
A G R E E M E N T

between the

**CAMDEN EDUCATION ASSOCIATION
(SUPPORT STAFF)**

and the

CAMDEN CITY SCHOOL DISTRICT

July 1, 2015 through June 30, 2018

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PREAMBLE

THIS AGREEMENT is entered into this 21st day of September 2015 by and between the Camden City School District, Camden, New Jersey, hereinafter called "the District" and the Camden Education Association, hereinafter called "the Association." The duration of this Agreement will be as provided in Article XXXIX.

ARTICLE I

RECOGNITION

A. 1. Pursuant to N.J.S.A. 34:13A-1, et seq., as amended, known as the New Jersey Employer-Employee Relations Act, the Camden Board of Education hereby recognizes the Camden Education Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all Paraprofessionals, A & B; media personnel; community school coordinators; district parent coordinators; parent center coordinators; community outreach specialists; van drivers; special investigators; school security officers; attendance officers; clerical aides; *food service truck drivers; *food service truck driver helpers; *food service general workers; *food service cooks; *assistant cooks; *food service stockpersons (formerly depot manager); computer specialists; bus drivers; property officer, technician, website specialist and all secretarial and clerical employees under contract with the District, or on leave from the school district, but excluding all confidential secretarial and clerical employees. Confidential employees excluded from the unit include the following: Secretary to the State Superintendent; Secretary to the District Secretary, and, the secretaries to the Assistant Superintendents.

** These titles have been eliminated and therefore no salary guides are included in this Agreement. Should any of these titles/positions be reinstated, the parties agree to include them in the Agreement subject to negotiations for terms and conditions of employment including salaries.*

B. 1. Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the negotiating unit as above defined.

2. "Seniority" shall be based on an employee's continuous length of service with the Board.

ARTICLE II

NEGOTIATIONS PROCEDURE

A. In accordance with the provisions of N.J.S.A. 34:13A-1, et seq. as amended, the parties agree to commence negotiations on a successor Agreement not later than November first of the calendar year preceding that calendar year in which this Agreement expires.

B. Upon reasonable written request by the President of the Association to the State Superintendent and District Secretary, the District agrees to make known to the President when and where the Association may obtain documents that the District is required by law to release.

C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.

D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed the Agreement.

E. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definition:

A "grievance" shall mean a complaint by an employee or the Association that there has been to him a personal loss, injury or inconvenience because of a violation, misinterpretation or misapplication of this Agreement. A grievance to be considered under this procedure must be initiated in writing by the employee or the Association within thirty (30) calendar days from the time when the employee or the Association knew or should have known of its occurrence.

B. 1. Procedure:

(a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant or the Association to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

(b) It is understood that grievants shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the District until such grievance and any effect thereof shall have been fully determined.

2. Any employee who has a grievance shall discuss it first with the Principal or immediate supervisor in an attempt to resolve the matter informally at that level.

3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within ten (10) work days, he/she shall initiate a grievance in writing to the Principal or immediate supervisor with a copy to the State Superintendent.

The Principal or immediate supervisor shall communicate a decision to the grievant in writing within ten (10) work days of receipt of the written grievance.

4. The employee no later than ten (10) work days after receipt of the Principal's or immediate supervisor's decision, may appeal that decision to the State Superintendent. The appeal to the State Superintendent must be made in writing, reciting the matter submitted to the Principal or immediate supervisor as specified above and his or her dissatisfaction with decisions previously rendered. The State Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) work days. The State Superintendent shall communicate a decision in writing to the grievant and to the Association directed to the Chairperson of its Professional Rights and Responsibilities Committee and the Principal or immediate supervisor. Whenever a timeline specified in this section is not going to be met, either party may request in writing from the other party additional time to process the grievance. Any such extension shall be agreed to in writing.

5. If the decision of the State Superintendent does not resolve the grievance to the satisfaction of the Association and the Association wishes to proceed to arbitration, it must file a demand for arbitration with one of the panel arbitrators no later than fifteen (15) work days from receipt of the State Superintendent's decision.

6. (a) The parties agree to use the following arbitration panel: James Mastriani; Martin Scheinman; Jeffrey Tener; and Joel Weisblatt. The parties agree to be bound by the Rules and Guidelines under the Public Employment Relations Commission (PERC).

(b) The Arbitrator shall be limited to the issues submitted and shall consider nothing else. The Arbitrator can add nothing to, nor subtract anything from, the Agreement between the parties. The Arbitrator can add nothing to, nor subtract anything from, the Agreement between the parties or any policy of the District. The recommendations of the Arbitrator shall be binding on the parties. Only the State Superintendent and the aggrieved and their representatives shall be given copies of the Arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the Arbitrator's hearings.

7. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process.

8. In the event a grievance is filed at such times that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a grievant, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

C. Rights of Employees to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or, at the grievant's option, by a representative selected or approved by the Association.

2. When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the State Superintendent, or at a later level, be notified that the grievance is in process,

have the right to be present and present its position in writing at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.

3. The District and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting an appeal with respect to personal grievances.

D. 1. If, in the judgment of the Association, a grievance affects a group or class of employees in more than one school building, the Association may submit such grievance in writing directly to the State Superintendent and the processing of such grievance shall commence at that level. The Association shall have the exclusive right to pursue such grievances.

2. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file.

3. The Association shall be responsible for developing the grievance form to be utilized.

E. Salary Appeals

1. A grievance involving a question of salary shall be initiated by filing a statement of grievance with the State Superintendent for ruling and may thereafter proceed under Sections B6 and B7 of this Article.

F. Costs

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the Arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.
3. If time is lost by any employee due to arbitration hearings or mutually scheduled grievance proceedings, the employee shall suffer no loss of compensation.

ARTICLE IV
EMPLOYEE RIGHTS

- A. No employee shall be disciplined or reprimanded without just cause.
- B. Whenever any employee is required to appear before the State Superintendent or his/her designee, the District or any committee thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or any increments pertaining thereto, then the employee shall be given reasonable prior written notice of the reason(s) for such meeting or interview and his/her right to have a representative of the Association present for advisement and representation during such meeting or interview. The Association shall receive a copy of this notice.
- C. Support staff, except attendance officers, shall not transport students in a private automobile. Attendance officers may be required to transport students in a private automobile in an emergency. Attendance Officers may also be required to transport truant pupils.
- D. The District and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, or marital status.
- E. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

F. Attendance officers shall be granted tenure in accordance with N.J.S.A. 18A:38-33.

G. Whenever any employee is served with a Rice notice and/or is required to appear before the State Superintendent or his/her designee, the District, or any committee thereof, concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or any increments pertaining thereto, then the employee and the Association shall be given reasonable (at least 2 work days) written notice prior to the meeting of the reason(s) for such meeting or interview and his/her right to have a representative present during such meeting or interview.

H. The Association shall also receive a list of all RIF's, terminations, increment withholdings and any other District actions which will adversely affect an employee's job status within 3 work days after District action.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

A. Representatives of the Association, the Camden County Council of Education Associations, the New Jersey Education Association, and the National Education Association may be permitted transact official Association business on school property at reasonable times provided that notification has been given to the building Principal or administrator in charge.

B. The Association and its representatives may have the right to use school buildings at reasonable hours for meetings provided prior written permission has been granted by the District. Permission may only be granted if the Association makes a written request to the District a minimum of twenty-four (24) hours before the meeting and gives a copy of the request to the building Principal.

C. The Association shall have the use of a bulletin board in each faculty lounge in each building. Copies of all materials to be posted on such bulletin boards shall be given to the building Principal or Administrator in charge.

D. Only the Association shall have the right to reasonable use of the school mailboxes and the inter-school mail facilities provided the following procedures are followed by the Association:

1. Mailboxes may be used as the Association deems necessary for distribution of any materials delivered within an envelope without the approval of the building Principal or other members of the Administration. For all other materials, the Association may use the school mailboxes in a reasonable

manner with permission of the building Principal, which permission shall not be unreasonably withheld.

2. In the case of a system-wide or a substantial distribution of material, the Association shall deliver said materials in packages for each school to the central warehouse not later than Wednesday for delivery the following Monday. In the case of a minor delivery, the Association may deliver the material properly addressed and packaged by school, to their respective main office not later than Friday for delivery the following Monday.

E. Materials addressed to building representatives received in the building will be placed in their mailboxes.

F. The President or his/her designee in his/her absence and/or the Chairperson of the Professional Rights and Responsibilities Committee (Grievance Chairperson) or his/her designee in his/her absence shall have freedom to enter and leave their assigned buildings and other buildings at reasonable times during the work day when they are not otherwise assigned, provided they notify their building principal or administrator in charge, in person, and they notify the building Principal or administrator in charge, in person, of any other building that they wish to enter.

G. The rights and privileges of the Association and representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organization.

H. The District agrees to supply the Association with names and addresses of all employees on October 1st, and with names and building assignments on February 1st of each year. The District shall also provide the Association by October 1st the names and addresses of employees to be initially employed as of September 1st. This information shall be used by the Association only for organizational purposes, The District shall bear no responsibility for the use of this information after it has been supplied to the Association, The District shall send to the Association copies of all bulletins that go out to personnel represented by the Association.

I. The Association shall be allotted a maximum of thirty (30) minutes as part of the regular program for orientation of new employees at the beginning of each school year. The Association may appoint a member of the Committee which plans the orientation program.

J. Whenever members of the Negotiations Committee of the Association are mutually scheduled to participate during working hours in negotiations, they shall suffer no loss in pay.

K. The District shall grant a full leave of absence with pay and with all hospital and insurance benefits to the President of the Association or his/her designee during the term of office of the President. The Association shall reimburse to the District the full cost for the salary and all hospitalization and other insurance coverage afforded the President, or his/her designee, under this provision. Upon return from this leave of absence, the Association President, or his/her designee, shall be entitled to credit for the year(s) of leave for purposes of the salary increment program.

L. The First Vice-President of the Association shall be entitled to a daily half-day release time to attend to Association business, provided that the employee's work

schedule can be fully performed. The determination as to whether the employee's work schedule can be accommodated in conjunction with the release time shall be made by the State Superintendent.

M. Association Leave Days

The District and the Camden Education Association agree that a maximum of forty (40) days of leave per year shall be available to the Camden Education Association for use by employees represented by any Camden Education Association unit and designated by the Association. Such Association days shall be available for a full day or one-half day usage. Association days shall not be used for any litigation involving the Association and the Board and/or Association members. All request for use of Association days shall be submitted in writing to the State Superintendent no less than two (2) working days prior to the requested leave, unless deemed an emergency.

N. If the Association President is absent and unable to attend to Association business in the Camden City District, then the First Vice-President may contact the State Superintendent to arrange for release time to attend to Association business.

ARTICLE VI
BOARD RIGHTS

- A. The Association recognizes that the State Superintendent and/or the District may not by agreement, delegate authority and responsibility which by law are imposed upon and lodged with the District.
- B. It is understood by all parties that, under the rulings of the Courts of New Jersey and the State Commissioner of Education, the State Superintendent and/or the District is forbidden to waive any rights or powers granted it by law.
- C. The State Superintendent and/or the District, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations
- (a) to direct employees of the school district;
 - (b) to hire, promote, transfer, assign, and retain employees in positions within the school district and to suspend, demote, discharge, or take other disciplinary action against employees;
 - (c) to relieve employees from duties because of lack of work, or other legitimate reasons;
 - (d) to maintain the efficiency of the school district operations entrusted to them;
 - (e) to determine the methods, means and personnel by which such operations are to be conducted, and
 - (f) to take whatever other actions may be necessary to carry out the mission of the school district in any situation.

ARTICLE VII

SALARIES

A. The salaries for all employees covered by this Agreement shall be as set forth in the Salary Schedules which are attached hereto and made a part thereof, except as otherwise provided below and consistent with the further provisions of this Article.

B. **IMPLEMENTATION OF SCHEDULES**

1. All employees shall receive their salary increment, if so entitled, and the salary schedule increase as negotiated. New employees shall be placed on actual steps of the salary guide.

2. Prior local service shall reflect years of service in the District. A minimum of five (5) months of local service shall be required to gain a year's creditable service within the particular school year for ten (10) month employees. A minimum of six (6) months of local service shall be required to gain a year's creditable service within the particular school year for twelve (12) month employees.

3. Twelve (12) month employees shall receive an increment, effective the first day in July, and ten (10) month employees shall receive an increment effective the first pay in September. Employees shall render at least five (5) months service in a particular school year to be entitled to an increment.

4. When a payday falls on or during a school holiday, employees shall receive their pay checks on the last previous work day.

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5. If an employee is sick on a payday, he/she may pick up his/her paycheck between 2-4 p.m. in the Payroll office, otherwise, the check will be mailed to the employee's house.

 6. Rates of compensation shall be as established by this Agreement only and no other types of compensation shall be paid to employees unless otherwise negotiated by the parties to this Agreement.

 7. For all employees, overtime at one and one-half shall be paid only after forty (40) actual work hours per week, exclusive of all leave time. All overtime must be preauthorized by an employee's direct supervisor/director.

 8. Ten (10) month secretaries and clerks who work one (1) week prior to September 1st, shall be paid on a pro-rata salary based on their regular ten (10) months salary. Employees who work this week shall be on a voluntary basis.

 9. Extra compensation shall be paid on the 15th and 30th of each month. All stipends will be paid in separate checks from regular salary.

 10. Paychecks and pay vouchers are to be placed in individual envelopes unless they are done on pressure-sealed checks.

C. EDUCATIONAL ADVANCEMENT

1. To qualify for any educational credit advancement, if available on the applicable salary guide, an employee must provide verification of the credits by

an official transcript. Approval of the credits is subject to the State Superintendent or his/her designee.

2. An employee who qualifies for educational credit advancement shall be adjusted laterally in step to the appropriate training level in September, provided that notification has been submitted to the State Superintendent's office before September 30th. If notice is received after October 1st, credit advancement shall be implemented the next year.

3. An employee who has satisfactorily completed an approved work-related training course, shall be eligible to receive credits towards educational credit advancement on the salary guide subject to the same procedures applicable to educational credits. This provision excludes workshops or in-services for which an employee is compensated to attend. The decision as to whether a course is work-related shall be subject to the State Superintendent or his/her designee's determination.

E. COMPENSATION FOR BEFORE AND AFTER-SCHOOL PROGRAMS

Paraprofessionals, A & B; Law Enforcement Officers and Clerks when working in before and/or after school programs shall be paid at their hourly rate or overtime rate whichever is applicable.

F. WORKSHOPS/IN-SERVICE PROGRAMS

Employees who are required to attend workshops or in-service programs beyond the normal weekday shall be paid thirty dollars (\$30) per hour.

G. INCLEMENT WEATHER GRACE PERIOD

Subject to the State Superintendent's approval, a reasonable grace period shall be allowed employees to report to school during inclement weather. The determination of inclement weather shall be subject to the State Superintendent's determination and shall not be grievable or arbitrable.

I. LONGEVITY

10 yrs.+ 1 day	\$600
20 yrs.+ 1 day	\$1,200
30 yrs.+ 1 day	\$1,800

Service shall be consecutive full years of service in the District. Longevity shall be paid during the year on pay days. Longevity shall not be considered part of base salary.

ARTICLE VIII

TRANSFERS AND REASSIGNMENTS

A. No later than June 1st, the State Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year.

B. Employees who desire to transfer to another building may file a written statement of such desire to the State Superintendent or his/her designee. Such statement shall include the school or office to which he/she desires to be transferred, in order of preference. Such requests for reassignments and transfers for the following year shall be submitted no later than June 30th.

C. Notice of an involuntary transfer or reassignment from position shall be given to an employee as soon as possible within three (3) working days after the State Superintendent's approval.

D. Except in cases of emergency, an involuntarily transferred employee, at the employee's request, shall have the right to a conference with his/her principal or administrator in charge and the State Superintendent or his/her designee prior to the effectuation of the transfer.

ARTICLE IX

PROMOTIONS

- A. A notice of a vacancy in a promotional position shall be sent to each work location and a copy of the record shall be sent to the Association thirty (30) days before the final date when applications must be submitted.
- B. Employees who desire to apply for such vacancies shall submit their applications in writing to the State Superintendent within the time limit specified within the notice. After submitting an application for promotion, such employee may verify that his/her application is on file by contacting the Chief Talent Officer or his/her designee. When the vacancy described in the notice is filled, the State Superintendent may destroy all applications for said position.
- C. Employees who desire to apply for a promotional position which may be filled during the Summer period when school is not regularly in session, shall submit their names to the State Superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the Summer.
- D. A 10-month employee who is being promoted or reclassified to a 12-month position within the employee's own bargaining unit shall be compensated as follows:
1. The employee's 10-month salary shall be divided by ten (10) with the resulting dividend multiplied by twelve (12).
 2. In the case of an employee being promoted, the obtained product shall be added to any applicable promotional adjustment.
 3. The amount on the 12-month salary guide that is closest to the amount obtained for both promoted and reclassified employees shall be the new salary.

4. If the new salary is midway between two steps, the employee shall be adjusted upward.

E. **Promotional**

1. Whenever an employee is promoted to a higher rated salary guide, he/she shall be entitled to a five hundred dollars (\$500) promotional adjustment.

2. The employee promoted to a higher classification shall receive the above promotional increase or the minimum rate of the higher classification, whichever is greater. Effective upon the promotion, the employee shall be placed on the step on the new classification which coincides with the new salary. If an employee's salary upon promotion, is between two steps on the new guide, the employee shall be adjusted to the step closest to the new salary, upward or downward. If the new salary is midway between two steps, the employee shall be adjusted upward.

ARTICLE X

EVALUATION/MONITORING PROCEDURES

A. General Procedures

1. All evaluations and/or monitoring of the work performance of all employees shall be conducted openly. Employees shall be informed when an evaluation or monitoring, of which a record will be made, is being conducted. The use of eavesdropping, tape recorders, camera, and other electronic devices shall not be used in observation of an employee's performance without the permission of the employee. This in no way prohibits the District from using such devices for security purposes.

2. The person conducting an evaluation or monitoring of an employee, of which a record has been made, shall meet with the employee within ten (10) working days after the evaluation or monitoring, to review it with the employee. Such evaluator/monitor shall be a full-time employee of the Camden School District. The employee shall be given a copy of the evaluation or monitoring report at least one (1) day before any conference. No evaluation or monitoring report shall be submitted to the central office, placed in the employee's file, or acted upon without prior conference with the employee.

3. The employee shall review and sign the evaluation or monitoring report. The employee's signature indicates receipt of the report and does not necessarily indicate agreement or disagreement with the report. No employee shall be required to sign a blank and/or incomplete report.

4. An employee has a right to submit a written rebuttal to an evaluation and/or monitoring, within ten (10) working days from the conference. The rebuttal shall then be treated as a part of the evaluation or monitoring.

B. **Evaluations**

1. In an attempt to provide a basis for employee improvement and to measure employee effectiveness, all employees shall be subject to periodic observation and evaluation of their work. For each tenured employee this shall occur not less than two (2) times each school year. One (1) evaluation shall be completed by January 31st and the second evaluation shall be completed by May 31st of the academic year. For each non-tenured employee, this shall occur not less than four (4) times each school year. Two (2) evaluations shall be completed by January 31st and two (2) more evaluations shall be completed by April 30th of the school year.

2. Evaluation forms shall be developed by the State Superintendent, in consultation with the CEA.

3. Evaluation reports shall include a narrative summary listing the strengths, commendations, areas recommended for continued growth, and specific suggestions for improving areas where a weakness has been identified.

4. Evaluations shall remain in an employee's personnel file as official work performance records.

C. **Monitoring**

1. Monitoring may be conducted on Paraprofessionals no more than twice per year, in December and/or June.

2. Monitoring shall be conducted for the purpose of improving an employee's work performance and/or attendance.

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3. Monitoring forms shall be developed by the State Superintendent, in consultation with the CEA.

 4. Monitoring may be conducted by an Administrator or Resource Person employed full-time by the District and who is trained and/or certified in supervision, as determined by the appropriate Administrator. Resource persons shall not conduct evaluations of Paraprofessionals.

 5. Monitoring reports shall remain in an employee's personnel file only for the academic year in which the monitoring was conducted. These reports shall be removed at the end of the academic year.

 6. Monitoring reports shall not be used in any legal proceedings as an evaluation of work performance record.

ARTICLE XI

PERSONNEL FILES

A. Employees shall have the right, upon request, to review the contents of their personnel file two (2) times per year. Confidential recommendations which were submitted upon the employee's employment in the school system would not be subject to this review.

B. If there is any material in the personnel file which the employee believes to be derogatory, the employee may submit a written answer to such material which shall be placed in the file.

C. All employees shall have the right to make copies of any documents in the personnel file.

D. The District shall establish one official personnel file for each employee.

E. If a complaint regarding an employee is made to any administrator by any parent, student or other person, and if the administrator makes a written memo concerning the complaint or if the complaint is in writing and either the administrator's memo or the written complaint is placed in the employee's file, the employee shall be notified of the complaint before placement in the file, The employee may prepare a written response to be attached to the written memo or complaint.

