

# **AGREEMENT**

by and between the

**MONROE-WOODBURY**

**CENTRAL SCHOOL DISTRICT**

and the

**MONROE-WOODBURY**

**TEACHERS ASSOCIATION**

(Clerical, Cafeteria, Teacher Aides, Monitors and Security Aides)

**July 1, 2015 – June 30, 2021**

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## **ARTICLE I. RECOGNITION AND DUES DEDUCTIONS**

The Monroe-Woodbury Central School District (hereinafter referred to as the District) having determined that the Monroe-Woodbury Teachers Association (hereinafter referred to as the Association) was and is supported by a majority of the employees in a bargaining unit consisting of all regular and part-time monitors, secretaries, teacher-aides, clerical employees, cafeteria employees, security aides, computer technician, computer maintenance specialist, computer network specialist, tech support assistant, senior computer network specialist, computer operator, data communication specialist, certified occupational therapist assistant, and other non-teacher certified positions of athletic trainer and registered nurses, excluding the Secretary to the Superintendent, Secretary to the Assistant Superintendent for Business and Management Services, Secretary to the Assistant Superintendent for Instruction, Secretary to the Assistant Superintendent for Human Resources Secretary to the Assistant Superintendent for Compliance and Information Systems, and all clerical employees employed exclusively in the Human Resources Office, the District Clerk, the Assistant School Business Administrator/Treasurer, the 12-month Payroll Manager, and hereby recognizes the Association as the exclusive negotiating agent for the positions in said unit. The Association shall be entitled to unchallenged recognition for the maximum period permissible by law.

The District recognizes the right of employees to be represented by the Association, to appear on their behalf to discuss salaries, working conditions, grievances and disputes as to the terms and conditions of this contract, and to visit employees during working hours, if the employee requests such assistance. The Association shall also be permitted to appear at public hearings before the Board of Education.

Upon notification from the Association Treasurer, the District payroll office shall deduct dues (including VOTE COPE) as requested from employees' pay, provided current, individual employee written authorizations are on file in the District office. Monies deducted shall be transmitted promptly to the Association or VOTE COPE.

The Association, as set forth above, for all unit members who have not filed a payroll dues deduction form with the District or not having paid dues outright to the Association. The Association shall notify the District of any and all unit members subject to agency fee deduction within thirty (30) days of the beginning of the school year or within thirty (30) days of initial employment by the District for unit members hired during the school year. The Association affirms that it has implemented an agency fee refund procedure which complies with applicable law.

The Association hereby agrees to indemnify the District and hold it harmless from all claims, damages, costs, fees or charges of any kind which may arise out of the honoring by the District of dues deduction authorization and the transmitting of such deducted dues to the Association.

## **ARTICLE II. DEFINITIONS**

- A. Clerical employees normally assigned to work a minimum of seventeen and one half (17 ½) hours per week (exclusive of lunch) shall be defined as regular employees, provided they are employed on a 10, 11, or 12-month schedule.
- B. School Security Aides normally assigned to work a minimum of twenty (20) hours per week (inclusive of lunch) shall be defined as regular employees and shall be employed on a 10-month work schedule (September 1 through June 30) based on a 190 day work year.
- C. School monitors and food service employees working one hundred eighty (180) days or less shall be defined as part-time employees.
- D. One-on-one monitors shall work the teacher work-year (first day of school to last day of school).
- E. In any job title category a 12-month pay schedule will be created by adding an additional 1/11 to the 11-month schedule (or 2/10 if the person is coming from the 10-month schedule), 12-month positions report on all days except on the District holiday calendar, have an additional 23 vacations days per year, and all other relevant terms and conditions that apply to regular 11-month positions.

It is intended that these changes (from 11-month positions to 12-month positions) will not be created if the person in that assignment does not wish to be a 12-month employee. 11-month positions will not be converted to 12-month positions until the current employee either accepts 12 months or vacates the position.

Current 11-month positions increased to 12-month positions will report on all days except on the District holiday calendar, have 23 vacation days per year, and all other relevant terms and conditions that apply to regular 11-month positions.

Newly hired personnel to 12-month positions will report on all days except on the District holiday calendar, have 15 vacation days per year first year of employment to be increased to 18 days per year the second year of employment and 23 vacation days per year thereafter, and all other relevant terms and conditions that apply to regular 11-month positions.

Effective November 29, 2017, the above Section "E" shall be null and void.



### **ARTICLE III. WORKDAY AND WORKYEAR: OVERTIME**

#### **A. Clerical**

1. The normal workday shall be seven (7) hours per day (exclusive of lunch), five (5) days per week – Monday through Friday inclusive.

Clerical employees shall be entitled to a one (1) hour lunch period except that building clerical employees may be assigned a one-half hour ( $\frac{1}{2}$ ) lunch period by the building supervisor.

Exact hours (starting and leaving time) or work for each individual will not be changed capriciously.

Those 11 and 10 month clerical employees who are requested by their supervisors to work during the Spring and/or Winter recess period which they otherwise would have had off as part of his/her work year, shall be paid an additional 0.5% of his/her daily rate for each day worked. No employee shall be required to work during his/her recess periods.

2. Ten (10) month employees usually do not work during July and August. Ten (10) and eleven (11) month employees shall not work during winter and spring recess except as provided for above.
3. Summer Hours: Hours during July and August for all buildings will be 8:30 a.m. to 3:00 p.m. with one-half hour for lunch, a total of six (6) hours per day (exclusive of lunch), five (5) days per week – Monday through Friday inclusive. If the need arises, the employee, at the request of his/her supervisor, may be asked to remain the full seven (7) hours (exclusive of lunch) without additional compensation. Summer hours also apply to days worked during winter and spring recess, full-day District conference days and in-service days.

#### **B. School Security Aide**

1. The normal workday shall be eight (8) hours per day (inclusive of lunch), five (5) days per week.
2. The Lead School Security Aide shall be paid an additional \$2,500 and will be responsible to the District Director of Health and Safety or in his absence the Assistant Superintendent for Business Management Services. This position will be eligible for overtime as defined in this contract.

### C. Food Service Employees – Monitors

1. Food Service employees and monitors shall be paid for a minimum of one hundred seventy-five (175) days in a school year based on their scheduled hours.

All extra time, must be preapproved by a Supervisor, except in cases of emergency, and must be submitted on a voucher to the Business Office within the pay period. By June 1<sup>st</sup>, the Food Services Director will stipulate the last day of the regular hot lunch service for each building. Payroll will provide the official day for monitors for main offices. Based upon this information, the official count of the total number of days of the work year will be issued.

Accounting for the 175-day work year will continue to be calculated as it is currently. In buildings where the work year will fall short of the 175-day plan, the Food Services Director will meet with the cafeteria managers to schedule additional hours for food service employees and Main Office will meet with monitors to schedule additional hours as required. These employees may elect a salary adjustment (reduction) as is currently available.

Additional hours may be assigned to food service employees at any building in the District as needed and certified by the Director of Food Services in order to meet the final goal of 175 days per year.

Any employee may choose a salary reduction in the last pay period (or two) in lieu of being scheduled for additional time, in order to satisfy the 175 day plan. In this eventuality, the request is to be made on the District's form (See Appendix I).

With the exception of the Cook Managers, Cafeteria employees who have completed this 175 day work year and upon completing the usual end of the year "checkout" process will be released by the Director of Food Services after consulting with the Cook Managers District Wide. Monitors who have completed the 175-day work year will be released after consulting with the Main Office.

2. When it is necessary for monitors to return to school for bus dismissal, they will be paid a minimum of one (1) hour's pay regardless of the time spent in the dismissal provided, however, that in no event shall the total additional time required to be paid hereunder to any monitor exceed one (1) hour per day. Any monitor affected by the above clause who has been paid for more than one (1) hour beyond that they actually worked shall be assigned work so that they suffer no loss of pay.
3. Overtime Pay: For purposes of overtime computation for school monitors, overtime shall be paid as earned.



#### D. Calendar

In the event of a holiday calendar change during the school year, for reasons within the control of the District, the additional holiday(s) will be used in the count of total days used to fulfill the minimum work year requirement. The Association shall be consulted concerning their calendar prior to its implementation by the District.

#### E. Overtime

1. All hours worked in excess of forty (40) in a given week shall be paid at the rate of time and one-half ( $1 \frac{1}{2}$ ) the normal rate of pay for the individual. In addition, work performed on legal holidays by food service employees and school monitors shall be paid at the rate of time and one-half ( $1 \frac{1}{2}$ ) the normal rate of pay for the individual.

Cafeteria overtime assignments for food service helpers and senior food service helpers shall be made by seniority within classification on an equitable rotating basis.

#### 2. School Security Aide

All hours worked in excess of forty (40) in a given work week shall be paid at the rate of time and one-half ( $1 \frac{1}{2}$ ) the normal rate of pay for the individual.

- a. Overtime assignments shall be made by seniority on an equitable rotating basis.
- b. Work performed on legal holidays is paid at double the normal hourly rate. Work performed on other District Holiday Schedule of Days Off will be paid at time and one-half.
- c. Individuals with starting time on or after 3:00 p.m. or later will be paid \$1,300 pay differential. Individuals with starting time on or after midnight or later to 5:00 a.m. will be paid \$1,300 pay differential.
- d. Hours worked July and August, winter and spring recess, full-day District conference days and in-service days will be consistent with District summer hour schedule. Employees shall be paid their regular eight-hour salary for the first  $6 \frac{1}{2}$  hours (inclusive of  $\frac{1}{2}$  hour paid lunch).

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- e. Summer School and Summer Enrichment assignments will be offered based on seniority and will be paid as summer hour days for the length of the program. Employees working this assignment will not be excluded from eligibility for other overtime opportunities, provided they are next on the list for overtime.

