

**AGREEMENT**

**- between -**

**NORTH SHORE SCHOOL DISTRICT**

**- AND -**

**NORTH SHORE SCHOOLS FEDERATED EMPLOYEES**

**-**

**SECRETARIAL UNIT**

**July 1, 2009 - June 30, 2013**

## INDEX

	<u>Article</u>	<u>Page</u>
RECOGNITION	I	1
DUES CHECKOFF	II	1
VACATIONS	III	1
TIME OFF DURING THE SCHOOL YEAR	IV	2
FEDERATION BUSINESS	V	2
PRIOR WORK EXPERIENCE	VI	3
TRANSFERS	VII	3
PERSONAL BUSINESS DAYS	VIII	3
MEDICAL EXAMINATIONS	IX	4
WORK YEAR AND HOURS OF WORK	X	4
EMERGENCY AND SPECIAL SCHOOL CLOSINGS	XI	5
INSURANCE	XII	5
RETIREMENT	XIII	6
GRIEVANCE PROCEDURE	XIV	6
WORK LOAD	XV	7
SICK LEAVE, BEREAVEMENT LEAVE AND FAMILY ILLNESS	XVI	7
CHILD REARING LEAVE	XVII	8
COMPENSATION	XVIII	8
MANAGEMENT RIGHTS	XIX	9
MISCELLANEOUS	XX	9

TERMINATION	XXI	9
ILLEGALITY	XXII	9
TAYLOR LAW NOTICE	XXIII	10
RE-OPENER	XXIV	10
DURATION OF AGREEMENT	XXV	10
HOLIDAY SCHEDULE	APPENDIX "A"	11
SALARY SCHEDULES	APPENDIX "B"	12

AGREEMENT made this        day of                    , 2009, by and between the NORTH SHORE SCHOOLS BOARD OF EDUCATION (hereinafter referred to as the “Board”) and the NORTH SHORE SCHOOLS FEDERATED EMPLOYEES – SECRETARIAL UNIT (hereinafter referred to as the “Federation”).

W I T N E S S E T H :

**ARTICLE I. RECOGNITION**

A.        The Board recognizes the Federation as the exclusive representative for all, Senior Library Clerks, Switchboard Operators, Clerk Typists, Senior Clerk Typists, Stenographers, Senior Stenographers, Accounts Clerks, Senior Account Clerks and Principal Account Clerks, excluding students and temporary employees, and those employees designated as “Confidential” by mutual agreement or the Public Employment Relations Board, for the purpose of negotiating collectively terms and conditions of employment and administering grievances arising under this Agreement.

B.        The Federation shall be entitled to unchallenged representation status for the maximum period permissible by law.

**ARTICLE II. DUES CHECKOFF**

The District agrees to deduct dues for those employees who execute proper dues check off authorizations. Deductions shall commence as soon as possible following receipt of the authorization.

**ARTICLE III. VACATIONS**

All personnel covered by this Agreement employed for twelve (12) months shall be entitled to paid vacation time as follows:

1.        All personnel having service with the District for more than six (6) months, but less than five (5) years, shall be entitled to two (2) weeks’ vacation. New twelve-month employees (those in their first year with the District) having less than six (6) months’ service at the end of a fiscal year, shall be entitled to one (1) day of vacation for each complete month of employment. Such vacation shall be taken after the close of that fiscal year.
2.        All personnel having five (5) or more years of service with the District, but less than thirteen (13) years, shall be entitled to three (3) weeks’ vacation.
3.        All personnel having thirteen (13) years or more of service with the District shall be entitled to four (4) weeks’ vacation.

4. The above vacations shall be taken during the period beginning July 1<sup>st</sup> and ending the third week of August except for Central Office personnel, where vacations shall be spaced according to work load, with permission of the individual's immediate supervisor and the Assistant Superintendent for Business. School personnel shall be permitted to take vacations outside of the July 1<sup>st</sup> – the third week of August period provided thirty (30) days' notice is given and the employee receives the permission of his/her immediate supervisor and Assistant Superintendent for Business to take the vacation at the requested time.

