	N/A	N/A	N/A	56,000
4	N/A	N/A	N/A	58,000
5	N/A	N/A	N/A	60,000
6	N/A	N/A	N/A	62,000
7	N/A	N/A	N/A	64,000
8	N/A	N/A	N/A	66,000
9	N/A	N/A	N/A	68,000
10	N/A	N/A	N/A	70,000

Job Code 315		General Supervisor Building Services		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	65,833	67,233	68,533	69,833
2	68,173	69,573	70,873	72,173
3	70,514	71,914	73,214	74,514
4	72,855	74,255	75,555	76,855
5	75,197	76,597	77,897	79,197
6	78,478	79,878	81,178	82,478
7	81,759	83,159	84,459	85,759
8	85,041	86,441	87,741	89,041
9	88,322	89,722	91,022	92,322
10	91,604	93,004	94,304	95,604

Job Code 437		Graphic Artist 111		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	47,975	49,375	50,675	51,975
2	49,165	50,565	51,865	53,165
3	50,542	51,942	53,242	54,542
4	53,541	54,941	56,241	57,541
5	55,063	56,463	57,763	59,063
6	57,301	58,701	60,001	61,301
7	59,539	60,939	62,239	63,539
8	61,776	63,176	64,476	65,776
9	64,014	65,414	66,714	68,014
10	66,252	67,652	68,952	70,252

Job Code 264		Head Chef		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	45,488	46,888	48,188	49,488
2	46,570	47,970	49,270	50,570
3	47,652	49,052	50,352	51,652
4	48,734	50,134	51,434	52,734
5	50,357	51,757	53,057	54,357
6	52,992	54,392	55,692	56,992
7	55,628	57,028	58,328	59,628
8	58,263	59,663	60,963	62,263
9	60,899	62,299	63,599	64,899
10	63,535	64,935	66,235	67,535

Job Code 332		Head Cook		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	45,488	46,788	48,088
2	N/A	46,570	47,870	49,170
3	N/A	47,652	48,952	50,252
4	N/A	48,734	50,034	51,334
5	N/A	50,357	51,657	52,957
6	N/A	52,992	54,292	55,592
7	N/A	55,628	56,928	58,228
8	N/A	58,263	59,563	60,863
9	N/A	60,899	62,199	63,499
10	N/A	63,535	64,835	66,135

Job Code 294		Heating System Specialist		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	57,540	58,940	60,240	61,540
2	59,158	60,558	61,858	63,158
3	60,776	62,176	63,476	64,776
4	62,393	63,793	65,093	66,393
5	64,011	65,411	66,711	68,011
6	66,552	67,952	69,252	70,552
7	69,093	70,493	71,793	73,093
8	71,633	73,033	74,333	75,633
9	74,174	75,574	76,874	78,174
10	76,715	78,115	79,415	80,715

Job Code 030		Investigator 1		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	58,174
2	N/A	N/A	N/A	60,412
3	N/A	N/A	N/A	62,652
4	N/A	N/A	N/A	64,891
5	N/A	N/A	N/A	67,130
6	N/A	N/A	N/A	69,368
7	N/A	N/A	N/A	71,607
8	N/A	N/A	N/A	73,846
9	N/A	N/A	N/A	76,085
10	N/A	N/A	N/A	78,324

Job Code 160		Keyboarding Clerk 4		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	41,256	42,656	43,956	45,256
2	42,357	43,757	45,057	46,357
3	43,513	44,913	46,213	47,513
4	46,639	48,039	49,339	50,639
5	47,913	49,313	50,613	51,913
6	50,312	51,712	53,012	54,312
7	52,711	54,111	55,411	56,711
8	55,110	56,510	57,810	59,110
9	57,510	58,910	60,210	61,510
10	59,909	61,309	62,609	63,909

Job Code 246		Laborer 3		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	42,758	44,158	45,458	46,758
2	44,133	45,533	46,833	48,133
3	45,507	46,907	48,207	49,507
4	48,792	50,192	51,492	52,792
5	50,168	51,568	52,868	54,168
6	52,624	54,024	55,324	56,624
7	55,081	56,481	57,781	59,081
8	57,537	58,937	60,237	61,537
9	59,994	61,394	62,694	63,994
10	62,451	63,851	65,151	66,451

Job Code 281		Maintenance Supervisor		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	62,469	63,869	65,169	66,469
2	64,489	65,889	67,189	68,489
3	66,509	67,909	69,209	70,509
4	68,529	69,929	71,229	72,529
5	70,549	71,949	73,249	74,549
6	73,145	74,545	75,845	77,145
7	75,741	77,141	78,441	79,741
8	78,338	79,737	81,037	82,337
9	80,934	82,334	83,634	84,934
10	83,530	84,930	86,230	87,530

Job Code 270		Management Assistant		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	70,418	71,818	73,118	74,418
2	72,550	73,950	75,250	76,550
3	74,792	76,192	77,492	78,792
4	78,362	79,762	81,062	82,362
5	80,839	82,239	83,539	84,839
6	83,992	85,392	86,692	87,992
7	87,145	88,545	89,845	91,145
8	90,299	91,699	92,999	94,299
9	93,452	94,852	96,152	97,452
10	96,605	98,005	99,305	100,605

Job Code 324		Management Info. Systems Specialist		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	61,672	63,072	64,372	65,672
2	61,796	63,196	64,496	65,796
3	63,696	65,096	66,396	67,696
4	67,604	69,004	70,304	71,604
5	69,696	71,096	72,396	73,696
6	72,751	74,151	75,451	76,751
7	75,806	77,206	78,506	79,806
8	78,860	80,260	81,560	82,860
9	81,915	83,315	84,615	85,915
10	84,970	86,370	87,670	88,970

