

1-0720

62-15

A G R E E M E N T

Between
Englewood City of
THE CITY OF ENGLEWOOD

and

(CITY HALL EMPLOYEES)
LOCAL 29, R.W.D.S.U.

January 1, 1984

X to

December 31, 1986

A G R E E M E N T

CITY OF ENGLEWOOD

and

CITY HALL EMPLOYEES

LOCAL 29, R.W.D.S.U.

THIS AGREEMENT entered into by and between the City of Englewood, County of Bergen and State of New Jersey, hereinafter called the "City", and Local 29, R.W.D.S.U., AFL-CIO, hereinafter called the "Union",

W I T N E S S E T H:

WHEREAS, the City has an obligation, pursuant to Chapter 303, Public Laws 1968, to negotiate with the Union as the representative of employees hereinafter designated with respect to the terms and conditions of employment; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement and in consideration of the following mutual covenants, it is hereby agreed as follows:

RECOGNITION

1.0 The City hereby recognizes the Union as the exclusive representative for collective negotiation concerning the terms and conditions of employment for those employees in the unit that was involved in the Public Employment Relations Commission, Docket No. RD-139, Certificate of Representation dated February 24, 1971, as follows: "all classified employees in the various departments employed by the City of Englewood excluding confidential, temporary and part-time employees; employees presently covered under a collective bargaining agreement; employees of the Health Department, Library, uniformed police and firemen and professionals, craft employees, supervisors within the meaning of the Act, and managerial executives".

UNION DUES

2.0 The City agrees to deduct the Union's monthly dues and initiation fees from the pay of the employees who authorize the City in writing to do so. Deductions shall be made either from the first or second pay period of each month. All amounts deducted shall be remitted to the Union once a month no later than the tenth day of each month following deduction. The City agrees to furnish the Union monthly with a list of newly hired employees and terminated employees. The Union will advise the City in writing of the amount of the initiation fees and monthly dues. The City's obligation hereunder shall commence on the first day of the month next following the execution of this Agreement.

2.1 The Union shall be allowed to collect eighty-five (85%) percent of their normal monthly dues from all employees referred to in Section 1.0 of this contract who are eligible for membership in Local 29, R.W.D.S.U. but have declined membership. This clause shall be consistent with New Jersey State Statute and shall remain in effect as long as statute is law.

GRIEVANCE PROCEDURE

3.0 Step 1 Within seven (7) days of the event or within seven (7) days after the employee should reasonably have known of the event, an employee having a grievance shall present it orally, either himself or with a Union Shop Committee representative, to his Department Head. If his Department Head is absent from his duties for a 24-hour period, the grievance may be presented directly to the City Manager as hereinafter provided.

If the grievance is not satisfactorily adjusted within one full work day after presentation to the Department Head, the grievance shall be presented to the City Manager or, in his absence from his duties, the individual actually performing his duties, through the Chairman of the Union Shop Committee. Upon presentation, the City Manager or his designee shall specify a time, and shall meet within three full work days thereof, for discussion of the grievance with the employee, the Chairman of the Union Shop Committee, one Union Shop representative, and the Department Head. Within one full work day following the conclusion of said discussion, the City Manager shall either:

- (a) Adjust the grievance;
- (b) Find the grievance unjustified; or
- (c) Advise the Shop Committee that the adjustment of the grievance is beyond his authority.

Whenever a Step 1 grievance is discussed and prior to adjustment of the grievance, the City Manager and the Chairman of the Union Shop Committee shall initial the minutes of the meeting which shall be made during the course thereof by the City Manager.

3.1 Step 2 If the result of Step 1 is not satisfactory to the employee and the Shop Committee, the authorized representative of the Union may proceed to final and binding arbitration before and pursuant to the Rules of the New Jersey Public Employment Relations Committee by serving notice of its desire for arbitration upon the City Manager either personally or by certified mail within ten (10) days after the termination of Step 1.

3.2 The cost for the service of the arbitrator shall be borne equally by the City and the Union.

3.3 The City or its authorized representative, if it wishes to present a grievance, shall present the same to the Union Shop Committee either orally or in writing. Upon a failure of adjustment thereof, it may proceed directly to final and binding arbitration by serving notice upon the Union by certified mail.

3.4 The failure of the employee or his representative to proceed according to the procedure herein set forth within the time periods therein prescribed shall be deemed to constitute a waiver by the employee of his rights to proceed further either administratively, by arbitration or judicially.

