

Contract no. 1384

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AGREEMENT BETWEEN
WILLINGBORO TOWNSHIP BOARD OF EDUCATION
and
THE EMPLOYEES ASSOCIATION OF THE
WILLINGBORO SCHOOLS

With respect to compensation
and the terms and conditions
of employment of its members.

JULY 1, 1988 - JUNE 30, 1992

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PREAMBLE

In order to comply with and effectuate the provisions of Chapter 303 of the Public Laws of 1968 for the State of New Jersey, as amended by Chapter 123 of the Public Laws of 1974, THIS AGREEMENT IS MADE AND EXECUTED on this day of, 19 , by and between the BOARD OF EDUCATION OF THE TOWNSHIP OF WILLINGBORO, hereinafter referred to as "The Board" and the EMPLOYEES ASSOCIATION OF WILLINGBORO SCHOOLS, hereinafter referred to as "The Association."

AGREEMENT

It is the intent and purpose of the parties hereto that this Agreement is the complete Agreement covering the rates of pay and the terms and conditions of employment to be observed between the parties hereto.

This Agreement expresses the entire understanding of the parties; any and all prior agreements between the parties with respect to the subject matter herein are hereby cancelled and terminated.

The violation by either party of any provision of this Agreement shall not render the Agreement inoperative.

ARTICLE I - RECOGNITION

1. The Board recognizes the Association as the sole collective bargaining agent with respect to rates of pay and the terms and conditions of employment for employees engaged as follows:
 - A. building, grounds, and pool maintenance;
 - B. custodians and custodial assistants;
 - C. transportation maintenance and mechanics;
 - D. warehousemen;
 - E. food handlers and drivers;
 - F. food service personnel;
 - G. aides;
 - H. security aides;

I. bus and van drivers;

J. Special Education teacher assistants.

2. The term "employee" as used in the Agreement shall apply to all workers engaged in jobs but excluding supervisory employees with authority to hire, promote, discharge, discipline, or otherwise effect changes in the status of employees or effectively to recommend such action.

3. Reference to employees of one gender in this Agreement shall apply to employees of both genders.

4. The parties hereto agree that the position "lead custodian," which had been abolished in the school district effective December 8, 1975, was reinstated for the elementary schools. Persons newly appointed to such positions shall receive a five percent (5%) salary increase. Any person appointed to such position who previously held the position of lead custodian and whose salary was previously increased as a result of holding said position shall not receive an additional increase. The parties understand that the Board intends to create custodial supervisor positions for the two (2) secondary schools, and that such positions will be outside of the unit.

5. The Board will in no way discriminate against or in favor of any employee by reason of the employee's membership or non-membership in the Association, nor by reason of the employee's engaging in permissible Association activities as provided herein. Neither the Association, nor its representatives, nor its members will use discrimination, intimidation, or coercion against any employees who do not join the Association.

6. To the extent practical and possible, there shall be an equalization and rotation of duties among three (3) hour aides to allow for both inside school duties and outside playground duties.

ARTICLE II - MANAGEMENT

The control of all matters relative to the management and operation of the plants and the operation of the school district's business is vested exclusively in the Board, except as these matters may be expressly limited by the terms of this Agreement.

ARTICLE III - OPERATION OF AGREEMENT

1. The Board and the Association, as parties to this Agreement, accept the provisions of the same as commitments which they will each, cooperatively and in good faith, honor, support, and fulfill.
2. No provision of this Agreement will operate retroactively unless expressly so stated herein.
3. Nothing contained herein shall be construed to deny or restrict to any employee or to the Board such rights as either may have under the existing laws of the United States or of the State of New Jersey.
4. Employees hired in the unit shall be considered as probationary employees for the first ninety (90) days of their employment. When an employee completes his probationary period, he shall be entered on the seniority lists of the unit and shall rank for seniority purposes ninety (90) days prior to the day he completed his probationary period. The Board shall issue an individual contract of employment for a fixed duration for each employee at the next regularly scheduled public Board meeting following the completion of his probationary period.
5. Each employee in the unit who has successfully completed his probationary period shall execute an individual contract of employment for a fixed duration, terminating at the end of the Board's fiscal year. Said individual contract shall control the employee's legal status, shall reflect the rate of compensation provided in this Agreement, and shall be subject to this Agreement with respect to each employee's rate of pay and the terms and conditions of his employment. Upon approval by the Board of the contract for the fixed duration of any unit member who has completed the probationary period, said member shall be paid retroactively to the date on which he completed the probationary services the difference between the probationary rate and the regular rate applicable to said position.
6. Whenever any employee is required to appear before the Board or any committee thereof concerning any matter which could adversely affect the continuation of that employee's employment or position or the salary or any increments pertaining thereto, the employee shall be given prior written notice of the reasons for such meetings or interviews and shall be entitled to have a representative of the Employees Association present to advise or represent him during such meeting or interview.
7. All employees with less than ninety (90) days continuous service shall be subject to discharge without recourse, provided

such discharge shall not be used by the Board for the purpose of discrimination against employees because of membership in or legitimate activity in the Association.

8. On or before June 1, the Board shall issue to each employee in the bargaining unit who has been continuously employed therein since the preceding July 1 with respect to twelve (12) month employees and the preceding September 1 with respect to ten (10) month employees either:

A. A written offer of a contract for employment for the next succeeding work year at the then-existing compensation rate or such increase as may be negotiated by the Association, or

B. A written notice that employment will not be renewed for the next succeeding work year. In the event that the Board fails to comply with the above provision, it shall be deemed to have issued a written offer of a contract for employment for the next succeeding work year as of June 1. Offers of employment shall expire within thirty (30) days of the date of issue unless the same are accepted in writing by the employee and said written acceptance delivered to the office of the Personnel Manager within said thirty (30) day period.

9. Where administratively feasible, the Board will provide the Association with notice of the intended suspension or termination of any unit member at least twenty-four (24) hours prior to the effective date of said suspension or termination.

ARTICLE IV - RESPONSIBILITIES OF PARTIES

1. Each of the parties hereby acknowledges the rights and responsibilities of the other party and agrees to discharge its responsibilities under this Agreement. The Association (its officers, representatives, and members) is bound to abide by the provisions of the Agreement.

2. The Board (its officers and any of its representatives) is bound to abide by the provisions of this Agreement.

3. Application to the Job: In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed:

A. It is recognized that sound, equitable, and competitive work practices are an essential ingredient to the establishment of a climate for the growth and the security of job opportunities at the Board of Education.

(1) It is the duty of every employee to apply himself diligently to his work during all of their working hours. To this end, the Association will support the Board's efforts to curb absenteeism and other practices which curtail work; to eliminate waste and inefficiency; to improve the quality of workmanship; to prevent accidents; and to promote good will between the Board and its employees.

(2) No Association Representative or Association member shall conduct Association activities on Board time unless otherwise provided herein.

(3) The Association shall designate one Association Representative and one alternate for each school in the district. The Association Representative shall have the right in his school to conduct Association activities on Board time, provided that the same does not interfere with the performance of the normal duties of school personnel and provided that the Association Representative first secures the permission of his immediate supervisor to conduct such activities, which permission shall not be unreasonably withheld. In the event that the Association Representative designated to represent a given school is absent or otherwise unavailable, the rights referred to in this subparagraph may be exercised in said person's absence by a member of the Association's Executive Board.

(4) Either the Association President or the President's designee from among the membership of the Association Executive Board shall have the right to enter any school during normal business hours for the purpose of conducting appropriate Association business, provided that said person obtains both the permission of his immediate supervisor to leave his duty station and the prior approval of the principal of the building which he seeks to enter, which permission shall not be unreasonably withheld.

(5) In the event that an emergency arises relating to the alleged breach or administration of this contract after normal school hours or at such other times when the building principal is not available, the Association President or the President's designee from among the membership of the Association's Executive Committee shall have the right to enter the school building for the purpose of discussing or alleviating said problem, provided that said person secures the prior permission of the Director of Plant Facilities, which permission shall not be unreasonably withheld.

(6) The Board will permit the Association to examine all records for the purpose of investigating compliance with the provisions of this Agreement, provided the Association makes an appointment to do so with the office of the Personnel Manager.

(7) The authority of Association Representative designated by the Association shall be limited to, and shall not exceed, the following duties and activities:

(a) Investigation and presentation of grievances in accordance with the provision of this Agreement;

(b) Transmission of written messages and written information concerning Association business to Association members.

(8) Association officers or designated Association Representatives shall be permitted to inspect records pertaining to members of the unit at reasonable times and upon reasonable notice to the Personnel Manager.

(9) The Association shall supply the Board with a complete list of Association officers. Grievance Committeemen and Association Representatives shall promptly report in writing to the Personnel Manager any additions or changes. The list shall indicate the Department or group of employees to be represented by each Association Representative. Recognition of Association Representatives will depend upon such written notification. The Association shall designate one Association Representative and one alternate for each school building with respect to the exercise of those rights referred to in subparagraph 3 of this Article.

(10) The right to determine the size of the work force at any given level of activity, including all types and classifications, is a recognized Board right.

(11) Experimentation by and training of administrative or supervisory employees on any equipment will not require the presence of a bargaining unit employee unless one or more unit employees are assigned by the Board for such work. It is understood that it is not the intent of the Board to replace any bargaining unit employee by an administrative or supervisory employee through the exercise of this right, nor to use any administrative or supervisory employee's work performance for purposes of establishing standards in any area covered by the Labor Agreement.

(12) The Board will provide five uniforms per year to employees in the following categories: building, grounds, pool and transportation maintenance; custodial personnel; and food handlers and food service drivers. The Board will also provide one additional uniform to any employee within the aforementioned categories upon the written certification by the employee's supervisor that an additional uniform is necessary. The Board

further agrees that any employee assigned to outside duties during inclement weather shall be provided a raincoat and a rainhat. The Board further agrees that any employee who is assigned to direct traffic shall be provided with a luminous overlay for use during that particular assignment. It shall be the responsibility of the employee receiving the uniform or item of clothing specified under the terms of this Agreement to return the same to the Board upon termination of his employment, and any employee who fails to do so shall be individually liable to the Board for the reasonable value thereof. Unless safety factors indicate otherwise, at the beginning of the summer, the Board shall give each employee the choice of receiving summer or regular uniforms for the summer. The summer is defined as the months of June, July, and August. The employee shall indicate which type of uniforms is chosen and shall receive that type for that entire summer. The Board shall have the right to require the wearing of uniform items other than those chosen by the employee for safety purposes.

(13) Every employee to whom the Board provides uniforms as previously set forth shall be required to be in uniform while on duty. Any such permanent employee who appears for work not in uniform, without having acquired the prior written permission of the Director of Plant Facilities, may be sent home without pay.

(14) The Board does not expect any employee to operate any equipment or vehicle that is not in proper and safe order. In the event that any employee deems any equipment or vehicle to be in unsafe condition, said employee shall immediately notify the office of the Director of Plant Facilities. The Director of Plant Facilities shall in turn notify the person designated in writing by the Association to act as the Association Safety Officer, and both shall then proceed to inspect the equipment or vehicle. If the Director of Plant Facilities determines that the vehicle or equipment is in safe operating condition, the employee shall utilize the same for any task that said employee is directed to perform. In the event that the Association Safety Officer disagrees with the determination of the Director of Plant Facilities, the Association Safety Officer may register a dissent in writing but the decision of the Director of Plant Facilities shall be final. Any equipment or vehicle which is designated as unsafe for operation by the Director of Plant Facilities shall be appropriately tagged and identified so that it cannot be used by other employees until appropriate adjustments have been made. After the completion of said adjustments, or repairs, the equipment or vehicle shall be reinspected by the Director of Plant Facilities and by the Association's Safety Officer. The determination of the Director of Plant Facilities with respect to the return to service of the equipment or vehicle shall be final and binding, but the Association Safety Officer shall have the right to register any dissent or disagreement with that

determination in writing. It shall be the obligation of all employees to report known defects in machinery or equipment. Failure to do so shall be considered on a case-by-case basis to determine if disciplinary action is warranted. Employees shall at the end of their respective shift report all equipment defects which are not of an emergency nature in writing to the Director of Plant Facilities and to the Association Safety Officer.

(15) The Association and its members shall have the right to use the school building at reasonable hours for meetings, conferences, and activities relating to Association business if they comply with regular procedures for use of facilities.

(16) The Association shall have in each school building the exclusive use of a bulletin board in accordance with, and pursuant to, the provisions of Article XVI herein.

(17) The Board agrees to make available to the Association one mail box in each school which the Association shall have the right to use in a reasonable manner for the purpose of communicating with its membership.

(18) Employees shall report all accidents immediately.

4. All custodians hired after July 1, 1982 may be required to obtain black seal licenses within two (2) years of their hire date. If any individual fails to so obtain a black seal license, he is subject to discharge at the discretion of the Board. Any review shall be limited to the procedural aspects only.

ARTICLE V - ASSOCIATION CHECK-OFF

1. The Board agrees that, in accordance with existing statutes, and upon receipt of individual written authorization from any employee, it will deduct from such employee's net earnings for the first pay period of each month that employee's Association dues, the amount of which shall be specified in writing by either the Secretary Treasurer of the Association or the President of the local Association. The Board agrees that it will then disburse the monies so deducted to the Association promptly, and the Association agrees to officially advise the Personnel Manager of the name and address of the party to whom such disbursement should be directed. The Board will provide the local Association with a copy of all check-off information including the identity of the person for whom deductions are being made and the amount and the date of said deductions.

2. Changes in dues, assessments, or amounts of deductions will be made by the Board only as authorized in writing by the President or Secretary of the Association.

