

**A Collective Negotiation Agreement Between**

**Highland Central  
School District**

**And**

**The Highland Support  
Association**

**HSA**

**July 1, 2023-June 30, 2028**

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Grade 6AA – Senior Account Clerk, Senior Account Clerk/Typist	
Grade 6B – Typist, Senior Security Guard	
Grade 6C - School District Computer Technician, School Program Secretary	
Grade 7 - Library Clerk, Attendance Clerk, Teacher Aide, School Health Aide, Security Guard	
Grade 7A - Teaching Assistant	
Grade 7B - Licensed Practical Nurse	
Grade 7C - Clerk	
Grade 8A - Custodial Worker	
Grade 8C - Custodian, Custodial Worker/Bus Driver, Groundskeeper II	
Grade 8D – Groundskeeper III	
Grade 10 - School Bus Driver	
Grade 15 - Building Maintenance Worker II, Head Custodian, Automotive Mechanic	
Grade 15 A – Head Custodian - Districtwide	
Grade 16 - Network Systems Specialist I	
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<b>Article I Agreement Terms</b>	
1.1	This Agreement shall be in effect from July 1, 2023 through June 30, 2028
1.2	IT IS AGREED BY AND BETWEEN THE BOARD AND THE ASSOCIATION 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.
1.3	If any provision of this Collective Bargaining Agreement or any application of this Collective Bargaining Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be binding on either the Board or the Association. All other provisions or applications will however continue in full force or effect.
1.4	This Collective Bargaining Agreement is the document outlining salaries, wages, hours and other terms and conditions of employment agreed to by the District and the Association.
<b>Article II Recognition</b>	
2.1	The Highland Central School District, hereinafter referred to as the DISTRICT, recognizes the Highland Support Association, hereinafter referred to as the ASSOCIATION, as the exclusive bargaining agent for all ten (10) and twelve (12) month food service helper, cook, school program secretary, school district computer technician, network systems specialist I and II, senior security guard, security guard, security attendant, clerk, typist, account clerk typist, senior typist, database clerk/typist, LPN, custodial worker, custodian, head custodian, head custodian-district wide, custodial worker/bus driver, groundskeeper II and III, building maintenance worker II, school bus driver, school bus attendant, automotive mechanic, school bus dispatcher, teacher aide, teaching assistant, school driver/messenger, school monitor and school health aide.
2.2	The following personnel are not included in the negotiating unit: confidential personnel designated as Secretary to the Superintendent of Schools, Payroll Clerk, District Treasurer, Athletic Director and any other position declared confidential by PERB during the term of this Agreement.
<b>Article III Association Rights</b>	
<b>3.1</b>	<b>Meetings</b>
3.1.1	The Association is authorized to conduct meetings on District property. The Association must receive authorization for building utilization from the appropriate building administrator. Association business will be conducted outside the workday.
<b>3.2</b>	<b>Notices</b>
3.2.1	The District will provide bulletin boards for the purpose of the posting of Association notices and vacancies that may exist within the District. Such boards will be placed in each building where Association members are employed.
3.2.2	The Association shall have the right to use District copying equipment for the production of materials to be distributed to members of the bargaining unit. Such equipment utilization shall be at a time that does not interrupt the normal utilization of such equipment for District purposes. The cost of materials used will be borne by the

	Association. The Association shall purchase production materials prior to the use of those materials for Association business.
<b>3.3</b>	<b>Board Proceedings</b>
3.3.1	The District will provide the Association with an agenda for each official Board meeting as soon as it is available.
3.3.2	The District will provide the Association with a copy of the official minutes of each Board meeting upon availability for distribution.
<b>3.4</b>	<b>Dues Deduction/Agency Fees</b>
3.4.1	The Association President shall notify the District of its dues on or before September 15 of each year. The District shall deduct such dues from the paycheck of employees, as said employees individually voluntarily authorize such deduction. The District shall forward such amount bi-weekly to the Association Treasurer.
3.4.2	The Association President will certify to the District, in writing, the current rate of membership dues of the Association. The Association will give the District thirty (30) days written notice prior to the effective date of any change.
3.4.3	Dues Deductions will be made in twenty (20) equal installments during the school year. The District will not be required to honor, for any month's deduction, any authorizations that are delivered to it later than one (1) week prior to the distribution of the payroll from which deductions are to be made.
3.4.4	The District will provide the Association with a list of those employees who have voluntarily authorized the District to deduct dues no later than September 30 <sup>th</sup> of each year.
3.4.5	Any employee desiring to have the District discontinue deductions he/she had previously authorized must notify the District and the Association in writing by September 15 <sup>th</sup> of the school year's dues.
3.4.6	The District agrees that it will not accord dues deductions or similar check-off rights to any other organization until or unless such organization has been duly recognized or certified according to law.
<b>3.5</b>	<b>Convention Attendance</b>
3.5.1	Attendance of official Association delegates of the New York State United Teachers and its affiliates will be allowed time off, with pay, not to exceed a District total of four (4) days per year. The total shall in no event exceed four (4) days per year.
3.5.2	The Association President or his or her designee shall be released upon request from his/her work for up to eight (8) work days each year, with pay, to conduct association business and/or attend annual AFT and NYSUT functions. Application for such use shall be made to the Superintendent of Schools who shall not unreasonably refuse such request, whereby the representative shall notify the appropriate site supervisor. The Association President may utilize release time in hourly increments. The Superintendent will notify the appropriate site supervisor when the local president is in need of release time outside of Article 3.5.
3.5.3	The official delegate(s) to the New York State Employees Retirement System Annual Conference will be allowed to attend with no loss of time or pay. Attendance shall be limited to two (2) delegates.
<b>3.6</b>	<b>Meeting Attendance</b>
3.6.1	Night personnel shall be excused from duties for a period of time not to exceed two (2) hours in duration for special and regular Association meetings. Such meetings shall not exceed four (4) during the period July 1 <sup>st</sup> through June 30 <sup>th</sup> of each school year. Prior notice of Association meetings shall be submitted in writing to the Superintendent of Schools 10 business days prior to the meeting date.

<b>Article IV Employee Working Conditions</b>	
<b>4.1</b>	<b>Safety Practices</b>
4.1.1	The parties recognize the necessity of following good safety practices in all job classifications. The District will provide adequate equipment and maintain both equipment and working conditions in a safe manner. It shall be the duty of each employee to report, in writing, to his/her immediate supervisor any condition which is felt to be unsafe.
4.1.2	All employees shall have safe and healthful conditions after which to carry out their duties.
4.1.3	Employees will immediately report all cases of accident, assault, injury, loss of property, or illness suffered by them in connection with their employment in writing to their immediate supervisor. This report will then be forwarded to the Superintendent of Schools or his designated representative.
4.1.4	If in the course of the performance of his/her assigned duties an employee is assaulted or injured the school attorney upon request shall be made available to advise said employee of his/her rights.
<b>4.2</b>	<b>Worker's Compensation Insurance</b>
4.2.1	The District will provide Workers' Compensation Insurance for all school personnel. Any employee injured in the course of his/her employment for the district must file an accident report with the District within twenty-four (24) hours of the accident. Time lost as a result of an employee's injury incurred in the course of his/her employment for the District will be charged to the employee's sick leave accumulation. When the District is reimbursed by the Workers' Compensation carrier for remunerating an employee under the sick leave policy of the district, the employee will receive credit for loss of sick leave equal to the Workers' Compensation rate of reimbursement to the district.
<b>Article V Employee Personnel File</b>	
<b>5.1</b>	<b>Personnel File</b>
5.1.1	There shall be one official Employee Personnel File which shall be maintained in the central office. Employees shall have the right, upon request, to review the contents of their file, excluding confidential references pertaining to hiring or promotion.  Classified information, such as letters of reference and pre-employment rating forms, etc., will be removed from the folder by the Superintendent of Schools before the inspection.  The employee shall be entitled to have an Association representative in attendance during such review.
5.1.2	Employee files shall contain routine financial information, hiring information, certification information and factual matters which relate to the job performance of the employee.
5.1.3	No material, other than confidential information pertaining to promotion, shall be filed unless the employee has had the opportunity to examine the material.
5.1.4	To show that the employee has examined the material he/she shall be required to affix his/her signature and date on the actual document to be filed with the understanding that such signature merely signifies that he/she has examined the materials. Such signature does not necessarily indicate agreement with its contents.
5.1.5	The employee shall have the right to reply in writing to any material placed in the personnel file. This reply shall be attached to the material and filed in the official District

	personnel file. Failure to reply shall not be interpreted as a waiver of a defense in any case; however, the employee shall ordinarily be expected to reply in ten (10) days of placement of any unusual material in a file.
5.1.6	Any material which is proven to be inaccurate, not based on facts, or unjust, shall be removed from the employee personnel file.
5.1.7	All requests shall be written and submitted to the Superintendent of Schools.
5.1.8	Requests for review will normally be honored within two working days, providing that no more than five such requests are received at any one time.
5.1.9	The folder will be reviewed at the convenience of the Superintendent of Schools, in the Superintendent's office.
5.1.10	A note, indicating a review was made, will be signed and dated by the employee at the time of the inspection and placed in said file.

## **Article VI Duty Hours and Specifics**

<b>6.1</b>	<b>Clerical Personnel</b>
6.1.1	Duty Hours (12 month) The work week for clerical staff shall be thirty-seven and one-half (37 ½) hours, exclusive of one-half (1/2) hour daily lunch break.  Summer Hours: Summer hours for 12 month clerical employees will commence each year on the school day immediately following the July 4 <sup>th</sup> holiday and shall end two weeks prior to the first Superintendent's Conference Day of the new school year (typically, the first day of the new school year is the first Superintendent's Conference Day before students arrive for classes in September each year), unless needed to work by the immediate supervisor with three (3) day's prior notice. During the summer hours period described herein, twelve month clerical staff will work 1 hour less than their regular work day. Thus, clerical staff subject to summer hours will work a six and a half (6 ½) hour day instead of a seven and a half hour (7 ½) day during the summer hours period.
6.1.2	Duty Hours (10 month) Clerk typist shall work seven and one-half (7 ½) hours per day on school days, as scheduled, exclusive of one-half (1/2) hour daily lunch break.
<b>6.2</b>	<b>Clerk (Attendance/Library Clerk), Teacher Aide, Teaching Assistant (10 month)</b>
6.2.1	Duty Hours (10 month) Each employee will work seven (7) hours per day on school days, as scheduled, exclusive of one-half (1/2) hour daily lunch break.
6.2.2	Teaching Assistants may be scheduled by the Building Principal to attend up to two faculty, grade level, department, or instructional meetings a month not to exceed one hour from the end of the work day. All meetings may be extended by a majority vote of those present. Attendance at such meetings will be without additional pay.
<b>6.3</b>	<b>Cafeteria Personnel (10 month)</b>
6.3.1	Each employee will work six (6) hours per day, on school days, as scheduled, exclusive of one-half (1/2) hour daily lunch break.
<b>6.4</b>	<b>Transportation Personnel</b>
6.4.1	Duty Hours
6.4.2	Garage Personnel & Bus Dispatcher (12 month) The work week for garage personnel shall be thirty-seven and one-half (37 ½) hours exclusive of one-half (1/2) hour daily lunch break.
6.4.3	Bus Drivers

	Each employee will work five (5) hours per day on school days as scheduled.
6.4.3.1	Each driver will clock-in and do a pre-check of their assigned bus fifteen (15) minutes prior to the scheduled start of the a.m. run. Each driver will clock-in and do a pre-check of their assigned bus ten (10) minutes prior to the scheduled start of the p.m. run.
6.4.3.2	Each driver will clock out at the conclusion of responsibility for each daily run.
6.4.4	<p>Picking of Bus Runs: Bus drivers will pick their daily bus runs and BOCES runs annually based upon seniority at dates and times designated by the district.</p> <p>All Bus Drivers wishing to receive additional school trips (excluding the mid-day runs and the main bus runs that pick up and drop off students for a.m. and p.m. runs for the elementary, middle, and high school) shall sign an availability roster. These runs shall be assigned by seniority on a rotating seniority list. Drivers refusing an extra assignment shall be placed at the bottom of the rotating list for future assignment. A roster of drivers who choose to sign up for extra trips shall be posted on the bulletin board in the bus garage.</p> <p>The summer runs shall be assigned by seniority. These runs shall not rotate. The assigned driver shall be the driver for the duration of that summer. If an assigned driver is not available for such run, a driver shall be assigned by seniority only. BOCES runs that occur during the summer will not be awarded by seniority.</p>
6.4.5	Unit members responsible for the 19A testing shall be paid a stipend in the amount of \$250.00 per school year while conducting training of a new driver. The 19A testing shall be done at the district's discretion.
<b>6.5</b>	<b>Custodial Personnel (12 month)</b>
6.5.1	The work week for custodial personnel shall be thirty-seven and one-half (37 1/2) hours, exclusive of one-half (1/2) hour daily lunch break.
6.5.2	Custodial staff hired after November 1, 1999 may be assigned to work on Saturday as a part of their regular work schedule without payment of overtime. Work schedules or holiday schedules will be adjusted to provide employees with the entitled number of holidays.
6.5.3	The District will notify employees at least ten business days prior to any change in her/his regular shift, absent of extenuating circumstances. Employees who are assigned a work week which includes Saturday will be expected to have flexible work shifts on Saturdays which may be arranged around activities. All work schedule changes will be approved by the immediate supervisor.
<b>6.6</b>	<b>School Monitor &amp; Senior Security Guard (10 Month)</b>
6.6.1	Each employee will work seven (7) hours per day on school days, as scheduled, exclusive of a thirty (30) minute daily lunch break.
<b>6.7</b>	<b>Custodial Worker/Bus Driver (12 month)</b>
6.7.1	The work week for Custodial Worker/Bus Driver personnel shall be thirty-seven and one-half (37 1/2) hours, exclusive of one-half (1/2) hour daily lunch break.
<b>6.8</b>	<b>Licensed Practical Nurse (LPN)/Teacher Aide –(10 Month)</b>
6.8.1	Each employee will work seven (7) hours per day on school days, as scheduled, exclusive of a thirty (30) minute daily lunch break.
<b>6.9</b>	<b>Computer Technician, Network Systems Specialist I and II</b>
6.9.1	Duty Hours (12 month) The work week for computer technical staff shall be thirty-seven and one-half (37 ½) hours, exclusive of one-half (1/2) hour daily lunch break.
<b>6.10</b>	<b>Work Year—Ten (10) Month Employees</b>
6.10.1	The work year for ten (10) month employees shall not exceed 182 work days, and shall fall within that period of time when school is in session.