Job Code 087		Management Specialist		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	70,418	71,818	73,118	74,418
2	72,550	73,950	75,250	76,550
3	74,792	76,192	77,492	78,792
4	78,362	79,762	81,062	82,362
5	80,839	82,239	83,539	84,839
6	84,216	85,616	86,916	88,216
7	87,592	88,992	90,292	91,592
8	90,969	92,369	93,669	94,969
9	94,345	95,745	97,045	98,345
10	97,722	99,122	100,422	101,722

Job Code 308		Network Administrator		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	61,459	62,859	64,159	65,459
2	63,479	64,879	66,179	67,479
3	65,499	66,899	68,199	69,499
4	67,519	68,919	70,219	71,519
5	69,539	70,939	72,239	73,539
6	72,114	73,514	74,814	76,114
7	74,688	76,088	77,388	78,688
8	77,263	78,663	79,963	81,263
9	79,837	81,237	82,537	83,837
10	82,412	83,812	85,112	86,412

Job Code 451		Network Administrator 2		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	69,959	71,359	72,659	73,959
2	71,979	73,379	74,679	75,979
3	74,000	75,400	76,700	78,000
4	76,500	77,900	79,200	80,500
5	79,000	80,400	81,700	83,000
6	80,892	82,292	83,592	84,892
7	82,784	84,184	85,484	86,784
8	84,676	86,076	87,376	88,676
9	86,568	87,968	89,268	90,568
10	88,460	89,860	91,160	92,460

Job Code 802		Office Supervisor		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	65,929	67,229	68,529
2	N/A	67,864	69,164	70,464
3	N/A	69,897	71,197	72,497
4	N/A	73,245	74,545	75,845
5	N/A	75,487	76,787	78,087
6	N/A	78,699	79,999	81,299
7	N/A	81,910	83,210	84,510
8	N/A	85,122	86,422	87,722
9	N/A	88,333	89,633	90,933
10	N/A	91,545	92,845	94,145

Job Code 132		Personnel Technician		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	47,854	49,254	50,554	51,854
2	49,165	50,565	51,865	53,165
3	50,542	51,942	53,242	54,542
4	53,541	54,941	56,241	57,541
5	55,063	56,463	57,763	59,063
6	57,673	59,073	60,373	61,673
7	60,283	61,683	62,983	64,283
8	62,894	64,294	65,594	66,894
9	65,504	66,904	68,204	69,504
10	68,114	69,514	70,814	72,114

Job Code 397		Principal Accountant		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	71,000
2	N/A	N/A	N/A	73,889
3	N/A	N/A	N/A	76,778
4	N/A	N/A	N/A	79,667
5	N/A	N/A	N/A	82,556
6	N/A	N/A	N/A	85,444
7	N/A	N/A	N/A	88,333
8	N/A	N/A	N/A	91,222
9	N/A	N/A	N/A	94,111
10	N/A	N/A	N/A	97,000

Job Code 444		Principal Auditor		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	70,418	71,818	73,118	74,418
2	72,550	73,950	75,250	76,550
3	74,792	76,192	77,492	78,792
4	78,362	79,762	81,062	82,362
5	80,839	82,239	83,539	84,839
6	83,671	85,071	86,371	87,671
7	86,503	87,903	89,203	90,503
8	89,335	90,735	92,035	93,335
9	92,167	93,567	94,867	96,167
10	94,999	96,399	97,699	98,999

Job Code 382		Principal Buyer		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	56,984	58,384	59,684	60,984
2	58,879	60,279	61,579	62,879
3	60,869	62,269	63,569	64,869
4	64,820	66,220	67,520	68,820
5	66,961	68,361	69,661	70,961
6	69,964	71,364	72,664	73,964
7	72,968	74,368	75,668	76,968
8	75,972	77,372	78,672	79,972
9	78,976	80,376	81,676	82,976
10	81,980	83,380	84,680	85,980

Job Code 322		Principal D/P System Programmer		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	77,084	78,484	79,784	81,084
2	79,452	80,852	82,152	83,452
3	81,819	83,219	84,519	85,819
4	84,186	85,586	86,886	88,186
5	86,555	87,955	89,255	90,555
6	90,005	91,405	92,705	94,005
7	93,455	94,855	96,155	97,455
8	96,904	98,304	99,604	100,904
9	100,354	101,754	103,054	104,354
10	103,804	105,204	106,504	107,804

Job Code 388		Principal Engineer		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	66,064	67,464	68,764	70,064
2	68,213	69,613	70,913	72,213
3	70,360	71,760	73,060	74,360
4	73,725	75,125	76,425	77,725
5	75,872	77,272	78,572	79,872
6	79,047	80,447	81,747	83,047
7	82,222	83,622	84,922	86,222
8	85,397	86,797	88,097	89,397
9	88,572	89,972	91,272	92,572
10	91,747	93,147	94,447	95,747

Job Code 206		Principal Fiscal Analyst		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	65,930	67,330	68,630	69,930
2	68,549	69,949	71,249	72,549
3	71,168	72,568	73,868	75,168
4	73,787	75,187	76,487	77,787
5	76,405	77,805	79,105	80,405
6	79,433	80,833	82,133	83,433
7	82,461	83,861	85,161	86,461
8	85,489	86,889	88,189	89,489
9	88,517	89,917	91,217	92,517
10	91,545	92,945	94,245	95,545

