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Agreement made and entered this \_\_\_ day of \_\_\_\_\_, 2016, by and between the Plainedge Board of Education, Plainedge Union Free School District, Town of Oyster Bay, County of Nassau, New York, and its authorized agents (hereinafter referred to as the "District") and the Civil Service Employees Association, Local 1000, AFSCME, AFL-CIO, Plainedge Educational Secretaries Unit 7591, Local 865 (hereinafter referred to as the "CSEA").

## ARTICLE I RECOGNITION

### Section 1. Negotiating Representative

The District hereby recognizes the CSEA as the sole and exclusive negotiating representative of all full-time and permanent part-time clerical personnel employed: typist clerk, senior typist clerk, stenographer, senior stenographer, stenographic secretary, account clerk, senior account clerk, principal account clerk, IT Specialist I, and Payroll Supervisor.

This representation excludes per diem substitute clerical personnel and clerical personnel employed in the Exempt Class of the Classified Service. This recognition shall continue for the maximum period permissible under Section 208(c) of the Taylor Law.

## ARTICLE II ASSOCIATION RIGHTS

### Section 1. Individual Rights

This recognition shall not preclude any individual's right to present to the District any matter relating to this contract provided the CSEA is given notice and any opportunity to be present at the time such presentation is made

### Section 2. No Discrimination

The CSEA agrees to represent equally and in a non-discriminating manner all employees without regard to membership or participation in, or association with, the activities of the CSEA, and to continue to admit unit employees to membership without qualifications other than employment in the school district and payment of dues.

**Section 3. Use of Facilities**

The CSEA may use school facilities for meetings provided that such meetings shall not be held during the work day or during times which interfere with the instructional program. Building use forms will be required except for emergency meetings which are approved by the building principal, the Superintendent or his/her designee.

**Section 4. Bulletin Boards**

Bulletin board space shall be made available in each school for the use by the CSEA for the purpose of posting material dealing with proper and legitimate CSEA business.

**Section 5. Mail**

The CSEA shall have the right to use mailboxes of CSEA members, inter-office mail, the district's e-mail system for the distribution of communication, notices, circulars and publications to its members.

**Section 6. Dues Deductions**

The District agrees to make dues deductions from employee's salaries for membership dues of the CSEA, provided that the employees authorize the District in writing to make such deductions. The District will transmit such funds as directed by the CSEA.

**Section 7. CSEA Conferences**

The District shall provide the CSEA up to six (6) absences per year to attend CSEA meetings, conferences, workshops and/or conventions at such times as are approved by the Superintendent of Schools.

**Section 8. Meetings**

Because the District and the CSEA Unit 7591 are committed to maintaining a collaborative relationship, both groups will meet as needed to discuss matters of mutual interest.

**Section 9. Responsibilities During An Emergency**

In the event of the absence of a school nurse or administrator, employees shall not be directed to provide medical treatment or dispense drugs, but shall be expected to take

such emergency action, including the application of an Epi-pen, as is reasonable under the circumstances.

**Section 10. Board Minutes**

The District agrees to provide the CSEA with a copy of the agendas and minutes of all regular Board of Education meetings.

**Section 11. Board Policies**

The District agrees to provide the CSEA with a copy of the Board of Education Policy Book. The District will also provide the CSEA with a copy of all policy changes.

**Section 12. Reprisals**

The District shall not discriminate against any member of the unit on the basis of race, disability, creed, color, national origin, sex, age, marital status, sexual orientation or membership or participation in, or association with, the lawful activities of any employee organization.

**ARTICLE III**  
**EMPLOYEE RIGHTS AND RESPONSIBILITIES**

**Section 1. Work Year**

Full time employees hired on a twelve (12) month basis shall work the entire year, or otherwise as stipulated in this contract.

**Section 2. Days and Hours**

All full time employees shall work five (5) days per week, eight (8) hours per day, with one (1) 30 minute break in the morning and one (1) hour lunch period, except during the period of July 1<sup>st</sup> - August 31<sup>st</sup> where unit members shall work 4 days a week with Fridays off. Employees are permitted to leave the building during their break and lunch.

**Section 3. Absences**

Employees shall be punctual for work. All absences from work shall be reported in advance, whenever possible, to AESOP.

Section 4. School Closings

Should employees be directed to work, during an emergency situation, on days when schools otherwise are closed, they shall receive their regular day's pay. Employees are expected to report to work as close to their starting time as possible, even if delayed by traveling conditions on inclement days when schools are in session, or on a delayed opening.

ARTICLE IV  
SALARY AND BENEFITS

Section 1. Salary

A) Article IV – Salary and Benefits

The salary schedule for employees hired before May 1, 2013 shall be increased as follows:

Effective July 1, 2015: 0.5% for those employees on steps other than the top step  
1.0 % effective for those employees on top step.

Effective July 1, 2016: 0.5% for those employees on steps other than the top step  
1.0 % effective for those employees on top step.

Effective July 1, 2017: 0.5% for those employees on steps other than the top step  
1.0 % effective for those employees on top step.

Effective July 1, 2018: 0.5% for those employees on steps other than the top step  
1.0 % effective for those employees on top step.

Effective July 1, 2019: 0.5% for those employees on steps other than the top step  
1.0 % effective for those employees on top step.

B) The salary schedule for employees hired on or after May 1, 2013 shall be increased as follows:

Effective July 1, 2015: 0.5%

Effective July 1, 2016: 0.5%

Effective July 1, 2017: 0.5%

Effective July 1, 2018: 0.5%

Effective July 1, 2019: 0.5%

C) For employees hired before May 1, 2013, the specific salary for each job classification can be found in the salary schedule attached as Appendix A. For employees hired after May 1, 2013, the specific salary for each job classification can be found in the salary schedule attached as Appendix B.

D) The hourly wage rate for permanent part-time employees shall increase annually as per Paragraph A of this section.

E) Permanent part-time employees will receive an hourly rate derived from the job appropriate salary schedule and column. The hourly rate will be determined by the following formula: annual salary ÷ 260 days ÷ 7 hours.

### **Section 2. Overtime**

All overtime must be authorized in writing by the employee's immediate supervisor. Full-time clerical employees who work approved overtime may, in concert with their supervisor, elect to be compensated in salary or compensatory time.

Clerical employees shall be compensated at the rate of time and one-half for overtime beyond thirty-five (35) hours a week except for July and August during which overtime shall be calculated beyond twenty-eight (28) hours each week. The one hour paid daily lunch period shall not be included in determining the number of hours worked each week for overtime purpose.

All paid leaves of absence, except for vacation days, shall be included in determining the number of hours worked each day for overtime purposes.

### **Section 3. Salary Adjustment for Temporary Assignments**

An employee filling in for someone in a higher capacity for more than ten (10) consecutive days will be compensated at the rate of the next higher salary column; such adjustment shall be retroactive to the first day of the temporary assignment. This provision shall not apply when employees fill in for other employees who are on vacation.

### **Section 4. Pay Periods**

Salaries will be paid twice a month, on the 15<sup>th</sup> and on the last day of each month. In the event that the scheduled pay day is not a working day, checks will be issued on the preceding work day.

**Section 5. Anniversary Dates for Salary Computation**

All employees shall have a July 1<sup>st</sup> anniversary date for purposes of salary and step adjustment, except new employees hired between the period of March 1<sup>st</sup> to June 30<sup>th</sup> will not receive such adjustment until the July 1<sup>st</sup> of the following year.

**Section 6. Health Insurance**

The District will contribute for full time employees hired prior to May 1, 2013, 80% of the cost of the individual or family health insurance premium during the term of this contract. The District will contribute for full-time employees hired after May 1, 2013 75% of the premium cost for individual or family health insurance coverage during the term of this contract. Full-time employees hired after May 1, 2013 shall be eligible for health insurance coverage under only the NYSHIP Plan offered by the District. Family coverage may include domestic partners as defined by the insurance carrier.

**Section 7. Health Insurance Buy-out Option**

Full time employees may choose not to participate in the District's health insurance program in exchange for a lump sum payment of \$1,500. When first opting out, notice must be given of the intention to do so, on or before May 31<sup>st</sup>, to be effective July 1<sup>st</sup> for the ensuing school year. The health insurance buy-out shall be subject to the terms and conditions set forth in NYSHIP Policy Memo 122r3. It is understood that if the Department of Civil Service should change or modify its rules, or the rules are invalidated by a court of law, or legislation is enacted permitting employees to opt out of the NYSHIP plan under a buyout program, the District will reinstate the buyout program pursuant to the rules established by NYSHIP.