3.5 Step 1 grievances shall be presented and discussed during working hours at a mutually agreeable time.

3.6 Any time limits in this section may be extended by mutual agreement of the parties.

3.7 Effective January 1, 1974, if an employee is required to attend a grievance meeting scheduled by the City on his day off, or other than during his regular working hours, he shall be paid at straight time for a minimum of four (4) hours.

SENIORITY AND BIDDING

4.0 If a vacancy is not filled under paragraph 4.1, the City will notify the Shop Committee Chairman and the Union President that a new employee is to be hired listing his job classification and starting salary. Whenever a new employee is hired, notification will be given as to his name, job classification, and starting salary expressed as an annual amount.

4.1 The City, as employer, acknowledges that the opportunity for promotion should increase in proportion to length of service. The Union recognizes that the needs of the City require an employee's advancement to depend partly on his sense of responsibility. In order to give due and proper balanced effect to each of the factors thus mentioned, these rules are adopted:

1. No vacancy shall be filled by engagement of a new employee unless, under these rules, no promotee can be selected within the bargaining unit.

2. The classification and the respective grades listed on Appendix "A" constitute the regular sequence of advancement.

3. Promotion means a permanent movement from a lower to a higher grade or a permanent lateral movement from one classification to another where both the classification left and the classification entered are on the same grade level in Appendix "A".

4. Every vacancy shall be advertised on all bulletin boards usually used for notification to unit personnel. Every announcement of a vacancy shall contain:

(a) The name of the vacant classification as shown on Appendix "A".

(b) The grade number as shown on Appendix "A".

(c) The job description.

(d) The final date for the submission of written applications. That final date shall be at least five (5) calendar days subsequent to the initial posting.

5. Every member of the bargaining unit shall have the right to submit, within the time so limited, an application for the vacancy so posted. Such submission shall be made to such official or office as the announcement shall designate.

6. The applications, after the final date, shall be separated by the employer into groups.

7. All applications submitted from the same grade level shown on Appendix "A" shall constitute one separate group.

8. Consideration shall be given first to the highest grade level represented and shall constitute downward from grade to grade. However, at the first level at which, under these rules, a promotee can be selected, the process shall end and no lower group shall be considered.

9. Should there be submitted from the grade level being considered, only one timely application, the applicant shall be entitled to the promotion, as long as, in the opinion of supervision, he can, within a reasonable period, learn the job involved as long as, during the three months immediately prior to the posting of the announcement of the vacancy, his record is free of unjustified absence.

10. But should more than one timely application have been submitted from the level being considered, the governing factor in the selection of the promotee, if any, shall be seniority accrued at that level if, in the opinion of supervision, the applicants are relatively equal in ability to learn the job involved and if, during the three months immediately prior to the announcement of the vacancy, their respective attendance records are relatively equal in freedom from unjustified absence.

However, if, because of relative inequality in ability as so adjudged, the senior applicant would be denied promotion, he shall be entitled to a qualifying probation of reasonable length on the job involved unless his incapacity to learn the work is obvious. The length of the trial period shall be determined by supervision but only after consultation with the appropriate Union representative.

11. Wherever, during a period of 90 consecutive calendar days, an employee's record remains wholly free of any warning given for unjustified absence, prior warnings given for such infraction shall be removed from his file.

12. All determinations made on the subject of capacity or incapacity to learn the job involved and on the subject of the quality of performance, rendered during a probation period, shall be made by supervision. However, any such determination, if challenged as arbitrary, capricious or unreasonable, shall be reviewable on such grounds through the grievance arbitration procedure.

13. An employee who applies for either promotion or transfer shall not lose his rights to return to his last job at any time prior to or during the probationary period.

4.2 An employee shall be considered to be on probation and shall not be entitled to any seniority rights until he has been employed six (6) months after the date of his most recent hire. After six (6) months, his seniority will be retroactive to his starting date and will include previous periods of service with the City if there is no more than a one (1) year break in service except as set forth in paragraph 4.6.

4.3 Should an employee member of the unit transfer within the City to other work, he would take his seniority with him, subject to the provisions of any Union agreement should he be transferred to another unit. Any employee transferred into the unit would take his seniority with him.

4.4 Should a temporary or part-time employee be transferred to full-time permanent work, he must then serve a six (6) month probationary period following which his seniority shall be effective on the date he was first transferred to full-time permanent work.

