Collective Bargaining Agreement

between the

New London Board of Education

and

New London Public Schools Professional Secretaries AFSCME
Council 4, AFL-CIO
Local 3705

July 1, 2025 - June 30, 2028

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Agreement

between the

New London Board of Education

And

New London Professional Secretaries

Of

AFSCME Council 4, AFL-CIO, Local 3705

2025 - 2028

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PREAMBLE

This Agreement is entered into by and between the New London Board of Education, hereinafter referred to as the "Employer" or the "Board," and the Professional Secretaries AFSCME Local 3705 of New London Public Schools, hereinafter referred to as the "AFSCME Local 3705," in order to increase a harmonious relationship between the Board of Education and its secretaries and to promote the morale, equal rights and well-being and security of its secretaries.

ARTICLE I RECOGNITION

1.0 The New London Board of Education hereby recognizes the Professional Secretaries AFSCME Local 3705 of New London Public Schools, as the exclusive representative of and bargaining unit for clerical and secretarial secretaries of the New London Board of Education, New London, Connecticut, including the Secretary for Accounting and the Secretary to the Assistant Superintendent, but excluding the Superintendent's Administrative Aide and the Administrative Secretary for Human Resources, for the purpose of collective bargaining with respect to wages, hours, and other conditions of employment within the meaning of section 7-471 of the Municipal Employee Relations Act.

ARTICLE II NEGOTIATIONS

2.0 Negotiations between the Board and AFSCME Local 3705 shall commence at least one hundred twenty (120) days preceding the expiration of this Agreement. During such negotiations, the parties agree to negotiate in good faith to secure a successor agreement relative to wages, hours and other conditions of employment.

2.1 During the period of negotiations proceedings, the Board and AFSCME Local 3705 shall make available to each other for inspection such pertinent records and information as are necessary for negotiations.

2.2 If the negotiations described in this article have reached an impasse, the parties agree to follow applicable procedures contained in the Connecticut General Statutes.

2.3 It is agreed that the secretaries in the unit described under Article I above shall be considered a separate entity for purposes of negotiations. Negotiations shall not be contingent on those benefits granted to other units designated as bargaining agents of the Board but shall be based on the merits and needs of AFSCME Local 3705.

2.4 If negotiation meetings between the Board and AFSCME Local 3705 are scheduled by mutual agreement during a school day, the representatives of AFSCME Local 3705 shall be relieved from all regular duties without loss of pay as necessary to permit their participation in such meetings. When it is necessary, pursuant to Article III (Grievance Procedure), for the President of the Association or other representative designated by AFSCME Local 3705 to process a grievance or attend a grievance meeting or hearing during a school day, she/he shall, with the permission of their principal or immediate superior and upon notice to the Superintendent of Schools, or designee, by the President of AFSCME Local 3705, be released without loss of pay or be penalized by using personal time, vacation time, etc. as necessary in order to permit participation in the foregoing activities. Any secretary in the unit whose appearance in such investigations, meetings or hearings as a witness is necessary shall be accorded the same right. AFSCME Local 3705 agrees that these rights shall not be abused.

2.5 For the duration of this Agreement, items shall continue and remain in effect without revision or addenda for the life of the contract, except as both parties to the Agreement mutually consent otherwise or except as discussion is part of the formal negotiation period for settling on a successor contract.

2.6 Any additional agreement reached shall be reduced to writing, shall be signed by Executive Director of Talent and Human Resources and the President of AFSCME Local 3705, and shall be an addendum to this Agreement.

ARTICLE III
GRIEVANCE PROCEDURE

3.0 A grievance is a claim of a staff member or group of staff members or a secretary or group of secretaries which concerns any alleged violation of any provisions of this Agreement and/or which concerns the interpretation, meaning or application of any provision of this Agreement. It is expressly understood that a claim not based upon a violation of any provision of this Agreement, or not based upon the interpretation, meaning or application of any provision of this Agreement, shall not constitute a grievance.

3.l An "aggrieved person" is the person making the claim.

3.2 A "party in interest" is the person making the claim and any person who might be required to take action or against whom action might be taken to resolve the claim.

3.3 When an administrative directive allegedly presents a cause for grievance, it will meanwhile be in effect until the grievance is settled.

3.4 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may arise from time to time. Both parties agree that at any level these proceedings should be kept as informal and confidential as may be appropriate.

3.5 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level hereinafter specified should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Decisions rendered at all levels of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the President or representative of the Association and the Superintendent of Schools or designee.

3.6 LEVEL ONE

Secretary to Principal or immediate supervisor. Within ten (10) calendar days of the occurrence which gives rise to the grievance, a written statement of grievance must be presented to the principal, or, if not supervised by the principal, with the immediate supervisor. The matter shall be discussed and a decision rendered within ten (10) calendar days of receipt of the grievance.

3.7 LEVEL TWO

Secretary to Superintendent of Schools or their designee. If the grieving party is not satisfied with the disposition of the grievance at Level One, the written grievance may be presented to the Superintendent of Schools or their designee within ten (10) calendar days of the receipt of the decision at Level One. The Superintendent of Schools or their designee shall arrange a meeting with the grievant and/or their representative to attempt to resolve the grievance. Other administrative representatives may attend. In the event the grievance is not resolved as a result of the meeting, the Superintendent of Schools or their designee shall render a decision in writing within ten (10) calendar days thereafter.

3.8 LEVEL THREE

Secretary to Board of Education. If the grieving party is not satisfied with the disposition of the grievance at Level Two, the grieving party may appeal the decision to Level Three by submitting the grievance to the Board of Education within ten (10) calendar days following receipt of the decision from the Superintendent of Schools, or designee. The Board of Education or its

designated committee shall arrange a meeting with the grievant and/or their representative within fifteen (15) calendar days following receipt of the grievance to resolve the grievance. The Superintendent or other administrative representatives may be in attendance. In the event the grievance is not resolved as a result of the meeting, the Board of Education or its designated committee shall render a decision in writing within ten (10) calendar days thereafter.

3.9 LEVEL FOUR- Mediation

Absent settlement at the level of the Board of Education, the Union may appeal the grievance to the Connecticut State Board of Mediation and Arbitration for mediation within fifteen (15) calendar days.

3.10 Arbitration.

Absent settlement at the level of mediation, the Union may appeal the grievance to the Connecticut State Board of Mediation and Arbitration within fifteen (15) days to avoid filing fee. The parties may mutually agree that the grievance arbitration take place before the American Arbitration Association under its labor arbitration rules. The arbitrators' decision shall be final and binding on both parties as provided by law, but the arbitrators shall have no power to add to or detract from the provision of the Agreements. Any and all cost shall be borne equally by both parties.

