

# **AGREEMENT**

By and Between the

**RIVER DELL REGIONAL BOARD OF EDUCATION**

and the

**SECRETARIAL UNIT**

of the

**RIVER DELL EDUCATION ASSOCIATION**

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**Effective July 1, 2005 through June 30, 2008**

# **AGREEMENT**

In consideration of the following mutual covenants, it is hereby agreed by and between the Board of Education of the River Dell Regional School district of New Jersey, hereinafter called the "Board," and the Secretarial Unit of the River Dell Education Association, hereinafter called the "Association," subject to ratification by the Board and by the Association, as follows:

## **ARTICLE I RECOGNITION**

1.1 The Board hereby recognizes the Association as the exclusive representation for collective negotiations concerning the terms and conditions of employment for all secretarial personnel employed by the Board on a ten or twelve month basis including:

Secretaries	Bookkeepers
Library Assistant	Payroll Clerks
Secretary/Receptionist	AVA Technicians
Administrative Secretaries	Computer Systems Operator

Specifically excluded are Secretary and Assistant Secretary to the Superintendent, Secretary and Secretary/Typist to the Board of Education Secretary, and such temporary hourly personnel that may be needed in an emergency situation and/or as summer replacements.

## **ARTICLE II - SALARIES**

2.1 As of July 1, 2005, the positions of each member of the unit shall be as indicated for that employee on attached "Schedule A—2005-2006." The positions listed reflect correct placement on the new salary guide ("Schedule B—Secretarial Salary Guide"). Salaries listed in Schedule B for 2005-2006 reflects a 6.25% increase for employees on the guide and a 4.25% increase for employees at the top or off guide.

As of July 1, 2006, the positions of each member of the unit shall be as indicated for that employee on attached "Schedule A—2006-2007." The salaries listed in Schedule B for 2006-2007 reflects a 6.25% increase for employees on the guide and a 4.25% increase for employees at the top or off guide.

As of July 1, 2007, the positions of each member of the unit shall be as indicated for that employee on attached "Schedule A—2007-2008." The salaries listed in Schedule B for 2007-2008 reflects a 6.25% increase for employees on the guide and a 4.25% increase for employees at the top or off guide.

Each member of the secretarial unit shall move up one step on the salary guide each contract year on July 1 for 12-month secretaries and September 1 for 10-month secretaries.

- 2.2 Longevity allowance shall be set at \$750 beginning the 15<sup>th</sup> year of service and \$1,000 beginning the 20<sup>th</sup> year of service, starting July 1, 2005 through June 30, 2006.

Longevity allowance shall be set at \$785 beginning the 15<sup>th</sup> year of service and \$1,050 beginning the 20<sup>th</sup> year of service, starting July 1, 2006 through June 30, 2008.

### **ARTICLE III - VACATIONS, HOLIDAYS, WORKWEEK AND WORK YEAR**

- 3.1 Members of the Association, employed on a twelve-month basis, shall be entitled to two weeks paid vacation after the completion of twelve (12) months of service, three weeks after seventy-two (72) months of service, and four weeks after 168 months of service. Vacations shall be scheduled during the months of July and August unless approved at other times by an employee's immediate supervisor and the Superintendent. Twelve-month secretaries employed for less than ten (10) months will receive one (1) day vacation for each month worked.

Those employed on a 10-month basis are not entitled to a vacation.

- 3.2 Members of the secretarial unit will receive the same holidays and recesses listed in the River Dell Regional School Calendar for teachers during the regular school year. It is further understood that Labor Day and Independence Day will be paid holidays, when applicable. If Independence Day falls on a weekend, an additional day shall be granted.
- 3.3 The workweek shall consist of 35 hours within a five- (5) day period, and the work - week commencing July 1 through August 31, shall consist of 32 1/2 hours within a five (5) day period.
- 3.4 The work year shall consist of 52 weeks for 12-month employees and 43 weeks for 10-month employees.
- 3.5 The AVA Technicians will be required to work an additional 10 days if requested.

