

AGREEMENT

between

THE BREWSTER CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION

and

THE CLERICAL CHAPTER

of

THE BREWSTER TEACHERS ASSOCIATION

JULY 1, 2021 - JUNE 30, 2025

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ARTICLE I

RECOGNITION

The Board of Education of the Brewster Central School District recognizes the Brewster Teachers' Association as the exclusive representative of a unit composed of all clerical employees including Stenographers, Senior Stenographers, Typists, Senior Typists, Payroll Clerks, Student Information Systems Support Specialist, Senior Clerk, Receptionist, and Clerical Aides and all people holding similar positions, but excluding all supervisors, all those whose work is covered by other bargaining units and the secretaries to the Superintendent of Schools, Assistant Superintendent for Administration, Assistant Superintendent for Curriculum Instruction & Assessment, and the Assistant Superintendent for Human Resources and Technology.

ARTICLE II

SECURITY

A. Hiring Additional Personnel

Positions vacated as a result of retirement, which the District intends to fill, shall be posted 30 days in advance of filling. All other vacated positions shall be posted at least 10 days in advance. The final judgment in passing upon the qualifications of applicants shall be made by the Employer. In no event shall there be a reduction in salary for a member who voluntarily transfers to another position.

B. Association Rights

1. Association meetings may be held after the work day. The arrangement for the use of a school building for meetings is to be in accordance with established District procedures.
2. The Association shall have the right to use District facilities for distribution of material.
3. A bulletin board space shall be reserved in an accessible place in each work site for exclusive use by the Association for posting material dealing with proper and legitimate Association business. Bulletin boards located in areas normally frequented by students may not be used.

4. The District shall provide a total of six (6) days of Association leave per year, with pay, for the Union President or designee to attend to Association Business.

C. Vacancies and Promotions

Consistent with the provisions of the Civil Service Law and County Civil Service Regulations, the District will give reasonable consideration to the qualifications of unit members including ability, training, skill, length of service and to other relevant qualifications when vacancies, permanent or temporary, are being filled or when it is considering transfer or promotion. Seniority lists will be developed in accordance with the County Civil Service Rules and Regulations. Seniority will be District-wide according to the job classification of an employee in lay-offs consistent with the Civil Service Law.

For temporary positions which are filled as a result of an employee's requested absence of greater than a three (3) month period, the District agrees to post said position and recognize such position as a position within the clerical unit. If a civil service list is available for said position, the District will fill such position from the civil service list.

Loss of time due to sickness, accident or other approved leave will not impair seniority. Absence for extended unpaid periods of time will not be counted in the accrual of seniority paid.

ARTICLE III

GENERAL CONDITIONS OF EMPLOYMENT

A. Loss of Seniority

1. Seniority shall be broken only by a bona-fide discharge or a voluntary quit.
2. Loss or retention of seniority is subject to Civil Service Law.

B. Lay-off and Recall

1. All lay-off rights will be in accordance with Civil Service Law. When a lay-off becomes necessary, the last on the seniority list shall be laid-off first and inversely when the force is again increased, the employees are to be rehired in the reverse order in which they were laid-off.
2. In the event of a recall, the laid-off employees shall be given notice of recall by telegram, registered or certified mail, sent to the address last given the Employer

by the employee. Within five (5) work days after tender for delivery at such address of the Employer's notice, the employee must notify the Employer by telegram, registered or certified mail or in person of his/her intent to return to work. Said employee must actually report to work within ten (10) work days. Unless extenuating circumstances prevail, if the employee fails to comply with the terms of this provision, he/she shall lose all seniority rights under this Agreement and shall be considered a voluntary resignation.

3. Full-time employees shall retain seniority over part-time employees in the same classification for lay-off and recall purposes to the extent permitted under the Civil Service Law.

C. Professional Image

1. Employees shall project a professional image to each other and the public. When schools are in session, professional dress shall be worn. When schools are not in session, more casual dress will be appropriate as long as this does not include shorts, short tops, or rubber flip-flops.

D. Professional Development

1. Unit members are encouraged to keep up with current technologies and practices and can attend workshops as needed and approved by their immediate supervisor and the Superintendent of Schools.

ARTICLE IV

NEGOTIATIONS

The parties agree to conduct meetings for the purpose of establishing terms and conditions of employment when either side requests such meetings. Every effort shall be made in good faith to achieve mutual agreement to amend this document. A joint committee shall be established to discuss the extension of the contract and review alternative methods of compensation, including performance-based pay, and other concerns of the parties.

ARTICLE V

DISCHARGE OR SEPARATION FROM EMPLOYMENT

The Employer agrees that no permanent employee shall be subject to disciplinary action or discharge without bona-fide and adequate cause. Evidence of such cause shall be presented to the employee and the Association prior to any disciplinary or discharge action except in instances of gross misconduct. Such disciplinary or discharge action shall be subject to the Grievance Procedures of this contract or in accordance with the provisions of the State Civil Service Law, as the case may be.

Upon discharge, the Employer shall pay all money due to the employee. On the pay day next following separation, the Unit member is due pro-rated vacation for the current year in addition to any remaining days not used during the school fiscal year.

ARTICLE VI

ENVIRONMENT

Under no circumstances shall a unit member be required to work in any area or with any equipment that poses a threat to health or safety in violation of any applicable statute or governmental regulation.

ARTICLE VII

PAY PERIOD

All employees covered hereunder shall be paid in full bi-weekly. However, the District shall have the discretion to implement bi-monthly payroll provided that all other bargaining units have agreed to bi-monthly payroll. In such event, all employees covered hereunder shall be paid on the 15th of the month and on the last business day of the month. In the event the last day of the month falls on a weekend, employees will be paid on the preceding work day. When the regular pay day falls on a holiday, the Employer shall pay the employees on the last banking day immediately preceding the holiday.

Direct deposit of the paycheck of each unit member, to the financial institution of the unit member's choice shall be required absent extenuating circumstances approved by the Director of Human Resources.

Each employee shall be provided with a statement of gross earnings and a statement of deductions made for any purpose.

ARTICLE VIII

ABOLITION OF POSITIONS

The Employer reserves the right to abolish positions in consonance with Civil Service Law in order to make operations more efficient and provide a better return for the educational and taxpayer's dollar with the fair understanding that it will consult and negotiate with the Association when making such changes to assure that no employee's rights have been violated.

The Employer agrees that before abolishing any position or job classification it will place the Association on formal written notice of its intention to abolish positions. Such written notice shall be served at least thirty (30) days prior to the abolition of any jobs, and the Employer shall meet with representatives of the Association to discuss possible abolition of positions or lay-off at least twenty (20) days before any final action is taken.

ARTICLE IX

VACATIONS

Vacations for twelve month employees shall be based on the number of years of service as of July 1 as follows:

For the first year	10 working days
After five years	15 working days
After ten years	20 working days

After twenty years of service, employees hired before July 1, 2002 shall be eligible for twenty-five working days of vacation. Employees hired on or after July 1, 2002, shall not be eligible for twenty-five (25) working days of vacation.

For those employees hired after July 1, 2017, the maximum number of vacation days will be 15 working days.

