AGREEMENT

between

THE BREWSTER CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION

and

THE CLERICAL CHAPTER

of

THE BREWSTER TEACHERS ASSOCIATION

JULY 1, 2025 - JUNE 30, 2029

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ARTICLE I

RECOGNITION

The Board of Education of the Brewster Central School District recognizes the Brewster Teachers' Association as the exclusive representative of a unit composed of all clerical employees including Typist (including Spanish Speaking), Senior Typist, Account Clerk, Payroll Clerk, Senior Payroll Clerk, Senior Clerk**,** Receptionist, Health Benefits Assistant, School District Registrar (Spanish Speaking) and Clerical Aide and all people holding similar positions, but excluding all supervisors, all those whose work is covered by other bargaining units and the secretaries to the Superintendent of Schools, Assistant Superintendent for Finance & Operations, Assistant Superintendent for Curriculum Instruction & Assessment, and the Assistant Superintendent for Human Resources.

ARTICLE II

SECURITY

A. Hiring Additional Personnel

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

B. Association Rights

1. Association meetings may be held after the work day. The arrangement for the use of a school building for meetings is to be in accordance with established District procedures.

2. The Association shall have the right to use District facilities for distribution of material.

3. A bulletin board space shall be reserved in an accessible place in each work site for exclusive use by the Association for posting material dealing with proper and legitimate Association business. Bulletin boards located in areas normally frequented by students may not be used.

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

C. Vacancies and Promotions

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

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

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

ARTICLE III

GENERAL CONDITIONS OF EMPLOYMENT

A. Loss of Seniority

1. Seniority shall be broken only by a bona-fide discharge or a voluntary quit.

2. Loss or retention of seniority is subject to Civil Service Law.

B. Lay-off and Recall

1. All lay-off rights will be in accordance with Civil Service Law. When a lay-off becomes necessary, the last on the seniority list shall be laid-off first and inversely when the force is again increased, the employees are to be rehired in the reverse order in which they were laid-off.

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

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

C. Professional Image

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

D. Professional Development

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

ARTICLE IV

NEGOTIATIONS

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

ARTICLE V

DISCHARGE OR SEPARATION FROM EMPLOYMENT

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

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

ARTICLE VI

ENVIRONMENT

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

ARTICLE VII

PAY PERIOD

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

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

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

ARTICLE VIII

ABOLITION OF POSITIONS

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

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

ARTICLE IX

VACATIONS

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

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

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

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

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

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

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

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

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

A maximum of fifteen (15)) accrued, but unused, vacation days may be carried forward into the next school year. Unit members at their discretion, may "cash in" up to seven (7) vacation days and such days shall be considered as "taken" from their vacation accruals.

Only years of service in the clerical unit shall count for years of service for vacation leave entitlement. Notwithstanding, the District agrees to credit prior full-time service in SEIU for purposes of vacation leave entitlement for all active dues paying unit members.

Absent extenuating circumstances approved by the employee's supervisor, employees may not use vacation day(s) during the: (a) work week prior to Labor Day; (b) Tuesday through Friday after Labor Day; and (c) last five (5) workdays of the school year.

Ten month employees shall not be entitled to vacation days.

ARTICLE X

HOLIDAYS

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

In the event, a Payroll Clerk or Senior Payroll Clerk is required by the District to work on the floating holiday before/after Independence Day for payroll purposes, the unit member shall be permitted to use the floating holiday (in a full-day increment) on a different date by no later than August 31st of that year, subject to supervisor approval. Unit members working on the floating holiday before/after Independence Day shall not receive additional pay for working on the holiday.

ARTICLE XI

SICK LEAVE

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

1. Absence for a period longer than five (5) consecutive working days may require a statement by a physician before returning to work.

2. Misuse of sick leave may be grounds for dismissal. Employees will be notified in writing by the Employer when charged with misuse of sick leave and be warned that further abuse of sick leave may lead to dismissal.

3. Immediate Family Illness: For illness in the immediate family involving a person where the illness is of such a nature as to require the attendance of the employee, a maximum of twelve (12) days of accumulated sick leave for twelve (12) month employees shall be granted. For illness in the immediate family involving a person where the illness is of such a nature as to require the attendance of the employee, a maximum of ten (10) days of accumulated sick leave for ten (10) month employees shall be granted. Requests for additional leave must be approved by the Board.

4. In the event that the employee quits his/her position or is discharged before the end of the contract period, and has used more days of sick leave than earned, a corresponding deduction will be made in the employee's final salary payment.

5. In recognition of the value of that uninterrupted service, employees hired prior to July 1, 2025 will be compensated for fifty (50%) percent of their accumulated unused sick leave at their daily rate of pay, upon application for retirement and acceptance by the Board of Education nine (9) months in advance of the time retirement is to commence. For full-time employees hired on or after July 1, 2025, the unused sick day payout will be paid out at the rate of $150.00 per day, up to a maximum of 120 days.

   In order to be eligible for a payout of unused sick leave days upon retirement, employees hired prior to July 1, 2025 must have completed a minimum of ten (10) years of consecutive service in the District prior to their retirement, and employees hired on or after July 1, 2025, must have completed a minimum of fifteen (15) years of consecutive full-time service in the District prior to their retirement. For employees hired on or after July 1, 2025, two (2) years of part-time service shall count as one (1) year of full-time service.

   This provision applies only to employees who will retire under the New York State Employees Retirement System. Such payment shall be made in accordance with the Collective Bargaining Agreement, Article XI, subsection 7, of the 403(b) Plan. In the event that an employee finds it necessary to use more than the current number of sick days in his/her final year, the excess will be deducted from his/her time accumulations.

   To determine an employee's placement into the tiers above (employees hired prior to July 1, 2025 and employees hired on or after July 1, 2025), the date of hire shall be the employee's original date of hire by the District in any full-time position, even if such position was not in the clerical unit, provided there were no breaks in service prior to his/her appointment to a full-time unit position.

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

Sick Leave Bank

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

403(b) Plan

1. No Cash Option. No employee may receive cash in lieu of or as an alternative to any of the Employer's Non-elective Contributions(s) described herein.