### **ARTICLE IV - LEAVES OF ABSENCE**

- 4.1 Short Term Leave

A. No Deduction of Pay

1. Personal Illness

- a. Members of the Association employed ten (10) months shall be entitled to ten (10) days absence each year for personal illness only. Those employed for twelve (12) months shall be entitled to twelve (12) days. Illness is defined as absence from post of duty because of personal disability due to illness or injury, or because of exclusion from school by the medical

authorities on account of a contagious disease, or being quarantined for such a disease in the immediate household.

- b. All sick leave days not taken by members while employed by the River Dell Regional School System may be accumulated without limit, from date of their employment.
- c. Members shall be given a written accounting of their accumulated sick leave days no later than September 15 of each school year.
- d. Emergency Sick Leave: In the event of an extended illness which exhausts all of an employee's accumulated sick leave days, a request can be made to the Board for additional paid leave. Granting or denial of such additional leave shall be at the sole discretion of the Board and will be decided on an individual basis. Payment for such leave cannot exceed normal salary for that person, less the cost of a substitute or replacement employee. There is no contractual or legal right to Emergency Sick Leave.

2. Death in Immediate Family

For a death in the immediate family, up to five days absence, as determined by the Superintendent, will be granted. "Immediate family" will include mother, father, brother, sister, son, daughter, wife, husband, mother-in-law, father-in-law, grandparents, and any other relative living with the unit member as a permanent member of the family. Cases of an unusual nature, not covered by this regulation, will be resolved by the Superintendent.

3. Death of Relative

For the death of a relative outside the immediate family (such as aunt, uncle), one day will be granted.

4. Personal Business

For personal business, two (2) days each year by application to his/her immediate supervisor for approval and a statement by the employee that the reason for the absence is allowable within the definition of the Board Policy Manual, [Section V, B 1 and 2, as adopted December 8, 1969."]

5. Maternity Leave of Absence

a. Separation from System

Tenured secretaries shall, and non-tenured secretaries may, be granted a leave of absence without pay for maternity reasons. The secretary shall continue to work as long as she is physically able, as determined by her own physician. Such determination shall be presented to the Board of Education in writing no later than the sixth month of pregnancy.

If, however, the Board should find that the secretary's performance is inadequate due to her physical condition, then the Superintendent may require that the secretary be examined by the school physician. Superintendent's decision shall be final. In the case that there is a difference of medical opinion between the school physician and the secretary's physician, then the Board and the secretary shall agree on a third impartial physician who shall examine the secretary and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue teaching. The cost of this third physician shall be equally shared by the Board and the secretary. These examinations shall take place during a span of time no longer than two weeks following the Superintendent's initial request.

b. Notification

All secretaries shall notify the administration as soon as possible, but no later than 60 days of intention to take maternity leave.

c. Adoption of an Infant

Any tenured secretary adopting an infant child shall, and any non-tenured secretary may, receive similar (maternity) leave which shall commence upon her receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption.

d. Duration of Leave

The secretary on such leave of absence must return only in the first or second September following the birth of the child. Specific permission to rejoin the staff at a sooner or later time may be granted by the Board. The secretary shall inform the Board in writing of her intention to return in September by the preceding March 15. Failure to return on promised date shall result termination of leave. The Board may at its discretion grant an extension of this leave.

e. Return

She shall be reinstated in her position with every reasonable effort made to place her in her previous specific situation.

f. Interrupted Pregnancy

If a pregnancy for which a maternity leave has been granted is interrupted, or should result in a stillborn child, the secretary may return at an earlier date than specified in 4.3D if mutually agreed upon.

g. No secretary on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the district in the area of her certification or competence.