3.11 At any level, the secretary may be represented by representatives of AFSCME Local 3705.

3.12 No reprisals, threats, or adverse personal action shall be made or taken against any secretary by the Board, its Administrators, and other supervisory secretaries or AFSCME Local 3705 by reason of participation or lack of participation in the grievance procedure or consideration of such conduct, or by reason of the support of any participants thereto.

3.13 (a) AFSCME Local 3705 President or staff representative reserves the right to be present at all levels of the grievance procedure unless specifically requested not to attend by the grieving party.

(b) Only AFSCME Local 3705 shall have the right to request arbitration.

3.14 If, in the judgment of AFSCME Local 3705 President or staff representative, a grievance affects a group or class of secretaries, the President of AFSCME Local 3705 or staff representative may submit such grievance in writing to the Superintendent of Schools, or their designee and the processing of such grievance shall commence at Level Two.

3.15 All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

3.16 Nothing herein shall be construed as preventing a secretary from processing their own grievance up to and including Level Three.

ARTICLE IV
SALARIES

4.0 The salaries of all persons covered by this Agreement are set forth in Appendix F which are attached hereto and made a part of this Agreement. Newly hired secretaries must have worked six (6) calendar months by the initial July 1 of their employment to receive step advancement as of that date for years in which step movement is negotiated.

4.1 Longevity shall be based solely on years of experience, and not on the classification of secretaries. Longevity payments based on years of service shall be made on the following schedule:

5 years of service a total of $400 yearly
10 years of service a total of $500 yearly
15 years of service a total of $600 yearly
20 years of service a total of $700 yearly

The total annual longevity payment shall be due and payable in two (2) equal installments, the first being due and payable no later than November 30 and the second being due and payable no later than May 31 of each fiscal year. Longevity payments shall be included in secretaries' total earnings for the purpose of determining their pension benefits.

This provision shall only apply to individuals hired on or before June 11, 2020.

Longevity payments at 5 years of service will be eliminated for secretaries hired July 1, 2022, or after. Those individuals currently in the bargaining unit as of June 30, 2022, will continue to be eligible.

4.2 Only secretaries on the payroll on the specified dates of longevity payments shall receive longevity compensation, except that secretaries who retire during a fiscal year shall be considered as having earned full longevity for such fiscal year and they shall not be required to be on the payroll on the specified dates of longevity payments in order to receive full longevity compensation for the year.

4.3 The Pension Plan applicable to members of this bargaining unit is attached hereto as Appendix B to this Agreement. The plan shall not be reduced or diminished unless agreed to by the parties.

4.4 All wage payments will be made bi-weekly via direct deposit to members of this Union.

ARTICLE V WORKING CONDITIONS

5.0 Applicants shall be selected on the basis of training, experience, references, interviews, compatibility and demonstrated competency (as by examination) in skills specified in the job description. Each time that this contract is renegotiated, the Administration shall review all job descriptions and the associated compensation for each position. Job descriptions may be reviewed prior to the next contract negotiation a significant change has been made to the an existing position. "Significant change" is defined in this the contract as the follows:

- Reorganization or Restructuring: When there is a change in the organizational structure, including changes in supervision, reporting lines, or departmental responsibilities on a long-term basis that affects their role.

Vacancies shall be announced at least five (5) working days in advance of being posted or advertised outside of the bargaining unit. Where the Employer determines that an existing secretary-applicant from within the bargaining unit is as substantially qualified as provided above as is an external applicant, preference will be shown to the existing secretary. Transfers within the system should be proposed to the secretary by the Superintendent as soon as possible before the transfer is made, and the secretary should be given the opportunity to voice an opinion. Seniority is to be considered in grades or classification. All appointments shall be subject to a probationary period of 90 working days duration, and all transfers shall be subject to a trial period of 90 working days duration.

Secretaries newly hired to the bargaining unit shall have no seniority rights and may be disciplined or dismissed without recourse to the grievance procedure during their probationary period.

5.1 At the time of first appointment, new secretaries shall be granted credit for prior experience as determined by the Superintendent or designee after consultation with the Union Executive Board, providing no such secretary shall be hired at a higher than step 4. Such a consultation will include a comparison of experience of the new secretary to secretaries in the same classification for consideration in step placement.

When promoted or transferred from one salary group classification to a higher salary group classification, the secretary will take the same step in the new classification to arrive at the new salary.

5.2 The decision to fill an existing vacancy within the unit shall be based on required qualifications, on satisfactory past performance as stated in a letter of recommendation from the present supervisor, an interview with prospective supervisor and seniority within the bargaining unit.

5.3 The normal workday shall be seven (7) hours a day, not including lunch. There shall be a one (1) hour lunch period per day for secondary school secretary and secretaries and a half (1/2) hour lunch per day for elementary school secretaries (subject to the schedule of the school day). The

normal work week shall be five (5) days, Monday to Friday, and thirty-five (35) hours per week. "Group 10b" shall work 7.5 hours per day for a total of 37.5 hours per week with a half (1/2) hour lunch. In the event it becomes necessary to change the normal daily work schedule in any school or Board- operated building affecting secretaries within the bargaining unit, the Association shall be notified within ten (10) working days of the change and the reasons therefore prior to implementation.

5.4 Prior approval by the Superintendent of Schools or their designee is required for all hours to be worked by a secretary beyond their normal schedule and for all hours worked over thirty-five (35) or thirty-seven and half (37.5) based on the normal work week for the secretary's group.

5.5. No secretary shall be assigned to supervise lunchroom or playground activities. Secretaires will not be required to supervise students in the absence of certified staff members in the area except in emergencies, in which case the affected secretary shall immediately notify the Superintendent's office.

5.6 Time and one-half of regular rates of pay will be paid for all hours worked after thirty-seven and one half (37.5) for employees on a thirty-five (35) hour per week schedule, and after forty (40) hours per week for employees on a thirty-seven and one half (37.5) hour per week schedule.

5.7 If a secretary is required to perform work out of their job description due to absence of a secretary in a higher classification for a period often (10) consecutive workdays or more in a fiscal year, that secretary shall be paid at the rate of the higher classification commencing on the eleventh (11th) workday consistent with such a secretary's current step. This shall not be applicable to secretaries that substitute for brief periods of time during the day. Hybrid secretaries may be required to perform work outside of their job description with no differential.

