

CONTRACT AGREEMENT

between

THE JERSEY CITY SCHOOL DISTRICT

and

**EDUCATIONAL SECRETARIES
ASSOCIATION
OF JERSEY CITY**

**AN AFFILIATE BODY
OF THE JERSEY CITY
EDUCATIONAL ASSOCIATION**

covering the period

JULY 1, 2006

to

JUNE 30, 2009

and extension year

July 1, 2005

to

June 30, 2006

**Officers and Executive Board Members
of the
Educational Secretaries Association
Of Jersey City**

**GAYLE FLYNN — President
ADA MELENDEZ — Vice President
MIRANDA DEVINCENZA — Secretary
KRISTIN SARPA — Treasurer**

TRUSTEES

**FLORENCE BRAJCZEWSKI
DAVID LOPEZ
LORRAINE RAMOS**

PREAMBLE

This Agreement is made and entered into on this 24th day of May, 2005, by and between the STATE-OPERATED SCHOOL DISTRICT OF THE CITY OF JERSEY CITY, (hereinafter referred to as the "School District") and the EDUCATIONAL SECRETARIES ASSOCIATION, (hereinafter referred to as the "Association").

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**ARTICLE I
 PRINCIPLES**

This Agreement is negotiated with a view toward attainment of the objectives of the educational program conducted in the schools of the district. Mutual understanding and cooperation among the Board, the State District Superintendent, the professional personnel, the associated personnel, and the community, requires free and open exchange of views and to this end such free and open exchange of views is desirable, proper and necessary.

**ARTICLE II
 RECOGNITION**

Section 1. The Board agrees to and hereby does recognize the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations in any and all matters relating to terms and conditions of employment on behalf of all clerical and secretarial personnel positions as set forth in the salary guides.

Section 2. Unless otherwise indicated, the term "employee", when used hereinafter in this Agreement, shall refer specifically to those employees identified in the negotiating unit defined above, and references to male employees shall include female employees.

**ARTICLE III
 MODIFICATION OF AGREEMENT
 AND NEGOTIATION
 OF SUCCESSOR AGREEMENT**

Section 1. Before the School District adopts a change in policy, which affects terms and conditions of employment, the School District will notify the Association in writing that it is considering such a change. The Association shall have the right to negotiate with the School District for a mutually acceptable change in said policy. Any agreement reached with the School District shall be reduced to writing, signed by the School District and the Association, and become an addendum to this Agreement.

Section 2. The parties agree to enter into negotiations concerning a Successor Agreement in accordance with the applicable procedure set forth by the Public Employees Relations Commission (PERC) and a good-faith effort on both sides to reach continuing agreement on salaries and other conditions of employment. By the same date, the Association agrees to present to the School District its proposals for the Successor Agreement. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all the parties.

Section 3. During negotiations, the party making the proposals shall submit such proposals in writing to the other party. During negotiations, the School District and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. Incident to negotiations, the School District will make available all relevant data and records, where permitted by appropriate Federal and State Statutes, that may be requested by the Association. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

Section 4. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.

**ARTICLE IV
INDIVIDUAL GRIEVANCE PROCEDURE**

Section 1. To promote to the highest possible degree of harmonious employer/employee relations, it is essential that procedures to resolve grievances be established.

Section 2. A grievance may be considered to exist when an employee believes that an administrative procedure or policy adversely affects his/her working conditions or his/her welfare or violates the terms of this Agreement or any subsequent Agreement entered into pursuant to this Agreement.

Section 3. In the wording of this statement of procedures, the term "employee" shall be taken to include all members of the bargaining unit.

Section 3.1 Any aggrieved person may be represented at any stage of the grievance procedure by a representative selected or approved by the Association.

Section 4. Any employee shall have the right to present his/her grievance through the steps described in the following paragraphs with assured freedom from restraint, interference, coercion, discrimination, or reprisal.

Section 4.1
STEP I: Any employee who has a grievance shall first advise his/her principal (or immediate superior or department head, if applicable) in writing of its existence. The writing shall indicate that Step I of the grievance procedure has been initiated. The principal shall meet with the employee within three (3) school days in an attempt to resolve the grievance at this level. Within three (3) school days after the discussion, the principal (or immediate superior or department head, if applicable) shall orally make known his/her decision to the employee. Should discussion at this level result in an unsatisfactory resolution, the employee may present his/her grievance within five (5) calendar days to the Grievance Evaluation Team of the JCEA. The JCEA Grievance Evaluation Team will render a decision within seven (7) calendar days of receipt of the grievance. If the decision is that the grievance has no merit, the person involved will be so notified, in writing, by the chairperson of the JCEA Grievance Evaluation Team.

STEP II: If the decision of the JCEA Grievance Evaluation Team is that the grievance does have merit, it shall, within the 12-calendar day period referred to in STEP I above, present a written statement of its position on the matter to the Human Resources Department and to the aggrieved. This statement must include reference to the specific remedy sought by the grievant. The employee in further discussion of his/her grievance, may at this step, be accompanied and assisted by not more than two (2) representatives of the Association, designated by the JCEA Grievance Evaluation Team. The Human Resources Department shall hold a meeting

upon request of the JCEA Grievance Evaluation Team and render a written decision within five (5) school days of receipt of the written statement from the JCEA Grievance Evaluation Team. The Human Resources Department's decision shall be prepared in triplicate; one (1) copy to the employee, one (1) copy to the JCEA Grievance Evaluation Team, and one (1) copy to the State District Superintendent.

Section 4.3

STEP III: If the grievance is not resolved to the satisfaction of the JCEA at the level of STEP II, the JCEA may appeal within ten (10) calendar days, to the State District Superintendent and School District Counsel in a written statement, setting forth details and grounds on which the grievance is based and attaching all pertinent documents. The State District Superintendent and School District Counsel shall confer with the parties concerned, within four (4) calendar days. The State District Superintendent and School District Counsel shall then, within six (6) school days, render their decision. A written statement of this decision, and all supporting reasons shall be sent to the aggrieved, to the Human Resources Department and the JCEA Grievance Evaluation Team.

Section 4.4

STEP IV: If the JCEA is not satisfied with the disposition of the grievance at STEP III, the JCEA shall have the right to request arbitration pursuant to the rules and regulations established by the Public Employment Relations Commission. A request for arbitration shall be made not later than fifteen (15) school days after the disposition of the grievance at STEP III.

Section 4.5

The arbitrator shall proceed with the hearing and submit a written decision in the shortest possible time setting forth his/her findings of fact, reasoning and conclusions on the issue(s) submitted. The decision of the arbitrator shall be submitted to the School District and the Association and shall be final and binding on both parties. The arbitrator shall be without power to alter, amend or modify the terms of the Agreement. In addition, the arbitrator shall be without power or authority to make any decision, which requires the commission of

an act prohibited by law or which is violative of the terms of this Agreement. The cost of arbitration shall be paid by the unsuccessful party.

Section 5.

An aggrieved employee shall institute action, under the provisions hereof within fifteen (15) school days following the occurrence.

Section 6.1

An employee whose grievance has been deemed to be without merit by the JCEA Grievance Evaluation Team shall retain the right of written appeal to the State District Superintendent.

Section 6.2

Should circumstances necessitate hearings or discussion of a grievance during school hours, there shall be no loss of pay suffered by reason thereof by the aggrieved or his/her representatives, if they should be employees of the School District.

Section 6.3

In the event no decision is forthcoming within prescribed time limits at any step, the aggrieved may, upon notice, proceed to the next step.

Section 6.4

Any of the time limits specified may be extended by mutual agreement.

