

MEMORANDUM OF AGREEMENT
between
GREAT NECK UNION FREE SCHOOL DISTRICT
and the
GREAT NECK OFFICE STAFF ASSOCIATION

AGREEMENT dated this 8 day of March 2024, by and between the negotiating representatives of the **GREAT NECK UNION FREE SCHOOL DISTRICT** (hereinafter referred to as the "District") and the **GREAT NECK OFFICE STAFF ASSOCIATION** (hereinafter referred to as the "Association").

I. GENERAL:

The labor agreement between the parties for the period of July 1, 2023 through June 30, 2024 will expire on June 30, 2024. The parties herewith agree that said agreement shall be modified as of July 1, 2024, to the extent set forth herein, as a result of their collective bargaining for a successor agreement. Except for changes in language to said agreement made necessary by the following Agreement, the provisions of said contract shall remain unchanged.

II. CONTINGENCIES:

- A. This Agreement is subject to approval by the Board of Education and formal ratification by the membership of the Association. Such approval or ratification shall occur within thirty (30) days of the date of execution of this memorandum of agreement. If either party fails to ratify or fails to act within the aforesaid thirty (30) day period, this Agreement shall be of no further force and effect and shall be a nullity. Notwithstanding the foregoing, the team of negotiating representatives for each party will advocate to their respective principals the ratification of this Agreement.
- B. The parties agree to incorporate this Agreement into a more formal written agreement. Except for changes to the contract expressly set forth herein, changes in the language of the contract made necessary by the following Agreement, and changes to said contract arising from expired contract language, the provisions of said contract shall remain unchanged. It is understood that items of agreement not set forth in italicized text will require the drafting of contract language for insertion into the parties' more formal agreement.
- C. The terms of this Agreement memorialize the agreement of the negotiating representatives of the parties for a successor labor agreement; upon ratification, the terms of this Agreement shall be implemented. In their joint effort to achieve a successor labor agreement, the parties have fully completed negotiations respecting salary, the terms of which are set forth in this Agreement, and which upon ratification become final and binding.

III. TERMS:

A. Duration

The duration of this agreement will be for six (6) years from July 1, 2024 through June 30, 2030.

B. Hours and Working Conditions

Effective July 1, 2024, replace Article 4(1) as follows:

Workweek for Full-Time 12-Month Unit Members

The workweek for full-time 12-month members of the bargaining unit shall be a maximum of 35 hours with one-hour daily lunch break.

From July 1st to the first day teachers are required to report to work, and during winter and spring recess periods, the workday for full-time 12-month unit members shall be five hours and forty-five minutes, with one fifteen-minute break taken during the first half of the shift to be scheduled with the unit member's supervisor and no daily lunch break. With prior approval from a supervisor, a 12-month unit member may begin their workday up to thirty minutes earlier than regularly scheduled. If a member is asked to work longer than five hours and forty-five minutes and accepts such assignment, they must be provided with a half-hour unpaid meal period, not to be combined with their break or taken at the end of the day. Work beyond five hours and forty-five minutes shall be paid at the unit member's overtime rate.

Work Year and Workweek for 10-Month Unit Members

The work year for 10-month unit members shall be defined as September 1st through June 30th. The workweek for 10-month unit members shall be a maximum of 35-hours with one-hour daily lunch break.

During July and August, 10-month unit members may work up to a maximum of fifteen days as mutually agreed upon between the unit member and their direct supervisor. In years when the first day of work for teachers occurs prior to September 1st, ten-month unit members will be required to work those days, and such days will be counted toward the fifteen-day maximum. The workday during the foregoing fifteen days shall be the same as 12-month unit members from July 1st to the first day teachers are required to report to work as described above.

Breaks for Full-Time 10- and 12-Month Unit Members Excluding Summer and Recess Periods

Excluding summer (July 1st to the first day teachers are required to work for 12-month unit members and July and August for 10-month unit members) and the winter and spring recess periods, full-time unit members shall be allowed to take up to two breaks of up to approximately ten minutes each per day. These breaks shall not disrupt the operation of the building or department, and shall be taken as close to midway in the first half of the shift and as close to midway in the second half of the shift as possible. In no instance shall the breaks and/or meal period be combined or taken at the beginning or end of a workday. All breaks and meal periods are to be scheduled with the member's supervisor.

Workday for Part-Time Unit Members

Any unit member who works less than six hours shall receive one fifteen-minute break. This break shall not disrupt the operation of the building or department, and shall be taken as close to midway in the first half of the shift. This break must be scheduled with the unit member's supervisor and shall not be taken at the beginning or end of a workday.

From July 1st through September 1st, and during the winter and spring recess periods, the workday for a part-time member (not hourly substitute), will be a half hour less than the regularly scheduled workday.

C. Salary Schedule

- i. Effective July 1, 2024, eliminate the following language:

"A 'new hire' salary schedule will be added for all unit members who start in this unit on or after July 1, 2016 and thereafter (as per attached schedules). In the first six years of employment, such employees shall be placed on the attached schedules, which was calculated by creating a half-step (Step A) between full steps. In their seventh year with the district, such unit members will then be placed on the next scheduled step increase and the proper class of the "established" salary schedule."

- ii. Wage Increase for Ten- and Twelve-Month Employees

Effective July 1, 2024, implement the salary schedule annexed hereto as Appendix "A" plus step. Unit members on the half step schedule shall be placed on the next full step above their step as of June 30, 2024 (e.g., a unit member on step 2 or step 2A will go on step 3).

Effective July 1, 2024, the 10-month clerical calendar shall be 10/12ths of the 12-month salary schedule.

Effective July 1, 2025, the salary schedule in effect for the 2024-2025 school year shall be increased by 1.75% plus increment.

Effective July 1, 2026, the salary schedule in effect for the 2025-2026 school year shall be increased by 2.0% plus increment.

Effective July 1, 2027, the salary schedule in effect for the 2026-2027 school year shall be increased by 2.0% plus increment.

Effective July 1, 2028, the salary schedule in effect for the 2027-2028 school year shall be increased by 2.0% plus increment.

Effective July 1, 2029, the salary schedule in effect for the 2028-2029 school year shall be increased by 2.0% plus increment.

- iii. Payroll Supervisor & Auditor

Effective July 1, 2024, the position of Payroll Supervisor shall be added to the salary schedule. The position shall be compensated at the midway point between columns seven and eight on the salary schedule.

Effective July 1, 2024, the position of Auditor shall be added to the salary schedule at a value of \$10,000 above each cell on salary column 9.

D. Entering Employees

Effective July 1, 2024, "years of experience" in Article 5(4) shall be defined as relevant paid clerical experience.

E. Service Increment

Effective July 1, 2024, replace Article 5(5) as follows:

Effective July 1, 2024, non-cumulative service increment payments shall be as follows:

<i>Continuous Years of Service in the Unit</i>	<i>Effective 7/1/2024</i>	<i>Effective 7/1/2025</i>	<i>Effective 7/1/2026</i>	<i>Effective 7/1/2027</i>	<i>Effective 7/1/2028</i>	<i>Effective 7/1/2029</i>
10	\$750	\$763	\$778	\$794	\$810	\$826
15	\$1,500	\$1,526	\$1,557	\$1,588	\$1,620	\$1,652
20	\$3,000	\$3,053	\$3,114	\$3,176	\$3,240	\$3,305
25	\$4,500	\$4,579	\$4,671	\$4,764	\$4,859	\$4,956
30	\$6,000	\$6,105	\$6,227	\$6,352	\$6,479	\$6,609

Service increment payments will commence on the subsequent July 1st (or September 1st for 10-month employees) after completion of the full years of continuous service in the Unit indicated above. Service increments for part-time employees shall be prorated.

F. Promotion

Effective July 1, 2024, Article 5(6) shall be replaced as follows:

When an employee is promoted to a position in a higher Civil Service classification or promoted to another position within the unit, they will be placed one step above the lowest salary step on the salary schedule that provides a salary increase compared to their current annual salary prior to promotion. This salary increase shall be a minimum of \$4,000. If not, the member will receive one additional step.

G. Educational Improvement Incentive

i. Effective July 1, 2024, amend Article 5(7)(c) as follows:

A member of Office Staff who has reached permanent status (not provisional or probationary) is eligible to begin earning credits towards an Educational Improvement Incentive stipend. Following the completion of 15 credits of approved coursework, the member will earn a \$1,250 educational increment. This is an annual stipend and will be paid during the year through the District's usual semi-monthly payroll process. During a member's career, they will be eligible to earn up to a maximum of four (4) educational increment stipends (60 credits), with a total maximum annual stipend of \$5,000.

Members who have not previously completed 60 credits prior to July 1, 2024, are eligible to continue earning credits towards the stipend as described above.

Commencement of a newly earned stipend shall take place on the February 1st or July 1st (September 1st for ten-month personnel and those completing coursework during the summer) following completion of the necessary 15 points of course work. Those stipends commencing mid-year will be prorated.

- ii. Effective July 1, 2024, replace Article 5(7)(d) as follows:

If a unit member does not attend all class sessions, educational increment credit will not be granted.

- iii. Effective July 1, 2024, remove Article 5(7)(h).

H. Group Health Insurance

Effective January 1, 2026, amend Article 6(1) to reflect that a unit members' contribution to the applicable total premium shall be 13%, which shall increase to 14% effective January 1, 2028 and 15% effective January 1, 2030.

I. Benefit Trust Fund

Effective July 1, 2024, the benefit trust fund shall be increased by 1.5%. Effective each July 1st from 2025 through 2029, the benefit trust fund shall be increased by the agreed upon wage increases.

J. Vacation

Effective July 1, 2024, memorialize the current vacation payout at the time of retirement in Article 6(4) as follows:

At the time of retirement into the New York State Local Retirement System ("NYSLRS"), a 12-month unit member will receive a payment of up to forty unused vacation days at the unit member's per diem rate. A 12-month unit member with at least twenty-five years of continuous Office Staff Association service is eligible to receive payment for up to fifty unused vacation days at the time of retirement into NYSLRS.

The foregoing payments shall be made by an employer non-elective contribution to the unit member's 403(b) account to the extent permitted by law.

K. Post-FMLA Unpaid Leave for an FMLA-Qualifying Reason

Effective July 1, 2024, a new section titled "Leaves (Post-FMLA Unpaid Leave for an FMLA-Qualifying Reason)" shall be added to Article 6 as follows:

A. Effective July 1, 2024, when an eligible employee is granted FMLA leave for an FMLA-qualifying reason, accrued sick leave used during such leave must run concurrently.

B. Contiguous with and immediately following the conclusion of the employee's full allotment of unpaid FMLA leave for an FMLA-qualifying reason (hereinafter referred to as "Post-FMLA Leave"), the District shall provide six (6) weeks of unpaid leave for an FMLA-qualifying reason for those employees who do not qualify for sick leave and provide appropriate documentation, as determined by the Director of Human Resources, substantiating the need for the Post-FMLA Leave. During the Post-FMLA Leave, health insurance benefits will be provided to the employee under the same conditions that applied before the leave commenced. Spouses who are eligible for this provision shall only be entitled to one 6-week Post-FMLA Leave split at their choosing.

C. This unpaid leave is unrelated to the FMLA leave and is not to be construed as an extension or enhancement of FMLA leave. Unit members who do not qualify for FMLA leave similarly do not qualify for Post-FMLA Leave.

D. Employees must make written application for Post-FMLA Leave at least thirty (30) calendar days before the leave is to commence in order for the benefit to be provided, unless there are extenuating circumstances which preclude timely notice.

IV. HOUSEKEEPING

A. Titles

The parties agree to update titles in the collective bargaining agreement to reflect current Civil Service titles.

B. Legislative Action Provision

Effective July 1, 2024, a legislative action provision shall be added to the collective bargaining agreement in accordance with the Taylor Law, Section 204-a as follows:

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

C. Direct Deposit of Paychecks (Article 5(10)).

Effective July 1, 2024, Article 5(10) shall be replaced to reflect current practice as follows:

All unit members shall receive their pay through direct deposit.

D. Paid Vacation (Article 6(4))

- i. Clarify that paid vacation is only for 12-month employees.
- ii. Change references from "central instructional officer personnel" to "District Office personnel".

E. Paid Sick Leave

Effective July 1, 2024, amend the first sentence of the second paragraph of Article 6(5) as follows:

Probationary and provisional Office Staff members shall earn sick leave days at the rate of one day per month worked.

F. Titles

References to "Assistant Superintendent" shall be changed to "Superintendent of Schools, or their designee".

G. Public Information Officer

Incorporate the Public Information Officer Memorandum of Agreement dated May 27, 2022.

V. EXECUTION OF MEMORANDUM OF AGREEMENT

This Agreement may be executed with electronic signatures. This Agreement may be executed in counterparts.