5.8 (a) All office personnel shall be granted the following holidays:

New Year's Day	Three Kings Day
Martin Luther King Day	President's Day (2x)
Good Friday	Memorial Day
Juneteenth	Fourth of July
Labor Day	Indigenous People Day
Veterans' Day	Thanksgiving Day
The day after Thanksgiving	Christmas Day

All office personnel shall be granted a one (1) day holiday during the period from Christmas to New Year's Day, except that when Christmas or New Year's falls on a Saturday, the Friday preceding will be an observed holiday.

(b) If a holiday falls while a secretary is on sick leave, the secretary shall be paid for the holiday, and no deduction shall be made from the secretary's sick leave accumulation.

(c) Any of the above holidays occurring on Saturday, not including Three Kings Day, shall be celebrated the preceding Friday if schools are not in session. Any holiday occurring Sunday, not including Three Kings Day, shall be celebrated the following Monday, if schools are not in session.

(d) In the event schools are in session on any of the above holidays, the secretary shall receive an additional day off at the discretion of the secretary and with the approval of their immediate supervisor.

5.9 Twelve – month secretaries shall be entitled to vacation time based on the following parameters. Upon hiring, secretaries will be eligible for two weeks of vacation after the completion of one year of service, to be defined as 10 days; three weeks after three years, to be defined as 15 days; and 22 days after five years.

Vacation days can be taken during the school year; written request must be made two (2) weeks in advance of vacation time requested. Those who have applied first will be given preference. With all being equal, seniority will determine selection. Other arrangements can be made with the approval of the immediate supervisor. Time may not be used during the first scheduled week of school, except in the event of an emergency and with approval of the immediate supervisor inclusive of all school calendars. Administrators reserve the right to deny vacation requests based on the needs of the district.

5.10 Ten (10) month secretaries shall be entitled to all school vacations, except they must work the five (5) workdays immediately preceding to the return of teachers and the five (5) workdays following the closing of school, for a total work year not to exceed 195 days. These additional ten (10) days will be paid at the secretary's per diem rate.

5.11 Secretaries may carry over up to five (5) days of vacation each year. Such vacation days must be used by September 30th. Upon separation from employment with the Board of Education with no less than two (2) weeks of notice of separation in writing, the secretary will be paid for their unused but accrued vacation based on what vacation the secretary was eligible to take as of the last date of employment before the date of separation. This payout shall not apply to vacation days that have been carried over from the previous year.

5.12 12 Month secretaries are required to report to work on cancelled school days unless specifically called off by the Superintendent of Schools. On delayed opening days, all personnel are expected to report to work by the time of the delayed opening of school for students to receive full pay for the day. Secretaries who are not at work by the delayed student starting time will be paid only for hours worked that day or may choose to take a vacation day or unpaid leave for the day.

In the event school is dismissed early for in-service training, conferences, and other planned non-emergency reasons, secretaries shall remain on duty for their normal workday. In the event of

unscheduled early dismissal due to inclement weather or other reasons, personnel shall be dismissed after an all clear has been provided by the transportation company through their assigned administrator.

5.13 On a shortened session day all personnel will work a full day.

5.14 All secretarial personnel shall be entitled to one and one-half (1 1/2) days' sick leave per month, cumulative to one hundred twenty (120) days. Such personnel who will accumulate in excess of the one hundred twenty (120) days during a contract year may be entitled to accumulate such days more than one hundred twenty (120) with the approval of the Board, but in no event to exceed a total of one hundred thirty-five (135) days. However, for purposes of calculating a retiree's eligibility for retirement sick leave pension benefits under Appendix C only, unused sick leave shall be deemed to be cumulative to a maximum of two hundred seventy (270) days with additional potential accumulation over the one hundred twenty (120) days under the Appendix C being effective July 1, 1989.

5.15 After three (3) or more consecutive workdays of absence because of illness or in cases of suspected sick leave abuse, the secretary may be required to submit to the office of the Superintendent of Schools, or designee a physician's certification of the secretary's ability to return to work as a condition of returning to work.

5.16 So long as sick leave accumulation is shown on secretary pay stubs, no further notification is required. If this information ceases to appear on pay stubs, then by October 15 of each year each secretary is to receive a statement of accumulated sick days to date.

5.17 Each absence caused by illness in the immediate family (immediate family shall be defined as a secretary's spouse, civil union partner as provided by Connecticut law, parent, sibling, child, grandchild or grandparent, or any one residing in the household one year or more) up to and including three (3) days in any school year to take no deduction from salary.

5.18 Bereavement leave of five (5) working days for immediate family, or immediate family of the spouse or members of the household, will be granted without affecting the sick leave provisions of the secretary. ("Immediate family", for purposes of this article, shall be defined as a secretary's spouse, civil union partner as provided by Connecticut law, parent, sibling, child, grandchild or grandparent, or anyone residing in the household one year or more).

Under unusual circumstances, other absences without loss of pay may be authorized in emergencies by the Superintendent of Schools, or designee, and shall be charged to sick leave if any remains.

5.19 No deduction in the pay of a secretary is made in the case of required observation of religious holidays not to exceed three (3) days in any school year.

5.20 Absences for weddings of secretaries and in the immediate family (immediate family as defined

in section 5.17 above) to take no deduction from salary, such absences to be confined to not over one (1) day for each wedding.

5.21 All secretaries who have completed their probationary period will be granted three (3) Personal Leave Days a year to use at the secretary's discretion.

Upon obtaining a balance of thirty (30) days of accrued sick leave, a secretary will subsequently be granted one (1) Personal Leave Day for every 60 consecutive days worked without an absence, for a maximum of two (2) additional Personal Leave Days a year. These days are not cumulative unless the secretary earns a Personal Leave Day after March 31st, in which case the Personal Leave Day, if not used, may be carried over to the following year.

Leave days taken for Bereavement; Maternity; FMLA; Religious Leave; Jury Duty; or Personal Leave would not count as an absence for the purposes of this Article.

Personal Leave Days must be scheduled and notice provided to the secretary's supervisor no less than 48 hours in advance of the requested day, except in cases of an emergency or unforeseen events.

Personal Leave Days cannot be combined to create an absence of more than one (1) consecutive day. Additionally, Personal Leave Days cannot be used to extend a planned school closure without the permission of the Executive Director of Talent and Human Resources.