#### F. Snow Days

1. At the discretion of their supervisors, employees may be requested to work on days when schools are closed due to snow without additional compensation.
2. Delayed Openings –For a two (2) hour delay, clerical personnel will report at 10:00am or at their regular report time plus the delay time, whichever is earlier. For example and example only, if a clerical employee is scheduled to start work at 8:30am, his/her start time on a two (2) hour delayed opening would be 10:00am.

For a three (3) hour delay, clerical personnel will report at 11:00am or at their regular report time plus the delayed opening, whichever is earlier.

#### G. Calculation of Hourly Pay

The hourly pay rate for employees on an annual salary shall be calculated by dividing their annual salary plus service increment, if eligible, by their annual number of regularly assigned hours.

#### H. Bus Attendants – Field Trips:

1. Within the first week of each new school year, a list of those Bus Attendants interested in working field trips will be composed by the Director of Transportation.
2. The list of those Bus Attendants who wish to work the field trips will be ordered according to seniority in this position.
3. For each field trip, the Bus Attendants will be assigned sequentially from the list.
4. On any given day, should there not be enough Bus Attendants on the voluntary list to staff all scheduled field trips, then those duties will be assigned. As much advance notice as possible will be provided.



## ARTICLE IV. VACATION

### A. Vacation

1. Ten (10), eleven (11) and twelve (12) month clerical employees shall be entitled to the following vacation:

One (1) day after five (5) years of employment;  
Two (2) days after six (6) years of employment;  
Three (3) days after seven (7) years of employment;  
Four (4) days after eight (8) years of employment;  
Five (5) days after nine (9) years of employment;  
Six (6) days after twelve (12) years of employment;  
Seven (7) days after thirteen (13) years of employment.

2. Effective November 29, 2017, the following shall be applicable:

- a. Employees hired prior to November 29, 2017 shall receive the following vacation:

#### 12 month clerical employees:

1 <sup>st</sup> year:	15 days
2 <sup>nd</sup> year:	18 days
3 <sup>rd</sup> year:	23 days
5 <sup>th</sup> year:	24 days
6 <sup>th</sup> year:	25 days
7 <sup>th</sup> year:	26 days
8 <sup>th</sup> year:	27 days
9 <sup>th</sup> year:	28 days
12 <sup>th</sup> year:	29 days
13 <sup>th</sup> year:	30 days

#### 10 and 11 month clerical employees:

5 <sup>th</sup> year:	1 day
6 <sup>th</sup> year:	2 days
7 <sup>th</sup> year:	3 days
8 <sup>th</sup> year:	4 days
9 <sup>th</sup> year:	5 days
12 <sup>th</sup> year:	6 days
13 <sup>th</sup> year:	7 days

- b. Employees hired after November 29, 2017 shall receive the following vacation:



12 month clerical employees:

1 <sup>st</sup> year:	15 days
2 <sup>nd</sup> year:	18 days
3 <sup>rd</sup> year:	23 days

- c. There shall be no vacation days granted to those 10 and 11 month clerical employees hired after November 29, 2017.
3. Employees may carry up to two (2) vacation days past the end of the fiscal year (June 30<sup>th</sup>). If carried forward, these days must be used by the employee by June 30<sup>th</sup> of the new fiscal year. Clerical employees may return unused vacation days per the following: 10-month Clerical six (6) unused vacation days, 11-month Clerical seven (7) unused vacation days and 12-month Clerical eight (8) unused vacation days per school year, for compensation at their regular rate. Such days must be returned no later than May 1<sup>st</sup> of the school year.

B. General

1. All 10-month, 11-month and 12-month employees hired prior to January 1 of a school year shall be eligible for vacation during the school year they reach the eligibility year of employment; individuals hired on or after January 1 of a school year shall be eligible for vacation after July 1 following the year they reach the eligibility year of employment. All 10 and 11 month employees hired after November 29, 2017 shall no longer receive vacation days.
2. All 12-month employees receive vacation days in proportion to the length of their employment year.
3. If employees wish to take vacation in months other than during the summer, they may do so, with the recommendation of approval by the Building Principal or Supervisor and the Assistant Superintendent for Human Resources.
4. Employees who retire on or after July 30<sup>th</sup> will receive all vacation days and prorated temporary leave days for the year. Effective July 1, 2027, this provision shall sunset and be of no further force and effect. Accordingly, any current member and/or unit member hired after November 29, 2017 who retires after July 1, 2027 shall have his/her vacation days prorated in the event that their date of retirement is after July 1, 2027 and falls during the course of a school year.
5. Employees who resign will receive termination pay based on their accumulated unused vacation.





## **ARTICLE V. LEAVES OF ABSENCE**

### **A. Temporary Leave**

Ten (10), Eleven (11) and Twelve (12) Month Employees – Hired on or After September 1, 1977:

Ten (10), Eleven (11) and Twelve (12) month clerical and school security aides hired on or after September 1, 1977 shall be entitled to sixteen (16) days of temporary leave per year cumulative to a maximum of two hundred and sixty-five (265) days. Three (3) of such days may be used for personal business, and ten (10) of such days may be used for illness of family members.

Any clerical and security aides hired after November 29, 2017 shall receive the following temporary leave days:

12 months: 16 days

11 months: 14 days

10 months: 12 days

Unused temporary leave days may be accrued to a maximum of two hundred and sixty-five (265) days. Three of such days may be used for personal business, and ten (10) such days may be used for illness of family members.

Food Service Employees, Bus Attendants and School Monitors Employed On or After July 1, 1973:

Food Service employees, bus attendants and school monitors employed on or after July 1, 1973 shall be entitled to ten (10) days of temporary leave per year cumulative to a maximum of two hundred and sixty-five (265) days. Three (3) of such days may be used for personal business, and ten (10) of such days may be used for illness of family members.

Temporary leave days may be used for religious observance, i.e., a day where an employee is prohibited from working because of a tenet of his/her religion.

### **B. Sick Leave Bank**

1. In the event of a serious illness and/or injury requiring continuous absence, the sick leave bank will be administered by a joint committee consisting of one representative of the Teachers' Association and one representative of MWEA and one alternate, and one person representing the District and one alternate. While they will participate in all meetings, the alternative committee members only cast

a vote if the regular representative cannot be present. The decision of the Committee will be final, binding and also non-grievable.

2. To enroll in the sick leave bank, a member must have a regular probationary appointment. Each qualified enrollee will contribute two sick days from their accumulated temporary leave day total, in their first of enrollment by submitting a completed enrollment authorization form. New enrollees must submit their enrollment authorization form by November 15<sup>th</sup> of each school year. The forms themselves will be mutually developed and approved for use and/or revisions. Once donated, days may not be taken back.
3. New employees who are hired after the enrollment deadline for any given school year may elect to participate in the sick leave bank by completing the enrollment/request form and returning it to the Human Resources office no later than 14 work days after their appointment date.
4. In the event that the sick leave bank total of hours available falls below 500, all enrollees will be assessed one day for the bank (except for new enrollees who will follow the guideline as per "3" above). Failure to contribute to a reassessment constitutes withdrawal from eligible status.
5. All enrollees may voluntarily contribute up to five (5) sick days from their accumulated temporary leave day total by November 15<sup>th</sup> of each school year.
6. The enrollee making a claim/request must have exhausted all current and accumulated temporary leave days.
7. Requests for sick leave bank time may only extend to the end of the school year within which the request is made.
8. Requests for sick leave bank time may not exceed 100 days in any single school year and may not exceed 180 days in a lifetime. After award, if the full complement of days is not used by the individual, the unused days return to the sick bank.
9. Use of the sick leave bank shall be governed as follows:
  - a. The enrollee, or in the event of incapacitation, the enrollee's designee (as per the enrollment form) must make a written request (on a mutually developed application form) to the Superintendent of Schools, setting forth the nature of the problem, expected number of days required, and ultimate progress. The application form also grants permission to secure written documentation and/or

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verification from the applicant's physician, etc., as may be needed. Once requested, failure to provide backup documentation may result in denial of the enrollee's request. In the event that additional days are required for a single continuous absence, re-documentation and reapplication is required.

- b. Applications for use of the sick leave bank by a member who has already utilized the bank for any lengthy absence shall only be considered after that member has returned to a regular schedule of duty for a minimum of one school year following the last sick leave bank day utilized.
  - c. The Superintendent or his/her designee will convene the Sick Leave Bank Committee.
- 10. The Sick Leave Bank Committee will maintain strict confidentiality regarding any and all personal or medical health information used to determine eligibility for the granting of sick bank time.
  - 11. The decision of the Sick Leave Bank Committee to grant or to deny use of sick bank time, as well as the amount of sick time, shall be final and binding upon all parties and will not be subject to the grievance procedure.

#### C. Unpaid Leave of Absence

Upon written request to the Assistant Superintendent for Human Resources, approval may be granted for leave without pay. It is to be understood that the Assistant Superintendent for Human Resources will grant such approval only if the leave does not interfere with the normal operation of the office and/or area in which the employee works.

#### D. Child Care Leave

A child care leave of absence may be used by any employee in order to permit the employee to care for a newly born infant or adopted child, and may be used prior to birth or adoption to attend the matters in preparation of same.

Such leave shall be without pay or other benefits, and shall not exceed two (2) years' duration unless extended by the Board.

Applications for such leave shall be made at least thirty (30) days prior to the intended commencement of such leave, where possible. The application shall include the dates requested for leaving and returning, where possible.



Child care leave shall commence at a time consistent with the best interests of the employee and the position affected.

Child care leave shall terminate at the beginning of a school year, a semester, or other mutually acceptable time consistent with the position involved.

Time on such leave will not be credited for advancement on the salary schedule, seniority, probationary service or longevity. Upon return to the District, an employee will be placed in a comparable position to the one held prior to such leave.

E. Bereavement Leave

Each employee will be granted a leave of absence with pay due to death in the family. Such leave will be granted by the District, through the appropriate Assistant Superintendent, as it becomes necessary. Notification of the necessity for leave will be furnished to the Assistant Superintendent as soon as practicable. This leave is granted only for the purpose of (1) making funeral arrangements, (2) attendance at the funeral, and (3) travel necessitated by (1) and (2).

