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#### Contract Database Metadata Elements

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Union: **Berlin Central School District Unit, CSEA, AFSCME, AFL-CIO**

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**A G R E E M E N T**

**BETWEEN THE**

**CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.  
LOCAL 1000, AFSCME, AFL-CIO**

**FOR THE  
BERLIN SCHOOL DISTRICT UNIT  
OF THE  
RENSSELAER COUNTY EDUCATION LOCAL #871**

**AND THE**

**CHIEF EXECUTIVE OFFICER  
OF THE  
BERLIN CENTRAL SCHOOL DISTRICT**

**JULY 1, 2012 – JUNE 30, 2016**

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## **PREAMBLE**

This Agreement, entered into by and between the Chief Executive Officer (hereafter known as the CEO) of the Berlin Central School District (hereafter known as BCS) and the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, for the Berlin Central School District Unit, of the Rensselaer County Education Local #871, (hereafter known as CSEA), is intended to delineate the rights and responsibilities of the parties hereto in a mutual desire to promote harmonious and cooperative relationships in carrying forward the functions of the Berlin Central School District.

## **ARTICLE I / DEFINITIONS**

Bargaining Unit - As described in the Recognition Clause.

Board - Berlin Central School District Board of Education.

CSEA - The Berlin Central School District Unit of the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO.

Call-In-Time - Period of time when an employee is called into work at other than a regularly scheduled work period, or an immediate extension thereof. Normally occurring in emergency situations when an employee is called into work after having completed his/her normal work day, and must re-travel to and from home to school. It does not apply to substitute employees, nor to regular personnel who are called, and who accept a routine job, regardless of duration.

Days - Shall mean school business days in the School District unless otherwise defined in individual Articles.

District - Berlin Central School District.

Ten (10) Month Employee - Is a full-time employee appointed to a permanent position and assigned to a regularly established work day of six hours or more per day for a ten-month school year or is a part-time employee appointed to a permanent position and assigned to a regularly established workday of four hours or more per day for a ten-month school year.

Eleven (11) Month Employee - An employee who is scheduled to work, for school sponsored programs, a minimum of 22 days during the summer (period following his/her last scheduled day of work in June and prior to Labor Day), in addition to his/her scheduled hours of work during the ten-month school year.

Twelve (12) Month Employee - Is a full-time employee appointed to a permanent position and assigned to a regularly established work day of six hours or more per day for a twelve-month school year or is a part-time employee appointed to a permanent position and assigned to a regularly established workday of four hours or more per day for a twelve-month school year.

Employee - Non-instructional employee of the Berlin Central School District, excluding those designated managerial or confidential.

Full-Time Employee - An employee appointed to a permanent position, and assigned to a regularly established work day of six (6) hours or more per day for a ten-month school year or a twelve-month calendar year.

Immediate Supervisor - The first level of supervision from whom an employee receives duty direction.

## **ARTICLE I / DEFINITIONS (CONTINUED)**

**Part-Time Employee** - An employee appointed to a permanent position, and assigned to a regularly established work day of less than six (6) hours for the ten (10) month school year or a twelve-month calendar year.

**Permanent Employee** - An employee who has served the required probationary period and has been appointed to a permanent position by the Board.

**Probationary Employee** - An employee serving the required six-month probationary period in a permanent job position.

**Provisional Appointment** - An appointment made when there is no valid Civil Service Commission eligible list in existence for the position.

**Seniority** - Shall mean District Seniority defined in Article V, Section 4.(b).

**School Year** - The time between the first day school is in session in September, and the last day school is in session in June.

**Show-up Time** - A minimum time period paid for in circumstances when school is opened, and then closed.

**Substitute Employee** - An employee working as needed on a day-to-day basis.

**Superintendent** - Superintendent and Chief Executive Officer of the Berlin Central School District.

**Temporary Employee** - An employee appointed to a temporary position or to a permanent position for an individual who has been granted an extended leave of absence. (Per BOE policy GBD)

## **ARTICLE II / RECOGNITION**

**Section 1.** The Employer, having determined that CSEA is supported by a majority of the non-instructional employees, hereby agrees that CSEA shall be the sole and exclusive negotiating agent for all employees described in Article I, Section 3. The period of unchallenged representation status shall be the maximum allowed by law.

**Section 2.** The CSEA affirms that it does not assert the right to strike against the Employer and that it shall not cause, instigate, encourage or condone a strike.

**Section 3.** The representative bargaining unit shall be comprised of all non-instructional personnel excluding the District Clerk, Business Administrator, Superintendent of Buildings, Director of Transportation, Secretary to the Superintendent of Schools, Senior Account Clerk, Treasurer, Assistant Treasurer, Payroll Clerk, Tax Collector, Signing Interpreter, substitute employees, temporary employees and employees working less than four (4) hours per day.

Substitute, temporary and less than four (4) hour employment will not be used to circumvent full time employment.

If a new position is created during the life of this Agreement, the inclusion of said position in the bargaining unit shall be determined by the mutual agreement of the parties. Rates of compensation for such new positions added to the bargaining unit shall be negotiated for inclusion into the salary schedule.

### ARTICLE III / DUES DEDUCTIONS

The Employer shall deduct from the wages of the covered employees and remit to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, NY 12210, regular membership dues and premiums for CSEA insurance for those employees who have signed the appropriate payroll deduction authorization permitting such deduction. The Employer agrees that during the period of unchallenged representation, dues will not be deducted for any other bargaining agent claiming representation of the covered employee.

### ARTICLE IV / MANAGEMENT RIGHTS

The determination and administration of school policy, the operation and management of the school and the direction of the employees are vested exclusively in the Board of Education except as limited by this Agreement.

### ARTICLE V / SENIORITY

Section 1. Seniority is the right accruing to employees of the District covered by this Agreement, through length of service, which entitles them to preference in promotion, assignment, vacations, hiring, rehiring and transfers. However, seniority does not mean that an employee may take the position of another employee before the position has become vacant except in the event of a layoff. In the event of layoffs, seniority will apply only within departments, which are defined as:

- A) Maintenance
- B) Custodial
- C) Transportation
- D) Clerical
- E) Aides/Monitors
- F) Health Office Assistants
- G) Teaching Assistants
- H) Technology
- I) Food Service Workers

(Note: For purposes of department seniority, School Bus Attendants will be included in the Transportation Department. The Aides/Monitors Department will include school monitors, aides, and other employees who provide support to the instructional program.)

Section 2. Seniority shall be determined by continuous service with the District as a regularly scheduled employee and will not count periods when serving as a substitute or temporary employee.

Section 3. Effective July 1, 1979, all employees shall be granted seniority on the basis of year to year service regardless of hours worked. The employee's contract anniversary date shall be used for application of benefits contained herein.

#### Section 4. Layoff / Recall

- a) Department Seniority shall be defined as the length of continuous service of an employee since entry into the job title.
- b) District Seniority shall be defined as the length of continuous service of an employee with the District.