Section 6.5

In the event a grievance is brought up for consideration at the end of a school year, and if the principal (or immediate superior or department head, if applicable) is not available after the closing of school for procedures outlined in STEP II, the JCEA may proceed directly to STEP III, if the JCEA Grievance Evaluation Team contends that there is merit to the matter.

Section 7. The function of these procedures is to assure equitable and proper treatment under existing rules, policies, procedures, and contractual agreements, which relate to or affect the employee. They are not to be used for changing existing rules, policies, procedures and contractual agreements or for establishing new ones.

Section 8. If, in the judgment of the JCEA Grievance Evaluation Team, a grievance affects a group or class of employees, the Grievance Evaluation Team may process such a grievance through all levels of the grievance procedure, even though the aggrieved person does not wish to do so. However, in the event the group or class is composed of grievants in more than one school, the grievance will start at Step II.

Section 9. No meetings or hearings under this procedure shall be conducted in public and shall include only such parties in interest and their designated or selected representatives.

ARTICLE V EMPLOYEE RIGHTS

Section 1. Pursuant to Chapter 123, Public Laws of 1974, the School District hereby agrees that every employee of the School District shall have the right freely to organize, join and support engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the School District undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the School District, or his/her institution of any grievance; com-

plaint or proceeding under the Agreement or otherwise with respect to any terms or conditions of employment.

Section 2. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

Section 3. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any employment advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subjected to the grievance procedure herein set forth or the applicable rules and regulations of the New Jersey Department of Personnel.

Section 4. Whenever any employee is required to appear before the State Superintendent or School District, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in office, position or employment or the salary or any increments pertaining thereto, then that employee shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise and represent the employee during such meeting or interview.

ARTICLE VI ASSOCIATION RIGHTS AND PRIVILEGES

Section 1. The Association may be granted permission to use school buildings, at reasonable hours, for meetings. The usual procedure to obtain permission in accordance with the rules of the School District shall be followed.

Section 2. Bulletin board space shall be made available to the Association at the offices of the School District. The authorized representative of the Association shall be the sole person empowered to post materials on such board.

**ARTICLE VII
SALARY, HOURS OF WORK, STAFFING**

Section 1. Time and one-half premium pay shall be paid for all overtime work performed at the direction of supervisory personnel. The policy of compensatory time is hereby abolished.

Section 2. The workweek from September 1 through June 30 shall be thirty-five (35) hours, seven (7) hours per day, excluding lunch periods. The workweek from July 1 through August 31 shall be thirty-two and one-half (32½) hours, six (6) hours and thirty (30) minutes per day, excluding lunch.

If a sufficient number of employees are available to work the extended day from September 1 through June 30, then the immediate supervisor may permit other employees to work the additional thirty (30) minutes during their lunch period. The immediate supervisor may also allow flexible time for employees. However, the immediate supervisor may, at his/her discretion, have employees revert to the regular workday schedule.

Effective July 1, 2003 the workweek from July 1 through August 31 shall be thirty-three (33) hours and forty-five (45) minutes, six (6) hours and forty-five (45) minutes per day, excluding lunch. Effective July 1, 2004 the workweek from July 1 through August 31, shall be thirty-five (35) hours, seven (7) hours per day, exclusive of lunch.

All hours worked beyond the required workweek/workday shall be compensated pursuant to the following schedule:

Weekdays - 1 ½ times	Sundays - 2 times
Saturdays - 1 ½ times	Holidays - 2 times

Section 3. Employees shall be paid in twenty-four (24) semi-monthly payments. Such checks are to be received by employees on the first and sixteenth of each month.

Section 3. The Association shall have the right to distribute materials dealing with the proper and legitimate business of the Association. The Principal, Administrator or Supervisor and/or his/her designee shall be notified prior to the distribution of such materials.

Section 4. Two (2) employees to be selected by the Association shall be entitled to time off for attendance at Association conventions. The amount of time off for all employees shall not exceed a total of six (6) working days.

Section 5. In the event there is no Association Representative in any work location, an authorized Representative from another work location may be designated the authorized representative of the Association by a letter of authorization signed by the President of the Association to carry out all duties and responsibilities of Association Representatives as set forth in this Agreement, except that such representative shall not be entitled to leave the premises of the work location in which he/she works during his/her working hours.

Section 6. The rights and privileges of the Association and its 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 organizations.

Section 7. Whenever any representative(s) of the Association participates during working hours in negotiations or grievance proceedings, that person shall suffer no loss of pay.

Section 8. A supervisor/department head may only limit, except in emergency situations, up to 50% of his/her staff from attending the NJEA convention. The supervisor/department head shall ensure equitable opportunities for attendance through a rotation from year to year. At all times, the request to attend the convention must be received by the supervisor/department head 2 weeks prior to the start of the convention. The supervisor/department head must make every effort to respond to the request 1 week prior to the start of the convention.

Section 4. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day.

Section 5. Salary checks for all new employees shall be paid through direct deposit. Salary checks for all other employees shall be paid through direct deposit by July 1, 2008.

Section 6. Promotions: Pursuant to practice as established by letter of the Human Resources Department, Letter shall stipulate that in promotions, employee's salary shall be raised to the nearest highest base salary step for the new position and one (1) additional increment shall be granted recognizing the promotion.

Section 7. Employees working in the Twilight program shall receive a stipend of \$750.

ARTICLE VIII VACANCIES AND NEW POSITIONS

Section 1. Consideration for new and vacant positions, whether temporary or permanent, shall be given to employees presently under permanent title within the School District.

Section 2. Notice of all vacancies and new positions together with the criteria necessary to fill the position, shall be made known to the Educational Secretaries Association within a reasonable time.

Section 3. All employees interested therein must submit a written application to the Human Resources Department within ten (10) workdays.

Section 4. Employees who have acquired experience, skill and ability to do the work required in the job without further training shall be given preference. All such applicants shall be considered and will be given a reply to their application.

Section 5. The School District shall determine the qualifications and abilities of employees who apply and, in the event two (2) bidders are of equal experience and ability, the applicant with the greater seniority shall be awarded the job.

Section 6. None of the above is meant to violate Civil Service procedures, rules or regulations, and if there is a conflict between the Civil Service procedures, rules or regulations, such Civil Service procedures, rules and regulations shall prevail.

ARTICLE IX JOINT COMMITTEES

Section 1. It is agreed that monthly meetings will be held between the President of the Association and the State District Superintendent, upon request by the State District Superintendent or Association, to discuss items of mutual concern.

Section 2. Tuition Reimbursement. The School District shall provide for tuition reimbursement for undergraduate or graduate courses not to exceed \$325 per course. One Pool of Funds shall be established in conjunction with the Jersey City Teacher Aides Association in the amount not to exceed \$30,000. Effective July 1, 2003, the pool shall be increased to \$45,000.

Section 3. Organization Committee. The District shall establish an Organization Committee which shall consist of representatives from the JCEA and/or ESA to discuss, evaluate and make recommendations to the Superintendent regarding the organization of job titles in the ESA.

ARTICLE X ATTENDANCE INCENTIVE PLAN

Any employee who has no absences from July 1st to June 30th shall receive a \$350 bonus. The bonus will be split in two parts, \$175 each semester for employees who achieve perfect attendance during the semester. The first semester is July 1st to December 31st; the second, January 1st through June 30th. The only excused absences relative to this policy are: death in the immediate family; jury duty and an approved professional day.