**Section 8. Dental Insurance**

The District shall provide at no cost to full time employees hired prior to May 1, 2013 with individual or family dental insurance pursuant to the District Plan. Full-time employees hired after May 1, 2013 shall contribute \$15 per month towards the premium for individual or family dental insurance coverage under the District's Plan.

**Section 9. Life Insurance**

A) Subject to the approval of the insurance carrier, the District agrees to purchase and maintain group life insurance coverage in the amount of \$15,000 for employees with less than three (3) years' service as of July 1<sup>st</sup> of each year; and, \$30,000 for employees with three (3) years or more of service as of July 1<sup>st</sup> each year.

B) Employees may purchase, at their own expense, an equal amount of group life insurance coverage at the group rate, subject to the conditions of the policy, during their employment.

C) Subject to the approval of the insurance carrier, the employee may carry, at their own expense and at the group rate, this life insurance policy into retirement.

#### Section 10. Disability Insurance

The employee disability plan, outlined in the pamphlet, LTD Insurance Plan, will be provided to eligible members of the unit for the term of this contract. The District shall have the sole right to determine the insurance carrier.

#### Section 11. Worker's Compensation

A) The District shall carry Worker's Compensation Insurance as provided by law.

B) Employees must report all injuries, no matter how slight, immediately to his/her supervisor.

C) An employee who loses time due to an injury covered by the Worker's Compensation law may elect to charge such time off to his/her accumulated sick leave. When the District is reimbursed by the insurance carrier, the sick leave shall be credited with a number of days equal to the amount of workers' compensation pay received, divided by his/her daily rate of pay.

D) In lieu of the following, the employee may accept Workers' Compensation benefits only.

#### Section 12. Tax Sheltered Annuities

All employees will be given an opportunity to participate within the limits established by the District and the Internal Revenue Service in a tax sheltered annuity program.

#### Section 13. Terminal Separation Compensation

A) Eligibility for terminal separation compensation is based upon fulfillment of all of the following conditions:

1. The employee has given thirty days written notice of resignation.

2. The employee has completed four consecutive, active years of service in the District immediately prior to the termination of employment.

3. The employee is not resigning at the request of the District in order to avoid the filing of charges under the provisions of Section 75 of the Civil Service regulations

B) Employees may elect one of the following terminal separation compensation options:

a.  $1/10^{\text{th}}$  of 1% of their annual contract salary for each unused sick day to a maximum of 100 days, plus  $2/10^{\text{th}}$  of 1% of their annual salary for each unused sick day in excess of 100 days to a maximum of 200 days.

b.  $1/2$  of  $1/200^{\text{th}}$  of step one of the employee's current salary schedule multiplied by  $2/3^{\text{rd}}$  of the accumulated sick days not to exceed 200 days.

C) In the event of the death of the employee, his/her estate shall be entitled to collect said benefits.

D) Terminal separation compensation will be paid in a lump sum in the pay period following the issuance of the employee's final check.

#### Section 14. Credit Union

Each member shall have the option to have a specified amount deducted from his/her paycheck and deposited by the District in an account in the Nassau Educators Federal Credit Union. An employee may withdraw from the plan at any time with three weeks' notice. Loan arrangements processed through the credit union will constitute an acceptable change during the course of the academic year.

### ARTICLE V VACATIONS, HOLIDAYS AND LEAVES

#### Section 1. Vacations

A) Employees shall receive:

- One day per each full month as a vacation day, not to exceed eight (8) days for full time employees, and not to exceed seven (7) days for part time employees, up to one year of service;

- Eight (8) days for full time employees and seven (7) days for part time employees after one (1) full year of service completed by June 30<sup>th</sup>;
- One (1) day of vacation per working month after three (3) full years of service completed by June 30<sup>th</sup>.

B) If the starting date for employment occurs on or prior to the 15<sup>th</sup> of the month, one (1) vacation day will be credited for that month. If a starting date is after the 15<sup>th</sup>, there will be no vacation day credited for that month.

C) The same principle will be applied to computing vacation for the last month preceding termination.

D) Vacations shall be taken between the close of school and two weeks prior to the opening of school. Due to the nature of their work load, employees in the business office may, upon the approval of the Assistant Superintendent for Business, take part of their vacation during the school year. Notwithstanding the foregoing, employees may be permitted, upon prior approval by their immediate supervisor, to schedule some of their vacation for special or unique reasons at times other than the above-designated periods.

## Section 2. Holidays

Employees will not be required to work during district holidays, holidays afforded teachers during the teacher year including the holiday, winter, and spring recesses, the Fourth of July and Labor Day.

## Section 3. Sick Leave

A) All employees shall be granted one (1) day of sick leave per working month annually, cumulative to 200 days, for personal illness or illness in the immediate family. Such sick days shall accumulate at the rate of one (1) day per month. Accumulated sick leave shall not be applied to vacation time.

B) Sick leave days may only be used in full day units. If an employee works less than four hours and leaves due to illness, he/she will be assessed one (1) sick day; if, on the other hand, an employee works four (4) hours or more, he/she will not be charged for the day.

C) Any employee who is absent for more than five (5) consecutive working days due to personal illness may be required to submit a doctor's certificate upon return to duty or intermittently as requested by the District. Additionally, any employee out for

more than three days will be considered to be on Family Medical Leave Act (FMLA). FMLA requires employers to maintain group health insurance coverage while the employee is on FMLA status, at the same terms as if the employee continued to work. Any FMLA leave will be counted against the employee's annual FMLA entitlement.

#### Section 4. Special Absence (Personal) Days

A) Each employee shall be granted two (2) days per year for personal reasons which require time that cannot be scheduled on the weekend or after the work day. Special absence requests must be made in writing at least five days in advanced and submitted to the employee's immediate supervisor. Special absence days shall not be used to extend any holiday, long weekend, or vacation, nor may such days be used for outside paid employment.

B) In the case of an emergency, the request may be called in or walked through to the employee's supervisor. In those emergency cases, specific reasons must be stated.

C) Special absence days are not cumulative as such, but when unused shall be applied to accumulated sick leave time.

#### Section 5. Bereavement Leave

In the event of a death occurring in the immediate family, a domestic partner, or a relative residing in the same house, the employee shall be granted a leave of absence for bereavement, with full compensation, up to five (5) work days. Immediate family is defined as the employee's spouse, children, parents, brothers, sisters, grandparents, grand-children, mothers and fathers-in-law, brothers and sisters-in-law and grandparents-in-law.

#### Section 6. Jury Duty

Time off will be given if an employee is required to serve as a juror. Employees shall remit to the District monies received (excluding travel reimbursement) for jury duty services performed on a school day.

#### Section 7. Armed Forces Service Leave

Employees called to serve in the Armed Forces of the United States shall be entitled to seniority credits for the time served therein, including increments, upon their return.

ARTICLE VI  
SENIORITY, VACANCIES, ASSIGNMENTS AND  
TRANSFERS

Section 1. Seniority

Seniority shall be based on the requirements as set forth from the Nassau County Department of Civil Service.

Section 2. Vacancies

The District agrees to announce vacancies for all positions covered by this agreement, and will give consideration to all applications from qualified unit members in filling such vacancies.

Section 3. Moving from Part-Time to Full-Time

Any part-time employee who becomes a full-time employee shall be placed on the salary schedule in the appropriate column and at such step so that the employee will be paid no less than the part-time hourly rate that the employee was paid immediately prior to becoming a full-time employee.

Section 4. Assignment

The employee shall receive notice of placement for the following school year by May 1 of each year whenever possible.

Section 5. Transfers

If an employee is transferred during the school year, there will be a meeting with the Superintendent or his/her designee regarding the transfer. The employee will be given at least two (2) weeks written notice of such transfer. A copy of the written notice of transfer shall be provided to the Unit President.

ARTICLE VII  
STAFF DEVELOPMENT

Section 1. Approval

Employees may attend, at district expense, professional conferences and conventions upon the prior approval of the Superintendent or his/her designee.

Section 2. Reimbursement for Coursework

Upon prior approval, employees may be reimbursed, upon satisfactory completion of an approved in-service, continuing education or university course that is held after the work day. Any such course of study must be directly related to the employee's job assignment. Reimbursement is as follows:

- continuing education course, in-service or a one (1) credit university course - up to the cost of the course or \$150.00, whichever is less
- an in-service or university course carrying two (2) or more credits - up to the cost of the course or \$300.00, whichever is less.

Section 3. Required Training

The Superintendent or his/her designee may require employees to undertake specific training, either during the day or after the work day. Employees who take such required training after the work day shall be compensated at their normal rate of pay.

Section 4. Evaluations

Employees shall receive annual written evaluations by their Supervisors by no later than June 30<sup>th</sup> of each school year, which must be reviewed and signed by the employee.