4.5 Seniority rights are forfeited due to voluntary resignation; discharge for any justifiable cause; layoff equal to length of service but no more than one year; failure to return from personal leave without just cause; authorized personal illness leave of absence of more than one year without extension by the Council; authorized work connected illness leave of absence of more than two years without extension by the Council; maternity leave of absence of more than one year; and military leave subject to veteran's re-employment rights. The Union has the right to grieve on actions taken by the City under this section.

4.6 A seniority list by occupational group, job classification, grade, name of employee, and seniority date will be supplied to the Union every six (6) months.

4.7 Any employee on layoff under the provisions of Section 4.6 would have the right to be reinstated to employment before a new employee is hired provided the laid off employee is qualified to do the job.

4.8 Whenever a vacancy occurs or a new job is created, the City shall post a notice of the same on the Bulletin Board and invite employees to apply for the job opening. The position will remain on the Bulletin Board for five (5) full working days. Employees who wish to be considered for future promotions but may be on vacation or leave may file a request in the Employee Relations Department for consideration should a future opening occur.

4.9 The City will review each bidder's qualifications, ability to perform the work involved, knowledge, skill, efficiency, physical fitness, training, past experience, past record as an employee and seniority. Considering all factors, the City will make the final decision on the employee selected for the job vacancy.

4.10 For purposes of bidding, job classifications have been set up in six (6) groups as set forth in Appendix "A". Employees in the same group in which the opening occurs, who bid on a job opening, would first be considered before the employees in the other groups.

4.11 Should an employee who is in a lower grade be awarded the bid, he will receive a 5% promotional increase (or \$300 whichever is greater) in base salary to the higher grade but will receive no less than the minimum or no more than the maximum of the higher grade.

4.12 Should an employee awarded the bid be in the same grade, he will retain his present base salary.

4.13 Should an employee who is on a higher grade be awarded the bid on a lower grade, he will retain his present base salary but no more than the maximum of the lower grade. In such a case, his base salary cannot be more than the maximum of the lower grade.

4.14 An employee will have the right to bid on a job classification to which he is presently assigned.

4.15 Employees shall be entitled to unlimited promotion biddings, but shall be limited to one (1) "lateral transfer" per year.

4.16 The City may decide under its management rights to fill or not fill a job vacancy; to increase the work force using a present job classification or establishing a new job classification; to upgrade an employee to a higher job classification; and to review a job classification for purposes of determining a revised job classification and grade for a job based on changes in job requirements or the misclassification of the employee on the job.

4.17 Should an employee be promoted or transferred to a job, he will have three (3) months probation on the job and may be transferred back to his previous job should his work be unsatisfactory.

4.18 An employee temporarily transferred to another job will receive the greater of his regular pay or the pay of the job classification to which he is temporarily transferred, for the hours worked on the other job, provided the job is for more than one-half day.

4.19 Should an employee's job be abolished, he will have the right to replace another employee with less seniority within the same occupational group (Appendix "A") and job classification provided he is qualified to do the job. The employee with the least seniority may then replace an employee with less seniority in a different job classification in a lower grade provided he is qualified to do the job.

4.20 Postings and bidding on jobs are subject to the Grievance Procedure.

SALARIES

5.0 Minimum and maximum for each grade shall be paid in accordance with the salaries set forth in Appendix "A" to this agreement. Employees shall receive an increase of \$1,060.00 effective January 1, 1984, \$1,135.00 effective January 1, 1985 and \$1,185.00 effective January 1, 1986. The salary grade will reflect minimums for 1984, 1985 and 1986 in the same manner as the maximums.

5.1 In addition to the salaries set forth in Appendix "A" to this agreement, Animal Control Officers who are assigned to a scheduled work week other than Monday through Friday shall be paid an additional salary of \$940.00 per year, effective January 1, 1984, and prorated for such period of time as they are assigned to a regular work schedule of other than Monday through Friday. The City of Englewood shall have the right to designate and redesignate the regularly scheduled work week of the Animal Control Officers. All hours which are worked by these employees in excess of the regularly scheduled work week shall be paid at the overtime rate as set forth in Article 7 of this agreement.

LONGEVITY PAY

6.0 Each employee shall receive, in addition to his annual salary for the calendar year, a longevity payment of 1-1/2% of his base salary for each completed four (4) years of service up to a maximum of 7-1/2%. Longevity payments will first become due or will be appropriately increased on the first of the month following the month in which an employee's anniversary date of employment occurred.