3. Any written authorization or notice submitted to the Board is deemed to be only an authority for the Board to deduct dues and assessments as set forth in the Association's form presently in use.

4. The Association shall indemnify the Board and hold it harmless against any and all suits, claims, demands, and liabilities which shall arise out of, or by reason of, any action taken by the Board for the purpose of complying with the provisions of this Article.

ARTICLE VI - COMPENSATION

1. Under the terms of this Agreement, the Board shall not be required to pay for any time except time spent at work to which the Board assigns the employee unless otherwise specifically provided in this Agreement.

2. All earnings are calculated on a semi-monthly basis.

3. Salaries for the various positions represented by the Association have been prepared by the Board and reviewed and accepted by the Association. Those salaries are set forth as Schedule A (1) for the 1988-89 year; Schedule A (2) for the 1989-90 year; Schedule A (3) for the 1990-91 year; and Schedule A(4) for the 1991-92 year. These salary schedules are intended to provide an eight percent (8%) salary increase for the 1988-89 contract year over the 1987-88 contract year; another eight percent (8%) salary increase for the 1989-90 contract year over the 1988-89 contract year; another approximately nine and six-tenths percent (9.6%) salary increase for the 1990-91 contract year over the 1989-90 contract year for those employees who remain on the guides, exclusive of "senior" employees who shall get an eight percent (8%) increase; and another eight and one-half percent (8 1/2%) increase for the 1991-92 contract year over the 1990-91 contract year. Senior employees shall have separate salary guides. For purpose of this paragraph 3, "senior" employees shall refer to those employees whose eight percent (8%) increase places them over the last step on the salary guide.

4. For the duration of this Agreement, any employee who has completed five (5) months of active service in a position with respect to ten (10) month employment and six (6) months of active service in a position with respect to twelve (12) month employment shall be eligible to move to the next step on the appropriate salary schedule.

5. The rate of pay for probationary custodians shall be three dollars and ninety-two cents (\$3.92) per hour. Upon becoming permanent employees, such employees shall be placed upon the salary guide at the Board's discretion.

6. When promoted, an employee shall be placed on the step of the guide for the new position which provides the employee with a salary equal to or immediately greater than the salary he was receiving in the position from which he was promoted. Subject to paragraph 4, above, a promoted employee shall automatically move to the next step on the 1988-89 salary schedule and/or subsequent schedules in effect at the time of promotion.

7. In addition to the aforesaid compensation adjustments, the Board agrees to pay an additional longevity increment of one hundred dollars (\$100.00) to each eligible employee upon the issuance to said employee of the fourth, seventh, tenth, thirteenth, and sixteenth consecutive contracts of employment in this district. In order to be eligible for said longevity increment, the employee must be regularly employed for a minimum of seven (7) hours per day, five (5) days per week, except that the eleven (11) central kitchen personnel who were reduced in hours from approximate eight (8) to six (6) in the 1985-88 contract settlement shall have the longevity which they actually received in the 1985-86 contract year frozen so long as they stay in the reduced six (6) hour position. The parties hereto acknowledge that certain employees become initially eligible for longevity consideration under the 1974-75 collective bargaining agreement between the parties, and with respect to the employee who became first eligible at that time, longevity eligibility shall be computed on the basis of the 1974-75 contract year being the first year of such eligibility.

8. With respect to persons holding a black seal license, the Board will agree to pay as additional maximum annual compensation the sum of five hundred dollars (\$500.00) to every employee holding such license who is employed for a forty (40) hour week and a twelve (12) month work year. That sum shall be paid in two (2) equal installments of two hundred and fifty dollars (\$250.00), one with the last paycheck in December and one with the last paycheck in June. To be eligible for either of those two hundred and fifty dollar (\$250.00) payments, an employee must be in the active employ of the district as provided above for the full half year preceding that respective payment and must have held a valid black seal license for that full half year preceding that payment. Overtime shall be allocated for black seal turns on a district wide seniority cycle, and if the district does not receive a sufficient number of employees who are willing to voluntarily work black seal assignments at any time, such

overtime assignments can be involuntarily assigned again utilizing the district wide seniority cycle. An employee who refuses an overtime assignment drops to the bottom of the list, and the Board then continues down the list. If no one agrees to work the overtime, then the Board may require the employee who first refused that assignment to work.

9. In addition to the aforementioned compensation rates, any employee working the third shift shall receive an additional compensation adjustment equivalent to thirty-five cents (\$.35) per hour of the otherwise applicable rate for that position as premium pay. This premium pay will be due and payable only when an employee is actually employed on the third shift. In the event that the employee is transferred to another shift, or that the third shift work is eliminated, this premium pay differential shall not become part of the employee's salary in any succeeding pay period.

10. New hires shall be placed on the salary guide at the Board's discretion.

11. Central Kitchen: There shall continue to be two (2) job classifications in the central kitchen. Those job classifications shall be Secondary School Lead and Central Kitchen Personnel. The salaries of these positions shall be established so that all current employees who remain employed in the applicable positions will receive the raises negotiated under this contract. Effective the 1988-89 contract year, the two (2) Secondary School Leads in the secondary school shall be given eight (8) hour contracts.

12. Overtime pay shall be included in the check for the pay period which follows the pay period in which the overtime is worked.

13. Provisions shall be made to permit unit members to purchase tax sheltered annuities. Such employees utilizing this provision shall waive any right to make a claim against the Board as a result thereof.

14. Salary checks shall be distributed in envelopes.

ARTICLE VII - HEALTH INSURANCE, PRESCRIPTION PLAN, AND DENTAL PLAN

1. Except as provided under Section B of this Article, the Board shall pay the full cost of a health insurance program for the personnel in this unit whose regular employment contract is more than twenty (20) hours per week. The plan provided shall

be the Blue Cross, Plan 365, Blue Shield Prevailing Fee Plan, and Rider J. The Major Medical coverage shall contain those features set forth on the plan summary attached hereto as Schedule D.

A. For unit members whose regular employment contract is for a work week of less than seventeen (17) hours per week, no health insurance other than the prescription plan shall be paid for by the district.

B. Newly hired unit members or those rehired after a break in service after July 14, 1986 whose regular contract employment is more than seventeen (17) but equal to or less than twenty (20) work hours per week shall receive an employee-only health insurance program. Unit members under contract as of July 13, 1986 with no break thereafter in active employment shall not be covered by this provision and shall be grandfathered with full health insurance as listed under Paragraph 1 above.

Employees in this bargaining unit who qualify to and actually retire, as that term is used by the Public Employees Retirement System (PERS), shall be eligible to apply for medical insurance, prescription, and dental coverage to age sixty-five (65). ~~The premium for such coverage shall be paid by the Board.~~ The coverage provided is adjustable to keep the premium level within any statutory or regulatory limitation. In the event that during the term of this Agreement, legislation is enacted which would provide health insurance for retirees under PERS, the Board of Education would no longer be obligated to provide this benefit at Board expense, and all health benefits scheduled to be paid would cease.

2. Rider J coverage shall be extended to provide diagnostic and pathology laboratory work to a combined total of four hundred dollars (\$400.00) per year.

3. Unit members who retire, as the term is used by the Teachers Pension and Annuity Fund or the Public Employees Retirement System, whichever applies, or who are on an extended long-term unpaid leave of absence, or who are not provided the full health insurance program under Paragraph 1 above, shall be eligible to apply for medical insurance coverage at a group rate. The premium for such coverage shall be paid solely by the unit member receiving that coverage with no costs of any kind whatsoever to the Board. The coverage provided is adjustable to keep the premium level within any statutory or regulatory limitations. The parties agree and direct any person interpreting this contractual provision or deciding the rights created hereunder to treat any challenge to this provision which attempts to or could result in imposing costs whatsoever upon the Board as a result hereof as a waiver of this contractual provision. The intent is that no costs whatsoever be imposed upon the Board.

4. No unit member whose regular, contracted employment is seventeen (17) or less hours per week shall receive any fringe benefits other than the prescription plan under this contract or Board policy. However, such employees shall have the option to purchase existing insurance benefits described in this Article VII at the group rate, but at their expense.

5. Prescription: For the duration of this Agreement, unit members shall be provided a prescription plan as set forth on the plan summary attached hereto as Schedule D. Commencing July 1, 1990, the co-payment provision shall be increased to three dollars (\$3.00) per prescription. Commencing July 1, 1991, the co-payment provision shall be increased to four dollars (\$4.00) per prescription.

6. The Board shall continue for the duration of this Agreement to provide a maximum of one hundred and ten dollars (\$110.00) per unit employee per contract year for the purpose of purchasing employee-only dental insurance coverage in each of those contract years. The Association shall provide input as to the type and extent of the coverage to be purchased; however, the Board shall make the final decision. Under no circumstances shall the cost to the Board exceed the maximum one hundred and ten dollar (\$110.00) per unit employee for the year of coverage. The parties direct any arbitrator or anyone else reviewing this contract to apply and abide by the maximum one hundred ten dollar (\$110.00) per year limitation.

7. For those employees whose spouses are employed in the district, the Board shall provide a maximum of one (1) family insurance coverage per family unit, provided that should the marital status change, or should the covered employee leave the district's employ, the non-covered employee shall become eligible immediately for the appropriate coverage with no delay or waiting period.

8. The Board will permit any employee whose regular employment contract is for seventeen (17) hours per week or less to purchase the insurance coverage set forth in paragraph 1 of this Article, provided that the cost for this insurance coverage shall be paid solely by the employee and no cost whatsoever paid by the Board.

ARTICLE VIII - SICK LEAVE

1. All members of the unit employed on a twelve (12) month basis shall be entitled to fifteen (15) days paid sick leave during the term hereof, to be pro-rated where necessary with respect to new employees at the rate of one and one-quarter (1.25) days per month for new twelve (12) month employees. All

members of the unit employed on a ten (10) month basis shall be entitled to thirteen (13) days paid sick leave during the term hereof, to be pro-rated where necessary with respect to new ten (10) month employees at the rate of one point three (1.3) days per month.

The term "Sick Leave" as used herein is defined to mean the absence from one's position due to illness, injury, or exclusion by the district's medical authorities due to quarantine or contagious disease. Any portion of such sick leave not utilized within the term of this Agreement may be accumulated by the employee for use as additional sick leave if reemployed by the Board in subsequent years.

2. There shall be a written accounting of accumulated sick leave for each unit member, computed as of July 1 of each year and provided to each employee on or before the next September 15.

3. If any employee otherwise entitled to sick leave under the provisions hereof shall be required to be absent from his post of duty as a result of an accidental personal injury arising out of and in the course of his employment, the Board agrees to pay such employee the full salary or wages for the period of such absence up to one (1) calendar year from the commencement thereof without charging such absence to the employee's annual or accumulated sick leave. Such payment shall be made for any absence during the period in which the employee received or may have been eligible to receive temporary disability benefits under the Workman's Compensation Law. However, any amount of salary or wages payable to an employee pursuant to this provision shall be reduced by the amount of any workman's compensation award or benefits made to the employee for temporary disability.

4. Any employee working a day shift who is unable to report to work will notify the central call-in number of such inability not later than one-half (1/2) hour before the start of his shift on that day. Any employee working a night shift who is unable to report for work shall similarly notify the central call-in number of said inability before 1:00 of the day on which that shift begins. Any employee who fails to comply with these notice provisions, except where conditions beyond the employee's control prevent the same, shall not be paid for the day's absence. The employee shall likewise be required to notify his immediate supervisor or the Board Office of his intention to return to work before the same hour as set forth above, and if he fails to do so, the Board shall incur no obligation to said employee for the day on which he reports to work. Notwithstanding the provisions of this article, aides and cafeteria employees shall continue with the call-in and substitute procedures, if any, as were in effect in 1979-80.

ARTICLE IX - EMPLOYEE ABSENCE

1. Paid Leave - In addition to the sick leave provision previously set forth herein, employees within the unit shall be entitled to the following time off with pay:

A. Three (3) days for personal business, without the necessity for specification of the nature of said business. However, a request for a personal business day must be submitted to the office of the Personnel Manager for approval at least three (3) working days prior to the day for which leave is requested. Personal business days will not be granted on days immediately preceding or immediately following scheduled holidays. Personal business days will not be cumulative from year to year.

B. Five (5) work days for death in the immediate family. For purpose of definition, the "immediate family" will mean father, mother, grandparents, wife, husband, children, step-children, grandchildren, brother(s), sister(s), mother-in-law, father-in-law, or other relatives domiciled in the employee's household.

2. Unpaid Leaves of Absence - Leaves of absence without pay may be made available under the following conditions:

A. Any employee who is absent for more than two (2) weeks and who has acquired seniority of six (6) months or more with the Board and is to be absent because of personal illness beyond accrued personal illness days (personal illness shall be construed to include the quarantining of any employee by the health department when such quarantining prevents the employee from reporting to work), or illness in the immediate family (which shall be construed as husband, wife, mother, father, or children), or physical disability, shall upon written request to the Board be granted a leave of absence for an additional sixty (60) days. All such written requests must be accompanied by a physician's certificate. Leaves shall be granted without pay but with full seniority accumulating during the term thereof. Any employee on leave of absence June 30 of any year must actively return to work for at least one (1) day in the ensuing year in order to be eligible for vacation pay.

B. In the event that any employee requests leave due pregnancy, the Board will grant the same without pay for the balance of the employee's work year. An employee absent on maternity leave may apply for reinstatement prior to the end of the employee's work year, if the employee provides the Board with a physician's certificate certifying that the employee is capable of returning to work and if there is a vacancy in the employee's

job classification at that time. The Board will further agree and honor such an employee's request for reinstatement if a vacancy thereafter occurs in that job classification prior to the end of the applicable work year.

