

CONTRACT AGREEMENT

between

**STATE-OPERATED SCHOOL DISTRICT
JERSEY CITY, NEW JERSEY**

and

**EDUCATIONAL SECRETARIES
ASSOCIATION OF JERSEY CITY**

covering the period

JULY 1, 2002

to

JUNE 30, 2005

and extension year

July 1, 2001

to June 30, 2002



CONTRACT AGREEMENT

between

**STATE-OPERATED SCHOOL DISTRICT
OF JERSEY CITY**

and

**EDUCATIONAL SECRETARIES
ASSOCIATION
OF JERSEY CITY**

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

covering the period

JULY 1, 2002

to

JUNE 30, 2005

and extension year

July 1, 2001

to

June 30, 2002

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

**RAFAEL AUGUSTO — President
MARGARET CESTARO — Vice President
RENEE ADAMS WALKER — Secretary
KRISTIN SARPA — Treasurer**

TRUSTEES

**BARBARA CHARLES-SIMS
ADA MUNOZ
KATHY STIEN**

PREAMBLE

This Agreement is made and entered into on this 31st day of March, 2003, 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.
- Section 4.2** **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. However, any aggrieved employee whose grievance deals with those items which are contained in the annual statement, shall have six (6) months following receipt of said statement to file his/her grievance.

Section 5.1 The annual statement shall include the following information: annual salary, step on guide, prior service pay, longevity pay, column on guide, extra compensation and number of sick leave days in accumulated sick leave bank as of July 1 next, following the annual statement, and Hospital Plan in which the employee is enrolled.

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.

- 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.

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. Employees shall receive a \$200 stipend. 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. The employees' stipend shall be increased to \$400.

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 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. 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 6. 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.

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 ½ 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 addi-

tional 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 attendance 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

Effective January 2002, 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.

ARTICLE XVII 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 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 provision(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:
2300 Kennedy Boulevard
Jersey City, New Jersey 07304

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**

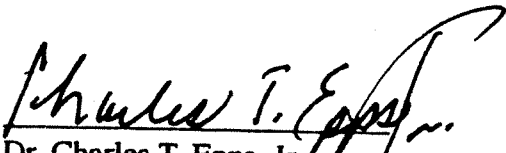
Section 1. The provisions of this Agreement shall be effective as of July 1, 2001 and shall remain in full force and effect through June 30, 2005 subject to the right of the School District or Association to negotiate for a modification of this Agreement as provided in this Agreement.

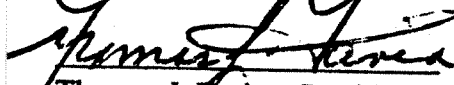
IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed by their duly authorized officers this 31st day of March 2003.

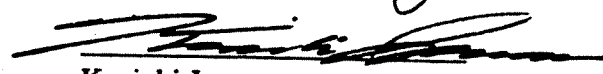
JERSEY CITY EDUCATION
ASSOCIATION
EDUCATIONAL SECRETARIES
ASSOCIATION

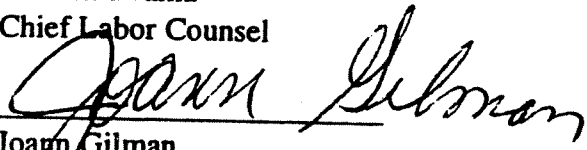
STATE-OPERATED SCHOOL
DISTRICT OF THE CITY
OF JERSEY CITY


Rafael Augusto - President
Educational Secretaries Association


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


Thomas J. Favia - President
Jersey City Education Association


Kenichi Iwama
Chief Labor Counsel


Joann Gilman
Business Administrator

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., Payroll Supvr., Supr. Data Control Clerk, Data Processing Systems Programmer
- K. Chief Clerk, Chief Clerk Title I, DP Cord., Supv. Accts & Control, Senior Computer Operator
- 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., Princ. Clk. Typ. Sen. Data

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

- Q. School Clerks for above Titles**
- R. Med. Stenographer, Prin. Emplo. Ben. Clk., Prin. Data Con.
Clk., Prin. Pay. Clk., Prin. Pers. Clk. Typ.**
- S. Principal Buyer, Principal Purchasing Assistant**
- 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.**
- U. Senior Office Appliance Operator**
- V. Accountant, Internal Communications Specialist**
- W. Administrative Clerk, Administrative Clerk Typing,
Transportation Analyst**
- X. Administrative Analyst**
- Y. Assistant Buyer**
- Z. Assistant Supervisor of Accounts, Management Specialist**
- AA. Assistant Data Processing Coordinator**
- BB. Assistant Supervisor/Data Control**
- CC. Administrative Secretary, Secretary, Board/Commission Typ.**
- DD. Coordinator of Administrative Services, Computer Service
Technician**