The pro-rated schedule for those twelve month employees with less than a year of service as of July 1, shall be as follows:

Appointed in June	0	days
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Appointed in May	1	day
Appointed in April	2	days
Appointed in March	3	days
Appointed in February	4	days
Appointed in January	5	days
Appointed in December	6	days
Appointed in November	7	days
Appointed in October	8	days
Appointed in September	9	days
Appointed in August	10	days
Appointed in July	10	days

The pro-rated schedule for twelve month employees completing their fifth and tenth year of service between July 1 and June 30 shall be as follows:

Appointed in July	5 days
Appointed in August or September	4 days
Appointed in October, November, December	3 days
Appointed in January, February, March	2 days
Appointed in April, May	1 day
Appointed in June	0 day

District-wide shut down shall not be deducted from vacation.

A maximum of ten (10) accrued, but unused, vacation days may be carried forward into the next school year. Unit members at their discretion, may “cash in” up to five vacation days and such days shall be considered as “taken” from their vacation accruals.

Only years of service in the clerical unit shall count for years of service for vacation leave entitlement.

ARTICLE X

HOLIDAYS

Unit members shall be entitled to paid school holidays and recess days which are designated in the Brewster School calendar without any charge to their leave accruals. This includes all days the District is closed, including closures in the summer.

ARTICLE XI

SICK LEAVE

All twelve month employees covered hereunder shall be entitled to 15 days per year cumulative to 200 days. Employees hired prior to 7/1/05 who have completed 20 years of service with the Brewster Central School District will be entitled to 30 days per year. Employees hired on or after 7/1/05 shall not be eligible for the thirty (30) day sick leave allotment and shall be capped at fifteen (15) days. All ten-month employees covered hereunder shall be entitled to 10 days per year cumulative to 170 days.

1. Absence for a period longer than five (5) consecutive working days may require a statement by a physician before returning to work.
2. Misuse of sick leave may be grounds for dismissal. Employees will be notified in writing by the Employer when charged with misuse of sick leave and be warned that further abuse of sick leave may lead to dismissal.
3. Immediate Family Illness: For illness in the immediate family involving a person where the illness is of such a nature as to require the attendance of the employee, a maximum of twelve (12) days of accumulated sick leave for twelve (12) month employees shall be granted. For illness in the immediate family involving a person where the illness is of such a nature as to require the attendance of the employee, a maximum of ten (10) days of accumulated sick leave for ten (10) month employees shall be granted. Requests for additional leave must be approved by the Board.
4. In the event that the employee quits his/her position or is discharged before the end of the contract period, and has used more days of sick leave than earned, a corresponding deduction will be made in the employee's final salary payment.
5. In recognition of the value of that uninterrupted service, employees will be compensated for fifty (50%) percent of their accumulated unused sick leave, upon application for retirement and acceptance by the Board of Education nine (9) months in advance of the time retirement is to commence. For those employees intending to retire July 1, prior notification as called for above, must be given by July 1 of the previous year. This provision applies only to employees who will retire under the New York State Employees Retirement System. Such payment shall be made in accordance with the Collective Bargaining Agreement, Article XI, subsection 7, of the 403(b) Plan. In the event that an employee finds it necessary to use more than the current number of sick days in his/her final year, the excess will be deducted from his/her time accumulations.

6. In the event that an employee becomes deceased while in active service, 50% of their accumulated sick days will be paid to their estate at the employee's per diem rate in his/her final year of employment.

Sick Leave Bank

Unit members shall be permitted to participate in the BTA Sick Leave Bank. Each unit member who wishes to participate in the bank shall make an initial contribution of two (2) sick leave days. The provisions of the Sick Leave Bank shall determine subsequent contributions by unit members. There shall be no District contribution to the Sick Leave Bank.

403(b) Plan

1. No Cash Option. No employee may receive cash in lieu of or as an alternative to any of the Employer's Non-elective Contributions(s) described herein.
2. Contribution Limitations. In any applicable year, the maximum Employer Contribution shall not cause an employee's 403(b) account to exceed the applicable contribution limit under Section 415(c)(1) of the Code, as adjusted for cost-of-living increases. For Employer Non-elective Contributions made post-employment to former employees' 403(b) account, the Contribution Limit shall be based on the employee's compensation, as determined under Section 403(b)(3) of the Code and in any event, no Employer Non-elective Contribution shall be made on behalf of such former employee after the fifth taxable year following the taxable year in which that employee terminated employment.

In the event that the calculation of the Employer Non-Elective Contribution referenced in any of the preceding paragraphs exceeds the applicable Contribution Limits, the excess amount shall be handled by the Employer as follows: for all members in the New York State Employees' Retirement System, the Employer shall first make an Employer Non-elective Contribution up to the Contribution limit of the *Internal Revenue Code*. To the extent that the Employer Non-elective Contribution exceeds the Contribution Limit, such excess shall be reallocated to the Employee the following year as an Employer Non-elective Contribution (which Contribution shall not exceed the maximum amount permitted under the Code), and in January of each subsequent year for up to four (4) years after the year of the Employee's employment severance or until such time as the Employer Non-elective Contribution is fully deposited into the Employee's 403(b) account, whichever is sooner. In no case shall the Employer Non-elective Contribution exceed the Contribution Limit of the *Internal Revenue Code*.

3. 403(b) Accounts. Employer contributions shall be deposited into the 403(b) account of each recipient employee. Agents from the employee's 403(b) company will be allowed reasonable access to the School District's facilities in order to assist the employees and District's representatives in fulfilling applicable 403(b) legal requirements. Upon the request of the District, the agents will assist District's representatives in calculating the annual maximum allowable 403(b) contribution under the Internal Revenue Code, based upon salary and payroll information provided to the 403(b) representative by the District. The District may limit the number of financial institutions it makes available to employees to the vendors available as of May 15, 2007.
4. The 403(b) Plan shall be subject to IRS regulations and rulings. Should any portion be declared contrary to law, then such portion shall not be deemed valid and subsisting, but all other portions shall continue in full force and effect. As to those portions declared contrary to law, the Association and Employer shall promptly meet and alter those portions in order to provide the same or similar benefit(s) which conform, as closest as possible, to the original intent of the parties.
5. The 403(b) Plan shall further be subject to the approval of the 403(b) Provider, which shall review the 403(b) Plan solely as a matter of form and as the provider of investment products designed to meet the requirements of Section 403(b) of the *Internal Revenue Code*.
6. The Employer is responsible for providing accurate information to the 403(b) Provider. This information includes both Elective and Employer Non-Elective Contributions and the amount of the participant's Includible Compensation. To the extent inaccurate information is transmitted by the Employer to the 403(B) Provider, any issues that arise from the inaccurate information shall be the responsibility of the Employer.
7. Employer Non-Elective Contribution Equal to Termination Pay. The Employer agrees to make an Employer Non-elective Contribution to the 403(b) account of each covered employee, who severs their employment with the Employer during the contract year and who is eligible to apply for and who commences their retirement from the state sponsored retirement system. The amount of the Employer's contribution for each eligible employee shall equal the employee's daily rate during his/her final year of service for each day of unused, but accumulated, sick leave. The Employer Non-elective Contribution will be distributed as follows: the value of 90% of such days shall be deposited to the 403(b) account of the employee no later than December 31st in the final school year of employment, in accordance with the limits prescribed by Section 415 of

the Internal Revenue Code; and the value of 10% of such days shall be deposited to the 403(b) account of the employee in the final school year of employment, no later than June 30th of the final school year of employment. In the unlikely event that an emergency dictates that notice is given after December 31st of the final school year of employment, the entire value of such days will be deposited in a lump sum no later than June 30th of the final school year of employment, in accordance with the limits prescribed by Section 415 of the Internal Revenue Code.