C. If the employee fails to report for work on the first regular work day after the termination of the leave of absence, and the employee's continued absence is not covered by some recognized emergency, the employee shall be subject to immediate discharge and shall forfeit all rights under the terms of this Agreement.

D. Whenever any employee is by mutual agreement of the Board and the Association scheduled during his regular work hours to participate in negotiations, grievance proceedings, or joint conference between the Board and the Union, said employee shall be paid as if the employee were performing his regular duties.

3. Retirement Pay Plan

A. Employees who retire from the District or who die while in the active employ of the District shall be entitled to a retirement pay plan to be calculated as follows:

(1) For the duration of this Agreement, payment shall be at the rate of fifty percent (50%) of the employee's daily rate of pay per unused in-district accumulated sick day up to the maximum permitted by law. This provision applies only to employees whose regular contracted work week exceeds seventeen (17) hours per week.

(2) Such payment shall only be for sick leave days accumulated while the individual is in the active employ of the District and as such in a position which has a regular, contracted work week of more than seventeen (17) hours.

(3) (a) If any employee has any time credited upon beginning employment in the district, the subsequent annual sick leave shall be utilized prior to such credited or carry-over time for sickness during the individual's employment.

(b) If an employee accumulated any time in a seventeen (17) or less hours per week position and moves to a position of more than seventeen (17) hours per week after July 1, 1982, the subsequent annual sick leave shall be utilized prior to any sick leave previously accumulated in the previous seventeen (17) hours or less per week position.

(4) Payment shall be to the retiree or his/her estate, whichever is applicable.

B. Retirement is defined as the term is used by the employee's applicable public pension fund, and does not mean the mere termination of employment with the District.

ARTICLE X - HOLIDAYS

1. The following days shall be designated as paid holidays during the term hereof, subject to the terms and conditions otherwise set forth in this Article:

The day before New Year's Day;

New Year's Day;

Martin Luther King, Jr.'s Birthday;

Washington's Birthday;

Good Friday;

Either Holy Thursday or Easter Monday (depending on school closing calendar);

Memorial Day;

Independence Day;

Labor Day;

Veterans' Day;

Thanksgiving Day;

the Day after Thanksgiving;

Christmas Day;

Either the day before or the day after Christmas (depending on school closing calendar);

Two additional holidays to be agreed upon by the parties which shall be on the day on which the schools in the district are closed.

2. The aforementioned paid holidays shall be available for all members of the unit who are employed on a twelve (12) month basis.

3. Ten (10) month employees who work the school calendar shall be entitled to paid leave on only three (3) of the holidays

listed in paragraph 1 herein, namely Thanksgiving Day, Christmas Day, and Martin Luther King Jr.'s Birthday.

4. A holiday shall be considered generally as starting at 7:00 A.M. of the holiday, or the day when the holiday is observed. Holidays which fall on Saturday shall be celebrated on the preceding Friday, provided that schools are closed on that day. Holidays that fall on Sunday will be celebrated on the following Monday, provided that schools are closed on that day. If schools are open on a day on which a holiday would be otherwise celebrated, the Board and the Association shall negotiate a mutually acceptable day on which to celebrate that holiday consistent with the prevailing school calendar.

5. To be eligible to receive any pay for not working on any of the above holidays, an employee must:

- A. Complete thirty (30) days of service prior to the holiday, or
- B. Be on any approved absence with pay status, or
- C. When holiday occurs during the first two weeks of leave of absence granted pursuant to Article IX.

6. An employee is not eligible to receive holiday pay while laid off by the Board.

7. The Board shall not be obliged to schedule work for any employee on a holiday even though work would have been scheduled for the day if it had not been a holiday. If work is scheduled, it shall be distributed on a shift in a continuous cycle by unit seniority among qualified employees in the unit in a specific department; provided, however, scheduling agreements may be made in the department if qualified people are not available or in cases of emergency.

8. All employees in the bargaining unit must work the work day preceding and the work day following a paid holiday except in case of illness. A doctor's certificate may be requested for absence on these days.

9. Eligible employees who do not work on the above holidays shall receive their regularly assigned daily rate current immediately preceding the holiday.

10. Employees scheduled to work on the above holidays will receive double time for all hours worked on the holiday plus the regular pay for the holiday itself, provided that a minimum of forty (40) hours of work including the holiday is accumulated, during the week of the holiday. If less than forty (40) hours is

accumulated during the week in which the holiday occurs, the employee will receive time and one-half for all hours worked on the holiday rather than double time.

ARTICLE XI - VACATIONS

1. The provisions of this Article with respect to vacation leave shall be applicable only to those employees in this unit who are employed on a twelve (12) month basis.

2. The vacation base period shall begin on July 1st and end June 30th. Every employee whose anniversary of continuous employment is prior to and including June 30th of the vacation year shall be eligible for vacation in accordance with the following:

ACCUMULATED SERVICE	VACATION
If employed during the base period for 6 months, exclusive of the probationary period, but less than 1 full year	1 Week
1 year to less than 5 years	2 Weeks
5 years to less than 15 years	3 Weeks
15 years or more	4 Weeks

3. Each employee who has qualified for vacation allowance during the first year of his employment or who has accumulated six (6) months of service during the base period of vacation computation during any subsequent year of employment shall be entitled to full vacation benefits, notwithstanding the fact that his services may have been terminated for any reason in the ensuing year prior to the receipt of vacation pay. Employees who were not on the active payroll on July 1st, but who became active thereafter as a result of recall, will receive vacation pay so long as they work six (6) months between July 1st and June 30th of the vacation year.

4. All vacations for ground maintenance, pool maintenance, warehouse personnel, custodians, custodial assistants, building maintenance personnel, transportation maintenance personnel, and driver-porters may be taken and completed within the work year of July 1 to June 30. Requests to exercise vacation leave for categories previously mentioned shall be forwarded in writing to the department supervisor at least one (1) week in advance of the first of the calendar month during which such leave is requested, and the same shall be granted. The Board will tender written

responses to all written requests received for vacation scheduling.

5. All requests for vacations to be taken during the months of July and August shall be submitted in writing to the employees' respective department supervisors on or before June 1 of the year in which the vacation is to be taken. Requests will be granted in the order of seniority of the employee within the district. The Board will tender written responses to all written requests received for vacation scheduling.

6. In the case of a death of any employee who is eligible for and has earned a vacation, such vacation due as of the date of the employee's death will be paid to the employee's estate.

7. Vacations of one (1) week or more may be scheduled as consecutive days, or in combination of five (5) consecutive days, beginning on Monday.

8. Vacations will, so far as possible, be granted at times most desired by employees (employees with the greatest seniority being given preference as to choice), but the final right to schedule vacation periods is reserved to the Board in order to insure the orderly operation of the plants. This includes the right by the Board to determine whether or not the schools shall be closed during the vacation period and to schedule vacations at such time.

9. Vacation pay for employees shall be based on the average hours worked for the twelve (12) pay periods starting with the first full work week of the year. In the event employees are eligible for a vacation during the vacation period but have not worked during the first twelve (12) week period of the year, the vacation pay for such employee shall be based on the average hours worked for the first two (2) week period of the four (4) weeks immediately preceding their eligibility dates. Vacation pay for each vacation week with respect to eligible full time employees shall not be less than twenty (20) hours nor more than forty (40) hours per week.

10. Vacation pay will be based on the employee's regular job rate (not temporary rate) current at the time of vacation.

11. In no cases will vacations be allowed to accumulate from year to year.

12. Employees who are scheduled for vacation during the week in which a paid holiday falls shall be required to take an additional day off, which shall be the first normally scheduled work day following the vacation.

13. Employees shall receive their vacation pay on the last working day prior to the beginning of their vacation period, provided that they have requested their vacation pay be made available to them on that date by filing an appropriate written request with the office of the School Business Administrator at least thirty (30) days in advance of the date on which they desire to receive said pay.

ARTICLE XII - HOURS OF WORK AND OVERTIME

1. There shall be five (5) work day classifications within the bargaining unit, namely:

- A. three (3) hours;
- B. four (4) hours;
- C. six (6) hours;
- D. seven (7) hours; and
- E. eight (8) hours

New hires may be employed in three (3) hour positions to replace openings in four (4) hour or more positions. Present employees are grandfathered in positions held as of July 1, 1982.

2. Each employee whose work day exceeds four (4) hours shall receive a one-half (1/2) hour lunch period upon the completion of his first four (4) hours of work. (Lunch periods not paid for by the Board). Employees may leave the school premises for their lunch period provided that they clock out and clock in.

3. Each employee shall be entitled to a fifteen (15) minute break after the first two (2) hours of work. Those employees whose work day exceeds four (4) hours shall be entitled to a second fifteen (15) minute break after the completion of one-half (1/2) of their regular work day.

4. Upon reporting to and leaving their respective jobs, all employees in the unit shall be required to clock in and clock out through the use of an automatic time clock device.

5. With respect to those employees whose regular work day consists of eight (8) hours the following provisions shall apply:

A. Work Week: A normal work week shall consist of five (5) consecutive eight (8) hour days worked from Monday through Friday, except where off-standard work schedules exist; the normal week shall consist of five (5) consecutive days followed by two (2) days of rest.

B. **A Day and A Day's Work:** A day shall be defined as a consecutive twenty-four (24) hour period beginning with the starting time of an employee's shift. Eight (8) continuous hours of work, interrupted by regularly scheduled lunch periods, shall constitute a day's work.

C. **Standard Schedules:** The following are the standard schedules for the working hours of the various shifts. It is understood that the Board has the right to operate two different standard schedules simultaneously within a department. The Board will notify the Association Representative before such schedules go into effect. When the Board changes employees from one standard to a different standard schedule, seniority will be considered whenever practicable.

First Shift(A) 7:00 A.M. - 3:30 P.M.

First Shift(B) 10:30 A.M. - 7:00 P.M.

Second Shift 3:00 P.M. - 11:30 P.M.

Third Shift 11:00 P.M.- 7:30 A.M.

6. Overtime Work

A. When the Board desires to schedule overtime work for the seventh day of the work week for a unit in the department, qualified employees in the unit in the department will be scheduled in a continuous cycle by unit seniority in the department as required for the work, but they may be scheduled for a shift other than their normally assigned shift.

B. An overtime turn is defined as four (4) or more overtime hours scheduled and/or worked in the first five (5) days of the work week. Any overtime hours scheduled and/or worked on the seventh day of the employee's work week shall constitute an overtime turn. Overtime distribution schedules shall be maintained for each classification. Declining to work or failure to work overtime when scheduled or working any overtime shall constitute a turn for an employee.

C. The responsibility for the distribution of overtime rests with the Director of Plant Facilities.

D. If any discrepancy occurs with respect to turns between shifts, the supervisor must be notified in writing before the overtime is worked so that the supervisor may have time to change the schedule. If the overtime is worked before the error is detected, the Board's liability shall be limited to granting a make-up turn to the proper employee at the employee's convenience when partial overtime is scheduled. The parties also recognize

the need in cases for exceptions to overtime schedule, which can exist only because of emergency or unavailable qualified personnel.

7. Overtime Pay:

A. Except as provided in (B) or (C) below, time and one-half shall be paid for all hours or parts of hours worked:

- (1) In excess of eight (8) hours in any one work day;
- (2) In excess of forty (40) hours regular shift in any one work week.

B. Double time shall be paid for all hours or parts of hours worked:

- (1) In excess of forty (40) hours regular shift in any work week if excess falls on Saturday or Sunday.
- (2) Overtime rates shall not be paid to employees on more than one overtime basis whether hourly, daily, or weekly. Overtime payments for all employees shall be computed from the employee's average hourly earnings for the current payroll week.

C. No hours attributable to benefit days, including but not limited to sick leave, personal days, or any other leave time, if unpaid, shall be counted towards any overtime entitlement under this contract.

8. Division of Overtime:

A. The Board has the right to schedule overtime work. No employee shall be discriminated against or disciplined for failure to work overtime. Employees who indicate they will work overtime shall be expected to work as scheduled. The Association, its members, and all employees will in good faith comply with this provision and will not take any concerted action to circumvent it.

B. On a shift, scheduled overtime work shall be divided as equally as practicable in a continuous cycle by unit seniority among qualified employees in the unit in a specific department. A qualified employee is one who can perform the full job requirements as normally performed in the job classification for which the overtime is scheduled. However, if employees are scheduled for overtime work for which they alone are qualified, they shall not participate in overtime turns in other work for which they are also qualified until other qualified employees

have had an equal number of turns. Overtime shift work may be scheduled for qualified employees in the unit in the specific department on their regularly assigned shift so long as the employees so scheduled are not more than two (2) turns ahead of other qualified employees on any other shift.

9. Overtime Records:

The Board will make available to the Association monthly records of all overtime worked by members of the unit on or before the 15th day of the following month.