5. The practice of allowing secretaries to take an additional week off without pay shall be continued. The time of such additional week off will be subject to the discretion of the District.

6. "Vacation Days shall not be taken the five (5) working days immediately preceding the opening of school."

#### **ARTICLE IV. TIME OFF DURING THE SCHOOL YEAR**

A. Offices shall be closed for the Christmas recess (which includes Christmas Day and New Year's Day). In addition, unit members shall receive 13 paid holidays according to the schedule set forth in Appendix A.

B. On the last working day prior to Thanksgiving Day and Christmas Day, the personnel covered by this contract will be required to work not later than fifteen (15) minutes after the dismissal of students and teachers unless an emergency situation arises.

C. Five (5) additional days off shall be granted to each employee to be taken at the discretion of the employee subject to the approval of the immediate supervisor when school is not in session.

#### **ARTICLE V. FEDERATION BUSINESS**

The Board shall make available to the Federation, without charge, space for the conduct of general meetings of the membership and individual committee meetings.

No Federation business meetings shall be conducted during working hours, except as granted by the Assistant Superintendent for Business.

A Federation representative may enter the premises for Federation business upon prior notice to the Assistant Superintendent for Business. Entry will be after working hours when school is not in session, unless prior approval is given by the Assistant Superintendent for Business.

Furthermore, representatives of the Federation may be excused to attend official meetings of the Long Island Educational Secretaries' Association and the New York State

Educational Secretaries' Association. Payment for time lost shall be limited to not more than two (2) members of the local organization. Officers shall be free to attend a reasonable number of additional meetings. Payment for lost time shall be limited to not more than two days, with either one officer receiving pay for two days or two officers receiving pay for one day. Additional days, if any, shall be without pay. Attendance at such meetings shall be subject to the approval of the Building Principal or his/her official representative and the Superintendent or his/her official representative.

The Assistant Superintendent for Business shall supply a copy of the Board minutes to the Federation upon request of the Federation President or his/her designated representative.

#### **ARTICLE VI. PRIOR WORK EXPERIENCE**

The Board shall have the right to hire new employees at a salary which reflects all of their prior related experience. Twelve month employees hired after January 1<sup>st</sup> and ten month employees hired after February 1<sup>st</sup> shall not receive step movement in the following year.

#### **ARTICLE VII. TRANSFERS**

##### A. Voluntary

Notices of vacancies in the bargaining unit shall be posted in the District before being advertised. Presently employed personnel shall have the opportunity to apply for such positions. Selection of personnel to fill vacancies shall be made by the Board in its sole discretion.

##### B. Involuntary

No involuntary transfers will be made until the employee to be transferred has been notified and given the opportunity to meet with the Superintendent to discuss the reasons for the transfer.

#### **ARTICLE VIII. PERSONAL BUSINESS DAYS**

In the event that personal business cannot be accomplished outside of working hours, an employee shall submit his/her request for such time in writing to his/her immediate supervisor. No reason other than "personal business" need be given for the absence, except for days taken before or after school holidays. The supervisor, in turn, will refer the matter, with his/her recommendation to the Superintendent (or his/her official representative). With the approval of the Superintendent (or his/her official representative) such absence on personal business for contract employees, for the time necessary, will be allowed with full compensation not to exceed two (2) days per year.

Where any additional time may be needed, the employee will be docked for each day's absence over the two (2) compensated days at the rate of 1/260<sup>th</sup> of salary per day.

Unused personal leave shall be added to the employee's sick leave accrual.

Personal business days may not be taken before or after the Christmas recess period, vacations and/or holidays without the approval of the superintendent.

#### **ARTICLE IX. MEDICAL EXAMINATIONS**

The Federation members hereby agree to the Board's policy as set for all employees of the District.