**GREAT NECK UNION FREE SCHOOL
DISTRICT**

KLK, Ed.D.
[Signature]
[Signature]

**GREAT NECK OFFICE STAFF
ASSOCIATION**

J. Muntagh
Anne Hartel
Linda Collins
Dan A. Infante
Maria Steck

APPENDIX A
OFFICE STAFF SALARY SCHEDULES

2024-2025
12-Month Office Staff Members

	1	2	3	4	5	6	7	8	9	10
Salary Step	Clerk, Typist Clerk	Steno	Acct. Clerk, Asst. Buyer, Sr. Typ Clerk, Pub Info Aide, Sr. Clerk, Sr. Libr Clerk, Typ Clerk BIL	Public Info Asst., Pers Clerk, Sr. Steno	Buyer, Sr. Acct. Clerk	Prin Clerk, Princ Typ Clerk	Info Spec I, Pr. Acct. Clk, Sr. Pers Clerk, Steno Secr	Payroll Supervisor	Admin Asst., Pub Info Officer	Auditor
1	\$ 44,640	\$ 47,177	\$ 52,700	\$ 55,697	\$ 58,906	\$ 62,305	\$ 67,042	\$ 78,123	\$ 89,203	\$ 99,203
2	\$ 46,523	\$ 49,045	\$ 54,584	\$ 57,574	\$ 60,776	\$ 64,174	\$ 68,930	\$ 80,006	\$ 91,083	\$ 101,083
3	\$ 48,395	\$ 50,929	\$ 56,438	\$ 59,449	\$ 62,658	\$ 66,050	\$ 70,802	\$ 81,882	\$ 92,962	\$ 102,962
4	\$ 50,272	\$ 52,802	\$ 58,333	\$ 61,329	\$ 64,537	\$ 67,931	\$ 72,680	\$ 83,758	\$ 94,836	\$ 104,836
5	\$ 52,149	\$ 54,666	\$ 60,199	\$ 63,202	\$ 66,407	\$ 69,807	\$ 74,548	\$ 85,626	\$ 96,705	\$ 106,705
6	\$ 54,025	\$ 56,546	\$ 62,076	\$ 65,080	\$ 68,275	\$ 71,665	\$ 76,423	\$ 87,503	\$ 98,583	\$ 108,583
7	\$ 55,892	\$ 58,425	\$ 63,953	\$ 66,953	\$ 70,169	\$ 73,543	\$ 78,308	\$ 89,385	\$ 100,463	\$ 110,463
8	\$ 57,776	\$ 60,310	\$ 65,828	\$ 68,823	\$ 72,045	\$ 75,430	\$ 80,174	\$ 91,254	\$ 102,333	\$ 112,333
9	\$ 59,982	\$ 62,175	\$ 67,706	\$ 70,711	\$ 73,918	\$ 77,300	\$ 82,059	\$ 93,138	\$ 104,218	\$ 114,218
10	\$ 61,810	\$ 64,344	\$ 69,897	\$ 72,914	\$ 76,144	\$ 79,550	\$ 84,318	\$ 95,451	\$ 106,584	\$ 116,584
11	\$ 62,429	\$ 64,987	\$ 70,596	\$ 73,643	\$ 76,906	\$ 80,345	\$ 85,161	\$ 96,406	\$ 107,650	\$ 117,650
12	\$ 62,897	\$ 65,474	\$ 71,125	\$ 74,195	\$ 77,483	\$ 80,948	\$ 85,800	\$ 97,129	\$ 108,458	\$ 118,458
13	\$ 63,369	\$ 65,965	\$ 71,658	\$ 74,752	\$ 78,064	\$ 81,555	\$ 86,444	\$ 97,857	\$ 109,271	\$ 119,271
14	\$ 63,844	\$ 66,460	\$ 72,195	\$ 75,313	\$ 78,650	\$ 82,167	\$ 87,092	\$ 98,591	\$ 110,090	\$ 120,090
15	\$ 64,802	\$ 67,457	\$ 73,278	\$ 76,442	\$ 79,829	\$ 83,399	\$ 88,398	\$ 100,070	\$ 111,741	\$ 121,741
16	\$ 65,288	\$ 67,963	\$ 73,827	\$ 77,015	\$ 80,427	\$ 84,024	\$ 89,061	\$ 100,820	\$ 112,579	\$ 122,579
17	\$ 65,778	\$ 68,473	\$ 74,381	\$ 77,593	\$ 81,030	\$ 84,655	\$ 89,729	\$ 101,576	\$ 113,424	\$ 123,424
18	\$ 66,271	\$ 68,986	\$ 74,938	\$ 78,175	\$ 81,638	\$ 85,289	\$ 90,402	\$ 102,338	\$ 114,274	\$ 124,274
19	\$ 66,768	\$ 69,504	\$ 75,500	\$ 78,761	\$ 82,250	\$ 85,929	\$ 91,079	\$ 103,105	\$ 115,132	\$ 125,132
20	\$ 67,603	\$ 70,373	\$ 76,444	\$ 79,746	\$ 83,278	\$ 87,003	\$ 92,218	\$ 104,394	\$ 116,571	\$ 126,571

10-Month Office Staff Members

	1	2	3	4	5
Salary Step	Clerk, Typist Clerk	Steno	Acct. Clerk, Asst Buyer, Sr. Typ Clerk, Pub Info Aide, Sr. Clerk, Sr. Libr Clerk, Typ Clerk BIL	Public Info Asst., Pers Clerk, Sr. Steno	Buyer, Sr. Acct. Clerk
1	\$ 37,200	\$ 39,314	\$ 43,917	\$ 46,414	\$ 49,088
2	\$ 38,769	\$ 40,871	\$ 45,487	\$ 47,978	\$ 50,647
3	\$ 40,329	\$ 42,441	\$ 47,032	\$ 49,541	\$ 52,215
4	\$ 41,893	\$ 44,002	\$ 48,611	\$ 51,108	\$ 53,781
5	\$ 43,458	\$ 45,555	\$ 50,166	\$ 52,668	\$ 55,339
6	\$ 45,021	\$ 47,122	\$ 51,730	\$ 54,233	\$ 56,896
7	\$ 46,577	\$ 48,688	\$ 53,294	\$ 55,794	\$ 58,474
8	\$ 48,147	\$ 50,258	\$ 54,857	\$ 57,353	\$ 60,038
9	\$ 49,985	\$ 51,813	\$ 56,422	\$ 58,926	\$ 61,598
10	\$ 51,508	\$ 53,620	\$ 58,248	\$ 60,762	\$ 63,453
11	\$ 52,024	\$ 54,156	\$ 58,830	\$ 61,369	\$ 64,088
12	\$ 52,414	\$ 54,562	\$ 59,271	\$ 61,829	\$ 64,569
13	\$ 52,808	\$ 54,971	\$ 59,715	\$ 62,293	\$ 65,053
14	\$ 53,203	\$ 55,383	\$ 60,163	\$ 62,761	\$ 65,542
15	\$ 54,002	\$ 56,214	\$ 61,065	\$ 63,702	\$ 66,524
16	\$ 54,407	\$ 56,636	\$ 61,523	\$ 64,179	\$ 67,023
17	\$ 54,815	\$ 57,061	\$ 61,984	\$ 64,661	\$ 67,525
18	\$ 55,226	\$ 57,488	\$ 62,448	\$ 65,146	\$ 68,032
19	\$ 55,640	\$ 57,920	\$ 62,917	\$ 65,634	\$ 68,542
20	\$ 56,336	\$ 58,644	\$ 63,703	\$ 66,455	\$ 69,398

**APPENDIX A
OFFICE STAFF SALARY SCHEDULES**

**2025-2026
12-Month Office Staff Members**

Salary Step	1 Clerk, Typist Clerk	2 Steno	3 Acct. Clerk, Asst. Buyer, Sr. Typ Clerk, Pub Info Aide, Sr. Clerk, Sr. Libr Clerk, Typ Clerk BiL	4 Public Info Asst., Pers Clerk, Sr. Steno	5 Buyer, Sr. Acct. Clerk	6 Prin Clerk, Princ Typ Clerk	7 Info Spec I, Pr. Acct. Clk, Sr. Pers Clerk, Steno Secr	8 Payroll Supervisor	9 Admin Asst., Pub Info Officer	10 Auditor
1	\$ 45,421	\$ 48,003	\$ 53,622	\$ 56,672	\$ 59,937	\$ 63,395	\$ 68,215	\$ 79,490	\$ 90,764	\$ 100,939
2	\$ 47,337	\$ 49,903	\$ 55,539	\$ 58,582	\$ 61,840	\$ 65,297	\$ 70,136	\$ 81,406	\$ 92,677	\$ 102,852
3	\$ 49,242	\$ 51,820	\$ 57,426	\$ 60,489	\$ 63,755	\$ 67,206	\$ 72,041	\$ 83,315	\$ 94,589	\$ 104,764
4	\$ 51,152	\$ 53,726	\$ 59,354	\$ 62,402	\$ 65,666	\$ 69,120	\$ 73,952	\$ 85,224	\$ 96,496	\$ 106,671
5	\$ 53,062	\$ 55,623	\$ 61,252	\$ 64,308	\$ 67,569	\$ 71,029	\$ 75,853	\$ 87,124	\$ 98,397	\$ 108,572
6	\$ 54,970	\$ 57,536	\$ 63,162	\$ 66,219	\$ 69,470	\$ 72,919	\$ 77,760	\$ 89,034	\$ 100,308	\$ 110,483
7	\$ 56,870	\$ 59,447	\$ 65,072	\$ 68,125	\$ 71,397	\$ 74,830	\$ 79,678	\$ 90,949	\$ 102,221	\$ 112,396
8	\$ 58,787	\$ 61,365	\$ 66,980	\$ 70,027	\$ 73,306	\$ 76,750	\$ 81,577	\$ 92,851	\$ 104,124	\$ 114,299
9	\$ 61,032	\$ 63,263	\$ 68,891	\$ 71,948	\$ 75,212	\$ 78,653	\$ 83,495	\$ 94,768	\$ 106,042	\$ 116,217
10	\$ 62,892	\$ 65,470	\$ 71,120	\$ 74,190	\$ 77,477	\$ 80,942	\$ 85,794	\$ 97,121	\$ 108,449	\$ 118,624
11	\$ 63,522	\$ 66,124	\$ 71,831	\$ 74,932	\$ 78,252	\$ 81,751	\$ 86,651	\$ 98,093	\$ 109,534	\$ 119,709
12	\$ 63,998	\$ 66,620	\$ 72,370	\$ 75,493	\$ 78,839	\$ 82,365	\$ 87,302	\$ 98,829	\$ 110,356	\$ 120,531
13	\$ 64,478	\$ 67,119	\$ 72,912	\$ 76,060	\$ 79,430	\$ 82,982	\$ 87,957	\$ 99,569	\$ 111,183	\$ 121,358
14	\$ 64,961	\$ 67,623	\$ 73,458	\$ 76,631	\$ 80,026	\$ 83,605	\$ 88,616	\$ 100,316	\$ 112,017	\$ 122,192
15	\$ 65,936	\$ 68,637	\$ 74,560	\$ 77,780	\$ 81,226	\$ 84,858	\$ 89,945	\$ 101,821	\$ 113,696	\$ 123,871
16	\$ 66,431	\$ 69,152	\$ 75,119	\$ 78,363	\$ 81,834	\$ 85,494	\$ 90,620	\$ 102,584	\$ 114,549	\$ 124,724
17	\$ 66,929	\$ 69,671	\$ 75,683	\$ 78,951	\$ 82,448	\$ 86,136	\$ 91,299	\$ 103,354	\$ 115,409	\$ 125,584
18	\$ 67,431	\$ 70,193	\$ 76,249	\$ 79,543	\$ 83,067	\$ 86,782	\$ 91,984	\$ 104,129	\$ 116,274	\$ 126,449
19	\$ 67,936	\$ 70,720	\$ 76,821	\$ 80,139	\$ 83,689	\$ 87,433	\$ 92,673	\$ 104,909	\$ 117,147	\$ 127,322
20	\$ 68,786	\$ 71,605	\$ 77,782	\$ 81,142	\$ 84,735	\$ 88,526	\$ 93,832	\$ 106,221	\$ 118,611	\$ 128,786

10-Month Office Staff Members

Salary Step	1 Clerk, Typist Clerk	2 Steno	3 Acct. Clerk, Asst Buyer, Sr. Typ Clerk, Pub Info Aide, Sr. Clerk, Sr. Libr Clerk, Typ Clerk BiL	4 Public Info Asst., Pers Clerk, Sr. Steno	5 Buyer, Sr. Acct. Clerk
1	\$ 37,851	\$ 40,003	\$ 44,685	\$ 47,227	\$ 49,948
2	\$ 39,448	\$ 41,586	\$ 46,283	\$ 48,818	\$ 51,533
3	\$ 41,035	\$ 43,183	\$ 47,855	\$ 50,408	\$ 53,129
4	\$ 42,627	\$ 44,772	\$ 49,462	\$ 52,002	\$ 54,722
5	\$ 44,218	\$ 46,353	\$ 51,043	\$ 53,590	\$ 56,308
6	\$ 45,808	\$ 47,947	\$ 52,635	\$ 55,183	\$ 57,892
7	\$ 47,392	\$ 49,539	\$ 54,227	\$ 56,771	\$ 59,498
8	\$ 48,989	\$ 51,138	\$ 55,817	\$ 58,356	\$ 61,088
9	\$ 50,860	\$ 52,719	\$ 57,409	\$ 59,957	\$ 62,677
10	\$ 52,410	\$ 54,558	\$ 59,267	\$ 61,825	\$ 64,564
11	\$ 52,935	\$ 55,103	\$ 59,859	\$ 62,443	\$ 65,210
12	\$ 53,332	\$ 55,517	\$ 60,308	\$ 62,911	\$ 65,699
13	\$ 53,732	\$ 55,933	\$ 60,760	\$ 63,383	\$ 66,192
14	\$ 54,134	\$ 56,353	\$ 61,215	\$ 63,859	\$ 66,688
15	\$ 54,947	\$ 57,198	\$ 62,133	\$ 64,817	\$ 67,688
16	\$ 55,359	\$ 57,627	\$ 62,599	\$ 65,303	\$ 68,195
17	\$ 55,774	\$ 58,059	\$ 63,069	\$ 65,793	\$ 68,707
18	\$ 56,193	\$ 58,494	\$ 63,541	\$ 66,286	\$ 69,223
19	\$ 56,613	\$ 58,933	\$ 64,018	\$ 66,783	\$ 69,741
20	\$ 57,322	\$ 59,671	\$ 64,818	\$ 67,618	\$ 70,613

**APPENDIX A
OFFICE STAFF SALARY SCHEDULES**

**2026-2027
12-Month Office Staff Members**

	1	2	3	4	5	6	7	8	9	10
Salary Step	Clerk, Typist Clerk	Steno	Acct. Clerk, Asst. Buyer, Sr. Typ Clerk, Pub Info Aide, Sr. Clerk, Sr. Libr Clerk, Typ Clerk BIL	Public Info Asst., Pers Clerk, Sr. Steno	Buyer, Sr. Acct. Clerk	Prin Clerk, Princ Typ Clerk	Info Spec I, Pr. Acct. Clk, Sr. Pers Clerk, Steno Secr	Payroll Supervisor	Admin Asst., Pub Info Officer	Auditor
1	\$ 46,329	\$48,963	\$ 54,694	\$ 57,805	\$61,136	\$ 64,663	\$ 69,579	\$ 81,080	\$ 92,579	\$102,958
2	\$ 48,284	\$50,901	\$ 56,650	\$ 59,754	\$63,077	\$ 66,603	\$ 71,539	\$ 83,034	\$ 94,531	\$104,909
3	\$ 50,227	\$52,856	\$ 58,575	\$ 61,699	\$65,030	\$ 68,550	\$ 73,482	\$ 84,981	\$ 96,481	\$106,859
4	\$ 52,175	\$54,801	\$ 60,541	\$ 63,650	\$66,979	\$ 70,502	\$ 75,431	\$ 86,928	\$ 98,426	\$108,804
5	\$ 54,123	\$56,735	\$ 62,477	\$ 65,594	\$68,920	\$ 72,450	\$ 77,370	\$ 88,866	\$ 100,365	\$110,743
6	\$ 56,069	\$58,687	\$ 64,425	\$ 67,543	\$70,859	\$ 74,377	\$ 79,315	\$ 90,815	\$ 102,314	\$112,693
7	\$ 58,007	\$60,636	\$ 66,373	\$ 69,488	\$72,825	\$ 76,327	\$ 81,272	\$ 92,768	\$ 104,265	\$114,644
8	\$ 59,963	\$62,592	\$ 68,320	\$ 71,428	\$74,772	\$ 78,285	\$ 83,209	\$ 94,708	\$ 106,206	\$116,585
9	\$ 62,253	\$64,528	\$ 70,269	\$ 73,387	\$76,716	\$ 80,226	\$ 85,165	\$ 96,663	\$ 108,163	\$118,541
10	\$ 64,150	\$66,779	\$ 72,542	\$ 75,674	\$79,027	\$ 82,561	\$ 87,510	\$ 99,063	\$ 110,618	\$120,996
11	\$ 64,792	\$67,446	\$ 73,268	\$ 76,431	\$79,817	\$ 83,386	\$ 88,384	\$100,055	\$ 111,725	\$122,103
12	\$ 65,278	\$67,952	\$ 73,817	\$ 77,003	\$80,416	\$ 84,012	\$ 89,048	\$100,806	\$ 112,563	\$122,942
13	\$ 65,768	\$68,461	\$ 74,370	\$ 77,581	\$81,019	\$ 84,642	\$ 89,716	\$101,560	\$ 113,407	\$123,785
14	\$ 66,260	\$68,975	\$ 74,927	\$ 78,164	\$81,627	\$ 85,277	\$ 90,388	\$102,322	\$ 114,257	\$124,636
15	\$ 67,255	\$70,010	\$ 76,051	\$ 79,336	\$82,851	\$ 86,555	\$ 91,744	\$103,857	\$ 115,970	\$126,348
16	\$ 67,760	\$70,535	\$ 76,621	\$ 79,930	\$83,471	\$ 87,204	\$ 92,432	\$104,636	\$ 116,840	\$127,218
17	\$ 68,268	\$71,064	\$ 77,197	\$ 80,530	\$84,097	\$ 87,859	\$ 93,125	\$105,421	\$ 117,717	\$128,096
18	\$ 68,780	\$71,597	\$ 77,774	\$ 81,134	\$84,728	\$ 88,518	\$ 93,824	\$106,212	\$ 118,599	\$128,978
19	\$ 69,295	\$72,134	\$ 78,357	\$ 81,742	\$85,363	\$ 89,182	\$ 94,526	\$107,007	\$ 119,490	\$129,868
20	\$ 70,162	\$73,037	\$ 79,338	\$ 82,765	\$86,430	\$ 90,297	\$ 95,709	\$108,345	\$ 120,983	\$131,362