2. Contribution Limitations. To the extent that the Employer Non-elective Contribution exceeds the Contribution Limit, such excess shall be reallocated to the Employee the following year as an Employer Non-elective Contribution (which Contribution shall not exceed the maximum amount permitted under the Code), and on or before December 31st of each subsequent year for up to four (4) years after the year of the Employee's employment severance or until such time as the Employer Non-elective Contribution is fully deposited into the Employee's 403(b) account, whichever is sooner. In any applicable year, the maximum Employer Contribution shall not cause an employee's 403(b) account to exceed the applicable contribution limit under Section 415(c)(1) of the Code, as adjusted for cost-of-living increases. For Employer Non-elective Contributions made post-employment to former employees' 403(b) account, the Contribution Limit shall be based on the employee's compensation, as determined under Section 403(b)(3) of the Code.

3. 403(b) Accounts. Employer contributions shall be deposited into the 403(b) account of each recipient employee. Agents from the employee's 403(b) company will be allowed reasonable access to the School District's facilities in order to assist the employees and District's representatives in fulfilling applicable 403(b) legal requirements. Upon the request of the District, the agents will assist District's representatives in calculating the annual maximum allowable 403(b) contribution under the Internal Revenue Code, based upon salary and payroll information provided to the 403(b) representative by the District. The District may limit the number of financial institutions it makes available to employees to the vendors available as of May 15, 2007.

4. The 403(b) Plan shall be subject to IRS regulations and rulings. Should any portion be declared contrary to law, then such portion shall not be deemed valid and subsisting, but all other portions shall continue in full force and effect. As to those portions declared contrary to law, the Association and Employer shall promptly

meet and alter those portions in order to provide the same or similar benefit(s) which conform, as closest as possible, to the original intent of the parties.

5. The 403(b) Plan shall further be subject to the approval of the 403(b) Provider, which shall review the 403(b) Plan solely as a matter of form and as the provider of investment products designed to meet the requirements of Section 403(b) of the *Internal Revenue Code*.

6. Both the Employee and Employer are responsible for providing accurate information to the 403(b) Provider. This information includes both Elective and Employer Non-Elective Contributions and the amount of the participant's Includible Compensation. To the extent inaccurate information is transmitted by the Employer to the 403(B) Provider, any issues that arise from the inaccurate information shall be the responsibility of the Employer.

7. Employer Non-Elective Contribution Equal to Termination Pay. The Employer agrees to make an Employer Non-elective Contribution to the 403(b) account of each covered employee, who severs their employment with the Employer during the contract year and who is eligible to apply for and who commences their retirement from the state sponsored retirement system as set forth below.

   Plan A –
   For Employees Hired Prior to July 1, 2025: Upon nine (9) months' advance notice of retirement the Employer Non-elective Contribution will be distributed as follows: the value of 90% of such days shall be deposited to the 403(b) account of the employee no later than December 31st in the final school year of employment, in accordance with the limits prescribed by Section 415 of the Internal Revenue Code; and the value of 10% of such days shall be deposited to the 403(b) account of the employee in the final school year of employment, no later than July 31st of the final school year of employment.

   For Employees Hired On or After July 1, 2025: Upon nine (9) months' advance notice of retirement, a unit member will receive, as an Employer Non-elective Contribution, the value of unused accumulated sick leave in accordance with Article XI, Section 5. The Employer Non-elective Contribution will be distributed as follows: the value of 90% of such days, not to exceed 108 days, shall be deposited to the 403(b) account of the unit member no later than December 31st in the final school year of employment, in accordance with the limits prescribed by Section 415 of the Internal Revenue Code; and the value of 10% of such days, not to exceed 12 days per year, shall be deposited to the 403(b) account of the unit member in the final school year of employment, no later than July 31st of the final school year of employment.

Plan B –

Unit members who provide less than nine (9) months' advance notice of retirement but provide at least one hundred and twenty (120) days advance notice of retirement, will receive as an Employer Non-elective Contribution, the value of twenty five percent (25%) of unused accumulated sick leave in accordance with Article XI, Section 5. The Employer Non-Elective Contribution will be deposited to the 403(b) account of the unit member in the final school year of employment, no later than the July 31st following their retirement.

ARTICLE XII

FAMILY AND MEDICAL LEAVE ACT

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

ARTICLE XIII

BEREAVEMENT LEAVE (DEATH IN FAMILY)

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

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

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

ARTICLE XIV

PERSONAL LEAVE

1. Twelve month unit members shall be allowed three (3) personal leave days per year. Any unused personal leave shall become additional accumulated sick leave effective at the end of each academic year. Ten-month unit members shall be allowed two (2) personal leave days per year.

2. Personal leave shall be defined as leave necessary for the conduct of personal or legal business which cannot be conducted at any other time during the day or week except when the unit member is working.

3. Notice of personal leave days shall be made on the appropriate form. No statement of reason shall be requested unless the day requested is before or after a holiday, prior to or after a vacation day, or during the first and last week of school. Members may take up to two (2) personal leave days at any time and shall not be required to provide a statement of reason for the use of these days.

4. Except in cases of emergency, notice of personal leave days shall be given to the immediate supervisor at least five (5) days in advance. Receipt of said notice will be acknowledged no later than the school day prior to the requested leave.

ARTICLE XV

GRADUATION EXERCISES

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

ARTICLE XVI

JURY DUTY

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

ARTICLE XVII

UNPAID LEAVES

A. Child Care Leave

1. A unit member can apply for up to 12 months child care leave without pay.

2. The employee must notify the District of intent to return no less than sixty (60) days prior to the date of return.

3. Upon return, the employee will return to the same position unless it no longer exists.

4. After returning from child care leave, the unit member will resume his/her place on the salary scale as follows:

   a. on the succeeding step if the employee worked half or more of the last calendar year.

   b. on the same step if the employee worked less than half of the last calendar year.

5. Granting of child care leave shall not result in loss of seniority already accrued.

B. Extended Personal Leave

Unpaid leave for a period of no less than four (4) months and no more than one (1) year may be granted on reasons acceptable to the Superintendent. Request for unpaid leave shall be submitted in writing to the Superintendent. The District will notify the applicant of approval or rejection in writing within 15 days. Such employee may continue insurance at his/her own expense. Accrued seniority will not be lost as a result of an unpaid leave.