ARTICLE VIII  
MISCELLANEOUS

Section 1. Personnel Files

A) There shall be only one official employee personnel file. Upon request by the employee, he/she shall be permitted to examine material in such file, relative to his/her service in the District.

B) The employee shall have the right to answer in writing any material filed relative to his/her service in the District, and his/her answer shall be attached to the file copy.

Section 2. Mileage

Employees (with the proper approval) will be reimbursed for use of their personal vehicles at the rate prescribed by the Board of Education.

Section 3. Chaperones

Employees who serve as official and approved chaperones after regular working hours shall be compensated at the same hourly rate as teachers.

Section 4. Legal Counsel

The District shall provide legal counsel to defend any employee in any action arising out of the employee's proper performance of his/her duty as provided in Section 3023 of the Education Law.

Section 5. Part-time Employees

A) In all cases throughout this contract, the "day" for part-time employees shall mean their "part-time" day.

B) Part-time employees who become full-time employees shall have their accumulated vacation and leave days converted to full-time equivalents at the time that they start employment on a full time basis.

Section 6. Credit for Prior Experience

Newly hired employees, and current employees who receive appointments to new positions may, at the sole discretion of the District, be given salary step credit for prior experience. Employees who are not given salary credit for prior experience at the time of employment or reassignment shall have no future claim on the District with respect to salary credit for prior experience.

Section 7. Hazardous Conditions

It shall be the duty of all employees to see that all working conditions are free from hazards. Such situations should be immediately reported to his/her supervisor.

Section 8. Retroactivity

All benefits derived from this contract are limited to those unit members who are currently actively employed by the District.

ARTICLE IX  
GRIEVANCE PROCEDURE

Section 1. Definition of Grievance

The term "grievance" shall mean any dispute between the parties hereto with respect to the meaning or interpretation of any provision of this agreement. The denial of permanent appointment shall not constitute a grievance within the meaning of this contract and shall not be an arbitral matter.

Section 2. Procedure

A) Stage 1 - An employee of the unit who claims to have a grievance shall present his/her grievance to his immediate supervisor in writing within ten (10) working days after the grievance occurs specifying the grievance and requesting a conference to discuss the grievance.

The Supervisor shall discuss the grievance with the employee and shall make such investigation as he/she deems appropriate.

Within ten working days after presentation of the grievance to the Supervisor, said Supervisor shall make his/her decision and communicate the same in writing to the employee presenting the grievance, to the Superintendent of Schools, or his/her designee, and to the President of the Unit.

B) Stage 2 - If the grievance is not resolved, an appeal from the first stage may be made to the Superintendent of Schools, or his/her designee, within five working days of receipt of written decision as follows:

- a) C.S.E.A. or the employee and/or his representative may request in writing, a hearing with the Superintendent of Schools, or his/her designee, to review the determination made in the 1<sup>st</sup> stage of this procedure. The Office of the Superintendent of Schools shall set a date for said hearing within five (5) working days of the receipt of this request, and shall notify the grievant and/or the C.S.E.A. of this date. The hearing shall take place within ten (10) working days of the receipt of the request. The Superintendent of Schools shall submit to the C.S.E.A. or the employee and/or his/her representative his findings and/or decision upon such review within (10) working days after the conclusion of said hearing.

- b) The C.S.E.A. has the right at the hearing to make an oral or written presentation of its view on the grievant.

C) Stage 3 - Either party to this agreement may appeal from the determination of the Superintendent of Schools after the completion of the 1<sup>st</sup> stage and the 2<sup>nd</sup> stage, as outlined under this procedure, upon written notice to the American Arbitration Association, copy thereof mailed simultaneously to the other party. The Voluntary Labor Arbitration Rules of American Arbitration Association shall apply. The cost of any such arbitration excluding attorney's fees shall be borne equally by the District and the C.S.E.A.

- a) The arbitrator shall have no power or jurisdiction to add to, delete from, or modify any of the terms of this agreement made supplementary hereto.
- b) The award of such arbitration shall not be final or binding but shall be advisory in nature only and shall include a statement of the arbitrator's findings of fact, conclusions and recommendations.
- c) The Board had the legal responsibility to make a determination in these cases. However, the Board pledges to give careful consideration to the recommendations of the arbitrator in exercising this responsibility. Action by the Board will be taken within thirty (30) days after receipt of the arbitrator's report and recommendations.
- d) The employee instituting a grievance shall have the right to personally appear, or through the C.S.E.A., or any other representative of his/her own choice. If the employee does not designate the C.S.E.A., it shall have the right to be present at all stages of the procedures.
- e) The Superintendent of Schools, or his designee, and the C.S.E.A. may, by mutual agreement, agree to waive the first stage of the foregoing grievance procedure for matters which are of district-wide implication.

ARTICLE X  
CONFORMITY WITH SECTION  
204-a OF THE TAYLOR LAW

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THE AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE

ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

Affirmation

The CSEA affirms that it does not and shall not assert the right to strike against any government, to assist or participate in any strike, or to impose an obligation to conduct, assist or participate in any strike.

ARTICLE XI  
FAIR LABOR STANDARDS ACT

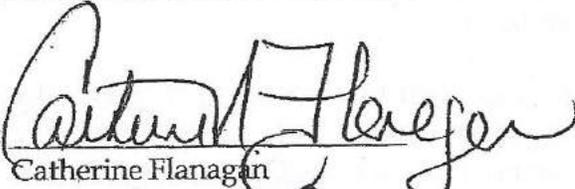
The parties agree to reopen negotiations on any matter which may be subject to the Federal Fair Labor Standards Act and its impact on this contract.

ARTICLE XII  
DURATION

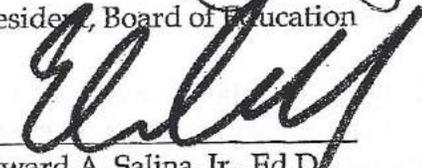
The provisions of this Agreement shall be effective July 1, 2015 and shall continue in full force and effect until June 30, 2020.

PLAINEDGE PUBLIC SCHOOLS

CIVIL SERVICE EMPLOYEES  
ASSOCIATION, INC.

By:   
Catherine Flanagan  
President, Board of Education

By:   
Joy Cacchioli  
President, CSEA

By:   
Edward A. Salina, Jr., Ed.D.  
Superintendent of Schools

By:   
Jim DellaRocca  
CSEA Labor Relations Specialist

**APPENDIX A  
SALARY SCHEDULE**

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
0.50%	0.50%	0.50%	0.50%	0.50%
1.00%	1.00%	1.00%	1.00%	1.00%
0.50%	0.50%	0.50%	0.50%	0.50%

Appendix A, excluding Step 18  
Appendix B

Step	SR. TYPYST CLERK 4	SR. TYPYST CLERK 5	SR. TYPYST CLERK 6	SR. TYPYST CLERK 7	SR. TYPYST CLERK 8	SR. TYPYST CLERK 9	SR. TYPYST CLERK 10	SR. TYPYST CLERK 11	SR. TYPYST CLERK 12	SR. TYPYST CLERK 13	SR. TYPYST CLERK 14	SR. TYPYST CLERK 15	SR. TYPYST CLERK 16	SR. TYPYST CLERK 17	SR. TYPYST CLERK 18
1	37,555	39,211	40,867	42,523	44,179	45,835	47,491	49,147	50,803	52,459	54,115	55,771	57,427	59,083	60,739
2	37,667	39,323	40,979	42,635	44,291	45,947	47,603	49,259	50,915	52,571	54,227	55,883	57,539	59,195	60,851
3	38,325	39,981	41,637	43,293	44,949	46,605	48,261	49,917	51,573	53,229	54,885	56,541	58,197	59,853	61,509
4	38,325	39,981	41,637	43,293	44,949	46,605	48,261	49,917	51,573	53,229	54,885	56,541	58,197	59,853	61,509
5	39,802	41,458	43,114	44,770	46,426	48,082	49,738	51,394	53,050	54,706	56,362	58,018	59,674	61,330	62,986
6	41,271	42,927	44,583	46,239	47,895	49,551	51,207	52,863	54,519	56,175	57,831	59,487	61,143	62,799	64,455
7	42,744	44,400	46,056	47,712	49,368	51,024	52,680	54,336	55,992	57,648	59,304	60,960	62,616	64,272	65,928
8	44,216	45,872	47,528	49,184	50,840	52,496	54,152	55,808	57,464	59,120	60,776	62,432	64,088	65,744	67,400
9	45,689	47,345	48,999	50,655	52,311	53,967	55,623	57,279	58,935	60,591	62,247	63,903	65,559	67,215	68,871
10	47,162	48,818	50,474	52,130	53,786	55,442	57,098	58,754	60,410	62,066	63,722	65,378	67,034	68,690	70,346
11	48,635	50,291	51,947	53,603	55,259	56,915	58,571	60,227	61,883	63,539	65,195	66,851	68,507	70,163	71,819
12	50,108	51,764	53,420	55,076	56,732	58,388	60,044	61,700	63,356	65,012	66,668	68,324	69,980	71,636	73,292
13	51,582	53,238	54,894	56,550	58,206	59,862	61,518	63,174	64,830	66,486	68,142	69,798	71,454	73,110	74,766
14	53,056	54,712	56,368	58,024	59,680	61,336	62,992	64,648	66,304	67,960	69,616	71,272	72,928	74,584	76,240
15	54,530	56,186	57,842	59,498	61,154	62,810	64,466	66,122	67,778	69,434	71,090	72,746	74,402	76,058	77,714
16	56,004	57,660	59,316	60,972	62,628	64,284	65,940	67,596	69,252	70,908	72,564	74,220	75,876	77,532	79,188
17	57,478	59,134	60,790	62,446	64,102	65,758	67,414	69,070	70,726	72,382	74,038	75,694	77,350	79,006	80,662
18	58,952	60,608	62,264	63,920	65,576	67,232	68,888	70,544	72,200	73,856	75,512	77,168	78,824	80,480	82,136
19	60,426	62,082	63,738	65,394	67,050	68,706	70,362	72,018	73,674	75,330	76,986	78,642	80,298	81,954	83,610
20	61,900	63,556	65,212	66,868	68,524	70,180	71,836	73,492	75,148	76,804	78,460	80,116	81,772	83,428	85,084

