

# **Agreement**

**between**

**City of Boston**

**and**



**City of Boston Chapter**

**October 1, 2010 – September 30, 2013**

**October 1, 2013 – September 30, 2016**

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## **AGREEMENT**

On May 4, 2012, the parties reached a tentative agreement subject to ratification by SEIU, Local 888 and approval by the Mayor and Boston City Council of both the October 1, 2010 through September 30, 2013 and the October 1, 2013 through September 30, 2016 agreements. The October 1, 2010 through September 30, 2013 shall not take effect unless and until SEIU, Local 888 has ratified and the Mayor and Boston City Council have approved the October 1, 2013 through September 30, 2016 agreement. This three (3) year agreement is the product of successor collective bargaining to the to the July 1, 2006 to September 30, 2007 and October 1, 2007 to September 30, 2010 agreement between the City of Boston and Boston Center for Youth and Families - SEIU Local 888; October 1, 2006 to September 30, 2007 and October 1, 2007 to September 30, 2010 agreement between the City of Boston and Clerks and Techs – SEIU Local 888; the October 1, 2006 to September 30, 2007 and October 1, 2007 to September 30, 2010 agreement between the City of Boston and Department of Neighborhood Development – SEIU Local 888; the October 1, 2006 to September 30, 2007 and October 1, 2007 to September 30, 2010 agreement between the City of Boston and Elderly Commission - SEIU Local 888.

## **WITNESSETH**

WHEREAS the above cited statutory provisions grant to employees of political subdivisions of the Commonwealth the right to bargain collectively with their Municipal Employer; and

WHEREAS the parties to this Agreement desire to establish a state of amicable understanding, cooperation and harmony; and

WHEREAS the parties to this Agreement consider themselves mutually responsible to improve the public service through the creation of increased morale and efficiency;

WHEREAS the parties agree to act at all times in such a manner so as to assure proper dignity and respect for all City employees and for the people they serve.

NOW, THEREFORE, in consideration of the mutual promises and agreements herein contained, the parties mutually agree as follows:

## **PREAMBLE**

The collective bargaining agreement by the City and the Union has as its purpose the promotion of harmonious relations between the Union and the City to the end that a stable, constructive and workable labor relationship be established and maintained throughout the life of the contract.

The parties agree to act at all times in such a manner as to assure proper dignity and respect for all City employees and for the people they serve.

## **ARTICLE 1 - PERSONS COVERED BY THIS AGREEMENT**

Section 1. The City recognizes the Union as the exclusive representative for the purpose of collective bargaining relative to wages, hours and other conditions of employment, of the following employees:

(a) *Administration and Finance:* Admin Secretary

(b) *ASD Health Benefits & Insurance:* Admin Analyst, Admin Assistant, Centrex Telephone Sys Operator, Head Account Clerk, Head Clerk, Head Clerk & Secretary, Principal Clerk

- (c) *ASD Human Resources*: Admin Analyst, Admin Assistant, Admin Secretary, Alcoholism Coordinator I, Alcoholism Coordinator, Alcoholism Liaison Agent, Centrex Telephone System Operator, Claims Investigator(Unemployment), Exec Secretary, Head Account Clerk, Head Account Examiner, Head Clerk, Head Clerk & Secretary, Human Resources Representative, Personnel Assistant, Principal Clerk, Principal Clerk & Typist, Sr Admin Analyst, Sr Claims Investigator, Supervisor-Management Services
- (d) *ASD Intergovernmental Relations*: Telephone Operator
- (e) *ASD Management & Info Services*: Centrex Telephone Sys Operator, Data Proc Equipment Tech, Principal Admin Assistant, Principal Clerk & Typist, Sr Computer Operator, Supervisor-Stat Mach Op & Vital Stat, Supervisor-Stat Mach Operations
- (f) *ASD Office of Budget Management*: Admin Assistant, Admin Secretary
- (g) *ASD Purchasing Division*: Admin Analyst, Admin Assistant, Assistant Buyer, Bids Coordinator, Buyer, Buyer/Purchasing, Computer Console Operator, Computer Programmer Trainee, Contracts Coordinator, Mail Room Clerk, Mailroom Equipment Operator, Maintenance Mechanic (Mach Repair), Motor Equip Operator & Lbr, Principal Account Clerk, Principal Account Clerk, Principal Account Examiner, Reproduction Equipment Operator, Sr Buyer
- (h) *Assessing Department*: Admin Analyst, Admin Asst, Admin Secretary, Data Processing Equipment Tech, Head Clerk, Head Clerk & Secretary, Office Manager, Personnel Officer, Property Officer, Research Analyst, Sr Admin Analyst, Sr Research Analyst, Title Examiner
- (i) *Auditing Department*: Admin Secretary, Assistant Principal Accountant, Head Stat Machine Operator, Head Account Clerk, Sr Accountant
- (j) *Boston Centers for Youth & Families*: Accountant, Admin Teacher, Art Specialist, Assistant Program Developer, Assistant Teacher, Athletic Assistant, Athletic Director, Bookkeeper, Building Assistant, Building Manager, Certified Seasonal Lifeguard, Child Care Worker, Computer Instructor, Counselor, Court Division Worker, Director (Child Care), Elderly Service Coordinator, Elderly Service Worker, GED Tester, Gym Assistant, Head Lifeguard, Head Teacher, Human Service Advocate, Job Developer, Lead Teacher, Lead Tennis Instructor, Lifeguard I, Lifeguard I (Seasonal), Lifeguard I (Temporary), Lifeguard II, Lifeguard II (Seasonal), Maintenance Worker/Custodian, Office Assistant, Office Manager, Payroll Clerk, Program Assistant I, Program Asst II, Program Coordinator, Program Developer, Program Specialist, Receptionist, Recreation Instructor, Recreation Supervisor I, Resource Specialist, Security Guard, Social Services Coordinator, Sr Streetworker, Sr Youth Worker, Staff Asst, Streetworker, Teacher I, Teacher II, Teacher/Counselor, Technology Specialist, Tennis Instructor, Van Driver, Van Monitor, Youth Advocate, Youth Worker
- (k) *Boston Police Department*: Admin Analyst, Admin Assistant, Admin Assistant (Finance), Admin Secretary, Assistant Principal Accountant, Audio Visual Tech & Photographer, Buyer, Claims Investigator, Collection Agent I, Collection Agent, Communications Equipment Operator III, Communications Equipment Operator II, Communications Equipment Operator, Computer Programmer, Data Proc Equipment Tech, Diesel & Gasoline Eng Repairman, Employee Development Assistant, Executive Secretary, Graphic Arts Technician, Head Account Clerk, Head Admin Clerk, Head Clerk, Head Clerk & Secretary, Head Storekeeper, Head Trainer, IAPRO Systems Coordinator, Interpreter, Laboratory Technician, Legal Assistant, Legal Secretary, Liaison Agent II, Liaison Agent, Office Manager, Personnel Assistant, Personnel Officer, Police Clerk and Typist, Police Dispatcher, Principal Accountant, Principal Storekeeper, Public Relations Rep, Radio Communications Tech, Radio Repairperson, Research Analyst, Research Assistant, Signalperson-Electrician, Social Worker, Sr Accountant, Sr Budget Analyst, Sr Personnel Officer, Sr Personnel Officer II, Sr Programmer, Sr Radio Communications Tech, Statistical Analyst, Supervisor-Custodians, Tape Librarian I, Tape Librarian, Telephone Operator, Video Forensic Analyst

- (l) *City Clerk*: Admin Assistant, Admin Secretary, Head Clerk & Secretary
- (m) *Department of Innovation & Technology*: Data Processing Equipment Tech, Head Clerk, Management Analyst, Sr Programmer
- (n) *Elderly Commission*: Admin Assistant I, Benefit Specialist/Advocate, Cnow Coordinator, Community Services/Advocate, Constituent Relations Coordinator, Contract Specialist, Coordinator Area Agency on Aging, Coordinator Field Services, Coordinator Health Services, Director of Caregiver Support Services, Director of Fundraising, Director of Grants Procurement Management, Editor/Sr Citizen Newspaper, Elder Housing Advocate, Fiscal Admin Assistant, Fleet Maintenance Manager, Grants and Payroll Coordinator, Health & Fitness Advocate, Health Service Advocate, Housing Advocate, Inform & Referral and SHINE Dir, Job Development Coordinator, Nutrition Advocacy & Planning Director, Office Clerk, Office Manager, Program Monitor, Program Monitor Supervisor, Public Relations Manager, Receptionist-Elderly Commission, Rsvp Director, Scheduling Manager, Shine Assistant, Special Assistant (Health & Housing), Special Events Coordinator, Special Events Director, Sr Admin Director, Sr Companion Director, Taxi Coupon Coordinator
- (o) *Election Department*: Admin Analyst, Admin Secretary, Assistant Chief Voting Machine Custodian, Assistant Registrar Voters, Assistant Registrar Voters & Ballot Box Repairmen, Chief Voting Machine Custodian, Community Outreach Assistant, Data Proc Equipment Technician, Election Operations Assistant, Head Account Clerk, Laborer, Principal Assistant Registrar of Voter, Sr Assistant Registrar of Voters, Sr Assistant Chief Voting Machine Custodian, Voting Machine Custodian
- (p) *Law Department*: Admin Asst, Admin Secretary, Claims/Affirmative Recovery Analyst, Executive Assistant, Head Clerk & Secretary, Principal Clerk, Principal Clerk & Typist
- (q) *Licensing Board*: Admin Analyst, Admin Assistant, Head Account Clerk, Head Admin Clerk, Head Clerk
- (r) *Neighborhood Development*: Accountant, Accounts Payable Manager, Admin Services Manager, Architect, Asset Manager, Boston Home Center Manager, Budget Manager, Clearinghouse & Inventory Manager, Compliance Monitor, Compliance Officer, Computer Specialist, Construction & Design Services Manager, Construction Manager, Construction Specialist, Design Services Manager, Digital Cartographer, Finance Manager, Financial Analyst, Graphic Designer, Housing Development Officer, Housing Development Officer for Supportive Housing, Housing Information Program Coordinator, Innovation & Systems Manager, Loan Monitor, Manager of Research, MIS Operations Specialist, Multi-lingual Program Assistant, Neighborhood Business Manager, Network Administrator, Operations Specialist, Payroll Officer, Procurement Officer, Program Analyst, Program Assistant, Program Manager, Project Manager, Property Manager, Records Manager, Secretary, Sr Account Specialist, Sr Admin Services Clerk, Sr Asset Manager, Sr Budget Manager, Sr Business Manager, Sr Compliance Manager, Sr Compliance Officer, Sr Environmental Compliance Mgr, Sr Housing Development Officer, Sr Landscape Architect, Sr Program Manager, Sr Programmer, Sr Project Manager, Sr Research & Development Analyst, Sr Neighborhood Business Manager
- (s) *OFC Boston Residents Job Pol*: BEC Coordinator, Construction Monitor, Jobs Bank Coordinator, Principal Accountant, Principal Clerk
- (t) *Property Management*: Admin Assistant, Admin Assistant (Executive Secretary), Admin Asst I, Alarm Specialist, Alarm Technician, Assistant Supervisor-Custodians, Auto Maintenance Mechanic, Building Custodian, Chief Telephone Operator, Communication Specialist, Computer Operator, Contract Manager, Custodial Worker, Data Specialist, Electrician, Jr Building Custodian, Executive Secretary, Garage Attendant, Head Administrative Clerk, Head Clerk, Head Clerk & Secretary, Jr Building Custodian, Maintenance Mechanic Foreperson (Painter), Maintenance Mechanic (Plumber), Maintenance Mechanic Foreperson (Machinist), Maintenance Mechanic (Machinist), Maintenance Mechanic (Painter), Maintenance Mechanic Foreperson (Graffiti Removal), Maintenance Mechanic (Graffiti Removal), Manager Security Systems, Motor Equipment Repair Foreperson, Operations Manager, Principal Custodial Worker, Principal Storekeeper, Program Analyst,

Project Manager, Secretary, Sr Admin Analyst, Sr Admin Assistant, Sr Building Custodian, Sr Building Custodian In Charge, Sr Computer Operator, Sr Shift Supervisor, Sr. Administrative Assistant, Supn-Faneuil Hall, Supv-Building Custodians, Telephone Operator

- (u) *Public Works Department*: Assistant Drawtender, Drawtender, First Assistant Drawtender
- (v) *Registry Division*: Admin Secretary, Deposition Clerk, Head Cashier, Principal Clerk, Principal Clerk & Typist
- (w) *Small & Local Business*: Construction Manager, Construction Monitor, Office Manager
- (x) *State Boston Retirement System*: Admin Assistant, Auditorium Receptionist, Client Services Coordinator, Disability Case Manager, Head Account Clerk, Head Account Examiner, Head Admin Clerk, Head Clerk, HR Payroll Administrator, Legal Assistant, Pension Examiner, Pension Payroll Clerk, Pension Payroll Coordinator, Principal Accountant, Principal Clerk, Principal Clerk & Typist, Refund Accountant, Sr Accountant, Staff Accountant, Telephone Operator
- (y) *Taxpayer Referral & Assistance Center*: Admin Analyst, Head Clerk, Principal Clerk, Principal Clerk & Typist
- (z) *Treasury-Collecting Division*: Admin Assistant, Accountant, Admin Analyst, Admin Assistant, Admin Secretary, Assistant Principal Accountant, Deputy Collector, Head Admin Clerk, Head Clerk, Principal Account Clerk, Principal Accountant, Refund Teller, Sr Accountant, Sr Programmer, Tax Title Supervisor, Teller
- (aa) *Veterans' Services*: Admin Assistant, Burial Agent, Community Relations Specialist, Exec Secretary, Head Admin Clerk, Principal Clerk & Typist, Social Service Technician, Veterans Grave Officer, Veterans Services Supervisor
- (bb) *Workers' Compensation Div*: Admin Analyst, Admin Assistant, Exec Secretary, Principal Clerk, Sr Admin Analyst, Sr Legal Assistant & Researcher, Supervisor I - Management Services, Supervising Claims Agent, Supervisor-Management Services

Section 2. Employees shall be excluded from the coverage of this Agreement because of CONFLICT OF INTEREST if the duties and responsibilities of their position require them to:

- (a) assist and act in a confidential capacity to persons who formulate, determine and effectuate management policies in the field of labor relations, or
- (b) be responsible on behalf of the City or a recognized subdivision thereof for the investigation, processing or resolution of grievances under a collective bargaining agreement, or
- (c) regularly engage in municipal personnel work in other than a purely clerical capacity.
- (d) this Agreement shall conform in all respects with the provisions of General Laws, Chapter 150E,

Section 3. The City and the Union further agree that the question of standards for determining whether any present or any future position should be deemed a managerial exclusion shall be a matter for continued negotiations after the effective date of this Agreement and, if the parties are unable to agree within ninety (90) days, may be subject to the normal statutory impasse resolution procedures at the request of either party. During the pendency of any such dispute, no person covered by this Agreement on its effective date shall be excluded from such coverage except by mutual agreement.



## **ARTICLE 1A – RESIDENCY**

Effective upon ratification and approvals, members of the bargaining unit must be residents of the City of Boston in accordance with the City of Boston's Residency Ordinance (Ord. 1976, c. 9 as amended), except that after ten (10) continuous years of active service from date of hire with the City of Boston, bargaining unit members will be exempted from the Residency Ordinance.

If at any point during this contract round, the City of Boston negotiates a length of active service less than ten (10) continuous years with any other bargaining unit, the City agrees to reopen negotiations with SEIU for the sole purpose of determining whether this Agreement's Residency provision should be modified.

## **ARTICLE 2 – NON-DISCRIMINATION**

Section 1. The City and the Union agree not to discriminate against any employee because of race, color, religion, creed, ancestry, national origin, military status, sex, sexual orientation, age, physical or mental disability, parental status, marital status, union activity, and membership or non-membership in the Union.

Section 2. The parties agree that the Municipal Employer will not discriminate in any way against employees on account of political activity or lack thereof. The parties further agree that grievances filed pursuant to this section will be arbitrable notwithstanding the provisions of Article 6, Section 2.

Section 3. The Union and the City agree that a policy of non-discrimination by itself may not result in the achievement of equitable representation of minorities, women, or disabled persons. Therefore, the parties acknowledge that there may be a need for the aggressive recruitment and promotion of minorities, women and disabled persons.

A committee of three Union and three Management representatives shall meet upon the request of either party, to propose and consider appropriate affirmative action measures. If either party proposes an agenda at least one week prior to the first of the month, the Committee will meet in that month. No more than two (2) hours of release time shall be granted for each member of this committee per month.

## **ARTICLE 3 – PAYROLL DEDUCTIONS OF UNION DUES**

In accordance with the provisions of Section 17A, Chapter 180, of the General Laws (Chapter 740 of the Acts of 1950), accepted by the City Council of the City of Boston on January 15, 1951, and approved by the Mayor on January 17, 1951, union dues shall be deducted weekly from the salary of each employee who executes and remits to the Municipal Employer a form of authorization for payroll deduction of union dues. Remittance of the aggregate amount of dues deducted shall be made to the Union's Treasurer within twenty-five (25) working days after the month in which dues are deducted.

## **ARTICLE 3A – COPE DEDUCTIONS**

Section 1. An employee may consent in writing to the authorization of the deduction of a political education fund fee from his/her wages and to the designation of the Union as the recipient thereof. Such consent shall be in a form, acceptable to the City and shall bear the signature of the employee. An employee may withdraw his/her political education fund fee authorization by giving at least sixty (60) days' notice in writing to the City.

Section 2. The City shall deduct such political education fund fee from the pay of employees who request such deduction and shall transmit deductions to the Treasurer of the Union together with a list of employees whose political education fund fees are transmitted.



## **ARTICLE 4 – PAYROLL DEDUCTION OF AGENCY SERVICE FEE**

Section 1. Pursuant to General Laws, Chapter 150E, Section 12, to assure that employees covered by this Agreement shall be adequately represented by the Union in bargaining collectively on questions of wages, hours, and other conditions of employment, the Collector-Treasurer of the City shall deduct from each payment of salary made to each such employee during the life of this collective bargaining agreement and pay over to the Union, the exclusive bargaining agent of such employee, as an agency service fee, an amount equal to the weekly Union dues deduction from the salary of individual employees, which amount is proportionately commensurate with the cost of collective bargaining and contract administration.

Section 2. The Union agrees to indemnify the City for damages or other financial loss which the City may be required to pay or suffer by an administrative agency or court of competent jurisdiction as a result of the City's compliance with Section 1 of this Article.

## **ARTICLE 5 – MANAGEMENT RIGHTS**

Section 1. The City reserves and retains the sole and exclusive right to manage, operate and conduct all of its Department's operations and activities except as otherwise specifically and expressly provided in the Agreement, and subject to M.G.L. c. 150E. The enumeration of management rights in this Article is not intended to be construed as a limitation of management's rights but rather as an illustration of the nature of the rights inherent in management.

Section 2. The City, subject to the express and specific provisions of this Agreement, and subject to M.G.L. c. 150E, reserves and retains the exclusive right to hire, promote, assign, transfer, suspend, discipline, discharge, layoff and recall personnel, to issue reasonable rules and regulations and in all respects to carry out the ordinary and customary functions of municipal management.

Section 3. The City reserves and retains the right to contract out work or subcontract out work. Pursuant to the exercise of such right, no employee shall be laid off if there is available work in the same position or in a similar position that he/she is qualified to fill and is eligible to fill under this contract.

Section 4. Should the Boston Centers for Youth and Families be administratively transferred or moved to any other City Department, the City shall give the Union at least thirty (30) days' notice of such transfer, and shall fulfill its obligation under M.G.L. c. 150E.

## **ARTICLE 6 – DISCIPLINE AND DISCHARGE**

Section 1. No employee who has completed his/her probationary period as defined in Section 4, shall be disciplined, suspended or discharged except for just cause.

Section 2. The City agrees to apply the concept of progressive discipline in all but the most serious cases. The City shall endeavor to provide counseling to employees before initiating the progressive discipline procedure.

An employee who appeals his/her suspension or discharge under Civil Service law, retirement law, or any other statutory appeal procedure shall not have access for such grievance under the contract grievance and arbitration procedure.

When an employee who is eligible to appeal his/her grievance under Civil Service Law or otherwise elects to proceed under the grievance and arbitration procedure with the Union's approval, such dispute may be processed under the contract grievance and arbitration procedure, in which case the contract grievance and arbitration procedure shall be the exclusive procedure for resolving such grievance in accordance with G.L.C. 150E, s8.

In the event of group discipline arising out of the same incident, the dispute shall be processed under the contract grievance and arbitration procedure only for those employees who are named in the grievance. Employees not

named in the group grievance shall not be permitted to file a separate individual grievance over discipline arising out of the same incident.

Section 3. Documentation of any disciplinary warnings, not to include any discipline consisting of a suspension of any length of time, shall be removed from an employee's file after two (2) years (unless a lower term has been negotiated through the grievance process) provided there has been no further discipline of the employee during that time.

Section 4. The probationary period for all new employees shall be six (6) months of actual work. Any period or periods during the employee's first six (6) months of service for which an employee is not paid (including as little as one (1) day) shall extend the probationary period by that amount of time. For the purpose of employees working on a less than full-time schedule, the probationary period will be considered complete after the employee has actually worked six (6) months. Any employee's probationary period may be extended at the discretion of the City up to six (6) months of actual work. The employee and the union will be notified in writing of the length and reason for the extension. An employee who separates from service and is subsequently re-employed by the City of Boston shall serve a new six (6) months probationary period, except in cases of recall or reinstatement.

Any employee provisionally promoted, promoted, provisionally appointed, transferred and/or placed in a new position in the bargaining unit shall serve a separate four (4) months of actual work evaluation period during which time the Appointing Authority for the Department the employee is promoted to, transferred to, or appointed to may request that the Appointing Authority for the Department the employee previously worked in return the employee to the same or a similar position within the Department that the employee previously worked. The Appointing Authority for the Department that the employee previously worked may then at his/her discretion return the employee to the employee's same or similar position in the Department that the employee previously worked.

## **ARTICLE 7 – GRIEVANCE PROCEDURE**

Section 1. Only matters involving the question whether the City is complying with the written provisions of this Agreement shall constitute grievances under this Article.

Section 2. Grievances shall be processed in the following manner:

**Step #1:** The Union steward, with or without the aggrieved employee, and with or without the Union representative shall present the grievance orally to the employee's immediate supervisor outside the bargaining unit, or other Employer designee outside the bargaining unit and the parties shall attempt to resolve the grievance informally. If they are unable to do so, the Union may submit the grievance in writing to the employee's immediate supervisor outside the bargaining unit, or other Employer designee outside the bargaining unit. The Union must submit the grievance in writing within (30) thirty calendar days after the employee or Union had knowledge or should have had knowledge of the occurrence or failure of occurrence of the incident on which the grievance is based, or it shall be waived. The grievance shall state the specific Articles and Sections of this Agreement alleged to have been violated.

The Department shall respond to the written grievance, in writing, within seven (7) calendar days of the Union's submission of the written grievance.

**Step #2:** If the grievance is neither settled, nor resolved in favor of the Union at Step#1, or if no response is issued within the required time period, the Union may submit the grievance in writing to the Appointing Authority or his/her designee. The Union must submit the grievance to the Appointing Authority or his/her designee within fourteen (14) calendar days of submission of the written grievance at Step #1, or it shall be waived.

The Appointing Authority or his/her designee shall hold a hearing on the grievance within fourteen (14) calendar days after he/she receives it and shall issue a written answer thereto within seven (7) calendar days of conducting the hearing.

**Step #3:** If the grievance is neither settled nor resolved in favor of the Union at Step #2, or if no response is issued from the Department within the required timelines, the Union may submit the grievance to the City's Office of Labor Relations. The Union must submit the grievance to the City's Office of Labor Relations within thirty (30) calendar days after the grievance was submitted in writing at Step #2, or it shall be waived.

A Step #3 hearing shall be held within fourteen (14) calendar days of the receipt of the Union's submission to Step #3. Conducting the hearing shall be one or more of the staff of the Office of Labor Relations. In addition, the City's committee to hear grievances may include such other persons as the Office of Labor Relations may from time to time designate. The City shall issue an answer to the grievance within fourteen (14) calendar days of the Step #3 hearing.

A grievance asserting a violation of Article 2 relating to political activity may be filed initially at Step #3 and shall not be deemed waived if filed within thirty (30) calendar days of the date on which the Union had knowledge or should have had knowledge of the occurrence or failure of occurrence of the incident on which the grievance is based.

A grievance asserting a violation of Article 18, Safety and Health, may be filed initially, at the Union's discretion at Step #3 and shall not be deemed waived if filed within thirty (30) calendar days of the date on which the Union had knowledge or should have had knowledge of the occurrence or failure of occurrence of the incident on which the grievance is based.

**Step #4:** If the grievance is neither settled nor resolved in favor of the Union at Step #3, or if no response is received from the City within the required timelines, the Union, and not any individual employee, may submit the grievance to arbitration. The Union must submit the grievance to arbitration within forty-five (45) calendar days of submitting the grievance in writing to the Office of Labor Relations at Step #3, or it shall be waived. "Submit to arbitration" means a demand for arbitration and a list of three (3) arbitrators, selected from the parties list as defined in Article 7 section 4(a), is filed with the American Arbitration Association, within the specified time limits.

Section 3. Written submissions of grievances shall be on forms to be agreed upon jointly and shall be signed by representatives of the Union filing the grievances. If a grievance is adjusted at any step of the grievance procedure, the adjustment shall be noted on the grievance form and shall be signed by the Employer's representative and the Union's representative reaching the agreement. At any step of the grievance procedure where no adjustment is reached, the grievance form shall bear a notation that the grievance is unsettled, shall be signed by the Employer's representative and the Union's representative then handling the grievance, and may be submitted by the Union's representative to the next step in the grievance procedure as provided herein.

#### Section 4. Arbitration Procedure

(a) The procedure for arbitration shall be as follows:

- (1) The parties shall maintain a list of mutually agreed to arbitrators who will serve to hear disputes at the American Arbitration Association. Either party shall have the right to remove arbitrators from the list upon giving thirty (30) calendar days' notice to the other party and the American Arbitration Association, in which case another arbitrator shall, by joint agreement, be added to the list.
- (2) The arbitrator shall be selected by mutual agreement of the parties. The Union shall submit to the American Arbitration Association its demand for arbitration and a list of three (3) proposed arbitrators from the parties' agreed upon list within the specified time limits. The American Arbitration Association will notify the City of the Union's intent to arbitrate and the names of the three (3) arbitrators for the City's selection. The City shall select one (1) arbitrator from the list and submit it to the American Arbitration Association who will then handle the processing of the arbitration.

- (b) Arbitration hearings will be conducted as follows: A transcript of the hearing shall be made if either party so requests. Transcripts shall be paid for by the party requesting it (unless the other party also orders a copy) and in no event shall the utilization of the transcript affect any of the time limitations herein.

If either party has declared the intention to file a post-hearing brief, the brief shall be submitted within thirty (30) calendar days following the conclusion of the hearing. The arbitrator's award shall be rendered within thirty (30) calendar days following receipt of the parties' briefs. The time limits may be extended by mutual consent.

The fees and expenses of the arbitrator shall be shared equally by the parties. The decision of the arbitrator shall be final and binding on the parties. In cases where the question of arbitrability is raised, the arbitrator (as selected in accordance with this Article) may decide the arbitrability of the grievance. In the event the Employer raised the question of arbitrability, the arbitrator shall receive evidence and testimony on arbitrability and the merits of hearing the case. However, either party may move to bifurcate the case in the interest of a speedy resolution and clarification of the issue. In such case, the party requesting to bifurcate shall give the other party reasonable notice of the request and the arbitrator shall make a preliminary decision to grant or deny the request to bifurcate the case. In the event the request to bifurcate is allowed, a hearing on arbitrability shall be conducted according to the American Arbitration Association's rules on expedited arbitration. In the event a grievance is determined to be arbitrable following a bifurcated hearing, the parties may mutually agree to select a new arbitrator to hear the merits of the underlying grievance.

- (c) Each party shall bear the expense of preparing and presenting its own case. The compensation and expenses of the arbitrator shall be borne equally by the parties.

- (d) Any issue regarding the rules and procedures for arbitration not covered above shall be subject to the voluntary Rules of the American Arbitration Association.

Section 5. Any incident that occurred or failed to occur prior to the effective date of this Agreement shall not be the subject of any grievance hereunder.

Section 6. The arbitrator hereunder shall be without power to alter, amend, add to, or detract from the language of this Agreement. The decision of the arbitrator shall be final and binding on the parties. The arbitrator shall have no power to recommend any right or relief for any period of time prior to the effective date of this Agreement.

Section 7. Any matter which is subject to the jurisdiction of the Civil Service Commission or any Retirement Board established by law shall not be a subject of grievance or arbitration hereunder. Complaints by Civil Service employees that they are being required by the appointing authority to perform work outside their job descriptions shall be referred to the Office of Labor Relations prior to making complaint to the Civil Service Commission.

Section 8. Compliance.

When an arbitration award is granted in favor of the Union, that award shall be complied with by the City within thirty (30) calendar days of the date the award was granted, unless the City, in a timely fashion, seeks to vacate the award. If the City fails to comply with a monetary award within forty-five (45) calendar days after the date of the award, 10% interest per calendar year shall be added unless the award is ultimately vacated by a final court judgment.

If the City does not comply with an award within sixty (60) calendar days after the date of the award, or within sixty (60) calendar days following unsuccessful court proceedings to vacate the award, whichever comes later, the City shall pay all costs and attorneys' fees involved in successfully enforcing the award in court.

### Section 9. General Grievances.

In the case of a general grievance affecting employees in two or more departments, involving compliance with a written provision of this Agreement, the Union may initiate the processing of such grievances at Step #3 of the procedure set forth above. Said grievance shall be submitted to Step #3 in writing within twenty-one (21) calendar days after an employee or the Union had knowledge or should have had knowledge of the occurrence or failure of occurrence of the incident on which the grievance is based, or it shall be waived. The Union shall not process individual grievances on behalf of members who could have been named in a general grievance for the same matter.

Section 10. If a grievance is resolved at Steps # 1, or #2 of this procedure, and is not implemented within a reasonable time, the Union may immediately advance the grievance to directly to Step #3, and subsequently, to arbitration in accordance with Section 2, for a determination of all matters relating to said grievance.

If a grievance is resolved at Step #3 of this procedure, and is not implemented within a reasonable time, the Union may immediately advance the grievance to arbitration, for a determination of all matters relating to said grievance.

Section 11. In the event that any of the time limits herein fall on a Saturday, Sunday, or holiday, the date for filing shall be the following business day.

Section 12. This Article shall only apply to grievances that have been submitted in writing at Step 1 or, if permitted in this Article directly at Step 3, subsequent to the date of ratification of this Agreement. All other grievances shall be processed consistent with the language of whichever current SEIU contract (BCYF, Clerks and Techs, DND or Elderly Commission) is applicable.

## **ARTICLE 8 – NO STRIKE CLAUSE**

Section 1. No employee covered by this Agreement shall engage in, induce or encourage any strike, work stoppage, slowdown, or withholding of services. The Union agrees that neither it nor any of its officers or agents will call, institute, authorize, participate in, sanction or ratify any such strike, work stoppage, slowdown, or withholding of services.

Section 2. Should any employee or group of employees covered by this Agreement engage in any strike, work stoppage, slowdown, or withholding of services, the Union shall forthwith disavow any such strike, work stoppage, slowdown, or withholding of services and shall refuse to recognize any picket line established in connection therewith. Furthermore, at the request of the Municipal Employer, the Union shall take all reasonable means to induce such employee or group of employees to terminate the strike, work stoppage, slowdown, or Withholding of services and to return to work forthwith.

Section 3. In consideration of the performance by the Union of its obligations under Section 1 and Section 2 of this Article, there shall be no liability on the part of the Union nor of its officers or agents for any damage resulting from the unauthorized breach of the agreements contained in this Article by individual members of the Union.

## **ARTICLE 9 – STABILITY OF AGREEMENT**

Section 1. No agreement, settlement, understanding, alteration or variation of the agreements, terms or provisions herein contained shall bind the parties hereto unless made and executed in writing by the City's Office of Labor Relations and the Field Services Director of the Union.

Section 2. The failure of the Municipal Employer or the Union to insist, in anyone or more incidents, upon performance of any of the terms or conditions of this Agreement shall not be considered as a waiver or relinquishment of the right of the Municipal Employer or of the Union to future performance of any such term or condition, and the obligations of the Union and the Municipal Employer to such future performance shall continue in full force and effect.



## **ARTICLE 10 – SENIORITY**

Section 1: For purposes of this Agreement, “seniority” shall be defined as the total continuous service of an employee with the City of Boston, provided that service prior to an authorized leave of absence or prior to a layoff shall be counted toward total continuous service.

Section 2: Upon execution of this Agreement, seniority shall be the determining factor for layoff and recall pursuant to Article 13, choice of vacation, choice of break times and lunch times, the filling of vacancies on established, regular work schedules and days off.

### **Section 3. Shift Bidding, for All City Departments, Except BCYF.**

Seniority rights to a shift vacancy shall be limited to employees in the work unit in which the shift occurs. The Supervisor shall post notice in the work unit/site that a vacancy is available on a specified shift. Employees wishing to transfer to that shift shall notify the supervisor in writing within one week of the posting. Nothing contained herein shall be construed to require that supervisor to fill any vacancy.

In the event that the City establishes a new shift within a department the City may fill those shift vacancies regardless of seniority for a period not to exceed thirty (30) days. At the end of that period, the shift must be staffed by employees bidding for those vacancies according to seniority. If the vacancies are not filled in this manner, the City may assign employees to vacancies in order of least seniority.

### **Section 4. Lateral Transfers for BCYF.**

(a) Where there is a vacancy the Department intends to fill on a permanent basis, an incumbent employee holding the same grade and title, may within three (3) days of the posting, make a request for a voluntary lateral transfer. The Department shall notify the incumbent employee prior to conducting interviews for the vacant position whether his/her request for a lateral transfer has been granted or denied.

(b) The denial of a lateral transfer request may only be the subject of a grievance pursuant to Article 7 by an incumbent employee who has been involuntarily transferred into the same position on a temporary basis for a minimum of six (6) months prior to the posting. However, the grievance shall be limited to the question of whether the denial of the request for a lateral transfer was arbitrary, capricious or unreasonable. In the event the selection of candidate for a position in BCYF is the subject of a grievance pursuant to this Section and also pursuant to Article 12 (Temporary Service in a Lower or Higher Position and Promotions) only one such grievance may be advanced to arbitration.

## **ARTICLE 11 – HOURS OF WORK AND OVERTIME**

A. This applies to All City employees who are members of SEIU, Local 888 except those employed in the Boston Centers for Youth and Family (BCYF), the Department of Neighborhood Development (DND) and the Elderly Commission

Section 1. The regular work week for full-time employees shall be forty (40) hours with respect to every person holding a position in Schedule B of the City Compensation Plan effective March 6, 1963, with an asterisk prefixed to the title of the position, and thirty-five (35) hours with respect to all other such persons. The regular workday for employees whose regular workweek is forty (40) hours shall be eight (8) hours, and the regular workday for employees whose regular workweek is thirty-five (35) hours shall be seven (7) hours. The workweek shall consist of five (5) consecutive days between Monday and Saturday, inclusive, except for employees in continuous operations or on rotating shifts, and except for employees in departmental schedules which differ from the standard schedule such as, by way of example and not by way of limitation, in the Public Works Department. A continuous operation is one in which there is regularly scheduled employment for twenty-four (24) hours a day and for seven (7) days a week. The regular workweek for employees engaged in continuous operations or on rotating shifts shall consist of five (5) regular workdays.

Section 2. All authorized overtime service in excess of the regular workday or the regular workweek, or on the sixth and seventh days of service, shall be compensated on a time and one-half basis, except that service on the seventh day of a workweek on a continuous operation only shall be compensated at double time.

Section 3. An employee shall not be denied overtime compensation for authorized overtime service, as specified in Section 2 of this Article, by reason of authorized absence during the week in which such overtime service is performed. However, in the event of unauthorized absence in the week in which overtime service is performed, or in the event of absence without pay by reason of disciplinary action, such employees shall be compensated for such overtime service on a straight-time basis only.

Section 3A. Police Operations.

Notwithstanding the provisions of Section 3, above, any bargaining unit member working in the Police Department's Operations Division who has four (4) or more non-documented absences in any quarter shall be ineligible for contractual overtime payments for the period of thirty (30) calendar days commencing upon notification from the Department. For purposes of this Article, "non-documented absences" shall mean any absence not supported by acceptable medical documentation, as determined by management. Further, any such bargaining unit member who has an unpaid absence during a payroll week shall be ineligible for contractual overtime payments during that given payroll week. Nothing in this section shall preclude unit members from performing work outside their normally scheduled shift, nor does this section preclude bargaining unit members from receiving overtime compensation for hours actually worked over forty (40) hours per week.

Section 4. Based on the operations and budgetary needs of the Department, supervisors or managers may, upon an employee's request, agree to compensate overtime with time off rather than monetary payment. Such a request will not unreasonably be denied. The rates of compensatory time shall be the same as for monetary compensation as determined by Section 2 above. Compensatory time must be used within ninety (90) days from the date on which it was earned. Should an employee, for any reason, not use the compensatory time within ninety (90) days from the date it was earned, the Department shall convert the compensatory time to a monetary payment at the appropriate rate.

Section 5. Overtime work shall be distributed as equitably as possible. A list of all eligible employees shall be posted in a conspicuous place, and kept up to date, by the City. For the purpose of a regular rotation of overtime opportunities, but for such purpose only, overtime work refused shall be considered as overtime actually worked.

Where there is a complaint of violation in the distribution of overtime, the City shall have thirty (30) days from the date of the complaint to correct any inequity. If said inequity is not corrected within that time, then the remedy for a violation shall be a cash payment equal to the amount of money the employee would have earned if said employee had not been deprived of the overtime opportunity.

Section 6. In the event an employee reports to this regular place of work at his/her regularly scheduled time and is sent home for lack of work, he/she shall be entitled to a day's pay.

Section 7. All employees shall be provided at least one 15-minute rest period during each one-half (1/2) workday. The rest period shall be scheduled at the middle of each one-half (1/2) workday whenever this is feasible. Employees whose duties and responsibilities require it, shall receive ten (10) minutes wash-up time.

Section 8.

(a) If an employee who has left his/her place of employment after having completed work on his/her regular shift is called back to work, he/she shall be paid for each hour worked on a time and one-half basis, and in no event shall he/she receive less than four (4) hours pay on a straight time basis.



- (b) If an employee (other than an employee employed on a rotating shift or on a continuous operation) whose duties do not require him/her to work regularly on a day considered as a holiday under Section 1 of Article 12 is called in to work on a holiday, he/she shall receive, in addition to his/her regular weekly compensation, time and one-half for each hour worked on such holiday, and in no event shall he/she receive less than four (4) hours' pay on a straight time basis.
- (c) If an employee (other than an employee employed on a rotating shift or on continuous operation) whose regular workweek does not include Sunday is called into work on a Sunday, he/she shall receive, in addition to his/her regular weekly compensation, double time for each hour worked on such Sunday, and in no event shall he/she receive less than four (4) hours' pay on a straight time basis.
- (d) It is understood that the provisions of this Section are subject to the provisions contained in Section 2 of this Article.

Section 9. All employees shall be scheduled to work on regular work shifts, which shall be defined as the hours an employee is required to work during a work day. Work shifts shall have a regular starting time and quitting time. Work schedules, which shall be defined as the workdays an employee is required to work during the work week, shall be posted on all department bulletin boards at all times. Employees shall be given reasonable notice of any change in their work shift or schedule; reasonable notice, except in extreme circumstances shall be fourteen (14) calendar days.

Section 10. The City agrees to give the Union reasonable notice of any proposed change in scheduled work shifts and an opportunity to discuss the proposed change. In the event of the initial creation of a work schedule which includes a Saturday as a regularly scheduled day of work, the City agrees to give the Union thirty (30) calendar days notice of the change in work schedule. The City agrees that the creation of a work schedule which includes Saturday as a regularly scheduled day of work will not be done to meet an intermittent or temporary operational needs in the event of failure to agree on this proposed change, the City shall have the right to institute the change and the Union shall have the right to take the matter up as a grievance under the grievance procedure.

Section 11. Upon the execution of this Agreement, the parties shall form a committee in each Department which shall be comprised of no more than three (3) bargaining unit representatives employed in the Department and three (3) management representatives. The committee shall investigate and discuss the feasibility and possible implementation of four-day work weeks, flex time and similar forms of alternative schedules for some or all bargaining unit members in the Department Union Representatives or staff from the Office of Personnel Management may advise the bargaining unit and Department representatives respectively.

Each committee shall meet at reasonable times during the regular work day. The bargaining unit representatives to each committee shall be released from their regular duties in order to attend the meetings, but not receive release time for any other purpose or duties ancillary to their participation as a union representative on this committee.

The Union may grieve and arbitrate a decision of the Municipal Employer to not implement alternative scheduling committees. Grievances concerning decisions of the Municipal Employer to deny an employee the opportunity to participate in alternative scheduling or to suspend, in whole or in part, an alternative scheduling arrangement shall be inarbitrable and not be processed beyond Step III of the grievance procedure.

Section 12. The City agrees to expedite the process of payroll and overtime checks, if feasible.

Section 13. The following section shall be applicable only to those employees in the titles Computer Operator and Shift Supervisor in the Municipal Police. The current practice with regards to the payment of overtime to employees in the classification of shift supervisor and computer operator in the Municipal Police shall continue for the duration of this Agreement overtime work shall be distributed as equitably as possible. A list of all eligible employees shall be posted in a conspicuous place, and kept up to date, by the City. For the purposes of a regular rotation of overtime opportunities, but for such purpose only, overtime work refused shall be considered as overtime actually worked.

Where there is a complaint of violation in the distribution of overtime, the City shall have thirty (30) days from the date of the complaint to correct any inequity. If said inequity is not corrected within that time, then the remedy for a violation shall be a cash payment equal to the amount of money the employee would have earned if said employee had not been deprived of the overtime opportunity.

For Hours of Work and Overtime for

B. the Elderly Commission - See Supplemental Agreements: Part A

C. BCYF - See Supplemental Agreements: Part B

D. DND - See Supplemental Agreements: Part D

**B. Four-Day Workweek.** Effective January 1 following ratification, the parties agree:

- (a) At the discretion of a Department Head on a case-by-case basis and subject to the operational needs of the Department, employees may be offered or request the option of a four (4) day workweek. In the event two (2) or more employees in the same title and job series simultaneously apply for a four (4) day work week, seniority in the title and job series will be the determining factor. Seniority shall be defined as the total continuous service of an employee with the City of Boston, provided that service prior to an authorized leave of absence or prior to a lay off shall be counted toward total continuous service. The only issue in this Article that can be subject to the grievance and arbitration procedure listed in Article 7 is Seniority.
- (b) A four (4) day workweek shall consist of either thirty-five (35) or forty (40) hours per week over four (4) consecutive days of either eight hours and forty five minutes (8.75 hours) or ten (10) hours per day. At the discretion of the department head, exceptions may be granted to the requirement that the 4 days be consecutive.
- (c) The City's Director of the Office of Human Resources shall approve a four (4) day workweek after the Department Head (or their Designee) and the employee has agreed to a four (4) day workweek. In the event where a four (4) day workweek is denied, the effected employee may appeal the denial to the City's Director of Human Resources or her/his designee. The City's Director of Human Resource will make her/his decision available to the employee and the Union upon request. The decision by the Office of Human Resources shall not be subject to the grievance and arbitration procedure in Article 7. (*See Appendix A.*)

## **ARTICLE 12 – TEMPORARY SERVICE IN A LOWER OR HIGHER POSITION AND PROMOTIONS**

**Section 1. Compensation for Work in a Lower Grade:** While an employee is performing, pursuant to assignment, the duties of a position in a grade lower than the grade of the position in which he/she performs regular service, he/she shall be compensated at the rate of pay for the grade of the position in which he/she performs regular service.

**Section 2. Compensation for Work in a Higher Grade:** An employee who is performing, pursuant to assignment, temporary service in a grade higher than the grade of the position which he/she performs regular service, other than for the purpose of filling in for an employee on vacation, shall, commencing with the sixth (6th) consecutive day of actual service in such higher grade, be compensated for such service in such higher grade at the rate that he/she would have been entitled had he/she been promoted to such position. Any remedy based upon a grievance filed under this section shall be limited in effect to a period not to exceed five (5) days prior to the filing of the grievance in writing. A supervisor shall not refuse to provide a written assignment form when requiring an employee to work in a position classified in a higher grade, as described above.

### Section 3. Temporary Service in a Higher Grade:

- (a) Temporary Service Pursuant to Civil Service: When there is an existing Civil Service list for a position in a higher grade to be filled on a temporary basis, the selection of an employee to perform temporary service in such higher grade shall be made in accordance with Civil Service rules.
- (b) Temporary Service Where Civil Service Does Not Apply: When there is no existing Civil Service list for the position to be filled temporarily, the selection of an employee to perform temporary service in such higher grade shall be made on the basis of qualifications and ability; and where qualifications and ability are substantially equal, seniority shall be the determining factor. The Appointing Authority's selection shall not be made arbitrarily, capriciously, or unreasonably. In the event that the senior applicant for the position is not selected, he/she shall be notified within five (5) business days (Monday through Friday) of the selected candidate accepting the position. In the event that the senior applicant for the position is not selected, the Appointing Authority shall, upon request by the Union, submit reasons in writing why said senior employee was not selected to fill the position. Any dispute hereunder shall be subject to the grievance and arbitration procedure.