ARTICLE XVIII

STATE DISABILITY INSURANCE

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

ARTICLE XIX

PENSION AND INSURANCE

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

Effective July 1, 2025: Unit members shall contribute 13.5% to the cost of health insurance premiums. The amount of contribution will not exceed $4,500 for family coverage and $1,850 for individual coverage.

Effective July 1, 2026: Unit members shall contribute 14% to the cost of health insurance premiums. The amount of contribution will not exceed $4,750 for family coverage and $1,950 for individual coverage.

Effective July 1, 2027: Unit members shall contribute 14.5% to the cost of health insurance premiums. The amount of contribution will not exceed $5,150 for family coverage and $2,000 for individual coverage.

Effective July 1, 2028: Unit members shall contribute 15% to the cost of health insurance premiums. The amount of contribution will not exceed $5,550 for family coverage and $2,200 for individual coverage.

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

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

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

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

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

(ii) There shall be a mandatory buyout for any clerical employee whose spouse is an employee of the District with the same or comparable health insurance coverage. However, in no event shall the District pay the health insurance premiums of a clerical unit employee who is covered under another District plan. Any employee who is subject to this mandatory buyout shall receive a cash payment of $2,000.00. Any employee subject to the mandatory buyout who is either retired from the District and: (a) predeceased by his/her spouse, or (b) divorced, shall be eligible to re-enter the District's health insurance plan at the same contribution rate that he/she would have made as a retiree.

(iii) Members of this unit may at their own option withdraw from the District's health insurance plan, provided they are covered by another plan. A unit member who does not participate in the health insurance plan shall receive a cash payment in accordance with the following schedule:

Effective July 1, 2009	$2,750

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

(iv) For both the mandatory and voluntary buyout, the payment, in lieu of health insurance, will be made in two installments, the last paycheck in December and no later than the last paycheck in June, following the notice of withdrawal from the plan. These payments will be made for each year that the unit member remains withdrawn from the health insurance plan.

2. Retiree Health Insurance – In order to be eligible for retiree health insurance, an employee hired prior to July 1, 2025, must have completed a minimum of ten (10) consecutive years of service with the District and retire from the District in accordance with the New York State Employees' Retirement System. An employee hired on or after July 1, 2025, must have completed a minimum of fifteen (15) consecutive years of full-time service with the District and retire from the District in accordance with the New York State Employees' Retirement System. For employees hired on or after July 1, 2025, two (2) years of part-time service shall count as one (1) year of full-time service. Retiree health insurance contributions shall be as follows:

(a) Employees hired prior to July 1, 2017 who retire after June 30, 2021, shall pay the same health insurance percentage they paid in their final year of employment with the District, including the cap in effect at the time of retirement.

(b) Employees hired on or after July 1, 2017, shall pay the same health insurance percentage they paid in their final year of employment with the District. There will be no caps on the contribution amount.

(c) Employees hired on or after July 1, 2025, shall not receive Medicare Part B reimbursement for their spouse or dependents in retirement.

(d) To determine an employee's placement into the tiers above, the date of hire shall be the employee's original date of hire by the District in any full-time position, even if such position was not in the clerical unit, provided there were no breaks in service prior to his/her appointment to a full-time unit position.

3. The Employer will continue to participate in the New York State Employees Retirement System pursuant to Section 75-I, known as the Non-contributory Plan.

4. The District will fund all unit members in the BTA welfare fund.

ARTICLE XX

WORK DAY, WORK WEEK, WORK YEAR

1. Wage scales agreed to by the Employer are based on a twelve (12) month year, thirty-five (35) hour week, paid vacation for twelve (12) month employees, and other benefits listed therein.

2. The work day for 12-month unit members shall be seven (7) hours exclusive of lunch time during the regular school year. However, the work day during summer recess and on Superintendent Conference Days shall be six (6) hours exclusive of lunch time. Summer recess shall start at the closing of school and continue through Labor Day. Winter and spring and other recesses shall be such as determined by the Board of Education as a whole.

3. Clerical employees who work overtime may have the option of time off at straight time, rather than being paid with the prior approval of the school business official. Compensatory time will be at straight time through forty (40) hours and at time and one half thereafter.

4. Hours worked over thirty-five (35) hours per week (30 hours per week during the summer recess) will be compensated for at the rate of time and one-half (1 ½) with double time on Sundays and holidays. Payment for overtime must be approved by the supervisor in charge. Paid holidays and/or paid leave will count as time worked for purposes of computing overtime.

5. Vacations will be scheduled when school is not in session subject to approval by the Building Principal for school building personnel on the basis of seniority. Up to five (5) consecutive days of vacation may be taken by building clerical personnel when school is in session subject to the Building Principal's approval. Clerical employees, other than those who work in the school buildings, will schedule their vacations subject to the approval of their immediate supervisors and the Superintendent of Schools.

6. Emergency Closings

a. Closings

On days in which the District is closed by order of the Superintendent due to emergency or unused snow days, clerical staff need not report to work. However, clerical staff will be required to report for work on days added to the calendar in lieu of days closed due to emergency, at no additional compensation. The floating holiday will be re-scheduled if necessary.

b. Delayed Openings

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

c. Early Closing

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

7. Summer Hours: With reasonable notice, the District may request an employee to work an additional five (5) hours between July 1st and the Friday before Labor Day. The employee shall have the option to be paid at straight time or receive compensatory time at the rate of straight time for each additional hour worked. However, if an employee works an additional five (5) hours during the summer period, then he/she shall have the option to receive cash payment for five (5) hours or compensatory time for six (6) hours.

8. Full-time Clerical Aides' annual compensation shall be computed at the employee's step for 182 work days. The full-time Clerical Aide's work calendar shall be 182 days, with no reduction in salary, and may include orientation days, Superintendent Conference days, and days that students are in attendance. Any full-time Clerical Aide who works more than the 182 days in a year shall be compensated for each additional day at the normal rate.