HOURS AND OVERTIME

7.0 The standard work week is thirty-five (35) hours. The standard work day is seven (7) hours excluding lunch period.

7.1 Time and one-half premium pay shall be paid for all hours in excess of seven (7) hours in a day or thirty-five (35) hours in a work week.

7.2 Employees whose regular scheduled work week is Monday through Friday shall be paid time and one-half premium pay for work on Saturday, and double time for work on Sunday. Employees whose regular scheduled work week is not Monday through Friday shall be paid time and one-half premium pay for work on the sixth day of their work week and double time for work on the seventh day of their work week.

7.3 Any employee required to work on a holiday, will receive his regular straight time holiday pay for seven (7) standard hours. In addition, he will be paid double time premium pay for all hours worked on the holiday. This provision includes employees in the City Clerk's Office working on General Election Day.

7.4 Any employee called back at a time other than his regular scheduled hours shall receive a minimum of four (4) hours pay at time and one-half premium pay (a minimum of two (2) hours pay at time and one-half premium pay in the Court Clerk department), or time and one-half premium pay for all hours worked whichever is greater.

7.5 There shall be no compensatory time off in lieu of premium pay. There shall be no pyramiding of premium pay or double payments for the same hour worked. The employee will receive the highest premium pay for an hour worked as provided in this section or any other section of this Agreement. Before working overtime, an employee must have prior approval of his Department Head.

7.6 The opportunity to work overtime shall be rotated within each department among persons with jobs in the same grade and class, except where overtime is an integral part of a particular job, such as, but not limited to, the jobs of Secretary to the Board of Adjustment, Secretary to the Planning Board, Secretary to the Board of Appeal, and Deputy City Clerk.

SHIFT DIFFERENTIAL

8.0 An employee whose regularly scheduled shift begins between the hours of 3:00 p.m. and 5:00 a.m. will receive \$450.00 per year added to his base salary.

8.1 It is fully understood and agreed that the shift differential will only be paid to employees who are regularly assigned to any shift other than the day shift. The amount of shift differential will be based on days actually assigned to other than the day shift and paid each day period on a pro rata basis of the annual amount. The pro rata payments would apply to day shift employees assigned on a temporary basis to other than the day shift.

VACATIONS

9.0 Vacations hereunder shall be permitted at any time during the year subject to the City's reasonable determination of the needs of the City in maintaining essential services, and shall be selected by the employee no later than the 15th day of April each year. In the event the City closes shop for any period of time, employees who have designated other vacation time shall be required to work and shall be provided with work of any nature and shall receive therefor the rate of the job or the rate of their regular job, whichever is higher.

9.1 During the early part of each calendar year, employees will be scheduled for vacation based on their seniority within an employee's job classification and department. Once an employee's vacation has been scheduled, he must take his vacation during that period. However, should an employee be unable to take his regularly scheduled vacation due to serious illness, accident or injury suffered by the employee or a member of his immediate family, as documented by a physician's certificate, or other reasons acceptable to the Department Head prior to the start of his scheduled vacation, he may request to have his vacation changed to a later date.

Should the vacation change be approved by the City, it shall in no way change or alter previously scheduled vacations of any other employee. Furthermore, the rescheduled vacation must be taken within the same calendar year.

9.2 The following vacation time off with pay shall apply:

<u>Years of Service</u>	<u>Vacation (work days)</u>
Less than one	up to 12 days
One but less than three	13 days
Three but less than five	15 days
Five but less than ten	17 days
Ten but less than fifteen	20 days
Fifteen and over	25 days

9.3 During the first year of employment, an employee's vacation days will be based on service calculated from the first of the month following the date of hire, unless the employee was hired on the first day of a month. He may receive up to twelve (12) days' vacation by December 31st.

9.4 Beginning with January 1st of each year thereafter, an employee's vacation will be based on years of service completed during that calendar year determined on his anniversary date of employment which occurs during any part of that calendar year. An employee who takes his vacation prior to his anniversary date may take the full number of days to which he would be entitled if the anniversary date has already occurred, provided that, if he should leave the employ of the City before the anniversary date, the final paycheck to that employee will be reduced by any unearned vacation days.

9.5 An employee whose employment terminates will be entitled to a lump sum payment for any unused vacation during the year calculated from January 1st and based pro rata on the number of full months worked divided by twelve (12) and multiplied by the vacation days listed above to which he would have been entitled to for that year. The result of this calculation minus any days taken during that year will be his pro rata lump sum payment.