ARTICLE XII

SICK LEAVE

- A. All employees shall be entitled to thirteen (13) accumulative sick leave days as of the first official day of the school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit. Up to three (3) days of accumulated sick leave may be utilized as family leave days. An employee who resigns, retires and/or is terminated prior to the end of the academic year, shall have pro rata accounting made of his/her sick days earned and used during the last year. Any days used that have not been accrued shall be paid back to the District by a payroll deduction in the employee's last check.
- B. Employees shall be given each year, by January 31st, a written accounting of accumulated sick leave days as of September 1st of that school year.
- C. All persons initially hired after September 1st shall, during their first year of employment, be entitled to use sick days on a pro-rata basis, depending upon the number of months worked in the first year.
- D. Unused sick leave days accumulated during the regular school year may be used during Summer employment assignments.
- E. Starting with the 2015-2016 school year, Support Staff shall be paid \$60.00 for each unused sick leave day accumulated at the time of retirement not to exceed \$15,000.00. If notice of intent to retire is given by February 1, 2016, then distribution of

funds will occur in July, 2016. If notice to retire is provided after February 1, then disbursement of the funds is not done until July 2017. This same procedure will exist prospectively.

F. SICK LEAVE BANK

1. Purpose

The parties agree to establish and implement a sick leave bank utilizing a voluntary donation program to assist employees who experience a catastrophic health condition or injury” and have exhausted their paid leave benefits. The bank shall allow employees to voluntarily donate accrued vacation, personal days and/or sick leave to said bank. This bank shall be established pursuant to P.L. 2007, Chapter 223.

2. Definition

A catastrophic health condition or injury is a life threatening condition or combination of conditions or a period of disability required by his or her mental or physical health or the health of the employee’s fetus and requiring the care of a physician who provides a medical verification of the need for the employee’s absence.

3. Committee

The sick leave bank shall be administered by a committee which shall be comprised of four (4) members selected by the District and four (4) members selected by the Association. (two (2) from the Certified Unit and two (2) from the Support Staff Unit.) The committee shall establish standards and procedures as it deems appropriate for the operation of the sick leave bank. These shall include, but not be limited to, eligibility requirements for participation in the sick leave bank and the conditions under which the sick leave time may be drawn. No day of leave which is donated to the sick leave bank by an employee shall be drawn by that employee or any employee from the sick leave bank unless authorized by the committee in order to provide sick leave.

While one committee will serve for both Certified and Non-Certified Units, there will be a separate bank (reserve) of days for each unit.

Each committee members will sign a Confidentiality Statement which precludes disclosure of any information discussed by the committee to anyone outside the committee.

ARTICLE XIII

TEMPORARY LEAVES OF ABSENCE

A. PERSONAL LEAVE

1. All employees shall be entitled to two (2) personal leave days without refund each school year, provided that a formal request is initiated. Said request shall be approved by the State Superintendent and shall have been submitted at least five (5) work days prior to the day requested, except in extreme emergency. A copy of the request shall be filed with the immediate superior (Supervisor or Principal) at the same time it is forwarded to the State Superintendent. Except in extreme emergency, personal leave shall not be granted prior to September 15th or after June 1st, or immediately prior to or after any scheduled vacation period or school holiday. Any personal leave days not utilized by the teacher during the school year shall, at the end of the school year, be accumulated and added to the individual teacher's sick leave accumulation.

2. Employees hired after February 1st shall not be entitled to any personal days in their first year of employment. Employees hired on or before February 1st shall only be entitled to use then-personal days after they have worked ninety (90) days.

B. BEREAVEMENT LEAVE

1. In case of absence on account of death of a husband or wife or a civil union partner, mother or father, son or daughter, brother or sister, full salary shall be paid for a period of up to five (5) consecutive workdays, which shall commence no later than three (3) days after the date of death. The use of other leave time, e.g. vacations, shall not extend the available funeral leave time under this provision. This provision will also apply in the case of death of a resident member of the immediate household of the employee.

2. In case of absence on account of death of father-in-law, mother-in-law, grandchildren, grandparents or great-grandparents, full salary shall be paid for a period up to three (3) consecutive workdays, which shall commence no later than three (3) days after the date of death. The use of other time, e.g., vacations, shall not extend the available funeral leave time under this provision.

3. One (1) day's absence without loss of pay shall be allowed to attend the funeral of aunt, uncle, niece, nephew, first cousin, or any in-law not covered by the preceding paragraphs, when such funeral services occur from Monday through Friday.

4. Employees may be allowed to attend the funeral of a co-worker or student without loss of pay upon receiving such permission from the State Superintendent.

5. All employees taking bereavement leave under Section 1, 2, and/or 3 shall submit a signed certification to the State Superintendent verifying the relationship of the deceased to the employee and the date of death no later than five (5) working days after an employee returns from bereavement leave. The certification shall be on a standard form provided by the District.

C. **GRADUATION LEAVE**

Employees receiving a college degree, or whose son, daughter, husband or wife is receiving a High School Diploma or college degree, may be allowed one (1) day's absence to attend the graduation exercises without loss of salary. Request for such permission must be made in writing to the State Superintendent five (5) days in advance.

D. **MILITARY LEAVE**

All military service absence by employees of not more than ten (10) working days annually for temporary, short-term military service shall be treated as "Absence with Permission" requiring no refund, and shall not be counted as part of vacation days. Other military leaves shall be pursuant to USERRA.

E. MARRIAGE LEAVE

For absence to be married, all employees shall be granted leave of absence not to exceed one (1) calendar week. Payroll deductions for this absence shall be in accordance with Administrative Manual regulations and with rates set for absences.

F. JURY DUTY LEAVE

Employees who are required to serve jury duty shall receive their full salary for the day(s) served and remit to the District the amount of their jury pay.

G. REQUESTS FOR LEAVES

All requests for permission to be absent for reasons other than illness must be made in writing to the State Superintendent for review and approval.

ARTICLE XIV

EXTENDED LEAVES OF ABSENCE

- A. A leave of absence without pay of up to one (1) year may be granted to any employee who joins the Peace Corps.

- B. Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment. This shall not apply beyond one tour of duty of enlistment.

- C. Any employee who becomes pregnant shall notify the Principal and the State Superintendent in writing within sixty (60) days of the estimated due date. The teacher shall be entitled to use sick leave pursuant to Article XII of the Agreement for pregnancy related illness or disability. Once the sick days have been exhausted, the employee shall begin unpaid leave and concurrently use FMLA and/or NJFLA leave.

- D. CHILD REARING LEAVE (without pay)

Unpaid Child Rearing leave shall be available to both female and male employees pursuant to the procedures below.

- 1. Child Rearing Leave, without pay, shall be granted to an employee with a child less than six (6) months of age provided application is made in writing to the State Superintendent no later than sixty (60) days prior to the beginning of such leave. Such leave shall not exceed a period of twenty-four (24) months. Any such leave for less than twenty-four (24) consecutive months shall be extended upon an employee's written request as long the total leave time does not exceed a total of twenty-four (24) consecutive months and as long as a formal written request to extend is received by the District no less than sixty (60) days before the end of the

initial period. Further, this block of time must be taken continuously, such that once an employee returns to work, any remaining time under this section automatically expires.

2. Notice that an employee intends to return to active duty must be made in writing to the State Superintendent no later than sixty (60) days prior to the date of the return. The return may only occur at the start of a new marking period or the start of the school year.
3. Employees on unpaid child rearing leave shall concurrently use FMLA and/or NJFLA.
4. Every effort shall be made for employees returning from Child Rearing Leave to be restored to the same position vacated at the commencement of such leave, but is not guaranteed.
5. Employees returning from Child Rearing Leave shall be placed on the latest salary guide with employees of equal training and experience. No experience credit will be given for the period of such leave unless the employee has been in a paid status for five (5) month or more in the school year in which the leave was taken.
6. Child Rearing Leave shall not be granted to a non-tenured employee beyond the initial contract year in which the leave is obtained. Nothing herein is to preclude an employee from requesting an additional period of Child Rearing Leave.

F. ADOPTION/CHILD REARING LEAVE (without pay)

An employee adopting an infant child up to one (1) year of age shall receive Child Rearing Leave, without pay, which shall commence upon receiving de factor custody of said infant or earlier if necessary to fulfill the requirements of adoption. All of the Child Rearing leave procedures as stated in Section E shall apply where applicable.

G. RESTORATION OF BENEFITS UPON RETURN FROM LEAVE

All benefits to which an employee was entitled at the time his/her extended Leave without pay commenced, including but not limited to unused accumulated leave and credits towards any other leave, shall be restored to him/her upon his/her return.

H. USE OF LEAVES UNNDER FMLA AND/OR NJFLA

Employees on an unpaid leaves of absence shall run their time concurrently with the FMLA and/or NJFLA. However, any time spent on a paid leave of absence by an employee shall not be required to run the time concurrent with the FMLA and/or NJFLA leave.

I. CARE FOR A SICK MEMBER OF THE FAMILY

A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the State Superintendent.

J. SERVICE IN PUBLIC OFFICE

The State Superintendent may grant a leave of absence without pay to any employee to serve in a public office.

K. OTHER LEAVES FOR GOOD CAUSE

Other leaves of absence, with or without pay and benefits, may be granted by the State Superintendent for good cause.

L. EXTENSIONS/RENEWALS

All extensions or renewals of leaves provided for under this Article shall be applied for in writing. The State Superintendent shall notify the employee of his decision in writing and the decision is at his sole discretion, with the exception of Section E.1. above which shall be granted if all the provisions are followed.

M. Employees granted an extended leave of absence shall be notified by a written letter from the State Superintendent or designee of their rights to insurance benefits while on said leave.

N. Notice that an employee intends to return to active duty from an extended leave must be made in writing to the State Superintendent no later than sixty (60) days prior to the anticipated date of return. The return may only occur at the start of a new marking period or the start of the school year.

ARTICLE XV

PROTECTION OF EMPLOYEES AND THEIR PROPERTY

A. The State Superintendent of Schools shall appoint a committee to study incidents of assault and accident involving employees which may be connected with their employment and the committee shall file a report with the State Superintendent on each incident. Membership of this committee shall be selected from names recommended to the State Superintendent and by the Association, such recommendations to be submitted by July 1st each year.

B. Employees shall immediately report cases of assault or accident on or off school property while conducting official board duties involving them, in connection with their employment to their immediate supervisor using a standard form designed to report cases of assault and/or accident. The employee shall report the matter no later than the next work day, unless medically unable to do so. The immediate supervisor shall make available to employees said standard form upon request. The completed form shall be immediately forwarded to the State Superintendent by the immediate supervisor. The Association may consult with the State Superintendent, who shall comply with any reasonable request from the Association for information in the possession of the Superintendent relating to the incident or person involved, subject to review by the District Solicitor.

C. A joint committee of members appointed by the State Superintendent and members appointed by the Association shall review emergent and non-emergent health and safety conditions.

D. Any case of assault on an employee on or off school property when the employee is engaged in school business shall be promptly reported in writing to the principal, State Superintendent, and school nurse.

E. The State Superintendent and District agree to prosecute to the fullest extent permitted by law any person or group of persons involved in an assault against an employee or vandalism or theft of his/her property while such employee is in the performance of his/her assigned duties.

F. Each school year, the District shall schedule, during regular working hours, an in-service program in each building to deal with security and safety. Such in-service shall deal with specific responsibilities of both the Administration, building and central, and employees in working toward a healthful and safe work place.

G. No employee shall be required to put his/her social security number on any District document other than job and/or promotion applications, government documents or as otherwise provided by law. In those instances where a social security number will not be required, an employee identification number will be required.

ARTICLE XVI
INSURANCE PROTECTION

A. For the duration of this Agreement, the District will continue to assume the cost of individual employee and dependent coverage, where appropriate, for health and major medical coverage, at at least the same level of benefits and coverage as provided on December 31, 2015 subject to mandatory contributions pursuant to Section B below.

B. Pursuant to c. 78, P.L. 2011, employees began the four year phase-in period of the health care premium contributions set forth in N.J.S.A. 52:14-17.28c on July 1, 2011. Starting July 1, 2014 and for the duration of this Agreement, employees shall pay the full amount of the statutory health care premium contribution on Step 4 of the existing scale, or in accordance with any new statute if a higher payment is mandated. No employees' health care premium contribution shall be less than 1.5 percent of his or her base salary.

C. The District will continue to assume one hundred (100%) percent of the individual employee and dependent coverage, where appropriate, for the prescription drug insurance program. The co-pay for generic prescription drugs shall be \$10.00 and the co-pay for non-generic prescription drugs shall be \$15.00. The mail order prices shall be \$10.00 for generic prescription drugs and \$15.00 for non-generic prescription drugs.

D. The District will continue to provide dental coverage for the employee and his/her family at a level equal to or better than that which existed prior to this Agreement. The carrier for the dental program will be selected by the District in its discretion after consultation with the Association.

E. The Board shall continue to provide optical insurance coverage for the employee and his/her family.

F. Effective July 1, 2015, employees eligible for coverage who provide the required certification that coverage is provided by a spouse may decline coverage and will be reimbursed 25% of the District's premium or \$5,000 whichever is the lesser. The reimbursement amount shall be at the rate for the current level of coverage at the time of the request for payment. If the spouse's coverage ends, the employee may re-enroll in the District's policy. Payment will be provided after the end of the policy term. This waiver incentive is not available to employees whose other means of coverage would be via another individual enrolled in a SHBP/SEHBP medical plan, in accordance with the applicable statute and regulations. Such waiver is irrevocable for the plan year unless the employee has a change in life event as delineated in the law. The District shall continue its Section 125 Plan including a Flexible Spending Account (FSA).

G. If an employee who has a spouse employed by the District chooses not to take the dental and/or optical insurances, that employee shall be paid one-half ($\frac{1}{2}$) of the premium(s) for the insurance(s) not taken in addition to any payment received under Section F above. The payment shall be made in two (2) payments, in December and in June. The employee must remain an active employee for the year to be entitled to this payment. If the status of the employee changes, he/she may return to the coverage provided for in this Article.

ARTICLE XVII

TUITION REIMBURSEMENT

- A. An annual total of one-hundred thousand dollars (\$100,000.) shall be available for tuition reimbursement for Support Staff employees. Monies for courses offered to Support Staff and approved by the Camden Education Association shall be deducted from tuition reimbursement monies. Attendees of the programs will not receive additional tuition. Employee's cost for ETS testing and/or related fees shall be deducted from the annual tuition monies.
- B. An employee must have completed one (1) year of employment in order to be eligible for tuition reimbursement. Employees may apply for tuition reimbursement for courses taken at an accredited college or university or any other institution approved by the State Superintendent.
- C. Employees may apply for tuition reimbursement by submitting a written request to the State Superintendent or his/her designee a minimum of two (2) months prior to the commencement of a course. The application for tuition reimbursement shall include all reasons for taking a course or courses. All courses must be directly related to an employee's duties.
- D. Approval of courses shall be subject to the State Superintendent or his/her designee. This decision shall be made at least two (2) weeks prior to the commencement of the course(s).
- E. Tuition reimbursement shall be contingent on the employee receiving a grade of "C" or better. The employee must submit an official transcript within sixty (60) calendar

days from receipt of the official grade(s), to be eligible to receive tuition reimbursement under this contract.

F. Tuition for a course shall be paid based upon the Rutgers University Camden Campus part time student, NJ Resident per credit rate.

G. Employees entitled to tuition reimbursement shall be paid in accordance with their position on the eligibility list. No employee receiving tuition reimbursement with valid receipts shall receive more than three (3) credits worth of reimbursement per semester, eg. an amount not to exceed \$1,986.00 under this Article.

H. The Association shall be provided by the District with a list of employees and the final amount each had received for tuition reimbursement.

I. Tuition reimbursement shall be paid prior to the commencement of the course, or as soon thereafter as possible.

J. An employee's failure and/or refusal to meet the conditions of Section E above, and who has been paid in advance, shall have the monies deducted from his/her successive paychecks following the sixty (60) days time period.

If the monies owed are four hundred fifty dollars (\$450) or less, deductions shall be made in two (2) successive paychecks; if the monies owed are over four hundred fifty dollars (\$450), deductions of not more than two hundred twenty-five dollars (\$225) shall be made in successive paychecks until the total monies are repaid.

Further, any single instance of a need for the District to recoup advance tuition payments, for failure/refusal to comply with the provisions of this Article, shall constitute a bar to receipt of any future tuition reimbursements for the remainder of the terms of this

Collective Bargaining Agreement. If an employee, who has received advance tuition payments fails to satisfy the requirements for receipt of such payment but reimburses the District on his/her own without Board recoupment, he/she shall remain eligible for advanced payments.

K. Any employee who receives any tuition reimbursement during an academic year must remain in active employment for the District for three (3) full academic years after the completion of the course for which tuition has been paid, otherwise the employee shall be responsible for repaying the full amount of the tuition received. The only exception is if the employee is terminated for cause or non-renewed or rified. Repayment shall be made by the appropriate deduction by the District from the employee's last paycheck.

ARTICLE XVIII
DEDUCTIONS FROM SALARY

- A. The District agrees to deduct the dues of the Association in accordance with the provisions of Statute and the appropriate rules and regulations, upon proper notification by the Association to the District.
- B. The Association agrees to save the District harmless from any action by the Association regarding funds involved in the implementation of this Article after those funds have been transmitted to the representative designated by the Association.
- C. The District agrees to deduct appropriate amounts authorized by teachers who wish to participate in the Deferred Annuity Program.
- D. 1. The Association will submit to the District, prior to November 1, a list of those employees who have not become members of the Association for the then current membership year. The District will deduct from the salaries of such employees the amount of the representation fee which shall be an amount equal to eighty-five (85%) percent of those dues certified by the Association, and promptly transmit the amount so deducted to the Association.
2. If an employee who is required to pay an representation fee terminates his or her employment with the District before the Association has received the full amount of the representation fee to which it is entitled under (his Article, the District will deduct the unpaid portion of the fee from the last paycheck paid to such employee during the membership year in question.
3. Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the

Association will be the same as those used for the deduction and transmission of regular membership dues to the Association.

4. On or about the last day of each month, after November 1, the State Superintendent or his/her designee will submit to the Association a list of all employees who began their employment during the preceding thirty (30) day period. The list will include names, job titles and date of employment for all such employees and assignment location.

E. In addition to those taxes already being deducted, the District will implement the deductions for city wage tax and state taxes for residents of Philadelphia, Pennsylvania, and Delaware. This shall be at no cost to the District.

F. The District agrees to make available a payroll deduction to the South Jersey Federal Credit Union. This shall be at no cost to the District.

G. The District agrees to make available electronic direct deposit or employee's paychecks, provided the employees individually authorize the Board to do so. The District shall have the discretion to select the originating bank in which it will directly deposit the paychecks of participating employees. It shall be the employee's responsibility to notify the bank with any instructions regarding the money deposited by the District. This shall be at no cost to the District.

ARTICLE XIX

ASSOCIATION - ADMINISTRATION LIAISON

- A. Building principals or the Administrator in charge shall meet regularly with a single committee of employee representatives selected by the Association from the building to maintain a liaison with the building Administration. The Committee may meet with a building principal or the administration in charge within one (1) week of a written request for such meeting. This request shall set out the matters to be discussed. There shall be no more than one (1) meeting per month unless otherwise agreed.
- B. This liaison committee shall be limited to a maximum CEA membership of four (4) representatives.
- C. State Superintendent - Camden Education Association Liaison Committee.
- The State Superintendent shall meet regularly with a single committee of representatives, selected by the Association, to maintain a liaison with the central Administration. The Camden Education Association shall designate a maximum of four (4) representatives, two (2) from the Teachers' Unit and two (2) from the Support Unit, to serve on the Committee. The Committee may meet with the State Superintendent within one (1) week of a written request for such meeting. This request shall set out the matters to be discussed.

ARTICLE XX
REDUCTION IN FORCE

The following requirements for a reduction in force affect all non-certificated employees in the bargaining unit:

A. Reduction in Force

1. If a reduction in force is being considered, the State Superintendent shall notify and consult with the Association as soon as practicable, but not less than sixty (60) days before the layoff is to take place.
2. When a reduction in force is necessary, there shall be no dismissal by reason of residence, age, sex, race, religion or political affiliation.
3. All non-certificated employees shall be considered as probationary employees for the first ninety (90) days of their employment. Upon completion of the probationary period, their seniority will be dated as of the date of commencement of their employment.

B. Seniority

1. Reduction in force must be on the basis of seniority. The employee or employees having the least number of years in service to the district shall be laid off first in accordance with the below provisions.
 - a. School district seniority is defined as service by appointed employees in the school district in the collective bargaining unit covered by this Agreement. An appointed employee shall lose all accumulated school district seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently rehired by the school district.

b. In the event of a work location reduction in force, including reductions caused by the discontinuance of a facility or its relocation, the employees shall be laid off in the reverse order of district wide seniority of all employees in the district in the employment category (for example: bus driver, school security officer, etc.). Sixty (60) days notice of layoff shall be given. Any non-tenured employee laid off shall remain on a recall roster for a period of three (3) years from the date of layoff. Recalls shall be based on seniority in the category and reverse order of layoff.