**ARTICLE V - HEALTH INSURANCE**

- 5.1 A. The Board shall provide to all full-time employees the New Jersey State Health Benefits Program.
- B. Prescription Program - The Board shall provide to all full-time employees and their dependents a prescription program for the term of their contract only, and only in the manner set out in the 1995 modification of the annual prescription plan as follows:

1. Secretarial Unit personnel will be reimbursed 100 percent of the amount of claims up to \$200 (up to \$100 per association member and up to \$100 for dependents).
2. Secretarial Unit personnel shall also be reimbursed for 20% of the cost of all covered prescription charges up to an amount of \$2,000 per person, annually, following the first \$100 per individual member and \$100 for dependents. It is agreed that these reimbursements cannot exceed the following monetary limitations:

<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>
\$7,001	\$7,001	\$7001

less the maximum to be deducted for clerical and administrative costs incurred for administering the prescription program (\$410).

3. It is further agreed and understood between the parties that the Board shall pay all costs of prescriptions not covered by major medical insurance provided by the Board, or by other insurance coverage covering the member or individual family members to an amount not to exceed an aggregate of \$3,000. This \$3,000 amount is separate and apart from the monetary limitation provided for in Article V, Section 5.1, B2.
4. Benefits for employees who leave the system prior to June 30 of each contract year shall terminate as of date of severance.
5. It is distinctly understood and agreed that should claims exceeding the limits set forth in subparagraph B2 above be presented, all approved claims shall be paid on a pro-rata basis out of said amounts, and that approved claims shall be paid by September 30 of each year.
6. This prescription program shall cover for drugs and medicines (except for vitamins) which under Federal or State law may only be dispensed upon a written prescription by a licensed physician for the treatment or prevention of an illness, injury or condition, and if dispensed by a licensed pharmacy or by a legally constituted and operated hospital for an insured employee or dependent who is not then a bed patient in that hospital.

7. The prescription program does not cover any charge for a drug and/or medicine expense:
  - a. If the expense is not required in accordance with accepted standards of medical practice;
  - b. To the extent that the charge exceeds the reasonable and customary charge for the particular drug and/or medicine;
  - c. To the extent that such charge is covered by any other insurance under which the member of the unit and/or dependent is covered;
  - d. If the expense is not prescribed by a duly licensed doctor in charge of the case;
  - e. If the expense is incurred in connection with care beyond the scope of the license of the person rendering it;
  - f. If the expense is incurred for drugs, which do not require a prescription;
  - g. If the expense is incurred for prescription devices such as, but not limited to, contraceptive devices, therapeutic devices, artificial appliances, hypodermic needles, syringes, or similar devices;
  - h. If the expense is incurred in connection with prescription dispensed to a member or a dependent while a patient in a hospital, nursing home, or other treatment institution;
  - i. If the expense is incurred in connection with contraceptive drugs;
  - j. If the expense is incurred in connection with prescription dispensed to a member or a dependent while a patient in a hospital, nursing home, or other treatment institution;
  - k. If the expense is incurred for drugs in connection with cosmetic surgery and/or treatment;
  - l. If the expense is incurred in connection with the care of disease where the principal diagnosis is of a psychiatric illness;
  - m. If the expense is incurred in connection with the care of drug addiction or chronic alcoholism.
8. Claims must be made in writing in accordance with instructions from the Board Secretary not later than August 1 of each contract year, signed by the member;

and annexed to said claim must be receipted invoices from the licensed pharmacy setting forth the following information:

- a. The date purchase of drug was made;
- b. Name of the patient to whom the drug was prescribed;
- c. If not the member, the relationship of the person to the member;
- d. The prescription number;
- e. The name of the pharmacy;
- f. The name of the doctor signing the prescription;
- g. The cost of the drug.

9. It is understood and agreed that no claims will be approved and/or paid prior to September 30 of each contract year, to allow the Board time to accumulate all claims and to determine the mode of payment of approval claims in accordance with available funds.