F. Jury Duty

An employee shall be granted leave with pay not chargeable to temporary leave for jury duty provided the employee remits to the District the jury duty or witness fees, excluding mileage and meal allowances, paid to the employee.

While not actively engaged in such duty, the employee shall report to work. If the employee is required to report for jury duty, the employee shall request that he/she be put in the "on call" system, if available.

G. General Guidelines

1. In the event that it becomes necessary for an individual to be absent from work for any reason, that individual shall be required to contact the building principal, immediate supervisor or other person under whom the employee works unless conditions beyond his/her control prevent him/her from so doing.
2. Personal leave shall be used only to conduct matters which cannot be handled other than during working hours. It is not to be used for recreational activities or profit making activities. Use of a personal day, just prior to or just after any weekend or any holiday period, requires written request and approval using the form attached as Appendix "J".



## ARTICLE VI. INSURANCE

### A. Health Insurance

The District will assume the full cost of health insurance premiums under the plan presently in effect for qualified members of the unit and their families, except for the employee's contribution as described below. Qualified members are those members of the unit who work in excess of six (6) hours per day. Members of the unit shall not be eligible for coverage if their spouse provides coverage under a comparable plan. Coverage for new employees shall not commence until their applications have been approved, processed and accepted.

For members enrolled in the District health plan, the member contribution for health insurance will be as follows:

2016-2017: Family \$985/Individual \$493

2017-2018 (effective November 29, 2017): 6.0%

2018-2019: 6.7%

2019-2020: 7.0%

2020-2021: 7.3% *(For the 2020-2021 school year only, the employee contribution rate shall be capped at \$2,284 for family coverage and \$986 for individual coverage, whichever is less)*

*The parties agree that in the event that a successor agreement has not been reached as of July 1, 2021, then the health insurance contribution of 7.3% on June 30, 2021 shall be converted to a flat dollar amount, equivalent to the 7.3%, until a successor agreement has been reached. Upon ratification of a successor memorandum of agreement, the flat dollar amount shall revert back to the 7.3% contribution rate, or any rate that has been negotiated by the parties.*

The District shall have the option of changing health insurance plans to a plan which would provide comparable coverage to the Orange-Ulster School District Health Plan. The Union shall be given prior notice of any contemplated change and shall be entitled to review any proposals with representatives of the District and the proposed carriers, if any. In the event the Association does not agree that the proposed plan is comparable to the plan in effect, that issue shall be subject to arbitration prior to implementation. The unit shall be entitled to a representative on the District's Health Insurance Review Committee.

The District will assume full cost of medical and health insurance premiums under the plan in effect in the District for all retired unit members and for 50% of the cost of insurance for their dependents provided the retiree was employed by the District and enrolled in the medical and health insurance plan or enrolled in the same



medical and health insurance plan (as the District's) through some other employer, for no less than the last five years of employment.

Members of the unit who withdraw from the District's health insurance plan shall receive \$4,000 if they were covered by the family plan, and \$2,000 if they were receiving individual coverage. Beginning 2009-2010 members shall receive \$4,500 if they were covered by the family plan and \$2,250 if they were receiving individual coverage, provided they remain uncovered under such plan for a period of twelve (12) consecutive months. Such payments shall be made at the end of each twelve (12) month period. Nothing contained herein shall preclude a member from reentering the plan within the twelve (12) month period provided, however, that in such case no payments shall be made.

For an employee who was otherwise qualified for Health Plan coverage but who was ineligible for that coverage under this Article, and who was continuously employed in a qualified position for the last five years of employment, and who suffers loss through death of the health plan provider spouse, then such employee will be eligible for the health plan benefit at retirement, at individual plan coverage only.

Additionally, in retirement, employees previously ineligible due to comparability of plans, will be eligible for individual (only) plan coverage if: there is an involuntary change in the spousal plan affecting eligibility, and is subject to the same comparability criteria as active employees, or there is an involuntary loss of coverage through the spousal plan.

B. Dental/Vision Insurance

The District shall annually contribute eight hundred fifty dollars (\$850) per member toward the premiums on a mutually acceptable dental/vision insurance plan. Qualifications shall be for members who work in excess of six (6) hours per day.

The remainder of the premiums, if any, shall be contributed by the employees electing to be covered by the plan. In order to be eligible for participation in the plan, an employee must enroll by October 1<sup>st</sup> or within 30 days of employment.

The District and Association will examine and reassess the current dental plan and current provisions for vision coverage to better match coverage needs.

The District shall continue to provide Dental/Vision coverage for each qualifying member of the unit comparable to the Monroe-Woodbury Teachers Association.

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C. Life Insurance

The District will assume the cost of life insurance for all employees at the rate of one time (1x) their annual salary or \$8,500, whichever is greater.

**ARTICLE VII. RETIREMENT**

The District will pay full cost of retirement for employees who are members of the New York State Retirement System or who wish to become members and are qualified to do so under Section 75-I of the laws pertaining to the New York State Employees Retirement System.

The District will also provide Section 60B of the New York State Employees Retirement System, a death benefit equal to three (3) times the yearly salary to a maximum as per Chapter 617 of the Laws of 1986.

**ARTICLE VIII. TERMINAL PAY**

Clerical employees, school security aides and one-on-one monitors who retire will receive termination pay based upon seventy (70) percent of their daily rate for each day of accumulated unused leave (Article V.A) and/or for each day of prior accumulated sick leave where applicable, not to exceed 250 days, provided that at the date of retirement, the employee has been continuously employed by the District for ten (10) years or more.

Monitors, Bus Attendants and Cafeteria employees who retire will receive termination pay based upon forty (\$40.00) dollars or seventy (70) percent of their daily rate, whichever is more, for each day of accumulated sick leave where applicable, not to exceed 250 days, provided that at the date of retirement, the employee has been continuously employed by the District for ten (10) years or more.

Written notice of intent to retire shall be given no later than March 1<sup>st</sup> of the year of retirement. Payment shall be made the payday following date of retirement.

**ARTICLE IX. VACANCIES – POSTING**

A. Vacancies, when determined to exist by the Administration, will be filled as soon as practicable, based upon need and Civil Service Law.

B. Clerical and School Security Aides

Whenever a vacancy occurs for a position, the initial vacancy shall be posted in all buildings and notice sent to the designated Association representatives. The first vacancy, if any, created as a result of filling the initial vacancy shall be posted in



the same manner, but any vacancy created thereafter need not be publicized unless it entails a job promotion. Qualified applicants for the initial vacancy or for any resulting or other promotion shall so notify the designated District representative. Under normal conditions, potential applicants will not be placed in a vacant position on a temporary basis.

C. Cafeteria, Bus Attendants and School Monitors

Whenever a vacancy occurs for a cafeteria employee, bus attendant or school monitor, the initial vacancy shall be posted in all buildings and notice sent to the designated Association representative. Vacancies occurring as a result of filling the initial vacancy need not be publicized except in the same building in which the resulting vacancy occurred. Qualified individuals may apply for said vacancies. Should currently employed persons apply for a posted position, the designated supervisor will make a recommendation to the Assistant Superintendent for Human Resources concerning an appointment, bearing in mind length of service and qualifications of each applicant.

D. General

1. All initial positions which become available during the summer months shall also be posted and copies mailed to the designated Association representative.
2. Promotions shall be made in accordance with Civil Service Law.

**ARTICLE X. SENIORITY**

All employees shall be accorded the benefits of seniority under the Civil Service Law. Seniority lists, as required by said Civil Service Law, shall be jointly established and maintained by the District. It is understood that an individual who terminates employment with the District of his/her own accord and returns to work at a later date will not retain their position on the seniority list except as provided by said Civil Service Law.

If a non-competitive or labor class position is abolished and thereafter reinstated within 2 years of its elimination, said position will be first offered in writing to the last occupant with a copy to the designated Association representative.

In the event a layoff is deemed necessary by the District, the least senior employee in the classification affected (see salary schedules) District-wide, shall be the first laid off provided that the employee transferred to fill the resulting vacancy is fully capable of performing the resulting vacated job.



## **ARTICLE XI. UNIFORM ALLOWANCE**

### **A. School Security Aides**

1. School Security Aides will be given uniforms consisting of but not limited to shirts, jackets, pants, inclement weather gear, safety vests at the equivalent of: five shirts, two sweatshirts, three pants, five summer weight shirts, one winter jacket (replaced every fifth year), one windbreaker (replaced every fifth year) and shoe coverings for snow and other inclement weather. Safety apparel for work performed outside the building (crosswalk, traffic control) will be available as needed.
2. Each School Security Aide shall receive \$250 dollars per year uniform maintenance allowance to be paid the last pay in June. If an employee resigns or retires before June 30<sup>th</sup>, the \$250 will be prorated to date of separation and after uniforms are returned to the District.
3. At the discretion of the Director of Health and Safety, School Security Aides may request a review of the serviceability of their uniforms during the year.
4. New employees will be provided with uniforms within two weeks of their start date.

B. Each cafeteria employee shall receive sixty (\$60.00) dollars per year uniform allowance to be accrued at the rate of six (\$6.00) dollars per month. Effective July 1, 2018, said amount shall increase to \$150.00 per year, accrued at the rate of \$15.00 per month.

C. Those Monitors and Bus Attendants who have a regular outdoor assignment that is in excess of three (3) hours per day will be provided with jackets after they have completed five (5) years of such service and for each five (5) year segment thereafter.

D. Food Service Employees will have the equivalent of five shirts, one hat, three aprons for each new school year by no later than September 1<sup>st</sup>. Current practice will be continued whereby the Director of Food Services will consult with the Cafeteria Managers to determine the number of carryover garments. Employees may request a review of the serviceability of their shirts and aprons in February, if necessary. New employees will be provided with the required clothing within two weeks of their start date.