ARTICLE XII

FAMILY AND MEDICAL LEAVE ACT

The District shall provide FMLA benefits to all eligible employees, as defined by the FMLA. Any dispute arising with regard to an employee's rights under the FMLA shall be resolved through the grievance procedure, which shall be the exclusive remedy and no appeal may be taken from the arbitrator's decision.

ARTICLE XIII

BEREAVEMENT LEAVE (DEATH IN FAMILY)

There will be no deduction in pay, for five (5) days because of death of a member of the employee's immediate family. Immediate family shall be defined as: employee's spouse, children, parents, brothers, sisters, grandchildren, grandparents, domestic partners and all aforementioned in-laws and any other person for whose financial or physical care he/she is principally responsible. In case of extreme need the Superintendent of Schools may grant additional paid time.

The Employer may request the employee to submit proof of death for the purpose of payment under this provision.

Unit members may use one sick leave day annually from existing accruals to attend services for the death of a non-immediate family member or close family friend.

ARTICLE XIV

PERSONAL LEAVE

1. Twelve month unit members shall be allowed three (3) personal leave days per year. Any unused personal leave shall become additional accumulated sick leave effective at the end of each academic year. Ten-month unit members shall be allowed two (2) personal leave days per year.
2. Personal leave shall be defined as leave necessary for the conduct of personal or legal business which cannot be conducted at any other time during the day or week except when the unit member is working.
3. Notice of personal leave days shall be made on the appropriate form. No statement of reason shall be requested unless the day requested is before or after a holiday, prior to or after a vacation day, or during the first and last week of school. Members may take up to two (2) personal leave days at any time and shall not be required to provide a statement of reason for the use of these days.
4. Except in cases of emergency, notice of personal leave days shall be given to the immediate supervisor at least five (5) days in advance. Receipt of said notice will be acknowledged no later than the school day prior to the requested leave.

ARTICLE XV

GRADUATION EXERCISES

Upon written request to the Superintendent, any Member may be granted a leave of absence without deduction in pay for one (1) day in order to attend their own secondary or post-secondary graduation exercises or those of their son, daughter, spouse or domestic partner. Where extended travel is required, an additional day or more may be granted at the sole discretion of the Superintendent. The application for leave shall be submitted to the Superintendent at least two (2) weeks prior to graduation.

ARTICLE XVI

JURY DUTY

Employees called to serve the courts as jurors will be given time off for that duty and will receive the difference between the regular compensation and that which is received from the Courts. The Business Office shall be contacted for salary adjustments. An employee may accept regular pay from the District and sign the jury checks over to the District. A certificate of attendance in the amount received obtainable from the Clerk of the Court should be forwarded to the Business Office upon return to work.

ARTICLE XVII

UNPAID LEAVES

A. Child Care Leave

1. A unit member can apply for up to 12 months child care leave without pay.
2. The employee must notify the District of intent to return no less than sixty (60) days prior to the date of return.
3. Upon return, the employee will return to the same position unless it no longer exists.
4. After returning from child care leave, the unit member will resume his/her place on the salary scale as follows:
 - a. on the succeeding step if the employee worked half or more of the last calendar year.
 - b. on the same step if the employee worked less than half of the last calendar year.
5. Granting of child care leave shall not result in loss of seniority already accrued.

B. Extended Personal Leave

Unpaid leave for a period of no less than four (4) months and no more than one (1) year may be granted on reasons acceptable to the Superintendent. Request for unpaid leave shall be submitted in writing to the Superintendent. The District will notify the applicant of approval or

rejection in writing within 15 days. Such employee may continue insurance at his/her own expense. Accrued seniority will not be lost as a result of an unpaid leave.

ARTICLE XVIII

STATE DISABILITY INSURANCE

The Employer will continue to pay the full cost of disability insurance under the New York State Disability Program for all employees covered by this Agreement.

ARTICLE XIX

PENSION AND INSURANCE

1.(a) Employees hired prior to July 1, 2017 and Clerical Aides hired prior to October 25, 2021:

Effective July 1, 2021: Unit members shall contribute 12% to the cost of health insurance premiums. The amount of contribution will not exceed \$3,700 for family coverage and \$1,550 for individual coverage.

Effective July 1, 2022: Unit members shall contribute 12.5% to the cost of health insurance premiums. The amount of contribution will not exceed \$3,900 for family coverage and \$1,650 for individual coverage.

Effective July 1, 2023: Unit members shall contribute 13% to the cost of health insurance premiums. The amount of contribution will not exceed \$4,100 for family coverage and \$1,750 for individual coverage.

Effective July 1, 2024: Unit members shall contribute 13.5% to the cost of health insurance premiums. The amount of contribution will not exceed \$4,300 for family coverage and \$1,850 for individual coverage.

Employees hired on or after July 1, 2017 and Clerical Aides hired on/after October 25, 2021:

Effective July 1, 2020: Unit members shall contribute 21% to the cost of health insurance premiums. There will be no cap on the cost of coverage.

Effective December 1, 2021: Unit members shall contribute 19% to the cost of health insurance premiums. There will be no cap on the cost of coverage.

Effective July 1, 2024: Unit members shall contribute 20% to the cost of health insurance premiums. There will be no cap on the cost of coverage.

Notwithstanding the above, family health insurance premium contributions are subject to the application of the District's Spousal and Dependent Eligibility Rule.

- (b)(i) To determine an employee's placement into the health insurance tiers above (employees hired prior to July 1, 2017 and employees hired on or after July 1, 2017), the date of hire shall be the employee's original date of hire by the District in any full-time position, even if such position was not in the clerical unit, provided there were no breaks in service prior to his/her appointment to a full-time unit position. For example, if a unit member was originally hired as a full-time teacher aide effective July 1, 2015, and was then hired as a full-time Typist on July 1, 2021, with no breaks in service, his/her hire date for purposes of this section shall be July 1, 2015. Notwithstanding the above, if a unit member moves from a part-time position in the unit directly to a full-time position in the unit, with no break in service, his/her date of hire for purposes of the health insurance tier shall be his/her date of hire in the part-time position.

The parties recognize that due to the new language set forth above, there are current employees whose contribution shall change based on the change in his/her date of hire. That change in the employee's contribution shall take place effective December 1, 2021.

- (ii) There shall be a mandatory buyout for any clerical employee whose spouse is an employee of the District with the same or comparable health insurance coverage. However, in no event shall the District pay the health insurance premiums of a clerical unit employee who is covered under another District plan. Any employee who is subject to this mandatory buyout shall receive a cash payment of \$2,000.00. Any employee subject to the mandatory buyout who is either retired from the District and: (a) predeceased by his/her spouse, or (b) divorced, shall be eligible to re-enter the District's health insurance plan at the same contribution rate that he/she would have made as a retiree.
- (iii) Members of this unit may at their own option withdraw from the District's health insurance plan, provided they are covered by another plan. A unit member who does not participate in the health insurance plan shall receive a cash payment in accordance with the following schedule:

Effective July 1, 2009

\$2,750

Unit members who elect this option, must notify the District during the month of November to be effective January 1st. A unit member who has withdrawn from the insurance plan may re-enter the plan at any time, by notifying the Business Office in writing. Health Insurance will become effective at the earliest date after receipt of written notice as permitted under the rules of the health insurance plan. In the case of re-entry, re-payments made for payments in lieu of health insurance for the time withdrawn from the plan will be pro-rated.