10-Month Office Staff Members

	1	2	3	4	5
Salary Step	Typ Clk	Steno	Sr Typ Clk	Pub Info Asst	Sr Acct Clk, Co
1	\$ 38,608	\$ 40,803	\$ 45,578	\$ 48,171	\$ 50,947
2	\$ 40,237	\$ 42,418	\$ 47,208	\$ 49,795	\$ 52,564
3	\$ 41,856	\$ 44,047	\$ 48,813	\$ 51,416	\$ 54,192
4	\$ 43,479	\$ 45,668	\$ 50,451	\$ 53,042	\$ 55,816
5	\$ 45,103	\$ 47,279	\$ 52,064	\$ 54,662	\$ 57,433
6	\$ 46,724	\$ 48,906	\$ 53,688	\$ 56,286	\$ 59,049
7	\$ 48,339	\$ 50,530	\$ 55,311	\$ 57,907	\$ 60,688
8	\$ 49,969	\$ 52,160	\$ 56,933	\$ 59,523	\$ 62,310
9	\$ 51,878	\$ 53,773	\$ 58,558	\$ 61,156	\$ 63,930
10	\$ 53,458	\$ 55,649	\$ 60,452	\$ 63,062	\$ 65,856
11	\$ 53,993	\$ 56,205	\$ 61,057	\$ 63,693	\$ 66,514
12	\$ 54,398	\$ 56,627	\$ 61,514	\$ 64,169	\$ 67,013
13	\$ 54,807	\$ 57,051	\$ 61,975	\$ 64,651	\$ 67,516
14	\$ 55,217	\$ 57,479	\$ 62,439	\$ 65,137	\$ 68,023
15	\$ 56,046	\$ 58,342	\$ 63,376	\$ 66,113	\$ 69,043
16	\$ 56,467	\$ 58,779	\$ 63,851	\$ 66,608	\$ 69,559
17	\$ 56,890	\$ 59,220	\$ 64,331	\$ 67,108	\$ 70,081
18	\$ 57,317	\$ 59,664	\$ 64,812	\$ 67,612	\$ 70,607
19	\$ 57,746	\$ 60,112	\$ 65,298	\$ 68,118	\$ 71,136
20	\$ 58,468	\$ 60,864	\$ 66,115	\$ 68,971	\$ 72,025

**APPENDIX A
OFFICE STAFF SALARY SCHEDULES**

**2027-2028
12-Month Office Staff Members**

	1	2	3	4	5	6	7	8	9	10
Salary Step	Clerk, Typist Clerk	Steno	Acct. Clerk, Asst. Buyer, Sr. Typ Clerk, Pub Info Aide, Sr. Clerk, Sr. Libr Clerk, Typ Clerk BIL	Public Info Asst., Pers Clerk, Sr. Steno	Buyer, Sr. Acct. Clerk	Prin Clerk, Princ Typ Clerk	Info Spec I, Pr. Acct. Clk, Sr. Pers Clerk, Steno Secr	Payroll Supervisor	Admin Asst., Pub Info Officer	Auditor
1	\$ 47,256	\$ 49,942	\$ 55,788	\$ 58,961	\$ 62,359	\$ 65,956	\$ 70,971	\$ 82,702	\$ 94,431	\$ 105,017
2	\$ 49,250	\$ 51,919	\$ 57,783	\$ 60,949	\$ 64,339	\$ 67,935	\$ 72,970	\$ 84,695	\$ 96,422	\$ 107,007
3	\$ 51,232	\$ 53,913	\$ 59,747	\$ 62,933	\$ 66,331	\$ 69,921	\$ 74,952	\$ 86,681	\$ 98,411	\$ 108,996
4	\$ 53,219	\$ 55,897	\$ 61,752	\$ 64,923	\$ 68,319	\$ 71,912	\$ 76,940	\$ 88,667	\$ 100,395	\$ 110,980
5	\$ 55,205	\$ 57,870	\$ 63,727	\$ 66,906	\$ 70,298	\$ 73,899	\$ 78,917	\$ 90,643	\$ 102,372	\$ 112,958
6	\$ 57,190	\$ 59,861	\$ 65,714	\$ 68,894	\$ 72,276	\$ 75,865	\$ 80,901	\$ 92,631	\$ 104,360	\$ 114,947
7	\$ 59,167	\$ 61,849	\$ 67,700	\$ 70,878	\$ 74,282	\$ 77,854	\$ 82,897	\$ 94,623	\$ 106,350	\$ 116,937
8	\$ 61,162	\$ 63,844	\$ 69,686	\$ 72,857	\$ 76,267	\$ 79,851	\$ 84,873	\$ 96,602	\$ 108,330	\$ 118,917
9	\$ 63,498	\$ 65,819	\$ 71,674	\$ 74,855	\$ 78,250	\$ 81,831	\$ 86,868	\$ 98,596	\$ 110,326	\$ 120,912
10	\$ 65,433	\$ 68,115	\$ 73,993	\$ 77,187	\$ 80,608	\$ 84,212	\$ 89,260	\$ 101,044	\$ 112,830	\$ 123,416
11	\$ 66,088	\$ 68,795	\$ 74,733	\$ 77,960	\$ 81,413	\$ 85,054	\$ 90,152	\$ 102,056	\$ 113,960	\$ 124,545
12	\$ 66,584	\$ 69,311	\$ 75,293	\$ 78,543	\$ 82,024	\$ 85,692	\$ 90,829	\$ 102,822	\$ 114,814	\$ 125,401
13	\$ 67,083	\$ 69,830	\$ 75,857	\$ 79,133	\$ 82,639	\$ 86,335	\$ 91,510	\$ 103,591	\$ 115,675	\$ 126,261
14	\$ 67,585	\$ 70,355	\$ 76,426	\$ 79,727	\$ 83,260	\$ 86,983	\$ 92,196	\$ 104,368	\$ 116,542	\$ 127,129
15	\$ 68,600	\$ 71,410	\$ 77,572	\$ 80,923	\$ 84,508	\$ 88,286	\$ 93,579	\$ 105,934	\$ 118,289	\$ 128,875
16	\$ 69,115	\$ 71,946	\$ 78,153	\$ 81,529	\$ 85,140	\$ 88,948	\$ 94,281	\$ 106,729	\$ 119,177	\$ 129,762
17	\$ 69,633	\$ 72,485	\$ 78,741	\$ 82,141	\$ 85,779	\$ 89,616	\$ 94,988	\$ 107,529	\$ 120,071	\$ 130,658
18	\$ 70,156	\$ 73,029	\$ 79,329	\$ 82,757	\$ 86,423	\$ 90,288	\$ 95,700	\$ 108,336	\$ 120,971	\$ 131,558
19	\$ 70,681	\$ 73,577	\$ 79,924	\$ 83,377	\$ 87,070	\$ 90,966	\$ 96,417	\$ 109,147	\$ 121,880	\$ 132,465
20	\$ 71,565	\$ 74,498	\$ 80,925	\$ 84,420	\$ 88,159	\$ 92,103	\$ 97,623	\$ 110,512	\$ 123,403	\$ 133,989

10-Month Office Staff Members

	1	2	3	4	5
Salary Step	Typ Clk	Steno	Sr Typ Clk	Pub Info Asst	Sr Acct Clk, Co
1	\$ 39,380	\$ 41,618	\$ 46,490	\$ 49,134	\$ 51,966
2	\$ 41,042	\$ 43,266	\$ 48,153	\$ 50,791	\$ 53,616
3	\$ 42,693	\$ 44,928	\$ 49,789	\$ 52,444	\$ 55,276
4	\$ 44,349	\$ 46,581	\$ 51,460	\$ 54,103	\$ 56,933
5	\$ 46,004	\$ 48,225	\$ 53,106	\$ 55,755	\$ 58,582
6	\$ 47,658	\$ 49,884	\$ 54,762	\$ 57,412	\$ 60,230
7	\$ 49,306	\$ 51,541	\$ 56,417	\$ 59,065	\$ 61,902
8	\$ 50,968	\$ 53,203	\$ 58,072	\$ 60,714	\$ 63,556
9	\$ 52,915	\$ 54,849	\$ 59,728	\$ 62,379	\$ 65,208
10	\$ 54,528	\$ 56,763	\$ 61,661	\$ 64,323	\$ 67,173
11	\$ 55,073	\$ 57,329	\$ 62,278	\$ 64,967	\$ 67,844
12	\$ 55,487	\$ 57,759	\$ 62,744	\$ 65,453	\$ 68,353
13	\$ 55,903	\$ 58,192	\$ 63,214	\$ 65,944	\$ 68,866
14	\$ 56,321	\$ 58,629	\$ 63,688	\$ 66,439	\$ 69,383
15	\$ 57,167	\$ 59,508	\$ 64,643	\$ 67,436	\$ 70,423
16	\$ 57,596	\$ 59,955	\$ 65,128	\$ 67,941	\$ 70,950
17	\$ 58,028	\$ 60,404	\$ 65,618	\$ 68,451	\$ 71,483
18	\$ 58,463	\$ 60,858	\$ 66,108	\$ 68,964	\$ 72,019
19	\$ 58,901	\$ 61,314	\$ 66,603	\$ 69,481	\$ 72,558
20	\$ 59,638	\$ 62,082	\$ 67,438	\$ 70,350	\$ 73,466

APPENDIX A
OFFICE STAFF SALARY SCHEDULES

2028-2029
12-Month Office Staff Members

	1	2	3	4	5	6	7	8	9	10
Salary Step	Clerk, Typist Clerk	Steno	Acct. Clerk, Asst. Buyer, Sr. Typ Clerk, Pub Info Aide, Sr. Clerk, Sr. Libr Clerk, Typ Clerk BIL	Public Info Asst., Pers Clerk, Sr. Steno	Buyer, Sr. Acct. Clerk	Prin Clerk, Princ Typ Clerk	Info Spec I, Pr. Acct. Clk, Sr. Pers Clerk, Steno Secr	Payroll Supervisor	Admin Asst., Pub Info Officer	Auditor
1	\$ 48,201	\$ 50,941	\$ 56,904	\$ 60,140	\$ 63,606	\$ 67,275	\$ 72,390	\$ 84,356	\$ 96,320	\$ 107,117
2	\$ 50,235	\$ 52,957	\$ 58,939	\$ 62,168	\$ 65,626	\$ 69,294	\$ 74,429	\$ 86,389	\$ 98,350	\$ 109,147
3	\$ 52,257	\$ 54,991	\$ 60,942	\$ 64,192	\$ 67,658	\$ 71,319	\$ 76,451	\$ 88,415	\$ 100,379	\$ 111,176
4	\$ 54,283	\$ 57,015	\$ 62,987	\$ 66,221	\$ 69,685	\$ 73,350	\$ 78,479	\$ 90,440	\$ 102,403	\$ 113,200
5	\$ 56,309	\$ 59,027	\$ 65,002	\$ 68,244	\$ 71,704	\$ 75,377	\$ 80,495	\$ 92,456	\$ 104,419	\$ 115,217
6	\$ 58,334	\$ 61,058	\$ 67,028	\$ 70,272	\$ 73,722	\$ 77,382	\$ 82,519	\$ 94,484	\$ 106,447	\$ 117,246
7	\$ 60,350	\$ 63,086	\$ 69,054	\$ 72,296	\$ 75,768	\$ 79,411	\$ 84,555	\$ 96,515	\$ 108,477	\$ 119,276
8	\$ 62,385	\$ 65,121	\$ 71,080	\$ 74,314	\$ 77,792	\$ 81,448	\$ 86,570	\$ 98,534	\$ 110,497	\$ 121,295
9	\$ 64,768	\$ 67,135	\$ 73,107	\$ 76,352	\$ 79,815	\$ 83,468	\$ 88,605	\$ 100,568	\$ 112,533	\$ 123,330
10	\$ 66,742	\$ 69,477	\$ 75,473	\$ 78,731	\$ 82,220	\$ 85,896	\$ 91,045	\$ 103,065	\$ 115,087	\$ 125,884
11	\$ 67,410	\$ 70,171	\$ 76,228	\$ 79,519	\$ 83,041	\$ 86,755	\$ 91,955	\$ 104,097	\$ 116,239	\$ 127,036
12	\$ 67,916	\$ 70,697	\$ 76,799	\$ 80,114	\$ 83,664	\$ 87,406	\$ 92,646	\$ 104,878	\$ 117,110	\$ 127,909
13	\$ 68,425	\$ 71,227	\$ 77,374	\$ 80,716	\$ 84,292	\$ 88,062	\$ 93,340	\$ 105,663	\$ 117,989	\$ 128,786
14	\$ 68,937	\$ 71,762	\$ 77,955	\$ 81,322	\$ 84,925	\$ 88,723	\$ 94,040	\$ 106,455	\$ 118,873	\$ 129,672
15	\$ 69,972	\$ 72,838	\$ 79,123	\$ 82,541	\$ 86,198	\$ 90,052	\$ 95,451	\$ 108,053	\$ 120,655	\$ 131,453
16	\$ 70,497	\$ 73,385	\$ 79,716	\$ 83,160	\$ 86,843	\$ 90,727	\$ 96,167	\$ 108,864	\$ 121,561	\$ 132,357
17	\$ 71,026	\$ 73,935	\$ 80,316	\$ 83,784	\$ 87,495	\$ 91,408	\$ 96,888	\$ 109,680	\$ 122,472	\$ 133,271
18	\$ 71,559	\$ 74,490	\$ 80,916	\$ 84,412	\$ 88,151	\$ 92,094	\$ 97,614	\$ 110,503	\$ 123,390	\$ 134,189
19	\$ 72,095	\$ 75,049	\$ 81,522	\$ 85,045	\$ 88,811	\$ 92,785	\$ 98,345	\$ 111,330	\$ 124,318	\$ 135,114
20	\$ 72,996	\$ 75,988	\$ 82,544	\$ 86,108	\$ 89,922	\$ 93,945	\$ 99,575	\$ 112,722	\$ 125,871	\$ 136,669