ARTICLE XIII - SENIORITY

1. District-wide seniority is defined as the length of an employee's continuous service in the school district that shall date from the employee's most recent hiring. Departmental seniority is defined as the length of an employee's continuous service in a given department or job category and that shall date from the time of the employee's most recent assignment to said department or job category. The Board and the Association agree to jointly develop a seniority list with respect to all employees presently in the bargaining unit, which shall be signed by both parties and shall be considered as binding upon both parties with respect to future determinations of seniority with respect to employees in the unit. Seniority shall cease upon:

- A. Resignation or voluntary quit.
- B. Justifiable discharge.
- C. Failure to report for work within five (5) consecutive work days without good reason and without written notice to the employee's supervisor and to the Board within said five (5) days.
- D. Failure to notify the Board by certified mail (return receipt requested) of acceptance or rejection of recall within three (3) days of receipt of recall notice, or failure to prove inability to give written acceptance or rejection, or failure to return to work from lay-off within five (5) consecutive work days after being notified to return. Notification shall be by certified mail to the last address of the employee as shown on the records of the Board. Copies of recall letters will be mailed to the Association at the same time such letters are sent to the employees.
- E. A lay-off by the Board for more than twelve (12) months of an employee having six (6) months or more of accumulated service.

F. A lay-off by the Board for a period exceeding the period of accumulated service of any employee having less than six (6) months service.

Any employee whose seniority has ceased under the foregoing and who is subsequently rehired shall be covered under the terms of this Agreement in the same manner as a new employee.

2. Probationary Period:

A. All employees with less than ninety (90) days continuous service shall be subject to discharge without recourse, provided such discharge shall not be used by the Board for the purposes of discriminating against employees because of membership or legitimate activity in the Association.

B. After completion of the ninety (90) day probationary period, an employee's record of continuous service will date back to the original employment date.

3. Seniority Records:

A. The Board will maintain seniority records of employees which will be available in the Personnel Division for examination by the Association Representative and grievance committeemen.

B. The Board shall notify the Association of all occurring seniority changes as soon as possible.

4. Seniority Units and Classifications:

A. The seniority provisions shall operate within the various labor grades that make up the seniority units which are attached and made a part of this Agreement. The seniority units are made up of one or more job classifications of the same or different departments doing similar work. The units as presently constituted shall remain in effect unless changed by agreement between the parties.

B. An employee when hired shall be assigned to a classification in a unit, and shall accumulate seniority in that unit on the basis of that employee's accredited Board service.

5. Layoff of unit members shall be accomplished in the manner utilized in 1976-77 utilizing the concept of "an aide is an aide."

6. Job Vacancies:

A. Job vacancies are open jobs other than of a temporary nature for which the Board required additional employees. Such vacancies will be filled in the following ways:

(1) When a job opening occurs, it will be filled by the highest qualified employee who has indicated a preference by submitting an appropriate application for the vacant job.

a. An upgrading or downgrading will be filled by the highest senior employee who has indicated a preference for the job and has the skill and ability required for the job.

(2) It is understood that an employee may file for a transfer from one area of the same job classification and must be approved by the office of the Director of Personnel.

(3) Job vacancies will be posted at the clock in each department in the seniority unit in which the opening occurs.

(4) The initial posting shall be in each school and in each department for five (5) days starting at 1:00 P.M. on the day the requisition is received by the Personnel Office.

(5) Interested employees may apply by applying in the office of the Director of Personnel.

(6) Persons who are absent through no fault of their own (e.g. sickness, etc.) during posting will have the opportunity within three (3) days after return to indicate their interest in the job. This pertains to absences other than those covered by formal leaves.

7. Right of Assignment and Transfers:

A. The Board will have the right of job assignments on a particular shift within a labor grade in a specific unit.

B. A temporary transfer is defined as a transfer of an employee to any job other than that employee's regularly assigned job and shall not exceed a period of four (4) weeks, except that employees may be transferred within a labor grade within a unit for a period not exceeding sixty (60) days.

C. If a transfer has been made for the period defined above, the condition shall no longer be considered as temporary condition and thereafter the Board will make a permanent adjustment. However, the duration of a temporary transfer may be extended beyond the above limitation by agreement among the employee, the Association Representative, and the Director of Plant Facilities. All parties are expected to apply a reasonable application of these limitations taking into consideration the

operating problems of the Board. Employees on temporary transfers shall retain and accumulate seniority in their currently assigned unit.

8. Urgency:

A. If temporary transfers are required for reasons other than work not being scheduled or available, the Board may transfer employees without regard to seniority.

B. Payment for Temporary Transfers: Employees involved in temporary transfers shall be paid their assigned personal rate or the rate of the job to which they are transferred, whichever is higher.

C. Voluntary permanent transfers shall be made in accordance with the following:

(1) The request shall be made in writing.

(2) When an employee has voluntarily transferred to another unit, that employee shall not be permitted to transfer again to another unit until said employee has accumulated eighteen (18) months seniority in his present unit..

(3) When an employee makes a voluntary permanent transfer to another unit, he shall waive all of his seniority rights to return to the labor grade and unit from which he was transferred, unless he is laid off from the unit to which he transferred.

(4) This section shall not limit the Board from assigning an employee to duties within his job description.

(5) Trades helpers will normally work in their own trade unit, but there shall be no restriction at any time regarding their working other trade units.

(6) Trades helpers should be used to train additional maintenance personnel from within the district.

(7) Trades helpers shall receive the same rate of pay as they are receiving in their previous employment.

(8) Trades helpers should always be accompanied by a maintenance man.

(9) There shall be no separate salary scale for trades helpers.

(10) In the event an employee has at any time in the past been employed in any job which is now within the bargaining unit and has been or is transferred to a job out of the bargaining unit, the employee may be returned to his former department, or if such department is no longer in existence, to a job in a unit performing similar work, on the basis of the employee's Board service and providing the employee has the skill and ability to perform the job within a two (2) week trial period.

9. Physical Disability Transfer:

A. All temporary Board-incurred disabilities necessitating a temporary transfer will be governed by the temporary transfer provisions of this Article.

B. Non-Board-incurred permanent disability transfer requests may be made only by employees having at least ten (10) years Board service who are permanently unable to perform their assigned jobs. Transfers may only be made on jobs held by employees within the lowest three (3) years of Board seniority actively employed at the time the request is made. Under such transfers, the transferee takes full school board seniority into the unit to which he transfers. Only one (1) such transfer is permitted unless the job is abolished thereafter.

C. Employees who are permanently unable to perform their regularly assigned jobs as a result of a Board-incurred disability may apply for a permanent transfer subject to the following condition: The search by the Board for an appropriate job must be begun first by reviewing jobs held by employees with less than three (3) years seniority and continuing the search at yearly intervals. In no event may the applicant displace an employee with more Board seniority. An employee transferred pursuant to this Section relinquishes recall rights to his former job and carries his full Board seniority into the unit in which the new job is located.

D. An employee who has, as a result of a Board-incurred injury, suffered the loss of an eye, or the equivalent of complete amputation of an essential body member, may apply for preferred seniority on their regularly assigned job as long as the employee is physically able to perform the duties thereof. If the injury prevents the efficient performance on the regularly assigned job, the employee may request a transfer, whereupon the Board will attempt to place the employee in a job commensurate with the employee's skill and physical capability. An application approved under this section shall mean that the employee shall not be subject to displacement as long as the employee is physically capable of efficiently performing the duties of that job. The intent of this Section is to protect

employees who would find it extremely difficult to obtain other employment due to the type of disability covered under this section.

E. Any of the above transfers shall be to a job for which the disabled employee is physically fit and has the present skill and ability to perform the work required. The extent of any disability shall be determined by reference to competent medical reports. The Board will decide whether or not the employee has the skill and ability to perform the available job.

F. The salary of an employee who does suffer a Board connected disability will be the same as the salary prior to the injury regardless of the job to which the employee is transferred.

10. Preferences: During their term of office, Association officers (President, Vice-President, Secretary, and Treasurer) shall be preferred to retention and recall of the work force at any time of any adjustment in the force or layoff of employees. This provides the named officers with top Board seniority.

11. Employees assigned as black seal operators shall do other work as assigned. The black seal assignment shall be a portion of their work during that assignment.

ARTICLE XIV - PHYSICAL EXAMINATIONS

All employees of the Board shall be required to undergo an annual physical examination, the scope of which shall be in accordance with the rules promulgated by the Office of the State Commissioner of Education. The examination shall be at the expense of the Board and shall be conducted by a physician designated by the Board to make the examination. All examinations shall be conducted on the employee's time. The Board further reserves the right to require additional individual physical or psychiatric examinations of any employee whenever, in the judgment of the Board, the employee shows evidence of deviation from normal physical or mental health. Such additional examination shall likewise be at the expense of the Board, but shall be conducted on the employee's own time.

ARTICLE XV - PART-TIME EMPLOYEES

1. It is also recognized by the parties that for periods of time during summer months of June through September, certain additional part-time employees are hired on an hourly basis. Personnel so employed shall not be entitled to receive, in addition to their compensation, any of the benefits listed herein with respect to health insurance, sick leave, holidays, other paid absences, vacations, or unpaid leaves of absence. When said persons are so hired on an hourly basis, the applicable hourly rate shall not exceed the rate paid to probationary employees hired in the same job category, job classification, or doing similar work.

2. Except as provided in this article, no person shall be hired within this bargaining unit on anything other than a probationary or contract basis.

ARTICLE XVI - BULLETIN BOARDS

1. The Association shall have the right to have posted on the designated bulletin boards notices of Association meetings, Association elections, names of Association officials and representatives, and Association social and educational gatherings.

2. The Association agrees it will not make, publish, or circulate any false or misleading remarks about the Board, its management, or other personnel.

3. The Board agrees that it will not make, publish, or circulate any false or misleading remarks about the Association, its officers, representatives, or members.

ARTICLE XVII - SUPERVISORS' WORK

1. The Supervisor may perform such work normally under the Supervisor's jurisdiction and direction as is necessary: (1) to maintain an uninterrupted flow of work and normal departmental efficiency; (2) to train employees; and (3) to relieve bottlenecks.

2. This Article shall not limit the supervisor in performing other or similar work which is a part of their regular duty so long as doing such work does not affect the work opportunities of those employees under the Supervisor.

ARTICLE XVIII - SUSPENSION, DISCHARGE, AND TERMINATION OF EMPLOYMENT

1. The departmental supervisor will notify the employees involved in any suspension or discharge together with the written reason therefore. A hearing on such action may be held before the Personnel Manager within one (1) week after the action is taken by the Personnel Manager. The Association Representative can attend the hearing. Necessary witnesses can be called, but not more than two (2) witnesses shall be present at the hearing at any one time.

2. An employee who has been subject to suspension or discharge shall have the right to file a grievance initiated at the Fourth step of the grievance procedure, as set forth in Article XX of this Agreement.

3. Should it be decided that an employee has been suspended or discharged without just cause, such employee shall be reinstated without loss of seniority and will be paid for the hours the employee would have worked less any deductions required by law. Pay for this purpose shall be for his regular hours worked for each week lost at the employee's average hourly rate of earnings for the two (2) week period immediately preceding the suspension or discharge exclusive of overtime premium, but including night shift bonus for that period of time the employee would have worked on the night shift if the employee is a regularly assigned night shift worker.

4. This Article shall not apply to probationary employees.

5. Employees who are suspended or discharged in accordance with provisions of this Article or who resign shall not be entitled to any compensation other than wages due them or to any other benefits under this Agreement except as provided in Article XI, Vacations.

6. No employee shall be disciplined, reprimanded, or reduced in rank or compensation without just cause. Any such action asserted by the Board, or any agent thereof, shall not be made in public and shall be subject to the grievance procedure. Any dismissal or suspension shall be considered disciplinary action and shall be subject to the grievance procedure.

7. Application to the job: In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed:

A. It is recognized that sound, equitable, and competitive work practices are an essential ingredient to the establishment of a climate for the growth and the security of job opportunities

at the Board of Education. In connection with this recognition, such practices as are listed below will subject any employee engaging in such activities to immediate suspension or discharge.

(1) Stopping work prior to the end of a shift, or extensive absence from a work station without permission.

(2) Complete disregard to rules and regulations as set forth by the Director of Plant Facilities, provided such regulations do not violate the terms of this Agreement.

(3) The consumption of any alcoholic beverage, drugs, or other substance which may impair the work performance of any employee.

(4) All new regulations shall be presented to the Association Executive Board at least one (1) week for review prior to implementation.

B. The general lateness procedure shall be as follows:

(1) For lateness of more than five (5) minutes up to fifteen (15) minutes, dock fifteen (15) minutes pay. For lateness in excess of fifteen (15) minutes, dock pay in fifteen (15) minute intervals, such as for lateness of sixteen (16) minutes to thirty (30) minutes, dock thirty (30) minutes pay.

(2) If late for any length of time of one (1) minute or more for a combined total of more than five (5) times in any two (2) consecutive pay periods, the employee be suspended without pay for (1) day. If five (5) such suspensions have been imposed in any school year, the employee can be terminated with review limited to the procedural aspects only.

ARTICLE XIX - DEFENSE OF LEGAL ACTIONS

1. Whenever any civil action has been or shall be brought against any employee in the unit for any act or omission arising out of and in the course of the performance of his duties, the Board agrees to defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such persons from any financial loss resulting therefrom, provided, however, that the Board retains the right to designate the legal counsel who will so represent the employee and to control the course of said litigation.

2. In the event that any criminal action may be instituted against any employee for any act or omission arising out of and in the course of the performance of his duties, which proceeding

is dismissed or terminated with a final disposition in favor of the employee so accused, the Board agrees that it will reimburse said employee for the reasonable cost of defending such proceedings, including reasonable counsel fees and reasonable expenses incident to the hearing, trial, or appeal.

3. Any employee involved in an accident arising out of or during the course of his employment shall immediately report said accident and any physical injury sustained therein to the employee's supervisor. This report shall be reduced to writing by the employee before going off duty or as soon thereafter as reasonably practicable. The failure of any employee to comply with this provision shall render the employee subject to appropriate disciplinary action by the Board.