Step	SR. TYPYST CLERK 4	SR. TYPYST CLERK 5	SR. TYPYST CLERK 6	SR. TYPYST CLERK 7	SR. TYPYST CLERK 8	SR. TYPYST CLERK 9	SR. TYPYST CLERK 10	SR. TYPYST CLERK 11	SR. TYPYST CLERK 12	SR. TYPYST CLERK 13	SR. TYPYST CLERK 14	SR. TYPYST CLERK 15	SR. TYPYST CLERK 16	SR. TYPYST CLERK 17	SR. TYPYST CLERK 18
1	40,288	41,944	43,600	45,256	46,912	48,568	50,224	51,880	53,536	55,192	56,848	58,504	60,160	61,816	63,472
2	40,390	42,046	43,702	45,358	47,014	48,670	50,326	51,982	53,638	55,294	56,950	58,606	60,262	61,918	63,574
3	40,390	42,046	43,702	45,358	47,014	48,670	50,326	51,982	53,638	55,294	56,950	58,606	60,262	61,918	63,574
4	40,889	42,545	44,201	45,857	47,513	49,169	50,825	52,481	54,137	55,793	57,449	59,105	60,761	62,417	64,073
5	41,388	43,044	44,700	46,356	48,012	49,668	51,324	52,980	54,636	56,292	57,948	59,604	61,260	62,916	64,572
6	42,861	44,517	46,173	47,829	49,485	51,141	52,797	54,453	56,109	57,765	59,421	61,077	62,733	64,389	66,045
7	44,335	45,991	47,647	49,303	50,959	52,615	54,271	55,927	57,583	59,239	60,895	62,551	64,207	65,863	67,519
8	45,808	47,464	49,120	50,776	52,432	54,088	55,744	57,400	59,056	60,712	62,368	64,024	65,680	67,336	68,992
9	47,282	48,938	50,594	52,250	53,906	55,562	57,218	58,874	60,530	62,186	63,842	65,498	67,154	68,810	70,466
10	48,756	50,412	52,068	53,724	55,380	57,036	58,692	60,348	62,004	63,660	65,316	66,972	68,628	70,284	71,940
11	50,230	51,886	53,542	55,198	56,854	58,510	60,166	61,822	63,478	65,134	66,790	68,446	70,102	71,758	73,414
12	51,704	53,360	55,016	56,672	58,328	59,984	61,640	63,296	64,952	66,608	68,264	69,920	71,576	73,232	74,888
13	53,178	54,834	56,490	58,146	59,802	61,458	63,114	64,770	66,426	68,082	69,738	71,394	73,050	74,706	76,362
14	54,652	56,308	57,964	59,620	61,276	62,932	64,588	66,244	67,900	69,556	71,212	72,868	74,524	76,180	77,836
15	56,126	57,782	59,438	61,094	62,750	64,406	66,062	67,718	69,374	71,030	72,686	74,342	76,000	77,656	79,312
16	57,600	59,256	60,912	62,568	64,224	65,880	67,536	69,192	70,848	72,504	74,160	75,816	77,472	79,128	80,784
17	59,074	60,730	62,386	64,042	65,698	67,354	69,010	70,666	72,322	73,978	75,634	77,290	78,946	80,602	82,258
18	60,548	62,204	63,860	65,516	67,172	68,828	70,484	72,140	73,796	75,452	77,108	78,764	80,420	82,076	83,732
19	62,022	63,678	65,334	66,990	68,646	70,302	71,958	73,614	75,270	76,926	78,582	80,238	81,894	83,550	85,206
20	63,496	65,152	66,808	68,464	70,120	71,776	73,432	75,088	76,744	78,400	80,056	81,712	83,368	85,024	86,680

**APPENDIX A  
SALARY SCHEDULE**

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
0.50%	0.50%	0.50%	0.50%	0.50%
1.00%	1.00%	1.00%	1.00%	1.00%
0.50%	0.50%	0.50%	0.50%	0.50%

Appendix A, excluding Step 18  
Appendix A, Step 18  
Appendix B

Step	STENOGRAPHER	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1		41,243	42,716	44,185	45,655	47,131	48,601	50,073	51,542	53,007	54,468	55,922	57,379	58,838	60,298	61,759	63,221	64,684
2		41,658	43,145	44,628	46,115	47,604	49,088	50,575	52,059	53,538	55,015	56,490	57,964	59,438	60,913	62,388	63,863	65,338
3		41,834	43,322	44,805	46,288	47,771	49,254	50,737	52,220	53,703	55,186	56,669	58,152	59,635	61,118	62,601	64,084	65,567
4	STENOGRAPHER 4	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
5	STENOGRAPHER 5	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
6	STENOGRAPHER 6	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
7	STENOGRAPHER 7	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
8	STENOGRAPHER 8	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
9	STENOGRAPHER 9	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
10	STENOGRAPHER 10	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
11	STENOGRAPHER 11	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
12	STENOGRAPHER 12	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
13	STENOGRAPHER 13	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
14	STENOGRAPHER 14	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
15	STENOGRAPHER 15	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
16	STENOGRAPHER 16	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
17	STENOGRAPHER 17	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
18	STENOGRAPHER 18	41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
19		41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447
20		41,038	42,503	43,965	45,431	46,897	48,359	49,824	51,286	52,743	54,207	55,670	57,133	58,595	60,058	61,521	62,984	64,447

Step	SR. STENOGRAPHER	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1		41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
2		42,136	43,614	45,091	46,568	48,045	49,522	51,000	52,477	53,954	55,431	56,908	58,385	59,862	61,339	62,816	64,293	65,770
3		42,347	43,832	45,316	46,801	48,285	49,769	51,254	52,738	54,222	55,706	57,190	58,674	60,158	61,642	63,126	64,610	66,094
4	SR. STENOGRAPHER 4	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
5	SR. STENOGRAPHER 5	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
6	SR. STENOGRAPHER 6	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
7	SR. STENOGRAPHER 7	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
8	SR. STENOGRAPHER 8	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
9	SR. STENOGRAPHER 9	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
10	SR. STENOGRAPHER 10	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
11	SR. STENOGRAPHER 11	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
12	SR. STENOGRAPHER 12	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
13	SR. STENOGRAPHER 13	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
14	SR. STENOGRAPHER 14	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
15	SR. STENOGRAPHER 15	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
16	SR. STENOGRAPHER 16	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
17	SR. STENOGRAPHER 17	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
18	SR. STENOGRAPHER 18	41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
19		41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505
20		41,926	43,397	44,867	46,340	47,816	49,291	50,765	52,239	53,713	55,187	56,661	58,135	59,609	61,083	62,557	64,031	65,505

## APPENDIX A SALARY SCHEDULE

Appendix A, excluding Step 18  
Appendix A, Step 18  
Appendix B

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
0.50%	0.50%	0.50%	0.50%	0.50%
1.00%	1.00%	1.00%	1.00%	1.00%
0.50%	0.50%	0.50%	0.50%	0.50%