6.10.2	In the event an employee is required to work in excess of the above work year days, he/she will be compensated at their regular hourly rate.
<b>6.11</b>	<b>Uniform Allowance</b>
6.11.1	The District shall contribute \$150 per employee for a uniform allowance each year for the cafeteria staff. It is understood that uniforms shall be used exclusively for job related activities. The District shall also pay up to \$75.00 per year for full-time cafeteria staff to purchase work shoes. Purchases must be made in accordance with the District's Purchasing Manual, and employees must submit uniform receipts for reimbursement by no later than March 1 <sup>st</sup> each school year. Payment shall be made before June 30 <sup>th</sup> .
6.11.2	Employees hired after January 1 <sup>st</sup> of any school year who are eligible to receive a uniform allowance, shall receive a sum of \$70 for the remainder of that school year.
6.11.3	The District shall supply five (5) aprons per week to each cafeteria staff employee.
6.11.4	The District shall make available to mechanics and groundsmen the following rain apparel to carry out job responsibilities during inclement weather: rain pants, rain jackets and rain boots. Operations and maintenance employees shall be reimbursed up to \$150.00 annually for boots. Purchases must be made in accordance with the District's Purchasing Manual, and employees must submit boot receipts for reimbursement by no later than March 1 <sup>st</sup> each school year. Payment shall be made before June 30 <sup>th</sup> .
6.11.5	The District shall make available to custodial personnel the following protective apparel to carry out specific custodial job responsibilities: boots, gloves, and safety goggles, as needed.
6.11.6	The District shall provide bus drivers and bus attendants with a jacket every three (3) years. The next distribution of jackets will be during the 2025-2026 school year (except for new hires).
<b>6.12</b>	<b>Snow Closing/Emergency School Closings/Snow Removal</b>
6.12.1	<p>Twelve-month employees are expected to be on duty on emergency school closing days and snow days, unless directed otherwise by the Superintendent of Schools.</p> <p><b>Snow Removal / Delayed Opening Compensation</b>  In the case of a delayed opening, due to inclement weather or other emergencies, unit members who are required to report to work will be additionally compensated at .5 of their standard hourly rate, up to the time of the delayed opening. When the district is closed due to snow or some other emergency, the designated "Emergency Crew" is required to report to work unless they are told not to by the Superintendent or his/her designee. The Emergency Crew members will receive two (2) times their regular pay for all hours worked and regular pay for the remaining hours of their regular day not worked.</p> <p>The "Emergency Crew" will consist of the following titles: Automotive Mechanics (on a rotating schedule), Head Custodians, Custodians, Custodial Workers, Building Maintenance Workers, and Groundskeepers.</p>
6.12.2	On those occasions when school is closed during the work day for reason of inclement weather, the following procedure shall apply: Clerical staff shall be dismissed no later than one (1) hour following teacher dismissal. Bus Drivers shall be dismissed immediately upon completion of their runs. Cafeteria staff shall be dismissed upon the securing of the kitchen area. The custodial staff shall be dismissed upon completion of the normal responsibilities related to the respective day and night shift. Every effort shall be made to instruct the night shift personnel to report for work before their regular starting time to enable completion of all normal responsibilities related to their full work day.

<b>6.13</b>	<b>Recordkeeping of Time Worked—All Unit Members</b>
6.13.1	The District will have the right to require employees to record their arrival and departure time by using time clocks or a similar device.
<b>Article VII</b>	<b>Regular Salaries</b>
<b>7.1</b>	<b>Salary Schedules</b>
7.1.1	Salaries shall be paid in each year of this Agreement in accordance with the Salary Schedules attached in the following manner:
7.1.1.1	Grade 1 - Food Service Helper (10 month)
7.1.1.2	Grade 2 - Cook (10 month)
7.1.1.3	Grade 3 - School Monitor, School Driver/Messenger, Security Attendant (10 month) Grade 3A – School Bus Attendant (10 Month)
7.1.1.4	Grade 6A – Typist, School Bus Dispatcher, Database Clerk/Typist (12 month)
7.1.1.4.1	Grade 6AA – Senior Account Clerk, Senior Account Clerk/Typist (12 month)
7.1.1.5	Grade 6B – Typist, Senior Security Guard (10 month)
7.1.1.6	Grade 6C –School Program Secretary, Computer Technician (12 month)
7.1.1.7	Grade 7- Clerk (Library/Attendance Clerk), Teacher Aide, School Health Aide, Security Guard (10 month)
7.1.1.8	Grade 7A- Teaching Assistant (10 month)
7.1.1.9	Grade 7B- Licensed Practical Nurse (10 month)
7.1.1.10	Grade 8A - Custodial Worker (12 month)
7.1.1.11	Grade 8C – Custodian, Custodial Worker/Bus Driver, and Groundskeeper II (12 month) Grade 8D – Groundskeeper III (12 month)
7.1.1.12	Grade 10 – School Bus Driver (10 month)
7.1.1.13	Grade 15 - Building Maintenance Worker II, Head Custodian and Automotive Mechanic (12 month) Grade 15A – Head Custodian- Districtwide (12 month)
7.1.1.14	Grade 16 – Network Systems Specialist I (12 month) Grade 16A – Network Systems Specialist II (12 month)
7.1.2	The salaries for employees shall be those set forth on the salary schedules attached to and made a part of this agreement.
7.1.3	Effective July 1, 2023 <ul style="list-style-type: none"> <li>Attached as Appendix B are the salary schedules for the 2023-2024 school year.</li> <li>There shall be no step movement for the 2023-2024 school year. Unit members shall remain on the same step number they were on as of June 30, 2023. Step movement shall resume beginning with the 2024-2025 school year.</li> </ul> <p>Effective July 1, 2024, the salary schedules shall be increased by 3.25%. Effective July 1, 2025, the salary schedules shall be increased by 3.25%. Effective July 1, 2026, the salary schedules shall be increased by 3.25%. Effective July 1, 2027, the salary schedules shall be increased by 3.25%.</p>
<b>7.2</b>	<b>Increment Eligibility</b>
7.2.1	Employees hired after February 1st of each year shall not be eligible for a salary step increment throughout the entire subsequent fiscal year.
<b>7.3</b>	<b>Overtime Allowance</b>
7.3.1	Overtime will be paid at the rate of time and one-half for all hours worked in excess of the required number of daily duty hours pursuant to Article VI herein except for bus drivers. Bus Drivers—Bus drivers who work in excess of five (5) hours in a single work day will be paid at straight time for hours worked in excess of five hours. Such straight time pay shall

	be in addition to the bus driver's base pay, except that bus drivers who work in excess of 37.5 hours during a work week will be paid at the rate of time and one half for all hours worked in excess of 37.5 hours during that work week, rather than at straight time for such hours worked.
7.3.2	Work performed on Holidays (not stipulated in 7.3.4) and Sundays will be compensated at the rate of two times the regular hourly wage for all hours worked.
7.3.3	Work performed on Labor Day, Thanksgiving Day, Christmas Day, Fourth of July, New Year's Day, and Easter Sunday, will be compensated at the rate of two and one-half times the regular hourly wage for all hours worked.
7.3.4	Overtime must be scheduled by the employee's immediate manager and be approved by Central Administration.
7.3.5	The head custodian will assign by roster assignment custodial personnel on days when buildings are being used if there are no volunteers.
<b>7.4</b>	<b>General</b>
7.4.1	Twelve-month employees shall be entitled to sixteen (16) holidays. These holidays are as follows: Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, Presidents' Day, Holy Thursday, Good Friday, Memorial Day, and Juneteenth. The District shall have the right to schedule observance of a holiday on other than the officially designated date as mutually agreed upon by the Superintendent of Schools and the Association. Adjustment in the holiday schedule shall be made by the District on those days that schools are in session. If any holiday is lost to employees by the school calendar or by reason of falling on a weekend, it shall be made up at a time mutually agreed upon by the Superintendent of Schools and the Association.
7.4.2	The Association shall create a School Calendar Committee. Such committee shall advise the Superintendent of Schools prior to his/her submission of a final calendar to the Board of Education for their final approval.
<b>7.5</b>	<b>Shift Premium</b>
7.5.1	Personnel who are scheduled to start work after 2:30 P.M. shall receive a shift differential of fifty (\$0.50) cents per hour during the life of this agreement.
<b>7.6</b>	<b>Building Checks</b>
7.6.1	Building checks will be compensated at the rate of \$21.00 per check effective July 1, 2011
7.6.2	Building checks on the following six (6) holidays will be compensated at twice the building check rate: New Year's Day, Easter, Labor Day, Thanksgiving, Christmas, July 4th.
7.6.3	The head custodian will assign building checks by roster assignment to custodial personnel if there are no volunteers.
7.6.4	Building Check—Emergency Work
7.6.4.1	Emergency work required will be compensated at the rate of time and one-half; double time if such work is required on a Sunday or a Holiday.
7.6.4.2	The employee shall make every effort to obtain supervisory approval prior to emergency work.
7.6.4.3	Premium rate shall commence no earlier than one hour following the initiation of the building check.
<b>7.7</b>	<b>Special Rate/Field Trips</b>
7.7.1	Unit members shall be paid their hourly rate of pay for any extracurricular trip.
7.7.2	In the instance of trips having a duration of six (6) or more hours, applicable meal allowance shall be as follows: Breakfast: \$ 5.00

	Lunch: \$ 8.00 Dinner \$15.00 Reimbursements for meals will only occur after driver/employee submits an itemized receipt.																														
7.7.3	In the instance of trips having a duration of four to five hours which extend beyond a regular meal time, the employee shall be reimbursed for meal allowance (snack) up to \$6.25 upon submitting a receipt or voucher (where the snack is purchased from a vending machine or vendor and receipts are unavailable) to the Transportation Supervisor.																														
<b>7.8</b>	<b>Mileage Allowance</b>																														
7.8.1	Employees authorized to use their own vehicles, on school business, by either their immediate manager or Central Administration, will be compensated at the most current district rate established by the Board.																														
<b>7.9</b>	<b>Longevity</b>																														
7.9.1	Effective July 1, 2023, longevity payments shall be as follows: <table border="1" data-bbox="316 583 1529 819"> <thead> <tr> <th>Years of Service</th> <th>7/1/23</th> <th>7/1/24</th> <th>7/1/25</th> <th>7/1/26</th> <th>7/1/27</th> </tr> </thead> <tbody> <tr> <td>15<sup>th</sup></td> <td>\$1,601</td> <td>\$1,651</td> <td>\$1,701</td> <td>\$1,751</td> <td>\$1,801</td> </tr> <tr> <td>20<sup>th</sup></td> <td>\$1,353</td> <td>\$1,403</td> <td>\$1,453</td> <td>\$1,503</td> <td>\$1,553</td> </tr> <tr> <td>25<sup>th</sup></td> <td>\$1,684</td> <td>\$1,734</td> <td>\$1,784</td> <td>\$1,834</td> <td>\$1,884</td> </tr> <tr> <td>30<sup>th</sup>*</td> <td>\$1,500</td> <td>\$3,000</td> <td>\$3,000</td> <td>\$3,000</td> <td>\$3,000</td> </tr> </tbody> </table>	Years of Service	7/1/23	7/1/24	7/1/25	7/1/26	7/1/27	15 <sup>th</sup>	\$1,601	\$1,651	\$1,701	\$1,751	\$1,801	20 <sup>th</sup>	\$1,353	\$1,403	\$1,453	\$1,503	\$1,553	25 <sup>th</sup>	\$1,684	\$1,734	\$1,784	\$1,834	\$1,884	30 <sup>th</sup> *	\$1,500	\$3,000	\$3,000	\$3,000	\$3,000
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	*The thirty-year longevity shall become recurring effective July 1, 2023.																														
7.9.2	Longevity payments will be made at the beginning of the anniversary year.																														
7.9.3	Years of service is years of service to the Highland School District. This does not include temporary service, substitute service, or less than 4 hours per day regular appointed service.																														
7.9.4	Longevity payments are cumulative.																														
7.9.5	Longevity payments are not made midyear.																														
7.9.6	The above longevity payments apply to employees working four hours or more per day on a regular appointed basis.																														
7.9.7	Recognition Payment: The District will pay unit members a one-time, non-recurring payment of \$1,500, on the unit member's 25 <sup>th</sup> anniversary of continuous service with the District. This one-time, non-recurring payment will not be added to employee's base salary and will only be paid to employees who are in their 25 <sup>th</sup> year of continuous employment with the District.																														
<b>7.10</b>	<b>Temporary Assignments</b>																														
7.10.1	Employees temporarily assigned duties in a job of higher classification shall be paid a 10% differential based on the step of the higher job classification that is closest to their current salary (without being less money). Payment of the differential shall begin upon the sixth day the employee is assigned the duties of the higher classification and shall be payable retroactive to the first day such services are performed. The District may temporarily assign a unit member to the duties in a higher classification for up to six months. The District, may continue to assign the employee to perform the duties in the higher job classification for up to an additional six months beyond the first six month period, but must provide the HSA with written notice of its intention to do so at least fifteen days prior to the expiration of the first six month period.  Any HSA member receiving a stipend and/or differential based on duties in a job of higher classification prior to March 21, 2017, shall continue to receive the stipend and/or differential until the affected unit member is no longer assigned duties of a higher classification.																														