Any employee who, at the time of his initial employment was required to work a full year before becoming entitled to any vacation, shall, upon termination of his employment, be entitled to the full vacation pay to which he was entitled for his last full year of employment, plus his pro rata share of vacation time for the year in which his employment is terminated.

9.6 Since each employee's vacation year will be on a calendar year basis, an employee may not take a vacation "back to back" at the end of a calendar year without City approval.

However, it is agreed that Section 9.1 be amended as follows: In an emergency or through no fault of the employee, or based on a management decision, vacation, or a portion thereof, may be carried over to the following year extending the one year period to a two year period.

HOLIDAYS

10.0 Regular full time employees shall be entitled to receive thirteen (13) holidays with pay during a calendar year as follows: New Year's Day, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, General Election Day, Thanksgiving Day, Christmas, and Dr. Martin Luther King's Birthday.

10.1 Should a holiday fall on a day which is a regularly scheduled day off for an employee, he shall receive an additional day off or an additional day's pay without any additional time off, at the discretion of the City, which must be exercised within a reasonable amount of time.

LEAVES

11.0 Leaves will be provided to employees in accordance with Ordinance No. 1754 of the City of Englewood dated December 19, 1967, except as set forth in the following paragraphs.

11.01 Sick leave shall accumulate at the rate of 1-1/4 days per month, not to exceed a total of 15 days per year.

11.02 The definition of sick leave shall exclude any work-connected illness or injury compensable by Workmen's Compensation.

11.1 Upon retirement under the provisions of the Public Employee's Retirement System, an employee shall be entitled to receive payment for all accumulated sick leave not used at the time of retirement.

11.2 An employee in good standing whose employment terminates after two (2) years of service with the City will receive a lump sum payment equal to one-half (1/2) of the amount of his accumulated sick leave not used at the time of termination provided he is not discharged for cause other than physical disability. Effective January 1, 1974, upon such termination, after eight (8) years, he shall receive 75% of the amount of his accumulated unused sick leave, and upon such termination after twenty (20) years, or upon termination because of physical disability, he shall receive 100% of his accumulated unused sick leave provided, however, that the maximum payment of terminal leave, for all of the aforesaid calculations under this paragraph shall not exceed \$12,000.

11.3 To the present definition of members of the family (i.e. immediate family: wife, husband, child, mother, father, brother, sister of the employee who resides with the employee as part of his of her household), in the place and stead of mother and/or father, as may be applicable, in the paragraph providing for time off with pay for death in the family, there shall be added two guardians or other individuals responsible for the raising of the employee. The name or names thereof, shall be submitted by each employee within thirty (30) days of the time he is hired.

11.4 The following additional sick leave will be granted automatically based on the length of service, on a one-time basis only during the term of the contract for a catastrophic illness, and may not be accumulated from one contract period to another, and is not to be included in the totals calculated under 11.1 and 11.2 above.

More than one and through ten years . . . 15 days

Eleven through fifteen years. 30 days

More than fifteen years 45 days

Catastrophic illness shall be defined as an illness which prevents an employee from working for a continuous period in excess of ten (10) working days. Payment of the additional sick leave provided hereunder shall not commence until after said ten (10) day period.

11.5 The following personal leave days will be available to each employee:

(a) One (1) personal day per year, not chargeable to sick leave, upon approval of Department Head.

(b) Three (3) days of paid absence from work per year, not chargeable to sick leave, for death in the immediate family.

(c) Three (3) personal days per year chargeable to sick leave.

11.6 If by reasons of illness, an employee is unable to return to work for a period of fifteen (15) days or more, and should such employee not have any accumulated sick leave, then such employee shall be entitled to the balance of any sick days which have not yet accrued but which will accrue under the contract during the remainder of the current calendar year as may be required for such illness. This provision in no way modifies the additional sick leave provisions of the contract.

INSURANCE AND PENSIONS

12.0 Payments made by employees to the Public Employee's Retirement System shall be returned with whatever interest is due from the System to any employees whose employment with the City terminates prior to eligibility for pension. Said repayment shall be made upon completion of filing the proper withdrawal statements by the employee and processing by the New Jersey Division of Pensions.