5.22 Personnel shall receive maternity leave in conformity with state and federal legislation.

5.23 Application for leave as provided above shall be made to and approved by the immediate supervisor and Human Resources at least twenty-four (24) hours before taking such leave except in emergencies. Secretaries shall be eligible for family and medical leave as provided by law.

5.24 For leaves of absence, docking, salary proration and overtime purposes, the rate shall be calculated as follows:

12-month secretaries	1/260
10-month secretaries	1/195

5.25 Secretaries covered by this contract shall be indemnified, defended, and held harmless by the Board of Education from personal liability claims stemming from actions in the workplace to the extent provided by and in accordance with the provision of section 10-235 of the Connecticut General Statutes.

5.26 Secretaries shall be eligible for family and medical leave as provided by law. Accrued sick leave should supplement the secretary's pay during the family and medical leave period to the extent possible. The remainder of the family and medical leave period shall be unpaid.

ARTICLE VI
SENIORITY

6.0 Seniority is determined by the total length of continuous employment within the jurisdiction of the bargaining unit.

6.1 Seniority shall be broken by:

(a) Voluntary resignation.
(b) Discharge for cause.
(c) Retirement.
(d) Layoff of more than sixteen (16) months.

6.2 When it becomes necessary to reduce the number of employees in the bargaining unit, the Board of Education shall determine the Group(s) to be affected by the reduction and the number of employees to be reduced in the Group(s). No secretary may bump into a higher group.

For purposes of this contract, "work year schedule" designates whether the position is a 10 – month or 12 – month position.

Bumping rights are listed below:

- If there is a vacancy within the same group, the secretary will automatically transfer to the vacancy, regardless of the work year schedule (10- or 12- month position). If the said secretary does not want to transfer, they will forfeit their bumping rights.
- If there is no vacancy available within the same group, then the said secretary has the option to bump the least senior secretary within the same group and work year schedule.
    - E.g. If the said secretary is currently in a 10-month position, they can bump the least senior 10-month secretary in the same group, assuming the least senior secretary was hired after the said secretary.
    - If the said secretary does not want to bump the identified secretary, they will forfeit their bumping rights.
- If there is no such position available within the same group and work year schedule, the said secretary then has the option to bump the least senior secretary within the same group, regardless of work year schedule.
    - E.g. The currently 10-month secretary can bump the least senior 12-month secretary, assuming the least senior 12-month secretary was hired after the said secretary.

- If the said secretary does not want to bump the identified secretary, they will forfeit their bumping rights.

- If the said secretary has the least seniority within their group, regardless of work year schedule, they have the option to bump down into the next group, following the same rules previously outlined.

If bumping does occur, there will be no change to step. For example: a secretary who is in Group 7, Step 5 bumps down into a Group 6 position. They are now considered Group 6, Step 5.

6.3 Any secretary who is laid off will automatically be placed on the recall list for a period of 16 months, provided the secretary provides the Board with their mailing and email address, and shall update the Human Resources Department, and the union with any changes in their mailing and email address during the period they is on the recall list, for:

(a) The job classification from which the secretary was laid off.
(b) Any other job classification for which the secretary is qualified and such classification is at a pay grade equal to or lower than the job classification from which the secretary was laid off.

In the event it becomes necessary to secure substitute clerical support for any bargaining unit job function(s), the bargaining unit shall be notified as soon as possible.

ARTICLE VII
INSURANCE COVERAGE

7.0 The Board of Education shall provide the following insurance for bargaining unit members and their eligible dependents.

(a) The health and dental insurance plan shall be the Connecticut State Partnership Plan.

(b) Effective July 1, 2025, the secretaries shall pay nineteen (19%) of the total cost of health and dental insurance coverage for themselves and any eligible dependent. Effective July 1, 2026, the secretary shall pay nineteen (19%) of the total cost of health and dental insurance coverage for themselves and any eligible dependent. Effective July 1, 2027, the secretary shall pay nineteen (19%) of the total cost of health and dental insurance coverage for themselves and any eligible dependent.

(c) Secretaries eligible for transfer to the pension roll of the City of New London shall be covered under Social Security benefits, a supplement of the City's pension program. Funds shall be earmarked yearly in the current budget of the Board of Education for Social Security payments.

7.1 Life Insurance Coverage

Each secretary will be covered by fifty thousand dollars ($50,000.00) group life insurance. The cost shall be assumed by the Board. Effective for secretaries who retire on and after July 1, 2004, said post-retirement life insurance at Board expense shall be increased to four thousand dollars ($4,000.00). For secretaries who retire on and after July 1, 2013, life insurance at Board expense in the amount five thousand dollars ($5,000) shall continue after retirement. Members will receive a complete copy of their policy documenting the policy provisions certifying their name, beneficiaries, etc.

7.2. Voluntary Waiver of Health Insurance Coverage

(a) Any secretary may elect on a completely voluntary basis to waive Board-provided health insurance coverage. Secretaries electing to do so shall sign a voluntary waiver of coverage form. No secretary hired on or after June 30, 2008, may sign up for and receive the waiver of insurance payments set forth in this contract after June 30, 2007, unless she/he has first been covered under the Board provided medical insurance for at least one full year prior to the application to waive coverage and receive payments in lieu thereof.

This one-year coverage requirement will not apply to bargaining unit members employed prior to June 30, 2008

There shall be an annual open enrollment window of May 20 - June 20 of each year. At this time a secretary may choose to reinstate or waive their insurance for the fiscal year commencing September 1.

Bargaining unit members whose waiver applications are acceptable to the applicable insurance carrier as provided herein shall receive quarterly cash payments from the New London Board of Education in September, November, February and June, during the period in which their waiver is in effect.

(b) In consideration of such voluntary waiver of insurance coverage, the Board will pay a total of 25% of the premium cost which would have been charged to the Board on the secretary's behalf had the insurance coverage not been waived.

1) Partial year waivers will be pro-rated

2) The level of coverage upon which the waiving secretary bases the waiver shall be the secretary's level of coverage in effect as of the date of the waiver request.

3) Premiums at which the waiver is based for reimbursement purposes are set by the PPO cost as of the effective date of the waiver request.

4) Waiver must be acceptable to the secretary, the Board of Education and the applicable insurer.

(c) There shall be no reinstatements other than those made during the May 20 - June 20 period; however, there shall be no lapse of coverage if a secretary rescinds their waiver due to:

1) Coverage being waived by the secretary because another group health insurance plan provided coverage for the secretary and

2) Coverage being lost under that plan due to employment termination, death of a spouse, or divorce; and

3) The secretary applies for coverage under this contract within 30 days after the loss of coverage under the other plan.