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

ARTICLE XXI

SALARY AND BENEFITS

1. Longevity: Longevity shall be awarded to unit members on July 1 of each year. The longevity schedule is annexed hereto as Appendix A. Longevity payments for part time unit members shall be pro-rated. Longevity shall be based on years of unit service. Notwithstanding, the parties agree that: (a) those specific Clerical Aides who were transitioned to the unit from the SEIU union on May 11, 2021, shall have their hire date in the SEIU as a Clerical Aide serve as their hire date for purposes of longevity; and (b) effective July 1, 2025, longevity for employees who worked in a full-time position in the District prior to being appointed to a full-time position in the bargaining unit shall be based on the employee's original date of hire by the District in any full-time position, even if such position was not in the clerical unit, provided there were no breaks in service prior to his/her appointment to a full-time unit position.

2. Fringe Benefits: Fringe benefits shall be given to all full-time employees. Except for employees who are involuntarily reduced from full to part-time, part-time employees are not eligible for fringe benefits. Part-time employees may purchase fringe benefits insurance on a pro-rata basis.

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

   a. Works under twenty (20) hours per week.

   b. Works less than six (6) months.

   c. Earns up to one-half their annual salary for his/her position.

3. The salary schedule is annexed hereto as Appendix "B." Those unit members who are on Step 16 of the salary schedule for employees hired prior to July 1, 2017 on June 30, 2025 shall receive, effective July 1, 2025, a $500.00 off-schedule payment, which shall not be added to base salary. Such unit members shall continue to receive this $500.00 off-schedule payment each year of the Agreement, and such payment shall sunset on June 30, 2029.

4. Each unit member will receive annual written notice of his/her contract base salary, longevity and sick days.

5. The District shall implement an IRS §125 flexible spending plan. The District shall bear the administrative cost.

ARTICLE XXII

PAYROLL DEDUCTIONS

A. The Board agrees that upon authorization of a unit member for payroll deduction of his/her membership dues in the Association, the proper deduction shall be made from the unit member's salary and forwarded to the Association.

B. The employer shall check off and remit payments to the NYSUT Benefit Trust upon submission of a signed authorization to the payroll office for any NYSUT Member. Such signed authorization may be discontinued at the end of its terms upon written notice by the Employee to the Employer. The Employer shall remit to the NYSUT Benefit Trust the payments deducted and shall furnish the plan and the bargaining agent with a list of all Employees for whose salaries such deductions have been made.

C. The District shall add VOTE-COPE to the voluntary deductions for members of the unit.

D. The Association, when notified of a membership revocation of a union member, shall notify the District as to the effective date of such revocation as soon as possible. When a union member notifies the District that he/she is revoking the payroll deduction authorization, the District will notify the Association as soon as possible. Any violation of this provision shall not be subject to the grievance procedure.

ARTICLE XXIII

GRIEVANCE PROCEDURES

A. Definitions

1. Grievance: A grievance is a claimed violation, misinterpretation or inequitable application of this agreement.

2. For the purpose of carrying out these grievance procedures, immediate administrative supervisor is designated as the Building Principal for those employed in the school and the Assistant Superintendent for Administration for those employed in the District Office.

3. "Day" means work days.

B. Grievance Steps

1. Informal Meeting: An informal meeting shall be held between the employee and/or the Association and the immediate Administrative Supervisor in an attempt to resolve their dispute prior to the initiation of formal grievance procedures.

2. Step I: Superintendent's Designee:

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

3. Step II: Superintendent of Schools:

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

4. Step III Arbitration:

a. The Association, if it is not in agreement with the decision at Step II, shall notify the Superintendent in writing of its intent to proceed to arbitration. Such notice by the Association shall be made no later than ten (10) days following receipt of the Step II decision.

b. The arbitrator shall be selected pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association.

c. The arbitrator shall be without power or authority to alter or change any provision of this Agreement, add thereto, or make any recommendation which requires the commission of an act prohibited by law or which violates the terms of this Agreement.

d. The award of the arbitrator shall be final and binding upon the Board of Education.

e. The costs and expenses of the arbitrator shall be shared equally by the District and the Association. All costs incurred in preparing and presenting

the arbitration, including witness costs, shall be borne by the party incurring them.

C. Miscellaneous

1. The BTA representatives selected to process a grievance shall have access to that information pertinent to the determination and processing of the grievance to the extent allowed by law.

2. The several time limits herein provided for the several steps of the grievance procedure may be waived by the written agreement of the parties to the grievance.

3. Failure of the responsible District officer at any step of this procedure to communicate the decision in a grievance step within the specified time limits shall act to permit the aggrieved party to proceed to the next step within the specified time limits provided by the contract.

4. All grievance documents and records will be maintained separately from personnel files.

5. Right to have a Representative: In all steps of the grievance procedures, an employee shall be allowed to have a BTA representative.

6. Freedom of Coercion: No District administrator, supervisor or other representative shall coerce, interfere with, restrain, discriminate against, penalize or commit acts of reprisal upon any unit member in the exercise of any rights provided in these procedures.

ARTICLE XXIV

EVALUATION

A. Evaluation Procedure

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

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

B. Personnel Files

1. Every unit member shall have the right to review the contents of his/her personnel file.

2. No material other than routine financial notices and initial employment records shall be placed in the file unless the unit member has had an opportunity to read the material and received a copy. The unit member shall acknowledge that he/she has read such material by affixing his/her signature on the copy to be filed; it is understood that such signature merely signifies that he/she has read the material and does not indicate agreement with its contents. If the unit member refuses to sign the evaluation, a note to that effect will be attached and the evaluation will be placed in the file.

3. The unit member shall have the right to answer any materials filed. Such answer shall be attached to the file copy.

4. The unit member may, upon request, receive a copy of material from his/her file, including material that was not previously made available to him/her. This does not include initial employment records, such as confidential recommendations.

ARTICLE XXV

MISCELLANEOUS

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

2. Matters not Covered: With respect to matters not covered in this Agreement or by existing policies, regulations, or procedures not contrary to or inconsistent with the terms, the Board agrees that it will consult and negotiate with the Association prior to making changes which might normally be classified as being relative to salaries and conditions of employment.

3. Effect of Contract: This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this agreement shall be incorporated into and shall be considered part of the established policies of the Board.

4. Individual Agreements: Any individual arrangement, agreement, or contract between the Board and an individual employee, heretofore executed, shall be subject to and consistent with the terms and conditions of this agreement. Any individual arrangement, agreement or contract, hereafter executed, shall be expressly made subject to and consistent with the terms of this or subsequent Agreements to be executed by the parties. If an individual arrangement, agreement, or contract contains any language inconsistent with this Agreement, this Agreement during its duration shall be controlling.