Job Code 381		Principal Purchasing Assistant		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	55,933	57,333	58,633	59,933
2	57,529	58,929	60,229	61,529
3	59,219	60,619	61,919	63,219
4	62,870	64,270	65,570	66,870
5	64,712	66,112	67,412	68,712
6	67,602	69,002	70,302	71,602
7	70,492	71,892	73,192	74,492
8	73,383	74,783	76,083	77,383
9	76,273	77,673	78,973	80,273
10	79,163	80,563	81,863	83,163

Job Code 428		Principal Technician MIS		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	74,000
2	N/A	N/A	N/A	75,448
3	N/A	N/A	N/A	76,892
4	N/A	N/A	N/A	78,336
5	N/A	N/A	N/A	79,780
6	N/A	N/A	N/A	81,224
7	N/A	N/A	N/A	82,668
8	N/A	N/A	N/A	84,112
9	N/A	N/A	N/A	85,556
10	N/A	N/A	N/A	87,000

Job Code 131		Program Analyst		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	50,000	50,100
2	N/A	N/A	51,500	51,600
3	N/A	N/A	53,045	53,145
4	N/A	N/A	54,636	54,736
5	N/A	N/A	56,275	56,375
6	N/A	N/A	57,784	57,884
7	N/A	N/A	59,703	59,803
8	N/A	N/A	61,494	61,594
9	N/A	N/A	63,339	63,439
10	N/A	N/A	65,000	65,100

Job Code 080		Program Coordinator, Special Events		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	60,308
2	N/A	N/A	N/A	62,188
3	N/A	N/A	N/A	64,068
4	N/A	N/A	N/A	65,948
5	N/A	N/A	N/A	67,828
6	N/A	N/A	N/A	69,708
7	N/A	N/A	N/A	71,588
8	N/A	N/A	N/A	73,468
9	N/A	N/A	N/A	75,348
10	N/A	N/A	N/A	77,228

Job Code 913		Program Specialist 2		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	N/A	53,910	55,210	56,510
2	N/A	56,185	57,485	58,785
3	N/A	58,460	59,760	61,060
4	N/A	60,735	62,035	63,335
5	N/A	63,010	64,310	65,610
6	N/A	65,285	66,585	67,885
7	N/A	67,560	68,860	70,160
8	N/A	69,835	71,135	72,435
9	N/A	72,110	73,410	74,710
10	N/A	74,385	75,685	76,985

Job Code 333		Program Specialist 3		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	N/A	59,187	60,487	61,787
2	N/A	61,081	62,381	63,681
3	N/A	63,069	64,369	65,669
4	N/A	67,195	68,495	69,795
5	N/A	69,337	70,637	71,937
6	N/A	72,391	73,691	74,991
7	N/A	75,446	76,746	78,046
8	N/A	78,500	79,800	81,100
9	N/A	81,555	82,855	84,155
10	N/A	84,609	85,909	87,209

Job Code 895		Project Manager Data Processing		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	91,001
2	N/A	N/A	N/A	93,112
3	N/A	N/A	N/A	95,223
4	N/A	N/A	N/A	97,334
5	N/A	N/A	N/A	99,445
6	N/A	N/A	N/A	101,556
7	N/A	N/A	N/A	103,667
8	N/A	N/A	N/A	105,778
9	N/A	N/A	N/A	107,889
10	N/A	N/A	N/A	110,000

Job Code 104		Research Scientist		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	68,348	69,748	71,048	72,348
2	71,370	72,770	74,070	75,370
3	74,392	75,792	77,092	78,392
4	77,413	78,813	80,113	81,413
5	80,435	81,835	83,135	84,435
6	83,463	84,863	86,163	87,463
7	86,492	87,892	89,192	90,492
8	89,520	90,920	92,220	93,520
9	92,549	93,949	95,249	96,549
10	95,577	96,977	98,277	99,577

Job Code 411		Research Scientist III		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	63,352	64,752	66,052	67,352
2	65,170	66,570	67,870	69,170
3	66,988	68,388	69,688	70,988
4	68,806	70,206	71,506	72,806
5	70,624	72,024	73,324	74,624
6	73,317	74,717	76,017	77,317
7	76,009	77,409	78,709	80,009
8	78,702	80,102	81,402	82,702
9	81,394	82,794	84,094	85,394
10	84,087	85,487	86,787	88,087

Job Code 464		School Physician - 4 Hours		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	44,576	45,076	45,626	46,226

Job Code 229		Secretarial Assistant		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	41,123	42,523	43,823	45,123
2	42,203	43,603	44,903	46,203
3	43,334	44,734	46,034	47,334
4	46,433	47,833	49,133	50,433
5	47,680	49,080	50,380	51,680
6	50,070	51,470	52,770	54,070
7	52,460	53,860	55,160	56,460
8	54,851	56,250	57,550	58,850
9	57,241	58,640	59,940	61,240
10	59,631	61,031	62,331	63,631

Job Code 084		Secretarial Assistant Steno		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	41,123	42,523	43,823	45,123
2	42,203	43,603	44,903	46,203
3	43,334	44,734	46,034	47,334
4	46,433	47,833	49,133	50,433
5	47,680	49,080	50,380	51,680
6	50,070	51,470	52,770	54,070
7	52,460	53,860	55,160	56,460
8	54,851	56,251	57,551	58,851
9	57,241	58,640	59,940	61,240
10	59,631	61,031	62,331	63,631

Job Code 364		Senior Accountant		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	65,930	67,330	68,630	69,930
2	67,864	69,264	70,564	71,864
3	69,897	71,297	72,597	73,897
4	73,244	74,644	75,944	77,244
5	75,487	76,887	78,187	79,487
6	78,699	80,099	81,399	82,699
7	81,910	83,310	84,610	85,910
8	85,122	86,522	87,822	89,122
9	88,333	89,733	91,033	92,333
10	91,545	92,945	94,245	95,545

