AGREEMENT BETWEEN

MANHASSET UNION FREE SCHOOL DISTRICT

- and -

MANHASSET EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION

Effective: July 1, 2023 - June 30, 2027

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AGREEMENT between the MANHASSET UNION FREE SCHOOL DISTRICT (the "District") and the MANHASSET EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION (the "Association") made this_____day of_____, 2024 as follows:

ARTICLE I - RECOGNITION

The District recognizes the Association as the exclusive negotiating agent for unit members in a unit consisting of all nurses, computer technicians, information technology assistant manager, information technology specialists, information technology aides, security guards, security aides, cleaners, maintainers, maintainer helpers, custodians, groundskeepers, teaching assistants, supervisory aides, clerical unit members, central office receptionist, duplicating machine operators, administrative officers,[1] health aides, messengers, bus dispatchers, and excluding head custodians, assistant head custodians, supervisor of buildings and grounds, administrative assistant, bookkeeper, secretary to the Superintendent of Schools, secretaries to the Assistant Superintendents, administrative officers as described below in footnote 1, business office clerks, junior accountants, accountants, supervisor for transportation/central registrar.

ARTICLE II - DEFINITIONS

A. "UNIT MEMBER" means a person employed full- or part-time in one of the job titles described in Article I for a period of more than forty-five (45) days.

B. "FULL-TIME UNIT MEMBER" means a unit member who provides service to the District for the normal workday, workweek and work year as set forth in the annexed Schedules A, B, and C.

C. "PART-TIME UNIT MEMBER" means any unit member who provides service to the District for twenty (20) hours or fewer per workweek.

D. "PARAPROFESSIONAL" means teaching assistants, supervisory aides and health aides.

E. "RETIREMENT" means full retirement under the New York State Unit members Retirement System or New York State Teachers Retirement System and does not mean separation in vested status from service.

[1] Except the following: Administrative Officer to the Office of Business and Operations; Administrative Officer to the Assistant Superintendent of Human Resources; Administrative Officer to the Assistant Superintendent for Curriculum and Instruction; Administrative Officer to the Executive Director for Student Services; and Administrative Officer to the Superintendent of Schools.

F. "CLERICAL" means clerk typists, stenographers, senior stenographers and stenographic secretaries.

G. "SUPERINTENDENT" means the Superintendent of Schools of the District or his/her designee.

ARTICLE III - TERMINATION OF EMPLOYMENT

A. Resignation

A unit member who intends to resign shall inform his/her supervisor in writing no less than ten (10) working days (i.e., excluding any personal or vacation days to be taken) prior to the intended date of resignation. Unit members who fail to give the District at least two (2) weeks (10 working days) prior notice of resignation, shall be docked one (1) day's pay for each day less than two (2) weeks (10 working days) of notice.

B. Retirement

A unit member who intends to retire or separate in vested status from service shall inform his/her supervisor in writing no less than four (4) months prior to the intended date of retirement. Unit members who fail to provide four-months prior notice shall be docked one week's pay from their final paycheck. Upon request of the unit member, the District may, in its sole discretion, waive any portion of the four-month notice, which decision shall not be grievable.

ARTICLE IV - UNIT MEMBER FILES AND EVALUATION PROCEDURES

A. Unit Member Files

1. A file will be maintained for each unit member in the Central Administration Office.
2. Unit members shall have the right to review their files, except material of a confidential nature, during normal business hours and to make copies of materials therein. An administrator must be present during the unit member's review of their personnel file.
3. Unit members shall have the right to have an Association representative accompany them when they review their files.
4. Unit members shall have the right to append their remarks to any document in their files of an evaluative nature within fifteen (15) working days after notification that the

document is going to be placed in their files.

5. Grievances, grievance claims, and other material relating to grievances shall not be placed in unit member files.

B. Evaluation Procedures

1. All unit members will be evaluated no less than once per year in accordance with procedures to be developed by the Superintendent, which procedures may be changed from time to time at the discretion of the Superintendent consistent with the provisions of this Article.

2. Upon receiving evaluation reports, unit members shall have the right to confer with their supervisors.

3. Unit members shall sign their evaluation reports, verifying that they have read the reports.

4. An unsatisfactory rating following an evaluation shall result in the denial by the District of thirty (30%) percent of the next scheduled annual salary increase. The District's determination shall be subject to the following procedural provisions:

   a. A supervisor shall inform a unit member in writing by February 15 that he/she is considering recommending to the Superintendent that such unit member be given an unsatisfactory rating, which shall result in the withholding of thirty (30%) percent of that unit member's salary increase for the next school year unless that unit member's performance improves by June 1. Any such unit member shall have been evaluated in writing prior to February 15.

   b. A unit member who receives such a notice shall sign it to signify its receipt by February 15.

   c. Supervisors shall make every reasonable effort to assist such unit members to improve between February 15 and June 1.

   d. Supervisors shall inform such unit members in writing by June 1 that their performance has improved satisfactorily or that it has not.

   e. Unit members who are rated unsatisfactory shall be informed in writing of the final determination by the Superintendent by July 1.

f. This evaluation system shall not restrict the authority of the District to discipline and/or terminate unit members in the manner provided in, and to the extent permitted by, applicable laws and regulations.

ARTICLE V - WORKDAY, WORKWEEK AND WORK YEAR

I. The normal workday and workweek and work year for unit members shall be as set forth in the annexed Schedules A, B, and C.

A. All workdays are exclusive of lunch but include one (1) a.m. break, such break not to exceed fifteen (15) minutes. Lunch and break times will be posted by the District.

B. There shall be no reduction of the normal workday on days prior to holidays. Any reduction in the workday shall be at the sole discretion of the Superintendent of Schools.

C. Work Outside of Regular Work Year

Unit members who perform service beyond their work year as defined in Schedules A through C shall be compensated at their regular hourly rate.

D. Emergency Snow removal

All Buildings and Grounds unit members shall be required to report for work, upon request, for emergency snow removal. Such assignment shall be offered to said unit members in order of seniority. If an insufficient number of said unit members shall volunteer, unit members may be assigned to report for such work in inverse order of seniority. Unit members shall be paid at the double time rate for emergency snow removal. When the District moves to remote instruction due to a snow storm, all Buildings and Grounds unit members who report to work for snow removal will be paid one and one-half times for the hours worked on that day, in addition to their regular contractual pay for this day. If there is a snow day, and the District does not move to remote instruction, and unit members report to work for snow removal shall be paid at the double time rate for emergency snow removal.

E. Cleaners

Cleaners shall have no change to their shifts in the summer months. Cleaners who are regularly scheduled to work Saturdays or Sundays shall have those days be treated, for all purposes, as normal workdays (including for taking leave).

F. Teaching Assistants and Supervisory Aides

Teaching assistants and supervisory aides assigned to the Secondary School typically combine their 30-minute lunch period and 15-minute break into one 45-minute lunch period, which accommodates the school's 42-minute teaching periods and four-minute passing time.

When special events or assemblies are held, creating "X Day" scheduling, teaching assistants and supervisory aides are unable to take their 15-minute break. Thus, these unit members will be given release time for the 15-minute break times which are lost on X Days. This release time (i.e., 15 minutes multiplied by the number of X days in a given school year) will be made up by permitting these unit members to leave school early on the Secondary School's parent-teacher conference day held in the Fall of each year.

G. Security Guards/Security Aides

1. Outdoor and indoor security work is the exclusive unit work of MESPA. Outdoor security duties include greeting vehicles entering District property, ensuring visitors are cleared for admittance, directing traffic , and other security duties related to the District's outdoor spaces. All security aides may be assigned to outdoor or indoor duty depending on the needs of the District.

2. Security guards and security aides may be needed after school hours to provide security for meetings of the Board of Education, including community meetings, but excluding athletic events. The District shall first seek volunteers for such work, but if there is an insufficient number of volunteers, the District will assign in inverse order of seniority. Security guards and security aides who perform such duty shall be paid at overtime rate in accordance with Article VI (B). All security personnel who provide security services noted above shall receive up to $25 meal reimbursement upon submission of a reimbursement form in accordance with District policy.

II. Work Year for Ten Month Secretaries

Each ten (10) month secretary shall be required to work in his/her respective positions for up to four (4) additional days immediately preceding September 1st. The unit member and his/her immediate supervisor may mutually agree to have the unit member work the additional days during a different time period between July 1st and September 1st.

III. Notwithstanding the provisions of paragraph I.(C) above, all unit members shall be required to attend up to eight (8) meetings with administration, after school, each year. Unit members shall not be compensated for attending said meetings. The meetings shall be one hour in length; however, the District, shall have the ability to consolidate said meetings for a period of more than one hour. In no event shall unit members be required to attend more than eight (8) hours of meetings in any one year.

ARTICLE VI – COMPENSATION

A. Salary

1. Annualization of Salaries: Salaries for the seven groups of unit members listed below, who work full-time, are annualized based upon the indicated number of hours of service as follows:

12 Month Clerical	= 1,746.5 Hours
10 Month Clerical	= 1,400.0 Hours
Supervisory Aides, Teaching Assistants, RN (7 Hours)	= 1,372.0 Hours
Supervisory Aides, Teaching Assistants, RN (6 Hours)	= 1,176.0 Hours
Custodial, Technology, Facilities, Messenger	= 2,060 Hours
12 Month Bus Dispatcher (8 Hour)	= 1996.0 Hours
Security (8 Hour)	= 1.568.0 Hours
Security (6 Hour)	= 1,176.0 Hours

Annualized salaries for those unit members in these groups who work less than full time shall be pro-rated accordingly.

2. a. Effective July 1, 2023, the 2022-23 salary schedules shall be increased by 1.5% step movement shall be made.

   b. Effective July 1, 2024, the 2023-24 salary schedules shall be increased by 1.5%; step movement shall be made.

   c. Effective July 1, 2025, the 2024-25 salary schedules shall be increased by 1.5%; step movement shall be made.

   d. Effective July 1, 2026, the 2025-26 salary schedules shall be increased by 1.0%; step movement shall be made.

3. Only unit members hired on or before February 1 of the contract year shall be eligible for increments, if due, effective July 1 of the following contract year.

4. New unit members shall be placed on Step 1-5 on the appropriate salary schedule, except in extraordinary circumstances.

5. Night differential pay (annual) for cleaner liaison at an elementary building shall be $3,000, and $5,000 at the Secondary School.

B. Overtime

1. Work that is required by the District of unit members in any day in excess of the unit member's normal workday as defined in Article V shall be compensated at one and one-

half times the regular hourly rate of each hour worked above the normal workday, or at the option of the unit member, by compensatory time for each hour worked above the normal workday; provided, however, that if the unit member's workday as defined in Article V is six (6) hours, then the first hour worked in excess of the workday shall be compensated in pay or compensatory time at straight time, not time and one-half. Unit members opting for compensatory time may not accrue more than fourteen (14) hours of compensatory time per school year. Unit members opting for compensatory time shall give two weeks' (10 working days) notice, in writing, to his/her immediate supervisor of a request to use accrued compensatory time off.

2. Custodial workers who are required by the District to work on holidays as defined in Article IX, Section A shall be compensated by an additional one and one-half times their regular hourly rate for each hour worked, or at the option of the unit member, by compensatory time for each hour worked on a time and one-half basis. Unit members opting for compensatory time may not accrue more than fourteen (14) hours of compensatory time, per school year. Unit members opting for compensatory time shall give two weeks' (10 working days) notice, in writing, to his/her immediate supervisor of a request to use accrued compensatory time off.

3. Overtime shall be offered to cleaners, custodians and maintainers only on a rotating basis to full-time then to part-time cleaners, custodians and maintainers in order of seniority in the title. Seniority for this purpose shall be determined for cleaners on a building-by-building basis, and calculated by total months of service. Notwithstanding the foregoing, the District shall be permitted to distribute assignments without doing so on a rotating basis in order of seniority provided the administration determines that special skills are required for a particular overtime assignment. In such event, the District may distribute such overtime assignment to the unit member it deems to be the most qualified to perform said overtime assignment, without the consideration of seniority. In the event an overtime assignment is distributed in the above-referenced manner, the administration shall ensure that all of the unit member(s) within title will have been offered a substantially equal amount of total overtime by the end of the school year.

C. Longevity

1. Full-time unit members who have completed ten (10) years of continuous District

service, and who have not previously been paid a longevity payment shall receive a one-time, lump sum longevity payment (not added to base salary) of One Thousand Five Hundred ($1,500.00) Dollars. Said payment for part-time unit members shall be pro-rated for part-time unit members.

2. Full-time unit members who have completed fifteen (15) years of continuous District service shall receive a $500.00 annual lump sum longevity payment. Said payment shall not be added to base salary, and shall be prorated for part-time unit members.

3. Full-time unit members who have completed twenty (20) years of continuous District service shall receive a one-time, lump sum longevity payment (not added to base salary) of One Thousand Dollars ($1,000.00). Said payments shall be pro-rated for part-time unit members.

4. Full time unit members who have completed thirty (30) years of continuous District service shall receive a one-time lump sum longevity payment of Five Hundred Dollars ($500) (not added to base salary) in addition to the annual Five Hundred Dollar longevity payment. Said payment shall be pro-rated for part-time unit members.

5. "Full-time service" for purposes of longevity shall mean thirty (30) or more hours per week, as applicable.

6. Should a unit member reach the years of service benchmarks noted above on or before September 15th (i.e., between and inclusive of the dates February 2nd -September 15th), longevity payments shall be payable in the first pay period in October. For example, a unit member who began employment with the District on September 1, 2000 and reaches completion of 20 years on September 1, 2020 would receive his/her longevity payment in the first pay period in October 2020. Should a unit member reach the years of service benchmarks noted above on or before February 1st inclusive of the dates September 16th - February 1st, longevity payments shall be 1st (i.e., between and payable in the first pay period in February). For example, a unit member who began employment with the District on January 2, 2000 and reaches completion of 20 years on January 2, 2020 would receive his/her longevity payment in the first pay period in February 2020.

D. Mileage Reimbursement

The District will reimburse unit members for use of private vehicles on school business or who, by assignment, must travel between two (2) separate school sites in a given workday at the current IRS rate.

E. Uniforms

New cleaners, maintainers, groundsmen, security guards and messengers shall receive five shirts, five pairs of trousers, and a choice of one three-season jacket or one winter parka, or one fleece vest, or thermal sweatshirt. Thereafter, such unit members shall receive three items (i.e., either shirts and/or trousers) per year, unless, with the approval of the Director of Facilities, other items are needed. Unit members shall wear their uniforms at all times that they are on duty and shall keep them neat and clean.

F. Emergency Call-In

Custodial workers shall be paid for a minimum of two and one-half (2 ½) hours if they are called in on an emergency basis to perform services on their days off or on holidays.