C. Recall

1. Tenured Support Staff personnel shall be placed on a preferred list for re-employment when vacancies occur.
2. Notice of recall, by seniority, to return shall be addressed to the employee's last address appearing on the records of the District by certified mail, return receipt requested. Within seven (7) days from receipt of such notice of recall, the employee shall notify the District in writing whether or not he/she desires to return to the work involved in the recall. If he/she fails to reply or if he/she indicates that he/she does not desire to return to such work, he/she shall forfeit all his/her seniority and all his/her rights to recall. If he/she indicates that he/she desires to return to the work involved in the recall notice, then he/she shall report for such work within two (2) weeks from the date he/she receives the recall notice or within such period of time as is set forth in a written extension of time signed by the District. In the event he/she shall fail to so report to work, he/she shall forfeit all of his/her seniority and all rights to recall.
3. An employee called back into service shall be given full recognition and credit for previous years of service in the district.
4. Separate seniority lists based on the date of hire in the district shall be maintained for Paraprofessional A and Paraprofessional B. CEA has a right to

review and approve the lists on an annual basis (generally in September of each academic year).

5. In the event of any RIF, Paraprofessional A and B shall be separate and distinct positions.

ARTICLE XXI

EMPLOYEE ASSISTANCE PROGRAM

- A. The Board agrees to maintain an Employee Assistance Program.

ARTICLE XXII
TRAVEL COMPENSATION

A. 1. Employees in the following positions, who are required by their immediate supervisor, to use their own automobile in the performance of their duties consistent with their official job description, shall be compensated at the IRS mileage rate or the maximum rate allowable by law, up to an annual (July-June) maximum of one thousand dollars (\$1000.00). The allowance shall be paid monthly. Once the CAP has been reached, no further monies under this provision shall be paid until the next academic year.

2. The positions eligible for travel allowance shall be: Attendance Officer (inclusive of former title Truancy Officers), Community Outreach Specialist, Community School Coordinator, Computer Specialist and District Parent Center Coordinator.

3. The mileage log shall be subject to review and approval by the State Superintendent, or his/her designee. The District shall have no obligation to provide a travel allowance for CSCs and PCCs if the funds for same are no longer available.

B. **Attendance Officers and Community School Coordinators**

Attendance Officers and Community School Coordinators, who work for the year and are required to drive their own vehicle in the performance of their duties shall be paid a lump sum of two hundred fifty dollars (\$250) to be used towards their car insurance. The monies shall be paid in July after the completion of the academic year, and only after an Attendance Officer or Community School Coordinator has produced proof of paid and active automobile insurance, valid car registration for the employee, a valid driver's license (not suspended), and mileage logs for the year.

ARTICLE XXIII

VACATIONS 12 MONTHS EMPLOYEES

A. Twelve (12) month employees shall be entitled to paid vacations in accordance with the following schedule:

1 to 12 months: 1/2 day for each month of service

1 year and 1 day to 5 years: 10 working days

5 years and 1 day to 10 years: 15 working days

10 years and 1 day or more: 20 working days

B. Individual vacation schedules shall be mutually agreed upon by the employee and the employee's immediate supervisor. Vacations are to be taken in the year after they are earned.

C. All existing District practices and procedures with respect to the establishment of the number of days that an individual is entitled to in accordance with his/her anniversary date of employment shall continue to determine the eligibility of an employee under Section "A" of this Article.

D. No vacation time shall be granted in the months of September and June. Vacation may be taken in May subject to supervisor approval, but shall not be approved if vacation conflicts with major testing or critical district/school functions. Vacations may be taken in June only to attend the NEA convention, provided the employee's supervisor affirms that there will be no impact on critical district/school functions.

-
- E. Vacation days are not accumulative.
- F. Clerks employed on a ten (10) months basis shall be excused on all days that schools are officially closed by the District (other than legal holidays). These days are granted in lieu of vacation.
- G. Additional vacation based on years of service shall accrue on the July 1 next following the anniversary date of employment at which the additional vacation is earned.
- H. In the event of an employee's death, the monetary value of the employee's earned vacation days, based on his/her prorated daily earnings, shall be paid by the District to his/her estate.
- I. 1. Employees promoted from a ten (10) month position to a twelve (12) month position shall accrue vacation as a new twelve (12) month employee, under Section A above for the first year of employment in the 12-month position. Vacation shall be prorated on a July-June year. Employees shall not be able to use the vacation they have accrued in the first year until the July 1st following their date of promotion.
2. At the commencement of their second year of employment in a twelve (12) month position, employees shall receive credit for their prior continuous years of service in the District as a ten (10) month employee and shall accrue vacation on that schedule, under Section A above.
- J. Vacation shall be earned only for time worked and shall not be granted for any month in which an employee is absent without pay or on unpaid leave more than 50% of the available work days for that month

ARTICLE XXIV

FAMILY SCHOOLS (K-8)

In schools designated as K-8 Family Schools, working conditions and benefits shall be defined the same as in elementary schools.

ARTICLE XXV

WORKING CONDITIONS: ATTENDANCE OFFICERS: SCHOOL SECURITY
OFFICERS: & SPECIAL INVESTIGATORS

A. ATTENDANCE OFFICERS

1. The work year for all Attendance Officers shall be from September 1 until June 30th or the teacher work year, as determined by the State Superintendent each year, by August 15th. Attendance officers shall be notified in writing of their work year.

2. The work day for Attendance Officers shall be from 9:00 a.m. to 3:00 p.m., with one-half (1/2) hour for lunch.

3. Attendance Officers may volunteer to work on Saturday, in lieu of a work week day, at the request of the immediate supervisor and with the approval of the State Superintendent.

4. Additional Shift

1 p.m. - 7 p.m. (M-F), including 1/2 hour lunch

No extra compensation

Participation in the program is voluntary; District to decide number of openings.

5. Flextime

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open

for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

B. SCHOOL SECURITY OFFICERS (SSO)

1. The work year for all School Security Officers shall be from September 1, until June 30.
2. The work day for School Security Officers shall be from 7:50 a.m. to 3:50 p.m., with one (1) hour for lunch, the time to be as scheduled by the building Principal. On Fridays, 12:40 days, and the day before a holiday. School Security Officers may be dismissed after all students and staff have left the building.
3. School Security Officer overtime will be at time and a half for all hours worked over 40 hours.
4. School Security Officers shall be permitted adequate time to attend to personal hygiene needs during the work day.
5. School Security Officers shall annually receive two (2) winter weight uniforms for the Fall/Winter and two (2) lightweight uniforms for the Spring/Summer.
6. One School Security Officer may be assigned by the Chief of Security, subject to the approval of the Superintendent, to a work schedule of 6:30 a.m. to 2:30 p.m. The assignment shall be voluntary.
7. Subject to Board approval, in schools where there are three (3) or more SSO's a SSO's designated by the Chief of Security to serve as a liaison between the school and the district security officer shall receive a stipend of \$250 payable by June 30 of each year.

8. **Flextime**

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

C. **SPECIAL INVESTIGATORS**

1. The work year for Special Investigators shall be from July 1 until June 30.
2. The work day for Special Investigators shall be from 8:30 a.m. to 4:30 p.m., including one (1) duty-free lunch hour.
3. The Special Investigators shall be released thirty (30) minutes earlier on Fridays and the day before a holiday.
4. On half-session days, the Special Investigators shall be released no later than the other CEA Support personnel at the Administration Building.

5. **Flextime**

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

ARTICLE XXVI

WORKING CONDITIONS: COMMUNITY SCHOOL COORDINATORS

A. The work year for all Community School Coordinators shall be the same as the teachers' work year.

B. Daily work hours shall be 8:30 a.m. to 3:30 p.m. Community School Coordinators shall receive the lunch period appropriate to the building to which they are assigned.

C. When schools are in half session, no employee shall be required to work beyond the teachers' work day.

D. The District shall make available one (1) radio for each building for the use of the Community School Coordinators. A Community School Coordinator's use of the radio is subject to approval by the building principal. The unavailability of a working radio shall not in any way reduce the employee's job duties and/or responsibilities

E. Flextime

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

ARTICLE XXVII

WORKING CONDITIONS: PARAPROFESSIONALS, A & B

A. PARAPROFESSIONAL A

1. The work year for all Paraprofessionals A shall be the same as the teachers' work year.
2. The work day for Paraprofessionals A shall be the same as that of the teachers assigned to the building to which the Paraprofessionals A is assigned.
3. Each Paraprofessional A shall be entitled to a duty-free lunch period which shall be the same as the teachers in the building to which the Paraprofessional A is assigned.
4. Paraprofessionals A may be utilized for a class coverage to replace an absent teacher, only if the Paraprofessional A is qualified and certified as a substitute teacher. Any Paraprofessional A providing substitute teacher coverage shall be paid an additional thirty-five dollars (\$35) per day. Payment shall be the 22nd of the month. There shall be no change in benefits.
5. Paraprofessionals A may leave their building without obligation during their duty-free lunch period.
6. When schools are in half session, no Paraprofessionals A shall be required to work beyond the teachers' work day.
7. Paraprofessionals A shall receive one (1) prep period per day. They shall not leave the building during the prep period.
8. Paraprofessionals A shall be required to take at least six (6) credit hours annually, subject to procedures to be negotiated by a joint Board and CEA subcommittee.

9. **Flextime**

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

B. **PARAPROFESSIONAL B**

1. The work year for all Paraprofessionals B shall be the teacher work year. Individual schedules will be developed by the Supervisor of Transportation, subject to the approval of the State Superintendent.

2. Paraprofessionals B shall have a work day of seven (7) hours which shall include a duty-free lunch period.

3. Each Paraprofessionals B shall be entitled to a duty-free lunch period appropriate to the school to which they are assigned.

4. Routes will be posted as soon as practicable before the start of school in September, showing the approximate number of hours normally and routinely associated with the route.

5. When schools are in half session, no employee shall be required to work beyond the student day, inclusive of the students' bus ride home.

6. Paraprofessionals B shall have the authority to enforce the Camden City School District's Student Discipline Policies while performing their duties on school buses.

7. Paraprofessionals B who are required to work beyond the contracted seven

(7) hour day shall receive a yearly stipend of twelve hundred dollars (\$1200.00), paid after the conclusion of the academic year.

8. Paraprofessionals B shall be required to take at least six (6) credit hours annually, subject to procedures to be negotiated by a joint Board & CEA subcommittee.

9. Flextime

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

C. Both positions will be paid on a single salary guide, except that Paraprofessionals B shall be entitled to a stipend of \$1,100, for all work beyond the regular work day, both in the a.m. and p.m. This stipend shall be prorated, if the employee does not ride the bus in both the a.m. and p.m.

ARTICLE XXVIII

WORKING CONDITIONS:

MEDIA PERSONNEL

A. The work year for all Media Personnel shall be the same as the teachers' work year.

B. Daily work hours shall be 8:30 a.m. to 3:30 p.m. with forty-five (45) minutes for lunch.

C. When schools are in half session, no employee shall be required to work beyond the teachers' work day,

D. Flextime

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

ARTICLE XXIX

WORKING CONDITIONS:

DISTRICT PARENT COORDINATORS: PARENT CENTER COORDINATORS
AND COMMUNITY OUTREACH SPECIALISTS

A. DISTRICT PARENT COORDINATORS AND PARENT CENTER
COORDINATORS:

1. The work year for all District Parent Coordinators and Parent Center Coordinators shall be twelve (12) months.

2. Daily work hours shall be 8:30 a.m. to 3:30 p.m. District Parent Coordinators and Parent Center Coordinators shall receive the lunch period appropriate to the building to which they are assigned.

3. When schools are in half session, on Fridays, and on a day before a holiday, no employee shall be required to work beyond the teachers' work day.

4. Flextime

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

B. COMMUNITY OUTREACH SPECIALISTS:

1. The work year for the Community Outreach Specialists shall be from July 1 to June 30.

2. The work day for the Community Outreach Specialists shall be from 8:30 a.m. to 3:30 p.m. including a duty-free lunch hour.

3. When schools are in half-session, on Fridays, and on a day before a holiday, no employee shall be required to work beyond the teachers' work day.

4. Flextime

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

ARTICLE XXX

WORKING CONDITIONS: SECRETARIES; CLERKS; CLERICAL AIDES

A. Work Year

1. All ten (10) months contractual employees' work year shall commence September 1st to June 30th.
2. All twelve (12) month contractual employees' work year shall commence July 1st to June 30th.

B. Work Hours

1. September 1 - June 30

Elementary Clerks and Secretaries -	-8:00 to 4:00
Secondary Clerks and Secretaries -	- 8:00 to 4:00
Administrative Clerks and Secretaries	- 8:30 to 4:30
Clerical Aides	-8:00 to 3:30

2. Summer Work Hours (From July 1 to September 1)

All Secretaries and Clerks

- a. Schools (including K-8) - 8:00 to 3:30
- b. Administrative - 8:30 to 4:00

a and b include a forty-five (45) minute un-interrupted lunch.

3. Secretaries, clerks and clerical aides shall be entitled to thirty (30) minutes early release time on Fridays and the day before holidays.

C. When schools are in half session, no employee shall be required to work more than one and one-half (1.5) hours beyond the teachers' workday.

D. Family Schools (K-8)

Twelve months clerks - (8:00 a.m. - 4:00 p.m.)

E. Breaks

1. A.M. - one (1) fifteen (15) minute break, to be taken either 10 a.m. -10:15 a.m. or 10:15 a.m. -10:30 a.m. the assignment of an employee to a particular break time shall be the decision of the employee's supervisor.

2. P.M. - one (1) ten (10) minute break taken at a time mutually agreed to by the employee and his/her immediate supervisor.

F. The start and end time of the work schedule, as set forth in Section B, 1 and 2, may be modified for employees in the Administration Building, due to workload, between the hours of 7:00 a.m. and 5:30 p.m., only with the approval of the employee, the employee's immediate supervisor and the State Superintendent. A modification in the start and end time shall not change the work hours required for the position,

G. Flexitime

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later

than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

ARTICLE XXXI

WORKING CONDITIONS:

VAN DRIVERS (10 AND 12 MONTHS); BUS DRIVERS

A. VAN DRIVERS (10 MONTHS)

1. The work year of 10-month Van Drivers shall be the same as the teachers' work year.
2. The work day of 10-month Van Drivers shall be from 8:00 a.m. to 3:00 p.m. including a duty-free hour for lunch.
3. The 10-months Van Driver shall not work beyond the teachers' schedule on half-session days, Fridays, and on a day before a holiday,

4. Flextime

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

B. VAN DRIVERS (12 MONTHS)

1. The work year of 12-month Van Drivers shall be from July 1 to June 30.
2. The work day of 12-month Van Drivers shall be from 8:00 a.m. to 3:00 p.m., including a duty free hour for lunch.

3. The 12-month Van Drivers shall not work beyond the teachers' schedule on half-session days, Fridays, and on a day before a holiday.

4. Flextime

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

C. BUS DRIVERS

1. The work year of the Bus Drivers shall be the same as the teachers' work year.
2. Bus Drivers shall work a seven (7) - hours work day from 8:30 a.m. to 3:30 p.m., inclusive of a one (1) hour duty-free lunch and one (1) 15-minute break
3. Bus Drivers shall not work beyond the teachers' schedule on one-session days and on Fridays and the day before a holiday.
4. Part time positions for bus drivers will be added to the unit where this new position will work less than 32 hours a week and the initial positions will first be offered to any unit members that are currently on any RIF list. These positions do not include benefits and will be hourly positions.
5. Bus Drivers shall receive three (3) winter and three (3) summer uniforms annually. Employees shall be required to wear the uniform.
6. Bus Drivers who are required to hold and show proof of a valid Commercial Driver License (CDL) shall receive an annual stipend of Five Hundred Dollars (\$500.00).

Grandfather those employees who hold certificates and receive compensation as of July 1, 2003.

E. **Flexitime**

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

ARTICLE XXXII

WORKING CONDITIONS:

FOOD SERVICES EMPLOYEES

1. Work Year

The work year for Food Service employees shall be the same as the teachers' work year.

2. Work hours:

- a. Food Service employees (except Truck Drivers, Truck Drivers/Helpers and Stock Persons shall work and be paid on a seven (7) - hours workday schedule from 8:00 a.m. to 3:00 p.m., inclusive of a one-half (1/2) hour duty free lunch.
- b. Food Service Truck Drivers, Truck Drivers Helpers and Stock Persons (formerly Dept Managers) shall work and be paid on an eight (8) - hours work day schedule from 6:00 a.m. to 2:00 p.m., inclusive of a one-hour duty-free lunch.
- c. All Food Service employees shall have one (1) 15 - minute break per day.
- d. Food Service employees shall follow the teachers' schedule on one-session days.
- e. If Stock Persons (formerly Depot Managers) work during the summer, they will be paid at a rate of one-tenth (1/10) of their- annual rate. The summer (July and August) schedule is 6:30 a.m. to 2:00 p.m.

3. Effective September the District shall provide Food Service employees three (3) winter weight uniforms and three (3) summer weight uniforms annually. Employees shall be required to wear the uniforms.

4. General Workers designated by management to serve as an Assistant Cook shall receive an annual stipend of Five Hundred Dollars (\$500.00). The stipend shall be paid on a pro-rated basis.

5. If a Food Service employee is promoted, he/she shall be placed on the new salary guide at the salary step closest to the employee's base salary, provided that the salary is not less than he/she had been receiving, and then moved up one (1) step. In the event the amount is midway between two steps, the salary shall be adjusted upward. If an Assistant Cook is promoted to a Cook, the employee's base salary, plus the stipend of One Thousand Dollars (\$1,000.00), shall be used to calculate the employee's placement on the Cooks' salary guide.

6. In order to refine their skills and knowledge of the food service area, all full-time Food Service employees shall attend meetings and/or seminars during the work day as directed by their supervisor, provided there is no resulting staff problem. If these meetings are scheduled after working hours; the employees shall be compensated pursuant to the overtime schedule of time and a half (1-1/2) per hour of the regular rate.

7. Flextime

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

ARTICLE XXXIII

WORKING CONDITIONS: COMPUTER SPECIALISTS

1. The Computer Specialists shall work a twelve-month (12-months) year from July 1st to June 30th.
2. The Computer Specialists' daily work schedule shall be from 8:30 a.m. to 4:30 p.m., except from July 1st to August 31st, when their daily work schedule shall be from 8:30 a.m. to 4:00 p.m. They shall have a one-hour (1-hour) duty-free lunch from September 1st to June 30th and a 45-minute duty free lunch from July 1st to August 31st. Computer Specialists shall be entitled to a daily 15-minute break,
3. When schools are in half-session, on Fridays, or a day before a holiday no employee shall be required to work beyond the teachers' work day.
4. Flextime

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

ARTICLE XXXIV

ATTENDANCE INCENTIVE

A. Employees who have not used ten (10) of their annual sick leave days for that year, shall have the option of cashing in ten (10) days at sixty dollars (\$60) per day, unless precluded by law. Notification of a teacher's election to exercise this option must be in writing to the State Superintendent, no later than June 30th. Payment will be made in July.

ARTICLE XXXV

PROFESSIONAL DEVELOPMENT PROGRAM

The Labor Management Committee shall develop and submit to the State Superintendent, a mutually agreed upon detailed plan for Professional Development for the Support Unit. This plan shall be subject to the State Superintendent's approval. If approved, it shall be effective during the remainder of the term of this contract.

ARTICLE XXXVI
MAINTENANCE OF BENEFITS

Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to employees covered by this Agreement as established by rules, regulations and/or policies of the District in force on said date, shall continue to be so applicable during the term of this Agreement.

ARTICLE XXXVII
MISCELLANEOUS PROVISIONS

A. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by certified mail to the following addresses:

1. If by the Association, to the District at 201 North Front Street, Camden, New Jersey 08102, Attention: State Superintendent.
2. If by the District, to the Association at 840 Cooper Street, Suite 575, Camden, New Jersey 08102, Attention: CEA President.

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

C. If federal funding for the present lunch program aides is eliminated, either party may require the reopening of negotiations for any necessary changes in this area. If the parties fail to reach agreement on this matter, the matter shall be submitted to binding arbitration in accordance with the grievance procedures set forth in this Agreement.

D. Flex Time

1. During the term of this Agreement, for any Board approved student program or initiative, the State Superintendent may request a flex schedule. No new flex schedule shall be implemented until all mandatorily negotiable terms and conditions related to such flex schedule have been negotiated by the District's and CEA's negotiations' teams.

For the term of this Contract, unless the program is eliminated, there shall be two (2)

existing flextime schedules.

2. Twilight Program

12 p.m. - 7 p.m. (M-F) No extra compensation Participation in the program, whether instructional or support staff, is voluntary.

3. Attendance Officers (see Article XXVI)

E. All ten (10) and twelve (12) month staff members shall be entitled to 30 minutes release time on Fridays or any other day that ends the work week.

ARTICLE XXXVIII


DURATION OF AGREEMENT


A. The provisions of the Agreement shall be effective July 1, 2015 except as herein provided and shall remain in full force and effect to and including June 30, 2018, when it shall expire unless an extension is agreed to by both parties and expressed in writing prior to such date.

B. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, on the day and year below written.