A
LEGAL STENOGRAPHER

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	32,626	33,663	34,754	35,951
2	34,895	36,003	37,170	38,450
3	35,892	37,032	38,233	39,549
4	36,954	38,128	39,364	40,720
5	39,082	40,323	41,631	43,064
6	41,209	42,518	43,897	45,408
7	43,339	44,715	46,165	47,755
8	45,810	47,265	48,798	50,478
9	47,589	49,101	50,693	52,439
10	49,832	51,415	53,082	54,910
11	51,844	53,491	55,226	57,127
12	56,404	58,196	60,083	62,151

B
MAIL CLERK
OFFICE APPLIANCE OPERATOR

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	26,583	27,428	28,317	29,292
2	27,463	28,336	29,255	30,262
3	28,342	29,243	30,191	31,230
4	29,223	30,152	31,129	32,201
5	30,982	31,967	33,003	34,139
6	32,745	33,785	34,880	36,081
7	34,506	35,602	36,756	38,022
8	36,266	37,418	38,631	39,961
9	38,028	39,236	40,508	41,903
10	39,789	41,053	42,384	43,843
11	41,548	42,868	44,257	45,781
12	45,872	47,329	48,863	50,546

C
MEDICAL ATTENDANT

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	26,627	27,473	28,363	29,340
2	27,162	28,025	28,933	29,930
3	27,697	28,577	29,504	30,519
4	28,231	29,128	30,073	31,108
5	28,767	29,680	30,643	31,698
6	29,837	30,785	31,783	32,877
7	30,967	31,951	32,987	34,122
8	32,067	33,086	34,159	35,335
9	33,168	34,221	35,331	36,547
10	34,268	35,357	36,503	37,760
11	36,468	37,627	38,847	40,184
12	38,190	39,404	40,681	42,082

D
SCHOOL NURSE AIDE

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	27,483	28,356	29,275	30,283
2	28,017	28,907	29,844	30,872
3	28,552	29,460	30,415	31,462
4	29,087	30,011	30,984	32,050
5	30,158	31,116	32,125	33,231
6	31,227	32,220	33,264	34,409
7	32,298	33,324	34,404	35,589
8	33,367	34,427	35,543	36,767
9	34,439	35,533	36,685	37,948
10	35,508	36,636	37,824	39,126
11	36,580	37,742	38,965	40,307
12	38,190	39,404	40,681	42,082

E
SENIOR EMPLOYEE BENEFITS CLERK

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	29,590	30,530	31,520	32,605
2	30,245	31,205	32,217	33,326
3	30,898	31,880	32,913	34,046
4	31,552	32,554	33,609	34,767
5	32,858	33,902	35,001	36,206
6	34,172	35,258	36,401	37,654
7	35,481	36,609	37,795	39,097
8	36,791	37,959	39,190	40,539
9	38,101	39,311	40,586	41,983
10	39,410	40,662	41,980	43,426
11	40,719	42,013	43,375	44,868
12	42,940	44,305	45,741	47,316

F
SENIOR MEDICAL STENOGRAPHER

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	32,768	33,809	34,905	36,107
2	33,579	34,646	35,769	37,001
3	34,389	35,482	36,632	37,893
4	35,200	36,319	37,496	38,787
5	38,445	39,666	40,952	42,362
6	40,068	41,341	42,681	44,150
7	41,690	43,014	44,409	45,938
8	43,311	44,687	46,136	47,724
9	44,933	46,360	47,863	49,511
10	46,555	48,034	49,591	51,299
11	48,177	49,708	51,319	53,086
12	51,083	52,706	54,414	56,288

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

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	32,111	33,131	34,205	35,382
2	32,891	33,936	35,036	36,242
3	33,673	34,743	35,869	37,104
4	34,453	35,548	36,700	37,964
5	36,016	37,160	38,364	39,685
6	37,577	38,771	40,028	41,406
7	39,139	40,383	41,692	43,127
8	40,702	41,995	43,356	44,849
9	42,262	43,605	45,018	46,568
10	43,824	45,217	46,683	48,290
11	45,386	46,828	48,346	50,010
12	48,250	49,783	51,397	53,167

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

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	35,077	36,191	37,365	38,651
2	35,975	37,118	38,322	39,641
3	36,885	38,057	39,291	40,644
4	37,794	38,995	40,259	41,645
5	39,613	40,871	42,196	43,649
6	41,429	42,746	44,131	45,651
7	43,248	44,622	46,069	47,655
8	45,065	46,496	48,004	49,657
9	46,883	48,373	49,941	51,661
10	48,700	50,247	51,876	53,662
11	50,518	52,123	53,812	55,665
12	54,006	55,722	57,528	59,509