4. When an employee is required to appear in any court to testify on behalf of the Board with respect to any event arising out of or occurring during the course of the employee's employment, the employee shall be reimbursed by the Board for any pay which the employee would have earned in the Board's employment during the period in question.

5. Security Aides shall be paid appropriate compensation for appearance in court or at police stations when such appearances extend beyond their contractual work day.

ARTICLE XX - GRIEVANCE PROCEDURE

1. The following definitions are set forth for the purpose of explaining the meaning of certain terms utilized in the remainder of this article:

A. A "grievant" is a person or persons making a claim cognizable under the terms of this Article.

B. A "grievance" is defined to mean a claim by an employee that as to said employee there has been an improper interpretation, application, or violation of this Agreement, or a claim with respect to some working condition which directly affects the grievant.

C. A "day" is defined to mean a regular working day.

2. The purpose of this procedure is to procure equitable and proper solutions of grievances at the lowest possible level.

3. Any employee shall have the right to file a grievance pursuant to this procedure within thirty (30) days after the occurrence which allegedly resulted in the grievance.

4. The time limitations set forth for processing of various steps in the grievance procedure hereinafter specified shall be regarded as maximum limits, and every effort shall be made to process all grievances as expeditiously as possible within those maximum time limitations.

5. The procedure by which grievances are to be prosecuted is as follows:

A. Step 1 - The aggrieved employee, with or without the Association Representative, shall first present the grievance to and discuss the same informally with his immediate supervisor, who will attempt to resolve it. The supervisor shall be allowed a maximum period of three (3) days after presentation of a grievance to study the problem and advise the grievant of the supervisor's determination. The following steps are to be implemented by the Association and the aggrieved party:

B. Step 2 - In the event the grievance is not resolved satisfactorily with the immediate supervisor, the aggrieved employee shall have three (3) days after the receipt of the supervisor's decision within which to make a formal presentation of grievance to the Director of Plant Facilities, the Director of Food Services, or to the building Principal, or Director of Education, depending upon the job category of the employee involved. The presentation of the grievance shall indicate the nature of the complaint and the specific facts that the grievant considers to be relevant to its resolution. The Director of Plant Facilities, the Director of Food Services, or the building Principal shall render a written decision with respect to the grievance within five (5) days of the receipt of the formal written presentation.

C. Step 3 - In the event no mutually satisfactory decision is received within five (5) days after the completion of the presentation made at the level of the Principal, Director of Plant Facilities, or Director of Food Services, within seven (7) calendar days thereafter a written statement of the grievance shall be delivered either manually or by ordinary mail to the office of the Superintendent, who shall have seven (7) additional days, measured from the date of such delivery, to provide a response. In that interim, the appropriate representative or representatives of the Association shall confer with the Superintendent or with the Superintendent's designee in an effort to affect a voluntary settlement.

6. In any event, if the response of the superintendent is unsatisfactory, or if the superintendent has made no response within the time provided above, the grievance may, at the election of either party hereto, be submitted to final and binding arbitration to be conducted under the applicable rules of

the American Arbitration Association, provided that the party wishing to submit to arbitration files a written demand therefor with the American Arbitration Association, and serves a copy of the same upon the other party within thirty (30) school days after the date on which the superintendent had replied, or was required to have replied if no reply was submitted.

7. In the administration of the aforementioned grievance procedure, failure at any one step of this procedure of one charged with the responsibility of rendering a decision to do so within the specified time limits shall permit the aggrieved party to proceed immediately to the next step. The failure at any step of this procedure to appeal a grievance to the next step with the specified time limits shall be deemed to be in acceptance at the decision rendered in that step, and that decision will be a final determination of the grievance. In all cases in which the grievant is represented by the Association, the Association shall be considered the appellant for the purposes of implementing the cost provisions of paragraph 6 herein.

8. Subject to the foregoing limitations and restrictions, the Association may indicate a class action or group grievance, in either the unit's own name or as the representative of a group or class whose individual signatures shall not be indicated, at the second level of the grievance procedure.

9. The arbitrator shall be without authority or ability to amend, modify, delete, or expand this contract.

ARTICLE XXI - BOARD-STAFF RELATIONS COMMITTEE AND NEGOTIATIONS COMMITTEE

1. The parties hereto jointly recognize the fact that there are continuing problems involving non-negotiable matters which the parties should review and discuss on a periodic basis. In order to foster such continuous review and discussion, the parties hereto do agree to establish a Board-Staff Relations Committee which shall be composed of three (3) members designated by the Association, three (3) members designated by the Board, the Personnel Manager, and the Directors of Elementary and Secondary Education. This committee shall meet regularly at least once a month on a day of the month to be regularly fixed by mutual agreement of the committee members immediately after their designation. The Committee may meet at such additional times during the course of the year as may be designated by mutual agreement. Any member of the Committee shall be free to suggest subject matter for discussion and action by the Committee. It is, however, mutually agreed in view of past experience that the Committee shall immediately undertake a review of the following

subjects for the purpose of resolving administrative problems with respect thereto in submitting possible recommendations for future incorporation into the Board policy or the collective bargaining agreement:

- A. Overtime distribution;
- B. Safety with respect to mechanical equipment;
- C. Employment and utilization of substitutes;
- D. Designation and maintenance of parking areas for school maintenance vehicles;
- E. Development of a school district safety manual;
- F. Any additional topics which the Association desires to discuss and which are specified in a written notice filed with the Personnel Manager;
- G. Number of sick and personal days.

2. The negotiation committees can meet if mutually desired to deal with negotiable matters, if any, which the parties wish to discuss.

ARTICLE XXII - OPERATIONAL CONTINUITY

The Association agrees that during the term of this Agreement, neither it nor its officers, employees, or members will engage in, encourage, sanction, support, or institute any work stoppage, boycotts, slowdowns, mass resignation, mass absenteeism, picketing, or other similar practices which would promote the performance of, or interference with, the normal operation of the school district and/or of the Board. In the event that Association members do participate in such proscribed activities despite the aforementioned efforts of the Association, no liability will be imposed upon the Association itself as a result thereof. In the event that the Association members do participate in such activities in violation of this provision, the Association agrees that it will notify its members so engaged to cease and desist from such activities forthwith, and that it will further take all reasonable action necessary to bring about the cessation of such activities. Any employee engaged in such activity may be dismissed or otherwise disciplined by the Board, and the action of the Board in so disciplining employees shall not be subject to the grievance procedure previously set forth in this Agreement.

ARTICLE XXIII - DISTRIBUTION OF TOOLS

The Board agrees that it will provide each employee in the building maintenance, ground maintenance, and pool maintenance category with a set of general tools as listed on Schedule A annexed hereto. The tools so provided by the Board will be inventoried when assigned, and the person to whom they are assigned will be responsible to reimburse the Board for cost of replacing any tools assigned to them which are thereafter lost. The Board further agrees to provide on a "pool" basis for periodic use in the district those tools listed on Schedule B attached hereto. The parties hereto recognize that the tools listed on Exhibit B are required for special use on a non-continuing basis, and the same will be available for use as required in accordance with such guidelines as are established and promulgated by the Director of Plant Facilities.

ARTICLE XXIV - DURATION OF AGREEMENT

1. This Agreement shall become effective as of the date of execution but shall have retroactive application to July 1, 1988, and shall extend from that date through June 30, 1992.

2. Except as otherwise specifically provided within this Agreement, the parties hereto agree that all items presented for or subject to negotiation have been discussed during the negotiations leading to this Agreement; and, therefore, agree that for the term of this Agreement or any extension hereof, negotiations will not be requested on any item, whether contained herein or not. This Agreement, therefore, constitutes the entire understanding between the parties hereto.

ARTICLE XXV - REPRESENTATION FEE

1. Purpose of Fee

Any employee included in Article I who does not become a member of the Association during any membership year (i.e., from September 1 to following August 31) which is covered in whole or in part by this Agreement will be required to pay a representation fee to the Association for that year. The purpose of this fee is to offset the employee's per capita cost of services rendered by the Association as majority representative.

2. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the

regular membership dues charged by the Association on its own members for that membership year.

3. Deduction and Transmission of Fee

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

A. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

1. Ten (10) days after receipt of the aforesaid list by the Board; or

2. Thirty (30) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employment of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

B. Termination of Employment

If an employee who is required to pay a representation fee terminated his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

C. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

D. Changes

The Association will notify the Board in writing of any changes in the list provided for in paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

E. Once per month the Board will submit a list of new employees hired by the Board in positions represented by the Association during the month preceding the month in which the report is made. The list will include name, job title, and date of employment for such employees.

4. Indemnification, Hold Harmless, and Guarantee Clause

A. The Employees Association of Willingboro Schools and its affiliates shall indemnify and hold the Board harmless against and from any and all claims, demands, suits, and any other forms of liability or costs whatsoever, including but not limited to liability for reasonable counsel fees and other legal costs paid to counsel of the Board's choice that may arise out of or by reason of any action taken or not taken by the Board in conformance with or in attempted conformance with the agency shop or representation fee provision. Furthermore, and in addition hereto, the Employees Association of Willingboro Schools and its affiliates guarantee that they will be responsible for and reimburse to the Board any costs or expenses, including but not limited to the above enumerated types of costs arising from or by reason of any action taken or not taken by the Board in conformance with or in attempted conformance with the agency shop or representation fee provision.

B. The Employees Association of Willingboro Schools and its affiliates shall be solely responsible for any costs, liabilities, refunds, or charges of any type of expense whatsoever arising from the use of the demand and return system or other appeal or challenge to the representation fee. In the event of such a situation, the Employees Association of Willingboro Schools and its affiliates shall indemnify and hold the Board harmless from any such costs, liabilities, refunds, or charges, including but not limited to reasonable counsel fees and other legal costs paid to the counsel of the Board's choice that may arise out of or by reason of any such appeal or challenge.

5. In the implementation and operation of this Agency Fee Provision, the Association guarantees that it will comply with all constitutional, statutory, and regulatory provisions and requirements.

IN WITNESS WHEREOF, the parties hereto have caused the hands of their respective officers and the seals of their respective organizations to be affixed this *2nd* of *April*, 19*90*.

BOARD OF EDUCATION OF THE
TOWNSHIP OF WILLINGBORO

(Seal)



Gerard T. Whittle, President

Attest:


Lee Muller, Secretary to the
Board of Education

EMPLOYEES ASSOCIATION OF
WILLINGBORO

(SEAL)


Constance K. Mikajowski
President

Attest:


Louis D. Rainey
Secretary

February 1, 1990

Employees Association of
Willingboro Schools
Willingboro Board of Education
Levitt Administration Building
Salem Road
Willingboro, NJ 08046

Ladies and Gentlemen:

We have reached agreement on a new Collective Bargaining Agreement and this letter will expand that Agreement as follows:

- 1) It has been agreed that the Association will have the right, on an informal basis, to meet with the Board or a Board Committee in the event of a non-renewal of an employee. However, it must be understood that this does not in any way change or modify the Agreement or provide additional substantive rights in the case of any such non-renewal.
- 2) In that it has always been in the WEA negotiations that substantive health and welfare changes have been made, it has been agreed that EAWS will be bound by any cost containment or cost sharing provisions and/or improvements in Medical, Surgical, Major Medical coverage, or Dental, which might be agreed upon by the WSB and the WEA during the present negotiations. Any such change will become effective July 1, 1990.
- 3) The parties have agreed that any offer made and then withdrawn in no way can be used against such party at a later date.

Please signify your approval of the above by signing, dating and returning a copy of this letter in the enclosed envelope.

Very truly yours,

WILLINGBORO SCHOOL BOARD

By: 

AGREED TO AND APPROVED:

EMPLOYEES ASSOCIATION OF
WILLINGBORO SCHOOLS

By: 

ANALYSIS OF COST OF TENTATIVE AGREEMENT
 BETWEEN WILLINGBORO BOARD OF EDUCATION AND EAM

	FOOD SERV	%	COST OF INCREASE OVER PREV YR.	CUM COST OF INCREASE OVER BASE YR.	OTHER	%	COST OF INCREASE OVER PREV YR.	COST OF INCREASE OVER BASE YR.
7-88 SCATTERGRAM	\$370,363				\$2,697,854			
8-89 SCATTERGRAM	\$399,992	0.00	\$29,629	\$29,629	\$2,913,683	0.00	\$215,829	\$215,829
9-90 SCATTERGRAM	\$431,991	0.00	\$31,999	\$61,628	\$3,146,778	0.00	\$233,095	\$448,924
0-91 SCATTERGRAM	\$470,677	0.93	\$38,686	\$100,314	\$3,483,483	0.48	\$266,711	\$715,635
1-92 SCATTERGRAM	\$510,685	0.50	\$40,000	\$140,322	\$3,703,666	0.50	\$290,157	\$1,005,792
		33.05	\$140,322	\$331,893		32.98	\$1,005,792	\$2,306,180