(d) All such reinstatements shall be subject to all requirements of the applicable carrier(s), including, but not limited to, any mandatory waiting periods.

7.3 Change in Insurance Carrier

The Board may provide insurance benefits required under this agreement through one or more insurance carriers other than those identified herein during the term of this Agreement, so long as the benefits provided by the new carrier are substantially equivalent to the existing coverage when viewed as a whole. Before any change is made, the board shall advise the Association of the proposed change(s), and the Association shall promptly review the matter and advise Board within two (2) weeks whether it accepts or objects to the proposed change(s). If the Association objects to the proposed change(s), the Board may appeal the matter to expedited arbitration under the rules of the American Arbitration Association on the question as to whether the proposed new insurance coverage(s) provide benefits that are substantially equivalent to current benefits when viewed as a whole.

7.4 Group disability insurance shall be offered to secretaries at the expense of the secretary. Payments for said insurance will be deducted from their respective payroll checks.

ARTICLE VIII
ASSOCIATION SECURITY AND PAYROLL DEDUCTION

8.0 Upon receipt of a signed authorization form from the secretary involved, a copy of which is attached to this Agreement as Appendix D, the Employer shall deduct from the secretary's pay the record payroll period in each month, such dues the Union shall determine.

The Union President, or designee, shall provide the Business Office with the signed Original Authorization for Payroll Deduction form on the first day of the month prior to the month said deduction is to be instituted.

8.1 Annually, by June 1, the amount for the subsequent fiscal year will be certified by a responsible Union officer in writing. The amount may be raised or lowered by the Union upon written

notification by the Union to the Employer. Written notification for change must be received by the first day of the month prior to the month said change in deduction is to be instituted.

ARTICLE IX
DISMISSALS

9.0 No secretary who has successfully completed their probationary period will be discharged, disciplined, suspended, demoted or reduced in compensation without just cause.

9.1 Any disciplinary action to a non-probationary secretary, including discharge, may be appealed through the grievance procedure of this Agreement.

9.2 The Board agrees that it will act in good faith and for just cause in the discipline and/or dismissal of any secretary.

(a) Disciplinary actions may normally follow this order:

1) Recorded verbal warning
   - Trends will be reviewed on a case-by-case basis
   - Recorded verbal warning will be expunged after 12 months without further similar instances
2) Written warning.
3) Final written warning with/without suspension; and
4) Discharge

(b) The Superintendent of Schools reserves the right to suspend a secretary if they deem it is in the best interest of the public schools as interpreted by the Board of Education.

1) If requested by the secretary within five (5) working days of the suspension, a hearing will be scheduled within ten (10) working days to be held within forty-five (45) days thereafter.
2) These time limits may be waived by mutual consent.
3) Such situations would include, but are not limited to, assault, illegal activities on school property, illegal activities with ramifications to the school system or school property, and other similar situations.
4) Probationary secretaries may be terminated if it is the best interest of the public schools as interpreted by the Superintendent.

9.3 All disciplinary actions, excluding verbal warnings, against non-probationary secretaries are subject to the grievance procedure identified in the agreement. For the purposes of this Section, verbal warnings shall not be placed in a secretary's personnel file but may be documented via email.

ARTICLE X
PERSONAL INJURY BENEFITS

10.0 Secretaries injured at work who receive workers' compensation benefits and who are absent from work on workers' compensation leave, shall be paid their full wages, less workers' compensation payments, for a maximum period of one (1) year. The Board will pay the difference between the secretary's regular salary and the Workers' Compensation benefit for the first six (6) months of such leave. In the following six (6) months, the secretary shall have the difference between their regular salary and the Workers' Compensation benefit charged against their accrued sick leave. The earnings of these individuals shall not exceed the earnings they received had they continued to work their regular schedules. Once sick leave has been exhausted, secretaries shall be paid the Workers' Compensation benefit only.

10.1 Consistent with established practice, secretaries injured at work due to an assault and who are absent from work on workers compensation leave, will receive their full wages, less workers compensation payments for a maximum period of one (1) year or for so long as the secretary is receiving workers compensations payments, if workers compensation payments continue to be received by the individual after one year.

10.2 If after reaching maximum medical improvement, as determined by a qualified physician recommended by the Board's Workers' Compensation carrier and/or the Workers' Compensation Commission, the Board determines a secretary is unable to perform the essential functions of their position, with reasonable accommodation, the Board may terminate the employment relationship with such secretary. Nothing herein shall preclude application for a service-related disability pension in accordance with the City of New London's pension plan as outlined in Appendix B, during such secretaries' employment with the district.

ARTICLE XI
SCOPE OF AGREEMENT

11.0 It is understood by the parties to this Agreement that this Agreement is intended as an expression of policies and procedures which the parties consider will improve relations between the Board and secretaries who are within the scope of this Agreement; this understanding being expressed, however, without intending in any way to limit or restrict the Board or bind the Superintendent of Schools or any duly authorized representative of the Board in the discharge of duties and responsibilities as described by the Charter of the City of New London and by the statutes of the State of Connecticut, revised.

ARTICLE XII
MEDICAL INSURANCE COVERAGE - RETIRED SECRETARY FROM NEW LONDON PUBLIC SCHOOLS

12.0 That the New London Board of Education allows retired secretaries from the New London Public Schools to make payment of their medical insurance premiums through the Central Office at the current Board rate under all of the following conditions:

(a) Retired secretary from July 1, 1987, onward.

(b) Retired secretary through age sixty-four (64).

(c) Retired secretary must have a minimum of fifteen (15) years of service in New London and be retired from New London; and

(d) Coverage available will be Anthem Blue Cross, Blue Shield PPO. No additional new riders will be allowed following the date of retirement.

12.1 Dependents will be allowed coverage only as long as the retired secretary is eligible for coverage.

12.2 All eligible retired secretaries must either join or reject this offer within thirty (30) days following official notification of eligibility. The retiring secretary must give the Board notice thirty (30) days prior to the date of retirement as a condition of eligibility.

12.3 Continuation of insurance is contingent upon payment of insurance premium by the first day of each month and the retired secretary expressly agrees neither the Association nor the Board will be held liable for continuation of the insurance or payment of any claim which may be denied in the event premium payment is received late or not received.