5. Savings Clause: If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

6. The Assistant Superintendent for Business will meet monthly during the school year at a mutually agreeable time and place with the Association President on matters of mutual concern.

ARTICLE XXVI

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2025 and shall continue in full force and effect until June 30, 2029 or such time as it may be modified by mutual agreement whichever is later.

BOARD OF EDUCATION OF THE BREWSTER CENTRAL SCHOOL DISTRICT

By: _____
Superintendent

BREWSTER TEACHERS ASSOCIATION

By: _____
President

By: _____
Chapter Chairperson

2025-26 Salary Schedule*

2.25% *Applies to employees hired before July 1, 2017

Step	TYPIST I	ACCL TYP	ACC CL	TYPIST II	SR TYPIST	PAY CL	PUR CL	SR CLERK	SR PAY CL
1	40,293	40,293	45,574	43,486	44,478	47,992	40,293	33,393	50,684
2	45,980	45,980	51,260	49,175	50,166	53,679	45,980	39,597	56,690
3	51,668	51,668	56,949	54,863	55,853	59,368	51,668	45,803	62,699
4	55,905	55,905	61,620	59,364	60,436	64,239	55,905	49,559	67,842
5	57,635	57,635	63,527	61,200	62,305	66,225	57,635	51,094	69,940
6	59,001	59,001	64,978	62,580	63,684	67,782	59,001	52,372	71,584
7	60,369	60,369	66,428	63,958	65,062	69,339	60,369	53,649	73,228
8	61,749	61,749	67,892	65,336	66,451	70,898	61,749	54,936	74,876
9	63,126	63,126	69,353	66,713	67,838	72,457	63,126	56,220	76,522
10	63,956	63,956	70,268	67,552	68,665	73,464	63,956	56,953	77,585
11	64,786	64,786	71,181	68,393	69,492	74,471	64,786	57,685	78,649
12	66,343	66,343	73,122	70,067	71,206	76,716	66,343	58,811	81,020
13	68,001	68,001	74,950	71,817	72,986	78,635	68,001	60,284	83,046
14	69,701	69,701	76,823	73,614	74,811	80,601	69,701	61,788	85,122
15	71,443	71,443	78,746	75,453	76,680	82,616	71,443	63,334	87,251
16	73,230	73,230	80,713	77,341	78,598	84,681	73,230	64,918	89,432

Step	Longevity 12-Mo
1 - 7	-
8	2,504
9	2,504
10	2,720
11	2,720
12	3,474
13	3,474
14	3,688
15	3,688
16	4,120
17	4,120
18	4,335
19	4,335
20	4,551
21	4,767
22	4,982
23	4,982
24	5,197
25	5,197

2025-26 Salary Schedule**

2.25% **Applies to employees hired on/after July 1, 2017

Step	TYPIST I	ACCL TYP	ACC CL	TYPIST II	SR TYPIST	PAY CL	PUR CL	SR CLERK	SR PAY CL	RCPTNIST	HBENASST	REGIST SP	10-Mo CLER AIDE
1	46,015	46,015	50,715	48,595	49,389	53,209	46,015	40,793	56,194	38,547	53,209	53,209	26,613
2	46,954	46,954	51,753	49,587	50,396	54,295	46,954	41,625	57,341	39,318	54,295	54,295	27,145
3	47,911	47,911	52,807	50,599	51,426	55,402	47,911	42,474	58,511	40,106	55,402	55,402	27,688
4	48,890	48,890	53,885	51,634	52,475	56,534	48,890	43,341	59,706	40,907	56,534	56,534	28,240
5	49,888	49,888	54,983	52,687	53,545	57,688	49,888	44,225	60,925	41,726	57,688	57,688	28,806
6	50,905	50,905	56,107	53,762	54,637	58,864	50,905	45,127	62,167	42,561	58,864	58,864	29,382
7	51,944	51,944	57,251	54,859	55,753	60,067	51,944	46,048	63,437	43,411	60,067	60,067	29,970
8	53,004	53,004	58,421	55,980	56,890	61,292	53,004	46,987	64,730	44,279	61,292	61,292	30,569
9	54,085	54,085	59,612	57,121	58,050	62,543	54,085	47,948	66,051	45,166	62,543	62,543	31,179
10	55,187	55,187	60,830	58,287	59,235	63,819	55,187	48,925	67,399	46,069	63,819	63,819	31,804
11	56,315	56,315	62,070	59,476	60,446	65,123	56,315	49,925	68,776	46,989	65,123	65,123	32,440
12	57,465	57,465	63,336	60,689	61,678	66,453	57,465	50,943	70,181	47,929	66,453	66,453	33,089
13	58,636	58,636	64,629	61,930	62,938	67,808	58,636	51,982	71,612	48,888	67,808	67,808	33,751
14	59,834	59,834	65,949	63,195	64,222	69,192	59,834	53,042	73,073	49,866	69,192	69,192	34,426
15	61,056	61,056	67,294	64,483	65,532	70,604	61,056	54,126	74,565	50,864	70,604	70,604	35,114
16	62,301	62,301	68,668	65,800	66,869	72,043	62,301	55,230	76,085	51,882	72,043	72,043	35,815
17	63,572	63,572	70,069	67,141	68,234	73,515	63,572	56,357	77,638	52,918	73,515	73,515	36,534
18	64,869	64,869	71,498	68,512	69,626	75,014	64,869	57,506	79,222	53,977	75,014	75,014	37,264
19	66,193	66,193	72,957	69,911	71,046	76,545	66,193	58,681	80,840	55,057	76,545	76,545	38,008
20	67,545	67,545	74,447	71,336	72,495	78,107	67,545	59,878	82,488	56,158	78,107	78,107	38,769
21	68,924	68,924	75,966	72,792	73,975	79,701	68,924	61,102	84,172	57,280	79,701	79,701	39,544
22	70,331	70,331	77,517	74,278	75,486	81,327	70,331	62,348	85,889	58,427	81,327	81,327	40,335
23	71,764	71,764	79,098	75,794	77,027	82,987	71,764	63,619	87,643	59,594	82,987	82,987	41,141
24	73,230	73,230	80,713	77,341	78,598	84,681	73,230	64,918	89,432	60,787	84,681	84,681	41,964