ARTICLE XI SICK LEAVE

- Section 1. Personal illness leave with pay shall include any absence that occurs on any day and succeeding days that an employee is not actively performing the duties of his/her assignment.
- Section 2. An employee absent because of personal illness shall suffer no loss of pay for:
- a. One (1) working day for each month of service during the remainder of the first fiscal year of service following assignment or permanent appointment.
 - b. Fourteen (14) working days in every fiscal year thereafter.
- Section 3. All or any portion of allowable personal illness leave for any fiscal year not required (used) by an employee shall be accumulated to his or her credit from year to year.
- Section 4. Accumulated personal illness with pay shall be granted an employee when needed, provided that in computing the amount of pay there shall be deducted the amount of monies which the employee is paid under the provisions of Title 34, Chapter 15 of the revised Statutes of New Jersey for temporary disability for any kind for which the employee is entitled to receive accumulated personal illness leave pay.
- Section 5. The procedure to be followed for illness requiring leave of absence is as follows:
- a. Employees who are absent six (6) consecutive school days must submit a leave form. The leave form must be completed by a physician and the employee and sent to the principal, department head or immediate supervisor by Certified Mail/Return Receipt Requested. The leave form must be received by the District within six (6) working days of the sixth consecutive day of absence. Leave forms shall be supplied to employees at the beginning of each school year.
 - b. If completed personal illness leave of absence form

is not received within the twelve (12) working days period, then the principal, department head or immediate supervisor should send a certified letter indicating failure to comply.

c. If no response to the letter is received within five (5) working days, the employee's paycheck may be withheld pending disposition of illness leave by the Human Resources Department.

- Section 6. Leaves of absence for personal illness may be granted only when requested on the prescribed form signed by a regularly licensed Doctor of Medicine (a Doctor of Dental Service or Dental Surgery in case of mouth ailments) and approved by the State District Superintendent.
- Section 7. Each leave of absence shall not be in excess of one-half year from the first day of absence due to personal illness. Leaves of more than thirty (30) days must be approved by the State District Superintendent or the Human Resources Department.
- Section 8. In the computation of personal illness deductions, the fourteen (14) days personal illness leave granted for the current fiscal year shall be utilized first, and next if the absence exceeds fourteen (14) days in any fiscal year, the days in the employee's cumulative personal illness leave account shall be used.

- Section 9. An employee who has used the current personal illness leave days and his/her cumulative personal illness leave account, upon the recommendation of his/her superior and the approval of the Human Resources Department, and the approval of the State District Superintendent, may receive one additional day for each year of experience as an employee of the Jersey City Public Schools.
- Section 10. These additional days shall be called "permissive personal illness" leave and shall not be cumulative and shall not be granted more than twice, and only once in any given school year.

- Section 11. Individual days of absence may not be applied against permissive leave. If any employee has not used his entire permissive leave in a school year, he/she may

request the State District Superintendent, in writing, to apply the unused days within that school year (to June 30) to a new illness leave (5 days or more) if such is necessary prior to the expiration of that current school year.

Section 12. An employee who has served from one (1) to ten (10) years in the Jersey City School System may be allowed an absence beyond the accumulated personal illness leave and the permissive personal leave not greater than forty (40) days in any one fiscal year, during which period he/she shall forfeit one-half of the substitute's per diem pay.

Section 13. An employee who has served ten (10) or more years in the Jersey City School System may be allowed an absence for personal illness leave not greater than eighty (80) days in any one fiscal year, during which period he/she shall forfeit one-half of the substitute's per diem pay.

Section 14. To be eligible for benefits provided in Sections 12 and 13, a member must meet the requirements of Sections 9, 10 and 11.

Only the State District Superintendent, in his/her sole discretion, may approve absences beyond the accumulated personal illness leave and permissive personal leave. These extended leaves may only be granted in cases of long and extended illness, which are serious in nature. After reviewing the application for extended leave, the decision by the State District Superintendent shall not be subject to arbitration.

Section 15. Salary payments may be discontinued in cases of absence in any one fiscal year, which exceeds that enumerated in the preceding paragraphs.

Employees who exhaust sick leave shall be entitled to a sixty (60) day grace period for Board paid hospitalization after exhausting sick leave provided that the employee had neither sold back sick days during the preceding ten (10) years and was in good standing at the time of exhausting.

Section 16. In order to establish the accumulated personal illness

leave presently due an employee, any portion of allowed personal illness leave not required (used) by an employee for all years of service for such employee prior to and subsequent to the adoption of the New Jersey Department of Personnel shall be included.

Section 17. Intervening holidays shall not be counted as work days when computing allowable personal illness leave days.

Section 18. Days lost due to injuries or illness incurred as a result of activities, which were required by the character of employee's assigned work shall be excluded in the computation of allowable personal illness leave days.

Section 19. An employee whose absence for personal illness exceeds one-half year shall be required to take a physical examination as directed by the Human Resources Department of the School District.

Section 20. Upon receipt of the report from the Human Resources Department, the State District Superintendent shall either:

- a. Grant additional leave for a period not to exceed six (6) months at a loss of full pay, except in situations where the accumulated personal illness leave and permissive personal illness leave have not been exhausted, or,
- b. Return the employee to his/her position with the School District.

Section 21. No further renewal or extension of leave of absence may be granted except upon the approval, in writing, of the Merit System Board, where such non-instructional employees are under the New Jersey Department of Personnel.

Section 22. Any employee upon resignation after ten (10) years of regularly appointed service or upon retirement, shall receive a lump sum payment equivalent to \$50 for each unused day, accumulated in his/her personal illness leave bank after July 1, 1965. In the event of death before retirement, the employee's estate shall receive the lump sum payment described herein.

Section 23. Any employee covered by this agreement who has at

least two (2) years of continuous service with the Jersey City School District shall have the option of cashing in 30% of sick days at the rate of \$40.00 per day or at fit of the substitutes per diem rate, whichever is greater.

ARTICLE XII OTHER LEAVE

Section 1.

Absence for Death in Family: In case of death of a parent, mother-in-law, father-in-law, brother, sister, husband, wife, child, stepchild, domestic partner or relative who is a member of the immediate household of an employee, the employee shall be excused without loss of pay or accumulated leave for death related absences taken within seven (7) calendar days of the date of death.

In case of the death of a stepmother, stepfather, grandchild, grandparent, sister-in-law (direct) or brother-in-law (direct), the employee shall be excused three (3) days without loss of pay or accumulated leave for death related absences taken within five (5) calendar days of the date of death.

Section 2.

Absence for Death of a Relative. In case of the death of a relative not included in the above section, an employee shall be excused for the day of the funeral without loss of pay or accumulated leave. The definition of "relative" in this section shall include the following: uncle by consanguinity (but not affinity), aunt by consanguinity (but not affinity), nephew, niece, cousin by consanguinity, first cousin only and not cousin's wife or husband), son-in-law, daughter-in-law.

Section 3.

Absence by Reason of Quarantine or Court Order.

A. Pursuant to N.J.S.A. 26:4-1 et seq. and in the event schools are closed as a result of, or in the event an employee is officially quarantined by action of State, County or City Health Office, no member of this bargaining unit shall suffer loss of pay provided further that the State District Superintendent retains the right to schedule make-up days in the event of closing of any and all of the district's schools.

B. An employee absent in compliance with a court

order, subpoena or summons shall not suffer deductions in pay for such absence provided the court order, subpoena or summons arises out of the course of the employee's employment with the District and further is not the result of any action by the District against the employee, nor the result of any lawsuit brought by the employee against the District. Provided further that an employee shall not suffer a deduction in pay by reason of a court order, subpoena or summons in a criminal proceeding provided the employee is not the defendant. Provided further the employee shall not suffer a deduction in pay by reason of a court order, subpoena or summons in the case of an employee, is neither plaintiff nor defendant nor has any relationship, business, social, membership or family relationship with any party; provided also that the employee has no interest, direct or indirect, in the outcome of the litigation. Provided further that said employee is served with a summons, court order, or subpoena and evidence of such service is supplied to his/her principal or department head and the absence is approved by the State District Superintendent.