Job Code 257		Senior Accountant Pro Alt		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	66,277	67,677	68,977	70,277
2	68,212	69,612	70,912	72,212
3	70,244	71,644	72,944	74,244
4	73,594	74,994	76,294	77,594
5	75,835	77,235	78,535	79,835
6	79,054	80,454	81,754	83,054
7	82,273	83,673	84,973	86,273
8	85,493	86,893	88,193	89,493
9	88,712	90,112	91,412	92,712
10	91,931	93,331	94,631	95,931

Job Code 142		Senior Auditor		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	62,696	64,096	65,396	66,696
2	64,539	65,939	67,239	68,539
3	66,472	67,872	69,172	70,472
4	69,202	70,602	71,902	73,202
5	71,333	72,733	74,033	75,333
6	74,432	75,832	77,132	78,432
7	77,531	78,931	80,231	81,531
8	80,630	82,030	83,330	84,630
9	83,729	85,129	86,429	87,729
10	86,828	88,228	89,528	90,828

Job Code 216		Senior Fiscal Analyst		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	50,542	51,942	53,242	54,542
2	52,689	54,089	55,389	56,689
3	54,835	56,235	57,535	58,835
4	56,981	58,381	59,681	60,981
5	59,127	60,527	61,827	63,127
6	61,683	63,083	64,383	65,683
7	64,239	65,639	66,939	68,239
8	66,796	68,196	69,496	70,796
9	69,352	70,752	72,052	73,352
10	71,908	73,308	74,608	75,908

Job Code 283		Senior Personnel Assistant		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	63,479	64,879	66,179	67,479
2	65,499	66,899	68,199	69,499
3	67,519	68,919	70,219	71,519
4	69,539	70,939	72,239	73,539
5	71,559	72,959	74,259	75,559
6	74,176	75,576	76,876	78,176
7	76,794	78,194	79,494	80,794
8	79,411	80,811	82,111	83,411
9	82,029	83,429	84,729	86,029
10	84,646	86,046	87,346	88,646

Job Code 140		Senior Personnel Technician		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	65,000	66,300
2	N/A	N/A	67,500	68,800
3	N/A	N/A	70,000	71,300
4	N/A	N/A	72,500	73,800
5	N/A	N/A	75,000	76,300
6	N/A	N/A	77,500	78,800
7	N/A	N/A	80,000	81,300
8	N/A	N/A	82,500	83,800
9	N/A	N/A	85,000	86,300
10	N/A	N/A	87,500	88,800

Job Code 983		Senior Program Analyst		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	70,001
2	N/A	N/A	N/A	72,112
3	N/A	N/A	N/A	74,223
4	N/A	N/A	N/A	76,334
5	N/A	N/A	N/A	78,445
6	N/A	N/A	N/A	80,556
7	N/A	N/A	N/A	82,667
8	N/A	N/A	N/A	84,778
9	N/A	N/A	N/A	86,889
10	N/A	N/A	N/A	89,000

Job Code 598		Senior Purchasing Assistant		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	51,854
2	N/A	N/A	N/A	54,105
3	N/A	N/A	N/A	56,356
4	N/A	N/A	N/A	58,607
5	N/A	N/A	N/A	60,858
6	N/A	N/A	N/A	63,109
7	N/A	N/A	N/A	65,361
8	N/A	N/A	N/A	67,611
9	N/A	N/A	N/A	69,863
10	N/A	N/A	N/A	72,114

Job Code 307		Senior Systems Analyst		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	51,359	52,759	54,059	55,359
2	53,379	54,779	56,079	57,379
3	55,399	56,799	58,099	59,399
4	57,419	58,819	60,119	61,419
5	59,439	60,839	62,139	63,439
6	61,799	63,199	64,499	65,799
7	64,159	65,559	66,859	68,159
8	66,519	67,919	69,219	70,519
9	68,879	70,279	71,579	72,879
10	71,239	72,639	73,939	75,239

Job Code 340		Senior Training Technician		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	51,977	53,377	54,677	55,977
2	53,500	54,900	56,200	57,500
3	55,092	56,492	57,792	59,092
4	58,350	59,750	61,050	62,350
5	60,089	61,489	62,789	64,089
6	62,861	64,261	65,561	66,861
7	65,632	67,032	68,332	69,632
8	68,404	69,804	71,104	72,404
9	71,175	72,575	73,875	75,175
10	73,947	75,347	76,647	77,947

Job Code 351		Software Development Specialist 1		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	61,672	62,972	64,272
2	N/A	64,001	65,301	66,601
3	N/A	66,330	67,630	68,930
4	N/A	68,659	69,959	71,259
5	N/A	70,988	72,288	73,588
6	N/A	73,317	74,617	75,917
7	N/A	75,646	76,946	78,246
8	N/A	77,975	79,275	80,575
9	N/A	80,304	81,604	82,904
10	N/A	82,633	83,933	85,233

Job Code 113		Software Development Specialist 3		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	68,000
2	N/A	N/A	N/A	70,333
3	N/A	N/A	N/A	72,667
4	N/A	N/A	N/A	75,000
5	N/A	N/A	N/A	77,333
6	N/A	N/A	N/A	79,667
7	N/A	N/A	N/A	82,000
8	N/A	N/A	N/A	84,333
9	N/A	N/A	N/A	86,667
10	N/A	N/A	N/A	89,000