CUM % 37.88%

CUM % 37.28%

CASHIER 6HRS		CASHIER 6HRS		CASHIER 6HRS		CASHIER 6HRS		CASHIER 6HRS		CASHIER 6HRS		CASHIER 6HRS		CASHIER 6HRS		CASHIER 6HRS		CASHIER 6HRS		CASHIER 6HRS		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	
STEP	SALARY	SALARY	STEP	SALARY	STEP	SALARY	90-91	RSTRT	% INC	\$ INC	RSTRT	% INC	\$ INC	RSTRT	% INC	\$ INC	RSTRT	% INC	\$ INC	RSTRT	% INC	
06-7	07-8	08-9	09-90	09-90	09-90	09-90	GUIDE	GUIDE	VS	VS	90-91	90-91	90-91	90-91	90-91	90-91	90-91	90-91	90-91	90-91	90-91	
RSTRT VS DIST 09-90 89-90																						
STEP GUIDE VS DIST 09-90 89-90																						
1	5597	5820	1	6103	1	6399		1	6932		1	7343		1	7521		1	7699		1	7877	
2	5786	6017	2	6286	2	6591		2	7096		2	7521		2	7699		2	7877		2	8055	
3	5981	6220	3	6498	3	6789		3	7260		3	7699		3	7877		3	8055		3	8233	
4	6192	6430	4	6718	4	7018		4	7624		4	8055		4	8233		4	8411		4	8589	
5	6450	6656	5	6944	5	7255		5	7508		5	7877		5	8055		5	8233		5	8411	
6	6709	6936	6	7189	6	7464		6	7752		6	8055		6	8233		6	8411		6	8589	
7	6992	7212	7	7488	7	7764		7	7916		7	8055		7	8233		7	8411		7	8589	
8	7206	7516	8	7789	8	8080		8	8080		8	8244		8	8411		8	8589		8	8767	
9	7652	7766	9	8118	9	8412		9	8244		9	8408		9	8572		9	8767		9	8945	
10	7934	8280	10	8366	10	8767		10	8408		10	8608		10	8736		10	8945		10	9123	
11	8182	8529	11	8652	11	9035		11	8572		11	8736		11	8900		11	9123		11	9301	
12	8354	8796	12	8942	12	9357		12	8736		12	8900		12	9064		12	9301		12	9479	
13	8538	8981	13	9131	13	9557		13	8900		13	9064		13	9228		13	9479		13	9657	
14	8741	9178	14	9339	14	9775		14	9064		14	9228		14	9392		14	9657		14	9834	
15	8945	9377	15	9542	15	10012		15	9228		15	9392		15	9562		15	9834		15	10012	
16	9149	9576	16	9749	16	10190		16	9392		16	9562		16	9746		16	10012		16	10190	
17	9353	9775	17	9953	17	10370		17	9562		17	9746		17	9930		17	10190		17	10370	
18	9557	9976	18	10157	18	10545		18	9746		18	9930		18	10114		18	10370		18	10545	
19	9761	10185	19	10361	19	10750		19	9930		19	10114		19	10288		19	10545		19	10750	
20	9965	10389	20	10565	20	10950		20	10114		20	10288		20	10466		20	10750		20	10950	
21	10169	10593	21	10769	21	11150		21	10288		21	10466		21	10644		21	10950		21	11325	
22	10373	10797	22	10973	22	11358		22	10466		22	10644		22	10822		22	11150		22	11525	
23	10577	11001	23	11177	23	11558		23	10644		23	10822		23	11000		23	11325		23	11699	
24	10781	11205	24	11381	24	11768		24	10822		24	11000		24	11178		24	11525		24	11899	
25	10985	11409	25	11585	25	11962		25	11000		25	11178		25	11356		25	11699		25	12099	
26	11189	11613	26	11789	26	12165		26	11178		26	11356		26	11534		26	11899		26	12299	
27	11393	11817	27	11993	27	12369		27	11356		27	11534		27	11712		27	12099		27	12499	
28	11597	12021	28	12197	28	12573		28	11534		28	11712		28	11890		28	12299		28	12699	
29	11801	12225	29	12397	29	12775		29	11712		29	11890		29	12068		29	12499		29	12899	
30	12005	12429	30	12597	30	12977		30	11890		30	12068		30	12246		30	12699		30	13099	
31	12209	12633	31	12797	31	13181		31	12068		31	12246		31	12424		31	12899		31	13299	
32	12413	12837	32	12997	32	13385		32	12246		32	12424		32	12602		32	13099		32	13499	
33	12617	13041	33	13197	33	13589		33	12424		33	12602		33	12780		33	13299		33	13699	
34	12821	13245	34	13397	34	13793		34	12602		34	12780		34	12958		34	13499		34	13899	
35	13025	13449	35	13597	35	13997		35	12780		35	12958		35	13136		35	13699		35	14099	
36	13229	13653	36	13797	36	14197		36	12958		36	13136		36	13314		36	13899		36	14299	
37	13433	13857	37	13997	37	14397		37	13136		37	13314		37	13492		37	14099		37	14499	
38	13637	14061	38	14197	38	14597		38	13314		38	13492		38	13670		38	14299		38	14699	
39	13841	14265	39	14397	39	14797		39	13492		39	13670		39	13848		39	14499		39	14899	
40	14045	14469	40	14597	40	14997		40	13670		40	13848		40	14026		40	14699		40	15099	
41	14249	14673	41	14797	41	15197		41	13848		41	14026		41	14204		41	14899		41	15299	
42	14453	14877	42	14997	42	15397		42	14026		42	14204		42	14382		42	15099		42	15499	
43	14657	15081	43	15197	43	15597		43	14204		43	14382		43	14560		43	15299		43	15699	
44	14861	15285	44	15397	44	15797		44	14382		44	14560		44	14738		44	15499		44	15899	
45	15065	15489	45	15597	45	15997		45	14560		45	14738		45	14916		45	15699		45	16099	
46	15269	15693	46	15797	46	16197		46	14738		46	14916		46	15094		46	15899		46	16299	
47	15473	15897	47	15997	47	16397		47	14916		47	15094		47	15272		47	16099		47	16499	
48	15677	16101	48	16197	48	16597		48	15094		48	15272		48	15450		48	16299		48	16699	
49	15881	16305	49	16397	49	16797		49	15272		49	15450		49	15628		49	16499		49	16899	
50	16085	16509	50	16597	50	16997		50	15450		50	15628		50	15806		50	16699		50	17099	
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52	16493	16917	52	16997	52	17397		52	15806		52	15984		52	16162		52	17099		52	17499	
53	16697	17121	53	17197	53	17597		53	15984		53	16162		53	16340		53	17299		53	17699	
54	16901	17325	54	17397	54	17797		54	16162		54	16340		54	16518		54	17499		54	17899	
55	17105	17529	55	17597	55	17997		55	16340		55	16518		55	16696		55	17699		55	18099	
56	17309	17733	56	17797	56	18197		56	16518		56	16696		56	16874		56	17899		56	18299	
57	17513	17937	57	17997	57	18397		57	16696		57	16874		57	17052		57	18099		57	18499	
58	17717	18141	58	18197	58	18597		58														

FOOD HANDLER/DRIVERFOOD		FOOD HANDLER/DRIVER B		FOOD HANDLER/D																
(11)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	
STEP SALARY		STEP SALARY		STEP SALARY		GUIDE REPEAT		VS		RSTRCT		RSTRCT		SENIOR SENIORS		RSTRCT		SENIOR SENIOR		
86-7	87-8	88-9	89-90	90-91	91-2	91-2	90-91	90-91	VS	VS	90-91	90-91	90-91	90-91	90-91	90-91	91-2	91-2	91-2	
SALARY		SALARY		SALARY		REPEAT		%		%		STEP		STEP		STEP		STEP		
1	10374	10659	11176	11512	12044	12601	13203	13853	14518	15182	15879	16360	16665	17147	17825	18263	18898	19485	19969	20504
2	10854	11152	12070	12633	13008	13610	14259	14961	15680	16397	17149	17668	17998	18519	19251	19724	20409	21044	21567	22146
3	11372	11668	12633	13008	13610	14259	14961	15680	16397	17149	17668	17998	18519	19251	19724	20409	21044	21567	22146	22462
4	11932	12225	13203	13610	14259	14961	15680	16397	17149	17668	17998	18519	19251	19724	20409	21044	21567	22146	22462	22462
5	12505	12827	13853	14259	14961	15680	16397	17149	17668	17998	18519	19251	19724	20409	21044	21567	22146	22462	22462	22462
6	13077	13463	14518	15182	15680	16397	17149	17668	17998	18519	19251	19724	20409	21044	21567	22146	22462	22462	22462	22462
7	13677	14058	15182	15680	16397	17149	17668	17998	18519	19251	19724	20409	21044	21567	22146	22462	22462	22462	22462	22462
8	14091	14703	15879	16360	16665	17147	17665	18147	18519	19251	19724	20409	21044	21567	22146	22462	22462	22462	22462	22462
9	14354	15148	16360	16665	17147	17665	18147	18519	19251	19724	20409	21044	21567	22146	22462	22462	22462	22462	22462	22462
10	14769	15631	16665	17147	17665	18147	18519	19251	19724	20409	21044	21567	22146	22462	22462	22462	22462	22462	22462	22462
11	15353	15877	17147	17665	18147	18519	19251	19724	20409	21044	21567	22146	22462	22462	22462	22462	22462	22462	22462	22462
12	15730	16504	17825	18263	18898	19485	19969	20504	20988	21567	22146	22462	22462	22462	22462	22462	22462	22462	22462	22462
13	16277	16910	18263	18898	19485	19969	20504	20988	21567	22146	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462
14	16783	17498	18898	19485	19969	20504	20988	21567	22146	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462
15	17200	18042	19485	19969	20504	20988	21567	22146	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462
16	17662	18490	19969	20504	20988	21567	22146	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462
17	17914	18987	20504	20988	21567	22146	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462
18	17914	19258	20798	20988	21567	22146	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462
19	17914	19258	20798	20988	21567	22146	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462
20	17914	19258	20798	20988	21567	22146	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462	22462

UB-TOTAL GUIDE COST
AVE. HOURLY RATE

5

SENIOR HIGH LEAD/6 MRS.		SENIOR HIGH LE		SENIOR HIGH LE		SENIOR HIGH LE		SENIOR HIGH LE		SENIOR HIGH LE		SENIOR HIGH LE		SENIOR HIGH LE		SENIOR HIGH LE		SENIOR HIGH LE	
66-7	87-8	88-9	89-90	90-91	91-2	91-2	91-2	91-2	91-2	91-2	91-2	91-2	91-2	91-2	91-2	91-2	91-2	91-2	91-2
STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY
1	5087	5203	5455	5720	5892	6068	6378	6704	7058	7442	7794	8203	8416	8671	8941	9212	9493	9601	10094
2	5347	5469	5619	5892	6068	6378	6704	7058	7442	7794	8203	8416	8671	8941	9212	9493	9601	10094	10406
3	5629	5748	5935	6051	6208	6535	6891	7217	7595	7993	8028	8279	8666	9098	9530	9910	10225	10663	11063
4	5935	6051	6208	6535	6891	7217	7595	7993	8028	8279	8666	9098	9530	9910	10225	10663	11063	11463	11863
5	6216	6380	6542	6882	7217	7595	7993	8028	8279	8666	9098	9530	9910	10225	10663	11063	11463	11863	12263
6	6712	7033	7215	7434	7666	7898	8139	8399	8654	8914	9174	9434	9694	9954	10214	10474	10734	10994	11254
7	6915	7215	7434	7666	7898	8139	8399	8654	8914	9174	9434	9694	9954	10214	10474	10734	10994	11254	11514
8	7131	7434	7666	7898	8139	8399	8654	8914	9174	9434	9694	9954	10214	10474	10734	10994	11254	11514	11774
9	7367	7666	7898	8139	8399	8654	8914	9174	9434	9694	9954	10214	10474	10734	10994	11254	11514	11774	12034
10	7571	7898	8139	8399	8654	8914	9174	9434	9694	9954	10214	10474	10734	10994	11254	11514	11774	12034	12294
11	7657	8139	8399	8654	8914	9174	9434	9694	9954	10214	10474	10734	10994	11254	11514	11774	12034	12294	12554
12	8050	8231	8466	8701	8936	9171	9406	9641	9876	10111	10346	10581	10816	11051	11286	11521	11756	11991	12226
13	8299	8654	8914	9174	9434	9694	9954	10214	10474	10734	10994	11254	11514	11774	12034	12294	12554	12814	13074
14	8553	8921	9194	9468	9741	10014	10287	10560	10833	11106	11379	11652	11925	12198	12471	12744	13017	13290	13563
15	8807	9194	9468	9741	10014	10287	10560	10833	11106	11379	11652	11925	12198	12471	12744	13017	13290	13563	13836
16	9061	9468	9741	10014	10287	10560	10833	11106	11379	11652	11925	12198	12471	12744	13017	13290	13563	13836	14109
17	9351	9741	10014	10287	10560	10833	11106	11379	11652	11925	12198	12471	12744	13017	13290	13563	13836	14109	14382
18	9561	10052	10278	10504	10730	10956	11182	11408	11634	11860	12086	12312	12538	12764	12990	13216	13442	13668	13894
19	9808	10278	10504	10730	10956	11182	11408	11634	11860	12086	12312	12538	12764	12990	13216	13442	13668	13894	14120
20	10544	10544	10544	10544	10544	10544	10544	10544	10544	10544	10544	10544	10544	10544	10544	10544	10544	10544	10544
21																			
22																			
23																			