### Section 4. Promotions:

- (a) Provisional Promotion Pursuant to Civil Service: When there is an existing Civil Service list for a permanent vacancy to be filled with a provisional promotion, the selection of the employee for promotion shall be made in accordance with Civil Service rules.
- (b) Permanent Vacancy Where Civil Service Does Not Apply: When there is no existing Civil Service list for the position to be filled permanently, the selection of the employee shall be made on the basis of qualifications, abilities and performance including, but not limited to, managerial skills, interpersonal skills, technical skills and work history. The employer shall be the sole judge of qualifications and abilities required for the job. Where qualifications, abilities and performance are substantially equal, seniority shall be the determining factor. The selection of the most qualified applicant shall be subject to challenge by a more senior applicant only insofar as the grievance alleges the selection to be arbitrary, capricious or unreasonable. In the event that the senior applicant for the position is not selected, he/she shall be notified within five (5) business days (Monday through Friday) of the selected candidate accepting the position. In the event that the senior applicant for the position is not selected, the employer shall, upon request by the Union, submit reasons in writing why said senior employee was not selected to fill the position.

### Section 5. Posting Procedure for a Permanent Vacancy:

- (a) All permanent vacancies within the bargaining unit which the employer intends to fill shall be posted for a period of at least five (5) consecutive business days (Monday through Friday). Such vacancies shall be posted physically in the Personnel office of the Department in which the vacancy exists and on the City's internet site. The City shall also email posted vacancies to the Union and/or its designees.
- (b) The selection of an employee to fill a permanent vacancy shall be made from among the eligible bidders in the manner specified in this Article.

Section 6. A complaint by an employee who is junior to the employee selected under Sections 3 and 4 shall not be a subject of grievance or arbitration.

Section 7. Where a need arises the employer shall have the right to assign personnel to perform the duties and functions of any job within the employee's job series or other equally or lower graded positions not in the employee's job series without loss of pay for up to six (6) months while the employee is performing in acting status as long as the assignment is not arbitrary and capricious. After six (6) months, the assignment may be continued, subject to agreement with the Union. Any assignment may only be extended once for a maximum of six (6) months. Any dispute under this section shall be subject to the grievance and arbitration procedure.

Section 8. The provisions of this Article shall not apply to bargaining unit positions filled for a period of six (6) months or less by an employee in a full or transitional duty capacity after the employee has received, or while the employee is receiving benefits pursuant to M.G.L. c. 152. If the City chooses to fill the position beyond the six-month period, the posting and selection provisions of this Article shall be applicable. An employee who returns in a transitional duty capacity shall be compensated at a level which is equal in amount to his/her former grade and step.

### **ARTICLE 13 – LAYOFF AND RECALL**

Section 1. The City and the Union agree that if the City, in its discretion, decides to layoff employees covered by this Agreement, the following procedure shall apply.

#### **Section 2. Definitions**

- (a) For purposes of this Article, "seniority" shall be defined as in Article 10, Section 1.
- (b) For purposes of this Article, "layoff" shall be defined as an employer initiated separation of an employee from service because of lack of work, shortage of funds, curtailment of services, elimination of positions, or any other reason except for voluntary separation, separation due to retirement, or separation constituting discipline or discharge under Article 6. The term "layoff" shall include the non-renewal of a provisional appointment if the provisional employee has at least fifteen months (15) of service.
- (c) For purposes of this Article, the terms "provisional employee", "permanent employee", "temporary employee", "probationary employee", and "tenured employee" shall be defined accordingly to their meanings under G.L. c. 31.
- (d) For purposes of this Article, "vacancy" shall be defined as a vacant position which Management intends to fill.
- (e) For purposes of this Article, "Job series" shall be defined in accordance with Appendices B, C, and D.

#### **Section 3. Relation to General Laws Chapter 31.**

It is the intention of the parties that the provisions of this Article should read to conform to the requirements of G.L. c. 31. It is also the intention of the parties that the provisions of this Article apply except when prohibited by law.

#### **Section 4. Order of Layoff**

If involuntary layoffs are necessary, employees shall be selected for layoff in each job classification in each Department according to the following rules:

- (a) in job classifications subject to Civil Service laws; (i) non-permanent employees with less than six (6) months seniority may be laid off at the discretion of the City provided only that such employee shall be laid off prior to layoff of other employees in their job classifications in their department; (ii) non-permanent employees (including provisional and temporary employees) with more than six (6) months seniority shall be designated for layoff prior to permanent employees in their job classification in their department. Such non-permanent employees shall be designated for layoff in inverse order of seniority, provided that provisional employees are designated for layoff prior to other non-permanent employees; (iii) permanent employees shall be designated for layoff in accordance with the provisions of G.L. c. 31.
- (b) In job classifications not subject to Civil Service law: (i) employees in Boston Centers for Youth & Family, only, who are temporary, casual, emergency, or seasonal workers in the job titles (ii) employees with less than six months of seniority may be laid off at the discretion of the City provided only that such employees shall be laid off prior to layoff of other employees in their classifications in their department; (iii) employees with more than six (6) months seniority shall be designated for layoff in inverse order of seniority.

### Section 5. Notice

The City shall notify the Union at the Union office as to the names, job classifications, job sites and Departments of the employees designated for layoff pursuant to Section 4 above, at least twenty (20) working days prior to the intended layoff. The City shall notify employees designated for layoff pursuant to Section 4 above, at least twenty (20) working days prior to the intended layoff. Notice to an employee shall be complete upon actual notice, except that notice to an employee absent from work shall be complete three calendar days after posting of notice by certified mail, return receipt requested. It is understood that notice to employees who are absent from work due to authorized vacation leave shall be stayed pending such leave. If the notice required by this section is not provided to both the employee and the Union, the employee shall be paid the difference between the number of days of notice and the required notice. Notice to employees shall prominently include notice of bumping and recall rights and obligations under this Article.

### Section 6. Bumping.

- (a) Subject to the requirements of G.L. c.31, an employee in a job classification subject to Civil Service law who is designated for layoff pursuant to Section 4 above, may, upon notice pursuant to Section 5 above, exercise the following bumping rights:
  - (i) if he/she is a nonpermanent employee, he/she may bump into a vacancy in the same job classification within the department, alternatively, he/she may bump into a vacancy in an equal or lower graded job classification within the department, or he/she may bump into a filled position in an equal or lower graded job classification within the department which is held by a nonpermanent employee who has less seniority than himself and who is the least senior nonpermanent employee in that job classification, provided that such equal or lower' graded job classification is the employee's job series, and provided that the employee is qualified to perform the duties and responsibilities of the position;
  - (ii) if he/she is a permanent employee he/she has the rights provided by G.L. c. 31; in any event he/she may bump into a vacancy in the same job classification within the department; alternatively, he/she may bump into a vacancy in an equal or lower graded job classification within the department or he/she bump into a filled position in an equal or lower graded job classification within the department which is held by a non-permanent employee provided that such equal or lower graded job classification within the department which is held by a non-permanent employee provided that such equal or lower graded job classifications are in the employee's job series and/or former job series, and provided that the employee is qualified to perform the duties and responsibilities of the position.
- (b) An employee in a job classification not subject to Civil Service Law who is designated for layoff pursuant to Section 4 above, may, upon notice pursuant to Section 5 above, exercise the following bumping rights:
  - (i) employees in the Elderly Commission, only, can bump (A) within their cluster if qualified for the cluster position they wish to bump into; or (B) into a different cluster if they have experience in the Elderly Commission in the position they wish to bump into in that different clusters;
  - (ii) all other employees covered by this Agreement may bump into a vacancy in the same job classification within the department; alternatively, he/she may bump into a vacancy in an equal or lower graded job classification within the department, or he/she may bump into a filled position in an equal or lower graded job classification within the department which is held by an employee who has less seniority than himself and who is the least senior employee in that job classification, provided that such equal or lower graded job classifications are in the employee's job series, and provided that the employee is qualified to perform the duties and responsibilities of the position.
- (c) An employee who chooses to exercise the above bumping rights must so notify his/her department within five (5) working days of notice.



- (d) Upon notice to the Union that layoffs may occur, but before administration of the layoff and bumping process described in Sections 4 through 6 above, the City encourages employees who may be impacted by a layoff to apply for vacancies outside their job classifications and job series within their Department. Such timely applications that meet minimum job requirements will be given preference by the Department prior to filling the vacancy with an outside applicant in that prior experience with the City shall be a factor in determining qualifications.

#### Section 7. Recall.

An employee who is laid off, or who exercises his/her right to bump into a lower graded position, or who accept a job in a lower graded position and who has at least 6 months of seniority, may exercise the following recall rights:

- (a) If the employee is a permanent Civil Service employee, he/she shall have rights accorded by G.L. c. 31.
- (b) If the employee is a non-permanent Civil Service employee, then subject to the rights of permanent Civil Service employees and subject to Civil Service requirements, he/she shall be notified by first class mail or actual notice, of vacancies in his/her job classification in his/her department or in equal or lower grades in his/her job series in his/her department, and prior to filling said vacancies with any other person, the department shall offer the position to qualified responding employees according to seniority.
- (c) If the employee is a non-Civil Service employee, he/she shall be notified by first class mail or actual notice of vacancies in his/her job classification in his/her department and prior to filling said vacancies with any other person, the department shall offer the position to qualified responding employees according to seniority.
- (d) Only an employee who has notified his/her department in writing of his interest in recall prior to his/her layoff or bumping down, and who had included a mailing address, shall be entitled to notice of vacancies. The Union shall be notified of vacancies (by mail) when the employee is notified. To be eligible for recall, an employee must respond affirmatively to his/her department within seventeen (17) calendar days of the postmarked date of the notice, or fourteen (14) calendar days of actual notice, whichever comes first. The above recall rights, except as extended by Civil Service law, shall run for two years from date of layoff.
- (e) For the purposes of employees' benefits, a recalled employee shall be treated as if returning from an authorized leave of absence. An employee's sick leave balance as of the effective date of his/her separation from employment due to a layoff shall be restored upon recall. An employee who is recalled into a lower graded position shall be placed on the wage step at the lower graded position which is closest in amount but not higher than his/her former grade and step rate.

#### Section 8. Dispute Resolution.

Disputes between the City and the Union regarding the meaning or application of this Article shall be resolved by grievance and expedited arbitration. A grievance must be presented in writing to the City's Office of Labor Relations within fifteen (15) calendar days of the occurrence or failure of occurrence, whichever may be the case, of the incident upon which the grievance is based, or else it shall be deemed waived. The Union must commence the expedited arbitration procedure of the American Arbitration Association within fifteen (15) calendar days of presentation to the City's Office of Labor Relations, or else it shall be deemed waived.

Section 9 If a laid off employee elects to withdraw his/her money from the retirement fund, the City shall make all reasonable efforts to ensure that such money is paid to the employee within thirty (30) calendar days after the employee notifies the retirement fund. The City shall not require any employee notified of layoff to take his/her earned vacation time as paid time off prior to the date of layoff.

Section 10. Assuming it is permitted by the Medical insurer, the City shall pay its share of medical insurance for a laid off employee for coverage through the end of the calendar month subsequent to the month of layoff. Assuming it is permitted by the medical insurer, an employee on the recall list may elect to continue his/her medical coverage after the end of the subsequent calendar month by assuming the full cost of the medical insurance payments. In this

manner, medical coverage may be continued during the period that an employee retains his/her employee status by remaining on the recall list. (The benefits described in Section 10 shall remain in effect unless and until the Public Employee Committee ("PEC") and the City of Boston agree to adopt better benefits).

Section 11. Subject to the provisions of Massachusetts General Laws, Chapter 31, if the positions of employees are abolished as a result of the transfer of the functions of their department, board or commission to another department, board or commission within the bargaining unit, employees may elect to accept layoff or to be transferred to a similar position within the bargaining unit in such department, board or commission.

## **ARTICLE 14 HOLIDAYS**

Section 1. The following days shall be considered holidays for the purposes enumerated below:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Veterans' Day
Patriots' Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

Or the following Monday if any day aforesaid falls on Sunday except that in a continuous operation, it shall be the actual day on which the holiday falls.

Section 2. If an employee is not required to work on any of the holidays listed in Section 1 of this Article which falls on his/her regular workday, he/she shall nevertheless be paid his/her regular weekly compensation for the workweek in which the holiday falls. If in the course of his/her regular service an employee is required to work on any of the holidays listed in Section 1 of this Article, or if the holiday falls during an employee's vacation or on his/her regular day off (such as Saturday), he/she shall receive, in addition to his/her regular compensation, either an additional day off or an additional day's pay on a straight-time basis, with the following exception:

An employee who is assigned to a continuous operation, and who works on Thanksgiving Day, Christmas Day, or New Year's Day, shall receive, in addition to his/her regular weekly compensation, time and one-half for each hour worked on such holiday.

Section 3. Notwithstanding any provision of this Agreement to the contrary, the City reserves and retains the right to determine whether an employee who works on a holiday shall receive additional time off or additional pay.

Section 4. In addition to the holidays enumerated in Section 1 of this Article, on each January 1, employees who were City of Boston employees on January 1, 2013, will be eligible for two (2) "floating holidays" that must be taken by December 31 and at a time or times requested by the employee and approved by his/her immediate supervisor outside of the bargaining unit. Employees who were not bargaining unit members on January 1, 2013, shall not receive "floating holidays."

Section 5. "Floating holidays" shall be subject to the same notice requirements and approval as outlined in Article 15 (Vacation) of this Agreement. "Floating holiday(s)" not used by December 31st of the year in which it was received, shall not carry over into the following year and may not be redeemed for monetary compensation at any time. In the event an employee follows the appropriate notice requirements and is denied the use of his/her "floating holiday(s)" and as a result unable to use the "floating holiday(s)" by the end of the calendar year, that employee may carry over his/her "floating holiday(s)" to the next calendar year. Any "floating holiday(s)" carried over must be used by December 31 of the following calendar year.



Section 6. In appropriate circumstances, the department head/supervisor may request that an employee who utilized sick leave on the day before or the day after a holiday provide a signed statement from a physician, nurse practitioner, or representative of a health clinic confirming the necessity for such absence prior to the granting of holiday pay.

Section 7. If at any point during this contract round, the City of Boston negotiates a more advantageous provision regarding holidays with any other bargaining unit, the City agrees to reopen negotiations with SEIU for the sole purpose of determining whether this Agreement's Holiday provision should be modified.

## **ARTICLE 15 – VACATION**

Section 1. Subject to the specific provisions of the Article, every newly hired employee covered by the this agreement must complete six (6) months of actual work between July 1 and December 31, to be eligible for vacation leave on January 1.

Section 2 (A). Vacation leave for all members of SEIU Local 888, except members of SEIU Local 888 who were employed in the Department of Neighborhood Development prior to December 31, 2011, shall be calculated as follows: ***(DND Employees Hired Prior to December 31, 2011: refer to Supplemental Agreements Part D)***

- (a) An employee who starts work before July 1, and who actually works for six (6) months shall be entitled to one (1) week of vacation before December 31. An employee, who starts work on or after July 1, shall receive one (1) week of vacation leave upon the completion of six (6) months of work. The Appointing Authority in his/her discretion may grant an additional week of vacation leave to such employees who were hired after July 1 and who have completed six (6) months of service. In no event shall the vacation entitlement for such employees exceed that established in Section 2(b). Any period or periods during the first six (6) months of service for which an employee is not paid (including as little as one (1) day) shall extend the effective date of eligibility.
- (b) An employee who on January 1, has more than six (6) months of continuous service, but less than four (4) years of service, shall receive two (2) weeks of vacation leave.
- (c) An employee who on January 1, has more than four (4) years of service, but less than nine (9) years of service, shall receive three (3) weeks of vacation leave.
- (d) An employee who on January 1, has more than nine (9) years of service, but less than fourteen (14) years of service, shall receive four (4) weeks of vacation leave.
- (e) An employee who on January 1, has more than fourteen (14) years of service, but less than thirty (30) years of service, shall receive five (5) weeks of vacation leave.
- (f) An employee who on January 1, has more than thirty (30) years of service shall receive six (6) weeks of vacation leave.

Section 3. Any employee returning from an authorized leave of absence shall be granted vacation leave in accordance with the City's Family & Medical Leave Policy, or Military Leave Policy, whichever is applicable.

Section 4. For the purpose of determining vacation entitlement in a calendar year, service with the Commonwealth of Massachusetts, the City of Boston, and the county of Suffolk, shall be included in computing length of actual service.

Any employee on an authorized leave of absence shall accrue or not accrue vacation time in accordance with the City's Family & Medical Leave Policy, or Military Leave Policy, whichever is applicable.

Section 5. If an employee transfers into the bargaining unit without a break in service subsequent to January 1 in any given year, all prior service, as outlined in Section 4, shall be counted in accordance with Section 2(A).

Section 6. Prior to departure on vacation leave, an employee may be advanced vacation pay up to the employee's maximum entitlement under this Article, provided that the amount advanced shall not exceed the vacation leave scheduled for such period.

Section 7. If the employment of an employee entitled to vacation leave under this Article is terminated by death, said employee's spouse or next of kin shall be paid an amount in lieu of such vacation entitlement. If such employee has no spouse or next of kin, the employee's vacation leave shall be paid to his/her estate.

Section 8. Vacation leave shall be taken at such times as, in the opinion of the City, will cause the least interference with the regular work of his/her department. Subject to the preceding sentence, vacation leave selection shall be determined by seniority. Employees may carry over from one year to the next year up to ten (10) days of vacation time. All carryover days must be used by December 31<sup>st</sup> of the calendar year.

## **ARTICLE 16 – SICK LEAVE AND PERSONAL DAYS**

Section 1. Every employee covered by this Agreement who has completed six (6) months of continuous service for the Municipal Employer shall, subject to Section 2 of this Article, be granted sick leave, without loss of pay, for absence caused by illness or by injury or exposure to contagious disease or by the serious illness or death of a member of the employee's immediate family or by illness or disability arising out of or caused by pregnancy or childbirth.

Sick leave shall accrue at the rate of one (1) day for each month of actual service. Sick leave not used in the year in which it accrues, together with any accumulated sick leave standing to the employee's credit on the effective date of this Agreement and not used in the current year, may be accumulated for use in a subsequent year. Sick leave not used prior to the termination of an employee's service shall lapse, and the employee shall not be entitled to any compensation in lieu thereof, except in accordance with Section 8 of this Article.

Section 2. No employee shall be entitled to sick leave without loss of pay as provided in Section 1 of this Article unless:

The employee has notified his/her immediate supervisor of his/her absence, and if unavailable, the immediate supervisor's designee, and the cause thereof before the expiration of the first hour of absence or as soon thereafter as practicable, except that employees working in the Police Department's Operations Division must notify the Department of his/her absence and the cause thereof by calling the sick line at least one and one-half (1.5) hours prior to the beginning of the employee's regularly scheduled shift; and

The Appointing Authority has approved such request. For periods of absence of five (5) consecutive working days or more, the Appointing Authority may request a signed statement from a physician, nurse practitioner, or other health care provider, confirming the necessity for such absence. In addition, the Appointing Authority may request a letter at reasonable intervals for absences which are occasioned by chronic illness or illnesses.

Section 3. There shall be established for all members of the City bargaining units an extended sick leave bank which shall be administered by the Office of Human Resources, established and utilized according to the following procedures:

- (a) To be eligible for membership, an employee must have completed his/her initial six (6) month probationary period and must have voluntarily donated one (1) sick day per year to the sick leave bank. Sick leave donated will not adversely impact the employee's attendance record or sick leave buyback but will be deducted from accumulated sick leave. The balance in the bank shall be the total number of sick leave days donated less the number of days granted by this Committee.

- (b) Enrollment in the sick leave bank will be open from January 1 to January 31 of each year. The Office of Human Resources will distribute information and authorization forms to employees at least 30 days prior to the enrollment period.
- (c) The Sick Leave Bank Committee will be responsible for the review of requests for sick leave compensation time to be withdrawn from the sick leave bank. The Committee will be comprised of three (3) representatives appointed by the City and three (3) representatives appointed by the Union. Members of the Committee shall be granted reasonable paid time off pursuant to Article 17A (Union Business). Provided the balance in the bank is sufficient, the Committee shall have authority to grant up to thirty (30) days of sick leave to an employee per fiscal year (July 1 to June 30), and shall make a determination on each application for additional sick leave within ten (10) working days of receipt of all documentation required by the Committee. The Committee may extend for up to an additional thirty (30) days the grant of additional sick leave. Decisions of the Committee with respect to eligibility and entitlement shall be final, and shall not be the subject of grievance or arbitration.
- (d) Applications for leave to be withdrawn from the sick leave bank must be submitted in writing to the Committee administrator along with a signed statement from the employee's doctor, which fulfills the criteria in e (3) below. If the Committee has denied an application for leave, the employee may request, in writing, that the application be reconsidered at a meeting of the Committee at which the employee is present. The Office of Human Resources shall number each application for leave and shall take other steps to remove any reference to the employee's name from the medical reports or documentation. The Committee, through the Office of Human Resources, may request information from the employee's department, which may be relevant to the Committee's deliberations. The Office of Human Resources and the Committee shall at all times safeguard and shall not unnecessarily disclose or discuss confidential medical information concerning employees who have applied for sick leave. The Office of Human Resources shall make periodic status reports on the fund balance as needed by the Committee.
- (e) The following criteria shall be used by the Committee in awarding sick time from the bank:
  - (1) The employee is eligible by virtue of meeting the criteria in Paragraph A above;
  - (2) The employee has exhausted all accumulated sick leave and other paid leave (such as vacation leave, personal leave and compensatory time);
  - (3) The application is accompanied by adequate medical evidence of a serious illness which prevents the employee's immediate return to work.

The Committee may require additional information or documentation prior to making a decision on any application. Sick time from the bank shall be awarded only by a majority vote of the Committee.

Section 4. An employee on leave because of an occupational disability may take such of the sick leave allowance to which he/she is entitled under this Article as, when added to the amount of any disability (workers' compensation), will result in the payment to him/her of his/her full salary for any particular workweek.

The City agrees to support legislation authorizing it to pay such amount of compensation as, when added to the amount of any disability (workers') compensation, will result in payment of a full week's salary to an employee who is on leave because he/she was injured in the line of duty as the result of violence by a patient or person in lawful custody. The City agrees to reopen negotiations on this section, if so requested by the Union, if such legislation is enacted.

Section 5. Up to five (5) days' sick leave credit will be restored to an employee's accumulated sick leave when such employee has used sick leave allowance between the date of injury on the job and the date disability (workers')

compensation is awarded, except that such sick leave shall be offset proportionately by a disability benefit that is awarded retroactively to the date disability was incurred.

Section 6. An annual report of sick leave shall be made available by request.

Section 7. Annual Redemption of Sick Leave. An employee who has used fewer than five (5) sick days in the twelve-month period ending December 31 of any year in which this Agreement is in effect may elect to redeem sick days in a sum cash payment in accordance with the following schedule:

Sick Days Used	Cash Redemption
0	5 days' pay
1	4 days' pay
2	3 days' pay
3	2 days' pay
4	1 days' pay
5	0 days' pay

The per diem rate will be the employee's rate on December 31, of the applicable year.

During January the City will notify each qualifying employee of his/her redemption options. An employee may elect to redeem all or part of his/her entitlement in full days. Unredeemed sick leave days will be accumulated in the normal manner. Sick leave buyback shall be paid by March 31.

Section 8. It is agreed that employees who abuse the sick leave provisions of this Agreement shall not be entitled to paid sick leave and shall be subject to disciplinary action in accordance with the provisions of Article 6. The Union agrees to cooperate with the City in dealing with problems related to sick leave.

Section 9. Sick Leave Redemption. Upon the retirement of an employee pursuant to the regulations of the State/Boston Retirement Board, the City shall redeem 30% of the employee's accrued but unused sick leave at the employee's final rate of pay.

Section 10. Sick Leave Conversion. Employees who have accumulated fifty (50) days of sick leave and who did not utilize more than three (3) sick days in the preceding calendar year, excluding sick leave redeemed pursuant to Article 16, Section 7, may convert up to nine (9) sick days to vacation days on a three for one (3:1) basis, in a manner to be prescribed by the Office of Human Resources.

Section 11. Personal Days.

Beginning in 2013, on January 1 of each year, full-time employees on the payroll as of that date will be credited with three (3) paid personal leave days, which must be taken during the same calendar year. In addition, these employees may take two (2) additional personal leave days to be deducted from the employee's accrued sick leave balance. These two (2) personal leave days shall not be considered sick leave for City purposes of monitoring sick leave usage.

Any full-time employee who begins employment after January 1 but before July 1, will be credited with two (2) personal leave days, which may be taken upon the completion of the employee's probationary period.

Personal days may not be accumulated, redeemed for monetary payment or carried forward to the following year. Employees shall provide reasonable notice prior to utilizing personal leave days which are of a non-emergency nature. Requests for personal leave are subject to the operational needs of that employee's unit. For purposes of this Section only, the supervisor shall be the sole judge of the operational needs of the employee's unit, provided that such judgment shall not be exercised arbitrarily or capriciously.

Where personal days are of an emergency nature, notification of such request shall be made within the first hour of scheduled work, or in the case of a 24-hour operation, within one hour prior to the start of an employees work shift. The Appointing Authority in his/her discretion may authorize a personal day with less notice required by this section.

Employees shall utilize personal leave between December 15 and January 2nd only with the approval of the Appointing Authority/designee. Vacation request shall take precedence over requests for personal days during the holiday period and shall not be unreasonably denied.

Personal days not used during the year because an employee was denied use during the holiday period may be carried over into the next year.

Part-time employees employed by the City shall receive personal leave on a pro-rated basis based on the number of hours they are scheduled to work, pursuant to this section.

## **ARTICLE 17 – OTHER LEAVES OF ABSENCE**

Section 1. Subject to the operating needs of each department, determined by the Appointing Authority, leaves of absence without loss of pay will be permitted for the following reasons:

- (a) Attendance by an employee who is a veteran as defined in Section 21, Chapter 31 of the General Laws as a pallbearer, escort, bugler, or member of a firing squad or color detail, at the funeral or memorial services of a veteran, as so defined, or of any person who died under other than dishonorable circumstances while serving in the armed forces of the United States in time of war or insurrection;
- (b) Attendance by an employee who is a veteran as defined in Section 21, Chapter 31 of the General Laws as a delegate or alternate to state or national conventions of certain veterans' organizations as designated from time to time, during the life of this Agreement, by the Mayor;
- (c) Blood donations, if sponsored by the City of Boston and held in the employee's work location. Blood donations, if sponsored by the City of Boston and held at another City of Boston location, provided the employee reasonably believes he/she can return to his/her work site within two (2) hours.
- (d) Medical examinations for retirement purposes.
- (e) Attendance at hearings in Workers' Compensation cases as the injured person or as a witness. Any witness fees received by such injured person or witnesses shall be remitted to the Municipal Employer.
- (f) Voting time up to a maximum of two (2) hours for voting in a state, municipal or other election, provided that the hour of opening and closing the polls in the City or Town in which an employee is registered to vote would preclude him/her from voting outside regular working hours, taking into consideration travel time from the polls to his/her regular place of employment, or vice versa.
- (g) Attendance at educational programs authorized by the City.
- (h) Emergency medical treatment for employees injured during performance of assigned work. Employees who have returned to regular duty or to light duty after having been injured during performance of assigned work will be permitted reasonable time off without loss of pay for the purpose of attending follow-up physician's appointments which cannot be scheduled during off-duty hours.
- (i) Attendance in court when required (by a subpoena or summons) to testify as a witness in a criminal case when the employee is to testify on matters which occurred during the course of employment or for the purpose of filing a complaint against a person for action that took place during the course of employment.



- (j) Attendance in court when required (by a subpoena or summons) to testify as a witness in a civil case when the employee is to testify on behalf of the City regarding matters which occurred during the course of employment.

#### Section 2. Military Leave.

Every employee covered by this Agreement shall be granted Military Leave consistent with the City of Boston's Military Leave Policy.

#### Section 3. Jury Duty.

Every employee covered by this Agreement who is required to report to jury duty shall be granted a leave of absence, without loss of pay. Upon presentation of satisfactory evidence relating to jury service and payment therefore, the City will pay such employee such sum of money as, when added to the amount received by such employee as compensation for jury service, will result in the payment to him/her of his/her full salary for any particular workweek.

#### Section 4. Bereavement Leave.

In the event of the death of a spouse, child, son-in-law, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, sister, brother-in-law, sister-in-law, step-child, step-mother, step-father, step-brother, or step-sister, or member of the employee's immediate household (for a period of six (6) months or more), an employee with six (6) months or more of continuous active service and who is in active service at the time of such death shall be entitled to receive five (5) working days' leave without loss of pay for the purpose of bereavement.

In the event of the death of a grandparent or grandchild, an employee with six (6) months or more of continuous active service and who is in active service at the time of such death, shall be entitled to receive three (3) working days' leave without loss of pay for the purpose of bereavement.

In the event of the death of a niece, nephew, aunt, uncle, an employee with six (6) months or more of continuous active service who is in active service at the time of such death, shall be entitled to receive one (1) working day's leave without loss of pay for the purpose of bereavement.

Bereavement shall not be granted in the event of the death of a person not specifically enumerated above.

It is understood that bereavement days must be days upon which the employee is regularly scheduled to work. Leave without loss of pay under this paragraph shall not be deducted from sick leave or vacation leave. An employee with less than six (6) months of service shall be entitled to this time off without pay for the purpose of bereavement.

If an employee requires additional leave for bereavement purposes, due to the death of someone specified above, leave for such purposes may be granted at the discretion of the employer and shall be deducted from sick leave allowance, if any.

If sick leave is used for any bereavement purposes described in this Section, it shall not be considered as sick leave for City purposes of monitoring sick leave usage.

#### Section 5. Parental Leave.

Every employee covered by this Agreement shall be granted parental leave consistent with the City of Boston's Family & Medical Leave Policy.

#### Section 6. Educational Leave.

Subject to the operating needs of the department as determined by the department, an employee shall be entitled to leave of absence without pay or benefits of up to one (1) year for furthering his/her education. Preference for selection of such leaves shall be based on seniority. If the employee is rejected for an educational leave then a written explanation must be furnished to the employee stating the reason(s) for the denial.

### Section 7. Medical Leave.

Every employee covered by this Agreement shall be granted medical leave consistent with the City of Boston's Family & Medical Leave Policy.

## **ARTICLE 17A – UNION BUSINESS**

### Section 1. Union Representatives.

The Union shall furnish the Office of Labor Relations with a list of elected officials and the capacity in which they serve as well as with a list of the Union stewards for each Department. Lists shall be furnished to the Office of Labor Relations as soon as practicable after designation and the Union shall immediately notify the Office of Labor Relations of any changes.

There shall be one (1) steward for every eighteen (18) members represented by Local 888 SEIU under this Agreement at the time of ratification of this agreement. The distribution of stewards shall be determined by the union.

### Section 2. Paid Leave of Absence for Union Business.

Every employee covered by this Agreement who has completed his/her initial probationary period may, subject to this Article, be eligible for paid release time. Release time without loss of pay shall only be considered for the following reasons and shall be subject to the operating needs of each department/division as determined by the employer:

- (a) Reasonable time for stewards, as defined in Section 1 above, for the investigation of grievances, representation of employees at departmental hearings, attendance at impact bargaining negotiations or attendance at meetings of committees authorized by this Agreement. Reasonable time for members serving as trustees of the SEIU Local 888 Affordable Housing Trust. Requests for such leave shall be given in writing to the steward's/member's supervisor outside the bargaining unit indicating the date, time, and reason for the requested leave. The steward/member shall provide the request with as much advance notice as is feasible.
- (b) Stewards, grievants and witnesses who are scheduled to work at the time of the hearing but are called by the Union to testify at a grievance hearing, arbitration, or proceeding before the Massachusetts Department of Labor (formerly the Division of Labor Relations), or Civil Service Commission. Requests for such leave shall be made in writing at least seven (7) working days in advance of the hearing, or with as much advance notice as is reasonably possible, to the Office of Labor Relations, except that with regard to Step 2 grievance hearings, requests in writing shall be made to the Appointing Authority or his/her designee.
- (c) Attendance by employees who are delegates or alternates to the annual convention of the Massachusetts State Labor Council. Requests for such leave shall be made in writing to the Office of Labor Relations two (2) weeks in advance of the convention.
- (d) The maximum number of bargaining unit employees permitted to attend negotiation sessions with the City for a successor collective bargaining agreement shall not exceed half the number of total stewards as defined in Section 1. This shall not mean the union must designate stewards as bargaining unit representatives.
- (e) Request for such leave shall be made in writing to the Office of Labor Relations and the department at least one (1) week in advance of the first negotiation session.
- (f) Bargaining unit representatives assigned to a twenty-four (24) hour operation who are scheduled to work in the same twenty-four (24) period (8 AM to 8AM) in which a bargaining session is scheduled, shall be released from duty for the same number of hours spent in bargaining on their next regularly scheduled work shift. Bargaining unit representatives whose assigned work shift begins before 8 AM or ends after 6 PM, who are scheduled to work on the day of a bargaining session, shall be released from duty for the same number of hours spent in



bargaining before the start of his/her scheduled work shift or after the end of his/her scheduled work shift, not to exceed four (4) hours. Representatives entitled to such release time will be required to take this release time at the beginning or the end of his/her scheduled work shift, such that, to the extent possible, attendance at bargaining and the portion of shift actually worked shall be consecutive in order.

- (g) No more than eight (8) hours per month each for no more than four (4) Executive Board members for appropriate meetings. Requests for such leave shall be submitted in writing to the Office of Labor Relations and the Department at least one (1) week in advance of the meeting.
- (h) No more than eight (8) hours per month each for no more than five (5) Chapter Chairs for Chapter Chair meetings. Requests for such leave shall be submitted in writing to the Office of Labor Relations and the Department at least one (1) week in advance of the meeting.
- (i) Prior to bargaining for a successor collective bargaining agreement, the City shall provide paid release time for bargaining unit members who are scheduled to work at the time of the session, to meet with the City and establish ground rules for the conduct of negotiations. Those ground rules shall include total number of representatives to be granted release time and whether compensatory time off shall be granted when bargaining takes place during nonworking hours.

### Section 3. Unpaid Leave of Absence for Union Business.

Should a member of this bargaining unit, who has completed his/her initial probationary period, be elected to the position of President, Director or Secretary-Treasurer of Local 888, the City shall, upon request, permit him/her leave without pay for the period of such service to the union.

Subject to the operating needs of each department, each steward identified in Section 1 shall be entitled to a maximum of three (3) days' leave without pay, each year for the purpose of attending the following types of Union meetings: Union steward meetings, conferences, trainings, and/or conventions. Requests for such leave shall be submitted in writing to the Office of Labor Relations at least two (2) weeks in advance.

### Section 4. Access to Premises.

Representatives of the Union shall be permitted to enter the premises of any department at any reasonable time for the purposes of discussing or processing grievances, provided they do not interfere with the performance of duties, and provided that they give notice of their presence prior to arrival or immediately upon arrival to the person in charge of such department or a supervisor outside of the bargaining unit. Such access shall not be unreasonably denied. Only representatives of this Union shall be granted access to the premises to discuss wages, hours, and conditions of employment regarding persons covered by this Agreement.

Union membership meetings shall be permitted on the employer's premises, provided a designated meetings space is requested by the union and approved by the department head or his/her designees in advance. Such meetings shall be permitted so long as they do not interfere with the performance of duties or substantially disrupt the department's operations. Representatives of the Union shall be permitted to enter the premises for the purpose of attending union membership meetings.

### Section 5. Bulletin Boards.

Bulletin board space will be provided for Union announcements. Such announcements shall not contain anything political, denunciatory, or inflammatory; nor anything derogatory of the City or any of its officers or employees. Any Union authorized violation of this section shall entitle the City to disregard its obligations under this section.

## **ARTICLE 18 – SAFETY AND HEALTH**

Section 1. Both parties to this Agreement shall cooperate in the enforcement of safety rules and regulations, and compliance with federal and state laws governing employee work environments. Complaints with respect to unsafe or unhealthy working conditions shall be brought immediately to the attention of the employee's supervisor and shall

be a subject of grievance hereunder. (The City's failure to adhere to federal or state laws shall not be the subject of grievance and arbitration.) At the Union's discretion, violation of this Article may be grieved initially at Step 3.

Section 2. At the request of either party, a joint safety committee(s) may be established for a specified work location(s), each committee shall consist of three representatives for each party. The purpose of such committee(s) being to promote sound safety practices and rules. Said committee(s) shall meet once a month at mutually agreed upon time. The Union shall name its representatives. Each party shall prepare and submit an agenda to the other party one week prior to the scheduled meeting. It is agreed that the first item on the agenda for each meeting shall be a discussion of health and safety issues raised at the previous meeting. Paid release time will be granted for attendance at scheduled meetings of the joint committee(s), not to exceed three (3) hours per month per committee member. Any release shall be subject to the operating needs of the department.

The parties agree that health and safety issues relative to VDTs shall be an appropriate item for discussion by the Health and Safety committees.

Section 3. Any employee covered by this contract who is sent home because of exposure or suspected exposure to a communicable disease or infection shall not have the resulting absence used against him or her for any present or future disciplinary purpose.

#### Section 4. Technological Change

(a) The Union and the City recognize that there may be adjustments precipitated by the introduction of new technology to the City's workforce. To ease that adjustment, the Union and the City agree to work together during the introduction and implementation process. The Union and the Employer recognize that the introduction of technological change should have a positive impact on the quality of work life and job tasks of those who use the new technology.

Both parties recognize that the Union's role is purely advisory, and the City assumes final responsibility and authority.

In accordance with the City's desire to provide for a healthy and safe working environment, the City will make every effort to purchase and maintain quality and well-designed equipment.

The City will provide the Union and employees with prior notification of technological change and will involve the Union and the affected employees in the planning process. The City recognizes the value of work performed by its employees and will make an effort to prevent any undesirable consequences.

(b) The City agrees to meet with the Union to discuss any labor/management issues regarding these proposed changes. Such issues may include:

- (1) Planning the introduction of new equipment;
- (2) The introduction of new job classifications and any changes in current job classification or descriptions;
- (3) Training requirements and availability;
- (4) Health and safety considerations, including ergonomic factors;
- (5) Machine monitoring and/or machine pacing.

No wages, benefits or fringes shall be reduced by the introduction of new technology to current job classification(s).

Pregnant employees who work on VDT systems may request temporary re-assignment within their job description or a comparable position, and be reassigned within two (2) weeks of notification to the immediate

supervisor of the pregnancy and for the duration of the pregnancy. This request must be made in writing to the Appointing Authority with verification from the employee's physician.

It is recommended that those employees who are assigned to operate various forms of new technology, i.e., micro and mini computers, be allowed to rotate assignments, where possible, to avoid low productivity, eye strain, and other undesirable effects of these assignments.

Consistent with the rest period benefit in Article 10, Section 7, VDT operators shall be required to take a break away from his/her screen of at least fifteen (15) minutes after two (2) hours of work on the terminal. In the event the normal work schedule does not provide a lunch or rest break every two (2) hours, the employee shall be assigned duties away from the VDT screen for fifteen (15) minutes after two (2) hours of break.

- (c) Equipment purchased after the date of execution of this Agreement shall conform to "industry standards" and shall be equipped with a non-glare screen cover, brightness and contrast controls, and detachable keyboard and adjustable screens.

An effort shall be made to install the equipment to ensure comfort, ease of use, and safety. Where possible, the City will install machines away from windows and in a properly lighted environment. Cleaning solutions and materials shall be provided by the Employer. Other forms of maintenance including monitoring for radiation shall be performed by qualified personnel on a regular basis. A record of such maintenance will be kept at each terminal and be available to the terminal user.

- (d) Training which shall include instructions in the specific operations, special precaution and safety features, shall be provided during the introduction and implementation of new technology in the work place.

No employee shall be required to work on equipment that he/she has not been trained to operate. Training shall be conducted by appropriate personnel, and a record of this training shall be maintained by each department.

## **ARTICLE 19 – MISCELLANEOUS**

### **Section 1. Separability**

Should any provision of this Agreement be held unlawful by a court or administrative agency of competent jurisdiction, all other provisions of this Agreement shall remain in force for the duration of the Agreement.

### **Section 2. Uniforms**

Subject to operational needs and budgetary constraints the parties agree that all Departments may issue uniform clothing with consultation of the Union and that the bargaining unit members shall be obligated to wear such uniform clothing so issued. If a Department issues the uniform, employees shall be obligated to wear the uniform for the entire fiscal year as duties require and dictate.

So long as the Department provides and replaces said uniform(s) when necessary, employees shall be expected to keep their uniforms in good, clean condition and shall be obligated to wear said uniform as duties require and dictate. Failure to comply may lead to progressive discipline, consistent with Article 6 of the CBA.

In addition, the City shall provide the following uniforms and clothing allowance(s):

Property Management – subject to the operational needs and budgetary constraints the parties agree: The Department shall provide all Building Maintenance Staff one (1) winter weight jacket and one (1) lighter weight jacket or sweatshirt (to be determined by the Department).

For the Elderly Commission – See Supplemental Agreement Part A

For BCYF – See Supplemental Agreement Part B

Section 3. Nothing in this Agreement shall prevent the City and the Union from discussing problems of mutual concern at the departmental level at any time during the life of this Agreement.

Section 4. Injury Through Act of Violence

The City will support legislation to broaden the coverage of Chapter 800 of the Acts of 1970 to apply to bodily injury resulting from an act of violence of any person on the premises.

An employee who while in the performance of his/her duty receives bodily injuries resulting from acts of violence of a citizen, documented by a police report, and who as a result of such injury has been accepted for and is receiving Workers' Compensation payment pursuant to G.L. c. 152, shall be paid the difference between the weekly cash benefits to which he/she would be entitled under said chapter 152 and his/her regular salary, without such absence being charged against available sick leave credits, even if such absence may be less than six (6) calendar days duration. The provisions in this section shall be limited to ninety (90) calendar days after a bargaining unit member has been accepted and is receiving Workers' Compensation. This section shall not apply to injuries caused by another City of Boston employee or injuries sustained prior to the ratification of this agreement.

Section 5. Employee Files

- (a) No material originating from the City derogatory to an employee's conduct, service, character or personality shall be placed in the personnel files unless the employee has had an opportunity to read the material. The employee shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed. Such signature does not necessarily indicate agreement with its contents, but merely signifies that the employee has read the material to be filed.
- (b) The employee shall have the right to answer any material filed and his/her answer shall be attached to the file copy.
- (c) Any employee shall have the right, on request at reasonable time, to examine all material in his/her personnel file which is neither confidential nor privileged under law, in the presence of an officer in the Personnel Office, and with a Union representative if requested by the employee. A copy of any such material shall be furnished the employee at his/her request.

Section 6. Insurance Benefit

Insurance Benefits shall be subject to the terms and conditions set forth in the Agreement between the Public Employee Committee and the City of Boston. Upon the expiration of said agreement, the parties shall comply with all applicable laws concerning bargaining over health insurance benefits.

Section 7. Orientation

The Employer shall provide orientation for new members of the bargaining unit during which a representative of the Union shall be permitted fifteen minutes to address new employees and provide materials. The City shall provide to the Union designee, copies of the orientation materials. Upon the hiring of a new employee within this bargaining unit, the City shall provide the Union designee with the name, title and Department of the new hire.

Section 8. Health and Fitness

The City and the Union acknowledge the need for affirmative measures to address the health and well being of City employees. Therefore, the parties agree to cooperate in the planning and implementation of programs and measures which encourage the health and longevity of all employees covered by this Agreement.

Section 9. Performance Appraisals

The City and the Union recognize the importance of improved productivity and performance in order to provide for the optimum level and highest quality of services for the City of Boston. Accordingly, the parties acknowledge that

they have established a fair and reasonable performance review system and instrument. The parties agree that the performance evaluation shall not serve as the basis for an annual step increase nor shall it constitute discipline. The parties agree that employees shall not be subject to a formal evaluation using the performance evaluation instrument agreed to by the parties more than once per year.

Nothing in this Section shall preclude the City from providing performance-based feedback, engaging in discussions regarding performance throughout the year, or issuing progressive discipline as set forth in Article 6 (Discipline and Discharge.).

The parties agree to form a joint committee to review the Performance Review System instrument. Said committee shall consist of no more than five (5) members of the Union and five (5) members of the City. The committee shall meet within thirty (30) calendar days of ratification. The committee shall meet at the request of either party for a one (1) year period following ratification in an effort to reach resolution or impasse on the implementation of the Performance Review System instrument.

#### Section 10. Joint Labor Management Committee

In each Department covered by this Agreement, there shall be a Joint Labor Management Committee comprised of three (3) persons from management and three (3) from the Union. The committees shall meet once per month for four (4) hours, unless the parties agree otherwise, to discuss items of concern at any time during the life of this Agreement, including but not limited to, further application of performance appraisals, affirmative actions, health and safety conditions, upgrades, job reclassifications, flex schedules and start times. Paid release time shall be granted to the Union's representatives to this committee consistent with the above limitations. Should a Joint Labor Management Committee topic merit further discussion, a subcommittee may be formed accordingly.

#### Section 11. Long Term Disability Insurance

The employer will make long-term disability insurance available through payroll deduction, paid in full by the employee.

#### Section 12. Notification Requirements for Workers' Compensation Benefits

Any employee injured at work must immediately, or as soon as physically capable, notify in writing on City approved forms both the worker's compensation service and his/her department head of the date, time, location and nature of the injury.

A Department's personnel officer or designee shall endeavor to contact the employee at his or her last known address (using the letter attached as Appendix B) upon receipt of notice from the City's Worker's Compensation Division that the employee's benefits have been terminated. However, the employee shall bear the responsibility for notifying both the worker's compensation service and the employee's department head of all developments in the employee's worker's compensation case. In particular, the employee must notify the department head when the employee appeals any rulings of the City's Worker's Compensation Division or of the Commonwealth of Massachusetts Division of Industrial Accidents, or related entities.

Also, the employee must immediately notify his/her department head in writing when he/she has been cleared for return to work regarding his/her intent to return to work or request applicable leave. Any employee who fails to notify his/her department head of his/her ability to return to work after being medically cleared to do so through the Worker's Compensation process shall be subject to discipline or discharge. Any employee who fails to notify his/her department head accordingly, and within fourteen (14) days of receiving medical clearance to return to work fails to return may be considered to have voluntarily separated from service. Such separation shall only be a subject of the grievance and arbitration article hereunder through Step 3 and shall not be subject to arbitration.

All employees returning to work from work related injuries may be ordered to submit to a medical examination.

#### Section 13. Direct Deposit

All members of the bargaining unit shall be required to receive his or her compensation via direct deposit.