- (iv) For both the mandatory and voluntary buyout, the payment, in lieu of health insurance, will be made in two installments, the last paycheck in December and no later than the last paycheck in June, following the notice of withdrawal from the plan. These payments will be made for each year that the unit member remains withdrawn from the health insurance plan.
2. Retiree Health Insurance – In order to be eligible for retiree health insurance, a unit member must have completed a minimum of ten (10) consecutive years of service with the District and retire from the District in accordance with the New York State Employees’ Retirement System. Retiree health insurance contributions shall be as follows:
 - (a) Unit members hired prior to July 1, 2017 who retire on or before June 30, 2021, shall contribute 10% to the cost of health insurance premiums in retirement, including the cap in effect at the time of retirement.
 - (b) Unit members hired prior to July 1, 2017 who retire after June 30, 2021, shall pay the same health insurance percentage they paid in their final year of employment with the District, including the cap in effect at the time of retirement.
 - (c) Unit members hired on or after July 1, 2017 shall pay the same health insurance percentage they paid in their final year of employment with the District. There will be no caps on the contribution amount.
 3. The Employer will continue to participate in the New York State Employees Retirement System pursuant to Section 75-I, known as the Non-contributory Plan.
 4. The District will fund all unit members in the BTA welfare fund.

ARTICLE XX

WORK DAY, WORK WEEK, WORK YEAR

1. Wage scales agreed to by the Employer are based on a twelve (12) month year, thirty-five (35) hour week, paid vacation for twelve (12) month employees, and other benefits listed therein.
2. The work day for secretarial, typist and clerical personnel shall be seven (7) hours exclusive of lunch time during the regular school year. However, the work day during summer recess and when school is not in session shall be six (6) hours exclusive of lunch time. Summer recess shall start at the closing of school and continue through Labor Day. Winter and spring and other recesses shall be such as determined by the Board of Education as a whole.
3. Clerical employees who work overtime may have the option of time off at straight time, rather than being paid with the prior approval of the school business official. Compensatory time will be at straight time through forty (40) hours and at time and one half thereafter.
4. Hours worked over thirty-five (35) hours per week (30 hours per week during the summer recess) will be compensated for at the rate of time and one-half (1 ½) with double time on Sundays and holidays. Payment for overtime must be approved by the supervisor in charge. Paid holidays and/or paid leave will count as time worked for purposes of computing overtime.
5. Vacations will be scheduled when school is not in session subject to approval by the Building Principal for school building personnel on the basis of seniority. Up to five (5) consecutive days of vacation may be taken by building clerical personnel when school is in session subject to the Building Principal's approval. Clerical employees, other than those who work in the school buildings, will schedule their vacations subject to the approval of their immediate supervisors and the Superintendent of Schools.
6. Emergency Closings
 - a. Closings

On days in which the District is closed by order of the Superintendent due to emergency or unused snow days, clerical staff need not report to work. However, clerical staff will be required to report for work on days added

to the calendar in lieu of days closed due to emergency, at no additional compensation. The floating holiday will be re-scheduled if necessary.

b. Delayed Openings

If there is a delayed opening, the required reporting time will reflect the time of the delay.

c. Early Closing

In the event of an early closing, building clerical employees will leave no later than ½ hour after the teachers in that building. District office personnel will leave one-half hour after all students have left their school buildings. If the nature of the early closing permits, employees may choose to remain at work or may choose to complete their daily assignment at home. Employees will not be paid overtime for time worked during their regularly scheduled workday when an early closing occurs.

7. Summer Hours: With reasonable notice, the District may request an employee to work an additional five (5) hours between July 1st and the Friday before Labor Day. The employee shall have the option to be paid at straight time or receive compensatory time at the rate of straight time for each additional hour worked. However, if an employee works an additional five (5) hours during the summer period, then he/she shall have the option to receive cash payment for five (5) hours or compensatory time for six (6) hours.
8. Full-time Clerical Aides' annual compensation shall be computed at the employee's step for 182 work days. The full-time Clerical Aide's work calendar shall be 182 days, with no reduction in salary, and may include orientation days, Superintendent Conference days, and days that students are in attendance. Any full-time Clerical Aide who works more than the 182 days in a year shall be compensated for each additional day at the normal rate.

The work day for Clerical Aides shall be six and one half (6.5) hours, exclusive of lunch time. Hours worked in excess of thirty-two and a half (32.5) hours per week will be compensated for at the normal hourly rate. Hours worked in excess of forty (40) hours per week will be compensated for at the rate of time and one half of the normal hourly rate.

ARTICLE XXI

SALARY AND BENEFITS

1. Longevity: Longevity shall be awarded to unit members on July 1 of each year. The longevity schedule for twelve-month employees is annexed hereto as Appendix A. Longevity payments for part time unit members shall be pro-rated. Longevity shall be based on years of unit service. Notwithstanding, the parties agree that those specific Clerical Aides who were transitioned to the unit from the SEIU union on May 11, 2021, shall have their hire date in the SEIU as a Clerical Aide serve as their hire date for purposes of longevity.
2. Fringe Benefits: Fringe benefits shall be given to all full-time employees. Except for employees who are involuntarily reduced from full to part-time, part-time employees are not eligible for fringe benefits. Part-time employees may purchase fringe benefits insurance on a pro-rata basis.

General definition of part-time employee as defined in Civil Service -- any one of the following criteria may be used:

- a. Works under twenty (20) hours per week.
 - b. Works less than six (6) months.
 - c. Earns up to one-half their annual salary for his/her position.
3. The salary schedule is annexed hereto as Appendix "B."
 4. Each unit member will receive annual written notice of his/her contract base salary, longevity and sick days.
 5. The District shall implement an IRS §125 flexible spending plan. The District shall bear the administrative cost.

ARTICLE
XXII

PAYROLL DEDUCTIONS

- A. The Board agrees that upon authorization of a unit member for payroll deduction of his/her membership dues in the Association, the proper deduction shall be made from the unit member's salary and forwarded to the Association.
- B. The employer shall check off and remit payments to the NYSUT Benefit Trust upon submission of a signed authorization to the payroll office for any NYSUT Member. Such signed authorization may be discontinued at the end of its terms upon written notice by the Employee to the Employer. The Employer shall remit to the NYSUT Benefit Trust the payments deducted and shall furnish the plan and the bargaining agent with a list of all Employees for whose salaries such deductions have been made.
- C. The District shall add VOTE-COPE to the voluntary deductions for members of the unit.

ARTICLE XXIII

GRIEVANCE PROCEDURES

- A. Definitions
 - 1. Grievance: A grievance is a claimed violation, misinterpretation or inequitable application of this agreement.
 - 2. For the purpose of carrying out these grievance procedures, immediate administrative supervisor is designated as the Building Principal for those employed in the school and the Assistant Superintendent for Administration for those employed in the District Office.
 - 3. "Day" means work days.
- B. Grievance Steps
 - 1. Informal Meeting: An informal meeting shall be held between the employee and/or the Association and the immediate Administrative Supervisor in an attempt to resolve their dispute prior to the initiation of formal grievance procedures.