G. MEA Schedule C

Unit members who are assigned to perform work covered by Schedule C of the District's collective bargaining agreement with the Manhasset Education Association shall be compensated in accordance with said Schedule. Schedule C assignments shall be offered first to MEA bargaining unit members. If the assignment is not filled, it shall be offered to MESPA bargaining unit members. If the assignment remains unfilled, it may be offered to non- bargaining unit members. Any and all disputes concerning Schedule C positions shall be facilitated and/or resolved pursuant to the collective bargaining agreement between the Board and the MEA.

H. Reimbursement for Job Related Courses

The District will pay for job-related courses which have been approved in advance by the Superintendent or his/her designee, upon presentation of evidence of satisfactory completion of the course.

I. Section 125 Plan

The Plan in effect in the District permits unit members to pay for portions of their health insurance premiums, non-reimbursable medical and childcare expenses with pre-tax dollars.

It is understood that before the pre-tax contributions are implemented, any unit member making such contributions shall first agree in writing to indemnify and save the District harmless against any and all claims and/or liabilities, including fees, that arise out of or by reason of action taken or not taken by the District for the purpose of complying with this Section. The Flexible Spending Account administrative fee charged to the Manhasset Educational Support Personnel Association shall be the same as that charged to the Manhasset Education Association.

J. Registered Nurses' and Teaching Assistants' Bonus

1. An annual bonus shall be paid in accordance with the following:

Registered Nurses	Teaching Assistants[1]
School Nurse Certification: $500.00	Bachelor's Degree in Education: $500.00
Bachelor's Degree: $500.00	Master's Degree in Education: $750.00
Master's Degree: $750.00	

2. Said unit members shall be eligible for either the Bachelor's Degree bonus or the Master's Degree bonus, but not both.
3. Teaching Assistants hired prior to July 1, 2019 who currently possess a Bachelor's or a Master's degree in any discipline shall be eligible for either the Bachelor's Degree or the Master's Degree bonus, but not both. Teaching Assistants with a starting date on or after July 1, 2019 must possess a Bachelor's or a Master's Degree in Education or in a relevant discipline as determined by the District, which decision shall not be grievable.
4. Said bonus shall not be added to base salary and shall be pro-rated for part-time unit members.

K. Differential

Unit members who are involuntarily transferred to the evening shift shall receive a ten (10%) percent salary differential.

L. Emergency School Closing

All part-time unit members shall be compensated for the hours that they typically work during regular school hours if the District declares an emergency school closing.

ARTICLE VII - TIME RECORDS

[1] Excluding teaching assistants assigned to computer labs.

Unit members shall sign in with scan card at time of arrival at the beginning of each workday and sign out with scan card at time of departure at the end of each workday, pursuant to procedures to be established by the Superintendent.

ARTICLE VIII - RETIREMENT

The District shall continue to provide health insurance coverage into retirement for unit members who retire with ten (10) or more years of full-time service to the District. Said coverage shall be in accordance with the respective plan applicable to them at the time of execution of this agreement. A unit member receiving health insurance coverage into retirement shall continue to pay the same percentage of the premium contribution he/she was contractually required to pay as an active unit member on the day preceding the retiree's effective date of retirement. Said contribution shall be that percentage, multiplied by the premium in effect for each year of retirement. The benefits of NY Retirement Social Security Law section 41-j relating to the application of unused sick leave toward the retirement benefit shall be available to eligible unit members.

ARTICLE IX - HOLIDAYS, VACATIONS, LEAVES

A. Holidays

1. All full-time 12-month unit members shall have the following paid holidays listed below in each work year and all other individual school holidays as may be determined by the Board of Education.

    Fourth of July

    Labor Day

    Rosh Hashanah and the day after

    Yom Kippur

    Columbus Day

    Veterans' Day

    Thanksgiving Day

    Friday after Thanksgiving

    Christmas Day

    New Year's Day

    Martin Luther King's Birthday

Lunar New Year

Presidents' Day

Good Friday

Memorial Day

Juneteenth

2. All unit members, except part-time unit members, with a 10-month work year shall receive all paid holidays included on the teacher calendar and provided to MEA unit members in each work year.

3. The school calendar shall be determined by the District in its discretion, after consultation with the Association.

4. On the last day of school for students, 10-month unit members work a one-half day (morning) schedule. 12-month unit members work a full day.

B. Vacation

1. All twelve (12)-month unit members, with the exception of part-time unit members, are eligible for paid summer vacations in addition to the holidays provided in Section A, according to the following:

One year or less:
0.83 days per month of service, computed to the nearest half day.

More than one year, but less than five years of District service:
10 days, 0.83 days per month of service, computed to the nearest half day.

Five or more years, but less than ten years of District service:
15 days, 1.25 days per month of service, computed to the nearest half day.

Ten or more years of District service:
20 days, 1.67 days per month of service, computed to the nearest half day.

2. a. Vacation days shall be deemed earned and accrued monthly in accordance with section B.1, but may be used in advance of actual accrual, provided, however, that if a unit member leaves District employment for any reason, the District shall recoup the value of any vacation days used in excess of vacation days actually earned.

b. Vacation days shall be taken by all 12-month unit members (including bus dispatcher, custodians, cleaners, groundskeepers, maintainers, maintainer helpers and IT positions) during the period starting with the close of schools in June and ending 10 calendar days prior to Superintendent's Conference Day or August 15th whichever comes later or with prior written approval of the District, during scheduled vacation periods when schools are closed during the regular school year. The decision to grant such approval, or not, shall be in the sole discretion of the District and shall not be subject to the provisions of Article XI, provided however, that such approval shall not be unreasonably denied. All vacation requests between the close of schools in June through 10 calendar days prior to the Superintendent's Conference Day or August 15th whichever comes later, shall be scheduled with the unit member's supervisor prior to June 1st each year. With the unit member's supervisor's approval, unit members (including custodians, cleaners, groundskeepers, maintainers, maintainer helpers and IT positions, bus dispatcher) can use up to two accrued vacation days during periods when school is in session. The decision to grant such approval, or not, shall be in the sole discretion of the District and shall not be subject to the provisions of Article XI, provided, however, that approval shall not be unreasonably denied. In addition, all vacation schedules for Buildings and Grounds unit members must also be approved by the Director of Facilities, and all vacation schedules for IT unit members must be approved by the Director of Technology.

c. Notwithstanding the provisions in (b) above, IT staff and assistant managers, IT specialists, information technology aides, messengers, cleaners, maintainers and maintainer helpers, custodians and groundskeepers must use 50% of their vacation days during the period September 15th through May 15th and 50% of their vacation days during the period July 1st through Friday of the second week in August. Notwithstanding this paragraph above, with the unit members supervisors approval 12-month unit members can use up to two additional accrued vacation days during period when school is in session. In addition, all vacation schedules for Buildings and Grounds unit members must also be approved by the Director of Facilities, and all vacation schedules for IT unit members must be approved by the Director of Technology.

d. Notwithstanding subparagraph b and c above, all full time 12-month unit members may, with the unit members' supervisors' approval, use up to two additional accrued vacation days during the period when school is in session.

3. All other unit members, except part-time unit members, shall be granted vacation during the periods when students are not in school, although twelve (12)-month secretary/clericals and bus dispatchers shall continue to be required to work on two (2) days during each of the three (3) school vacation periods, in accordance with a schedule to be established by their immediate supervisors.

4. Ten (10)-month unit members who become twelve (12)-month unit members shall receive .85 pro rata service credit per year of ten (10)-month service for purposes of determining vacation eligibility; for example, ten (10) years' service as a ten (10)-month unit member entitles a unit member upon conversion from a ten (10)-to a twelve (12)-month position to eight (8) years, service credit (fifteen (15) workdays of vacation).

5. Each eligible unit member shall be required to use his/her vacation during the fiscal year (July 1-June 30) in which it is earned; provided that if the unit member's request to use vacation has been unreasonably denied by his/her immediate supervisor, the unit member shall be permitted to carry over said unused vacation into his/her next fiscal year of employment, and shall use such vacation in that fiscal year. For unit members hired on or after July 1, 2006, there shall be no payment for unused vacation.

6. For each vacation day a unit member takes during a period when summer hours are in effect, the unit member shall receive pay for an additional one-half hour. Summer hours are in effect from July 1st to August 31st and during the Holiday, Winter and Spring Recesses.

C. Personal Illness

1. Eligibility

a. For the first three (3) years of full-time employment, full-time twelve (12)-month unit members shall be allowed up to twelve (12) days' absence with pay annually for personal illness, and all other full-time unit members shall be allowed up to

ten (10) days' absence with pay annually for personal illness. Unused days shall not accumulate from year to year.

b. Commencing with their fourth (4th) year of employment, full-time twelve (12)-month unit members shall each be allowed up to one hundred fifty (150) days' absence with pay annually for personal illness, and all other full-time unit members shall be allowed up to one hundred twenty-five (125) days' absence with pay annually for personal illness, and such unit members who exhaust such allowance in a given year shall be covered by the District with long-term disability insurance at the expense of the District for up to one (1) year at full pay.

c. Notwithstanding the provisions of paragraphs 1.a. and 1.b. above, all full-time unit members hired after April 25, 1991 shall accumulate sick leave on the basis of one day per month of employment through the fourth year of full-time employment. Unused days shall not accumulate from year to year. Such unit members shall be eligible for the benefits of paragraph 1(b) in their fifth year of full- time employment, rather than the fourth year.

d. i. Notwithstanding the provisions of paragraphs 1.a., 1.b. and 1.c. above, all full-time unit members hired on or after November 22, 2000, shall be entitled to 16 personal illness days (twelve-month unit members) or 13 personal illness days (ten-month unit members) each year, non-cumulative, credited upon being hired, and prorated for unit members hired after July 1st for 12-month unit members and after September 1st for 10-month unit members.

ii. Notwithstanding the provisions of paragraphs 1.a., 1.b., 1.c. and 1.d.i. above, all full-time unit members hired on or after January 1, 2017, shall be entitled to 12 personal illness days (12-month unit members) or 10 personal illness days (10-month unit members) each year, non-cumulative, credited upon being hired and pro-rated for unit members hired after July 1st for twelve-

month unit members and after September 1st for ten-month unit members.

iii. Commencing with the July 1st following the completion of the first school year of employment, unit members shall be permitted to accumulate up to 200 days. Upon application of the unit member, the Superintendent may, in his or her sole discretion, allow additional days of absence for illness with pay.

e. Notwithstanding the provisions of Section C, Subdivision 1, part-time twelve-month unit members employed by the District as of April 23, 1984 shall be allowed up to one hundred fifty (150) days' absence with pay annually for personal illness. All other part- time unit members employed by the District as of April 23, 1984 shall be allowed up to one hundred twenty-five (125) days' absence with pay annually for personal illness.

f. Staff hired after April 23, 1984 and employed at least half-time, but less than full-time, shall be allowed up to five (5) days' absence with pay annually. Unused days may be accumulated up to a maximum of twenty-five (25) days. Upon application of an individual unit member, the Superintendent may, in his or her sole discretion, allow additional day(s') absence with pay.

g. Unit members employed on a less than half time basis shall be allowed one paid personal illness leave day per year, non-cumulative, which may be used for the unit member's personal illness or family illness in the unit member's household (i.e., spouse, child, parent).

2. Procedure

An Absence Report form provided by the District shall be submitted for absences due to illness of one (1), two (2), and three (3) days. For absences of four (4) days or longer, such form shall be accompanied by a physician's statement. The District may require that any illnesses be validated by a physician selected by the District.

3. Pregnancy/Childbirth

Unit members may utilize accumulated personal illness leave for any physical disability related or incidental to pregnancy. New parents, who are not entitled to pregnancy leave, shall be allowed to utilize up to five (5) days' accumulated personal illness leave immediately following the birth of a child.

4. Family Illness

Unit members may annually use up to three (3) of their allotted personal illness days for illness in the

unit member's household (i.e., spouse, child, parent).

D. Personal Leave Days

1. All full-time, 12-month unit members shall be allowed annually up to three (3) days' absence with pay for legal or personal reasons, including religious observances. All full-time, 10-month unit members hired prior to January 1, 2017 shall be allowed annually up to three (3) days' absence with pay for legal or personal reasons, including religious observances. All full-time, 10-month unit members hired on or after January 1, 2017 shall be allowed up to two (2) days' absence with pay for legal or personal reasons, including religious observances.
2. Application for personal leave shall be made in writing to the Superintendent at least five (5) workdays in advance of the intended leave. Additional personal leave days, without pay, may be authorized in the sole discretion of the District, and the District's determination shall not be subject to the provisions of Article XI.
3. A reason acceptable to the District must be provided upon request if the application is for personal leave on a Monday, Friday or day before or after a holiday, vacation or school recess period; provided that such request shall not be unreasonably denied.
4. During the first year of employment of full-time unit members hired prior to January 1, 2017, personal leave days will accrue at the rate of 3/12ths of a day per month for twelve (12) month unit members and at the rate of 3/10ths of a day per month for ten (10) month unit members. For all full-time unit members hired on or after January 1, 2017, during the first year of employment, personal leave days will accrue at the rate of 2/12ths of a day per month for twelve-month unit members and at the rate of 2/10ths of a day per month for ten-month unit members.

E. Child Care

Child care leave without pay for care of a newborn or newly adopted child of up to two (2) years will be granted to any unit member, with the exception of part-time unit members, with at least one (1) year of service within the District upon written application at least one (1) month prior to the intended commencement date of the leave. Eligibility for additional child care leave shall be contingent upon prior return to service for no less than two (2) full calendar years.

F. Extended Leave

Under extenuating circumstances, and upon the recommendation of the unit member's supervisor, a unit member may be granted extended leave without pay for a period up to one (1) year. The decision to grant such leave, or not, shall be in the sole discretion of the District and shall

not be subject to the provisions of Article XI.

G. Jury Duty

1. All unit members, with the exception of part-time unit members, will be excused without loss of pay for a period not to exceed two (2) workweeks if called for jury duty. Any stipend or travel reimbursement received by such unit members during their first two (2) workweeks of service shall be remitted to the District. To be eligible to receive jury duty pay, unit members shall attempt to postpone their jury service to a time when school is not in session and shall, upon request, provide a copy of a letter demonstrating the attempt. Unit members shall request that they be placed "on call" for jury duty, where available.

2. Under extenuating circumstances, a unit member may request additional leave for jury duty. The Superintendent's decision concerning whether to grant such additional leave shall not be grievable.

H. Bereavement Leave

1. Upon prior approval, all unit members, with the exception of part-time unit members, shall be allowed up to five (5) days' paid bereavement leave in the event of a death in the unit member's immediate family.