12.1 The present level of medical coverage, including Rider "J", shall remain in effect.

12.2 A prescription plan shall be provided to the employees set out in Section 1.0 of this agreement. The plan shall be the basic prescription plan as provided through the State of New Jersey, Division of Pensions or its equivalent. Coverage shall begin as soon as enrollments can be arranged. The City shall only be liable for the cost of coverage based on the monthly cost in effect when the plan is activated. Future increases in cost shall be borne by the employee or negotiated for by the Union. Effective April 1, 1985, prescription coverage for unit members shall be provided under the City's current self-insured prescription program.

MISCELLANEOUS

13.0 Employees in the Building and Grounds Department will be supplied with a uniform (permanent press shirt and trouser). In addition, one jacket and suitable raingear (hat, jacket, pants and boots) will be supplied by the City.

13.1 Any employees required to work outdoors will be supplied with suitable clothing for summer and winter wear.

13.2 Employees in the Engineering Department will be supplied with boots, raingear, and bright colored vests for field work, and winter wear.

13.3 Meter maids in the Police Department will be supplied with three (3) long sleeved blouses; two (2) short sleeved blouses; four (4) skirts (2 winter, 2 summer); two (2) hats (one winter, one summer); two (2) ties (one winter, one summer); one (1) name tag; one (1) outer coat; one (1) jacket; one (1) raincoat; two (2) pairs of shoes; and one (1) pair of boots; and two (2) pairs of slacks.

13.4 The City will provide a suitable bulletin board(s) for the Union's official use.

13.5 Safety shoes and work gloves shall be worn where required, and shall be provided by the City.

13.6 All employees shall be provided with parking spaces in adequately lighted areas.

GENERAL

14.0 The terms and conditions contained herein shall supersede any contrary terms and conditions whether contained in ordinance or elsewhere, but shall not supersede any of the requirements or prescriptions of Chapter 303, Public Laws 1968, as amended and supplemented, all of which rights and prescriptions to the extent required by law, shall govern the relationship of the construction of this Agreement. If any clause contained in the Agreement is hereafter found to be illegal, that clause shall no longer apply to this contract, but the balance hereof shall remain in full force and effect. All governmental rights and prerogatives conferred upon the City by law shall, except as expressly limited by the terms of this Agreement, be reserved to the City.

14.1 All previous practices and conditions of employment not herein enumerated or modified shall continue in full force and effect.

14.2 This agreement shall continue in full force and effect for a period of three (3) years from January 1, 1984 provided that any salary increases of other benefits to be paid retroactive to that date shall be paid only to employees on the active payroll of the City on the date that this Agreement is signed.

14.3 Effective January 1, 1985, the City shall have the right to institute at anytime thereafter, the system of bi-weekly payments of salaries.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be properly executed and attested on this _____ day of _____, 19____.

ATTEST:

CITY OF ENGLEWOOD

Jack Drakeford, City Clerk

William Somers, City Manager

ATTEST:

LOCAL 29, R.W.D.S.U., AFL-CIO

Secretary

By: Joel Pave, President

APPENDIX A

CITY HALL JOB CLASSIFICATION SCHEDULE

<u>Salary Grade Levels</u>	<u>Proposed Minimums and Maximums</u>			
		<u>1984</u>	<u>1985</u>	<u>1986</u>
<u>Grade 1</u>				
Clerk/Typist	Minimum	8,560	9,695	10,880
Telephone Operator	Maximum	16,670	17,805	18,990
Park Ranger				
<u>Grade 2</u>				
Custodian				
Clerk Stenographer				
Engineering Aide	Minimum	9,560	10,695	11,880
Secretary	Maximum	18,170	19,305	20,490
Data Entry Clerk				
Account Clerk				
Dispatcher				
Asst. Control Clerk				
<u>Grade 3</u>				
Senior Custodian	Minimum	10,560	11,695	12,880
Permit & License Clerk	Maximum	18,570	19,705	20,890
Senior Engineering Aide				
Control Clerk				
<u>Grade 4</u>				
Computer Operator	Minimum	11,560	12,695	13,880
Animal Control Officer	Maximum	19,780	20,915	22,100
Lead Custodian				
<u>Grade 5</u>				
Housing Inspector	Minimum	13,060	14,195	15,380
Accountant	Maximum	20,070	21,205	22,390
Administrative Assistant				
<u>Grade 6</u>				
Sr. Housing Inspector	Minimum	13,560	14,695	15,880
	Maximum	21,870	23,005	24,190