10-Month Office Staff Members

	1	2	3	4	5
Salary Step	Typ Clk	Steno	Sr Typ Clk	Pub Info Asst	Sr Acct Clk, Co
1	\$ 40,168	\$ 42,451	\$ 47,420	\$ 50,117	\$ 53,005
2	\$ 41,863	\$ 44,131	\$ 49,116	\$ 51,807	\$ 54,688
3	\$ 43,548	\$ 45,826	\$ 50,785	\$ 53,493	\$ 56,382
4	\$ 45,236	\$ 47,513	\$ 52,489	\$ 55,184	\$ 58,071
5	\$ 46,924	\$ 49,189	\$ 54,168	\$ 56,870	\$ 59,753
6	\$ 48,612	\$ 50,882	\$ 55,857	\$ 58,560	\$ 61,435
7	\$ 50,292	\$ 52,572	\$ 57,545	\$ 60,247	\$ 63,140
8	\$ 51,988	\$ 54,268	\$ 59,233	\$ 61,928	\$ 64,827
9	\$ 53,973	\$ 55,946	\$ 60,923	\$ 63,627	\$ 66,513
10	\$ 55,618	\$ 57,898	\$ 62,894	\$ 65,609	\$ 68,517
11	\$ 56,175	\$ 58,476	\$ 63,523	\$ 66,266	\$ 69,201
12	\$ 56,597	\$ 58,914	\$ 63,999	\$ 66,762	\$ 69,720
13	\$ 57,021	\$ 59,356	\$ 64,478	\$ 67,263	\$ 70,243
14	\$ 57,448	\$ 59,802	\$ 64,963	\$ 67,768	\$ 70,771
15	\$ 58,310	\$ 60,698	\$ 65,936	\$ 68,784	\$ 71,832
16	\$ 58,748	\$ 61,154	\$ 66,430	\$ 69,300	\$ 72,369
17	\$ 59,188	\$ 61,613	\$ 66,930	\$ 69,820	\$ 72,913
18	\$ 59,633	\$ 62,075	\$ 67,430	\$ 70,343	\$ 73,459
19	\$ 60,079	\$ 62,541	\$ 67,935	\$ 70,871	\$ 74,009
20	\$ 60,830	\$ 63,323	\$ 68,787	\$ 71,757	\$ 74,935

**APPENDIX A
OFFICE STAFF SALARY SCHEDULES**

**2029-2030
12-Month Office Staff Members**

	1	2	3	4	5	6	7	8	9	10
Salary Step	Clerk, Typist Clerk	Steno	Acct. Clerk, Asst. Buyer, Sr. Typ Clerk, Pub Info Aide, Sr. Clerk, Sr. Libr Clerk, Typ Clerk BIL	Public Info Asst., Pers Clerk, Sr. Steno	Buyer, Sr. Acct. Clerk	Prin Clerk, Princ Typ Clerk	Info Spec I, Pr. Acct. Clk, Sr. Pers Clerk, Steno Secr	Payroll Supervisor	Admin Asst., Pub Info Officer	Auditor
1	\$ 49,165	\$ 51,960	\$ 58,042	\$ 61,343	\$ 64,878	\$ 68,621	\$ 73,838	\$ 86,043	\$ 98,246	\$ 109,259
2	\$ 51,240	\$ 54,016	\$ 60,118	\$ 63,411	\$ 66,939	\$ 70,680	\$ 75,918	\$ 88,117	\$ 100,317	\$ 111,330
3	\$ 53,302	\$ 56,091	\$ 62,161	\$ 65,476	\$ 69,011	\$ 72,745	\$ 77,980	\$ 90,183	\$ 102,387	\$ 113,400
4	\$ 55,369	\$ 58,155	\$ 64,247	\$ 67,545	\$ 71,079	\$ 74,817	\$ 80,049	\$ 92,249	\$ 104,451	\$ 115,464
5	\$ 57,435	\$ 60,208	\$ 66,302	\$ 69,609	\$ 73,138	\$ 76,885	\$ 82,105	\$ 94,305	\$ 106,507	\$ 117,521
6	\$ 59,501	\$ 62,279	\$ 68,369	\$ 71,677	\$ 75,196	\$ 78,930	\$ 84,169	\$ 96,374	\$ 108,576	\$ 119,591
7	\$ 61,557	\$ 64,348	\$ 70,435	\$ 73,742	\$ 77,283	\$ 80,999	\$ 86,246	\$ 98,445	\$ 110,647	\$ 121,662
8	\$ 63,633	\$ 66,423	\$ 72,502	\$ 75,800	\$ 79,348	\$ 83,077	\$ 88,301	\$ 100,505	\$ 112,707	\$ 123,721
9	\$ 66,063	\$ 68,478	\$ 74,569	\$ 77,879	\$ 81,411	\$ 85,137	\$ 90,377	\$ 102,579	\$ 114,784	\$ 125,797
10	\$ 68,077	\$ 70,867	\$ 76,982	\$ 80,306	\$ 83,864	\$ 87,614	\$ 92,866	\$ 105,126	\$ 117,389	\$ 128,402
11	\$ 68,758	\$ 71,574	\$ 77,753	\$ 81,109	\$ 84,702	\$ 88,490	\$ 93,794	\$ 106,179	\$ 118,564	\$ 129,577
12	\$ 69,274	\$ 72,111	\$ 78,335	\$ 81,716	\$ 85,337	\$ 89,154	\$ 94,499	\$ 106,976	\$ 119,452	\$ 130,467
13	\$ 69,794	\$ 72,652	\$ 78,921	\$ 82,330	\$ 85,978	\$ 89,823	\$ 95,207	\$ 107,776	\$ 120,349	\$ 131,362
14	\$ 70,316	\$ 73,197	\$ 79,514	\$ 82,948	\$ 86,624	\$ 90,497	\$ 95,921	\$ 108,584	\$ 121,250	\$ 132,265
15	\$ 71,371	\$ 74,295	\$ 80,705	\$ 84,192	\$ 87,922	\$ 91,853	\$ 97,360	\$ 110,214	\$ 123,068	\$ 134,082
16	\$ 71,907	\$ 74,853	\$ 81,310	\$ 84,823	\$ 88,580	\$ 92,542	\$ 98,090	\$ 111,041	\$ 123,992	\$ 135,004
17	\$ 72,447	\$ 75,414	\$ 81,922	\$ 85,460	\$ 89,245	\$ 93,236	\$ 98,826	\$ 111,874	\$ 124,921	\$ 135,936
18	\$ 72,990	\$ 75,980	\$ 82,534	\$ 86,100	\$ 89,914	\$ 93,936	\$ 99,566	\$ 112,713	\$ 125,858	\$ 136,873
19	\$ 73,537	\$ 76,550	\$ 83,152	\$ 86,746	\$ 90,587	\$ 94,641	\$ 100,312	\$ 113,557	\$ 126,804	\$ 137,816
20	\$ 74,456	\$ 77,508	\$ 84,195	\$ 87,830	\$ 91,720	\$ 95,824	\$ 101,567	\$ 114,976	\$ 128,388	\$ 139,402

10-Month Office Staff Members

	1	2	3	4	5
Salary Step	Typ Clk	Steno	Sr Typ Clk	Pub Info Asst	Sr Acct Clk, Co
1	\$ 40,971	\$ 43,300	\$ 48,368	\$ 51,119	\$ 54,065
2	\$ 42,700	\$ 45,013	\$ 50,098	\$ 52,843	\$ 55,783
3	\$ 44,418	\$ 46,743	\$ 51,801	\$ 54,563	\$ 57,509
4	\$ 46,141	\$ 48,463	\$ 53,539	\$ 56,288	\$ 59,233
5	\$ 47,863	\$ 50,173	\$ 55,252	\$ 58,008	\$ 60,948
6	\$ 49,584	\$ 51,899	\$ 56,974	\$ 59,731	\$ 62,663
7	\$ 51,298	\$ 53,623	\$ 58,696	\$ 61,452	\$ 64,403
8	\$ 53,028	\$ 55,353	\$ 60,418	\$ 63,167	\$ 66,123
9	\$ 55,053	\$ 57,065	\$ 62,141	\$ 64,899	\$ 67,843
10	\$ 56,731	\$ 58,056	\$ 64,152	\$ 66,922	\$ 69,887
11	\$ 57,298	\$ 59,645	\$ 64,794	\$ 67,591	\$ 70,585
12	\$ 57,728	\$ 60,093	\$ 65,279	\$ 68,097	\$ 71,114
13	\$ 58,162	\$ 60,543	\$ 65,768	\$ 68,608	\$ 71,648
14	\$ 58,597	\$ 60,998	\$ 66,262	\$ 69,123	\$ 72,187
15	\$ 59,476	\$ 61,913	\$ 67,254	\$ 70,160	\$ 73,268
16	\$ 59,923	\$ 62,378	\$ 67,758	\$ 70,686	\$ 73,817
17	\$ 60,373	\$ 62,845	\$ 68,268	\$ 71,217	\$ 74,371
18	\$ 60,825	\$ 63,317	\$ 68,778	\$ 71,750	\$ 74,928
19	\$ 61,281	\$ 63,792	\$ 69,293	\$ 72,288	\$ 75,489
20	\$ 62,047	\$ 64,590	\$ 70,163	\$ 73,192	\$ 76,433

AGREEMENT
between the
BOARD OF EDUCATION
GREAT NECK UNION FREE SCHOOL DISTRICT
COUNTY OF NASSAU, NEW YORK
and the
GREAT NECK OFFICE STAFF ASSOCIATION

JULY 1, 2019 – JUNE 30, 2023

Great Neck Public Schools



Where Discovery Leads to Greatness

Table of Contents

Agreement.....	7
Article 1: The Agreement.....	7
Definitions.....	7
Duration.....	7
Priority of Agreement	8
Validity of Provisions	8
Article 2: Association Status of Rights.....	9
Right of Organization	9
Right of Representation	9
Association Time	9
Labor Management Meetings	9
Records and Reports	9
Dues Deduction.....	10
Article 3: Employee Status and Rights	11
Transfers	11
Temporary Assignments	11
Conference Attendance	11
Personnel Records and Files.....	12
Defense and Indemnity and Layoff Procedures.....	12
Reclassification	13
Leaves.....	13
Article 4: Hours and Working Conditions.....	14
Workweek.....	14
Overtime.....	14

Article 5: Compensation	15
Position Grades	15
Salary Schedule – Ten and Twelve Month	16
OSA 10 Month Salary Schedule 2019-2020.....	17
OSA 10 Month Salary Schedule 2020-2021.....	18
OSA 10 Month Salary Schedule 2021-2022.....	19
OSA 10 Month Salary Schedule 2022-2023.....	20
OSA 10 Month Salary Schedule 2019-2020 – New Hires	21
OSA 10 Month Salary Schedule 2020-2021 – New Hires	22
OSA 10 Month Salary Schedule 2021-2022 – New Hires	23
OSA 10 Month Salary Schedule 2022-2023 – New Hires	24
OSA 12 Month Salary Schedule 2019-2020.....	25
OSA 12 Month Salary Schedule 2020-2021.....	26
OSA 12 Month Salary Schedule 2021-2022.....	27
OSA 12 Month Salary Schedule 2022-2023.....	28
OSA 12 Month Salary Schedule 2019-2020 – New Hires	29
OSA 12 Month Salary Schedule 2020-2021 – New Hires	30
OSA 12 Month Salary Schedule 2021-2022 – New Hires	31
OSA 12 Month Salary Schedule 2022-2023 – New Hires	32
Annual Increments	33
Entering Employees	33
Service Increments	34
Promotion	34
Educational Improvement Incentive	34
Retired Employees	36
Payday	36
Direct Deposit of Paychecks	36
 Article 6: Employee Benefits.....	 37
Group Health Insurance	37
Disability Insurance and Benefit Trust Fund	38
Retirement Plan	38
Paid Vacation	38
Paid Sick Leave	41
Unused Sick Leave at Retirement	42
Paid Personal Leave	43
Bereavement Bank.....	44
 Article 7: Grievance Procedures.....	 45
Rules and Regulations	45
Grievance Defined	45
Grievance Procedure	45

Article 8: Agency Fee - OBSOLETE47

Article 9: Access to Information47

Article 10: Loss or Damage to Personal Property47

Article 11: Association Responsibility.....47

Agreement

Agreement entered between the Board of Education of the Great Neck Union Free School District, Town of North Hempstead, Nassau County, New York and the Great Neck Public Schools Office Staff Association made this 10th day of February 2020.

Article 1: The Agreement

1. Definitions

As used herein, the following terms shall have these meanings:

“Board” means the Board of Education of the Great Neck Union Free School District, Town of North Hempstead, Nassau County, the employer herein.

“Employee” means a person employed on a regular basis in one of the job titles listed in Section 5.1 below except as follows: If a regular employee is absent for any reason for 90 consecutive days, and the Board authorizes a replacement, the replacement will then be selected under Civil Service regulations, and when appointed, the replacement will then become a member of the office staff unit, subject to the provisions of this agreement.

“Association” means the Great Neck Public Schools Office Staff Association.

2. Duration

This Agreement shall be binding and in full force effective from July 1, 2019 and extending through June 30, 2023, except as otherwise indicated and shall be automatically renewable for successive one-year periods unless either the Board or the Association notifies the other party, in writing, no later than February 1 of its desire to reopen negotiations on one or more matters covered by this agreement.