Section 4.

Absence for Attending Upon a Member of Family Seriously Ill. Absence because of the necessity of attendance upon a member of the employee's immediate family who is seriously ill and requires the care or attendance of such employee shall be charged to the personal illness leave days to which the employee is entitled.

Section 5.

Report of Absence. An employee who is absent from duty because of personal illness, death in the family, quarantine, or compliance with the requirements of a court order shall notify the principal (or immediate superior or department head, if applicable) as early as possible, and such notification shall be given in advance where possible. An employee who is absent from duty for any other reason shall first secure permission from the State District Superintendent through the principal (or immediate superior or department head, if applicable).

The employee shall, in reporting absence for personal illness, communicate to the principal (or immediate superior or department head; if applicable) the probable duration of the illness.

Employees absent for any period of five (5) days or less must on return, complete, sign and file with the principal (or immediate superior or department head; if applicable), on forms to be supplied by the School District, a personal certificate as to the necessity of the absence.

Notification of return after absence: An employee who has been absent for two (2) days or more shall, before the end of the school day prior to his/her return, notify the principal (or immediate superior or department head; if applicable) of his/her expected return.

Section 6.

Leave for Maternity.

A. Any member of the non-instructional staff who is pregnant shall notify the Human Resources Department of the School District not later than six (6) months before the expected birth of the child and include with said notification a physician's certificate setting forth the date of the expected birth. She may be required to undergo a medical examination by the Human Resources Department of the School District. She shall be eligible to receive maternity leave without pay for six months, which may be reviewed for an additional period not to exceed six months upon approval of the State District Superintendent. No further renewal or extension of leave of absence may be granted except upon approval, in writing, of the Merit System Board where such non-instructional employee is under the New Jersey Department of Personnel. The School District, for proper cause or upon application of the employee, may terminate the leave prior to its original date of termination.

B. Any employee who may become pregnant during a leave of absence granted for prior pregnancy shall apply for one additional leave of absence, which with the School District's approval, and the approval of the Merit System Board, may be extended for an additional period of one year.

C. Upon request, an additional leave of six (6) months may be granted for childcare with the approval of the Merit System Board.

D. Any non-instructional employee adopting a child may be eligible to receive a leave similar to maternity leave which shall commence upon his or her receiving de facto custody of said child, or earlier if necessary to fulfill requirements of the adoption.

Section 7.

Illness as a Result of Pregnancy. Should any employee absent on maternity leave develop any illness or malady as a result of pregnancy, and be unable to resume her work at the end of her said leave because of such illness or malady, she may be granted, upon recommendation of the Human Resources Department of the School District, further leave of absence not to exceed six (6) months until she has recovered from such illness; provided, however that Merit System Board approval is granted where required.

Section 8. Leave of Absence for Personal Business.

A. Leave of Absence for personal business may be granted to a permanent employee by the School District with loss of full pay for a period not to exceed six (6) months.

B. Such leave of absence may be renewed by the School District for an additional period not to exceed six (6) months.

C. No further renewal or extension of leave of absence for personal business shall be granted except upon approval of the School District and of the New Jersey Department of Personnel.

Section 9.

Personal Business Days.

Effective July 1, 1998 employees shall be entitled to three (3) personal business days per year without loss of pay. The personal business days shall be transferred to the sick leave bank if unused.

The practice of pre-scheduling one-half (½) personal business day is prohibited.

One who requests a personal business day shall submit his/her request on the form prescribed, to the principal in time to allow the request to reach the office of the State District Superintendent three (3) days prior to the day of leave.

Normally, reasons which will justify the written request will be such as:

- a. Marriage of the employee or of an immediate relative of the employee.
 - b. Graduation of a son or daughter.
 - c. Participation in a graduation or accepting a degree.
 - d. Serious illness at home.
 - e. Attendance at a professional meeting.
 - f. Property closing, sales, etc.
- In case of a personal emergency, such as attendance at a funeral not covered by the rules, the requirement of a prior written request will be waived by the State District Superintendent.

Section 10. Leave for Active Military Service.

A. Field training or attendance at service schools.

An employee with permanent status, and any employee having temporary status with one year or more of continuous service, who is required to undergo military field training or attendance at service schools for a period of two (2) weeks or less during any fiscal year shall be granted leave of absence with pay.

Military leave shall be in addition to regular vacation allowed such employee. Whenever such military field training or attendance at service schools requires the participant to remain for a longer period than the prescribed two (2) weeks, such employee shall receive the difference between his pay and his military pay for the remainder of such time, provided that such additional time of training or service school attendance is not in excess of one (1) calendar month during any fiscal year. Should any military field training or atten-

dance at service schools in excess of that granted above be required in the same fiscal year, military leave without pay for each additional period shall be granted. Unused vacation leave shall be granted and may be used before military leave without pay becomes effective.

B. Leave for extended active military service.

Any employee with permanent status entering active military service with the armed forces of the United States shall be granted:

- 1. Military leave without pay for the period of his/her service;
- 2. Earned and unused vacation leave. Such leave may be used by the employee before military leave without pay becomes effective.

Re-enlistment in active military service shall be considered as resignation from the employee's permanent position unless such re-enlistment is required in accordance with Federal Law governing military service.

**ARTICLE XIII
TERMINAL LEAVE**

Section 1.

Effective July 1, 1971, each member of the bargaining unit shall be entitled to two (2) terminal leave days for each year of service.

**ARTICLE XIV
HEALTH INSURANCE**

Section 1.

The School District shall make available to secretarial/clerical staff coverage under the New Jersey Public and School Employee Health Benefits Plan, including Rider J.

Section 2.

The School District shall provide the health-care insurance protection designated below:

Section 2.1.

The School District shall pay full premium for each secretarial/clerical staff member and, in cases where appropriate, for family insurance coverage.

Section 2.2. Provisions of the health-care insurance program shall be detailed in master policies and contracts agreed upon by the School District and the Association and shall include:

- a. Hospital room and board and miscellaneous costs.
 - b. Out-patient benefits.
 - c. Laboratory fees, diagnostic expenses, and therapy treatments.
 - d. Maternity costs.
 - e. Surgical costs.
 - f. Major-medical coverage.
 - g. An individual dental plan shall be provided.
- The Board shall assume completely all future increases in family dental insurance. The employees' contribution shall be capped at the existing amount.

Section 2.3. **Prescription Plan**
A prescription plan will be provided. The plan shall have a co-pay not to exceed seven dollars (\$7) except in the case of generic drug, which shall not exceed three dollars (\$3).

Section 2.4. **Vision Plan**
A Family Optical Plan will be provided.

Section 2.5. **Flex Plan**
A Flex Spending Plan will be available.

ARTICLE XV LIFE INSURANCE

Section 1. The School District shall provide each employee of the bargaining unit with a \$2,500 life insurance policy and a \$2,500 death and dismemberment policy. Upon retirement, the life insurance coverage shall be decreased to \$1,000 for each member of the bargaining unit and the death and dismemberment policy shall be canceled. However, upon retirement, the employee may pay whatever premium is necessary to keep the policy in effect.

ARTICLE XVI HOLIDAYS AND VACATIONS

Section 1. The following days shall be recognized as paid holidays:

1. New Year's Day
2. Martin Luther King's Birthday
3. Presidents' Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. General Election Day (November)
10. Veterans' Day
11. Thanksgiving Day
12. Thanksgiving Holiday (Day after Thanksgiving)
13. Christmas Eve
14. Christmas Day
15. New Year's Eve

Whenever any of the existing holidays listed above falls on Saturday, the preceding Friday shall be observed as the holiday, provided that the schools are closed.