I
SENIOR ADMINISTRATIVE ANALYST
PERSONNEL AIDE
PERSONNEL AIDE TYPING

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	36,427	37,585	38,803	40,139
2	37,171	38,352	39,596	40,959
3	37,917	39,121	40,389	41,780
4	38,661	39,889	41,182	42,600
5	40,147	41,422	42,765	44,238
6	41,623	42,945	44,338	45,864
7	43,120	44,490	45,933	47,514
8	45,403	46,846	48,365	50,030
9	46,094	47,558	49,100	50,791
10	47,579	49,091	50,682	52,427
11	49,065	50,624	52,265	54,065
12	51,403	53,036	54,755	56,641

J
SENIOR ACCOUNTANT
SENIOR LEGAL STENOGRAPHER
SENIOR PERSONNEL ASSISTANT
PAYROLL SUPERVISOR
DATA PROCESSING SYSTEMS
PROGRAMMER

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	45,395	46,837	48,356	50,021
2	46,508	47,985	49,541	51,247
3	47,622	49,135	50,728	52,475
4	48,736	50,284	51,915	53,702
5	50,962	52,581	54,286	56,155
6	53,191	54,880	56,660	58,610
7	55,418	57,179	59,032	61,065
8	57,645	59,477	61,405	63,519
9	59,874	61,776	63,778	65,974
10	62,099	64,072	66,149	68,426
11	64,327	66,371	68,523	70,882
12	68,009	70,169	72,444	74,939

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

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	39,518	40,774	42,095	43,545
2	40,286	41,566	42,913	44,391
3	41,053	42,357	43,730	45,236
4	41,820	43,149	44,548	46,082
5	43,356	44,734	46,184	47,774
6	44,493	45,907	47,395	49,027
7	46,427	47,902	49,455	51,158
8	47,962	49,486	51,090	52,849
9	49,497	51,069	52,725	54,540
10	51,032	52,654	54,361	56,232
11	52,567	54,237	55,995	57,923
12	54,862	56,605	58,440	60,452

L
ACCOUNT CLERK
ACCOUNT CLERK TYPING
CLERK
CLERK TYPING
CLERK TYPIST BILINGUAL

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	27,490	28,364	29,283	30,291
2	28,058	28,950	29,888	30,917
3	28,629	29,538	30,496	31,546
4	29,197	30,124	31,101	32,172
5	30,358	31,322	32,338	33,451
6	31,496	32,497	33,550	34,705
7	32,636	33,673	34,765	35,962
8	33,751	34,823	35,952	37,190
9	34,891	35,999	37,166	38,446
10	36,029	37,174	38,379	39,700
11	37,184	38,365	39,609	40,973
12	39,012	40,251	41,556	42,987

M
SCHOOL CLERKS FOR "L" TITLES

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	25,985	26,811	27,680	28,633
2	26,555	27,398	28,287	29,260
3	27,123	27,984	28,892	29,886
4	27,691	28,571	29,497	30,513
5	28,830	29,746	30,711	31,768
6	29,969	30,921	31,923	33,022
7	31,108	32,096	33,137	34,278
8	32,245	33,270	34,348	35,531
9	33,385	34,445	35,562	36,787
10	34,524	35,621	36,776	38,042
11	35,662	36,795	37,988	39,296
12	37,582	38,776	40,033	41,411

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

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	28,815	29,730	30,694	31,751
2	29,446	30,381	31,366	32,446
3	30,076	31,031	32,037	33,140
4	30,706	31,681	32,708	33,834
5	31,965	32,981	34,050	35,223
6	33,224	34,280	35,391	36,610
7	34,484	35,580	36,733	37,998
8	35,743	36,878	38,074	39,385
9	37,002	38,177	39,415	40,772
10	38,260	39,476	40,756	42,159
11	39,519	40,775	42,097	43,546
12	41,508	42,826	44,215	45,737

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

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	27,311	28,179	29,092	30,094
2	27,940	28,828	29,762	30,787
3	28,571	29,479	30,434	31,482
4	29,202	30,130	31,106	32,177
5	30,461	31,428	32,447	33,564
6	31,720	32,728	33,789	34,953
7	32,978	34,026	35,129	36,339
8	34,237	35,325	36,470	37,726
9	35,497	36,625	37,812	39,114
10	36,756	37,923	39,153	40,501
11	38,016	39,224	40,496	41,890
12	40,230	41,508	42,854	44,330