## **ARTICLE XII. IN-SERVICE COURSES AND WORKSHOPS**

In-Service programs, outside of regular work hours, approved by the District, shall be compensated at the employee's regular rate.

## **ARTICLE XIII. GRIEVANCE PROCEDURE**

### **A. Declaration of Philosophy**

It is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences. The resolution of a grievance at the earliest possible stage is a desirable goal.

### **B. Definitions**

1. A Grievance shall mean a claim of alleged violation by any member or members in the negotiating unit, which arises from a dispute over the interpretation, application, misapplication, or alleged violation of the terms of this Agreement.
2. Chief Administrator shall mean the Superintendent of the District, or his/her designee.
3. Association shall mean the Monroe-Woodbury Teachers Association.
4. Days shall mean days when school is in session unless otherwise specified.
5. Immediate Supervisor shall mean in the Cafeteria the Food Service Director, and for all other personnel, the Building Principal or the supervisor of the Department.

### **C. Basic Principles**

1. In the event that the time limits set forth in the grievance procedures are such that the procedure may not be completed by the end of the school year, such time limits will be reasonably reduced so that the grievance procedure may be completed prior to the end of the school year or immediately thereafter, if possible.
2. All hearings shall be and remain confidential provided they are not required to be open as a matter of law.



3. Each party to a grievance shall have access to all relevant written statements and records pertaining to said case, provided such records are not of a confidential nature.
4. The Association shall be able to enter a grievance in its own name at the step most appropriate to immediate resolution.
5. These procedures may not be used to change or alter the provisions of this Agreement, but to interpret its provisions.
6. The Association may represent a grievant(s) at any stage of the grievance procedure.
7. Failure to respond within the time limits below shall permit lodging an appeal to the next stage as if a decision had been rendered on the last possible day.
8. Failure to process an appeal within the time limits set below shall be deemed a waiver of the grievance and shall bar any future processing of the grievance.
9. In the event a grievant is not represented by the Association, an Association representative shall have the right to be present at every stage beyond Stage 2 of the procedure and present written statements on behalf of the Association.

D. Procedure

Stage One

The aggrieved member shall orally present his/her grievance to his/her immediate supervisor, who shall orally and informally discuss the grievance with the aggrieved member.

The member shall present such grievance within twenty (20) days after becoming aware of the events giving rise to the claim, or such claim shall be deemed waived and outside the scope of this procedure.

The immediate supervisor shall render his/her oral determination to the aggrieved member within three (3) days after the grievance has been presented to him/her. If such grievance is not satisfactorily resolved at this stage, the aggrieved member shall reduce it to writing within five (5) days after the decision of the immediate supervisor and present it to his/her immediate supervisor with a copy to the Assistant Superintendent for



Human Resources and the Association President. The immediate supervisor shall render in writing his/her determination to the aggrieved member within five (5) days after the grievance has been presented to him/her.

#### Stage Two

If the grievance is not resolved at Stage One, the member has up to seven (7) days to submit the grievance, in writing, to the Chief Administrator. The Chief Administrator shall hold a hearing within ten (10) days of submission of the grievance to him/her. The Chief Administrator shall submit to the member and the Association his/her decision, in writing, within ten (10) days of the conference. If the grievance is not satisfactorily resolved at this stage, the Association may proceed to the next stage.

#### Stage Three

If the Chief Administrator's decision at Stage Two is not satisfactory, the Association and the grievant have up to ten (10) days to submit the matter to arbitration, in accordance with binding arbitration rules of the American Arbitration Association (AAA). A grievance may be processed to arbitration only if the Association participates in such arbitration. The arbitrator's hearing shall be held at the Monroe-Woodbury District. The arbitrator shall hear and decide the case that was set before him/her by the notice of arbitration. He/she shall have no power to alter or modify the provisions of this Agreement. The decision and award of the arbitrator shall be final and binding on the parties.

Fees and expenses incurred by the arbitrator shall be shared equally by the Association and the Board.

### **ARTICLE XIV. DURATION**

This Agreement shall be effective as of July 1, 2016 through June 30, 2021.

This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties, in writing, and a signed amendment by both parties added to this Agreement.

### **ARTICLE XV. WAGES – STEP PLACEMENT**

A. The salary schedules are attached hereto as follows:



## Salary Schedules

APPENDIX "B-1"	Schedule A	Clerk Typist (10 month) Library Clerk (10 month) Health Office Assistant (10 month) 1 to 1 Monitor (10 month) Sub Caller (10 month) Reproduction Services Clerk (10 month) Teacher Aide (10 month) Telephone Operator (10 month)
APPENDIX "B-2"	Schedule B	Clerk Typist (11 month) Community Relations Coordinator Reproduction Services Clerk (11 month) Telephone Operator (11 month)
APPENDIX "B-3"	Schedule C	Registrar (11 month)
APPENDIX "B-4"	Schedule D	Senior Typist (11 month)
APPENDIX "B-5"	Schedule E	School Secretary (11 month)
APPENDIX "B-6"	Schedule F	Certified Occupational Therapist Asst. (10 mo.) Senior School Secretary (11 month)
APPENDIX "B-7"	Schedule G	Payroll Clerk (11 month) Account Clerk (11 month)
APPENDIX "B-8"	Schedule H	AV Tech (11 month) Account Clerk Typist (11 month) Bookkeeper (11 month) Purchasing Agent Senior Account Clerk Athletic Trainer
APPENDIX "B-9"	Schedule I	Clerk Typist (12 month)
APPENDIX "B-10"	Schedule J	Reproduction Services Clerk (12 month)
APPENDIX "B-11"	Schedule K	Senior Typist (12 month) Registrar (12 month)
APPENDIX "B-12"	Schedule L	School Secretary (12 month)
APPENDIX "B-13"	Schedule M	Senior School Secretary (12 month)
APPENDIX "B-14"	Schedule N	Payroll Clerk (12 month) Tech Support Assistant (12 month)
APPENDIX "B-15"	Schedule O	Account Clerk Typist (12 month)
APPENDIX "B-16"	Schedule P	Senior Payroll Clerk (12 month) Bookkeeper (12 month) Computer Technician (12 month) District Technology Specialist (12 month)
APPENDIX "B-17"	Schedule Q	Computer Operator (12 month) Computer Network Specialist (12 month)
APPENDIX "B-18"	Schedule R	Computer Programmer (12 month) Computer Maintenance Specialist (12 month) Occupational Therapist (OT) (10 month)
APPENDIX "C-1"		Cook Manager - High School/Middle School
APPENDIX "C-2"		Cook Manager - Elementary
APPENDIX "C-3"		Assistant Cook Manager
APPENDIX "C-4"		Senior Food Service Helper

APPENDIX "C-5"  
APPENDIX "D"  
APPENDIX "E"  
APPENDIX "F"  
APPENDIX "G"  
APPENDIX "H"

Food Service Helper  
School Monitor  
Bus Attendant  
Xerox Aide/Computer Aide  
School Security Aide  
Registered Nurse

A. An employee in any bargaining unit title who serves in a substitute capacity within their job title shall be compensated at their normal rate for such work.

B. In all other cases the following guide is applied:

When an employee moves from a position on one four (4) step schedule to one on another four (4) step schedule, years of experience within the District are to be credited on a one school year for one school year completed basis.

When an employee is moving from a position on a four (4) step schedule to one on an eleven (11) step schedule, experience within the District will be credited on the basis of one school year for each two school years completed.

When an employee is moving from a position of .5 or less on the eleven (11) step salary schedule to another full-time position on the eleven (11) step salary schedule placement, credit is given on a one school year for each two school years completed basis.

When an employee is moving from a position of more than .5 on the eleven (11) step salary schedule to another full-time position on the eleven (11) step salary schedule placement, credit is given on a one school year for one school year completed basis.

C. If any employee is dissatisfied with his/her placement on steps of the salary schedule, he/she may, within four (4) months of the date of initial employment, request an interview with the Assistant Superintendent for Human Resources at which interview a representative may be present.

D. The District will install and utilize time clocks to assist in the recording and calculation of work hours for all vouchering positions, and for any extra hours or overtime hourly records for all regular employees. The normal condition governing such extra and/or overtime work (calculation, approval, etc.) will be continued as per the current practices.



- E. The District payroll plan consists of 2x monthly paychecks for all unit employees. 11 and 12 month employees receive 24 pays. All other employees will have the option of a 20 or 24 pay date schedule.

#### **ARTICLE XVI. SERVICE INCREMENTS**

- A. Personnel will be granted their service increments as provided in the Appendices based on their anniversary date of employment with the District. Said increment shall be prorated for the remainder of the work year.
- B. All eligible personnel will be granted their service increments as provided in appendices in two equal payments per school year. The first of these two payments will be made the first pay in December and the second shall be made no later than the first pay in April.

#### **ARTICLE XVII. NEW EMPLOYEES**

New employees shall receive a salary agreement and a copy of this Agreement on the first day of employment.

#### **ARTICLE XVIII. PERSONNEL FILES**

- A. No material derogatory to an employee's conduct, service character or personality shall be placed in their personnel file or communicated to a third party unless the employee has had an opportunity to review the material. The employee shall receive a copy of said material and will acknowledge that he/she has had an opportunity to review the material by affixing his/her signature to the copy to be filed with the express understanding that such signature does not necessarily indicate agreement with the contents thereof. In the event the employee refuses to sign the copy, this shall be noted and the material shall then be entered into the file.
- B. Employees shall have the right to submit a written answer to such material to the administrator within ten (10) school days, and if submitted, it shall be initialed by the administrator, attached to the file copy, and entered with the material.
- C. Employees shall have the right, upon reasonable notice, to review the contents of their personnel files and to make, at cost, copies of any documents contained therein.



- D. Any employee shall have the right to have an Association representative present with him/her when the employee reviews his/her personnel file.
- E. Confidential information shall be excepted from the provisions of this Article.
- F. No grievance forms or responses shall be placed in the member's file.