#### Section 14. GPS Technology

To improve deployment and supervision of departmental personnel and equipment, incident/service response times, and to protect its property and increase employee safety, the City intends to install GPS or other similar technology on its equipment and vehicle. The City shall bargain about the impacts, if any, resulting from its decision to implement such technology. The City will also provide the Union with written notice thirty (30) calendar days prior to such installation. In its written notice to the Union, the City shall identify the equipment and vehicles upon which it intends to install GPS technology.

#### Section 15. Housing Trust

Subject to the terms set forth in the parties' Side Letter of Agreement, dated August 18, 2004, (attached to this Agreement as Appendix C), the City and the Union shall continue to administer a housing trust fund to assist lower paid SEIU employees with the high cost of housing in the City of Boston.

#### Section 16. Drug and Alcohol Testing

##### (a) POST-ACCIDENT DRUG AND ALCOHOL TESTING

Employees who are involved in an accident, while operating a City owned vehicle, shall be subject to an alcohol and drug test following the accident whenever:

- (1) the accident involved a fatality; or
- (2) an individual suffered a bodily injury that required immediate medical treatment away from the scene of the accident and/or the employee received a citation for a moving traffic violation arising from the accident; or
- (3) one of the vehicles involved in the accident was towed away from the scene and/or the employee received a citation for a moving traffic violation arising from the accident.

A reportable accident does not include:

- a. an occurrence involving only boarding and alighting from a stationary motor vehicle; or
- b. an occurrence involving the loading or unloading of cargo.

Although testing will never delay necessary and immediate medical treatment, testing should be performed as soon as possible following the accident.

**City's Responsibility:** The City shall provide employees with necessary post-accident information, procedures and instructions before the employee operates a City vehicle to enable employees to comply with the post-accident testing requirements. The City is responsible for adhering to the following timeline.

<u>Time Lapsed</u>	<u>Action Required</u>
2 hours ALCOHOL	If the employee has not submitted to an alcohol test at this time, the City of Boston shall prepare and maintain on file a record stating the reason a test was not promptly administered.
8 hours ALCOHOL	Cease attempts to administer alcohol test and prepare and maintain record described above.
32 hours DRUGS	If the employee has not submitted to a drug test at this time, the City of Boston shall cease attempts to administer the test and prepare and maintain on file a record stating the reason a test was not promptly administered.

Employee's Responsibility: An employee is obligated to follow the post-accident instructions supplied by the City and to see that the alcohol and/or drug tests are conducted.

- An employee who is subject to a post-accident test must remain available for testing. An employee who leaves the scene before the test is administered or who does not make himself/herself readily available may be deemed to have refused to be tested and such a refusal shall be treated as a positive test.
- Further, the employee must submit to an alcohol test within eight (8) hours following the accident. During the eight (8) hour period following the accident, the employee must refrain from consuming alcohol for eight (8) hours or until the employee submits to an alcohol test, whichever comes first.
- Likewise, the employee must submit to a drug test within thirty-two (32) hours following the accident.

Under the Influence of Alcohol or Drugs shall be defined as the presence of a measurable amount which is .04% or higher of alcohol in the blood, or a verified positive drug test result, at levels specified by the Substance Abuse and Mental Health Services Administration.

Controlled Substance is any drug included in Schedules I through V, as defined by Section 802(6) of Title 21 of the United States Codes [21 USC 802(6)], the possession of which is unlawful under Chapter 13 of that title. The term does not include the use of prescribed drugs which have been legally obtained and are being used for the purpose for which they were prescribed.

All specimens will be tested at a laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA).<sup>1</sup>

#### (b) BOSTON POLICE DEPARTMENT OPERATIONS DIVISION DRUG AND ALCOHOL TESTING

In a joint desire to achieve and maintain a work force that is 100% drug free and in further recognition that the Boston Police Department has not yet achieved such goal, the parties hereby agree to incorporate Boston Police Department Rule 111, Substance Abuse Policy, excluding any and all references to the Annual Hair Testing program, and apply Rule 111 to all employees working in the Boston Police Department Operations Division.

#### (c) BOSTON CENTERS FOR YOUTH & FAMILIES REASONABLE SUSPICION DRUG AND ALCOHOL TESTING

The City of Boston shall administer reasonable suspicion drug and alcohol testing for Boston Centers for Youth & Families employees consistent with the policy attached as – ***See Supplemental Agreement: Part B, Appendix B.***

#### (d) ELDERLY COMMISSION REASONABLE SUSPICION DRUG AND ALCOHOL TESTING

The City of Boston shall administer reasonable suspicion drug and alcohol testing for Elderly Commission employees consistent with the policy attached as – ***See Supplemental Agreement: Part A, Appendix B***

#### Section 17. MBTA Pass.

Effective first pay period after ratification of this agreement, the City agrees to contribute up to twenty- five dollars (\$25.00) per month per employee toward the Massachusetts Bay Transportation Authority (MBTA) pass selected by the employee. The City's contribution will not exceed twenty-five dollars (\$25.00) per month per employee, regardless of the type of pass selected by the employee. To be eligible, employees must receive their monthly pass through the City of Boston's payroll deduction program. Any pass obtained through this program shall not be transferable.

<sup>1</sup> The City will inform the Union, if and when, SAMHSA makes any changes in testing levels.



For employees who purchase discounted passes directly through the MBTA based on age or disability, the City agrees to reimburse such employees up to twenty-five dollars (\$25.00) per month upon proof of such purchase satisfactory to the City.

The parties agree that the City has the unilateral right to amend, alter and revise the guidelines of the MBTA Pass Deduction Program run through the City's Treasury Department.

#### Section 18. Attendance.

Every employee covered by this Agreement shall be required to comply with the City of Boston Attendance Policy beginning January 1, 2013.

### **ARTICLE 20 – COMPENSATION**

Section 1. The Parties agree that SEIU may reopen the collective bargaining agreement on the issue of a "total compensation package" for fiscal years 2011, 2012, 2013 if the City agrees to a "total compensation package" for such fiscal year(s) with "any civilian bargaining unit" that is greater than the "total compensation package" provided by this Agreement in such fiscal year(s). For purposes of this paragraph the definition of "any civilian bargaining unit" shall not include any bargaining unit in the Boston Public Schools, the Boston Public Health Commission, the Boston Water and Sewer Commission, the Boston Housing Authority, and the Boston Police Detectives Benevolent Society-Forensics Group in the Boston Police Department. The definition of "total compensation package" shall be the across-the-board increase applied to the salary schedule for the applicable fiscal year(s), differentials, stipends, and upgrades. It shall not include any increase to the "total compensation package" that results from the ongoing classification and compensation study in the Veterans Services Department or the Commission on Affairs of the Elderly. To exercise such reopener, SEIU shall file a written demand to reopen with the Director of Labor Relations for the City of Boston within thirty (30) calendar days from the date the City funds the collective bargaining agreement for the applicable fiscal year(s) for "any civilian bargaining unit".

#### Section 1A. Base wage increases as follows:

Effective FPP January 2011 – 0%

Effective FPP January 2012 – 1%

Effective FPP January 2013 – 2%

#### Section 1B. Lump Sum Payment

Employees who had any portion of their FY2010 base wage increase delayed for a the three hundred and sixty four (364) day period will receive a lump sum payment equal to the actual dollar value of base wages not earned during the three hundred and sixty four (364) day period, less all applicable taxes and deductions. The lump sum payment will be based on an employee's base wage and will not include any retroactive payment of overtime or additional earnings that occurred during the FY10 wage delay period.

The City will compensate employees within ninety (90) calendar days from the date the City Council approves the funding of this agreement.

#### Section 2. Mileage.

Effective upon execution of this Agreement, the mileage allowance shall be the IRS rate.

#### Section 3. Promotional Raises.

No employee shall lose pay upon promotion (e.g., when promoted from a position to which he/she had been provisionally promoted); nor shall any employee receive an increase in pay upon promotion of less than \$10.00 unless a \$10.00 increase would raise that employee's salary higher than the highest step in the grade to which he/she has been promoted, in which case the employee shall go to the highest step in such grade.

#### Section 4. Compensation Grade Appeal.

- (a) For all members of SEIU Local 888 employed in all City departments *except the Department of Neighborhood Development, the Elderly Commission and Boston Centers for Youth and Families*, the City and Union shall create a joint Compensation Grade Appeal Committee (Committee) comprised of up to two (2) individuals designated by the Union and up to two (2) individuals designated by the City. The Committee shall meet periodically in order to review a claim by the Union that certain position(s) should receive a compensation upgrade. The Committee may ensure that a job audit is completed as part of its review.

The Union agrees that any position for which an appeal is made was properly graded on the effective date of this Agreement. In considering an appeal, the Committee shall not examine changes in the job content in the position for which the appeal is claimed that occurred prior to the effective date of this Agreement. Rather, the review shall be restricted to a review on the issue of whether, after the effective date of this Agreement, there was a fundamental and substantial change in the job content of such position that could have the effect of changing its compensation grade. Further, the review shall not consider perceived changes in job duties related to new technology, state or federal mandates, and/or to increases in the volume of work or duties.

At the completion of its review, the Committee shall issue a non-binding recommendation to the City relative to the claim. The Union has the right to file and advance a grievance filed over the outcome of such recommendation under and in conformance with Article 7 of this Agreement except that in no event shall such grievance be subject to arbitration without the written agreement of the City of Boston's Office of Labor Relations.

In the event that the Committee unanimously recommends an upgrade, written agreement from the Office of Labor Relations shall not be withheld. Such arbitration shall be a de novo proceeding based on the standards set forth in paragraph two (2) of this section. In such arbitration, the Committee's recommendation and deliberations are not admissible. Furthermore, the arbitrator shall draw no inferences or base any findings on the fact that the dispute is before him/her.

- (b) For all members of SEIU Local 888 employed in all City departments *except the Department of Neighborhood Development and the Elderly Commission*, the parties further agree to form a Joint Labor Management committee with the authority to examine job classification issues and to recommend upgrades and reclassifications.

The city and the Union may each have up to three (3) members on the committee. The committee shall form and commence meeting within ninety (90) days following execution of this agreement. The committee shall continue to meet for a maximum of six (6) months following its formation unless the parties mutually agree to continue meeting. The Committee may issue non-binding recommendations regarding the upgrades and reclassifications.

- (c) *For members of SEIU Local 888 employed in the Department of Neighborhood Development: See Supplemental Agreement, Part D*

Section 5. No moneys shall be paid under this Agreement unless and until the funds necessary to implement this Agreement have been appropriated. The provisions of Section 18 of Chapter 190, Acts of 1982, are incorporated into this Agreement.

Section 6. An employee with not less than one (1) year of service who is not a permanent employee shall be advanced to the step next higher in his/her pay grade, and thereafter shall automatically advance to the next higher step, if any, unless within the one (1) year period prior thereto, he/she failed a Civil Service examination without reasonable cause.

Section 7. All compensation adjustment letters (letters of special circumstances as defined in Section 9F and 9(F) (1) of the City of Boston's Compensation Plan) shall be posted on a bulletin board set up for that purpose in a convenient and public place at the Personnel Divisions in City Hall, Boston City Hospital and Boston Police Department.

## Section 8. Health Insurance.

The City's contribution to group hospitalization premiums shall be as follows:

- (a) 75% of total monthly premiums for the indemnity plan selected by the employer, including Blue Care Elect Preferred or equivalent coverage;
- (b) Effective First Pay Period January 2008 the City's rate of contribution for all approved and authorized health maintenance organizations shall be 87.5%. The Employee's rate of contribution for all approved and authorized health maintenance organizations shall be 12.5%;
- (c) Effective First Pay Period January 2008 the City's rate of contribution for all approved and authorized point of service products shall be 82.5%. The employee's rate of contribution for all approved and authorized point of service products shall be 17.5%.
- (d) Effective First Pay Period January 2009 the City's rate of contribution for all approved and authorized health maintenance organizations shall be 85%. The employees' rate of contribution for all approved and authorized health maintenance organizations shall be 15%.
- (e) Effective First Pay Period January 2009 the City's rate of contribution for all approved and authorized point of service products shall be 80%. The employee's rate of contribution for all approved and authorized point of service products shall be 20%.
- (f) If the City enters into any voluntary agreement with any of the City's other municipal unions, except for Water and Sewer and the teachers, and if that particular union receives a lower share of health insurance premium cost at any point of the last year of our contract, then we will re-open the contract with regards to the employee contribution to the HMO and POS premium. Effective only through the life of the contract.

Section 9. Health Insurance Opt-Out. Bargaining unit members declining the City's health insurance benefit shall be eligible for the City's opt-out insurance benefit pursuant to the City's health insurance policy. Those bargaining unit members shall receive fifteen hundred dollars (\$1,500) annually for opting-out of an individual plan or twenty-five hundred dollars (\$2,500) annually for opting-out of a family plan under the above-mentioned policy,

### A. Eligibility

To participate employees must currently be enrolled in, or have been enrolled in, medical coverage through the City of Boston and drop the coverage during the Open Enrollment period for at least one year;

Employees are eligible for the payment if they have coverage under another plan. Other plans include:

- (a) Your spouse's/partner's plan (as long as he or she is covered by someone other than the City of Boston, Boston Water and Sewer Commission or the Boston Public Health Commission);
- (b) A private health plan;
- (c) A plan offered through a second employer (if you have another job that provides health care benefits); or
- (d) A retiree health plan from an employer other than one of the City of Boston groups.

Section 10. Dental/Vision. The City will continue the current dental/optical insurance through the Massachusetts Public Employees Fund available to the members of the bargaining unit, paid in full by the employer. No dispute or claim relative to any and all aspects of the dental/vision plan, including but not necessarily limited to claims related to the Fund's administration of such plan, the level of benefits provided by such plan, and/or any modification(s) to such plan, is subject to Article 7 (Grievance Procedure) of the collective bargaining agreement.

### Section 11. Night Shift Differential and Weekend Differential

are available in the following amounts to all members of SEUI Local 888 employed in all City departments *except for the Boston Centers for Youth and Families, the Elderly Commission and the Department of Neighborhood Development (For employees in BCYF see Supplemental Part B)*:

1. Whenever in the course of his/her regular service an employee works a night shift, he/she shall be paid a night shift differential of twenty dollars (\$20.00) per week in addition to his/her regular pay. The term "night shift" shall mean a regular work shift four or more hours of which occur between 7:00 p.m. on one day and 8:00 a.m. on the next succeeding day except that in the Parks and Recreation Department and the Real Property Department it shall mean a regular work shift four or more hours of which occur between 6:00 p.m. on one day and 8:00 a.m. on the next succeeding day.

The current practice in the Municipal Police of a (\$1) one dollar per hour differential in addition to his/her regular pay for weeknights and a (\$2) two dollar per hour differential for weekend nights in addition to his/her regular pay shall continue.

2. *There shall be a weekend differential of fifty cents (\$0.50) for all regularly scheduled hours actually worked between the hours of Midnight Friday night and Midnight Sunday.*

Section 12. On-Call Differential is available in the following amounts for all SEIU Local 888 members employed in all City departments *except those employed in the Boston Centers for Youth and Families, the Elderly Commission and the Department of Neighborhood Development (For employees in the Department of Neighborhood Development see Supplemental Agreement, Part D)*

Employees, including the Manager of Security Operations, the Alarm Technician, and the Alarm Specialist, designated by their Deputy Director to be on call shall receive a differential of fifty-six dollars (\$56.00) per week plus compensatory time for hours actually worked.

Section 13. Boston Centers for Youth and Families Water Safety Instructor Upgrade/Downgrade (*see Supplemental Agreement Part B*).

### Section 14. Translator Differential for Clerks and Techs

Employees other than a full-time translator, required to perform foreign language translations shall receive \$1.00 per hour specialty differential when assigned to perform translating duties.

### Section 15. Specialty Differential (Just BPD Operations Changes)

An employee employed in a position listed below shall receive, as his/her regular rate of compensation, the sum of fifteen dollars (\$15.00) plus the rate of compensation otherwise provided by Schedule B of the 1963 Plan Effective the first pay period July 2007, , as amended:

<u>Position</u>	<u>Grade</u>
Drawtender	R-14L
Maintenance Mechanic (all trades)	R-9L
Maintenance Mechanic Foreman	R-12L
Maintenance Mechanic Helper	R-6L
Water Meter Repairman	R-7L
Working Foreman Water Service Repairman	R-9L
Police Department Communications Equipment Operator I	R-11
Police Department Communications Equipment Operator II	R-12
Tape Librarian	R-15
Tape Librarian I	R-16

An employee employed in a position listed below shall receive, as his/her regular rate of compensation, the sum of twenty dollars (\$20.00) plus the rate of compensation otherwise provided by Schedule B of the 1963 plan as amended:

<u>Position</u>	<u>Grade</u>
Municipal Police Computer Operator	N-16
Senior Computer Operator	N-18
Shift Supervisor	N-20
Senior Shift Supervisor	N-21
Police Department Call Takers	R-13
Police Dispatcher	R-17
Police Department Chief Communications Equipment Operator I	R-14

*For all other department-specific differentials and/or specialty pay please see the corresponding supplemental agreement for the department.*

## **ARTICLE 21 – CAREER DEVELOPMENT AND TUITION REIMBURSEMENT**

**Section 1.** The City and the Union recognize the importance of career development, which may include on-going training and continuing education.

### **Section 2. Career Development and Tuition Reimbursement Committee**

(a) The City and the Union agree to establish a Career Development and Tuition Reimbursement Committee consisting of four (4) people appointed by the City and four (4) people appointed by the Union.

(b) The Career Development and Tuition Reimbursement Committee shall meet no less than quarterly places agreed upon by the Union and the City. The committee shall make recommendations regarding career development programs, review applications for reimbursement City government-related career development programs and review applications for tuition reimbursement, consistent with the criteria set forth in this Agreement.

(c) Reimbursement shall be granted, up to a maximum of \$800 (eight hundred dollars) per member per fiscal year for eligible career development programs and/or tuition reimbursement. Tuition reimbursement shall be limited to satisfactory completion of (1) GED preparation programs and testing; (2) graduate or undergraduate level course work (City government-related) at an accredited college or university; and (3) training or certificate programs (City government-related). Satisfactory completion shall be defined as a grade of “C” (75%) or higher where grades are provided. Where no grade is provided, an employee must provide documentation of successful completion of the course, training or certificate program in order to be eligible for reimbursement.

(d) In order to receive reimbursement, an employee must provide proof of payment and satisfactory completion of eligible programs.

(e) All requests for reimbursement shall be considered on a first come first serve basis and shall be subject to the availability of funds.

### **Section 3. Career Development and Tuition Reimbursement Funding**

The City shall allocate \$30,000.00 (thirty thousand dollars) per fiscal year for a Career Development and Tuition Reimbursement fund. In the event the fund balance is not exhausted in any given fiscal year, the remaining balance shall carry over to the following fiscal year.

#### Section 4. City Required Training

In the event that the City requires an employee to attend a convention, professional meeting, training or another activity related to an employee's job function, the City shall bear the cost of said training and shall grant the employee leave with pay to attend. The cost of mandatory City required training shall not be deducted from the Career Development and Tuition Reimbursement Fund.

### **ARTICLE 22 – EMPLOYER PROVISION OF INFORMATION**

Section 1. The City shall be required to provide the Union and/or its designees with the following information, if feasible, for bargaining unit employees:

- (a) Every month, a list of all employees new to the bargaining unit, date of employment, classification, grade level, source of funding and department
- (b) Every six (6) months, a list of all employees who have been separated from service
- (c) A list of employees in each department/agency by title listed within each title in order of date of employment. Such lists shall be updated every year.
- (d) Every six (6) months, a list of employees retaining recall rights
- (e) Every six (6) months, a list of employees currently on authorized leave, and the number of those employees on a medical leave.

The City shall provide to the Union upon request, no more than three (3) times a year, a Position Management Report for each city department.

Section 2. Where the City has been providing such information to the Union at more frequent intervals, the information shall continue to be furnished at such intervals.

### **ARTICLE 23 – DURATION OF AGREEMENT**

Except as otherwise provided herein this Agreement shall take effect as of the date of execution and shall continue in full force and effect until superseded by a new Collective Bargaining Agreement.



## **MEMORANDUM OF AGREEMENT AS OF MAY 4, 2012**

### **SEIU Local 888**

### **2013-2016**

## **AGREEMENT**

*On May 4, 2012, the parties reached a tentative agreement subject to ratification by SEIU, Local 888 and approval by the Mayor and Boston City Council of both the October 1, 2010 through September 30, 2013 and the October 1, 2013 through September 30, 2016 agreements. The October 1, 2013 through September 30, 2016 shall not take effect unless and until SEIU, Local 888 has ratified and the Mayor and Boston City Council have approved the October 1, 2010 through September 30, 2013 agreement. This three (3) year agreement is the product of successor collective bargaining to the to the July 1, 2006 to September 30, 2007 and October 1, 2007 to September 30, 2010 agreement between the City of Boston and Boston Center for Youth and Families - SEIU Local 888; October 1, 2006 to September 30, 2007 and October 1, 2007 to September 30, 2010 agreement between the City of Boston and Clerks and Techs – SEIU Local 888; the October 1, 2006 to September 30, 2007 and October 1, 2007 to September 30, 2010 agreement between the City of Boston and Department of Neighborhood Development – SEIU Local 888; the October 1, 2006 to September 30, 2007 and October 1, 2007 to September 30, 2010 agreement between the City of Boston and Elderly Commission - SEIU Local 888.*

### **Article 20 – Compensation**

Section 1. The Parties agree that SEIU may reopen the collective bargaining agreement on the issue of a "total compensation package" for fiscal years 2014, 2015, 2016 if the City agrees to a "total compensation package" for such fiscal year(s) with "any civilian bargaining unit" that is greater than the "total compensation package" provided by this Agreement in such fiscal year(s). For purposes of this paragraph the definition of "any civilian bargaining unit" shall not include any bargaining unit in the Boston Public Schools, the Boston Public Health Commission, the Boston Water and Sewer Commission, the Boston Housing Authority, and the Boston Police Detectives Benevolent Society-Forensics Group in the Boston Police Department. The definition of "total compensation package" shall be the across-the-board increase applied to the salary schedule for the applicable fiscal year(s), differentials, stipends, and upgrades. It shall not include any increase to the "total compensation package" that results from the ongoing classification and compensation study in the Veterans Services Department or the Commission on Affairs of the Elderly. To exercise such reopener, SEIU shall file a written demand to reopen with the Director of Labor Relations for the City of Boston within thirty (30) calendar days from the date the City funds the collective bargaining agreement for the applicable fiscal year(s) for "any civilian bargaining unit".

Section 1A. Base wage increases as follows:

Effective FPP January 2014 – 3%

Effective FPP January 2015 – 3%

Effective FPP January 2016 – 3%

### **Article 23 – Duration of Agreement**

Except as otherwise provided herein this Agreement shall take effect as of the date of execution and shall continue in full force and effect until superseded by a new Collective Bargaining Agreement.

In witness whereof, the parties hereto have caused their names to be subscribed as the duly authorized officers and representatives on this 4<sup>th</sup> day of May, 2012.

**For the City of Boston:**

**FOR THE LOCAL 888, SEIU:**

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## GENERAL APPENDICES

### Appendix A: Four Day Workweek

#### SIDE LETTER OF AGREEMENT

between

CITY OF BOSTON

AND

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 888

This side letter of agreement is made under Chapter 150E of the General Laws this \_\_\_ day of \_\_\_\_\_, 2012 between the City of Boston ("City") and the Service Employees International Union, Local 888 ("SEIU").

#### WITNESSETH

Whereas, in the most recent round of contract negotiations the parties agreed to language affording employees, with the agreement of their Department Heads and the approval of the Office of Human Resources, the option of a four (4) day workweek, as follows;

#### Section 4. Four-Day Workweek

- A. At the discretion of a Department Head on a case-by-case basis and subject to the operational needs of the Department, employees may be offered the option of a four (4) day workweek. In the event two (2) or more employees in the same title and job series simultaneously apply for a four (4) day work week, seniority in the title and job series will be the determining factor. Seniority shall be defined as the total continuous service of an employee with the City of Boston, provided that service prior to an authorized leave of absence or prior to a lay off shall be counted toward total continuous service. The only issue in this Article that can be subject to the grievance and arbitration procedure listed in Article 7 is Seniority.
- B. A four (4) day workweek shall consist of either thirty-five (35) or forty (40) hours per week over four (4) consecutive days of either eight hours and forty-five minutes (8.75 hours) or ten (10) hours per day. At the discretion of the department head, exceptions may be granted to the requirement that the 4 days be consecutive.
- C. The City's Director of the Office of Human Resources shall approve a four (4) day workweek after the Department Head (or their Designee) and the employee has agreed to a four (4) day workweek. In the event where a four (4) day workweek is denied, the affected employee may appeal the denial to the City's Director of Human Resources or her/his designee. The City's Director of Human Resources will make her/his decision available to the employee and the Union upon request. The decision by the Office of Human Resources shall not be subject to the grievance and arbitration procedure in Article 7.

Whereas, the parties wish to define the parameters of the four (4) day workweek in order to allow employees and Department Heads to foresee the effects of adopting such a schedule, the expectations of employees granted a four (4) day workweek, and the responsibilities of the City with regard to contract administration;

The parties hereby agree that any employee granted approval to work a four (4) day workweek in accordance with this Section will be required to work the core hours as determined by the Department Head and/or his/her designee on his/her four (4) work days. Specific exceptions to the core hours requirement must be requested in conjunction with the request for a four (4) day workweek and must be approved by both the Department Head and the City's Director of Human Resources.

The parties further agree that the City's authorization for a four (4) day workweek is subject, in each individual case, to the operating needs of the City and the affected Department, and that such authorization can be withdrawn by the City at any time and for any reason. The City agrees to provide an affected employee with fourteen (14) calendar days' notice prior to withdrawing authorization for a four (4) day workweek. The fourteen (14) calendar day notice period may be shortened or extended by mutual agreement of the employee/union and the Department.

The parties further agree that all leave benefits referenced in the collective bargaining agreement as "days" or "work days" will be converted to hours, based on the appropriate work week of 35 or 40 hours, for all employees on an approved four (4) day workweek. In doing so, the parties acknowledge that no employee is subject to any loss or realize any gain in contractual benefits as a result of the change in calculation from days to hours, and that said change is made merely to ensure equal and accurate benefit accrual and to facilitate administration and accounting of benefits. For example:

#### **Hours of Work (Article 11, Section E)**

The parties agree that the contractual workday of seven (7) or eight (8) hours shall, for the purposes of employees granted a four (4) day workweek, be either eight hours and forty-five minutes (8.75 hours) for employees whose normal workweek is 35 hours or ten (10) hours for employees whose normal workweek is 40 hours. In addition, employees will be provided an unpaid lunch period, which must be taken during the work day and cannot be used to decrease the amount of time an employee spends at work.

The parties further agree that employees on a four (4) day workweek shall not be eligible for overtime until and unless they have worked in excess of both their usual hours per day and usual hours per week of work. All other prerequisites to overtime eligibility shall apply as per Article 11, including but not limited to the requirement for pre-authorization of overtime.

#### **Sick Leave Accrual (Article 16, Section 1)**

The City and SEIU agree that sick leave accrues at a rate of 1 day per month of actual service under the current contract language and that, expressed in hours, accrues as follows:

Employees working 35 hours per week:	Accrue 7 hours of sick leave per month of actual service
Employees working 40 hours per week:	Accrue 8 hours of sick leave per month of actual service

#### **Annual Redemption of Sick Leave (Article 16, Section 7)**

An employee who has used fewer than 35 or 40 hours of sick time in the twelve (12) month period ending December 31 of any year in which this Agreement is in effect may elect to redeem sick time in a lump sum cash payment in accordance with the following schedule:

The formula that is used to determine sick leave buy-back is as follows:

##### ***Employees working 35 hours per week:***

35 hours – sick hours used in the previous year = hours of cash redemption

##### ***Employees working 40 hours per week:***

40 hours – sick hours used in the previous year = hours of cash redemption

#### **Personal Days (Article 16, Section 11)**

The City and SEIU agree that under the current contract language full-time employees on the payroll as of January 1 receive three (3) standalone paid personal leave days. The parties agree that personal time can be expressed in hours as follows:

Employees working 35 hours per week:	21 hours of personal time per year
Employees working 40 hours per week:	24 hours of personal time per year

**Holidays** (Article 14, Section 2).

The parties agree that the provisions below were designed to apply specifically to employees granted permission to work a four-day workweek in accordance with Article 11, Section E.

***Employees working 35 hours per week:***

*When the Holiday falls on an employee's scheduled work day:*

The employee will only be scheduled to work his or her remaining three (3) days that week.

The employee will receive holiday pay in the amount of seven (7) hours.

The employee will work nine (9) hours and 20 minutes on each of the three (3) remaining working days.

*When the Holiday falls on a day when the employee is already scheduled to be off:*

The Department Head shall grant an alternative day off, in lieu of holiday, during the same pay period in which the Holiday falls. On that day, the employee will be compensated for seven (7) hours of Holiday pay. The employee will work nine (9) hours and 20 minutes on each of the three (3) remaining working days.

***Employees working 40 hours per week:***

*When the Holiday falls on an employee's scheduled work day:*

The employee will only be scheduled to work his or her remaining three (3) days that week.

The employee will receive holiday pay in the amount of eight (8) hours.

The employee will work ten (10) hours and 40 minutes on each of the three (3) remaining working days.

*When the Holiday falls on a day when the employee is already scheduled to be off:*

The Department Head shall grant an alternative day off, in lieu of holiday, during the same pay period in which the Holiday falls. On that day, the employee will be compensated for eight (8) hours of Holiday pay. The employee will work ten (10) hours and 40 minutes on each of the three (3) remaining working days.

**Vacation Leave** (Article 15, Section 2A and 2B)

Vacation leave entitlement shall be in accordance with the service thresholds as described in Article 15, Section 2A and 2B, shall be described as hourly accumulation as follows:

***Employees working 35 hours per week:***

One (1) week =	35 hours per year
Two (2) weeks =	70 hours per year
Three (3) weeks =	105 hours per year
Four (4) weeks =	140 hours per year
Five (5) weeks =	175 hours per year
Six (6) weeks =	210 hours per year

***Employees working 40 hours per week:***

One (1) week =	40 hours per year
Two (2) weeks =	80 hours per year
Three (3) weeks =	120 hours per year
Four (4) weeks =	160 hours per year
Five (5) weeks =	200 hours per year
Six (6) weeks =	240 hours per year

**Sick Leave Conversion** (Article 16, Section 10)

Sick Leave Conversion Employees who have accumulated fifty (50) days of sick leave and who did not utilize more than three (3) sick days in the preceding calendar year, excluding sick leave redeemed pursuant to Article 16, Section 6, may convert up to nine (9) sick days to vacation days on a three for one (3:1) basis, in a manner to be prescribed by the Office of Human Resources.

## CITY OF BOSTON FOUR-DAY WORKWEEK AGREEMENT

*Part I. To be completed by the employee requesting a four (4) day workweek*

**Date request submitted to Department Head:** \_\_\_\_\_

**To: (Department Head):** \_\_\_\_\_

**Department:** \_\_\_\_\_

**From: (Name)** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_

**Date of appointment to current position:** \_\_\_\_\_

**Total Service in the Department (years/months/days):** \_\_\_\_\_

**Total City Service (years/months/days):** \_\_\_\_\_

*A four (4) day workweek shall consist of either four (4) consecutive days of eight hours and forty-five minutes (8.75 hours) for 35 hour per week employees; or four (4) consecutive days of ten (10) hours per day for 40 hour per week employees. Proposed hours of work should include the core hours as determined by the Department Head and/or his designee.*

**Requested days of work** \_\_\_\_\_

**Requested hours of work** \_\_\_\_\_ **a.m. to** \_\_\_\_\_ **p.m.**

**I hereby request authorization to work a four (4) day workweek, pursuant to Article 11, Section B of the collective bargaining agreement.**

By affixing my signature below, I acknowledge that I have read the Side Letter of Agreement between the City of Boston and SEIU, Local 888, dated DATE, and that such Agreement shall govern the terms and conditions under which a four (4) day workweek may be granted and administered. I agree to abide by the terms of the Side Letter of Agreement and all other terms and conditions of employment. I acknowledge that authorization for a four (4) day workweek may be withdrawn by the City at any time and for any reason with fourteen (14) days' notice.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**



*Part II. To be completed by the Department Head*

**By affixing my signature below, I acknowledge that I have read the Side Letter of Agreement between the City of Boston and SEIU, Local 888, dated DATE, and that such Agreement shall govern the terms and conditions under which a four (4) day workweek may be granted and administered.**

**I have received and considered the above request, and I hereby APPROVE/DENY (circle one) the proposed four (4) day workweek schedule as described herein.**

\_\_\_\_\_  
**Department Head**

\_\_\_\_\_  
**Date**

*Part III. To be completed by the Department of Human Resources*

**I hereby APPROVE/DENY (circle one) the above request for a four (4) day workweek.**

\_\_\_\_\_  
**Director of Human Resources**

\_\_\_\_\_  
**Date**

In the event that a request for a four (4) day workweek is denied, the affected employee may appeal the denial to the City's Director of Human Resources or her/his designee. The City's Director of Human Resources will make her/his decision available to the employee and the Union upon request. The decision by the Office of Human Resources shall not be subject to the grievance and arbitration procedure.

## **APPENDIX B: RETURN TO WORK ORDER**

### **By First-Class Mail**

EMPLOYEE'S NAME

LAST KNOWN ADDRESS

DATE

### **Re: Return to Work Order**

Dear NAME:

Since [DATE], you have been absent from your position as a [POSITION] in the [DEPARTMENT] under claim of an on-the-job injury. However, on [DATE], you were notified that your worker's compensation benefits were being terminated as of [DATE]. Accordingly, you are hereby ordered to report to work no later than [DATE].

This letter is being sent by the personnel division of the [DEPARTMENT] and is not related to any communications that you or your attorney may be engaged in with the City's Worker's Compensation Division.

Therefore, if you do not return to work on [DATE], then it is your responsibility to complete ALL of the following steps:

- Contact your Departmental Personnel Officer and discuss your status (i.e., whether you plan to appeal the termination of your workers comp. Benefits, etc.) with him or her; AND
- Make a proper written request for a medical or other leave of absence; AND
- Produce sufficient documentation for your continued absence.

If you do not complete all of the above steps within fourteen (14) days after receiving this letter, then the Department may consider you to have voluntarily separated yourself from employment.

Again, if you do not notify your department that you intend to appeal the termination of your worker's compensation benefits and you do not intend to request a medical or other leave of absence, then you must report to work on [DATE]. Failure to do so shall constitute an unauthorized absence and shall be grounds for discipline, up to and including termination. Also, continued failure to report to work may increase the discipline that you may receive for your unauthorized leave.

Please contact me at (617)635-XXXX should you have any further questions.

Sincerely,

[DEPARTMENT PERSONNEL OFFICER]

cc: Union  
Personnel  
Employee Supervisor

Representative  
File

## **APPENDIX C: HOUSING TRUST SIDE LETTER**

### **JOINT SIDE LETTER OF AGREEMENT**

Between

CITY OF BOSTON

And

LOCAL 888 SERVICE EMPLOYEES INTERNATIONAL UNION, AFL-CIO

This Agreement is made under Chapter 150E of the General laws, by and between the City of Boston, (“the City”) and Local 888, Service Employees International Union, AFL-CIO (“SEIU” or “Union”). This Agreement shall jointly apply to all SEIU Local 888 Bargaining units within the City of Boston.

The City of Boston and SEIU agree to create and administer a housing trust fund to assist lower paid SEIU employees with the high cost of housing in the City of Boston.

The parties shall make every effort to allow lower paid SEIU members employed by the Public Health Commission and by the Boston School Department to participate in the Housing Trust Fund established hereunder. The participation of said employees shall depend on the parties’ determination as to whether such participation is lawful, if such impediment exists.

1. Upon execution of the trust fund document by the parties, the City shall make a one-time contribution of five hundred thousand (\$500,000) dollars to establish the trust fund.
2. Thereafter, during the life of the trust, the City shall provide further contributions to the trust fund, equal to 5 cents per hour worked per employee.
3. SEIU and the City shall jointly administer the trust fund subject to a trust agreement to be executed by the parties.
4. The parties agree to create a joint committee to negotiate the rules by which the trust fund shall be administered (for example, the beneficiaries of the trust fund and the nature and extent of the benefits(s) bestowed).
5. The parties agree that only employees who must and/or actually reside within the City of Boston benefit from the housing trust fund.

# **APPENDIX D: WAGE SCALE FOR CITY HALL & BOSTON POLICE DEPARTMENT**

## Schedule A Effective 1/7/2012 1% Increase

Sal Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
NP	16	hrly	\$17.19	\$18.01	\$18.89	\$19.79	\$20.73	\$21.66	\$22.58	\$23.60	\$24.71	\$25.70	\$26.73
		wkly	\$601.57	\$630.43	\$661.26	\$692.68	\$725.49	\$758.26	\$790.16	\$826.02	\$864.80	\$899.61	\$935.47
		yrly	\$31,281.73	\$32,782.29	\$34,385.47	\$36,019.57	\$37,725.37	\$39,429.76	\$41,088.47	\$42,953.10	\$44,969.55	\$46,779.64	\$48,644.44
NP	18	hrly	\$20.73	\$21.66	\$22.58	\$23.60	\$24.71	\$25.82	\$26.95	\$28.08	\$29.20	\$30.38	\$31.59
		wkly	\$725.49	\$758.26	\$790.16	\$826.02	\$864.80	\$903.69	\$943.18	\$982.74	\$1,022.10	\$1,063.27	\$1,105.67
		yrly	\$37,725.37	\$39,429.76	\$41,088.47	\$42,953.10	\$44,969.55	\$46,991.62	\$49,045.33	\$51,102.54	\$53,149.21	\$55,289.80	\$57,495.01
NP	19	hrly	\$22.58	\$23.60	\$24.71	\$25.82	\$26.95	\$28.08	\$29.20	\$30.37	\$31.58	\$32.85	\$34.16
		wkly	\$790.16	\$826.02	\$864.80	\$903.69	\$943.18	\$982.74	\$1,022.10	\$1,062.87	\$1,105.27	\$1,149.80	\$1,195.67
		yrly	\$41,088.47	\$42,953.10	\$44,969.55	\$46,991.62	\$49,045.33	\$51,102.54	\$53,149.21	\$55,268.98	\$57,473.79	\$59,789.63	\$62,174.81
NP	20	hrly	\$24.71	\$25.82	\$26.95	\$28.08	\$29.20	\$30.37	\$31.58	\$32.84	\$34.15	\$35.52	\$36.94
		wkly	\$864.80	\$903.69	\$943.18	\$982.74	\$1,022.10	\$1,062.87	\$1,105.27	\$1,149.34	\$1,195.20	\$1,243.36	\$1,292.97
		yrly	\$44,969.55	\$46,991.62	\$49,045.33	\$51,102.54	\$53,149.21	\$55,268.98	\$57,473.79	\$59,765.76	\$62,150.50	\$64,654.78	\$67,234.58
NP	22	hrly	\$29.20	\$30.37	\$31.58	\$32.84	\$34.15	\$35.51	\$36.93	\$38.40	\$39.93	\$41.54	\$43.20
		wkly	\$1,022.10	\$1,062.87	\$1,105.27	\$1,149.34	\$1,195.20	\$1,242.87	\$1,292.49	\$1,344.06	\$1,397.69	\$1,454.03	\$1,512.07
		yrly	\$53,149.21	\$55,268.98	\$57,473.79	\$59,765.76	\$62,150.50	\$64,629.42	\$67,209.54	\$69,890.89	\$72,679.76	\$75,609.75	\$78,627.74
NP	23	hrly	\$31.58	\$32.84	\$34.15	\$35.51	\$36.93	\$38.40	\$39.93	\$41.53	\$43.18	\$44.93	\$46.72
		wkly	\$1,105.27	\$1,149.34	\$1,195.20	\$1,242.87	\$1,292.49	\$1,344.06	\$1,397.69	\$1,453.44	\$1,511.47	\$1,572.41	\$1,635.18
		yrly	\$57,473.79	\$59,765.76	\$62,150.50	\$64,629.42	\$67,209.54	\$69,890.89	\$72,679.76	\$75,578.97	\$78,596.28	\$81,765.16	\$85,029.38
NP	24	hrly	\$34.15	\$35.51	\$36.93	\$38.40	\$39.93	\$41.53	\$43.18	\$44.91	\$46.70	\$48.58	\$50.52
		wkly	\$1,195.20	\$1,242.87	\$1,292.49	\$1,344.06	\$1,397.69	\$1,453.44	\$1,511.47	\$1,571.80	\$1,634.55	\$1,700.45	\$1,768.35
		yrly	\$62,150.50	\$64,629.42	\$67,209.54	\$69,890.89	\$72,679.76	\$75,578.97	\$78,596.28	\$81,733.75	\$84,996.34	\$88,423.56	\$91,954.11

**Schedule A**  
**Effective 1/5/2013**  
**2% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>
<b>NP</b>	<b>16</b>	<b>hrly</b>	\$17.53	\$18.37	\$19.27	\$20.19	\$21.14	\$22.10	\$23.03	\$24.07	\$25.20	\$26.22	\$27.26
		<b>wkly</b>	\$613.60	\$643.04	\$674.48	\$706.54	\$740.00	\$773.43	\$805.97	\$842.54	\$882.09	\$917.60	\$954.18
		<b>yrly</b>	\$31,907.36	\$33,437.94	\$35,073.18	\$36,739.96	\$38,479.88	\$40,218.35	\$41,910.24	\$43,812.17	\$45,868.94	\$47,715.23	\$49,617.33
<b>NP</b>	<b>18</b>	<b>hrly</b>	\$21.14	\$22.10	\$23.03	\$24.07	\$25.20	\$26.34	\$27.49	\$28.64	\$29.79	\$30.99	\$32.22
		<b>wkly</b>	\$740.00	\$773.43	\$805.97	\$842.54	\$882.09	\$921.76	\$962.04	\$1,002.40	\$1,042.54	\$1,084.53	\$1,127.79
		<b>yrly</b>	\$38,479.88	\$40,218.35	\$41,910.24	\$43,812.17	\$45,868.94	\$47,931.46	\$50,026.23	\$52,124.59	\$54,212.20	\$56,395.60	\$58,644.91
<b>NP</b>	<b>19</b>	<b>hrly</b>	\$23.03	\$24.07	\$25.20	\$26.34	\$27.49	\$28.64	\$29.79	\$30.97	\$32.21	\$33.51	\$34.85
		<b>wkly</b>	\$805.97	\$842.54	\$882.09	\$921.76	\$962.04	\$1,002.40	\$1,042.54	\$1,084.12	\$1,127.37	\$1,172.80	\$1,219.58
		<b>yrly</b>	\$41,910.24	\$43,812.17	\$45,868.94	\$47,931.46	\$50,026.23	\$52,124.59	\$54,212.20	\$56,374.36	\$58,623.27	\$60,985.42	\$63,418.31
<b>NP</b>	<b>20</b>	<b>hrly</b>	\$25.20	\$26.34	\$27.49	\$28.64	\$29.79	\$30.97	\$32.21	\$33.50	\$34.83	\$36.24	\$37.68
		<b>wkly</b>	\$882.09	\$921.76	\$962.04	\$1,002.40	\$1,042.54	\$1,084.12	\$1,127.37	\$1,172.33	\$1,219.11	\$1,268.23	\$1,318.83
		<b>yrly</b>	\$45,868.94	\$47,931.46	\$50,026.23	\$52,124.59	\$54,212.20	\$56,374.36	\$58,623.27	\$60,961.07	\$63,393.51	\$65,947.88	\$68,579.27
<b>NP</b>	<b>22</b>	<b>hrly</b>	\$29.79	\$30.97	\$32.21	\$33.50	\$34.83	\$36.22	\$37.67	\$39.17	\$40.73	\$42.37	\$44.07
		<b>wkly</b>	\$1,042.54	\$1,084.12	\$1,127.37	\$1,172.33	\$1,219.11	\$1,267.73	\$1,318.34	\$1,370.94	\$1,425.64	\$1,483.11	\$1,542.31
		<b>yrly</b>	\$54,212.20	\$56,374.36	\$58,623.27	\$60,961.07	\$63,393.51	\$65,922.01	\$68,553.73	\$71,288.70	\$74,133.35	\$77,121.94	\$80,200.30
<b>NP</b>	<b>23</b>	<b>hrly</b>	\$32.21	\$33.50	\$34.83	\$36.22	\$37.67	\$39.17	\$40.73	\$42.36	\$44.05	\$45.82	\$47.65
		<b>wkly</b>	\$1,127.37	\$1,172.33	\$1,219.11	\$1,267.73	\$1,318.34	\$1,370.94	\$1,425.64	\$1,482.51	\$1,541.70	\$1,603.86	\$1,667.88
		<b>yrly</b>	\$58,623.27	\$60,961.07	\$63,393.51	\$65,922.01	\$68,553.73	\$71,288.70	\$74,133.35	\$77,090.55	\$80,168.20	\$83,400.46	\$86,729.96
<b>NP</b>	<b>24</b>	<b>hrly</b>	\$34.83	\$36.22	\$37.67	\$39.17	\$40.73	\$42.36	\$44.05	\$45.81	\$47.64	\$49.56	\$51.53
		<b>wkly</b>	\$1,219.11	\$1,267.73	\$1,318.34	\$1,370.94	\$1,425.64	\$1,482.51	\$1,541.70	\$1,603.24	\$1,667.24	\$1,734.46	\$1,803.72
		<b>yrly</b>	\$63,393.51	\$65,922.01	\$68,553.73	\$71,288.70	\$74,133.35	\$77,090.55	\$80,168.20	\$83,368.43	\$86,696.27	\$90,192.03	\$93,793.19