STENO SEC'Y  
Step

1						
2						
3						
4	STENO SEC'Y 4	43,711	43,930	44,150	44,371	44,593
5	STENO SEC'Y 5	45,433	45,660	45,888	46,117	46,346
6	STENO SEC'Y 6	47,157	47,393	47,630	47,868	48,107
7	STENO SEC'Y 7	48,879	49,123	49,369	49,615	49,864
8	STENO SEC'Y 8	50,601	50,854	51,108	51,364	51,621
9	STENO SEC'Y 9	52,322	52,584	52,847	53,111	53,377
10	STENO SEC'Y 10	54,047	54,317	54,589	54,862	55,136
11	STENO SEC'Y 11	55,770	56,049	56,329	56,611	56,894
12	STENO SEC'Y 12	57,482	57,769	58,058	58,348	58,640
13	STENO SEC'Y 13	59,207	59,503	59,801	60,100	60,401
14	STENO SEC'Y 14	60,930	61,232	61,535	61,840	62,146
15	STENO SEC'Y 15	62,651	62,959	63,268	63,578	63,889
16	STENO SEC'Y 16	64,370	64,684	64,999	65,315	65,632
17	STENO SEC'Y 17	66,087	66,407	66,728	67,050	67,373
18	STENO SEC'Y 18	67,802	68,128	68,455	68,783	69,112
19						
20						

ACCOUNT CLERK  
Step

1						
2						
3						
4	ACCOUNT CLERK 4	43,662	43,880	44,099	44,319	44,541
5	ACCOUNT CLERK 5	45,392	45,619	45,847	46,076	46,306
6	ACCOUNT CLERK 6	47,124	47,360	47,597	47,835	48,074
7	ACCOUNT CLERK 7	48,855	49,099	49,344	49,591	49,839
8	ACCOUNT CLERK 8	50,586	50,839	51,093	51,348	51,605
9	ACCOUNT CLERK 9	52,317	52,579	52,842	53,106	53,372
10	ACCOUNT CLERK 10	54,053	54,323	54,595	54,868	55,142
11	ACCOUNT CLERK 11	55,780	56,059	56,339	56,621	56,904
12	ACCOUNT CLERK 12	57,511	57,799	58,088	58,378	58,670
13	ACCOUNT CLERK 13	59,237	59,533	59,831	60,130	60,431
14	ACCOUNT CLERK 14	60,961	61,263	61,566	61,871	62,177
15	ACCOUNT CLERK 15	62,682	62,989	63,297	63,606	63,916
16	ACCOUNT CLERK 16	64,400	64,712	65,025	65,339	65,654
17	ACCOUNT CLERK 17	66,115	66,432	66,750	67,069	67,389
18	ACCOUNT CLERK 18	67,828	68,150	68,473	68,797	69,122
19						
20						

## APPENDIX A SALARY SCHEDULE

Appendix A, excluding Step 18  
Appendix A, Step 18  
Appendix B

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
0.50%	0.50%	0.50%	0.50%	0.50%
1.00%	1.00%	1.00%	1.00%	1.00%
0.50%	0.50%	0.50%	0.50%	0.50%

SR. ACCOUNT CLERK  
Step

1						
2						
3						
4	SR. ACCOUNT CLERK 4	46,634	46,867	47,101	47,337	47,574
5	SR. ACCOUNT CLERK 5	48,368	48,610	48,853	49,097	49,342
6	SR. ACCOUNT CLERK 6	50,109	50,360	50,612	50,865	51,119
7	SR. ACCOUNT CLERK 7	51,846	52,105	52,366	52,628	52,891
8	SR. ACCOUNT CLERK 8	53,586	53,854	54,123	54,394	54,666
9	SR. ACCOUNT CLERK 9	55,328	55,605	55,883	56,162	56,443
10	SR. ACCOUNT CLERK 10	57,065	57,350	57,637	57,925	58,215
11	SR. ACCOUNT CLERK 11	58,799	59,093	59,388	59,685	59,983
12	SR. ACCOUNT CLERK 12	60,548	60,851	61,155	61,461	61,768
13	SR. ACCOUNT CLERK 13	62,305	62,677	62,990	63,305	63,622
14	SR. ACCOUNT CLERK 14	63,570	63,888	64,207	64,528	64,851
15	SR. ACCOUNT CLERK 15	64,798	65,122	65,448	65,775	66,104
16	SR. ACCOUNT CLERK 16	66,046	66,376	66,708	67,042	67,377
17	SR. ACCOUNT CLERK 17	67,315	67,652	67,990	68,330	68,672
18	SR. ACCOUNT CLERK 18	68,951	69,641	70,337	71,040	71,750
19						
20						

PRINC. ACCT CLERK  
Step

1						
2						
3						
4	PRINC. ACCT CLERK 4	50,681	50,934	51,189	51,445	51,702
5	PRINC. ACCT CLERK 5	52,431	52,693	52,956	53,221	53,487
6	PRINC. ACCT CLERK 6	54,182	54,453	54,725	54,999	55,274
7	PRINC. ACCT CLERK 7	55,925	56,205	56,486	56,768	57,052
8	PRINC. ACCT CLERK 8	57,675	57,963	58,253	58,544	58,837
9	PRINC. ACCT CLERK 9	59,422	59,719	60,018	60,318	60,620
10	PRINC. ACCT CLERK 10	61,167	61,473	61,780	62,089	62,399
11	PRINC. ACCT CLERK 11	62,918	63,233	63,549	63,867	64,186
12	PRINC. ACCT CLERK 12	64,663	64,986	65,311	65,638	65,966
13	PRINC. ACCT CLERK 13	66,402	66,935	67,270	67,606	67,944
14	PRINC. ACCT CLERK 14	67,890	68,229	68,570	68,913	69,258
15	PRINC. ACCT CLERK 15	69,202	69,548	69,896	70,245	70,596
16	PRINC. ACCT CLERK 16	70,532	70,885	71,239	71,595	71,953
17	PRINC. ACCT CLERK 17	71,888	72,247	72,608	72,971	73,336
18	PRINC. ACCT CLERK 18	73,635	74,371	75,115	75,866	76,625
19						
20						

## APPENDIX A SALARY SCHEDULE

Appendix A, excluding Step 18  
Appendix A, Step 18  
Appendix B

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
0.50%	0.50%	0.50%	0.50%	0.50%
1.00%	1.00%	1.00%	1.00%	1.00%
0.50%	0.50%	0.50%	0.50%	0.50%

### PAYROLL SUPERVISOR

Step

Step		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1						
2						
3						
4	PAYROLL SUPERVISOR 4	50,681	50,934	51,189	51,445	51,702
5	PAYROLL SUPERVISOR 5	52,431	52,683	52,936	53,221	53,487
6	PAYROLL SUPERVISOR 6	54,723	54,967	55,272	55,548	55,826
7	PAYROLL SUPERVISOR 7	55,925	56,205	56,486	56,768	57,052
8	PAYROLL SUPERVISOR 8	58,252	58,543	58,836	59,130	59,426
9	PAYROLL SUPERVISOR 9	59,422	59,719	60,018	60,318	60,620
10	PAYROLL SUPERVISOR 10	61,167	61,473	61,780	62,089	62,399
11	PAYROLL SUPERVISOR 11	62,918	63,233	63,549	63,867	64,186
12	PAYROLL SUPERVISOR 12	65,309	65,636	65,964	66,294	66,625
13	PAYROLL SUPERVISOR 13	66,602	66,935	67,270	67,606	67,944
14	PAYROLL SUPERVISOR 14	67,890	68,229	68,570	68,913	69,258
15	PAYROLL SUPERVISOR 15	69,202	69,548	69,896	70,245	70,596
16	PAYROLL SUPERVISOR 16	70,532	70,885	71,239	71,595	71,953
17	PAYROLL SUPERVISOR 17	71,888	72,247	72,608	72,971	73,336
18	PAYROLL SUPERVISOR 18	76,050	76,811	77,579	78,355	79,139
19						
20						

### IT SPECIALIST 1

Step

Step		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1						
2						
3						
4	IT SPECIALIST 1 4	46,634	46,867	47,101	47,337	47,574
5	IT SPECIALIST 1 5	48,368	48,610	48,853	49,097	49,342
6	IT SPECIALIST 1 6	50,109	50,360	50,612	50,865	51,119
7	IT SPECIALIST 1 7	51,846	52,105	52,366	52,628	52,891
8	IT SPECIALIST 1 8	53,586	53,854	54,123	54,394	54,666
9	IT SPECIALIST 1 9	55,328	55,605	55,883	56,162	56,443
10	IT SPECIALIST 1 10	57,065	57,350	57,637	57,925	58,215
11	IT SPECIALIST 1 11	58,799	59,093	59,388	59,685	59,983
12	IT SPECIALIST 1 12	60,540	60,851	61,155	61,461	61,768
13	IT SPECIALIST 1 13	62,365	62,677	62,990	63,305	63,622
14	IT SPECIALIST 1 14	63,570	63,888	64,207	64,528	64,851
15	IT SPECIALIST 1 15	64,798	65,122	65,448	65,775	66,104
16	IT SPECIALIST 1 16	66,046	66,376	66,708	67,042	67,377
17	IT SPECIALIST 1 17	67,315	67,652	67,990	68,330	68,672
18	IT SPECIALIST 1 18	68,951	69,641	70,337	71,040	71,750
19						
20						