2. Step I: Superintendent's Designee:

If the informal meeting fails to resolve a dispute, the Association will file the grievance in writing with the Superintendent's designee within ten (10) days of the informal meeting. However, grievances shall be filed in writing no later than thirty (30) work days after the act complained of is known. Within seven (7) work days after receiving the written grievance, the Superintendent's designee will schedule a hearing. The Superintendent's designee will render a decision in writing within ten (10) work days after the hearing. If the Association is not satisfied with the decision of the Superintendent's designee, the Association may appeal to the Superintendent of Schools. If the Superintendent's designee is the immediate supervisor, the grievance will proceed directly to Step II.

3. Step II: Superintendent of Schools:

If the grievance is not resolved to the employee's and/or the Association's satisfaction as a result of Step I, the Association may request a hearing with the Superintendent of Schools provided the written request is filed with the Superintendent within seven (7) work days from receipt of the Step I decision. Within seven (7) work days the Superintendent of Schools or designee, will schedule said hearing. The Superintendent or designee will issue a written decision within ten (10) work days of the hearing. If the Association is not satisfied with the decision of the Superintendent of Schools or designee, the Association may proceed to Arbitration.

4. Step III Arbitration:

- a. The Association, if it is not in agreement with the decision at Step II, shall notify the Superintendent in writing of its intent to proceed to arbitration. Such notice by the Association shall be made no later than ten (10) days following receipt of the Step II decision.
- b. The arbitrator shall be selected pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association.
- c. The arbitrator shall be without power or authority to alter or change any provision of this Agreement, add thereto, or make any recommendation which requires the commission of an act prohibited by law or which violates the terms of this Agreement.

- d. The award of the arbitrator shall be final and binding upon the Board of Education.
- e. The costs and expenses of the arbitrator shall be shared equally by the District and the Association. All costs incurred in preparing and presenting the arbitration, including witness costs, shall be borne by the party incurring them.

C. Miscellaneous

- 1. The BTA representatives selected to process a grievance shall have access to that information pertinent to the determination and processing of the grievance to the extent allowed by law.
- 2. The several time limits herein provided for the several steps of the grievance procedure may be waived by the written agreement of the parties to the grievance.
- 3. Failure of the responsible District officer at any step of this procedure to communicate the decision in a grievance step within the specified time limits shall act to permit the aggrieved party to proceed to the next step within the specified time limits provided by the contract.
- 4. All grievance documents and records will be maintained separately from personnel files.
- 5. Right to have a Representative: In all steps of the grievance procedures, an employee shall be allowed to have a BTA representative.
- 6. Freedom of Coercion: No District administrator, supervisor or other representative shall coerce, interfere with, restrain, discriminate against, penalize or commit acts of reprisal upon any unit member in the exercise of any rights provided in these procedures.

ARTICLE XXIV

EVALUATION

A. Evaluation Procedure

The end of the year evaluation of each clerical unit member will be made by his/her immediate supervisor. Said supervisor will meet with the unit member to discuss the

evaluation between May 1 and June 15 of each year. It will be given to the unit member in writing five working days in advance of the scheduled meeting. The unit member shall have the right to respond in writing to the evaluation. Said response will be attached to the copy of the evaluation in the personnel file. The evaluation will be signed by the unit member. The signature signifies receipt of the evaluation, but not necessarily agreement. If the unit member refuses to sign the evaluation, a note to that effect will be attached and the evaluation will be placed in the file. Copies of the signed evaluation will be provided to the unit member and the personnel file.

A committee will be formed consisting of an equal number of members of the Administration and Clerical Unit representatives to develop a Professional Performance Review and Mediation Plan.

B. Personnel Files

1. Every unit member shall have the right to review the contents of his/her personnel file.
2. No material other than routine financial notices and initial employment records shall be placed in the file unless the unit member has had an opportunity to read the material and received a copy. The unit member shall acknowledge that he/she has read such material by affixing his/her signature on the copy to be filed; it is understood that such signature merely signifies that he/she has read the material and does not indicate agreement with its contents. If the unit member refuses to sign the evaluation, a note to that effect will be attached and the evaluation will be placed in the file.
3. The unit member shall have the right to answer any materials filed. Such answer shall be attached to the file copy.
4. The unit member may, upon request, receive a copy of material from his/her file, including material that was not previously made available to him/her. This does not include initial employment records, such as confidential recommendations.

ARTICLE XXV

MISCELLANEOUS

1. IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OR LAW OR BY PROVIDING

ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

2. Matters not Covered: With respect to matters not covered in this Agreement or by existing policies, regulations, or procedures not contrary to or inconsistent with the terms, the Board agrees that it will consult and negotiate with the Association prior to making changes which might normally be classified as being relative to salaries and conditions of employment.
3. Effect of Contract: This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this agreement shall be incorporated into and shall be considered part of the established policies of the Board.
4. Individual Agreements: Any individual arrangement, agreement, or contract between the Board and an individual employee, heretofore executed, shall be subject to and consistent with the terms and conditions of this agreement. Any individual arrangement, agreement or contract, hereafter executed, shall be expressly made subject to and consistent with the terms of this or subsequent Agreements to be executed by the parties. If an individual arrangement, agreement, or contract contains any language inconsistent with this Agreement, this Agreement during its duration shall be controlling.
5. Savings Clause: If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
6. The Assistant Superintendent for Business will meet monthly during the school year at a mutually agreeable time and place with the Association President on matters of mutual concern.

ARTICLE XXVI

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2021 and shall continue in full force and effect until June 30, 2025 or such time as it may be modified by mutual agreement whichever is later.

BOARD OF EDUCATION OF THE BREWSTER
CENTRAL SCHOOL DISTRICT

By: Laurie Bandlow 3/24/2022
Superintendent

BREWSTER TEACHERS ASSOCIATION

By: Gileen Kwole 3/24/22
President

By: Brian Laff 3/24/22
Chapter Chairperson

2021-22 Salary Schedule*

2.00% *Applies to employees hired before July 1, 2017

Step	TYPIST	ACCL TYP	ACC CL	TYPII/ST	SR ST/TY	SWBD OP	PAY CL	BKKPER	PUR CL	SR CLERK
1	35,700	37,316	42,207	40,274	41,192	25,864	44,447	47,570	37,316	30,925
2	42,583	42,583	47,474	45,542	46,460	31,131	49,714	52,838	42,583	36,672
3	47,851	47,851	52,742	50,810	51,727	36,400	54,982	58,106	47,851	42,420
4	51,775	51,775	57,068	54,978	55,971	39,383	59,492	62,873	51,775	45,897
5	53,377	53,377	58,833	56,678	57,702	40,602	61,332	64,818	53,377	47,320
6	54,643	54,643	60,177	57,956	58,979	41,878	62,774	66,094	54,643	48,503
7	55,910	55,910	61,521	59,233	60,255	43,154	64,217	67,370	55,910	49,685
8	57,186	57,186	62,876	60,509	61,541	44,431	65,660	68,645	57,186	50,877
9	58,462	58,462	64,229	61,784	62,826	45,708	67,104	69,921	58,462	52,067
10	59,231	59,231	65,076	62,562	63,592	46,474	68,036	70,687	59,231	52,745
11	59,999	59,999	65,923	63,340	64,358	47,239	68,969	71,453	59,999	53,424
12	61,441	61,441	67,720	64,890	65,945	48,262	71,049	75,246	61,441	54,467
13	62,977	62,977	69,413	66,512	67,593	49,469	72,825	77,127	62,977	55,829
14	64,552	64,552	71,148	68,175	69,284	50,705	74,646	79,055	64,552	57,224
15	66,165	66,165	72,927	69,879	71,015	51,973	76,512	81,032	66,165	58,655
16	67,820	67,820	74,750	71,626	72,791	53,273	78,425	83,058	67,820	60,122