## **ARTICLE V / SENIORITY (Continued)**

c) **Layoff**: In the event of a layoff within a department, all temporary, provisional, probationary and substitute employees shall be laid off first. If permanent employees of this bargaining unit must be laid off, the employee(s) with the least seniority within an affected job title shall be laid off first. An employee notified of his/her layoff shall have the right to "retreat" into his/her previously held permanent position, if any, regardless of department. When a full-time employee is laid off or his/her work hours (six or more hours) are reduced, he/she shall have the option to bump the least senior full-time employee in the same title within the bargaining unit. In the case where a part-time employee is laid off or his/her work hours (four or more hours) are reduced, he/she shall have the option to bump the least senior part-time employee in the same title within the bargaining unit.

d) **Recall**: The District will place the name of all "laid off employees" on a recall list, by title, for a period of eighteen (18) months following the date of their layoff. A laid off employee whose name appears on the recall list, if qualified, shall be granted a probationary appointment to any vacant position in the District. The District will notify qualified, prior employees on the list of the vacancy by certified mail, return receipt requested. Eight (8) school business days shall be allowed for the person to respond. If no response is received within the eight (8) school business days following receipt of the recall notice, or if the recall notice cannot be delivered, the District will assume the recalled person is not interested in the position or is unavailable, and shall proceed with filling the position. If a prior employee refuses to accept an appointment under this provision for any reason, that refusal will be dealt with in accordance with Civil Service §§ 81 (4) through (9) and Rensselaer County Civil Service Commission Rule XVIII (2) - Refusal or Failure to Accept Reinstatement from a Preferred List.

e) **Job Titles** (See Appendix A)

## **ARTICLE VI / COMPENSATION**

### **Section 1.** Salary Schedules (See Appendix A)

The salary schedules are in Appendix A and shall reflect the following increases:

Effective 7-1-2012; 1%  
Effective 7-1-2013; 1%  
Effective 7-1-2014; 2%  
Effective 7-1-2015; 3%

**Section 1a.** Longevity increases shall be paid on the anniversary date of the employee's 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup> and 30<sup>th</sup> years of service.

### **Section 2.** Placement

- a) New employees hired shall be paid the "starting rate" as applicable.
- b) All employees completing one (1) year of service with the District shall be paid the "job rate".
- c) All employees completing five (5) years of service with the District shall be paid the "service rate."
- d) **Promotion** - Employees promoted to a higher job classification will be paid at the appropriate longevity step for the new classification. Upon completion of the probationary period, the employee shall be considered permanent in the new title or may return to his/her previously held position.
- e) **Pay Periods** - All employees shall be paid bi-weekly. The first paycheck for 10-and 11-month transportation staff will be based on an estimate of hours to be worked during the first week of school, with the second paycheck based on actual hours worked during the second week of school plus adjustments from the

## ARTICLE VI / COMPENSATION (Continued)

first week of work. All extra driving or overtime will be paid in the next bi-weekly paycheck following the current pay period.

### Section 3. Callback

Any employee called in to perform work for the District after he/she has left their work site following their regularly scheduled hours shall be paid for at least two (2) hours work.

Section 4. Show-up (school closing) regarding work - Employees will be paid a minimum of 1 hour of pay when school is closed after it has been open.

### Section 5. Credit Hours

Full Time Employees shall be eligible for work related college education credit or in-service education credit when such credit is received during non-employment hours, at no cost to the District, and with prior approval of the Superintendent. Credit will be provided as follows:

- a) Every 15 in-class hours equal 1 credit hour, each 1 credit hour from an accredited college or university is equal to 15 in-class hours.
- b) A maximum of 60 credit hours may be accumulated.
- c) Credits required for certification or held prior to July 1, 2012 do not apply.
- d) An increment of \$15 shall be credited to the employee's salary per annum for each college credit or each 15 hours of in-class or in-service credit pending successful completion of such courses prior to October 15 of the contract year.

### Section 6. Chaperons

When non-instructional staff or the public are employed as Chaperons, they shall be reimbursed at the starting Monitor's rate. Chaperon duties will be offered to employees before offering them to the public. Employees who have attained 40 hours may not apply for that duty.

Section 7. Staff substituting for teachers shall receive \$10.00 dollars (1/2 day rate) for substituting at least one (1) hour at the elementary level or in excess of one (1) set at the high school level; the full day rate (\$20.00) will be paid for substituting in excess of 3.5 hours at the elementary and 4 periods or more at the high school. All Teaching Assistants who are assigned grade level coverage for teachers to attend monthly grade level meetings and who assume full responsibility for such teachers in their absence shall be compensated in accordance with this section of the Agreement.

Section 8. Employees will have the option of direct deposit to banking institutions within the ABA system.

Section 9. Employees' hours worked will be measured by the use of a time management system (time clock). This system will be used to track actual hours worked and be incorporated into payroll calculations and attendance verification for safety considerations.



## **ARTICLE VII / PROMOTIONS, NEW OPENING, VACANCIES, NEWLY CREATED/VACATED BUS ROUTES**

**Section 1.** When promotional opportunities, new openings, newly created/vacated bus routes, or vacancies occur, the position will be made known to present employees at least **five (5)** working days prior to the date upon which the position will be filled by giving the President of the Association one copy and posting the announcement on a designated bulletin board in each school and in the transportation office. In the case where a bus driver leaves his/her current route to drive a new route, he/she has the right to revert to his/her original route within (5) five days of accepting the new route if he/she so desires.

**Section 2.** Qualifications, ability and experience shall be factors to be considered in filling the position (bidding on bus routes included). If these factors among the applicants are equal, seniority shall be the determining factor.

**Section 3.** An employee who is promoted to a higher job classification shall be on probation for a period of not more than six (6) months. At the end of the probationary period, or earlier if the District so decides, an employee so promoted will be granted permanent status if the individual has fulfilled all the Civil Service Commission and/or State Education Department eligibility requirements.

**Section 4.** An employee promoted to a higher position classification pursuant to Section 1 above and who is returned to the former position held will not lose rights, privileges or seniority.

## **ARTICLE VIII / WORK WEEK AND HOURS**

### **Section 1.** Work Week

A normal work week shall be comprised of five (5) consecutive calendar days within a calendar week.

### **Section 2.** Work Hours

- a) Clerical Hours - Clerical employees will work an eight (8) hour day exclusive of the lunch period, unless scheduled and paid for a shorter work day.
- b) Daytime Custodial employees will work an eight (8) hour day exclusive of lunch period.
- c) Daytime Automotive Mechanics will work an eight (8) hour day exclusive of lunch period.
- d) Part-time Transportation personnel will work as scheduled.
- e) All full-time employees working the night shift shall be allowed a thirty (30) minute duty free period for supper within the eight (8) hours.

## **ARTICLE IX / OVERTIME**

**Section 1.** Authorized overtime work for regular employees shall be compensated at time and one-half the employee's regular hourly rate for all hours worked in excess of forty (40) hours in any calendar week. Included in the forty (40) hours that must be accumulated prior to qualifying for overtime pay are vacation days, holidays and leaves for illness, personal business and bereavement, if the employee is paid for these.

**Section 2.** Bus drivers shall receive their regular rate of pay for all assignments. For overnight runs, drivers will be paid their regular rate for driving time only; meals and lodging will be provided without expense to the driver.

**ARTICLE IX / OVERTIME (Continued)**

**Section 3.** Required bus driving for non-regularly scheduled runs shall be offered to bus drivers according to the rotating list established by seniority. Such runs shall be posted at least three days in advance.

If no bus driver or approved substitute has signed for the non-regularly scheduled run twenty-four hours in advance, it will be assigned to the least senior bus driver and thereafter by inverse seniority rotation order.

**Section 4.** The District shall eliminate bidding on fixed runs when an employee is absent due to illness. Such runs shall have substitute bus drivers take their place so as not to disrupt other runs.