All proposals by the Association shall be submitted to the Superintendent no later than February 1 of any year in which a new contract is to be negotiated. The Board shall submit all its proposals to the Association no later than February 1.

3. Priority of Agreement

- a. Where the provisions of the Agreement are in conflict with District policy or procedures, this agreement shall govern, except as provided by law.
- b. Nothing contained herein shall be construed to deny or restrict the rights any employee may have under the New York State Education or Civil Service laws or any other applicable laws and regulations.

4. Validity of Provisions

- a. If any provision of this Agreement is or becomes legally invalid or legally unenforceable, all other provisions of this Agreement shall nevertheless continue in full force and effect, and the parties will meet within a reasonable period upon request to negotiate substitute terms for such invalid or unenforceable provisions.
- b. It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.

Article 2: Association Status of Rights

1. Right of Organization

Employees shall have the right to join and participate in the activities of the Association.

2. Right of Representation

Employee's rights to representation shall be limited to representation by the Association to negotiate collectively with the District in the determination of salaries and terms and conditions of employment, and the administration of grievances.

3. Association Time

- a. Duly authorized officers of the Association shall be free within reason and with due regard to their assigned responsibilities to transact official Association business directly related to the implementation of this Agreement on school property during the school day.
- b. The Executive Board of the Association may hold an average of one meeting per month on school premises during the workday, but beginning no earlier than 3:00 p.m.
- c. Emergency meetings in addition to the above may be held if the Superintendent (or designee) grants prior approval.

4. Labor Management Meetings

- a. Every two months on written request by either the Office Staff Association or the Superintendent, the Office Staff Association shall have a labor management meeting.
- b. Upon request and one week's notice, a representative of the Office Staff Association at each school shall be entitled to a meeting with a principal, administrator, or the BRC once a month. The purpose of the meeting shall be clarified upon request and with one week's notice.

5. Records and Reports

- a. When an employee on an annual salary basis is hired, promoted, or transferred into or between positions listed in the schedule, the District will notify the Association in writing, giving name, address, position, rate of pay and assignment.
- b. The Association shall certify to the District in timely fashion the names of its authorized representatives (and their alternates, if designated) and the District shall recognize no others as authorized representatives.

6. Dues Deduction

- a. In accordance with the terms of membership set forth on the membership enrollment form that has been individually signed and presented to the District, the District agrees to deduct an amount equal to the regular monthly dues uniformly applicable to members of the Association and remit that amount to the Association.
- b. Withdrawal of payroll deduction will be made only within the prescribed time period and in accordance with the terms of membership set forth on the membership enrollment form that has been individually signed and presented to the District. The District will notify the Association within ten business days of the employee's withdrawal of payroll deduction.
- c. Annually, the District will provide the Association a breakdown of member deductions quarterly.
- d. By July 1 of each year, the District will provide the Association a list of all employees in the bargaining unit. Such material shall include the employee's name, job title, building assignment, email address, home address and phone number.
- e. Further, for all newly hired into the bargaining unit, the District will provide the Association with a list containing the information listed in (d) of this article within ten business days of the employee's effective start date.

Article 3: Employee Status and Rights

1. Transfers

- a. No vacancy or new position will be filled by hire, transfer, or promotion until such vacancy has been posted and present employees have had an opportunity to apply for such a position and to have their application considered, except where otherwise prohibited by Civil Service regulations.
- b. Except in emergency no employee will be transferred from one building in the District to another with less than ten working days' notice of such transfer, unless a shorter period is mutually agreed upon.
- c. An employee who is involuntarily transferred from one assignment to another within the school system shall be entitled, if requested, to a meeting with, and an explanation from, the Human Resources Administrator. Such meeting shall occur within ten days of the involuntary transfer. In addition, if the employee so chooses, they shall be entitled to a meeting with the Superintendent of Schools. Both meetings may be attended by a union representative if the employee so desires.
- d. No member of the bargaining unit may be asked to work at more than two stations at any one time during the school year, with one additional assignment during the summer months.

2. Temporary Assignments

No employee will be assigned to perform substantial duties of a higher rated job for more than three consecutive weeks, inclusive of not more than one holiday, without receiving the pay for such higher job at the employee's current salary step retroactive to the first day worked in such higher rated job.

To be eligible the administrator must certify to the Assistant Superintendent that the employee performed all of the duties the absent employee would have performed.

3. Conference Attendance

Employees will be encouraged to attend the yearly zone conference of the Long Island Association of Educational Secretaries.

The present standards for attendance at the conference of the State and National Associations of Educational Secretaries shall be maintained.

A four-member Conference Attendance Committee shall be established to recommend to the Superintendent (or designee) the members of the unit who should attend the Long Island, State and National Conferences, institutes, and other conferences of professional value. Three members of the committee shall be appointed by the President of the Association and one administrative member shall be appointed by the Superintendent (or designee).

For the duration of this contract the sum will be \$2,815 to be used by the Office Staff Association for authorized conference expenses.

4. Personnel Records and Files

- a. Subject to reasonable District procedures any employee may examine their official personnel file. The employee shall be provided with a copy of any document containing negative criticism when filed. Within ten days of receipt the employee may insert a response to such negative criticism.
- b. An employee's record may not be adversely affected by any matter not contained in such official personnel file.
- c. No member of the bargaining unit shall be required to evaluate any other member of the bargaining unit. However, Administrators may seek input from unit members when preparing evaluations.

5. Defense and Indemnity and Layoff Procedures

The Board shall cooperate with and render assistance to employees who find themselves involved in civil and criminal legal difficulties in accordance with the provisions of Sections 3023 and 3028 of the Education Law of the State of New York.

- a. When a permanent full-time employee fulfills two positions in two schools in the same day, the employee is to be given the district-wide mileage allowance between the two buildings, except when both are in the South complex.
- b. Members of the bargaining unit will not be displaced by other employees.
- c. Any Office Staff employee whose position is to be eliminated will be notified by May 1 insofar as possible, or later if budget conditions mandate otherwise, of anticipated termination of employment at the end of the school year. Any reductions of staff in the case of full-time permanent employees will be governed by Civil Service regulations.

- d. Subject to Civil Service regulations, part-time employees who work 17 ¼ hours in budgeted positions, shall have seniority as part-time employees in their job classification and lay-offs shall be based upon such length of service in relation to other part-time employees in their job classification. Part-time employees hired after September 1, 2003, will not be covered by this paragraph.
- e. If during the life of this agreement, it appears that one or more members of the Association may have to be excessed, representatives of the two parties will meet to discuss retirement incentives.

6. Reclassification

Prior to requesting approval of the Civil Service Commission for a job reclassification within the Unit, the District will notify the President of OSA of its intention to reclassify and will, if the President so requests, meet to receive input. The parties understand that the consent of the Unit is not required for District action.

7. Leaves

Unit members may request a leave without pay for up to one year by submitting a written request to the Assistant Superintendent for Business at least 30 days prior to the anticipated leave, provided, however, that such prior notice may be waived in extenuating circumstances. A unit member shall not accrue seniority credit during a leave without pay, but upon return from leave shall retain all seniority credit accrued prior to the commencement of such leave.

The maximum leave of absence, pursuant to this provision, for any member in this unit is two years.

Article 4: Hours and Working Conditions

1. Workweek

The workweek for members of the bargaining unit shall be a maximum of 35 hours with one hour daily lunch break, except that the workday between July 1 and September 1 and during the winter and spring vacations shall be one hour less than the regular workday.

The work year for ten-month unit members shall be defined as September 1 through June 30. In addition, ten-month unit members may work a maximum of 15 days during July and August with such days being mutually agreed upon between the unit member and their direct supervisor. In years when the first day of school for students occurs prior to September 1, ten-month unit members will be required to work those days, and such days shall be counted towards the 15 day maximum.

2. Overtime

- a. Time worked at the direction of a supervisor before or after the general starting or departure time for that day on a day when the office is open, on a Saturday, or on a day when the office is otherwise closed, shall constitute overtime and shall be compensated on the basis of time and one half above normal salary. Time worked on a Sunday or holiday shall be compensated at double time. Double time on a holiday is exclusive of holiday pay.
- b. Days "when the office is otherwise closed" shall include bonus days, days when the schools are closed due to inclement weather and at least five consecutive workdays during the Christmas recess.
- c. Overtime worked shall be compensated in premium pay as above, or in time off equivalent to the applicable overtime premium when requested by the employee, provided the employee's work load permits and the supervisor approves.
- d. Compensatory time can only be accumulated to a maximum of two weeks. Overtime worked in excess of the two weeks compensatory time shall be paid at premium pay.

Article 5: Compensation

1. Position Grades

Position grades and corresponding titles shall be:

<u>POSITION GRADE</u>	<u>POSITION TITLE</u>
1	Clerk Typist Clerk
2	Stenographer Telephone Operator
3	Account Clerk Assistant Buyer Control Clerk Public Information Aide Senior Clerk Senior Library Clerk Senior Telephone Operator Senior Typist Clerk Special Asst. to Comm. Relations Typist Clerk – Bilingual
4	Computer Operator Aide Personnel Clerk Public Information Assistant Senior Stenographer
5	Buyer Computer Operator I Senior Account Clerk
6	Principal Clerk Principal Typist Clerk
7	Computer Operator II Information Specialist I Principal Account Clerk Senior Personnel Clerk Stenographic Secretary
8	Administrative Assistant Auditor

2. Salary Schedule – Ten and Twelve Month

The following salary schedules shall be effective on the dates indicated for the position grades and steps indicated in accordance with years of credited experience.

The salary schedule for 12-month employees will be increased as follows:

- Effective July 1, 2019 – 1.75% increase + increment
- Effective July 1, 2020 – 1.75% increase + increment
- Effective July 1, 2021 – 1.75% increase + increment
- Effective July 1, 2022 – 1.75% increase + increment

The salary schedule for 10-month employees will be increased as follows:

- Effective July 1, 2019 – 1.75% increase + increment
- Effective July 1, 2020 – 1.75% increase + increment
- Effective July 1, 2021 – 1.75% increase + increment
- Effective July 1, 2022 – 1.75% increase + increment

A “new hire” salary schedule will be added for all unit members who start in this unit on or after July 1, 2016 and thereafter (as per attached schedules). In the first six years of employment, such employees shall be placed on the attached schedules, which was calculated by creating a half-step (Step A) between full steps. In their seventh year with the district, such unit members will then be placed on the next scheduled step increase and the proper class of the “established” salary schedule.

OSA 10 MONTH SALARY SCHEDULE 2019-2020

	1	2	3	4	5
Step	Clerk Typist Clerk 10 Month	Stenographer Telephone Oper 10 Month	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil 10 Month	Comp Oper Aide Public Info Asst Personnel Clk Sr. Steno 10 Month	Buyer Comp Oper I Sr. Account Clk 10 Month
01	34,262	36,204	40,440	42,744	45,219
02	35,711	37,636	41,874	44,182	46,647
03	37,145	39,076	43,321	45,629	48,095
04	38,576	40,524	44,764	47,056	49,536
05	40,032	41,958	46,197	48,508	50,969
06	41,465	43,393	47,642	49,944	52,399
07	42,905	44,832	49,074	51,384	53,851
08	44,344	46,281	50,520	52,830	55,283
09	45,793	47,716	51,952	54,266	56,722
10	47,444	49,385	53,653	55,970	58,428
15	48,830	50,769	55,040	57,354	59,816

OSA 10 MONTH SALARY SCHEDULE 2020-2021

	1	2	3	4	5
Step	Clerk Typist Clerk 10 Month	Stenographer Telephone Oper 10 Month	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil 10 Month	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno 10 Month	Buyer Comp Oper I Sr. Account Clk 10 Month
01	34,862	36,838	41,148	43,492	46,010
02	36,336	38,295	42,607	44,955	47,463
03	37,795	39,760	44,079	46,428	48,937
04	39,251	41,233	45,547	47,879	50,403
05	40,733	42,692	47,005	49,357	51,861
06	42,191	44,152	48,476	50,818	53,316
07	43,656	45,617	49,933	52,283	54,793
08	45,120	47,091	51,404	53,755	56,250
09	46,594	48,551	52,861	55,216	57,715
10	48,274	50,249	54,592	56,949	59,450
15	49,685	51,657	56,003	58,358	60,863

OSA 10 MONTH SALARY SCHEDULE 2021-2022

	1	2	3	4	5
Step	Clerk Typist Clerk 10 Month	Stenographer Telephone Oper 10 Month	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil 10 Month	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno 10 Month	Buyer Comp Oper I Sr. Account Clk 10 Month
01	35,472	37,483	41,868	44,253	46,815
02	36,972	38,965	43,353	45,742	48,294
03	38,456	40,456	44,850	47,240	49,793
04	39,938	41,955	46,344	48,717	51,285
05	41,446	43,439	47,828	50,221	52,769
06	42,929	44,925	49,324	51,707	54,249
07	44,420	46,415	50,807	53,198	55,752
08	45,910	47,915	52,304	54,696	57,234
09	47,409	49,401	53,786	56,182	58,725
10	49,119	51,128	55,547	57,946	60,490
15	50,554	52,561	56,983	59,379	61,928

OSA 10 MONTH SALARY SCHEDULE 2022-2023

	1	2	3	4	5
Step	Clerk Typist Clerk 10 Month	Stenographer Telephone Oper 10 Month	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil 10 Month	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno 10 Month	Buyer Comp Oper I Sr. Account Clk 10 Month
01	36,093	38,139	42,601	45,027	47,634
02	37,619	39,647	44,112	46,542	49,139
03	39,129	41,164	45,635	48,067	50,664
04	40,637	42,689	47,155	49,570	52,182
05	42,171	44,199	48,665	51,100	53,692
06	43,680	45,711	50,187	52,612	55,198
07	45,197	47,227	51,696	54,129	56,728
08	46,713	48,754	53,219	55,653	58,236
09	48,239	50,266	54,727	57,165	59,753
10	49,979	52,023	56,519	58,960	61,549
15	51,439	53,481	57,980	60,418	63,012