ARTICLE XIII
SAVINGS CLAUSE

13.0 If any portion of this Agreement shall be held for any reason to be inoperative, void or invalid, the validity of the remaining portions of this Agreement shall not be affected thereby.

ARTICLE XIV
DURATION

14.0 The provisions of this Agreement shall be effective for a period of three (3) years, from July 1, 2025, to June 30, 2028.

14.1 Future negotiations under the provisions of the Municipal Employee Relations Act shall be subject to any revisions or addenda to the Act occurring as a result of legislative action.

14.2 Any policies, regulations or procedures of the Board presently in force and not hereby revised and amended by mutual agreement or not herein referred to shall remain in effect.

ARTICLE XV
MANAGEMENT RIGHTS

15.0 It is recognized that the Employer has and will continue to retain its rights, privileges, duties, obligations and responsibilities to direct, promote and maintain the affairs of the Board of Education in all its various aspects subject to, and except as specifically modified or abridged by, the provisions of this Agreement.

ARTICLE XVI
NOTICE OF ARREST

16.0 If a secretary is charged with a crime after the initial background check, that person is expected to notify the Executive Director of Talent and Human Resources immediately. This information should be kept confidential.

ARTICLE XVII
HANDBOOK AND GUIDELINES

17.0 The District Employee Handbook shall specify those matters not contained in this Agreement. There shall be no unilateral modification of any matter affecting wages, hours or other conditions of employment of secretaries covered by this agreement. To the extent the provisions of a handbook or set of guidelines conflict with the language of the collective bargaining agreement, the collective bargaining agreement will be the controlling document.

IN WITNESS WHERE OF, the undersigned parties have set their hands and seals this

27 day of ~~September~~ August 2025

PROFESSIONAL SECRETARIES ASSOCIATION OF NEW LONDON PUBLIC SCHOOLS
DULY AUTHORIZED

President

THE NEW LONDON BOARD OF EDUCATION

Board Chairperson

APPENDIX A

PENSION

SECTION 1: DESCRIPTION OF PLAN AND ELIGIBILITY

A. Description of Plan

There shall be established a contributory pension plan in which all eligible members of the Professional Secretaries Association of New London Public Schools bargaining unit, as defined in Article I of the Agreement (Recognition and Definition of Personnel), will participate, such plan to become effective on July 1, 1981, and to remain in effect thereafter.

B. Eligibility

The pension program shall cover all present and future regular full-time secretaries who are members of the bargaining unit. Pensioners on the pension roll of the City of New London who formerly served in positions covered by the bargaining unit, and who are currently receiving pension benefits for this service, shall remain on the said pension roll in accordance with the requirements and specifications governing that pension roll at the time of their entry thereon. Any words or terms contained herein that denote or reference a particular sex or gender shall be interpreted to include all members of the bargaining unit regardless of sex or gender.

SECTION 2: SERVICE

For the purposes of this article, service shall be defined as the number of years of continuous active service as a regular full-time bargaining unit member eligible for inclusion in this pension program, provided that those eligible members hired after May 1, 1971, shall be considered for the purposes of this program to have been hired on the effective date of this pension program as provided in section 1 above. Such secretaries may, as hereinafter provided, obtain credit for their service prior to the effective date of this plan.

Periods of absence from active employment without pay which precede a break in service shall be deducted when computing years of service, except that authorized leaves of absence for voluntary service in the Armed Forces of the United States at any time shall count toward continuous active service, provided that the member returns to a position covered by the bargaining unit within thirty (30) days of termination of such service, unless a different period is required by law. Service shall be considered broken when a member voluntarily terminates their employment, is terminated for cause, is laid off and not recalled, or fails to respond to recall after layoff as provided in this Agreement.

SECTION 3: NORMAL AND MANDATORY RETIREMENT AGE

Members of the bargaining unit shall be eligible for normal retirement under this plan upon the attainment of fifty-seven (57) years of age, or the completion of fifteen (15) years of continuous service, whichever comes later. All secretaries shall be subject to the Certificate of Continuance provision contained in Section 15-119 of the Code of Ordinances of the City of New London.

SECTION 4: NORMAL RETIREMENT

The normal annual retirement benefit for eligible secretaries shall be computed at the rate of two per centum (2%) of the secretary's average annual base salary plus longevity payments received in the highest five (5) paid years of employment as a City secretary in the bargaining unit. Such two per centum (2%) figure shall be applied for each year of continuous service to a maximum of sixty percent (60%) of said five (5) year average.

Effective for retirements effective on or after July 1, 1989, the normal annual retirement benefit for eligible secretaries shall be computed at the rate of two per centum (2%) of the secretary's average annual base salary plus longevity payments received in the highest three (3) paid years of employment as a City secretary in the bargaining unit. Such two per centum (2%) figure shall be applied for each year of continuous service to a maximum of sixty percent (60%) of said three (3) year average.

SECTION 5: FORM OF BENEFIT

The normal retirement benefit shall be payable in the form of a monthly annuity for the life of the member, unless an election of optional benefit is made as hereinafter provided.

SECTION 6: DISABILITY BENEFIT

When, as a result of a service-connected permanent disability, a member is precluded from performing service as an active secretary, such secretary shall be entitled to disability benefits. The disability benefits shall be a minimum of fifty per centum (50%) of the average annual salary base plus longevity received by the secretary in the highest five (5) paid years of service or by computation in accordance with the normal retirement benefit, whichever is greater. Disability benefits shall be reduced by any amount which may be payable under an award pursuant to the workers' compensation laws. Upon commencement of disability benefits, routine evaluations of the disability will be made, at the expense of the City, every three (3) years to determine the member's fitness for return to duty until such time as the member attains the age of seventy (70).

SECTION 7: OPTIONAL BENEFIT

A member may elect to receive a reduced retirement allowance with a provision that such reduced retirement allowance or such part thereof as may be specified by the member in their notice of election (either 3/4, 2/3, 1/2 or 1/3) shall be continued after their death to their spouse named in such election, for so long as their spouse lives. The reduced retirement allowance shall be in such amount as the City deems to be the actuarial equivalent of the retirement allowance that would have been payable had not the election of this option with the City been made prior to the time at which she/he becomes eligible for retirement, provided that such written notice of election is filed three (3) years before the member becomes eligible for retirement. They may be required to pass a physical examination at the time of making such an election. It is the intention of this option that the City's outlay for retirement benefits shall not be increased and that the amount payable to the member and their spouse under the option shall be the equivalent as actuarially determined of what the member alone would have received if she/he had not elected the option. This option is also intended to be patterned after such option available in the Connecticut State Municipal Employees Retirement Fund as it existed on the effective date of this pension plan.