Longevity

Step	12-Mo
1-7	-
8	2,040
9	2,040
10	2,244
11	2,244
12	2,958
13	2,958
14	3,162
15	3,162
16	3,570
17	3,570
18	3,774
19	3,774
20	3,978
21	4,182
22	4,386
23	4,386
24	4,590
25	4,590

2021-22 Salary Schedule**

2.00% **Applies to employees hired on/after July 1, 2017

Step	TYPIST	ACCL TYP	ACC CL	TYPII/ST	SR ST/TY	SWBD OP	PAY CL	BKKPER	PUR CL	SR CLERK	RCPTNIST	CLER AIDE
1	42,615	42,615	46,969	45,006	45,740	33,475	49,277	52,189	42,615	37,779	35,700	24,646
2	43,485	43,485	47,928	45,924	46,673	34,159	50,283	53,254	43,485	38,550	36,414	25,139
3	44,372	44,372	48,906	46,862	47,626	34,855	51,309	54,341	44,372	39,336	37,142	25,642
4	45,278	45,278	49,904	47,819	48,598	35,566	52,357	55,449	45,278	40,139	37,885	26,154
5	46,202	46,202	50,921	48,795	49,589	36,293	53,426	56,580	46,202	40,958	38,643	26,677
6	47,144	47,144	51,961	49,790	50,601	37,033	54,516	57,735	47,144	41,793	39,416	27,211
7	48,106	48,106	53,022	50,806	51,633	37,789	55,629	58,913	48,106	42,646	40,204	27,836
8	49,088	49,088	54,104	51,844	52,687	38,560	56,764	60,116	49,088	43,516	41,008	28,310
9	50,089	50,089	55,208	52,901	53,762	39,347	57,923	61,343	50,089	44,405	41,828	28,876
10	51,111	51,111	56,335	53,980	54,860	40,149	59,105	62,594	51,111	45,310	42,665	29,454
11	52,155	52,155	57,484	55,082	55,980	40,968	60,312	63,871	52,155	46,236	43,518	30,043
12	53,219	53,219	58,657	56,206	57,122	41,805	61,543	65,175	53,219	47,179	44,388	30,644
13	54,305	54,305	59,855	57,354	58,288	42,657	62,798	66,505	54,305	48,142	45,276	31,257
14	55,414	55,414	61,077	58,525	59,477	43,527	64,079	67,863	55,414	49,124	46,182	31,882
15	56,545	56,545	62,323	59,719	60,691	44,416	65,387	69,248	56,545	50,127	47,106	32,520
16	57,698	57,698	63,595	60,938	61,929	45,323	66,721	70,662	57,698	51,150	48,048	33,170
17	58,875	58,875	64,892	62,181	63,193	46,248	68,083	72,104	58,875	52,193	49,009	33,834
18	60,077	60,077	66,216	63,450	64,482	47,191	69,472	73,576	60,077	53,258	49,989	34,511
19	61,303	61,303	67,568	64,746	65,798	48,154	70,890	75,077	61,303	54,346	50,989	35,201
20	62,555	62,555	68,947	66,066	67,140	49,136	72,336	76,609	62,555	55,454	52,009	35,905
21	63,832	63,832	70,353	67,415	68,510	50,139	73,812	78,173	63,832	56,587	53,049	36,623
22	65,134	65,134	71,790	68,791	69,909	51,162	75,319	79,768	65,134	57,741	54,110	37,355
23	66,463	66,463	73,254	70,194	71,336	52,207	76,856	81,396	66,463	58,919	55,192	38,102
24	67,820	67,820	74,750	71,626	72,791	53,273	78,425	83,058	67,820	60,122	56,296	38,864

Longevity

Step	12-Mo	10-Mo
1-10	-	-
11	1,020	850
12	1,122	900
13	1,224	950
14	1,326	1,000
15	1,428	1,075
16	2,040	1,150
17	2,142	1,250
18	2,244	1,350
19	2,346	1,450
20	2,448	1,550
21	3,060	1,650
22	3,162	1,650
23	3,264	1,650
24	3,366	1,650
25	3,468	1,650

2022-23 Salary Schedule*

2.00% *Applies to employees hired before July 1, 2017

Step	TYPIST	ACCL TYP	ACC CL	TYPII/ST	SR ST/TY	SWBD OP	PAY CL	BKKPER	PUR CL	SR CLERK
1	36,414	38,062	43,051	41,079	42,016	26,381	45,336	48,521	38,062	31,544
2	43,435	43,435	48,423	46,453	47,389	31,754	50,708	53,895	43,435	37,405
3	48,808	48,808	53,797	51,826	52,762	37,128	56,082	59,268	48,808	43,268
4	52,811	52,811	58,209	56,078	57,090	40,171	60,682	64,130	52,811	46,815
5	54,445	54,445	60,010	57,812	58,856	41,414	62,559	66,114	54,445	48,266
6	55,736	55,736	61,381	59,115	60,159	42,716	64,029	67,416	55,736	49,473
7	57,028	57,028	62,751	60,418	61,460	44,017	65,501	68,717	57,028	50,679
8	58,330	58,330	64,134	61,719	62,772	45,320	66,973	70,018	58,330	51,895
9	59,631	59,631	65,514	63,020	64,083	46,622	68,446	71,319	59,631	53,108
10	60,416	60,416	66,378	63,813	64,864	47,403	69,397	72,101	60,416	53,800
11	61,199	61,199	67,241	64,607	65,645	48,184	70,348	72,882	61,199	54,492
12	62,670	62,670	69,074	66,188	67,264	49,227	72,470	76,751	62,670	55,556
13	64,237	64,237	70,801	67,842	68,945	50,458	74,282	78,670	64,237	56,946
14	65,843	65,843	72,571	69,539	70,670	51,719	76,139	80,636	65,843	58,368
15	67,488	67,488	74,386	71,277	72,435	53,012	78,042	82,653	67,488	59,828
16	69,176	69,176	76,245	73,059	74,247	54,338	79,994	84,719	69,176	61,324

Longevity

Step	12-Mo
1-7	-
8	2,081
9	2,081
10	2,289
11	2,289
12	3,017
13	3,017
14	3,225
15	3,225
16	3,641
17	3,641
18	3,849
19	3,849
20	4,058
21	4,266
22	4,474
23	4,474
24	4,682
25	4,682