CAMDEN CITY SCHOOL DISTRICT


CAMDEN EDUCATION ASSOCIATION

By 
Paymon Rouhanifard
State Superintendent

By 
Robert Farmer
President

Date 9/21/15

Date 9/17/15

Attest: 
Date 9/21/15

Attest: 
Date 9-17-15

SALARY GUIDE A-1
ATTENDENCE OFFICERS
2015-2016

Step	NC	15	30	45	60	75
1	23,508	23,918	24,328	24,533	24,738	24,943
2	23,596	24,006	24,416	24,621	24,826	25,031
3	23,728	24,138	24,548	24,753	24,958	25,163
4	23,838	24,248	24,658	24,863	25,068	25,273
5	23,948	24,358	24,768	24,973	25,178	25,383
6	24,888	25,298	25,708	25,913	26,118	26,323
7	25,831	26,241	26,651	26,856	27,061	27,266
8	26,849	27,259	27,669	27,874	28,079	28,284
9	28,583	28,993	29,403	29,608	29,813	30,018
10	30,907	31,317	31,727	31,932	32,137	32,342
11	32,780	33,190	33,600	33,805	34,010	34,215
12	38,111	38,521	38,931	38,136	39,341	39,546
13	39,492	39,902	40,312	40,517	40,722	40,927
14	44,313	44,735	45,157	45,369	45,581	45,792

Step	90	105	120	Degree
1	25,148	25,353	25,558	25,968
2	25,236	25,441	25,646	26,056
3	25,368	25,573	25,778	26,188
4	25,478	25,683	25,888	26,298
5	25,588	25,793	25,998	26,408
6	26,528	26,733	26,938	27,348
7	27,471	27,676	27,881	28,291
8	28,489	28,694	28,899	29,309
9	30,223	30,428	30,633	31,043
10	32,547	32,752	32,957	33,367
11	34,420	34,625	34,830	35,240
12	39,751	39,956	40,161	40,571
13	41,132	41,337	41,542	41,952
14	46,003	46,214	46,425	46,847

All employees on Steps 1 through 13 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 14) shall receive the salary as indicated on Step 14. (1.5% above the 2014-2015 Step 14)

SALARY GUIDE A-2
ATTENDANCE OFFICERS

2016-2017

Step	NC	15	30	45	60	75
1	23,508	23,918	24,328	24,533	24,738	24,943
2	23,596	24,006	24,416	24,621	24,826	25,031
3	23,728	24,138	24,548	24,753	24,958	25,163
4	23,838	24,248	24,658	24,863	25,068	25,273
5	23,948	24,358	24,768	24,973	25,178	25,383
6	24,888	25,298	25,708	25,913	26,118	26,323
7	25,831	26,241	26,651	26,856	27,061	27,266
8	26,849	27,259	27,669	27,874	28,079	28,284
9	28,583	28,993	29,403	29,608	29,813	30,018
10	30,907	31,317	31,727	31,932	32,137	32,342
11	32,780	33,190	33,600	33,805	34,010	34,215
12	38,111	38,521	38,931	38,136	39,341	39,546
13	39,492	39,902	40,312	40,517	40,722	40,927
14	44,978	45,406	45,834	46,050	46,265	46,479

Step	90	105	120	Degree
1	25,148	25,353	25,558	25,968
2	25,236	25,441	25,646	26,056
3	25,368	25,573	25,778	26,188
4	25,478	25,683	25,888	26,298
5	25,588	25,793	25,998	26,408
6	26,528	26,733	26,938	27,348
7	27,471	27,676	27,881	28,291
8	28,489	28,694	28,899	29,309
9	30,223	30,428	30,633	31,043
10	32,547	32,752	32,957	33,367
11	34,420	34,625	34,830	35,240
12	39,751	39,956	40,161	40,571
13	41,132	41,337	41,542	41,952
14	46,693	46,907	47,121	47,497

All employees on Steps 1 through 13 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 14) shall receive the salary as indicated on Step 14. (1.5% above the 2015-2016 Step 14)

SALARY GUIDE A-3
ATTENDANCE OFFICERS
2017-2018

Step	NC	15	30	45	60	75
1	23,508	23,918	24,328	24,533	24,738	24,943
2	23,596	24,006	24,416	24,621	24,826	25,031
3	23,728	24,138	24,548	24,753	24,958	25,163
4	23,838	24,248	24,658	24,863	25,068	25,273
5	23,948	24,358	24,768	24,973	25,178	25,383
6	24,888	25,298	25,708	25,913	26,118	26,323
7	25,831	26,241	26,651	26,856	27,061	27,266
8	26,849	27,259	27,669	27,874	28,079	28,284
9	28,583	28,993	29,403	29,608	29,813	30,018
10	30,907	31,317	31,727	31,932	32,137	32,342
11	32,780	33,190	33,600	33,805	34,010	34,215
12	38,111	38,521	38,931	38,136	39,341	39,546
13	39,492	39,902	40,312	40,517	40,722	40,927
14	45,653	46,087	46,522	46,741	46,959	47,176

Step	90	105	120	Degree
1	25,148	25,353	25,558	25,968
2	25,236	25,441	25,646	26,056
3	25,368	25,573	25,778	26,188
4	25,478	25,683	25,888	26,298
5	25,588	25,793	25,998	26,408
6	26,528	26,733	26,938	27,348
7	27,471	27,676	27,881	28,291
8	28,489	28,694	28,899	29,309
9	30,223	30,428	30,633	31,043
10	32,547	32,752	32,957	33,367
11	34,420	34,625	34,830	35,240
12	39,751	39,956	40,161	40,571
13	41,132	41,337	41,542	41,952
14	47,393	47,611	47,828	48,209

All employees on Steps 1 through 13 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 14) shall receive the salary as indicated on Step 12 effective July 1, 2017. (1.5% above the 2016-2017 Step 12)

SALARY GUIDE B-1

COMMUNITY OUTREACH SPECIALISTS

2015-2016

Step	NC	15	30	45	60	75
1	39,530	39,940	40,350	40,555	40,760	40,965
2	39,641	40,051	40,461	40,666	40,871	41,076
3	39,750	40,160	40,570	40,775	40,980	41,185
4	39,861	40,271	40,681	40,886	41,091	41,296
5	39,971	40,381	40,791	40,996	41,201	41,406
6	41,100	41,510	41,920	42,125	42,330	42,535
7	42,114	42,524	42,934	43,139	43,344	43,549
8	43,143	43,553	43,963	44,168	44,373	44,578
9	44,166	44,576	44,986	45,191	45,396	45,601
10	45,188	45,598	46,008	46,213	46,418	46,623
11	46,210	46,620	47,030	47,235	47,440	47,645
12	48,144	48,554	48,964	49,169	49,374	49,579
13	50,034	50,444	50,854	51,059	51,264	51,469
14	55,847	56,270	56,692	56,904	57,115	57,326

Step	90	105	120	Degree
1	41,170	41,375	41,580	41,990
2	41,281	41,486	41,691	42,101
3	41,390	41,595	41,800	42,210
4	41,501	41,706	41,911	42,321
5	41,611	41,816	42,021	42,431
6	42,740	42,945	43,150	43,560
7	43,754	43,959	44,164	44,574
8	44,783	44,988	45,193	45,603
9	45,806	46,011	46,216	46,626
10	46,828	47,033	47,238	47,648
11	47,850	48,055	48,260	48,670
12	49,784	49,989	50,194	50,604
13	51,674	51,879	52,084	52,494
14	57,537	57,758	57,960	58,382

All employees on Steps 1 through 13 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 14) shall receive the salary as indicated on Step 14. (1.5% above the 2014-2015 Step 14)

SALARY GUIDE B-2

COMMUNITY OUTREACH SPECIALISTS

2016-2017

Step	NC	15	30	45	60	75
1	39,530	39,940	40,350	40,555	40,760	40,965
2	39,641	40,051	40,461	40,666	40,871	41,076
3	39,750	40,160	40,570	40,775	40,980	41,185
4	39,861	40,271	40,681	40,886	41,091	41,296
5	39,971	40,381	40,791	40,996	41,201	41,406
6	41,100	41,510	41,920	42,125	42,330	42,535
7	42,114	42,524	42,934	43,139	43,344	43,549
8	43,143	43,553	43,963	44,168	44,373	44,578
9	44,166	44,576	44,986	45,191	45,396	45,601
10	45,188	45,598	46,008	46,213	46,418	46,623
11	46,210	46,620	47,030	47,235	47,440	47,645
12	48,144	48,554	48,964	49,169	49,374	49,579
13	50,034	50,444	50,854	51,059	51,264	51,469
14	56,685	57,114	57,542	57,758	57,972	58,186

Step	90	105	120	Degree
1	41,170	41,375	41,580	41,990
2	41,281	41,486	41,691	42,101
3	41,390	41,595	41,800	42,210
4	41,501	41,706	41,911	42,321
5	41,611	41,816	42,021	42,431
6	42,740	42,945	43,150	43,560
7	43,754	43,959	44,164	44,574
8	44,783	44,988	45,193	45,603
9	45,806	46,011	46,216	46,626
10	46,828	47,033	47,238	47,648
11	47,850	48,055	48,260	48,670
12	49,784	49,989	50,194	50,604
13	51,674	51,879	52,084	52,494
14	58,400	58,624	58,829	59,258

All employees on Steps 1 through 13 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 14) shall receive the salary as indicated on Step 14. (1.5% above the 2015-2016 Step 14)

SALARY GUIDE B-3
COMMUNITY OUTREACH SPECIALISTS
2017-2018

Step	NC	15	30	45	60	75
1	39,530	39,940	40,350	40,555	40,760	40,965
2	39,641	40,051	40,461	40,666	40,871	41,076
3	39,750	40,160	40,570	40,775	40,980	41,185
4	39,861	40,271	40,681	40,886	41,091	41,296
5	39,971	40,381	40,791	40,996	41,201	41,406
6	41,100	41,510	41,920	42,125	42,330	42,535
7	42,114	42,524	42,934	43,139	43,344	43,549
8	43,143	43,553	43,963	44,168	44,373	44,578
9	44,166	44,576	44,986	45,191	45,396	45,601
10	45,188	45,598	46,008	46,213	46,418	46,623
11	46,210	46,620	47,030	47,235	47,440	47,645
12	48,144	48,554	48,964	49,169	49,374	49,579
13	50,034	50,444	50,854	51,059	51,264	51,469
14	57,535	57,971	58,405	58,624	58,842	59,059

Step	90	105	120	Degree
1	41,170	41,375	41,580	41,990
2	41,281	41,486	41,691	42,101
3	41,390	41,595	41,800	42,210
4	41,501	41,706	41,911	42,321
5	41,611	41,816	42,021	42,431
6	42,740	42,945	43,150	43,560
7	43,754	43,959	44,164	44,574
8	44,783	44,988	45,193	45,603
9	45,806	46,011	46,216	46,626
10	46,828	47,033	47,238	47,648
11	47,850	48,055	48,260	48,670
12	49,784	49,989	50,194	50,604
13	51,674	51,879	52,084	52,494
14	59,276	59,503	59,711	60,147

All employees on Steps 1 through 13 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 14) shall receive the salary as indicated on Step 12 effective July 1, 2017. (1.5% above the 2016-2017 Step 12)

SALARY GUIDE C-1
COMMUNITY SCHOOL COORDINATORS

2015-2016

Step	NC	15	30	45	60
1	21,290	21,700	22,110	22,315	22,520
2	21,401	21,811	22,221	22,426	22,631
3	21,510	21,920	22,330	22,535	22,740
4	21,621	22,031	22,441	22,646	22,851
5	21,731	22,141	22,551	22,756	22,961
6	22,148	22,558	22,968	23,173	23,378
7	22,976	23,386	23,796	24,001	24,206
8	23,796	24,206	24,616	24,821	25,026
9	24,540	24,950	25,360	25,565	25,770
10	25,130	25,540	25,950	26,155	26,360
11	25,740	26,150	26,560	26,765	26,970
12	26,348	26,758	27,168	27,373	27,578
13	30,269	30,679	30,089	31,294	31,499
14	30,983	31,393	31,803	32,008	32,213
15	33,777	34,193	34,610	34,817	35,026

Step	75	90	105	120	Degree
1	22,725	22,930	23,135	23,340	23,750
2	22,836	23,041	23,246	23,451	23,861
3	22,945	23,150	23,355	23,560	23,970
4	23,056	23,261	23,466	23,671	24,081
5	23,166	23,371	23,576	23,781	24,191
6	23,583	23,788	23,993	24,198	23,608
7	24,411	24,616	24,821	25,026	25,436
8	25,231	25,436	25,641	25,846	26,256
9	25,975	26,180	26,385	26,590	27,000
10	26,565	26,770	26,975	27,180	27,590
11	27,175	27,380	27,585	27,790	28,200
12	27,783	27,988	27,193	28,398	28,808
13	31,704	31,909	31,114	32,319	32,729
14	32,418	32,623	32,828	33,033	33,443
15	35,324	35,442	35,650	35,858	36,274

All employees on Steps 1 through 14 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15. (\$5000 above the 2014-2015 Step 15)

SALARY GUIDE C-2

COMMUNITY SCHOOL COORDINATORS

2016-2017

Step	NC	15	30	45	60
1	21,290	21,700	22,110	22,315	22,520
2	21,401	21,811	22,221	22,426	22,631
3	21,510	21,920	22,330	22,535	22,740
4	21,621	22,031	22,441	22,646	22,851
5	21,731	22,141	22,551	22,756	22,961
6	22,148	22,558	22,968	23,173	23,378
7	22,976	23,386	23,796	24,001	24,206
8	23,796	24,206	24,616	24,821	25,026
9	24,540	24,950	25,360	25,565	25,770
10	25,130	25,540	25,950	26,155	26,360
11	25,740	26,150	26,560	26,765	26,970
12	26,348	26,758	27,168	27,373	27,578
13	30,269	30,679	30,089	31,294	31,499
14	30,983	31,393	31,803	32,008	32,213
15	33,777	34,193	34,610	34,817	35,026

Step	75	90	105	120	Degree
1	22,725	22,930	23,135	23,340	23,750
2	22,836	23,041	23,246	23,451	23,861
3	22,945	23,150	23,355	23,560	23,970
4	23,056	23,261	23,466	23,671	24,081
5	23,166	23,371	23,576	23,781	24,191
6	23,583	23,788	23,993	24,198	23,608
7	24,411	24,616	24,821	25,026	25,436
8	25,231	25,436	25,641	25,846	26,256
9	25,975	26,180	26,385	26,590	27,000
10	26,565	26,770	26,975	27,180	27,590
11	27,175	27,380	27,585	27,790	28,200
12	27,783	27,988	27,193	28,398	28,808
13	31,704	31,909	31,114	32,319	32,729
14	32,418	32,623	32,828	33,033	33,443
15	35,324	35,442	35,650	35,858	36,274

All employees on Steps 1 through 14 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15.

SALARY GUIDE C-3

COMMUNITY SCHOOL COORDINATORS

2017-2018

Step	NC	15	30	45	60
1	21,290	21,700	22,110	22,315	22,520
2	21,401	21,811	22,221	22,426	22,631
3	21,510	21,920	22,330	22,535	22,740
4	21,621	22,031	22,441	22,646	22,851
5	21,731	22,141	22,551	22,756	22,961
6	22,148	22,558	22,968	23,173	23,378
7	22,976	23,386	23,796	24,001	24,206
8	23,796	24,206	24,616	24,821	25,026
9	24,540	24,950	25,360	25,565	25,770
10	25,130	25,540	25,950	26,155	26,360
11	25,740	26,150	26,560	26,765	26,970
12	26,348	26,758	27,168	27,373	27,578
13	30,269	30,679	30,089	31,294	31,499
14	30,983	31,393	31,803	32,008	32,213
15	34,284	34,706	35,129	35,339	35,551

Step	75	90	105	120	Degree
1	22,725	22,930	23,135	23,340	23,750
2	22,836	23,041	23,246	23,451	23,861
3	22,945	23,150	23,355	23,560	23,970
4	23,056	23,261	23,466	23,671	24,081
5	23,166	23,371	23,576	23,781	24,191
6	23,583	23,788	23,993	24,198	23,608
7	24,411	24,616	24,821	25,026	25,436
8	25,231	25,436	25,641	25,846	26,256
9	25,975	26,180	26,385	26,590	27,000
10	26,565	26,770	26,975	27,180	27,590
11	27,175	27,380	27,585	27,790	28,200
12	27,783	27,988	27,193	28,398	28,808
13	31,704	31,909	31,114	32,319	32,729
14	32,418	32,623	32,828	33,033	33,443
15	35,854	35,974	36,185	36,396	36,818

All employees on Steps 1 through 14 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15 effective July 1, 2017.

SALARY GUIDE D-1
COMPUTER SPECIALISTS
2015-2016

Step	NC	15	30	45	60
1	28,427	28,837	29,247	29,452	29,657
2	28,537	28,947	29,357	29,562	29,767
3	28,647	29,057	29,467	29,672	29,877
4	28,757	29,167	29,577	29,782	29,987
5	28,868	29,278	29,688	29,893	30,098
6	29,559	29,969	30,379	30,584	30,789
7	30,247	30,657	31,067	31,272	31,477
8	30,873	31,283	31,693	31,898	32,103
9	31,562	31,972	32,382	32,587	32,792
10	32,251	32,661	33,071	33,276	33,481
11	32,942	33,352	33,762	33,967	34,172
12	33,632	34,042	34,452	34,657	34,862
13	37,707	38,129	38,552	38,763	38,974
Step	75	90	105	120	Degree
1	29,862	30,067	30,272	30,477	30,887
2	29,972	30,177	30,382	30,587	30,997
3	30,082	30,287	30,492	30,697	31,107
4	30,192	30,397	30,602	30,807	31,217
5	30,303	30,508	30,713	30,918	31,328
6	30,994	31,199	31,404	31,609	32,019
7	31,682	31,887	32,092	32,297	32,707
8	32,308	32,513	32,718	32,923	33,333
9	32,997	33,202	33,407	33,612	34,022
10	33,686	33,891	34,096	34,301	34,711
11	34,377	34,582	34,787	34,992	35,402
12	35,067	35,272	35,477	35,682	36,092
13	39,186	39,397	39,608	39,819	40,245

All employees on Steps 1 through 12 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 13) shall receive the salary as indicated on Step 13. (1.5% above the 2014-2015 Step 13)

SALARY GUIDE D-2
COMPUTER SPECIALISTS
2016-2017

Step	NC	15	30	45	60
1	28,427	28,837	29,247	29,452	29,657
2	28,537	28,947	29,357	29,562	29,767
3	28,647	29,057	29,467	29,672	29,877
4	28,757	29,167	29,577	29,782	29,987
5	28,868	29,278	29,688	29,893	30,098
6	29,559	29,969	30,379	30,584	30,789
7	30,247	30,657	31,067	31,272	31,477
8	30,873	31,283	31,693	31,898	32,103
9	31,562	31,972	32,382	32,587	32,792
10	32,251	32,661	33,071	33,276	33,481
11	32,942	33,352	33,762	33,967	34,172
12	33,632	34,042	34,452	34,657	34,862
13	38,273	38,701	38,552	39,130	38,559

Step	75	90	105	120	Degree
1	29,862	30,067	30,272	30,477	30,887
2	29,972	30,177	30,382	30,587	30,997
3	30,082	30,287	30,492	30,697	31,107
4	30,192	30,397	30,602	30,807	31,217
5	30,303	30,508	30,713	30,918	31,328
6	30,994	31,199	31,404	31,609	32,019
7	31,682	31,887	32,092	32,297	32,707
8	32,308	32,513	32,718	32,923	33,333
9	32,997	33,202	33,407	33,612	34,022
10	33,686	33,891	34,096	34,301	34,711
11	34,377	34,582	34,787	34,992	35,402
12	35,067	35,272	35,477	35,682	36,092
13	39,774	39,988	40,202	40,416	40,849

All employees on Steps 1 through 12 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 13) shall receive the salary as indicated on Step 13. (1.5% above the 2015-2016 Step 13)

SALARY GUIDE D-3
COMPUTER SPECIALISTS

2017-2018

Step	NC	15	30	45	60
1	28,427	28,837	29,247	29,452	29,657
2	28,537	28,947	29,357	29,562	29,767
3	28,647	29,057	29,467	29,672	29,877
4	28,757	29,167	29,577	29,782	29,987
5	28,868	29,278	29,688	29,893	30,098
6	29,559	29,969	30,379	30,584	30,789
7	30,247	30,657	31,067	31,272	31,477
8	30,873	31,283	31,693	31,898	32,103
9	31,562	31,972	32,382	32,587	32,792
10	32,251	32,661	33,071	33,276	33,481
11	32,942	33,352	33,762	33,967	34,172
12	33,632	34,042	34,452	34,657	34,862
13	38,847	39,282	39,130	39,717	39,137

Step	75	90	105	120	Degree
1	29,862	30,067	30,272	30,477	30,887
2	29,972	30,177	30,382	30,587	30,997
3	30,082	30,287	30,492	30,697	31,107
4	30,192	30,397	30,602	30,807	31,217
5	30,303	30,508	30,713	30,918	31,328
6	30,994	31,199	31,404	31,609	32,019
7	31,682	31,887	32,092	32,297	32,707
8	32,308	32,513	32,718	32,923	33,333
9	32,997	33,202	33,407	33,612	34,022
10	33,686	33,891	34,096	34,301	34,711
11	34,377	34,582	34,787	34,992	35,402
12	35,067	35,272	35,477	35,682	36,092
13	40,371	40,588	40,805	41,022	41,462

All employees on Steps 1 through 12 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 13) shall receive the salary as indicated on Step 13 effective July 1, 2017.