Step	Longevity 12-Mo	10-Mo
1 - 10	-	-
11	1,101	917
12	1,211	971
13	1,321	1,026
14	1,433	1,080
15	1,542	1,162
16	2,202	1,242
17	2,313	1,350
18	2,423	1,458
19	2,534	1,565
20	2,643	1,674
21	3,305	1,781
22	3,413	1,781
23	3,524	1,781
24	3,634	1,781
25	3,744	1,781

2026-27 Salary Schedule*

2.25% *Applies to employees hired before July 1, 2017

Step	TYPIST I	ACCL TYP	ACC CL	TYPIST II	SR TYPIST	PAY CL	PUR CL	SR CLERK	SR PAY CL
1	41,200	41,200	46,599	44,464	45,479	49,072	41,200	34,144	51,824
2	47,015	47,015	52,413	50,281	51,295	54,887	47,015	40,488	57,966
3	52,831	52,831	58,230	56,097	57,110	60,704	52,831	46,834	64,110
4	57,163	57,163	63,006	60,700	61,796	65,684	57,163	50,674	69,368
5	58,932	58,932	64,956	62,577	63,707	67,715	58,932	52,244	71,514
6	60,329	60,329	66,440	63,988	65,117	69,307	60,329	53,550	73,195
7	61,727	61,727	67,923	65,397	66,526	70,899	61,727	54,856	74,876
8	63,138	63,138	69,420	66,806	67,946	72,493	63,138	56,172	76,561
9	64,546	64,546	70,913	68,214	69,364	74,087	64,546	57,485	78,244
10	65,395	65,395	71,849	69,072	70,210	75,117	65,395	58,234	79,331
11	66,244	66,244	72,783	69,932	71,056	76,147	66,244	58,983	80,419
12	67,836	67,836	74,767	71,644	72,808	78,442	67,836	60,134	82,843
13	69,531	69,531	76,636	73,433	74,628	80,404	69,531	61,640	84,915
14	71,269	71,269	78,552	75,270	76,494	82,415	71,269	63,178	87,037
15	73,050	73,050	80,518	77,151	78,405	84,475	73,050	64,759	89,214
16	74,878	74,878	82,529	79,081	80,366	86,586	74,878	66,379	91,444

Step	Longevity 12-Mo
1 - 7	-
8	2,854
9	2,854
10	3,070
11	3,070
12	3,824
13	3,824
14	4,038
15	4,038
16	4,470
17	4,470
18	4,685
19	4,685
20	4,901
21	5,117
22	5,332
23	5,332
24	5,547
25	5,547

2026-27 Salary Schedule**

2.25% **Applies to employees hired on/after July 1, 2017

Step	TYPIST I	ACCL TYP	ACC CL	TYPIST II	SR TYPIST	PAY CL	PUR CL	SR CLERK	SR PAY CL	RCPTNIST	HBENASST	REGIST SP	10-Mo CLER AIDE
1	47,050	47,050	51,856	49,688	50,500	54,406	47,050	41,711	57,458	39,414	54,406	54,406	27,212
2	48,010	48,010	52,917	50,703	51,530	55,517	48,010	42,562	58,631	40,203	55,517	55,517	27,756
3	48,989	48,989	53,995	51,737	52,583	56,649	48,989	43,430	59,827	41,008	56,649	56,649	28,311
4	49,990	49,990	55,097	52,796	53,656	57,806	49,990	44,316	61,049	41,827	57,806	57,806	28,875
5	51,010	51,010	56,220	53,872	54,750	58,986	51,010	45,220	62,296	42,665	58,986	58,986	29,454
6	52,050	52,050	57,369	54,972	55,866	60,188	52,050	46,142	63,566	43,519	60,188	60,188	30,043
7	53,113	53,113	58,539	56,093	57,007	61,419	53,113	47,084	64,864	44,388	61,419	61,419	30,644
8	54,197	54,197	59,735	57,240	58,170	62,671	54,197	48,044	66,186	45,275	62,671	62,671	31,257
9	55,302	55,302	60,953	58,406	59,356	63,950	55,302	49,027	67,537	46,182	63,950	63,950	31,881
10	56,429	56,429	62,199	59,598	60,568	65,255	56,429	50,026	68,915	47,106	65,255	65,255	32,520
11	57,582	57,582	63,467	60,814	61,806	66,588	57,582	51,048	70,323	48,046	66,588	66,588	33,170
12	58,758	58,758	64,761	62,055	63,066	67,948	58,758	52,089	71,760	49,007	67,948	67,948	33,834
13	59,955	59,955	66,083	63,323	64,354	69,334	59,955	53,152	73,223	49,988	69,334	69,334	34,510
14	61,180	61,180	67,433	64,617	65,667	70,749	61,180	54,235	74,717	50,988	70,749	70,749	35,201
15	62,430	62,430	68,808	65,934	67,006	72,193	62,430	55,344	76,243	52,008	72,193	72,193	35,904
16	63,703	63,703	70,213	67,281	68,374	73,664	63,703	56,473	77,797	53,049	73,664	73,664	36,621
17	65,002	65,002	71,646	68,652	69,769	75,169	65,002	57,625	79,385	54,109	75,169	75,169	37,356
18	66,329	66,329	73,107	70,054	71,193	76,702	66,329	58,800	81,004	55,191	76,702	76,702	38,102
19	67,682	67,682	74,599	71,484	72,645	78,267	67,682	60,001	82,659	56,296	78,267	78,267	38,863
20	69,065	69,065	76,122	72,941	74,126	79,864	69,065	61,225	84,344	57,422	79,864	79,864	39,641
21	70,475	70,475	77,675	74,430	75,639	81,494	70,475	62,477	86,066	58,569	81,494	81,494	40,434
22	71,913	71,913	79,261	75,949	77,184	83,157	71,913	63,751	87,822	59,742	83,157	83,157	41,243
23	73,379	73,379	80,878	77,499	78,760	84,854	73,379	65,050	89,615	60,935	84,854	84,854	42,067
24	74,878	74,878	82,529	79,081	80,366	86,586	74,878	66,379	91,444	62,155	86,586	86,586	42,908