C. Dental Program: The parties agree that the Board contribution to the employee dental plan shall be increased as follows:

2005-2006	2006-2007	2007-2008
2.25%	0%	0%
679	679	679

The Board contribution to the dental plan shall be increased 2.25% for the 2005-06 school year. The Board contribution to the dental plan shall be 0% for the 2006-07 and 2007-08 school year based on a freeze or decrease in overall dental premium for the 2005-06 and 2006-07 school year; otherwise the Board contribution shall be 2.25% for the 2006-07 and 2007-08 school year.

5.2 Coverage for items 5.1A to C shall be for a twelve - (12) month period commencing July 1. However, coverage shall terminate as of the effective date an employee leaves the system, unless the employee shall leave at the end of the normal school year.

**ARTICLE VI - MISCELLANEOUS PROVISIONS**

6.1 Whenever any notice is required to be given by either of the parties to this Agreement to the other pursuant to the provisions of the Agreement, either party shall do so by receipted copy of a hand delivered letter, by return receipt certified mail, or by telegram to the following addresses:



A. If by Association to the Board, to:  
c/o Secretary to the Board of Education  
River Dell Regional Board of Education  
River Dell High School  
55 Pyle Street  
Oradell, New Jersey 07649

B. If by the Board to the Association, to:  
President, River Dell Education Association  
River Dell High School  
55 Pyle Street  
Oradell, New Jersey 07649

- 6.2 This Agreement shall not be modified in whole or in part by the parties, except by an instrument in writing duly executed by both parties.
- 6.3 The Association agrees to refrain from any strikes, boycotts, or work stoppages for the duration of this agreement. The Board agrees to uphold the terms and conditions mutually agreed upon in this agreement and those procedures mandated by state laws, federal laws, and any other applicable laws.
- 6.4 When a meeting is called by the River Dell Education Association during normal working hours for members covered by this Agreement, no more than two (2) employees from each building will be granted one (1) hour released time to attend the meeting. This provision will apply to no more than one (1) meeting per month.
- 6.5 All vacancies shall be posted as they occur. Said posting shall remain not less than ten (10) days before the Board shall be permitted to fill the position from persons outside the unit.
- 6.6 Any unit staff member who shall voluntarily retire may receive, in addition to all other compensation and/or emoluments to which the said unit staff member may be otherwise entitled, payment for unused accumulated sick days to the rate of \$20.00 a day only subject to and in accordance with the following conditions:
- A. The unit staff member must have completed not less than twenty (20) full years of service with the River Dell Regional Board of Education at the end of the school year at which the voluntary retirement shall commence, and
  - B. The unit staff member must have completed a full year of service in and during or following the twentieth year of continuous service with the River Dell Regional Board of Education and the retirement must commence no earlier than the regular and routine end of a full school year; any unit staff member that retires and/or leaves prior to the regular and routine end of the school year, notwithstanding the achievement of twenty years of service shall not, under and circumstances whatsoever, be eligible to apply for or receive the benefit provided for in this Article 6.6, and

- C. The unit staff member must inform the River Dell Regional Board of Education in writing on or before December 1 in any school year of his or her intention to retire from service at the end of that school year the following June; any unit staff member who fails to inform the Board of Education in writing of his/her intention to so retire on or before December 1 shall not be eligible to apply for or receive the benefits provided by this Article 6.6; notwithstanding the intention of the preceding language in this Paragraph "c", if an emergency situation arises, any member who find that he/she must retire and leave in June due to circumstances beyond his/her control, but which member has failed to so notify the Board of Education on or before the December 1st of deadline, said member may appeal to the Board of Education for a waiver of this condition contained in Paragraph "c"; the Board may but shall not be required to grant such a waiver if, in its sole, absolute and exclusive discretion, the Board finds that the circumstances presented by the member justify the granting of a waiver. The Board's decision shall be final, binding and conclusive upon all of the parties and shall not be grievable under and in accordance with the contractual grievance procedure, and
  - D. The unit staff member must have accumulated not less than fifty (50) unused sick days at the time of the commencement of his/her retirement; any staff member having less than fifty (50) unused accumulated sick days at the time of the commencement of his/her retirement shall forfeit compensation for the same upon his/her retirement, and
  - E. Notwithstanding anything herein to the contrary, the benefit herein provided shall be and is strictly limited to compensation at the aforementioned daily rate (\$20.00) for days of a unit staff member's accumulated unused sick days not exceeding one hundred thereof and in any event such benefit shall never exceed the sum of Two Thousand and 00/100 (\$2,000.00) Dollars.
  - F. The secretarial staff member shall not rescind his/her retirement. An appeal can be made to the Chief School Administrator if an employee requests that his/her retirement be rescinded because of extraordinary circumstances. (ie. Sudden loss of spousal income.)
- 6.7 Professional days for secretaries shall be held on the same days as professional days for teachers, only as permitted by the work environment as determined by the Superintendent and Business Administrator.
- 6.8 Ten-month secretaries shall be paid on the first Friday of September, the same as returning teachers.