**Section 5.** As of 5/14/2003 the district will observe the following understandings and procedures in assigning extracurricular bus trips that are deemed non-school sponsored:

- a. Extracurricular organizations may use Berlin Central School buses for non-regularly scheduled trips within a 200 mile radius. The extracurricular organization must reimburse the district for the cost of the bus, the driver, gas and tolls, meals, lodging and any other expenses incurred.
- b. In the event that the extracurricular trip is scheduled within a school day, the priority must remain in staffing regularly scheduled runs. Therefore, requests for use of school district buses and drivers for extracurricular trips may be denied due to lack of drivers and/or available buses.
- c. Advisors of extracurricular organizations may be allowed to arrange to transport members of their organization on trips. In that event, advisors must arrange for parents to drive students in the parents' personal vehicles. The advisor and any other school employee who may accompany the students on the trip may not ride in cars with students nor may they drive students in their own cars.
- d. Extracurricular organizations shall retain the right to use charter bus companies without exception. Charter buses must be subject to and pass inspection by the transportation department prior to departure.
- e. All non-regularly scheduled runs will be posted and assigned according to the contract language. See Article IX/Overtime, Section 3 of the Agreement.
- f. For the purposes of this agreement, extracurricular organizations are defined as those that are supported by and for the students. Funds are collected voluntarily by pupils and are spent by them as they see fit.

**ARTICLE X /HOLIDAYS, VACATION, LEAVES OF ABSENCE**

For the purpose of all sick, personal and holiday accumulation of and use of sick, personal and holiday leave accruals with the Agreement shall include those that pertain to additional employee's duties of regularly scheduled mid-day and late runs for bus drivers of the transportation department. The District reserves the right to add the mid-day / late runs to existing AM and/or PM runs.

**Section 1.** Holidays

Full-time, twelve (12) month employees, shall be granted twelve (12) paid holidays as follows:

- |                  |                                  |
|------------------|----------------------------------|
| Independence Day | New Year's Day                   |
| Labor Day        | Martin Luther King, Jr. Day      |
| Columbus Day     | Washington or Lincoln's Birthday |
| Veterans' Day    | (according to school calendar)   |

**ARTICLE X /HOLIDAYS, VACATION, LEAVES OF ABSENCE (Continued)**

Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day
Christmas Day	

Section 2. Full-time, twelve (12) month employees shall be eligible for one (1) paid holiday in addition to those cited above. Each employee will arrange for the appropriate time off with their Supervisor. It is understood that the scheduling of this time off may not interfere with work schedules necessary to maintain the school program.

Section 3. Ten-month employees shall be granted all holidays except Independence Day and Labor Day for a total of ten (10) holidays.

Section 4. Eleven-month employees, with the exception of eleven-month transportation staff, shall be granted all holidays except Independence Day for a total of eleven (11) holidays. Eleven-month transportation staff shall be granted all holidays except Labor Day for a total of eleven (11) holidays.

Section 5. If a holiday falls on a Saturday, time off with full pay in accordance with this Section will be provided on the previous Friday. If a holiday falls on a Sunday, the appropriate time off with full pay will be provided on the following Monday.

Section 6. Full-time, twelve (12) month employees shall earn vacation as follows:

After 1 year to 4 years of service	10 days
After 5 years of service	11 days
After 6 years of service	12 days
After 7 years of service	13 days
After 8 years of service	14 days
After 9 years of service	15 days
After 10 years of service	16 days
After 11 years of service	17 days
After 12 years of service	18 days
After 13 years of service	19 days
After 14 years of service	20 days

If a scheduled holiday falls within an employee's vacation period, the employee shall be permitted to extend their vacation period by the holiday(s) that fall within such vacation period.

Vacation days will normally be taken on days when school is not in session unless previously approved by the Immediate Supervisor. Requests for vacation shall be submitted at least two weeks in advance in writing.

Section 7. Employees who attain perfect attendance (no days without pay), no sick leave use, family, bereavement, or personal, shall have the option of receiving one (1) day of extra vacation or payment for such day.

Section 8. Employees shall be allowed to carry over into the next school year, with prior approval of their supervisor, five (5) days of vacation for the purpose of providing an extended vacation at a later time.

Section 9. Sick Leave

Employees shall earn one and one-quarter (1-1/4) days (scheduled hours) per month which they may accumulate to two hundred (200) days (scheduled hours).

## **ARTICLE X /HOLIDAYS, VACATION, LEAVES OF ABSENCE (Continued)**

An employee who is not a full-time, twelve month employee shall be credited with 1 ¼ days (scheduled hours) of sick leave per month when the employee has worked the majority of the days in a month.

Sick leave with pay is granted for personal illness of a covered employee, and a written statement of an attended physician may be requested to substantiate an absence of more than two (2) consecutive days.

A portion of total sick leave with pay may be used for illness in the family (bereavement list, or persons living within the same household) up to a maximum of five (5) days per year, should there be a need of an employee for bedside, household or hospital attention.

The District has adopted Section 41j of the New York State Employees Retirement System as it applies to the application of unused sick leave for additional retirement credit. This benefit allows employees to add unused sick leave to their total service credit to a maximum of 165 days or .634 of a year. Teaching Assistants, at retirement will receive \$35.00/day for unused sick leave up to 200 days.

### **Section 10.** Personal Leave

(a) Employees will be granted up to three (3) days (scheduled hours) per year for important personal business defined as legal business, death of a relative, except as stated in Section 11 below, and other situations which require the employee's attention and presence. Personal leave shall not be used to extend a holiday or vacation period without prior approval of the appropriate administrator or Superintendent of Schools.

(b) Such leave shall require three (3) days notice whenever possible.

(c) Personal Leave may be used to claim loss of pay for school delays and early dismissals.

(d) All unused personal leave will be added to sick leave.

### **Section 11.** Bereavement Leave

Up to five (5) consecutive days will be granted to employees for each death in the immediate family which includes father, mother, spouse and children. Up to three (3) consecutive days bereavement leave will be granted to employees for each death in the family which includes brother, sister, mother/father-in-law, son/daughter-in-law, grandchildren and grandparents. The Bereavement Leave must be immediately associated with the date of death of the person for whom the leave is used, and the leave shall be taken in consecutive days. One additional day may be used extend the above bereavement leave when necessary, and will be taken from personal leave, or personal sick leave.

### **Section 12.** Jury Duty

Each employee will be entitled to jury duty leave upon proof of a summons for jury duty with the necessity of each day's absence from work. Employees who are required to serve as jurors will continue to receive their regular compensation. Any jury duty pay will be turned over to the District.

## **ARTICLE XI / SICK LEAVE POOL**

a) A sick leave pool shall be established to provide additional sick leave credits to non-instructional staff members with two (2) or more years of service as of October 15 who have exhausted sick leave days because of extended disability or long-term catastrophic illness.

The pool shall consist of voluntary contributions from staff members made prior to October 15 of each year of up to 24 hours unused sick leave per staff member.

## **ARTICLE XI / SICK LEAVE POOL (Continued)**

Effective September 24, 2000, the pool shall consist of voluntary contributions from employees made prior to October 15 of each year of up to 24 hours unused sick leave with a minimum contribution of one scheduled working day per employee to enter and maintain eligibility in the sick leave pool each, unless the employee enters the year while drawing on the Sick Leave Pool.