7.10.2	Teacher aides or assistants who serve as a substitute teacher for one to three hours shall receive a thirty-two (\$32.00) dollar stipend; over three hours will be paid a fifty (\$50.00) dollar stipend. This stipend would be in addition to their regular compensation.
<b>7.11</b>	<b>Teaching Assistant Certification</b>
7.11.1	Teaching Assistants shall be compensated a one-time payment of \$1,500.00 for Level III Certification.
<b>7.12</b>	<b>Direct Deposit</b>
7.12.1	Direct deposit of the paycheck of each unit member, to the financial institution of the unit member's choice, shall be required except that under extenuating circumstances approved by the Superintendent or their designee, a paper check may be issued.  Each employee shall be provided with a statement of gross earnings and a statement of deductions made through the online program utilized by the District. No paper check stubs shall be issued.
<b>Article VIII</b>	<b>Employment</b>
<b>8.1</b>	<b>Permanent Status</b>
8.1.1	It shall be the policy of the District that provisional employees become permanent by:
8.1.1.1	Applicable Statutory Provision, including relevant Civil Service and Education Law
8.1.1.2	Resolution of the Board of Education
8.1.2	The probationary period for all Civil Service employees in the bargaining unit shall be the probationary period established by the Ulster County Department of Civil Service and as set forth in the Ulster County Civil Service Rules.
8.1.3	The probationary period for teaching assistants will comply with New York State Education law.
<b>8.2</b>	<b>Disciplinary Procedure</b>
8.2.1	In lieu of Section 75 of the Civil Service Law, competitive class employees who complete their probationary period and all other non-competitive class employees who complete three full years of regular service shall have the right to a just cause disciplinary arbitration in cases of discipline, including discharge. The process of appeal will be according to the grievance procedure in this Agreement. The following panel of arbitrators shall serve as just cause grievance arbitrators: <ol style="list-style-type: none"> <li>1. Bonnie Siber Weinstock</li> <li>2. David Stein</li> <li>3. Louis Patack</li> <li>4. Sheila Cole</li> </ol> <p>The panel members shall serve upon the basis of availability and to the extent practicable on a rotating basis. This provision shall not apply to teaching assistants. Additionally, this provision will apply to unit members hired on or after July 1, 2004.</p>
8.2.2	Following a conference, if the District still determines that an employee should be dismissed, it will give said employee a minimum of thirty (30) calendar day's written notice. The notice will specify the reasons for the dismissal.
8.2.3	In the event that an employee is a threat to the health or well-being of a student, employee or official of the District, the District has the right to affect an immediate suspension of the employee. The District will make every effort to schedule a hearing within 30 calendar days from the initial date of suspension.
<b>8.3</b>	<b>Excessing-Abolition of Positions</b>
8.3.1	If there is to be reduction in the number of staff positions:

8.3.1.1	The Board and the Association will attempt to meet the reduction by attrition (i.e. retirement, etc.)
8.3.2	If the incumbent where the position is abolished, is qualified for a vacancy either in the area of his/her employment or in another area:
8.3.2.1	The employee will be reassigned the vacancy in his/her area of employment but if this is not possible, then;
8.3.2.2	The employee will be moved to the other area in which he/she is qualified.
8.3.3	Any employee properly excessed in accordance with State Law shall be given thirty (30) days' notice prior to such excess. If such notice is not provided, the excessed employee shall be paid thirty (30) days pay at the rate of 1/200th per day at their annual salary.
8.3.4	Nothing herein shall be construed as a no-layoff provision.

**Article IX Posting of Vacancies and Extra Pay Assignments**

**9.1 Notice of and Application for Vacancies**

9.1.1 From time to time during each school year, and as they occur, the Superintendent of Schools shall have posted on all Association bulletin boards in all school buildings, a list of the known vacancies for the then current and the following school year, including but not limited to non-teaching promotional and extra pay positions. Said notices shall clearly set forth a description of and the qualifications for the position, including the duties and salary.

9.1.2 Such notices shall be posted as far in advance as practical, ordinarily at least fifteen (15) days before the final date when applications must be submitted and in no event less than ten (10) days before such date.

9.1.3 In the case of vacancies occurring during the summer vacation, the notices thereof shall be posted in the Administrative Offices of the Highland Central School District and a copy thereof shall be sent to the Association President and to each individual employee previously registered with the District in the manner provided for such openings. Such lists of vacancies shall include vacancies of any type whatsoever occurring with the employer-employee negotiating unit represented by the Association.

9.1.4 Any employee who desires to apply for any such vacancy shall submit his/her application, in writing, to the Superintendent of Schools.

**9.2 Qualifications for Assignment**

9.2.1 All appointments and assignments to any and all vacancies and openings will be made after consultation with the building principal and/or immediate supervisor involved. Seniority shall be a consideration in the assignment to fill vacancies and/or reassignments, but will not be the final determining factor. Unsuccessful applicants who are existing employees of the District shall be furnished with written notification of their unsuccessful candidacy.

**9.3 New Positions**

9.3.1 The provision hereof shall apply to new positions created within the school system as well as vacancies occurring in existing positions.

**9.4 Civil Service Appointments**

9.4.1 The Board will, within thirty (30) days following the inception of this contract, furnish the Association with a complete list of names, home addresses, work locations and position titles of all employees in the negotiating unit, and will, within thirty (30) days of occurrence, furnish the Association a listing of names, home addresses, work locations and position titles of members of the negotiating unit who have been newly hired, reinstated, or transferred, as well as a list of employees who terminated employment.

9.4.2	The District will prepare and supply the Association, for distribution, information material relating to currently applicable local and Civil Service regulations, and procedures pertaining to employment and appointment.
<b>Article X</b>	<b>Employee Benefits</b>
<b>10.1</b>	<b>Sick Leave</b>
10.1.1	Days Allowed
10.1.1.1	10-month employees are allowed sixteen (16) sick leave days.
10.1.1.2	12-month employees are allowed eighteen (18) sick leave days.
10.1.2	Sick leave is defined as absence from duty by an employee because of - Personal illness or injury - Being quarantined due to a contagious disease.
10.1.3	Any employee commencing employment after the beginning of the work year shall be entitled to sick leave days on a pro-rated basis for each month remaining in the work year. The month in which the employment commences shall not be counted for this purpose unless at least one-half (1/2) of the working days within that month remain at the date of employment.
10.1.4	Any unused leave time under this provision shall be accumulated without limit.
10.1.4.1	Notwithstanding Section 10.1.4 above, a unit member hired before July 1, 2018 who has completed ten (10) consecutive years of service exclusively in the Highland Central School District shall be paid \$40.00 per day for all accumulated unused sick leave days at the time of retirement up to a maximum of three hundred (300) accumulated unused sick leave days at the time of retirement. Funds shall be paid to the unit tax-deferred annuity program at the time of retirement provided such program has a sharing agreement with the District.  Any unit member hired on or after July 1, 2018 who has completed fifteen (15) consecutive years of service exclusively in the Highland Central School District shall be paid \$40.00 per day for all accumulated unused sick leave at the time of retirement up to a maximum of three hundred (300) accumulated unused sick leave days at the time of retirement. Funds shall be paid to the unit member's tax-deferred annuity program at the time of retirement, provided such program has a sharing agreement with the District.
10.1.5	A maximum of seven (7) sick leave days per year may be used due to illness or injury of any member of the immediate family. For the purpose of this part, the term immediate family means: Parent, spouse, child, grandchild, parental in-law, sibling, grandparent, and relatives residing in the employee's immediate household.
10.1.6	A doctor's certificate may be required for each absence of three (3) or more consecutive work days, due to illness of the employee or to any member of the employee's immediate family whose illness is the cause of the employee's absence.
10.1.7	A doctor's certificate may also be required for any one (1) day's absence the day before or the day after a legal holiday or vacation.
10.1.8	Any employee confined with a continuing illness or injury for more than the total of sick leave credit (allowed and accumulated) may be authorized by the Superintendent of Schools to extended absence due to illness for up to thirty-five (35) additional working days with full pay.
10.1.9	Permanent part-time employees shall be provided an annual allotment of three sick days per year (with each sick day being equal to their standard daily hours). Unused sick leave days may carry over year to year, however part-time employees shall not be eligible for the payout of unused sick leave upon retirement pursuant to Section 10.1.4.1.

<b>10.2</b>	<b>Number of Personal Days</b>
10.2.1	The allowed Personal Leave days (see Section 10.4.1 and 10.4.2) are intended to be used for conducting business that cannot be conducted at any other time.
10.2.2	Application for the use of Personal Leave shall normally be made at least three (3) days in advance of each anticipated absence for personal reasons, except in any emergency, to the Superintendent of Schools, or designee.
10.2.3	In the event of an emergency leave, the employee must submit a written statement to his/her immediate supervisor, upon return, indicating the nature of the business and the reason it was deemed an emergency.
10.2.4	The following lists of items are not considered as acceptable reasons for personal leave. The list is not all inclusive and serves as an indication of the spirit of this section. Shopping Recreation (sports, hunting or entertainment) Extension of vacation (except under emergency conditions) To work at another job Job interview Lack of transportation (unless public service is interrupted) Public Memorial Services
<b>10.3</b>	<b>Personal Leave</b>
10.3.1	Each employee, who works 20 or more hours per week, may make application to the Superintendent of Schools for leave without pay of up to one year. Applications shall ordinarily be made sixty (60) days prior to the commencement of the leave. Such leave shall normally commence and/or end at the beginning of the Spring and/or Fall semesters. The granting of such leave shall be within the discretion of the District.
<b>10.4</b>	<b>Personal Leave Days</b>
10.4.1	<u>10 MONTH EMPLOYEES</u> Shall be entitled to four (4) personal leave days; acquired from accumulated sick leave days.
10.4.2	<u>12 MONTH EMPLOYEES</u> Shall be entitled to five (5) personal leave days; acquired from accumulated sick leave days.
<b>10.5</b>	<b>Bereavement Leave</b>
10.5.1	A full-time employee will be allowed up to five (5) days bereavement leave due to the death of a member of immediate family. Permanent part-time employees will be allowed one (1) bereavement leave day due to the death of a member of the immediate family.
10.5.2	An employee will be allowed a one (1) day bereavement leave due to the death of a relative not considered to be in the immediate family.
10.5.3	Should special circumstances necessitate additional time, the employee upon request, may be granted additional days (not considered bereavement leave) charged to allowed Personal Days.
10.5.4	For the purpose of this part, the term 'immediate family' means: Parent, spouse, child, grandchild, parental in-law, sibling, grandparent, and relatives residing in the employee's immediate household.
10.5.5	Bereavement leave will not be charged to sick leave.
10.5.6	The Superintendent of Schools may excuse employees for up to one (1) day, without loss of pay, to attend the funeral of another employee.
<b>10.6</b>	<b>Health Insurance</b>
10.6.1	The Board agrees to assume the cost of individual and family Statewide Health Insurance Plans and equivalent dollar amounts for employees who select and subscribe to other approved plans of equivalent or extended benefits, or, the Blue Cross/Blue Shield basic



	<p>and major medical health insurance plan which provides no less benefit value than the Statewide plan currently in effect. Unit members receiving individual health insurance coverage and unit members receiving family health insurance coverage shall contribute 8% of the monthly costs of such health insurance coverage.</p> <p>The District's base health plan remains NYSHIP for unit members with an option for individual unit members to switch to MVP or CDPHP .</p> <p>Unit members shall contribute the following percentages toward the cost of individual or family health insurance plans that they are participating in:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;"><u>If hired before 7/1/11</u></td> <td style="text-align: center;"><u>If hired after 7/1/11</u></td> </tr> <tr> <td style="text-align: center;">Effective 7/1/22</td> <td style="text-align: center;">12.0%</td> <td style="text-align: center;">17.5%</td> </tr> </table>		<u>If hired before 7/1/11</u>	<u>If hired after 7/1/11</u>	Effective 7/1/22	12.0%	17.5%
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Effective 7/1/22	12.0%	17.5%					
10.6.2	<p>Retiree Health Insurance Contributions: For unit members employed by the District prior to September 12, 2011 of this contract the District shall contribute 100% of the cost of health insurance plan coverage in retirement.</p>						
10.6.2.1	<p>Unit members hired after September 12, 2011 will contribute, in retirement, the same percentage contribution for health insurance coverage that he/she paid on his/her last day of employment with the District.</p> <p>Unit members hired after July 1, 2018 will contribute in retirement twenty percent (20%) towards the cost of their health insurance.</p>						
10.6.3	<p>The district will not provide dual health insurance coverage. Dual coverage occurs when both spouses work for the Highland Central School District. Employees affected by this will be allowed entry to the District health insurance program subject to one of the following conditions:</p> <ol style="list-style-type: none"> <li>a. Upon the death of the spouse whose policy provided coverage, provided that written evidence of said death is presented to the District.</li> <li>b. Upon the divorce of the spouse whose policy provided the coverage, provided that written evidence of said divorce is presented to the District.</li> <li>c. Upon involuntary termination of health insurance coverage for the spouse whose policy provided coverage, due to either termination of the spouses' employment, retirement of the spouse or other acts which through no participation by the spouse results in the termination of the spouses' coverage.</li> <li>d. In accordance with the rules of the health insurance plan(s).</li> </ol>						
10.6.3.1	<p>Employees in the employ of the district on the date of execution of the Memorandum of Agreement for a successor Collectively Negotiated Agreement between the District and HSA shall be eligible for the following Health Insurance Buyout. Employees who are subject to the dual health insurance prohibition set forth in Article 10, Section 10.6.3 shall be required to participate in the following buyout:</p> <ul style="list-style-type: none"> <li>• If between 1-5 employees decline health insurance coverage under the parties' Collectively negotiated Agreement, health insurance buyout shall be \$2,000</li> <li>• If between 6-9 employees decline health insurance coverage under the parties' Collectively negotiated Agreement, health insurance buyout shall be \$2,500</li> <li>• If between 10 or more employees decline health insurance coverage under the parties' Collectively negotiated Agreement, health insurance buyout shall be \$3,000</li> </ul> <p>The payment for taking the buyout shall be paid to each participating unit member on or before October 15<sup>th</sup>. Re-entry for participants into the health insurance program who</p>						