## **ARTICLE VII - GRIEVANCE PROCEDURE**

### **7.1 DEFINITION**

A grievance shall mean a complaint of a personal loss by an employee that 1] there has been as to her a violation, misinterpretation, or inequitable application of any of the provisions of the Agreement, or 2] she has been treated unfairly or inequitably by reason of any act or condition which is contrary to established Board policy or administrative decision governing or affecting employees.

The Term "grievance" shall not apply to any matter 1] which is a complaint of a non-tenured employee arising by reason of her not being reemployed, 2] which is a complaint by any non-certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is not required, or 3] affecting an employee arising by the reason of the application of any rule or regulation of the State Commissioner of Education. A grievance to be considered under this procedure must be initiated by the employee within thirty calendar days from the time when the employee knew or should have known of its occurrence. As used in this definition, the term "employee" shall also mean a group of employees having the same grievance.

### **7.2 PURPOSE**

Any individual employee or group shall have the right to present a grievance affecting her or them. With respect to her personal grievance, she shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting her grievance. She shall have the right to present her own grievance or to request a representative, and the Association shall appoint the representative. The employee has the right to have a representative appear with her commencing with Level Two and all subsequent levels of the grievance Procedure.

### **7.3 A. Level One:**

Any employee who has a grievance shall discuss it first with her immediate supervisor in an attempt to resolve the matter on an informal basis.

### **B. Level Two:**

If, as a result of the informal discussion with the supervisor, the matter is not resolved to the satisfaction of the employee within ten school days, she shall set forth her complaint in writing to the Board Secretary stating:

1. The nature of the grievance
2. The nature and extent of the loss, injury, or inconvenience
3. The results of previous discussions
4. Her dissatisfaction with decisions previously rendered.

The Board Secretary shall communicate his decision to the employee and to the Association in writing within ten school days of receipt of the written complaint.

C. Level Three:

The employee may appeal the Board Secretary's decision to the Superintendent of Schools within ten days. The appeal to the Superintendent must be made in writing and must set forth the grounds upon which the grievance is based. Upon request by the employee, the Superintendent should have a conference with the employee and her representative, if any. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten school days. The Superintendent shall communicate his decision in writing to the individual and to the Association.

D. Level Four:

If the grievance is not resolved to the secretary's satisfaction, she may request a review by the board within ten days. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance, hold a hearing with the secretary if requested by the secretary, and render a decision in writing setting forth its reasons to the secretary and the Association within twenty-one calendar days.

E. Level Five:

1. If the employee is not satisfied with the disposition of her grievance at Level Four, the Association may request of the Board that her grievance be submitted to arbitration not later than fifteen (15) school days after receipt of the decision by the Board.
2. Within ten (10) school days after such request for arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator, they shall jointly request the Public Employment Relations Commission to appoint an arbitrator.
3. The arbitrator shall confer with the representative of the Board and of the Association and shall proceed with a hearing and submit a written report in the shortest possible time setting forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision, which requires the commission of an act prohibited by law or which is violative of the terms of the Agreement. The decision of the arbitrator shall be advisory only to the Board and the Association.
4. Notwithstanding the above, the parties agree that any dispute which involves a disagreement as to whether the health insurance benefits provided employees herein are equal to or better than the health benefits heretofore provided employees

through the New Jersey Public and School Employees Health Benefits Plan may be submitted to an arbitrator whose decision shall be final and binding on both parties.