2. "Immediate family" is defined as the unit member's mother, father, sister, brother, husband, wife, son, daughter, grandparent, grandchildren, uncle, aunt, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law, or other individuals living in the unit member's household.

3. The 5-day maximum for bereavement leave may be extended at the discretion of the District in unusual circumstances. The Superintendent's decision concerning whether to grant such leave shall not be grievable.

I. Workers' Compensation

Unit members who are entitled to benefits under the Workers' Compensation Law shall receive full salary for the first four (4) months of absence. If the District in its sole discretion, such discretion not to be exercised unreasonably, disputes any aspect of the unit member's entitlement to Worker's Compensation benefits, said unit member shall be required to utilize his/her accumulated sick leave

during such absences. Sick leave utilized in accordance with this provision shall be re-credited to the unit member upon receipt of the Workers' Compensation Board's determination of the number of days of disability, on a day for day basis. In the event the unit member has been absent in excess of the compensable number of days authorized by the Worker's Compensation Board for a particular injury, the District shall be entitled to deduct from the unit member's accumulated sick bank, as of the date of the determination, the difference between the authorized days of absence and the total days taken under this paragraph. A unit member who is absent in excess of four (4) months shall be paid each payroll period in an amount equal to reimbursement received by the District from the Workers' Compensation Board. Nothing in this Agreement shall in any way preclude the District from acting to separate a unit member from employment pursuant to Civil Service Law §§71-73.

J. Critical Illness

Upon prior approval of the Superintendent and/or his/her designee, all unit members, with the exception of part-time unit members, shall be allowed up to five (5) days' absence with pay for each occurrence of critical illness to a spouse, child or parent of the unit member, or other individuals living in the unit member's household. Critical illness means illness which the attending physician certifies in writing to be sufficiently critical to require the staff member's presence at the bedside. The 5-day maximum for critical illness leave may be extended at the discretion of the Superintendent in unusual circumstances. The Superintendent's decision concerning whether to grant such leave and/or extension shall not be grievable.

K. Attendance Review

1. In the event that the District determines that a unit member has demonstrated misuse of sick leave, the following procedure shall be available for use by the District.

2. The unit member shall be notified in writing of the District's concern. Said written notification shall specify the nature of the concern and shall also establish a conference date for a discussion of the District's concerns. The conference shall be held by the Assistant Superintendent for Human Resources or any other successor title which may take its place. The unit member shall have the right to Union representation at said meeting. Within (15) workdays of the conference, a writing summarizing the conference shall be prepared by the Assistant Superintendent for Human Resources and provided to the unit member. In the event that the procedure in paragraph (3) is not invoked within one (1) year of the delivery of the above summary to the unit member, the same shall be removed from the unit member's personnel file. The

District shall notify the unit member that the removal has occurred.

3. After issuance of said letter and the passage of no less than ten (10) workdays, if no improvement in the unit member's attendance record is evident, a second conference shall be held to review the lack of improvement. The unit member may be represented by the Union at said meeting. Following said meeting, the Assistant Superintendent for Human Resources, within fifteen (15) workdays of the conference, shall issue a written determination which may include a formal reprimand. A copy of said determination shall be placed in the unit member's personnel file and a copy shall be provided to the unit member. The unit member shall have the right to affix a response and related documentation to the Assistant Superintendent for Human Resources' determination within fifteen (15) days of the issuance of said determination.

4. After issuance of said determination, as set forth in paragraph (3) above, and the passage of no less than ten (10) workdays, if no improvement in the unit member's attendance record is evident, a third conference shall be held to review the lack of improvement. The unit member may be represented by the Union at said meeting. Within fifteen (15) workdays of said conference, the Assistant Superintendent for Human Resources shall issue a written determination which may include a formal reprimand and/or imposition of a fine of up to three (3%) percent of the unit member's yearly salary (Said fine shall be prorated over at least six (6) payroll periods.)

5. Unit members may be fined pursuant to paragraph 4 only once during any one school year. However, there shall be no other restrictions upon the District's implementation of the above-referenced procedure more than once in any one school year.

6. Nothing hereinabove set forth shall be deemed a prerequisite to institution of disciplinary proceedings pursuant to law which may be commenced by the District at any time in its sole discretion.

7. The decision to institute this procedure shall be reviewed by way of expedited arbitration pursuant to the rules for voluntary arbitration of the American Arbitration Association. However, the imposition of a sanction shall be grievable.

ARTICLE X - INSURANCE AND UNIT MEMBER ASSISTANCE PLAN

A. Health Insurance

1. The District shall provide such health insurance coverage as is being provided to other unit members of the District for the period July 1, 2023 to June 30, 2027, provided, however, that part-time unit members, as defined in Article II, Section C of this Agreement shall not be eligible for health insurance coverage at the expense of the District.

2. Health insurance contribution shall be in accordance with the following:

Unit members hired prior to 7/1/14	Unit members hired on or after 7/1/14
- Effective July 1, 2023: 13%	- Effective July 1, 2023: 17%
- Effective July 1, 2024: 14%	- Effective July 1, 2024: 18%
- Effective July 1, 2025: 14%	- Effective July 1, 2025: 18%
- Effective July 1, 2026: 14%	- Effective July 1, 2026: 18%

3. The dental insurance coverage provided as of June 30, 1990 shall be continued for the duration of this Agreement, subject to changes or amendments which may be made by the carrier.

B. Health Insurance Declination

1. a. Members of the unit who, during the life of this Agreement, decline District-provided health coverage for which they are eligible shall receive an annual $2,000 declination payment (family coverage), or $1,000 declination payment (individual coverage) provided they remain uncovered under such plan for a period of twelve consecutive months.

   b. Declination payments shall commence at the end of the twelve-month period and shall be made annually each twelve months thereafter, provided the member remains uncovered under the District's plan. Payments shall be made during the December following the end of the twelve-month period. Nothing contained herein shall preclude a member from re-entering the plan within the twelve-month period, provided, however, that in the case of a member who re-enters in less than twelve months, no declination payment shall be made.

2. Members of the unit may elect a plan no more frequently than once every six months, with the exception that they may elect the Empire Plan at any time. The foregoing is subject to any restrictions of the carrier and of the Empire Plan.

3. The parties agree that as a participating agency of the New York State Health

Insurance Plan ("NYSHIP"), the District is obligated to comply with the rules and regulations of NYSHIP.

C. Unit member Assistance Plan

1. The District shall subscribe to the Unit member Assistance Plan (EAP) sponsored by the LECSA Unit member Assistance Program, or such other program which shall be mutually agreed upon between the District and the Union, on behalf of all members of the bargaining unit. The annual cost of participation shall be paid by the District.

2. The purpose of the EAP is to provide a means of helping bargaining unit members avoid or resolve the wide range of physical, psychological, behavioral, social or family problems that can threaten their health, interpersonal relationships, family life, or on-the- job performance. The EAP offers people the opportunity to actively seek help for alcoholism or drug addiction, marital problems, emotional, psychiatric, legal or financial difficulties, among others. The inclusions of the EAP in this Agreement reflects the support and endorsement of both the District and MESPA.

3. The District and MESPA desire that the EAP shall function under the highest professional standards of confidentiality. Confidentiality shall mean that there shall be no information concerning any individual released to District supervisors, to Union officials, or to anyone else without the express written consent of that individual; provided, however, that the individual must consent to release of such information as the District needs to verify that a unit member's absence is required or caused by participation in the plan or a program or course of treatment recommended by the plan. (See paragraph 7 below.)

4. Participation in any EAP service or activity on the part of any individual shall be wholly voluntary and on the basis of self-referral.

5. A unit member's EAP participation will not be made part of any supervision, review, or evaluation of his/her job performance without the express written consent of that individual; provided, however, that this shall not preclude the District's consideration of the unit member's attendance record to the same extent as it would be considered for other unit members.

6. Members of the bargaining unit who voluntarily and on their own initiative seek

assistance through the EAP shall be afforded the opportunity to do so under the terms of this clause. Unit members must utilize their own time for treatment, whether in the form of sick leave, vacation time, excused leave, or unpaid leave. The District shall be required to grant a unit member not more than a total of four (4) weeks unpaid leave annually for EAP purposes, provided that the unit member has first used all paid leave and vacation time available to him or her for such purposes.

7. Unit members who wish to avail themselves of sick, personal, vacation or unpaid leave for EAP purposes must schedule their time off with the District according to normal procedures. The District may verify with the EAP Coordinator that the unit member has enrolled in a treatment plan or facility, and that a unit member who has been granted a leave for EAP purposes in participating in his or her treatment program as required, and that a unit member who seeks to return from leave has completed the plan of treatment. The unit member, as a condition of the leave, must give the EAP a release allowing the EAP to provide all such information to the District. If a unit member secures a leave for EAP purposes but fails to participate in the prescribed treatment program as required or fails to complete the program, that unit member will be subject to discipline, including discharge. It is understood, however, that neither the EAP nor the unit member is required to reveal the nature of the unit member's problem or treatment if enrollment is voluntary by the unit member.

8. On request of either party to this Agreement, the other party shall meet upon reasonable request to discuss the effectiveness and performance of the EAP.

D. Personal Property

The District will reimburse unit members for the reasonable cost of damages to personal property, excluding automobiles, incurred in a physical altercation suffered while the unit member was acting in the discharge of his/her duties within the scope of his/her employment, up to a maximum of $250.00 per unit member per occurrence.

E. NYSUT Benefits

Unit members may sign and deliver to the District assignments authorizing deduction for NYSUT benefits. All District payments shall be made directly to NYSUT for its distribution.

ARTICLE XI - GRIEVANCE PROCEDURES

A. Basic Principles

1. It is the intent of these procedures to provide for the swift and orderly settlement of differences in a fair and equitable manner. The parties agree that it is advantageous to attempt to resolve differences informally and that, in any event, resolution of a grievance at the earliest possible stage is agreed to be a most desirable goal.

2. Nothing contained herein will be construed as limiting the right of any unit member having a grievance under this Agreement to discuss the matter informally with the unit member's supervisor, thus having the grievance adjusted, provided that the adjustment is not inconsistent with the terms of this Agreement.

3. Time limits set forth herein shall be strictly construed, are deemed critical, and may only be extended by express written agreement of all parties concerned.

4. No remedy for a claimed violation, misinterpretation, or misapplication of this Agreement shall be sought without first pursuing the matter in accordance with these procedures through Stage 3.

5. If any provision of this procedure or any application thereof to any unit member or group of unit members in the negotiating unit shall be finally determined by any court to be contrary to law, then such provision or application shall not be deemed valid except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

B. Definitions

1. A Grievance is a claim by a unit member that the Agreement has been violated, misinterpreted or misapplied with respect to him or her.

2. Supervisor shall mean the immediate superior or the unit member presenting the grievance.

3. Aggrieved Party shall mean any unit member or group of unit members filing a grievance.

4. Appeal shall mean the referral of a grievance matter to the next higher stage of consultation in the event that the aggrieved unit member or the Association is not satisfied with the solution offered by the lower stage of consultation.

5. Representative shall mean the person designated by the aggrieved person to act or speak

on his/her behalf in grievance procedures.

6. Stage shall mean successive level of consultation for the purpose of resolving a grievance.
7. Day shall mean a calendar day.

C. Procedures

1. All grievances shall include the name and position of the aggrieved party, the identity of provisions of this Agreement allegedly violated, the time when, and the place where, the alleged events or conditions constituting the grievance existed, the identity of the party responsible for causing said events or conditions, and a statement of the nature of the grievance and the redress sought by the aggrieved party.
2. The parties shall not interrupt work activity in any phase of the grievance procedure.
3. Forms for filing grievances, serving notices, taking appeals, and making reports and recommendations, and other necessary documents will be developed by the District. The District shall then have them printed and made available so as to facilitate operation of the grievance procedure.
4. No written grievance will be entertained as described below, and such grievance will be deemed waived, unless a written grievance is forwarded at the first available stage within twenty (20) workdays after the unit member knew or should have known of the act or condition on which the grievance is based.
5. If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this Agreement shall be barred.
6. 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 limit shall permit an appeal to the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.

STAGE 1

a. A unit member having a grievance shall discuss it with his/her immediate supervisor, either directly or through a representative, with the objective of resolving the matter informally. If the unit member submits the grievance through

a representative, the unit member may be present during the discussion of the grievance.

b. If the grievance is not resolved informally, it shall be reduced to writing and presented to the immediate supervisor within the time specified in Section C. 4 above. Within fourteen (14) days after the written grievance is presented, the supervisor shall render a written decision thereon.

STAGE 2

a. If the unit member initiating the grievance is not satisfied with the written decision at the conclusion of Stage 1 and wishes to proceed further under this grievance procedure, the unit member shall, within fourteen (14) days of receipt of that decision, file a written appeal with the Superintendent

b. Within fourteen (14) days after receipt of the appeal, the Superintendent shall confer with the unit member and his/her representative.

c. The Superintendent shall render a decision in writing within fourteen (14) days after the conclusion of the conference.

STAGE 3

a. If the unit member is not satisfied with the decision at Stage 2 and wishes to proceed further under this grievance procedure, the unit member shall, within fourteen (14) days of receipt of that decision, present the grievance to the Association for its consideration.

b. If the Association determines that the unit member has a meritorious grievance, then it may file a written appeal of the decision at Stage 2 with the Board of Education within fourteen (14) days after the unit member has received such written decision. The grievance record maintained by the Superintendent shall be available for use by the Board of Education.

c. Within twenty-one (21) days after the receipt of an appeal, the Board may hold a hearing on the grievance. The hearing shall be conducted in executive session.

d. The Board shall render a decision, in writing, within fourteen (14) days after the conclusion of the hearing.

STAGE 4

a. If the Association is not satisfied with the decision at Stage 3 and wishes to proceed further under this grievance procedure, the Association, within fourteen (14) days of the decision at Stage 3, may submit the matter for advisory arbitration in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association. The arbitrator shall have no power to alter or modify the provisions of this Agreement. Fees and expenses incurred by the arbitrator shall be shared equally by the Association and the District.

ARTICLE XII - MANAGEMENT RIGHTS

The District shall retain the discretion to establish and change policies, rules and regulations concerning terms and conditions of employment, provided that such policies, rules and regulations do not conflict with any provision of this Agreement. The District shall give adequate notice of any changes in policies, rules and regulations concerning terms and conditions of employment and shall bargain concerning the impact thereof, if any, upon the request of the Association. The District's failure to exercise any management right shall not be deemed a waiver of that right.