	were previously participating in the health insurance buyout on a mandatory basis shall be in accordance with the conditions set forth in Article X, section 10.6.3 and shall be conditional upon the employee repaying on a pro-rated basis 1/12 <sup>th</sup> of the buyout amount received by the employee for each month remaining in the school year. This benefit shall be applicable only to active employees in the unit.
10.6.4	Coverage of retired employees will be provided if the following conditions are met:
10.6.4.1	<p>Any unit member hired before July 1, 2018, who is retirement eligible and who retire for the purposes of receiving pension benefits from the applicable New York State Retirement System upon their retirement from the District, will be eligible for health insurance in retirement if he or she was eligible for health insurance coverage at least ten (10) years prior to retirement and worked in the District ten (10) consecutive years prior to retirement. Opting out of coverage pursuant to the provisions of Section 10.6.3 or lack of coverage due to Section 10.6.3.1 shall constitute “eligibility” toward meeting the conditions for insurance during retirement.</p> <p>Any unit member hired on or after July 1, 2018, who is retirement eligible and who retire for the purposes of receiving pension benefits from the applicable New York State Retirement System upon their retirement from the District, will be eligible for health insurance in retirement if he/she was eligible for health insurance coverage at least fifteen (15) years prior to retirement and worked in the District fifteen (15) consecutive years prior to retirement. Opting out of coverage pursuant to the provisions of Section 10.6.3 or lack of coverage due to Section 10.6.3.1 shall constitute “eligibility” toward meeting the conditions for insurance during retirement.</p>
10.6.5	A unit member, who takes any type of leave of absence without pay, excluding a leave that meets the requirements of the Family Medical Leave Act, will be removed from health insurance coverage for the duration of the leave unless the employee elects to receive COBRA continuation coverage during the period of unpaid leave. The total cost of COBRA coverage shall be borne solely by the employee.
10.6.6	Employees must work at least twenty (20) hours per week to be eligible to enroll in the District's group health and dental insurance plans. However, no employee currently enrolled in one of the District's group health and dental insurance plans as of the date of the execution of this agreement shall be disenfranchised from such participation by virtue of this clause.
<b>10.7</b>	<b>Welfare Benefit Trust</b>
10.7.1	The Association shall create a trust fund pursuant to the rules of the Department of Labor and the laws of the State of New York and upon presentation by the Association to the District of documentation of a legal trust the District shall pay annually an amount equal to: Effective July 1, 2017: \$805 per eligible employee Effective July 1, 2025: \$855 per eligible employee
10.7.2	An eligible employee is an employee working four hours or more per day in a regular appointed position.
10.7.3	One quarter of the annual amount shall be paid within fifteen days of the quarter’s end (9/15, 12/15, 3/15 & 6/15). Such payments shall be adjusted according to the total number of eligible employees as of the first day of the month of each quarterly payment.
<b>10.8</b>	<b>Educational Training</b>
10.8.1	The District recognizes the importance of continuing education for all its employees. To encourage such, the District will, when available, issue to the Association a listing of conferences, institutes, workshops and training programs relating to the employment of members of the bargaining unit. Employees may apply for authorization to attend such. If

	so authorized, they shall do so at District expense, suffering no loss of pay or accumulated leave.										
10.8.2	Employees, whose attendance at workshops, training programs, etc. is mandated by law and/or where such attendance is necessary in order to continue their employment, shall be paid an hourly rate calculated on a straight time basis for each hour, or fraction thereof of attendance.										
10.8.3	In addition, the District shall reimburse the individual for the mileage related to such at contractually established rates.										
<b>10.9</b>	<b>Immunization Shots</b>										
10.9.1	Immunization shots, as required by the Board of Education, will be provided at the District's expense.										
<b>10.10</b>	<b>Vacation- 12 Month Employees</b>										
10.10.1	Any employee commencing employment after the beginning of the work year shall be entitled to vacation days on a pro-rated basis for each month remaining in the work year (not to exceed ten (10) days). The month in which the employment commences shall not be counted for this purpose unless at least one-half (1/2) of the working days within that month remain at the date of employment.										
10.10.2	<table border="0"> <thead> <tr> <th><u>YEARS OF SERVICE</u></th> <th><u>VACATION DAYS EARNED</u></th> </tr> </thead> <tbody> <tr> <td>1 - 5</td> <td>10 working days</td> </tr> <tr> <td>6 - 10</td> <td>15 working days</td> </tr> <tr> <td>11 - 15</td> <td>20 working days</td> </tr> <tr> <td>16 or more</td> <td>1 additional vacation day per year not to exceed total vacation allotment of 25 working days per year.</td> </tr> </tbody> </table>	<u>YEARS OF SERVICE</u>	<u>VACATION DAYS EARNED</u>	1 - 5	10 working days	6 - 10	15 working days	11 - 15	20 working days	16 or more	1 additional vacation day per year not to exceed total vacation allotment of 25 working days per year.
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16 or more	1 additional vacation day per year not to exceed total vacation allotment of 25 working days per year.										
10.10.3	Employees on vacation will not be charged as such if the employee is unexpectedly hospitalized or has a personal bereavement.										
10.10.4	Employees who leave the employ of the District shall receive equivalent pay for any unused vacation days earned at the time of resignation or separation from the District.										
10.10.5	Normally, requests for vacation shall be submitted to the appropriate supervisor no later than fifteen (15) working days prior to the initial requested vacation date.										
10.10.6	Vacation schedules must be approved by the employee's manager. Employees will be given every consideration and employees with seniority shall have preference.										
10.10.7	All twelve-month employees shall be entitled to accrue earned but unused vacation days up to a maximum of forty (40) days. Accrued but unused vacation days beyond the forty (40) day limit shall be forfeited. All employees who exceed the forty (40) accumulated vacation days limit as of July 1, 1987 shall not be allowed to accrue vacation days beyond the number of days accrued as of that date. Any unused vacation days beyond the July 1, 1987 amount shall be forfeited.										
10.10.8	<p>Ten-month employees hired for a twelve-month position shall be given monthly credit for each month served working four hours or more per day in a regular appointed position. The total months of such service will then be rounded down to the closest year for the purpose of years of service credit toward vacation.</p> <p>Example: A ten-month employee works five full ten-month years, then is hired in a twelve-month position.</p> <p>5 years x 10 months = 50 months</p> <p>Divide 50 by 12 (months in a year) = 4 years, 2 months.</p> <p>This is rounded down to four years of service for vacation credit. This provides credit only toward years of service; it does not provide retroactive accumulation of vacation days.</p>										

<b>10.11</b>	<b>Religious Observance</b>
10.11.1	Absence for the purpose of religious observance will be charged against personal days, provided at least two (2) days' notice is given to the employee's manager.
<b>10.12</b>	<b>Retirement</b>
10.12.1	The District agrees to make available to all unit employees Plan 75-I of the New York State Employees Retirement System and New York State Teachers Retirement System.
<b>10.13</b>	<b>Child Rearing Leave</b>
10.13.1	Child rearing leave of absence will be granted to employees upon the following conditions:
10.13.1.1	The employee requesting a child rearing leave shall make such request, in writing, to the Superintendent of Schools, at least sixty (60) days prior to the initiation of the requested leave.
10.13.1.2	Said written request shall include the date of initiation and termination of the leave.
10.13.1.3	The sixty (60) days advance notice requirement may be waived by the District upon demonstration of undue hardship.
10.13.1.4	Any employee on child rearing leave of absence may return to the District no later than two (2) years following the initiation of the leave.
10.13.1.5	This clause is not to be interpreted so as to preclude requests of leaves of less than two (2) years.
10.13.2	Should pregnancy be terminated prior to birth, the employee may, upon sixty (60) days written notice, request termination of the child rearing leave and return to duty. The District may require the employee to present a doctor's certificate stating that such employee is physically fit to resume full job responsibility.
10.13.3	Pregnancy disability shall be considered as qualification for sick leave as otherwise provided for in this Agreement, upon certification from the employee's doctor, or, at the District's option, a physician designated by the District. However, no person on a child rearing leave shall be entitled to use accumulated sick leave.
<b>10.14</b>	<b>Jury Duty</b>
10.14.1	When the employee is required to serve on jury duty, the employee must notify their immediate supervisor, no later than the next scheduled business day. When an employee is drawn for jury duty, such employee will continue to receive regular school district salary. Upon return, the employee shall pay to the District, the sum total received as juror's pay, exclusive of mileage.
<b>10.15</b>	<b>Designation of Beneficiary</b>
10.15.1	The Business Office will provide the employee with a beneficiary form to specify to whom the district should pay accumulated salary and applicable benefits upon death. The district shall make payments to such designated beneficiary within a reasonably prompt period of time after the death of the employee.
<b>10.16</b>	<b>Professional Courtesy</b>
10.16.1	At the sole discretion of the Superintendent, up to ten (10) school-aged dependents of non-resident unit members may apply to have their dependents attend the Highland Central School District for regular courses of instruction on a tuition free basis. In such cases, the following shall apply: <p>a. The District shall not be responsible to provide transportation to such non-resident student. A unit member shall be solely responsible to transport the student to and from the student's assigned school.</p> <p>b. The unit member shall not bring the student to the student's assigned school prior to the time the students are required to report to school.</p>

c. In order for the student to be approved to attend school in the District, the assigned school must be able to adequately address the educational needs of the student. In the case of students identified as having educational disability under IDEA/Article 89 of the Education Law, in order to access this section of the agreement their parent(s) should request that the school district of residence seek to arrange for a placement in Highland Central School District. However, the district of residence is not required to do so.

d. The enrollment of the student shall not adversely affect the student enrollment of the Highlight Central School District building that they will be assigned to. If the student's attendance in the District requires the hiring of additional staff or a program not currently offered by the District, the parent shall be obligated to pay the district for such actual excess costs.

e. The unit member must submit to the Superintendent or designee, a request to enroll the student in or remove the student from the assigned school not later than the May 30<sup>th</sup> prior to the year of the intended enrollment or removal, except that the discretion of the Superintendent or designee, requests received after May 30<sup>th</sup> may be considered on a case-by-case basis. The denial of a member's request shall not be subject to a grievance, improper practice charge or other legal proceeding.

f. The provisions set forth above shall sunset becoming null and void in all regards effective the close of business June 30, 2028; provided, however, that a student enrolled in the District as of June 30, 2028 shall be permitted to remain in their school until graduation from the school they attend.

**Article  
XI**

**Grievance Procedures**

**11.1**

**A Grievance**

11.1.1

A grievance shall mean a complaint by an employee in the bargaining unit that: There has been a misapplication, misinterpretation, violation or inequitable application of this Agreement.

As used in this Article, the term employee shall mean:

1. An individual employee, or;
2. A group of employees, or;
3. The Association.

**11.2**

**Steps**

11.2.1

**Step 1:** The employee shall discuss the matter with his/her principal and/or immediate supervisor. The employee may be represented by a representative of the Association or any other representative. If the grievance is not resolved informally, it shall be reduced to writing within five (5) work days and presented to the principal/supervisor. The principal and/or immediate supervisor shall give the employee a written answer within five (5) work days. A copy of the answer shall be given to the Association.

In the event that a Step 1 grievance involves a District-wide issue or an issue that may not be otherwise resolved by the principal or the unit member's immediate supervisor, the Step 1 grievance, in such circumstances, may be filed directly with the Superintendent of Schools at Step 2 of the grievance procedure.