5. The costs for the services of the arbitrator including per diem expenses and the cost of the hearing room shall be borne equally by the Board and Association. Any other expenses incurred shall be paid by the party incurring the same.
  6. If time is lost by any employee due to arbitration proceedings necessitating the retention of a substitute, the Board of Education will pay only the cost of the substitute; the time lost by the employee must either be without pay or charged to personal time; however, if the arbitrator subpoenas an employee to attend the arbitration proceeding as a witness, this employee shall not suffer loss of pay.
- 7.4 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at the step. However, either party may request one extension of ten days at level Two and Three, and if either party requests it, it shall be granted.
- 7.5 It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
- 7.6 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
- 7.7 In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, or if it is filed after the end of the school year, then the time limits shall be established by counting the weekdays following the end of the school year as school days.

#### **ARTICLE - VIII - TUITION - REIMBURSEMENT**

- 8 The Board agrees to provide tuition reimbursement to any member of the unit who elects to continue her education according to the conditions set forth:
  - A. All courses eligible for reimbursement are subject to prior approval by the Superintendent of Schools and must be taken in an accredited school, college, or university, or in the case of computer training, run by a reputable concern.

- B. To be eligible for reimbursement, the employee must submit:
  - i. Proof of course completion
  - ii. Receipt indicating payment of tuition fee.
  
- C. Up to an aggregate of \$2,500 shall be allocated for each year of this agreement for full tuition reimbursement to secretaries. Attendance at courses shall take place after the normal workday has been completed. Newly hired secretaries shall receive reimbursement for courses only after completion of 90 days of employment.
  
- D. Tuition Reimbursement shall be paid before July 1<sup>st</sup> of year in which course was taken. Proof of course completion and receipt indicating payment of tuition fee must be submitted no later than May 31<sup>st</sup>.

**ARTICLE IX - DURATION OF AGREEMENT**

9.1 The provisions of this Agreement shall be effective July 1, 2005, and shall continue and remain in full force and effect to and including June 30, 2008 when it shall expire, unless an extension is agreed to by both parties and expressed in writing prior to such date.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed by their respective presidents and attested by their respective secretaries on the \_\_\_th day of \_\_\_\_\_2006.

**SECRETARIAL UNIT OF THE  
RIVER DELL EDUCATION ASSOCIATION**

\_\_\_\_\_  
By: Anthony Ciccotelli, President

\_\_\_\_\_  
Attested: Brian Clapp, 1st Vice-President

**RIVER DELL REGIONAL BOARD OF EDUCATION**

\_\_\_\_\_  
By: Ms. Katherine Norian, President

\_\_\_\_\_  
Attested: Thomas L. Bonfiglio, Secretary

**AGREEMENT**  
**By and Between the**  
**RIVER DELL REGIONAL BOARD OF EDUCATION**  
**and the**  
**SECRETARIAL UNIT OF THE RIVER DELL EDUCATION ASSOCIATION**

**Effective July 1, 2005 through June 30, 2008**

**SCHEDULE A**

The positions in the secretarial unit as of June 30, 2005 are as follows: (All secretaries will move up one (1) step from 2004-2005 unless placed on top of the guide.)