Whenever any of the existing holidays listed above falls on Sunday, the succeeding Monday shall be observed as the holiday, provided that the schools are closed.

The Holidays listed in this Article are only to be taken on days when the schools are closed. Any such Holidays that cannot be taken because the schools are open will be made up on another day provided that three (3) days prior written notice is submitted to and approved by the principal (or immediate superior or department head, if applicable).

Section 2. Vacation Schedule shall be as follows:

One (1) day per month for the first year of employment.	
Twenty-two (22) days for two (2) through fourteen (14) years of employment.	
Twenty-five (25) days after completion of fifteen (15) years or more.	
Vacation Schedule shall be as follows for staff hired after July 1, 1993:	
<u>Years of Employment</u>	<u>Vacation Days</u>
Less than 1 year	1 day per month worked to a maximum of 10
1 through completion of 4 years	15 days
5 through completion of 9 years	20 days
10 through completion of 14 years	22 days
Starting with the 15th year of employment	25 days

Those hired prior to July 1, 1993 shall retain their prior vacation allowance except for those in the after 15-year category where the above schedule applies.

Section 3. Effective July 1, 1988, the alleged past practice of permitting employees who do not work in the schools one-half of the time off received during the regular school calendar by employees who work in the schools shall cease. Employees who do not work in the schools shall receive five (5) floating days off, provided that a three (3) day prior written notice is submitted to and approved by the employee's department head.

EVALUATION PROCEDURE

Section 1. All observation of the work performance of any employee shall be conducted openly and with full knowledge of the employee.

Section 2. In any instance where an unfavorable report is given by the Superior, the employee should be given an opportunity to rebut.

Section 3. Employees, upon presentation of advanced written request, may inspect their personnel files with no undue delay. A representative from the Human Resources Department shall be present during the inspection.

Section 4. Employees shall have the right to add written comments to any material filed and these written comments, after review by the Human Resources Department, shall be made part of the employee's personnel file.

ARTICLE XVIII DEDUCTIONS FROM SALARY

Section 1. The School District agrees to deduct from the salaries of the members of the bargaining unit dues for the Educational Secretaries Association, Hudson County Education Association, New Jersey Education Association and/or the National Education Association, or any one or any combination of such Associations as said employee individually and voluntarily authorizes the School District to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (NJS 52:14-15.9e) and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted promptly to the treasurer of the Educational Secretaries Association following the monthly pay period on which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.

Section 2. The Association reserves the right and the School

ARTICLE XVII

District has given to the Association the right to employ a representation fee or agency fee on all persons who are not members of the Educational Secretaries Association.

ARTICLE XIX MISCELLANEOUS

Section 1. The School 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 of administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.

Section 2. This Agreement constitutes School District policy for the term of said Agreement, and the School District shall carry out the commitments contained herein and give them full force and effect as School District policy.

Section 3. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the School District in force on said date shall continue to be so applicable in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any employee benefit existing prior to its effective date.

Section 4.	Longevity Pay:
After 5 years	\$300
After 10 years	\$500
After 15 years	\$700
After 20 years	\$900
After 25 years	\$1,000
After 30 years	\$1,000

Effective July 1, 1995 this shall be cumulative.

Section 5. Whenever any notice is required to be given by either of the parties to this Agreement to the other pursuant to the provisions(s) of this Agreement, either party shall do so by telegram or registered letter at the following address:

1. If by the Association, to the School District at:
346 Claremont Avenue
Jersey City, New Jersey 07305
2. If by the School District, to the Association at:
1600 Kennedy Boulevard
Jersey City, New Jersey 07305

Section 6. All employees who travel to multiple locations, as determined by the District, shall be required to wear uniforms as designated by the District. The District will supply all required uniforms at no cost to the employee.

ARTICLE XX SEPARABILITY AND SAVINGS

Section 1. If any provision of this Agreement or any application of this Agreement to any employees or group of employees is held to be contrary to law, then such provision or application shall be deemed invalid and subsisting, but all other provisions or applications shall continue in full force and effect.

ARTICLE XXI SCHOOL DISTRICT RIGHTS AND RESPONSIBILITIES

Section 1. The School District on its own behalf hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon it and vested in it by the laws and constitutions of the State of New Jersey and the United States. The exercise of the foregoing powers, rights, authority, duties and regulations and practices in furtherance thereof shall be limited only by the terms of this Agreement and then only to the extent such terms are in conformance with law.

ARTICLE XXII

FULLY BARGAINED PROVISIONS

Section 1. This Agreement represents and incorporates the complete and final understanding and settlements by the parties on all bargainable issues for the life of this Agreement and neither party shall be required to negotiate on any subject unless they mutually agree to do so.

**ARTICLE XXIII
DURATION**

Section 1. The provisions of this Agreement shall be effective as of July 1, 2005 and shall remain in full force and effect through June 30, 2009 subject to the right of the School District or Association to negotiate for a modification of this Agreement as provided in this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed by their duly authorized officers this 1st day of July 2007.

**JERSEY CITY EDUCATION ASSOCIATION
EDUCATIONAL SECRETARIES ASSOCIATION**

Rafael Augusto - President
Educational Secretaries Association
Rafael Augusto

Barbara Charles - Vice President
Educational Secretaries Association
Barbara Charles

Kathleen Stein
Executive Board Member
Educational Secretaries Association
Kathleen Stein

Thomas J. Pavia, President
Jersey City Education Association
Thomas J. Pavia

Bob Ceppolini, Vice President
Jersey City Education Association
Bob Ceppolini

STATE-OPERATED SCHOOL DISTRICT OF THE CITY OF JERSEY CITY

Dr. Charles T. Epps, Jr.
State District Superintendent
Dr. Charles T. Epps, Jr.

Kenichi Iwana
Chief Labor Counsel
Kenichi Iwana

Debra Gilman
Business Administrator
Debra Gilman

Franklin Walker
Associate Superintendent
Franklin Walker

**EDUCATIONAL SECRETARIES ASSOCIATION
SALARY GUIDE KEY**

- A. Legal Stenographer
- B. Mail Clerk, Office Appliance Operator
- C. Medical Attendant
- D. School Nurse Aide
- E. Sen. Emp. Benefits Clerk
- F. Senior Medical Stenographer
- G. Audiometrist, Athletic Equip./Facilities Clerk, Supvr. of Accounts
- H. Asst. Payroll Supervisor, Pers. Asst., Pers. Asst. Typ. Supr/Off. App. Oper.
- I. Sen. Adm. Analyst, Pers. Aid., Pers. Aide/Typ.
- J. Senior Acct., Sen. Leg. Steno., Sen. Pers. Asst., Supr. Data Control Clerk, Data Processing Systems Programmer, Training Technician Computer Technology
- K. Chief Clerk Title I, DP Cord., Supv. Accts & Control, Senior Computer Operator, Accountant
- L. Acct. Clerk, Acct. Clerk/Typ., Clerk Typ/Bil.
- M. School Clerks: Acct. Clerk, Acct. Clerk Typ., Clerk, Clerk Typ./Bil.
- N. Sen. Acct. Clk., Sen. Acct. Clk/Typ., Sen. Clk., Sen. Clk/Typ., Sen. Clk. Typ./Bil., Sen. Clk. Steno., Sen. Clk. Trans., Sen. Clk. Bk. Room, Sen. Budget Clk., Sen. Payroll Clk., Sen. Pers. Clk., Sen. Pur. Asst., Sen. Purch. Assist./Steno., Sen. Purch. Asst./Typ., Sen. Vault Clerk, Emp. Benefits Clk., Data Control Clk., Data Entry Oper., Key Oper, Word Processor, Sr. Pers. Clk./Typ.
- O. School Clerks for the above Titles, Stock Clerk Bookroom
- P. Prin. Acct. Clk., Prin. Acct. Clk./Steno., Prin. Acct. Clk./Typ., Prin. Clk., Wd. Process., Clk. Driver, Custodian of Records, Prin. Clk./Steno., Prin. Clk. Trans., Prin. Clk. Typ., Sen. Data

En. Oper., Sen. Key Mach. Operator, Records Retrieval Oper.,
Prn. Clk. Typ./Bil., Sen. Data Control Clk.