SALARY GUIDE E-I
COMPUTER TECHNICIAN
2015-2016

Step	NC	15	30	45	60
1	44,491	44,901	45,311	45,516	45,721
2	44,601	45,011	45,421	45,626	45,831
3	44,711	45,121	45,531	45,736	45,941
4	44,821	45,231	45,641	45,846	46,051
5	44,931	45,341	45,751	45,956	46,161
6	46,068	46,478	46,888	47,093	47,298
7	47,204	47,614	48,024	48,229	48,434
8	48,341	48,751	49,161	49,366	49,571
9	49,477	49,887	50,297	50,502	50,707
10	55,488	55,910	56,333	56,544	56,755

Step	75	90	105	120	Degree
1	45,926	46,131	46,336	46,541	46,951
2	46,036	46,241	46,446	46,651	47,061
3	46,146	46,351	46,556	46,761	47,171
4	46,256	46,461	46,666	46,871	47,281
5	46,366	46,571	46,776	46,981	47,391
6	47,503	47,708	47,913	48,118	48,528
7	48,639	48,844	49,049	49,254	49,664
8	49,776	49,981	50,186	50,391	50,801
9	50,912	51,117	51,322	51,527	51,937
10	56,966	57,178	57,389	57,600	58,022

All employees on Steps 1 through 9 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 10) shall receive the salary as indicated on Step 10. (1.5% above the 2014-2015 Step 10)

SALARY GUIDE E-2
COMPUTER TECHNICIAN
2016-2017

Step	NC	15	30	45	60
1	44,491	44,901	45,311	45,516	45,721
2	44,601	45,011	45,421	45,626	45,831
3	44,711	45,121	45,531	45,736	45,941
4	44,821	45,231	45,641	45,846	46,051
5	44,931	45,341	45,751	45,956	46,161
6	46,068	46,478	46,888	47,093	47,298
7	47,204	47,614	48,024	48,229	48,434
8	48,341	48,751	49,161	49,366	49,571
9	49,477	49,887	50,297	50,502	50,707
10	56,320	56,749	57,178	57,392	57,606

Step	75	90	105	120	Degree
1	45,926	46,131	46,336	46,541	46,951
2	46,036	46,241	46,446	46,651	47,061
3	46,146	46,351	46,556	46,761	47,171
4	46,256	46,461	46,666	46,871	47,281
5	46,366	46,571	46,776	46,981	47,391
6	47,503	47,708	47,913	48,118	48,528
7	48,639	48,844	49,049	49,254	49,664
8	49,776	49,981	50,186	50,391	50,801
9	50,912	51,117	51,322	51,527	51,937
10	57,820	58,036	58,250	58,464	58,889

All employees on Steps 1 through 9 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 10) shall receive the salary as indicated on Step 10. (1.5% above the 2015-2016 Step 10)

SALARY GUIDE E-3
COMPUTER TECHNICIAN
2017-2018

Step	NC	15	30	45	60
1	44,491	44,901	45,311	45,516	45,721
2	44,601	45,011	45,421	45,626	45,831
3	44,711	45,121	45,531	45,736	45,941
4	44,821	45,231	45,641	45,846	46,051
5	44,931	45,341	45,751	45,956	46,161
6	46,068	46,478	46,888	47,093	47,298
7	47,204	47,614	48,024	48,229	48,434
8	48,341	48,751	49,161	49,366	49,571
9	49,477	49,887	50,297	50,502	50,707
10	57,165	57,600	58,036	58,253	58,470
Step	75	90	105	120	Degree
1	45,926	46,131	46,336	46,541	46,951
2	46,036	46,241	46,446	46,651	47,061
3	46,146	46,351	46,556	46,761	47,171
4	46,256	46,461	46,666	46,871	47,281
5	46,366	46,571	46,776	46,981	47,391
6	47,503	47,708	47,913	48,118	48,528
7	48,639	48,844	49,049	49,254	49,664
8	49,776	49,981	50,186	50,391	50,801
9	50,912	51,117	51,322	51,527	51,937
10	58,687	58,910	59,124	59,341	59,772

All employees on Steps 1 through 9 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 10) shall receive the salary as indicated on Step 10 effective July 1, 2017.

SALARY GUIDE F-1
DISTRICT PARENT COORDINATORS
2015-2016

Step	NC	15	30	45	60
1	31,732	32,142	32,552	32,757	32,962
2	31,864	32,274	32,684	32,889	33,094
3	31,996	32,406	32,816	33,021	33,226
4	32,128	32,538	32,948	33,153	33,358
5	32,261	32,671	33,081	33,286	33,491
6	33,760	34,170	34,580	34,785	34,990
7	35,261	35,671	36,081	36,286	36,491
8	36,761	37,171	37,581	37,786	37,991
9	38,261	38,671	39,081	39,286	39,491
10	39,762	40,172	40,582	40,787	40,992
11	41,262	41,672	42,082	42,287	42,492
12	42,763	43,173	43,583	43,788	43,993
13	48,556	48,978	49,400	49,611	49,822

Step	75	90	105	120	Degree
1	33,167	33,372	33,577	33,782	34,192
2	33,299	33,504	33,709	33,914	34,324
3	33,431	33,636	33,841	34,046	34,456
4	33,563	33,768	33,973	34,178	34,588
5	33,696	33,901	34,106	34,311	34,721
6	35,195	35,400	35,605	35,810	36,220
7	36,696	36,901	37,106	37,311	37,721
8	38,196	38,401	38,606	38,811	39,221
9	39,696	39,901	40,106	40,311	40,721
10	41,197	41,402	41,607	41,812	42,222
11	42,697	42,902	43,107	43,312	43,722
12	44,198	44,403	44,608	44,813	45,223
13	50,033	50,246	50,457	50,742	51,090

All employees on Steps 1 through 12 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 13) shall receive the salary as indicated on Step 13. (1.5% above the 2014-2015 Step 13)

SALARY GUIDE F-2
DISTRICT PARENT COORDINATORS
2016-2017

Step	NC	15	30	45	60
1	31,732	32,142	32,552	32,757	32,962
2	31,864	32,274	32,684	32,889	33,094
3	31,996	32,406	32,816	33,021	33,226
4	32,128	32,538	32,948	33,153	33,358
5	32,261	32,671	33,081	33,286	33,491
6	33,760	34,170	34,580	34,785	34,990
7	35,261	35,671	36,081	36,286	36,491
8	36,761	37,171	37,581	37,786	37,991
9	38,261	38,671	39,081	39,286	39,491
10	39,762	40,172	40,582	40,787	40,992
11	41,262	41,672	42,082	42,287	42,492
12	42,763	43,173	43,583	43,788	43,993
13	49,284	49,713	50,141	50,355	50,569

Step	75	90	105	120	Degree
1	33,167	33,372	33,577	33,782	34,192
2	33,299	33,504	33,709	33,914	34,324
3	33,431	33,636	33,841	34,046	34,456
4	33,563	33,768	33,973	34,178	34,588
5	33,696	33,901	34,106	34,311	34,721
6	35,195	35,400	35,605	35,810	36,220
7	36,696	36,901	37,106	37,311	37,721
8	38,196	38,401	38,606	38,811	39,221
9	39,696	39,901	40,106	40,311	40,721
10	41,197	41,402	41,607	41,812	42,222
11	42,697	42,902	43,107	43,312	43,722
12	44,198	44,403	44,608	44,813	45,223
13	50,783	51,000	51,214	51,503	51,856

All employees on Steps 1 through 12 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 13) shall receive the salary as indicated on Step 13. (1.5% above the 2015-2016 Step 13)

SALARY GUIDE F-3
DISTRICT PARENT COORDINATORS
2017-2018

Step	NC	15	30	45	60
1	31,732	32,142	32,552	32,757	32,962
2	31,864	32,274	32,684	32,889	33,094
3	31,996	32,406	32,816	33,021	33,226
4	32,128	32,538	32,948	33,153	33,358
5	32,261	32,671	33,081	33,286	33,491
6	33,760	34,170	34,580	34,785	34,990
7	35,261	35,671	36,081	36,286	36,491
8	36,761	37,171	37,581	37,786	37,991
9	38,261	38,671	39,081	39,286	39,491
10	39,762	40,172	40,582	40,787	40,992
11	41,262	41,672	42,082	42,287	42,492
12	42,763	43,173	43,583	43,788	43,993
13	50,023	50,459	50,893	51,110	51,328

Step	75	90	105	120	Degree
1	33,167	33,372	33,577	33,782	34,192
2	33,299	33,504	33,709	33,914	34,324
3	33,431	33,636	33,841	34,046	34,456
4	33,563	33,768	33,973	34,178	34,588
5	33,696	33,901	34,106	34,311	34,721
6	35,195	35,400	35,605	35,810	36,220
7	36,696	36,901	37,106	37,311	37,721
8	38,196	38,401	38,606	38,811	39,221
9	39,696	39,901	40,106	40,311	40,721
10	41,197	41,402	41,607	41,812	42,222
11	42,697	42,902	43,107	43,312	43,722
12	44,198	44,403	44,608	44,813	45,223
13	51,545	51,765	51,982	52,276	52,634

All employees on Steps 1 through 12 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 13) shall receive the salary as indicated on Step 13 effective July 1, 2017.

SALARY GUIDE G-1

PARA-PROFESSIONALS "A" / PARA-PROFESSIONALS "B"

2015-2016

Step	NC	15	30	45	60
1	16,662	17,072	17,482	17,687	17,892
2	16,772	17,182	17,592	17,797	18,002
3	16,881	17,291	17,701	17,906	18,111
4	16,992	17,402	17,812	18,017	18,222
5	17,102	17,512	17,922	18,127	18,332
6	17,521	17,931	18,341	18,546	18,751
7	17,996	18,406	18,816	19,021	19,226
8	18,764	19,174	19,584	19,789	19,994
9	19,447	19,857	20,267	20,472	20,677
10	20,030	20,440	20,850	21,055	21,260
11	20,648	21,058	21,468	21,673	21,878
12	21,435	21,845	22,255	22,460	22,665
13	25,095	25,505	25,915	26,120	26,325
14	25,823	26,233	26,643	26,848	27,053
15	29,234	29,956	30,079	30,290	30,501

Step	75	90	105	120	Degree
1	18,097	18,302	18,507	18,712	19,122
2	18,207	18,412	18,617	18,822	19,232
3	18,316	18,521	18,726	18,931	19,341
4	18,427	18,632	18,837	19,042	19,452
5	18,537	18,742	18,947	19,152	19,562
6	18,956	19,161	19,366	19,571	19,981
7	19,431	19,636	19,841	20,046	20,456
8	20,199	20,404	20,609	20,814	21,224
9	20,882	21,087	21,292	21,497	21,907
10	21,465	21,670	21,875	22,080	22,490
11	22,083	22,288	22,493	22,698	23,108
12	22,870	23,075	23,280	23,485	23,895
13	26,530	26,735	26,940	27,145	27,555
14	27,258	27,463	27,668	27,873	28,283
15	30,712	30,923	31,134	31,345	31,767

All employees on Steps 1 through 14 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15. (1.5% above the 2014-2015 Step 15)

SALARY GUIDE G-2

PARA-PROFESSIONALS "A" / PARA-PROFESSIONALS "B"

2016-2017

Step	NC	15	30	45	60
1	16,662	17,072	17,482	17,687	17,892
2	16,772	17,182	17,592	17,797	18,002
3	16,881	17,291	17,701	17,906	18,111
4	16,992	17,402	17,812	18,017	18,222
5	17,102	17,512	17,922	18,127	18,332
6	17,521	17,931	18,341	18,546	18,751
7	17,996	18,406	18,816	19,021	19,226
8	18,764	19,174	19,584	19,789	19,994
9	19,447	19,857	20,267	20,472	20,677
10	20,030	20,440	20,850	21,055	21,260
11	20,648	21,058	21,468	21,673	21,878
12	21,435	21,845	22,255	22,460	22,665
13	25,095	25,505	25,915	26,120	26,325
14	25,823	26,233	26,643	26,848	27,053
15	29,673	30,405	30,530	30,744	30,959

Step	75	90	105	120	Degree
1	18,097	18,302	18,507	18,712	19,122
2	18,207	18,412	18,617	18,822	19,232
3	18,316	18,521	18,726	18,931	19,341
4	18,427	18,632	18,837	19,042	19,452
5	18,537	18,742	18,947	19,152	19,562
6	18,956	19,161	19,366	19,571	19,981
7	19,431	19,636	19,841	20,046	20,456
8	20,199	20,404	20,609	20,814	21,224
9	20,882	21,087	21,292	21,497	21,907
10	21,465	21,670	21,875	22,080	22,490
11	22,083	22,288	22,493	22,698	23,108
12	22,870	23,075	23,280	23,485	23,895
13	26,530	26,735	26,940	27,145	27,555
14	27,258	27,463	27,668	27,873	28,283
15	31,173	31,387	31,601	31,815	32,244

All employees on Steps 1 through 14 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15. (1.5% above the 2015-2016 Step 15)

SALARY GUIDE G-3

PARA-PROFESSIONALS "A" / PARA-PROFESSIONALS "B"

2017-2018

Step	NC	15	30	45	60
1	16,662	17,072	17,482	17,687	17,892
2	16,772	17,182	17,592	17,797	18,002
3	16,881	17,291	17,701	17,906	18,111
4	16,992	17,402	17,812	18,017	18,222
5	17,102	17,512	17,922	18,127	18,332
6	17,521	17,931	18,341	18,546	18,751
7	17,996	18,406	18,816	19,021	19,226
8	18,764	19,174	19,584	19,789	19,994
9	19,447	19,857	20,267	20,472	20,677
10	20,030	20,440	20,850	21,055	21,260
11	20,648	21,058	21,468	21,673	21,878
12	21,435	21,845	22,255	22,460	22,665
13	25,095	25,505	25,915	26,120	26,325
14	25,823	26,233	26,643	26,848	27,053
15	30,118	30,861	30,988	31,205	31,423

Step	75	90	105	120	Degree
1	18,097	18,302	18,507	18,712	19,122
2	18,207	18,412	18,617	18,822	19,232
3	18,316	18,521	18,726	18,931	19,341
4	18,427	18,632	18,837	19,042	19,452
5	18,537	18,742	18,947	19,152	19,562
6	18,956	19,161	19,366	19,571	19,981
7	19,431	19,636	19,841	20,046	20,456
8	20,199	20,404	20,609	20,814	21,224
9	20,882	21,087	21,292	21,497	21,907
10	21,465	21,670	21,875	22,080	22,490
11	22,083	22,288	22,493	22,698	23,108
12	22,870	23,075	23,280	23,485	23,895
13	26,530	26,735	26,940	27,145	27,555
14	27,258	27,463	27,668	27,873	28,283
15	31,641	31,858	32,075	32,292	32,728

All employees on Steps 1 through 14 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15 effective July 1, 2017.

SALARY GUIDE H-1

MEDIA PERSONNEL

2015-2016

Step	NC	15	30	45	60
1	27,046	27,456	27,866	28,071	28,276
2	27,554	27,964	28,374	28,579	28,784
3	27,663	28,073	28,483	28,688	28,893
4	27,774	28,184	28,594	28,799	29,004
5	27,884	28,294	28,704	28,909	29,114
6	28,824	29,234	29,644	29,849	30,054
7	29,820	30,230	30,640	30,845	31,050
8	30,767	31,177	31,587	31,792	31,997
9	31,778	32,188	32,598	32,803	33,008
10	32,845	33,255	33,665	33,870	34,075
11	33,829	34,239	34,649	34,854	35,059
12	34,778	35,188	35,598	35,803	36,008
13	37,885	38,295	38,705	38,910	39,115
14	39,256	39,666	40,076	40,281	40,486
15	44,083	44,506	44,928	45,139	45,350

Step	75	90	105	120	Degree
1	28,481	28,686	28,891	29,096	29,506
2	28,989	29,194	29,399	29,604	30,014
3	29,098	29,303	29,508	29,713	30,123
4	29,209	29,414	29,619	29,824	30,234
5	29,319	29,524	29,729	29,934	30,344
6	30,259	30,464	30,669	30,874	31,284
7	31,255	31,460	31,665	31,870	32,280
8	32,202	32,407	32,612	32,817	33,227
9	33,213	33,418	33,623	33,828	34,238
10	34,280	34,485	34,690	34,895	35,305
11	35,264	35,469	35,674	35,879	36,289
12	36,213	36,418	36,623	36,828	37,238
13	39,320	39,525	39,730	39,935	40,345
14	40,691	40,896	41,101	41,306	41,716
15	45,561	45,772	45,985	46,196	46,618

All employees on Steps 1 through 14 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15. (1.5% above the 2014-2015 Step 15)

SALARY GUIDE II-2

MEDIA PERSONNEL

2016-2017

Step	NC	15	30	45	60
1	27,046	27,456	27,866	28,071	28,276
2	27,554	27,964	28,374	28,579	28,784
3	27,663	28,073	28,483	28,688	28,893
4	27,774	28,184	28,594	28,799	29,004
5	27,884	28,294	28,704	28,909	29,114
6	28,824	29,234	29,644	29,849	30,054
7	29,820	30,230	30,640	30,845	31,050
8	30,767	31,177	31,587	31,792	31,997
9	31,778	32,188	32,598	32,803	33,008
10	32,845	33,255	33,665	33,870	34,075
11	33,829	34,239	34,649	34,854	35,059
12	34,778	35,188	35,598	35,803	36,008
13	37,885	38,295	38,705	38,910	39,115
14	39,256	39,666	40,076	40,281	40,486
15	44,744	45,174	45,602	45,816	46,030

Step	75	90	105	120	Degree
1	28,481	28,686	28,891	29,096	29,506
2	28,989	29,194	29,399	29,604	30,014
3	29,098	29,303	29,508	29,713	30,123
4	29,209	29,414	29,619	29,824	30,234
5	29,319	29,524	29,729	29,934	30,344
6	30,259	30,464	30,669	30,874	31,284
7	31,255	31,460	31,665	31,870	32,280
8	32,202	32,407	32,612	32,817	33,227
9	33,213	33,418	33,623	33,828	34,238
10	34,280	34,485	34,690	34,895	35,305
11	35,264	35,469	35,674	35,879	36,289
12	36,213	36,418	36,623	36,828	37,238
13	39,320	39,525	39,730	39,935	40,345
14	40,691	40,896	41,101	41,306	41,716
15	46,244	46,459	46,675	46,889	47,317

All employees on Steps 1 through 14 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15. (1.5% above the 2015-2016 Step 15)

SALARY GUIDE H-3

MEDIA PERSONNEL

2017-2018

Step	NC	15	30	45	60
1	27,046	27,456	27,866	28,071	28,276
2	27,554	27,964	28,374	28,579	28,784
3	27,663	28,073	28,483	28,688	28,893
4	27,774	28,184	28,594	28,799	29,004
5	27,884	28,294	28,704	28,909	29,114
6	28,824	29,234	29,644	29,849	30,054
7	29,820	30,230	30,640	30,845	31,050
8	30,767	31,177	31,587	31,792	31,997
9	31,778	32,188	32,598	32,803	33,008
10	32,845	33,255	33,665	33,870	34,075
11	33,829	34,239	34,649	34,854	35,059
12	34,778	35,188	35,598	35,803	36,008
13	37,885	38,295	38,705	38,910	39,115
14	39,256	39,666	40,076	40,281	40,486
15	45,415	45,852	46,286	46,503	46,720

Step	75	90	105	120	Degree
1	28,481	28,686	28,891	29,096	29,506
2	28,989	29,194	29,399	29,604	30,014
3	29,098	29,303	29,508	29,713	30,123
4	29,209	29,414	29,619	29,824	30,234
5	29,319	29,524	29,729	29,934	30,344
6	30,259	30,464	30,669	30,874	31,284
7	31,255	31,460	31,665	31,870	32,280
8	32,202	32,407	32,612	32,817	33,227
9	33,213	33,418	33,623	33,828	34,238
10	34,280	34,485	34,690	34,895	35,305
11	35,264	35,469	35,674	35,879	36,289
12	36,213	36,418	36,623	36,828	37,238
13	39,320	39,525	39,730	39,935	40,345
14	40,691	40,896	41,101	41,306	41,716
15	46,938	47,156	47,375	47,592	48,027

All employees on Steps 1 through 14 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15 effective July 1, 2017.