ARTICLE XIII - UNIT MEMBER DRUG TESTING

A. Purpose

1. The purpose of this Article is to establish a written procedure for conducting tests of a MESPA unit member for the presence of illegal controlled substances, their metabolites, or alcohol, under the circumstances described below. Nothing contained in this Article shall be deemed to restrict the District from testing applicants for employment for drug or alcohol use, regardless of the position applied for, nor to prescribe the reasons for or methods of such testing.

2. For purposes of this Article, "unit member" shall be defined as any unit member whose job requires operating a motor vehicle on behalf of the District.

B. Policy Statement

1. The use of illegal controlled substances by a unit member, regardless of the position held, adversely affects the accomplishment of the District's ability to safely deliver services, impairs the efficiency of the work force, endangers the lives and security of unit members and students, and undermines the public trust and is, therefore,

prohibited. In order to identify possible illegal controlled substance usage, and to curtail the introduction of illegal controlled substances and alcohol into the workplace, procedures to test for the use of illegal controlled substances and their metabolites and alcohol have been established in this Article.

2. The District and the Union, as part of their concern for bargaining unit members, recognize that the use of illegal controlled substances causes problems which may have a far-reaching negative effect on the safety of vehicles and on the health, well-being and productivity of the work force and students. It is with problems such as these in mind that the District and the Union have jointly agreed upon the establishment of a Unit member Assistance Program, the terms of which are set forth in a separate article of this Agreement. The District and the Union encourage unit members who are using illegal controlled substances to seek the confidential services of the Employee Assistance Program. Information concerning the use of illegal controlled substances revealed to EAP representatives by a unit member cannot be used for or against the unit member for any purpose.

C. Reasonable Suspicion

1. A unit member as defined herein may be ordered to submit to testing to determine the presence of illegal controlled substances or their metabolites or alcohol, based upon a reasonable suspicion as defined below in this Section of this Article. A unit member who refuses to submit to testing may be subject to discipline, including discharge, under civil service law procedures, if any, applicable to such unit member.

   a. In determining whether to order a test in a particular case, the District must balance a unit member's reasonable expectation of privacy from unreasonable intrusions against the District's interest in assuring the integrity and fitness of its unit members and the safe delivery of its services.

   b. The order to submit to testing must be justified by a reasonable suspicion that the unit member has reported for duty under influence of illegal controlled substances or alcohol or is engaging in the possession, use, distribution, or sale of illegal controlled substances either on or off duty.

   c. While the "reasonable suspicion" standard does not lend itself to precisedefinition or mechanical application, vague or unparticularized or unspecified or

rudimentary hunches or intuitive feelings do not meet the standard.

d. Reasonable suspicion is the quantum of knowledge sufficient to induce an ordinarily prudent and cautious person to act under the circumstances. Reasonable suspicion must be directed at a specific person and be based on specific and articulable facts and the logical inferences and deductions that can be drawn from those facts.

e. Reasonable suspicion may be based upon, among other matters: observable phenomena, such as direct observation of use and/or the physical symptoms of using or being under the influence of illegal controlled substances such as, but not limited to, slurred speech; disorientation; a pattern of abnormal conduct or erratic behavior; a "triggering event" which warrants employer inquiry because of a direct bearing of the mental faculties of the unit member on the health and safety of others; action(s) inconsistent with normal conduct or behavior; information provided either by reliable and credible sources or which is independently corroborated; arrest or conviction for a drug-related offense, or the identification of a unit member as the focus of a criminal investigation into illegal drug possession, use or trafficking.

f. The District will not test solely on the information of anonymous sources unless the information is reliable and credible, or there is corroborative evidence to support the reliability of that information.

g. It is intended that where a decision is made to test, the unit member will be given a direct order to submit to the test.

h. A decision by a unit member to seek assistance from the EAP shall not alone be the basis for reasonable suspicion justifying the testing of a unit member under this Article.

D. Procedures

1. Whenever the District believes that available facts objectively indicate that reasonable suspicion exists, as defined above, to warrant the testing of a unit member for illegal controlled substances, their metabolites, or alcohol, then the person making such determination shall document same on a District form within a reasonable time after making such determination. Such documentation shall include the objective facts contributing to and forming the basis of the reasonable suspicion, including, for

example, such matters as a description of the unit member's appearance and behavior, the observations of witnesses, and the nature and source of the information. Where the information consists, in whole or part, of observations made by a confidential informant, the source of that part of the information need not be revealed; except that in the event of an arbitration to determine whether the District had reasonable suspicion to require the test, the Union may require that such confidential source be revealed in confidence to the arbitrator considering the issue of reasonable suspicion.

2. In disciplinary proceedings based upon refusal to submit to drug testing or upon testing positive for use, the District cannot be compelled to reveal the name of any confidential informant nor can evidence of the contents of the report of such confidential informant be suppressed because of the District's refusal to reveal the name of such confidential informant.

3. No unit member shall be ordered to submit to a test without the express approval of the Superintendent or his/her designee. Prior to testing, where practicable, the unit member shall be given a brief verbal explanation of the factual basis of the reasonable suspicion, including a brief description of the conduct leading to the formation of a reasonable suspicion, the unit member's acts, and the relevant dates, places and times thereof, and sources of information, except for confidential informants. The unit member may request that his/her union representative be present on this occasion, provided that this will not cause unreasonable delay in the proceedings. The unit member shall be informed of his or her right to respond or explain any facts at that time, and shall be informed of his or her right to do so.

4. To the extent possible and practicable, all specimen collection and analysis under this agreement shall be in accordance with the standards and procedures incorporated in the U.S. Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs, issued April 11, 1988. Such procedures shall, however, include the following:

   a. Specimen collection shall be supervised by a person of the same gender as the person to be tested.

   b. Specimen collection shall occur in a private setting free of any substances which may be used to contaminate the specimen.

c. The person supervising the specimen collection shall provide the unit member with a container to be used to collect the sample.

d. The person supervising the specimen collection may employ bluing agents to ensure against the adulteration of samples. A second sample may be required where there is suspicion that the first has been adulterated or substituted.

e. Visual observation of urination will not be required or permitted except where no other means are possible to ensure the integrity of the sample or there is reason to believe that the unit member has adulterated or substituted a sample.

f. If the unit member is unable to provide a specimen when requested, he/she shall be given a reasonable amount of water (e.g., a glass) and a reasonable amount of time to provide a sample.

g. The specimen will be provided by the unit member being tested and the filled container will be immediately given to the person supervising the collection, who will examine the sample to determine that it is the appropriate color, clarity, temperature and volume.

h. The specimen will be immediately sealed and tagged in three separate containers. Two (2) will be for testing by the laboratory designated by the District. The third (3rd) will be for testing by a laboratory designated by the unit member if he or she should so choose, as provided in paragraph j below. Chain of custody documentation for each specimen shall be maintained from receipt to destruction.

i. The specimen will undergo a screening test. Any specimen identified as positive on the initial test shall be verified by a confirming test using gas chromatography/mass spectrometry or an equivalent scientifically accepted method that provides quantitative data about the detected drug or drug metabolites.

j. The unit member being tested shall have the right to an independent analysis from a lab of his/her choice from a list mutually agreed to by the District and the Union. The unit member shall designate, at the time the specimen is given, the laboratory, if any chosen by such unit member, and a specimen shall be provided to that

laboratory, as well as to the laboratory designated by the District.

k. Copies of all test results shall be sent to the unit member and the District. In the event two (2) separate tests are conducted in accordance with paragraph j and the test reports by both laboratories are positive, the prima facie validity of the tests shall be deemed to have been established for the purpose of any subsequent hearings in reference to such testing. In the event a unit member refuses to have the testing done by two (2) laboratories where that option is available to him or her, the hearing officer in a subsequent disciplinary hearing may draw a negative inference from such refusal in determining the guilt or innocence of the unit member on charges of substance or alcohol abuse directly connected to the allegations which led to the testing.

l. All tests required by the District will be fully paid for by the District.

m. All time required by the unit member to take the ordered test shall be considered paid time.

5. Throughout all aspects of these procedures, including transportation and the actual obtaining of the sample, every reasonable effort must be made to ensure the dignity and privacy of the unit member. All reasonable efforts shall be made to avoid public attention, and these procedures shall be carried out as discreetly as reasonably possible.

6. Within ten (10) working days after the test, upon written request of the unit member, the Union and the unit member may pursue to arbitration any dispute pertaining to the District's reasonable suspicion under Section C. of this Article, by filing a Demand for Arbitration upon the District. Notwithstanding any other grievance and arbitration provisions of this collective bargaining agreement, such arbitration shall be governed by the following procedures, which pertain only to arbitration under this Article of the collective bargaining agreement:

a. A single arbitrator from among the following arbitrators shall be called upon to conduct the "reasonable suspicion" arbitration provided for in this Article: Howard Edelman; Janet Spencer; Bonnie Weinstock. The parties shall inquire of the listed arbitrators whether they are willing to serve in this capacity, and the

names of those unwilling or unavailable to serve shall be deleted. In the event that arbitration is demanded, all the arbitrators may be called, in order to schedule the hearing promptly. The first arbitrator to be called shall be rotated (e.g., the first arbitrator on the list shall be the first called for the second arbitration). The arbitrator to be used for any case shall not necessarily be the first called, but shall be the first arbitrator who agrees to hear the case (either at the time of the initial calls from the parties or upon returning the phone call from the parties).

b. As stated above, in the event that the District's information consists in whole or in part of observations made by a confidential informant, the Union may require that such confidential source be revealed in confidence to the arbitrator considering the issue of reasonable suspicion.

c. For purposes of this Article only, the decision of the arbitrator shall be final and binding; provided, however, that the arbitrator shall have no power to add to, subtract from, or modify this Agreement in any way.

d. If the issue of reasonable suspicion is not submitted to arbitration in accordance with this Article of the collective bargaining agreement, it shall not be submitted to arbitration under any other Article of the collective bargaining agreement. If the issue of reasonable suspicion is not submitted to arbitration in accordance with this Article of the Agreement, however, the unit member may nonetheless raise the issue of reasonable suspicion in any disciplinary proceeding initiated by the District against the unit member in connection with which the drug test is used; but in no event shall the unit member and/or the Union be able to litigate the issue of "reasonable suspicion" in both proceedings.

7. Upon being ordered to submit to a test pursuant to this Article, and notwithstanding any contrary Civil Service Law or rule (which are hereby expressly waived), a unit member shall be suspended without pay pending the District's receipt of the results of the test. If the arbitrator rules that the District had no reasonable suspicion to require the test, or if the District's test results are negative, the unit member shall be restored to the payroll with back pay. In addition, in the event that the arbitrator rules that there was no reasonable suspicion or the test results are negative, then upon request of the unit member or the Union, the unit member's record shall be expunged

of any record that the unit member was required or requested to take such test.

8. In the event that a unit member refuses to submit to ordered testing or fails to cooperate in all aspects of the testing procedures, or in the event such test procedures reveal the presence of drugs or alcohol, such unit member shall be subject to discipline, including discharge. Nothing contained in this Article shall be deemed to create, delete, alter, expand upon or diminish disciplinary procedures, if any, which may be applicable to the particular unit member.

ARTICLE XIV - VACANCIES

A. The District shall post notice of any position governed by this Agreement that the District intends to fill prior to doing so.

B. The District will notify the Association of the hire and starting date, building assignment, tenure area or job title of all new unit members within fifteen (15) business days of hire, and the Association President or designee will be granted a reasonable amount of time during the workday to meet with new unit members. The Association will be notified within fifteen (15) business days of unit member's separation from service.

ARTICLE XV - DUES DEDUCTION

While the Association is the exclusive bargaining agent, the Board will deduct from the paychecks of members of the Association who submit dues checkoff authorization in writing to the Board, the amount of Association dues as determined by the Association in accordance with written memoranda thereof to be filed by the Association with the Board. These deductions will be made in twenty (20) equal amounts. Unit members wishing to withdraw from the Association must notify the Association of same. The dues deduction authorization will remain in effect until no later than the second payroll following the Board's receipt of written notice from the Association advising the Board to cease deducting dues from the unit member.

ARTICLE XVI - ASSOCIATION BUSINESS

The Association President and Vice President shall be allotted two (2) release days to attend union conferences. However, if travel is involved and either officer works a night shift, then the night prior to the conference shall be included as additional release time for the officer(s) assigned to the night shift. The Association President shall be permitted one 45-minute unassigned period daily to conduct

union business.

ARTICLE XVII - PRECEDENCE OF AGREEMENT

This Agreement governs terms and conditions of employment of the unit members and shall supersede any and all provisions contained in the Board of Education Policy Manual or Administrative Regulations.

ARTICLE XVIII- SAVINGS PROVISION

In the event that any provision of this Agreement is declared in whole or in part by any court or government agency of competent jurisdiction to be illegal, void and/or invalid, all of the other provisions of this Agreement shall remain in full force and effect and continue to be binding upon the parties to the same extent as if that part declared illegal, void and/or invalid, had never been incorporated in this Agreement.

ARTICLE XIX- COMPLETE AGREEMENT

The parties agree that all matters in dispute or controversy have been discussed in the negotiations leading to this Agreement and that this Agreement constitutes the full and complete agreement between the parties.

ARTICLE XX- DURATION

This Agreement shall be effective from July 1, 2023 to June 30, 2027 and from year to year thereafter, unless either party serves notice upon the other, by the February 1st first preceding the date of expiration, of its intent to negotiate new or changed terms of agreement, in which case it shall terminate on the following June 30. Unless it is renewed in writing by the parties or by the failure of either party to serve notice, all non-mandatory provisions of this Agreement shall expire on the expiration date of this Agreement and shall not continue in force and effect thereafter, notwithstanding any contrary provisions of law.

NOTICE REQUIRED BY SECTION 204-a, CIVIL SERVICE LAW

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

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals as of the day and year first above written.

MANHASSET UNION FREE SCHOOL DISTRICT ASSOCIATION

By: _____
Dr. Gaurav Passi, Superintendent

MANHASSET EDUCATIONAL SUPPORT PERSONNEL

By: _____
Stephanie Yacavone, Unit President

LEAP: 212.912 / MESPA 2023-27 AGT. FINAL

SCHEDULE A – Paraprofessionals, Registered Professional Nurses, and 10-Month Security Personnel

1. The normal workday for paraprofessionals shall be:

   (1) Elementary: Six hours per day (30 hours per week).

   (2) Secondary: Seven hours per day (35 hours per week).

2. The normal workday for registered professional nurses shall be seven hours per day (35 hours per week).

3. The normal workday for security guards and security aides shall be eight hours per day (40 hours per week).

4. The normal workweek, unless otherwise specified, shall be Monday through Friday.

5. Effective with the 2023-2024 school year, 10-month unit members' work year shall be the teachers' work year, including Superintendent's Conference Days.
   - In order to make up for the two days' pay which 10-month unit members have previously received for working these days, effective with the 2023-24 school year, the District will increase each cell of the 10-month unit members' salary schedules by the equivalent of two days' pay.
   - Unit members who do not report for work on August 30 and 31, 2023 will not be paid for those days.
   - If unit member claims illness on August 30 and/or August 31, 2023, unit member must produce a doctor's note in order to receive personal illness pay.