B-TOTAL GUIDE COST
AVE. MONTHLY RATE

PM PRODUCTION & HRS		(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
STEP	SALARY	86-7	87-8	88-9	89-90	90-91	91-2	91-2	91-2	91-2	91-2
STEP	SALARY	86-7	87-8	88-9	89-90	90-91	91-2	91-2	91-2	91-2	91-2
1	2972	3031	3178	3332	3432	3535	3727	3928	4148	4387	4623
2	3133	3195	3340	3495	3650	3828	4024	4241	4479	4741	5008
3	3308	3368	3513	3668	3833	4024	4241	4479	4741	5008	5280
4	3495	3556	3701	3856	4031	4241	4479	4741	5008	5280	5569
5	3673	3737	3892	4057	4241	4479	4741	5008	5280	5569	5860
6	3828	3898	4063	4241	4479	4741	5008	5280	5569	5860	6163
7	3978	4048	4213	4391	4606	4806	5024	5241	5469	5708	5958
8	4146	4216	4381	4569	4784	5008	5241	5469	5708	5958	6219
9	4216	4381	4569	4784	5008	5241	5469	5708	5958	6219	6491
10	4255	4532	4816	5101	5386	5663	5941	6219	6491	6770	7050
11	4394	4574	4860	5145	5430	5715	5991	6267	6543	6819	7095
12	4516	4724	4940	5156	5372	5588	5804	6020	6236	6452	6668
13	4641	4855	5071	5287	5503	5719	5935	6151	6367	6583	6799
14	4764	4989	5205	5421	5637	5853	6069	6285	6501	6717	6933
15	4888	5121	5337	5553	5769	5985	6201	6417	6633	6849	7065
16	5013	5255	5471	5687	5903	6119	6335	6551	6767	6983	7199
17	5136	5389	5605	5821	6037	6253	6469	6685	6901	7117	7333
18	5260	5519	5735	5951	6167	6383	6599	6815	7031	7247	7463
19	5399	5655	5871	6087	6303	6519	6735	6951	7167	7383	7599
20	5504	5804	6020	6236	6452	6668	6884	7100	7316	7532	7748

RUB-TOTAL GUIDE COST
AVE. HOURLY RATE

STEP	SALARY	86-7	87-8	88-9	89-90	90-91	91-2
1	3607	3716	3825	3936	4043	4152	4261
2	3716	3825	3936	4043	4152	4261	4370
3	3825	3936	4043	4152	4261	4370	4479
4	3936	4043	4152	4261	4370	4479	4588
5	4043	4152	4261	4370	4479	4588	4697
6	4152	4261	4370	4479	4588	4697	4806
7	4261	4370	4479	4588	4697	4806	4915
8	4370	4479	4588	4697	4806	4915	5024
9	4479	4588	4697	4806	4915	5024	5133
10	4588	4697	4806	4915	5024	5133	5242
11	4697	4806	4915	5024	5133	5242	5351
12	4806	4915	5024	5133	5242	5351	5460
13	4915	5024	5133	5242	5351	5460	5569
14	5024	5133	5242	5351	5460	5569	5678
15	5133	5242	5351	5460	5569	5678	5787
16	5242	5351	5460	5569	5678	5787	5896
17	5351	5460	5569	5678	5787	5896	6005

CUSTODIAN/8 HRS.		CUSTODIAN/CUSTODIAN/8 HRS.		CUSTODIAN/8 HRS.		CUSTODIAN/8 HRS.		CUSTODIAN/8 HRS.		CUSTODIAN/8 HRS.		CUSTODIAN/8 HRS.		CUSTODIAN/8 HRS.		CUSTODIAN/8 HRS.		CUSTODIAN/8 HRS.			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)		
STEP	SALARY	86-87	87-88	88-89	89-90	90-91	90-91	RSTRT	% INC	VS	89-90	VS	89-90	VS	90-91	VS	90-91	VS	90-91		
		SALARY	SALARY	STEP	SALARY	REPEAT	GUIDE	GUIDE	% INC	VS	STEP	VS	STEP	VS	STEP	VS	STEP	VS	STEP		
1	10376	10659	10979	1	11282		13683	30	0.45%	1050	1	13683	1	22727	10	13683	1	22727	2	24659	
2	10854	11152	11512	2	11857		14082				2	14082	2	23292	2	14082	2	23292	3	25272	
3	11372	11668	12044	3	12633		14681				3	14681	3	23918	3	14681	3	23918	4	25951	
4	11932	12225	12601	4	13000		15280	2	8.26%	1076	4	15280	4	24259	4	15280	4	24259	5	26321	
5	12505	12827	13203	5	13610		15879	2	12.27%	1670	5	15879	5	24832	5	15879	5	24832	6	26942	
6	13077	13463	13853	6	14259		16478	1	11.36%	1620	6	16478	6	25344	6	16478	6	25344	7	27498	
7	13676	14058	14548	7	14961		17077	4	10.14%	1517	7	17077	7	26136	7	17077	7	26136	8	28357	
8	14091	14702	15182	8	15680		18275	4	8.91%	1397	8	18275	8	26595	8	18275	8	26595	9	28856	
9	14354	15160	15878	9	16397		18874	7	10.06%	1726	9	18874	9	27272	9	18874	9	27272	10	29590	
10	14769	15631	16360	10	17168		19473	2	10.21%	1805	10	19473	10	28072	10	19473	10	28072	11	30459	
11	15353	15877	16665	11	17998		20072				11	20072	11	28663	11	20072	11	28663	12	31317	
12	15777	16504	17147	12	18519		20671				12	20671	12	29655	12	20671	12	29655	13	32176	
13	16277	16960	17825	13	19251		21270	1.5	10.49%	2019	13	21270	13	30458	13	21270	13	30458	14	33047	
14	16783	17698	18317	14	19782		21869	1	10.09%	2059	14	21869	14	31363	14	21869	14	31363	15	34029	
15	17200	18042	18985	15	20409		22468	1	10.09%	2059	15	22468	15	32774	15	22468	15	32774	16	35560	
16	17662	18690	19485	16	21044						16		16		16		16		16		
17	17914	18987	19969	17	21567																
18	18337	19258	20506	18	22146																
19	18715	19712	20790	19	22462																
20	19300	20119	21289	20	22992																
21	19639	20748	21720	21	23466																
22	20139	21112	22407	22	24200																
23	20730	21649	23381	23	24625																
24	21314	22285	24068	24	25252																
25	21899	22913	24766	25	25993																
26	22492	23541	25425	26	26725																
27	23160	24179	26113	27	27459																
28	24897	26809	28202	28	28202																
29	26897	29204	30409	29	29040																
30	28977	30409	31363	30	29040																
SUB-TOTAL		GUIDE		COST																	

CUSTODIAN-ASSISTANT		CUSTODIAN-ASSISTANT		CUSTODIAN-ASSISTANT		CUSTODIAN-ASSISTANT		CUSTODIAN-ASSISTANT		CUSTODIAN-ASSISTANT		CUSTODIAN-ASSISTANT		CUSTODIAN-ASSISTANT		CUSTODIAN-ASSISTANT		CUSTODIAN-ASSISTANT		CUSTODIAN-ASSISTANT	
86-87	87-88	88-89	89-90	90-91	91-92	92-93	93-94	94-95	95-96	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08
STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY	STEP SALARY
1	10257	10815	11473	12131	12789	13447	14105	14763	15421	16079	16737	17395	18053	18711	19369	20027	20685	21343	22001	22659	23317
2	10673	11231	11789	12447	13105	13763	14421	15079	15737	16395	17053	17711	18369	19027	19685	20343	21001	21659	22317	22975	23633
3	10906	11464	12022	12680	13338	13996	14654	15312	15970	16628	17286	17944	18602	19260	19918	20576	21234	21892	22550	23208	23866
4	11301	11859	12417	13075	13733	14391	15049	15707	16365	17023	17681	18339	18997	19655	20313	20971	21629	22287	22945	23603	24261
5	11769	12327	12885	13543	14201	14859	15517	16175	16833	17491	18149	18807	19465	20123	20781	21439	22097	22755	23413	24071	24729
6	12154	12712	13270	13928	14586	15244	15902	16560	17218	17876	18534	19192	19850	20508	21166	21824	22482	23140	23798	24456	25114
7	12670	13228	13786	14444	15102	15760	16418	17076	17734	18392	19050	19708	20366	21024	21682	22340	23000	23658	24316	24974	25632
8	12856	13414	13972	14630	15288	15946	16604	17262	17920	18578	19236	19894	20552	21210	21868	22526	23184	23842	24500	25158	25816
9	13107	13665	14223	14881	15539	16197	16855	17513	18171	18829	19487	20145	20803	21461	22119	22777	23435	24093	24751	25409	26067
10	13525	14083	14641	15299	15957	16615	17273	17931	18589	19247	19905	20563	21221	21879	22537	23195	23853	24511	25169	25827	26485
11	14030	14588	15146	15804	16462	17120	17778	18436	19094	19752	20410	21068	21726	22384	23042	23700	24358	25016	25674	26332	26990
12	14345	14903	15461	16119	16777	17435	18093	18751	19409	20067	20725	21383	22041	22699	23357	24015	24673	25331	25989	26647	27305
13	14671	15229	15787	16445	17103	17761	18419	19077	19735	20393	21051	21709	22367	23025	23683	24341	25000	25658	26316	26974	27632
14	15218	15776	16334	16992	17650	18308	18966	19624	20282	20940	21598	22256	22914	23572	24230	24888	25546	26204	26862	27520	28178
15	15674	16232	16790	17448	18106	18764	19422	20080	20738	21396	22054	22712	23370	24028	24686	25344	26002	26660	27318	27976	28634
16	16144	16702	17260	17918	18576	19234	19892	20550	21208	21866	22524	23182	23840	24498	25156	25814	26472	27130	27788	28446	29104
17	16626	17184	17742	18400	19058	19716	20374	21032	21690	22348	23006	23664	24322	24980	25638	26296	26954	27612	28270	28928	29586
18	17128	17686	18244	18902	19560	20218	20876	21534	22192	22850	23508	24166	24824	25482	26140	26798	27456	28114	28772	29430	30088
19	17762	18320	18878	19536	20194	20852	21510	22168	22826	23484	24142	24800	25458	26116	26774	27432	28090	28748	29406	30064	30722
20	18413	19071	19729	20387	21045	21703	22361	23019	23677	24335	24993	25651	26309	26967	27625	28283	28941	29599	30257	30915	31573
21	19073	19731	20389	21047	21705	22363	23021	23679	24337	24995	25653	26311	26969	27627	28285	28943	29601	30259	30917	31575	32233

UB-TOTAL GUIDE COST

GROUND/8 HRS.		GROUND/8 HRS.		GROUND/8 HRS.		GROUND/8 HRS.		GROUND/8 HRS.		GROUND/8 HRS.		GROUND/8 HRS.		GROUND/8 HRS.		GROUND/8 HRS.		GROUND/8 HRS.	
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)
86-87	87-88	88-89	89-90	89-90	89-90	89-90	89-90	89-90	89-90	89-90	89-90	89-90	89-90	89-90	89-90	89-90	89-90	89-90	89-90
SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY
STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
1	11765	12232	12761	13210	13659	14124	14625	15167	15790	16410	17053	17722	18422	19094	19825	20621	21257	21884	22511
2	12165	12647	13210	13759	14324	14914	15537	16194	16886	17614	18378	19178	19994	20826	21674	22538	23419	24317	25232
3	12597	13077	13659	14264	14894	15549	16230	16947	17700	18489	19314	20175	21072	21995	22936	23894	24869	25861	26871
4	13064	13562	14124	14714	15334	15984	16665	17387	18150	18954	19799	20684	21609	22564	23539	24534	25549	26584	27639
5	13600	14064	14625	15214	15834	16484	17165	17887	18650	19454	20299	21184	22109	23064	24039	25034	26049	27084	28139
6	14136	14620	15167	15747	16367	17017	17698	18410	19163	19947	20772	21637	22542	23487	24462	25467	26492	27537	28602
7	14853	15196	15610	16110	16644	17214	17819	18459	19134	19844	20589	21369	22184	23034	23919	24839	25784	26754	27749
8	15315	15967	16610	17284	17989	18724	19489	20284	21119	21994	22909	23854	24829	25834	26869	27934	29029	30144	31279
9	15867	16666	17489	18344	19234	20159	21119	22114	23144	24209	25309	26444	27614	28819	30054	31319	32614	33939	35294
10	16466	17057	17679	18344	19044	19779	20549	21354	22194	23069	23979	24914	25884	26889	27924	28989	30084	31209	32364
11	16953	17679	18422	19194	19994	20826	21689	22584	23514	24479	25479	26514	27584	28689	29824	30989	32184	33409	34664
12	17453	18226	19026	19854	20714	21609	22534	23494	24489	25514	26574	27669	28794	29949	31134	32349	33594	34869	36174
13	17953	18762	19626	20526	21464	22439	23449	24494	25574	26689	27834	29009	30214	31449	32714	34009	35324	36669	38044
14	18460	19299	20164	21064	21999	22969	23974	25014	26089	27194	28329	29494	30689	31914	33169	34444	35739	37054	38399
15	18924	19865	20826	21814	22829	23869	24934	26029	27154	28309	29489	30694	31929	33184	34459	35754	37079	38424	39789
16	19462	20363	21344	22344	23369	24419	25494	26594	27729	28884	30059	31254	32479	33724	34989	36274	37579	38904	40249
17	20100	20922	21926	22944	23989	25059	26154	27284	28439	29614	30809	32024	33259	34514	35789	37084	38409	39754	41119
18	20561	21608	22684	23784	24909	26059	27234	28434	29659	30904	32169	33454	34769	36104	37459	38834	40229	41644	43079
19	20984	22103	23244	24414	25614	26839	28089	29364	30664	31989	33334	34704	36099	37514	38949	40404	41879	43374	44889
20	21399	22558	23734	24934	26159	27409	28684	29984	31309	32654	34024	35419	36834	38269	39724	41199	42694	44209	45744
21	21824	23004	24204	25424	26664	27929	29219	30534	31874	33239	34624	36034	37469	38924	40399	41894	43409	44944	46499
22	23661	24661	25338	26044	26779	27544	28329	29144	29989	30864	31769	32694	33639	34604	35589	36594	37619	38664	39729