Contributions to the pool shall be made in writing and signed by the staff member. The CSEA shall notify the Superintendent on or before October 15 of each year of the total number of hours contributed to the pool and shall deliver a signed authorization from each staff member contributing to the pool.

b) The sick leave pool shall be administered by a joint CSEA-Administration Committee (Committee) consisting of four persons. Two members will be appointed by the CSEA (one with a two year term of office and one with a three year term of office for the first year; each year thereafter terms shall be two years); and two Administrators to be appointed by the Superintendent (one with a two year term of office and one with a three year term of office for the first year; each year thereafter terms shall be two years). In event of a tie the final determinations shall be alternate by The Superintendent and the CSEA President. The Superintendent and the CSEA shall notify each other of their appointments to the Committee prior to October 15 of each school year.

c) A staff member who has contributed to the pool may, on a form provided by the District, be granted days from the pool by submitting a request in writing, on a form provided by the District, including supporting documents to establish the appropriateness of each request, to the Committee. In no event, shall a member be granted more than 30 days per request. Employees must have exhausted all benefits such as sick leave accrued to date, personal leave, vacation leave, and holiday leave before submitting a request. Upon exhausting such 30 days and subject to the limitations of this Section, a member may be granted additional days from the pool at the discretion of the Committee.

d) The action of the Committee in granting or failing to grant an application shall be in its sole and exclusive discretion and shall not be in any way reviewable.

e) Nothing in this Section shall be construed as giving a vested or property right to any interest in the pool, and hours once contributed may not be withdrawn by a contributor.

f) The Board and the CSEA will not enter into agreements outside this agreement which modify the operation of the Sick Leave Pool.

## **ARTICLE XII / RETIREMENT**

Effective on or before three (3) months after execution of this Agreement and subject to the Employee's Retirement System rules and procedures, all employees who are enrolled in Tier I or Tier II of the Employees Retirement System will be covered under the Career Plan known as 75-i.

## **ARTICLE XIII / INSURANCE**

Section 1. The School District provides health insurance coverage through Blue Shield of Northeastern New York and Capital District Physicians Health Plan (CDPHP).

Section 2. For employees hired as of and subsequent to July 1, 1990, health insurance benefits will be made available to those employees scheduled to work 30 hours or more per week at a minimum of 6 hours per day.

**ARTICLE XIII / INSURANCE (Continued)**

HEALTH INSURANCE COVERAGE SHALL CONTINUE IN EFFECT FOR THE FOLLOWING 3 EMPLOYEES:  
(Shirley Oswald, Rebecca Giumarra and Carol Jones)

**Section 2.** Health Insurance Contributions

Effective July 1, 2005: All employees hired prior to July 1, 1990 who elect to participate in the health insurance program set forth in Section 1 will contribute ten percent (10%) towards the cost of the premium for individual, two-person, or family coverage based on the plan and coverage they choose. All health insurance caps will be eliminated. All employees hired on or after July 1, 1990 will contribute twenty-five percent (25%) towards the cost of the premium for individual, two-person, or family coverage based on the plan and coverage they choose.

**Section 3.** The deductible for all employees enrolled in Blue Shield will be \$100 (individual)/\$300 (family).

**Section 4.** Employees hired 7-1-2013 or later must be employed by the district for 12 years to be eligible to continue health insurance into retirement. Employees hired prior to 7-1-2013 must be employed for a minimum of 7 years of service to be eligible to continue health insurance into retirement.

Employees enrolled in individual and dependent plans under Section 1 are eligible to continue health insurance with the District upon retirement. The Board will contribute 50% of the cost for the individual and 35% of the cost for the dependent for retirees who are members of the health insurance plan. An employee who has declined health insurance coverage must notify the District, in writing, no later than January 30<sup>th</sup> of the employee's final year of service prior to retirement, if the employee chooses to participate in the District's health insurance plan for retirees pursuant to this section. Such written notification shall allow the employee to participate in District health insurance on the same basis as the other employees until retirement.

The surviving spouse and dependents of a deceased retiree who are enrolled in a dependent plan under Section 1 may continue to participate by purchasing health insurance through the District's plan at the group rate, but without any District contribution.

Spouses and dependents of an employee enrolled in a dependent plan who dies while in active service will be eligible to receive continuation of health insurance consistent with the Consolidated Omnibus Budget Reconciliation Act of 1987. Surviving spouses of deceased employees or retirees electing to purchase health insurance coverage through the District may continue to do so upon remarriage through purchase of an individual plan only. The surviving spouse's new husband/wife is not eligible for coverage through a District Plan.

This Article will remain in force for a continuous five (5) year period and is not subject to re-negotiation unless agreed to by the Association, and only then, the amount being contributed by the Board can be re-negotiated from the 50 - 35 base level. For each year that contract negotiations are renewed, one year will be added to this clause in order to maintain the five-year extension. If the Association chooses to reopen the clause on the percentages for retired persons, the whole clause will be subject to re-negotiation.

**Section 5.** The District will provide the following cash payment to any employee receiving district health insurance as of 7/1/2003, or who have previously declined health insurance, and received a cash payment for that declination as of 7/1/2003, who declines health insurance:

- \$1,000 to employees enrolled in a family or two person plan.
- \$500 to employees enrolled in an individual plan.

## **ARTICLE XIII / INSURANCE (Continued)**

Payment will be made to the employees by June 30 of each school year for those declining District health insurance coverage for the twelve preceding months.

Should an employee who has chosen this declination payment lose such previously duplicated coverage, the employee may opt to re-enroll in a district health insurance plan on the first day of the following month upon written notice of the loss of such other coverage. Such enrollment, however, cancels any prospective health declination payment at the end of the school year.

Since an employee who is not a member of the district's health insurance group while working for the district may not join the group after retirement, the District and the employee who chooses the above declination shall jointly effect membership for the retiring employee in the group as of January 1 or July 1 before retirement, if the employee so desires.

**Section 6.** The lifetime cap on the health insurance/major medical shall be raised from \$250,000 to \$1,000,000.

### **Section 7.** IRS Code 125 Plan

The Board shall offer a flexible benefits plan pursuant to Section 125 of the Internal Revenue Code. The plan options will apply to premium contributions, unreimbursed medical expenses and dependent care.

**Section 8.** A committee will be established to review alternate health insurance plans during the life of the agreement.

## **ARTICLE XIV / GRIEVANCE PROCEDURE**

The purpose of this procedure is to secure at the lowest possible administrative level, equitable solutions to the problems which from time to time may arise from differences in interpretations of the provisions of this Agreement which may affect the welfare and/or working conditions of the employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Should differences arise between the parties as to the interpretation or application of the provisions of this Agreement, there shall be no suspension of services by the aggrieved party on account of such differences.

### **Section 1.** Definition

- (a) "Employer" shall be the Board of Education of the Berlin Central School District.
- (b) "Employee" shall be any person described in Article I.
- (c) "Grievance" is a claim by the covered employee or group of covered employees which involves the interpretation and/or application of a term or provision of this Agreement, existing laws, rules, procedures, regulations, administrative orders or any other condition of employment except as modified by this Agreement.
- (d) "Employee's Representative" shall be any person selected by the employee to represent them in this procedure.
- (e) "Chief Executive Officer" shall be the Superintendent of Schools.
- (f) "Immediate Supervisor" shall be the:

## ARTICLE XIV / GRIEVANCE PROCEDURE (Continued)

Elementary Principal for all clerical, aides, monitors and teaching assistants working at the elementary school level.