SALARY GUIDE I-1
10 MONTH VAN DRIVERS
2015-2016

Step	NC	15	30	45	60
1	22,023	22,433	22,843	23,048	23,253
2	22,133	22,543	22,953	23,158	23,363
3	22,243	22,653	23,063	23,268	23,473
4	22,353	22,763	23,173	23,378	23,583
5	22,464	22,874	23,284	23,489	23,694
6	23,438	23,848	24,258	24,463	24,668
7	24,408	24,818	25,228	25,433	25,638
8	25,378	25,788	26,198	26,403	26,608
9	26,574	26,984	27,394	27,599	27,804
10	27,733	28,143	28,553	28,758	28,963
11	28,717	29,127	29,537	29,742	29,947
12	29,650	30,060	30,470	30,675	30,880
13	30,637	31,047	31,457	31,662	31,867
14	33,674	34,084	34,494	34,699	34,904
15	34,832	35,242	35,652	35,857	36,062
16	39,134	39,557	39,979	40,190	40,401

Step	75	90	105	120	Degree
1	23,458	23,663	23,868	24,073	24,483
2	23,568	23,773	23,978	24,183	24,593
3	23,678	23,883	24,088	24,293	24,703
4	23,788	23,993	24,198	24,403	24,813
5	23,899	24,104	24,309	24,514	24,924
6	24,873	25,078	25,283	25,488	25,898
7	25,843	26,048	26,253	26,458	26,868
8	26,813	27,018	27,223	27,428	27,838
9	28,009	28,214	28,419	28,624	29,034
10	29,168	29,373	29,578	29,783	30,193
11	30,152	30,357	30,562	30,767	31,177
12	31,085	31,290	31,495	31,700	32,110
13	32,072	32,277	32,482	32,687	33,097
14	35,109	35,314	35,519	35,724	36,134
15	36,267	36,472	36,677	36,882	37,292
16	40,612	40,823	41,034	41,247	41,669

All employees on Steps 1 through 15 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2014-2015 Step 16)

SALARY GUIDE I-2
10 MONTH VAN DRIVERS
2016-2017

Step	NC	15	30	45	60
1	22,023	22,433	22,843	23,048	23,253
2	22,133	22,543	22,953	23,158	23,363
3	22,243	22,653	23,063	23,268	23,473
4	22,353	22,763	23,173	23,378	23,583
5	22,464	22,874	23,284	23,489	23,694
6	23,438	23,848	24,258	24,463	24,668
7	24,408	24,818	25,228	25,433	25,638
8	25,378	25,788	26,198	26,403	26,608
9	26,574	26,984	27,394	27,599	27,804
10	27,733	28,143	28,553	28,758	28,963
11	28,717	29,127	29,537	29,742	29,947
12	29,650	30,060	30,470	30,675	30,880
13	30,637	31,047	31,457	31,662	31,867
14	33,674	34,084	34,494	34,699	34,904
15	34,832	35,242	35,652	35,857	36,062
16	39,721	40,150	40,579	40,793	41,007

Step	75	90	105	120	Degree
1	23,458	23,663	23,868	24,073	24,483
2	23,568	23,773	23,978	24,183	24,593
3	23,678	23,883	24,088	24,293	24,703
4	23,788	23,993	24,198	24,403	24,813
5	23,899	24,104	24,309	24,514	24,924
6	24,873	25,078	25,283	25,488	25,898
7	25,843	26,048	26,253	26,458	26,868
8	26,813	27,018	27,223	27,428	27,838
9	28,009	28,214	28,419	28,624	29,034
10	29,168	29,373	29,578	29,783	30,193
11	30,152	30,357	30,562	30,767	31,177
12	31,085	31,290	31,495	31,700	32,110
13	32,072	32,277	32,482	32,687	33,097
14	35,109	35,314	35,519	35,724	36,134
15	36,267	36,472	36,677	36,882	37,292
16	41,221	41,435	41,650	41,866	42,294

All employees on Steps 1 through 15 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2015-2016 Step 16)

SALARY GUIDE I-3
10 MONTH VAN DRIVERS
2017-2018

Step	NC	15	30	45	60
1	22,023	22,433	22,843	23,048	23,253
2	22,133	22,543	22,953	23,158	23,363
3	22,243	22,653	23,063	23,268	23,473
4	22,353	22,763	23,173	23,378	23,583
5	22,464	22,874	23,284	23,489	23,694
6	23,438	23,848	24,258	24,463	24,668
7	24,408	24,818	25,228	25,433	25,638
8	25,378	25,788	26,198	26,403	26,608
9	26,574	26,984	27,394	27,599	27,804
10	27,733	28,143	28,553	28,758	28,963
11	28,717	29,127	29,537	29,742	29,947
12	29,650	30,060	30,470	30,675	30,880
13	30,637	31,047	31,457	31,662	31,867
14	33,674	34,084	34,494	34,699	34,904
15	34,832	35,242	35,652	35,857	36,062
16	40,317	40,752	41,188	41,405	41,622

Step	75	90	105	120	Degree
1	23,458	23,663	23,868	24,073	24,483
2	23,568	23,773	23,978	24,183	24,593
3	23,678	23,883	24,088	24,293	24,703
4	23,788	23,993	24,198	24,403	24,813
5	23,899	24,104	24,309	24,514	24,924
6	24,873	25,078	25,283	25,488	25,898
7	25,843	26,048	26,253	26,458	26,868
8	26,813	27,018	27,223	27,428	27,838
9	28,009	28,214	28,419	28,624	29,034
10	29,168	29,373	29,578	29,783	30,193
11	30,152	30,357	30,562	30,767	31,177
12	31,085	31,290	31,495	31,700	32,110
13	32,072	32,277	32,482	32,687	33,097
14	35,109	35,314	35,519	35,724	36,134
15	36,267	36,472	36,677	36,882	37,292
16	41,839	42,057	42,275	42,494	42,928

All employees on Steps 1 through 15 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16 effective July 1, 2017.

SALARY GUIDE I-4
12 MONTH VAN DRIVERS
2015-2016

Step	NC	15	30	45	60
1	24,663	25,073	25,483	25,688	25,893
2	24,773	25,183	25,593	25,798	26,003
3	24,884	25,294	25,704	25,909	26,114
4	24,993	25,403	25,813	26,018	26,223
5	25,104	25,514	25,924	26,129	26,334
6	26,080	26,490	26,900	27,105	27,310
7	27,052	27,462	27,872	28,077	28,282
8	28,020	28,430	28,840	29,045	29,250
9	29,242	29,652	30,062	30,267	30,472
10	30,420	30,830	31,240	31,445	31,650
11	31,406	31,816	32,226	32,431	32,636
12	32,637	33,047	33,457	33,662	33,867
13	33,948	34,358	34,768	34,973	35,178
14	37,581	37,991	38,401	38,606	38,811
15	38,937	39,347	39,757	39,962	40,167
16	43,762	44,148	44,571	44,782	44,993

Step	75	90	105	120	Degree
1	26,098	26,303	26,508	26,713	27,123
2	26,208	26,413	26,618	26,823	27,233
3	26,319	26,524	26,729	26,934	27,344
4	26,428	26,633	26,838	27,043	27,453
5	26,539	26,744	26,949	27,154	27,564
6	27,515	27,720	27,925	28,130	28,540
7	28,487	28,692	28,897	29,102	29,512
8	29,455	29,660	29,865	30,070	30,480
9	30,677	30,882	31,087	31,292	31,702
10	31,855	32,060	32,265	32,470	32,880
11	32,841	33,046	33,251	33,456	33,866
12	34,072	34,277	34,482	34,687	35,097
13	35,383	35,588	35,793	35,998	36,408
14	39,016	39,221	39,426	39,631	40,041
15	40,372	40,577	40,782	40,987	41,397
16	45,204	45,415	45,626	45,837	46,261

All employees on Steps 1 through 15 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2014-2015 Step 16)

SALARY GUIDE I-5
12 MONTH VAN DRIVERS
2016-2017

Step	NC	15	30	45	60
1	24,663	25,073	25,483	25,688	25,893
2	24,773	25,183	25,593	25,798	26,003
3	24,884	25,294	25,704	25,909	26,114
4	24,993	25,403	25,813	26,018	26,223
5	25,104	25,514	25,924	26,129	26,334
6	26,080	26,490	26,900	27,105	27,310
7	27,052	27,462	27,872	28,077	28,282
8	28,020	28,430	28,840	29,045	29,250
9	29,242	29,652	30,062	30,267	30,472
10	30,420	30,830	31,240	31,445	31,650
11	31,406	31,816	32,226	32,431	32,636
12	32,637	33,047	33,457	33,662	33,867
13	33,948	34,358	34,768	34,973	35,178
14	37,581	37,991	38,401	38,606	38,811
15	38,937	39,347	39,757	39,962	40,167
16	44,418	44,810	45,240	45,454	45,668

Step	75	90	105	120	Degree
1	26,098	26,303	26,508	26,713	27,123
2	26,208	26,413	26,618	26,823	27,233
3	26,319	26,524	26,729	26,934	27,344
4	26,428	26,633	26,838	27,043	27,453
5	26,539	26,744	26,949	27,154	27,564
6	27,515	27,720	27,925	28,130	28,540
7	28,487	28,692	28,897	29,102	29,512
8	29,455	29,660	29,865	30,070	30,480
9	30,677	30,882	31,087	31,292	31,702
10	31,855	32,060	32,265	32,470	32,880
11	32,841	33,046	33,251	33,456	33,866
12	34,072	34,277	34,482	34,687	35,097
13	35,383	35,588	35,793	35,998	36,408
14	39,016	39,221	39,426	39,631	40,041
15	40,372	40,577	40,782	40,987	41,397
16	45,882	46,096	46,310	46,525	46,955

All employees on Steps 1 through 15 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2015-2016 Step 16)

SALARY GUIDE I-6
12 MONTH VAN DRIVERS
2017-2018

Step	NC	15	30	45	60
1	24,663	25,073	25,483	25,688	25,893
2	24,773	25,183	25,593	25,798	26,003
3	24,884	25,294	25,704	25,909	26,114
4	24,993	25,403	25,813	26,018	26,223
5	25,104	25,514	25,924	26,129	26,334
6	26,080	26,490	26,900	27,105	27,310
7	27,052	27,462	27,872	28,077	28,282
8	28,020	28,430	28,840	29,045	29,250
9	29,242	29,652	30,062	30,267	30,472
10	30,420	30,830	31,240	31,445	31,650
11	31,406	31,816	32,226	32,431	32,636
12	32,637	33,047	33,457	33,662	33,867
13	33,948	34,358	34,768	34,973	35,178
14	37,581	37,991	38,401	38,606	38,811
15	38,937	39,347	39,757	39,962	40,167
16	45,084	45,482	45,919	46,136	46,353

Step	75	90	105	120	Degree
1	26,098	26,303	26,508	26,713	27,123
2	26,208	26,413	26,618	26,823	27,233
3	26,319	26,524	26,729	26,934	27,344
4	26,428	26,633	26,838	27,043	27,453
5	26,539	26,744	26,949	27,154	27,564
6	27,515	27,720	27,925	28,130	28,540
7	28,487	28,692	28,897	29,102	29,512
8	29,455	29,660	29,865	30,070	30,480
9	30,677	30,882	31,087	31,292	31,702
10	31,855	32,060	32,265	32,470	32,880
11	32,841	33,046	33,251	33,456	33,866
12	34,072	34,277	34,482	34,687	35,097
13	35,383	35,588	35,793	35,998	36,408
14	39,016	39,221	39,426	39,631	40,041
15	40,372	40,577	40,782	40,987	41,397
16	46,570	46,784	47,005	47,223	47,659

All employees on Steps 1 through 15 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16 effective July 1, 2017.

SALARY GUIDE J-1
SCHOOL SECURITY OFFICER
2015-2016

Step	NC	15	30	45	60
1	23,129	23,539	23,949	24,154	24,359
2	23,239	23,649	24,059	24,264	24,469
3	23,349	23,759	24,169	24,374	24,579
4	23,459	23,869	24,279	24,484	24,689
5	23,570	23,980	24,390	24,595	24,800
6	24,317	24,727	25,137	25,342	25,547
7	25,121	25,531	25,941	26,146	26,351
8	25,926	26,336	26,746	26,951	27,156
9	26,681	27,091	27,501	27,706	27,911
10	27,438	27,848	28,258	28,463	28,668
11	28,946	29,356	29,766	29,971	30,176
12	31,226	31,636	32,046	32,251	32,456
13	34,053	34,463	34,873	35,078	35,283
14	35,231	35,641	36,051	36,256	36,461
15	39,556	39,978	40,400	40,611	40,822
Step	75	90	105	120	Degree
1	24,564	24,769	24,974	25,179	25,589
2	24,674	24,879	25,084	25,289	25,699
3	24,784	24,989	25,194	25,399	25,809
4	24,894	25,099	25,304	25,509	25,919
5	25,005	25,210	25,415	25,620	26,030
6	25,752	25,957	26,162	26,367	26,777
7	26,556	26,761	26,966	27,171	27,581
8	27,361	27,566	27,771	27,976	28,386
9	28,116	28,321	28,526	28,731	29,141
10	28,873	29,078	29,283	29,488	29,898
11	30,381	30,586	30,791	30,996	31,406
12	32,661	32,866	33,071	33,276	33,686
13	35,488	35,693	35,898	36,103	36,513
14	36,666	36,871	37,076	37,281	37,691
15	41,033	41,246	41,457	41,668	42,120

All employees on Steps 1 through 14 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15. (1.5% above the 2014-2015 Step 15)

SALARY GUIDE J-2
SCHOOL SECURITY OFFICER
2016-2017

Step	NC	15	30	45	60
1	23,129	23,539	23,949	24,154	24,359
2	23,239	23,649	24,059	24,264	24,469
3	23,349	23,759	24,169	24,374	24,579
4	23,459	23,869	24,279	24,484	24,689
5	23,570	23,980	24,390	24,595	24,800
6	24,317	24,727	25,137	25,342	25,547
7	25,121	25,531	25,941	26,146	26,351
8	25,926	26,336	26,746	26,951	27,156
9	26,681	27,091	27,501	27,706	27,911
10	27,438	27,848	28,258	28,463	28,668
11	28,946	29,356	29,766	29,971	30,176
12	31,226	31,636	32,046	32,251	32,456
13	34,053	34,463	34,873	35,078	35,283
14	35,231	35,641	36,051	36,256	36,461
15	40,149	40,578	41,006	41,220	41,434

Step	75	90	105	120	Degree
1	24,564	24,769	24,974	25,179	25,589
2	24,674	24,879	25,084	25,289	25,699
3	24,784	24,989	25,194	25,399	25,809
4	24,894	25,099	25,304	25,509	25,919
5	25,005	25,210	25,415	25,620	26,030
6	25,752	25,957	26,162	26,367	26,777
7	26,556	26,761	26,966	27,171	27,581
8	27,361	27,566	27,771	27,976	28,386
9	28,116	28,321	28,526	28,731	29,141
10	28,873	29,078	29,283	29,488	29,898
11	30,381	30,586	30,791	30,996	31,406
12	32,661	32,866	33,071	33,276	33,686
13	35,488	35,693	35,898	36,103	36,513
14	36,666	36,871	37,076	37,281	37,691
15	41,648	41,865	42,079	42,293	42,752

All employees on Steps 1 through 14 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15. (1.5% above the 2015-2016 Step 15)

SALARY GUIDE J-3
SCHOOL SECURITY OFFICER

2017-2018

Step	NC	15	30	45	60
1	23,129	23,539	23,949	24,154	24,359
2	23,239	23,649	24,059	24,264	24,469
3	23,349	23,759	24,169	24,374	24,579
4	23,459	23,869	24,279	24,484	24,689
5	23,570	23,980	24,390	24,595	24,800
6	24,317	24,727	25,137	25,342	25,547
7	25,121	25,531	25,941	26,146	26,351
8	25,926	26,336	26,746	26,951	27,156
9	26,681	27,091	27,501	27,706	27,911
10	27,438	27,848	28,258	28,463	28,668
11	28,946	29,356	29,766	29,971	30,176
12	31,226	31,636	32,046	32,251	32,456
13	34,053	34,463	34,873	35,078	35,283
14	35,231	35,641	36,051	36,256	36,461
15	40,751	41,187	41,621	41,838	42,056

Step	75	90	105	120	Degree
1	24,564	24,769	24,974	25,179	25,589
2	24,674	24,879	25,084	25,289	25,699
3	24,784	24,989	25,194	25,399	25,809
4	24,894	25,099	25,304	25,509	25,919
5	25,005	25,210	25,415	25,620	26,030
6	25,752	25,957	26,162	26,367	26,777
7	26,556	26,761	26,966	27,171	27,581
8	27,361	27,566	27,771	27,976	28,386
9	28,116	28,321	28,526	28,731	29,141
10	28,873	29,078	29,283	29,488	29,898
11	30,381	30,586	30,791	30,996	31,406
12	32,661	32,866	33,071	33,276	33,686
13	35,488	35,693	35,898	36,103	36,513
14	36,666	36,871	37,076	37,281	37,691
15	42,273	42,493	42,710	42,927	43,393

All employees on Steps 1 through 14 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15 effective July 1, 2017.

SALARY GUIDE K-1
SPECIAL INVESTIGATORS/PROPERTY OFFICER
2015-2016

Step	NC	15	30	45	60
1	46,915	47,325	47,735	47,940	48,145
2	47,025	47,435	47,845	48,050	48,255
3	47,135	47,545	47,955	48,160	48,365
4	47,245	47,655	48,065	48,270	48,475
5	47,356	47,766	48,176	48,381	48,586
6	48,377	48,787	49,197	49,402	49,607
7	49,399	49,809	50,219	50,424	50,629
8	50,418	50,828	51,238	51,443	51,648
9	51,440	51,850	52,260	52,465	52,670
10	52,462	52,872	53,282	53,487	53,692
11	53,482	53,892	54,302	54,507	54,712
12	55,827	56,237	56,647	56,852	57,057
13	58,108	58,518	58,928	59,133	59,338
14	65,160	65,592	66,015	66,226	66,437

Step	75	90	105	120	Degree
1	48,350	48,555	48,760	48,965	49,375
2	48,460	48,665	48,870	49,075	49,485
3	48,570	48,775	48,980	49,185	49,595
4	48,680	48,885	49,090	49,295	49,705
5	48,791	48,996	49,201	49,406	49,816
6	49,812	50,017	50,222	50,427	50,837
7	50,834	51,039	51,244	51,449	51,859
8	51,853	52,058	52,263	52,468	52,878
9	52,875	53,080	53,285	53,490	53,900
10	53,897	54,102	54,307	54,512	54,922
11	54,917	55,122	55,327	55,532	55,942
12	57,262	57,467	57,672	57,877	58,287
13	59,543	59,748	59,953	60,158	60,658
14	66,648	66,859	67,071	67,282	67,705

All employees on Steps 1 through 13 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 14) shall receive the salary as indicated on Step 14. (1.5% above the 2014-2015 Step 14)

SALARY GUIDE L-1
WEB SITE TECHNICIAN
2015-2016

Step	NC	15	30	45	60
1	37,737	38,147	38,557	38,762	38,967
2	37,847	38,257	38,667	38,872	39,077
3	37,958	38,368	38,778	38,983	39,188
4	38,067	38,477	38,887	39,092	39,297
5	38,178	38,588	38,998	39,203	39,408
6	39,315	39,725	40,135	40,340	40,545
7	40,451	40,861	41,271	41,476	41,681
8	41,588	41,998	42,408	42,613	42,818
9	42,725	43,135	43,545	43,750	43,955
10	48,118	48,541	48,964	49,175	49,386

Step	75	90	105	120	Degree
1	39,172	39,377	39,582	39,787	40,197
2	39,282	39,487	39,692	39,897	40,307
3	39,393	39,598	39,803	40,008	40,418
4	39,502	39,707	39,912	40,117	40,527
5	39,613	39,818	40,023	40,228	40,638
6	40,750	40,955	41,160	41,365	41,775
7	41,886	42,091	42,296	42,501	42,911
8	43,023	43,228	43,433	43,638	44,048
9	44,160	44,365	44,570	44,775	45,185
10	49,597	49,808	50,019	50,230	50,654

All employees on Steps 1 through 9 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 10) shall receive the salary as indicated on Step 10. (1.5% above the 2014-2015 Step 10)

SALARY GUIDE L-2
WEB SITE TECHNICIAN
2016-2017

Step	NC	15	30	45	60
1	37,737	38,147	38,557	38,762	38,967
2	37,847	38,257	38,667	38,872	39,077
3	37,958	38,368	38,778	38,983	39,188
4	38,067	38,477	38,887	39,092	39,297
5	38,178	38,588	38,998	39,203	39,408
6	39,315	39,725	40,135	40,340	40,545
7	40,451	40,861	41,271	41,476	41,681
8	41,588	41,998	42,408	42,613	42,818
9	42,725	43,135	43,545	43,750	43,955
10	48,840	49,269	49,698	49,913	50,127

Step	75	90	105	120	Degree
1	39,172	39,377	39,582	39,787	40,197
2	39,282	39,487	39,692	39,897	40,307
3	39,393	39,598	39,803	40,008	40,418
4	39,502	39,707	39,912	40,117	40,527
5	39,613	39,818	40,023	40,228	40,638
6	40,750	40,955	41,160	41,365	41,775
7	41,886	42,091	42,296	42,501	42,911
8	43,023	43,228	43,433	43,638	44,048
9	44,160	44,365	44,570	44,775	45,185
10	50,341	50,555	50,769	50,983	51,414

All employees on Steps 1 through 9 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 10) shall receive the salary as indicated on Step 10. (1.5% above the 2015-2016 Step 10)

SALARY GUIDE L-3
WEB SITE TECHNICIAN
2017-2018

Step	NC	15	30	45	60
1	37,737	38,147	38,557	38,762	38,967
2	37,847	38,257	38,667	38,872	39,077
3	37,958	38,368	38,778	38,983	39,188
4	38,067	38,477	38,887	39,092	39,297
5	38,178	38,588	38,998	39,203	39,408
6	39,315	39,725	40,135	40,340	40,545
7	40,451	40,861	41,271	41,476	41,681
8	41,588	41,998	42,408	42,613	42,818
9	42,725	43,135	43,545	43,750	43,955
10	49,573	50,008	50,443	50,662	50,879

Step	75	90	105	120	Degree
1	39,172	39,377	39,582	39,787	40,197
2	39,282	39,487	39,692	39,897	40,307
3	39,393	39,598	39,803	40,008	40,418
4	39,502	39,707	39,912	40,117	40,527
5	39,613	39,818	40,023	40,228	40,638
6	40,750	40,955	41,160	41,365	41,775
7	41,886	42,091	42,296	42,501	42,911
8	43,023	43,228	43,433	43,638	44,048
9	44,160	44,365	44,570	44,775	45,185
10	51,096	51,313	51,531	51,748	52,185

All employees on Steps 1 through 9 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 10) shall receive the salary as indicated on Step 10 effective July 1, 2017.