APPENDIX B  
SALARY SCHEDULE

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
0.50%	0.50%	0.50%	0.50%	0.50%
1.00%	1.00%	1.00%	1.00%	1.00%
0.50%	0.50%	0.50%	0.50%	0.50%

Appendix A, excluding Step 18  
Appendix A, Step 18  
Appendix B

Step  
TYPIST CLERK NEW

1	37,568	37,568	37,568	37,568	37,568	TYPIST CLERK NEW 1
2	38,292	38,483	38,675	38,868	39,062	TYPIST CLERK NEW 2
3	39,000	39,195	39,391	39,588	39,786	TYPIST CLERK NEW 3
4	39,694	39,892	40,091	40,291	40,492	TYPIST CLERK NEW 4
5	40,378	40,580	40,783	40,987	41,192	TYPIST CLERK NEW 5
6	41,052	41,257	41,463	41,670	41,878	TYPIST CLERK NEW 6
7	41,713	41,922	42,132	42,343	42,555	TYPIST CLERK NEW 7
8	42,365	42,577	42,790	43,004	43,219	TYPIST CLERK NEW 8
9	43,001	43,218	43,432	43,649	43,867	TYPIST CLERK NEW 9
10	43,646	43,864	44,083	44,303	44,525	TYPIST CLERK NEW 10
11	44,291	44,512	44,731	44,951	45,171	TYPIST CLERK NEW 11
12	44,936	45,161	45,389	45,618	45,848	TYPIST CLERK NEW 12
13	45,581	45,811	46,042	46,273	46,504	TYPIST CLERK NEW 13
14	46,226	46,461	46,697	46,934	47,171	TYPIST CLERK NEW 14
15	46,871	47,111	47,352	47,594	47,836	TYPIST CLERK NEW 15

Step  
SENIOR TYPIST CLERK NEW

1	39,889	40,088	40,288	40,489	40,691	SR, TYPIST CLERK NEW 1
2	40,618	40,821	41,025	41,230	41,436	SR, TYPIST CLERK NEW 2
3	41,333	41,540	41,748	41,957	42,167	SR, TYPIST CLERK NEW 3
4	42,036	42,246	42,457	42,669	42,882	SR, TYPIST CLERK NEW 4
5	42,730	42,944	43,159	43,375	43,592	SR, TYPIST CLERK NEW 5
6	43,426	43,642	43,859	44,077	44,293	SR, TYPIST CLERK NEW 6
7	44,121	44,339	44,558	44,778	44,997	SR, TYPIST CLERK NEW 7
8	44,817	45,037	45,258	45,479	45,701	SR, TYPIST CLERK NEW 8
9	45,512	45,734	45,957	46,180	46,403	SR, TYPIST CLERK NEW 9
10	46,207	46,431	46,656	46,881	47,106	SR, TYPIST CLERK NEW 10
11	46,902	47,127	47,353	47,579	47,805	SR, TYPIST CLERK NEW 11
12	47,597	47,824	48,051	48,278	48,505	SR, TYPIST CLERK NEW 12
13	48,292	48,520	48,748	48,976	49,204	SR, TYPIST CLERK NEW 13
14	48,987	49,217	49,447	49,677	49,907	SR, TYPIST CLERK NEW 14
15	49,682	49,913	50,144	50,375	50,606	SR, TYPIST CLERK NEW 15

**APPENDIX B  
SALARY SCHEDULE**

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Appendix A, excluding Step 18	0.50%	0.50%	0.50%	0.50%	0.50%
Appendix A, Step 18	1.00%	1.00%	1.00%	1.00%	1.00%
Appendix B	0.50%	0.50%	0.50%	0.50%	0.50%

Step	STENOGRAPHER NEW 1	STENOGRAPHER NEW 2	STENOGRAPHER NEW 3	STENOGRAPHER NEW 4	STENOGRAPHER NEW 5	STENOGRAPHER NEW 6	STENOGRAPHER NEW 7	STENOGRAPHER NEW 8	STENOGRAPHER NEW 9	STENOGRAPHER NEW 10	STENOGRAPHER NEW 11	STENOGRAPHER NEW 12	STENOGRAPHER NEW 13	STENOGRAPHER NEW 14	STENOGRAPHER NEW 15
1	40,824	41,563	42,277	42,983	43,676	44,357	45,029	45,689	46,339	47,021	47,725	48,433	49,195	49,860	49,330
2	41,771	42,488	43,198	43,894	44,579	45,254	45,917	46,571	47,256	47,922	48,591	49,244	49,880	49,104	49,577
3	41,980	42,700	43,414	44,113	44,802	45,480	46,147	46,804	47,492	48,191	48,856	49,524	50,180	49,350	49,825
4	42,190	42,914	43,631	44,334	45,026	45,707	46,378	47,038	47,729	48,432	49,131	49,824	50,504	49,637	50,112
5	42,401	43,129	43,849	44,556	45,251	45,936	46,610	47,273	47,968	48,682	49,399	50,104	50,797	49,884	50,359
6	42,610	43,342	44,064	44,773	45,471	46,160	46,840	47,511	48,204	48,919	49,638	50,354	51,067	50,116	50,591
7	42,820	43,556	44,281	44,988	45,689	46,381	47,064	47,738	48,444	49,163	49,886	50,606	51,323	50,354	50,829
8	43,030	43,770	44,500	45,213	45,918	46,616	47,307	47,990	48,706	49,435	50,168	50,898	51,625	50,647	51,122
9	43,240	43,984	44,718	45,428	46,136	46,836	47,528	48,213	48,942	49,684	50,430	51,174	51,915	50,928	51,403
10	43,450	44,200	44,938	45,653	46,364	47,066	47,760	48,447	49,188	49,942	50,700	51,454	52,205	51,210	51,685
11	43,660	44,414	45,156	45,863	46,568	47,268	47,964	48,657	49,404	50,164	50,928	51,689	52,447	51,454	51,929
12	43,870	44,628	45,374	46,085	46,794	47,496	48,192	48,885	49,631	50,390	51,152	51,916	52,677	51,686	52,161
13	44,080	44,842	45,592	46,310	47,026	47,734	48,438	49,139	49,894	50,661	51,431	52,203	52,967	51,978	52,453
14	44,290	45,056	45,810	46,534	47,256	47,966	48,672	49,375	50,130	50,896	51,664	52,434	53,206	52,218	52,693
15	44,500	45,270	46,028	46,757	47,482	48,204	48,922	49,637	50,401	51,176	51,952	52,729	53,508	52,522	52,997
16	44,710	45,484	46,244	46,978	47,706	48,432	49,154	49,872	50,644	51,426	52,208	52,991	53,776	52,792	53,267
17	44,920	45,698	46,460	47,200	47,934	48,664	49,390	50,112	50,892	51,682	52,472	53,263	54,056	53,074	53,549
18	45,130	45,912	46,678	47,424	48,164	48,900	49,632	50,360	51,148	51,946	52,744	53,543	54,344	53,364	53,839
19	45,340	46,126	46,896	47,648	48,394	49,140	49,882	50,620	51,416	52,222	53,028	53,835	54,644	53,666	54,141
20	45,550	46,340	47,114	47,864	48,614	49,364	50,114	50,864	51,670	52,484	53,298	54,113	54,930	53,954	54,429