**A
LEGAL STENOGRAPHER**

	STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
Q. School Clerks for above Titles					
R. Med. Stenographer, Prin. Empl. Ben. Clk., Prin. Data Con. Clk., Prin. Pay/Clk., Prin. Pers. Clk. Typ.					
S. Principal Buyer, Principal Purchasing Assistant	1	36,798	37,613	38,461	39,399
T. Supv. Acct. Clk., Supv. Clk./Steno., Supv. Clk./Typ., Supv. Clk., Supv. Data Entry, Pension Fund Supv., Sen. Clk. Driver, Supv. Health Ins. Benefits Clk.	2 3 4	39,356 40,481 41,679	40,228 41,378 42,603	41,136 42,311 43,563	42,138 43,343 44,625
U. Senior Office Appliance Operator	5	44,079	45,055	46,071	47,195
V. Internal Communications Specialist	6	46,478	47,508	48,579	49,764
W. Administrative Clerk, Administrative Clerk Typing, Transportation Analyst	7 8	48,880 51,667	49,963 52,812	51,090 54,003	52,335 55,319
X. Administrative Analyst	9	53,674	54,863	56,101	57,468
Y. Assistant Buyer	10	56,204	57,449	58,745	60,177
Z. Assistant Supervisor of Accounts, Management Specialist	11	58,473	59,769	61,117	62,607
AA. Assistant Data Processing Coordinator	12	63,651	65,151	66,651	68,151
BB. Assistant Supervisor/Data Control					
CC. Administrative Secretary, Secretary, Board/Commission Typ.					
DD. Coordinator of Administrative Services, Computer Service Technician, Technician Management Information Systems, Senior Computer Operator					

B
MAIL CLERK
OFFICE APPLIANCE OPERATOR

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	29,983	30,647	31,338	32,102
2	30,975	31,661	32,375	33,165
3	31,966	32,675	33,411	34,226
4	32,960	33,690	34,450	35,290
5	34,944	35,718	36,524	37,414
6	36,931	37,749	38,601	39,542
7	38,918	39,780	40,677	41,669
8	40,903	41,809	42,752	43,794
9	42,890	43,840	44,829	45,922
10	44,876	45,870	46,905	48,048
11	46,860	47,898	48,979	50,173
12	52,046	53,546	55,046	56,546

C
MEDICAL ATTENDANT

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	30,031	30,697	31,389	32,154
2	30,635	31,314	32,020	32,800
3	31,239	31,931	32,651	33,447
4	31,841	32,546	33,280	34,092
5	32,445	33,163	33,911	34,738
6	33,052	33,797	34,546	35,384
7	33,652	34,437	35,183	36,031
8	34,257	35,080	35,824	36,678
9	34,863	35,727	36,471	37,325
10	35,470	36,377	37,124	37,972
11	36,077	37,030	37,777	38,619
12	36,684	37,687	38,434	39,266

D
SCHOOL NURSE AIDE

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	30,997	31,684	32,398	33,188
2	31,600	32,300	33,028	33,833
3	32,203	32,917	33,659	34,480
4	32,806	33,532	34,289	35,125
5	34,014	34,768	35,552	36,418
6	35,220	36,000	36,812	37,710
7	36,428	37,235	38,074	39,003
8	37,634	38,467	39,335	40,294
9	38,842	39,703	40,598	41,588
10	40,048	40,935	41,859	42,879
11	41,257	42,171	43,122	44,173
12	43,582	45,082	46,582	48,082

E
SENIOR EMPLOYEE BENEFITS CLERK

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	33,373	34,113	34,882	35,732
2	34,112	34,867	35,654	36,523
3	34,849	35,621	36,424	37,312
4	35,586	36,374	37,195	38,101
5	37,059	37,880	38,734	39,679
6	38,542	39,395	40,284	41,266
7	40,018	40,905	41,827	42,847
8	41,495	42,414	43,371	44,428
9	42,973	43,924	44,915	46,010
10	44,449	45,434	46,458	47,591
11	45,926	46,943	48,002	49,172
12	48,816	50,316	51,816	53,316

F
SENIOR MEDICAL STENOGRAPHER

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	36,958	37,777	38,629	39,571
2	37,873	38,712	39,585	40,550
3	38,786	39,646	40,540	41,528
4	39,701	40,581	41,496	42,508
5	43,360	44,321	45,320	46,425
6	45,191	46,192	47,234	48,385
7	47,020	48,062	49,146	50,344
8	48,849	49,931	51,057	52,302
9	50,678	51,801	52,969	54,260
10	52,508	53,671	54,881	56,219
11	54,337	55,541	56,794	58,178
12	57,788	59,288	60,788	62,288

G
**AUDIOMETRIST
 ATHLETIC EQUIPMENT/
 FACILITIES CLERK
 SUPERVISOR OF ACCOUNTS**

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	36,216	37,019	37,854	38,776
2	37,096	37,918	38,773	39,718
3	37,979	38,820	39,695	40,663
4	38,858	39,719	40,615	41,605
5	40,621	41,520	42,457	43,492
6	42,382	43,320	44,298	45,377
7	44,144	45,122	46,139	47,264
8	45,906	46,923	47,981	49,151
9	47,666	48,722	49,821	51,035
10	49,428	50,523	51,662	52,922
11	51,189	52,323	53,503	54,807
12	54,667	56,167	57,667	59,167

H
 ASSISTANT PAYROLL SUPERVISOR
 PERSONNEL ASSISTANT
 PERSONNEL ASSISTANT TYPING
 SUPERVISOR OFFICE APPLIANCE
 OPERATOR

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	39,562	40,438	41,350	42,358
2	40,575	41,474	42,410	43,443
3	41,602	42,523	43,482	44,542
4	42,627	43,571	44,554	45,640
5	44,678	45,667	46,697	47,836
6	46,727	47,762	48,839	50,030
7	48,778	49,868	50,983	52,226
8	50,827	51,953	53,124	54,420
9	52,878	54,049	55,268	56,616
10	54,927	56,144	57,410	58,810
11	56,977	58,239	59,553	61,004
12	61,009	62,509	64,009	65,509

I
 SENIOR ADMINISTRATIVE ANALYST
 PERSONNEL AIDE
 PERSONNEL AIDE TYPING

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	41,085	41,995	42,942	43,989
2	41,924	42,853	43,819	44,888
3	42,765	43,712	44,698	45,788
4	43,604	44,570	45,575	46,686
5	45,280	46,283	47,327	48,481
6	46,945	47,985	49,067	50,263
7	48,634	49,711	50,833	52,072
8	51,209	52,343	53,524	54,828
9	51,988	53,139	54,338	55,662
10	53,663	54,851	56,089	57,456
11	55,339	56,565	57,841	59,251
12	58,141	59,641	61,141	62,641

J
SENIOR ACCOUNTANT
SENIOR LEGAL STENOGRAPHER
SENIOR PERSONNEL ASSISTANT
TRAINING TECHNICIAN, COMPUTER TECHNOLOGY
DATA PROCESSING SYSTEMS
PROGRAMMER