6. Effective with the 2024-25 school year, the work year for all 10-month MESPA unit members will be the same as teachers' work year, including Superintendent's Conference Days.

7. The normal work year for 12-month registered professional nurses shall be July 1-June 30.

SCHEDULE B – Clericals

1. The normal workday for clericals shall be seven hours per day and thirty-five hours per week. The normal work year shall be:

   (1) July 1 to June 30 for twelve-month unit members.

   (2) Effective with the 2023-2024 school year, 10-month unit members' work year shall be the teachers' work year, including Superintendent's Conference Day.

   - In order to make up for the two days' pay which 10-month unit members have previously received for working these days, effective with the 2023-24 school year, the District will increase each cell of the 10-month unit members' salary schedules by the equivalent of two days' pay.
   - Unit members who do not report for work on August 30 and 31, 2023 will not be paid for those days.
   - If unit member claims illness on August 30 and/or August 31, 2023, unit member must produce a doctor's note in order to receive personal illness pay.

   (3) Effective with the 2024-25 school year, the work year for all 10-month MESPA unit members will be the same as teachers' work year, including Superintendent's Conference Days.

2. The normal workweek, unless otherwise specified, shall be Monday through Friday.

SCHEDULE C – All Other Support Personnel

1. The normal workday for all support unit members not covered by Schedules A and B shall be eight hours per day and forty hours per week. The normal work year for such unit members (except 10-month security guards and 10-month security aides) shall be from July 1 to June 30. Effective beginning with the 2023-2024 school year, 10-month unit members' work year shall be the teachers' work year, including Superintendent's Conference Day.
2. The normal workweek, unless otherwise specified, shall be Monday through Friday with the exception of the following titles:

    a) groundskeepers;

    b) maintainers;

    c) cleaners;

    d) maintainer helpers;

e) duplicating machine operators;

f) information technology assistant managers;

g) information technology aide;

h) messenger;

i) information technology specialists

Steps -->	23/24	Level 6 HR TA	Level 6.5HRTA	Level 7 HR TA	Level GRD/MT	Level 12SDMO	Level 12SSACPT	Level 7HRTACSI	Level 10MTSG	Level 12MTSG/CUST	Level 7HR12SS	Level REGNURSE	Level RN 12-MTH	Level 6HRSABA	Level 6.5HRSAB	Level 7HRSABA
		# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
		20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
	1	27,828	30,148	32,465	49,662	39,212	44,903	35,636	42,925	55,809	50,498	56,202	69,239	24,398	26,432	28,465
	2	28,973	31,385	33,799	50,743	40,833	46,487	36,892	44,049	57,274	50,805	57,383	70,694	25,230	27,332	29,433
	3	30,023	32,526	35,027	52,050	42,421	48,053	38,135	45,367	58,985	52,581	58,656	72,263	25,945	28,106	30,269
	4	31,113	33,706	36,302	53,288	44,043	49,639	39,393	46,510	60,473	54,089	59,948	73,852	26,583	28,796	31,011
	5	32,182	34,862	37,544	54,503	45,608	51,185	40,620	47,707	62,028	55,693	61,142	75,324	27,334	29,613	31,891
	6	33,246	36,017	38,787	55,696	47,194	52,773	41,877	48,901	63,580	57,260	62,417	76,895	28,075	30,415	32,754
	7	34,323	37,186	40,044	56,959	48,761	54,356	43,137	50,130	65,179	58,808	63,690	78,464	28,790	31,188	33,586
	8	35,417	38,366	41,318	58,175	50,345	55,943	44,394	51,308	66,710	60,373	64,978	80,052	29,516	31,976	34,437
	9	36,480	39,521	42,561	59,391	51,931	57,508	45,638	52,504	68,264	61,958	66,251	81,620	30,232	32,751	35,270
	10	37,572	40,701	43,833	60,607	53,479	59,093	46,897	53,681	69,796	63,525	67,509	83,168	30,972	33,554	36,135
	11	38,650	41,871	45,091	61,914	55,043	60,679	48,152	54,896	71,373	65,108	68,751	84,700	31,662	34,298	36,937
	12	39,729	43,040	46,351	63,131	56,611	62,303	49,443	56,091	72,927	66,695	69,996	86,232	32,400	35,103	37,801
	13	40,807	44,209	47,608	64,414	58,196	63,869	50,685	57,302	74,503	68,278	71,267	87,799	33,103	35,862	38,621
	14	41,871	45,362	48,851	65,651	59,761	65,453	51,944	58,497	76,058	69,847	72,496	89,312	33,844	36,663	39,484
	15	42,939	46,515	50,095	66,914	61,346	67,076	53,233	59,711	77,635	71,470	73,739	90,844	34,533	37,411	40,287
	16	44,217	47,901	51,586	68,417	63,265	68,967	54,733	61,144	79,499	73,366	75,239	92,692	35,291	38,232	41,174
	17	45,496	49,286	53,076	69,922	65,182	70,857	56,234	62,577	81,364	75,259	76,740	94,540	36,050	39,053	42,057
	18	46,773	50,670	54,568	71,428	67,101	72,750	57,733	64,013	83,228	77,155	78,239	96,388	36,808	39,876	42,944
	19	48,051	52,057	56,059	72,932	69,017	74,640	59,234	65,446	85,094	79,049	79,740	98,237	37,567	40,697	43,828
	20	49,330	53,442	57,551	74,436	70,935	76,532	60,733	66,880	86,958	80,944	81,240	100,084	38,325	41,519	44,714
	HOURS	*1188.00*	*1287.00*	*1386.00*	*2059.50*	*1746.50*	*1746.50*	*1386.00*	*1584.00*	*2059.50*	*1746.50*	*1386.00*	*1708.00*	*1188.00*	*1287.00*	*1386.00*
	1	23.43	23.43	23.43	24.11	22.45	25.71	25.71	27.10	27.10	28.91	40.55	40.55	20.53	20.53	20.53
	2	24.39	24.39	24.39	24.64	23.38	26.62	26.62	27.81	27.81	29.09	41.40	41.40	21.24	21.24	21.24
	3	25.27	25.27	25.27	25.27	24.29	27.51	27.51	28.64	28.64	30.11	42.32	42.32	21.84	21.84	21.84
	4	26.19	26.19	26.19	25.87	25.22	28.42	28.42	29.36	29.36	30.97	43.25	43.25	22.38	22.38	22.38
	5	27.09	27.09	27.09	26.46	26.11	29.31	29.31	30.12	30.12	31.89	44.11	44.11	23.01	23.01	23.01
	6	27.99	27.99	27.99	27.04	27.02	30.22	30.22	30.87	30.87	32.79	45.03	45.03	23.63	23.63	23.63
	7	28.89	28.89	28.89	27.66	27.92	31.12	31.12	31.65	31.65	33.67	45.95	45.95	24.23	24.23	24.23
	8	29.81	29.81	29.81	28.25	28.83	32.03	32.03	32.39	32.39	34.57	46.88	46.88	24.85	24.85	24.85
	9	30.71	30.71	30.71	28.84	29.73	32.93	32.93	33.15	33.15	35.48	47.80	47.80	25.45	25.45	25.45
	10	31.63	31.63	31.63	29.43	30.62	33.84	33.84	33.89	33.89	36.37	48.71	48.71	26.07	26.07	26.07
	11	32.53	32.53	32.53	30.06	31.52	34.74	34.74	34.66	34.66	37.28	49.60	49.60	26.65	26.65	26.65
	12	33.44	33.44	33.44	30.65	32.41	35.67	35.67	35.41	35.41	38.19	50.50	50.50	27.27	27.27	27.27
	13	34.35	34.35	34.35	31.28	33.32	36.57	36.57	36.18	36.18	39.09	51.42	51.42	27.86	27.86	27.86
	14	35.25	35.25	35.25	31.88	34.22	37.48	37.48	36.93	36.93	39.99	52.31	52.31	28.49	28.49	28.49
	15	36.14	36.14	36.14	32.49	35.13	38.41	38.41	37.70	37.70	40.92	53.20	53.20	29.07	29.07	29.07
	16	37.22	37.22	37.22	33.22	36.22	39.49	39.49	38.60	38.60	42.01	54.28	54.28	29.71	29.71	29.71
	17	38.30	38.30	38.30	33.95	37.32	40.57	40.57	39.51	39.51	43.09	55.37	55.37	30.35	30.35	30.35
	18	39.37	39.37	39.37	34.68	38.42	41.65	41.65	40.41	40.41	44.18	56.45	56.45	30.98	30.98	30.98
	19	40.45	40.45	40.45	35.41	39.52	42.74	42.74	41.32	41.32	45.26	57.53	57.53	31.62	31.62	31.62
	20	41.52	41.52	41.52	36.14	40.62	43.82	43.82	42.22	42.22	46.35	58.61	58.61	32.26	32.26	32.26

Steps -->	23/24	Level 10CLKTYP	Level 12CLKTYP	Level 12SRCLKTYP	Level CLEANER	Level MAINTHEL	Level MES	Level IT AST MGR	Level HLTH AIDE	Level SEC AIDE 10	Level ADMIN OFF	Level BUS DISP	Level IT SPEC 3	Level IT MGR	Level SECAIDE 12	Level TECHAIDEII/ IT AIDE II	Level IT Tech II
		# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
		20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
	1	34,992	43,212	43,770	43,220	43,873	30,084	65,963	26,114	37,728	61,741	52,947	75,386	94,233	49,055	61,741	60,309
	2	35,977	44,429	45,108	44,436	45,044	30,867	67,199	27,101	38,843	63,922	54,816	76,799	95,999	50,504	63,922	61,439
	3	37,103	45,818	46,556	45,810	46,418	31,669	68,502	27,984	39,980	66,074	56,662	78,288	97,860	51,981	66,074	62,630
	4	37,988	46,911	47,812	46,891	47,566	32,424	69,715	28,850	40,976	68,256	58,533	79,674	99,594	53,277	68,256	63,740
	5	39,049	48,223	49,200	48,221	48,783	33,236	70,905	29,756	42,076	70,380	60,357	81,034	101,294	54,706	70,380	64,828
	6	40,068	49,480	50,567	49,459	50,067	34,051	72,187	30,662	43,169	72,561	62,228	82,499	103,124	56,127	72,561	65,999
	7	41,077	50,726	51,923	50,699	51,282	34,807	73,401	31,557	44,257	74,739	64,095	83,886	104,859	57,543	74,739	67,109
	8	42,084	51,969	53,280	51,960	52,545	35,621	74,681	32,467	45,331	76,920	65,966	85,349	106,687	58,939	76,920	68,279
	9	43,066	53,182	54,609	53,175	53,783	36,406	75,937	33,357	46,408	79,073	67,812	86,786	108,481	60,340	79,073	69,428
	10	44,089	54,447	55,980	54,436	55,067	37,191	77,173	34,273	47,490	81,254	69,681	88,198	110,248	61,744	81,254	70,559
	11	45,092	55,684	57,332	55,651	56,284	37,975	78,411	35,155	48,555	83,433	71,550	89,612	112,015	63,132	83,433	71,690
	12	46,112	56,944	58,712	56,935	57,544	38,790	79,645	36,066	49,644	85,665	73,465	91,023	113,778	64,548	85,665	72,818
	13	47,093	58,154	60,040	58,152	58,783	39,561	80,858	36,955	50,721	87,820	75,312	92,409	115,511	65,947	87,820	73,927
	14	48,093	59,390	61,390	59,390	60,066	40,359	82,094	37,858	51,810	90,000	77,181	93,822	117,277	67,364	90,000	75,057
	15	49,125	60,665	62,781	60,652	61,283	41,143	83,353	38,735	52,878	92,230	79,094	95,259	119,075	68,751	92,230	76,208
	16	50,611	62,501	64,634	62,147	62,741	42,079	84,821	39,755	54,099	94,830	81,324	96,939	121,173	70,341	94,830	77,551
	17	52,098	64,337	66,489	63,644	64,202	43,017	86,291	40,773	55,322	97,430	83,553	98,618	123,273	71,930	97,430	78,895
	18	53,586	66,174	68,344	65,139	65,661	43,952	87,760	41,792	56,545	100,029	85,784	100,297	125,372	73,519	100,029	80,238
	19	55,073	68,010	70,198	66,635	67,121	44,888	89,230	42,808	57,769	102,629	88,013	101,977	127,471	75,110	102,629	81,582
	20	56,560	69,847	72,053	68,130	68,581	45,825	90,699	43,828	58,991	105,229	90,244	103,656	129,570	76,698	105,229	82,925
	HOURS	*1414.00*	*1746.50*	*1746.50*	*2059.50*	*2059.50*	*1305.00*	*2059.50*	*1188.00*	*1584.00*	*1747.00*	*1996.00*	*2059.50*	*2059.50*	*2059.50*	*1746.50*	*2060.00*
	1	24.74	24.74	25.06	20.98	21.30	23.05	32.03	21.98	23.82	35.34	26.53	36.60	45.76	23.82	35.35	29.28
	2	25.44	25.44	25.83	21.58	21.87	23.65	32.63	22.81	24.52	36.59	27.46	37.29	46.61	24.52	36.60	29.82
	3	26.24	26.24	26.66	22.24	22.54	24.27	33.26	23.56	25.24	37.82	28.39	38.01	47.52	25.24	37.83	30.40
	4	26.87	26.87	27.38	22.77	23.10	24.85	33.85	24.28	25.87	39.07	29.33	38.69	48.36	25.87	39.08	30.94
	5	27.62	27.62	28.17	23.41	23.69	25.47	34.43	25.05	26.56	40.29	30.24	39.35	49.18	26.56	40.30	31.47
	6	28.34	28.34	28.95	24.02	24.31	26.09	35.05	25.81	27.25	41.53	31.18	40.06	50.07	27.25	41.55	32.04
	7	29.05	29.05	29.73	24.62	24.90	26.67	35.64	26.56	27.94	42.78	32.11	40.73	50.91	27.94	42.79	32.58
	8	29.76	29.76	30.51	25.23	25.51	27.30	36.26	27.33	28.62	44.03	33.05	41.44	51.80	28.62	44.04	33.15
	9	30.46	30.46	31.27	25.82	26.11	27.90	36.87	28.08	29.30	45.26	33.97	42.14	52.67	29.30	45.28	33.70
	10	31.18	31.18	32.05	26.43	26.74	28.50	37.47	28.85	29.98	46.51	34.91	42.82	53.53	29.98	46.52	34.25
	11	31.89	31.89	32.83	27.02	27.33	29.10	38.07	29.59	30.65	47.76	35.85	43.51	54.39	30.65	47.77	34.80
	12	32.61	32.61	33.62	27.65	27.94	29.72	38.67	30.36	31.34	49.04	36.81	44.20	55.25	31.34	49.05	35.35
	13	33.30	33.30	34.38	28.24	28.54	30.31	39.26	31.11	32.02	50.27	37.73	44.87	56.09	32.02	50.28	35.89
	14	34.01	34.01	35.15	28.84	29.17	30.93	39.86	31.87	32.71	51.52	38.67	45.56	56.94	32.71	51.53	36.44
	15	34.74	34.74	35.95	29.45	29.76	31.53	40.47	32.61	33.38	52.79	39.63	46.25	57.82	33.38	52.81	36.99
	16	35.79	35.79	37.01	30.18	30.46	32.24	41.19	33.46	34.15	54.28	40.74	47.07	58.84	34.15	54.30	37.65
	17	36.84	36.84	38.07	30.90	31.17	32.96	41.90	34.32	34.93	55.77	41.86	47.88	59.86	34.93	55.79	38.30
	18	37.90	37.90	39.13	31.63	31.88	33.68	42.61	35.18	35.70	57.26	42.98	48.70	60.87	35.70	57.27	38.95
	19	38.95	38.95	40.19	32.35	32.59	34.40	43.33	36.03	36.47	58.75	44.09	49.52	61.89	36.47	58.76	39.60
	20	40.00	40.00	41.26	33.08	33.30	35.11	44.04	36.89	37.24	60.23	45.21	50.33	62.91	37.24	60.25	40.25