<b>Secretary 1:</b>	<b>2005 - 2006</b>	<b>2006 - 2007</b>	<b>2007 - 2008</b>	<b>Months &amp; Percentages</b>
O'Donoghue, T	Step 18	Step 18	Step 18	12 Months
<b>Secretary 2:</b>				
<b>Secretary 2:</b>	<b>2005 - 2006</b>	<b>2006 - 2007</b>	<b>2007 - 2008</b>	<b>Months &amp; Percentages</b>
Boettger, N.	Step 5	Step 6	Step 7	10 Months
Caravella, D.	Step 2	Step 3	Step 4	10 Months
Churchill, C.	Step 18	Step 19	Step 20	12 Months
Davaris, A.	Step 1	Step 2	Step 3	10 Months
Depkin, M.	Step 18	Step 19	Step 20	10 Months
Hoock, D.	Step 20	Step 20	Step 20	12 Months
Ioele, L.	Step 8	Step 9	Step 10	10 Months
Robinson, B.	Step 11	Step 12	Step 13	12 Months
Rodak, B.	Step 8	Step 9	Step 10	10 Months
Russo, M.	Step 14	Step 15	Step 16	10 Months - 85%



<b>Secretary 3:</b>	<b>2005 - 2006</b>	<b>2006 - 2007</b>	<b>2007 - 2008</b>	<b>Months &amp; Percentages</b>
Fedorchek, M.	Step 17	Step 18	Step 19	12 Months
Jaworski, P.	Step 19	Step 20	Step 21	12 Months
Malota	Step 22	Step 22	Step 22	12 Months
Mormino	Step 13	Step 14	Step 15	12 Months
Olsen, B.	Step 11	Step 12	Step 13	12 Months
Silva, M.	Step 15	Step 16	Step 17	12 Months

<b>Computer Systems Operator:</b>	<b>2005 - 2006</b>	<b>2006 - 2007</b>	<b>2007 - 2008</b>	<b>Months &amp; Percentages</b>
Graham, K.	Step 16	Step 17	Step 18	12 Months

**SCHEDULE B  
SECRETARIAL SALARY GUIDE (12-MONTH EMPLOYEES)**

<b>River Dell Secretaries 2005 -06</b>							
	<b>Sec 1</b>		<b>Sec 2</b>		<b>CSO</b>		<b>Sec 3</b>
<b>STEP 1</b>	\$21,081		\$24,243		\$27,365		\$28,986
<b>STEP 2</b>	\$21,511		\$24,738		\$27,923		\$29,578
<b>STEP 3</b>	\$21,950		\$25,244		\$28,492		\$30,181
<b>STEP 4</b>	\$22,399		\$25,759		\$29,074		\$30,797
<b>STEP 5</b>	\$22,855		\$26,284		\$29,668		\$31,427
<b>STEP 6</b>	\$23,312		\$26,809		\$30,259		\$32,055
<b>STEP 7</b>	\$23,778		\$27,346		\$30,866		\$32,695
<b>STEP 8</b>	\$24,255		\$27,893		\$31,483		\$33,349
<b>STEP 9</b>	\$24,739		\$28,452		\$32,112		\$34,017
<b>STEP 10</b>	\$25,233		\$29,020		\$32,754		\$34,697
<b>STEP 11</b>	\$25,739		\$29,600		\$33,409		\$35,391
<b>STEP 12</b>	\$26,252		\$30,193		\$34,079		\$36,100
<b>STEP 13</b>	\$26,779		\$30,796		\$34,759		\$36,821
<b>STEP 14</b>	\$27,315		\$31,412		\$35,455		\$37,556
<b>STEP 15</b>	\$27,860		\$32,041		\$36,163		\$38,308
<b>STEP 16</b>	\$28,418		\$32,681		\$36,888		\$39,073
<b>STEP 17</b>	\$28,986		\$33,335		\$37,626		\$39,855
<b>STEP 18</b>	\$29,653		\$34,001		\$38,379		\$40,653
<b>STEP 19</b>			\$34,681		\$39,146		\$41,466
<b>STEP 20</b>			\$35,478		\$39,929		\$42,296
<b>STEP 21</b>					\$40,846		\$43,141
<b>STEP 22</b>							\$44,133
<b>River Dell Secretaries 2006 -07</b>							
	<b>Sec 1</b>		<b>Sec 2</b>		<b>CSO</b>		<b>Sec 3</b>
<b>STEP 1</b>	\$21,960		\$25,253		\$28,505		\$30,194
<b>STEP 2</b>	\$22,399		\$25,758		\$29,075		\$30,798
<b>STEP 3</b>	\$22,855		\$26,284		\$29,668		\$31,427
<b>STEP 4</b>	\$23,322		\$26,822		\$30,273		\$32,067
<b>STEP 5</b>	\$23,799		\$27,369		\$30,891		\$32,722
<b>STEP 6</b>	\$24,283		\$27,927		\$31,522		\$33,391
<b>STEP 7</b>	\$24,769		\$28,485		\$32,150		\$34,058
<b>STEP 8</b>	\$25,264		\$29,055		\$32,795		\$34,738
<b>STEP 9</b>	\$25,771		\$29,636		\$33,451		\$35,433
<b>STEP 10</b>	\$26,285		\$30,230		\$34,119		\$36,143
<b>STEP 11</b>	\$26,810		\$30,834		\$34,801		\$36,866
<b>STEP 12</b>	\$27,348		\$31,450		\$35,497		\$37,603
<b>STEP 13</b>	\$27,893		\$32,080		\$36,209		\$38,356
<b>STEP 14</b>	\$28,453		\$32,721		\$36,931		\$39,122
<b>STEP 15</b>	\$29,022		\$33,375		\$37,671		\$39,903
<b>STEP 16</b>	\$29,601		\$34,044		\$38,423		\$40,702
<b>STEP 17</b>	\$30,194		\$34,724		\$39,194		\$41,515
<b>STEP 18</b>	\$30,913		\$35,418		\$39,978		\$42,346
<b>STEP 19</b>			\$36,126		\$40,778		\$43,194
<b>STEP 20</b>			\$36,986		\$41,593		\$44,058
<b>STEP 21</b>					\$42,582		\$44,940
<b>STEP 22</b>							\$46,009