Secondary School Principal for all clerical, aides, monitors and teaching assistants working at the secondary school level.

Director of Pupil Services for health office staff and staff providing service with the special education department.

Superintendent of Buildings for all maintenance and custodial staff.

Business Manager for all transportation personnel.

- (g) Class Action Grievance shall be initiated by the CSEA Unit President only, and the grievance shall start at Stage 2 of the Procedure.

### Section 2. Grievance Procedure

#### STAGE ONE

The aggrieved party will confer orally with his/her Immediate Supervisor within thirty (30) days of the time of the circumstance causing the grievance or of the time that he/she should have known of such circumstances.

If the employee is not satisfied with the decision of the Immediate Supervisor, he/she will request, in writing using the CSEA Grievance form, and will be given, within five (5) school days of such request, the decision in writing.

#### STAGE TWO

If the aggrieved party is not satisfied with the decision at Stage One, he/she may, within five (5) school days after the receipt of the written Stage One decision, appeal to the Chief Executive Officer, in writing, setting forth the basis of the grievance, the person or persons involved, with the redress desired. A copy of the Stage One decision must be included with the appeal.

The Chief Executive Officer, or his/her designee, will hold a hearing within fifteen (15) school days of the receipt of the appeal and a written decision will be sent to the aggrieved party within ten (10) days after the close of the hearing or hearings.

#### STAGE THREE

If the aggrieved party is not satisfied with the decision at Stage Two, he/she may, within five (5) school days after the receipt of the written Stage Two decision, appeal to the Board of Education, in writing, setting forth the basis of the grievance, the person or persons involved, and redress desired. Copies of the Stage One and Stage Two decisions must be included with the appeal.

The Board of Education will consider the appeal at a hearing in an Executive Session to be held within fifteen (15) calendar days, and render a decision in writing to the aggrieved party within fifteen (15) days after the close of the hearing or hearings.

#### STAGE FOUR

A grievance which involves the interpretation and/or application of a term or provision of this Agreement may be submitted to arbitration, the results of which will be binding upon the parties.



#### **ARTICLE XIV / GRIEVANCE PROCEDURE (Continued)**

- (a) If the Civil Service Employees Association, Inc. is not satisfied with the decision at Stage Three, it may, within ten (10) working days after the receipt of the Stage Three decision, notify the Superintendent of Schools, in writing, of its desire to submit the dispute to arbitration. The CSEA, Inc. shall have the exclusive right to proceed to arbitration on behalf of the aggrieved party(s).
- (b) The Superintendent of Schools will notify PERB, within five (5) working days of the receipt of the notice of desire to arbitrate.
- (c) The arbitrator will be selected in accordance with the rules of the Public Employment Relations Board.
- (d) All costs of arbitration will be borne equally by the School District and the grievant.

#### **ARTICLE XV / DISCIPLINE AND DISCHARGE**

Upon completion of one (1) year of service, no employees shall be disciplined or otherwise discharged without stated charges and an opportunity for a hearing and review in accordance with the Grievance Procedure.

#### **ARTICLE XVI / RIGHTS OF EMPLOYEES**

Section 1. Any employee covered by the provision of this Agreement shall be free to join or refrain from joining the CSEA without fear or coercion, reprisal or penalty from the CSEA or Employer.

Section 2. Employees may join and take an active role in the activities of CSEA without fear of any kind of reprisals from the Employer or its agents.

Section 3. An employee may bring matters of personal concern to the attention of the appropriate Employer's representatives and officials in accordance with applicable laws and rules, and may choose his/her own representative or appear alone in a grievance or appeal proceeding with the exception that CSEA must be informed of any decision surrounding any formal grievance.

Section 4. The Employer and CSEA shall administer their obligations under this Agreement in a manner which will be fair and impartial to all employees and shall not discriminate against any employee by reason of sex, nationality, race or creed.

Section 5. Membership in CSEA shall not be a prerequisite to employment or the continuation of employment.

Section 6. The District shall maintain an official personnel history file for each employee. That file shall contain material accumulated at the time the employee was hired. It shall also include payroll records, employee performance material, and any other information relating to School District employment. A copy of each document placed in the file other than routing payroll and attendance information, shall be provided to the employee prior to its inclusion. The employee may file a response to any document in the personnel file that they believe to be adverse in nature. The response shall be included in the employee's file and regarded as a permanent record. The contents of an employee's personnel file may be reviewed by that employee at any time during normal working hours upon reasonable advance notice to the Superintendent or his/her designee. Such review shall be in the presence of a District representative.

## **ARTICLE XVII / RIGHTS OF CSEA**

**Section 1.** The CSEA shall have the sole and exclusive right with respect to other employee organizations to represent all employees in the heretofore defined bargaining unit in any and all proceedings under the Public Employees' Fair Employment Act; under any other applicable law, rule, regulation or statute, under the terms of this Agreement; to administer its own affairs and to determine those matters which the membership wishes to negotiate.

CSEA shall have the sole and exclusive right to pursue any matter or issue, including but not limited to the grievance and appeal procedure in this Agreement, and to pursue any matter or issue to any court of competent jurisdiction, whichever is appropriate; and CSEA, Inc. shall not be held liable to give any non-member any of its professional, legal, technical or specialized services.

**Section 2.** The Employer recognizes the right of the employees to designate representatives of CSEA, Inc., to appeal on their behalf to discuss salaries, working conditions, grievances and disputes as to the terms and conditions of the contract and to visit employees during working hours, providing prior notice has been given to the employees' immediate supervisors for the foregoing purposes. Such employee representative shall also be permitted to appear at public hearings, upon the request of the employees.

**Section 3.** The CSEA shall have the right to post notices and other communications on bulletin boards maintained on the premises and facilities of the Employer subject to the approval of the contents of such notices and communications by the Employer.

**Section 4.** The President of the Berlin Central School District Unit of CSEA shall be notified of any employee who withdraws from the CSEA. The CSEA shall be entitled to a list of dues-paying members no more than four (4) times per year.

## **ARTICLE XVIII / MISCELLANEOUS**

**Section 1.** In the event that it is planned to change a term or condition of employment not covered by this Agreement, the Chief Executive Officer will notify the CSEA Unit President of such contemplated change no less than thirty (30) days prior to the effective date of such change. CSEA will have the right, within ten (10) days of receipt of such notice, to request that the change be discussed. In the event that no request for discussion is received within the time limit above, the Chief Executive Officer will assume agreement to the change.

**Section 2.** If any Article or part thereof of this Agreement, or any addition thereto, should be decided as in violation of any Federal, State or Local Law, or if adherence to or enforcement of any Article or part thereof should be restrained by a court of law, the remaining Articles of this Agreement or any addition thereof shall not be affected.

**Section 3.** It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment or law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.

**Section 4.** The CSEA Unit President, and/or his/her designee, shall be permitted up to seven (7) days per year without loss of pay for CSEA activities. Notice must be given to the Superintendent of Schools no less than two (2) days in advance of any absence.

**Section 5.** The District shall pay the annual Mechanic's Certification Test (NBIASE).

## **ARTICLE XVIII / MISCELLANEOUS (Continued)**

**Section 6.** The District shall make available a payroll deduction for employees wishing to participate in the CSEA disability program.