OSA 10 MONTH SALARY SCHEDULE 2019-2020 – NEW HIRES

For members starting in unit on 7/1/2016 and thereafter

	1	2	3	4	5
Step	Clerk Typist Clerk 10 Month	Stenographer Telephone Oper 10 Month	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil 10 Month	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno 10 Month	Buyer Comp Oper I Sr. Account Clk 10 Month
01	34,262	36,204	40,440	42,744	45,219
01A	34,987	36,920	41,157	43,464	45,933
02	35,711	37,636	41,874	44,182	46,647
02A	36,429	38,357	42,598	44,905	47,372
03	37,145	39,076	43,321	45,629	48,095
03A	37,861	39,801	44,042	46,343	48,816
04	38,576	40,524	44,764	47,056	49,536
04A	39,304	41,241	45,480	47,783	50,252
05	40,032	41,958	46,197	48,508	50,969
05A	40,749	42,676	46,920	49,227	51,684
06	41,465	43,393	47,642	49,944	52,399
06A	42,186	44,113	48,359	50,664	53,126
07	42,905	44,832	49,074	51,384	53,851
07A	43,624	45,557	49,797	52,107	54,568
08	44,344	46,281	50,520	52,830	55,283
08A	45,068	46,998	51,236	53,548	56,002
09	45,793	47,716	51,952	54,266	56,722
09A	46,619	48,551	52,802	55,118	57,575
10	47,444	49,385	53,653	55,970	58,428
10A	47,444	49,385	53,653	55,970	58,428
11	47,444	49,385	53,653	55,970	58,428
11A	47,444	49,385	53,653	55,970	58,428
12	47,444	49,385	53,653	55,970	58,428
12A	47,444	49,385	53,653	55,970	58,428
13	47,444	49,385	53,653	55,970	58,428
13A	47,444	49,385	53,653	55,970	58,428
14	47,444	49,385	53,653	55,970	58,428
14A	48,137	50,077	54,347	56,663	59,122
15	48,830	50,769	55,040	57,354	59,816

OSA 10 MONTH SALARY SCHEDULE 2020-2021 – NEW HIRES

For members starting in unit on 7/1/2016 and thereafter

	1	2	3	4	5
Step	Clerk Typist Clerk 10 Month	Stenographer Telephone Oper 10 Month	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil 10 Month	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno 10 Month	Buyer Comp Oper I Sr. Account Clk 10 Month
01	34,862	36,838	41,148	43,492	46,010
01A	35,599	37,566	41,877	44,225	46,737
02	36,336	38,295	42,607	44,955	47,463
02A	37,067	39,028	43,343	45,691	48,201
03	37,795	39,760	44,079	46,428	48,937
03A	38,524	40,498	44,813	47,154	49,670
04	39,251	41,233	45,547	47,879	50,403
04A	39,992	41,963	46,276	48,619	51,131
05	40,733	42,692	47,005	49,357	51,861
05A	41,462	43,423	47,741	50,088	52,588
06	42,191	44,152	48,476	50,818	53,316
06A	42,924	44,885	49,205	51,551	54,056
07	43,656	45,617	49,933	52,283	54,793
07A	44,387	46,354	50,668	53,019	55,523
08	45,120	47,091	51,404	53,755	56,250
08A	45,857	47,820	52,133	54,485	56,982
09	46,594	48,551	52,861	55,216	57,715
09A	47,435	49,401	53,726	56,083	58,583
10	48,274	50,249	54,592	56,949	59,450
10A	48,274	50,249	54,592	56,949	59,450
11	48,274	50,249	54,592	56,949	59,450
11A	48,274	50,249	54,592	56,949	59,450
12	48,274	50,249	54,592	56,949	59,450
12A	48,274	50,249	54,592	56,949	59,450
13	48,274	50,249	54,592	56,949	59,450
13A	48,274	50,249	54,592	56,949	59,450
14	48,274	50,249	54,592	56,949	59,450
14A	48,979	50,953	55,298	57,655	60,157
15	49,685	51,657	56,003	58,358	60,863

OSA 10 MONTH SALARY SCHEDULE 2021-2022 – NEW HIRES

For members starting in unit on 7/1/2016 and thereafter

	1	2	3	4	5
Step	Clerk Typist Clerk 10 Month	Stenographer Telephone Oper 10 Month	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil 10 Month	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno 10 Month	Buyer Comp Oper I Sr. Account Clk 10 Month
01	35,472	37,483	41,868	44,253	46,815
01A	36,222	38,223	42,610	44,999	47,555
02	36,972	38,965	43,353	45,742	48,294
02A	37,716	39,711	44,102	46,491	49,045
03	38,456	40,456	44,850	47,240	49,793
03A	39,198	41,207	45,597	47,979	50,539
04	39,938	41,955	46,344	48,717	51,285
04A	40,692	42,697	47,086	49,470	52,026
05	41,446	43,439	47,828	50,221	52,769
05A	42,188	44,183	48,576	50,965	53,508
06	42,929	44,925	49,324	51,707	54,249
06A	43,675	45,670	50,066	52,453	55,002
07	44,420	46,415	50,807	53,198	55,752
07A	45,164	47,165	51,555	53,947	56,495
08	45,910	47,915	52,304	54,696	57,234
08A	46,659	48,657	53,045	55,438	57,979
09	47,409	49,401	53,786	56,182	58,725
09A	48,265	50,266	54,666	57,064	59,608
10	49,119	51,128	55,547	57,946	60,490
10A	49,119	51,128	55,547	57,946	60,490
11	49,119	51,128	55,547	57,946	60,490
11A	49,119	51,128	55,547	57,946	60,490
12	49,119	51,128	55,547	57,946	60,490
12A	49,119	51,128	55,547	57,946	60,490
13	49,119	51,128	55,547	57,946	60,490
13A	49,119	51,128	55,547	57,946	60,490
14	49,119	51,128	55,547	57,946	60,490
14A	49,836	51,845	56,266	58,664	61,210
15	50,554	52,561	56,983	59,379	61,928

OSA 10 MONTH SALARY SCHEDULE 2022-2023 – NEW HIRES

For members starting in unit on 7/1/2016 and thereafter

Step	1	2	3	4	5
	Clerk Typist Clerk 10 Month	Stenographer Telephone Oper 10 Month	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil 10 Month	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno 10 Month	Buyer Comp Oper I Sr. Account Clk 10 Month
01	36,093	38,139	42,601	45,027	47,634
01A	36,856	38,892	43,356	45,786	48,387
02	37,619	39,647	44,112	46,542	49,139
02A	38,376	40,406	44,874	47,305	49,903
03	39,129	41,164	45,635	48,067	50,664
03A	39,884	41,928	46,395	48,819	51,423
04	40,637	42,689	47,155	49,570	52,182
04A	41,404	43,444	47,910	50,336	52,936
05	42,171	44,199	48,665	51,100	53,692
05A	42,926	44,956	49,426	51,857	54,444
06	43,680	45,711	50,187	52,612	55,198
06A	44,439	46,469	50,942	53,371	55,965
07	45,197	47,227	51,696	54,129	56,728
07A	45,954	47,990	52,457	54,891	57,484
08	46,713	48,754	53,219	55,653	58,236
08A	47,476	49,508	53,973	56,408	58,994
09	48,239	50,266	54,727	57,165	59,753
09A	49,110	51,146	55,623	58,063	60,651
10	49,979	52,023	56,519	58,960	61,549
10A	49,979	52,023	56,519	58,960	61,549
11	49,979	52,023	56,519	58,960	61,549
11A	49,979	52,023	56,519	58,960	61,549
12	49,979	52,023	56,519	58,960	61,549
12A	49,979	52,023	56,519	58,960	61,549
13	49,979	52,023	56,519	58,960	61,549
13A	49,979	52,023	56,519	58,960	61,549
14	49,979	52,023	56,519	58,960	61,549
14A	50,708	52,752	57,251	59,691	62,281
15	51,439	53,481	57,980	60,418	63,012

OSA 12 MONTH SALARY SCHEDULE 2019-2020

	1	2	3	4	5	6	7	8
			Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno	Buyer Comp Oper I Sr. Account Clk	Principal Clerk Principal Typist Clk	Comp Oper II Info Spclst I Principal Account Clk Sr. Personnel Clk Steno Secretary	Admin Asst Auditor
Step	Clerk Typist Clerk	Stenographer Telephone Oper						
01	41,032	43,364	48,439	51,194	54,144	57,268	61,624	81,992
02	42,763	45,080	50,172	52,920	55,863	58,988	63,358	83,721
03	44,484	46,812	51,876	54,644	57,593	60,712	65,079	85,448
04	46,208	48,535	53,619	56,372	59,320	62,440	66,805	87,171
05	47,933	50,248	55,333	58,093	61,040	64,163	68,523	88,888
06	49,659	51,975	57,058	59,819	62,757	65,873	70,246	90,614
07	51,374	53,703	58,783	61,541	64,497	67,598	71,978	92,343
08	53,106	55,436	60,508	63,261	66,221	69,333	73,693	94,062
09	55,134	57,149	62,233	64,996	67,943	71,053	75,426	95,794
10	56,815	59,143	64,248	67,020	69,990	73,119	77,503	97,970
15	58,265	60,594	65,697	68,471	71,437	74,564	78,955	99,417

OSA 12 MONTH SALARY SCHEDULE 2020-2021

	1	2	3	4	5	6	7	8
Step	Clerk Typist Clerk	Stenographer Telephone Oper	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno	Buyer Comp Oper I Sr. Account Clk	Principal Clerk Principal Typist Clk	Comp Oper II Info Spclst I Principal Account Clk Sr. Personnel Clk Steno Secretary	Admin Asst Auditor
01	41,750	44,123	49,287	52,090	55,092	58,270	62,702	83,427
02	43,511	45,869	51,050	53,846	56,841	60,020	64,467	85,186
03	45,262	47,631	52,784	55,600	58,601	61,774	66,218	86,943
04	47,017	49,384	54,557	57,359	60,358	63,533	67,974	88,696
05	48,772	51,127	56,301	59,110	62,108	65,286	69,722	90,444
06	50,528	52,885	58,057	60,866	63,855	67,026	71,475	92,200
07	52,273	54,643	59,812	62,618	65,626	68,781	73,238	93,959
08	54,035	56,406	61,567	64,368	67,380	70,546	74,983	95,708
09	56,099	58,149	63,322	66,133	69,132	72,296	76,746	97,470
10	57,809	60,178	65,372	68,193	71,215	74,399	78,859	99,684
15	59,285	61,654	66,847	69,669	72,687	75,869	80,337	101,157

OSA 12 MONTH SALARY SCHEDULE 2021-2022

	1	2	3	4	5	6	7	8
Step	Clerk Typist Clerk	Stenographer Telephone Oper	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno	Buyer Comp Oper I Sr. Account Clk	Principal Clerk Principal Typist Clk	Comp Oper II Info Spclst I Principal Account Clk Sr. Personnel Clk Steno Secretary	Admin Asst Auditor
01	42,481	44,895	50,150	53,002	56,056	59,290	63,799	84,887
02	44,272	46,672	51,943	54,788	57,836	61,070	65,595	86,677
03	46,054	48,465	53,708	56,573	59,627	62,855	67,377	88,465
04	47,840	50,248	55,512	58,363	61,414	64,645	69,164	90,248
05	49,626	52,022	57,286	60,144	63,195	66,429	70,942	92,027
06	51,412	53,810	59,073	61,931	64,972	68,199	72,726	93,814
07	53,188	55,599	60,859	63,714	66,774	69,985	74,520	95,603
08	54,981	57,393	62,644	65,494	68,559	71,781	76,295	97,383
09	57,081	59,167	64,430	67,290	70,342	73,561	78,089	99,176
10	58,821	61,231	66,516	69,386	72,461	75,701	80,239	101,428
15	60,322	62,733	68,017	70,888	73,959	77,197	81,743	102,927

OSA 12 MONTH SALARY SCHEDULE 2022-2023

	1	2	3	4	5	6	7	8
Step	Clerk Typist Clerk	Stenographer Telephone Oper	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno	Buyer Comp Oper I Sr. Account Clk	Principal Clerk Principal Typist Clk	Comp Oper II Info Spclst I Principal Account Clk Sr. Personnel Clk Steno Secretary	Admin Asst Auditor
01	43,224	45,681	51,028	53,930	57,037	60,328	64,915	86,373
02	45,047	47,489	52,852	55,747	58,848	62,139	66,743	88,194
03	46,860	49,313	54,648	57,563	60,670	63,955	68,556	90,013
04	48,677	51,127	56,483	59,384	62,489	65,776	70,374	91,827
05	50,494	52,932	58,289	61,197	64,301	67,592	72,183	93,637
06	52,312	54,752	60,107	63,015	66,109	69,392	73,999	95,456
07	54,119	56,572	61,924	64,829	67,943	71,210	75,824	97,276
08	55,943	58,397	63,740	66,640	69,759	73,037	77,630	99,087
09	58,080	60,202	65,558	68,468	71,573	74,848	79,456	100,912
10	59,850	62,303	67,680	70,600	73,729	77,026	81,643	103,203
15	61,378	63,831	69,207	72,129	75,253	78,548	83,174	104,728

OSA 12 MONTH SALARY SCHEDULE 2019-2020 – NEW HIRES

For members starting in unit on 7/1/2016 and thereafter

	1	2	3	4	5	6	7	8
Step	Clerk Typist Clerk	Stenographer Telephone Oper	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno	Buyer Comp Oper I Sr. Account Clk	Principal Clerk Principal Typist Clk	Comp Oper II Info Spclst I Principal Account Clk Sr. Personnel Clk Steno Secretary	Admin Asst Auditor
01	41,032	43,364	48,439	51,194	54,144	57,268	61,624	81,992
01A	41,898	44,222	49,305	52,057	55,004	58,128	62,491	82,856
02	42,763	45,080	50,172	52,920	55,863	58,988	63,358	83,721
02A	43,624	45,946	51,024	53,782	56,728	59,849	64,218	84,584
03	44,484	46,812	51,876	54,644	57,593	60,712	65,079	85,448
03A	45,346	47,674	52,748	55,508	58,456	61,576	65,942	86,309
04	46,208	48,535	53,619	56,372	59,320	62,440	66,805	87,171
04A	47,071	49,391	54,476	57,232	60,180	63,302	67,664	88,029
05	47,933	50,248	55,333	58,093	61,040	64,163	68,523	88,888
05A	48,796	51,112	56,196	58,956	61,899	65,018	69,384	89,751
06	49,659	51,975	57,058	59,819	62,757	65,873	70,246	90,614
06A	50,517	52,839	57,920	60,680	63,627	66,736	71,112	91,479
07	51,374	53,703	58,783	61,541	64,497	67,598	71,978	92,344
07A	52,240	54,570	59,646	62,401	65,359	68,466	72,836	93,203
08	53,106	55,436	60,508	63,261	66,221	69,333	73,693	94,062
08A	54,121	56,292	61,371	64,128	67,082	70,193	74,560	94,928
09	55,134	57,149	62,233	64,996	67,943	71,053	75,426	95,794
09A	55,975	58,146	63,241	66,008	68,966	72,086	76,464	96,882
10	56,815	59,143	64,248	67,020	69,990	73,119	77,503	97,970
10A	56,815	59,143	64,248	67,020	69,990	73,119	77,503	97,970
11	56,815	59,143	64,248	67,020	69,990	73,119	77,503	97,970
11A	56,815	59,143	64,248	67,020	69,990	73,119	77,503	97,970
12	56,815	59,143	64,248	67,020	69,990	73,119	77,503	97,970
12A	56,815	59,143	64,248	67,020	69,990	73,119	77,503	97,970
13	56,815	59,143	64,248	67,020	69,990	73,119	77,503	97,970
13A	56,815	59,143	64,248	67,020	69,990	73,119	77,503	97,970
14	56,815	59,143	64,248	67,020	69,990	73,119	77,503	97,970
14A	57,541	59,869	64,972	67,745	70,713	73,841	78,228	98,693
15	58,265	60,594	65,697	68,471	71,437	74,564	78,955	99,417