1.2

STEP	86-87		87-88		88-89		89-90		(10) % INC VS 89-90	(11) \$ INC VS 89-90	WAREHOUSE BHRS		(15) 90-91 SENIOR GUIDE	(16) 90-91 SENIORS	(17) STEP	(18) 91-92 RSTRT GUIDE	(19) SENIOR STEP	(20) 91-92 SENIOR GUIDE
	(2) SALARY	(3) SALARY	(4) SALARY	(5) SALARY	(6) SALARY	(7) SALARY	(12) 90-91 RSTRCT GUIDE	(13) 90-91 RSTRCT GUIDE										
1	12115	12607	1	13166	2	14220	1	13774			1	14000			1	14394		
2	12515	13024	2	13616	3	14705	2	14220			2	14736			2	15190		
3	12947	13456	3	14066	4	15191	3	14705			3	15467			3	15986		
4	13616	13918	4	14530	5	15692	4	15191	10.17%	1496	4	16201			4	16782		
5	13985	14420	5	15031	6	16236	5	15692			5	16934			5	17578		
6	14611	15034	6	15574	7	16820	6	16236			6	17668			6	18371		
7	15630	15707	7	16237	8	17536	7	16820			7	18401			7	19169		
8	15986	16587	8	16963	9	18320	8	17536			8	19135			8	19965		
9	16567	17183	9	17916	10	19347	9	18320			9	19868			9	20761		
10	17169	17810	10	18557	11	20042	10	19347			10	20602			10	21557		
11	17792	18457	11	19234	12	20773	11	20042	9.77%	2029	11	21335			11	22353		
12	18121	19126	12	19933	13	21528	12	20773			12	22069			12	23148		
13			13	20657	14	22309	13	21528			13	22802			13	23944		
14			14	21038	15	22722	14	22309	8.79%	1960	14	23536			14	24740		
15			15				15				15	24269			15	25336		
16			16				16				16	25003			16	26332		
17			17				17				17				17	27128		

UB-TOTAL GUIDE COST
AVG. HOURLY RATE

3

1.5

1)	US DRIVER & HRS		BUS DRIVER & HRS		BUS DRIVER & HRS		(19)	(101)	(111)	BUS DRIVER & HRS		(15)	(16)	(17)	(18)	(19)	(20)
	(12)	(13)	(4)	(5)	(6)	(7)				(8)	(9)						
1)	86-87	87-88	88-89	89-90	90-91	90-91	90-91	VS	VS	VS	RSTRCT	SENIOR	SENIORS	RSTRT	SENIOR	SENIOR	
1)	SALARY	SALARY	STEP	STEP	GUIDE	GUIDE	VS	VS	VS	GUIDE	GUIDE	GUIDE	STEP	GUIDE	STEP	GUIDE	
1	4249	4323	1	4606	1	4673				1	5930		1	6124			
2	4489	4568	2	4664	2	4758				2	6216		2	6434			
3	4750	4826	3	4933	3	5043				3	6502		3	6744			
4	5031	5106	4	5212	4	5328		17.59%	887	4	6788		4	7055			
5	5325	5408	5	5515	5	5629				5	7074		5	7365			
6	5594	5724	6	5841	6	5956				6	7360		6	7675			
7	5831	6014	7	6182	7	6308				7	7646		7	7986			
8	6111	6268	8	6495	8	6677				8	7932		8	8296			
9	6344	6569	9	6770	9	7014				9	8218		9	8606			
10	6606	6820	10	7095	10	7311				10	8504		10	8917			
11	6885	7101	11	7365	11	7662				11	8790		11	9227			
12	7169	7401	12	7670	12	7955				12	9076		12	9537			
13	7464	7707	13	7993	13	8283		9.57%	793	13	9362		13	9847			
14	7765	8024	14	8323	14	8633		8.64%	729	14	9648		14	10158			
15	7997	8267	15	8666	15	8989		10.51%	945	15	9934		15	10468			
16	8228	8597	16	9015	16	9359		9.20%	861	16	10220		16	10778			
17	8470	8845	17	9285	17	9736				17			17	11089			
18	9105	9434	18	9834	18	10620				18			18				
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UB-TOTAL GUIDE COST
AVE. HOURLY RATE

1 11470 2 11986 9 12445 13005

10

BUS/VAN 6 HRS (1)	(2)	(3)	BUS/VAN 6 HRS: (4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	BUS/VAN 6 HRS (12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)		
86-87	87-88	88-89	89-90	90-91	91-92	92-93	93-94	94-95	95-96	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06		
SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	REPEAT	RSTRT GUIDE	% INC. VS	89-90 VS	STEP	GUIDE	STEP	SENIOR GUIDE	SENIORS	STEP	GUIDE	STEP	SENIOR GUIDE		
1	7166	7694	1	7868	1	8253															
2	7366	7703	2	8094	2	8497															
3	7582	7918	3	8320	3	8741															
4	7623	8151	4	8552	4	8985															
5	7858	8195	5	8803	5	9307															
6	8092	8467	6	9050	6	9558															
7	8386	8699	7	9123	7	9853															
8	8677	9015	8	9395	8	10146															
9	8999	9328	9	9736	9	10315															
10	9196	9676	10	10074	10	10800															
11	9506	9886	11	10448	11	11284															
12	9817	10219	12	10677	12	11531															
13	10128	10553	13	11036	13	11919															
14	10439	10988	14	11398	14	12309															
15	10790	11222	15	11759	15	12699															
16	11131	11599	16	12120	16	13089															
17	11531	11966	17	12527	17	13529															
18	11640	12396	18	12923	18	13957															
19	12312	12513	19	13387	19	14458															
20	12698	13235	20	13514	20	14595															
			21	14294	21	15438															
			22	14762	22	15922															
			23		23																

GUIDE TO BE ELIMINATED EFFECTIVE 1990-91;
6 HR. POSITIONS TO BE PRORATED FROM 4 HR. GUID

SUB-TOTAL GUIDE COST

SECURITY AIDES BHRS		SECURITY AIDES BHRS		SECURITY AIDES BHRS		SECURITY AIDES BHRS		SECURITY AIDES BHRS		SECURITY AIDES BHRS		SECURITY AIDES BHRS		SECURITY AIDES BHRS		SECURITY AIDES BHRS		SECURITY AIDES BHRS		SECURITY AIDES BHRS			
(11)	(12)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)		
86-87	87-88	88-89	89-90	90-91	91-92	92-93	93-94	94-95	95-96	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08		
SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	% INC	% INC	VS	RSTRCT	SENIOR	SENIORS	RSTRCT	SENIOR	RSTRCT	SENIOR	RSTRCT	SENIOR	RSTRCT	SENIOR	
STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	VS	VS	VS	GUIDE	GUIDE	GUIDE	GUIDE	GUIDE	GUIDE	GUIDE	GUIDE	GUIDE	GUIDE	GUIDE	
1	8066	8376	8750	9131	9516	9901	10285	10670	8.46%	1052	1091	11296	11681	12066	12451	12836	13221	13606	13991	14376	14761	15146	15531
2	8309	8649	9046	9450	9860	10270	10680	11090				12181	12591	13001	13411	13821	14231	14641	15051	15461	15871	16281	16691
3	8546	8932	9341	9760	10180	10600	11020	11440				12641	13061	13481	13901	14321	14741	15161	15581	16001	16421	16841	17261
4	8807	9189	9607	10040	10480	10920	11360	11800				13241	13661	14081	14501	14921	15341	15761	16181	16601	17021	17441	17861
5	9064	9468	9900	10340	10780	11220	11660	12100				13841	14261	14681	15101	15521	15941	16361	16781	17201	17621	18041	18461
6	9404	9744	10220	10700	11180	11660	12140	12620				14441	14861	15281	15701	16121	16541	16961	17381	17801	18221	18641	19061
7	9638	10109	10590	11070	11550	12030	12510	13000				15041	15461	15881	16301	16721	17141	17561	17981	18401	18821	19241	19661
8	9940	10361	10890	11420	11950	12480	13010	13540				15641	16061	16481	16901	17321	17741	18161	18581	19001	19421	19841	20261
9	10268	10686	11240	11790	12340	12890	13440	14000				16241	16661	17081	17501	17921	18341	18761	19181	19601	20021	20441	20861
10	10539	11038	11620	12200	12780	13360	13940	14520				16841	17261	17681	18101	18521	18941	19361	19781	20201	20621	21041	21461
11	10858	11329	11940	12560	13180	13800	14420	15040				17441	17861	18281	18701	19121	19541	19961	20381	20801	21221	21641	22061
12	11245	11672	12320	13000	13680	14360	15040	15720				18041	18461	18881	19301	19721	20141	20561	20981	21401	21821	22241	22661
13	11639	12086	12800	13520	14240	14960	15680	16400				18641	19061	19481	19901	20321	20741	21161	21581	22001	22421	22841	23261
14	12048	12512	13360	14160	14960	15760	16560	17360				19241	19661	20081	20501	20921	21341	21761	22181	22601	23021	23441	23861
15	12420	12952	13940	14840	15740	16640	17540	18440				19841	20261	20681	21101	21521	21941	22361	22781	23201	23621	24041	24461
16	12792	13352	14480	15480	16480	17480	18480	19480				20441	20861	21281	21701	22121	22541	22961	23381	23801	24221	24641	25061
17	13175	13751	15000	16000	17000	18000	19000	20000				21041	21461	21881	22301	22721	23141	23561	23981	24401	24821	25241	25661
18	14163	14763	16163	17163	18163	19163	20163	21163				21641	22061	22481	22901	23321	23741	24161	24581	25001	25421	25841	26261
19												22241	22661	23081	23501	23921	24341	24761	25181	25601	26021	26441	26861
20												22841	23261	23681	24101	24521	24941	25361	25781	26201	26621	27041	27461
21												23441	23861	24281	24701	25121	25541	25961	26381	26801	27221	27641	28061
22												24041	24461	24881	25301	25721	26141	26561	26981	27401	27821	28241	28661
23												24641	25061	25481	25901	26321	26741	27161	27581	28001	28421	28841	29261
24												25241	25661	26081	26501	26921	27341	27761	28181	28601	29021	29441	29861
25												25841	26261	26681	27101	27521	27941	28361	28781	29201	29621	30041	30461
26												26441	26861	27281	27701	28121	28541	28961	29381	29801	30221	30641	31061
27												27041	27461	27881	28301	28721	29141	29561	29981	30401	30821	31241	31661
28												27641	28061	28481	28901	29321	29741	30161	30581	31001	31421	31841	32261
29												28241	28661	29081	29501	29921	30341	30761	31181	31601	32021	32441	32861
30												28841	29261	29681	30101	30521	30941	31361	31781	32201	32621	33041	33461

JB-TOTAL GUIDE COST

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SPECIAL EDUC. TEACHER AIDES 6 HRS		SPECIAL EDUC. TEAC		SPECIAL EDUC. TEAC		SPECIAL EDUC. TEAC		SPECIAL EDUC. TEAC		SPECIAL EDUC. TEAC		SPECIAL EDUC. TEAC		SPECIAL EDUC. TEAC		SPECIAL EDUC. TEAC		SPECIAL EDUC. TEAC	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
86-87	87-88	88-89	89-90	89-90	89-90	89-90	90-91	RSTR	% INC	\$ INC	90-91	RSTRCT	90-91	90-91	90-91	91-92	91-92	91-92	91-92
SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	GUIDE	GUIDE	VS	VS	STEP	GUIDE	STEP	SENIOR	SENIORS	STEP	GUIDE	STEP	SENIOR
1	2	3	4	5	6	7	REPEAT	DIST	VS	VS	1	GUIDE	1	SENIOR	SENIORS	1	SENIOR	SENIOR	SENIOR
1	2	3	4	5	6	7	8	9	9.01%	566	2	5678	1	9379	6	5906	2	10176	2
5279	5388	5509	5616	5734	5852	5970	6088	6206	9.01%	566	1	5678	1	9379	6	5906	2	10176	2
5560	5675	5819	5950	6129	6319	6519	6720	6921	8.35%	582	2	5913	2	9662	1	6415	3	10483	3
5864	5977	6155	6355	6555	6772	6972	7189	7419	9.12%	670	3	6147	3	9924	1	6669	4	10767	4
6192	6304	6488	6688	6888	7109	7353	7554	7766	9.59%	766	4	6382	4	10185	2	6924	5	11051	5
6351	6556	6774	6993	7234	7489	7766	8023	8277			5	6616	5	10498	2	7178	6	11390	6
6733	6927	7137	7374	7637	7923	8232	8527	8832			6	6851	6	10760	5	7433	7	11675	7
7135	7465	7811	8181	8574	8991	9432	9888	10359			7	7085	7	11022	7	7687	8	11959	8
7328	7670	8034	8421	8832	9267	9736	10229	10747			8	7320	8	11349	8	8196	9	12314	9
7521	7878	8258	8661	9098	9569	10074	10614	11189			9	7554	9	11660	9	8705	10	12868	10
7752	8085	8448	8841	9264	9717	10200	10714	11259			10	7789	10		14	9214			
7946	8333	8744	9189	9668	10181	10729	11314	11937			11	8023	11			9668			
8139	8562	9019	9509	10032	10599	11200	11844	12523			12	8258	12			9977			
8381	8849	9350	9894	10481	11112	11788	12500	13249			13	8492	13						
8610	9100	9630	10200	10811	11464	12160	12900	13685			14	8727	14						
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SUB-TOTAL GUIDE COST

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