#### **ARTICLE X. WORK YEAR AND HOURS OF WORK**

A. The work year shall extend from September 1<sup>st</sup> through June 30<sup>th</sup> for ten (10) month employees.

B. The work year shall extend from July 1<sup>st</sup> through June 30<sup>th</sup> for twelve (12) month employees. The regular workweek for all personnel covered by this Agreement shall be thirty-five (35) hours per week and the regular workday shall be seven (7) hours per day when school is in session, and for the first two (2) Superintendent Conference days of each school year. Whenever school is not in session, the regular workweek shall be thirty (30) hours per week and the regular workday shall be six (6) hours per day.

C. Time worked beyond thirty-five (35) hours per week when school is in session and thirty (30) hours per week when school is not in session and on Saturdays shall be compensated at time and one-half.

D. Time worked on Sunday and legal holidays shall be compensated at double time.

E. An employee may elect compensatory time not to exceed 21 hours per year at the above rates, provided there is prior approval by the supervisor and the Assistant Superintendent for Business. Compensatory time must be utilized by September 1<sup>st</sup> of the school year following the school year in which it is accrued. Any compensatory time not utilized shall be lost.

F. Employees hired after September 1, 1999, may, in the discretion of the District, have their work schedules modified to suit the needs of the District. Employees may be scheduled to commence work anytime between the hours of 7:00 a.m. and 9:00 a.m.

G. Employees hired prior to September 1, 1999, may have their work schedules modified as follows:

1. Employees may be scheduled to work anytime between the hours of 7:30 a.m. and 8:30 a.m.
2. The work schedule modification will be based on a demonstrable need of the District.
3. Prior to any change in the work schedule, the District will obtain the consent of the Association. Such consent may not be unreasonably withheld.

#### **ARTICLE XI. EMERGENCY AND SPECIAL SCHOOL CLOSINGS**

Employees shall receive regular payment for days when schools re closed for an emergency or special observations, such as snow, hurricane, national mourning, etc. No employee shall be required to report to work on such days unless the immediate supervisor of the employee deems it essential that the employee report for work. In this case, compensatory time off, equivalent to an additional half-day (one and one-half days total) shall be taken at a time mutually agreeable to the employee and the immediate supervisor.

#### **ARTICLE XII. INSURANCE**

A. The District shall provide on behalf of the members of the bargaining unit the same Health and Major Medical Insurance Plan as provided the North Shore Federated Teachers. Effective July 1, 2009, employees hired before October 1, 2005, shall pay 16% of the premium cost of their family and individual health insurance coverage. Effective July 1, 2010, employees hired before October 1, 2005, shall pay 17% of the premium cost for their family and individual health insurance coverage. Effective July 1, 2011, employees hired before October 1, 2005, shall pay 18% of the premium cost for their family and individual health insurance coverage. Effective July 1, 2012, employees hired before October 1, 2005, shall pay 20% of the premium cost for their family and individual health insurance coverage. Employees hired after October 1, 2005, shall pay 20% of the premium cost of their family and individual health insurance coverage.

B. The Board shall purchase long-term disability insurance to cover all employees on the following basis: 90 calendar day waiting period with 66 2/3 percent base salary benefit under the terms and conditions of the Hartford General Disability Insurance contract.

C. In case of an extended illness only, the District shall continue to pay ninety (90%) percent of the employee's health insurance premium for one (1) year from the date the employee exhausts his/her sick leave allowance and accumulation.

D. The District shall provide life insurance to unit members in an amount equal to their salary. The District shall pay the full premium.

E. The District shall pay the premium cost for the Delta Preferred Plan for full-time participating unit members as follows: effective July 1, 2009, \$16.39 per month per unit member for individual coverage and \$58.88 per month per unit member for family coverage; effective July 1, 2010, \$16.96 per month per unit member for individual coverage and \$60.94 per month per unit member for family coverage; effective July 1, 2011, \$17.55 per month per unit member for individual coverage and \$63.07 per month per unit member for family coverage; and effective July 1, 2012, \$18.16 per month per unit member for individual coverage and \$65.28 per month per unit member for family coverage.