11.2.2

**Step 2:** If the grievance is not resolved at Step 1, the employee or his/her representative may, within five (5) work days, submit the grievance, in writing, to the Superintendent of

	<p>Schools. The Superintendent of Schools shall set up a conference to be held within five (5) work days of submission of the grievance to him/her. The employee and/or his/her representative shall be present at the conference to meet with the Superintendent of Schools to discuss the grievance in an attempt to resolve it.</p> <p>The Superintendent of Schools shall furnish the employee and the Association his/her decision, in writing, within ten (10) work days of the conference.</p>
11.2.3	<p><b>Step 3:</b> In the event that the preceding steps have failed to resolve the dispute to the satisfaction of the Association Grievance Committee, the grievance may be advanced to arbitration provided a notice of intent to arbitrate is filed within ten (10) work days. Both the Board of Education and the Association shall have the right to request a hearing of the grievance prior to arbitration. Requests for such hearings shall be made within five (5) work days after the intent to arbitrate is filed. Such hearings shall be held with the Board of Education or a sub-committee thereof in executive session within ten (10) work days after notification of the hearing is filed. In the event that no such request is made, the grievance will proceed immediately to arbitration, as provided in Step 4 below. The Board of Education shall render its decision within ten (10) work days of the hearing. The Association has the sole and exclusive right to advance a grievance to arbitration on behalf of a member of the bargaining unit.</p>
11.2.4	<p><b>Step 4:</b> If either the Board of Education or the Association elect to proceed to a Board hearing rather than arbitration, and if the decision of the Board of Education is not satisfactory to the employee or the Association, the Association may, within ten (10) work days of receipt of the Board's decision, demand arbitration by filing a written demand for arbitration with the American Arbitration Association. Arbitration will then proceed pursuant to the voluntary labor arbitration rules of the American Arbitration Association.</p>
<b>11.3</b>	<b>General</b>
11.3.1	<p>The arbitrator's hearing shall be held in the Highland Central School District. The arbitrator shall hear the case or cases that were set before him/her by the notice of arbitration. He/she shall have no power to delete or modify the provision of this agreement.</p>
11.3.2	<p>The arbitrator shall have the power to make awards, to fix back pay and other compensations. His/her decision and award shall be in writing and shall be submitted to the parties within thirty (30) days of the conclusion of the hearing.</p>
11.3.3	<p>The decision and award of the arbitrator shall be binding.</p>
11.3.4	<p>All fees and expenses of the American Arbitration Association and the Arbitrator shall be shared equally by the District and the Association.</p>
<b>11.4</b>	<b>Time Limits</b>
11.4.1	<p>A grievance shall be deemed waived unless submitted at the first applicable step of the grievance procedure as outlined herein within thirty (30) calendar days of the date upon which the aggrieved party knew of the events or conditions on which it is based.</p>
11.4.2	<p>Since it is important to good relationships that the grievance be processed as rapidly as possible, the number of days at each stage should be considered a maximum and every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement.</p>
11.4.3	<p>Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party, his/her representative and the Association within the specified time limits shall permit the lodging of an appeal at the next stage of the procedure within the time which should have been allotted had the decision been communicated by the final day.</p>
11.4.4	<p>In the event a grievance is filed at such time that it cannot be processed through all stages of this grievance procedure by the end of the school year, the time limits set forth herein</p>

	may be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
<b>11.5</b>	<b>Basic Principles</b>
11.5.1	Except for informal decisions which may arise at Step 1, all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of fact, conclusions and supporting reasons therefore. Each decision shall be promptly transmitted to the employee and the Association.
11.5.2	If a grievance affects a group of employees and appears to be associated with system-wide policies, it may be submitted by the Association directly to the Superintendent by Step 2.
11.5.3	The preparation and processing of grievances at all stages insofar as practicable shall be conducted during the hours of employment. All reasonable effort will be made to avoid interruption of classroom activity and to avoid involvement of students in any phase of the grievance procedure.
11.5.4	When any hearing or conferences are held, under this section, on school time, employees who are entitled to be present at the hearing or conference shall be excused with pay for that purpose, without loss of sick or personal days.
11.5.5	The Board of Education and the Association agree to facilitate any investigation which may be required to make available any and all material and relevant documents, communications and records concerning the alleged grievance.
11.5.6	The aggrieved party and any party in interest shall have the right at all stages of the grievance to confront and cross-examine all witnesses called against him/her to testify and to call witnesses on his/her own behalf, and to be furnished with a copy of any minutes of the proceeding made at each and every stage of this grievance procedure.
11.5.7	No interference, coercion, restraint, discrimination or reprisal of any kind will be taken by the Board or any member of the administration against the aggrieved party, any party of interest, any representative, any member of the grievance committee or any other participant in the grievance procedure or any other person by reason of such grievance or participation therein.
11.5.8	All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants.
11.5.9	Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance formally adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this agreement. In the event that any grievance is adjusted without formal determination, pursuant to this procedure, while such adjustment shall be binding upon the aggrieved party and shall, in all respects be final, said adjustment shall not create a precedent or ruling binding upon either of the parties of this agreement in future proceedings.
<b>Article XII</b>	<b>Miscellaneous</b>
12.1	With respect to matters not covered by this Agreement, the District agrees that it will make no changes affecting the terms and conditions of employment of its employees without good faith negotiations with the Association.
12.2	Any individual arrangement, agreement, or contract between the Board and an individual employee concerning matters which are covered by this Agreement shall be subject to and consistent with the terms and conditions of this Agreement.
12.3	This Agreement shall supersede any rules, regulations or practices of the District relating to terms and conditions of employment and the administration of grievances which shall be contrary to or inconsistent with its terms.

12.4	Copies of this Agreement shall be printed at the expense of the District and given to all employees now employed or hereafter employed by the District.
12.5	It is understood and agreed that the Board of Education possesses the sole right to operate the Highland Central School District and that all management rights relative to the staff repose exclusively in the Board. This section shall, in no way, change or alter any terms and conditions of this Agreement during the term of such Agreement, pursuant to Article I, Section 1.1 herein.

**Article  
XIII**

**Ratification**

13.1	We, the undersigned, Superintendent of Schools and President of the Association, certify that this Agreement has been ratified by our respective bodies.
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**Appendix A**

	<p>Purpose. The purpose of this appendix is to clarify the meaning of Note 2 to Schedules 6A, 6AA, 6B, 6C, 7, 7A, 7C, 16 &amp; 16A</p> <p>The above-referenced notes state that "qualification and training beyond the normal requirements will be compensated at a 10% rate differential." The District and the Association agree that the phrase "qualification and training beyond the normal requirements" shall mean that an employee subject to the compensation requirement of the salary schedule for grades 6A, 6AA, 6B, 6C, 7, 7A, 7C, 16 &amp; 16A shall have attained an Associate's Degree (a two-year degree) from a recognized college or university in an area associated with their job responsibilities. An accumulation of credits without the award of the degree shall not fall within the meaning of the phrase. However, the attainment of a degree beyond the Associate's Degree (i.e., a Bachelor's Degree or Master's Degree) shall fall within the meaning of the phrase.</p> <p>Any current unit member performing the duties of a teaching assistant must attain their continuing certificate as a teaching assistant within two years from the date of issuance of the temporary license.</p> <p>This constitutes the agreement between the Highland Central School District and the Highland Support Association. This agreement and its provisions for retroactive payment applies only to those employees who are in the employ of the district as of the date of ratification by both parties and any employees represented by this Association who retired during the time period covered by this agreement. Retroactivity shall only apply to annual salaries as determined by the salary and longevity schedules. Part-time employee's retroactivity will be determined by the annual salary schedules and the employee's appointed full-time equivalent (FTE) status. Retroactivity shall not apply to any other payments, such as overtime, or any additional work performed beyond that included in the annual salary.</p> <p>Totality of Agreement. This agreement constitutes the total agreement between the parties and may not be altered or changed except in a subsequent document executed in writing.</p>
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IN WITNESS WHEREOF, the parties hereto have executed this Agreement

Dated: June 6, 2023

By:   
HIGHLAND SUPPORT ASSOCIATION

By:   
HIGHLAND CENTRAL SCHOOL DISTRICT



# **Salary Schedules**

<b>Grade 1</b>					
<b>Food Service Helper</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$16,380	\$16,913	\$17,463	\$18,031	\$18,618
2	\$16,720	\$17,264	\$17,826	\$18,406	\$19,005
3	\$17,324	\$17,888	\$18,470	\$19,071	\$19,691
4	\$17,929	\$18,512	\$19,114	\$19,736	\$20,378
5	\$18,534	\$19,137	\$19,759	\$20,402	\$21,066
6	\$19,140	\$19,763	\$20,406	\$21,070	\$21,755
7	\$19,523	\$20,158	\$20,814	\$21,491	\$22,190
8	\$19,914	\$20,562	\$21,231	\$21,922	\$22,635
9	\$20,312	\$20,973	\$21,655	\$22,359	\$23,086
10	\$20,718	\$21,392	\$22,088	\$22,806	\$23,548
11	\$21,133	\$21,820	\$22,530	\$23,263	\$24,020
12	\$21,555	\$22,256	\$22,980	\$23,727	\$24,499
13	\$21,986	\$22,701	\$23,439	\$24,201	\$24,988
14	\$25,531	\$26,361	\$27,218	\$28,103	\$29,017

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$15.00	\$15.49	\$16.00	\$16.52	\$17.05
2	\$15.32	\$15.81	\$16.33	\$16.86	\$17.41
3	\$15.87	\$16.39	\$16.92	\$17.47	\$18.04
4	\$16.42	\$16.96	\$17.51	\$18.08	\$18.67
5	\$16.98	\$17.53	\$18.10	\$18.69	\$19.30
6	\$17.53	\$18.10	\$18.69	\$19.30	\$19.93
7	\$17.88	\$18.46	\$19.07	\$19.69	\$20.33
8	\$18.24	\$18.83	\$19.45	\$20.08	\$20.73
9	\$18.61	\$19.21	\$19.84	\$20.48	\$21.15
10	\$18.98	\$19.59	\$20.23	\$20.89	\$21.57
11	\$19.36	\$19.99	\$20.64	\$21.31	\$22.00
12	\$19.74	\$20.39	\$21.05	\$21.73	\$22.44
13	\$20.14	\$20.79	\$21.47	\$22.17	\$22.89
14	\$23.39	\$24.15	\$24.93	\$25.74	\$26.58

Hours: 6	
Days: 182	
Stipend/Differentials:	
Degree Differential	N/A
Updated: 4/28/2023	

<b>Grade 2</b>					
<b>Cook</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$18,191	\$18,783	\$19,394	\$20,025	\$20,676
2	\$18,843	\$19,456	\$20,089	\$20,742	\$21,417
3	\$19,494	\$20,128	\$20,783	\$21,459	\$22,157
4	\$20,145	\$20,800	\$21,476	\$22,174	\$22,895
5	\$20,796	\$21,472	\$22,170	\$22,891	\$23,635
6	\$21,448	\$22,146	\$22,866	\$23,610	\$24,378
7	\$21,877	\$22,589	\$23,324	\$24,083	\$24,866
8	\$22,315	\$23,041	\$23,790	\$24,564	\$25,363
9	\$22,761	\$23,501	\$24,265	\$25,054	\$25,869
10	\$23,216	\$23,971	\$24,751	\$25,556	\$26,387
11	\$23,681	\$24,451	\$25,246	\$26,067	\$26,915
12	\$24,154	\$24,940	\$25,751	\$26,588	\$27,453
13	\$24,638	\$25,439	\$26,266	\$27,120	\$28,002
14	\$27,671	\$28,571	\$29,500	\$30,459	\$31,449

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$16.66	\$17.21	\$17.77	\$18.34	\$18.94
2	\$17.26	\$17.82	\$18.40	\$19.00	\$19.62
3	\$17.86	\$18.44	\$19.04	\$19.66	\$20.30
4	\$18.45	\$19.05	\$19.67	\$20.31	\$20.97
5	\$19.05	\$19.67	\$20.31	\$20.97	\$21.65
6	\$19.65	\$20.29	\$20.94	\$21.63	\$22.33
7	\$20.04	\$20.69	\$21.36	\$22.06	\$22.78
8	\$20.44	\$21.10	\$21.79	\$22.50	\$23.23
9	\$20.85	\$21.53	\$22.23	\$22.95	\$23.69
10	\$21.27	\$21.96	\$22.67	\$23.41	\$24.17
11	\$21.69	\$22.40	\$23.12	\$23.88	\$24.65
12	\$22.12	\$22.84	\$23.59	\$24.35	\$25.15
13	\$22.57	\$23.30	\$24.06	\$24.84	\$25.65
14	\$25.34	\$26.17	\$27.02	\$27.90	\$28.80

Hours: 6	
Days: 182	
Stipend/Differentials:	
Degree Differential	N/A
Updated: 4/28/2023	

<b>Grade 3</b>					
<b>School Driver/Messenger &amp; Security Attendant/School Monitor</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$19,110	\$19,732	\$20,374	\$21,037	\$21,721
2	\$19,402	\$20,033	\$20,685	\$21,358	\$22,053
3	\$20,005	\$20,656	\$21,328	\$22,022	\$22,738
4	\$20,611	\$21,281	\$21,973	\$22,688	\$23,426
5	\$21,024	\$21,708	\$22,414	\$23,143	\$23,896
6	\$21,444	\$22,141	\$22,861	\$23,604	\$24,372
7	\$21,873	\$22,584	\$23,318	\$24,076	\$24,859
8	\$22,311	\$23,037	\$23,786	\$24,560	\$25,359
9	\$22,757	\$23,497	\$24,261	\$25,050	\$25,865
10	\$23,212	\$23,967	\$24,746	\$25,551	\$26,382
11	\$23,676	\$24,446	\$25,241	\$26,062	\$26,910
12	\$24,150	\$24,935	\$25,746	\$26,583	\$27,447
13	\$24,633	\$25,434	\$26,261	\$27,115	\$27,997
14	\$27,263	\$28,150	\$29,065	\$30,010	\$30,986

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$15.00	\$15.49	\$16.00	\$16.52	\$17.05
2	\$15.23	\$15.73	\$16.24	\$16.77	\$17.32
3	\$15.71	\$16.22	\$16.75	\$17.29	\$17.85
4	\$16.18	\$16.71	\$17.25	\$17.81	\$18.39
5	\$16.51	\$17.04	\$17.60	\$18.17	\$18.76
6	\$16.84	\$17.38	\$17.95	\$18.53	\$19.14
7	\$17.17	\$17.73	\$18.31	\$18.90	\$19.52
8	\$17.52	\$18.09	\$18.68	\$19.28	\$19.91
9	\$17.87	\$18.45	\$19.05	\$19.67	\$20.31
10	\$18.22	\$18.82	\$19.43	\$20.06	\$20.71
11	\$18.59	\$19.19	\$19.82	\$20.46	\$21.13
12	\$18.96	\$19.58	\$20.21	\$20.87	\$21.55
13	\$19.34	\$19.97	\$20.62	\$21.29	\$21.98
14	\$21.40	\$22.10	\$22.82	\$23.56	\$24.33

Hours: 7	
Days: 182	
Stipend/Differentials:	
Degree Differential	N/A
Updated: 4/28/2023	