GROUP I: Secretary/Clerk

GROUP II A - Head Clerks; Payroll; Purchasing (12 months)

Statistical Clerk; Accounting Clerk; Billing (12 months)

GROUP II B:

Secretaries to: Directors; Coordinators; High School Principals; Middle School Principals and Elementary Principals (12 months)

GROUP III:

Clerks (12 months): Superintendent's Office; Business Office; Accounting; Special Services; Typist; Records; Payroll; Reproduction; Data Entry; Bookkeeper; Purchasing; Switchboard Operator; Sub-Teacher; Key punch Operators; Satellite Bookkeeper (12 months); K-8

GROUP IV:

Clerks (10 months); Elementary Clerks; Library Clerks (10 months) K-8

GROUP V:

Clerical Aides (10 months)

SALARY GUIDE M-1
GROUP I – SECRETARY/CLERK I
2015-2016

Step	NC	15	30	45	60
1	20,078	28,488	28,898	29,103	29,308
2	28,188	28,598	29,008	29,213	29,418
3	28,298	28,708	29,118	29,323	29,528
4	28,409	28,819	29,229	29,434	29,639
5	28,518	28,928	29,338	29,543	29,748
6	29,876	30,286	30,696	30,901	31,106
7	31,247	31,657	32,067	32,272	32,477
8	32,850	33,260	33,670	33,875	34,080
9	34,638	35,048	35,458	35,663	35,868
10	36,549	36,959	37,369	37,574	37,779
11	38,464	38,874	39,284	39,489	39,694
12	40,525	40,935	41,345	41,550	41,755
13	43,717	44,127	44,537	44,742	44,947
14	45,222	45,632	46,042	46,247	46,452
15	46,964	47,374	47,784	48,194	48,604
16	52,706	53,129	53,551	53,974	54,396

Step	75	90	105	120	Degree
1	29,513	29,718	29,923	30,128	30,538
2	29,623	29,828	30,033	30,238	30,648
3	29,733	29,938	30,143	30,348	30,758
4	29,844	30,049	30,254	30,459	30,869
5	29,953	30,158	30,363	30,568	30,978
6	31,311	31,516	31,721	31,926	32,336
7	32,682	32,887	33,092	33,297	33,707
8	34,285	34,490	34,695	34,900	35,310
9	36,073	36,278	36,483	36,688	37,098
10	37,984	38,189	38,394	38,599	39,009
11	39,899	40,104	40,309	40,514	40,924
12	41,960	42,165	42,370	42,575	42,985
13	45,152	45,357	45,562	45,767	46,177
14	46,657	46,862	47,067	47,272	47,682
15	49,014	49,424	49,834	50,244	50,654
16	54,818	54,870	55,663	56,086	56,508

All employees on Steps 1 through 15 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2014-2015 Step 16)

SALARY GUIDE M-2
GROUP I – SECRETARY/CLERK I
2016-2017

Step	NC	15	30	45	60
1	20,078	28,488	28,898	29,103	29,308
2	28,188	28,598	29,008	29,213	29,418
3	28,298	28,708	29,118	29,323	29,528
4	28,409	28,819	29,229	29,434	29,639
5	28,518	28,928	29,338	29,543	29,748
6	29,876	30,286	30,696	30,901	31,106
7	31,247	31,657	32,067	32,272	32,477
8	32,850	33,260	33,670	33,875	34,080
9	34,638	35,048	35,458	35,663	35,868
10	36,549	36,959	37,369	37,574	37,779
11	38,464	38,874	39,284	39,489	39,694
12	40,525	40,935	41,345	41,550	41,755
13	43,717	44,127	44,537	44,742	44,947
14	45,222	45,632	46,042	46,247	46,452
15	46,964	47,374	47,784	48,194	48,604
16	53,497	53,926	54,354	54,784	55,212

Step	75	90	105	120	Degree
1	29,513	29,718	29,923	30,128	30,538
2	29,623	29,828	30,033	30,238	30,648
3	29,733	29,938	30,143	30,348	30,758
4	29,844	30,049	30,254	30,459	30,869
5	29,953	30,158	30,363	30,568	30,978
6	31,311	31,516	31,721	31,926	32,336
7	32,682	32,887	33,092	33,297	33,707
8	34,285	34,490	34,695	34,900	35,310
9	36,073	36,278	36,483	36,688	37,098
10	37,984	38,189	38,394	38,599	39,009
11	39,899	40,104	40,309	40,514	40,924
12	41,960	42,165	42,370	42,575	42,985
13	45,152	45,357	45,562	45,767	46,177
14	46,657	46,862	47,067	47,272	47,682
15	49,014	49,424	49,834	50,244	50,654
16	55,640	55,693	56,498	56,927	57,356

All employees on Steps 1 through 15 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2015-2016 Step 16)

SALARY GUIDE M-3

GROUP I – SECRETARY/CLERK I

2017-2018

Step	NC	15	30	45	60
1	20,078	28,488	28,898	29,103	29,308
2	28,188	28,598	29,008	29,213	29,418
3	28,298	28,708	29,118	29,323	29,528
4	28,409	28,819	29,229	29,434	29,639
5	28,518	28,928	29,338	29,543	29,748
6	29,876	30,286	30,696	30,901	31,106
7	31,247	31,657	32,067	32,272	32,477
8	32,850	33,260	33,670	33,875	34,080
9	34,638	35,048	35,458	35,663	35,868
10	36,549	36,959	37,369	37,574	37,779
11	38,464	38,874	39,284	39,489	39,694
12	40,525	40,935	41,345	41,550	41,755
13	43,717	44,127	44,537	44,742	44,947
14	45,222	45,632	46,042	46,247	46,452
15	46,964	47,374	47,784	48,194	48,604
16	54,299	54,735	55,169	55,606	56,040

Step	75	90	105	120	Degree
1	29,513	29,718	29,923	30,128	30,538
2	29,623	29,828	30,033	30,238	30,648
3	29,733	29,938	30,143	30,348	30,758
4	29,844	30,049	30,254	30,459	30,869
5	29,953	30,158	30,363	30,568	30,978
6	31,311	31,516	31,721	31,926	32,336
7	32,682	32,887	33,092	33,297	33,707
8	34,285	34,490	34,695	34,900	35,310
9	36,073	36,278	36,483	36,688	37,098
10	37,984	38,189	38,394	38,599	39,009
11	39,899	40,104	40,309	40,514	40,924
12	41,960	42,165	42,370	42,575	42,985
13	45,152	45,357	45,562	45,767	46,177
14	46,657	46,862	47,067	47,272	47,682
15	49,014	49,424	49,834	50,244	50,654
16	56,475	56,528	57,345	57,781	58,216

All employees on Steps 1 through 15 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16 effective July 1, 2017.

SALARY GUIDE N-1
GROUP II A- CLERK II A
2015-2016

Step	NC	15	30	45	60
1	26,864	27,274	27,684	27,889	28,094
2	26,974	27,384	27,794	27,999	28,204
3	27,084	27,494	27,904	28,109	28,314
4	27,194	27,604	28,014	28,219	28,424
5	27,305	27,715	28,125	28,330	28,535
6	28,662	29,072	29,482	29,687	29,892
7	30,033	30,443	30,853	31,058	31,263
8	31,634	32,044	32,454	32,659	32,864
9	33,423	33,833	34,243	34,448	34,653
10	35,335	35,745	36,155	36,360	36,565
11	37,249	37,659	38,069	38,274	38,479
12	39,312	39,722	40,132	40,337	40,542
13	42,502	42,912	43,322	43,527	43,732
14	44,007	44,417	44,827	45,032	45,237
15	45,668	46,098	46,508	46,713	46,918
16	51,279	51,701	52,123	52,334	52,546

Step	75	90	105	120	Degree
1	28,299	28,504	28,709	28,914	29,324
2	28,409	28,614	28,819	29,024	29,434
3	28,519	28,724	28,929	29,134	29,544
4	28,629	28,834	29,039	29,244	29,654
5	28,740	28,945	29,150	29,355	29,765
6	30,097	30,302	30,507	30,712	31,122
7	31,468	31,673	31,878	32,083	32,493
8	33,069	33,274	33,479	33,684	34,094
9	34,858	35,063	35,268	35,473	35,883
10	36,770	36,975	37,180	37,385	37,795
11	38,684	38,889	39,094	39,299	39,709
12	40,747	40,952	41,157	41,362	41,772
13	43,937	44,142	44,347	44,552	44,962
14	45,442	45,647	45,852	46,057	46,467
15	47,123	47,328	47,533	47,738	48,148
16	52,757	52,968	53,179	53,390	53,813

All employees on Steps 1 through 15 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2014-2015 Step 16)

SALARY GUIDE N-2
GROUP II A- CLERK II A
2016-2017

Step	NC	15	30	45	60
1	26,864	27,274	27,684	27,889	28,094
2	26,974	27,384	27,794	27,999	28,204
3	27,084	27,494	27,904	28,109	28,314
4	27,194	27,604	28,014	28,219	28,424
5	27,305	27,715	28,125	28,330	28,535
6	28,662	29,072	29,482	29,687	29,892
7	30,033	30,443	30,853	31,058	31,263
8	31,634	32,044	32,454	32,659	32,864
9	33,423	33,833	34,243	34,448	34,653
10	35,335	35,745	36,155	36,360	36,565
11	37,249	37,659	38,069	38,274	38,479
12	39,312	39,722	40,132	40,337	40,542
13	42,502	42,912	43,322	43,527	43,732
14	44,007	44,417	44,827	45,032	45,237
15	45,668	46,098	46,508	46,713	46,918
16	52,048	52,477	52,905	53,119	53,334

Step	75	90	105	120	Degree
1	28,299	28,504	28,709	28,914	29,324
2	28,409	28,614	28,819	29,024	29,434
3	28,519	28,724	28,929	29,134	29,544
4	28,629	28,834	29,039	29,244	29,654
5	28,740	28,945	29,150	29,355	29,765
6	30,097	30,302	30,507	30,712	31,122
7	31,468	31,673	31,878	32,083	32,493
8	33,069	33,274	33,479	33,684	34,094
9	34,858	35,063	35,268	35,473	35,883
10	36,770	36,975	37,180	37,385	37,795
11	38,684	38,889	39,094	39,299	39,709
12	40,747	40,952	41,157	41,362	41,772
13	43,937	44,142	44,347	44,552	44,962
14	45,442	45,647	45,852	46,057	46,467
15	47,123	47,328	47,533	47,738	48,148
16	53,548	53,763	53,977	54,191	54,620

All employees on Steps 1 through 15 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2015-2016 Step 16)

SALARY GUIDE N-3
GROUP II A- CLERK II A
2017-2018

Step	NC	15	30	45	60
1	26,864	27,274	27,684	27,889	28,094
2	26,974	27,384	27,794	27,999	28,204
3	27,084	27,494	27,904	28,109	28,314
4	27,194	27,604	28,014	28,219	28,424
5	27,305	27,715	28,125	28,330	28,535
6	28,662	29,072	29,482	29,687	29,892
7	30,033	30,443	30,853	31,058	31,263
8	31,634	32,044	32,454	32,659	32,864
9	33,423	33,833	34,243	34,448	34,653
10	35,335	35,745	36,155	36,360	36,565
11	37,249	37,659	38,069	38,274	38,479
12	39,312	39,722	40,132	40,337	40,542
13	42,502	42,912	43,322	43,527	43,732
14	44,007	44,417	44,827	45,032	45,237
15	45,668	46,078	46,488	46,693	46,898
16	52,829	53,239	53,649	53,854	54,059

Step	75	90	105	120	Degree
1	28,299	28,504	28,709	28,914	29,324
2	28,409	28,614	28,819	29,024	29,434
3	28,519	28,724	28,929	29,134	29,544
4	28,629	28,834	29,039	29,244	29,654
5	28,740	28,945	29,150	29,355	29,765
6	30,097	30,302	30,507	30,712	31,122
7	31,468	31,673	31,878	32,083	32,493
8	33,069	33,274	33,479	33,684	34,094
9	34,858	35,063	35,268	35,473	35,883
10	36,770	36,975	37,180	37,385	37,795
11	38,684	38,889	39,094	39,299	39,709
12	40,747	40,952	41,157	41,362	41,772
13	43,937	44,142	44,347	44,552	44,962
14	45,442	45,647	45,852	46,057	46,467
15	47,123	47,328	47,533	47,738	48,148
16	54,351	54,556	54,761	54,966	55,439

All employees on Steps 1 through 15 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16 effective July 1, 2017.

SALARY GUIDE O-1
GROUP II B- SECRETARIES

2015-2016

Step	NC	15	30	45	60
1	24,912	25,322	25,732	25,937	26,142
2	25,022	25,432	25,842	26,047	26,252
3	25,133	25,543	25,953	26,158	26,363
4	25,242	25,652	26,062	26,267	26,472
5	25,353	25,763	26,173	26,378	26,583
6	26,712	27,122	27,532	27,737	27,942
7	28,161	28,571	28,981	29,186	29,391
8	29,769	30,179	30,589	30,794	30,999
9	31,679	32,089	32,499	32,704	32,909
10	33,607	34,017	34,427	34,632	34,837
11	35,472	35,882	36,292	36,497	36,702
12	37,596	38,006	38,416	38,621	38,826
13	40,360	40,770	41,180	41,385	41,590
14	42,173	42,583	42,993	43,198	43,403
15	43,761	44,171	44,581	44,786	44,991
16	49,123	49,545	49,968	50,391	50,813

Step	75	90	105	120	Degree
1	26,347	26,552	26,757	26,962	27,372
2	26,457	26,662	26,867	27,072	27,482
3	26,568	26,773	26,978	27,183	27,593
4	26,677	26,882	27,087	27,292	27,702
5	26,788	26,993	27,198	27,403	27,813
6	28,147	28,352	28,557	28,762	29,172
7	29,596	29,801	30,006	30,211	30,621
8	31,204	31,409	31,614	31,819	32,229
9	33,114	33,319	33,524	33,729	34,139
10	35,042	35,247	35,452	35,657	36,067
11	36,907	37,112	37,317	37,522	37,932
12	39,031	39,236	39,441	39,646	40,056
13	41,795	42,000	42,205	42,410	42,820
14	43,608	43,813	44,018	44,223	44,633
15	45,196	46,221	46,631	47,041	47,451
16	51,235	51,657	52,080	52,502	52,925

All employees on Steps 1 through 15 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2014-2015 Step 16)

SALARY GUIDE O-2
GROUP II B- SECRETARIES

2016-2017

Step	NC	15	30	45	60
1	24,912	25,322	25,732	25,937	26,142
2	25,022	25,432	25,842	26,047	26,252
3	25,133	25,543	25,953	26,158	26,363
4	25,242	25,652	26,062	26,267	26,472
5	25,353	25,763	26,173	26,378	26,583
6	26,712	27,122	27,532	27,737	27,942
7	28,161	28,571	28,981	29,186	29,391
8	29,769	30,179	30,589	30,794	30,999
9	31,679	32,089	32,499	32,704	32,909
10	33,607	34,017	34,427	34,632	34,837
11	35,472	35,882	36,292	36,497	36,702
12	37,596	38,006	38,416	38,621	38,826
13	40,360	40,770	41,180	41,385	41,590
14	42,173	42,583	42,993	43,198	43,403
15	43,761	44,171	44,581	44,786	44,991
16	49,860	50,288	50,718	51,147	51,575

Step	75	90	105	120	Degree
1	26,347	26,552	26,757	26,962	27,372
2	26,457	26,662	26,867	27,072	27,482
3	26,568	26,773	26,978	27,183	27,593
4	26,677	26,882	27,087	27,292	27,702
5	26,788	26,993	27,198	27,403	27,813
6	28,147	28,352	28,557	28,762	29,172
7	29,596	29,801	30,006	30,211	30,621
8	31,204	31,409	31,614	31,819	32,229
9	33,114	33,319	33,524	33,729	34,139
10	35,042	35,247	35,452	35,657	36,067
11	36,907	37,112	37,317	37,522	37,932
12	39,031	39,236	39,441	39,646	40,056
13	41,795	42,000	42,205	42,410	42,820
14	43,608	43,813	44,018	44,223	44,633
15	45,196	46,221	46,631	47,041	47,451
16	52,004	52,432	52,861	53,290	53,719

All employees on Steps 1 through 15 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2015-2016 Step 16)

SALARY GUIDE O-2

GROUP II B- SECRETARIES

2016-2017

Step	NC	15	30	45	60
1	24,912	25,322	25,732	25,937	26,142
2	25,022	25,432	25,842	26,047	26,252
3	25,133	25,543	25,953	26,158	26,363
4	25,242	25,652	26,062	26,267	26,472
5	25,353	25,763	26,173	26,378	26,583
6	26,712	27,122	27,532	27,737	27,942
7	28,161	28,571	28,981	29,186	29,391
8	29,769	30,179	30,589	30,794	30,999
9	31,679	32,089	32,499	32,704	32,909
10	33,607	34,017	34,427	34,632	34,837
11	35,472	35,882	36,292	36,497	36,702
12	37,596	38,006	38,416	38,621	38,826
13	40,360	40,770	41,180	41,385	41,590
14	42,173	42,583	42,993	43,198	43,403
15	43,761	44,171	44,581	44,786	44,991
16	50,608	51,042	51,479	51,914	52,349

Step	75	90	105	120	Degree
1	26,347	26,552	26,757	26,962	27,372
2	26,457	26,662	26,867	27,072	27,482
3	26,568	26,773	26,978	27,183	27,593
4	26,677	26,882	27,087	27,292	27,702
5	26,788	26,993	27,198	27,403	27,813
6	28,147	28,352	28,557	28,762	29,172
7	29,596	29,801	30,006	30,211	30,621
8	31,204	31,409	31,614	31,819	32,229
9	33,114	33,319	33,524	33,729	34,139
10	35,042	35,247	35,452	35,657	36,067
11	36,907	37,112	37,317	37,522	37,932
12	39,031	39,236	39,441	39,646	40,056
13	41,795	42,000	42,205	42,410	42,820
14	43,608	43,813	44,018	44,223	44,633
15	45,196	46,221	46,631	47,041	47,451
16	52,784	53,218	53,654	54,089	54,525

All employees on Steps 1 through 15 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16 effective July 1, 2017.