Job Code 090		Supervising Account Clerk		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	51,854
2	N/A	N/A	N/A	53,165
3	N/A	N/A	N/A	54,542
4	N/A	N/A	N/A	57,541
5	N/A	N/A	N/A	59,063
6	N/A	N/A	N/A	61,673
7	N/A	N/A	N/A	64,283
8	N/A	N/A	N/A	66,893
9	N/A	N/A	N/A	71,000
10	N/A	N/A	N/A	72,500

Job Code 385		Supervising Engineer		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	70,118	71,518	72,818	74,118
2	72,246	73,646	74,946	76,246
3	74,456	75,856	77,156	78,456
4	78,012	79,412	80,712	82,012
5	80,514	81,914	83,214	84,514
6	83,866	85,266	86,566	87,866
7	87,218	88,618	89,918	91,218
8	90,570	91,970	93,270	94,570
9	93,922	95,322	96,622	97,922
10	97,274	98,674	99,974	101,274

Job Code 541		Supervising HVAC Mechanic		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	62,469	63,869	65,169	66,469
2	64,489	65,889	67,189	68,489
3	66,509	67,909	69,209	70,509
4	68,529	69,929	71,229	72,529
5	70,549	71,949	73,249	74,549
6	73,145	74,545	75,845	77,145
7	75,741	77,141	78,441	79,741
8	78,337	79,737	81,037	82,337
9	80,933	82,333	83,633	84,933
10	83,530	84,930	86,230	87,530

Job Code 034		Supervising Omnibus Operator		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	48,000	49,400	50,700	52,000
2	49,500	50,900	52,200	53,500
3	51,000	52,400	53,700	55,000
4	52,500	53,900	55,200	56,500
5	54,000	55,400	56,700	58,000
6	55,500	56,900	58,200	59,500
7	57,000	58,400	59,700	61,000
8	58,500	59,900	61,200	62,500
9	60,000	61,400	62,700	64,000
10	61,500	62,900	64,200	65,500

Job Code 154		Supervising Payroll Clerk		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	47,854	49,254	50,554	51,854
2	49,165	50,565	51,865	53,165
3	50,542	51,942	53,242	54,542
4	53,541	54,941	56,241	57,541
5	55,063	56,463	57,763	59,063
6	57,673	59,073	60,373	61,673
7	60,283	61,683	62,983	64,283
8	62,894	64,294	65,594	66,894
9	65,504	66,904	68,204	69,504
10	68,114	69,514	70,814	72,114

Job Code 338		Supervising Program Analyst		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	53,000	54,300	55,600
2	N/A	54,650	55,950	57,250
3	N/A	56,300	57,600	58,900
4	N/A	57,950	59,250	60,550
5	N/A	59,600	60,900	62,200
6	N/A	61,250	62,550	63,850
7	N/A	62,900	64,200	65,500
8	N/A	64,550	65,850	67,150
9	N/A	66,200	67,500	68,800
10	N/A	67,850	69,150	70,450

Job Code 094		Supervising Security Guard		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	55,933	57,333	58,633	59,933
2	57,529	58,929	60,229	61,529
3	59,219	60,619	61,919	63,219
4	62,870	64,270	65,570	66,870
5	64,712	66,112	67,412	68,712
6	67,602	69,002	70,302	71,602
7	70,492	71,892	73,192	74,492
8	73,383	74,783	76,083	77,383
9	76,273	77,673	78,973	80,273
10	79,163	80,563	81,863	83,163

Job Code 259		Supervisor Accounts Payable			
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	
1	65,929	67,329	68,629	69,929	
2	67,864	69,264	70,564	71,864	
3	69,897	71,297	72,597	73,897	
4	73,245	74,645	75,945	77,245	
5	75,487	76,887	78,187	79,487	
6	78,699	80,099	81,399	82,699	
7	81,910	83,310	84,610	85,910	
8	85,122	86,522	87,822	89,122	
9	88,333	89,733	91,033	92,333	
10	91,545	92,945	94,245	95,545	

Job Code 217		Supervisor Garage Services			
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	
1	65,717	67,117	68,417	69,717	
2	68,354	69,754	71,054	72,354	
3	70,991	72,391	73,691	74,991	
4	73,628	75,028	76,328	77,628	
5	76,265	77,665	78,965	80,265	
6	79,119	80,519	81,819	83,119	
7	81,973	83,373	84,673	85,973	
8	84,828	86,228	87,528	88,828	
9	87,682	89,082	90,382	91,682	
10	90,536	91,936	93,236	94,536	

Job Code 570		Supervisor Information Tech Help Desk		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	55,933	57,333	58,633	59,933
2	57,529	58,929	60,229	61,529
3	59,219	60,619	61,919	63,219
4	62,870	64,270	65,570	66,870
5	64,712	66,112	67,412	68,712
6	67,602	69,002	70,302	71,602
7	70,492	71,892	73,192	74,492
8	73,383	74,783	76,083	77,383
9	76,273	77,673	78,973	80,273
10	79,163	80,563	81,863	83,163

Job Code 128		Supervisor of Custodians		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	55,933	57,333	58,633	59,933
2	57,529	58,929	60,229	61,529
3	59,219	60,619	61,919	63,219
4	62,870	64,270	65,570	66,870
5	64,712	66,112	67,412	68,712
6	67,602	69,002	70,302	71,602
7	70,492	71,892	73,192	74,492
8	73,383	74,783	76,083	77,383
9	76,273	77,673	78,973	80,273
10	79,163	80,563	81,863	83,163