2022-23 Salary Schedule**

2.00% **Applies to employees hired on/after July 1, 2017

Step	TYPYST	ACCL TYP	ACC CL	TYPII/ST	SR ST/TY	SWBD OP	PAY CL	BKKPER	PUR CL	SR CLERK	RCPTNIST	CLER AIDE
1	43,467	43,467	47,908	45,906	46,655	34,145	50,263	53,233	43,467	38,535	36,414	25,139
2	44,355	44,355	48,887	46,842	47,606	34,842	51,289	54,319	44,355	39,321	37,142	25,642
3	45,259	45,259	49,884	47,799	48,579	35,552	52,335	55,428	45,259	40,123	37,885	26,155
4	46,184	46,184	50,902	48,775	49,570	36,277	53,404	56,558	46,184	40,942	38,643	26,677
5	47,126	47,126	51,939	49,771	50,581	37,019	54,495	57,712	47,126	41,777	39,416	27,211
6	48,087	48,087	53,000	50,786	51,613	37,774	55,606	58,890	48,087	42,629	40,204	27,755
7	49,068	49,068	54,082	51,822	52,666	38,545	56,742	60,091	49,068	43,499	41,008	28,393
8	50,070	50,070	55,186	52,881	53,741	39,331	57,899	61,318	50,070	44,386	41,828	28,876
9	51,091	51,091	56,312	53,959	54,837	40,134	59,081	62,570	51,091	45,293	42,665	29,454
10	52,133	52,133	57,462	55,060	55,957	40,952	60,287	63,846	52,133	46,216	43,518	30,043
11	53,198	53,198	58,634	56,184	57,100	41,787	61,518	65,148	53,198	47,161	44,388	30,644
12	54,283	54,283	59,830	57,330	58,264	42,641	62,774	66,479	54,283	48,123	45,276	31,257
13	55,391	55,391	61,052	58,501	59,454	43,510	64,054	67,835	55,391	49,105	46,182	31,882
14	56,522	56,522	62,299	59,696	60,667	44,398	65,361	69,220	56,522	50,106	47,106	32,520
15	57,676	57,676	63,569	60,913	61,905	45,304	66,695	70,633	57,676	51,130	48,048	33,170
16	58,852	58,852	64,867	62,157	63,168	46,229	68,055	72,075	58,852	52,173	49,009	33,833
17	60,053	60,053	66,190	63,425	64,457	47,173	69,445	73,546	60,053	53,237	49,989	34,511
18	61,279	61,279	67,540	64,719	65,772	48,135	70,861	75,048	61,279	54,323	50,989	35,201
19	62,529	62,529	68,919	66,041	67,114	49,117	72,308	76,579	62,529	55,433	52,009	35,905
20	63,806	63,806	70,326	67,387	68,483	50,119	73,783	78,141	63,806	56,563	53,049	36,623
21	65,109	65,109	71,760	68,763	69,880	51,142	75,288	79,736	65,109	57,719	54,110	37,355
22	66,437	66,437	73,226	70,167	71,307	52,185	76,825	81,363	66,437	58,896	55,192	38,102
23	67,792	67,792	74,719	71,598	72,763	53,251	78,393	83,024	67,792	60,097	56,296	38,864
24	69,176	69,176	76,245	73,059	74,247	54,338	79,994	84,719	69,176	61,324	57,422	39,641

Longevity

Step	12-Mo	10-Mo
1-10	-	-
11	1,040	867
12	1,144	918
13	1,248	969
14	1,353	1,020
15	1,457	1,097
16	2,081	1,173
17	2,185	1,275
18	2,289	1,377
19	2,393	1,479
20	2,497	1,581
21	3,121	1,683
22	3,225	1,683
23	3,329	1,683
24	3,433	1,683
25	3,537	1,683

2023-24 Salary Schedule*

1.75% *Applies to employees hired before July 1, 2017

Step	TYPIST	ACCL TYP	ACC CL	TYPII/ST	SR ST/TY	SWBD OP	PAY CL	BKKPER	PUR CL	SR CLERK
1	37,051	38,728	43,804	41,798	42,751	26,843	46,129	49,370	38,728	32,096
2	44,195	44,195	49,270	47,266	48,218	32,310	51,595	54,838	44,195	38,060
3	49,662	49,662	54,738	52,733	53,685	37,778	57,063	60,305	49,662	44,025
4	53,735	53,735	59,228	57,059	58,089	40,874	61,744	65,252	53,735	47,634
5	55,398	55,398	61,060	58,824	59,886	42,139	63,654	67,271	55,398	49,111
6	56,711	56,711	62,455	60,150	61,212	43,464	65,150	68,596	56,711	50,339
7	58,026	58,026	63,849	61,475	62,536	44,787	66,647	69,920	58,026	51,566
8	59,351	59,351	65,256	62,799	63,871	46,113	68,145	71,243	59,351	52,803
9	60,675	60,675	66,660	64,123	65,204	47,438	69,644	72,567	60,675	54,037
10	61,473	61,473	67,540	64,930	65,999	48,233	70,611	73,363	61,473	54,742
11	62,270	62,270	68,418	65,738	66,794	49,027	71,579	74,157	62,270	55,446
12	63,767	63,767	70,283	67,346	68,441	50,088	73,738	78,094	63,767	56,528
13	65,361	65,361	72,040	69,029	70,152	51,341	75,582	80,047	65,361	57,943
14	66,995	66,995	73,841	70,756	71,907	52,624	77,471	82,047	66,995	59,389
15	68,669	68,669	75,688	72,524	73,703	53,940	79,408	84,099	68,669	60,875
16	70,387	70,387	77,579	74,338	75,546	55,289	81,394	86,202	70,387	62,397

Longevity

Step	12-Mo
1-7	-
8	2,117
9	2,117
10	2,329
11	2,329
12	3,070
13	3,070
14	3,281
15	3,281
16	3,705
17	3,705
18	3,916
19	3,916
20	4,129
21	4,341
22	4,552
23	4,552
24	4,764
25	4,764

2023-24 Salary Schedule**

1.75% **Applies to employees hired on/after July 1, 2017

Step	TYPIST	ACCL TYP	ACC CL	TYPII/ST	SR ST/TY	SWBD OP	PAY CL	BKKPER	PUR CL	SR CLERK	RCPTNIST	CLER AIDE
1	44,228	44,228	48,746	46,709	47,471	34,743	51,143	54,165	44,228	39,209	37,051	25,579
2	45,131	45,131	49,743	47,662	48,439	35,452	52,187	55,270	45,131	40,009	37,792	26,091
3	46,051	46,051	50,757	48,635	49,429	36,174	53,251	56,398	46,051	40,825	38,548	26,613
4	46,992	46,992	51,793	49,629	50,437	36,912	54,339	57,548	46,992	41,658	39,319	27,144
5	47,951	47,951	52,848	50,642	51,466	37,667	55,449	58,722	47,951	42,508	40,106	27,687
6	48,929	48,929	53,928	51,675	52,516	38,435	56,579	59,921	48,929	43,375	40,908	28,241
7	49,927	49,927	55,028	52,729	53,588	39,220	57,735	61,143	49,927	44,260	41,726	28,890
8	50,946	50,946	56,152	53,806	54,681	40,019	58,912	62,391	50,946	45,163	42,560	29,381
9	51,985	51,985	57,297	54,903	55,797	40,836	60,115	63,665	51,985	46,086	43,412	29,969
10	53,045	53,045	58,468	56,024	56,936	41,669	61,342	64,963	53,045	47,025	44,280	30,569
11	54,129	54,129	59,660	57,167	58,099	42,518	62,595	66,288	54,129	47,986	45,165	31,180
12	55,233	55,233	60,877	58,333	59,284	43,387	63,873	67,642	55,233	48,965	46,068	31,804
13	56,360	56,360	62,120	59,525	60,494	44,271	65,175	69,022	56,360	49,964	46,990	32,440
14	57,511	57,511	63,389	60,741	61,729	45,175	66,505	70,431	57,511	50,983	47,930	33,089
15	58,685	58,685	64,681	61,979	62,988	46,097	67,862	71,869	58,685	52,025	48,889	33,750
16	59,882	59,882	66,002	63,245	64,273	47,038	69,246	73,336	59,882	53,086	49,867	34,425
17	61,104	61,104	67,348	64,535	65,585	47,999	70,660	74,833	61,104	54,169	50,864	35,115
18	62,351	62,351	68,722	65,852	66,923	48,977	72,101	76,361	62,351	55,274	51,881	35,817
19	63,623	63,623	70,125	67,197	68,288	49,977	73,573	77,919	63,623	56,403	52,919	36,533
20	64,923	64,923	71,557	68,566	69,681	50,996	75,074	79,508	64,923	57,553	53,977	37,264
21	66,248	66,248	73,016	69,966	71,103	52,037	76,606	81,131	66,248	58,729	55,057	38,009
22	67,600	67,600	74,507	71,395	72,555	53,098	78,169	82,787	67,600	59,927	56,158	38,769
23	68,978	68,978	76,027	72,851	74,036	54,183	79,765	84,477	68,978	61,149	57,281	39,544
24	70,387	70,387	77,579	74,338	75,546	55,289	81,394	86,202	70,387	62,397	58,427	40,335