### **ARTICLE XIII. RETIREMENT**

A. Permanent employees shall be covered pursuant to Section 75(i) of the New York State Employees Retirement Plan.

B. Military Service Clause

The Board shall adopt such policies and/or resolutions as are required by law so that eligible members of the unit can claim military service credit toward retirement, whenever the state legislature passes legislation making the claiming of such credit possible.

### **ARTICLE XIV. GRIEVANCE PROCEDURE**

Each employee shall be entitled to a representative of his/her own choice at each step of the grievance procedure.

Any dispute arising concerning the interpretation or application of the terms of this contract or the rights claimed to exist there under may be the subject of a grievance and shall be processed and resolved in accordance with the following:

A. All grievances must be submitted to the employee's immediate supervisor within ten (10) working days following the act or condition which is the basis for the grievance. Any grievance which is not brought within ten (10) working days following the act or condition which is the basis for the grievance shall be waived. The District shall have ten (10) working days to confer with the union and/or grievant.

B. In the event such grievance is not resolved, in writing, within five (5) working days following such presentation, it shall be presented, in writing, within five (5) working days after receipt of reply to the Assistant Superintendent for Business, by the employee.

C. Within five (5) working days after receipt of the written grievance, the Assistant Superintendent for Business shall confer in person with the aggrieved and his/her representative, if he/she so chooses. In the event such grievance is not satisfactorily resolved, in writing, at the Assistant Superintendent for Business' level within ten (10) working days after presentation, the grievance shall be presented in writing within ten (10) working days after receipt of reply to the Superintendent of Schools for settlement. Within five (5) working days after receipt of the written grievance, the Superintendent of Schools shall confer in person with the aggrieved and his/her representative, if he/she so chooses.

D. In the event such grievance is not satisfactorily resolved, in writing, at the Superintendent's level within ten (10) working days after presentation, the grievance shall be presented, in writing, within ten (10) working days after receipt of reply to the Board of Education for settlement. The decision of the Board shall be final and binding on all parties.

E. A reasonable amount of time will be granted to handle any emergency grievances that may arise during working hours. It is understood that such activity shall be handled as quickly as possible.

#### **ARTICLE XV. WORK LOAD**

No employee covered under this Agreement shall be expected to do work for any other individual except the ones to whom he/she is assigned, unless by specific request of that supervisor (or supervisors) and provided that it will not interfere with his/her regular duties nor require additional working hours, except by request of the administrator.

No employee covered under this Agreement shall be required to work as a cashier in the cafeteria, except in emergency situations.

#### **ARTICLE XVI. SICK LEAVE, BEREAVEMENT LEAVE AND FAMILY ILLNES**

##### **A. Sick Leave**

Employees hired after April 9, 2002 shall be entitled to fifteen (15) paid sick leave days per year accumulative to ninety (90) days, at which point they shall be entitled, thereafter, to ten (10) paid sick leave days per year accumulative to one hundred fifty (150) days. Once an employee reaches ninety (90) days for the first time, forever after their entitlement shall be ten (10) days per year even though use of sick leave may reduce the accumulation below ninety (90) days. Each October 1<sup>st</sup> the District shall provide each unit member with the number of his/her accumulated days as of the previous June 30.

B. Bereavement Leave

An employee shall be entitled to up to a maximum, of five (5) days of paid bereavement leave in the event of a death in the employee's immediate family. Immediate family is defined as the employee's mother, father, spouse, child, sister, brother, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, or legal guardian.

C. Family Illness

An employee shall be granted up to five (5) days of paid family illness leave per year in the event of a serious illness in the employee's immediate family. Such leave may be extended at the sole discretion of the Superintendent (or his/her official representative).

**ARTICLE XVII. CHILD REARING LEAVE**

A. Employees covered by this Agreement may, upon request, be granted a child rearing leave of up to two (2) years without salary or increment. This leave may be granted provided that the employee apply for such leave at least four (4) months prior to its commencement and specify in the application the date of beginning and termination of said leave.