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

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	29,969	30,921	31,923	33,022
2	30,622	31,595	32,619	33,743
3	31,277	32,271	33,317	34,464
4	31,931	32,946	34,014	35,185
5	33,245	34,301	35,413	36,632
6	34,557	35,655	36,811	38,078
7	35,870	37,010	38,210	39,525
8	37,182	38,363	39,607	40,970
9	38,495	39,718	41,006	42,417
10	39,807	41,072	42,404	43,863
11	41,094	42,399	43,774	45,281
12	43,340	44,717	46,166	47,756

Q
CLERKS FOR THE "P" TITLES

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	28,328	29,228	30,176	31,215
2	29,103	30,028	31,001	32,069
3	29,758	30,703	31,698	32,790
4	30,414	31,381	32,398	33,513
5	31,728	32,736	33,797	34,961
6	33,041	34,091	35,196	36,408
7	34,356	35,448	36,597	37,857
8	35,671	36,804	37,997	39,305
9	36,986	38,161	39,398	40,755
10	38,299	39,516	40,797	42,202
11	39,614	40,872	42,197	43,650
12	41,934	43,266	44,669	46,207

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

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	30,321	31,284	32,298	33,410
2	31,021	32,006	33,044	34,181
3	31,721	32,729	33,790	34,954
4	32,422	33,452	34,537	35,726
5	33,824	34,899	36,030	37,271
6	35,228	36,347	37,526	38,818
7	36,631	37,795	39,020	40,364
8	38,033	39,241	40,513	41,908
9	39,436	40,689	42,008	43,454
10	40,840	42,137	43,503	45,001
11	42,241	43,583	44,996	46,546
12	44,713	46,133	47,629	49,269

S
PRINCIPAL BUYER
PRINCIPAL PURCHASING ASSISTANT

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	32,455	33,486	34,572	35,762
2	33,317	34,375	35,490	36,712
3	34,178	35,264	36,407	37,661
4	35,039	36,152	37,324	38,609
5	36,760	37,928	39,157	40,505
6	38,479	39,701	40,988	42,399
7	40,200	41,478	42,822	44,297
8	41,921	43,253	44,655	46,193
9	43,642	45,029	46,489	48,089
10	45,362	46,803	48,321	49,984
11	47,083	48,579	50,154	51,881
12	50,438	52,041	53,728	55,578

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

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	30,890	31,871	32,904	34,037
2	31,615	32,620	33,677	34,837
3	32,341	33,369	34,450	35,637
4	33,068	34,118	35,224	36,437
5	34,518	35,615	36,769	38,035
6	35,970	37,113	38,316	39,635
7	37,421	38,610	39,862	41,235
8	38,873	40,108	41,408	42,834
9	40,325	41,606	42,955	44,434
10	41,775	43,102	44,500	46,032
11	43,227	44,601	46,047	47,632
12	45,826	47,282	48,815	50,496

U
**SENIOR OFFICE APPLIANCE
OPERATOR**

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	30,902	31,884	32,918	34,051
2	31,793	32,803	33,866	35,032
3	32,684	33,722	34,815	36,014
4	33,575	34,642	35,765	36,996
5	35,358	36,481	37,664	38,961
6	37,140	38,320	39,563	40,925
7	38,923	40,160	41,462	42,889
8	40,706	41,999	43,361	44,854
9	42,487	43,837	45,258	46,817
10	44,271	45,678	47,158	48,782
11	46,053	47,516	49,056	50,745
12	49,706	51,285	52,947	54,770

V
ACCOUNTANT
INTERNAL COMMUNICATIONS SPECIALIST

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	34,129	35,213	36,355	37,606
2	34,838	35,945	37,110	38,388
3	35,882	37,022	38,222	39,538
4	36,759	37,926	39,156	40,504
5	38,510	39,734	41,022	42,434
6	40,262	41,541	42,888	44,365
7	42,014	43,349	44,754	46,295
8	43,767	45,157	46,621	48,226
9	45,520	46,966	48,488	50,158
10	47,303	48,806	50,388	52,123
11	49,024	50,582	52,222	54,020
12	52,364	54,028	55,779	57,700

W
ADMINISTRATIVE CLERK
ADMINISTRATIVE CLERK TYPING
TRANSPORTATION ANALYST

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	33,684	34,754	35,881	37,117
2	34,482	35,577	36,731	37,995
3	35,280	36,400	37,581	38,874
4	36,077	37,223	38,430	39,753
5	37,673	38,869	40,130	41,511
6	39,268	40,515	41,829	43,269
7	40,863	42,162	43,528	45,027
8	42,458	43,806	45,227	46,784
9	44,053	45,452	46,926	48,542
10	45,648	47,099	48,625	50,300
11	47,244	48,745	50,325	52,058
12	50,111	51,703	53,379	55,217