<b>Grade 3A</b>					
<b>School Bus Attendant</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$13,650	\$14,094	\$14,553	\$15,026	\$15,515
2	\$13,859	\$14,310	\$14,776	\$15,257	\$15,753
3	\$14,290	\$14,755	\$15,235	\$15,731	\$16,243
4	\$14,722	\$15,201	\$15,696	\$16,207	\$16,734
5	\$15,017	\$15,506	\$16,010	\$16,531	\$17,069
6	\$15,317	\$15,815	\$16,329	\$16,860	\$17,408
7	\$15,624	\$16,132	\$16,657	\$17,199	\$17,758
8	\$15,936	\$16,454	\$16,989	\$17,542	\$18,113
9	\$16,255	\$16,784	\$17,330	\$17,894	\$18,476
10	\$16,580	\$17,119	\$17,676	\$18,251	\$18,845
11	\$16,911	\$17,461	\$18,029	\$18,615	\$19,220
12	\$17,250	\$17,811	\$18,390	\$18,988	\$19,606
13	\$17,595	\$18,167	\$18,758	\$19,368	\$19,998
14	\$19,474	\$20,107	\$20,761	\$21,436	\$22,133

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$15.00	\$15.49	\$16.00	\$16.52	\$17.05
2	\$15.23	\$15.73	\$16.24	\$16.77	\$17.32
3	\$15.71	\$16.22	\$16.75	\$17.29	\$17.85
4	\$16.18	\$16.71	\$17.25	\$17.81	\$18.39
5	\$16.51	\$17.04	\$17.60	\$18.17	\$18.76
6	\$16.84	\$17.38	\$17.95	\$18.53	\$19.13
7	\$17.17	\$17.73	\$18.31	\$18.90	\$19.52
8	\$17.52	\$18.09	\$18.67	\$19.28	\$19.91
9	\$17.87	\$18.45	\$19.05	\$19.67	\$20.31
10	\$18.22	\$18.82	\$19.43	\$20.06	\$20.71
11	\$18.59	\$19.19	\$19.82	\$20.46	\$21.13
12	\$18.96	\$19.58	\$20.21	\$20.87	\$21.55
13	\$19.34	\$19.97	\$20.62	\$21.29	\$21.98
14	\$21.40	\$22.10	\$22.82	\$23.56	\$24.33

Hours: 5	
Days: 182	
Stipend/Differentials:	
Degree Differential	N/A
Updated: 4/28/2023	

<b>Grade 6A</b>					
<b>Typist, Database Clerk/Typist &amp; School Bus Dispatcher (12 month)</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$33,465	\$34,553	\$35,676	\$36,836	\$38,034
2	\$34,592	\$35,717	\$36,878	\$38,077	\$39,315
3	\$35,719	\$36,880	\$38,079	\$39,317	\$40,595
4	\$36,848	\$38,046	\$39,283	\$40,560	\$41,879
5	\$37,975	\$39,210	\$40,485	\$41,801	\$43,160
6	\$39,102	\$40,373	\$41,686	\$43,041	\$44,440
7	\$39,885	\$41,182	\$42,521	\$43,903	\$45,330
8	\$40,682	\$42,005	\$43,371	\$44,781	\$46,237
9	\$41,496	\$42,845	\$44,238	\$45,676	\$47,161
10	\$42,326	\$43,702	\$45,123	\$46,590	\$48,105
11	\$43,172	\$44,576	\$46,025	\$47,521	\$49,066
12	\$44,036	\$45,468	\$46,946	\$48,472	\$50,048
13	\$44,916	\$46,376	\$47,884	\$49,441	\$51,048
14	\$53,540	\$55,281	\$57,078	\$58,934	\$60,850

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$18.22	\$18.81	\$19.42	\$20.05	\$20.70
2	\$18.83	\$19.44	\$20.07	\$20.73	\$21.40
3	\$19.44	\$20.08	\$20.73	\$21.40	\$22.10
4	\$20.06	\$20.71	\$21.38	\$22.08	\$22.80
5	\$20.67	\$21.34	\$22.04	\$22.75	\$23.49
6	\$21.28	\$21.98	\$22.69	\$23.43	\$24.19
7	\$21.71	\$22.42	\$23.15	\$23.90	\$24.67
8	\$22.14	\$22.86	\$23.61	\$24.38	\$25.17
9	\$22.59	\$23.32	\$24.08	\$24.86	\$25.67
10	\$23.04	\$23.79	\$24.56	\$25.36	\$26.18
11	\$23.50	\$24.26	\$25.05	\$25.87	\$26.71
12	\$23.97	\$24.75	\$25.55	\$26.38	\$27.24
13	\$24.45	\$25.24	\$26.06	\$26.91	\$27.79
14	\$29.14	\$30.09	\$31.07	\$32.08	\$33.12

Hours: 7.5	
Days: 245	
Stipend/Differentials:	
Degree Differential	X
Acct Clerk & Senior Typist Stipend	\$480

Updated: 4/28/2023

<b>Grade 6AA</b>					
<b>Senior Account Clerk &amp; Senior Account Clerk Typist</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$36,811	\$38,008	\$39,244	\$40,520	\$41,837
2	\$38,051	\$39,288	\$40,565	\$41,884	\$43,246
3	\$39,291	\$40,568	\$41,887	\$43,249	\$44,655
4	\$40,533	\$41,851	\$43,212	\$44,617	\$46,068
5	\$41,772	\$43,130	\$44,532	\$45,980	\$47,475
6	\$43,013	\$44,411	\$45,855	\$47,346	\$48,885
7	\$43,874	\$45,300	\$46,773	\$48,294	\$49,864
8	\$44,751	\$46,206	\$47,708	\$49,259	\$50,860
9	\$45,646	\$47,130	\$48,662	\$50,244	\$51,877
10	\$46,559	\$48,073	\$49,636	\$51,250	\$52,916
11	\$47,490	\$49,034	\$50,628	\$52,274	\$53,973
12	\$48,440	\$50,015	\$51,641	\$53,320	\$55,053
13	\$49,409	\$51,015	\$52,673	\$54,385	\$56,153
14	\$58,894	\$60,809	\$62,786	\$64,827	\$66,934

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$20.04	\$20.69	\$21.36	\$22.06	\$22.77
2	\$20.71	\$21.39	\$22.08	\$22.80	\$23.54
3	\$21.39	\$22.08	\$22.80	\$23.54	\$24.31
4	\$22.06	\$22.78	\$23.52	\$24.29	\$25.08
5	\$22.74	\$23.48	\$24.24	\$25.03	\$25.84
6	\$23.41	\$24.17	\$24.96	\$25.77	\$26.61
7	\$23.88	\$24.66	\$25.46	\$26.29	\$27.14
8	\$24.36	\$25.15	\$25.97	\$26.81	\$27.68
9	\$24.85	\$25.65	\$26.49	\$27.35	\$28.24
10	\$25.34	\$26.17	\$27.02	\$27.90	\$28.80
11	\$25.85	\$26.69	\$27.56	\$28.45	\$29.38
12	\$26.37	\$27.22	\$28.11	\$29.02	\$29.97
13	\$26.89	\$27.77	\$28.67	\$29.60	\$30.56
14	\$32.06	\$33.10	\$34.17	\$35.28	\$36.43

Hours: 7.5	
Days: 245	
Stipend/Differentials:	
Degree Differential	X
Senior Account Clerk Typist Stipend	\$480

Updated: 4/28/2023

<b>Grade 6B</b>					
<b>Typist &amp; Senior Security Guard (10 month)</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$24,459	\$25,254	\$26,075	\$26,923	\$27,798
2	\$25,283	\$26,105	\$26,954	\$27,831	\$28,736
3	\$26,106	\$26,955	\$27,832	\$28,737	\$29,671
4	\$26,930	\$27,806	\$28,710	\$29,644	\$30,608
5	\$27,757	\$28,660	\$29,592	\$30,554	\$31,548
6	\$28,580	\$29,509	\$30,469	\$31,460	\$32,483
7	\$29,152	\$30,100	\$31,079	\$32,090	\$33,133
8	\$29,735	\$30,702	\$31,700	\$32,731	\$33,795
9	\$30,330	\$31,316	\$32,334	\$33,385	\$34,471
10	\$30,936	\$31,942	\$32,981	\$34,053	\$35,160
11	\$31,555	\$32,581	\$33,640	\$34,734	\$35,863
12	\$32,186	\$33,233	\$34,314	\$35,430	\$36,582
13	\$32,830	\$33,897	\$34,999	\$36,137	\$37,312
14	\$39,132	\$40,404	\$41,718	\$43,074	\$44,474

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$17.92	\$18.51	\$19.11	\$19.73	\$20.37
2	\$18.53	\$19.13	\$19.75	\$20.39	\$21.06
3	\$19.13	\$19.75	\$20.39	\$21.06	\$21.74
4	\$19.73	\$20.38	\$21.04	\$21.72	\$22.43
5	\$20.34	\$21.00	\$21.68	\$22.39	\$23.12
6	\$20.94	\$21.62	\$22.33	\$23.05	\$23.80
7	\$21.36	\$22.06	\$22.77	\$23.51	\$24.28
8	\$21.79	\$22.50	\$23.23	\$23.98	\$24.76
9	\$22.22	\$22.95	\$23.69	\$24.46	\$25.26
10	\$22.67	\$23.41	\$24.17	\$24.95	\$25.76
11	\$23.12	\$23.87	\$24.65	\$25.45	\$26.28
12	\$23.58	\$24.35	\$25.14	\$25.96	\$26.80
13	\$24.06	\$24.84	\$25.65	\$26.48	\$27.34
14	\$28.67	\$29.60	\$30.57	\$31.56	\$32.59

Hours: 7.5	
Days: 182	
Stipend/Differentials:	
Degree Differential	X
Acct Clerk & Senior Typist Stipend	\$400
Updated: 4/28/2023	



<b>Grade 6C</b>					
<b>School District Computer Technician &amp; School Program Secretary</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$50,035	\$51,662	\$53,342	\$55,076	\$56,866
2	\$51,551	\$53,227	\$54,957	\$56,744	\$58,589
3	\$53,067	\$54,792	\$56,573	\$58,412	\$60,311
4	\$54,584	\$56,358	\$58,190	\$60,082	\$62,035
5	\$56,101	\$57,925	\$59,808	\$61,752	\$63,759
6	\$57,615	\$59,488	\$61,422	\$63,419	\$65,481
7	\$58,768	\$60,678	\$62,651	\$64,688	\$66,791
8	\$59,943	\$61,892	\$63,904	\$65,981	\$68,126
9	\$61,142	\$63,130	\$65,182	\$67,301	\$69,489
10	\$62,365	\$64,392	\$66,485	\$68,646	\$70,877
11	\$63,612	\$65,680	\$67,815	\$70,019	\$72,295
12	\$64,884	\$66,993	\$69,171	\$71,420	\$73,742
13	\$66,182	\$68,333	\$70,554	\$72,848	\$75,216
14	\$68,829	\$71,066	\$73,376	\$75,761	\$78,224

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$27.23	\$28.12	\$29.03	\$29.98	\$30.95
2	\$28.06	\$28.97	\$29.91	\$30.89	\$31.89
3	\$28.88	\$29.82	\$30.79	\$31.79	\$32.83
4	\$29.71	\$30.68	\$31.67	\$32.70	\$33.77
5	\$30.54	\$31.53	\$32.55	\$33.61	\$34.70
6	\$31.36	\$32.38	\$33.43	\$34.52	\$35.64
7	\$31.99	\$33.03	\$34.10	\$35.21	\$36.35
8	\$32.63	\$33.69	\$34.78	\$35.91	\$37.08
9	\$33.28	\$34.36	\$35.48	\$36.63	\$37.82
10	\$33.95	\$35.05	\$36.19	\$37.36	\$38.58
11	\$34.62	\$35.75	\$36.91	\$38.11	\$39.35
12	\$35.32	\$36.46	\$37.65	\$38.87	\$40.14
13	\$36.02	\$37.19	\$38.40	\$39.65	\$40.94
14	\$37.46	\$38.68	\$39.94	\$41.24	\$42.58

Hours: 7.5	
Days: 245	
Stipend/Differentials:	
Degree Differential	X
Acct Clerk & Senior Typist	N/A
Updated: 4/28/2023	

<b>Grade 7</b>					
<b>Library Clerk, Teacher Aide, School Health Aide &amp; Security Guard</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$21,011	\$21,694	\$22,400	\$23,128	\$23,880
2	\$21,755	\$22,463	\$23,194	\$23,948	\$24,727
3	\$22,500	\$23,232	\$23,988	\$24,768	\$25,573
4	\$23,245	\$24,001	\$24,782	\$25,588	\$26,420
5	\$23,991	\$24,771	\$25,577	\$26,409	\$27,268
6	\$24,735	\$25,539	\$26,370	\$27,228	\$28,113
7	\$25,230	\$26,050	\$26,897	\$27,772	\$28,675
8	\$25,735	\$26,572	\$27,436	\$28,328	\$29,249
9	\$26,249	\$27,103	\$27,984	\$28,894	\$29,834
10	\$26,774	\$27,645	\$28,544	\$29,472	\$30,430
11	\$27,310	\$28,198	\$29,115	\$30,062	\$31,040
12	\$27,856	\$28,762	\$29,697	\$30,663	\$31,660
13	\$28,413	\$29,337	\$30,291	\$31,276	\$32,293
14	\$31,135	\$32,147	\$33,192	\$34,271	\$35,385