SECTION 8: VESTING

If a member's employment terminates prior to the completion of ten (10) years' service the member's contribution to the plan during such service shall be paid in a lump sum to the member or, in the event of the member's death, to their surviving spouse or their estate. Such an application for lump- sum payment must be made within a period of three (3) years following termination of employment.

If a member terminates from the employment of the City after completion often (10) years' credited service in the pension program, such member will be credited with the following percentages of accrued retirement annuity, based upon extent of service at time of termination, which annuity becomes payable commencing at the normal retirement age set forth in this article:

Years of Service	Applicable #
10	50%
11	60%
12	70%
13	80%
14	90%
15	100%

SECTION 9: SECRETARY CONTRIBUTIONS

All Eligible secretaries of the bargaining unit shall participate in such a plan and shall contribute to the pension plan as hereinafter provided.

Commencing July 1, 1981, or upon date of initial employment, if later, all eligible secretaries shall contribute three per centum (3%) of their base annual salary plus longevity.

Commencing July 1, 1982, or upon the date of initial employment, if later, all eligible secretaries shall contribute to the pension plan an additional two per centum (2%) of their base annual salary plus longevity, for a total contribution rate of five per centum (5%).

Commencing June 30, 1983, or upon the date of initial employment, if later, all eligible secretaries shall contribute to the pension plan an additional one per centum (1%) of their base annual salary plus longevity, for a total contribution rate of six per centum (6%), such six per centum (6%) contributions to continue annually thereafter.

The above contributions shall be in addition to any Social Security contributions made by members of the bargaining unit.

For each year that such contributions are made, an additional year of continuous service shall be applied to such a secretary for the purpose of pension plan eligibility. Such contributions may be implemented through agreed-upon salary deductions in addition to those provided above for the annual contribution rate for years of service after the effective date of this Agreement. Any secretaries who wish to avail themselves of this opportunity must make a mutually agreeable retroactive contribution plan, through the personnel officer, with the City, not later than October 1, 1981. Such plan shall be reduced to writing not later than October 1, 1981, and shall not extend beyond eight (8) years the time in which to fully pay any retroactive contributions.

All bargaining unit secretaries who retire after July 1, 1985, shall retire only under the terms of this plan.

All secretaries hired July 1, 2022, or after shall be members of a 401a Plan. The City shall contribute to each secretary's account an amount equal to 9.5% of the secretary's base pay. The secretary shall contribute 7% of their base pay but is permitted to contribute additional amounts up to the maximum allowed by law. secretaries become 100% vested at five (5) years.

SECTION 10: SECRETARY DEATH

In the event of a non-service connected death of an active and participating secretary, after twenty (20) years of service, the spouse of said secretary will, at their option, receive either a return of secretary contributions to the plan or fifty percent (50%) of the normal retirement benefit until the

death or remarriage of said spouse. This clause becomes effective on the date of signing of this agreement.

All secretaries hired July 1, 2022, or after shall be members of a 401a Plan. The City shall contribute to each secretary's account an amount equal to 9.5% of the secretary's base pay. The secretary should contribute 7% of their base pay but is permitted to contribute additional amounts up to the maximum allowed by law. Secretaries become 100% vested at five (5) years.

APPENDIX B

SICK LEAVE INCENTIVE

Upon retirement a secretary will be given a one (1) time bonus and an additional percentage above and beyond their retirement benefits, as determined under their applicable City pension plan, for unused sick leave as defined below:

Number of Days	Percentage	Bonus
90	1%	0
135	2%	0
180	5%	$250.00
225	7%	$300.00
270	8%	$400.00

Example:

30 years of service= 60%
$14,000.00
Avg. Salary $14,500.00
$15,000.00
Pension Benefit= $8,700.00
180 unused sick days= 5%
65% X $14,500.00 = $9,425.00
Cash bonus= $250.00

APPENDIX C
PENSION - OPTIONS

Secretaries hired on or before June 30, 2010:

For secretaries hired on or before June 30, 2010, each secretary shall have a one-time right to elect one of the following options.

OPTION A

The secretary may elect to maintain the current plan, as set forth in the collective bargaining agreement between the New London Board of Education and the Association, which includes the Sick Leave Incentive, as amended to include any secretary retiring with at least thirty (30) years of service shall have their computed pension benefit increased by two (2%) percent, with such increase to each secretary's normal annual retirement benefit; or

OPTION B

The secretary may choose the current plan design, as amended to include any secretary retiring with at least thirty (30) years of service shall have their computed pension benefit increased by two (2%) percent, with such an increase to each secretary's normal annual retirement benefit. Additional benefits are as follows:

i. Cost of Living Adjustment - COLA
   a. at 5 years following retirement, a one- time 3% COLA;
   b. at 10 years following retirement, an additional one-time 3% COLA

ii. Vesting shall be changed as follows:
   a. at 5-9 years: 50%
   b. 10 years: 100%

iii. Secretaries electing the above shall not be eligible to receive the Sick Leave Incentive set forth in Appendix C of the collective bargaining agreement.

Secretaries hired after January 1, 2009:

Secretaries hired after January 1, 2009, shall be eligible to participate in only Option B above, and shall not be eligible for the Sick Leave Incentive.

In all other respects the pension plan shall be continued.

APPENDIX D

PROFESSIONAL SECRETARIES' ASSOCIATION
OF NEW LONDON PUBLIC SCHOOLS

Authorization for Payroll Deduction

By _____
Last Name First Name Middle Name

(please print)

To _____
Name of Employer

Effective _____ I hereby authorize you to deduct from my earnings each biweekly payroll period enough to provide for the regular payment of the current rate of monthly association dues and/or service fees as certified by the association. The amount deducted shall be paid to the Professional Secretaries' Association of New London Public Schools. This authorization shall remain in effect in accordance with the working agreement or until termination of my employment.