**Section 7.** In the event that an employee becomes disabled while in the employ of the District, every effort shall be made to assign such employee to any available position which such employee is capable of performing.

**Section 8.** The District shall provide a clothing allowance reimbursement for all mechanics and maintenance personnel once every two (2) years up to a maximum of \$110.00.

**Section 9.** Bus Driver Training

The District shall pay the cost of the (30) hour course, testing, and licensing of a bus driver. These costs shall be borne by the District for current employees and substitutes.

**Section 10.** A labor management committee shall be established to review job descriptions for all unit employees and to make recommendations for revisions. The committee shall make such recommendations to the Superintendent for his final review and determination.

**Section 11.** The District will pay any employee temporarily assigned to work in a different classification, the greater of either the substitute hourly rate of pay, as set by the Board of Education in its organization meeting at the beginning of each school year, for the position to which they are temporarily assigned or their regularly hourly rate of pay for the time worked in the different classification.

## **ARTICLE XIX / SCOPE, EXTENSION, TERM AND APPROVAL OF AGREEMENT**

**Section 1.** The parties agree that all negotiable items have been discussed during negotiations leading to this Agreement and, therefore, agree that negotiations will not be reopened on any item, whether contained herein or not, during the term of this Agreement, except by mutual agreement.

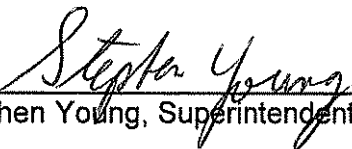
**Section 2.** In the event a new Agreement is not reached by June 30, 2016, this Agreement shall continue in effect until a new Agreement is reached.

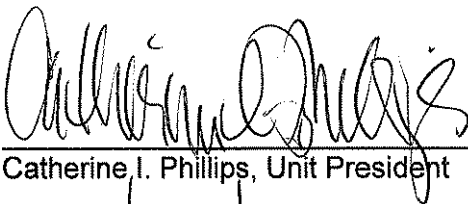
**Section 3.** The term of this Agreement shall be from July 1, 2012 to June 30, 2016.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed by their authorized representative.

**BERLIN CENTRAL SCHOOL DISTRICT**

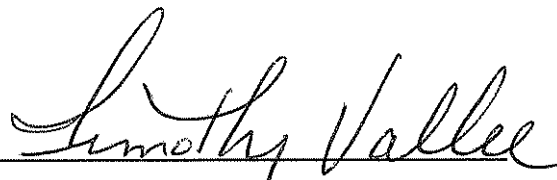
**BERLIN CENTRAL SCHOOL UNIT  
RENSELAER COUNTY EDUCATION  
LOCAL 871 of CSEA, LOCAL 1000  
AFSCME, AFL-CIO**

  
\_\_\_\_\_  
Stephen Young, Superintendent

  
\_\_\_\_\_  
Catherine I. Phillips, Unit President

1/23/2014  
\_\_\_\_\_  
Date

1/23/14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Timothy Vallee, Labor Relations Specialist

1/15/2014  
\_\_\_\_\_  
Date

**APPENDIX A**

**SALARY SCHEDULE**

<b>2012-2013</b>	<b>Start</b>	<b>Job</b>	<b>Service</b>	<b>10 Year</b>	<b>15 Year</b>	<b>20 Year</b>	<b>25 Year</b>	<b>30 Year</b>
Monitor- 10 month	\$12.98	\$14.31	\$15.83	\$16.60	\$17.36	\$17.79	\$18.08	\$18.38
Teacher Aide- 10 month	\$14.11	\$15.46	\$17.11	\$17.98	\$18.75	\$19.15	\$19.47	\$19.77
Teaching Asst.- 10 month	\$15.59	\$16.93	\$18.45	\$19.31	\$20.17	\$20.51	\$20.83	\$21.14
Health Office Asst.- 10 month	\$15.90	\$17.25	\$18.77	\$19.62	\$20.50	\$20.84	\$21.16	\$21.46
RPN- 10 month	\$21.73	\$22.28	\$24.25	\$24.84	\$26.45	\$26.98	\$27.28	\$27.59
Typist- 10/11 month	\$13.41	\$14.85	\$16.33	\$16.91	\$17.93	\$18.29	\$18.60	\$18.92
Typist- 12 month	\$13.41	\$14.40	\$15.87	\$16.31	\$17.00	\$17.31	\$17.61	\$17.92
Senior Typist- 11/12 month	\$14.53	\$15.93	\$17.64	\$18.25	\$19.14	\$19.72	\$20.04	\$20.35
Info. Proc. Spec.- 11 month	\$13.69	\$15.04	\$16.64	\$17.24	\$18.27	\$18.70	\$19.02	\$19.31
Clerk	\$13.48	\$14.50	\$16.09	\$16.49	\$17.22	\$17.55	\$17.83	\$18.15
Acct. Clerk Typist - 12month	\$13.69	\$14.76	\$16.29	\$16.72	\$17.40	\$17.75	\$18.06	\$18.35
Account Clerk- 11/12 month	\$13.59	\$14.61	\$16.21	\$16.60	\$17.33	\$17.66	\$17.95	\$18.27
Messenger- 11 month	\$12.98	\$14.31	\$15.83	\$16.60	\$17.36	\$17.79	\$18.08	\$18.38
Bus Driver- 10 month	\$17.38	\$19.78	\$22.96	\$23.56	\$24.92	\$25.17	\$25.47	\$25.76
Bus Driver Summer	\$17.38	\$20.16	\$23.26	\$24.53	\$25.43	\$25.69	\$26.00	\$26.30
Chauffeur- 10 month	\$15.24	\$16.45	\$18.08	\$19.65	\$19.72	\$20.13	\$20.44	\$20.75
Chauffeur Summer	\$15.24	\$16.78	\$18.40	\$19.87	\$20.06	\$20.55	\$20.87	\$21.18
Bus Attendant- 10/11 month	\$14.11	\$15.46	\$17.11	\$17.98	\$18.75	\$19.15	\$19.47	\$19.77
Dispatcher- 12 month	\$14.53	\$16.60	\$18.32	\$18.92	\$19.83	\$20.39	\$20.72	\$21.04
Mechanic- 12 month	\$18.64	\$20.27	\$22.35	\$22.76	\$23.57	\$23.90	\$24.18	\$24.50
Head Mechanic- 12 month	\$19.95	\$21.72	\$24.36	\$24.84	\$25.60	\$25.94	\$26.25	\$26.56
Custodial Worker- 12 month	\$15.24	\$16.10	\$17.64	\$18.09	\$18.82	\$19.14	\$19.44	\$19.75
Custodian- 12 month	\$15.94	\$16.95	\$18.49	\$18.95	\$19.63	\$19.98	\$20.27	\$20.55
Sr. Custodian- 12 month	\$18.64	\$20.27	\$22.35	\$22.76	\$23.57	\$23.90	\$24.18	\$24.50
Bldg. Maint. Worker- 12 month	\$18.64	\$20.27	\$22.35	\$22.76	\$23.57	\$23.90	\$24.18	\$24.50
Painter- 12 month	\$15.94	\$16.95	\$18.49	\$18.95	\$19.63	\$19.98	\$20.27	\$20.55
Microcomputer Tech.- 12 month	\$21.58	\$22.92	\$24.50	\$25.29	\$26.28	\$26.62	\$26.91	\$27.20
Microcomputer Tech I -10 month	\$15.59	\$16.93	\$18.45	\$19.31	\$20.17	\$20.51	\$20.83	\$21.14
Cook - 10 month	\$13.00	\$14.33	\$15.83	\$16.62	\$17.39	\$17.81	\$18.10	\$18.41
Food Service Worker/Cashier - 10 month	\$10.00	\$11.02	\$12.18	\$12.78	\$13.38	\$13.70	\$13.92	\$14.16