#### **ARTICLE XIX. UNEMPLOYMENT INSURANCE ELIGIBILITY**

During the term of this Agreement, and for the purpose of this Article only, until a successor agreement is executed, each member of the unit employed by the District for less than a full twelve (12) month period, who is employed in any capacity by the District as of the last day of any academic year or term, of the last day preceding any customary and established school vacation period, holiday recess of schools or other school recess, shall continue to be employed in the same capacity at the commencement of the period immediately following such vacation period, holiday recess or other school recess, unless such unit member is given written notice before the last day of such academic year or term or the last day preceding such vacation period, holiday recess or other school recess that his/her said services will not be resumed, at the commencement of the aforesaid ensuing academic year or term, or period immediately following such holiday vacation or recess.

Where practicable, layoffs which are to take effect prior to October 1<sup>st</sup> of a given school year shall be made on or about June 30<sup>th</sup> of the preceding school year.

It is understood and agreed that subject to the specific provisions of this Article relating to continuation of services, the provisions of this Article are not intended to nor shall same be construed:

- 1. To deprive any unit member employed by the District legal employment rights that such employee possesses in the absence of this Article.
- 2. To deprive the District of any legal rights to terminate at any time any employee of the aforesaid unit that the District possesses in the absence of this Article.

#### **ARTICLE XX. MISCELLANEOUS**

- A. Cell Phones and Beepers

Cell phones should not be used for personal business during work hours, excluding lunch and break period, except in the event of an emergency.





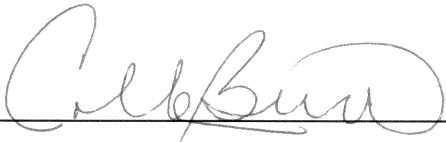
B. The District will coordinate the current process for collection of daily revenue/receipts from the cafeterias.

**ARTICLE XXI. TAYLOR LAW NOTICE**

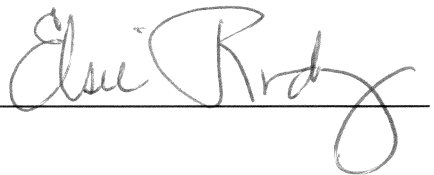
IT IS FURTHER AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

This Agreement signed this 2 day of April, 2019.

MONROE-WOODBURY TEACHERS  
ASSOCIATION (Clerical, School Security  
Aides, Cafeteria, Teacher Aides and  
Monitors)

BY: 

MONROE-WOODBURY CENTRAL  
SCHOOL DISTRICT

BY: 



# APPENDIX "B-1"

## CLERICAL - SCHEDULE A

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	33,202	33,700	34,206	34,753	35,326	35,909
2	33,880	34,388	34,904	35,462	36,048	36,642
3	34,571	35,090	35,616	36,186	36,783	37,390
4	35,276	35,805	36,342	36,924	37,533	38,152
5	35,997	36,537	37,085	37,678	38,300	38,932
6	36,731	37,282	37,841	38,447	39,081	39,726
7	37,481	38,043	38,614	39,232	39,879	40,537
8	38,246	38,820	39,402	40,032	40,693	41,364
9	39,027	39,612	40,207	40,850	41,524	42,209
10	39,823	40,420	41,027	41,683	42,371	43,070
11	40,636	41,246	41,864	42,534	43,236	43,949
12	41,465	42,087	42,718	43,402	44,118	44,846
13	42,311	42,946	43,590	44,287	45,018	45,761
14	43,174	43,822	44,479	45,191	45,936	46,694
15	44,056	44,717	45,388	46,114	46,875	47,648
16	44,954	45,628	46,313	47,054	47,830	48,619
17	45,629	46,313	47,008	47,760	48,548	49,349
18		-	47,713	48,477	49,277	50,090

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "B-2"

## CLERICAL – SCHEDULE B

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	36,388	36,934	37,488	38,088	38,716	39,355
2	37,130	37,687	38,252	38,864	39,506	40,157
3	37,888	38,456	39,033	39,658	40,312	40,977
4	38,661	39,241	39,830	40,467	41,135	41,813
5	39,450	40,042	40,642	41,293	41,974	42,667
6	40,255	40,859	41,472	42,135	42,830	43,537
7	41,076	41,692	42,318	42,995	43,704	44,425
8	41,914	42,543	43,181	43,872	44,596	45,331
9	42,770	43,412	44,063	44,768	45,506	46,257
10	43,643	44,298	44,962	45,682	46,435	47,201
11	44,534	45,202	45,880	46,614	47,383	48,165
12	45,443	46,125	46,817	47,566	48,350	49,148
13	46,370	47,066	47,772	48,536	49,337	50,151
14	47,316	48,026	48,746	49,526	50,343	51,174
15	48,282	49,006	49,741	50,537	51,371	52,219
16	49,267	50,006	50,756	51,568	52,419	53,284
17	50,006	50,756	51,517	52,342	53,205	54,083
18		-	52,290	53,127	54,003	54,894

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

# APPENDIX "B-3"

## CLERICAL – SCHEDULE C

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	36,704	37,255	37,813	38,418	39,052	39,697
2	37,454	38,016	38,586	39,203	39,850	40,508
3	38,218	38,791	39,373	40,003	40,663	41,334
4	38,998	39,583	40,177	40,820	41,493	42,178
5	39,794	40,391	40,997	41,653	42,340	43,039
6	40,606	41,215	41,833	42,503	43,204	43,917
7	41,435	42,057	42,687	43,370	44,086	44,813
8	42,281	42,915	43,559	44,256	44,986	45,728
9	43,144	43,791	44,448	45,159	45,904	46,662
10	44,024	44,684	45,355	46,080	46,841	47,613
11	44,922	45,596	46,280	47,020	47,796	48,585
12	45,839	46,527	47,224	47,980	48,772	49,576
13	46,774	47,476	48,188	48,959	49,767	50,588
14	47,729	48,445	49,172	49,958	50,783	51,621
15	48,703	49,434	50,175	50,978	51,819	52,674
16	49,697	50,442	51,199	52,018	52,877	53,749
17	50,442	51,199	51,967	52,798	53,669	54,555
18		-	52,746	53,590	54,474	55,373

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

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\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "B-4" CLERICAL – SCHEDULE D

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	37,024	37,579	38,143	38,753	39,393	40,043
2	37,779	38,346	38,921	39,544	40,196	40,859
3	38,551	39,129	39,716	40,352	41,017	41,694
4	39,337	39,927	40,526	41,174	41,854	42,544
5	40,140	40,742	41,353	42,015	42,708	43,413
6	40,959	41,573	42,197	42,872	43,580	44,299
7	41,795	42,422	43,058	43,747	44,469	45,203
8	42,648	43,288	43,937	44,640	45,377	46,125
9	43,518	44,171	44,833	45,551	46,302	47,066
10	44,406	45,072	45,748	46,480	47,247	48,027
11	45,313	45,993	46,683	47,430	48,212	49,008
12	46,237	46,931	47,635	48,397	49,195	50,007
13	47,181	47,889	48,607	49,385	50,200	51,028
14	48,144	48,866	49,599	50,393	51,224	52,069
15	49,127	49,864	50,612	51,422	52,270	53,133
16	50,129	50,881	51,644	52,470	53,336	54,216
17	50,881	51,644	52,419	53,258	54,136	55,030
18		-	53,205	54,056	54,948	55,855

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "B-5"

## CLERICAL – SCHEDULE E

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	38,335	38,910	39,494	40,126	40,788	41,461
2	39,116	39,703	40,298	40,943	41,619	42,305
3	39,915	40,514	41,121	41,779	42,469	43,169
4	40,729	41,340	41,960	42,631	43,335	44,050
5	41,560	42,183	42,816	43,501	44,219	44,949
6	42,409	43,045	43,691	44,390	45,122	45,867
7	43,275	43,924	44,583	45,296	46,044	46,803
8	44,158	44,820	45,493	46,221	46,983	47,758
9	45,059	45,735	46,421	47,164	47,942	48,733
10	45,978	46,668	47,368	48,126	48,920	49,727
11	46,916	47,620	48,334	49,107	49,918	50,741
12	47,873	48,591	49,320	50,109	50,936	51,776
13	48,851	49,584	50,328	51,133	51,976	52,834
14	49,848	50,596	51,355	52,176	53,037	53,912
15	50,866	51,629	52,403	53,242	54,120	55,013
16	51,903	52,682	53,472	54,327	55,224	56,135
17	52,682	53,472	54,274	55,143	56,053	56,977
18		-	55,088	55,970	56,893	57,832

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "B-6"

## CLERICAL – SCHEDULE F

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	39,613	40,207	40,810	41,463	42,147	42,843
2	40,422	41,028	41,644	42,310	43,008	43,718
3	41,247	41,866	42,494	43,174	43,886	44,610
4	42,089	42,720	43,361	44,055	44,782	45,521
5	42,948	43,592	44,246	44,954	45,696	46,450
6	43,825	44,482	45,150	45,872	46,629	47,398
7	44,719	45,390	46,071	46,808	47,580	48,365
8	45,631	46,315	47,010	47,762	48,550	49,352
9	46,562	47,260	47,969	48,737	49,541	50,358
10	47,513	48,226	48,949	49,732	50,553	51,387
11	48,482	49,209	49,947	50,747	51,584	52,435
12	49,472	50,214	50,967	51,783	52,637	53,506
13	50,481	51,238	52,007	52,839	53,711	54,597
14	51,511	52,284	53,068	53,917	54,807	55,711
15	52,563	53,351	54,152	55,018	55,926	56,849
16	53,636	54,441	55,257	56,141	57,068	58,009
17	54,441	55,258	56,086	56,984	57,924	58,880
18		-	56,928	57,839	58,793	59,763

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

# APPENDIX "B-7"

## CLERICAL – SCHEDULE G

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	40,926	41,540	42,163	42,838	43,544	44,263
2	41,761	42,387	43,023	43,712	44,433	45,166
3	42,613	43,252	43,901	44,603	45,339	46,087
4	43,483	44,135	44,797	45,514	46,265	47,028
5	44,370	45,036	45,711	46,442	47,209	47,988
6	45,275	45,954	46,643	47,390	48,172	48,966
7	46,200	46,893	47,596	48,358	49,156	49,967
8	47,143	47,850	48,568	49,345	50,159	50,987
9	48,105	48,827	49,559	50,352	51,183	52,027
10	49,086	49,822	50,570	51,379	52,226	53,088
11	50,088	50,839	51,602	52,428	53,293	54,172
12	51,110	51,877	52,655	53,497	54,380	55,277
13	52,154	52,936	53,730	54,590	55,491	56,406
14	53,217	54,015	54,825	55,703	56,622	57,556
15	54,304	55,119	55,945	56,840	57,778	58,732
16	55,412	56,243	57,087	58,000	58,957	59,930
17	56,243	57,087	57,943	58,870	59,841	60,829
18		-	58,812	59,753	60,739	61,741

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.