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$16.50	\$17.03	\$17.59	\$18.16	\$18.75
2	\$17.08	\$17.64	\$18.21	\$18.80	\$19.41
3	\$17.67	\$18.24	\$18.83	\$19.45	\$20.08
4	\$18.25	\$18.84	\$19.46	\$20.09	\$20.74
5	\$18.84	\$19.45	\$20.08	\$20.73	\$21.41
6	\$19.42	\$20.05	\$20.70	\$21.38	\$22.07
7	\$19.81	\$20.45	\$21.12	\$21.80	\$22.51
8	\$20.21	\$20.86	\$21.54	\$22.24	\$22.96
9	\$20.61	\$21.28	\$21.97	\$22.68	\$23.42
10	\$21.02	\$21.70	\$22.41	\$23.14	\$23.89
11	\$21.44	\$22.14	\$22.86	\$23.60	\$24.37
12	\$21.87	\$22.58	\$23.32	\$24.07	\$24.86
13	\$22.31	\$23.03	\$23.78	\$24.55	\$25.35
14	\$24.44	\$25.24	\$26.06	\$26.91	\$27.78

Hours: 7	
Days: 182	
Stipend/Differentials:	
Degree Differential	X

Updated: 4/28/2023

<b>Grade 7A</b>					
<b>Teaching Assistant</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$22,858	\$23,601	\$24,369	\$25,161	\$25,979
2	\$23,602	\$24,370	\$25,163	\$25,981	\$26,826
3	\$24,347	\$25,139	\$25,957	\$26,801	\$27,673
4	\$25,091	\$25,907	\$26,749	\$27,619	\$28,517
5	\$25,835	\$26,675	\$27,542	\$28,438	\$29,363
6	\$26,581	\$27,445	\$28,337	\$29,258	\$30,209
7	\$27,113	\$27,995	\$28,905	\$29,845	\$30,815
8	\$27,655	\$28,554	\$29,483	\$30,442	\$31,432
9	\$28,208	\$29,125	\$30,072	\$31,050	\$32,060
10	\$28,773	\$29,709	\$30,675	\$31,672	\$32,702
11	\$29,348	\$30,302	\$31,287	\$32,304	\$33,354
12	\$29,935	\$30,908	\$31,913	\$32,951	\$34,022
13	\$30,534	\$31,527	\$32,552	\$33,610	\$34,703
14	\$33,056	\$34,131	\$35,241	\$36,387	\$37,570

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$17.95	\$18.53	\$19.13	\$19.75	\$20.40
2	\$18.53	\$19.13	\$19.76	\$20.40	\$21.06
3	\$19.12	\$19.74	\$20.38	\$21.04	\$21.73
4	\$19.70	\$20.34	\$21.00	\$21.68	\$22.39
5	\$20.28	\$20.94	\$21.62	\$22.33	\$23.05
6	\$20.87	\$21.55	\$22.25	\$22.97	\$23.72
7	\$21.29	\$21.98	\$22.69	\$23.43	\$24.19
8	\$21.71	\$22.42	\$23.15	\$23.90	\$24.68
9	\$22.15	\$22.87	\$23.61	\$24.38	\$25.17
10	\$22.59	\$23.32	\$24.08	\$24.87	\$25.67
11	\$23.04	\$23.79	\$24.56	\$25.36	\$26.19
12	\$23.50	\$24.27	\$25.05	\$25.87	\$26.71
13	\$23.97	\$24.75	\$25.56	\$26.39	\$27.24
14	\$25.95	\$26.80	\$27.67	\$28.57	\$29.49

Hours: 7	
Days: 182	
Stipend/Differentials:	
Degree Differential	X

Updated: 4/28/2023

<b>Grade 7B</b>					
<b>LPN</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$29,208	\$30,158	\$31,139	\$32,152	\$33,197
2	\$29,873	\$30,844	\$31,847	\$32,883	\$33,952
3	\$30,539	\$31,532	\$32,557	\$33,616	\$34,709
4	\$31,204	\$32,219	\$33,267	\$34,349	\$35,466
5	\$31,869	\$32,905	\$33,975	\$35,080	\$36,221
6	\$32,534	\$33,592	\$34,684	\$35,812	\$36,976
7	\$33,185	\$34,264	\$35,378	\$36,528	\$37,716
8	\$33,849	\$34,950	\$36,086	\$37,259	\$38,470
9	\$34,526	\$35,649	\$36,808	\$38,005	\$39,241
10	\$35,216	\$36,361	\$37,543	\$38,764	\$40,024
11	\$35,921	\$37,089	\$38,295	\$39,540	\$40,826
12	\$36,639	\$37,830	\$39,060	\$40,330	\$41,641
13	\$37,372	\$38,587	\$39,842	\$41,137	\$42,474
14	\$38,867	\$40,131	\$41,436	\$42,783	\$44,174

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$22.93	\$23.68	\$24.45	\$25.24	\$26.06
2	\$23.45	\$24.22	\$25.00	\$25.82	\$26.65
3	\$23.98	\$24.76	\$25.56	\$26.39	\$27.25
4	\$24.50	\$25.29	\$26.12	\$26.97	\$27.84
5	\$25.02	\$25.83	\$26.67	\$27.54	\$28.44
6	\$25.54	\$26.37	\$27.23	\$28.11	\$29.03
7	\$26.05	\$26.90	\$27.77	\$28.68	\$29.61
8	\$26.57	\$27.44	\$28.33	\$29.25	\$30.20
9	\$27.11	\$27.99	\$28.90	\$29.84	\$30.81
10	\$27.65	\$28.55	\$29.47	\$30.43	\$31.42
11	\$28.20	\$29.12	\$30.06	\$31.04	\$32.05
12	\$28.76	\$29.70	\$30.66	\$31.66	\$32.69
13	\$29.34	\$30.29	\$31.28	\$32.29	\$33.34
14	\$30.51	\$31.50	\$32.53	\$33.59	\$34.68

Hours: 7	
Days: 182	
Stipend/Differentials:	
Degree Differential	N/A
Updated: 4/28/2023	

<b>Grade 7C</b>					
<b>Clerk (12 month)</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$28,515	\$29,442	\$30,399	\$31,387	\$32,408
2	\$29,524	\$30,484	\$31,475	\$32,498	\$33,555
3	\$30,536	\$31,529	\$32,554	\$33,613	\$34,706
4	\$31,548	\$32,574	\$33,633	\$34,727	\$35,856
5	\$32,558	\$33,617	\$34,710	\$35,839	\$37,004
6	\$33,568	\$34,659	\$35,786	\$36,950	\$38,151
7	\$34,240	\$35,353	\$36,502	\$37,689	\$38,914
8	\$34,925	\$36,061	\$37,233	\$38,444	\$39,694
9	\$35,623	\$36,781	\$37,977	\$39,212	\$40,487
10	\$36,336	\$37,517	\$38,737	\$39,996	\$41,296
11	\$37,062	\$38,267	\$39,511	\$40,796	\$42,122
12	\$37,804	\$39,033	\$40,302	\$41,612	\$42,965
13	\$38,560	\$39,814	\$41,108	\$42,445	\$43,825
14	\$42,255	\$43,629	\$45,047	\$46,512	\$48,024

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$16.63	\$17.17	\$17.73	\$18.31	\$18.90
2	\$17.22	\$17.78	\$18.36	\$18.95	\$19.57
3	\$17.81	\$18.39	\$18.99	\$19.60	\$20.24
4	\$18.40	\$19.00	\$19.62	\$20.25	\$20.91
5	\$18.99	\$19.61	\$20.24	\$20.90	\$21.58
6	\$19.58	\$20.21	\$20.87	\$21.55	\$22.25
7	\$19.97	\$20.62	\$21.29	\$21.98	\$22.70
8	\$20.37	\$21.03	\$21.72	\$22.42	\$23.15
9	\$20.78	\$21.45	\$22.15	\$22.87	\$23.61
10	\$21.19	\$21.88	\$22.59	\$23.33	\$24.08
11	\$21.62	\$22.32	\$23.04	\$23.79	\$24.57
12	\$22.05	\$22.76	\$23.50	\$24.27	\$25.06
13	\$22.49	\$23.22	\$23.97	\$24.75	\$25.56
14	\$24.64	\$25.44	\$26.27	\$27.13	\$28.01

Hours: 7	
Days: 245	
Stipend/Differentials:	
Degree Differential	X
Acct Clerk & Senior Typist Stipend	N/A

Updated: 4/28/2023

<b>Grade 8A</b>					
<b>Custodial Worker</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$32,256	\$33,305	\$34,388	\$35,506	\$36,660
2	\$33,435	\$34,522	\$35,644	\$36,803	\$38,000
3	\$34,610	\$35,735	\$36,897	\$38,097	\$39,336
4	\$35,787	\$36,951	\$38,152	\$39,392	\$40,673
5	\$36,964	\$38,166	\$39,407	\$40,688	\$42,011
6	\$38,140	\$39,380	\$40,660	\$41,982	\$43,347
7	\$38,903	\$40,168	\$41,474	\$42,822	\$44,214
8	\$39,681	\$40,971	\$42,303	\$43,678	\$45,098
9	\$40,475	\$41,791	\$43,150	\$44,553	\$46,001
10	\$41,284	\$42,626	\$44,012	\$45,443	\$46,920
11	\$42,110	\$43,479	\$44,893	\$46,353	\$47,860
12	\$42,952	\$44,348	\$45,790	\$47,279	\$48,816
13	\$43,811	\$45,235	\$46,706	\$48,224	\$49,792
14	\$50,775	\$52,426	\$54,130	\$55,890	\$57,707

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$17.56	\$18.13	\$18.72	\$19.33	\$19.96
2	\$18.20	\$18.79	\$19.40	\$20.03	\$20.69
3	\$18.84	\$19.45	\$20.08	\$20.74	\$21.41
4	\$19.48	\$20.11	\$20.77	\$21.44	\$22.14
5	\$20.12	\$20.78	\$21.45	\$22.15	\$22.87
6	\$20.76	\$21.44	\$22.13	\$22.85	\$23.60
7	\$21.18	\$21.87	\$22.58	\$23.31	\$24.07
8	\$21.60	\$22.30	\$23.03	\$23.78	\$24.55
9	\$22.03	\$22.75	\$23.49	\$24.25	\$25.04
10	\$22.47	\$23.20	\$23.96	\$24.74	\$25.54
11	\$22.92	\$23.67	\$24.44	\$25.23	\$26.05
12	\$23.38	\$24.14	\$24.92	\$25.74	\$26.57
13	\$23.85	\$24.62	\$25.42	\$26.25	\$27.10
14	\$27.64	\$28.54	\$29.46	\$30.42	\$31.41

Hours: 7.5	
Days: 245	
Stipend/Differentials:	
Degree Differential	N/A
Updated: 4/28/2023	

<b>Grade 8C</b>					
<b>Custodian, Custodial Worker/Bus Driver &amp; Groundskeeper II</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$36,915	\$38,115	\$39,354	\$40,634	\$41,955
2	\$38,239	\$39,482	\$40,766	\$42,091	\$43,459
3	\$39,561	\$40,847	\$42,175	\$43,546	\$44,962
4	\$40,886	\$42,215	\$43,587	\$45,004	\$46,467
5	\$42,211	\$43,583	\$45,000	\$46,463	\$47,974
6	\$43,535	\$44,950	\$46,411	\$47,920	\$49,478
7	\$44,406	\$45,850	\$47,341	\$48,880	\$50,469
8	\$45,294	\$46,767	\$48,287	\$49,857	\$51,478
9	\$46,200	\$47,702	\$49,253	\$50,854	\$52,507
10	\$47,124	\$48,656	\$50,238	\$51,871	\$53,557
11	\$48,067	\$49,630	\$51,243	\$52,909	\$54,629
12	\$49,028	\$50,622	\$52,268	\$53,967	\$55,721
13	\$50,009	\$51,635	\$53,314	\$55,047	\$56,837
14	\$56,947	\$58,798	\$60,709	\$62,683	\$64,721

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$20.09	\$20.75	\$21.42	\$22.12	\$22.84
2	\$20.82	\$21.49	\$22.19	\$22.91	\$23.66
3	\$21.53	\$22.23	\$22.96	\$23.70	\$24.47
4	\$22.26	\$22.98	\$23.73	\$24.50	\$25.29
5	\$22.98	\$23.72	\$24.49	\$25.29	\$26.11
6	\$23.70	\$24.47	\$25.26	\$26.08	\$26.93
7	\$24.17	\$24.96	\$25.77	\$26.61	\$27.47
8	\$24.65	\$25.46	\$26.28	\$27.14	\$28.02
9	\$25.15	\$25.97	\$26.81	\$27.68	\$28.58
10	\$25.65	\$26.48	\$27.35	\$28.23	\$29.15
11	\$26.16	\$27.01	\$27.89	\$28.80	\$29.74
12	\$26.69	\$27.55	\$28.45	\$29.37	\$30.33
13	\$27.22	\$28.11	\$29.02	\$29.96	\$30.94
14	\$31.00	\$32.00	\$33.04	\$34.12	\$35.23

Hours: 7.5	
Days: 245	
Stipend/Differentials:	
Degree Differential	N/A
Updated: 4/28/2023	

<b>Grade 8D</b>					
<b>Groundskeeper III</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$40,607	\$41,927	\$43,290	\$44,697	\$46,150
2	\$42,062	\$43,430	\$44,842	\$46,300	\$47,805
3	\$43,518	\$44,933	\$46,394	\$47,902	\$49,459
4	\$44,975	\$46,437	\$47,947	\$49,506	\$51,115
5	\$46,433	\$47,943	\$49,502	\$51,111	\$52,773
6	\$47,889	\$49,446	\$51,053	\$52,713	\$54,427
7	\$48,847	\$50,435	\$52,075	\$53,768	\$55,516
8	\$49,824	\$51,444	\$53,116	\$54,843	\$56,626
9	\$50,821	\$52,473	\$54,179	\$55,940	\$57,759
10	\$51,837	\$53,522	\$55,262	\$57,059	\$58,914
11	\$52,874	\$54,593	\$56,368	\$58,200	\$60,092
12	\$53,931	\$55,684	\$57,494	\$59,363	\$61,293
13	\$55,010	\$56,798	\$58,644	\$60,550	\$62,518
14	\$62,642	\$64,678	\$66,781	\$68,952	\$71,193