Step	Longevity 12-Mo	10-Mo
1 - 10	-	-
11	1,126	938
12	1,238	993
13	1,351	1,049
14	1,465	1,104
15	1,577	1,188
16	2,252	1,270
17	2,365	1,380
18	2,478	1,491
19	2,591	1,600
20	2,702	1,712
21	3,379	1,821
22	3,490	1,821
23	3,603	1,821
24	3,716	1,821
25	3,828	1,821

2027-28 Salary Schedule*

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

Step	TYPIST I	ACCL TYP	ACC CL	TYPIST II	SR TYPIST	PAY CL	PUR CL	SR CLERK	SR PAY CL
1	42,024	42,024	47,531	45,353	46,389	50,053	42,024	34,827	52,860
2	47,955	47,955	53,461	51,287	52,321	55,985	47,955	41,298	59,125
3	53,888	53,888	59,395	57,219	58,252	61,918	53,888	47,771	65,392
4	58,306	58,306	64,266	61,914	63,032	66,998	58,306	51,687	70,755
5	60,111	60,111	66,255	63,829	64,981	69,069	60,111	53,289	72,944
6	61,536	61,536	67,769	65,268	66,419	70,693	61,536	54,621	74,659
7	62,962	62,962	69,281	66,705	67,857	72,317	62,962	55,953	76,374
8	64,401	64,401	70,808	68,142	69,305	73,943	64,401	57,295	78,092
9	65,837	65,837	72,331	69,578	70,751	75,569	65,837	58,635	79,809
10	66,703	66,703	73,286	70,453	71,614	76,619	66,703	59,399	80,918
11	67,569	67,569	74,239	71,331	72,477	77,670	67,569	60,163	82,027
12	69,193	69,193	76,262	73,077	74,264	80,011	69,193	61,337	84,500
13	70,922	70,922	78,169	74,902	76,121	82,012	70,922	62,873	86,613
14	72,694	72,694	80,123	76,775	78,024	84,063	72,694	64,442	88,778
15	74,511	74,511	82,128	78,694	79,973	86,165	74,511	66,054	90,998
16	76,376	76,376	84,180	80,663	81,973	88,318	76,376	67,707	93,273

Step	Longevity 12-Mo
1 - 7	-
8	3,204
9	3,204
10	3,420
11	3,420
12	4,174
13	4,174
14	4,388
15	4,388
16	4,820
17	4,820
18	5,035
19	5,035
20	5,251
21	5,467
22	5,682
23	5,682
24	5,897
25	5,897

2027-28 Salary Schedule**

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

Step	TYPIST I	ACCL TYP	ACC CL	TYPIST II	SR TYPIST	PAY CL	PUR CL	SR CLERK	SR PAY CL	RCPTNIST	HBENASST	REGIST SP	10-Mo CLER AIDE
1	47,991	47,991	52,893	50,682	51,510	55,494	47,991	42,545	58,607	40,202	55,494	55,494	27,756
2	48,970	48,970	53,975	51,717	52,561	56,627	48,970	43,413	59,804	41,007	56,627	56,627	28,311
3	49,969	49,969	55,075	52,772	53,635	57,782	49,969	44,299	61,024	41,828	57,782	57,782	28,877
4	50,990	50,990	56,199	53,852	54,729	58,962	50,990	45,202	62,270	42,664	58,962	58,962	29,453
5	52,030	52,030	57,344	54,949	55,845	60,166	52,030	46,124	63,542	43,518	60,166	60,166	30,043
6	53,091	53,091	58,516	56,071	56,983	61,392	53,091	47,065	64,837	44,389	61,392	61,392	30,644
7	54,175	54,175	59,710	57,215	58,147	62,647	54,175	48,026	66,161	45,276	62,647	62,647	31,257
8	55,281	55,281	60,930	58,385	59,333	63,924	55,281	49,005	67,510	46,181	63,924	63,924	31,882
9	56,408	56,408	62,172	59,574	60,543	65,229	56,408	50,008	68,888	47,106	65,229	65,229	32,519
10	57,558	57,558	63,443	60,790	61,779	66,560	57,558	51,027	70,293	48,048	66,560	66,560	33,170
11	58,734	58,734	64,736	62,030	63,042	67,920	58,734	52,069	71,729	49,007	67,920	67,920	33,833
12	59,933	59,933	66,056	63,296	64,327	69,307	59,933	53,131	73,195	49,987	69,307	69,307	34,511
13	61,154	61,154	67,405	64,589	65,641	70,721	61,154	54,215	74,687	50,988	70,721	70,721	35,200
14	62,404	62,404	68,782	65,909	66,980	72,164	62,404	55,320	76,211	52,008	72,164	72,164	35,905
15	63,679	63,679	70,184	67,253	68,346	73,637	63,679	56,451	77,768	53,048	73,637	73,637	36,622
16	64,977	64,977	71,617	68,627	69,741	75,137	64,977	57,602	79,353	54,110	75,137	75,137	37,353
17	66,302	66,302	73,079	70,025	71,164	76,672	66,302	58,778	80,973	55,191	76,672	76,672	38,103
18	67,656	67,656	74,569	71,455	72,617	78,236	67,656	59,976	82,624	56,295	78,236	78,236	38,864
19	69,036	69,036	76,091	72,914	74,098	79,832	69,036	61,201	84,312	57,422	79,832	79,832	39,640
20	70,446	70,446	77,644	74,400	75,609	81,461	70,446	62,450	86,031	58,570	81,461	81,461	40,434
21	71,885	71,885	79,229	75,919	77,152	83,124	71,885	63,727	87,787	59,740	83,124	83,124	41,243
22	73,351	73,351	80,846	77,468	78,728	84,820	73,351	65,026	89,578	60,937	84,820	84,820	42,068
23	74,847	74,847	82,496	79,049	80,335	86,551	74,847	66,351	91,407	62,154	86,551	86,551	42,908
24	76,376	76,376	84,180	80,663	81,973	88,318	76,376	67,707	93,273	63,398	88,318	88,318	43,766

Step	Longevity 12-Mo	10-Mo
1 - 10	-	-
11	1,149	957
12	1,263	1,013
13	1,378	1,070
14	1,494	1,126
15	1,609	1,212
16	2,297	1,295
17	2,412	1,408
18	2,528	1,521
19	2,643	1,632
20	2,756	1,746
21	3,447	1,857
22	3,560	1,857
23	3,675	1,857
24	3,790	1,857
25	3,905	1,857