**Schedule A**  
**Effective 1/4/2014**  
**3% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>
<b>NP</b>	<b>16</b>	<b>hrly</b>	\$18.06	\$18.92	\$19.85	\$20.79	\$21.78	\$22.76	\$23.72	\$24.79	\$25.96	\$27.00	\$28.08
		<b>wkly</b>	\$632.01	\$662.33	\$694.72	\$727.73	\$762.20	\$796.63	\$830.15	\$867.82	\$908.56	\$945.13	\$982.80
		<b>yrly</b>	\$32,864.58	\$34,441.08	\$36,125.38	\$37,842.16	\$39,634.27	\$41,424.90	\$43,167.54	\$45,126.53	\$47,245.01	\$49,146.69	\$51,105.85
<b>NP</b>	<b>18</b>	<b>hrly</b>	\$21.78	\$22.76	\$23.72	\$24.79	\$25.96	\$27.13	\$28.31	\$29.50	\$30.68	\$31.92	\$33.19
		<b>wkly</b>	\$762.20	\$796.63	\$830.15	\$867.82	\$908.56	\$949.41	\$990.90	\$1,032.47	\$1,073.82	\$1,117.07	\$1,161.62
		<b>yrly</b>	\$39,634.27	\$41,424.90	\$43,167.54	\$45,126.53	\$47,245.01	\$49,369.40	\$51,527.02	\$53,688.33	\$55,838.56	\$58,087.47	\$60,404.25
<b>NP</b>	<b>19</b>	<b>hrly</b>	\$23.72	\$24.79	\$25.96	\$27.13	\$28.31	\$29.50	\$30.68	\$31.90	\$33.18	\$34.51	\$35.89
		<b>wkly</b>	\$830.15	\$867.82	\$908.56	\$949.41	\$990.90	\$1,032.47	\$1,073.82	\$1,116.65	\$1,161.19	\$1,207.98	\$1,256.17
		<b>yrly</b>	\$43,167.54	\$45,126.53	\$47,245.01	\$49,369.40	\$51,527.02	\$53,688.33	\$55,838.56	\$58,065.59	\$60,381.97	\$62,814.98	\$65,320.86
<b>NP</b>	<b>20</b>	<b>hrly</b>	\$25.96	\$27.13	\$28.31	\$29.50	\$30.68	\$31.90	\$33.18	\$34.50	\$35.88	\$37.32	\$38.81
		<b>wkly</b>	\$908.56	\$949.41	\$990.90	\$1,032.47	\$1,073.82	\$1,116.65	\$1,161.19	\$1,207.50	\$1,255.68	\$1,306.28	\$1,358.40
		<b>yrly</b>	\$47,245.01	\$49,369.40	\$51,527.02	\$53,688.33	\$55,838.56	\$58,065.59	\$60,381.97	\$62,789.91	\$65,295.31	\$67,926.31	\$70,636.65
<b>NP</b>	<b>22</b>	<b>hrly</b>	\$30.68	\$31.90	\$33.18	\$34.50	\$35.88	\$37.31	\$38.80	\$40.34	\$41.95	\$43.65	\$45.39
		<b>wkly</b>	\$1,073.82	\$1,116.65	\$1,161.19	\$1,207.50	\$1,255.68	\$1,305.76	\$1,357.89	\$1,412.06	\$1,468.41	\$1,527.61	\$1,588.58
		<b>yrly</b>	\$55,838.56	\$58,065.59	\$60,381.97	\$62,789.91	\$65,295.31	\$67,899.67	\$70,610.35	\$73,427.36	\$76,357.35	\$79,435.60	\$82,606.31
<b>NP</b>	<b>23</b>	<b>hrly</b>	\$33.18	\$34.50	\$35.88	\$37.31	\$38.80	\$40.34	\$41.95	\$43.63	\$45.37	\$47.20	\$49.08
		<b>wkly</b>	\$1,161.19	\$1,207.50	\$1,255.68	\$1,305.76	\$1,357.89	\$1,412.06	\$1,468.41	\$1,526.99	\$1,587.95	\$1,651.97	\$1,717.92
		<b>yrly</b>	\$60,381.97	\$62,789.91	\$65,295.31	\$67,899.67	\$70,610.35	\$73,427.36	\$76,357.35	\$79,403.27	\$82,573.25	\$85,902.48	\$89,331.86
<b>NP</b>	<b>24</b>	<b>hrly</b>	\$35.88	\$37.31	\$38.80	\$40.34	\$41.95	\$43.63	\$45.37	\$47.18	\$49.06	\$51.04	\$53.08
		<b>wkly</b>	\$1,255.68	\$1,305.76	\$1,357.89	\$1,412.06	\$1,468.41	\$1,526.99	\$1,587.95	\$1,651.34	\$1,717.25	\$1,786.50	\$1,857.83
		<b>yrly</b>	\$65,295.31	\$67,899.67	\$70,610.35	\$73,427.36	\$76,357.35	\$79,403.27	\$82,573.25	\$85,869.48	\$89,297.16	\$92,897.79	\$96,606.99



**Schedule A**  
**Effective 1/3/2015**  
**3% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>
<b>NP</b>	<b>16</b>	<b>hrly</b>	\$18.60	\$19.49	\$20.44	\$21.42	\$22.43	\$23.44	\$24.43	\$25.54	\$26.74	\$27.81	\$28.92
		<b>wkly</b>	\$650.97	\$682.20	\$715.56	\$749.57	\$785.06	\$820.53	\$855.05	\$893.85	\$935.81	\$973.48	\$1,012.29
		<b>yrly</b>	\$33,850.52	\$35,474.31	\$37,209.14	\$38,977.43	\$40,823.30	\$42,667.65	\$44,462.57	\$46,480.33	\$48,662.36	\$50,621.09	\$52,639.02
<b>NP</b>	<b>18</b>	<b>hrly</b>	\$22.43	\$23.44	\$24.43	\$25.54	\$26.74	\$27.94	\$29.16	\$30.38	\$31.60	\$32.87	\$34.18
		<b>wkly</b>	\$785.06	\$820.53	\$855.05	\$893.85	\$935.81	\$977.89	\$1,020.63	\$1,063.44	\$1,106.03	\$1,150.58	\$1,196.47
		<b>yrly</b>	\$40,823.30	\$42,667.65	\$44,462.57	\$46,480.33	\$48,662.36	\$50,850.48	\$53,072.83	\$55,298.98	\$57,513.72	\$59,830.09	\$62,216.38
<b>NP</b>	<b>19</b>	<b>hrly</b>	\$24.43	\$25.54	\$26.74	\$27.94	\$29.16	\$30.38	\$31.60	\$32.86	\$34.17	\$35.55	\$36.97
		<b>wkly</b>	\$855.05	\$893.85	\$935.81	\$977.89	\$1,020.63	\$1,063.44	\$1,106.03	\$1,150.15	\$1,196.03	\$1,244.22	\$1,293.86
		<b>yrly</b>	\$44,462.57	\$46,480.33	\$48,662.36	\$50,850.48	\$53,072.83	\$55,298.98	\$57,513.72	\$59,807.56	\$62,193.42	\$64,699.43	\$67,280.48
<b>NP</b>	<b>20</b>	<b>hrly</b>	\$26.74	\$27.94	\$29.16	\$30.38	\$31.60	\$32.86	\$34.17	\$35.53	\$36.95	\$38.44	\$39.98
		<b>wkly</b>	\$935.81	\$977.89	\$1,020.63	\$1,063.44	\$1,106.03	\$1,150.15	\$1,196.03	\$1,243.72	\$1,293.35	\$1,345.46	\$1,399.15
		<b>yrly</b>	\$48,662.36	\$50,850.48	\$53,072.83	\$55,298.98	\$57,513.72	\$59,807.56	\$62,193.42	\$64,673.60	\$67,254.17	\$69,964.10	\$72,755.75
<b>NP</b>	<b>22</b>	<b>hrly</b>	\$31.60	\$32.86	\$34.17	\$35.53	\$36.95	\$38.43	\$39.96	\$41.56	\$43.21	\$44.96	\$46.75
		<b>wkly</b>	\$1,106.03	\$1,150.15	\$1,196.03	\$1,243.72	\$1,293.35	\$1,344.94	\$1,398.63	\$1,454.43	\$1,512.46	\$1,573.44	\$1,636.24
		<b>yrly</b>	\$57,513.72	\$59,807.56	\$62,193.42	\$64,673.60	\$67,254.17	\$69,936.66	\$72,728.66	\$75,630.19	\$78,648.07	\$81,818.67	\$85,084.50
<b>NP</b>	<b>23</b>	<b>hrly</b>	\$34.17	\$35.53	\$36.95	\$38.43	\$39.96	\$41.56	\$43.21	\$44.94	\$46.73	\$48.62	\$50.56
		<b>wkly</b>	\$1,196.03	\$1,243.72	\$1,293.35	\$1,344.94	\$1,398.63	\$1,454.43	\$1,512.46	\$1,572.80	\$1,635.59	\$1,701.53	\$1,769.46
		<b>yrly</b>	\$62,193.42	\$64,673.60	\$67,254.17	\$69,936.66	\$72,728.66	\$75,630.19	\$78,648.07	\$81,785.37	\$85,050.44	\$88,479.55	\$92,011.82
<b>NP</b>	<b>24</b>	<b>hrly</b>	\$36.95	\$38.43	\$39.96	\$41.56	\$43.21	\$44.94	\$46.73	\$48.60	\$50.54	\$52.57	\$54.67
		<b>wkly</b>	\$1,293.35	\$1,344.94	\$1,398.63	\$1,454.43	\$1,512.46	\$1,572.80	\$1,635.59	\$1,700.88	\$1,768.77	\$1,840.09	\$1,913.56
		<b>yrly</b>	\$67,254.17	\$69,936.66	\$72,728.66	\$75,630.19	\$78,648.07	\$81,785.37	\$85,050.44	\$88,445.57	\$91,976.07	\$95,684.72	\$99,505.20

**Schedule A**  
**Effective 1/2/2016**  
**3% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>
<b>NP</b>	<b>16</b>	<b>hrly</b>	\$19.16	\$20.08	\$21.06	\$22.06	\$23.10	\$24.15	\$25.16	\$26.30	\$27.54	\$28.65	\$29.79
		<b>wkly</b>	\$670.50	\$702.66	\$737.03	\$772.05	\$808.62	\$845.15	\$880.70	\$920.67	\$963.89	\$1,002.69	\$1,042.66
		<b>yrly</b>	\$34,866.04	\$36,538.54	\$38,325.41	\$40,146.75	\$42,048.00	\$43,947.68	\$45,796.45	\$47,874.74	\$50,122.23	\$52,139.72	\$54,218.19
<b>NP</b>	<b>18</b>	<b>hrly</b>	\$23.10	\$24.15	\$25.16	\$26.30	\$27.54	\$28.78	\$30.04	\$31.30	\$32.55	\$33.86	\$35.21
		<b>wkly</b>	\$808.62	\$845.15	\$880.70	\$920.67	\$963.89	\$1,007.23	\$1,051.25	\$1,095.35	\$1,139.21	\$1,185.10	\$1,232.36
		<b>yrly</b>	\$42,048.00	\$43,947.68	\$45,796.45	\$47,874.74	\$50,122.23	\$52,376.00	\$54,665.02	\$56,957.95	\$59,239.13	\$61,624.99	\$64,082.87
<b>NP</b>	<b>19</b>	<b>hrly</b>	\$25.16	\$26.30	\$27.54	\$28.78	\$30.04	\$31.30	\$32.55	\$33.85	\$35.20	\$36.62	\$38.08
		<b>wkly</b>	\$880.70	\$920.67	\$963.89	\$1,007.23	\$1,051.25	\$1,095.35	\$1,139.21	\$1,184.65	\$1,231.91	\$1,281.55	\$1,332.67
		<b>yrly</b>	\$45,796.45	\$47,874.74	\$50,122.23	\$52,376.00	\$54,665.02	\$56,957.95	\$59,239.13	\$61,601.79	\$64,059.23	\$66,640.41	\$69,298.90
<b>NP</b>	<b>20</b>	<b>hrly</b>	\$27.54	\$28.78	\$30.04	\$31.30	\$32.55	\$33.85	\$35.20	\$36.60	\$38.06	\$39.60	\$41.17
		<b>wkly</b>	\$963.89	\$1,007.23	\$1,051.25	\$1,095.35	\$1,139.21	\$1,184.65	\$1,231.91	\$1,281.03	\$1,332.15	\$1,385.83	\$1,441.12
		<b>yrly</b>	\$50,122.23	\$52,376.00	\$54,665.02	\$56,957.95	\$59,239.13	\$61,601.79	\$64,059.23	\$66,613.81	\$69,271.80	\$72,063.03	\$74,938.42
<b>NP</b>	<b>22</b>	<b>hrly</b>	\$32.55	\$33.85	\$35.20	\$36.60	\$38.06	\$39.58	\$41.16	\$42.80	\$44.51	\$46.30	\$48.15
		<b>wkly</b>	\$1,139.21	\$1,184.65	\$1,231.91	\$1,281.03	\$1,332.15	\$1,385.28	\$1,440.59	\$1,498.06	\$1,557.84	\$1,620.64	\$1,685.33
		<b>yrly</b>	\$59,239.13	\$61,601.79	\$64,059.23	\$66,613.81	\$69,271.80	\$72,034.76	\$74,910.52	\$77,899.09	\$81,007.51	\$84,273.23	\$87,637.03
<b>NP</b>	<b>23</b>	<b>hrly</b>	\$35.20	\$36.60	\$38.06	\$39.58	\$41.16	\$42.80	\$44.51	\$46.29	\$48.13	\$50.07	\$52.07
		<b>wkly</b>	\$1,231.91	\$1,281.03	\$1,332.15	\$1,385.28	\$1,440.59	\$1,498.06	\$1,557.84	\$1,619.98	\$1,684.65	\$1,752.58	\$1,822.54
		<b>yrly</b>	\$64,059.23	\$66,613.81	\$69,271.80	\$72,034.76	\$74,910.52	\$77,899.09	\$81,007.51	\$84,238.93	\$87,601.96	\$91,133.94	\$94,772.17
<b>NP</b>	<b>24</b>	<b>hrly</b>	\$38.06	\$39.58	\$41.16	\$42.80	\$44.51	\$46.29	\$48.13	\$50.05	\$52.05	\$54.15	\$56.31
		<b>wkly</b>	\$1,332.15	\$1,385.28	\$1,440.59	\$1,498.06	\$1,557.84	\$1,619.98	\$1,684.65	\$1,751.90	\$1,821.83	\$1,895.29	\$1,970.97
		<b>yrly</b>	\$69,271.80	\$72,034.76	\$74,910.52	\$77,899.09	\$81,007.51	\$84,238.93	\$87,601.96	\$91,098.93	\$94,735.35	\$98,555.27	\$102,490.35

**Schedule A**  
**Effective 1/7/2012**  
**1% Increase**

Sal Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
NP1	16	hrly	\$15.04	\$15.76	\$16.53	\$17.32	\$18.14	\$18.96	\$19.75	\$20.65	\$21.62	\$22.49	\$23.39
		wkly	\$601.57	\$630.43	\$661.26	\$692.68	\$725.49	\$758.26	\$790.16	\$826.02	\$864.80	\$899.61	\$935.47
		yrly	\$31,281.73	\$32,782.29	\$34,385.47	\$36,019.58	\$37,725.36	\$39,429.76	\$41,088.46	\$42,953.10	\$44,969.55	\$46,779.64	\$48,644.43
NP1	20	hrly	\$21.62	\$22.59	\$23.24	\$24.57	\$25.55	\$26.57	\$27.63	\$28.73	\$29.88	\$31.08	\$32.32
		wkly	\$864.80	\$903.68	\$929.66	\$982.74	\$1,022.10	\$1,062.86	\$1,105.27	\$1,149.34	\$1,195.20	\$1,243.36	\$1,292.97
		yrly	\$44,969.55	\$46,991.62	\$48,342.49	\$51,102.53	\$53,149.21	\$55,268.98	\$57,473.79	\$59,765.76	\$62,150.50	\$64,654.78	\$67,234.58
NP1	22	hrly	\$25.55	\$26.57	\$27.63	\$28.73	\$29.88	\$31.07	\$32.31	\$33.60	\$34.94	\$36.35	\$37.80
		wkly	\$1,022.10	\$1,062.86	\$1,105.27	\$1,149.34	\$1,195.20	\$1,242.87	\$1,292.49	\$1,344.06	\$1,397.69	\$1,454.03	\$1,512.07
		yrly	\$53,149.21	\$55,268.98	\$57,473.79	\$59,765.76	\$62,150.50	\$64,629.42	\$67,209.54	\$69,890.88	\$72,679.76	\$75,609.75	\$78,627.74

**Schedule A**  
**Effective 1/5/2013**  
**2% Increase**

Sal Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
NP1	16	hrly	\$15.34	\$16.08	\$16.86	\$17.66	\$18.50	\$19.34	\$20.15	\$21.06	\$22.05	\$22.94	\$23.85
		wkly	\$613.60	\$643.04	\$674.48	\$706.54	\$740.00	\$773.43	\$805.97	\$842.54	\$882.09	\$917.60	\$954.18
		yrly	\$31,907.36	\$33,437.93	\$35,073.18	\$36,739.97	\$38,479.87	\$40,218.35	\$41,910.23	\$43,812.16	\$45,868.94	\$47,715.23	\$49,617.32
NP1	20	hrly	\$22.05	\$23.04	\$23.71	\$25.06	\$26.06	\$27.10	\$28.18	\$29.31	\$30.48	\$31.71	\$32.97
		wkly	\$882.09	\$921.76	\$948.26	\$1,002.40	\$1,042.54	\$1,084.12	\$1,127.37	\$1,172.33	\$1,219.11	\$1,268.23	\$1,318.83
		yrly	\$45,868.94	\$47,931.45	\$49,309.34	\$52,124.58	\$54,212.19	\$56,374.36	\$58,623.27	\$60,961.07	\$63,393.51	\$65,947.88	\$68,579.27
NP1	22	hrly	\$26.06	\$27.10	\$28.18	\$29.31	\$30.48	\$31.69	\$32.96	\$34.27	\$35.64	\$37.08	\$38.56
		wkly	\$1,042.54	\$1,084.12	\$1,127.37	\$1,172.33	\$1,219.11	\$1,267.73	\$1,318.34	\$1,370.94	\$1,425.64	\$1,483.11	\$1,542.31
		yrly	\$54,212.19	\$56,374.36	\$58,623.27	\$60,961.07	\$63,393.51	\$65,922.00	\$68,553.73	\$71,288.69	\$74,133.35	\$77,121.94	\$80,200.30

**Schedule A**  
**Effective 1/4/2014**  
**3% Increase**

Sal Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
NP1	16	hrly	\$15.80	\$16.56	\$17.37	\$18.19	\$19.05	\$19.92	\$20.75	\$21.70	\$22.71	\$23.63	\$24.57
		wkly	\$632.01	\$662.33	\$694.72	\$727.73	\$762.20	\$796.63	\$830.14	\$867.82	\$908.56	\$945.13	\$982.80
		yrly	\$32,864.58	\$34,441.07	\$36,125.37	\$37,842.17	\$39,634.27	\$41,424.90	\$43,167.54	\$45,126.52	\$47,245.01	\$49,146.69	\$51,105.84
NP1	20	hrly	\$22.71	\$23.74	\$24.42	\$25.81	\$26.85	\$27.92	\$29.03	\$30.19	\$31.39	\$32.66	\$33.96
		wkly	\$908.56	\$949.41	\$976.70	\$1,032.47	\$1,073.82	\$1,116.65	\$1,161.19	\$1,207.50	\$1,255.68	\$1,306.28	\$1,358.40
		yrly	\$47,245.01	\$49,369.39	\$50,788.62	\$53,688.32	\$55,838.56	\$58,065.59	\$60,381.96	\$62,789.90	\$65,295.32	\$67,926.31	\$70,636.65
NP1	22	hrly	\$26.85	\$27.92	\$29.03	\$30.19	\$31.39	\$32.64	\$33.95	\$35.30	\$36.71	\$38.19	\$39.71
		wkly	\$1,073.82	\$1,116.65	\$1,161.19	\$1,207.50	\$1,255.68	\$1,305.76	\$1,357.89	\$1,412.06	\$1,468.41	\$1,527.61	\$1,390.01
		yrly	\$55,838.56	\$58,065.59	\$60,381.96	\$62,789.90	\$65,295.32	\$67,899.67	\$70,610.34	\$73,427.35	\$76,357.35	\$79,435.60	\$72,280.52

**Schedule A**  
**Effective 1/3/2015**  
**3% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>
<b>NP1</b>	<b>16</b>	<b>hrly</b>	\$16.27	\$17.05	\$17.89	\$18.74	\$19.63	\$20.51	\$21.38	\$22.35	\$23.40	\$24.34	\$25.31
		<b>wkly</b>	\$650.97	\$682.20	\$715.56	\$749.57	\$785.06	\$820.53	\$855.05	\$893.85	\$935.81	\$973.48	\$1,012.29
		<b>yrly</b>	\$33,850.52	\$35,474.30	\$37,209.13	\$38,977.43	\$40,823.30	\$42,667.65	\$44,462.57	\$46,480.32	\$48,662.36	\$50,621.09	\$52,639.02
<b>NP1</b>	<b>20</b>	<b>hrly</b>	\$23.40	\$24.45	\$25.15	\$26.59	\$27.65	\$28.75	\$29.90	\$31.09	\$32.33	\$33.64	\$34.98
		<b>wkly</b>	\$935.81	\$977.89	\$1,006.01	\$1,063.44	\$1,106.03	\$1,150.15	\$1,196.03	\$1,243.72	\$1,293.35	\$1,345.46	\$1,399.15
		<b>yrly</b>	\$48,662.36	\$50,850.47	\$52,312.27	\$55,298.97	\$57,513.72	\$59,807.55	\$62,193.42	\$64,673.60	\$67,254.17	\$69,964.10	\$72,755.75
<b>NP1</b>	<b>22</b>	<b>hrly</b>	\$27.65	\$28.75	\$29.90	\$31.09	\$32.33	\$33.62	\$34.97	\$36.36	\$37.81	\$39.34	\$40.91
		<b>wkly</b>	\$1,106.03	\$1,150.15	\$1,196.03	\$1,243.72	\$1,293.35	\$1,344.94	\$1,398.63	\$1,454.43	\$1,512.46	\$1,573.44	\$1,636.24
		<b>yrly</b>	\$57,513.72	\$59,807.55	\$62,193.42	\$64,673.60	\$67,254.17	\$69,936.66	\$72,728.65	\$75,630.18	\$78,648.07	\$81,818.67	\$85,084.49

**Schedule A**  
**Effective 1/2/2016**  
**3% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>
<b>NP1</b>	<b>16</b>	<b>hrly</b>	\$16.76	\$17.57	\$18.43	\$19.30	\$20.22	\$21.13	\$22.02	\$23.02	\$24.10	\$25.07	\$26.07
		<b>wkly</b>	\$670.50	\$702.66	\$737.03	\$772.05	\$808.62	\$845.15	\$880.70	\$920.67	\$963.89	\$1,002.69	\$1,042.66
		<b>yrly</b>	\$34,866.04	\$36,538.53	\$38,325.41	\$40,146.75	\$42,047.99	\$43,947.68	\$45,796.44	\$47,874.73	\$50,122.23	\$52,139.72	\$54,218.19
<b>NP1</b>	<b>20</b>	<b>hrly</b>	\$24.10	\$25.18	\$25.90	\$27.38	\$28.48	\$29.62	\$30.80	\$32.03	\$33.30	\$34.65	\$36.03
		<b>wkly</b>	\$963.89	\$1,007.23	\$1,036.19	\$1,095.35	\$1,139.21	\$1,184.65	\$1,231.91	\$1,281.03	\$1,332.15	\$1,385.83	\$1,441.12
		<b>yrly</b>	\$50,122.23	\$52,375.99	\$53,881.64	\$56,957.94	\$59,239.13	\$61,601.78	\$64,059.22	\$66,613.81	\$69,271.80	\$72,063.03	\$74,938.43
<b>NP1</b>	<b>22</b>	<b>hrly</b>	\$28.48	\$29.62	\$30.80	\$32.03	\$33.30	\$34.63	\$36.01	\$37.45	\$38.95	\$40.52	\$42.13
		<b>wkly</b>	\$1,139.21	\$1,184.65	\$1,231.91	\$1,281.03	\$1,332.15	\$1,385.28	\$1,440.59	\$1,498.06	\$1,557.84	\$1,620.64	\$1,685.33
		<b>yrly</b>	\$59,239.13	\$61,601.78	\$64,059.22	\$66,613.81	\$69,271.80	\$72,034.75	\$74,910.51	\$77,899.08	\$81,007.52	\$84,273.23	\$87,637.03

**Schedule A**  
**Effective 1/7/2012**  
**1% Wage Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>RL</b>	<b>5</b>	<b>hrly</b>	\$13.89	\$14.44	\$15.02	\$15.61	\$16.24	\$16.88	\$17.55	\$18.26	\$18.99
		<b>wkly</b>	\$486.17	\$505.51	\$525.60	\$546.49	\$568.24	\$590.84	\$614.36	\$639.06	\$664.50
		<b>yrly</b>	\$25,280.87	\$26,286.63	\$27,331.06	\$28,417.65	\$29,548.52	\$30,723.67	\$31,946.61	\$33,231.30	\$34,554.16
<b>RL</b>	<b>5L</b>	<b>hrly</b>		\$14.44	\$15.02	\$15.61	\$16.24	\$16.88	\$17.55	\$18.25	\$18.98
		<b>wkly</b>		\$505.51	\$525.60	\$546.49	\$568.24	\$590.84	\$614.36	\$638.87	\$664.31
		<b>yrly</b>		\$26,286.63	\$27,331.06	\$28,417.65	\$29,548.52	\$30,723.67	\$31,946.61	\$33,221.45	\$34,543.92
<b>RL</b>	<b>6</b>	<b>hrly</b>	\$14.44	\$15.02	\$15.61	\$16.24	\$16.88	\$17.55	\$18.25	\$18.99	\$19.74
		<b>wkly</b>	\$505.51	\$525.60	\$546.49	\$568.24	\$590.84	\$614.36	\$638.81	\$664.49	\$690.95
		<b>yrly</b>	\$26,286.63	\$27,331.06	\$28,417.65	\$29,548.52	\$30,723.67	\$31,946.61	\$33,218.05	\$34,553.72	\$35,929.47
<b>RL</b>	<b>6L</b>	<b>hrly</b>		\$15.02	\$15.61	\$16.24	\$16.88	\$17.55	\$18.25	\$18.99	\$19.74
		<b>wkly</b>		\$525.60	\$546.49	\$568.24	\$590.84	\$614.36	\$638.81	\$664.49	\$690.95
		<b>yrly</b>		\$27,331.06	\$28,417.65	\$29,548.52	\$30,723.67	\$31,946.61	\$33,218.05	\$34,553.72	\$35,929.47
<b>RL</b>	<b>7</b>	<b>hrly</b>	\$15.02	\$15.61	\$16.24	\$16.88	\$17.55	\$18.25	\$18.98	\$19.74	\$20.53
		<b>wkly</b>	\$525.60	\$546.49	\$568.24	\$590.84	\$614.36	\$638.81	\$664.23	\$690.94	\$718.45
		<b>yrly</b>	\$27,331.06	\$28,417.65	\$29,548.52	\$30,723.67	\$31,946.61	\$33,218.05	\$34,540.10	\$35,928.87	\$37,359.64
<b>RL</b>	<b>7L</b>	<b>hrly</b>		\$15.61	\$16.24	\$16.88	\$17.55	\$18.25	\$18.98	\$19.74	\$20.53
		<b>wkly</b>		\$546.49	\$568.24	\$590.84	\$614.36	\$638.81	\$664.23	\$690.93	\$718.44
		<b>yrly</b>		\$28,417.65	\$29,548.52	\$30,723.67	\$31,946.61	\$33,218.05	\$34,540.10	\$35,928.22	\$37,358.97
<b>RL</b>	<b>8</b>	<b>hrly</b>	\$15.61	\$16.24	\$16.88	\$17.55	\$18.25	\$18.98	\$19.73	\$20.53	\$21.35
		<b>wkly</b>	\$546.49	\$568.24	\$590.84	\$614.36	\$638.81	\$664.23	\$690.70	\$718.47	\$747.09
		<b>yrly</b>	\$28,417.65	\$29,548.52	\$30,723.67	\$31,946.61	\$33,218.05	\$34,540.10	\$35,916.26	\$37,360.64	\$38,848.66
<b>RL</b>	<b>8L</b>	<b>hrly</b>		\$16.24	\$16.88	\$17.55	\$18.25	\$18.98	\$19.73	\$20.53	\$21.35
		<b>wkly</b>		\$568.24	\$590.84	\$614.36	\$638.81	\$664.23	\$690.70	\$718.47	\$747.09
		<b>yrly</b>		\$29,548.52	\$30,723.67	\$31,946.61	\$33,218.05	\$34,540.10	\$35,916.26	\$37,360.64	\$38,848.66
<b>RL</b>	<b>9</b>	<b>hrly</b>	\$16.24	\$16.88	\$17.55	\$18.25	\$18.98	\$19.73	\$20.52	\$21.35	\$22.20
		<b>wkly</b>	\$568.24	\$590.84	\$614.36	\$638.81	\$664.23	\$690.70	\$718.19	\$747.08	\$776.84
		<b>yrly</b>	\$29,548.52	\$30,723.67	\$31,946.61	\$33,218.05	\$34,540.10	\$35,916.26	\$37,345.84	\$38,848.35	\$40,395.89
<b>RL</b>	<b>9L</b>	<b>hrly</b>		\$16.88	\$17.55	\$18.25	\$18.98	\$19.73	\$20.52	\$21.35	\$22.20
		<b>wkly</b>		\$590.84	\$614.36	\$638.81	\$664.23	\$690.70	\$718.19	\$747.08	\$776.84
		<b>yrly</b>		\$30,723.67	\$31,946.61	\$33,218.05	\$34,540.10	\$35,916.26	\$37,345.84	\$38,848.35	\$40,395.89
<b>RL</b>	<b>10</b>	<b>hrly</b>	\$16.88	\$17.55	\$18.25	\$18.98	\$19.73	\$20.52	\$21.34	\$22.20	\$23.08
		<b>wkly</b>	\$590.84	\$614.36	\$638.81	\$664.23	\$690.70	\$718.19	\$746.79	\$776.83	\$807.78
		<b>yrly</b>	\$30,723.67	\$31,946.61	\$33,218.05	\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.05	\$40,395.25	\$42,004.66
<b>RL</b>	<b>10L</b>	<b>hrly</b>		\$17.55	\$18.25	\$18.98	\$19.73	\$20.52	\$21.34	\$22.20	\$23.08
		<b>wkly</b>		\$614.36	\$638.81	\$664.23	\$690.70	\$718.19	\$746.79	\$776.83	\$807.78
		<b>yrly</b>		\$31,946.61	\$33,218.05	\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.05	\$40,395.25	\$42,004.66
<b>RL</b>	<b>11</b>	<b>hrly</b>	\$17.55	\$18.25	\$18.98	\$19.73	\$20.52	\$21.34	\$22.19	\$23.08	\$24.00
		<b>wkly</b>	\$614.36	\$638.81	\$664.23	\$690.70	\$718.19	\$746.79	\$776.54	\$807.79	\$839.98
		<b>yrly</b>	\$31,946.61	\$33,218.05	\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.05	\$40,380.00	\$42,005.17	\$43,678.98
<b>RL</b>	<b>11L</b>	<b>hrly</b>		\$18.25	\$18.98	\$19.73	\$20.52	\$21.34	\$22.19	\$23.08	\$24.00
		<b>wkly</b>		\$638.81	\$664.23	\$690.70	\$718.19	\$746.79	\$776.54	\$807.79	\$839.98
		<b>yrly</b>		\$33,218.05	\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.05	\$40,380.00	\$42,005.17	\$43,678.98
<b>RL</b>	<b>12</b>	<b>hrly</b>	\$18.25	\$18.98	\$19.73	\$20.52	\$21.34	\$22.19	\$23.07	\$24.00	\$24.96
		<b>wkly</b>	\$638.81	\$664.23	\$690.70	\$718.19	\$746.79	\$776.54	\$807.48	\$839.98	\$873.45
		<b>yrly</b>	\$33,218.05	\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.05	\$40,380.00	\$41,988.80	\$43,678.78	\$45,419.54
<b>RL</b>	<b>12L</b>	<b>hrly</b>		\$18.98	\$19.73	\$20.52	\$21.34	\$22.19	\$23.07	\$24.00	\$24.96
		<b>wkly</b>		\$664.23	\$690.70	\$718.19	\$746.79	\$776.54	\$807.48	\$839.98	\$873.45
		<b>yrly</b>		\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.05	\$40,380.00	\$41,988.80	\$43,678.78	\$45,419.54
<b>RL</b>	<b>13</b>	<b>hrly</b>	\$18.98	\$19.73	\$20.52	\$21.34	\$22.19	\$23.07	\$23.99	\$24.96	\$25.95
		<b>wkly</b>	\$664.23	\$690.70	\$718.19	\$746.79	\$776.54	\$807.48	\$839.65	\$873.45	\$908.26
		<b>yrly</b>	\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.05	\$40,380.00	\$41,988.80	\$43,661.56	\$45,419.27	\$47,229.66
<b>RL</b>	<b>14</b>	<b>hrly</b>	\$20.52	\$21.34	\$22.19	\$23.07	\$23.99	\$24.95	\$25.94	\$26.98	\$28.06
		<b>wkly</b>	\$718.19	\$746.79	\$776.54	\$807.48	\$839.65	\$873.11	\$907.90	\$944.46	\$982.11
		<b>yrly</b>	\$37,345.84	\$38,833.05	\$40,380.00	\$41,988.80	\$43,661.56	\$45,401.80	\$47,210.91	\$49,111.88	\$51,069.96

**Schedule A | Effective 1/7/2012 | 1% Wage Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>RL</b>	<b>15</b>	<b>hrly</b>	\$23.07	\$23.99	\$24.95	\$25.94	\$26.97	\$28.05	\$29.17	\$30.34	\$31.55
		<b>wkly</b>	\$807.48	\$839.65	\$873.11	\$907.90	\$944.10	\$981.75	\$1,020.90	\$1,062.02	\$1,104.37
		<b>yrly</b>	\$41,988.80	\$43,661.56	\$45,401.80	\$47,210.91	\$49,093.12	\$51,051.24	\$53,086.66	\$55,224.84	\$57,427.45
<b>RL</b>	<b>16</b>	<b>hrly</b>	\$24.95	\$25.94	\$26.97	\$28.05	\$29.17	\$30.33	\$31.54	\$32.81	\$34.12
		<b>wkly</b>	\$873.11	\$907.90	\$944.10	\$981.75	\$1,020.90	\$1,061.62	\$1,103.94	\$1,148.42	\$1,194.23
		<b>yrly</b>	\$45,401.80	\$47,210.91	\$49,093.12	\$51,051.24	\$53,086.66	\$55,204.32	\$57,404.92	\$59,717.59	\$62,099.90
<b>RL</b>	<b>17</b>	<b>hrly</b>	\$26.97	\$28.05	\$29.17	\$30.33	\$31.54	\$32.80	\$34.11	\$35.48	\$36.90
		<b>wkly</b>	\$944.10	\$981.75	\$1,020.90	\$1,061.62	\$1,103.94	\$1,148.00	\$1,193.80	\$1,241.90	\$1,291.45
		<b>yrly</b>	\$49,093.12	\$51,051.24	\$53,086.66	\$55,204.32	\$57,404.92	\$59,696.18	\$62,077.40	\$64,578.89	\$67,155.65
<b>RL</b>	<b>18</b>	<b>hrly</b>	\$30.33	\$31.54	\$32.80	\$34.11	\$35.47	\$36.88	\$38.36	\$39.90	\$41.49
		<b>wkly</b>	\$1,061.62	\$1,103.94	\$1,148.00	\$1,193.80	\$1,241.41	\$1,290.94	\$1,342.46	\$1,396.58	\$1,452.32
		<b>yrly</b>	\$55,204.32	\$57,404.92	\$59,696.18	\$62,077.40	\$64,553.51	\$67,128.72	\$69,807.95	\$72,622.09	\$75,520.58
<b>RL</b>	<b>19</b>	<b>hrly</b>	\$32.80	\$34.11	\$35.47	\$36.88	\$38.36	\$39.89	\$41.48	\$43.15	\$44.87
		<b>wkly</b>	\$1,148.00	\$1,193.80	\$1,241.41	\$1,290.94	\$1,342.46	\$1,396.04	\$1,451.77	\$1,510.30	\$1,570.59
		<b>yrly</b>	\$59,696.18	\$62,077.40	\$64,553.51	\$67,128.72	\$69,807.95	\$72,594.01	\$75,491.82	\$78,535.66	\$81,670.69
<b>RL</b>	<b>20</b>	<b>hrly</b>	\$35.47	\$36.88	\$38.36	\$39.89	\$41.48	\$43.13	\$44.86	\$46.67	\$48.53
		<b>wkly</b>	\$1,241.41	\$1,290.94	\$1,342.46	\$1,396.04	\$1,451.77	\$1,509.71	\$1,569.98	\$1,633.29	\$1,698.50
		<b>yrly</b>	\$64,553.51	\$67,128.72	\$69,807.95	\$72,594.01	\$75,491.82	\$78,504.91	\$81,638.87	\$84,930.99	\$88,321.83
<b>RL</b>	<b>21</b>	<b>hrly</b>	\$38.36	\$39.89	\$41.48	\$43.13	\$44.86	\$46.65	\$48.51	\$50.47	\$52.48
		<b>wkly</b>	\$1,342.46	\$1,396.04	\$1,451.77	\$1,509.71	\$1,569.98	\$1,632.65	\$1,697.84	\$1,766.32	\$1,836.85
		<b>yrly</b>	\$69,807.95	\$72,594.01	\$75,491.82	\$78,504.91	\$81,638.87	\$84,897.95	\$88,287.75	\$91,848.47	\$95,516.01
<b>RL</b>	<b>22</b>	<b>hrly</b>	\$41.48	\$43.13	\$44.86	\$46.65	\$48.51	\$50.45	\$52.46	\$54.58	\$56.76
		<b>wkly</b>	\$1,451.77	\$1,509.71	\$1,569.98	\$1,632.64	\$1,697.84	\$1,765.62	\$1,836.13	\$1,910.16	\$1,986.44
		<b>yrly</b>	\$75,491.82	\$78,504.91	\$81,638.87	\$84,897.24	\$88,287.75	\$91,812.49	\$95,478.51	\$99,328.29	\$103,295.03

**Schedule A  
Effective 1/5/2013  
2% Wage Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>RL</b>	<b>5</b>	<b>hrly</b>	\$14.17	\$14.73	\$15.32	\$15.93	\$16.56	\$17.22	\$17.90	\$18.62	\$19.37
		<b>wkly</b>	\$495.89	\$515.62	\$536.11	\$557.42	\$579.61	\$602.66	\$626.65	\$651.84	\$677.79
		<b>yrly</b>	\$25,786.49	\$26,812.37	\$27,877.68	\$28,986.00	\$30,139.49	\$31,338.14	\$32,585.54	\$33,895.92	\$35,245.24
<b>RL</b>	<b>5L</b>	<b>hrly</b>		\$14.73	\$15.32	\$15.93	\$16.56	\$17.22	\$17.90	\$18.62	\$19.36
		<b>wkly</b>		\$515.62	\$536.11	\$557.42	\$579.61	\$602.66	\$626.65	\$651.65	\$677.59
		<b>yrly</b>		\$26,812.37	\$27,877.68	\$28,986.00	\$30,139.49	\$31,338.14	\$32,585.54	\$33,885.88	\$35,234.80
<b>RL</b>	<b>6</b>	<b>hrly</b>	\$14.73	\$15.32	\$15.93	\$16.56	\$17.22	\$17.90	\$18.62	\$19.37	\$20.14
		<b>wkly</b>	\$515.62	\$536.11	\$557.42	\$579.61	\$602.66	\$626.65	\$651.58	\$677.78	\$704.77
		<b>yrly</b>	\$26,812.37	\$27,877.68	\$28,986.00	\$30,139.49	\$31,338.14	\$32,585.54	\$33,882.41	\$35,244.79	\$36,648.06
<b>RL</b>	<b>6L</b>	<b>hrly</b>		\$15.32	\$15.93	\$16.56	\$17.22	\$17.90	\$18.62	\$19.37	\$20.14
		<b>wkly</b>		\$536.11	\$557.42	\$579.61	\$602.66	\$626.65	\$651.58	\$677.78	\$704.77
		<b>yrly</b>		\$27,877.68	\$28,986.00	\$30,139.49	\$31,338.14	\$32,585.54	\$33,882.41	\$35,244.79	\$36,648.06
<b>RL</b>	<b>7</b>	<b>hrly</b>	\$15.32	\$15.93	\$16.56	\$17.22	\$17.90	\$18.62	\$19.36	\$20.14	\$20.94
		<b>wkly</b>	\$536.11	\$557.42	\$579.61	\$602.66	\$626.65	\$651.58	\$677.52	\$704.76	\$732.82
		<b>yrly</b>	\$27,877.68	\$28,986.00	\$30,139.49	\$31,338.14	\$32,585.54	\$33,882.41	\$35,230.90	\$36,647.45	\$38,106.83
<b>RL</b>	<b>7L</b>	<b>hrly</b>		\$15.93	\$16.56	\$17.22	\$17.90	\$18.62	\$19.36	\$20.14	\$20.94
		<b>wkly</b>		\$557.42	\$579.61	\$602.66	\$626.65	\$651.58	\$677.52	\$704.75	\$732.81
		<b>yrly</b>		\$28,986.00	\$30,139.49	\$31,338.14	\$32,585.54	\$33,882.41	\$35,230.90	\$36,646.79	\$38,106.15
<b>RL</b>	<b>8</b>	<b>hrly</b>	\$15.93	\$16.56	\$17.22	\$17.90	\$18.62	\$19.36	\$20.13	\$20.94	\$21.77
		<b>wkly</b>	\$557.42	\$579.61	\$602.66	\$626.65	\$651.58	\$677.52	\$704.51	\$732.84	\$762.03
		<b>yrly</b>	\$28,986.00	\$30,139.49	\$31,338.14	\$32,585.54	\$33,882.41	\$35,230.90	\$36,634.59	\$38,107.85	\$39,625.64
<b>RL</b>	<b>8L</b>	<b>hrly</b>		\$16.56	\$17.22	\$17.90	\$18.62	\$19.36	\$20.13	\$20.94	\$21.77
		<b>wkly</b>		\$579.61	\$602.66	\$626.65	\$651.58	\$677.52	\$704.51	\$732.84	\$762.03
		<b>yrly</b>		\$30,139.49	\$31,338.14	\$32,585.54	\$33,882.41	\$35,230.90	\$36,634.59	\$38,107.85	\$39,625.64
<b>RL</b>	<b>9</b>	<b>hrly</b>	\$16.56	\$17.22	\$17.90	\$18.62	\$19.36	\$20.13	\$20.93	\$21.77	\$22.64
		<b>wkly</b>	\$579.61	\$602.66	\$626.65	\$651.58	\$677.52	\$704.51	\$732.55	\$762.03	\$792.38
		<b>yrly</b>	\$30,139.49	\$31,338.14	\$32,585.54	\$33,882.41	\$35,230.90	\$36,634.59	\$38,092.76	\$39,625.32	\$41,203.81