Steps -->	24/25	Level 6 HR TA	Level 6.5HRTA	Level 7 HR TA	Level GRD/MT	Level 12SDMO	Level 12SSACPT	Level 7HRTACSI	Level 10MTSG	Level 12MTSG/CUST	Level 7HR12SS	Level REGNURSE	Level RN 12-MTH	Level 6HRSABA	Level 6.5HRSAB	Level 7HRSABA
		# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
		20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
	1	28,245	30,600	32,952	50,407	39,800	45,577	36,171	43,569	56,646	51,255	57,045	70,278	24,764	26,828	28,892
	2	29,408	31,856	34,306	51,504	41,445	47,184	37,445	44,710	58,133	51,567	58,244	71,754	25,608	27,742	29,874
	3	30,473	33,014	35,552	52,831	43,057	48,774	38,707	46,048	59,870	53,370	59,536	73,347	26,334	28,528	30,723
	4	31,580	34,212	36,847	54,087	44,704	50,384	39,984	47,208	61,380	54,900	60,847	74,960	26,982	29,228	31,476
	5	32,665	35,385	38,107	55,321	46,292	51,953	41,229	48,423	62,958	56,528	62,059	76,454	27,744	30,057	32,369
	6	33,745	36,557	39,369	56,531	47,902	53,565	42,505	49,635	64,534	58,119	63,353	78,048	28,496	30,871	33,245
	7	34,838	37,744	40,645	57,813	49,492	55,171	43,784	50,882	66,157	59,690	64,645	79,641	29,222	31,656	34,090
	8	35,948	38,941	41,938	59,048	51,100	56,782	45,060	52,078	67,711	61,279	65,953	81,253	29,959	32,456	34,954
	9	37,027	40,114	43,199	60,282	52,710	58,371	46,323	53,292	69,288	62,887	67,245	82,844	30,685	33,242	35,799
	10	38,136	41,312	44,490	61,516	54,281	59,979	47,600	54,486	70,843	64,478	68,522	84,416	31,437	34,057	36,677
	11	39,230	42,499	45,767	62,843	55,869	61,589	48,874	55,719	72,444	66,085	69,782	85,971	32,137	34,812	37,491
	12	40,325	43,686	47,046	64,078	57,460	63,238	50,185	56,932	74,021	67,695	71,046	87,525	32,886	35,630	38,368
	13	41,419	44,872	48,322	65,380	59,069	64,827	51,445	58,162	75,621	69,302	72,336	89,116	33,600	36,400	39,200
	14	42,499	46,042	49,584	66,636	60,657	66,435	52,723	59,374	77,199	70,895	73,583	90,652	34,352	37,213	40,076
	15	43,583	47,213	50,846	67,918	62,266	68,082	54,031	60,607	78,800	72,542	74,845	92,207	35,051	37,972	40,891
	16	44,880	48,620	52,360	69,443	64,214	70,002	55,554	62,061	80,691	74,466	76,368	94,082	35,820	38,805	41,792
	17	46,178	50,025	53,872	70,971	66,160	71,920	57,078	63,516	82,584	76,388	77,891	95,958	36,591	39,639	42,688
	18	47,475	51,430	55,387	72,499	68,108	73,841	58,599	64,973	84,476	78,312	79,413	97,834	37,360	40,474	43,588
	19	48,772	52,838	56,900	74,026	70,052	75,760	60,123	66,428	86,370	80,235	80,936	99,711	38,131	41,307	44,485
	20	50,070	54,244	58,414	75,553	71,999	77,680	61,644	67,883	88,262	82,158	82,459	101,585	38,900	42,142	45,385
	HOURS	*1188.00*	*1287.00*	*1386.00*	*2059.50*	*1746.50*	*1746.50*	*1386.00*	*1584.00*	*2059.50*	*1746.50*	*1386.00*	*1708.00*	*1188.00*	*1287.00*	*1386.00*
	1	23.78	23.78	23.78	24.48	22.79	26.10	26.10	27.51	27.50	29.35	41.16	41.16	20.85	20.85	20.85
	2	24.75	24.75	24.75	25.01	23.73	27.02	27.02	28.23	28.23	29.53	42.02	42.02	21.56	21.56	21.55
	3	25.65	25.65	25.65	25.65	24.65	27.93	27.93	29.07	29.07	30.56	42.96	42.96	22.17	22.17	22.17
	4	26.58	26.58	26.59	26.26	25.60	28.85	28.85	29.80	29.80	31.43	43.90	43.90	22.71	22.71	22.71
	5	27.50	27.49	27.49	26.86	26.51	29.75	29.75	30.57	30.57	32.37	44.78	44.78	23.35	23.35	23.35
	6	28.40	28.40	28.40	27.45	27.43	30.67	30.67	31.34	31.33	33.28	45.71	45.71	23.99	23.99	23.99
	7	29.32	29.33	29.33	28.07	28.34	31.59	31.59	32.12	32.12	34.18	46.64	46.64	24.60	24.60	24.60
	8	30.26	30.26	30.26	28.67	29.26	32.51	32.51	32.88	32.88	35.09	47.59	47.59	25.22	25.22	25.22
	9	31.17	31.17	31.17	29.27	30.18	33.42	33.42	33.64	33.64	36.01	48.52	48.52	25.83	25.83	25.83
	10	32.10	32.10	32.10	29.87	31.08	34.34	34.34	34.40	34.40	36.92	49.44	49.44	26.46	26.46	26.46
	11	33.02	33.02	33.02	30.51	31.99	35.26	35.26	35.18	35.18	37.84	50.35	50.35	27.05	27.05	27.05
	12	33.94	33.94	33.94	31.11	32.90	36.21	36.21	35.94	35.94	38.76	51.26	51.26	27.68	27.68	27.68
	13	34.86	34.87	34.86	31.75	33.82	37.12	37.12	36.72	36.72	39.68	52.19	52.19	28.28	28.28	28.28
	14	35.77	35.77	35.77	32.36	34.73	38.04	38.04	37.48	37.48	40.59	53.09	53.09	28.92	28.91	28.91
	15	36.69	36.68	36.69	32.98	35.65	38.98	38.98	38.26	38.26	41.54	54.00	54.00	29.50	29.50	29.50
	16	37.78	37.78	37.78	33.72	36.77	40.08	40.08	39.18	39.18	42.64	55.10	55.10	30.15	30.15	30.15
	17	38.87	38.87	38.87	34.46	37.88	41.18	41.18	40.10	40.10	43.74	56.20	56.20	30.80	30.80	30.80
	18	39.96	39.96	39.96	35.20	39.00	42.28	42.28	41.02	41.02	44.84	57.30	57.30	31.45	31.45	31.45
	19	41.05	41.06	41.05	35.94	40.11	43.38	43.38	41.94	41.94	45.94	58.40	58.40	32.10	32.10	32.10
	20	42.15	42.15	42.15	36.69	41.22	44.48	44.48	42.86	42.86	47.04	59.49	59.49	32.74	32.74	32.75

Steps -->	24/25	Level 10CLKTYP	Level 12CLKTYP	Level 12SRCLKTYP	Level CLEANER	Level MAINTHEL	Level MES	Level IT AST MGR	Level HLTH AIDE	Level SEC AIDE10	Level ADMIN OFF	Level BUS DISP	Level IT SPEC 3	Level SECAIDE 12	Level IT AIDE II
		# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
		20	20	20	20	20	20	20	20	20	20	20	20	20	20
	1	35,517	43,860	44,427	43,868	44,531	30,535	66,952	26,506	38,294	62,667	53,741	76,517	49,791	62,667
	2	36,517	45,095	45,785	45,103	45,720	31,330	68,207	27,508	39,426	64,881	55,638	77,951	51,262	64,881
	3	37,660	46,505	47,254	46,497	47,114	32,144	69,530	28,404	40,580	67,065	57,512	79,462	52,761	67,065
	4	38,558	47,615	48,529	47,594	48,279	32,910	70,761	29,283	41,591	69,280	59,411	80,869	54,076	69,280
	5	39,635	48,946	49,938	48,944	49,515	33,735	71,969	30,202	42,707	71,436	61,262	82,250	55,527	71,436
	6	40,669	50,222	51,326	50,201	50,818	34,562	73,270	31,122	43,817	73,649	63,161	83,736	56,969	73,649
	7	41,693	51,487	52,702	51,459	52,051	35,329	74,502	32,030	44,921	75,860	65,056	85,144	58,406	75,860
	8	42,715	52,749	54,079	52,739	53,333	36,155	75,801	32,954	46,011	78,074	66,955	86,629	59,823	78,074
	9	43,712	53,980	55,428	53,973	54,590	36,952	77,076	33,857	47,104	80,259	68,829	88,088	61,245	80,259
	10	44,750	55,264	56,820	55,253	55,893	37,749	78,331	34,787	48,202	82,473	70,726	89,521	62,670	82,473
	11	45,768	56,519	58,192	56,486	57,128	38,545	79,587	35,682	49,283	84,684	72,623	90,956	64,079	84,684
	12	46,804	57,798	59,593	57,789	58,407	39,372	80,840	36,607	50,389	86,950	74,567	92,388	65,516	86,950
	13	47,799	59,026	60,941	59,024	59,665	40,154	82,071	37,509	51,482	89,137	76,442	93,795	66,936	89,137
	14	48,814	60,281	62,311	60,281	60,967	40,964	83,325	38,426	52,587	91,350	78,339	95,229	68,374	91,350
	15	49,862	61,575	63,723	61,562	62,202	41,760	84,603	39,316	53,671	93,613	80,280	96,688	69,782	93,613
	16	51,370	63,439	65,604	63,079	63,682	42,710	86,093	40,351	54,910	96,252	82,544	98,393	71,396	96,252
	17	52,879	65,302	67,486	64,599	65,165	43,662	87,585	41,385	56,152	98,891	84,806	100,097	73,009	98,891
	18	54,390	67,167	69,369	66,116	66,646	44,611	89,076	42,419	57,393	101,529	87,071	101,801	74,622	101,529
	19	55,899	69,030	71,251	67,635	68,128	45,561	90,568	43,450	58,636	104,168	89,333	103,507	76,237	104,168
	20	57,408	70,895	73,134	69,152	69,610	46,512	92,059	44,485	59,876	106,807	91,598	105,211	77,848	106,807
	HOURS	*1414.00*	*1746.50*	*1746.50*	*2059.50*	*2059.50*	*1305.00*	*2059.50*	*1188.00*	*1584.00*	*1747.00*	*1996.00*	*2059.50*	*2059.50*	*1746.50*
	1	25.12	25.12	25.44	21.30	21.62	23.40	32.51	22.31	24.18	35.87	26.92	37.15	24.18	35.88
	2	25.83	25.83	26.22	21.90	22.20	24.01	33.12	23.15	24.89	37.14	27.87	37.85	24.89	37.15
	3	26.63	26.63	27.06	22.58	22.88	24.63	33.76	23.91	25.62	38.39	28.81	38.58	25.62	38.40
	4	27.27	27.27	27.79	23.11	23.44	25.22	34.36	24.65	26.26	39.66	29.77	39.27	26.26	39.67
	5	28.03	28.03	28.59	23.76	24.04	25.85	34.94	25.42	26.96	40.89	30.69	39.94	26.96	40.90
	6	28.76	28.76	29.39	24.38	24.67	26.48	35.58	26.20	27.66	42.16	31.64	40.66	27.66	42.17
	7	29.49	29.49	30.18	24.99	25.27	27.07	36.17	26.96	28.36	43.42	32.59	41.34	28.36	43.44
	8	30.21	30.21	30.96	25.61	25.90	27.70	36.81	27.74	29.05	44.69	33.54	42.06	29.05	44.70
	9	30.91	30.91	31.74	26.21	26.51	28.32	37.42	28.50	29.74	45.94	34.48	42.77	29.74	45.95
	10	31.65	31.65	32.53	26.83	27.14	28.93	38.03	29.28	30.43	47.21	35.43	43.47	30.43	47.22
	11	32.37	32.37	33.32	27.43	27.74	29.54	38.64	30.04	31.11	48.47	36.38	44.16	31.11	48.49
	12	33.10	33.10	34.12	28.06	28.36	30.17	39.25	30.81	31.81	49.77	37.36	44.86	31.81	49.79
	13	33.80	33.80	34.89	28.66	28.97	30.77	39.85	31.57	32.50	51.02	38.30	45.54	32.50	51.04
	14	34.52	34.52	35.68	29.27	29.60	31.39	40.46	32.35	33.20	52.29	39.25	46.24	33.20	52.30
	15	35.26	35.26	36.49	29.89	30.20	32.00	41.08	33.09	33.88	53.59	40.22	46.95	33.88	53.60
	16	36.33	36.33	37.56	30.63	30.92	32.73	41.80	33.97	34.67	55.10	41.35	47.78	34.67	55.11
	17	37.40	37.40	38.64	31.37	31.64	33.46	42.53	34.84	35.45	56.61	42.49	48.60	35.45	56.62
	18	38.47	38.47	39.72	32.10	32.36	34.18	43.25	35.71	36.23	58.12	43.62	49.43	36.23	58.13
	19	39.53	39.53	40.80	32.84	33.08	34.91	43.98	36.57	37.02	59.63	44.76	50.26	37.02	59.64
	20	40.60	40.60	41.87	33.58	33.80	35.64	44.70	37.45	37.80	61.14	45.89	51.09	37.80	61.15