Job Code 450 Supervisor of Data Processing Systems and Programming				
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	91,000
2	N/A	N/A	N/A	93,111
3	N/A	N/A	N/A	95,222
4	N/A	N/A	N/A	97,333
5	N/A	N/A	N/A	99,444
6	N/A	N/A	N/A	101,556
7	N/A	N/A	N/A	103,667
8	N/A	N/A	N/A	105,778
9	N/A	N/A	N/A	107,889
10	N/A	N/A	N/A	110,000

Job Code 392 Supervisor of Electronics Repair				
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	60,001
2	N/A	N/A	N/A	61,112
3	N/A	N/A	N/A	62,223
4	N/A	N/A	N/A	63,334
5	N/A	N/A	N/A	64,445
6	N/A	N/A	N/A	65,556
7	N/A	N/A	N/A	66,667
8	N/A	N/A	N/A	67,778
9	N/A	N/A	N/A	68,889
10	N/A	N/A	N/A	70,000

Job Code 051		Supervisor of Information Technology		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	95,000
2	N/A	N/A	N/A	97,222
3	N/A	N/A	N/A	99,444
4	N/A	N/A	N/A	101,667
5	N/A	N/A	N/A	103,889
6	N/A	N/A	N/A	106,111
7	N/A	N/A	N/A	108,333
8	N/A	N/A	N/A	110,555
9	N/A	N/A	N/A	112,778
10	N/A	N/A	N/A	115,000

Job Code 542		Supervisor of Trades		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	66,186	67,586	68,886	70,186
2	68,526	69,926	71,226	72,526
3	70,868	72,268	73,568	74,868
4	73,209	74,609	75,909	77,209
5	75,550	76,950	78,250	79,550
6	78,761	80,161	81,461	82,761
7	81,972	83,372	84,672	85,972
8	85,182	86,582	87,882	89,182
9	88,393	89,793	91,093	92,393
10	91,604	93,004	94,304	95,604

Job Code 544		Supervisor of Trades Nite		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	72,421	73,821	75,121	76,421
2	74,997	76,397	77,697	78,997
3	77,571	78,971	80,271	81,571
4	80,147	81,547	82,847	84,147
5	82,721	84,121	85,421	86,721
6	86,136	87,536	88,836	90,136
7	89,551	90,951	92,251	93,551
8	92,966	94,366	95,666	96,966
9	96,381	97,781	99,081	100,381
10	99,796	101,196	102,496	103,796

Job Code 379		Supervisor Procurement Specialist		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	59,187	60,587	61,887	63,187
2	61,081	62,481	63,781	65,081
3	63,069	64,469	65,769	67,069
4	67,195	68,595	69,895	71,195
5	69,337	70,737	72,037	73,337
6	72,391	73,791	75,091	76,391
7	75,446	76,846	78,146	79,446
8	78,500	79,900	81,200	82,500
9	81,555	82,955	84,255	85,555
10	84,609	86,009	87,309	88,609

Job Code 126		Supervisor Telephone Services		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	55,933	57,333	58,633	59,933
2	57,529	58,929	60,229	61,529
3	59,219	60,619	61,919	63,219
4	62,870	64,270	65,570	66,870
5	64,712	66,112	67,412	68,712
6	67,602	69,002	70,302	71,602
7	70,492	71,892	73,192	74,492
8	73,383	74,783	76,083	77,383
9	76,273	77,673	78,973	80,273
10	79,163	80,563	81,863	83,163

Job Code 372		Technical Assistant Contract Administration		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	47,000
2	N/A	N/A	N/A	47,556
3	N/A	N/A	N/A	48,111
4	N/A	N/A	N/A	48,667
5	N/A	N/A	N/A	49,222
6	N/A	N/A	N/A	49,778
7	N/A	N/A	N/A	50,333
8	N/A	N/A	N/A	50,889
9	N/A	N/A	N/A	51,444
10	N/A	N/A	N/A	52,000

Job Code 334		Technical Assistant M.I.S		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	47,854	49,254	50,554	51,854
2	49,165	50,565	51,865	53,165
3	50,542	51,942	53,242	54,542
4	53,541	54,941	56,241	57,541
5	55,063	56,463	57,763	59,063
6	57,673	59,073	60,373	61,673
7	60,283	61,683	62,983	64,283
8	62,894	64,294	65,594	66,894
9	65,504	66,904	68,204	69,504
10	68,114	69,514	70,814	72,114

Job Code 328		Technical Assistant Personnel		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	48,864	50,264	51,564	52,864
2	50,175	51,575	52,875	54,175
3	51,552	52,952	54,252	55,552
4	54,551	55,951	57,251	58,551
5	56,073	57,473	58,773	60,073
6	58,816	60,216	61,516	62,816
7	61,560	62,960	64,260	65,560
8	64,303	65,703	67,003	68,303
9	67,047	68,447	69,747	71,047
10	69,790	71,190	72,490	73,790

Job Code 103		Technical Assistant, 111		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	47,854	49,254	50,554	51,854
2	49,165	50,565	51,865	53,165
3	50,542	51,942	53,242	54,542
4	53,541	54,941	56,241	57,541
5	55,063	56,463	57,763	59,063
6	57,673	59,073	60,373	61,673
7	60,283	61,683	62,983	64,283
8	62,894	64,294	65,594	66,894
9	65,504	66,904	68,204	69,504
10	68,114	69,514	70,814	72,114

Job Code 346		Technical Support Specialist 2		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	52,000
2	N/A	N/A	N/A	52,889
3	N/A	N/A	N/A	53,778
4	N/A	N/A	N/A	54,667
5	N/A	N/A	N/A	55,556
6	N/A	N/A	N/A	56,444
7	N/A	N/A	N/A	57,333
8	N/A	N/A	N/A	58,222
9	N/A	N/A	N/A	59,111
10	N/A	N/A	N/A	60,000