X
ADMINISTRATIVE ANALYST

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	53,529	55,230	57,020	58,984
2	54,560	56,293	58,118	60,119
3	55,589	57,355	59,214	61,253
4	56,622	58,421	60,315	62,392
5	57,653	59,485	61,414	63,528
6	58,686	60,550	62,513	64,666
7	59,718	61,615	63,613	65,803
8	60,748	62,678	64,710	66,938
9	61,780	63,742	65,809	68,075
10	62,811	64,807	66,908	69,211
11	63,845	65,874	68,009	70,351
12	64,907	66,969	69,140	71,520

Y
ASSISTANT BUYER

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	32,173	33,195	34,272	35,452
2	32,924	33,970	35,071	36,278
3	33,678	34,748	35,875	37,110
4	34,430	35,524	36,676	37,939
5	35,932	37,074	38,276	39,593
6	37,486	38,677	39,931	41,306
7	38,940	40,177	41,479	42,907
8	40,444	41,729	43,082	44,565
9	41,946	43,279	44,682	46,220
10	43,449	44,829	46,282	47,876
11	44,957	46,385	47,889	49,537
12	47,629	49,142	50,735	52,482

Z
ASSISTANT SUPERVISOR OF
ACCOUNTS
MANAGEMENT SPECIALIST

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	31,015	32,001	33,038	34,176
2	31,788	32,798	33,862	35,027
3	32,561	33,596	34,685	35,879
4	33,333	34,392	35,507	36,730
5	34,869	35,977	37,143	38,422
6	36,414	37,571	38,789	40,124
7	37,973	39,180	40,450	41,842
8	39,519	40,775	42,097	43,546
9	41,068	42,373	43,747	45,253
10	42,614	43,968	45,393	46,956
11	44,160	45,563	47,040	48,660
12	48,634	50,179	51,806	53,590

AA
ASSISTANT DATA PROCESSING
COORDINATOR

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	37,652	38,848	40,108	41,489
2	38,382	39,601	40,885	42,293
3	39,113	40,355	41,663	43,098
4	39,844	41,110	42,443	43,904
5	41,538	42,858	44,248	45,771
6	42,769	44,128	45,559	47,127
7	44,232	45,637	47,117	48,739
8	45,696	47,147	48,676	50,352
9	47,157	48,655	50,233	51,962
10	48,620	50,164	51,791	53,574
11	50,083	51,674	53,350	55,187
12	54,862	56,605	58,440	60,452

BB
ASSISTANT SUPERVISOR/DATA
CONTROL

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	32,871	33,915	35,015	36,221
2	33,702	34,772	35,900	37,136
3	34,523	35,620	36,775	38,041
4	35,342	36,465	37,647	38,944
5	36,980	38,155	39,392	40,748
6	38,617	39,844	41,136	42,552
7	40,257	41,536	42,883	44,359
8	41,896	43,227	44,628	46,165
9	43,535	44,918	46,375	47,971
10	45,173	46,608	48,119	49,776
11	46,812	48,300	49,865	51,582
12	49,863	51,447	53,115	54,944

CC
ADMINISTRATIVE SECRETARY
SECRETARY BOARD/COMMISSION
TYPING/MANAGEMENT ASSISTANT

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	34,992	36,104	37,275	38,558
2	35,832	36,971	38,169	39,483
3	36,672	37,837	39,064	40,409
4	37,512	38,704	39,959	41,334
5	39,190	40,435	41,746	43,183
6	40,869	42,168	43,535	45,034
7	42,548	43,900	45,323	46,884
8	44,228	45,633	47,112	48,735
9	45,906	47,364	48,900	50,583
10	47,585	49,097	50,689	52,434
11	49,264	50,829	52,477	54,284
12	52,302	53,964	55,714	57,632

DD
COORDINATOR OF
ADMINISTRATIVE SERVICES
COMPUTER SERVICE TECHNICIAN

	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>
1	43,027	44,394	45,833	47,411
2	43,863	45,256	46,723	48,332
3	44,698	46,118	47,613	49,253
4	45,535	46,982	48,505	50,175
5	47,209	48,708	50,288	52,019
6	48,882	50,435	52,070	53,863
7	50,556	52,162	53,853	55,707
8	52,230	53,890	55,637	57,552
9	53,904	55,616	57,419	59,396
10	55,577	57,343	59,202	61,241
11	57,251	59,070	60,985	63,085
12	59,672	61,568	63,564	65,752