Levels -->		Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level
<-- Steps -->	**25/26**	6 HR TA	6.5HRTA	7 HR TA	GRD/MT	12SDMO	12SSACPT	7HRTACSI	10MTSG	12MTSG/ CUST	7HR12SS	REGNURSE	RN 12-MTH	6HRSABA	6.5HRSAB	7HRSABA
		# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
		20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
	1	28,669	31,059	33,446	51,163	40,397	46,261	36,714	44,223	57,496	52,024	57,901	71,332	25,135	27,230	29,325
	2	29,849	32,334	34,821	52,277	42,067	47,892	38,007	45,381	59,005	52,341	59,118	72,830	25,992	28,158	30,322
	3	30,930	33,509	36,085	53,623	43,703	49,506	39,288	46,739	60,768	54,171	60,429	74,447	26,729	28,956	31,184
	4	32,054	34,725	37,400	54,898	45,375	51,140	40,584	47,916	62,301	55,724	61,760	76,084	27,387	29,666	31,948
	5	33,155	35,916	38,679	56,151	46,986	52,732	41,847	49,149	63,902	57,376	62,990	77,601	28,160	30,508	32,855
	6	34,251	37,105	39,960	57,379	48,621	54,368	43,143	50,380	65,502	58,991	64,303	79,219	28,923	31,334	33,744
	7	35,361	38,310	41,255	58,680	50,234	55,999	44,441	51,645	67,149	60,585	65,615	80,836	29,660	32,131	34,601
	8	36,487	39,525	42,567	59,934	51,867	57,634	45,736	52,859	68,727	62,198	66,942	82,472	30,408	32,943	35,478
	9	37,582	40,716	43,847	61,186	53,501	59,247	47,018	54,091	70,327	63,830	68,254	84,087	31,145	33,741	36,336
	10	38,708	41,932	45,157	62,439	55,095	60,879	48,314	55,303	71,906	65,445	69,550	85,682	31,909	34,568	37,227
	11	39,818	43,136	46,454	63,786	56,707	62,513	49,607	56,555	73,531	67,076	70,829	87,261	32,619	35,334	38,053
	12	40,930	44,341	47,752	65,039	58,322	64,187	50,938	57,786	75,131	68,710	72,112	88,838	33,379	36,164	38,944
	13	42,040	45,545	49,047	66,361	59,955	65,799	52,217	59,034	76,755	70,342	73,421	90,453	34,104	36,946	39,788
	14	43,136	46,733	50,328	67,636	61,567	67,432	53,514	60,265	78,357	71,958	74,687	92,012	34,867	37,771	40,677
	15	44,237	47,921	51,609	68,937	63,200	69,103	54,841	61,516	79,982	73,630	75,968	93,590	35,577	38,542	41,504
	16	45,553	49,349	53,145	70,485	65,177	71,052	56,387	62,992	81,901	75,583	77,514	95,493	36,357	39,387	42,419
	17	46,871	50,775	54,680	72,036	67,152	72,999	57,934	64,469	83,823	77,534	79,059	97,397	37,140	40,234	43,328
	18	48,187	52,201	56,218	73,586	69,130	74,949	59,478	65,948	85,743	79,487	80,604	99,302	37,920	41,081	44,242
	19	49,504	53,631	57,754	75,136	71,103	76,896	61,025	67,424	87,666	81,439	82,150	101,207	38,703	41,927	45,152
	20	50,821	55,058	59,290	76,686	73,079	78,845	62,569	68,901	89,586	83,390	83,696	103,109	39,484	42,774	46,066
	HOURS	*1188.00*	*1287.00*	*1386.00*	*2059.50*	*1746.50*	*1746.50*	*1386.00*	*1584.00*	*2059.50*	*1746.50*	*1386.00*	*1708.00*	*1188.00*	*1287.00*	*1386.00*
	1	24.13	24.13	24.13	24.84	23.13	26.49	26.49	27.92	27.92	29.79	41.78	41.78	21.16	21.16	21.16
	2	25.13	25.12	25.12	25.38	24.09	27.42	27.42	28.65	28.65	29.97	42.65	42.65	21.88	21.88	21.88
	3	26.04	26.04	26.04	26.04	25.02	28.35	28.35	29.51	29.51	31.02	43.60	43.60	22.50	22.50	22.50
	4	26.98	26.98	26.98	26.66	25.98	29.28	29.28	30.25	30.25	31.91	44.56	44.56	23.05	23.05	23.05
	5	27.91	27.91	27.91	27.26	26.90	30.19	30.19	31.03	31.03	32.85	45.45	45.45	23.70	23.70	23.70
	6	28.83	28.83	28.83	27.86	27.84	31.13	31.13	31.81	31.80	33.78	46.39	46.39	24.35	24.35	24.35
	7	29.77	29.77	29.77	28.49	28.76	32.06	32.06	32.60	32.60	34.69	47.34	47.34	24.97	24.97	24.96
	8	30.71	30.71	30.71	29.10	29.70	33.00	33.00	33.37	33.37	35.61	48.30	48.30	25.60	25.60	25.60
	9	31.63	31.64	31.64	29.71	30.63	33.92	33.92	34.15	34.15	36.55	49.25	49.25	26.22	26.22	26.22
	10	32.58	32.58	32.58	30.32	31.55	34.86	34.86	34.91	34.91	37.47	50.18	50.18	26.86	26.86	26.86
	11	33.52	33.52	33.52	30.97	32.47	35.79	35.79	35.70	35.70	38.41	51.10	51.10	27.46	27.45	27.46
	12	34.45	34.45	34.45	31.58	33.39	36.75	36.75	36.48	36.48	39.34	52.03	52.03	28.10	28.10	28.10
	13	35.39	35.39	35.39	32.22	34.33	37.67	37.67	37.27	37.27	40.28	52.97	52.97	28.71	28.71	28.71
	14	36.31	36.31	36.31	32.84	35.25	38.61	38.61	38.05	38.05	41.20	53.89	53.89	29.35	29.35	29.35
	15	37.24	37.23	37.24	33.47	36.19	39.57	39.57	38.84	38.84	42.16	54.81	54.81	29.95	29.95	29.95
	16	38.34	38.34	38.34	34.22	37.32	40.68	40.68	39.77	39.77	43.28	55.93	55.93	30.60	30.60	30.61
	17	39.45	39.45	39.45	34.98	38.45	41.80	41.80	40.70	40.70	44.39	57.04	57.04	31.26	31.26	31.26
	18	40.56	40.56	40.56	35.73	39.58	42.91	42.91	41.63	41.63	45.51	58.16	58.16	31.92	31.92	31.92
	19	41.67	41.67	41.67	36.48	40.71	44.03	44.03	42.57	42.57	46.63	59.27	59.27	32.58	32.58	32.58
	20	42.78	42.78	42.78	37.24	41.84	45.14	45.14	43.50	43.50	47.75	60.39	60.39	33.24	33.24	33.24

Levels -->

Steps -->

	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level
25/26	10CLKTYP	12CLKTYP	12SRCLK TYP	CLEANER	MAINTHEL	MES	IT AST MGR	HLTH AIDE	SEC AIDE 10	ADMIN OFF	BUS DISP	IT SPEC 3	SECAIDE 12	IT AIDE II
	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
	20	20	20	20	20	20	20	20	20	20	20	20	20	20
1	36,050	44,518	45,093	44,526	45,199	30,993	67,956	26,904	38,868	63,607	54,547	77,665	50,538	63,607
2	37,065	45,771	46,472	45,780	46,406	31,800	69,230	27,921	40,017	65,854	56,473	79,120	52,031	65,854
3	38,225	47,203	47,963	47,194	47,821	32,626	70,573	28,830	41,189	68,071	58,375	80,654	53,552	68,071
4	39,136	48,329	49,257	48,308	49,003	33,404	71,822	29,722	42,215	70,319	60,302	82,082	54,887	70,319
5	40,230	49,680	50,687	49,678	50,258	34,241	73,049	30,655	43,348	72,508	62,181	83,484	56,360	72,508
6	41,279	50,975	52,096	50,954	51,580	35,080	74,369	31,589	44,474	74,754	64,108	84,992	57,824	74,754
7	42,318	52,259	53,493	52,231	52,832	35,859	75,620	32,510	45,595	76,998	66,032	86,421	59,282	76,998
8	43,356	53,540	54,890	53,530	54,133	36,697	76,938	33,448	46,701	79,245	67,959	87,928	60,720	79,245
9	44,368	54,790	56,259	54,783	55,409	37,506	78,232	34,365	47,811	81,463	69,861	89,409	62,164	81,463
10	45,421	56,093	57,672	56,082	56,731	38,315	79,506	35,309	48,925	83,710	71,787	90,864	63,610	83,710
11	46,455	57,367	59,065	57,333	57,985	39,123	80,781	36,217	50,022	85,954	73,712	92,320	65,040	85,954
12	47,506	58,665	60,487	58,656	59,283	39,963	82,053	37,156	51,145	88,254	75,686	93,774	66,499	88,254
13	48,516	59,911	61,855	59,909	60,560	40,756	83,302	38,072	52,254	90,474	77,589	95,202	67,940	90,474
14	49,546	61,185	63,246	61,185	61,882	41,578	84,575	39,002	53,376	92,720	79,514	96,657	69,400	92,720
15	50,610	62,499	64,679	62,485	63,135	42,386	85,872	39,906	54,476	95,017	81,484	98,138	70,829	95,017
16	52,141	64,391	66,588	64,025	64,637	43,351	87,384	40,956	55,734	97,696	83,782	99,869	72,467	97,696
17	53,672	66,282	68,498	65,568	66,142	44,317	88,899	42,006	56,994	100,374	86,078	101,598	74,104	100,374
18	55,206	68,175	70,410	67,108	67,646	45,280	90,412	43,055	58,254	103,052	88,377	103,328	75,741	103,052
19	56,737	70,065	72,320	68,650	69,150	46,244	91,927	44,102	59,516	105,731	90,673	105,060	77,381	105,731
20	58,269	71,958	74,231	70,189	70,654	47,210	93,440	45,152	60,774	108,409	92,972	106,789	79,016	108,409
HOURS	*1414.00*	*1746.50*	*1746.50*	*2059.50*	*2059.50*	*1305.00*	*2059.50*	*1188.00*	*1584.00*	*1747.00*	*1996.00*	*2059.50*	*2059.50*	*1746.50*
1	25.50	25.50	25.82	21.62	21.95	23.75	33.00	22.65	24.54	36.41	27.33	37.71	24.54	36.42
2	26.21	26.21	26.61	22.23	22.53	24.37	33.61	23.50	25.26	37.70	28.29	38.42	25.26	37.71
3	27.03	27.03	27.46	22.92	23.22	25.00	34.27	24.27	26.00	38.96	29.25	39.16	26.00	38.98
4	27.68	27.68	28.20	23.46	23.79	25.60	34.87	25.02	26.65	40.25	30.21	39.86	26.65	40.26
5	28.45	28.45	29.02	24.12	24.40	26.24	35.47	25.80	27.37	41.50	31.15	40.54	27.37	41.52
6	29.19	29.19	29.83	24.74	25.04	26.88	36.11	26.59	28.08	42.79	32.12	41.27	28.08	42.80
7	29.93	29.93	30.63	25.36	25.65	27.48	36.72	27.37	28.78	44.07	33.08	41.96	28.78	44.09
8	30.66	30.66	31.43	25.99	26.28	28.12	37.36	28.15	29.48	45.36	34.05	42.69	29.48	45.37
9	31.38	31.38	32.21	26.60	26.90	28.74	37.99	28.93	30.18	46.63	35.00	43.41	30.18	46.64
10	32.12	32.12	33.02	27.23	27.55	29.36	38.60	29.72	30.89	47.92	35.97	44.12	30.89	47.93
11	32.85	32.85	33.82	27.84	28.15	29.98	39.22	30.49	31.58	49.20	36.93	44.83	31.58	49.22
12	33.60	33.60	34.63	28.48	28.79	30.62	39.84	31.28	32.29	50.52	37.92	45.53	32.29	50.53
13	34.31	34.31	35.42	29.09	29.41	31.23	40.45	32.05	32.99	51.79	38.87	46.23	32.99	51.80
14	35.04	35.04	36.21	29.71	30.05	31.86	41.07	32.83	33.70	53.07	39.84	46.93	33.70	53.09
15	35.79	35.79	37.03	30.34	30.66	32.48	41.70	33.59	34.39	54.39	40.82	47.65	34.39	54.40
16	36.87	36.87	38.13	31.09	31.38	33.22	42.43	34.47	35.19	55.92	41.97	48.49	35.19	55.94
17	37.96	37.96	39.22	31.84	32.12	33.96	43.17	35.36	35.98	57.46	43.13	49.33	35.98	57.47
18	39.04	39.04	40.31	32.58	32.85	34.70	43.90	36.24	36.78	58.99	44.28	50.17	36.78	59.00
19	40.13	40.13	41.41	33.33	33.58	35.44	44.64	37.12	37.57	60.52	45.43	51.01	37.57	60.54
20	41.21	41.21	42.50	34.08	34.31	36.18	45.37	38.01	38.37	62.05	46.58	51.85	38.37	62.07