Job Code 256		Telecommunications Systems Analyst		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	N/A	N/A	N/A	66,000
2	N/A	N/A	N/A	67,000
3	N/A	N/A	N/A	68,000
4	N/A	N/A	N/A	69,000
5	N/A	N/A	N/A	70,000
6	N/A	N/A	N/A	71,000
7	N/A	N/A	N/A	72,000
8	N/A	N/A	N/A	73,000
9	N/A	N/A	N/A	74,000
10	N/A	N/A	N/A	75,000

Job Code 483		Youth Coordinator		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	56,308	57,708	59,008	60,308
2	57,536	58,936	60,236	61,536
3	58,782	60,182	61,482	62,782
4	61,946	63,346	64,646	65,946
5	63,192	64,592	65,892	67,192
6	65,199	66,599	67,899	69,199
7	67,206	68,606	69,906	71,206
8	69,214	70,614	71,914	73,214
9	71,221	72,621	73,921	75,221
10	73,228	74,628	75,928	77,228

APPENDIX B

Applicable to employees hired effective July 1, 2010

Job Code 112		Administrative Secretary		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	35,000	36,400	37,700	39,000
2	36,000	37,400	38,700	40,000
3	37,000	38,400	39,700	41,000
4	38,000	39,400	40,700	42,000
5	39,000	40,400	41,700	43,000
6	40,000	41,400	42,700	44,000

Job Code 115		Administrative Secretary - Bilingual		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	37,000	38,400	39,700	41,000
2	38,000	39,400	40,700	42,000
3	39,000	40,400	41,700	43,000
4	40,000	41,400	42,700	44,000
5	41,000	42,400	43,700	45,000
6	42,000	43,400	44,700	46,000

Job Code 219		Assistant Supervisor Motor Pool		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	40,000	41,400	42,700	44,000
2	41,000	42,400	43,700	45,000
3	42,000	43,400	44,700	46,000
4	43,000	44,400	45,700	47,000
5	44,000	45,400	46,700	48,000
6	45,000	46,400	47,700	49,000

Job Code 195		Assistant Supervisor of Payroll		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	40,000	41,400	42,700	44,000
2	41,000	42,400	43,700	45,000
3	42,000	43,400	44,700	46,000
4	43,000	44,400	45,700	47,000
5	44,000	45,400	46,700	48,000
6	45,000	46,400	47,700	49,000

Job Code 015		Assistant Supervisor Repair/Maintenance		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	40,000	41,400	42,700	44,000
2	41,000	42,400	43,700	45,000
3	42,000	43,400	44,700	46,000
4	43,000	44,400	45,700	47,000
5	44,000	45,400	46,700	48,000
6	45,000	46,400	47,700	49,000

Job Code 036		Benefits Administrator		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	50,000	51,400	52,700	54,000
2	51,000	52,400	53,700	55,000
3	52,000	53,400	54,700	56,000
4	53,000	54,400	55,700	57,000
5	54,000	55,400	56,700	58,000
6	55,000	56,400	57,700	59,000

Job Code 287		Building Mgmt. Services Specialist 4		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	40,000	41,400	42,700	44,000
2	41,000	42,400	43,700	45,000
3	42,000	43,400	44,700	46,000
4	43,000	44,400	45,700	47,000
5	44,000	45,400	46,700	48,000
6	45,000	46,400	47,700	49,000

Job Code 151		Chief Engineer		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	70,000	71,400	72,700	74,000
2	71,000	72,400	73,700	75,000
3	72,000	73,400	74,700	76,000
4	73,000	74,400	75,700	77,000
5	74,000	75,400	76,700	78,000
6	75,000	76,400	77,700	79,000

Job Code 161		Construction Mgmt. Specialist		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	50,000	51,400	52,700	54,000
2	51,000	52,400	53,700	55,000
3	52,000	53,400	54,700	56,000
4	53,000	54,400	55,700	57,000
5	54,000	55,400	56,700	58,000
6	55,000	56,400	57,700	59,000

Job Code 127		Coordinator Maintenance Services		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	50,000	51,400	52,700	54,000
2	51,000	52,400	53,700	55,000
3	52,000	53,400	54,700	56,000
4	53,000	54,400	55,700	57,000
5	54,000	55,400	56,700	58,000
6	55,000	56,400	57,700	59,000

Job Code 290		Coordinator Recycling		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	37,000	38,400	39,700	41,000
2	38,000	39,400	40,700	42,000
3	39,000	40,400	41,700	43,000
4	40,000	41,400	42,700	44,000
5	41,000	42,400	43,700	45,000
6	42,000	43,400	44,700	46,000

Job Code 122		Coordinator Technical Services 2		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	50,000	51,400	52,700	54,000
2	51,000	52,400	53,700	55,000
3	52,000	53,400	54,700	56,000
4	53,000	54,400	55,700	57,000
5	54,000	55,400	56,700	58,000
6	55,000	56,400	57,700	59,000

Job Code 266		Engineer In Charge		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	60,000	61,400	62,700	64,000
2	61,000	62,400	63,700	65,000
3	62,000	63,400	64,700	66,000
4	63,000	64,400	65,700	67,000
5	64,000	65,400	66,700	68,000
6	65,000	66,400	67,700	69,000

Job Code 447		Examiner 1, Credentials		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	45,000	46,400	47,700	49,000
2	46,000	47,400	48,700	50,000
3	47,000	48,400	49,700	51,000
4	48,000	49,400	50,700	52,000
5	49,000	50,400	51,700	53,000
6	50,000	51,400	52,700	54,000