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$22.10	\$22.82	\$23.56	\$24.33	\$25.12
2	\$22.90	\$23.64	\$24.41	\$25.20	\$26.02
3	\$23.69	\$24.46	\$25.25	\$26.07	\$26.92
4	\$24.48	\$25.28	\$26.10	\$26.95	\$27.82
5	\$25.27	\$26.10	\$26.94	\$27.82	\$28.72
6	\$26.07	\$26.91	\$27.79	\$28.69	\$29.63
7	\$26.59	\$27.45	\$28.35	\$29.27	\$30.22
8	\$27.12	\$28.00	\$28.91	\$29.85	\$30.82
9	\$27.66	\$28.56	\$29.49	\$30.45	\$31.44
10	\$28.22	\$29.13	\$30.08	\$31.06	\$32.07
11	\$28.78	\$29.72	\$30.68	\$31.68	\$32.71
12	\$29.36	\$30.31	\$31.29	\$32.31	\$33.36
13	\$29.94	\$30.92	\$31.92	\$32.96	\$34.03
14	\$34.10	\$35.20	\$36.35	\$37.53	\$38.75

Hours: 7.5	
Days: 245	
Stipend/Differentials:	
Degree Differential	N/A
Updated: 4/28/2023	



<b>Grade 10</b>					
<b>School Bus Driver</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$18,457	\$19,057	\$19,677	\$20,317	\$20,978
2	\$19,037	\$19,656	\$20,295	\$20,955	\$21,637
3	\$19,618	\$20,256	\$20,915	\$21,595	\$22,297
4	\$20,200	\$20,857	\$21,535	\$22,235	\$22,958
5	\$20,784	\$21,460	\$22,158	\$22,879	\$23,623
6	\$21,364	\$22,059	\$22,776	\$23,517	\$24,282
7	\$21,792	\$22,501	\$23,233	\$23,989	\$24,769
8	\$22,228	\$22,951	\$23,697	\$24,468	\$25,264
9	\$22,672	\$23,409	\$24,170	\$24,956	\$25,768
10	\$23,126	\$23,878	\$24,655	\$25,457	\$26,285
11	\$23,588	\$24,355	\$25,147	\$25,965	\$26,809
12	\$24,060	\$24,842	\$25,650	\$26,484	\$27,345
13	\$24,541	\$25,339	\$26,163	\$27,014	\$27,892
14	\$27,060	\$27,940	\$28,849	\$29,787	\$30,756

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$20.29	\$20.95	\$21.63	\$22.33	\$23.06
2	\$20.92	\$21.60	\$22.31	\$23.03	\$23.78
3	\$21.56	\$22.26	\$22.99	\$23.74	\$24.51
4	\$22.20	\$22.92	\$23.67	\$24.44	\$25.23
5	\$22.84	\$23.59	\$24.35	\$25.15	\$25.96
6	\$23.48	\$24.25	\$25.03	\$25.85	\$26.69
7	\$23.95	\$24.73	\$25.54	\$26.37	\$27.22
8	\$24.43	\$25.23	\$26.05	\$26.89	\$27.77
9	\$24.92	\$25.73	\$26.57	\$27.43	\$28.32
10	\$25.42	\$26.24	\$27.10	\$27.98	\$28.89
11	\$25.93	\$26.77	\$27.64	\$28.54	\$29.47
12	\$26.44	\$27.30	\$28.19	\$29.11	\$30.05
13	\$26.97	\$27.85	\$28.76	\$29.69	\$30.66
14	\$29.74	\$30.71	\$31.71	\$32.74	\$33.80

Hours: 5	
Days: 182	
Stipend/Differentials:	
Degree Differential	N/A
Updated: 4/28/2023	

<b>Grade 15</b>					
<b>Building Maintenance Worker II, Head Custodian &amp; Automotive Mechanic</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$43,544	\$44,960	\$46,422	\$47,931	\$49,489
2	\$45,065	\$46,530	\$48,043	\$49,605	\$51,218
3	\$46,586	\$48,101	\$49,665	\$51,280	\$52,947
4	\$48,105	\$49,669	\$51,284	\$52,951	\$54,672
5	\$49,625	\$51,238	\$52,904	\$54,624	\$56,400
6	\$51,145	\$52,808	\$54,525	\$56,298	\$58,128
7	\$52,168	\$53,864	\$55,615	\$57,423	\$59,290
8	\$53,212	\$54,942	\$56,728	\$58,572	\$60,476
9	\$54,276	\$56,040	\$57,862	\$59,743	\$61,685
10	\$55,361	\$57,161	\$59,019	\$60,938	\$62,919
11	\$56,469	\$58,305	\$60,200	\$62,157	\$64,178
12	\$57,598	\$59,470	\$61,403	\$63,399	\$65,460
13	\$58,750	\$60,659	\$62,631	\$64,667	\$66,769
14	\$65,176	\$67,295	\$69,483	\$71,742	\$74,074

<b>Hourly Rates</b>					
<b>Salary Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
1	\$23.70	\$24.47	\$25.27	\$26.09	\$26.94
2	\$24.53	\$25.33	\$26.15	\$27.00	\$27.88
3	\$25.36	\$26.18	\$27.03	\$27.91	\$28.82
4	\$26.18	\$27.04	\$27.91	\$28.82	\$29.76
5	\$27.01	\$27.89	\$28.80	\$29.73	\$30.70
6	\$27.84	\$28.74	\$29.68	\$30.64	\$31.64
7	\$28.40	\$29.32	\$30.27	\$31.26	\$32.27
8	\$28.96	\$29.91	\$30.88	\$31.88	\$32.92
9	\$29.54	\$30.50	\$31.49	\$32.52	\$33.58
10	\$30.13	\$31.11	\$32.12	\$33.17	\$34.25
11	\$30.74	\$31.74	\$32.77	\$33.83	\$34.93
12	\$31.35	\$32.37	\$33.42	\$34.51	\$35.63
13	\$31.98	\$33.02	\$34.09	\$35.20	\$36.34
14	\$35.47	\$36.63	\$37.82	\$39.05	\$40.32

Hours: 7.5	
Days: 245	
Stipend/Differentials:	
Degree Differential	N/A
Updated: 6/21/2023	

**Grade 15A**

**Head Custodian (Districtwide)**

Salary Step	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
1	\$47,897	\$49,454	\$51,062	\$52,722	\$54,436
2	\$49,572	\$51,184	\$52,848	\$54,566	\$56,340
3	\$51,244	\$52,910	\$54,630	\$56,406	\$58,240
4	\$52,915	\$54,635	\$56,411	\$58,245	\$60,138
5	\$54,588	\$56,363	\$58,195	\$60,087	\$62,040
6	\$56,260	\$58,089	\$59,977	\$61,927	\$63,940
7	\$57,386	\$59,252	\$61,178	\$63,167	\$65,220
8	\$58,533	\$60,436	\$62,401	\$64,430	\$66,524
9	\$59,704	\$61,645	\$63,649	\$65,718	\$67,854
10	\$60,898	\$62,878	\$64,922	\$67,032	\$69,211
11	\$62,116	\$64,135	\$66,220	\$68,373	\$70,596
12	\$63,358	\$65,418	\$67,545	\$69,741	\$72,008
13	\$64,626	\$66,727	\$68,896	\$71,136	\$73,448
14	\$71,693	\$74,024	\$76,430	\$78,914	\$81,479

**Hourly Rates**

Salary Step	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
1	\$26.07	\$26.92	\$27.79	\$28.70	\$29.63
2	\$26.98	\$27.86	\$28.77	\$29.70	\$30.67
3	\$27.89	\$28.80	\$29.74	\$30.70	\$31.70
4	\$28.80	\$29.74	\$30.70	\$31.70	\$32.73
5	\$29.71	\$30.68	\$31.68	\$32.71	\$33.77
6	\$30.62	\$31.62	\$32.65	\$33.71	\$34.80
7	\$31.24	\$32.25	\$33.30	\$34.38	\$35.50
8	\$31.86	\$32.90	\$33.96	\$35.07	\$36.21
9	\$32.50	\$33.55	\$34.64	\$35.77	\$36.93
10	\$33.15	\$34.22	\$35.34	\$36.48	\$37.67
11	\$33.81	\$34.91	\$36.04	\$37.21	\$38.42
12	\$34.49	\$35.61	\$36.76	\$37.96	\$39.19
13	\$35.18	\$36.32	\$37.50	\$38.72	\$39.98
14	\$39.02	\$40.29	\$41.60	\$42.95	\$44.35

Hours: 7.5

Days: 245

Stipend/Differentials:

Degree Differential	N/A
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Updated: 4/28/2023

Grade 16					
Network System Specialist I					
Salary Step	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
1	\$53,669	\$55,414	\$57,215	\$59,075	\$60,995
2	\$55,295	\$57,093	\$58,949	\$60,865	\$62,844
3	\$56,921	\$58,771	\$60,682	\$62,655	\$64,692
4	\$58,549	\$60,452	\$62,417	\$64,446	\$66,541
5	\$60,171	\$62,127	\$64,147	\$66,232	\$68,385
6	\$61,794	\$63,803	\$65,877	\$68,019	\$70,230
7	\$63,030	\$65,079	\$67,195	\$69,379	\$71,634
8	\$64,291	\$66,381	\$68,539	\$70,767	\$73,067
9	\$65,577	\$67,709	\$69,910	\$72,183	\$74,529
10	\$66,888	\$69,062	\$71,307	\$73,625	\$76,018
11	\$68,226	\$70,444	\$72,734	\$75,098	\$77,539
12	\$69,591	\$71,853	\$74,189	\$76,601	\$79,091
13	\$70,982	\$73,289	\$75,671	\$78,131	\$80,671
14	\$73,822	\$76,222	\$78,700	\$81,258	\$83,899

Hourly Rates					
Salary Step	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
1	\$29.21	\$30.16	\$31.14	\$32.15	\$33.20
2	\$30.10	\$31.08	\$32.09	\$33.13	\$34.21
3	\$30.98	\$31.99	\$33.03	\$34.10	\$35.21
4	\$31.87	\$32.90	\$33.97	\$35.08	\$36.22
5	\$32.75	\$33.82	\$34.91	\$36.05	\$37.22
6	\$33.63	\$34.73	\$35.86	\$37.02	\$38.23
7	\$34.31	\$35.42	\$36.57	\$37.76	\$38.99
8	\$34.99	\$36.13	\$37.31	\$38.52	\$39.77
9	\$35.69	\$36.85	\$38.05	\$39.29	\$40.56
10	\$36.41	\$37.59	\$38.81	\$40.07	\$41.38
11	\$37.13	\$38.34	\$39.59	\$40.87	\$42.20
12	\$37.88	\$39.11	\$40.38	\$41.69	\$43.05
13	\$38.63	\$39.89	\$41.19	\$42.53	\$43.91
14	\$40.18	\$41.49	\$42.83	\$44.23	\$45.66

Hours: 7.5	
Days: 245	
Stipend/Differentials:	
Degree Differential	X
Updated: 4/28/2023	

**Grade 16A**

**Network System Specialist II**

Salary Step	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
1	\$59,036	\$60,955	\$62,937	\$64,983	\$67,095
2	\$60,825	\$62,802	\$64,844	\$66,952	\$69,128
3	\$62,613	\$64,648	\$66,750	\$68,920	\$71,160
4	\$64,404	\$66,498	\$68,660	\$70,892	\$73,196
5	\$66,188	\$68,340	\$70,562	\$72,856	\$75,224
6	\$67,973	\$70,183	\$72,464	\$74,820	\$77,252
7	\$69,333	\$71,587	\$73,914	\$76,317	\$78,798
8	\$70,720	\$73,019	\$75,393	\$77,844	\$80,374
9	\$72,134	\$74,479	\$76,900	\$79,400	\$81,981
10	\$73,577	\$75,969	\$78,438	\$80,988	\$83,621
11	\$75,048	\$77,488	\$80,007	\$82,608	\$85,293
12	\$76,549	\$79,037	\$81,606	\$84,259	\$86,998
13	\$78,080	\$80,618	\$83,239	\$85,945	\$88,739
14	\$81,203	\$83,843	\$86,568	\$89,382	\$92,287

**Hourly Rates**

Salary Step	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
1	\$32.13	\$33.18	\$34.26	\$35.37	\$36.52
2	\$33.11	\$34.18	\$35.29	\$36.44	\$37.63
3	\$34.08	\$35.19	\$36.33	\$37.51	\$38.73
4	\$35.05	\$36.19	\$37.37	\$38.59	\$39.84
5	\$36.03	\$37.20	\$38.41	\$39.65	\$40.94
6	\$37.00	\$38.20	\$39.44	\$40.72	\$42.05
7	\$37.74	\$38.96	\$40.23	\$41.54	\$42.89
8	\$38.49	\$39.74	\$41.04	\$42.37	\$43.75
9	\$39.26	\$40.54	\$41.86	\$43.22	\$44.62
10	\$40.05	\$41.35	\$42.69	\$44.08	\$45.51
11	\$40.85	\$42.18	\$43.55	\$44.96	\$46.42
12	\$41.66	\$43.02	\$44.42	\$45.86	\$47.35
13	\$42.50	\$43.88	\$45.31	\$46.78	\$48.30
14	\$44.20	\$45.63	\$47.12	\$48.65	\$50.23

Hours: 7.5

Days: 245

Stipend/Differentials:

Degree Differential	X
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Updated: 4/28/2023