B. An employee wishing to return sooner than the date specified in his/her application shall be able to do so upon two (2) months' written notice to the Superintendent of Schools or his/her official representative. The Superintendent or his/her official representative may, at his/her discretion, waive the two-month notice requirement.

C. The District may, at its discretion, employ a secretary on child rearing leave as a substitute.

D. The secretary, upon returning from leave, shall be granted a salary increment, if eligible, providing he/she had worked at least fifty percent (50%) of the work year in which the leave commenced.

**ARTICLE XVII. COMPENSATION**

A. Members of the unit shall be paid in accordance with the salary schedules annexed hereto in Appendix "B".

B. Ten-month employees who work beyond the regular ten-month year shall be paid at a daily rate for each full day worked beyond the ten-month period. The daily rate shall be 1/260<sup>th</sup> of the employee's then current salary.

C. Employees shall be paid on a biweekly basis.

D. Unit members with 10 years of service in the District shall receive a longevity payment of \$750. Unit members with 15 years of service in the District shall receive a longevity payment of \$1,250. Effective July 1, 2009, unit members with 20 years of service in the District shall receive a longevity payment of \$1,500. Unit members must have the requisite years of service by July 1, (September 1 for 10 month employees) in order to receive the longevity payment. The longevity payments shall not be cumulative.

E. Unit members shall be eligible to participate in a Section 125 Cafeteria Plan.

#### **ARTICLE XIX. MANAGEMENT RIGHTS**

Notwithstanding any other provision in this agreement, the District retains full responsibility and sole right of management of the District, its business affairs and property, including, by without limitation, the right to supervise and direct the working forces, promulgate and enforce work rules, to plan, control, increase or decrease the working force, transfer, assign, suspend discipline and discharge employees.

#### **ARTICLE XX. MISCELLANEOUS**

##### Examination of Records

Upon forty-eight (48) hours' prior written notice to the Assistant Superintendent for Business, any employee will be permitted to review his/her own Personnel File excluding pre-employment confidential information.

##### Copy of Contract

The District shall provide all employees with a copy of the contract at no expense to the employee.

#### **ARTICLE XXI. TERMINATION**

Upon termination of employment, employees who have worked for the District for more than six (6) months shall receive reimbursement for unused vacation days earned during the year of termination of employment at his/her current rate of salary.

#### **ARTICLE XXII. ILLEGALITY**

In the event any part, provision, or term of this Agreement shall be determined or found to be contrary to law, then such provision shall not be applicable nor shall the term thereof be performed or enforced except to the extent permitted by law. However, all other terms and provisions of the Agreement shall continue in force and effect.

**ARTICLE XXIII. TAYLOR LAW NOTICE**

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS 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.

**ARTICLE XXIV. RE-OPENER**

In the event that the New York State Legislature enacts into law a statute establishing “caps” on school budgets, or on tax levies for school districts, or in any way imposes a statutory limit on any increases in the annual budgets or tax levies of school districts and in the future event that such legislation becomes law, then either party may thereupon demand the initiation of re-opener negotiations respecting salary and health insurance.

**ARTICLE XXV. DURATION OF AGREEMENT**

This Agreement shall be effective July 1, 2009 and shall remain in full force and effect to and including June 30, 2013 and shall be automatically renewed thereafter for periods of one (1) year unless either party notifies the other in writing, by certified mail, on or before January 15, 2013 or any subsequent January 15<sup>th</sup>, of its desire to make changes herein or to terminate this Agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties the day and year first above written.