**Schedule A | Effective 1/5/2013 | 2% Wage Increase**

Sal Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
RL	9L	hrly		\$17.22	\$17.90	\$18.62	\$19.36	\$20.13	\$20.93	\$21.77	\$22.64
		wkly		\$602.66	\$626.65	\$651.58	\$677.52	\$704.51	\$732.55	\$762.03	\$792.38
		yrly		\$31,338.14	\$32,585.54	\$33,882.41	\$35,230.90	\$36,634.59	\$38,092.76	\$39,625.32	\$41,203.81
RL	10	hrly	\$17.22	\$17.90	\$18.62	\$19.36	\$20.13	\$20.93	\$21.76	\$22.64	\$23.54
		wkly	\$602.66	\$626.65	\$651.58	\$677.52	\$704.51	\$732.55	\$761.73	\$792.37	\$823.94
		yrly	\$31,338.14	\$32,585.54	\$33,882.41	\$35,230.90	\$36,634.59	\$38,092.76	\$39,609.71	\$41,203.15	\$42,844.76
RL	10L	hrly		\$17.90	\$18.62	\$19.36	\$20.13	\$20.93	\$21.76	\$22.64	\$23.54
		wkly		\$626.65	\$651.58	\$677.52	\$704.51	\$732.55	\$761.73	\$792.37	\$823.94
		yrly		\$32,585.54	\$33,882.41	\$35,230.90	\$36,634.59	\$38,092.76	\$39,609.71	\$41,203.15	\$42,844.76
RL	11	hrly	\$17.90	\$18.62	\$19.36	\$20.13	\$20.93	\$21.76	\$22.63	\$23.54	\$24.48
		wkly	\$626.65	\$651.58	\$677.52	\$704.51	\$732.55	\$761.73	\$792.07	\$823.95	\$856.78
		yrly	\$32,585.54	\$33,882.41	\$35,230.90	\$36,634.59	\$38,092.76	\$39,609.71	\$41,187.60	\$42,845.28	\$44,552.56
RL	11L	hrly		\$18.62	\$19.36	\$20.13	\$20.93	\$21.76	\$22.63	\$23.54	\$24.48
		wkly		\$651.58	\$677.52	\$704.51	\$732.55	\$761.73	\$792.07	\$823.95	\$856.78
		yrly		\$33,882.41	\$35,230.90	\$36,634.59	\$38,092.76	\$39,609.71	\$41,187.60	\$42,845.28	\$44,552.56
RL	12	hrly	\$18.62	\$19.36	\$20.13	\$20.93	\$21.76	\$22.63	\$23.53	\$24.48	\$25.45
		wkly	\$651.58	\$677.52	\$704.51	\$732.55	\$761.73	\$792.07	\$823.63	\$856.78	\$890.92
		yrly	\$33,882.41	\$35,230.90	\$36,634.59	\$38,092.76	\$39,609.71	\$41,187.60	\$42,828.58	\$44,552.35	\$46,327.93
RL	12L	hrly		\$19.36	\$20.13	\$20.93	\$21.76	\$22.63	\$23.53	\$24.48	\$25.45
		wkly		\$677.52	\$704.51	\$732.55	\$761.73	\$792.07	\$823.63	\$856.78	\$890.92
		yrly		\$35,230.90	\$36,634.59	\$38,092.76	\$39,609.71	\$41,187.60	\$42,828.58	\$44,552.35	\$46,327.93
RL	13	hrly	\$19.36	\$20.13	\$20.93	\$21.76	\$22.63	\$23.53	\$24.47	\$25.45	\$26.47
		wkly	\$677.52	\$704.51	\$732.55	\$761.73	\$792.07	\$823.63	\$856.44	\$890.92	\$926.43
		yrly	\$35,230.90	\$36,634.59	\$38,092.76	\$39,609.71	\$41,187.60	\$42,828.58	\$44,534.80	\$46,327.66	\$48,174.25
RL	14	hrly	\$20.93	\$21.76	\$22.63	\$23.53	\$24.47	\$25.44	\$26.46	\$27.52	\$28.62
		wkly	\$732.55	\$761.73	\$792.07	\$823.63	\$856.44	\$890.57	\$926.06	\$963.35	\$1,001.76
		yrly	\$38,092.76	\$39,609.71	\$41,187.60	\$42,828.58	\$44,534.80	\$46,309.83	\$48,155.13	\$50,094.12	\$52,091.36
RL	15	hrly	\$23.53	\$24.47	\$25.44	\$26.46	\$27.51	\$28.61	\$29.75	\$30.95	\$32.18
		wkly	\$823.63	\$856.44	\$890.57	\$926.06	\$962.98	\$1,001.39	\$1,041.32	\$1,083.26	\$1,126.46
		yrly	\$42,828.58	\$44,534.80	\$46,309.83	\$48,155.13	\$50,074.98	\$52,072.26	\$54,148.39	\$56,329.34	\$58,576.00
RL	16	hrly	\$25.44	\$26.46	\$27.51	\$28.61	\$29.75	\$30.94	\$32.17	\$33.47	\$34.80
		wkly	\$890.57	\$926.06	\$962.98	\$1,001.39	\$1,041.32	\$1,082.85	\$1,126.02	\$1,171.38	\$1,218.11
		yrly	\$46,309.83	\$48,155.13	\$50,074.98	\$52,072.26	\$54,148.39	\$56,308.41	\$58,553.01	\$60,911.94	\$63,341.90
RL	17	hrly	\$27.51	\$28.61	\$29.75	\$30.94	\$32.17	\$33.46	\$34.79	\$36.19	\$37.64
		wkly	\$962.98	\$1,001.39	\$1,041.32	\$1,082.85	\$1,126.02	\$1,170.96	\$1,217.67	\$1,266.74	\$1,317.28
		yrly	\$50,074.98	\$52,072.26	\$54,148.39	\$56,308.41	\$58,553.01	\$60,890.10	\$63,318.95	\$65,870.46	\$68,498.76
RL	18	hrly	\$30.94	\$32.17	\$33.46	\$34.79	\$36.18	\$37.62	\$39.12	\$40.70	\$42.32
		wkly	\$1,082.85	\$1,126.02	\$1,170.96	\$1,217.67	\$1,266.24	\$1,316.76	\$1,369.31	\$1,424.51	\$1,481.37
		yrly	\$56,308.41	\$58,553.01	\$60,890.10	\$63,318.95	\$65,844.58	\$68,471.29	\$71,204.11	\$74,074.53	\$77,030.99
RL	19	hrly	\$33.46	\$34.79	\$36.18	\$37.62	\$39.12	\$40.68	\$42.31	\$44.01	\$45.77
		wkly	\$1,170.96	\$1,217.67	\$1,266.24	\$1,316.76	\$1,369.31	\$1,423.96	\$1,480.80	\$1,540.51	\$1,602.00
		yrly	\$60,890.10	\$63,318.95	\$65,844.58	\$68,471.29	\$71,204.11	\$74,045.89	\$77,001.66	\$80,106.37	\$83,304.10
RL	20	hrly	\$36.18	\$37.62	\$39.12	\$40.68	\$42.31	\$44.00	\$45.75	\$47.60	\$49.50
		wkly	\$1,266.24	\$1,316.76	\$1,369.31	\$1,423.96	\$1,480.80	\$1,539.90	\$1,601.38	\$1,665.95	\$1,732.47
		yrly	\$65,844.58	\$68,471.29	\$71,204.11	\$74,045.89	\$77,001.66	\$80,075.00	\$83,271.65	\$86,629.61	\$90,088.27
RL	21	hrly	\$39.12	\$40.68	\$42.31	\$44.00	\$45.75	\$47.58	\$49.48	\$51.48	\$53.53
		wkly	\$1,369.31	\$1,423.96	\$1,480.80	\$1,539.90	\$1,601.38	\$1,665.31	\$1,731.80	\$1,801.64	\$1,873.58
		yrly	\$71,204.11	\$74,045.89	\$77,001.66	\$80,075.00	\$83,271.65	\$86,595.90	\$90,053.50	\$93,685.44	\$97,426.33
RL	22	hrly	\$42.31	\$44.00	\$45.75	\$47.58	\$49.48	\$51.46	\$53.51	\$55.67	\$57.89
		wkly	\$1,480.80	\$1,539.90	\$1,601.38	\$1,665.29	\$1,731.80	\$1,800.94	\$1,872.85	\$1,948.36	\$2,026.17
		yrly	\$77,001.66	\$80,075.00	\$83,271.65	\$86,595.18	\$90,053.50	\$93,648.74	\$97,388.08	\$101,314.85	\$105,360.93

**Schedule A**  
**Effective 1/4/2014**  
**3% Wage Increase**

Sal Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
RL	5	hrly	\$14.59	\$15.17	\$15.78	\$16.40	\$17.06	\$17.74	\$18.44	\$19.18	\$19.95
		wkly	\$510.77	\$531.09	\$552.19	\$574.15	\$596.99	\$620.74	\$645.44	\$671.40	\$698.13
		yrly	\$26,560.08	\$27,616.74	\$28,714.01	\$29,855.58	\$31,043.67	\$32,278.29	\$33,563.11	\$34,912.80	\$36,302.60
RL	5L	hrly		\$15.17	\$15.78	\$16.40	\$17.06	\$17.74	\$18.44	\$19.18	\$19.94
		wkly		\$531.09	\$552.19	\$574.15	\$596.99	\$620.74	\$645.44	\$671.20	\$697.92
		yrly		\$27,616.74	\$28,714.01	\$29,855.58	\$31,043.67	\$32,278.29	\$33,563.11	\$34,902.46	\$36,291.85
RL	6	hrly	\$15.17	\$15.78	\$16.40	\$17.06	\$17.74	\$18.44	\$19.18	\$19.95	\$20.74
		wkly	\$531.09	\$552.19	\$574.15	\$596.99	\$620.74	\$645.44	\$671.13	\$698.12	\$725.91
		yrly	\$27,616.74	\$28,714.01	\$29,855.58	\$31,043.67	\$32,278.29	\$33,563.11	\$34,898.88	\$36,302.13	\$37,747.50
RL	6L	hrly		\$15.78	\$16.40	\$17.06	\$17.74	\$18.44	\$19.18	\$19.95	\$20.74
		wkly		\$552.19	\$574.15	\$596.99	\$620.74	\$645.44	\$671.13	\$698.12	\$725.91
		yrly		\$28,714.01	\$29,855.58	\$31,043.67	\$32,278.29	\$33,563.11	\$34,898.88	\$36,302.13	\$37,747.50
RL	7	hrly	\$15.78	\$16.40	\$17.06	\$17.74	\$18.44	\$19.18	\$19.94	\$20.74	\$21.57
		wkly	\$552.19	\$574.15	\$596.99	\$620.74	\$645.44	\$671.13	\$697.84	\$725.90	\$754.81
		yrly	\$28,714.01	\$29,855.58	\$31,043.67	\$32,278.29	\$33,563.11	\$34,898.88	\$36,287.83	\$37,746.87	\$39,250.04
RL	7L	hrly		\$16.40	\$17.06	\$17.74	\$18.44	\$19.18	\$19.94	\$20.74	\$21.57
		wkly		\$574.15	\$596.99	\$620.74	\$645.44	\$671.13	\$697.84	\$725.89	\$754.79
		yrly		\$29,855.58	\$31,043.67	\$32,278.29	\$33,563.11	\$34,898.88	\$36,287.83	\$37,746.19	\$39,249.33
RL	8	hrly	\$16.40	\$17.06	\$17.74	\$18.44	\$19.18	\$19.94	\$20.73	\$21.57	\$22.43
		wkly	\$574.15	\$596.99	\$620.74	\$645.44	\$671.13	\$697.84	\$725.65	\$754.83	\$784.89
		yrly	\$29,855.58	\$31,043.67	\$32,278.29	\$33,563.11	\$34,898.88	\$36,287.83	\$37,733.62	\$39,251.08	\$40,814.41
RL	8L	hrly		\$17.06	\$17.74	\$18.44	\$19.18	\$19.94	\$20.73	\$21.57	\$22.43
		wkly		\$596.99	\$620.74	\$645.44	\$671.13	\$697.84	\$725.65	\$754.83	\$784.89
		yrly		\$31,043.67	\$32,278.29	\$33,563.11	\$34,898.88	\$36,287.83	\$37,733.62	\$39,251.08	\$40,814.41
RL	9	hrly	\$17.06	\$17.74	\$18.44	\$19.18	\$19.94	\$20.73	\$21.56	\$22.43	\$23.32
		wkly	\$596.99	\$620.74	\$645.44	\$671.13	\$697.84	\$725.65	\$754.53	\$784.89	\$816.15
		yrly	\$31,043.67	\$32,278.29	\$33,563.11	\$34,898.88	\$36,287.83	\$37,733.62	\$39,235.54	\$40,814.08	\$42,439.93
RL	9L	hrly		\$17.74	\$18.44	\$19.18	\$19.94	\$20.73	\$21.56	\$22.43	\$23.32
		wkly		\$620.74	\$645.44	\$671.13	\$697.84	\$725.65	\$754.53	\$784.89	\$816.15
		yrly		\$32,278.29	\$33,563.11	\$34,898.88	\$36,287.83	\$37,733.62	\$39,235.54	\$40,814.08	\$42,439.93
RL	10	hrly	\$17.74	\$18.44	\$19.18	\$19.94	\$20.73	\$21.56	\$22.42	\$23.32	\$24.25
		wkly	\$620.74	\$645.44	\$671.13	\$697.84	\$725.65	\$754.53	\$784.58	\$816.14	\$848.66
		yrly	\$32,278.29	\$33,563.11	\$34,898.88	\$36,287.83	\$37,733.62	\$39,235.54	\$40,798.00	\$42,439.25	\$44,130.10
RL	10L	hrly		\$18.44	\$19.18	\$19.94	\$20.73	\$21.56	\$22.42	\$23.32	\$24.25
		wkly		\$645.44	\$671.13	\$697.84	\$725.65	\$754.53	\$784.58	\$816.14	\$848.66
		yrly		\$33,563.11	\$34,898.88	\$36,287.83	\$37,733.62	\$39,235.54	\$40,798.00	\$42,439.25	\$44,130.10
RL	11	hrly	\$18.44	\$19.18	\$19.94	\$20.73	\$21.56	\$22.42	\$23.31	\$24.25	\$25.21
		wkly	\$645.44	\$671.13	\$697.84	\$725.65	\$754.53	\$784.58	\$815.83	\$848.67	\$882.48
		yrly	\$33,563.11	\$34,898.88	\$36,287.83	\$37,733.62	\$39,235.54	\$40,798.00	\$42,423.23	\$44,130.64	\$45,889.14
RL	11L	hrly		\$19.18	\$19.94	\$20.73	\$21.56	\$22.42	\$23.31	\$24.25	\$25.21
		wkly		\$671.13	\$697.84	\$725.65	\$754.53	\$784.58	\$815.83	\$848.67	\$882.48
		yrly		\$34,898.88	\$36,287.83	\$37,733.62	\$39,235.54	\$40,798.00	\$42,423.23	\$44,130.64	\$45,889.14
RL	12	hrly	\$19.18	\$19.94	\$20.73	\$21.56	\$22.42	\$23.31	\$24.24	\$25.21	\$26.22
		wkly	\$671.13	\$697.84	\$725.65	\$754.53	\$784.58	\$815.83	\$848.34	\$882.48	\$917.65
		yrly	\$34,898.88	\$36,287.83	\$37,733.62	\$39,235.54	\$40,798.00	\$42,423.23	\$44,113.44	\$45,888.92	\$47,717.77
RL	12L	hrly		\$19.94	\$20.73	\$21.56	\$22.42	\$23.31	\$24.24	\$25.21	\$26.22
		wkly		\$697.84	\$725.65	\$754.53	\$784.58	\$815.83	\$848.34	\$882.48	\$917.65
		yrly		\$36,287.83	\$37,733.62	\$39,235.54	\$40,798.00	\$42,423.23	\$44,113.44	\$45,888.92	\$47,717.77
RL	13	hrly	\$19.94	\$20.73	\$21.56	\$22.42	\$23.31	\$24.24	\$25.20	\$26.22	\$27.26
		wkly	\$697.84	\$725.65	\$754.53	\$784.58	\$815.83	\$848.34	\$882.13	\$917.64	\$954.22
		yrly	\$36,287.83	\$37,733.62	\$39,235.54	\$40,798.00	\$42,423.23	\$44,113.44	\$45,870.84	\$47,717.49	\$49,619.48
RL	14	hrly	\$21.56	\$22.42	\$23.31	\$24.24	\$25.20	\$26.21	\$27.25	\$28.35	\$29.48
		wkly	\$754.53	\$784.58	\$815.83	\$848.34	\$882.13	\$917.29	\$953.84	\$992.25	\$1,031.81
		yrly	\$39,235.54	\$40,798.00	\$42,423.23	\$44,113.44	\$45,870.84	\$47,699.13	\$49,599.78	\$51,596.94	\$53,654.10

**Schedule A | Effective 1/4/2014 | 3% Wage Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>RL</b>	<b>15</b>	<b>hrly</b>	\$24.24	\$25.20	\$26.21	\$27.25	\$28.34	\$29.47	\$30.64	\$31.88	\$33.15
		<b>wkly</b>	\$848.34	\$882.13	\$917.29	\$953.84	\$991.87	\$1,031.43	\$1,072.55	\$1,115.75	\$1,160.26
		<b>yrly</b>	\$44,113.44	\$45,870.84	\$47,699.13	\$49,599.78	\$51,577.23	\$53,634.43	\$55,772.84	\$58,019.22	\$60,333.28
<b>RL</b>	<b>16</b>	<b>hrly</b>	\$26.21	\$27.25	\$28.34	\$29.47	\$30.64	\$31.87	\$33.14	\$34.47	\$35.85
		<b>wkly</b>	\$917.29	\$953.84	\$991.87	\$1,031.43	\$1,072.55	\$1,115.34	\$1,159.80	\$1,206.52	\$1,254.66
		<b>yrly</b>	\$47,699.13	\$49,599.78	\$51,577.23	\$53,634.43	\$55,772.84	\$57,997.66	\$60,309.60	\$62,739.30	\$65,242.15
<b>RL</b>	<b>17</b>	<b>hrly</b>	\$28.34	\$29.47	\$30.64	\$31.87	\$33.14	\$34.46	\$35.83	\$37.28	\$38.77
		<b>wkly</b>	\$991.87	\$1,031.43	\$1,072.55	\$1,115.34	\$1,159.80	\$1,206.09	\$1,254.20	\$1,304.74	\$1,356.80
		<b>yrly</b>	\$51,577.23	\$53,634.43	\$55,772.84	\$57,997.66	\$60,309.60	\$62,716.80	\$65,218.51	\$67,846.58	\$70,553.73
<b>RL</b>	<b>18</b>	<b>hrly</b>	\$31.87	\$33.14	\$34.46	\$35.83	\$37.26	\$38.75	\$40.30	\$41.92	\$43.59
		<b>wkly</b>	\$1,115.34	\$1,159.80	\$1,206.09	\$1,254.20	\$1,304.23	\$1,356.26	\$1,410.39	\$1,467.25	\$1,525.81
		<b>yrly</b>	\$57,997.66	\$60,309.60	\$62,716.80	\$65,218.51	\$67,819.92	\$70,525.43	\$73,340.23	\$76,296.76	\$79,341.92
<b>RL</b>	<b>19</b>	<b>hrly</b>	\$34.46	\$35.83	\$37.26	\$38.75	\$40.30	\$41.91	\$43.58	\$45.33	\$47.14
		<b>wkly</b>	\$1,206.09	\$1,254.20	\$1,304.23	\$1,356.26	\$1,410.39	\$1,466.68	\$1,525.23	\$1,586.72	\$1,650.06
		<b>yrly</b>	\$62,716.80	\$65,218.51	\$67,819.92	\$70,525.43	\$73,340.23	\$76,267.27	\$79,311.71	\$82,509.56	\$85,803.23
<b>RL</b>	<b>20</b>	<b>hrly</b>	\$37.26	\$38.75	\$40.30	\$41.91	\$43.58	\$45.32	\$47.13	\$49.03	\$50.98
		<b>wkly</b>	\$1,304.23	\$1,356.26	\$1,410.39	\$1,466.68	\$1,525.23	\$1,586.10	\$1,649.42	\$1,715.93	\$1,784.44
		<b>yrly</b>	\$67,819.92	\$70,525.43	\$73,340.23	\$76,267.27	\$79,311.71	\$82,477.25	\$85,769.79	\$89,228.50	\$92,790.92
<b>RL</b>	<b>21</b>	<b>hrly</b>	\$40.30	\$41.91	\$43.58	\$45.32	\$47.13	\$49.01	\$50.96	\$53.02	\$55.14
		<b>wkly</b>	\$1,410.39	\$1,466.68	\$1,525.23	\$1,586.10	\$1,649.42	\$1,715.27	\$1,783.75	\$1,855.69	\$1,929.79
		<b>yrly</b>	\$73,340.23	\$76,267.27	\$79,311.71	\$82,477.25	\$85,769.79	\$89,193.78	\$92,755.11	\$96,496.00	\$100,349.12
<b>RL</b>	<b>22</b>	<b>hrly</b>	\$43.58	\$45.32	\$47.13	\$49.01	\$50.96	\$53.00	\$55.12	\$57.34	\$59.63
		<b>wkly</b>	\$1,525.23	\$1,586.10	\$1,649.42	\$1,715.25	\$1,783.75	\$1,854.97	\$1,929.03	\$2,006.81	\$2,086.96
		<b>yrly</b>	\$79,311.71	\$82,477.25	\$85,769.79	\$89,193.04	\$92,755.11	\$96,458.20	\$100,309.73	\$104,354.30	\$108,521.76

**Schedule A  
Effective 1/3/2015  
3% Wage Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>RL</b>	<b>5</b>	<b>hrly</b>	\$15.03	\$15.63	\$16.25	\$16.90	\$17.57	\$18.27	\$18.99	\$19.76	\$20.54
		<b>wkly</b>	\$526.09	\$547.02	\$568.76	\$591.37	\$614.90	\$639.36	\$664.81	\$691.54	\$719.07
		<b>yrly</b>	\$27,356.89	\$28,445.24	\$29,575.43	\$30,751.25	\$31,974.98	\$33,246.63	\$34,570.00	\$35,960.19	\$37,391.68
<b>RL</b>	<b>5L</b>	<b>hrly</b>		\$15.63	\$16.25	\$16.90	\$17.57	\$18.27	\$18.99	\$19.75	\$20.54
		<b>wkly</b>		\$547.02	\$568.76	\$591.37	\$614.90	\$639.36	\$664.81	\$691.34	\$718.86
		<b>yrly</b>		\$28,445.24	\$29,575.43	\$30,751.25	\$31,974.98	\$33,246.63	\$34,570.00	\$35,949.53	\$37,380.60
<b>RL</b>	<b>6</b>	<b>hrly</b>	\$15.63	\$16.25	\$16.90	\$17.57	\$18.27	\$18.99	\$19.75	\$20.54	\$21.36
		<b>wkly</b>	\$547.02	\$568.76	\$591.37	\$614.90	\$639.36	\$664.81	\$691.27	\$719.06	\$747.69
		<b>yrly</b>	\$28,445.24	\$29,575.43	\$30,751.25	\$31,974.98	\$33,246.63	\$34,570.00	\$35,945.85	\$37,391.20	\$38,879.93
<b>RL</b>	<b>6L</b>	<b>hrly</b>		\$16.25	\$16.90	\$17.57	\$18.27	\$18.99	\$19.75	\$20.54	\$21.36
		<b>wkly</b>		\$568.76	\$591.37	\$614.90	\$639.36	\$664.81	\$691.27	\$719.06	\$747.69
		<b>yrly</b>		\$29,575.43	\$30,751.25	\$31,974.98	\$33,246.63	\$34,570.00	\$35,945.85	\$37,391.20	\$38,879.93
<b>RL</b>	<b>7</b>	<b>hrly</b>	\$16.25	\$16.90	\$17.57	\$18.27	\$18.99	\$19.75	\$20.54	\$21.36	\$22.21
		<b>wkly</b>	\$568.76	\$591.37	\$614.90	\$639.36	\$664.81	\$691.27	\$718.78	\$747.68	\$777.45
		<b>yrly</b>	\$29,575.43	\$30,751.25	\$31,974.98	\$33,246.63	\$34,570.00	\$35,945.85	\$37,376.46	\$38,879.28	\$40,427.54
<b>RL</b>	<b>7L</b>	<b>hrly</b>		\$16.90	\$17.57	\$18.27	\$18.99	\$19.75	\$20.54	\$21.36	\$22.21
		<b>wkly</b>		\$591.37	\$614.90	\$639.36	\$664.81	\$691.27	\$718.78	\$747.66	\$777.44
		<b>yrly</b>		\$30,751.25	\$31,974.98	\$33,246.63	\$34,570.00	\$35,945.85	\$37,376.46	\$38,878.58	\$40,426.81
<b>RL</b>	<b>8</b>	<b>hrly</b>	\$16.90	\$17.57	\$18.27	\$18.99	\$19.75	\$20.54	\$21.35	\$22.21	\$23.10
		<b>wkly</b>	\$591.37	\$614.90	\$639.36	\$664.81	\$691.27	\$718.78	\$747.42	\$777.47	\$808.44
		<b>yrly</b>	\$30,751.25	\$31,974.98	\$33,246.63	\$34,570.00	\$35,945.85	\$37,376.46	\$38,865.63	\$40,428.62	\$42,038.84
<b>RL</b>	<b>8L</b>	<b>hrly</b>		\$17.57	\$18.27	\$18.99	\$19.75	\$20.54	\$21.35	\$22.21	\$23.10
		<b>wkly</b>		\$614.90	\$639.36	\$664.81	\$691.27	\$718.78	\$747.42	\$777.47	\$808.44
		<b>yrly</b>		\$31,974.98	\$33,246.63	\$34,570.00	\$35,945.85	\$37,376.46	\$38,865.63	\$40,428.62	\$42,038.84
<b>RL</b>	<b>9</b>	<b>hrly</b>	\$17.57	\$18.27	\$18.99	\$19.75	\$20.54	\$21.35	\$22.20	\$23.10	\$24.02
		<b>wkly</b>	\$614.90	\$639.36	\$664.81	\$691.27	\$718.78	\$747.42	\$777.17	\$808.43	\$840.64
		<b>yrly</b>	\$31,974.98	\$33,246.63	\$34,570.00	\$35,945.85	\$37,376.46	\$38,865.63	\$40,412.61	\$42,038.50	\$43,713.12

**Schedule A | Effective 1/3/2015 | 3% Wage Increase**

Sal Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
RL	9L	hrly		\$18.27	\$18.99	\$19.75	\$20.54	\$21.35	\$22.20	\$23.10	\$24.02
		wkly		\$639.36	\$664.81	\$691.27	\$718.78	\$747.42	\$777.17	\$808.43	\$840.64
		yrly		\$33,246.63	\$34,570.00	\$35,945.85	\$37,376.46	\$38,865.63	\$40,412.61	\$42,038.50	\$43,713.12
RL	10	hrly	\$18.27	\$18.99	\$19.75	\$20.54	\$21.35	\$22.20	\$23.09	\$24.02	\$24.97
		wkly	\$639.36	\$664.81	\$691.27	\$718.78	\$747.42	\$777.17	\$808.11	\$840.62	\$874.12
		yrly	\$33,246.63	\$34,570.00	\$35,945.85	\$37,376.46	\$38,865.63	\$40,412.61	\$42,021.94	\$43,712.43	\$45,454.00
RL	10L	hrly		\$18.99	\$19.75	\$20.54	\$21.35	\$22.20	\$23.09	\$24.02	\$24.97
		wkly		\$664.81	\$691.27	\$718.78	\$747.42	\$777.17	\$808.11	\$840.62	\$874.12
		yrly		\$34,570.00	\$35,945.85	\$37,376.46	\$38,865.63	\$40,412.61	\$42,021.94	\$43,712.43	\$45,454.00
RL	11	hrly	\$18.99	\$19.75	\$20.54	\$21.35	\$22.20	\$23.09	\$24.01	\$24.98	\$25.97
		wkly	\$664.81	\$691.27	\$718.78	\$747.42	\$777.17	\$808.11	\$840.31	\$874.13	\$908.96
		yrly	\$34,570.00	\$35,945.85	\$37,376.46	\$38,865.63	\$40,412.61	\$42,021.94	\$43,695.93	\$45,454.55	\$47,265.82
RL	11L	hrly		\$19.75	\$20.54	\$21.35	\$22.20	\$23.09	\$24.01	\$24.98	\$25.97
		wkly		\$691.27	\$718.78	\$747.42	\$777.17	\$808.11	\$840.31	\$874.13	\$908.96
		yrly		\$35,945.85	\$37,376.46	\$38,865.63	\$40,412.61	\$42,021.94	\$43,695.93	\$45,454.55	\$47,265.82
RL	12	hrly	\$19.75	\$20.54	\$21.35	\$22.20	\$23.09	\$24.01	\$24.97	\$25.97	\$27.01
		wkly	\$691.27	\$718.78	\$747.42	\$777.17	\$808.11	\$840.31	\$873.79	\$908.95	\$945.18
		yrly	\$35,945.85	\$37,376.46	\$38,865.63	\$40,412.61	\$42,021.94	\$43,695.93	\$45,436.84	\$47,265.59	\$49,149.30
RL	12L	hrly		\$20.54	\$21.35	\$22.20	\$23.09	\$24.01	\$24.97	\$25.97	\$27.01
		wkly		\$718.78	\$747.42	\$777.17	\$808.11	\$840.31	\$873.79	\$908.95	\$945.18
		yrly		\$37,376.46	\$38,865.63	\$40,412.61	\$42,021.94	\$43,695.93	\$45,436.84	\$47,265.59	\$49,149.30
RL	13	hrly	\$20.54	\$21.35	\$22.20	\$23.09	\$24.01	\$24.97	\$25.96	\$27.00	\$28.08
		wkly	\$718.78	\$747.42	\$777.17	\$808.11	\$840.31	\$873.79	\$908.60	\$945.17	\$982.85
		yrly	\$37,376.46	\$38,865.63	\$40,412.61	\$42,021.94	\$43,695.93	\$45,436.84	\$47,246.96	\$49,149.01	\$51,108.06
RL	14	hrly	\$22.20	\$23.09	\$24.01	\$24.97	\$25.96	\$26.99	\$28.07	\$29.20	\$30.36
		wkly	\$777.17	\$808.11	\$840.31	\$873.79	\$908.60	\$944.81	\$982.46	\$1,022.02	\$1,062.76
		yrly	\$40,412.61	\$42,021.94	\$43,695.93	\$45,436.84	\$47,246.96	\$49,130.10	\$51,087.78	\$53,144.85	\$55,263.73
RL	15	hrly	\$24.97	\$25.96	\$26.99	\$28.07	\$29.19	\$30.35	\$31.56	\$32.84	\$34.14
		wkly	\$873.79	\$908.60	\$944.81	\$982.46	\$1,021.63	\$1,062.37	\$1,104.73	\$1,149.23	\$1,195.06
		yrly	\$45,436.84	\$47,246.96	\$49,130.10	\$51,087.78	\$53,124.55	\$55,243.46	\$57,446.03	\$59,759.79	\$62,143.27
RL	16	hrly	\$26.99	\$28.07	\$29.19	\$30.35	\$31.56	\$32.82	\$34.13	\$35.51	\$36.92
		wkly	\$944.81	\$982.46	\$1,021.63	\$1,062.37	\$1,104.73	\$1,148.80	\$1,194.59	\$1,242.72	\$1,292.30
		yrly	\$49,130.10	\$51,087.78	\$53,124.55	\$55,243.46	\$57,446.03	\$59,737.59	\$62,118.89	\$64,621.48	\$67,199.42
RL	17	hrly	\$29.19	\$30.35	\$31.56	\$32.82	\$34.13	\$35.49	\$36.91	\$38.40	\$39.93
		wkly	\$1,021.63	\$1,062.37	\$1,104.73	\$1,148.80	\$1,194.59	\$1,242.28	\$1,291.83	\$1,343.88	\$1,397.51
		yrly	\$53,124.55	\$55,243.46	\$57,446.03	\$59,737.59	\$62,118.89	\$64,598.31	\$67,175.07	\$69,881.97	\$72,670.34
RL	18	hrly	\$32.82	\$34.13	\$35.49	\$36.91	\$38.38	\$39.91	\$41.51	\$43.18	\$44.90
		wkly	\$1,148.80	\$1,194.59	\$1,242.28	\$1,291.83	\$1,343.36	\$1,396.95	\$1,452.70	\$1,511.26	\$1,571.58
		yrly	\$59,737.59	\$62,118.89	\$64,598.31	\$67,175.07	\$69,854.52	\$72,641.19	\$75,540.44	\$78,585.67	\$81,722.18
RL	19	hrly	\$35.49	\$36.91	\$38.38	\$39.91	\$41.51	\$43.16	\$44.89	\$46.69	\$48.56
		wkly	\$1,242.28	\$1,291.83	\$1,343.36	\$1,396.95	\$1,452.70	\$1,510.68	\$1,570.98	\$1,634.32	\$1,699.56
		yrly	\$64,598.31	\$67,175.07	\$69,854.52	\$72,641.19	\$75,540.44	\$78,555.29	\$81,691.06	\$84,984.85	\$88,377.32
RL	20	hrly	\$38.38	\$39.91	\$41.51	\$43.16	\$44.89	\$46.68	\$48.54	\$50.50	\$52.51
		wkly	\$1,343.36	\$1,396.95	\$1,452.70	\$1,510.68	\$1,570.98	\$1,633.68	\$1,698.90	\$1,767.41	\$1,837.97
		yrly	\$69,854.52	\$72,641.19	\$75,540.44	\$78,555.29	\$81,691.06	\$84,951.57	\$88,342.89	\$91,905.35	\$95,574.64
RL	21	hrly	\$41.51	\$43.16	\$44.89	\$46.68	\$48.54	\$50.48	\$52.49	\$54.61	\$56.79
		wkly	\$1,452.70	\$1,510.68	\$1,570.98	\$1,633.68	\$1,698.90	\$1,766.72	\$1,837.26	\$1,911.36	\$1,987.68
		yrly	\$75,540.44	\$78,555.29	\$81,691.06	\$84,951.57	\$88,342.89	\$91,869.59	\$95,537.76	\$99,390.88	\$103,359.59
RL	22	hrly	\$44.89	\$46.68	\$48.54	\$50.48	\$52.49	\$54.59	\$56.77	\$59.06	\$61.42
		wkly	\$1,570.98	\$1,633.68	\$1,698.90	\$1,766.71	\$1,837.26	\$1,910.61	\$1,986.90	\$2,067.02	\$2,149.57
		yrly	\$81,691.06	\$84,951.57	\$88,342.89	\$91,868.83	\$95,537.76	\$99,351.95	\$103,319.02	\$107,484.93	\$111,777.41

**Schedule A**  
**Effective 1/2/2016**  
**3% Wage Increase**

Sal Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
RL	5	hrly	\$15.48	\$16.10	\$16.74	\$17.40	\$18.10	\$18.82	\$19.56	\$20.35	\$21.16
		wkly	\$541.88	\$563.43	\$585.82	\$609.11	\$633.35	\$658.54	\$684.75	\$712.29	\$740.64
		yrly	\$28,177.59	\$29,298.60	\$30,462.69	\$31,673.79	\$32,934.23	\$34,244.03	\$35,607.10	\$37,038.99	\$38,513.43
RL	5L	hrly		\$16.10	\$16.74	\$17.40	\$18.10	\$18.82	\$19.56	\$20.35	\$21.15
		wkly		\$563.43	\$585.82	\$609.11	\$633.35	\$658.54	\$684.75	\$712.08	\$740.42
		yrly		\$29,298.60	\$30,462.69	\$31,673.79	\$32,934.23	\$34,244.03	\$35,607.10	\$37,028.02	\$38,502.02
RL	6	hrly	\$16.10	\$16.74	\$17.40	\$18.10	\$18.82	\$19.56	\$20.34	\$21.16	\$22.00
		wkly	\$563.43	\$585.82	\$609.11	\$633.35	\$658.54	\$684.75	\$712.00	\$740.63	\$770.12
		yrly	\$29,298.60	\$30,462.69	\$31,673.79	\$32,934.23	\$34,244.03	\$35,607.10	\$37,024.22	\$38,512.93	\$40,046.33
RL	6L	hrly		\$16.74	\$17.40	\$18.10	\$18.82	\$19.56	\$20.34	\$21.16	\$22.00
		wkly		\$585.82	\$609.11	\$633.35	\$658.54	\$684.75	\$712.00	\$740.63	\$770.12
		yrly		\$30,462.69	\$31,673.79	\$32,934.23	\$34,244.03	\$35,607.10	\$37,024.22	\$38,512.93	\$40,046.33
RL	7	hrly	\$16.74	\$17.40	\$18.10	\$18.82	\$19.56	\$20.34	\$21.15	\$22.00	\$22.88
		wkly	\$585.82	\$609.11	\$633.35	\$658.54	\$684.75	\$712.00	\$740.34	\$770.11	\$800.78
		yrly	\$30,462.69	\$31,673.79	\$32,934.23	\$34,244.03	\$35,607.10	\$37,024.22	\$38,497.76	\$40,045.66	\$41,640.36
RL	7L	hrly		\$17.40	\$18.10	\$18.82	\$19.56	\$20.34	\$21.15	\$22.00	\$22.88
		wkly		\$609.11	\$633.35	\$658.54	\$684.75	\$712.00	\$740.34	\$770.09	\$800.76
		yrly		\$31,673.79	\$32,934.23	\$34,244.03	\$35,607.10	\$37,024.22	\$38,497.76	\$40,044.93	\$41,639.62
RL	8	hrly	\$17.40	\$18.10	\$18.82	\$19.56	\$20.34	\$21.15	\$22.00	\$22.88	\$23.79
		wkly	\$609.11	\$633.35	\$658.54	\$684.75	\$712.00	\$740.34	\$769.84	\$800.80	\$832.69
		yrly	\$31,673.79	\$32,934.23	\$34,244.03	\$35,607.10	\$37,024.22	\$38,497.76	\$40,031.60	\$41,641.47	\$43,300.00
RL	8L	hrly		\$18.10	\$18.82	\$19.56	\$20.34	\$21.15	\$22.00	\$22.88	\$23.79
		wkly		\$633.35	\$658.54	\$684.75	\$712.00	\$740.34	\$769.84	\$800.80	\$832.69
		yrly		\$32,934.23	\$34,244.03	\$35,607.10	\$37,024.22	\$38,497.76	\$40,031.60	\$41,641.47	\$43,300.00
RL	9	hrly	\$18.10	\$18.82	\$19.56	\$20.34	\$21.15	\$22.00	\$22.87	\$23.79	\$24.74
		wkly	\$633.35	\$658.54	\$684.75	\$712.00	\$740.34	\$769.84	\$800.48	\$832.69	\$865.86
		yrly	\$32,934.23	\$34,244.03	\$35,607.10	\$37,024.22	\$38,497.76	\$40,031.60	\$41,624.98	\$43,299.66	\$45,024.52
RL	9L	hrly		\$18.82	\$19.56	\$20.34	\$21.15	\$22.00	\$22.87	\$23.79	\$24.74
		wkly		\$658.54	\$684.75	\$712.00	\$740.34	\$769.84	\$800.48	\$832.69	\$865.86
		yrly		\$34,244.03	\$35,607.10	\$37,024.22	\$38,497.76	\$40,031.60	\$41,624.98	\$43,299.66	\$45,024.52
RL	10	hrly	\$18.82	\$19.56	\$20.34	\$21.15	\$22.00	\$22.87	\$23.78	\$24.74	\$25.72
		wkly	\$658.54	\$684.75	\$712.00	\$740.34	\$769.84	\$800.48	\$832.36	\$865.84	\$900.34
		yrly	\$34,244.03	\$35,607.10	\$37,024.22	\$38,497.76	\$40,031.60	\$41,624.98	\$43,282.60	\$45,023.80	\$46,817.62
RL	10L	hrly		\$19.56	\$20.34	\$21.15	\$22.00	\$22.87	\$23.78	\$24.74	\$25.72
		wkly		\$684.75	\$712.00	\$740.34	\$769.84	\$800.48	\$832.36	\$865.84	\$900.34
		yrly		\$35,607.10	\$37,024.22	\$38,497.76	\$40,031.60	\$41,624.98	\$43,282.60	\$45,023.80	\$46,817.62
RL	11	hrly	\$19.56	\$20.34	\$21.15	\$22.00	\$22.87	\$23.78	\$24.73	\$25.72	\$26.75
		wkly	\$684.75	\$712.00	\$740.34	\$769.84	\$800.48	\$832.36	\$865.52	\$900.35	\$936.23
		yrly	\$35,607.10	\$37,024.22	\$38,497.76	\$40,031.60	\$41,624.98	\$43,282.60	\$45,006.80	\$46,818.19	\$48,683.79
RL	11L	hrly		\$20.34	\$21.15	\$22.00	\$22.87	\$23.78	\$24.73	\$25.72	\$26.75
		wkly		\$712.00	\$740.34	\$769.84	\$800.48	\$832.36	\$865.52	\$900.35	\$936.23
		yrly		\$37,024.22	\$38,497.76	\$40,031.60	\$41,624.98	\$43,282.60	\$45,006.80	\$46,818.19	\$48,683.79
RL	12	hrly	\$20.34	\$21.15	\$22.00	\$22.87	\$23.78	\$24.73	\$25.71	\$26.75	\$27.82
		wkly	\$712.00	\$740.34	\$769.84	\$800.48	\$832.36	\$865.52	\$900.00	\$936.22	\$973.53
		yrly	\$37,024.22	\$38,497.76	\$40,031.60	\$41,624.98	\$43,282.60	\$45,006.80	\$46,799.95	\$48,683.56	\$50,623.78
RL	12L	hrly		\$21.15	\$22.00	\$22.87	\$23.78	\$24.73	\$25.71	\$26.75	\$27.82
		wkly		\$740.34	\$769.84	\$800.48	\$832.36	\$865.52	\$900.00	\$936.22	\$973.53
		yrly		\$38,497.76	\$40,031.60	\$41,624.98	\$43,282.60	\$45,006.80	\$46,799.95	\$48,683.56	\$50,623.78
RL	13	hrly	\$21.15	\$22.00	\$22.87	\$23.78	\$24.73	\$25.71	\$26.74	\$27.82	\$28.92
		wkly	\$740.34	\$769.84	\$800.48	\$832.36	\$865.52	\$900.00	\$935.85	\$973.53	\$1,012.33
		yrly	\$38,497.76	\$40,031.60	\$41,624.98	\$43,282.60	\$45,006.80	\$46,799.95	\$48,664.37	\$50,623.48	\$52,641.30
RL	14	hrly	\$22.87	\$23.78	\$24.73	\$25.71	\$26.74	\$27.80	\$28.91	\$30.08	\$31.28
		wkly	\$800.48	\$832.36	\$865.52	\$900.00	\$935.85	\$973.15	\$1,011.93	\$1,052.68	\$1,094.65
		yrly	\$41,624.98	\$43,282.60	\$45,006.80	\$46,799.95	\$48,664.37	\$50,604.00	\$52,620.41	\$54,739.20	\$56,921.64



**Schedule A | Effective 1/2/2016 | 3% Wage Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>RL</b>	<b>15</b>	<b>hrly</b>	\$25.71	\$26.74	\$27.80	\$28.91	\$30.06	\$31.26	\$32.51	\$33.82	\$35.17
		<b>wkly</b>	\$900.00	\$935.85	\$973.15	\$1,011.93	\$1,052.27	\$1,094.25	\$1,137.87	\$1,183.70	\$1,230.91
		<b>yrly</b>	\$46,799.95	\$48,664.37	\$50,604.00	\$52,620.41	\$54,718.29	\$56,900.77	\$59,169.41	\$61,552.59	\$64,007.57
<b>RL</b>	<b>16</b>	<b>hrly</b>	\$27.80	\$28.91	\$30.06	\$31.26	\$32.51	\$33.81	\$35.16	\$36.57	\$38.03
		<b>wkly</b>	\$973.15	\$1,011.93	\$1,052.27	\$1,094.25	\$1,137.87	\$1,183.26	\$1,230.43	\$1,280.00	\$1,331.07
		<b>yrly</b>	\$50,604.00	\$52,620.41	\$54,718.29	\$56,900.77	\$59,169.41	\$61,529.72	\$63,982.46	\$66,560.12	\$69,215.40
<b>RL</b>	<b>17</b>	<b>hrly</b>	\$30.06	\$31.26	\$32.51	\$33.81	\$35.16	\$36.56	\$38.02	\$39.55	\$41.13
		<b>wkly</b>	\$1,052.27	\$1,094.25	\$1,137.87	\$1,183.26	\$1,230.43	\$1,279.54	\$1,330.58	\$1,384.20	\$1,439.43
		<b>yrly</b>	\$54,718.29	\$56,900.77	\$59,169.41	\$61,529.72	\$63,982.46	\$66,536.26	\$69,190.32	\$71,978.43	\$74,850.45
<b>RL</b>	<b>18</b>	<b>hrly</b>	\$33.81	\$35.16	\$36.56	\$38.02	\$39.53	\$41.11	\$42.75	\$44.47	\$46.25
		<b>wkly</b>	\$1,183.26	\$1,230.43	\$1,279.54	\$1,330.58	\$1,383.66	\$1,438.85	\$1,496.28	\$1,556.60	\$1,618.73
		<b>yrly</b>	\$61,529.72	\$63,982.46	\$66,536.26	\$69,190.32	\$71,950.15	\$74,820.43	\$77,806.65	\$80,943.24	\$84,173.85
<b>RL</b>	<b>19</b>	<b>hrly</b>	\$36.56	\$38.02	\$39.53	\$41.11	\$42.75	\$44.46	\$46.23	\$48.10	\$50.02
		<b>wkly</b>	\$1,279.54	\$1,330.58	\$1,383.66	\$1,438.85	\$1,496.28	\$1,556.00	\$1,618.11	\$1,683.35	\$1,750.55
		<b>yrly</b>	\$66,536.26	\$69,190.32	\$71,950.15	\$74,820.43	\$77,806.65	\$80,911.94	\$84,141.79	\$87,534.39	\$91,028.64
<b>RL</b>	<b>20</b>	<b>hrly</b>	\$39.53	\$41.11	\$42.75	\$44.46	\$46.23	\$48.08	\$50.00	\$52.01	\$54.09
		<b>wkly</b>	\$1,383.66	\$1,438.85	\$1,496.28	\$1,556.00	\$1,618.11	\$1,682.69	\$1,749.87	\$1,820.43	\$1,893.11
		<b>yrly</b>	\$71,950.15	\$74,820.43	\$77,806.65	\$80,911.94	\$84,141.79	\$87,500.12	\$90,993.18	\$94,662.51	\$98,441.88
<b>RL</b>	<b>21</b>	<b>hrly</b>	\$42.75	\$44.46	\$46.23	\$48.08	\$50.00	\$51.99	\$54.07	\$56.25	\$58.49
		<b>wkly</b>	\$1,496.28	\$1,556.00	\$1,618.11	\$1,682.69	\$1,749.87	\$1,819.72	\$1,892.38	\$1,968.70	\$2,047.31
		<b>yrly</b>	\$77,806.65	\$80,911.94	\$84,141.79	\$87,500.12	\$90,993.18	\$94,625.68	\$98,403.89	\$102,372.60	\$106,460.38
<b>RL</b>	<b>22</b>	<b>hrly</b>	\$46.23	\$48.08	\$50.00	\$51.99	\$54.07	\$56.23	\$58.47	\$60.83	\$63.26
		<b>wkly</b>	\$1,618.11	\$1,682.69	\$1,749.87	\$1,819.71	\$1,892.38	\$1,967.93	\$2,046.51	\$2,129.03	\$2,214.05
		<b>yrly</b>	\$84,141.79	\$87,500.12	\$90,993.18	\$94,624.90	\$98,403.89	\$102,332.51	\$106,418.59	\$110,709.48	\$115,130.73