2013-2014	Start	Job	Service	10 Year	15 Year	20 Year	25 Year	30 Year
Monitor- 10 month	\$13.11	\$14.45	\$15.98	\$16.77	\$17.54	\$17.96	\$18.26	\$18.57
Teacher Aide- 10 month	\$14.25	\$15.62	\$17.28	\$18.16	\$18.93	\$19.34	\$19.67	\$19.96
Teaching Asst.- 10 month	\$15.75	\$17.10	\$18.64	\$19.50	\$20.37	\$20.72	\$21.03	\$21.35
Health Office Asst.- 10 month	\$16.06	\$17.42	\$18.95	\$19.82	\$20.71	\$21.04	\$21.37	\$21.68
RPN- 10 month	\$21.94	\$22.50	\$24.49	\$25.08	\$26.72	\$27.25	\$27.55	\$27.87
Typist- 10/11 month	\$13.55	\$15.00	\$16.50	\$17.08	\$18.11	\$18.47	\$18.79	\$19.11
Typist- 12 month	\$13.55	\$14.55	\$16.03	\$16.47	\$17.17	\$17.48	\$17.79	\$18.10
Senior Typist- 11/12 month	\$14.68	\$16.09	\$17.82	\$18.43	\$19.33	\$19.91	\$20.24	\$20.56
Info. Proc. Spec.- 11 month	\$13.82	\$15.19	\$16.81	\$17.41	\$18.45	\$18.88	\$19.21	\$19.50
Clerk	\$13.62	\$14.65	\$16.25	\$16.66	\$17.39	\$17.73	\$18.00	\$18.33
Acct. Clerk Typist - 12month	\$13.82	\$14.90	\$16.45	\$16.88	\$17.58	\$17.92	\$18.24	\$18.54
Account Clerk- 11/12 month	\$13.73	\$14.76	\$16.37	\$16.77	\$17.50	\$17.84	\$18.13	\$18.45
Messenger- 11 month	\$13.11	\$14.45	\$15.98	\$16.77	\$17.54	\$17.96	\$18.26	\$18.57
Bus Driver- 10 month	\$17.56	\$19.97	\$23.19	\$23.80	\$25.17	\$25.42	\$25.73	\$26.01
Bus Driver Summer	\$17.56	\$20.36	\$23.49	\$24.78	\$25.69	\$25.95	\$26.26	\$26.56
Chauffeur- 10 month	\$15.39	\$16.62	\$18.26	\$19.85	\$19.91	\$20.33	\$20.65	\$20.95
Chauffeur Summer	\$15.39	\$16.94	\$18.59	\$20.07	\$20.26	\$20.76	\$21.08	\$21.39
Bus Attendant- 10/11 month	\$14.25	\$15.62	\$17.28	\$18.16	\$18.93	\$19.34	\$19.67	\$19.96
Dispatcher- 12 month	\$14.68	\$16.77	\$18.50	\$19.11	\$20.02	\$20.60	\$20.92	\$21.25
Mechanic- 12 month	\$18.83	\$20.47	\$22.57	\$22.98	\$23.81	\$24.14	\$24.42	\$24.75
Head Mechanic- 12 month	\$20.15	\$21.93	\$24.60	\$25.08	\$25.86	\$26.20	\$26.51	\$26.83
Custodial Worker- 12 month	\$15.39	\$16.26	\$17.82	\$18.27	\$19.00	\$19.33	\$19.64	\$19.94
Custodian- 12 month	\$16.10	\$17.12	\$18.68	\$19.14	\$19.83	\$20.18	\$20.47	\$20.76
Sr. Custodian- 12 month	\$18.83	\$20.47	\$22.57	\$22.98	\$23.81	\$24.14	\$24.42	\$24.75
Bldg. Maint. Worker- 12 month	\$18.83	\$20.47	\$22.57	\$22.98	\$23.81	\$24.14	\$24.42	\$24.75
Painter- 12 month	\$16.10	\$17.12	\$18.68	\$19.14	\$19.83	\$20.18	\$20.47	\$20.76
Microcomputer Tech.- 12 month	\$21.80	\$23.15	\$24.75	\$25.54	\$26.54	\$26.89	\$27.18	\$27.47
Microcomputer Tech I -10 month	\$15.75	\$17.10	\$18.64	\$19.50	\$20.37	\$20.72	\$21.03	\$21.35
Cook - 10 month	\$13.13	\$14.47	\$15.99	\$16.79	\$17.56	\$17.99	\$18.28	\$18.59
Food Service Worker/Cashier - 10 month	\$10.10	\$11.13	\$12.30	\$12.91	\$13.51	\$13.84	\$14.06	\$14.30
Cook Mgr. - 10 month	\$18.00	\$19.84	\$21.93	\$23.01	\$24.09	\$24.67	\$25.07	\$25.50