_____
Signature

_____
Street Address

_____
City, State and Zip Code Phone Number

APPENDIX E

SALARY GROUP CLASSIFICATIONS OF NEW LONDON

BOARD OF EDUCATION SECRETARIAL PERSONNEL

SALARY GROUP	JOB TITLE	WORK YEAR
5	Secretary: Elementary Secretary - Main Office	10 Months
7	Secretary: Elementary School Principal	12 Months
7	Secretary: Pre-School	10 Months
6	Secretary: Guidance Department - Bennie Dover Jackson Middle School	12 Months
8	Secretary: Principal - Bennie Dover Jackson Middle School	12 Months
7	Secretary: Main Office / Attendance New London High School	10 Months
7	Secretary: Assistant Principals - New London High School	10 Months
9	Secretary: Principal- New London High School	12 Months
8	Secretary: Welcome Center Registration	12 Months
8	Secretary: Student Enrollment & School Registration (6-12) Assistant	12 Months
8	Secretary: Hybrid - Districtwide	12 Months
8	Secretary: Office of Executive Director of Schools & Family Support	12 Months
8	Secretary: Director of Business and Finance	12 Months
8	Secretary: K-12 Secretary to Director of Bilingual, ESOL & World Language	12 Months
9	Secretary: Adult and Continuing: Education	12 Months
9	Secretary: Purchasing	12 Months
10a	Secretary: Director of Adult and Continuing Education	12 Months
10a	Secretary: Accounting	12 Months
10b	Secretary: Assistant Superintendent of Schools, Student Achievement & Academic Grants	12 Months
10b	Secretary: Executive Director of Operations	12 Months
10b	Secretary: Executive Director of Schools & Family Support	12 Months

Comments:

1. Prorated salary: Salary is prorated under two circumstances.

   (a) New Secretary - Upon employment salary will be prorated in accordance with the contracted length of the work year.

   (b) After a leave without pay - Upon return from a leave without pay, salary will be prorated in accordance with the contracted length of the work year.

2. Prorated vacation: Vacation time is prorated under two circumstances.

   (a) New Secretary - Upon employment a proration of vacation days will be calculated based on the number of months the new secretary will work during the initial fiscal year. These days will be available for use commencing, July 1 of the next fiscal year. Commencing July 1, of the second fiscal year, 15 vacation days will be available.

   (b) After a leave without pay - Upon return from a leave without pay, vacation time will be prorated. Vacation days are based on actual time worked in the months directly preceding and after the leave time. This is calculated on an individual basis.

3. Prorated sick leave: Sick leave is prorated under two circumstances.

   (a) New Secretary - Upon employment a secretary is granted 1 1/2 days of sick leave for each month worked in the first fiscal year. Sick leave is prorated and granted upon the first day of employment.

   (b) After a leave without pay - Upon return from a leave without pay, sick leave will be prorated at a rate of 1 1/2 days per month. The proration will be added to any accumulative sick leave, prior to the leave.

4. Prorated Overtime: Overtime will be pro-rated in accordance with the secretary's salary and contracted number of days. The secretary's salary is divided by the contracted number of days to obtain a daily rate. The daily rate is divided by 7 or 7.5 hours to obtain an hourly rate. The overtime rate is 1.5 times the hourly rate.

APPENDIX F
SECRETARIAL AND CLERICAL PERSONNEL

2025- 2026							
Salary Group	5	6	7	8	9	10a	10b
Work Year	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months
Step 1	43,637	45,903	49,260	53,905	56,209	58,516	62,696
Step 2	45,704	47,717	51,082	56,022	58,313	60,603	64,577
Step 3	47,480	49,533	52,895	58,126	60,427	62,727	64,118
Step 4	49,228	51,357	54,713	60,223	62,528	64,832	69,463
Step 5	51,624	53,874	57,246	63,147	65,457	67,768	72,609

2025- 2026			
Salary Group	5	6	7
Work Year	10 Months	10 Months	10 Months
Step 1	36,364	38,258	41,054
Step 2	38,086	39,767	42,576
Step 3	39,567	41,277	44,078
Step 4	41,029	42,798	45,593
Step 5	43,024	44,893	47,703

- Effective July 1, 2025, No Step Movement
- Effective as of July 1, 2025, 3% Gross Wage Increase All Steps and Groups

2026- 2027							
Salary Group	5	6	7	8	9	10a	10b
Work Year	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months
Step 1	44,946	47,280	50,738	55,522	57,895	60,271	64,577
Step 2	47,075	49,149	52,614	57,703	60,062	62,421	66,514
Step 3	48,904	51,019	54,482	59,870	62,240	64,609	66,042
Step 4	50,705	52,898	56,354	62,030	64,404	66,777	71,547
Step 5	53,173	55,490	58,963	65,041	67,421	69,801	74,787

2026- 2027			
Salary Group	5	6	7
Work Year	10 Months	10 Months	10 Months
Step 1	37,455	39,406	42,286
Step 2	39,229	40,960	43,853
Step 3	40,754	42,515	45,400
Step 4	42,260	44,082	46,961
Step 5	44,315	46,240	49,134

- Effective July 1, 2026, No Step Movement
- Effective as of July 1, 2026, 3% Gross Wage Increase All Steps and Groups

2027- 2028							
Salary Group	5	6	7	8	9	10a	10b
Work Year	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months
Step 1	45,395	47,753	51,245	56,077	58,474	62,079	66,514
Step 2	47,546	49,640	53,140	58,280	60,663	64,294	68,509
Step 3	49,393	51,529	55,027	60,469	62,862	66,547	68,023
Step 4	51,212	53,427	56,918	62,650	65,048	68,780	73,693
Step 5	55,300	57,710	61,322	67,643	70,118	71,895	77,031
Step 6	57,512	60,018	63,775	70,349	72,923	74,771	80,112

2027- 2028			
Salary Group	5	6	7
Work Year	10 Months	10 Months	10 Months
Step 1	37,830	39,800	42,709
Step 2	39,621	41,370	44,292
Step 3	41,162	42,940	45,854
Step 4	42,683	44,523	47,431
Step 5	46,088	48,090	51,099
Step 6	47,932	50,014	53,143

- Effective as of July 1, 2027, One (1) Step Movement for all secretaries
- Effective as of July 1, 2027, 1% Gross Wage Increase

APPENDIX G
PROFESSIONAL SECRETARIES' ASSOCIATION
BASELINE SCHEDULE
AS OF 7/1/2010

POSITION	LENGTH OF WORK YEAR	PRORATE SALARY (1)	PRORATE VACATION / MONTH (2)	PRORATE SICK LEAVE/ MONTH (3)	PRORATE OVERTIME (4)
		See Comments Page in Appendix E			
Secretaries 12 Month	260 Days	260 Days	See Comments in Appendix E	1 ½ Days/Month	260 Days
Secretaries 10 Month	195 Days	195 Days	See Comments in Appendix E	1 ½ Days/Month	195 Days