Longevity

Step	12-Mo	10-Mo
1-10	-	-
11	1,058	882
12	1,164	934
13	1,270	986
14	1,377	1,038
15	1,482	1,116
16	2,117	1,194
17	2,223	1,297
18	2,329	1,401
19	2,435	1,505
20	2,541	1,609
21	3,176	1,712
22	3,281	1,712
23	3,387	1,712
24	3,493	1,712
25	3,599	1,712

2024-25 Salary Schedule*

1.75% *Applies to employees hired before July 1, 2017

Step	TYPIST	ACCL TYP	ACC CL	TYPII/ST	SR ST/TY	SWBD OP	PAY CL	BKKPER	PUR CL	SR CLERK
1	37,699	39,406	44,571	42,529	43,499	27,313	46,936	50,234	39,406	32,658
2	44,968	44,968	50,132	48,093	49,062	32,875	52,498	55,798	44,968	38,726
3	50,531	50,531	55,696	53,656	54,624	38,439	58,062	61,360	50,531	44,795
4	54,675	54,675	60,264	58,058	59,106	41,589	62,825	66,394	54,675	48,468
5	56,367	56,367	62,129	59,853	60,934	42,876	64,768	68,448	56,367	49,970
6	57,703	57,703	63,548	61,203	62,283	44,225	66,290	69,796	57,703	51,220
7	59,041	59,041	64,966	62,551	63,630	45,571	67,813	71,144	59,041	52,468
8	60,390	60,390	66,398	63,898	64,989	46,920	69,338	72,490	60,390	53,727
9	61,737	61,737	67,827	65,245	66,345	48,268	70,863	73,837	61,737	54,983
10	62,549	62,549	68,722	66,066	67,154	49,077	71,847	74,647	62,549	55,700
11	63,360	63,360	69,615	66,888	67,963	49,885	72,832	75,455	63,360	56,416
12	64,883	64,883	71,513	68,525	69,639	50,965	75,028	79,461	64,883	57,517
13	66,505	66,505	73,301	70,237	71,380	52,239	76,905	81,448	66,505	58,957
14	68,167	68,167	75,133	71,994	73,165	53,545	78,827	83,483	68,167	60,428
15	69,871	69,871	77,013	73,793	74,993	54,884	80,798	85,571	69,871	61,940
16	71,619	71,619	78,937	75,639	76,868	56,257	82,818	87,711	71,619	63,489

Longevity

Step	12-Mo
1-7	-
8	2,154
9	2,154
10	2,370
11	2,370
12	3,124
13	3,124
14	3,338
15	3,338
16	3,770
17	3,770
18	3,985
19	3,985
20	4,201
21	4,417
22	4,632
23	4,632
24	4,847
25	4,847

2024-25 Salary Schedule**

1.75% **Applies to employees hired on/after July 1, 2017

Step	TYPIST	ACCL TYP	ACC CL	TYPII/ST	SR ST/TY	SWBD OP	PAY CL	BKKPER	PUR CL	SR CLERK	RCPTNIST	CLER AIDE
1	45,002	45,002	49,599	47,526	48,302	35,351	52,038	55,113	45,002	39,895	37,699	26,027
2	45,921	45,921	50,614	48,496	49,287	36,072	53,100	56,237	45,921	40,709	38,453	26,548
3	46,857	46,857	51,645	49,486	50,294	36,807	54,183	57,385	46,857	41,539	39,223	27,079
4	47,814	47,814	52,699	50,498	51,320	37,558	55,290	58,555	47,814	42,387	40,007	27,619
5	48,790	48,790	53,773	51,528	52,367	38,326	56,419	59,750	48,790	43,252	40,808	28,172
6	49,785	49,785	54,872	52,579	53,435	39,108	57,569	60,970	49,785	44,134	41,624	28,735
7	50,801	50,801	55,991	53,652	54,526	39,906	58,745	62,213	50,801	45,035	42,456	29,396
8	51,838	51,838	57,135	54,748	55,638	40,719	59,943	63,483	51,838	45,953	43,305	29,895
9	52,895	52,895	58,300	55,864	56,773	41,551	61,167	64,779	52,895	46,893	44,172	30,493
10	53,973	53,973	59,491	57,004	57,932	42,398	62,415	66,100	53,973	47,848	45,055	31,104
11	55,076	55,076	60,704	58,167	59,116	43,262	63,690	67,448	55,076	48,826	45,955	31,726
12	56,200	56,200	61,942	59,354	60,321	44,146	64,991	68,826	56,200	49,822	46,874	32,361
13	57,346	57,346	63,207	60,567	61,553	45,046	66,316	70,230	57,346	50,838	47,812	33,008
14	58,517	58,517	64,498	61,804	62,809	45,966	67,669	71,664	58,517	51,875	48,769	33,668
15	59,712	59,712	65,813	63,064	64,090	46,904	69,050	73,127	59,712	52,935	49,745	34,341
16	60,930	60,930	67,157	64,352	65,398	47,861	70,458	74,619	60,930	54,015	50,740	35,027
17	62,173	62,173	68,527	65,664	66,733	48,839	71,897	76,143	62,173	55,117	51,754	35,730
18	63,442	63,442	69,925	67,004	68,094	49,834	73,363	77,697	63,442	56,241	52,789	36,444
19	64,736	64,736	71,352	68,373	69,483	50,852	74,861	79,283	64,736	57,390	53,845	37,172
20	66,059	66,059	72,809	69,766	70,900	51,888	76,388	80,899	66,059	58,560	54,922	37,916
21	67,407	67,407	74,294	71,190	72,347	52,948	77,947	82,551	67,407	59,757	56,020	38,674
22	68,783	68,783	75,811	72,644	73,825	54,027	79,537	84,236	68,783	60,976	57,141	39,447
23	70,185	70,185	77,357	74,126	75,332	55,131	81,161	85,955	70,185	62,219	58,283	40,236
24	71,619	71,619	78,937	75,639	76,868	56,257	82,818	87,711	71,619	63,489	59,449	41,041

Longevity

Step	12-Mo	10-Mo
1-10	-	-
11	1,077	897
12	1,184	950
13	1,292	1,003
14	1,401	1,056
15	1,508	1,136
16	2,154	1,215
17	2,262	1,320
18	2,370	1,426
19	2,478	1,531
20	2,585	1,637
21	3,232	1,742
22	3,338	1,742
23	3,446	1,742
24	3,554	1,742
25	3,662	1,742