

also provides a Health Savings Account may not elect to have a health care flexible spending account. The maximum contribution to the health care spending account shall be in accordance with federal law and regulations. However, an eligible employee's contribution to their health care spending account shall be reduced or eliminated if said contribution will cause a tax to be imposed on the District pursuant to section 49801 of the Internal Revenue Code of 1986, as amended, or if federal law reduces the amount allowed to be contributed per calendar year. The current and future maximum contribution to the dependent care spending account shall be in accordance with federal law and regulations.

12.6 LONG TERM DISABILITY

The District will provide each bargaining unit member a long-term disability plan with plan details and premium costs available to each member through Human Resources. Any necessary premiums will be paid by the member.

ARTICLE XIII

SALARY

13.1 STARTING SALARIES FOR UNIT MEMBERS

For the 2022-2023 fiscal year, starting salaries will be as follows:

Group A - \$13.63 per hour

Group B - \$15.26 per hour

Group C - \$17.44 per hour

Level 2 Technicians* - \$24.53 per hour

For the 2023-2024 fiscal year, starting salaries will be as follows:

Group A - \$13.93 per hour

Group B - \$15.60 per hour

Group C - \$17.83 per hour

Level 2 Technicians* - \$25.08 per hour

Starting rates for the 2024-2025 and 2025-2026 fiscal years will be increased by the Consumer Price Index used for the most recent tax levy with a floor of 2.0% and a ceiling of 3.25%.

*Level 2 Technicians shall possess A+ Certification as a condition of employment.

13.2 DUSA SALARY INCREASES

FOR SECRETARIES/CLERICALS/LEVEL 2 TECHS FY23-FY26

Salary increases will only be granted to employees whose rating for the previous twelve (12) months was either proficient or above during their annual employee evaluation pursuant to Section 8.5. If an employee is rated less than proficient, the employee will not receive any type of increase. If an employee is not evaluated, performance will be deemed proficient and the employee will receive a salary increase.

If an employee is changing classification as a result of this agreement, in the fiscal year they shift classifications they will only receive the increase for the move and will not be eligible for any other increase that year.

FY 2022 - 2023, the hourly rates will be increased across all levels at a rate of 9%.

FY 2023-2024, the hourly rate will be increased across all levels at a rate of 2.25%.

For the 2024-2025 and 2025-2026 fiscal years, hourly rates will be increased across all levels by a minimum of 2.0% but not to exceed 3.25% based on the Consumer Price Index used for the most recent tax levy.

Additionally, for the 2024-2025 and 2025-2026 fiscal years, should the consumer price index used for the most recent tax levy be 2% or less, a \$500.00 one-time, non-compounding payment will be paid in September of the following fiscal year. (i.e. If the Consumer Price Index is 1% for the 2024-2025 fiscal year, bargaining unit members will receive a 2% increase at the beginning of the school year and a one-time payment in September of 2025)

13.3 INCREASES/DECREASES BETWEEN GROUP LEVELS

By June 1 of each fiscal year (July 1-June 30), Human Resources and DUSA will collaborate on creating a Pay Chart for the upcoming fiscal year based on the contractual agreement of rate increases for that year. This chart will be used by Human Resources to determine increases and decreases in hourly rates for members moving group levels during the corresponding fiscal year.

When a full-time secretary moves to either a part-time secretary position or a clerical position in a lower group level, they shall receive full credit in the lower group level on the pay chart for the corresponding fiscal year.

When a part-time secretary moves to a full-time secretary position in a higher group level, they shall receive half credit in the higher group level on the pay chart for the corresponding fiscal year. A part-time secretary, who moves to a clerical position in a lower group level, will receive full credit on the pay chart for the corresponding fiscal year.

A clerical who moves to a full-time or part-time secretarial position in a higher group level will be given half credit in the higher group level on the pay chart for the corresponding fiscal year.

A clerical who accepts a combo position pursuant to Section 6.8.2, shall receive full credit in the higher group level on the pay chart for the corresponding fiscal year.

SECRETARIAL CLASSIFICATION SCHEDULE

The ad-hoc committee established in Section 8.6 will review and update the classification schedule.

GROUP A

Clerical

GROUP B

Central Schools Program Part-time

District Records

District Safety

Early Learners

Elementary Part-time Secretary

Elementary Part-time Secretary/Clerical

Health Secretary

Elementary/Middle High School Secretaries:

Attendance

Divisional Chairperson

*Guidance

Scheduling

Sub-caller

GROUP B CONTINUED...

Middle School Part-time Secretary
Middle School Part-time Secretary/Clerical

GROUP C

Accounts Payable
Early Learners
Elementary Principal
English Language Learners (ELL)
Food Service Bookkeeper High School:
Assistant Principal/Dean
Associate Principal
Athletics
English Language Learners (ELL)
*Guidance
Principal
Registrar
Treasurer
Health Secretary
Human Resources
Middle School Principal
Middle School Assistant Principal
Payroll
Plant Operations SAFE
School Community Relations
Specialized Student Services

Directors of:

Alternative Education
Assessments and Accountability
Business Services
Curriculum and Instruction
District Safety & Security
Early Childhood
Early Language Learners (ELL)
Financial Services
Fine Arts
Food Service
Human Resources

Information Services
Plant Operations
Specialized Student Services
Teacher Effectiveness Initiatives

Coordinators of:

Assessment and Research
AVID
District Records
Gifted Program
Instructional Technology
Literacy Instruction Learning
Math & Social Studies
Multi-Tiered System of Supports (MTSS)
Physical Education (PE) & Fine Arts
Regional Vocational/Career & Technology Education
Science
Student Discipline
Student Registration

Supervisors of:

Central School Programs
Health Services
Specialized Student Services

* The high school guidance secretary classifications are determined by duties assigned in the job description by the high school Principal and approved by Human Resources.

** All Assistant Principal of Specialized Student Services' secretary positions shall be 12-months effective July 1, 2023. This list shall not limit the creation of any new position in any classification.

SECRETARIAL CLASSIFICATION CRITERIA

The ad-hoc committee established in Section 8.6 will review and update the classification criteria.

CLASSIFICATION A (Proficiently demonstrates all criteria listed)

Ability to communicate and interact with staff and co-workers in a professional manner

Demonstrates positive customer service skills
Demonstrates confidentiality
Ability to work independently
Ability to prioritize tasks
Demonstrates organizational skills
Keeps accurate filing
Maintaining appropriate inventories and online file management.
Able to use office machines (ex. laminator, fax, intercom, phone, and copier)
Accurate typing/keyboarding
Working knowledge of computer programs
Willingness and ability to learn

CLASSIFICATION B (Proficiently demonstrates all criteria listed, including classification A)

Perform reception duties
Perform student attendance duties
Utilize excellent written and verbal communication skills (parents, staff and students)
Responsible for tracking and balancing building/department expenditures (if applicable)
Working knowledge of computer programs Word and Excel
Willingness to learn and become proficient in advanced applications and specialized computer programs (Mail Merge, Student Information Systems, Business Portal, etc.)

CLASSIFICATION C (Proficiently demonstrates all criteria listed, including classification A+B)

Demonstrates appropriate decision making in support of or in absence of director or supervising administrator
Knowledge and ability to perform necessary tasks to ensure the smooth operation of the district level department/building
Proficient in specialized computer programs and applications
Responsible for creating and initiating written and verbal communication (community and district officials/representatives)
Responsible for maintaining director or supervising administrator calendar/schedule (if applicable)
Responsible for office management, environment, staff, finances (banking and financial software)
Ultimately responsible for coordination, organization, facilitation of district level department/building