# APPENDIX "B-8"

## CLERICAL – SCHEDULE H

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	42,650	43,290	43,939	44,642	45,379	46,127
2	43,521	44,174	44,836	45,554	46,305	47,069
3	44,409	45,075	45,751	46,483	47,250	48,030
4	45,316	45,996	46,686	47,433	48,215	49,011
5	46,240	46,934	47,638	48,400	49,198	50,010
6	47,184	47,892	48,610	49,388	50,203	51,031
7	48,148	48,870	49,603	50,397	51,228	52,074
8	49,130	49,867	50,615	51,425	52,273	53,136
9	50,132	50,884	51,647	52,474	53,339	54,220
10	51,155	51,922	52,701	53,544	54,428	55,326
11	52,199	52,982	53,777	54,637	55,539	56,455
12	53,265	54,064	54,875	55,753	56,673	57,608
13	54,352	55,167	55,995	56,891	57,829	58,784
14	55,461	56,293	57,137	58,052	59,009	59,983
15	56,592	57,441	58,302	59,235	60,213	61,206
16	57,747	58,613	59,492	60,444	61,442	62,455
17	58,614	59,493	60,386	61,352	62,364	63,393
18		-	61,291	62,272	63,300	64,344

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "B-9"

## CLERICAL – SCHEDULE I

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	39,696	40,291	40,896	41,550	42,236	42,933
2	40,506	41,114	41,730	42,398	43,098	43,809
3	41,332	41,952	42,581	43,263	43,976	44,702
4	42,175	42,808	43,450	44,145	44,873	45,614
5	43,036	43,682	44,337	45,046	45,789	46,545
6	43,914	44,573	45,241	45,965	46,724	47,495
7	44,810	45,482	46,164	46,903	47,677	48,464
8	45,725	46,411	47,107	47,861	48,650	49,453
9	46,659	47,359	48,069	48,838	49,644	50,463
10	47,611	48,325	49,050	49,835	50,657	51,493
11	48,582	49,311	50,050	50,851	51,690	52,543
12	49,574	50,318	51,072	51,890	52,746	53,616
13	50,586	51,345	52,115	52,949	53,822	54,711
14	51,618	52,392	53,178	54,029	54,920	55,827
15	52,671	53,461	54,263	55,131	56,041	56,966
16	53,746	54,552	55,370	56,256	57,185	58,128
17	54,852	55,670	56,501	57,400	58,342	59,300
18		-	57,044	57,957	58,913	59,885

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "B-10"

## CLERICAL – SCHEDULE J

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	39,829	40,426	41,033	41,689	42,377	43,076
2	40,642	41,252	41,870	42,540	43,242	43,956
3	41,471	42,093	42,724	43,408	44,124	44,852
4	42,317	42,952	43,596	44,294	45,024	45,767
5	43,181	43,829	44,486	45,198	45,944	46,702
6	44,062	44,723	45,394	46,120	46,881	47,655
7	44,961	45,635	46,320	47,061	47,838	48,627
8	45,879	46,567	47,266	48,022	48,814	49,620
9	46,816	47,518	48,231	49,003	49,811	50,633
10	47,771	48,488	49,215	50,002	50,827	51,666
11	48,746	49,477	50,219	51,023	51,865	52,721
12	49,741	50,487	51,244	52,064	52,923	53,797
13	50,756	51,517	52,290	53,127	54,003	54,894
14	51,791	52,568	53,356	54,210	55,105	56,014
15	52,849	53,642	54,446	55,318	56,230	57,158
16	53,927	54,736	55,557	56,446	57,377	58,324
17	54,736	55,557	56,390	57,293	58,238	59,199
18		-	57,236	58,152	59,112	60,087

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

# APPENDIX "B-11"

## CLERICAL – SCHEDULE K

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	40,042	40,643	41,252	41,912	42,604	43,307
2	40,859	41,472	42,094	42,767	43,473	44,190
3	41,693	42,318	42,953	43,640	44,360	45,092
4	42,544	43,182	43,830	44,531	45,266	46,013
5	43,413	44,064	44,725	45,441	46,191	46,953
6	44,298	44,962	45,637	46,367	47,132	47,910
7	45,202	45,880	46,568	47,313	48,094	48,888
8	46,125	46,817	47,519	48,279	49,076	49,886
9	47,066	47,772	48,489	49,264	50,077	50,904
10	48,027	48,747	49,479	50,270	51,100	51,943
11	49,006	49,741	50,487	51,295	52,141	53,002
12	50,007	50,757	51,518	52,343	53,206	54,084
13	51,027	51,792	52,569	53,410	54,292	55,187
14	52,068	52,849	53,642	54,500	55,399	56,313
15	53,131	53,928	54,737	55,613	56,530	57,463
16	54,215	55,028	55,854	56,747	57,684	58,635
17	55,029	55,854	56,692	57,599	58,550	59,516
18		-	57,543	58,463	59,428	60,409

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

# APPENDIX "B-12"

## CLERICAL – SCHEDULE L

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	40,390	40,996	41,611	42,277	42,974	43,683
2	41,214	41,832	42,460	43,139	43,851	44,574
3	42,054	42,685	43,325	44,018	44,745	45,483
4	42,913	43,557	44,210	44,917	45,659	46,412
5	43,789	44,446	45,113	45,834	46,591	47,359
6	44,682	45,352	46,033	46,769	47,541	48,325
7	45,595	46,279	46,973	47,725	48,512	49,313
8	46,525	47,223	47,931	48,698	49,502	50,318
9	47,475	48,187	48,910	49,692	50,512	51,346
10	48,443	49,170	49,907	50,706	51,542	52,393
11	49,432	50,173	50,926	51,741	52,595	53,462
12	50,440	51,197	51,965	52,796	53,667	54,553
13	51,471	52,243	53,027	53,875	54,764	55,668
14	52,520	53,308	54,107	54,973	55,880	56,802
15	53,592	54,396	55,212	56,095	57,021	57,962
16	54,686	55,506	56,339	57,240	58,185	59,145
17	55,506	56,339	57,184	58,099	59,057	60,032
18		-	58,041	58,970	59,943	60,932

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

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\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "B-13"

## CLERICAL – SCHEDULE M

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	41,819	42,446	43,083	43,772	44,495	45,229
2	42,673	43,313	43,963	44,666	45,403	46,152
3	43,544	44,197	44,860	45,578	46,330	47,094
4	44,433	45,099	45,776	46,508	47,276	48,056
5	45,339	46,019	46,709	47,457	48,240	49,036
6	46,265	46,959	47,663	48,426	49,225	50,037
7	47,209	47,917	48,636	49,414	50,229	51,058
8	48,172	48,895	49,628	50,422	51,254	52,100
9	49,155	49,892	50,641	51,451	52,300	53,163
10	50,158	50,910	51,674	52,501	53,367	54,248
11	51,182	51,950	52,729	53,573	54,457	55,355
12	52,227	53,010	53,806	54,666	55,568	56,485
13	53,293	54,092	54,904	55,782	56,703	57,638
14	54,380	55,196	56,024	56,920	57,859	58,814
15	55,490	56,322	57,167	58,082	59,040	60,014
16	56,622	57,471	58,333	59,267	60,245	61,239
17	57,471	58,333	59,208	60,155	61,148	62,157
18		-	60,096	61,058	62,065	63,089

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "B-14"

## CLERICAL – SCHEDULE N

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	43,215	43,863	44,521	45,234	45,980	46,739
2	44,097	44,758	45,430	46,157	46,918	47,692
3	44,996	45,671	46,356	47,098	47,875	48,665
4	45,915	46,604	47,303	48,060	48,853	49,659
5	46,851	47,554	48,267	49,039	49,848	50,671
6	47,808	48,525	49,253	50,041	50,867	51,706
7	48,783	49,515	50,257	51,062	51,904	52,761
8	49,779	50,526	51,284	52,104	52,964	53,838
9	50,795	51,557	52,330	53,168	54,045	54,937
10	51,832	52,609	53,399	54,253	55,148	56,058
11	52,890	53,683	54,489	55,360	56,274	57,202
12	53,969	54,779	55,600	56,490	57,422	58,369
13	55,070	55,896	56,734	57,642	58,593	59,560
14	56,194	57,037	57,892	58,819	59,789	60,776
15	57,340	58,200	59,073	60,018	61,009	62,015
16	58,511	59,389	60,279	61,244	62,254	63,282
17	59,389	60,280	61,184	62,163	63,189	64,231
18		-	62,102	63,095	64,136	65,195

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "B-15"

## CLERICAL SCHEDULE O

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	44,647	45,317	45,996	46,732	47,503	48,287
2	45,558	46,241	46,935	47,686	48,473	49,273
3	46,488	47,185	47,893	48,659	49,462	50,278
4	47,436	48,148	48,870	49,652	50,471	51,304
5	48,404	49,130	49,867	50,665	51,501	52,351
6	49,392	50,133	50,885	51,699	52,552	53,419
7	50,400	51,156	51,923	52,754	53,625	54,509
8	51,429	52,200	52,983	53,831	54,719	55,622
9	52,479	53,266	54,065	54,930	55,837	56,758
10	53,549	54,352	55,168	56,050	56,975	57,915
11	54,643	55,463	56,295	57,195	58,139	59,098
12	55,757	56,593	57,442	58,361	59,324	60,303
13	56,895	57,748	58,615	59,552	60,535	61,534
14	58,056	58,927	59,811	60,768	61,770	62,790
15	59,241	60,130	61,032	62,008	63,031	64,071
16	60,450	61,357	62,277	63,274	64,318	65,379
17	61,357	62,277	63,212	64,223	65,283	66,360
18		-	64,160	65,186	66,262	67,355

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.