2014-2015	Start	Job	Service	10 Year	15 Year	20 Year	25 Year	30 Year
Monitor- 10 month	\$13.37	\$14.74	\$16.30	\$17.11	\$17.89	\$18.32	\$18.62	\$18.94
Teacher Aide- 10 month	\$14.54	\$15.93	\$17.63	\$18.52	\$19.31	\$19.73	\$20.06	\$20.36
Teaching Asst.- 10 month	\$16.07	\$17.44	\$19.01	\$19.89	\$20.78	\$21.13	\$21.46	\$21.78
Health Office Asst.- 10 month	\$16.38	\$17.77	\$19.33	\$20.22	\$21.12	\$21.47	\$21.80	\$22.11
RPN- 10 month	\$22.38	\$22.95	\$24.98	\$25.59	\$27.25	\$27.79	\$28.10	\$28.43
Typist- 10/11 month	\$13.82	\$15.30	\$16.82	\$17.42	\$18.47	\$18.84	\$19.17	\$19.49
Typist- 12 month	\$13.82	\$14.84	\$16.35	\$16.80	\$17.51	\$17.83	\$18.15	\$18.46
Senior Typist- 11/12 month	\$14.97	\$16.41	\$18.18	\$18.80	\$19.72	\$20.31	\$20.64	\$20.97
Info. Proc. Spec.- 11 month	\$14.10	\$15.49	\$17.15	\$17.76	\$18.82	\$19.26	\$19.59	\$19.89
Clerk	\$13.89	\$14.94	\$16.58	\$16.99	\$17.74	\$18.08	\$18.36	\$18.70
Acct. Clerk Typist - 12month	\$14.10	\$15.20	\$16.78	\$17.22	\$17.93	\$18.28	\$18.60	\$18.91
Account Clerk- 11/12 month	\$14.01	\$15.06	\$16.70	\$17.11	\$17.86	\$18.20	\$18.49	\$18.82
Messenger- 11 month	\$13.37	\$14.74	\$16.30	\$17.11	\$17.89	\$18.32	\$18.62	\$18.94
Bus Driver- 10 month	\$17.91	\$20.37	\$23.65	\$24.27	\$25.67	\$25.93	\$26.24	\$26.53
Bus Driver Summer	\$17.91	\$20.77	\$23.96	\$25.27	\$26.20	\$26.47	\$26.78	\$27.09
Chauffeur- 10 month	\$15.70	\$16.95	\$18.62	\$20.25	\$20.31	\$20.74	\$21.06	\$21.37
Chauffeur Summer	\$15.70	\$17.28	\$18.96	\$20.47	\$20.66	\$21.17	\$21.50	\$21.82
Bus Attendant- 10/11 month	\$14.54	\$15.93	\$17.63	\$18.52	\$19.31	\$19.73	\$20.06	\$20.36
Dispatcher- 12 month	\$14.97	\$17.11	\$18.87	\$19.49	\$20.43	\$21.01	\$21.34	\$21.67
Mechanic- 12 month	\$19.21	\$20.88	\$23.03	\$23.44	\$24.29	\$24.62	\$24.91	\$25.24
Head Mechanic- 12 month	\$20.55	\$22.37	\$25.10	\$25.59	\$26.38	\$26.72	\$27.04	\$27.37
Custodial Worker- 12 month	\$15.70	\$16.59	\$18.18	\$18.64	\$19.38	\$19.72	\$20.03	\$20.34
Custodian- 12 month	\$16.42	\$17.46	\$19.05	\$19.52	\$20.23	\$20.58	\$20.88	\$21.17
Sr. Custodian- 12 month	\$19.21	\$20.88	\$23.03	\$23.44	\$24.29	\$24.62	\$24.91	\$25.24
Bldg. Maint. Worker- 12 month	\$19.21	\$20.88	\$23.03	\$23.44	\$24.29	\$24.62	\$24.91	\$25.24
Painter- 12 month	\$16.42	\$17.46	\$19.05	\$19.52	\$20.23	\$20.58	\$20.88	\$21.17
Microcomputer Tech.- 12 month	\$22.24	\$23.61	\$25.24	\$26.05	\$27.07	\$27.43	\$27.72	\$28.02
Microcomputer Tech I -10 month	\$16.07	\$17.44	\$19.01	\$19.89	\$20.78	\$21.13	\$21.46	\$21.78
Cook - 10 month	\$13.39	\$14.76	\$16.31	\$17.12	\$17.92	\$18.35	\$18.65	\$18.97
Food Service Worker/Cashier - 10 month	\$10.30	\$11.35	\$12.55	\$13.17	\$13.78	\$14.11	\$14.34	\$14.59
Cook Mgr. - 10 month	\$18.36	\$20.24	\$22.37	\$23.47	\$24.57	\$25.16	\$25.57	\$26.01



2015-2016	Start	Job	Service	10 Year	15 Year	20 Year	25 Year	30 Year
Monitor- 10 month	\$13.77	\$15.19	\$16.79	\$17.62	\$18.42	\$18.87	\$19.18	\$19.51
Teacher Aide- 10 month	\$14.97	\$16.41	\$18.15	\$19.08	\$19.89	\$20.32	\$20.66	\$20.97
Teaching Asst.- 10 month	\$16.55	\$17.96	\$19.58	\$20.49	\$21.40	\$21.77	\$22.10	\$22.43
Health Office Asst.- 10 month	\$16.87	\$18.30	\$19.91	\$20.82	\$21.76	\$22.11	\$22.45	\$22.77
RPN- 10 month	\$23.05	\$23.64	\$25.73	\$26.35	\$28.07	\$28.63	\$28.95	\$29.28
Typist- 10/11 month	\$14.23	\$15.75	\$17.33	\$17.94	\$19.02	\$19.41	\$19.74	\$20.07
Typist- 12 month	\$14.23	\$15.28	\$16.84	\$17.31	\$18.04	\$18.37	\$18.69	\$19.01
Senior Typist- 11/12 month	\$15.42	\$16.90	\$18.72	\$19.37	\$20.31	\$20.92	\$21.26	\$21.60
Info. Proc. Spec.- 11 month	\$14.52	\$15.96	\$17.66	\$18.29	\$19.39	\$19.84	\$20.18	\$20.49
Clerk	\$14.31	\$15.39	\$17.07	\$17.50	\$18.27	\$18.63	\$18.92	\$19.26
Acct. Clerk Typist - 12month	\$14.52	\$15.66	\$17.29	\$17.74	\$18.47	\$18.83	\$19.16	\$19.47
Account Clerk- 11/12 month	\$14.43	\$15.51	\$17.20	\$17.62	\$18.39	\$18.74	\$19.04	\$19.39
Messenger- 11 month	\$13.77	\$15.19	\$16.79	\$17.62	\$18.42	\$18.87	\$19.18	\$19.51
Bus Driver- 10 month	\$18.44	\$20.98	\$24.36	\$25.00	\$26.44	\$26.71	\$27.03	\$27.33
Bus Driver Summer	\$18.44	\$21.39	\$24.68	\$26.03	\$26.99	\$27.26	\$27.59	\$27.91
Chauffeur- 10 month	\$16.17	\$17.46	\$19.18	\$20.86	\$20.92	\$21.36	\$21.69	\$22.01
Chauffeur Summer	\$16.17	\$17.80	\$19.53	\$21.08	\$21.28	\$21.81	\$22.14	\$22.47
Bus Attendant- 10/11 month	\$14.97	\$16.41	\$18.15	\$19.08	\$19.89	\$20.32	\$20.66	\$20.97
Dispatcher- 12 month	\$15.42	\$17.62	\$19.44	\$20.07	\$21.04	\$21.64	\$21.98	\$22.32
Mechanic- 12 month	\$19.78	\$21.51	\$23.72	\$24.15	\$25.01	\$25.36	\$25.66	\$26.00
Head Mechanic- 12 month	\$21.17	\$23.04	\$25.85	\$26.35	\$27.17	\$27.52	\$27.85	\$28.19
Custodial Worker- 12 month	\$16.17	\$17.08	\$18.72	\$19.19	\$19.97	\$20.31	\$20.63	\$20.95
Custodian- 12 month	\$16.91	\$17.98	\$19.62	\$20.11	\$20.83	\$21.20	\$21.51	\$21.81
Sr. Custodian- 12 month	\$19.78	\$21.51	\$23.72	\$24.15	\$25.01	\$25.36	\$25.66	\$26.00
Bldg. Maint. Worker- 12 month	\$19.78	\$21.51	\$23.72	\$24.15	\$25.01	\$25.36	\$25.66	\$26.00
Painter- 12 month	\$16.91	\$17.98	\$19.62	\$20.11	\$20.83	\$21.20	\$21.51	\$21.81
Microcomputer Tech.- 12 month	\$22.90	\$24.32	\$26.00	\$26.84	\$27.89	\$28.25	\$28.55	\$28.86
Microcomputer Tech I -10 month	\$16.55	\$17.96	\$19.58	\$20.49	\$21.40	\$21.77	\$22.10	\$22.43
Cook - 10 month	\$13.79	\$15.21	\$16.80	\$17.64	\$18.45	\$18.90	\$19.21	\$19.53
Food Service Worker/Cashier - 10 month	\$10.61	\$11.69	\$12.92	\$13.56	\$14.20	\$14.54	\$14.77	\$15.03
Cook Mgr. - 10 month	\$18.91	\$20.84	\$23.04	\$24.17	\$25.31	\$25.92	\$26.34	\$26.79