2028-29 Salary Schedule*

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

Step	TYPIST I	ACCL TYP	ACC CL	TYPIST II	SR TYPIST	PAY CL	PUR CL	SR CLERK	SR PAY CL
1	42,864	42,864	48,482	46,260	47,317	51,054	42,864	35,524	53,917
2	48,914	48,914	54,530	52,313	53,367	57,105	48,914	42,124	60,308
3	54,966	54,966	60,583	58,363	59,417	63,156	54,966	48,726	66,700
4	59,472	59,472	65,551	63,152	64,293	68,338	59,472	52,721	72,170
5	61,313	61,313	67,580	65,106	66,281	70,450	61,313	54,355	74,403
6	62,767	62,767	69,124	66,573	67,747	72,107	62,767	55,713	76,152
7	64,221	64,221	70,667	68,039	69,214	73,763	64,221	57,072	77,901
8	65,689	65,689	72,224	69,505	70,691	75,422	65,689	58,441	79,654
9	67,154	67,154	73,778	70,970	72,166	77,080	67,154	59,808	81,405
10	68,037	68,037	74,752	71,862	73,046	78,151	68,037	60,587	82,536
11	68,920	68,920	75,724	72,758	73,927	79,223	68,920	61,366	83,668
12	70,577	70,577	77,787	74,539	75,749	81,611	70,577	62,564	86,190
13	72,340	72,340	79,732	76,400	77,643	83,652	72,340	64,130	88,345
14	74,148	74,148	81,725	78,311	79,584	85,744	74,148	65,731	90,554
15	76,001	76,001	83,771	80,268	81,572	87,888	76,001	67,375	92,818
16	77,904	77,904	85,864	82,276	83,612	90,084	77,904	69,061	95,138

Step	Longevity 12-Mo
1 - 7	-
8	3,554
9	3,554
10	3,770
11	3,770
12	4,524
13	4,524
14	4,738
15	4,738
16	5,170
17	5,170
18	5,385
19	5,385
20	5,601
21	5,817
22	6,032
23	6,032
24	6,247
25	6,247

2028-29 Salary Schedule**

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

Step	TYPIST I	ACCL TYP	ACC CL	TYPIST II	SR TYPIST	PAY CL	PUR CL	SR CLERK	SR PAY CL	RCPTNIST	HBENASST	REGIST SP	10-Mo CLER AIDE
1	48,951	48,951	53,951	51,696	52,540	56,604	48,951	43,396	59,779	41,006	56,604	56,604	28,311
2	49,949	49,949	55,055	52,751	53,612	57,760	49,949	44,281	61,000	41,827	57,760	57,760	28,877
3	50,968	50,968	56,177	53,827	54,708	58,938	50,968	45,185	62,244	42,665	58,938	58,938	29,455
4	52,010	52,010	57,323	54,929	55,824	60,141	52,010	46,106	63,515	43,517	60,141	60,141	30,042
5	53,071	53,071	58,491	56,048	56,962	61,369	53,071	47,046	64,813	44,388	61,369	61,369	30,644
6	54,153	54,153	59,686	57,192	58,123	62,620	54,153	48,006	66,134	45,277	62,620	62,620	31,257
7	55,259	55,259	60,904	58,359	59,310	63,900	55,259	48,987	67,484	46,182	63,900	63,900	31,882
8	56,387	56,387	62,149	59,553	60,520	65,202	56,387	49,985	68,860	47,105	65,202	65,202	32,520
9	57,536	57,536	63,415	60,765	61,754	66,534	57,536	51,008	70,266	48,048	66,534	66,534	33,169
10	58,709	58,709	64,712	62,006	63,015	67,891	58,709	52,048	71,699	49,009	67,891	67,891	33,833
11	59,909	59,909	66,031	63,271	64,303	69,278	59,909	53,110	73,164	49,987	69,278	69,278	34,510
12	61,132	61,132	67,377	64,562	65,614	70,693	61,132	54,194	74,659	50,987	70,693	70,693	35,201
13	62,377	62,377	68,753	65,881	66,954	72,135	62,377	55,299	76,181	52,008	72,135	72,135	35,904
14	63,652	63,652	70,158	67,227	68,320	73,607	63,652	56,426	77,735	53,048	73,607	73,607	36,623
15	64,953	64,953	71,588	68,598	69,713	75,110	64,953	57,580	79,323	54,109	75,110	75,110	37,354
16	66,277	66,277	73,049	70,000	71,136	76,640	66,277	58,754	80,940	55,192	76,640	76,640	38,100
17	67,628	67,628	74,541	71,426	72,587	78,205	67,628	59,954	82,592	56,295	78,205	78,205	38,865
18	69,009	69,009	76,060	72,884	74,069	79,801	69,009	61,176	84,276	57,421	79,801	79,801	39,641
19	70,417	70,417	77,613	74,372	75,580	81,429	70,417	62,425	85,998	58,570	81,429	81,429	40,433
20	71,855	71,855	79,197	75,888	77,121	83,090	71,855	63,699	87,752	59,741	83,090	83,090	41,243
21	73,323	73,323	80,814	77,437	78,695	84,786	73,323	65,002	89,543	60,935	84,786	84,786	42,068
22	74,818	74,818	82,463	79,017	80,303	86,516	74,818	66,327	91,370	62,156	86,516	86,516	42,909
23	76,344	76,344	84,146	80,630	81,942	88,282	76,344	67,678	93,235	63,397	88,282	88,282	43,766
24	77,904	77,904	85,864	82,276	83,612	90,084	77,904	69,061	95,138	64,666	90,084	90,084	44,641

Step	Longevity 12-Mo	10-Mo
1 - 10	-	-
11	1,172	976
12	1,288	1,033
13	1,406	1,091
14	1,524	1,149
15	1,641	1,236
16	2,343	1,321
17	2,460	1,436
18	2,579	1,551
19	2,696	1,665
20	2,811	1,781
21	3,516	1,894
22	3,631	1,894
23	3,749	1,894
24	3,866	1,894
25	3,983	1,894