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GROUP III- 12 MONTH CLERKS III

2015-2016

Step	NC	15	30	45	60
1	24,609	25,019	25,429	25,634	25,839
2	24,720	25,130	25,540	25,745	25,950
3	24,829	25,239	25,649	25,854	26,059
4	24,940	25,350	25,760	25,965	26,170
5	25,050	25,460	25,870	26,075	26,280
6	26,408	26,818	27,228	27,433	27,638
7	27,799	28,209	28,619	28,824	29,029
8	29,401	29,811	30,221	30,426	30,631
9	31,251	31,661	32,071	32,276	32,481
10	33,165	33,575	33,985	34,190	34,395
11	35,099	35,509	35,919	36,124	36,329
12	38,612	39,022	39,432	39,637	39,842
13	39,418	39,828	40,238	40,443	40,648
14	41,320	41,730	42,140	42,345	42,550
15	42,864	43,274	43,684	44,094	44,504
16	48,425	48,542	48,964	49,387	49,809

Step	75	90	105	120	Degree
1	26,044	26,249	26,454	26,659	27,069
2	26,155	26,360	26,565	26,770	27,180
3	26,264	26,469	26,674	26,879	27,289
4	26,375	26,580	26,785	26,990	27,400
5	26,485	26,690	26,895	27,100	27,510
6	27,843	28,048	28,253	28,458	28,868
7	29,234	29,439	29,644	29,849	30,259
8	30,836	31,041	31,246	31,451	31,861
9	32,686	32,891	33,096	33,301	33,711
10	34,600	34,805	35,010	35,215	35,625
11	36,534	36,739	36,944	37,149	37,559
12	40,047	40,252	40,457	40,662	41,072
13	40,853	41,058	41,263	41,468	41,878
14	42,755	42,960	43,165	43,370	43,780
15	44,914	45,324	45,734	46,144	46,554
16	50,231	50,655	51,077	51,499	51,921

All employees on Steps 1 through 15 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2014-2015 Step 16)

SALARY GUIDE P-2
GROUP III- 12 MONTH CLERKS III
2016-2017

Step	NC	15	30	45	60
1	24,609	25,019	25,429	25,634	25,839
2	24,720	25,130	25,540	25,745	25,950
3	24,829	25,239	25,649	25,854	26,059
4	24,940	25,350	25,760	25,965	26,170
5	25,050	25,460	25,870	26,075	26,280
6	26,408	26,818	27,228	27,433	27,638
7	27,799	28,209	28,619	28,824	29,029
8	29,401	29,811	30,221	30,426	30,631
9	31,251	31,661	32,071	32,276	32,481
10	33,165	33,575	33,985	34,190	34,395
11	35,099	35,509	35,919	36,124	36,329
12	38,612	39,022	39,432	39,637	39,842
13	39,418	39,828	40,238	40,443	40,648
14	41,320	41,730	42,140	42,345	42,550
15	42,864	43,274	43,684	44,094	44,504
16	49,151	49,270	49,698	50,128	50,556

Step	75	90	105	120	Degree
1	26,044	26,249	26,454	26,659	27,069
2	26,155	26,360	26,565	26,770	27,180
3	26,264	26,469	26,674	26,879	27,289
4	26,375	26,580	26,785	26,990	27,400
5	26,485	26,690	26,895	27,100	27,510
6	27,843	28,048	28,253	28,458	28,868
7	29,234	29,439	29,644	29,849	30,259
8	30,836	31,041	31,246	31,451	31,861
9	32,686	32,891	33,096	33,301	33,711
10	34,600	34,805	35,010	35,215	35,625
11	36,534	36,739	36,944	37,149	37,559
12	40,047	40,252	40,457	40,662	41,072
13	40,853	41,058	41,263	41,468	41,878
14	42,755	42,960	43,165	43,370	43,780
15	44,914	45,324	45,734	46,144	46,554
16	50,984	51,415	51,843	52,271	52,700

All employees on Steps 1 through 15 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2015-2016 Step 16)

SALARY GUIDE P-3
GROUP III- 12 MONTH CLERKS III
2017-2018

Step	NC	15	30	45	60
1	24,609	25,019	25,429	25,634	25,839
2	24,720	25,130	25,540	25,745	25,950
3	24,829	25,239	25,649	25,854	26,059
4	24,940	25,350	25,760	25,965	26,170
5	25,050	25,460	25,870	26,075	26,280
6	26,408	26,818	27,228	27,433	27,638
7	27,799	28,209	28,619	28,824	29,029
8	29,401	29,811	30,221	30,426	30,631
9	31,251	31,661	32,071	32,276	32,481
10	33,165	33,575	33,985	34,190	34,395
11	35,099	35,509	35,919	36,124	36,329
12	38,612	39,022	39,432	39,637	39,842
13	39,418	39,828	40,238	40,443	40,648
14	41,320	41,730	42,140	42,345	42,550
15	42,864	43,274	43,684	44,094	44,504
16	49,888	50,009	50,443	50,880	51,314

Step	75	90	105	120	Degree
1	26,044	26,249	26,454	26,659	27,069
2	26,155	26,360	26,565	26,770	27,180
3	26,264	26,469	26,674	26,879	27,289
4	26,375	26,580	26,785	26,990	27,400
5	26,485	26,690	26,895	27,100	27,510
6	27,843	28,048	28,253	28,458	28,868
7	29,234	29,439	29,644	29,849	30,259
8	30,836	31,041	31,246	31,451	31,861
9	32,686	32,891	33,096	33,301	33,711
10	34,600	34,805	35,010	35,215	35,625
11	36,534	36,739	36,944	37,149	37,559
12	40,047	40,252	40,457	40,662	41,072
13	40,853	41,058	41,263	41,468	41,878
14	42,755	42,960	43,165	43,370	43,780
15	44,914	45,324	45,734	46,144	46,554
16	51,749	52,186	52,621	53,055	53,491

All employees on Steps 1 through 15 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16 effective July 1, 2017.

SALARY GUIDE Q-1
GROUP IV- 10 MONTH CLERKS
2015-2016

Step	NC	15	30	45	60
1	19,281	19,691	20,101	20,306	20,511
2	19,392	19,802	20,212	20,417	20,622
3	19,501	19,911	20,321	20,526	20,731
4	19,611	20,021	20,431	20,636	20,841
5	19,722	20,132	20,542	20,747	20,952
6	20,340	20,750	21,160	21,365	21,570
7	20,951	21,361	21,771	21,976	22,181
8	21,538	21,948	22,358	22,563	22,768
9	22,518	22,928	23,338	23,543	23,748
10	23,508	23,918	24,328	24,533	24,738
11	24,575	24,985	25,395	25,600	25,805
12	25,942	26,352	26,762	26,967	27,172
13	28,907	29,317	29,727	29,932	30,137
14	34,290	34,700	35,110	35,315	35,520
15	35,480	35,890	36,300	36,710	37,120
16	39,858	40,280	40,704	41,126	41,548

Step	75	90	105	120	Degree
1	20,716	20,921	21,126	21,331	21,741
2	20,827	21,032	21,237	21,442	21,852
3	20,936	21,141	21,346	21,551	21,961
4	21,046	21,251	21,456	21,661	22,071
5	21,157	21,362	21,567	21,772	22,182
6	21,775	21,980	22,185	22,390	22,800
7	22,386	22,591	22,796	23,001	23,411
8	22,973	23,178	23,383	23,588	23,998
9	23,953	24,158	24,363	24,568	24,978
10	24,943	25,148	25,353	25,558	25,968
11	26,010	26,215	26,420	26,625	27,035
12	27,377	27,582	27,787	27,992	28,402
13	30,342	30,547	30,752	30,957	31,367
14	35,725	35,930	36,135	36,340	36,750
15	37,530	37,940	38,350	38,760	39,170
16	41,970	42,392	42,815	43,238	43,752

All employees on Steps 1 through 15 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2014-2015 Step 16)

SALARY GUIDE Q-2
GROUP IV- 10 MONTH CLERKS
2016-2017

Step	NC	15	30	45	60
1	19,281	19,691	20,101	20,306	20,511
2	19,392	19,802	20,212	20,417	20,622
3	19,501	19,911	20,321	20,526	20,731
4	19,611	20,021	20,431	20,636	20,841
5	19,722	20,132	20,542	20,747	20,952
6	20,340	20,750	21,160	21,365	21,570
7	20,951	21,361	21,771	21,976	22,181
8	21,538	21,948	22,358	22,563	22,768
9	22,518	22,928	23,338	23,543	23,748
10	23,508	23,918	24,328	24,533	24,738
11	24,575	24,985	25,395	25,600	25,805
12	25,942	26,352	26,762	26,967	27,172
13	28,907	29,317	29,727	29,932	30,137
14	34,290	34,700	35,110	35,315	35,520
15	35,480	35,890	36,300	36,710	37,120
16	40,456	40,884	41,315	41,743	42,171

Step	75	90	105	120	Degree
1	20,716	20,921	21,126	21,331	21,741
2	20,827	21,032	21,237	21,442	21,852
3	20,936	21,141	21,346	21,551	21,961
4	21,046	21,251	21,456	21,661	22,071
5	21,157	21,362	21,567	21,772	22,182
6	21,775	21,980	22,185	22,390	22,800
7	22,386	22,591	22,796	23,001	23,411
8	22,973	23,178	23,383	23,588	23,998
9	23,953	24,158	24,363	24,568	24,978
10	24,943	25,148	25,353	25,558	25,968
11	26,010	26,215	26,420	26,625	27,035
12	27,377	27,582	27,787	27,992	28,402
13	30,342	30,547	30,752	30,957	31,367
14	35,725	35,930	36,135	36,340	36,750
15	37,530	37,940	38,350	38,760	39,170
16	42,600	43,028	43,457	43,887	44,408

All employees on Steps 1 through 15 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2015-2016 Step 16)

SALARY GUIDE Q-3

GROUP IV- 10 MONTH CLERKS

2017-2018

Step	NC	15	30	45	60
1	19,281	19,691	20,101	20,306	20,511
2	19,392	19,802	20,212	20,417	20,622
3	19,501	19,911	20,321	20,526	20,731
4	19,611	20,021	20,431	20,636	20,841
5	19,722	20,132	20,542	20,747	20,952
6	20,340	20,750	21,160	21,365	21,570
7	20,951	21,361	21,771	21,976	22,181
8	21,538	21,948	22,358	22,563	22,768
9	22,518	22,928	23,338	23,543	23,748
10	23,508	23,918	24,328	24,533	24,738
11	24,575	24,985	25,395	25,600	25,805
12	25,942	26,352	26,762	26,967	27,172
13	28,907	29,317	29,727	29,932	30,137
14	34,290	34,700	35,110	35,315	35,520
15	35,480	35,890	36,300	36,710	37,120
16	41,063	41,497	41,935	42,369	42,804

Step	75	90	105	120	Degree
1	20,716	20,921	21,126	21,331	21,741
2	20,827	21,032	21,237	21,442	21,852
3	20,936	21,141	21,346	21,551	21,961
4	21,046	21,251	21,456	21,661	22,071
5	21,157	21,362	21,567	21,772	22,182
6	21,775	21,980	22,185	22,390	22,800
7	22,386	22,591	22,796	23,001	23,411
8	22,973	23,178	23,383	23,588	23,998
9	23,953	24,158	24,363	24,568	24,978
10	24,943	25,148	25,353	25,558	25,968
11	26,010	26,215	26,420	26,625	27,035
12	27,377	27,582	27,787	27,992	28,402
13	30,342	30,547	30,752	30,957	31,367
14	35,725	35,930	36,135	36,340	36,750
15	37,530	37,940	38,350	38,760	39,170
16	43,239	43,673	44,109	44,545	45,074

All employees on Steps 1 through 15 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16 effective July 1, 2017.

SALARY GUIDE R-1
GROUP V- 10 MONTH CLERICAL AIDES

2015-2016

Step	NC	15	30	45	60
1	17,437	17,847	18,257	18,462	18,667
2	17,548	17,958	18,368	18,573	18,778
3	17,657	18,067	18,477	18,682	18,887
4	17,768	18,178	18,588	18,793	18,998
5	17,878	18,288	18,698	18,903	19,108
6	18,238	18,648	19,058	19,263	19,468
7	19,028	19,438	19,848	20,-053	20,258
8	19,894	20,304	20,714	20,919	21,124
9	20,554	20,964	21,374	21,579	21,784
10	21,202	21,612	22,022	22,227	22,432
11	22,406	22,816	23,226	23,431	23,636
12	23,617	24,027	24,437	24,642	24,847
13	26,172	26,582	26,992	27,197	27,402
14	26,951	27,361	27,771	27,976	28,181
15	30,317	30,740	31,163	31,372	31,585

Step	75	90	105	120	Degree
1	18,872	19,077	19,282	19,487	19,897
2	18,983	19,188	19,393	19,598	20,008
3	19,092	19,297	19,502	19,707	20,117
4	19,203	19,408	19,613	19,818	20,228
5	19,313	19,518	19,723	19,928	20,338
6	19,673	19,878	20,083	20,288	20,698
7	20,463	20,668	20,873	21,078	21,488
8	21,329	21,534	21,739	21,944	22,354
9	21,989	22,194	22,399	22,604	23,014
10	22,637	22,842	23,047	23,252	23,662
11	23,841	24,046	24,251	24,456	24,866
12	25,052	25,257	25,462	25,667	26,077
13	27,607	27,812	28,017	28,222	28,632
14	28,386	28,591	28,796	29,001	29,411
15	31,796	32,007	32,218	32,429	32,851

All employees on Steps 1 through 14 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15. (1.5% above the 2014-2015 Step 15)

SALARY GUIDE R-2

GROUP V- 10 MONTH CLERICAL AIDES

2016-2017

Step	NC	15	30	45	60
1	17,437	17,847	18,257	18,462	18,667
2	17,548	17,958	18,368	18,573	18,778
3	17,657	18,067	18,477	18,682	18,887
4	17,768	18,178	18,588	18,793	18,998
5	17,878	18,288	18,698	18,903	19,108
6	18,238	18,648	19,058	19,263	19,468
7	19,028	19,438	19,848	20,-053	20,258
8	19,894	20,304	20,714	20,919	21,124
9	20,554	20,964	21,374	21,579	21,784
10	21,202	21,612	22,022	22,227	22,432
11	22,406	22,816	23,226	23,431	23,636
12	23,617	24,027	24,437	24,642	24,847
13	26,172	26,582	26,992	27,197	27,402
14	26,951	27,361	27,771	27,976	28,181
15	30,772	31,201	31,630	31,843	32,059

Step	75	90	105	120	Degree
1	18,872	19,077	19,282	19,487	19,897
2	18,983	19,188	19,393	19,598	20,008
3	19,092	19,297	19,502	19,707	20,117
4	19,203	19,408	19,613	19,818	20,228
5	19,313	19,518	19,723	19,928	20,338
6	19,673	19,878	20,083	20,288	20,698
7	20,463	20,668	20,873	21,078	21,488
8	21,329	21,534	21,739	21,944	22,354
9	21,989	22,194	22,399	22,604	23,014
10	22,637	22,842	23,047	23,252	23,662
11	23,841	24,046	24,251	24,456	24,866
12	25,052	25,257	25,462	25,667	26,077
13	27,607	27,812	28,017	28,222	28,632
14	28,386	28,591	28,796	29,001	29,411
15	32,273	32,487	32,701	32,915	33,344

All employees on Steps 1 through 14 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15. (1.5% above the 2015-2016 Step 15)

SALARY GUIDE R-3

GROUP V- 10 MONTH CLERICAL AIDES

2017-2018

Step	NC	15	30	45	60
1	17,437	17,847	18,257	18,462	18,667
2	17,548	17,958	18,368	18,573	18,778
3	17,657	18,067	18,477	18,682	18,887
4	17,768	18,178	18,588	18,793	18,998
5	17,878	18,288	18,698	18,903	19,108
6	18,238	18,648	19,058	19,263	19,468
7	19,028	19,438	19,848	20,-053	20,258
8	19,894	20,304	20,714	20,919	21,124
9	20,554	20,964	21,374	21,579	21,784
10	21,202	21,612	22,022	22,227	22,432
11	22,406	22,816	23,226	23,431	23,636
12	23,617	24,027	24,437	24,642	24,847
13	26,172	26,582	26,992	27,197	27,402
14	26,951	27,361	27,771	27,976	28,181
15	31,234	31,669	32,104	32,321	32,540

Step	75	90	105	120	Degree
1	18,872	19,077	19,282	19,487	19,897
2	18,983	19,188	19,393	19,598	20,008
3	19,092	19,297	19,502	19,707	20,117
4	19,203	19,408	19,613	19,818	20,228
5	19,313	19,518	19,723	19,928	20,338
6	19,673	19,878	20,083	20,288	20,698
7	20,463	20,668	20,873	21,078	21,488
8	21,329	21,534	21,739	21,944	22,354
9	21,989	22,194	22,399	22,604	23,014
10	22,637	22,842	23,047	23,252	23,662
11	23,841	24,046	24,251	24,456	24,866
12	25,052	25,257	25,462	25,667	26,077
13	27,607	27,812	28,017	28,222	28,632
14	28,386	28,591	28,796	29,001	29,411
15	32,757	32,974	33,192	33,409	33,844

All employees on Steps 1 through 14 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 15) shall receive the salary as indicated on Step 15 effective July 1, 2017.

SALARY GUIDE S-1

TRUCK DRIVER

2015-2016

Step	NC	15	30	45	60
1	18,095	18,505	18,915	19,120	19,325
2	18,205	18,615	19,025	19,230	19,435
3	18,315	18,725	19,135	19,340	19,545
4	18,425	18,835	19,245	19,450	19,655
5	18,536	18,946	19,356	19,561	19,766
6	19,652	20,062	20,472	20,677	20,882
7	20,770	21,180	21,590	21,795	22,000
8	21,888	22,298	22,708	22,913	23,118
9	23,003	23,413	23,823	24,028	24,233
10	24,120	24,530	24,940	25,145	25,350
11	25,271	25,681	26,091	26,296	26,501
12	26,435	26,845	27,255	27,460	27,665
13	27,600	28,010	28,420	28,625	28,830
14	28,668	29,078	29,488	29,693	29,898
15	31,658	32,068	32,478	32,683	32,888
16	36,302	36,725	37,147	37,569	37,961

Step	75	90	105	120	Degree
1	19,530	19,735	19,940	20,145	20,555
2	19,640	19,845	20,050	20,255	20,665
3	19,750	19,955	20,160	20,365	20,775
4	19,860	20,065	20,270	20,475	20,885
5	19,971	20,176	20,381	20,586	20,996
6	21,087	21,292	21,497	21,702	22,112
7	22,205	22,410	22,615	22,820	23,230
8	23,323	23,528	23,733	23,938	24,348
9	24,438	24,643	24,848	25,053	25,463
10	25,555	25,760	25,965	26,170	26,580
11	26,706	26,911	27,116	27,321	27,731
12	27,870	28,075	28,280	28,485	28,895
13	29,035	29,240	29,445	29,650	30,060
14	30,103	30,308	30,513	30,718	31,128
15	33,093	33,298	33,503	33,708	34,118
16	38,414	38,836	39,259	39,681	40,104

All employees on Steps 1 through 15 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2014-2015 Step 16)

SALARY GUIDE S-2

TRUCK DRIVER

2016-2017

Step	NC	15	30	45	60
1	18,095	18,505	18,915	19,120	19,325
2	18,205	18,615	19,025	19,230	19,435
3	18,315	18,725	19,135	19,340	19,545
4	18,425	18,835	19,245	19,450	19,655
5	18,536	18,946	19,356	19,561	19,766
6	19,652	20,062	20,472	20,677	20,882
7	20,770	21,180	21,590	21,795	22,000
8	21,888	22,298	22,708	22,913	23,118
9	23,003	23,413	23,823	24,028	24,233
10	24,120	24,530	24,940	25,145	25,350
11	25,271	25,681	26,091	26,296	26,501
12	26,435	26,845	27,255	27,460	27,665
13	27,600	28,010	28,420	28,625	28,830
14	28,668	29,078	29,488	29,693	29,898
15	31,658	32,068	32,478	32,683	32,888
16	36,847	37,276	37,704	38,133	38,530

Step	75	90	105	120	Degree
1	19,530	19,735	19,940	20,145	20,555
2	19,640	19,845	20,050	20,255	20,665
3	19,750	19,955	20,160	20,365	20,775
4	19,860	20,065	20,270	20,475	20,885
5	19,971	20,176	20,381	20,586	20,996
6	21,087	21,292	21,497	21,702	22,112
7	22,205	22,410	22,615	22,820	23,230
8	23,323	23,528	23,733	23,938	24,348
9	24,438	24,643	24,848	25,053	25,463
10	25,555	25,760	25,965	26,170	26,580
11	26,706	26,911	27,116	27,321	27,731
12	27,870	28,075	28,280	28,485	28,895
13	29,035	29,240	29,445	29,650	30,060
14	30,103	30,308	30,513	30,718	31,128
15	33,093	33,298	33,503	33,708	34,118
16	38,990	39,419	39,848	40,276	40,706

All employees on Steps 1 through 15 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16. (1.5% above the 2015-2016 Step 16)

SALARY GUIDE S-3

TRUCK DRIVER

2017-2018

Step	NC	15	30	45	60
1	18,095	18,505	18,915	19,120	19,325
2	18,205	18,615	19,025	19,230	19,435
3	18,315	18,725	19,135	19,340	19,545
4	18,425	18,835	19,245	19,450	19,655
5	18,536	18,946	19,356	19,561	19,766
6	19,652	20,062	20,472	20,677	20,882
7	20,770	21,180	21,590	21,795	22,000
8	21,888	22,298	22,708	22,913	23,118
9	23,003	23,413	23,823	24,028	24,233
10	24,120	24,530	24,940	25,145	25,350
11	25,271	25,681	26,091	26,296	26,501
12	26,435	26,845	27,255	27,460	27,665
13	27,600	28,010	28,420	28,625	28,830
14	28,668	29,078	29,488	29,693	29,898
15	31,658	32,068	32,478	32,683	32,888
16	37,400	37,835	38,270	38,705	39,108

Step	75	90	105	120	Degree
1	19,530	19,735	19,940	20,145	20,555
2	19,640	19,845	20,050	20,255	20,665
3	19,750	19,955	20,160	20,365	20,775
4	19,860	20,065	20,270	20,475	20,885
5	19,971	20,176	20,381	20,586	20,996
6	21,087	21,292	21,497	21,702	22,112
7	22,205	22,410	22,615	22,820	23,230
8	23,323	23,528	23,733	23,938	24,348
9	24,438	24,643	24,848	25,053	25,463
10	25,555	25,760	25,965	26,170	26,580
11	26,706	26,911	27,116	27,321	27,731
12	27,870	28,075	28,280	28,485	28,895
13	29,035	29,240	29,445	29,650	30,060
14	30,103	30,308	30,513	30,718	31,128
15	33,093	33,298	33,503	33,708	34,118
16	39,575	40,010	40,446	40,880	41,317

All employees on Steps 1 through 15 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 16) shall receive the salary as indicated on Step 16 effective July 1, 2017.

SCHEDULE B
HOURLY RATES FOR SUMMER WORK
(10 month employees)

2015-2018

Bus Drivers	\$13.60
Community School Coordinators; Paraprofessionals A&B	\$17.35
Secretaries; Clerk	Hourly rate or Overtime rate if applicable
Security Guards	\$21.83
Parent/Attendance Officers	\$21.83