OSA 12 MONTH SALARY SCHEDULE 2020-2021 – NEW HIRES

For members starting in unit on 7/1/2016 and thereafter

	1	2	3	4	5	6	7	8
Step	Clerk Typist Clerk	Stenographer Telephone Oper	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno	Buyer Comp Oper I Sr. Account Clk	Principal Clerk Principal Typist Clk	Comp Oper II Info Spclst I Principal Account Clk Sr. Personnel Clk Steno Secretary	Admin Asst Auditor
01	41,750	44,123	49,287	52,090	55,092	58,270	62,702	83,427
01A	42,631	44,996	50,168	52,968	55,967	59,145	63,585	84,306
02	43,511	45,869	51,050	53,846	56,841	60,020	64,467	85,186
02A	44,387	46,750	51,917	54,723	57,721	60,896	65,342	86,064
03	45,262	47,631	52,784	55,600	58,601	61,774	66,218	86,943
03A	46,140	48,508	53,671	56,479	59,479	62,654	67,096	87,819
04	47,017	49,384	54,557	57,359	60,358	63,533	67,974	88,696
04A	47,895	50,255	55,429	58,234	61,233	64,410	68,848	89,570
05	48,772	51,127	56,301	59,110	62,108	65,286	69,722	90,444
05A	49,650	52,006	57,179	59,988	62,982	66,156	70,598	91,322
06	50,528	52,885	58,057	60,866	63,855	67,026	71,475	92,200
06A	51,401	53,764	58,934	61,742	64,740	67,904	72,356	93,080
07	52,273	54,643	59,812	62,618	65,626	68,781	73,238	93,960
07A	53,154	55,525	60,690	63,493	66,503	69,664	74,111	94,834
08	54,035	56,406	61,567	64,368	67,380	70,546	74,983	95,708
08A	55,068	57,277	62,445	65,250	68,256	71,421	75,865	96,589
09	56,099	58,149	63,322	66,133	69,132	72,296	76,746	97,470
09A	56,955	59,164	64,348	67,163	70,173	73,348	77,802	98,577
10	57,809	60,178	65,372	68,193	71,215	74,399	78,859	99,684
10A	57,809	60,178	65,372	68,193	71,215	74,399	78,859	99,684
11	57,809	60,178	65,372	68,193	71,215	74,399	78,859	99,684
11A	57,809	60,178	65,372	68,193	71,215	74,399	78,859	99,684
12	57,809	60,178	65,372	68,193	71,215	74,399	78,859	99,684
12A	57,809	60,178	65,372	68,193	71,215	74,399	78,859	99,684
13	57,809	60,178	65,372	68,193	71,215	74,399	78,859	99,684
13A	57,809	60,178	65,372	68,193	71,215	74,399	78,859	99,684
14	57,809	60,178	65,372	68,193	71,215	74,399	78,859	99,684
14A	58,548	60,917	66,109	68,931	71,950	75,133	79,597	100,420
15	59,285	61,654	66,847	69,669	72,687	75,869	80,337	101,157

OSA 12 MONTH SALARY SCHEDULE 2021-2022 – NEW HIRES

For members starting in unit on 7/1/2016 and thereafter

	1	2	3	4	5	6	7	8
Step	Clerk Typist Clerk	Stenographer Telephone Oper	Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno	Buyer Comp Oper I Sr. Account Clk	Principal Clerk Principal Typist Clk	Comp Oper II Info Spclst I Principal Account Clk Sr. Personnel Clk Steno Secretary	Admin Asst Auditor
01	42,481	44,895	50,150	53,002	56,056	59,290	63,799	84,887
01A	43,377	45,783	51,046	53,895	56,946	60,180	64,698	85,781
02	44,272	46,672	51,943	54,788	57,836	61,070	65,595	86,677
02A	45,164	47,568	52,826	55,681	58,731	61,962	66,485	87,570
03	46,054	48,465	53,708	56,573	59,627	62,855	67,377	88,465
03A	46,947	49,357	54,610	57,467	60,520	63,750	68,270	89,356
04	47,840	50,248	55,512	58,363	61,414	64,645	69,164	90,248
04A	48,733	51,134	56,399	59,253	62,305	65,537	70,053	91,137
05	49,626	52,022	57,286	60,144	63,195	66,429	70,942	92,027
05A	50,519	52,916	58,180	61,038	64,084	67,314	71,833	92,920
06	51,412	53,810	59,073	61,931	64,972	68,199	72,726	93,814
06A	52,301	54,705	59,965	62,822	65,873	69,092	73,622	94,709
07	53,188	55,599	60,859	63,714	66,774	69,985	74,520	95,604
07A	54,084	56,497	61,752	64,604	67,667	70,883	75,408	96,494
08	54,981	57,393	62,644	65,494	68,559	71,781	76,295	97,383
08A	56,032	58,279	63,538	66,392	69,450	72,671	77,193	98,279
09	57,081	59,167	64,430	67,290	70,342	73,561	78,089	99,176
09A	57,952	60,199	65,474	68,338	71,401	74,632	79,164	100,302
10	58,821	61,231	66,516	69,386	72,461	75,701	80,239	101,428
10A	58,821	61,231	66,516	69,386	72,461	75,701	80,239	101,428
11	58,821	61,231	66,516	69,386	72,461	75,701	80,239	101,428
11A	58,821	61,231	66,516	69,386	72,461	75,701	80,239	101,428
12	58,821	61,231	66,516	69,386	72,461	75,701	80,239	101,428
12A	58,821	61,231	66,516	69,386	72,461	75,701	80,239	101,428
13	58,821	61,231	66,516	69,386	72,461	75,701	80,239	101,428
13A	58,821	61,231	66,516	69,386	72,461	75,701	80,239	101,428
14	58,821	61,231	66,516	69,386	72,461	75,701	80,239	101,428
14A	59,573	61,983	67,266	70,137	73,209	76,448	80,990	102,177
15	60,322	62,733	68,017	70,888	73,959	77,197	81,743	102,927

OSA 12 MONTH SALARY SCHEDULE 2022-2023 – NEW HIRES

For members starting in unit on 7/1/2016 and thereafter

	1	2	3	4	5	6	7	8
			Account Clerk Assistant Buyer Control Clerk Public Info Aide Spec Asst/Comm Rel. Sr. Clerk Sr. Library Clerk Sr. Telephone Oper Sr. Typist Clerk Typist Clerk - Bil	Comp Oper Aide Personnel Clk Public Info Asst Sr. Steno	Buyer Comp Oper I Sr. Account Clk	Principal Clerk Principal Typist Clk	Comp Oper II Info Spclst I Principal Account Clk Sr. Personnel Clk Steno Secretary	Admin Asst Auditor
Step	Clerk Typist Clerk	Stenographer Telephone Oper						
01	43,224	45,681	51,028	53,930	57,037	60,328	64,915	86,373
01A	44,136	46,584	51,939	54,838	57,943	61,233	65,830	87,282
02	45,047	47,489	52,852	55,747	58,848	62,139	66,743	88,194
02A	45,954	48,400	53,750	56,655	59,759	63,046	67,648	89,102
03	46,860	49,313	54,648	57,563	60,670	63,955	68,556	90,013
03A	47,769	50,221	55,566	58,473	61,579	64,866	69,465	90,920
04	48,677	51,127	56,483	59,384	62,489	65,776	70,374	91,827
04A	49,586	52,029	57,386	60,290	63,395	66,684	71,279	92,732
05	50,494	52,932	58,289	61,197	64,301	67,592	72,183	93,637
05A	51,403	53,842	59,198	62,106	65,205	68,492	73,090	94,546
06	52,312	54,752	60,107	63,015	66,109	69,392	73,999	95,456
06A	53,216	55,662	61,014	63,921	67,026	70,301	74,910	96,366
07	54,119	56,572	61,924	64,829	67,943	71,210	75,824	97,277
07A	55,030	57,486	62,833	65,735	68,851	72,123	76,728	98,183
08	55,943	58,397	63,740	66,640	69,759	73,037	77,630	99,087
08A	57,013	59,299	64,650	67,554	70,665	73,943	78,544	99,999
09	58,080	60,202	65,558	68,468	71,573	74,848	79,456	100,912
09A	58,966	61,252	66,620	69,534	72,651	75,938	80,549	102,057
10	59,850	62,303	67,680	70,600	73,729	77,026	81,643	103,203
10A	59,850	62,303	67,680	70,600	73,729	77,026	81,643	103,203
11	59,850	62,303	67,680	70,600	73,729	77,026	81,643	103,203
11A	59,850	62,303	67,680	70,600	73,729	77,026	81,643	103,203
12	59,850	62,303	67,680	70,600	73,729	77,026	81,643	103,203
12A	59,850	62,303	67,680	70,600	73,729	77,026	81,643	103,203
13	59,850	62,303	67,680	70,600	73,729	77,026	81,643	103,203
13A	59,850	62,303	67,680	70,600	73,729	77,026	81,643	103,203
14	59,850	62,303	67,680	70,600	73,729	77,026	81,643	103,203
14A	60,616	63,068	68,443	71,364	74,490	77,786	82,407	103,965
15	61,378	63,831	69,207	72,129	75,253	78,548	83,174	104,728

3. Annual Increments

July 1 of each fiscal year shall be the date on which the annual increment shall be applied. A person shall advance to the next step on the salary schedule on July 1 each year, unless the employee shall have been appointed between February 1 and June 30, in which case the employee shall advance to the next step on the second July 1 following the date of initial appointment.

Employees who have completed or will complete five years or more on step 10 shall be eligible for movement to step 15, in the manner provided by the agreement.

Increments beyond step 6 may be withheld by action of the Board of Education for reasonable cause.

4. Entering Employees

- a. The place on the schedule of entering employees shall be determined as follows:

<u>STEP</u>	<u>YEARS OF EXPERIENCE</u>
1	1, 2 or 3 years of experience
2	4, 5, 6 or 7 years of experience
3	8 or more years of experience

- b. An entering employee is defined as one who has never been employed in a position within the employee unit.
- c. The Board reserves the right to grant additional credit for outside experience in unusual circumstances.

5. Service Increments

The service increment shall be applied to eligible employees in the year in which the employee completes the required number of years of service with the Great Neck Schools as shown below, and shall be payable commencing with the next pay period of the anniversary date of employment.

With respect to all unit members employed on July 1, 1997, or thereafter, the service increment shall be applied to eligible employees in the year in which the employee completes the required number of years of service with the Great Neck Schools as an Office Staff member as shown below, and shall be payable commencing with the next pay period of the anniversary date of employment. Service increments for part-time employees shall be prorated.

Years of Service	Effective 7/1/2019	Effective 7/1/2020	Effective 7/1/2021	Effective 7/1/2022
15	\$915	\$931	\$931	\$947
20	\$915	\$931	\$931	\$947
25	\$915	\$931	\$931	\$947
30	\$915	\$931	\$931	\$947

6. Promotion

When an employee is promoted to a position in a higher Civil Service classification they will be placed on the same numbered step in the new class.

7. Educational Improvement Incentive

- a. The Board and the Association endorse the concept that a changing society and instructional program have implications for updating and improving office staff techniques. Accordingly, it is agreed that an office staff member shall take, at the expense of the school district, any inservice course adjudged by the Board, on the recommendation of the Superintendent of Schools (or designee), as being necessary.

- b. To encourage employees to equip themselves for increasing responsibility within the District and more effective service to the community, the District shall, in cooperation with Association representatives develop an inservice training program. Such program may include not only courses planned specifically for Great Neck Office Staff, but also courses offered to members of the teaching faculty to the extent space is available; courses offered in adult education programs, as well as college courses offered on campus or in Great Neck. Approval for the granting of educational improvement credit for such courses shall be in accordance with existing guidelines as revised effective January 1, 1988.
- c. A member of Office Staff may advance an additional step on the salary schedule for each 15 points in courses taken with the prior approval of the Assistant Superintendent for Business. Advancement to such higher step shall take place on the February 1 or July 1 (September 1 for ten-month personnel and those completing course work during the summer) following completion of the necessary 15 points of course work. Effective on or after July 1, 1981, a person (other than a person employed subsequent to June 30, 1990 or who shall not have attained step 9 by June 30, 1993) who earns one or more educational incentive increments while below the maximum step on the salary schedule shall be entitled, upon reaching the maximum step on the salary schedule, to advance up to four steps beyond the maximum step on the salary schedule.

Persons employed subsequent to June 30, 1990, or who have not attained step 9 by June 30, 1993, shall, after one year on the maximum step, advance beyond the maximum step at the rate of no more than one step per year; and this shall be so provided in the successor agreement. An employee at maximum who has not previously earned an educational credit increase may earn and receive up to four such increments beyond normal maximum salary upon completion of 15 points of approved study for each such increment.

- d. A member shall be allowed one absence for an inservice course of less than ten sessions and two absences for an inservice course of ten or more sessions.

e. Point value for approved courses:

College courses: 2 points per 2 credit course
 4 points per 3 credit course
 5 points per 4 credit course

Inservice courses: 1 point per 7 or 8 hour course
 2 points per 15 hours with a maximum of
 4 points per course

f. The Office Staff Association shall have membership in the Inservice Institute. For the life of this agreement the Board shall allocate \$2,840 for funding courses designed for Office Staff members. For each year of this contract the Board will allocate an additional \$4,147 for Office Staff inservice courses. This amount will be for courses authorized by a committee consisting of two members appointed by the Office Staff Association and two members appointed by the Superintendent.

g. One institute member may be released for up to two full days per year for institute work.

h. Each educational step beyond maximum will equal \$1,212.

i. Unit members who start in this unit on or after July 1, 2016 will not be eligible to receive payment for educational increments until they have completed step 10.

8. Retired Employees

Retirees of this bargaining unit who substitute for current employees shall be entitled to payment of at least \$1 over the current hourly rate.

9. Payday

Payday shall be the 16th and the last day of the month except that whenever it is not a workday for office staff, payday shall be the workday previous to the 16th of the month or the workday previous to the last day of the month. If an OSA member expects to be on vacation when a payday occurs, they may make a request to Payroll for an early delivery date of their check. This request should be made at least one week in advance. The Payroll Department shall make a reasonable effort to comply with this request.

10. Direct Deposit of Paychecks

Office Staff members shall have the opportunity to elect direct deposit of their paychecks.

Article 6: Employee Benefits

1. Group Health Insurance

Unit members' contribution to the applicable total premium shall be 12%.