**Schedule A**  
**Effective 1/7/2012**  
**1% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>RL1</b>	<b>5</b>	<b>hrly</b>	\$12.15	\$12.64	\$13.14	\$13.66	\$14.21	\$14.77	\$15.36	\$15.98	\$16.61
		<b>wkly</b>	\$486.17	\$505.51	\$525.60	\$546.49	\$568.24	\$590.84	\$614.36	\$639.06	\$664.50
		<b>yrly</b>	\$25,280.88	\$26,286.64	\$27,331.06	\$28,417.65	\$29,548.53	\$30,723.68	\$31,946.62	\$33,231.30	\$34,554.17
<b>RL1</b>	<b>5L</b>	<b>hrly</b>		\$12.64	\$13.14	\$13.66	\$14.21	\$14.77	\$15.36	\$15.98	\$16.61
		<b>wkly</b>		\$505.51	\$525.60	\$546.49	\$568.24	\$590.84	\$614.36	\$639.06	\$664.50
		<b>yrly</b>		\$26,286.64	\$27,331.06	\$28,417.65	\$29,548.53	\$30,723.68	\$31,946.62	\$33,231.30	\$34,554.17
<b>RL1</b>	<b>6</b>	<b>hrly</b>	\$12.64	\$13.14	\$13.66	\$14.21	\$14.77	\$15.36	\$15.97	\$16.61	\$17.27
		<b>wkly</b>	\$505.51	\$525.60	\$546.49	\$568.24	\$590.84	\$614.36	\$638.81	\$664.49	\$690.95
		<b>yrly</b>	\$26,286.64	\$27,331.06	\$28,417.65	\$29,548.53	\$30,723.68	\$31,946.62	\$33,218.06	\$34,553.72	\$35,929.48
<b>RL1</b>	<b>6L</b>	<b>hrly</b>		\$13.14	\$13.66	\$14.21	\$14.77	\$15.36	\$15.97	\$16.61	\$17.27
		<b>wkly</b>		\$525.60	\$546.49	\$568.24	\$590.84	\$614.36	\$638.81	\$664.49	\$690.95
		<b>yrly</b>		\$27,331.06	\$28,417.65	\$29,548.53	\$30,723.68	\$31,946.62	\$33,218.06	\$34,553.72	\$35,929.48
<b>RL1</b>	<b>7</b>	<b>hrly</b>	\$13.14	\$13.66	\$14.21	\$14.77	\$15.36	\$15.97	\$16.61	\$17.27	\$17.96
		<b>wkly</b>	\$525.60	\$546.49	\$568.24	\$590.84	\$614.36	\$638.81	\$664.23	\$690.94	\$718.45
		<b>yrly</b>	\$27,331.06	\$28,417.65	\$29,548.53	\$30,723.68	\$31,946.62	\$33,218.06	\$34,540.10	\$35,928.88	\$37,359.64
<b>RL1</b>	<b>7L</b>	<b>hrly</b>		\$13.66	\$14.21	\$14.77	\$15.36	\$15.97	\$16.61	\$17.27	\$17.96
		<b>wkly</b>		\$546.49	\$568.24	\$590.84	\$614.36	\$638.81	\$664.23	\$690.94	\$718.45
		<b>yrly</b>		\$28,417.65	\$29,548.53	\$30,723.68	\$31,946.62	\$33,218.06	\$34,540.10	\$35,928.88	\$37,359.64
<b>RL1</b>	<b>8</b>	<b>hrly</b>	\$13.66	\$14.21	\$14.77	\$15.36	\$15.97	\$16.61	\$17.27	\$17.96	\$18.68
		<b>wkly</b>	\$546.49	\$568.24	\$590.84	\$614.36	\$638.81	\$664.23	\$690.70	\$718.47	\$747.09
		<b>yrly</b>	\$28,417.65	\$29,548.53	\$30,723.68	\$31,946.62	\$33,218.06	\$34,540.10	\$35,916.26	\$37,360.64	\$38,848.67
<b>RL1</b>	<b>8L</b>	<b>hrly</b>		\$14.21	\$14.77	\$15.36	\$15.97	\$16.61	\$17.27	\$17.96	\$18.68
		<b>wkly</b>		\$568.24	\$590.84	\$614.36	\$638.81	\$664.23	\$690.70	\$718.47	\$747.09
		<b>yrly</b>		\$29,548.53	\$30,723.68	\$31,946.62	\$33,218.06	\$34,540.10	\$35,916.26	\$37,360.64	\$38,848.67
<b>RL1</b>	<b>9</b>	<b>hrly</b>	\$14.21	\$14.77	\$15.36	\$15.97	\$16.61	\$17.27	\$17.95	\$18.68	\$19.42
		<b>wkly</b>	\$568.24	\$590.84	\$614.36	\$638.81	\$664.23	\$690.70	\$718.19	\$747.08	\$776.84
		<b>yrly</b>	\$29,548.53	\$30,723.68	\$31,946.62	\$33,218.06	\$34,540.10	\$35,916.26	\$37,345.84	\$38,848.36	\$40,395.90



**Schedule A | Effective 1/7/2012 | 1% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>RL1</b>	<b>9L</b>	<b>hrly</b>		\$14.77	\$15.36	\$15.97	\$16.61	\$17.27	\$17.95	\$18.68	\$19.42
		<b>wkly</b>		\$590.84	\$614.36	\$638.81	\$664.23	\$690.70	\$718.19	\$747.08	\$776.84
		<b>yrly</b>		\$30,723.68	\$31,946.62	\$33,218.06	\$34,540.10	\$35,916.26	\$37,345.84	\$38,848.36	\$40,395.90
<b>RL1</b>	<b>10</b>	<b>hrly</b>	\$14.77	\$15.36	\$15.97	\$16.61	\$17.27	\$17.95	\$18.67	\$19.41	\$20.18
		<b>wkly</b>	\$590.84	\$614.36	\$638.81	\$664.23	\$690.70	\$718.19	\$746.79	\$776.34	\$807.09
		<b>yrly</b>	\$30,723.68	\$31,946.62	\$33,218.06	\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.06	\$40,369.52	\$41,968.54
<b>RL1</b>	<b>10L</b>	<b>hrly</b>		\$15.36	\$15.97	\$16.61	\$17.27	\$17.95	\$18.67	\$19.42	\$20.20
		<b>wkly</b>		\$614.36	\$638.81	\$664.23	\$690.70	\$718.19	\$746.79	\$776.83	\$807.98
		<b>yrly</b>		\$31,946.62	\$33,218.06	\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.06	\$40,395.25	\$42,014.92
<b>RL1</b>	<b>11</b>	<b>hrly</b>	\$15.36	\$15.97	\$16.61	\$17.27	\$17.95	\$18.67	\$19.41	\$20.19	\$21.00
		<b>wkly</b>	\$614.36	\$638.81	\$664.23	\$690.70	\$718.19	\$746.79	\$776.54	\$807.79	\$839.98
		<b>yrly</b>	\$31,946.62	\$33,218.06	\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.06	\$40,380.01	\$42,005.18	\$43,678.99
<b>RL1</b>	<b>11L</b>	<b>hrly</b>		\$15.97	\$16.61	\$17.27	\$17.95	\$18.67	\$19.41	\$20.19	\$21.00
		<b>wkly</b>		\$638.81	\$664.23	\$690.70	\$718.19	\$746.79	\$776.54	\$807.79	\$839.98
		<b>yrly</b>		\$33,218.06	\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.06	\$40,380.01	\$42,005.18	\$43,678.99
<b>RL1</b>	<b>12</b>	<b>hrly</b>	\$15.97	\$16.61	\$17.27	\$17.95	\$18.67	\$19.41	\$20.19	\$21.00	\$21.84
		<b>wkly</b>	\$638.81	\$664.23	\$690.70	\$718.19	\$746.79	\$776.54	\$807.48	\$839.98	\$873.45
		<b>yrly</b>	\$33,218.06	\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.06	\$40,380.01	\$41,988.81	\$43,678.79	\$45,419.55
<b>RL1</b>	<b>12L</b>	<b>hrly</b>		\$16.61	\$17.27	\$17.95	\$18.67	\$19.41	\$20.19	\$21.00	\$21.84
		<b>wkly</b>		\$664.23	\$690.70	\$718.19	\$746.79	\$776.54	\$807.48	\$839.98	\$873.45
		<b>yrly</b>		\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.06	\$40,380.01	\$41,988.81	\$43,678.79	\$45,419.55
<b>RL1</b>	<b>13</b>	<b>hrly</b>	\$16.61	\$17.27	\$17.95	\$18.67	\$19.41	\$20.19	\$20.99	\$21.84	\$22.71
		<b>wkly</b>	\$664.23	\$690.70	\$718.19	\$746.79	\$776.54	\$807.48	\$839.65	\$873.45	\$908.26
		<b>yrly</b>	\$34,540.10	\$35,916.26	\$37,345.84	\$38,833.06	\$40,380.01	\$41,988.81	\$43,661.57	\$45,419.28	\$47,229.65
<b>RL1</b>	<b>14</b>	<b>hrly</b>	\$17.95	\$18.67	\$19.41	\$20.19	\$20.99	\$21.83	\$22.70	\$23.61	\$24.55
		<b>wkly</b>	\$718.19	\$746.79	\$776.54	\$807.48	\$839.65	\$873.11	\$907.90	\$944.46	\$982.11
		<b>yrly</b>	\$37,345.84	\$38,833.06	\$40,380.01	\$41,988.81	\$43,661.57	\$45,401.81	\$47,210.92	\$49,111.88	\$51,069.97
<b>RL1</b>	<b>15</b>	<b>hrly</b>	\$20.19	\$20.99	\$21.83	\$22.70	\$23.60	\$24.54	\$25.52	\$26.55	\$27.61
		<b>wkly</b>	\$807.48	\$839.65	\$873.11	\$907.90	\$944.10	\$981.75	\$1,020.90	\$1,062.02	\$1,104.37
		<b>yrly</b>	\$41,988.81	\$43,661.57	\$45,401.81	\$47,210.92	\$49,093.13	\$51,051.24	\$53,086.67	\$55,224.85	\$57,427.45
<b>RL1</b>	<b>16</b>	<b>hrly</b>	\$21.83	\$22.70	\$23.60	\$24.54	\$25.52	\$26.54	\$27.60	\$28.71	\$29.86
		<b>wkly</b>	\$873.11	\$907.90	\$944.10	\$981.75	\$1,020.90	\$1,061.62	\$1,103.94	\$1,148.42	\$1,194.23
		<b>yrly</b>	\$45,401.81	\$47,210.92	\$49,093.13	\$51,051.24	\$53,086.67	\$55,204.32	\$57,404.92	\$59,717.59	\$62,099.91
<b>RL1</b>	<b>17</b>	<b>hrly</b>	\$23.60	\$24.54	\$25.52	\$26.54	\$27.60	\$28.70	\$29.84	\$31.05	\$32.29
		<b>wkly</b>	\$944.10	\$981.75	\$1,020.90	\$1,061.62	\$1,103.94	\$1,148.00	\$1,193.80	\$1,241.90	\$1,291.45
		<b>yrly</b>	\$49,093.13	\$51,051.24	\$53,086.67	\$55,204.32	\$57,404.92	\$59,696.18	\$62,077.41	\$64,578.89	\$67,155.65
<b>RL1</b>	<b>18</b>	<b>hrly</b>	\$26.54	\$27.60	\$28.70	\$29.84	\$31.04	\$32.27	\$33.56	\$34.91	\$36.31
		<b>wkly</b>	\$1,061.62	\$1,103.94	\$1,148.00	\$1,193.80	\$1,241.41	\$1,290.94	\$1,342.46	\$1,396.58	\$1,452.32
		<b>yrly</b>	\$55,204.32	\$57,404.92	\$59,696.18	\$62,077.41	\$64,553.51	\$67,128.72	\$69,807.96	\$72,621.96	\$75,520.46
<b>RL1</b>	<b>19</b>	<b>hrly</b>	\$28.70	\$29.84	\$31.04	\$32.27	\$33.56	\$34.90	\$36.29	\$37.76	\$39.26
		<b>wkly</b>	\$1,148.00	\$1,193.80	\$1,241.41	\$1,290.94	\$1,342.46	\$1,396.04	\$1,451.77	\$1,510.30	\$1,570.59
		<b>yrly</b>	\$59,696.18	\$62,077.41	\$64,553.51	\$67,128.72	\$69,807.96	\$72,594.02	\$75,491.83	\$78,535.54	\$81,670.57
<b>RL1</b>	<b>20</b>	<b>hrly</b>	\$31.04	\$32.27	\$33.56	\$34.90	\$36.29	\$37.74	\$39.25	\$40.83	\$42.46
		<b>wkly</b>	\$1,241.41	\$1,290.94	\$1,342.46	\$1,396.04	\$1,451.77	\$1,509.71	\$1,569.98	\$1,633.29	\$1,698.50
		<b>yrly</b>	\$64,553.51	\$67,128.72	\$69,807.96	\$72,594.02	\$75,491.83	\$78,504.91	\$81,638.88	\$84,930.99	\$88,321.84
<b>RL1</b>	<b>21</b>	<b>hrly</b>	\$32.59	\$33.89	\$35.24	\$36.65	\$38.11	\$39.63	\$41.21	\$44.16	\$45.92
		<b>wkly</b>	\$1,303.45	\$1,355.47	\$1,409.57	\$1,465.83	\$1,524.34	\$1,585.19	\$1,648.48	\$1,766.32	\$1,836.85
		<b>yrly</b>	\$67,779.37	\$70,484.28	\$73,297.70	\$76,223.02	\$79,265.70	\$82,429.85	\$85,720.93	\$91,848.47	\$95,516.01
<b>RL1</b>	<b>22</b>	<b>hrly</b>	\$36.29	\$37.74	\$39.25	\$40.82	\$42.45	\$44.14	\$45.90	\$47.75	\$49.66
		<b>wkly</b>	\$1,451.77	\$1,509.71	\$1,569.98	\$1,632.64	\$1,697.84	\$1,765.63	\$1,836.13	\$1,910.16	\$1,986.44
		<b>yrly</b>	\$75,491.83	\$78,504.91	\$81,638.88	\$84,897.25	\$88,287.75	\$91,812.50	\$95,478.51	\$99,328.36	\$103,295.10

**Schedule A**  
**Effective 1/5/2013**  
**2% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>RL1</b>	<b>5</b>	<b>hrly</b>	\$12.40	\$12.89	\$13.40	\$13.94	\$14.49	\$15.07	\$15.67	\$16.30	\$16.94
		<b>wkly</b>	\$495.89	\$515.62	\$536.11	\$557.42	\$579.61	\$602.66	\$626.65	\$651.84	\$677.79
		<b>yrly</b>	\$25,786.50	\$26,812.37	\$27,877.68	\$28,986.00	\$30,139.50	\$31,338.15	\$32,585.55	\$33,895.93	\$35,245.25
<b>RL1</b>	<b>5L</b>	<b>hrly</b>		\$12.89	\$13.40	\$13.94	\$14.49	\$15.07	\$15.67	\$16.30	\$16.94
		<b>wkly</b>		\$515.62	\$536.11	\$557.42	\$579.61	\$602.66	\$626.65	\$651.84	\$677.79
		<b>yrly</b>		\$26,812.37	\$27,877.68	\$28,986.00	\$30,139.50	\$31,338.15	\$32,585.55	\$33,895.93	\$35,245.25
<b>RL1</b>	<b>6</b>	<b>hrly</b>	\$12.89	\$13.40	\$13.94	\$14.49	\$15.07	\$15.67	\$16.29	\$16.94	\$17.62
		<b>wkly</b>	\$515.62	\$536.11	\$557.42	\$579.61	\$602.66	\$626.65	\$651.59	\$677.78	\$704.77
		<b>yrly</b>	\$26,812.37	\$27,877.68	\$28,986.00	\$30,139.50	\$31,338.15	\$32,585.55	\$33,882.42	\$35,244.79	\$36,648.07
<b>RL1</b>	<b>6L</b>	<b>hrly</b>		\$13.40	\$13.94	\$14.49	\$15.07	\$15.67	\$16.29	\$16.94	\$17.62
		<b>wkly</b>		\$536.11	\$557.42	\$579.61	\$602.66	\$626.65	\$651.59	\$677.78	\$704.77
		<b>yrly</b>		\$27,877.68	\$28,986.00	\$30,139.50	\$31,338.15	\$32,585.55	\$33,882.42	\$35,244.79	\$36,648.07
<b>RL1</b>	<b>7</b>	<b>hrly</b>	\$13.40	\$13.94	\$14.49	\$15.07	\$15.67	\$16.29	\$16.94	\$17.62	\$18.32
		<b>wkly</b>	\$536.11	\$557.42	\$579.61	\$602.66	\$626.65	\$651.59	\$677.52	\$704.76	\$732.82
		<b>yrly</b>	\$27,877.68	\$28,986.00	\$30,139.50	\$31,338.15	\$32,585.55	\$33,882.42	\$35,230.91	\$36,647.46	\$38,106.84
<b>RL1</b>	<b>7L</b>	<b>hrly</b>		\$13.94	\$14.49	\$15.07	\$15.67	\$16.29	\$16.94	\$17.62	\$18.32
		<b>wkly</b>		\$557.42	\$579.61	\$602.66	\$626.65	\$651.59	\$677.52	\$704.76	\$732.82
		<b>yrly</b>		\$28,986.00	\$30,139.50	\$31,338.15	\$32,585.55	\$33,882.42	\$35,230.91	\$36,647.46	\$38,106.84
<b>RL1</b>	<b>8</b>	<b>hrly</b>	\$13.94	\$14.49	\$15.07	\$15.67	\$16.29	\$16.94	\$17.61	\$18.32	\$19.05
		<b>wkly</b>	\$557.42	\$579.61	\$602.66	\$626.65	\$651.59	\$677.52	\$704.51	\$732.84	\$762.03
		<b>yrly</b>	\$28,986.00	\$30,139.50	\$31,338.15	\$32,585.55	\$33,882.42	\$35,230.91	\$36,634.59	\$38,107.85	\$39,625.64
<b>RL1</b>	<b>8L</b>	<b>hrly</b>		\$14.49	\$15.07	\$15.67	\$16.29	\$16.94	\$17.61	\$18.32	\$19.05
		<b>wkly</b>		\$579.61	\$602.66	\$626.65	\$651.59	\$677.52	\$704.51	\$732.84	\$762.03
		<b>yrly</b>		\$30,139.50	\$31,338.15	\$32,585.55	\$33,882.42	\$35,230.91	\$36,634.59	\$38,107.85	\$39,625.64
<b>RL1</b>	<b>9</b>	<b>hrly</b>	\$14.49	\$15.07	\$15.67	\$16.29	\$16.94	\$17.61	\$18.31	\$19.05	\$19.81
		<b>wkly</b>	\$579.61	\$602.66	\$626.65	\$651.59	\$677.52	\$704.51	\$732.55	\$762.03	\$792.38
		<b>yrly</b>	\$30,139.50	\$31,338.15	\$32,585.55	\$33,882.42	\$35,230.91	\$36,634.59	\$38,092.76	\$39,625.33	\$41,203.82
<b>RL1</b>	<b>9L</b>	<b>hrly</b>		\$15.07	\$15.67	\$16.29	\$16.94	\$17.61	\$18.31	\$19.05	\$19.81
		<b>wkly</b>		\$602.66	\$626.65	\$651.59	\$677.52	\$704.51	\$732.55	\$762.03	\$792.38
		<b>yrly</b>		\$31,338.15	\$32,585.55	\$33,882.42	\$35,230.91	\$36,634.59	\$38,092.76	\$39,625.33	\$41,203.82
<b>RL1</b>	<b>10</b>	<b>hrly</b>	\$15.07	\$15.67	\$16.29	\$16.94	\$17.61	\$18.31	\$19.04	\$19.80	\$20.58
		<b>wkly</b>	\$602.66	\$626.65	\$651.59	\$677.52	\$704.51	\$732.55	\$761.73	\$791.86	\$823.23
		<b>yrly</b>	\$31,338.15	\$32,585.55	\$33,882.42	\$35,230.91	\$36,634.59	\$38,092.76	\$39,609.72	\$41,176.92	\$42,807.91
<b>RL1</b>	<b>10L</b>	<b>hrly</b>		\$15.67	\$16.29	\$16.94	\$17.61	\$18.31	\$19.04	\$19.81	\$20.60
		<b>wkly</b>		\$626.65	\$651.59	\$677.52	\$704.51	\$732.55	\$761.73	\$792.37	\$824.14
		<b>yrly</b>		\$32,585.55	\$33,882.42	\$35,230.91	\$36,634.59	\$38,092.76	\$39,609.72	\$41,203.16	\$42,855.22
<b>RL1</b>	<b>11</b>	<b>hrly</b>	\$15.67	\$16.29	\$16.94	\$17.61	\$18.31	\$19.04	\$19.80	\$20.60	\$21.42
		<b>wkly</b>	\$626.65	\$651.59	\$677.52	\$704.51	\$732.55	\$761.73	\$792.07	\$823.95	\$856.78
		<b>yrly</b>	\$32,585.55	\$33,882.42	\$35,230.91	\$36,634.59	\$38,092.76	\$39,609.72	\$41,187.61	\$42,845.28	\$44,552.57
<b>RL1</b>	<b>11L</b>	<b>hrly</b>		\$16.29	\$16.94	\$17.61	\$18.31	\$19.04	\$19.80	\$20.60	\$21.42
		<b>wkly</b>		\$651.59	\$677.52	\$704.51	\$732.55	\$761.73	\$792.07	\$823.95	\$856.78
		<b>yrly</b>		\$33,882.42	\$35,230.91	\$36,634.59	\$38,092.76	\$39,609.72	\$41,187.61	\$42,845.28	\$44,552.57
<b>RL1</b>	<b>12</b>	<b>hrly</b>	\$16.29	\$16.94	\$17.61	\$18.31	\$19.04	\$19.80	\$20.59	\$21.42	\$22.27
		<b>wkly</b>	\$651.59	\$677.52	\$704.51	\$732.55	\$761.73	\$792.07	\$823.63	\$856.78	\$890.92
		<b>yrly</b>	\$33,882.42	\$35,230.91	\$36,634.59	\$38,092.76	\$39,609.72	\$41,187.61	\$42,828.59	\$44,552.36	\$46,327.94
<b>RL1</b>	<b>12L</b>	<b>hrly</b>		\$16.94	\$17.61	\$18.31	\$19.04	\$19.80	\$20.59	\$21.42	\$22.27
		<b>wkly</b>		\$677.52	\$704.51	\$732.55	\$761.73	\$792.07	\$823.63	\$856.78	\$890.92
		<b>yrly</b>		\$35,230.91	\$36,634.59	\$38,092.76	\$39,609.72	\$41,187.61	\$42,828.59	\$44,552.36	\$46,327.94
<b>RL1</b>	<b>13</b>	<b>hrly</b>	\$16.94	\$17.61	\$18.31	\$19.04	\$19.80	\$20.59	\$21.41	\$22.27	\$23.16
		<b>wkly</b>	\$677.52	\$704.51	\$732.55	\$761.73	\$792.07	\$823.63	\$856.44	\$890.92	\$926.43
		<b>yrly</b>	\$35,230.91	\$36,634.59	\$38,092.76	\$39,609.72	\$41,187.61	\$42,828.59	\$44,534.80	\$46,327.67	\$48,174.25
<b>RL1</b>	<b>14</b>	<b>hrly</b>	\$18.31	\$19.04	\$19.80	\$20.59	\$21.41	\$22.26	\$23.15	\$24.08	\$25.04
		<b>wkly</b>	\$732.55	\$761.73	\$792.07	\$823.63	\$856.44	\$890.57	\$926.06	\$963.35	\$1,001.76
		<b>yrly</b>	\$38,092.76	\$39,609.72	\$41,187.61	\$42,828.59	\$44,534.80	\$46,309.84	\$48,155.14	\$50,094.12	\$52,091.37

**Schedule A | Effective 1/5/2013 | 2% Increase**

Sal Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
RL1	15	hrly	\$20.59	\$21.41	\$22.26	\$23.15	\$24.07	\$25.03	\$26.03	\$27.08	\$28.16
		wkly	\$823.63	\$856.44	\$890.57	\$926.06	\$962.98	\$1,001.39	\$1,041.32	\$1,083.26	\$1,126.46
		yrly	\$42,828.59	\$44,534.80	\$46,309.84	\$48,155.14	\$50,074.99	\$52,072.27	\$54,148.40	\$56,329.35	\$58,576.00
RL1	16	hrly	\$22.26	\$23.15	\$24.07	\$25.03	\$26.03	\$27.07	\$28.15	\$29.28	\$30.45
		wkly	\$890.57	\$926.06	\$962.98	\$1,001.39	\$1,041.32	\$1,082.85	\$1,126.02	\$1,171.38	\$1,218.11
		yrly	\$46,309.84	\$48,155.14	\$50,074.99	\$52,072.27	\$54,148.40	\$56,308.41	\$58,553.02	\$60,911.95	\$63,341.90
RL1	17	hrly	\$24.07	\$25.03	\$26.03	\$27.07	\$28.15	\$29.27	\$30.44	\$31.67	\$32.93
		wkly	\$962.98	\$1,001.39	\$1,041.32	\$1,082.85	\$1,126.02	\$1,170.96	\$1,217.67	\$1,266.74	\$1,317.28
		yrly	\$50,074.99	\$52,072.27	\$54,148.40	\$56,308.41	\$58,553.02	\$60,890.11	\$63,318.96	\$65,870.47	\$68,498.76
RL1	18	hrly	\$27.07	\$28.15	\$29.27	\$30.44	\$31.66	\$32.92	\$34.23	\$35.61	\$37.03
		wkly	\$1,082.85	\$1,126.02	\$1,170.96	\$1,217.67	\$1,266.24	\$1,316.76	\$1,369.31	\$1,424.51	\$1,481.36
		yrly	\$56,308.41	\$58,553.02	\$60,890.11	\$63,318.96	\$65,844.59	\$68,471.30	\$71,204.11	\$74,074.40	\$77,030.87
RL1	19	hrly	\$29.27	\$30.44	\$31.66	\$32.92	\$34.23	\$35.60	\$37.02	\$38.51	\$40.05
		wkly	\$1,170.96	\$1,217.67	\$1,266.24	\$1,316.76	\$1,369.31	\$1,423.96	\$1,480.80	\$1,540.50	\$1,602.00
		yrly	\$60,890.11	\$63,318.96	\$65,844.59	\$68,471.30	\$71,204.11	\$74,045.90	\$77,001.67	\$80,106.25	\$83,303.98
RL1	20	hrly	\$31.66	\$32.92	\$34.23	\$35.60	\$37.02	\$38.50	\$40.03	\$41.65	\$43.31
		wkly	\$1,266.24	\$1,316.76	\$1,369.31	\$1,423.96	\$1,480.80	\$1,539.90	\$1,601.38	\$1,665.95	\$1,732.47
		yrly	\$65,844.59	\$68,471.30	\$71,204.11	\$74,045.90	\$77,001.67	\$80,075.01	\$83,271.66	\$86,629.61	\$90,088.28
RL1	21	hrly	\$33.24	\$34.56	\$35.94	\$37.38	\$38.87	\$40.42	\$42.04	\$45.04	\$46.84
		wkly	\$1,329.52	\$1,382.58	\$1,437.76	\$1,495.14	\$1,554.83	\$1,616.89	\$1,681.45	\$1,801.64	\$1,873.58
		yrly	\$69,134.96	\$71,893.97	\$74,763.65	\$77,747.48	\$80,851.02	\$84,078.45	\$87,435.34	\$93,685.44	\$97,426.33
RL1	22	hrly	\$37.02	\$38.50	\$40.03	\$41.63	\$43.29	\$45.02	\$46.82	\$48.71	\$50.65
		wkly	\$1,480.80	\$1,539.90	\$1,601.38	\$1,665.29	\$1,731.80	\$1,800.94	\$1,872.85	\$1,948.36	\$2,026.17
		yrly	\$77,001.67	\$80,075.01	\$83,271.66	\$86,595.19	\$90,053.51	\$93,648.75	\$97,388.08	\$101,314.93	\$105,361.00

**Schedule A  
Effective 1/4/2014  
3% Increase**

Sal Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
RL1	5	hrly	\$12.77	\$13.28	\$13.80	\$14.35	\$14.92	\$15.52	\$16.14	\$16.79	\$17.45
		wkly	\$510.77	\$531.09	\$552.19	\$574.15	\$596.99	\$620.74	\$645.44	\$671.40	\$698.13
		yrly	\$26,560.09	\$27,616.75	\$28,714.01	\$29,855.58	\$31,043.68	\$32,278.30	\$33,563.12	\$34,912.81	\$36,302.61
RL1	5L	hrly		\$13.28	\$13.80	\$14.35	\$14.92	\$15.52	\$16.14	\$16.79	\$17.45
		wkly		\$531.09	\$552.19	\$574.15	\$596.99	\$620.74	\$645.44	\$671.40	\$698.13
		yrly		\$27,616.75	\$28,714.01	\$29,855.58	\$31,043.68	\$32,278.30	\$33,563.12	\$34,912.81	\$36,302.61
RL1	6	hrly	\$13.28	\$13.80	\$14.35	\$14.92	\$15.52	\$16.14	\$16.78	\$17.45	\$18.15
		wkly	\$531.09	\$552.19	\$574.15	\$596.99	\$620.74	\$645.44	\$671.13	\$698.12	\$725.91
		yrly	\$27,616.75	\$28,714.01	\$29,855.58	\$31,043.68	\$32,278.30	\$33,563.12	\$34,898.89	\$36,302.14	\$37,747.51
RL1	6L	hrly		\$13.80	\$14.35	\$14.92	\$15.52	\$16.14	\$16.78	\$17.45	\$18.15
		wkly		\$552.19	\$574.15	\$596.99	\$620.74	\$645.44	\$671.13	\$698.12	\$725.91
		yrly		\$28,714.01	\$29,855.58	\$31,043.68	\$32,278.30	\$33,563.12	\$34,898.89	\$36,302.14	\$37,747.51
RL1	7	hrly	\$13.80	\$14.35	\$14.92	\$15.52	\$16.14	\$16.78	\$17.45	\$18.15	\$18.87
		wkly	\$552.19	\$574.15	\$596.99	\$620.74	\$645.44	\$671.13	\$697.84	\$725.90	\$754.81
		yrly	\$28,714.01	\$29,855.58	\$31,043.68	\$32,278.30	\$33,563.12	\$34,898.89	\$36,287.83	\$37,746.88	\$39,250.04
RL1	7L	hrly		\$14.35	\$14.92	\$15.52	\$16.14	\$16.78	\$17.45	\$18.15	\$18.87
		wkly		\$574.15	\$596.99	\$620.74	\$645.44	\$671.13	\$697.84	\$725.90	\$754.81
		yrly		\$29,855.58	\$31,043.68	\$32,278.30	\$33,563.12	\$34,898.89	\$36,287.83	\$37,746.88	\$39,250.04
RL1	8	hrly	\$14.35	\$14.92	\$15.52	\$16.14	\$16.78	\$17.45	\$18.14	\$18.87	\$19.62
		wkly	\$574.15	\$596.99	\$620.74	\$645.44	\$671.13	\$697.84	\$725.65	\$754.83	\$784.89
		yrly	\$29,855.58	\$31,043.68	\$32,278.30	\$33,563.12	\$34,898.89	\$36,287.83	\$37,733.63	\$39,251.09	\$40,814.41
RL1	8L	hrly		\$14.92	\$15.52	\$16.14	\$16.78	\$17.45	\$18.14	\$18.87	\$19.62
		wkly		\$596.99	\$620.74	\$645.44	\$671.13	\$697.84	\$725.65	\$754.83	\$784.89
		yrly		\$31,043.68	\$32,278.30	\$33,563.12	\$34,898.89	\$36,287.83	\$37,733.63	\$39,251.09	\$40,814.41
RL1	9	hrly	\$14.92	\$15.52	\$16.14	\$16.78	\$17.45	\$18.14	\$18.86	\$19.62	\$20.40
		wkly	\$596.99	\$620.74	\$645.44	\$671.13	\$697.84	\$725.65	\$754.53	\$784.89	\$816.15
		yrly	\$31,043.68	\$32,278.30	\$33,563.12	\$34,898.89	\$36,287.83	\$37,733.63	\$39,235.54	\$40,814.09	\$42,439.93

**Schedule A | Effective 1/4/2014 | 3% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>RL1</b>	<b>9L</b>	<b>hrly</b>		\$15.52	\$16.14	\$16.78	\$17.45	\$18.14	\$18.86	\$19.62	\$20.40
		<b>wkly</b>		\$620.74	\$645.44	\$671.13	\$697.84	\$725.65	\$754.53	\$784.89	\$816.15
		<b>yrly</b>		\$32,278.30	\$33,563.12	\$34,898.89	\$36,287.83	\$37,733.63	\$39,235.54	\$40,814.09	\$42,439.93
<b>RL1</b>	<b>10</b>	<b>hrly</b>	\$15.52	\$16.14	\$16.78	\$17.45	\$18.14	\$18.86	\$19.61	\$20.39	\$21.20
		<b>wkly</b>	\$620.74	\$645.44	\$671.13	\$697.84	\$725.65	\$754.53	\$784.58	\$815.62	\$847.93
		<b>yrly</b>	\$32,278.30	\$33,563.12	\$34,898.89	\$36,287.83	\$37,733.63	\$39,235.54	\$40,798.01	\$42,412.22	\$44,092.15
<b>RL1</b>	<b>10L</b>	<b>hrly</b>		\$16.14	\$16.78	\$17.45	\$18.14	\$18.86	\$19.61	\$20.40	\$21.22
		<b>wkly</b>		\$645.44	\$671.13	\$697.84	\$725.65	\$754.53	\$784.58	\$816.14	\$848.86
		<b>yrly</b>		\$33,563.12	\$34,898.89	\$36,287.83	\$37,733.63	\$39,235.54	\$40,798.01	\$42,439.25	\$44,140.87
<b>RL1</b>	<b>11</b>	<b>hrly</b>	\$16.14	\$16.78	\$17.45	\$18.14	\$18.86	\$19.61	\$20.40	\$21.22	\$22.06
		<b>wkly</b>	\$645.44	\$671.13	\$697.84	\$725.65	\$754.53	\$784.58	\$815.83	\$848.67	\$882.48
		<b>yrly</b>	\$33,563.12	\$34,898.89	\$36,287.83	\$37,733.63	\$39,235.54	\$40,798.01	\$42,423.23	\$44,130.64	\$45,889.15
<b>RL1</b>	<b>11L</b>	<b>hrly</b>		\$16.78	\$17.45	\$18.14	\$18.86	\$19.61	\$20.40	\$21.22	\$22.06
		<b>wkly</b>		\$671.13	\$697.84	\$725.65	\$754.53	\$784.58	\$815.83	\$848.67	\$882.48
		<b>yrly</b>		\$34,898.89	\$36,287.83	\$37,733.63	\$39,235.54	\$40,798.01	\$42,423.23	\$44,130.64	\$45,889.15
<b>RL1</b>	<b>12</b>	<b>hrly</b>	\$16.78	\$17.45	\$18.14	\$18.86	\$19.61	\$20.40	\$21.21	\$22.06	\$22.94
		<b>wkly</b>	\$671.13	\$697.84	\$725.65	\$754.53	\$784.58	\$815.83	\$848.34	\$882.48	\$917.65
		<b>yrly</b>	\$34,898.89	\$36,287.83	\$37,733.63	\$39,235.54	\$40,798.01	\$42,423.23	\$44,113.45	\$45,888.93	\$47,717.78
<b>RL1</b>	<b>12L</b>	<b>hrly</b>		\$17.45	\$18.14	\$18.86	\$19.61	\$20.40	\$21.21	\$22.06	\$22.94
		<b>wkly</b>		\$697.84	\$725.65	\$754.53	\$784.58	\$815.83	\$848.34	\$882.48	\$917.65
		<b>yrly</b>		\$36,287.83	\$37,733.63	\$39,235.54	\$40,798.01	\$42,423.23	\$44,113.45	\$45,888.93	\$47,717.78
<b>RL1</b>	<b>13</b>	<b>hrly</b>	\$17.45	\$18.14	\$18.86	\$19.61	\$20.40	\$21.21	\$22.05	\$22.94	\$23.86
		<b>wkly</b>	\$697.84	\$725.65	\$754.53	\$784.58	\$815.83	\$848.34	\$882.13	\$917.64	\$954.22
		<b>yrly</b>	\$36,287.83	\$37,733.63	\$39,235.54	\$40,798.01	\$42,423.23	\$44,113.45	\$45,870.85	\$47,717.50	\$49,619.47
<b>RL1</b>	<b>14</b>	<b>hrly</b>	\$18.86	\$19.61	\$20.40	\$21.21	\$22.05	\$22.93	\$23.85	\$24.81	\$25.80
		<b>wkly</b>	\$754.53	\$784.58	\$815.83	\$848.34	\$882.13	\$917.29	\$953.84	\$992.25	\$1,031.81
		<b>yrly</b>	\$39,235.54	\$40,798.01	\$42,423.23	\$44,113.45	\$45,870.85	\$47,699.14	\$49,599.79	\$51,596.94	\$53,654.11
<b>RL1</b>	<b>15</b>	<b>hrly</b>	\$21.21	\$22.05	\$22.93	\$23.85	\$24.80	\$25.79	\$26.81	\$27.89	\$29.01
		<b>wkly</b>	\$848.34	\$882.13	\$917.29	\$953.84	\$991.87	\$1,031.43	\$1,072.55	\$1,115.75	\$1,160.26
		<b>yrly</b>	\$44,113.45	\$45,870.85	\$47,699.14	\$49,599.79	\$51,577.24	\$53,634.43	\$55,772.86	\$58,019.23	\$60,333.28
<b>RL1</b>	<b>16</b>	<b>hrly</b>	\$22.93	\$23.85	\$24.80	\$25.79	\$26.81	\$27.88	\$29.00	\$30.16	\$31.37
		<b>wkly</b>	\$917.29	\$953.84	\$991.87	\$1,031.43	\$1,072.55	\$1,115.34	\$1,159.80	\$1,206.53	\$1,254.66
		<b>yrly</b>	\$47,699.14	\$49,599.79	\$51,577.24	\$53,634.43	\$55,772.86	\$57,997.66	\$60,309.61	\$62,739.30	\$65,242.16
<b>RL1</b>	<b>17</b>	<b>hrly</b>	\$24.80	\$25.79	\$26.81	\$27.88	\$29.00	\$30.15	\$31.36	\$32.62	\$33.92
		<b>wkly</b>	\$991.87	\$1,031.43	\$1,072.55	\$1,115.34	\$1,159.80	\$1,206.09	\$1,254.20	\$1,304.74	\$1,356.80
		<b>yrly</b>	\$51,577.24	\$53,634.43	\$55,772.86	\$57,997.66	\$60,309.61	\$62,716.81	\$65,218.52	\$67,846.58	\$70,553.73
<b>RL1</b>	<b>18</b>	<b>hrly</b>	\$27.88	\$29.00	\$30.15	\$31.36	\$32.61	\$33.91	\$35.26	\$36.68	\$38.15
		<b>wkly</b>	\$1,115.34	\$1,159.80	\$1,206.09	\$1,254.20	\$1,304.23	\$1,356.26	\$1,410.39	\$1,467.24	\$1,525.80
		<b>yrly</b>	\$57,997.66	\$60,309.61	\$62,716.81	\$65,218.52	\$67,819.92	\$70,525.44	\$73,340.24	\$76,296.63	\$79,341.79
<b>RL1</b>	<b>19</b>	<b>hrly</b>	\$30.15	\$31.36	\$32.61	\$33.91	\$35.26	\$36.67	\$38.13	\$39.67	\$41.25
		<b>wkly</b>	\$1,206.09	\$1,254.20	\$1,304.23	\$1,356.26	\$1,410.39	\$1,466.68	\$1,525.23	\$1,586.72	\$1,650.06
		<b>yrly</b>	\$62,716.81	\$65,218.52	\$67,819.92	\$70,525.44	\$73,340.24	\$76,267.27	\$79,311.72	\$82,509.44	\$85,803.10
<b>RL1</b>	<b>20</b>	<b>hrly</b>	\$32.61	\$33.91	\$35.26	\$36.67	\$38.13	\$39.65	\$41.24	\$42.90	\$44.61
		<b>wkly</b>	\$1,304.23	\$1,356.26	\$1,410.39	\$1,466.68	\$1,525.23	\$1,586.10	\$1,649.42	\$1,715.93	\$1,784.44
		<b>yrly</b>	\$67,819.92	\$70,525.44	\$73,340.24	\$76,267.27	\$79,311.72	\$82,477.26	\$85,769.81	\$89,228.50	\$92,790.92
<b>RL1</b>	<b>21</b>	<b>hrly</b>	\$34.24	\$35.60	\$37.02	\$38.50	\$40.04	\$41.64	\$43.30	\$46.39	\$48.24
		<b>wkly</b>	\$1,369.40	\$1,424.05	\$1,480.90	\$1,540.00	\$1,601.47	\$1,665.40	\$1,731.89	\$1,855.69	\$1,929.79
		<b>yrly</b>	\$71,209.01	\$74,050.79	\$77,006.56	\$80,079.91	\$83,276.55	\$86,600.80	\$90,058.40	\$96,496.00	\$100,349.12
<b>RL1</b>	<b>22</b>	<b>hrly</b>	\$38.13	\$39.65	\$41.24	\$42.88	\$44.59	\$46.37	\$48.23	\$50.17	\$52.17
		<b>wkly</b>	\$1,525.23	\$1,586.10	\$1,649.42	\$1,715.25	\$1,783.75	\$1,854.97	\$1,929.03	\$2,006.81	\$2,086.96
		<b>yrly</b>	\$79,311.72	\$82,477.26	\$85,769.81	\$89,193.05	\$92,755.11	\$96,458.21	\$100,309.73	\$104,354.38	\$108,521.83

**Schedule A**  
**Effective 1/3/2015**  
**3% Increase**

Sal Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
RL1	5	hrly	\$13.15	\$13.68	\$14.22	\$14.78	\$15.37	\$15.98	\$16.62	\$17.29	\$17.98
		wkly	\$526.09	\$547.02	\$568.76	\$591.37	\$614.90	\$639.36	\$664.81	\$691.54	\$719.07
		yrly	\$27,356.89	\$28,445.25	\$29,575.43	\$30,751.25	\$31,974.99	\$33,246.64	\$34,570.01	\$35,960.19	\$37,391.68
RL1	5L	hrly		\$13.68	\$14.22	\$14.78	\$15.37	\$15.98	\$16.62	\$17.29	\$17.98
		wkly		\$547.02	\$568.76	\$591.37	\$614.90	\$639.36	\$664.81	\$691.54	\$719.07
		yrly		\$28,445.25	\$29,575.43	\$30,751.25	\$31,974.99	\$33,246.64	\$34,570.01	\$35,960.19	\$37,391.68
RL1	6	hrly	\$13.68	\$14.22	\$14.78	\$15.37	\$15.98	\$16.62	\$17.28	\$17.98	\$18.69
		wkly	\$547.02	\$568.76	\$591.37	\$614.90	\$639.36	\$664.81	\$691.27	\$719.06	\$747.69
		yrly	\$28,445.25	\$29,575.43	\$30,751.25	\$31,974.99	\$33,246.64	\$34,570.01	\$35,945.86	\$37,391.20	\$38,879.94
RL1	6L	hrly		\$14.22	\$14.78	\$15.37	\$15.98	\$16.62	\$17.28	\$17.98	\$18.69
		wkly		\$568.76	\$591.37	\$614.90	\$639.36	\$664.81	\$691.27	\$719.06	\$747.69
		yrly		\$29,575.43	\$30,751.25	\$31,974.99	\$33,246.64	\$34,570.01	\$35,945.86	\$37,391.20	\$38,879.94
RL1	7	hrly	\$14.22	\$14.78	\$15.37	\$15.98	\$16.62	\$17.28	\$17.97	\$18.69	\$19.44
		wkly	\$568.76	\$591.37	\$614.90	\$639.36	\$664.81	\$691.27	\$718.78	\$747.68	\$777.45
		yrly	\$29,575.43	\$30,751.25	\$31,974.99	\$33,246.64	\$34,570.01	\$35,945.86	\$37,376.47	\$38,879.29	\$40,427.54
RL1	7L	hrly		\$14.78	\$15.37	\$15.98	\$16.62	\$17.28	\$17.97	\$18.69	\$19.44
		wkly		\$591.37	\$614.90	\$639.36	\$664.81	\$691.27	\$718.78	\$747.68	\$777.45
		yrly		\$30,751.25	\$31,974.99	\$33,246.64	\$34,570.01	\$35,945.86	\$37,376.47	\$38,879.29	\$40,427.54
RL1	8	hrly	\$14.78	\$15.37	\$15.98	\$16.62	\$17.28	\$17.97	\$18.69	\$19.44	\$20.21
		wkly	\$591.37	\$614.90	\$639.36	\$664.81	\$691.27	\$718.78	\$747.42	\$777.47	\$808.44
		yrly	\$30,751.25	\$31,974.99	\$33,246.64	\$34,570.01	\$35,945.86	\$37,376.47	\$38,865.64	\$40,428.62	\$42,038.85
RL1	8L	hrly		\$15.37	\$15.98	\$16.62	\$17.28	\$17.97	\$18.69	\$19.44	\$20.21
		wkly		\$614.90	\$639.36	\$664.81	\$691.27	\$718.78	\$747.42	\$777.47	\$808.44
		yrly		\$31,974.99	\$33,246.64	\$34,570.01	\$35,945.86	\$37,376.47	\$38,865.64	\$40,428.62	\$42,038.85
RL1	9	hrly	\$15.37	\$15.98	\$16.62	\$17.28	\$17.97	\$18.69	\$19.43	\$20.21	\$21.02
		wkly	\$614.90	\$639.36	\$664.81	\$691.27	\$718.78	\$747.42	\$777.17	\$808.43	\$840.64
		yrly	\$31,974.99	\$33,246.64	\$34,570.01	\$35,945.86	\$37,376.47	\$38,865.64	\$40,412.61	\$42,038.51	\$43,713.13
RL1	9L	hrly		\$15.98	\$16.62	\$17.28	\$17.97	\$18.69	\$19.43	\$20.21	\$21.02
		wkly		\$639.36	\$664.81	\$691.27	\$718.78	\$747.42	\$777.17	\$808.43	\$840.64
		yrly		\$33,246.64	\$34,570.01	\$35,945.86	\$37,376.47	\$38,865.64	\$40,412.61	\$42,038.51	\$43,713.13
RL1	10	hrly	\$15.98	\$16.62	\$17.28	\$17.97	\$18.69	\$19.43	\$20.20	\$21.00	\$21.83
		wkly	\$639.36	\$664.81	\$691.27	\$718.78	\$747.42	\$777.17	\$808.11	\$840.09	\$873.36
		yrly	\$33,246.64	\$34,570.01	\$35,945.86	\$37,376.47	\$38,865.64	\$40,412.61	\$42,021.95	\$43,684.59	\$45,414.91
RL1	10L	hrly		\$16.62	\$17.28	\$17.97	\$18.69	\$19.43	\$20.20	\$21.02	\$21.86
		wkly		\$664.81	\$691.27	\$718.78	\$747.42	\$777.17	\$808.11	\$840.62	\$874.33
		yrly		\$34,570.01	\$35,945.86	\$37,376.47	\$38,865.64	\$40,412.61	\$42,021.95	\$43,712.43	\$45,465.10
RL1	11	hrly	\$16.62	\$17.28	\$17.97	\$18.69	\$19.43	\$20.20	\$21.01	\$21.85	\$22.72
		wkly	\$664.81	\$691.27	\$718.78	\$747.42	\$777.17	\$808.11	\$840.31	\$874.13	\$908.96
		yrly	\$34,570.01	\$35,945.86	\$37,376.47	\$38,865.64	\$40,412.61	\$42,021.95	\$43,695.93	\$45,454.56	\$47,265.83
RL1	11L	hrly		\$17.28	\$17.97	\$18.69	\$19.43	\$20.20	\$21.01	\$21.85	\$22.72
		wkly		\$691.27	\$718.78	\$747.42	\$777.17	\$808.11	\$840.31	\$874.13	\$908.96
		yrly		\$35,945.86	\$37,376.47	\$38,865.64	\$40,412.61	\$42,021.95	\$43,695.93	\$45,454.56	\$47,265.83
RL1	12	hrly	\$17.28	\$17.97	\$18.69	\$19.43	\$20.20	\$21.01	\$21.84	\$22.72	\$23.63
		wkly	\$691.27	\$718.78	\$747.42	\$777.17	\$808.11	\$840.31	\$873.79	\$908.95	\$945.18
		yrly	\$35,945.86	\$37,376.47	\$38,865.64	\$40,412.61	\$42,021.95	\$43,695.93	\$45,436.85	\$47,265.60	\$49,149.31
RL1	12L	hrly		\$17.97	\$18.69	\$19.43	\$20.20	\$21.01	\$21.84	\$22.72	\$23.63
		wkly		\$718.78	\$747.42	\$777.17	\$808.11	\$840.31	\$873.79	\$908.95	\$945.18
		yrly		\$37,376.47	\$38,865.64	\$40,412.61	\$42,021.95	\$43,695.93	\$45,436.85	\$47,265.60	\$49,149.31
RL1	13	hrly	\$17.97	\$18.69	\$19.43	\$20.20	\$21.01	\$21.84	\$22.71	\$23.63	\$24.57
		wkly	\$718.78	\$747.42	\$777.17	\$808.11	\$840.31	\$873.79	\$908.60	\$945.17	\$982.85
		yrly	\$37,376.47	\$38,865.64	\$40,412.61	\$42,021.95	\$43,695.93	\$45,436.85	\$47,246.97	\$49,149.02	\$51,108.06
RL1	14	hrly	\$19.43	\$20.20	\$21.01	\$21.84	\$22.71	\$23.62	\$24.56	\$25.55	\$26.57
		wkly	\$777.17	\$808.11	\$840.31	\$873.79	\$908.60	\$944.81	\$982.46	\$1,022.02	\$1,062.76
		yrly	\$40,412.61	\$42,021.95	\$43,695.93	\$45,436.85	\$47,246.97	\$49,130.11	\$51,087.78	\$53,144.85	\$55,263.73