**NORTH SHORE SCHOOLS  
BOARD OF EDUCATION**

**NORTH SHORE SCHOOLS  
FEDERATED EMPLOYEES  
SECRETARIAL UNIT**

By: \_\_\_\_\_  
President of the Board of Education

By: \_\_\_\_\_  
Co-President

\_\_\_\_\_  
Co-President

**APPENDIX "A"**

**NORTH SHORE SCHOOLS**

**CIVIL SERVICE HOLIDAY CALENDAR 2009-2013**

**SECRETARIAL UNIT**

**Independence Day**

**Labor Day**

**Columbus Day**

**Veteran's Day**

**Day before Thanksgiving**

**Thanksgiving Day**

**Day after Thanksgiving**

**Martin Luther King Jr. Day**

**Presidents' Day**

**Good Friday**

**Monday after Easter**

**Tuesday after Easter**

**Memorial Day**

**APPENDIX "B"**  
**SALARY SCHEDULE**  
**2009-2010**

Step	Telephone Operator	Clerk Typist	Sr. Library Clerk	Sr. Clerk Typist / Stenographer	Senior Stenographer	Account Clerk	Sr. Account Clerk
------	--------------------	--------------	-------------------	---------------------------------	---------------------	---------------	-------------------

1	29,220	29,220	29,220	32,133	34,668	36,442	37,965
2	30,083	30,083	30,083	32,981	35,861	37,309	38,824
3	30,953	30,953	30,953	33,846	36,741	38,185	39,702
4	32,396	32,396	32,396	35,290	38,185	39,634	41,151
5	33,846	33,846	33,846	36,741	39,634	41,072	42,593
6	35,290	35,290	35,290	38,185	41,072	42,520	44,036
7	36,741	36,741	36,741	39,634	42,520	43,959	45,476
8	38,185	38,185	38,185	41,072	43,959	45,411	46,923
9	39,616	39,616	39,616	42,470	45,339	46,770	48,282
10	40,969	40,969	40,969	43,834	46,694	48,128	49,646
11	42,338	42,338	42,338	45,205	48,066	49,499	51,015
12	45,650	45,650	45,650	48,661	51,678	53,189	54,706
13	46,525	46,525	46,525	49,567	52,603	54,129	55,648
14	47,405	47,405	47,405	50,468	53,530	55,071	56,590
15	48,282	48,282	48,282	51,363	54,459	56,006	57,524
16	50,397	50,397	50,397	53,623	56,850	58,473	59,987
17	50,397	50,397	50,397	53,623	56,850	58,473	59,987
18	50,397	50,397	50,397	53,623	56,850	58,473	59,987
19	50,397	50,397	50,397	53,623	56,850	58,473	59,987
20	52,613	52,613	52,613	55,976	59,351	61,044	62,632

**\*Represents a 3.5% increase from 2008-09 (Effective July 1, 2009)**

**APPENDIX "B"**  
**SALARY SCHEDULE**  
**2010-2011**

Step	Telephone Operator	Clerk Typist	Sr. Library Clerk	Sr. Clerk Typist / Stenographer	Senior Stenographer	Account Clerk	Sr. Account Clerk
------	-----------------------	-----------------	----------------------	------------------------------------	------------------------	------------------	----------------------

1	30,243	30,243	30,243	33,258	35,881	37,717	39,294
2	31,136	31,136	31,136	34,135	37,116	38,615	40,183
3	32,036	32,036	32,036	35,031	38,027	39,521	41,092
4	33,530	33,530	33,530	36,525	39,521	41,021	42,591
5	35,031	35,031	35,031	38,027	41,021	42,510	44,084
6	36,525	36,525	36,525	39,521	42,510	44,008	45,577
7	38,027	38,027	38,027	41,021	44,008	45,498	47,068
8	39,521	39,521	39,521	42,510	45,498	47,000	48,565
9	41,003	41,003	41,003	43,956	46,926	48,407	49,972
10	42,403	42,403	42,403	45,368	48,328	49,812	51,384
11	43,820	43,820	43,820	46,787	49,748	51,231	52,801
12	47,248	47,248	47,248	50,364	53,487	55,051	56,621
13	48,153	48,153	48,153	51,302	54,444	56,024	57,596
14	49,064	49,064	49,064	52,234	55,404	56,998	58,571
15	49,972	49,972	49,972	53,161	56,365	57,966	59,537
16	52,161	52,161	52,161	55,500	58,840	60,520	62,087
17	52,161	52,161	52,161	55,500	58,840	60,520	62,087
18	52,161	52,161	52,161	55,500	58,840	60,520	62,087
19	52,161	52,161	52,161	55,500	58,840	60,520	62,087
20	54,454	54,454	54,454	57,935	61,428	63,181	64,824
<b>*Represents a 3.5% increase from 2009-10 (Effective July 1, 2010)</b>							