Levels -->		Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level
Steps -->	**26/27**	6 HR TA	6.5HRTA	7 HR TA	GRD/MT	12SDMO	12SSACPT	7HRTACSI	10MTSG	12MTSG/CUST	7HR12SS	REGNURSE	RN 12-MTH	6HRSABA	6.5HRSAB	7HRSABA
		# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
		20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
	1	28,956	31,370	33,780	51,675	40,801	46,724	37,081	44,665	58,071	52,544	58,480	72,045	25,386	27,502	29,618
	2	30,147	32,657	35,169	52,800	42,488	48,371	38,387	45,835	59,595	52,864	59,709	73,558	26,252	28,440	30,625
	3	31,239	33,844	36,446	54,159	44,140	50,001	39,681	47,206	61,376	54,713	61,033	75,191	26,996	29,246	31,496
	4	32,375	35,072	37,774	55,447	45,829	51,651	40,990	48,395	62,924	56,281	62,378	76,845	27,661	29,963	32,267
	5	33,487	36,275	39,066	56,713	47,456	53,259	42,265	49,640	64,541	57,950	63,620	78,377	28,442	30,813	33,184
	6	34,594	37,476	40,360	57,953	49,107	54,912	43,574	50,884	66,157	59,581	64,946	80,011	29,212	31,647	34,081
	7	35,715	38,693	41,668	59,267	50,736	56,559	44,885	52,161	67,820	61,191	66,271	81,644	29,957	32,452	34,947
	8	36,852	39,920	42,993	60,533	52,386	58,210	46,193	53,388	69,414	62,820	67,611	83,297	30,712	33,272	35,833
	9	37,958	41,123	44,285	61,798	54,036	59,839	47,488	54,632	71,030	64,468	68,937	84,928	31,456	34,078	36,699
	10	39,095	42,351	45,609	63,063	55,646	61,488	48,797	55,856	72,625	66,099	70,246	86,539	32,228	34,914	37,599
	11	40,216	43,567	46,919	64,424	57,274	63,138	50,103	57,121	74,266	67,747	71,537	88,134	32,945	35,687	38,434
	12	41,339	44,784	48,230	65,689	58,905	64,829	51,447	58,364	75,882	69,397	72,833	89,726	33,713	36,526	39,333
	13	42,460	46,000	49,537	67,025	60,555	66,457	52,739	59,624	77,523	71,045	74,155	91,358	34,445	37,315	40,186
	14	43,567	47,200	50,831	68,312	62,183	68,106	54,049	60,868	79,141	72,678	75,434	92,932	35,216	38,149	41,084
	15	44,679	48,400	52,125	69,626	63,832	69,794	55,389	62,131	80,782	74,366	76,728	94,526	35,933	38,927	41,919
	16	46,009	49,842	53,676	71,190	65,829	71,763	56,951	63,622	82,720	76,339	78,289	96,448	36,721	39,781	42,843
	17	47,340	51,283	55,227	72,756	67,824	73,729	58,513	65,114	84,661	78,309	79,850	98,371	37,511	40,636	43,761
	18	48,669	52,723	56,780	74,322	69,821	75,698	60,073	66,607	86,600	80,282	81,410	100,295	38,299	41,492	44,684
	19	49,999	54,167	58,332	75,887	71,814	77,665	61,635	68,098	88,543	82,253	82,972	102,219	39,090	42,346	45,604
	20	51,329	55,609	59,883	77,453	73,810	79,633	63,195	69,590	90,482	84,224	84,533	104,140	39,879	43,202	46,527
	HOURS	*1188.00*	*1287.00*	*1386.00*	*2059.50*	*1746.50*	*1746.50*	*1386.00*	*1584.00*	*2059.50*	*1746.50*	*1386.00*	*1708.00*	*1188.00*	*1287.00*	*1386.00*
	1	24.37	24.37	24.37	25.09	23.36	26.75	26.75	28.20	28.20	30.09	42.19	42.19	21.37	21.37	21.37
	2	25.38	25.38	25.38	25.64	24.33	27.70	27.70	28.94	28.94	30.27	43.08	43.08	22.10	22.10	22.10
	3	26.30	26.30	26.30	26.30	25.27	28.63	28.63	29.80	29.80	31.33	44.04	44.04	22.72	22.72	22.72
	4	27.25	27.25	27.25	26.92	26.24	29.57	29.57	30.55	30.55	32.23	45.01	45.01	23.28	23.28	23.28
	5	28.19	28.19	28.19	27.54	27.17	30.49	30.49	31.34	31.34	33.18	45.90	45.90	23.94	23.94	23.94
	6	29.12	29.12	29.12	28.14	28.12	31.44	31.44	32.12	32.12	34.11	46.86	46.86	24.59	24.59	24.59
	7	30.06	30.06	30.06	28.78	29.05	32.38	32.38	32.93	32.93	35.04	47.81	47.81	25.22	25.22	25.21
	8	31.02	31.02	31.02	29.39	29.99	33.33	33.33	33.70	33.70	35.97	48.78	48.78	25.85	25.85	25.85
	9	31.95	31.95	31.95	30.01	30.94	34.26	34.26	34.49	34.49	36.91	49.74	49.74	26.48	26.48	26.48
	10	32.91	32.91	32.91	30.62	31.86	35.21	35.21	35.26	35.26	37.85	50.68	50.68	27.13	27.13	27.13
	11	33.85	33.85	33.85	31.28	32.79	36.15	36.15	36.06	36.06	38.79	51.61	51.61	27.73	27.73	27.73
	12	34.80	34.80	34.80	31.90	33.73	37.12	37.12	36.85	36.84	39.73	52.55	52.55	28.38	28.38	28.38
	13	35.74	35.74	35.74	32.54	34.67	38.05	38.05	37.64	37.64	40.68	53.50	53.50	28.99	28.99	28.99
	14	36.67	36.67	36.67	33.17	35.60	39.00	39.00	38.43	38.43	41.61	54.43	54.43	29.64	29.64	29.64
	15	37.61	37.61	37.61	33.81	36.55	39.96	39.96	39.22	39.22	42.58	55.36	55.36	30.25	30.25	30.24
	16	38.73	38.73	38.73	34.57	37.69	41.09	41.09	40.17	40.17	43.71	56.49	56.49	30.91	30.91	30.91
	17	39.85	39.85	39.85	35.33	38.83	42.22	42.22	41.11	41.11	44.84	57.61	57.61	31.57	31.57	31.57
	18	40.97	40.97	40.97	36.09	39.98	43.34	43.34	42.05	42.05	45.97	58.74	58.74	32.24	32.24	32.24
	19	42.09	42.09	42.09	36.85	41.12	44.47	44.47	42.99	42.99	47.10	59.86	59.86	32.90	32.90	32.90
	20	43.21	43.21	43.21	37.61	42.26	45.60	45.60	43.93	43.93	48.22	60.99	60.99	33.57	33.57	33.57

Levels -->															
Steps -->		Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level
<-- Steps	26-27	10CLKTYP	12CLKTYP	12SRCLKTYP	CLEANER	MAINTHEL	MES	IT AST MGR	HLTH AIDE	SEC AIDE 10	ADMIN OFF	BUS DISP	IT SPEC 3	SECAIDE 12	IT AIDE II
<-- Steps		# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
<-- Steps		20	20	20	20	20	20	20	20	20	20	20	20	20	20
	1	36,411	44,963	45,544	44,971	45,651	31,303	68,636	27,173	39,257	64,243	55,092	78,442	51,043	64,243
	2	37,436	46,229	46,937	46,238	46,870	32,118	69,922	28,200	40,418	66,513	57,038	79,911	52,551	66,513
	3	38,607	47,675	48,443	47,666	48,299	32,952	71,279	29,118	41,601	68,752	58,959	81,461	54,088	68,752
	4	39,527	48,812	49,750	48,791	49,493	33,738	72,540	30,019	42,637	71,022	60,905	82,903	55,436	71,022
	5	40,632	50,177	51,194	50,175	50,761	34,583	73,779	30,962	43,781	73,233	62,803	84,319	56,924	73,233
	6	41,692	51,485	52,617	51,464	52,096	35,431	75,113	31,905	44,919	75,502	64,749	85,842	58,402	75,502
	7	42,741	52,782	54,028	52,753	53,360	36,218	76,376	32,835	46,051	77,768	66,692	87,285	59,875	77,768
	8	43,790	54,075	55,439	54,065	54,674	37,064	77,707	33,782	47,168	80,037	68,639	88,807	61,327	80,037
	9	44,812	55,338	56,822	55,331	55,963	37,881	79,014	34,709	48,289	82,278	70,560	90,303	62,786	82,278
	10	45,875	56,654	58,249	56,643	57,298	38,698	80,301	35,662	49,414	84,547	72,505	91,773	64,246	84,547
	11	46,920	57,941	59,656	57,906	58,565	39,514	81,589	36,579	50,522	86,814	74,449	93,243	65,690	86,814
	12	47,981	59,252	61,092	59,243	59,876	40,363	82,874	37,528	51,656	89,137	76,443	94,712	67,164	89,137
	13	49,001	60,510	62,474	60,508	61,166	41,164	84,135	38,453	52,777	91,379	78,365	96,154	68,619	91,379
	14	50,041	61,797	63,878	61,797	62,501	41,994	85,421	39,392	53,910	93,647	80,309	97,624	70,094	93,647
	15	51,116	63,124	65,326	63,110	63,766	42,810	86,731	40,305	55,021	95,967	82,299	99,119	71,537	95,967
	16	52,662	65,035	67,254	64,665	65,283	43,785	88,258	41,366	56,291	98,673	84,620	100,868	73,192	98,673
	17	54,209	66,945	69,183	66,224	66,803	44,760	89,788	42,426	57,564	101,378	86,939	102,614	74,845	101,378
	18	55,758	68,857	71,114	67,779	68,322	45,733	91,316	43,486	58,836	104,083	89,261	104,361	76,498	104,083
	19	57,304	70,766	73,043	69,337	69,842	46,706	92,846	44,543	60,111	106,788	91,580	106,111	78,155	106,788
	20	58,852	72,678	74,973	70,891	71,361	47,682	94,374	45,604	61,382	109,493	93,902	107,857	79,806	109,493
	HOURS	*1414.00*	*1746.50*	*1746.50*	*2059.50*	*2059.50*	*1305.00*	*2059.50*	*1188.00*	*1584.00*	*1747.00*	*1996.00*	*2059.50*	*2059.50*	*1746.50*
	1	25.75	25.75	26.08	21.84	22.17	23.99	33.33	22.87	24.78	36.77	27.60	38.09	24.78	36.78
	2	26.48	26.48	26.87	22.45	22.76	24.61	33.95	23.74	25.52	38.07	28.58	38.80	25.52	38.08
	3	27.30	27.30	27.74	23.14	23.45	25.25	34.61	24.51	26.26	39.35	29.54	39.55	26.26	39.37
	4	27.95	27.95	28.49	23.69	24.03	25.85	35.22	25.27	26.92	40.65	30.51	40.25	26.92	40.67
	5	28.74	28.74	29.31	24.36	24.65	26.50	35.82	26.06	27.64	41.92	31.46	40.94	27.64	41.93
	6	29.49	29.49	30.13	24.99	25.30	27.15	36.47	26.86	28.36	43.22	32.44	41.68	28.36	43.23
	7	30.23	30.23	30.94	25.61	25.91	27.75	37.08	27.64	29.07	44.52	33.41	42.38	29.07	44.53
	8	30.97	30.97	31.74	26.25	26.55	28.40	37.73	28.44	29.78	45.81	34.39	43.12	29.78	45.83
	9	31.69	31.69	32.53	26.87	27.17	29.03	38.37	29.22	30.49	47.10	35.35	43.85	30.49	47.11
	10	32.44	32.44	33.35	27.50	27.82	29.65	38.99	30.02	31.20	48.40	36.33	44.56	31.19	48.41
	11	33.18	33.18	34.16	28.12	28.44	30.28	39.62	30.79	31.90	49.69	37.30	45.27	31.90	49.71
	12	33.93	33.93	34.98	28.77	29.07	30.93	40.24	31.59	32.61	51.02	38.30	45.99	32.61	51.04
	13	34.65	34.65	35.77	29.38	29.70	31.54	40.85	32.37	33.32	52.31	39.26	46.69	33.32	52.32
	14	35.39	35.39	36.57	30.01	30.35	32.18	41.48	33.16	34.03	53.60	40.23	47.40	34.03	53.62
	15	36.15	36.15	37.40	30.64	30.96	32.80	42.11	33.93	34.74	54.93	41.23	48.13	34.74	54.95
	16	37.24	37.24	38.51	31.40	31.70	33.55	42.85	34.82	35.54	56.48	42.39	48.98	35.54	56.50
	17	38.34	38.34	39.61	32.16	32.44	34.30	43.60	35.71	36.34	58.03	43.56	49.82	36.34	58.05
	18	39.43	39.43	40.72	32.91	33.17	35.04	44.34	36.60	37.14	59.58	44.72	50.67	37.14	59.60
	19	40.53	40.53	41.82	33.67	33.91	35.79	45.08	37.49	37.95	61.13	45.88	51.52	37.95	61.14
	20	41.62	41.62	42.93	34.42	34.65	36.54	45.82	38.39	38.75	62.67	47.05	52.37	38.75	62.69

CODE	HRS/DAY	TOTAL HOURS	ANNUAL CONTRACT	DESCRIPTION
6 HR TA	6	1,176	10 MONTH	Teacher Assistant (TA)
6.5 HR TA	6.5	1,274	10 MONTH	Teacher Assistant (TA)
7 HR TA	7	1,372	10 MONTH	Teacher Assistant (TA)
GRD/MT	8	2,060	12 MONTH	Groundskeeper / Maintainer
12SDMO	7	1,747	12 MONTH	Stenographer / Duplicating Machine Operator
12SSACPT	7	1,747	12 MONTH	Senior Stenographer / Principal Typist Clerk
7HRTACSI	7	1,372	10 MONTH	Teacher Assistant (TA) / In-School Suspension Supervisor
10MTSG	8	1,568	10 MONTH	Maintainer / Security Guard
12MTSG/CUST	8	2,060	12 MONTH	Maintainer / Security Guard / Custodian
7HR12SS	7	1,747	12 MONTH	Stenographic / Secretary
REGNURSE	7	1,372	10 MONTH	Registered Nurse
RN 12 MTH	7	1,708	12 MONTH	Registered Nurse
6HRSABA	6	1,176	10 MONTH	Supervisory Aide / Monitor /*NOTE: FTE Applied for Schedules Less Than 6.0 HR / Day*
6.5HRSABA	6.5	1,274	10 MONTH	Supervisory Aide / Monitor
7HRSABA	7	1,372	10 MONTH	Supervisory Aide / Monitor
10CLKTYP	7	1,372	10 MONTH	Clerk Typist
12CLTTYPE	7	1,747	12 MONTH	Clerk Typist / Info Tech Aide I
12SRCLKTYP	7	1,747	12 MONTH	Senior Clerk Typist
ITASSTMGR	8	2,060	12 MONTH	Cleaner
MAINTHEL	8	2,060	12 MONTH	Maintainer Helper
MES	5	1,305	12 MONTH	Messenger
ITASSTMGR	8	2,060	12 MONTH	Audio / Visual /Technician
HLTHAIDE	6	1,176	10 MONTH	Health Aide
SECAIDE10	6	1,568	10 MONTH	Security Aide
ADMIN OFF	7	1,747	12 MONTH	Administrative Officer
BUS DISP	8	2,060	12 MONTH	Bus Dispatcher
IT SPEC 3	8	2,060	12 MONTH	IT Specialist III
SECAIDE12	8	2,060	12 MONTH	Security Aide
IT AIDE II	8	2,060	12 MONTH	IT Aide II