**Schedule A | Effective 1/3/2015 | 3% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>RL1</b>	<b>15</b>	<b>hrly</b>	\$21.84	\$22.71	\$23.62	\$24.56	\$25.54	\$26.56	\$27.62	\$28.73	\$29.88
		<b>wkly</b>	\$873.79	\$908.60	\$944.81	\$982.46	\$1,021.63	\$1,062.37	\$1,104.73	\$1,149.23	\$1,195.06
		<b>yrly</b>	\$45,436.85	\$47,246.97	\$49,130.11	\$51,087.78	\$53,124.55	\$55,243.47	\$57,446.04	\$59,759.81	\$62,143.28
<b>RL1</b>	<b>16</b>	<b>hrly</b>	\$23.62	\$24.56	\$25.54	\$26.56	\$27.62	\$28.72	\$29.86	\$31.07	\$32.31
		<b>wkly</b>	\$944.81	\$982.46	\$1,021.63	\$1,062.37	\$1,104.73	\$1,148.80	\$1,194.59	\$1,242.72	\$1,292.30
		<b>yrly</b>	\$49,130.11	\$51,087.78	\$53,124.55	\$55,243.47	\$57,446.04	\$59,737.59	\$62,118.90	\$64,621.48	\$67,199.43
<b>RL1</b>	<b>17</b>	<b>hrly</b>	\$25.54	\$26.56	\$27.62	\$28.72	\$29.86	\$31.06	\$32.30	\$33.60	\$34.94
		<b>wkly</b>	\$1,021.63	\$1,062.37	\$1,104.73	\$1,148.80	\$1,194.59	\$1,242.28	\$1,291.83	\$1,343.88	\$1,397.51
		<b>yrly</b>	\$53,124.55	\$55,243.47	\$57,446.04	\$59,737.59	\$62,118.90	\$64,598.32	\$67,175.08	\$69,881.98	\$72,670.34
<b>RL1</b>	<b>18</b>	<b>hrly</b>	\$28.72	\$29.86	\$31.06	\$32.30	\$33.58	\$34.92	\$36.32	\$37.78	\$39.29
		<b>wkly</b>	\$1,148.80	\$1,194.59	\$1,242.28	\$1,291.83	\$1,343.36	\$1,396.95	\$1,452.70	\$1,511.26	\$1,571.58
		<b>yrly</b>	\$59,737.59	\$62,118.90	\$64,598.32	\$67,175.08	\$69,854.52	\$72,641.20	\$75,540.45	\$78,585.53	\$81,722.05
<b>RL1</b>	<b>19</b>	<b>hrly</b>	\$31.06	\$32.30	\$33.58	\$34.92	\$36.32	\$37.77	\$39.27	\$40.86	\$42.49
		<b>wkly</b>	\$1,242.28	\$1,291.83	\$1,343.36	\$1,396.95	\$1,452.70	\$1,510.68	\$1,570.98	\$1,634.32	\$1,699.56
		<b>yrly</b>	\$64,598.32	\$67,175.08	\$69,854.52	\$72,641.20	\$75,540.45	\$78,555.29	\$81,691.07	\$84,984.72	\$88,377.20
<b>RL1</b>	<b>20</b>	<b>hrly</b>	\$33.58	\$34.92	\$36.32	\$37.77	\$39.27	\$40.84	\$42.47	\$44.19	\$45.95
		<b>wkly</b>	\$1,343.36	\$1,396.95	\$1,452.70	\$1,510.68	\$1,570.98	\$1,633.68	\$1,698.90	\$1,767.41	\$1,837.97
		<b>yrly</b>	\$69,854.52	\$72,641.20	\$75,540.45	\$78,555.29	\$81,691.07	\$84,951.58	\$88,342.90	\$91,905.36	\$95,574.65
<b>RL1</b>	<b>21</b>	<b>hrly</b>	\$35.26	\$36.67	\$38.13	\$39.65	\$41.24	\$42.88	\$44.60	\$47.78	\$49.69
		<b>wkly</b>	\$1,410.49	\$1,466.78	\$1,525.32	\$1,586.20	\$1,649.52	\$1,715.36	\$1,783.85	\$1,911.36	\$1,987.68
		<b>yrly</b>	\$73,345.28	\$76,272.31	\$79,316.76	\$82,482.30	\$85,774.85	\$89,198.83	\$92,760.16	\$99,390.89	\$103,359.60
<b>RL1</b>	<b>22</b>	<b>hrly</b>	\$39.27	\$40.84	\$42.47	\$44.17	\$45.93	\$47.77	\$49.67	\$51.68	\$53.74
		<b>wkly</b>	\$1,570.98	\$1,633.68	\$1,698.90	\$1,766.71	\$1,837.26	\$1,910.61	\$1,986.90	\$2,067.02	\$2,149.57
		<b>yrly</b>	\$81,691.07	\$84,951.58	\$88,342.90	\$91,868.84	\$95,537.77	\$99,351.96	\$103,319.02	\$107,485.01	\$111,777.49

**Schedule A**  
**Effective 1/2/2016**  
**3% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>RL1</b>	<b>5</b>	<b>hrly</b>	\$13.55	\$14.09	\$14.65	\$15.23	\$15.83	\$16.46	\$17.12	\$17.81	\$18.52
		<b>wkly</b>	\$541.88	\$563.43	\$585.82	\$609.11	\$633.35	\$658.54	\$684.75	\$712.29	\$740.64
		<b>yrly</b>	\$28,177.60	\$29,298.61	\$30,462.69	\$31,673.79	\$32,934.24	\$34,244.04	\$35,607.11	\$37,039.00	\$38,513.43
<b>RL1</b>	<b>5L</b>	<b>hrly</b>		\$14.09	\$14.65	\$15.23	\$15.83	\$16.46	\$17.12	\$17.81	\$18.52
		<b>wkly</b>		\$563.43	\$585.82	\$609.11	\$633.35	\$658.54	\$684.75	\$712.29	\$740.64
		<b>yrly</b>		\$29,298.61	\$30,462.69	\$31,673.79	\$32,934.24	\$34,244.04	\$35,607.11	\$37,039.00	\$38,513.43
<b>RL1</b>	<b>6</b>	<b>hrly</b>	\$14.09	\$14.65	\$15.23	\$15.83	\$16.46	\$17.12	\$17.80	\$18.52	\$19.25
		<b>wkly</b>	\$563.43	\$585.82	\$609.11	\$633.35	\$658.54	\$684.75	\$712.00	\$740.63	\$770.12
		<b>yrly</b>	\$29,298.61	\$30,462.69	\$31,673.79	\$32,934.24	\$34,244.04	\$35,607.11	\$37,024.24	\$38,512.94	\$40,046.34
<b>RL1</b>	<b>6L</b>	<b>hrly</b>		\$14.65	\$15.23	\$15.83	\$16.46	\$17.12	\$17.80	\$18.52	\$19.25
		<b>wkly</b>		\$585.82	\$609.11	\$633.35	\$658.54	\$684.75	\$712.00	\$740.63	\$770.12
		<b>yrly</b>		\$30,462.69	\$31,673.79	\$32,934.24	\$34,244.04	\$35,607.11	\$37,024.24	\$38,512.94	\$40,046.34
<b>RL1</b>	<b>7</b>	<b>hrly</b>	\$14.65	\$15.23	\$15.83	\$16.46	\$17.12	\$17.80	\$18.51	\$19.25	\$20.02
		<b>wkly</b>	\$585.82	\$609.11	\$633.35	\$658.54	\$684.75	\$712.00	\$740.34	\$770.11	\$800.78
		<b>yrly</b>	\$30,462.69	\$31,673.79	\$32,934.24	\$34,244.04	\$35,607.11	\$37,024.24	\$38,497.76	\$40,045.67	\$41,640.37
<b>RL1</b>	<b>7L</b>	<b>hrly</b>		\$15.23	\$15.83	\$16.46	\$17.12	\$17.80	\$18.51	\$19.25	\$20.02
		<b>wkly</b>		\$609.11	\$633.35	\$658.54	\$684.75	\$712.00	\$740.34	\$770.11	\$800.78
		<b>yrly</b>		\$31,673.79	\$32,934.24	\$34,244.04	\$35,607.11	\$37,024.24	\$38,497.76	\$40,045.67	\$41,640.37
<b>RL1</b>	<b>8</b>	<b>hrly</b>	\$15.23	\$15.83	\$16.46	\$17.12	\$17.80	\$18.51	\$19.25	\$20.02	\$20.82
		<b>wkly</b>	\$609.11	\$633.35	\$658.54	\$684.75	\$712.00	\$740.34	\$769.84	\$800.80	\$832.69
		<b>yrly</b>	\$31,673.79	\$32,934.24	\$34,244.04	\$35,607.11	\$37,024.24	\$38,497.76	\$40,031.61	\$41,641.48	\$43,300.01
<b>RL1</b>	<b>8L</b>	<b>hrly</b>		\$15.83	\$16.46	\$17.12	\$17.80	\$18.51	\$19.25	\$20.02	\$20.82
		<b>wkly</b>		\$633.35	\$658.54	\$684.75	\$712.00	\$740.34	\$769.84	\$800.80	\$832.69
		<b>yrly</b>		\$32,934.24	\$34,244.04	\$35,607.11	\$37,024.24	\$38,497.76	\$40,031.61	\$41,641.48	\$43,300.01
<b>RL1</b>	<b>9</b>	<b>hrly</b>	\$15.83	\$16.46	\$17.12	\$17.80	\$18.51	\$19.25	\$20.01	\$20.82	\$21.65
		<b>wkly</b>	\$633.35	\$658.54	\$684.75	\$712.00	\$740.34	\$769.84	\$800.48	\$832.69	\$865.86
		<b>yrly</b>	\$32,934.24	\$34,244.04	\$35,607.11	\$37,024.24	\$38,497.76	\$40,031.61	\$41,624.98	\$43,299.67	\$45,024.53



**Schedule A | Effective 1/2/2016 | 3% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>RL1</b>	<b>9L</b>	<b>hrly</b>		\$16.46	\$17.12	\$17.80	\$18.51	\$19.25	\$20.01	\$20.82	\$21.65
		<b>wkly</b>		\$658.54	\$684.75	\$712.00	\$740.34	\$769.84	\$800.48	\$832.69	\$865.86
		<b>yrly</b>		\$34,244.04	\$35,607.11	\$37,024.24	\$38,497.76	\$40,031.61	\$41,624.98	\$43,299.67	\$45,024.53
<b>RL1</b>	<b>10</b>	<b>hrly</b>	\$16.46	\$17.12	\$17.80	\$18.51	\$19.25	\$20.01	\$20.81	\$21.63	\$22.49
		<b>wkly</b>	\$658.54	\$684.75	\$712.00	\$740.34	\$769.84	\$800.48	\$832.36	\$865.29	\$899.56
		<b>yrly</b>	\$34,244.04	\$35,607.11	\$37,024.24	\$38,497.76	\$40,031.61	\$41,624.98	\$43,282.61	\$44,995.13	\$46,777.36
<b>RL1</b>	<b>10L</b>	<b>hrly</b>		\$17.12	\$17.80	\$18.51	\$19.25	\$20.01	\$20.81	\$21.65	\$22.51
		<b>wkly</b>		\$684.75	\$712.00	\$740.34	\$769.84	\$800.48	\$832.36	\$865.84	\$900.56
		<b>yrly</b>		\$35,607.11	\$37,024.24	\$38,497.76	\$40,031.61	\$41,624.98	\$43,282.61	\$45,023.80	\$46,829.05
<b>RL1</b>	<b>11</b>	<b>hrly</b>	\$17.12	\$17.80	\$18.51	\$19.25	\$20.01	\$20.81	\$21.64	\$22.51	\$23.41
		<b>wkly</b>	\$684.75	\$712.00	\$740.34	\$769.84	\$800.48	\$832.36	\$865.52	\$900.35	\$936.23
		<b>yrly</b>	\$35,607.11	\$37,024.24	\$38,497.76	\$40,031.61	\$41,624.98	\$43,282.61	\$45,006.81	\$46,818.20	\$48,683.80
<b>RL1</b>	<b>11L</b>	<b>hrly</b>		\$17.80	\$18.51	\$19.25	\$20.01	\$20.81	\$21.64	\$22.51	\$23.41
		<b>wkly</b>		\$712.00	\$740.34	\$769.84	\$800.48	\$832.36	\$865.52	\$900.35	\$936.23
		<b>yrly</b>		\$37,024.24	\$38,497.76	\$40,031.61	\$41,624.98	\$43,282.61	\$45,006.81	\$46,818.20	\$48,683.80
<b>RL1</b>	<b>12</b>	<b>hrly</b>	\$17.80	\$18.51	\$19.25	\$20.01	\$20.81	\$21.64	\$22.50	\$23.41	\$24.34
		<b>wkly</b>	\$712.00	\$740.34	\$769.84	\$800.48	\$832.36	\$865.52	\$900.00	\$936.22	\$973.53
		<b>yrly</b>	\$37,024.24	\$38,497.76	\$40,031.61	\$41,624.98	\$43,282.61	\$45,006.81	\$46,799.95	\$48,683.57	\$50,623.79
<b>RL1</b>	<b>12L</b>	<b>hrly</b>		\$18.51	\$19.25	\$20.01	\$20.81	\$21.64	\$22.50	\$23.41	\$24.34
		<b>wkly</b>		\$740.34	\$769.84	\$800.48	\$832.36	\$865.52	\$900.00	\$936.22	\$973.53
		<b>yrly</b>		\$38,497.76	\$40,031.61	\$41,624.98	\$43,282.61	\$45,006.81	\$46,799.95	\$48,683.57	\$50,623.79
<b>RL1</b>	<b>13</b>	<b>hrly</b>	\$18.51	\$19.25	\$20.01	\$20.81	\$21.64	\$22.50	\$23.40	\$24.34	\$25.31
		<b>wkly</b>	\$740.34	\$769.84	\$800.48	\$832.36	\$865.52	\$900.00	\$935.85	\$973.53	\$1,012.33
		<b>yrly</b>	\$38,497.76	\$40,031.61	\$41,624.98	\$43,282.61	\$45,006.81	\$46,799.95	\$48,664.38	\$50,623.49	\$52,641.30
<b>RL1</b>	<b>14</b>	<b>hrly</b>	\$20.01	\$20.81	\$21.64	\$22.50	\$23.40	\$24.33	\$25.30	\$26.32	\$27.37
		<b>wkly</b>	\$800.48	\$832.36	\$865.52	\$900.00	\$935.85	\$973.15	\$1,011.93	\$1,052.68	\$1,094.65
		<b>yrly</b>	\$41,624.98	\$43,282.61	\$45,006.81	\$46,799.95	\$48,664.38	\$50,604.02	\$52,620.42	\$54,739.20	\$56,921.64
<b>RL1</b>	<b>15</b>	<b>hrly</b>	\$22.50	\$23.40	\$24.33	\$25.30	\$26.31	\$27.36	\$28.45	\$29.59	\$30.77
		<b>wkly</b>	\$900.00	\$935.85	\$973.15	\$1,011.93	\$1,052.27	\$1,094.25	\$1,137.87	\$1,183.70	\$1,230.92
		<b>yrly</b>	\$46,799.95	\$48,664.38	\$50,604.02	\$52,620.42	\$54,718.29	\$56,900.77	\$59,169.42	\$61,552.60	\$64,007.58
<b>RL1</b>	<b>16</b>	<b>hrly</b>	\$24.33	\$25.30	\$26.31	\$27.36	\$28.45	\$29.58	\$30.76	\$32.00	\$33.28
		<b>wkly</b>	\$973.15	\$1,011.93	\$1,052.27	\$1,094.25	\$1,137.87	\$1,183.26	\$1,230.43	\$1,280.00	\$1,331.07
		<b>yrly</b>	\$50,604.02	\$52,620.42	\$54,718.29	\$56,900.77	\$59,169.42	\$61,529.72	\$63,982.47	\$66,560.13	\$69,215.41
<b>RL1</b>	<b>17</b>	<b>hrly</b>	\$26.31	\$27.36	\$28.45	\$29.58	\$30.76	\$31.99	\$33.26	\$34.61	\$35.99
		<b>wkly</b>	\$1,052.27	\$1,094.25	\$1,137.87	\$1,183.26	\$1,230.43	\$1,279.54	\$1,330.58	\$1,384.20	\$1,439.43
		<b>yrly</b>	\$54,718.29	\$56,900.77	\$59,169.42	\$61,529.72	\$63,982.47	\$66,536.26	\$69,190.33	\$71,978.44	\$74,850.45
<b>RL1</b>	<b>18</b>	<b>hrly</b>	\$29.58	\$30.76	\$31.99	\$33.26	\$34.59	\$35.97	\$37.41	\$38.91	\$40.47
		<b>wkly</b>	\$1,183.26	\$1,230.43	\$1,279.54	\$1,330.58	\$1,383.66	\$1,438.85	\$1,496.28	\$1,556.60	\$1,618.73
		<b>yrly</b>	\$61,529.72	\$63,982.47	\$66,536.26	\$69,190.33	\$71,950.16	\$74,820.44	\$77,806.66	\$80,943.10	\$84,173.71
<b>RL1</b>	<b>19</b>	<b>hrly</b>	\$31.99	\$33.26	\$34.59	\$35.97	\$37.41	\$38.90	\$40.45	\$42.08	\$43.76
		<b>wkly</b>	\$1,279.54	\$1,330.58	\$1,383.66	\$1,438.85	\$1,496.28	\$1,556.00	\$1,618.11	\$1,683.35	\$1,750.55
		<b>yrly</b>	\$66,536.26	\$69,190.33	\$71,950.16	\$74,820.44	\$77,806.66	\$80,911.95	\$84,141.80	\$87,534.26	\$91,028.51
<b>RL1</b>	<b>20</b>	<b>hrly</b>	\$34.59	\$35.97	\$37.41	\$38.90	\$40.45	\$42.07	\$43.75	\$45.51	\$47.33
		<b>wkly</b>	\$1,383.66	\$1,438.85	\$1,496.28	\$1,556.00	\$1,618.11	\$1,682.69	\$1,749.87	\$1,820.43	\$1,893.11
		<b>yrly</b>	\$71,950.16	\$74,820.44	\$77,806.66	\$80,911.95	\$84,141.80	\$87,500.12	\$90,993.19	\$94,662.52	\$98,441.89
<b>RL1</b>	<b>21</b>	<b>hrly</b>	\$36.32	\$37.77	\$39.28	\$40.84	\$42.48	\$44.17	\$45.93	\$49.22	\$51.18
		<b>wkly</b>	\$1,452.80	\$1,510.78	\$1,571.08	\$1,633.78	\$1,699.00	\$1,766.82	\$1,837.36	\$1,968.70	\$2,047.32
		<b>yrly</b>	\$75,545.64	\$78,560.48	\$81,696.26	\$84,956.77	\$88,348.09	\$91,874.79	\$95,542.96	\$102,372.61	\$106,460.39
<b>RL1</b>	<b>22</b>	<b>hrly</b>	\$40.45	\$42.07	\$43.75	\$45.49	\$47.31	\$49.20	\$51.16	\$53.23	\$55.35
		<b>wkly</b>	\$1,618.11	\$1,682.69	\$1,749.87	\$1,819.71	\$1,892.38	\$1,967.93	\$2,046.51	\$2,129.03	\$2,214.05
		<b>yrly</b>	\$84,141.80	\$87,500.12	\$90,993.19	\$94,624.90	\$98,403.90	\$102,332.52	\$106,418.59	\$110,709.56	\$115,130.81

## **SUPPLEMENTAL AGREEMENTS PART A: ELDERLY COMMISSION**

### **Article 11: Hours of Work and Overtime**

**Section 1.** The regular workweek for full time employees shall be 5 days, Monday through Friday. The regular workday for full time employees shall be 7 hours for a total of 35 hours in a regular workweek. Employees shall have a designated work reporting location. However, as required by the operational needs of the Department this reporting location may be changed. Except in an emergency situation, employees shall be notified of a change in reporting location three (3) calendar days in advance.

**Section 2.** Time worked over 35 hours up to and including 40 hours shall be compensated at the option of the employer at time and one-half pay or as time-and-a-half compensatory time. All work beyond 40 hours shall be compensated at time and one-half pay.

**Section 3.** Bargaining unit overtime work shall be distributed as equitably as possible. An employee(s) designated by the Commission to coordinate a Commission special event will be given first opportunity to volunteer for overtime connected to the event. If said employee(s) do not volunteer for said overtime work and, or if additional staff is needed, the Commission agrees to make a reasonable effort consistent with the operational needs of the Commission to distribute such overtime for such events on a voluntary basis.

Volunteers will be asked to work overtime based on the greatest seniority within the Commission. A list will be kept of overtime standing which list will be posted in a conspicuous place. For purposes of overtime standing, overtime refused shall be counted as worked. Overtime standing shall be computed on the basis of instances of overtime opportunities. For purposes of overtime standing, overtime actually worked by designated coordinator(s) will not count toward overtime standing. However, refusal of designated coordinator(s) will count toward overtime standing. If no volunteers are available for overtime work, mandatory overtime may be assigned based on inverse seniority within the Commission. Any mandatory overtime will be credited on the overtime list. Where an employee has accepted an overtime event and then declines to work the event on the day of the event, said employee shall be treated as if he/she refused the overtime event. An employee who is offered an event overtime opportunity with less than 24-hours' notice and declines the overtime opportunity shall not lose his/her event overtime standing as a result.

**Section 4.** In the event an employee reports to their reporting location at his/her scheduled time and is sent home for lack of work, he/she shall be entitled to the compensation they are entitled to receive.

**Section 5.** All employees shall be provided one 15 (fifteen) minute rest period during each one-half (1/2) workday which single 15 (fifteen) minute rest period may not be subdivided. All rest periods shall be scheduled and taken around the middle of each one-half (1/2) workday unless otherwise required by the operational needs of the department.

**Section 6. Overtime Compensation:** authorized overtime shall be compensated as follows:

a) **Call back:** If an employee who has left his/her place of employment after having completed work on his/her regular shift is called back to work, he/she shall be paid for each hour worked on a time and one-half basis, and in no event shall he/she receive less than (4) hours pay on a straight time basis.

b) **Holiday:** If an employee, whose duties do not require him/her to work regularly on a day considered as a holiday under section 1 of Article 14, is called in to work on a holiday, he/she shall receive, in addition to his/her regular weekly compensation, time and one-half (1/2) for each hour worked on such holiday, and in no event shall he/she receive less than four (4) hours' pay on a straight time basis.

c) Sunday: If an employee whose regular work week does not include Sunday is called into work on a Sunday, he/she shall receive, in addition to his/her regular weekly compensation, double time for each hour worked on such Sunday, and in no event shall he/she receive less than four (4) hours' pay on a straight time basis.

d) It is understood that the provisions of this Section are subject to the provisions contained in Section 2 of this Article.

Section 7. Employees shall be given reasonable notice of any permanent change in their work schedule. Reasonable notice, except in extreme circumstances shall be fourteen (14) calendar days.

Section 8. The City agrees to expedite the process of payroll and overtime checks, if feasible.

Section 9. Where the Employer elects to compensate an employee with compensatory time, as described in Section 2 above, the employee must use all compensatory time over 35 hours by end of the quarter in which it was earned. Should an employee, for any reason, not use the compensatory time in excess of 35 hours by the end of the quarter in which it was earned, the Employer shall convert the compensatory time to a monetary payment at the appropriate rate.

#### Article 19: Miscellaneous

##### Section 2. Uniforms

Subject to operational needs and budgetary constraints the parties agree:

1. The Commission shall provide all employees who must wear khaki colored pants to Commission events an annual fifty dollar (\$50.00) clothing allowance for the purchase and care of said pants.
2. Upon receiving said clothing allowance, employees shall be obligated to wear said khaki pants to all designated Commission events.
3. The Commission may also provide employees t-shirts or other clothing for Commission events.

## **APPENDIX A: ELDERLY COMMISSION JOB SERIES**

### **("Cluster" pursuant to Article 13, Section 2 (d))**

<b><u>Grade</u></b>	<b><u>Cluster</u></b>
	<b>1 - Administrative and Finance</b>
15	Office/Payroll Manager
13	Grants and (Payroll) Coordinator
7	Administrative Assistant
7	Fiscal Administrative Assistant
6	Receptionist
4	Office Clerk
	<b>2 - Field Services</b>
15	Special Assistant to Health and Housing
15	Coordinator of Field Services
15	Information and Referral Director
13	Taxi Coupon Coordinator
13	Constituent Relations Coordinator
9	Health and Fitness Advocate
9	Health Service Advocate
9	Elder Housing Advocate
9	Community Service/Advocate (7 slots)
	<b>3 - Assistant to Management</b>
15	Special Events Director
15	Director of Fundraising
15	Grants Procurement and Management Director
	<b>4 - AAA</b>
15	Caregiver Services Director
15	Coordinator AAA
15	Nutrition Advocacy and Planning Director
12	Program Monitor Supervisor
10	Program Monitor
	<b>5 - Employment and Volunteer</b>
15	Senior Companion Director
15	RSVP Director
13	Editor
7	Administrative Assistant (SCP)
7	Administrative Assistant (RSVP)
	<b>6 - Transportation</b>
15	Scheduling Manager
12	Fleet maintenance Manager

**THE CITY OF BOSTON  
COMMISSION ON AFFAIRS OF THE ELDERLY  
REASONABLE SUSPICION DRUG AND  
ALCOHOL TESTING POLICY  
AND PROCEDURES  
SEIU LOCAL 888**

## **I. STATEMENT OF PURPOSE**

The City of Boston Commission on Affairs of the Elderly (hereinafter “City of Boston”) recognizes that the misuse of alcohol and the use of drugs by City personnel may present a serious threat to the safety of our employees, our program participants, and is contrary to efficient operations. Therefore, it is the policy of the City of Boston that employees of the Commission on Affairs of the Elderly remain drug and alcohol free while on duty.

The City of Boston also seeks to foster a safe, healthy and productive work environment for our employees. To further these goals, the City of Boston provides access to then Employee Assistance Program (EAP) and has implemented this Drug and Alcohol Policy. The goal is to provide help for our employees who have substance abuse problems while ensuring that the workplace is operating safely and efficiently. The Drug and Alcohol Policy provides the City of Boston with reasonable measures to ensure that an employee’s drug and/or alcohol use does not jeopardize the successful operation of the City of Boston, the workplace or otherwise negatively affect the City of Boston, its employees or the general public.

## **II. COVERAGE AND IMPLEMENTATION**

The Drug and Alcohol Policy covers employees who are on duty in the Commission on Affairs of the Elderly. The Drug and Alcohol Policy is effective October 1, 2007, or when all employees are trained, whichever is later.

All employees and their eligible family members have access to the City’s Employee Assistance Program (EAP) at no charge.

When treatment is necessary, coverage is based on the parameters set forth in the employee’s health insurance plan.

Where a bargaining unit alleges that the Department has violated the terms of this Policy in applying it to an employee, the employee’s union may file and pursue a grievance consistent with the terms of the Grievance/Arbitration provision of the applicable collective bargaining agreement.

## **III. EDUCATION AND TRAINING**

To assist employees in understanding the problems associated with substance abuse and in an on-going effort to prevent and eliminate substance abuse in the workplace, the City of Boston provides its employees with substance abuse and treatment resource information. In addition, all employees will receive education and training through the Office of Human Resources in the effects of drugs-alcohol in the workplace and in the identification of actions, appearance, and conduct of an employee that may indicate drug use and/or alcohol misuse. This policy will not be implemented until that training has been completed.

## **IV. SUPPORT FOR EMPLOYEES WHO VOLUNTARILY SEEK HELP**

The City of Boston supports early diagnosis and sound treatment efforts for substance abuse and encourages each employee to seek help voluntarily. The decision to seek early diagnosis and accept treatment for a substance abuse problem is the primary responsibility of the employee. It is important for an employee to seek assistance before a substance abuse problem impairs his/her performance.

To assist employees in obtaining treatment, the City of Boston offers the services of EAP that provides assessment, counseling and referral services for employees with substance abuse problems. These services may be accessed typically from 7 a.m. to 4 p.m., Monday through Friday. The EAP provides experienced counselors to help with problems related to drugs and/or alcohol. Anonymity and confidentiality are assured.

Employees who pursue counseling or treatment, including use of EAP, and who continue to work are subject to the same job performance and behavior standards as other employees.



## **V. PROHIBITED CONDUCT**

The following conduct related to the use of drugs and alcohol is prohibited. An employee who engages in prohibited conduct will be disciplined, up to and including termination, and may be subject to drug and/or alcohol testing.

### **A. PROHIBITED USE OF ALCOHOL:**

The following conduct is prohibited:

1. Consumption, possession, manufacture, distribution, dispensation, sale or storage (including in a desk, locker, motor vehicle or other repository) of alcohol on/in City property/vehicles.
2. The city of Boston prohibits employees who leave City property during work hours to consume alcohol if they are returning to work, e.g. drinking during lunch or during breaks is prohibited.
3. Employees are prohibited from being under the influence of alcohol during work.

An employee with a Blood Alcohol Content (BAC) of .08% during work hours is in violation of the Policy.

### **B. PROHIBITED USE OF DRUGS:**

The following conduct is prohibited:

1. Use, possession, manufacture, distribution, dispensation, sale or storage (including in a desk, locker, motor vehicle or other repository) of drugs on/in City property/vehicles.
2. Being under the influence, defined as a verified positive drug test result, of an illegal or illegally used drug during work hours.
3. Testing positive for drugs, as defined herein.

### **C. PROHIBITED CONDUCT RELATED TO DRUGS AND ALCOHOL:**

The following conduct related to drugs and/or alcohol is prohibited:

1. Switching, adulterating or committing any other misconduct pertaining to any sample.
2. Refusing to submit to a reasonable cause drug/alcohol test in a timely manner when so ordered by the City of Boston. Such action shall be treated as a positive verified test result.
3. Failure to provide an adequate sample for testing without a valid, medical explanation or engaging in conduct that clearly obstructs the testing constitutes a refusal to submit to a test.
4. For those employees referred to treatment by the City of Boston, failure to adhere to any of the requirements of the Rehabilitation Agreement (Appendix F);
5. Refusing to sign the:
  - Certificate of Receipt – Drug and Alcohol Policy (Appendix A hereto);
  - Laboratory's Chain of Custody Form(s); or
  - Rehabilitation Agreement (Appendix F hereto);

## **VI. DRUG AND ALCOHOL TESTING**

The methods used to determine the presence of alcohol and/or drugs in the system include a urine <sup>2</sup> and/or breath test. The City of Boston will test for drugs and/or alcohol only where it has reasonable suspicion that the employee is under the influence of drugs and/or alcohol during work hours.

### **Reasonable Suspicion Drug and/or Alcohol Use Testing:**

An employee shall be sent for an alcohol and drug test whenever a supervisor(s) has reasonable suspicion to believe the employee has:

1. Violated the prohibitions of the Drug and Alcohol Policy; or
2. If the employee's behavior and appearance indicate drug use and/or alcohol misuse.

The supervisor's determination that reasonable suspicion exists to require an alcohol and/or drug test will be based on specific, contemporaneous, articulable observations including the appearance, behavior, speech, and body odors of the employee. The supervisor must directly observe the behavior in question and may not rely on third-party reports of alcohol or drug misuse. In such case, the supervisor shall get a second opinion as to whether a referral is appropriate under the circumstances from the Appointing Authority or his/her designee, e.g. another trained supervisor to act as a witness, if another trained supervisor is available. If another trained supervisor is not available, then the determination of one supervisor shall suffice. The supervisor will complete the "check-off" form that documents evidence of reasonable suspicion. (Appendix B)

Factors will be "short-term" in the sense that they focus on what a supervisor sees during the employee's work hours. No long term factors, such as absences or abuse of sick leave may be used for Reasonable Suspicion testing.

## **VII. IMMEDIATE CONSEQUENCES**

Specific, immediate consequences shall take place whenever an employee engages in prohibited conduct. The immediate consequences may include referral, evaluation, and treatment. However, additional disciplinary consequences, outlined in Section VIII below, also follow any violation of the Policy. The immediate consequences are outlined below.

**STEP 1** The employee shall be removed from work. Pending notification of the result of the drug/alcohol test, the employee shall be placed on administrative leave with pay.

**STEP 2** The employee with a confirmed, positive drug test or a BAC of .08% or greater shall be evaluated by a Substance Abuse Professional (SAP) who will determine what treatment, if any, the employee needs to resolve his or her problems associated with alcohol misuse and drug use.

Where the SAP determines that treatment is required, the employee must sign a Rehabilitation Agreement and begin treatment within three (3) days of the meeting with the SAP, or as soon thereafter as the City can make the arrangements for treatment.

**STEP 3** The employee must comply with the terms of his/her program (if any). If the employee required treatment, the employee must be re-evaluated by the SAP to determine whether the employee properly followed any prescribed treatment.

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<sup>2</sup> All urinalysis tests for drugs will use the "split sample" method of collection. The employee's urine sample will be split into two specimen bottles. One will contain the primary specimen and the other the split specimen. The split specimen will be preserved under stringent laboratory conditions. Whenever an employee receives notification of a positive drug test, the employee may request that the split sample be tested in a different certified laboratory. This request must be made within seventy-two (72) hour after the employee received notification of the positive drug test from the MRO. The employee must pay for the costs of the retest. However, if the retest is negative, the City will reimburse the employee for the costs of the retest.

## VIII. ADDITIONAL CONSEQUENCES

The City of Boston has established the Drug and Alcohol Policy (Policy) to protect our employees, the City of Boston and the general public from the negative effects of the substance abuse. Employees must recognize that the City shall treat a positive drug or alcohol test as a serious policy violation subject to serious disciplinary action.

Certain offenses, including but not limited to possession or sale of controlled substances or illegally used drugs on City premises, may result in a recommendation for termination.

The following consequences apply to an employee who has a positive alcohol and/or drug test result or other violation of the Policy:

- A. During the initial six (6) month new hire probationary period, a positive drug or alcohol test will result in an automatic recommendation for termination.
- B. Those employees who have completed the initial six(6) month new hire probationary period and who have a first and only positive drug and/or alcohol test will typically (a) be required to sign a Rehabilitation Agreement (Appendix F), (b) receive a 4-day unpaid suspension and (c) be referred to evaluation and treatment to be determined by the SAP. An employee may choose to waive her/his hearing rights prior to any disciplinary action. (See Appendix C hereto).
- C. Those employees who have a second positive drug or alcohol test and/or other violation of the Policy will typically (a) be required to sign a Rehabilitation Agreement and (b) be issued a twenty (20) working day unpaid suspension.
- D. Those employees who have a third positive drug or alcohol test and/or engage in other conduct prohibited under this Policy shall be terminated.
- E. If treatment is completed and an employee has no more violations to this policy within a five-year period, the record will be expunged from his/her personnel file. Where a gap of five (5) or more calendar years exists between violations of this Policy by an employee, the level of discipline will be handled as if this were the employee's first offense. By way of example, but not limitation, if an employee has a second positive drug or alcohol test resulting in a 20-working day suspension, and then his/her record remains clear for five (5) or more years before he/she has a third positive drug or alcohol test, barring other circumstances, such employee would: (a) be required to sign a Rehabilitation Agreement, (b) receive a 4-day unpaid suspension and (c) be referred to evaluation and treatment to be determined by the SAP under the Policy rather than a termination. The 5-year period calculated hereunder commences on the date of the actual violation.

## IX. INSPECTIONS

The City of Boston respects the privacy of individuals. However, in cases where the City of Boston has reasonable cause to believe that an employee may be in possession of drugs, drug paraphernalia or alcohol in violation of this Policy while on City property, the City reserves the option to inspect all City property (including individual offices, desks and lockers).

For the purposes of inspections, reasonable cause must be based on specific, contemporaneous, articulable observations including the appearance, behavior, speech, and body odors of the employee. The supervisor must directly observe the behavior in question and may not rely on third-party reports of alcohol or drug misuse or Policy violations. Factors must be short-term in the sense that they focus on what a supervisor sees directly. No long-term factors, such as earlier observations that did not rise to the level of reasonable case may be used.

Such an inspection shall be performed by a supervisor and the head of the Department. The Union will be notified and be allowed to be present if the Department plans to search an employee's locker, locked drawer, or other area where the employee has reasonable expectation of privacy. To the greatest extent possible, the employee involved will be present during the inspection. If the employee refuses to be present at the inspection or in an urgent circumstance, the City will perform an inspection without the presence of the employee.

## **X. POLICY MODIFICATIONS**

Should the City of Boston desire to modify this Drug and Alcohol Policy, in whole or in part, it shall comply with any bargaining obligations it may have under M.G.L. Chapter 150E.

The Drug and Alcohol Policy does not create a binding employment contract or modify an existing contract.

## **XI. DEFINITIONS**

**Alcohol** – the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol's including methyl and isopropyl alcohol

**Alcohol Test** – a breath test using an evidential breath-testing device (EBT); the method of testing used to detect the level of alcohol (see Evidential Breath Test definition below). Both a screening test and a confirmation test must be used to establish a positive test result.

**Alcohol Concentration** – means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

**Alcohol Use** – means the consumption of any beverage, mixture, or preparation including any medication containing alcohol.

**Breath Alcohol Technician (BAT)** – an individual who instructs and assists individuals in the alcohol testing process and operates an Evidential Breath Testing device (EBT)

**Confirmation Test** – for alcohol testing, this means a second test, following a screening test with a result of .08% or greater, that provides quantitative data of alcohol concentration.

**City Property** – includes building, offices, warehouses, plants, facilities, land, equipment, vehicles which are owned, leased or used for City business and parking lots owned, utilized or leased by the City of Boston or any customer or supplier of the City of Boston. It also includes any other site at which the City of Boston business is transacted whether on or away from City owned or leased property.

**Drugs** –include both controlled substances and illegally used drugs.

A **Controlled Substance** is any drug included in Schedules I through V, as defined by Section 802(6) of Title 21 of the United States Code [21 USC 80296)], (e.g. cocaine, marijuana, amphetamine) the possession of which is unlawful under Chapter 13 of that title. The term does not include the use of prescribed drugs that have been legally obtained and are being used for the purpose for which they were prescribed. The following drugs will be tested for:

- MARIJUANA
- COCAINE
- PHENCYCLIDINE (PCP)
- OPIATES (HEROIN)
- AMPHETAMINES

An **Illegally Used Drug** is any prescribed drug which is legally obtainable but has not been legally obtained or is not being used for prescribed purposes, all designer drugs, and any other over-the counter or non-drug substances (e.g. airplane glue) being used for other than their intended purpose. (Note: A designer drug is a man-made drug, or combination of drugs, which is similar in basic scientific properties to a drug or controlled substance and is produced in a clandestine laboratory.)

**Drug Paraphernalia** – any item which is primarily intended or designed for use in the administering, transferring, manufacturing or storing of a drug or controlled substance and/or an illegally used drug.

**Drug Test** – a urinalysis (urine) test includes specimen collection and then testing by a laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

**Evidentiary Breath Test (EBT)** – a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA’s “Conforming Product’s List of Evidential Breath Measurement Devices”.

**Medical Review Officer (MRO)** – an independent, licensed physician responsible for receiving laboratory drug testing results. The MRO has knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate a positive test as it relates to the employee’s medical history and other biomedical information.

**Reasonable Suspicion of Drug and/or Alcohol Use** – Reasonable cause means such suspicion which will justify a supervisor in referring an employee for an alcohol and or drug test. Reasonable cause is more than mere speculation but less than absolute certainty. It is the amount of suspicion sufficient to convince a trained supervisor under the circumstances to believe that:

- a. the employee has violated the Drug and Alcohol Policy; or
- b. the actions, appearance, or the conduct of an employee reasonable indicate that the employee is under the influence of drugs or alcohol.

The cause must be based on fact and on specific, contemporaneous, articulable observations by a trained supervisor(s) concerning the appearance, behavior, speech, and body odors of the employee.

The supervisor must directly observe the behavior in question and may not rely on third party reports of alcohol or drug misuse.

Factors must be short-term in the sense that they focus on what a supervisor sees directly. No long-term factors, such as absences or abuse of sick leave may be used for Reasonable Cause testing.

**Rehabilitation Program** – includes the program an employee must enter whenever the employee violates the Drug and Alcohol Policy where so determined by the SAP. Each Rehabilitation Program will be tailored to the individual employee’s particular needs and may include both a treatment and an after-care component.

**Screening Test** – in alcohol testing, it means an analytical procedure to determine whether an employee may have a prohibited concentration in his or her system. In drug testing, it means an immunoassay screen to eliminate “negative” urine specimens from further consideration.

**Substance Abuse Professional (SAP)** – means a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professionals or addiction counselor with the knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders.

**Treatment Program** – is the first component of an employee’s Rehabilitation Program. The treatment program includes the inpatient or outpatient care the employee receives to resolve the employee’s drug and/or alcohol related problem when required to undergo such treatment by the City of Boston’s Substance Abuse Professional (SAP).

The treatment program is the employee’s individual course of treatment, mandated by the employee’s health care provider, which the employee must complete. When such treatment is necessary, coverage is based on the parameters set forth in the employee’s health insurance plan.

**Under the Influence of Alcohol or Drugs** – the presence of a measurable amount which is .08% or higher of alcohol in the blood or a verified positive drug test result, at levels specified below.

A. Initial Test:

1. The initial test shall use the immunoassay method. The following drugs will be tested for and the initial cutoff levels shall be used when screening specimens to determine whether they are negative for these five (5) drugs or classes of drugs.
2. These cutoff levels are subject to change by the Massachusetts Department of Public Health (MDPH) as advances in technology or other considerations warrant identification of these substances at other concentrations.

	Initial test Cutoff Levels (ng/ml)
Marijuana metabolites	50
Cocaine metabolites	300
Opiate metabolites	300
Amphetamines	1,000
Phencyclidine	25

B. Confirmation:

1. All specimens identified as positive on the initial test shall be conformed using gas chromatography/mass spectrometry (GC/MS) techniques at the cutoff levels listed below in this paragraph for each drug. All confirmations shall be by quantitative analysis.
2. These cutoff levels are subject to change by The Massachusetts Department of Public Health (MDPH) as advances in technology or other considerations warrant identification of these substances at other concentrations.

		Confirmatory test cutoff levels (ng/ml)'
Marijuana metabolite 2		15
Cocaine metabolite		150
Opiates:	Morphine	300
	Codeine	300
Phencyclidine		25
Amphetamines:	Amphetamine	500
	methamphetamine	500



## THE CITY OF BOSTON CERTIFICATE OF RECEIPT DRUG AND ALCOHOL POLICY

I have received the Drug and Alcohol Policy of the City of Boston Commission on Affairs of the Elderly. I understand that I am required to read and comply with this policy. A copy of this certificate will be placed in the employee's personnel file.