**APPENDIX "B"**  
**SALARY SCHEDULE**  
**2011-2012**

Step	Telephone Operator	Clerk Typist	Sr. Library Clerk	Sr. Clerk Typist / Stenographer	Senior Stenographer	Account Clerk	Sr. Account Clerk
1	31,302	31,302	31,302	34,422	37,137	39,037	40,669
2	32,226	32,226	32,226	35,330	38,415	39,967	41,589
3	33,157	33,157	33,157	36,257	39,358	40,904	42,530
4	34,704	34,704	34,704	37,803	40,904	42,457	44,082
5	36,257	36,257	36,257	39,358	42,457	43,998	45,627
6	37,803	37,803	37,803	40,904	43,998	45,548	47,172
7	39,358	39,358	39,358	42,457	45,548	47,090	48,715
8	40,904	40,904	40,904	43,998	47,090	48,645	50,265
9	42,438	42,438	42,438	45,494	48,568	50,101	51,721
10	43,887	43,887	43,887	46,956	50,019	51,555	53,182
11	45,354	45,354	45,354	48,425	51,489	53,024	54,649
12	48,902	48,902	48,902	52,127	55,359	56,978	58,603
13	49,838	49,838	49,838	53,098	56,350	57,985	59,612
14	50,781	50,781	50,781	54,062	57,343	58,993	60,621
15	51,721	51,721	51,721	55,022	58,338	59,995	61,621
16	53,987	53,987	53,987	57,443	60,899	62,638	64,260
17	53,987	53,987	53,987	57,443	60,899	62,638	64,260
18	53,987	53,987	53,987	57,443	60,899	62,638	64,260
19	53,987	53,987	53,987	57,443	60,899	62,638	64,260
20	56,360	56,360	56,360	59,963	63,578	65,392	67,093
<b>*Represents a 3.5% increase from 2010-11 (Effective July 1, 2011)</b>							

**APPENDIX "B"**  
**SALARY SCHEDULE**  
**2012-2013**

Step	Telephone Operator	Clerk Typist	Sr. Library Clerk	Sr. Clerk Typist / Stenographer	Senior Stenographer	Account Clerk	Sr. Account Clerk
1	32,398	32,398	32,398	35,627	38,437	40,403	42,092
2	33,354	33,354	33,354	36,567	39,760	41,366	43,045
3	34,317	34,317	34,317	37,526	40,736	42,336	44,019
4	35,919	35,919	35,919	39,126	42,336	43,943	45,625
5	37,526	37,526	37,526	40,736	43,943	45,538	47,224
6	39,126	39,126	39,126	42,336	45,538	47,142	48,823
7	40,736	40,736	40,736	43,943	47,142	48,738	50,420
8	42,336	42,336	42,336	45,538	48,738	50,348	52,024
9	43,923	43,923	43,923	47,086	50,268	51,855	53,531
10	45,423	45,423	45,423	48,599	51,770	53,359	55,043
11	46,941	46,941	46,941	50,120	53,291	54,880	56,562
12	50,614	50,614	50,614	53,951	57,297	58,972	60,654
13	51,582	51,582	51,582	54,956	58,322	60,014	61,698
14	52,558	52,558	52,558	55,954	59,350	61,058	62,743
15	53,531	53,531	53,531	56,948	60,380	62,095	63,778
16	55,877	55,877	55,877	59,454	63,030	64,830	66,509
17	55,877	55,877	55,877	59,454	63,030	64,830	66,509
18	55,877	55,877	55,877	59,454	63,030	64,830	66,509
19	55,877	55,877	55,877	59,454	63,030	64,830	66,509
20	58,333	58,333	58,333	62,062	65,803	67,681	69,441
<b>*Represents a 3.5% increase from 2011-12 (Effective July 1, 2012)</b>							