<b>River Dell Secretaries 2007 -08</b>							
	<b>Sec 1</b>		<b>Sec 2</b>		<b>CSO</b>		<b>Sec 3</b>
<b>STEP 1</b>	\$22,875		\$26,305		\$29,693		\$31,452
<b>STEP 2</b>	\$23,323		\$26,821		\$30,275		\$32,068
<b>STEP 3</b>	\$23,798		\$27,368		\$30,893		\$32,722
<b>STEP 4</b>	\$24,284		\$27,927		\$31,522		\$33,391
<b>STEP 5</b>	\$24,779		\$28,498		\$32,165		\$34,072
<b>STEP 6</b>	\$25,286		\$29,079		\$32,822		\$34,767
<b>STEP 7</b>	\$25,801		\$29,672		\$33,492		\$35,478
<b>STEP 8</b>	\$26,317		\$30,265		\$34,160		\$36,187
<b>STEP 9</b>	\$26,843		\$30,871		\$34,845		\$36,910
<b>STEP 10</b>	\$27,382		\$31,489		\$35,541		\$37,648
<b>STEP 11</b>	\$27,928		\$32,120		\$36,251		\$38,402
<b>STEP 12</b>	\$28,486		\$32,761		\$36,976		\$39,170
<b>STEP 13</b>	\$29,057		\$33,416		\$37,716		\$39,953
<b>STEP 14</b>	\$29,636		\$34,085		\$38,472		\$40,754
<b>STEP 15</b>	\$30,231		\$34,766		\$39,240		\$41,567
<b>STEP 16</b>	\$30,836		\$35,461		\$40,025		\$42,397
<b>STEP 17</b>	\$31,451		\$36,171		\$40,825		\$43,246
<b>STEP 18</b>	\$32,227		\$36,894		\$41,643		\$44,110
<b>STEP 19</b>			\$37,632		\$42,476		\$44,993
<b>STEP 20</b>			\$38,558		\$43,326		\$45,893
<b>STEP 21</b>					\$44,392		\$46,811
<b>STEP 22</b>							\$47,964