# APPENDIX "B-16"

## CLERICAL – SCHEDULE P

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	46,528	47,226	47,934	48,701	49,505	50,322
2	47,478	48,190	48,913	49,696	50,516	51,349
3	48,446	49,173	49,910	50,709	51,546	52,396
4	49,435	50,177	50,929	51,744	52,598	53,466
5	50,443	51,200	51,968	52,799	53,670	54,556
6	51,474	52,246	53,030	53,878	54,767	55,671
7	52,524	53,312	54,112	54,977	55,884	56,807
8	53,596	54,400	55,216	56,099	57,025	57,966
9	54,689	55,509	56,342	57,243	58,188	59,148
10	55,806	56,643	57,493	58,413	59,376	60,356
11	56,945	57,799	58,666	59,605	60,588	61,588
12	58,107	58,979	59,863	60,821	61,825	62,845
13	59,292	60,181	61,084	62,061	63,085	64,126
14	60,502	61,410	62,331	63,328	64,373	65,435
15	61,737	62,663	63,603	64,621	65,687	66,771
16	62,997	63,942	64,901	65,940	67,028	68,133
17	63,942	64,901	65,875	66,929	68,033	69,156
18		-	66,863	67,933	69,053	70,193

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

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\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "B-17"

## CLERICAL – SCHEDULE Q

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	52,481	53,268	54,067	54,932	55,839	56,760
2	53,551	54,354	55,170	56,052	56,977	57,917
3	54,644	55,464	56,296	57,196	58,140	59,099
4	55,759	56,595	57,444	58,363	59,326	60,305
5	56,897	57,750	58,617	59,555	60,537	61,536
6	58,058	58,929	59,813	60,770	61,773	62,792
7	59,244	60,133	61,035	62,011	63,034	64,074
8	60,452	61,359	62,279	63,276	64,320	65,381
9	61,686	62,611	63,550	64,567	65,633	66,716
10	62,945	63,889	64,848	65,885	66,972	68,077
11	64,229	65,192	66,170	67,229	68,338	69,466
12	65,541	66,524	67,522	68,602	69,734	70,885
13	66,877	67,880	68,898	70,001	71,156	72,330
14	68,243	69,267	70,306	71,431	72,609	73,807
15	69,635	70,680	71,740	72,888	74,090	75,313
16	71,056	72,122	73,204	74,375	75,602	76,850
17	72,122	73,204	74,302	75,491	76,736	78,002
18		-	75,416	76,623	77,887	79,173

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **~~\$845~~ (\$1690)**

After 15 years – an additional **~~\$851~~ (\$2541)**

After 20 years – an additional **~~\$877~~ (\$3418)**

After 25 years – an additional **~~\$929~~ (\$4347)**

After 30 years – an additional **~~\$945~~ (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **~~\$798~~ (\$1596)**

After 15 years – an additional **~~\$803~~ (\$2399)**

After 20 years – an additional **~~\$830~~ (\$3229)**

After 25 years – an additional **~~\$866~~ (\$4095)**

After 30 years – an additional **~~\$898~~ (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

# APPENDIX "B-18"

## CLERICAL – SCHEDULE R

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	60,568	61,477	62,399	63,397	64,443	65,506
2	61,804	62,731	63,672	64,691	65,758	66,843
3	63,066	64,012	64,972	66,012	67,101	68,208
4	64,353	65,318	66,298	67,359	68,470	69,600
5	65,666	66,651	67,651	68,733	69,867	71,020
6	67,006	68,011	69,031	70,136	71,293	72,469
7	68,373	69,399	70,440	71,567	72,747	73,948
8	69,769	70,816	71,878	73,028	74,233	75,458
9	71,193	72,261	73,345	74,518	75,748	76,998
10	72,646	73,736	74,842	76,039	77,294	78,569
11	74,128	75,240	76,369	77,590	78,871	80,172
12	75,642	76,777	77,928	79,175	80,482	81,809
13	77,185	78,343	79,518	80,790	82,123	83,478
14	78,760	79,941	81,141	82,439	83,799	85,182
15	80,368	81,574	82,797	84,122	85,510	86,921
16	82,008	83,238	84,487	85,838	87,255	88,695
17	83,238	84,487	85,754	87,126	88,564	90,025
18		-	87,040	88,433	89,892	91,375

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

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\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "C-1"

## FOOD SERVICE

### COOK MANAGER – HS/MS

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	19.44	19.73	20.03	20.35	20.68	21.03
2	19.83	20.13	20.43	20.76	21.10	21.45
3	20.24	20.54	20.85	21.19	21.53	21.89
4	20.66	20.97	21.28	21.62	21.98	22.34
5	21.07	21.39	21.71	22.05	22.42	22.79
6	21.51	21.83	22.16	22.51	22.89	23.26
7	21.94	22.27	22.60	22.96	23.34	23.73
8	22.27	22.60	22.94	23.31	23.69	24.09
9		-	23.29	23.66	24.05	24.45

1	23,812	24,169	24,532	24,924	25,335	25,754
2	24,298	24,662	25,032	25,433	25,853	26,279
3	24,794	25,166	25,543	25,952	26,380	26,816
4	25,300	25,680	26,065	26,482	26,919	27,363
5	25,817	26,204	26,597	27,023	27,469	27,922
6	26,343	26,738	27,139	27,573	28,028	28,491
7	26,881	27,284	27,693	28,137	28,601	29,073
8	27,284	27,693	28,109	28,558	29,030	29,509
9		-	28,530	28,987	29,465	29,951

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "C-2"

## FOOD SERVICE

### COOK MANAGER – ELEM

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	18.06	18.33	18.61	18.90	19.22	19.53
2	18.43	18.71	18.99	19.29	19.61	19.93
3	18.81	19.09	19.38	19.69	20.01	20.34
4	19.19	19.48	19.77	20.09	20.42	20.75
5	19.58	19.87	20.17	20.49	20.83	21.18
6	19.99	20.29	20.59	20.92	21.27	21.62
7	20.39	20.70	21.01	21.34	21.69	22.05
8	20.70	21.01	21.33	21.67	22.02	22.39
9		-	21.65	21.99	22.35	22.72

1	22,126	22,458	22,795	23,159	23,542	23,930
2	22,578	22,917	23,260	23,633	24,023	24,419
3	23,038	23,384	23,734	24,114	24,512	24,916
4	23,508	23,861	24,219	24,606	25,012	25,425
5	23,989	24,349	24,714	25,109	25,524	25,945
6	24,478	24,845	25,218	25,621	26,044	26,474
7	24,977	25,352	25,732	26,144	26,575	27,013
8	25,352	25,732	26,118	26,536	26,974	27,419
9		-	26,510	26,934	27,379	27,830

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

# APPENDIX "C-3"

## FOOD SERVICE

### ASSISTANT COOK MANAGER

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	17.32	17.58	17.84	18.13	18.43	18.73
2	17.67	17.94	18.20	18.50	18.80	19.11
3	18.04	18.31	18.59	18.88	19.19	19.51
4	18.40	18.68	18.96	19.26	19.58	19.90
5	18.78	19.06	19.35	19.66	19.98	20.31
6	19.16	19.45	19.74	20.05	20.39	20.72
7	19.55	19.84	20.14	20.46	20.80	21.14
8	19.84	20.14	20.44	20.77	21.11	21.46
9		-	20.75	21.08	21.43	21.78

1	21,218	21,536	21,859	22,209	22,576	22,948
2	21,651	21,976	22,305	22,662	23,036	23,416
3	22,092	22,423	22,760	23,124	23,505	23,893
4	22,544	22,882	23,225	23,597	23,986	24,382
5	23,004	23,349	23,699	24,078	24,476	24,880
6	23,473	23,825	24,182	24,569	24,975	25,387
7	23,952	24,311	24,676	25,071	25,484	25,905
8	24,311	24,676	25,046	25,447	25,866	26,293
9		-	25,421	25,828	26,254	26,688

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "C-4"

## FOOD SERVICES

### SENIOR FOOD SERVICE HELPER

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	16.54	16.79	17.04	17.31	17.60	17.89
2	16.88	17.13	17.39	17.67	17.96	18.26
3	17.22	17.48	17.74	18.02	18.32	18.62
4	17.58	17.84	18.11	18.40	18.70	19.01
5	17.94	18.21	18.48	18.78	19.09	19.40
6	18.30	18.57	18.85	19.15	19.47	19.79
7	18.68	18.96	19.24	19.55	19.88	20.20
8	18.95	19.23	19.52	19.84	20.16	20.50
9		-	19.82	20.13	20.46	20.80

1	20,264	20,568	20,876	21,211	21,560	21,916
2	20,679	20,989	21,304	21,645	22,002	22,365
3	21,100	21,417	21,738	22,086	22,450	22,820
4	21,531	21,854	22,182	22,537	22,909	23,287
5	21,971	22,301	22,635	22,997	23,377	23,762
6	22,418	22,754	23,096	23,465	23,852	24,246
7	22,876	23,219	23,567	23,945	24,340	24,741
8	23,219	23,567	23,921	24,304	24,705	25,112
9		-	24,280	24,668	25,075	25,489

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

# APPENDIX "C-5"

## FOOD SERVICE

### FOOD SERVICE HELPER

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	16.03	16.27	16.51	16.78	17.06	17.34
2	16.35	16.60	16.84	17.11	17.40	17.68
3	16.69	16.94	17.19	17.47	17.76	18.05
4	17.03	17.29	17.54	17.83	18.12	18.42
5	17.38	17.64	17.91	18.19	18.49	18.80
6	17.73	18.00	18.27	18.56	18.86	19.18
7	18.10	18.37	18.65	18.95	19.26	19.58
8	18.37	18.65	18.93	19.23	19.55	19.87
9		-	19.21	19.52	19.84	20.17

1	19,636	19,931	20,229	20,553	20,892	21,237
2	20,037	20,338	20,643	20,973	21,319	21,671
3	20,446	20,753	21,064	21,401	21,754	22,113
4	20,863	21,176	21,494	21,837	22,198	22,564
5	21,289	21,608	21,932	22,283	22,651	23,025
6	21,723	22,049	22,380	22,738	23,113	23,494
7	22,167	22,500	22,837	23,202	23,585	23,974
8	22,498	22,835	23,178	23,549	23,937	24,332
9		-	23,526	23,902	24,296	24,697

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.