Job Code 315		General Supervisor Building Services		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	50,000	51,400	52,700	54,000
2	51,000	52,400	53,700	55,000
3	52,000	53,400	54,700	56,000
4	53,000	54,400	55,700	57,000
5	54,000	55,400	56,700	58,000
6	55,000	56,400	57,700	59,000

Job Code 270		Management Assistant		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	50,000	51,400	52,700	54,000
2	51,000	52,400	53,700	55,000
3	52,000	53,400	54,700	56,000
4	53,000	54,400	55,700	57,000
5	54,000	55,400	56,700	58,000
6	55,000	56,400	57,700	59,000

Job Code 087		Management Specialist		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	50,000	51,400	52,700	54,000
2	51,000	52,400	53,700	55,000
3	52,000	53,400	54,700	56,000
4	53,000	54,400	55,700	57,000
5	54,000	55,400	56,700	58,000
6	55,000	56,400	57,700	59,000

Job Code 308		Network Administrator		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	47,000	48,400	49,700	51,000
2	48,000	49,400	50,700	52,000
3	49,000	50,400	51,700	53,000
4	50,000	51,400	52,700	54,000
5	51,000	52,400	53,700	55,000
6	52,000	53,400	54,700	56,000

Job Code 132		Personnel Technician		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	40,000	41,400	42,700	44,000
2	41,000	42,400	43,700	45,000
3	42,000	43,400	44,700	46,000
4	43,000	44,400	45,700	47,000
5	44,000	45,400	46,700	48,000
6	45,000	46,400	47,700	49,000

Job Code 381		Principal Purchasing Assistant		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	42,000	43,400	44,700	46,000
2	43,000	44,400	45,700	47,000
3	44,000	45,400	46,700	48,000
4	45,000	46,400	47,700	49,000
5	46,000	47,400	48,700	50,000
6	47,000	48,400	49,700	51,000

Job Code 411		Research Scientist III		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	50,000	51,400	52,700	54,000
2	51,000	52,400	53,700	55,000
3	52,000	53,400	54,700	56,000
4	53,000	54,400	55,700	57,000
5	54,000	55,400	56,700	58,000
6	55,000	56,400	57,700	59,000

Job Code 229		Secretarial Assistant		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	35,000	36,400	37,700	39,000
2	36,000	37,400	38,700	40,000
3	37,000	38,400	39,700	41,000
4	38,000	39,400	40,700	42,000
5	39,000	40,400	41,700	43,000
6	40,000	41,400	42,700	44,000

Job Code 084		Secretarial Assistant Steno		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	35,000	36,400	37,700	39,000
2	36,000	37,400	38,700	40,000
3	37,000	38,400	39,700	41,000
4	38,000	39,400	40,700	42,000
5	39,000	40,400	41,700	43,000
6	40,000	41,400	42,700	44,000

Job Code 257		Senior Accountant Pro Alt		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	60,000	61,400	62,700	64,000
2	61,000	62,400	63,700	65,000
3	62,000	63,400	64,700	66,000
4	63,000	64,400	65,700	67,000
5	64,000	65,400	66,700	68,000
6	65,000	66,400	67,700	69,000

Job Code 340		Senior Training Technician		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	45,000	46,400	47,700	49,000
2	46,000	47,400	48,700	50,000
3	47,000	48,400	49,700	51,000
4	48,000	49,400	50,700	52,000
5	49,000	50,400	51,700	53,000
6	50,000	51,400	52,700	54,000

Job Code 154		Supervising Payroll Clerk		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	40,000	41,400	42,700	44,000
2	41,000	42,400	43,700	45,000
3	42,000	43,400	44,700	46,000
4	43,000	44,400	45,700	47,000
5	44,000	45,400	46,700	48,000
6	45,000	46,400	47,700	49,000

Job Code 542		Supervisor of Trades		
Step	2017-2018	2018-2019	2019-2020	2020-2021
1	60,000	61,400	62,700	64,000
2	61,000	62,400	63,700	65,000
3	62,000	63,400	64,700	66,000
4	63,000	64,400	65,700	67,000
5	64,000	65,400	66,700	68,000
6	65,000	66,400	67,700	69,000

Job Code 094		Supervising Security Guard		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	45,000	46,400	47,700	49,000
2	46,000	47,400	48,700	50,000
3	47,000	48,400	49,700	51,000
4	48,000	49,400	50,700	52,000
5	49,000	50,400	51,700	53,000
6	50,000	51,400	52,700	54,000

Job Code 328		Technical Assistant Personnel		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	35,000	36,400	37,700	39,000
2	36,000	37,400	38,700	40,000
3	37,000	38,400	39,700	41,000
4	38,000	39,400	40,700	42,000
5	39,000	40,400	41,700	43,000
6	40,000	41,400	42,700	44,000

Job Code 103		Technical Assistant, III		
Step	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
1	35,000	36,400	37,700	39,000
2	36,000	37,400	38,700	40,000
3	37,000	38,400	39,700	41,000
4	38,000	39,400	40,700	42,000
5	39,000	40,400	41,700	43,000
6	40,000	41,400	42,700	44,000

Job Code 334**Technical Assistant, M.I.S.**

Step	2017-2018	2018-2019	2019-2020	2020-2021
1	35,000	36,400	37,700	39,000
2	36,000	37,400	38,700	40,000
3	37,000	38,400	39,700	41,000
4	38,000	39,400	40,700	42,000
5	39,000	40,400	41,700	43,000
6	40,000	41,400	42,700	44,000