Unit members hired on or after July 1, 2012, must work a minimum of 25 hours per week to be eligible for health insurance.

The parties understand that the District is subject to the rules and regulations of the New York State Civil Service Department in the administration of the New York State Health Insurance Plan.

The District will provide a health insurance buy-back for members of the unit under the following conditions:

- a. Employee selecting this option must notify the District in writing by no later than November 20, for the calendar year beginning January 1.
- b. Employee opting out of such coverage shall be paid the sum of \$1,000 for the applicable school year for individual coverage.
- c. Employees who opt out of coverage who are currently enrolled for dependent health insurance under the District's health insurance program or who are enrolled for dependent coverage for dental insurance under the GNTA Trust Fund or who are enrolled for dependent coverage for dental or health insurance under any other plan, will be paid \$2,000 for the applicable school year.
- d. In the case of an employee who has elected to participate in the District's Flexible Benefit Plan, opting out must be in accordance with prevailing rules and regulations of the Internal Revenue Service.
- e. Payment shall be made retroactively, semi-annually no later than December 31 and June 30 of each year for the period the employee has opted out of the plan.
- f. Employees who have withdrawn from the plan may elect to return to the plan in accordance with the regulations of the plan provider. The District shall not re-enroll an employee unless it has received an application from the employee. Absent such application the opt-out shall continue from year to year.

The District will provide health insurance coverage under the State Employees Health Plan to full time active and retired Office Staff member's domestic partner. To qualify for coverage, the domestic partner shall meet the provider's eligibility requirements. The District's contribution will be the same as it is for other members of this unit.

2. Disability Insurance and Benefit Trust Fund

The school district pays the administrative and clerical costs for a disability insurance program available to staff members on an optional basis.

- a. The parties agree to continue to participate in the Great Neck Teachers Association Benefit Trust Fund.
- b. For the duration of this contract the contribution by the Board shall be \$212,997.

3. Retirement Plan

Except as required by law, the school district pays both its own contribution and the staff members' contribution for their membership in the New York Employees' Retirement System.

4. Paid Vacation

- a. Summer vacation policy for Great Neck Office Staff members employed subsequent to June 30, 1968 shall be as follows:
 - Less than one year of Great Neck service – one vacation day per full month employed, but not to exceed ten vacation days during the first year of service.
 - After completing one full year of Great Neck service – two weeks
 - After completing five full years of Great Neck service – three weeks
 - After completing ten full years of Great Neck service – four weeks
 - After completing twenty full years of Great Neck service – five weeks.

NOTE: Vacation allowance for members of the unit employed on or after July 1, 1997, shall be computed based on years of service in an Office Staff position completed as of July 1 of each year with additional days accrued for a portion of a year's service.

- b. Summer vacation policy for Great Neck Office Staff members whose employment in the unit begins on or after July 1, 2020 shall be as follows:
- Less than one year of Great Neck service – one vacation day per full month employed, but not to exceed ten vacation days during the first year of service
 - After completing one full year of Great Neck service – two weeks
 - After completing five full years of Great Neck service – three weeks
 - After completing ten full years of Great Neck service – four weeks
- c. Vacation allowance for members of the unit shall be computed based on years of service completed as of July 1 of each year, with additional days accrued for a portion of a year's service.
- d. Office Staff members in the schools who are entitled to vacation time beyond the established summer vacation period, shall arrange for such additional vacation at other times when schools are closed with approval of the Principal and the Assistant Superintendent for Business.
- e. Central instructional office personnel who are entitled to vacation beyond the established summer vacation period shall arrange such additional vacation time with the immediate supervisor and the Assistant Superintendent for Business.
- f. Unit personnel whose accumulated vacation time is of shorter duration than the established summer vacation period and who do not wish to request additional vacation time without pay should consult with the Assistant Superintendent for Business and the building principal to determine their work station for that period of time when their school remains closed.
- g. The President of the Association shall be consulted before a determination is made as to when schools will be closed for summer vacation.
- h. Existing practice with respect to holidays and bonus days shall be continued during the life of this agreement.
- i. Members of the bargaining unit shall be provided with a calendar of holidays and school vacation days no later than June 1 of each school year.

- j. The President of the Association will advise the Assistant Superintendent for Business of the Association's preferences with regard to the scheduled date for summer closings of elementary schools not later than February 15 of each year. On or about March 15, the District shall advise the President of the dates schedule for summer closings of the elementary schools.
- k. An Office Staff member shall be informed of the rejection or approval of the member's proposed vacation request within ten days after it is received by the immediate supervisor. The member can appeal this determination to the Superintendent of Schools. Claimed violations of this subdivision are not subject to procedures in Article VII.

A unit member who submits a written request for a vacation day(s) between July 1 and June 20 and whose request is denied shall, in consultation with their supervisor, select another vacation day(s), and they shall make reasonable efforts to do so within two weeks following the initial denial. Such request shall not be unreasonably denied by the supervisor. Should the unit member not agree to a rescheduled vacation day and the unit member's vacation balance exceeds the amount allowable on the subsequent June 30, such day(s) shall be forfeited.

- l. A maximum of 15 vacation days may be carried over, and thus, the maximum vacation allowance any unit member can have on each July 1, when annual allotments are credited, is 40 days.

For unit members who have accumulated vacation balances in excess of 15 vacation days as of June 30, 2013, those balances will be reduced by having the unit member take their entire annual vacation allotment plus an additional five days every year until the accumulated balance is reduced to 15 days. Members who fail to so reduce their vacation balance will, each year as of June 30, forfeit a number of vacation days equal to the member's annual allotment plus five vacation days less vacation days actually taken.

Members whose accumulated vacation balance as of June 30, 2012, exceeds 30 days will be paid for the amount of days in excess of thirty at the rate of 1/260.

5. Paid Sick Leave

- a. Office Staff members are allowed 13 days of paid sick leave each year for personal illness or sickness in the immediate family (husband, wife, child, mother, and father) or other relative living in the home including domestic partner. Sick leave may also be used for death in the immediate family (husband, wife, child, mother, father, grandchild, mother-in-law, father-in-law, brother, sister, aunt, uncle, cousin, nephew, niece, and unit member's grandparent) or other close relative living in the home including domestic partner. Use of sick leave for other than personal illness shall be limited to a maximum of 20 days per year. Sick leave beyond the 20 days for other than personal illness shall be unpaid leave.

Probationary Office Staff members shall earn sick leave days at the rate of one day per month worked. Upon achieving permanent status, the Office Staff member shall be credited with the balance of the 13 days annual sick leave allotment.

- b. Sick leave is cumulative with no upper limit.
- c. If it should become necessary in the case of a member who has completed five full years of service as an Office Staff member, additional sick leave may be granted at the discretion of the Board of Education and on the recommendation of the Superintendent for personal illness that is catastrophic in nature, in an amount not to exceed one year at one-half pay and one year at one-third pay, after which extension of sick leave shall be terminated. Such additional sick leave at one-half pay and one-third pay will be considered for absences of a minimum of three months duration.

"Catastrophic" is defined as a severe illness or injury which would be considered to be life-threatening or likely to result in serious residual disability and which has totally incapacitated an employee's ability to work (including, but not limited to: cancer, coma, heart attack, leukemia, major burns, stroke, trauma with residual paralysis, etc.). Generally speaking, such illness or injury must be both long term in nature and require a long term recuperation period. Sufficient medical records, verified by a physician selected by the Board, to support such leave is required.

- d. Whenever an Office Staff member incurs an on-the-job injury necessitating absence from work, they shall receive the regular salary and fringe benefits to which they would have been entitled during such absence, for a maximum period of 12 months from the date of injury without loss of accumulated sick leave, less any workers' compensation salary benefits paid during the period of absence. This provision can only be used once during an Office Staff member's career with the District provided, however, those Office Staff members whose injury occurred prior to July 1, 2006, shall not be so limited.
- e. A doctor's certificate may be required by the District following a sick leave absence of three or more consecutive days.
- f. A doctor's certificate may be required for a sick leave absence on the day(s) immediately preceding and/or following the summer, Thanksgiving, Christmas, winter and spring vacation period.
- g. If a doctor's certificate is required, the cost of the examination or visit by the physician of choice of the employee shall be borne by the District.
- h. If as a result of serious and/or recurring illness, an employee exhausts their sick leave, the employee may apply to the Assistant Superintendent for Business for additional leave to be granted from a bank of 33 days per year. A maximum of eight days' leave per year may be approved for an individual applicant.
- i. The District may require verification at District expense by an independent medical facility of a sick leave absence beyond 15 days for a single cause of absence. In case of absence due to family illness, the district may require verification by examination of the family member or by review of the family member's medical record by said independent medical facility at District expense.

6. Unused Sick Leave at Retirement

A member of the bargaining unit who gives notice of intent to retire three months in advance of retirement, shall receive, upon retirement, one day's pay for each three days of accumulated sick leave, up to a maximum of ninety days; however, that in the unit member's final year, sick leave shall be prorated.

The District shall make any payment due hereunder as a non-elective employer contribution to a 403(b) program that confirms it can accept the contribution in accordance with applicable Internal Revenue Code rules and regulations. Such payment shall be made to the 403(b) program within 30 days following retirement.

7. Paid Personal Leave

- a. Up to two days leave in any school year may be granted without loss of pay on prior (except in emergencies) application to and approval by the Superintendent (or designee) for attendance to personal affairs such as:

- Closing title to home
- Moving day
- Court appearance
- Workers' Compensation hearing
- Appearance at Internal Revenue Service
- Entering child in college
- Attending child's graduation
- Marriage
- Attending wedding of family member
- Religious ceremony involving family
- Illness or death of close friend
- Vehicular breakdown
- Impassable roads
- Failure of public transportation
- Religious observance
- Other such personal affairs

- b. Personal leave days not used prior to June 30 of the school year will be added to the staff member's accumulated sick leave on July 1.
- c. It is understood that personal leave shall not be granted for recreational purposes or for the purpose of extending a weekend or a vacation period.
- d. Personal leave immediately preceding and/or following the summer, Thanksgiving, Christmas, winter and spring vacation periods will be granted as paid leave for reasons set forth in Article 6 Section 7.a. (except for "other such personal affairs") upon 20 calendar days prior written notice whenever possible to the Superintendent. Documentation may be requested by the Superintendent.

8. Bereavement Bank

A revolving fund of bereavement leave shall consist of 25 days.

- a. A member may, upon application to the Board or to the Superintendent's designee withdraw up to two days per school year from the fund provided the maximum number of days as stated in paragraph "f" is not exceeded.
- b. Bereavement shall be used only for the purposes of death in the employee's immediate family as defined in Article 6, Section 5.a.
- c. A bereavement day withdrawn from the fund does not have to be repaid by the individual using it.
- d. A day withdrawn from the fund during the previous school year shall be restored to the fund each July 1 so that at the beginning of each school year the fund will consist of the number of bereavement days as outlined above.
- e. An employee may take additional days for bereavement beyond the two maximum as stated in a. above, however, these additional days will be charged to the employee's sick leave in accordance with Article 6, Section 5.a.
- f. All unused days from the previous year shall be added to the fund for the following year, provided that in no event will the fund exceed 38 days.

Article 7: Grievance Procedures

1. Rules and Regulations

Rules and regulations, which govern the personal standards of conduct of employee within the school premises, shall be uniform district-wide.

2. Grievance Defined

“Grievance” shall mean any claimed violation, misinterpretation, or inequitable application of provisions of this contract.

3. Grievance Procedure

Step 1:

All written grievances shall include the name and position of the aggrieved party, the identity of the specific article and section, policy or procedure which is alleged to have been violated, the time when and the place where the alleged events or conditions constituting the grievance existed, the identity of the party responsible for causing the said events or conditions, if known to the aggrieved party, and a general statement of the nature of the grievance and the redress sought by the aggrieved party.

Any grievance under this Agreement between an employee or employees and the Board shall be settled in the first instance by the employee involved, and his Association representative if requested by the employee, with his immediate supervisor. A grievance submitted to the supervisor in writing shall be answered by the supervisor in writing within seven working days from the time the grievance was received by said supervisor.

A grievance must be filed within 30 working days of the occurrence giving rise to the grievance or within 30 working days of the time the grievant had knowledge or should have had knowledge of the occurrence.

Step 2:

In the event that the grievance was not satisfactorily adjudicated under Step 1, the employee, or the Association through its Grievance Committee at the employee's request, may within ten working days from the date of the written answer take up such grievance with the Superintendent or delegate, who shall not have been the person taking the action complained of.

Association-Board or Board-Association grievances under this Agreement may be entered in writing under Step 2.

The Superintendent or the Association, as the case may be, after informal hearing where requested, at which the employee and their representative may appear and present oral or written statements or arguments, shall answer in writing within ten working days of receipt of the grievance, or ten working days of the hearing, if later.

Step 3:

A grievance which is not satisfactorily adjusted as a result of said hearing may within ten working days of the written answer be submitted to the American Arbitration Association.

A grievance involving Board policy or discretion may be submitted to such Arbitrator only on the question whether such District policy was disregarded or was applied in a discriminatory or arbitrary or capricious manner so as to constitute an abuse of discretion.

Matters before an Arbitrator shall be determined in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association, and the costs of arbitration, if any (exclusive of attorneys' fees) shall be shared equally by the parties.

Step 4:

Decisions of the Arbitrator on any grievance arising under this agreement concerning its application or interpretation shall be binding upon all parties.

The Arbitrator may not add to or detract from the provisions of this Agreement.

Article 8: Agency Fee - OBSOLETE

Article 9: Access to Information

The President of the Association shall be notified by the Superintendent (or designee) of any approved State or Federal grant program which might impact upon members of the bargaining unit.

The President of the Association shall be provided copies of agendas of School Board meetings and any other information normally provided to other bargaining units at the time such information is normally distributed.

Article 10: Loss or Damage to Personal Property

Each July 1, the Board of Education shall establish a fund of \$400 to reimburse Office Staff members in an amount of at least \$20 and not to exceed \$80 per occurrence for damage, destruction or theft of personal property of a kind normally worn to or brought into the school building when the office staff member has not been negligent and to the extent that such loss is not covered by workers' compensation or other insurance.

The Office Staff member shall supply to the District evidence of the value of the item destroyed, damaged or stolen and such other evidence as the District might need to process the claim for reimbursement.

Article 11: Association Responsibility

Just as the Board and its representatives are responsible for carrying out the provisions of this agreement for which they have administrative jurisdiction, so the Association is responsible for assuring its own effective functioning and that of its representatives in carrying out the agreement, particularly those provisions in which the Association has a specific role to perform.

Signed: Barbara Berkowitz, President
Great Neck Board of Education

Signed: Donna Fontanetta, Co-President
Jennifer Rodrigues, Co-President
Great Neck Office Staff Association

NOTES

NOTES

NOTES