Step	SR. STENOGRAPHER NEW 1	SR. STENOGRAPHER NEW 2	SR. STENOGRAPHER NEW 3	SR. STENOGRAPHER NEW 4	SR. STENOGRAPHER NEW 5	SR. STENOGRAPHER NEW 6	SR. STENOGRAPHER NEW 7	SR. STENOGRAPHER NEW 8	SR. STENOGRAPHER NEW 9	SR. STENOGRAPHER NEW 10	SR. STENOGRAPHER NEW 11	SR. STENOGRAPHER NEW 12	SR. STENOGRAPHER NEW 13	SR. STENOGRAPHER NEW 14	SR. STENOGRAPHER NEW 15
1	41,510	42,238	42,949	43,658	44,358	45,033	45,700	46,369	47,019	47,702	48,404	49,115	49,816	50,444	50,044
2	41,718	42,449	43,168	43,878	44,578	45,258	45,933	46,601	47,254	47,941	48,646	49,361	50,066	50,694	50,294
3	41,927	42,661	43,384	44,096	44,798	45,484	46,165	46,834	47,490	48,181	48,899	49,628	50,347	50,981	50,581
4	42,137	42,874	43,594	44,306	45,008	45,694	46,375	47,054	47,727	48,422	49,144	49,881	50,604	51,244	50,844
5	42,347	43,088	43,804	44,516	45,218	45,904	46,585	47,264	47,941	48,648	49,381	50,130	50,864	51,514	51,114
6	42,557	43,302	44,018	44,726	45,428	46,114	46,795	47,474	48,151	48,864	49,612	50,376	51,146	51,806	51,406
7	42,767	43,516	44,234	44,942	45,644	46,330	47,011	47,690	48,367	49,080	49,836	50,606	51,382	52,042	51,642
8	42,977	43,730	44,450	45,158	45,860	46,546	47,227	47,906	48,583	49,306	50,072	50,852	51,638	52,318	51,918
9	43,187	43,944	44,666	45,374	46,076	46,762	47,443	48,122	48,801	49,526	50,298	51,084	51,876	52,558	52,158
10	43,397	44,158	44,882	45,590	46,292	46,978	47,659	48,340	49,021	49,752	50,534	51,326	52,124	52,808	52,408
11	43,607	44,372	45,100	45,808	46,510	47,206	47,897	48,588	49,281	49,984	50,786	51,594	52,408	53,114	52,714
12	43,817	44,586	45,320	46,028	46,730	47,426	48,117	48,808	49,501	50,204	50,916	51,734	52,554	53,268	52,868
13	44,027	44,798	45,536	46,244	46,946	47,642	48,333	49,024	49,727	50,440	51,260	52,086	52,918	53,636	53,236
14	44,237	45,012	45,754	46,462	47,164	47,860	48,551	49,242	49,945	50,658	51,486	52,326	53,172	53,892	53,492
15	44,447	45,226	45,980	46,688	47,390	48,086	48,777	49,468	50,171	50,884	51,712	52,558	53,414	54,146	53,746
16	44,657	45,440	46,208	46,916	47,618	48,314	49,005	49,696	50,409	51,132	51,968	52,822	53,684	54,428	54,028
17	44,867	45,654	46,424	47,132	47,834	48,530	49,221	49,912	50,625	51,358	52,202	53,064	53,936	54,682	54,282
18	45,077	45,868	46,644	47,352	48,054	48,750	49,441	50,132	50,845	51,578	52,432	53,304	54,186	54,942	54,542
19	45,287	46,082	46,864	47,572	48,274	48,970	49,661	50,352	51,065	51,808	52,672	53,554	54,446	55,212	54,812
20	45,497	46,296	47,084	47,792	48,494	49,190	49,881	50,572	51,285	52,028	52,892	53,774	54,676	55,452	55,052

APPENDIX B  
SALARY SCHEDULE

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Appendix A, excluding Step 18	0.50%	0.50%	1.00%	1.00%	1.00%
Appendix A, Step 18	1.00%	1.00%	1.00%	1.00%	1.00%
Appendix B	0.50%	0.50%	0.50%	0.50%	0.50%

STENO SECY NEW

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
STENO SECY NEW 1	43,711	44,573	45,435	46,297	47,159	48,021	48,883	49,745	50,607	51,469	52,331	53,193	54,055	54,917	55,779	56,641	57,503	58,365	59,227	60,089
STENO SECY NEW 2	44,573	45,435	46,297	47,159	48,021	48,883	49,745	50,607	51,469	52,331	53,193	54,055	54,917	55,779	56,641	57,503	58,365	59,227	60,089	60,951
STENO SECY NEW 3	45,435	46,297	47,159	48,021	48,883	49,745	50,607	51,469	52,331	53,193	54,055	54,917	55,779	56,641	57,503	58,365	59,227	60,089	60,951	61,813
STENO SECY NEW 4	46,297	47,159	48,021	48,883	49,745	50,607	51,469	52,331	53,193	54,055	54,917	55,779	56,641	57,503	58,365	59,227	60,089	60,951	61,813	62,675
STENO SECY NEW 5	47,159	48,021	48,883	49,745	50,607	51,469	52,331	53,193	54,055	54,917	55,779	56,641	57,503	58,365	59,227	60,089	60,951	61,813	62,675	63,537
STENO SECY NEW 6	48,021	48,883	49,745	50,607	51,469	52,331	53,193	54,055	54,917	55,779	56,641	57,503	58,365	59,227	60,089	60,951	61,813	62,675	63,537	64,400
STENO SECY NEW 7	48,883	49,745	50,607	51,469	52,331	53,193	54,055	54,917	55,779	56,641	57,503	58,365	59,227	60,089	60,951	61,813	62,675	63,537	64,400	65,262
STENO SECY NEW 8	49,745	50,607	51,469	52,331	53,193	54,055	54,917	55,779	56,641	57,503	58,365	59,227	60,089	60,951	61,813	62,675	63,537	64,400	65,262	66,124
STENO SECY NEW 9	50,607	51,469	52,331	53,193	54,055	54,917	55,779	56,641	57,503	58,365	59,227	60,089	60,951	61,813	62,675	63,537	64,400	65,262	66,124	66,986
STENO SECY NEW 10	51,469	52,331	53,193	54,055	54,917	55,779	56,641	57,503	58,365	59,227	60,089	60,951	61,813	62,675	63,537	64,400	65,262	66,124	66,986	67,848
STENO SECY NEW 11	52,331	53,193	54,055	54,917	55,779	56,641	57,503	58,365	59,227	60,089	60,951	61,813	62,675	63,537	64,400	65,262	66,124	66,986	67,848	68,710
STENO SECY NEW 12	53,193	54,055	54,917	55,779	56,641	57,503	58,365	59,227	60,089	60,951	61,813	62,675	63,537	64,400	65,262	66,124	66,986	67,848	68,710	69,572
STENO SECY NEW 13	54,055	54,917	55,779	56,641	57,503	58,365	59,227	60,089	60,951	61,813	62,675	63,537	64,400	65,262	66,124	66,986	67,848	68,710	69,572	70,434
STENO SECY NEW 14	54,917	55,779	56,641	57,503	58,365	59,227	60,089	60,951	61,813	62,675	63,537	64,400	65,262	66,124	66,986	67,848	68,710	69,572	70,434	71,296
STENO SECY NEW 15	55,779	56,641	57,503	58,365	59,227	60,089	60,951	61,813	62,675	63,537	64,400	65,262	66,124	66,986	67,848	68,710	69,572	70,434	71,296	72,158

ACCOUNT CLERK NEW

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCOUNT CLERK NEW 1	43,680	44,542	45,404	46,266	47,128	47,990	48,852	49,714	50,576	51,438	52,300	53,162	54,024	54,886	55,748	56,610	57,472	58,334	59,196	60,058
ACCOUNT CLERK NEW 2	44,542	45,404	46,266	47,128	47,990	48,852	49,714	50,576	51,438	52,300	53,162	54,024	54,886	55,748	56,610	57,472	58,334	59,196	60,058	60,920
ACCOUNT CLERK NEW 3	45,404	46,266	47,128	47,990	48,852	49,714	50,576	51,438	52,300	53,162	54,024	54,886	55,748	56,610	57,472	58,334	59,196	60,058	60,920	61,782
ACCOUNT CLERK NEW 4	46,266	47,128	47,990	48,852	49,714	50,576	51,438	52,300	53,162	54,024	54,886	55,748	56,610	57,472	58,334	59,196	60,058	60,920	61,782	62,644
ACCOUNT CLERK NEW 5	47,128	47,990	48,852	49,714	50,576	51,438	52,300	53,162	54,024	54,886	55,748	56,610	57,472	58,334	59,196	60,058	60,920	61,782	62,644	63,506
ACCOUNT CLERK NEW 6	47,990	48,852	49,714	50,576	51,438	52,300	53,162	54,024	54,886	55,748	56,610	57,472	58,334	59,196	60,058	60,920	61,782	62,644	63,506	64,368
ACCOUNT CLERK NEW 7	48,852	49,714	50,576	51,438	52,300	53,162	54,024	54,886	55,748	56,610	57,472	58,334	59,196	60,058	60,920	61,782	62,644	63,506	64,368	65,230
ACCOUNT CLERK NEW 8	49,714	50,576	51,438	52,300	53,162	54,024	54,886	55,748	56,610	57,472	58,334	59,196	60,058	60,920	61,782	62,644	63,506	64,368	65,230	66,092
ACCOUNT CLERK NEW 9	50,576	51,438	52,300	53,162	54,024	54,886	55,748	56,610	57,472	58,334	59,196	60,058	60,920	61,782	62,644	63,506	64,368	65,230	66,092	66,954
ACCOUNT CLERK NEW 10	51,438	52,300	53,162	54,024	54,886	55,748	56,610	57,472	58,334	59,196	60,058	60,920	61,782	62,644	63,506	64,368	65,230	66,092	66,954	67,816
ACCOUNT CLERK NEW 11	52,300	53,162	54,024	54,886	55,748	56,610	57,472	58,334	59,196	60,058	60,920	61,782	62,644	63,506	64,368	65,230	66,092	66,954	67,816	68,678
ACCOUNT CLERK NEW 12	53,162	54,024	54,886	55,748	56,610	57,472	58,334	59,196	60,058	60,920	61,782	62,644	63,506	64,368	65,230	66,092	66,954	67,816	68,678	69,540
ACCOUNT CLERK NEW 13	54,024	54,886	55,748	56,610	57,472	58,334	59,196	60,058	60,920	61,782	62,644	63,506	64,368	65,230	66,092	66,954	67,816	68,678	69,540	70,402
ACCOUNT CLERK NEW 14	54,886	55,748	56,610	57,472	58,334	59,196	60,058	60,920	61,782	62,644	63,506	64,368	65,230	66,092	66,954	67,816	68,678	69,540	70,402	71,264
ACCOUNT CLERK NEW 15	55,748	56,610	57,472	58,334	59,196	60,058	60,920	61,782	62,644	63,506	64,368	65,230	66,092	66,954	67,816	68,678	69,540	70,402	71,264	72,126