APPENDIX "D"

SCHOOL MONITOR

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	16.03	16.27	16.51	16.78	17.06	17.34
2	16.35	16.60	16.84	17.11	17.40	17.68
3	16.69	16.94	17.19	17.47	17.76	18.05
4	17.03	17.29	17.54	17.83	18.12	18.42
5	17.38	17.64	17.91	18.19	18.49	18.80
6	17.73	18.00	18.27	18.56	18.86	19.18
7	18.10	18.37	18.65	18.95	19.26	19.58
8	18.37	18.65	18.93	19.23	19.55	19.87
9		-	19.21	19.52	19.84	20.17

1	19,636	19,931	20,229	20,553	20,892	21,237
2	20,037	20,338	20,643	20,973	21,319	21,671
3	20,446	20,753	21,064	21,401	21,754	22,113
4	20,863	21,176	21,494	21,837	22,198	22,564
5	21,289	21,608	21,932	22,283	22,651	23,025
6	21,723	22,049	22,380	22,738	23,113	23,494
7	22,167	22,500	22,837	23,202	23,585	23,974
8	22,498	22,835	23,178	23,549	23,937	24,332
9		-	23,526	23,902	24,296	24,697

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

## APPENDIX "E"

### BUS ATTENDANT

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	16.50	16.75	17.00	17.27	17.56	17.85
2	16.84	17.09	17.35	17.63	17.92	18.21
3	17.18	17.44	17.70	17.98	18.28	18.58
4	17.54	17.80	18.07	18.36	18.66	18.97
5	17.89	18.16	18.43	18.73	19.03	19.35
6	18.26	18.53	18.81	19.11	19.43	19.75
7	18.64	18.92	19.20	19.51	19.83	20.16
8	18.91	19.19	19.48	19.79	20.12	20.45
9		-	19.77	20.09	20.42	20.76

1	20,218	20,521	20,829	21,162	21,512	21,866
2	20,631	20,940	21,255	21,595	21,951	22,313
3	21,052	21,368	21,688	22,035	22,399	22,768
4	21,481	21,803	22,130	22,484	22,855	23,232
5	21,920	22,249	22,583	22,944	23,322	23,707
6	22,368	22,704	23,044	23,413	23,799	24,192
7	22,823	23,165	23,513	23,889	24,283	24,684
8	23,166	23,513	23,866	24,248	24,648	25,055
9		-	24,224	24,612	25,018	25,431

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.



# APPENDIX "F"

## XEROX AIDE/COMPUTER AIDE

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	16.42	16.67	16.92	17.19	17.47	17.76
2	16.75	17.00	17.26	17.53	17.82	18.12
3	17.09	17.35	17.61	17.89	18.18	18.48
4	17.44	17.70	17.97	18.25	18.56	18.86
5	17.80	18.07	18.34	18.63	18.94	19.25
6	18.16	18.43	18.71	19.01	19.32	19.64
7	18.53	18.81	19.09	19.40	19.72	20.04
8	18.80	19.08	19.37	19.68	20.00	20.33
9		-	19.66	19.97	20.30	20.64

1	20,112	20,414	20,720	21,051	21,399	21,752
2	20,523	20,831	21,143	21,482	21,836	22,196
3	20,942	21,256	21,575	21,920	22,282	22,650
4	21,369	21,690	22,015	22,367	22,736	23,111
5	21,805	22,132	22,464	22,823	23,200	23,583
6	22,251	22,585	22,924	23,290	23,675	24,065
7	22,705	23,046	23,391	23,766	24,158	24,556
8	23,046	23,392	23,743	24,122	24,520	24,925
9		-	24,099	24,484	24,888	25,299

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

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\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

# APPENDIX "G"

## SCHOOL SECURITY AIDE

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	27,683	28,098	28,520	28,976	29,454	29,940
2	28,247	28,671	29,101	29,566	30,054	30,550
3	28,824	29,256	29,695	30,170	30,668	31,174
4	29,413	29,854	30,302	30,787	31,295	31,811
5	30,013	30,463	30,920	31,415	31,933	32,460
6	30,626	31,085	31,552	32,056	32,585	33,123
7	31,251	31,720	32,196	32,711	33,250	33,799
8	31,888	32,366	32,852	33,377	33,928	34,488
9	32,539	33,027	33,522	34,059	34,621	35,192
10	33,203	33,701	34,207	34,754	35,327	35,910
11	33,881	34,389	34,905	35,464	36,049	36,643
12	34,572	35,091	35,617	36,187	36,784	37,391
13	35,277	35,806	36,343	36,925	37,534	38,153
14	35,998	36,538	37,086	37,679	38,301	38,933
15	36,732	37,283	37,842	38,448	39,082	39,727
16	37,482	38,044	38,615	39,233	39,880	40,538
17	38,044	38,615	39,194	39,821	40,478	41,146
18		-	39,782	40,418	41,085	41,763

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

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\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.

## APPENDIX "H"

### REGISTERED NURSE

STEP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1	46,916	47,620	48,334	49,107	49,918	50,741
2	47,873	48,591	49,320	50,109	50,936	51,776
3	48,851	49,584	50,328	51,133	51,976	52,834
4	49,848	50,596	51,355	52,176	53,037	53,912
5	50,865	51,628	52,402	53,241	54,119	55,012
6	51,903	52,682	53,472	54,327	55,224	56,135
7	52,962	53,756	54,563	55,436	56,350	57,280
8	54,043	54,854	55,676	56,567	57,501	58,449
9	55,146	55,973	56,813	57,722	58,674	59,642
10	56,272	57,116	57,973	58,900	59,872	60,860
11	57,420	58,281	59,156	60,102	61,094	62,102
12	58,592	59,471	60,363	61,329	62,341	63,369
13	59,788	60,685	61,595	62,581	63,613	64,663
14	61,008	61,923	62,852	63,858	64,911	65,982
15	62,252	63,186	64,134	65,160	66,235	67,328
16	63,523	64,476	65,443	66,490	67,587	68,702
17	64,476	65,443	66,425	67,488	68,601	69,733
18		-	67,421	68,500	69,630	70,779

All employees above the top step in their column shall receive an increase equal in dollars to the increase of the top step in that column. This increase is exclusive of any service increment.

**All clerical, RN's One-on-One Monitors, and Security Personnel** shall receive a **yearly** service increment as follows:

After 5 years - **\$845**

After 10 years – an additional **\$845 (\$1690)**

After 15 years – an additional **\$851 (\$2541)**

After 20 years – an additional **\$877 (\$3418)**

After 25 years – an additional **\$929 (\$4347)**

After 30 years – an additional **\$945 (\$5292)**

**All Food Service Personnel, Bus Attendants, Xerox/Computer Aides, and School Monitors** shall receive a **yearly** service increment as follows:

After 5 years - **\$798**

After 10 years – an additional **\$798 (\$1596)**

After 15 years – an additional **\$803 (\$2399)**

After 20 years – an additional **\$830 (\$3229)**

After 25 years – an additional **\$866 (\$4095)**

After 30 years – an additional **\$898 (\$4993)**

Any eleven-month employee hired after January 15 or ten-month employee hired after February 1 of a given year will not be eligible to move to the next step of the salary schedule in the next year.

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\*The A.V. Technician shall not be eligible for overtime, and it shall be an 11-month position.



**APPENDIX "I"**

School Monitors, Food Service Helpers,  
Bus Attendants, Xerox Aides

TO:

FROM:

DATE:

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Please be advised that I choose not to work the additional hours outside my normal work day which would allow me to work the regular 175-day minimum work year. Therefore, I am requesting that an amount of salary, equal to the time required at my regular pay rate, be deducted from my regular pay beginning on \_\_\_\_\_ and I hereby authorize the District to make such salary deductions. I understand that this deduction is in accordance with Article \_\_\_\_\_ of the current collective bargaining agreement between the District and MWEA and this deduction makes the yearly salary received by me consistent with the number of hours I will have actually worked this school year.

Thank you for addressing my request.

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Name (Print)

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Building Worked

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Signature

**APPENDIX "J"**

TO:

FROM:

DATE:

In accordance with MWEA contract requirements for a written request and in full compliance with contract restrictions on personal day use, I am requesting the following as personal leave day(s):

Thank you.

\_\_\_\_\_ Monday/Friday  
Date(s)

\_\_\_\_\_ Before/After Holiday  
Date(s)

\_\_\_\_\_  
Building Principal/Supervisor

\_\_\_\_\_  
Assistant Superintendent for Human Resources