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	51,200	52,334	53,514	54,819
2	52,454	53,616	54,826	56,162
3	53,712	54,901	56,140	57,508
4	54,968	56,185	57,452	58,853
5	57,479	58,752	60,077	61,541
6	59,992	61,321	62,704	64,232
7	62,504	63,888	65,329	66,922
8	65,016	66,456	67,955	69,612
9	67,529	69,025	70,582	72,303
10	70,039	71,590	73,205	74,990
11	72,552	74,159	75,832	77,681
12	76,705	78,404	80,172	82,126

K
ACCOUNTANT
CHIEF CLERK TITLE ONE
DATA PROCESSING COORDINATOR
SUPERVISOR ACCOUNTS &
CONTROLS
SENIOR COMPUTER OPERATOR

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	44,571	45,558	46,586	47,722
2	45,437	46,443	47,491	48,649
3	46,302	47,327	48,395	49,575
4	47,168	48,213	49,300	50,502
5	48,900	49,983	51,110	52,356
6	50,183	51,294	52,451	53,730
7	52,364	53,524	54,731	56,065
8	54,095	55,293	56,540	57,918
9	55,826	57,062	58,349	59,772
10	57,558	58,832	60,159	61,626
11	59,288	60,602	61,968	63,479
12	61,952	63,452	64,952	66,452

L
ACCOUNT CLERK
ACCOUNT CLERK TYPING

STEP	CLERK TYPING		CLERK TYPING BILINGUAL	
	STEP VALUE	STEP VALUE	STEP VALUE	STEP VALUE
1	31,005	31,692	32,407	33,197
2	31,646	32,347	33,077	33,883
3	32,289	33,004	33,749	34,572
4	32,930	33,659	34,419	35,258
5	34,239	34,998	35,787	36,660
6	35,523	36,310	37,129	38,034
7	36,810	37,625	38,474	39,411
8	38,067	38,910	39,788	40,757
9	39,352	40,223	41,131	42,133
10	40,636	41,536	42,473	43,508
11	41,938	42,867	43,834	44,903
12	44,487	45,987	47,487	48,987

M
SCHOOL CLERKS FOR "L" TITLES

STEP	05-06		06-07		07-08		08-09	
	STEP VALUE	STEP VALUE	STEP VALUE	STEP VALUE	STEP VALUE	STEP VALUE	STEP VALUE	
1	29,308	29,957	30,633	31,380				
2	29,950	30,613	31,304	32,067				
3	30,591	31,268	31,974	32,753				
4	31,232	31,923	32,643	33,439				
5	32,517	33,237	33,987	34,815				
6	33,801	34,549	35,329	36,190				
7	35,086	35,863	36,672	37,566				
8	36,368	37,174	38,012	38,939				
9	37,653	38,488	39,356	40,315				
10	38,939	39,801	40,699	41,691				
11	40,222	41,113	42,041	43,066				
12	42,911	44,411	45,911	47,411				

N
 SENIOR ACCOUNT CLERK
 SENIOR PURCHASING ASSISTANT
 SENIOR CLERK

SENIOR VAULT CLERK
 SENIOR CLERK TRANSCRIBER
 EMPLOYEE BENEFITS CLERK
 SENIOR CLERK BOOKROOM
 DATA CONTROL CLERK
 SENIOR BUDGET CLERK
 DATA ENTRY OPERATOR
 SENIOR PAYROLL CLERK
 KEYPUNCH OPERATOR
 SENIOR PERSONNEL CLERK
 SENIOR CLERK STENO
 WORD PROCESSOR OPERATOR
 ALL ABOVE/TYPISTS

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	32,499	33,219	33,968	34,796
2	33,211	33,947	34,712	35,558
3	33,921	34,673	35,455	36,319
4	34,632	35,399	36,197	37,080
5	36,053	36,851	37,682	38,601
6	37,472	38,302	39,166	40,121
7	38,893	39,755	40,651	41,642
8	40,313	41,206	42,135	43,163
9	41,733	42,657	43,619	44,683
10	43,152	44,108	45,103	46,203
11	44,572	45,559	46,587	47,723
12	47,237	48,737	50,237	51,737

O
 SCHOOL CLERKS FOR AA OF "N"
 TITLES
 STOCK CLERK BOOKROOM

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	30,803	31,486	32,196	32,981
2	31,513	32,211	32,937	33,740
3	32,224	32,938	33,681	34,502
4	32,936	33,665	34,425	35,264
5	34,356	35,116	35,909	36,784
6	35,776	36,569	37,394	38,305
7	37,195	38,019	38,876	39,824
8	38,615	39,470	40,360	41,344
9	40,036	40,922	41,845	42,865
10	41,455	42,374	43,329	44,386
11	42,877	43,827	44,816	45,908
12	45,830	47,330	48,830	50,330

P
 PRINCIPAL ACCOUNT CLERK
 CLERK DRIVER
 PRINCIPAL ACCOUNT CLERK/STENO
 CUSTODIAN OF RECORDS
 PRINCIPAL CLERK

SENIOR DATA ENTRY OPERATOR
 PRINCIPAL CLERK/STENO
 RECORDS RETRIEVAL OPERATOR
 PRINCIPAL CLERK/TRANSCRIBER
 PRINCIPAL CLERK-TYPIST/BILINGUAL
 PRINCIPAL CLERK/WORD PROCESSING
 ALL THE ABOVE TITLE W/TYPIST
 SENIOR DATA CONTROL CLERK

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	33,801	34,549	35,329	36,190
2	34,538	35,303	36,099	36,979
3	35,276	36,057	36,871	37,770
4	36,014	36,812	37,642	38,560
5	37,496	38,326	39,191	40,146
6	38,976	39,839	40,738	41,731
7	40,457	41,353	42,286	43,317
8	41,936	42,865	43,832	44,900
9	43,417	44,379	45,380	46,486
10	44,897	45,891	46,926	48,070
11	46,348	47,375	48,443	49,624
12	49,256	50,756	52,256	53,756

Q
 CLERKS FOR THE "P" TITLES

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	31,950	32,658	33,395	34,209
2	32,824	33,551	34,308	35,145
3	33,563	34,306	35,080	35,935
4	34,303	35,063	35,854	36,728
5	35,785	36,577	37,402	38,314
6	37,266	38,091	38,950	39,900
7	38,749	39,608	40,501	41,488
8	40,232	41,123	42,050	43,076
9	41,715	42,639	43,601	44,664
10	43,197	44,153	45,149	46,250
11	44,679	45,669	46,699	47,837
12	47,707	49,207	50,707	52,207

R
MEDICAL STENOGRAPHER
PRINCIPAL EMPLOYEE
BENEFITS CLERK
PRINCIPAL DATA CONTROL CLERK
PRINCIPAL PAYROLL CLERK
PRINCIPAL PERSONNEL CLERK
PRINCIPAL PERSONNEL
CLERK/TYPIST

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	34,198	34,955	35,744	36,615
2	34,987	35,762	36,569	37,460
3	35,778	36,570	37,395	38,306
4	36,568	37,378	38,221	39,153
5	38,149	38,994	39,874	40,846
6	39,733	40,613	41,529	42,541
7	41,315	42,230	43,182	44,235
8	42,896	43,846	44,835	45,928
9	44,478	45,463	46,489	47,622
10	46,062	47,082	48,144	49,317
11	47,643	48,698	49,796	51,010
12	50,769	52,269	53,769	55,269

S
PRINCIPAL BUYER
PRINCIPAL PURCHASING ASSISTANT

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	36,605	37,416	38,260	39,193
2	37,577	38,409	39,276	40,233
3	38,549	39,402	40,291	41,273
4	39,519	40,394	41,305	42,312
5	41,460	42,378	43,334	44,391
6	43,399	44,360	45,360	46,466
7	45,341	46,345	47,390	48,546
8	47,282	48,329	49,419	50,624
9	49,223	50,313	51,448	52,702
10	51,162	52,296	53,475	54,779
11	53,103	54,280	55,504	56,857
12	57,078	58,578	60,078	61,578