**APPENDIX B  
SALARY SCHEDULE**

Appendix A, excluding Step 18  
Appendix A, Step 18  
Appendix B

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
0.50%	0.50%	0.50%	0.50%	0.50%
1.00%	1.00%	1.00%	1.00%	1.00%
0.50%	0.50%	0.50%	0.50%	0.50%

**SR. ACCOUNT CLERK NEW**  
Step

Step		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1	SR. ACCOUNT CLERK NEW1	46,833	46,866	47,100	47,336	47,573
2	SR. ACCOUNT CLERK NEW2	47,500	47,738	47,977	48,217	48,458
3	SR. ACCOUNT CLERK NEW3	48,366	48,598	48,841	49,085	49,330
4	SR. ACCOUNT CLERK NEW4	49,194	49,440	49,687	49,935	50,185
5	SR. ACCOUNT CLERK NEW5	50,019	50,269	50,520	50,773	51,027
6	SR. ACCOUNT CLERK NEW6	50,832	51,086	51,341	51,598	51,856
7	SR. ACCOUNT CLERK NEW7	51,630	51,888	52,147	52,408	52,670
8	SR. ACCOUNT CLERK NEW8	52,414	52,676	52,939	53,204	53,470
9	SR. ACCOUNT CLERK NEW9	53,195	53,461	53,728	53,997	54,267
10	SR. ACCOUNT CLERK NEW10	53,992	54,262	54,533	54,806	55,080
11	SR. ACCOUNT CLERK NEW11	54,773	54,786	55,060	55,335	55,612
12	SR. ACCOUNT CLERK NEW12	55,040	55,315	55,592	55,870	56,149
13	SR. ACCOUNT CLERK NEW13	55,569	55,847	56,126	56,407	56,689
14	SR. ACCOUNT CLERK NEW14	56,104	56,385	56,667	56,950	57,235
15	SR. ACCOUNT CLERK NEW15	56,643	56,926	57,211	57,497	57,784
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**PRINC. ACCT CLERK NEW**  
Step

Step		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1	PRINC. ACCT CLERK NEW1	50,682	50,935	51,190	51,446	51,703
2	PRINC. ACCT CLERK NEW2	51,557	51,815	52,074	52,334	52,596
3	PRINC. ACCT CLERK NEW3	52,417	52,679	52,942	53,207	53,473
4	PRINC. ACCT CLERK NEW4	53,261	53,527	53,795	54,064	54,334
5	PRINC. ACCT CLERK NEW5	54,094	54,364	54,636	54,909	55,184
6	PRINC. ACCT CLERK NEW6	54,912	55,187	55,463	55,740	56,019
7	PRINC. ACCT CLERK NEW7	55,720	55,999	56,279	56,560	56,843
8	PRINC. ACCT CLERK NEW8	56,518	56,799	57,083	57,368	57,655
9	PRINC. ACCT CLERK NEW9	57,300	57,587	57,875	58,164	58,455
10	PRINC. ACCT CLERK NEW10	58,159	58,450	58,742	59,036	59,331
11	PRINC. ACCT CLERK NEW11	58,722	59,016	59,311	59,608	59,906
12	PRINC. ACCT CLERK NEW12	59,289	59,585	59,883	60,182	60,483
13	PRINC. ACCT CLERK NEW13	59,859	60,158	60,459	60,761	61,065
14	PRINC. ACCT CLERK NEW14	60,435	60,737	61,041	61,346	61,653
15	PRINC. ACCT CLERK NEW15	61,016	61,321	61,628	61,936	62,246
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## APPENDIX B SALARY SCHEDULE

Appendix A, excluding Step 18  
Appendix A, Step 18  
Appendix B

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
0.50%	0.50%	0.50%	0.50%	0.50%
1.00%	1.00%	1.00%	1.00%	1.00%
0.50%	0.50%	0.50%	0.50%	0.50%

### PAYROLL SUPERVISOR NEW Step

Step	Job Title	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1	PAYROLL SUPERVISOR NEW1	50,681	50,937	51,189	51,445	51,702
2	PAYROLL SUPERVISOR NEW2	51,557	51,815	52,074	52,334	52,596
3	PAYROLL SUPERVISOR NEW3	52,417	52,679	52,942	53,207	53,473
4	PAYROLL SUPERVISOR NEW4	53,260	53,526	53,794	54,063	54,333
5	PAYROLL SUPERVISOR NEW5	54,093	54,363	54,635	54,908	55,183
6	PAYROLL SUPERVISOR NEW6	54,912	55,187	55,463	55,740	56,019
7	PAYROLL SUPERVISOR NEW7	55,719	55,998	56,278	56,559	56,842
8	PAYROLL SUPERVISOR NEW8	56,516	56,799	57,083	57,368	57,655
9	PAYROLL SUPERVISOR NEW9	57,300	57,587	57,875	58,164	58,455
10	PAYROLL SUPERVISOR NEW10	58,158	58,449	58,741	59,035	59,330
11	PAYROLL SUPERVISOR NEW11	58,721	59,015	59,310	59,607	59,905
12	PAYROLL SUPERVISOR NEW12	59,289	59,585	59,883	60,182	60,483
13	PAYROLL SUPERVISOR NEW13	59,858	60,157	60,458	60,760	61,064
14	PAYROLL SUPERVISOR NEW14	60,434	60,736	61,040	61,345	61,652
15	PAYROLL SUPERVISOR NEW15	61,010	62,019	62,329	62,641	62,954
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### IT SPECIALIST 1 NEW Step

Step	Job Title	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1	IT SPECIALIST 1 NEW 1	46,634	46,867	47,101	47,337	47,574
2	IT SPECIALIST 1 NEW 2	47,501	47,739	47,978	48,218	48,459
3	IT SPECIALIST 1 NEW 3	48,357	48,599	48,842	49,086	49,331
4	IT SPECIALIST 1 NEW 4	49,195	49,441	49,688	49,936	50,186
5	IT SPECIALIST 1 NEW 5	50,020	50,270	50,521	50,774	51,028
6	IT SPECIALIST 1 NEW 6	50,833	51,087	51,342	51,599	51,857
7	IT SPECIALIST 1 NEW 7	51,631	51,889	52,148	52,409	52,671
8	IT SPECIALIST 1 NEW 8	52,415	52,677	52,940	53,205	53,471
9	IT SPECIALIST 1 NEW 9	53,196	53,462	53,729	53,998	54,268
10	IT SPECIALIST 1 NEW 10	53,994	54,264	54,535	54,808	55,082
11	IT SPECIALIST 1 NEW 11	54,515	54,788	55,062	55,337	55,614
12	IT SPECIALIST 1 NEW 12	55,042	55,317	55,594	55,872	56,151
13	IT SPECIALIST 1 NEW 13	55,571	55,849	56,128	56,409	56,691
14	IT SPECIALIST 1 NEW 14	56,105	56,386	56,668	56,951	57,236
15	IT SPECIALIST 1 NEW 15	56,645	56,928	57,213	57,499	57,786
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