T
SUPERVISING ACCOUNT CLERK
SUPERVISING CLERK STENO
SUPERVISING CLERK
SUPERVISING CLERK/TYPIST
SUPERVISING DATA ENTRY
PENSION FUND SUPERVISOR
SENIOR CLERK DRIVER
SUPERVISING HEALTH BENEFITS
CLERK

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	34,840	35,611	36,414	37,302
2	35,658	36,448	37,270	38,178
3	36,476	37,284	38,125	39,055
4	37,296	38,122	38,982	39,932
5	38,932	39,794	40,691	41,683
6	40,570	41,468	42,403	43,437
7	42,206	43,141	44,114	45,190
8	43,843	44,814	45,825	46,942
9	45,481	46,489	47,537	48,696
10	47,117	48,160	49,247	50,447
11	48,755	49,835	50,959	52,201
12	51,996	53,496	54,996	56,496

U
SENIOR OFFICE APPLIANCE
OPERATOR

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	34,854	35,626	36,429	37,317
2	35,858	36,652	37,479	38,392
3	36,863	37,679	38,529	39,469
4	37,868	38,707	39,580	40,545
5	39,879	40,762	41,682	42,698
6	41,889	42,817	43,783	44,850
7	43,900	44,872	45,885	47,003
8	45,911	46,928	47,986	49,156
9	47,920	48,982	50,086	51,307
10	49,932	51,038	52,189	53,461
11	51,941	53,092	54,289	55,613
12	56,270	57,770	59,270	60,770

V
INTERNAL COMMUNICATIONS SPECIALIST

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	38,493	39,345	40,233	41,214
2	39,293	40,163	41,069	42,070
3	40,470	41,366	42,299	43,330
4	41,459	42,377	43,333	44,389
5	43,435	44,397	45,398	46,505
6	45,410	46,416	47,463	48,620
7	47,386	48,436	49,528	50,736
8	49,363	50,456	51,594	52,852
9	51,340	52,477	53,661	54,969
10	53,352	54,533	55,763	57,123
11	55,293	56,517	57,792	59,201
12	59,200	60,700	62,200	63,700

W
ADMINISTRATIVE CLERK
ADMINISTRATIVE CLERK TYPING
TRANSPORTATION ANALYST

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	37,991	38,833	39,709	40,677
2	38,891	39,752	40,649	41,640
3	39,791	40,672	41,589	42,603
4	40,690	41,592	42,530	43,566
5	42,490	43,431	44,410	45,493
6	44,289	45,270	46,291	47,419
7	46,088	47,109	48,172	49,346
8	47,886	48,947	50,051	51,271
9	49,686	50,786	51,932	53,198
10	51,485	52,625	53,812	55,124
11	53,284	54,465	55,693	57,051
12	56,717	58,217	59,717	61,217

X
ADMINISTRATIVE ANALYST

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	60,374	61,711	63,103	64,641
2	61,536	62,899	64,317	65,885
3	62,697	64,085	65,531	67,128
4	63,862	65,277	66,749	68,376
5	65,025	66,466	67,965	69,622
6	66,190	67,656	69,182	70,868
7	67,354	68,846	70,399	72,115
8	68,516	70,034	71,613	73,359
9	69,679	71,223	72,829	74,604
10	70,842	72,411	74,045	75,850
11	72,009	73,604	75,264	77,099
12	73,206	74,827	76,515	78,380

Y
ASSISTANT BUYER

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	36,287	37,091	37,928	38,852
2	37,133	37,956	38,812	39,758
3	37,984	38,826	39,701	40,669
4	38,833	39,693	40,588	41,578
5	40,527	41,424	42,359	43,391
6	42,280	43,216	44,191	45,268
7	43,919	44,891	45,904	47,023
8	45,616	46,626	47,678	48,840
9	47,309	48,357	49,448	50,654
10	49,004	50,090	51,220	52,468
11	50,705	51,828	52,997	54,289
12	53,982	55,482	56,982	58,482

Z
ASSISTANT SUPERVISOR OF
ACCOUNTS
MANAGEMENT SPECIALIST

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	34,981	35,756	36,563	37,454
2	35,853	36,647	37,474	38,387
3	36,725	37,538	38,385	39,321
4	37,595	38,428	39,295	40,253
5	39,327	40,199	41,105	42,107
6	41,070	41,980	42,926	43,973
7	42,829	43,777	44,765	45,856
8	44,572	45,559	46,587	47,723
9	46,319	47,345	48,413	49,593
10	48,063	49,127	50,236	51,460
11	49,806	50,910	52,058	53,327
12	55,090	56,590	58,090	59,590

AA
ASSISTANT DATA PROCESSING
COORDINATOR

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	42,466	43,407	44,386	45,468
2	43,289	44,248	45,246	46,349
3	44,114	45,091	46,108	47,232
4	44,939	45,934	46,970	48,116
5	46,850	47,888	48,968	50,161
6	48,238	49,307	50,419	51,648
7	49,888	50,993	52,143	53,414
8	51,538	52,680	53,868	55,181
9	53,187	54,365	55,591	56,946
10	54,836	56,051	57,315	58,713
11	56,487	57,738	59,041	60,480
12	61,952	63,452	64,952	66,452

BB
ASSISTANT SUPERVISOR/DATA CONTROL

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	37,074	37,895	38,750	39,695
2	38,011	38,853	39,729	40,698
3	38,937	39,800	40,698	41,690
4	39,861	40,744	41,663	42,679
5	41,708	42,632	43,594	44,656
6	43,555	44,520	45,524	46,634
7	45,405	46,410	47,457	48,614
8	47,253	48,299	49,389	50,593
9	49,102	50,189	51,321	52,573
10	50,949	52,077	53,252	54,550
11	52,798	53,967	55,185	56,530
12	56,444	57,944	59,444	60,944

CC
**ADMINISTRATIVE SECRETARY
 SECRETARY BOARD/COMMISSION
 TYPING/MANAGEMENT ASSISTANT**

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	39,467	40,341	41,251	42,256
2	40,414	41,309	42,241	43,271
3	41,361	42,277	43,231	44,285
4	42,309	43,246	44,221	45,299
5	44,201	45,180	46,199	47,325
6	46,095	47,116	48,179	49,353
7	47,989	49,052	50,158	51,381
8	49,883	50,988	52,138	53,409
9	51,775	52,922	54,116	55,435
10	53,670	54,859	56,096	57,463
11	55,563	56,794	58,075	59,491
12	59,132	60,632	62,132	63,632

DD
COORDINATOR OF
ADMINISTRATIVE SERVICES
COMPUTER SERVICE TECHNICIAN
TECHNICIAN MANAGEMENT INFORMATION
SYSTEMS
SENIOR COMPUTER OPERATOR

STEP	05-06 STEP VALUE	06-07 STEP VALUE	07-08 STEP VALUE	08-09 STEP VALUE
1	48,528	49,603	50,722	51,959
2	49,471	50,567	51,707	52,968
3	50,414	51,530	52,693	53,977
4	51,357	52,495	53,679	54,988
5	53,245	54,424	55,652	57,009
6	55,132	56,354	57,625	59,030
7	57,020	58,283	59,598	61,050
8	58,909	60,214	61,572	63,073
9	60,796	62,143	63,545	65,094
10	62,684	64,072	65,517	67,115
11	64,571	66,002	67,490	69,136
12	67,302	68,792	70,344	72,059