---

DATE

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EMPLOYEE'S SIGNATURE

---

SIGNATURE FOR CITY OF BOSTON

---

EMPLOYEE'S NAME (PRINTED)

---

PRINTED NAME

---

TITLE

## OBSERVED BEHAVIOR - REASONABLE SUSPICION RECORD

Employee:	Name_____		
SS#	_____		
Observation:	Date:_____	Time: from_____	am/pm to_____
Location:	ELDERLY COMMISSION		
Site:	_____		
Street	City	State	Zip

### CAUSE FOR SUSPICION

#### 1. Presence of Drugs and/or Drug/Alcohol Paraphernalia:

2. **Appearance:**
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Normal                     | <input type="checkbox"/> Flushed          | <input type="checkbox"/> Puncture Marks                      |
| <input type="checkbox"/> Disheveled                 | <input type="checkbox"/> Bloodshot Eyes   | <input type="checkbox"/> Inappropriate wearing of sunglasses |
| <input type="checkbox"/> Dilated/Constricted Pupils | <input type="checkbox"/> Profuse Swearing |  |
| <input type="checkbox"/> Dry Mouth Symptoms         | <input type="checkbox"/> Runny Nose/Sores | <input type="checkbox"/> Tremors                             |

#### 3. Behavior Speech:

- |                                   |                                     |                                     |                                 |
|-----------------------------------|-------------------------------------|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Slurred    | <input type="checkbox"/> Silent |
| <input type="checkbox"/> Confused | <input type="checkbox"/> Slowed     | <input type="checkbox"/> Whispering |                                 |
| <input type="checkbox"/> Other    | _____                               |                                     |                                 |

#### Awareness

- |                                    |   |                                      |                                      |
|------------------------------------|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Normal    | <input type="checkbox"/> Confused             | <input type="checkbox"/> Mood Swings | <input type="checkbox"/> Euphoria    |
| <input type="checkbox"/> Lethargic | <input type="checkbox"/> Lack of Coordination | <input type="checkbox"/> Paranoid    | <input type="checkbox"/> Disoriented |
| <input type="checkbox"/> Other     | _____   |                                      |                                      |

#### 4 Motor Skills Balance

- |                                 |                                  |                                  |                                     |
|---------------------------------|----------------------------------|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Swaying | <input type="checkbox"/> Falling | <input type="checkbox"/> Staggering |
| <input type="checkbox"/> Other  | _____                            |                                  |                                     |

#### Walking & Turning

- |                                    |                                  |  |
|------------------------------------|----------------------------------|--|
| <input type="checkbox"/> Normal    | <input type="checkbox"/> Swaying | <input type="checkbox"/> Arms raised for balance |
| <input type="checkbox"/> Stumbling | <input type="checkbox"/> Falling | <input type="checkbox"/> Reaching for Support    |
| <input type="checkbox"/> Other     | _____                            |  |

5. Other Observed Actions or Behavior (specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number to call for help 1-800-THE-HILL 1800-843-4455

Clinician's Name \_\_\_\_\_ ID number \_\_\_\_\_

Date called \_\_\_\_\_ Time: \_\_\_\_\_ am/pm \_\_\_\_\_

Witnessed by: \_\_\_\_\_ am/pm

Supervisor's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

***This document must be prepared and signed by the witness within 24 hours of the observed behavior or before the results of the tests are released, whichever is earlier.***

**THE CITY OF BOSTON  
DISCIPLINARY HEARING WAIVER AGREEMENT**

1. Mr./Ms. \_\_\_\_\_ and the appropriate union  
\_\_\_\_\_ hereby agree to waive any and all disciplinary hearings  
regarding Mr./Ms. \_\_\_\_\_ 's positive drug or alcohol test results of  
\_\_\_\_\_ ;

2. The Commissioner shall issue, and Mr. /Ms. \_\_\_\_\_ shall accept  
\_\_\_\_\_ for said positive drug test results:

3. Mr./Ms. \_\_\_\_\_ and the aforementioned union hereby agree that  
Mr. /Ms. \_\_\_\_\_ and the aforementioned union hereby agree that  
\_\_\_\_\_ shall thereafter report to the Elderly Commission Personnel  
Officer to sign the required rehabilitation agreement and shall follow up with the City's Employee Assistance Program;

4. This is a comprehensive agreement. For consideration thereof, Mr./Ms. \_\_\_\_\_  
and the aforementioned union agree to waive any and all claims they may have against the City of Boston arising out of  
the facts and circumstances giving rise to this matter, including, but not limited to, claims pursuant to the  
grievance/arbitration process, Civil Service law, and M.G.L. c. 151B (MCAD/EEOC);

5. This agreement shall not be used as precedent by any party in any forum, except to enforce its terms or in other cases  
Involving Mr./Ms. \_\_\_\_\_ ;

6. All parties to this agreement have entered into it voluntarily.

Mr./Ms. \_\_\_\_\_ does so of his/her own free will without coercion and/or duress.

Mr./Ms. \_\_\_\_\_

Fully understand the terms of this agreement and agrees to abide by such terms.

**THE CITY OF BOSTON**  
**SUBSTANCE ABUSE TESTING CONSENT FORM**

I understand that the Drug and Alcohol Policy establishes conditions under which I may be required to provide a breath and/or urine sample for alcohol and/or drug abuse testing. Should this occur, I hereby consent to such testing. I further authorize the testing laboratory to release my test results and related medical information to designated supervisors or the outside reviewing agent(s) chosen by the City of Boston.

Should there be a positive test result, I understand that the Medical Review Officer (MRO) may ask me to provide, and I agree to provide, information about any legal non-prescription drugs and other drugs for which I have a prescription that I take routinely or have taken within the last thirty (30) days.

I understand that any communication I may have with the collection site personnel, testing laboratories or MRO is not meant to create or imply any form of a doctor/patient relationship.

---

EMPLOYEE'S SIGNATURE

---

EMPLOYEE'S NAME (PRINTED)

---

FOR THE CITY

---

DATE

---

DATE

**THE CITY OF BOSTON**  
**ALCOHOL/DRUG TESTING INFORMATION REFERRAL FORM**

**Referring Supervisor:** Complete this form when sending an applicant/employee for alcohol and/or drug testing. Please print all information. The referring supervisor shall explain to the employee his/her reason(s) for making the referral at the time such action is taken if so asked by the employee or Union steward.

**Applicant/Employee:** Present this form and valid picture identification to collection site personnel at the time of your arrival at the designated collection site.

**NAME OF INDIVIDUAL TO BE TESTED:** \_\_\_\_\_

**INDIVIDUAL'S TELEPHONE NUMBER(S):**      **HOME:** \_\_\_\_\_

**WORK:** \_\_\_\_\_

**NAME OF SUPERVISOR:** \_\_\_\_\_

**WORK TELEPHONE NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**Union Steward/Employee Comment Section (optional):** \_\_\_\_\_

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**THE CITY OF BOSTON  
REHABILITATION AGREEMENT**

Name (Print & Initial): \_\_\_\_\_ Date: \_\_\_\_\_

On \_\_\_\_\_, 200\_\_, the City of Boston and I agreed that I seek counseling and referral to treatment for alcohol and /or drug abuse, in addition to any other consequences pursuant to the City's Drug and Alcohol Policy. The following conditions apply to my individual rehabilitation agreement:

1. I understand I must comply with the requirements of my after-care program(s). Furthermore, the City's Employee Assistance Program (EAP) personnel will notify the City in writing or appear for testimony at disciplinary hearings in the event an employee has not complied with the designated after-care program.
2. I understand that I am required to regularly attend my after-care sessions according to my individual rehabilitation plan and that my attendance will be monitored. Further, I understand the City will institute appropriate disciplinary action under the Drug and Alcohol Policy if I do not regularly attend. I also understand that one (1) or more unauthorized absences will be considered a serious disciplinary offense that may result in a recommendation for progressive discipline up to and including termination. The City and I agree that the Substance Abuse Professional (SAP) has the sole discretion to determine whether an absence is authorized and that the SAP's decision regarding an unauthorized absence is not grievable or subject to the grievance rules.
3. I authorize my after-care providers to submit monthly proof of enrollment and compliance of the programs to the Appointing Authority/designee of my Department. I understand these reports, to the greatest extent possible, will contain general, non-specific information regarding my enrollment and compliance and that any information regarding my treatment and after-care is confidential.
4. I will pay for all costs of treatment and after-care not covered under my health insurance plan.
5. I understand that if I violate the City's Drug and Alcohol Policy during or after treatment, I will be subject to discipline, up to and including termination. I hereby agree to all of the above conditions and authorize my after-care provider(s) to provide the City of Boston with proof of my enrollment and attendance.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Commissioner/Designee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Commissioner/Designee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## APPENDIX C: WAGE SCALE FOR ELDERLY COMMISSION

### Salary Schedule A Effective 1/7/2012 1% Increase

Sal Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
ED	1	hrly	\$14.05	\$14.61	\$15.19	\$15.79	\$16.42	\$17.08	\$17.75	\$18.11	\$18.83
		wkly	\$491.78	\$511.30	\$531.64	\$552.79	\$574.77	\$597.64	\$621.41	\$633.78	\$659.01
		yrly	\$25,572.55	\$26,587.46	\$27,645.23	\$28,745.17	\$29,887.99	\$31,077.20	\$32,313.50	\$32,956.65	\$34,268.52
ED	2	hrly	\$14.61	\$15.19	\$15.79	\$16.42	\$17.08	\$17.75	\$18.46	\$18.83	\$19.58
		wkly	\$511.30	\$531.64	\$552.79	\$574.77	\$597.64	\$621.41	\$646.15	\$659.01	\$685.25
		yrly	\$26,587.46	\$27,645.23	\$28,745.17	\$29,887.99	\$31,077.20	\$32,313.50	\$33,599.70	\$34,268.77	\$35,633.13
ED	3	hrly	\$15.19	\$15.79	\$16.42	\$17.08	\$17.75	\$18.46	\$19.20	\$19.58	\$20.36
		wkly	\$531.64	\$552.79	\$574.77	\$597.64	\$621.41	\$646.15	\$671.86	\$685.23	\$712.51
		yrly	\$27,645.23	\$28,745.17	\$29,887.99	\$31,077.20	\$32,313.50	\$33,599.70	\$34,936.49	\$35,631.71	\$37,050.60
ED	4	hrly	\$15.79	\$16.42	\$17.08	\$17.75	\$18.46	\$19.20	\$19.96	\$20.36	\$21.17
		wkly	\$552.79	\$574.77	\$597.64	\$621.41	\$646.15	\$671.86	\$698.62	\$712.52	\$740.90
		yrly	\$28,745.17	\$29,887.99	\$31,077.20	\$32,313.50	\$33,599.70	\$34,936.49	\$36,328.12	\$37,051.25	\$38,526.91
ED	5	hrly	\$16.42	\$17.08	\$17.75	\$18.46	\$19.20	\$19.96	\$20.76	\$21.17	\$22.01
		wkly	\$574.77	\$597.64	\$621.41	\$646.15	\$671.86	\$698.62	\$726.43	\$740.90	\$770.41
		yrly	\$29,887.99	\$31,077.20	\$32,313.50	\$33,599.70	\$34,936.49	\$36,328.12	\$37,774.57	\$38,526.75	\$40,061.44
ED	6	hrly	\$17.08	\$17.75	\$18.46	\$19.20	\$19.96	\$20.76	\$21.58	\$22.01	\$22.89
		wkly	\$597.64	\$621.41	\$646.15	\$671.86	\$698.62	\$726.43	\$755.37	\$770.41	\$801.11
		yrly	\$31,077.20	\$32,313.50	\$33,599.70	\$34,936.49	\$36,328.12	\$37,774.57	\$39,279.36	\$40,061.43	\$41,657.49
ED	7	hrly	\$17.75	\$18.46	\$19.20	\$19.96	\$20.76	\$21.58	\$22.44	\$22.89	\$23.80
		wkly	\$621.41	\$646.15	\$671.86	\$698.62	\$726.43	\$755.37	\$785.46	\$801.11	\$833.03
		yrly	\$32,313.50	\$33,599.70	\$34,936.49	\$36,328.12	\$37,774.57	\$39,279.36	\$40,843.88	\$41,657.85	\$43,317.77
ED	8	hrly	\$18.46	\$19.20	\$19.96	\$20.76	\$21.58	\$22.44	\$23.34	\$23.80	\$24.75
		wkly	\$646.15	\$671.86	\$698.62	\$726.43	\$755.37	\$785.46	\$816.75	\$833.02	\$866.22
		yrly	\$33,599.70	\$34,936.49	\$36,328.12	\$37,774.57	\$39,279.36	\$40,843.88	\$42,470.95	\$43,317.30	\$45,043.60
ED	9	hrly	\$19.20	\$19.96	\$20.76	\$21.58	\$22.44	\$23.34	\$24.27	\$24.75	\$25.74
		wkly	\$671.86	\$698.62	\$726.43	\$755.37	\$785.46	\$816.75	\$849.31	\$866.24	\$900.76
		yrly	\$34,936.49	\$36,328.12	\$37,774.57	\$39,279.36	\$40,843.88	\$42,470.95	\$44,164.10	\$45,044.29	\$46,839.67
ED	10	hrly	\$19.96	\$20.76	\$21.58	\$22.44	\$23.34	\$24.27	\$25.23	\$25.74	\$26.76
		wkly	\$698.62	\$726.43	\$755.37	\$785.46	\$816.75	\$849.31	\$883.17	\$900.77	\$936.68
		yrly	\$36,328.12	\$37,774.57	\$39,279.36	\$40,843.88	\$42,470.95	\$44,164.10	\$45,924.71	\$46,840.10	\$48,707.31
ED	11	hrly	\$20.76	\$21.58	\$22.44	\$23.34	\$24.27	\$25.23	\$26.24	\$26.76	\$27.83
		wkly	\$726.43	\$755.37	\$785.46	\$816.75	\$849.31	\$883.17	\$918.35	\$936.65	\$974.00
		yrly	\$37,774.57	\$39,279.36	\$40,843.88	\$42,470.95	\$44,164.10	\$45,924.71	\$47,754.21	\$48,706.02	\$50,647.87
ED	12	hrly	\$21.58	\$22.44	\$23.34	\$24.27	\$25.23	\$26.24	\$27.29	\$27.83	\$28.94
		wkly	\$755.37	\$785.46	\$816.75	\$849.31	\$883.17	\$918.35	\$954.98	\$974.02	\$1,012.86
		yrly	\$39,279.36	\$40,843.88	\$42,470.95	\$44,164.10	\$45,924.71	\$47,754.21	\$49,658.91	\$50,649.12	\$52,668.70
ED	13	hrly	\$22.44	\$23.34	\$24.27	\$25.23	\$26.24	\$27.29	\$28.37	\$28.94	\$30.09
		wkly	\$785.46	\$816.75	\$849.31	\$883.17	\$918.35	\$954.98	\$993.04	\$1,012.84	\$1,053.23
		yrly	\$40,843.88	\$42,470.95	\$44,164.10	\$45,924.71	\$47,754.21	\$49,658.91	\$51,638.10	\$52,667.48	\$54,767.79
ED	14	hrly	\$23.34	\$24.27	\$25.23	\$26.24	\$27.29	\$28.37	\$29.50	\$30.09	\$31.29
		wkly	\$816.75	\$849.31	\$883.17	\$918.35	\$954.98	\$993.04	\$1,032.64	\$1,053.23	\$1,095.24
		yrly	\$42,470.95	\$44,164.10	\$45,924.71	\$47,754.21	\$49,658.91	\$51,638.10	\$53,697.42	\$54,768.17	\$56,952.51
ED	15	hrly	\$24.27	\$25.23	\$26.24	\$27.29	\$28.37	\$29.50	\$30.68	\$31.29	\$32.54
		wkly	\$849.31	\$883.17	\$918.35	\$954.98	\$993.04	\$1,032.64	\$1,073.83	\$1,095.24	\$1,138.93
		yrly	\$44,164.10	\$45,924.71	\$47,754.21	\$49,658.91	\$51,638.10	\$53,697.42	\$55,838.99	\$56,952.47	\$59,224.18

### Salary Schedule A

**Effective 1/5/2013**

**2% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>ED</b>	<b>1</b>	<b>hrly</b>	\$14.33	\$14.90	\$15.49	\$16.11	\$16.75	\$17.42	\$18.11	\$18.47	\$19.21
		<b>wkly</b>	\$501.62	\$521.52	\$542.27	\$563.85	\$586.26	\$609.59	\$633.84	\$646.46	\$672.19
		<b>yrly</b>	\$26,084.00	\$27,119.21	\$28,198.13	\$29,320.07	\$30,485.75	\$31,698.74	\$32,959.77	\$33,615.78	\$34,953.89
<b>ED</b>	<b>2</b>	<b>hrly</b>	\$14.90	\$15.49	\$16.11	\$16.75	\$17.42	\$18.11	\$18.83	\$19.21	\$19.97
		<b>wkly</b>	\$521.52	\$542.27	\$563.85	\$586.26	\$609.59	\$633.84	\$659.07	\$672.20	\$698.96
		<b>yrly</b>	\$27,119.21	\$28,198.13	\$29,320.07	\$30,485.75	\$31,698.74	\$32,959.77	\$34,271.69	\$34,954.15	\$36,345.79
<b>ED</b>	<b>3</b>	<b>hrly</b>	\$15.49	\$16.11	\$16.75	\$17.42	\$18.11	\$18.83	\$19.58	\$19.97	\$20.76
		<b>wkly</b>	\$542.27	\$563.85	\$586.26	\$609.59	\$633.84	\$659.07	\$685.29	\$698.93	\$726.76
		<b>yrly</b>	\$28,198.13	\$29,320.07	\$30,485.75	\$31,698.74	\$32,959.77	\$34,271.69	\$35,635.22	\$36,344.35	\$37,791.61
<b>ED</b>	<b>4</b>	<b>hrly</b>	\$16.11	\$16.75	\$17.42	\$18.11	\$18.83	\$19.58	\$20.36	\$20.76	\$21.59
		<b>wkly</b>	\$563.85	\$586.26	\$609.59	\$633.84	\$659.07	\$685.29	\$712.59	\$726.77	\$755.72
		<b>yrly</b>	\$29,320.07	\$30,485.75	\$31,698.74	\$32,959.77	\$34,271.69	\$35,635.22	\$37,054.68	\$37,792.27	\$39,297.45
<b>ED</b>	<b>5</b>	<b>hrly</b>	\$16.75	\$17.42	\$18.11	\$18.83	\$19.58	\$20.36	\$21.17	\$21.59	\$22.45
		<b>wkly</b>	\$586.26	\$609.59	\$633.84	\$659.07	\$685.29	\$712.59	\$740.96	\$755.72	\$785.82
		<b>yrly</b>	\$30,485.75	\$31,698.74	\$32,959.77	\$34,271.69	\$35,635.22	\$37,054.68	\$38,530.06	\$39,297.29	\$40,862.67
<b>ED</b>	<b>6</b>	<b>hrly</b>	\$17.42	\$18.11	\$18.83	\$19.58	\$20.36	\$21.17	\$22.01	\$22.45	\$23.35
		<b>wkly</b>	\$609.59	\$633.84	\$659.07	\$685.29	\$712.59	\$740.96	\$770.48	\$785.82	\$817.13
		<b>yrly</b>	\$31,698.74	\$32,959.77	\$34,271.69	\$35,635.22	\$37,054.68	\$38,530.06	\$40,064.94	\$40,862.65	\$42,490.64
<b>ED</b>	<b>7</b>	<b>hrly</b>	\$18.11	\$18.83	\$19.58	\$20.36	\$21.17	\$22.01	\$22.89	\$23.35	\$24.28
		<b>wkly</b>	\$633.84	\$659.07	\$685.29	\$712.59	\$740.96	\$770.48	\$801.17	\$817.13	\$849.69
		<b>yrly</b>	\$32,959.77	\$34,271.69	\$35,635.22	\$37,054.68	\$38,530.06	\$40,064.94	\$41,660.75	\$42,491.00	\$44,184.12
<b>ED</b>	<b>8</b>	<b>hrly</b>	\$18.83	\$19.58	\$20.36	\$21.17	\$22.01	\$22.89	\$23.80	\$24.28	\$25.24
		<b>wkly</b>	\$659.07	\$685.29	\$712.59	\$740.96	\$770.48	\$801.17	\$833.08	\$849.69	\$883.55
		<b>yrly</b>	\$34,271.69	\$35,635.22	\$37,054.68	\$38,530.06	\$40,064.94	\$41,660.75	\$43,320.37	\$44,183.64	\$45,944.47
<b>ED</b>	<b>9</b>	<b>hrly</b>	\$19.58	\$20.36	\$21.17	\$22.01	\$22.89	\$23.80	\$24.75	\$25.24	\$26.25
		<b>wkly</b>	\$685.29	\$712.59	\$740.96	\$770.48	\$801.17	\$833.08	\$866.30	\$883.56	\$918.78
		<b>yrly</b>	\$35,635.22	\$37,054.68	\$38,530.06	\$40,064.94	\$41,660.75	\$43,320.37	\$45,047.38	\$45,945.18	\$47,776.46
<b>ED</b>	<b>10</b>	<b>hrly</b>	\$20.36	\$21.17	\$22.01	\$22.89	\$23.80	\$24.75	\$25.74	\$26.25	\$27.30
		<b>wkly</b>	\$712.59	\$740.96	\$770.48	\$801.17	\$833.08	\$866.30	\$900.83	\$918.79	\$955.41
		<b>yrly</b>	\$37,054.68	\$38,530.06	\$40,064.94	\$41,660.75	\$43,320.37	\$45,047.38	\$46,843.21	\$47,776.90	\$49,681.46
<b>ED</b>	<b>11</b>	<b>hrly</b>	\$21.17	\$22.01	\$22.89	\$23.80	\$24.75	\$25.74	\$26.76	\$27.30	\$28.39
		<b>wkly</b>	\$740.96	\$770.48	\$801.17	\$833.08	\$866.30	\$900.83	\$936.72	\$955.39	\$993.48
		<b>yrly</b>	\$38,530.06	\$40,064.94	\$41,660.75	\$43,320.37	\$45,047.38	\$46,843.21	\$48,709.29	\$49,680.14	\$51,660.82
<b>ED</b>	<b>12</b>	<b>hrly</b>	\$22.01	\$22.89	\$23.80	\$24.75	\$25.74	\$26.76	\$27.83	\$28.39	\$29.52
		<b>wkly</b>	\$770.48	\$801.17	\$833.08	\$866.30	\$900.83	\$936.72	\$974.08	\$993.50	\$1,033.12
		<b>yrly</b>	\$40,064.94	\$41,660.75	\$43,320.37	\$45,047.38	\$46,843.21	\$48,709.29	\$50,652.09	\$51,662.11	\$53,722.07
<b>ED</b>	<b>13</b>	<b>hrly</b>	\$22.89	\$23.80	\$24.75	\$25.74	\$26.76	\$27.83	\$28.94	\$29.52	\$30.69
		<b>wkly</b>	\$801.17	\$833.08	\$866.30	\$900.83	\$936.72	\$974.08	\$1,012.90	\$1,033.09	\$1,074.29
		<b>yrly</b>	\$41,660.75	\$43,320.37	\$45,047.38	\$46,843.21	\$48,709.29	\$50,652.09	\$52,670.87	\$53,720.83	\$55,863.14
<b>ED</b>	<b>14</b>	<b>hrly</b>	\$23.80	\$24.75	\$25.74	\$26.76	\$27.83	\$28.94	\$30.09	\$30.69	\$31.92
		<b>wkly</b>	\$833.08	\$866.30	\$900.83	\$936.72	\$974.08	\$1,012.90	\$1,053.30	\$1,074.30	\$1,117.15
		<b>yrly</b>	\$43,320.37	\$45,047.38	\$46,843.21	\$48,709.29	\$50,652.09	\$52,670.87	\$54,771.37	\$55,863.53	\$58,091.56
<b>ED</b>	<b>15</b>	<b>hrly</b>	\$24.75	\$25.74	\$26.76	\$27.83	\$28.94	\$30.09	\$31.29	\$31.92	\$33.19
		<b>wkly</b>	\$866.30	\$900.83	\$936.72	\$974.08	\$1,012.90	\$1,053.30	\$1,095.30	\$1,117.14	\$1,161.71
		<b>yrly</b>	\$45,047.38	\$46,843.21	\$48,709.29	\$50,652.09	\$52,670.87	\$54,771.37	\$56,955.77	\$58,091.52	\$60,408.66

**Salary Schedule A**  
**Effective 1/4/2014**  
**3% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>ED</b>	<b>1</b>	<b>hrly</b>	\$14.76	\$15.35	\$15.96	\$16.59	\$17.25	\$17.94	\$18.65	\$19.02	\$19.78
		<b>wkly</b>	\$516.66	\$537.17	\$558.54	\$580.76	\$603.85	\$627.88	\$652.86	\$665.85	\$692.36
		<b>yrly</b>	\$26,866.52	\$27,932.78	\$29,044.08	\$30,199.67	\$31,400.32	\$32,649.71	\$33,948.56	\$34,624.25	\$36,002.50
<b>ED</b>	<b>2</b>	<b>hrly</b>	\$15.35	\$15.96	\$16.59	\$17.25	\$17.94	\$18.65	\$19.40	\$19.78	\$20.57
		<b>wkly</b>	\$537.17	\$558.54	\$580.76	\$603.85	\$627.88	\$652.86	\$678.84	\$692.36	\$719.93
		<b>yrly</b>	\$27,932.78	\$29,044.08	\$30,199.67	\$31,400.32	\$32,649.71	\$33,948.56	\$35,299.85	\$36,002.77	\$37,436.17
<b>ED</b>	<b>3</b>	<b>hrly</b>	\$15.96	\$16.59	\$17.25	\$17.94	\$18.65	\$19.40	\$20.17	\$20.57	\$21.39
		<b>wkly</b>	\$558.54	\$580.76	\$603.85	\$627.88	\$652.86	\$678.84	\$705.85	\$719.90	\$748.56
		<b>yrly</b>	\$29,044.08	\$30,199.67	\$31,400.32	\$32,649.71	\$33,948.56	\$35,299.85	\$36,704.28	\$37,434.68	\$38,925.36
<b>ED</b>	<b>4</b>	<b>hrly</b>	\$16.59	\$17.25	\$17.94	\$18.65	\$19.40	\$20.17	\$20.97	\$21.39	\$22.24
		<b>wkly</b>	\$580.76	\$603.85	\$627.88	\$652.86	\$678.84	\$705.85	\$733.97	\$748.58	\$778.39
		<b>yrly</b>	\$30,199.67	\$31,400.32	\$32,649.71	\$33,948.56	\$35,299.85	\$36,704.28	\$38,166.33	\$38,926.04	\$40,476.38
<b>ED</b>	<b>5</b>	<b>hrly</b>	\$17.25	\$17.94	\$18.65	\$19.40	\$20.17	\$20.97	\$21.81	\$22.24	\$23.13
		<b>wkly</b>	\$603.85	\$627.88	\$652.86	\$678.84	\$705.85	\$733.97	\$763.19	\$778.39	\$809.40
		<b>yrly</b>	\$31,400.32	\$32,649.71	\$33,948.56	\$35,299.85	\$36,704.28	\$38,166.33	\$39,685.96	\$40,476.21	\$42,088.55
<b>ED</b>	<b>6</b>	<b>hrly</b>	\$17.94	\$18.65	\$19.40	\$20.17	\$20.97	\$21.81	\$22.67	\$23.13	\$24.05
		<b>wkly</b>	\$627.88	\$652.86	\$678.84	\$705.85	\$733.97	\$763.19	\$793.59	\$809.39	\$841.64
		<b>yrly</b>	\$32,649.71	\$33,948.56	\$35,299.85	\$36,704.28	\$38,166.33	\$39,685.96	\$41,266.89	\$42,088.53	\$43,765.36
<b>ED</b>	<b>7</b>	<b>hrly</b>	\$18.65	\$19.40	\$20.17	\$20.97	\$21.81	\$22.67	\$23.58	\$24.05	\$25.01
		<b>wkly</b>	\$652.86	\$678.84	\$705.85	\$733.97	\$763.19	\$793.59	\$825.20	\$841.65	\$875.19
		<b>yrly</b>	\$33,948.56	\$35,299.85	\$36,704.28	\$38,166.33	\$39,685.96	\$41,266.89	\$42,910.58	\$43,765.73	\$45,509.65
<b>ED</b>	<b>8</b>	<b>hrly</b>	\$19.40	\$20.17	\$20.97	\$21.81	\$22.67	\$23.58	\$24.52	\$25.01	\$26.00
		<b>wkly</b>	\$678.84	\$705.85	\$733.97	\$763.19	\$793.59	\$825.20	\$858.08	\$875.18	\$910.05
		<b>yrly</b>	\$35,299.85	\$36,704.28	\$38,166.33	\$39,685.96	\$41,266.89	\$42,910.58	\$44,619.99	\$45,509.15	\$47,322.80
<b>ED</b>	<b>9</b>	<b>hrly</b>	\$20.17	\$20.97	\$21.81	\$22.67	\$23.58	\$24.52	\$25.49	\$26.00	\$27.04
		<b>wkly</b>	\$705.85	\$733.97	\$763.19	\$793.59	\$825.20	\$858.08	\$892.28	\$910.07	\$946.34
		<b>yrly</b>	\$36,704.28	\$38,166.33	\$39,685.96	\$41,266.89	\$42,910.58	\$44,619.99	\$46,398.80	\$47,323.53	\$49,209.76
<b>ED</b>	<b>10</b>	<b>hrly</b>	\$20.97	\$21.81	\$22.67	\$23.58	\$24.52	\$25.49	\$26.51	\$27.04	\$28.12
		<b>wkly</b>	\$733.97	\$763.19	\$793.59	\$825.20	\$858.08	\$892.28	\$927.86	\$946.35	\$984.08
		<b>yrly</b>	\$38,166.33	\$39,685.96	\$41,266.89	\$42,910.58	\$44,619.99	\$46,398.80	\$48,248.50	\$49,210.21	\$51,171.90
<b>ED</b>	<b>11</b>	<b>hrly</b>	\$21.81	\$22.67	\$23.58	\$24.52	\$25.49	\$26.51	\$27.57	\$28.12	\$29.24
		<b>wkly</b>	\$763.19	\$793.59	\$825.20	\$858.08	\$892.28	\$927.86	\$964.82	\$984.05	\$1,023.28
		<b>yrly</b>	\$39,685.96	\$41,266.89	\$42,910.58	\$44,619.99	\$46,398.80	\$48,248.50	\$50,170.57	\$51,170.54	\$53,210.65
<b>ED</b>	<b>12</b>	<b>hrly</b>	\$22.67	\$23.58	\$24.52	\$25.49	\$26.51	\$27.57	\$28.67	\$29.24	\$30.40
		<b>wkly</b>	\$793.59	\$825.20	\$858.08	\$892.28	\$927.86	\$964.82	\$1,003.30	\$1,023.31	\$1,064.11
		<b>yrly</b>	\$41,266.89	\$42,910.58	\$44,619.99	\$46,398.80	\$48,248.50	\$50,170.57	\$52,171.65	\$53,211.97	\$55,333.73
<b>ED</b>	<b>13</b>	<b>hrly</b>	\$23.58	\$24.52	\$25.49	\$26.51	\$27.57	\$28.67	\$29.81	\$30.40	\$31.61
		<b>wkly</b>	\$825.20	\$858.08	\$892.28	\$927.86	\$964.82	\$1,003.30	\$1,043.29	\$1,064.09	\$1,106.52
		<b>yrly</b>	\$42,910.58	\$44,619.99	\$46,398.80	\$48,248.50	\$50,170.57	\$52,171.65	\$54,250.99	\$55,332.45	\$57,539.04
<b>ED</b>	<b>14</b>	<b>hrly</b>	\$24.52	\$25.49	\$26.51	\$27.57	\$28.67	\$29.81	\$31.00	\$31.62	\$32.88
		<b>wkly</b>	\$858.08	\$892.28	\$927.86	\$964.82	\$1,003.30	\$1,043.29	\$1,084.89	\$1,106.53	\$1,150.66
		<b>yrly</b>	\$44,619.99	\$46,398.80	\$48,248.50	\$50,170.57	\$52,171.65	\$54,250.99	\$56,414.51	\$57,539.44	\$59,834.31
<b>ED</b>	<b>15</b>	<b>hrly</b>	\$25.49	\$26.51	\$27.57	\$28.67	\$29.81	\$31.00	\$32.23	\$32.88	\$34.19
		<b>wkly</b>	\$892.28	\$927.86	\$964.82	\$1,003.30	\$1,043.29	\$1,084.89	\$1,128.16	\$1,150.66	\$1,196.56
		<b>yrly</b>	\$46,398.80	\$48,248.50	\$50,170.57	\$52,171.65	\$54,250.99	\$56,414.51	\$58,664.44	\$59,834.27	\$62,220.92

**Salary Schedule A**  
**Effective 1/3/2015**  
**3% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>ED</b>	<b>1</b>	<b>hrly</b>	\$15.20	\$15.81	\$16.44	\$17.09	\$17.77	\$18.48	\$19.21	\$19.60	\$20.38
		<b>wkly</b>	\$532.16	\$553.28	\$575.30	\$598.19	\$621.97	\$646.72	\$672.44	\$685.83	\$713.13
		<b>yrly</b>	\$27,672.52	\$28,770.77	\$29,915.40	\$31,105.66	\$32,342.33	\$33,629.20	\$34,967.01	\$35,662.98	\$37,082.58
<b>ED</b>	<b>2</b>	<b>hrly</b>	\$15.81	\$16.44	\$17.09	\$17.77	\$18.48	\$19.21	\$19.98	\$20.38	\$21.19
		<b>wkly</b>	\$553.28	\$575.30	\$598.19	\$621.97	\$646.72	\$672.44	\$699.21	\$713.13	\$741.52
		<b>yrly</b>	\$28,770.77	\$29,915.40	\$31,105.66	\$32,342.33	\$33,629.20	\$34,967.01	\$36,358.84	\$37,082.85	\$38,559.25
<b>ED</b>	<b>3</b>	<b>hrly</b>	\$16.44	\$17.09	\$17.77	\$18.48	\$19.21	\$19.98	\$20.77	\$21.19	\$22.03
		<b>wkly</b>	\$575.30	\$598.19	\$621.97	\$646.72	\$672.44	\$699.21	\$727.03	\$741.49	\$771.02
		<b>yrly</b>	\$29,915.40	\$31,105.66	\$32,342.33	\$33,629.20	\$34,967.01	\$36,358.84	\$37,805.41	\$38,557.72	\$40,093.12
<b>ED</b>	<b>4</b>	<b>hrly</b>	\$17.09	\$17.77	\$18.48	\$19.21	\$19.98	\$20.77	\$21.60	\$22.03	\$22.91
		<b>wkly</b>	\$598.19	\$621.97	\$646.72	\$672.44	\$699.21	\$727.03	\$755.99	\$771.04	\$801.74
		<b>yrly</b>	\$31,105.66	\$32,342.33	\$33,629.20	\$34,967.01	\$36,358.84	\$37,805.41	\$39,311.32	\$40,093.82	\$41,690.67
<b>ED</b>	<b>5</b>	<b>hrly</b>	\$17.77	\$18.48	\$19.21	\$19.98	\$20.77	\$21.60	\$22.46	\$22.91	\$23.82
		<b>wkly</b>	\$621.97	\$646.72	\$672.44	\$699.21	\$727.03	\$755.99	\$786.09	\$801.74	\$833.68
		<b>yrly</b>	\$32,342.33	\$33,629.20	\$34,967.01	\$36,358.84	\$37,805.41	\$39,311.32	\$40,876.54	\$41,690.49	\$43,351.20
<b>ED</b>	<b>6</b>	<b>hrly</b>	\$18.48	\$19.21	\$19.98	\$20.77	\$21.60	\$22.46	\$23.35	\$23.82	\$24.77
		<b>wkly</b>	\$646.72	\$672.44	\$699.21	\$727.03	\$755.99	\$786.09	\$817.40	\$833.68	\$866.89
		<b>yrly</b>	\$33,629.20	\$34,967.01	\$36,358.84	\$37,805.41	\$39,311.32	\$40,876.54	\$42,504.90	\$43,351.19	\$45,078.32
<b>ED</b>	<b>7</b>	<b>hrly</b>	\$19.21	\$19.98	\$20.77	\$21.60	\$22.46	\$23.35	\$24.28	\$24.77	\$25.76
		<b>wkly</b>	\$672.44	\$699.21	\$727.03	\$755.99	\$786.09	\$817.40	\$849.96	\$866.90	\$901.44
		<b>yrly</b>	\$34,967.01	\$36,358.84	\$37,805.41	\$39,311.32	\$40,876.54	\$42,504.90	\$44,197.89	\$45,078.70	\$46,874.94
<b>ED</b>	<b>8</b>	<b>hrly</b>	\$19.98	\$20.77	\$21.60	\$22.46	\$23.35	\$24.28	\$25.25	\$25.76	\$26.78
		<b>wkly</b>	\$699.21	\$727.03	\$755.99	\$786.09	\$817.40	\$849.96	\$883.82	\$901.43	\$937.36
		<b>yrly</b>	\$36,358.84	\$37,805.41	\$39,311.32	\$40,876.54	\$42,504.90	\$44,197.89	\$45,958.58	\$46,874.43	\$48,742.49
<b>ED</b>	<b>9</b>	<b>hrly</b>	\$20.77	\$21.60	\$22.46	\$23.35	\$24.28	\$25.25	\$26.26	\$26.78	\$27.85
		<b>wkly</b>	\$727.03	\$755.99	\$786.09	\$817.40	\$849.96	\$883.82	\$919.05	\$937.37	\$974.73
		<b>yrly</b>	\$37,805.41	\$39,311.32	\$40,876.54	\$42,504.90	\$44,197.89	\$45,958.58	\$47,790.77	\$48,743.24	\$50,686.05
<b>ED</b>	<b>10</b>	<b>hrly</b>	\$21.60	\$22.46	\$23.35	\$24.28	\$25.25	\$26.26	\$27.31	\$27.85	\$28.96
		<b>wkly</b>	\$755.99	\$786.09	\$817.40	\$849.96	\$883.82	\$919.05	\$955.69	\$974.74	\$1,013.60
		<b>yrly</b>	\$39,311.32	\$40,876.54	\$42,504.90	\$44,197.89	\$45,958.58	\$47,790.77	\$49,695.96	\$50,686.52	\$52,707.06
<b>ED</b>	<b>11</b>	<b>hrly</b>	\$22.46	\$23.35	\$24.28	\$25.25	\$26.26	\$27.31	\$28.39	\$28.96	\$30.11
		<b>wkly</b>	\$786.09	\$817.40	\$849.96	\$883.82	\$919.05	\$955.69	\$993.76	\$1,013.57	\$1,053.98
		<b>yrly</b>	\$40,876.54	\$42,504.90	\$44,197.89	\$45,958.58	\$47,790.77	\$49,695.96	\$51,675.69	\$52,705.66	\$54,806.97
<b>ED</b>	<b>12</b>	<b>hrly</b>	\$23.35	\$24.28	\$25.25	\$26.26	\$27.31	\$28.39	\$29.53	\$30.11	\$31.32
		<b>wkly</b>	\$817.40	\$849.96	\$883.82	\$919.05	\$955.69	\$993.76	\$1,033.40	\$1,054.01	\$1,096.03
		<b>yrly</b>	\$42,504.90	\$44,197.89	\$45,958.58	\$47,790.77	\$49,695.96	\$51,675.69	\$53,736.80	\$54,808.33	\$56,993.75
<b>ED</b>	<b>13</b>	<b>hrly</b>	\$24.28	\$25.25	\$26.26	\$27.31	\$28.39	\$29.53	\$30.70	\$31.31	\$32.56
		<b>wkly</b>	\$849.96	\$883.82	\$919.05	\$955.69	\$993.76	\$1,033.40	\$1,074.59	\$1,096.01	\$1,139.72
		<b>yrly</b>	\$44,197.89	\$45,958.58	\$47,790.77	\$49,695.96	\$51,675.69	\$53,736.80	\$55,878.52	\$56,992.43	\$59,265.21
<b>ED</b>	<b>14</b>	<b>hrly</b>	\$25.25	\$26.26	\$27.31	\$28.39	\$29.53	\$30.70	\$31.93	\$32.56	\$33.86
		<b>wkly</b>	\$883.82	\$919.05	\$955.69	\$993.76	\$1,033.40	\$1,074.59	\$1,117.44	\$1,139.72	\$1,185.18
		<b>yrly</b>	\$45,958.58	\$47,790.77	\$49,695.96	\$51,675.69	\$53,736.80	\$55,878.52	\$58,106.95	\$59,265.62	\$61,629.34
<b>ED</b>	<b>15</b>	<b>hrly</b>	\$26.26	\$27.31	\$28.39	\$29.53	\$30.70	\$31.93	\$33.20	\$33.86	\$35.21
		<b>wkly</b>	\$919.05	\$955.69	\$993.76	\$1,033.40	\$1,074.59	\$1,117.44	\$1,162.01	\$1,185.18	\$1,232.45
		<b>yrly</b>	\$47,790.77	\$49,695.96	\$51,675.69	\$53,736.80	\$55,878.52	\$58,106.95	\$60,424.37	\$61,629.30	\$64,087.55

**Salary Schedule A**  
**Effective 1/2/2016**  
**3% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>ED</b>	<b>1</b>	<b>hrly</b>	\$15.66	\$16.28	\$16.93	\$17.60	\$18.30	\$19.03	\$19.79	\$20.18	\$20.99
		<b>wkly</b>	\$548.13	\$569.88	\$592.56	\$616.13	\$640.63	\$666.12	\$692.62	\$706.40	\$734.52
		<b>yrly</b>	\$28,502.69	\$29,633.89	\$30,812.86	\$32,038.83	\$33,312.60	\$34,638.07	\$36,016.03	\$36,732.87	\$38,195.06
<b>ED</b>	<b>2</b>	<b>hrly</b>	\$16.28	\$16.93	\$17.60	\$18.30	\$19.03	\$19.79	\$20.58	\$20.99	\$21.82
		<b>wkly</b>	\$569.88	\$592.56	\$616.13	\$640.63	\$666.12	\$692.62	\$720.18	\$734.53	\$763.77
		<b>yrly</b>	\$29,633.89	\$30,812.86	\$32,038.83	\$33,312.60	\$34,638.07	\$36,016.03	\$37,449.61	\$38,195.34	\$39,716.03
<b>ED</b>	<b>3</b>	<b>hrly</b>	\$16.93	\$17.60	\$18.30	\$19.03	\$19.79	\$20.58	\$21.40	\$21.82	\$22.69
		<b>wkly</b>	\$592.56	\$616.13	\$640.63	\$666.12	\$692.62	\$720.18	\$748.84	\$763.74	\$794.15
		<b>yrly</b>	\$30,812.86	\$32,038.83	\$33,312.60	\$34,638.07	\$36,016.03	\$37,449.61	\$38,939.57	\$39,714.45	\$41,295.91
<b>ED</b>	<b>4</b>	<b>hrly</b>	\$17.60	\$18.30	\$19.03	\$19.79	\$20.58	\$21.40	\$22.25	\$22.69	\$23.59
		<b>wkly</b>	\$616.13	\$640.63	\$666.12	\$692.62	\$720.18	\$748.84	\$778.67	\$794.17	\$825.80
		<b>yrly</b>	\$32,038.83	\$33,312.60	\$34,638.07	\$36,016.03	\$37,449.61	\$38,939.57	\$40,490.65	\$41,296.64	\$42,941.39
<b>ED</b>	<b>5</b>	<b>hrly</b>	\$18.30	\$19.03	\$19.79	\$20.58	\$21.40	\$22.25	\$23.13	\$23.59	\$24.53
		<b>wkly</b>	\$640.63	\$666.12	\$692.62	\$720.18	\$748.84	\$778.67	\$809.67	\$825.79	\$858.69
		<b>yrly</b>	\$33,312.60	\$34,638.07	\$36,016.03	\$37,449.61	\$38,939.57	\$40,490.65	\$42,102.84	\$42,941.21	\$44,651.74
<b>ED</b>	<b>6</b>	<b>hrly</b>	\$19.03	\$19.79	\$20.58	\$21.40	\$22.25	\$23.13	\$24.05	\$24.53	\$25.51
		<b>wkly</b>	\$666.12	\$692.62	\$720.18	\$748.84	\$778.67	\$809.67	\$841.92	\$858.69	\$892.90
		<b>yrly</b>	\$34,638.07	\$36,016.03	\$37,449.61	\$38,939.57	\$40,490.65	\$42,102.84	\$43,780.05	\$44,651.73	\$46,430.67
<b>ED</b>	<b>7</b>	<b>hrly</b>	\$19.79	\$20.58	\$21.40	\$22.25	\$23.13	\$24.05	\$25.01	\$25.51	\$26.53
		<b>wkly</b>	\$692.62	\$720.18	\$748.84	\$778.67	\$809.67	\$841.92	\$875.46	\$892.91	\$928.48
		<b>yrly</b>	\$36,016.03	\$37,449.61	\$38,939.57	\$40,490.65	\$42,102.84	\$43,780.05	\$45,523.83	\$46,431.07	\$48,281.19
<b>ED</b>	<b>8</b>	<b>hrly</b>	\$20.58	\$21.40	\$22.25	\$23.13	\$24.05	\$25.01	\$26.01	\$26.53	\$27.59
		<b>wkly</b>	\$720.18	\$748.84	\$778.67	\$809.67	\$841.92	\$875.46	\$910.33	\$928.47	\$965.48
		<b>yrly</b>	\$37,449.61	\$38,939.57	\$40,490.65	\$42,102.84	\$43,780.05	\$45,523.83	\$47,337.34	\$48,280.66	\$50,204.76
<b>ED</b>	<b>9</b>	<b>hrly</b>	\$21.40	\$22.25	\$23.13	\$24.05	\$25.01	\$26.01	\$27.05	\$27.59	\$28.68
		<b>wkly</b>	\$748.84	\$778.67	\$809.67	\$841.92	\$875.46	\$910.33	\$946.62	\$965.49	\$1,003.97
		<b>yrly</b>	\$38,939.57	\$40,490.65	\$42,102.84	\$43,780.05	\$45,523.83	\$47,337.34	\$49,224.49	\$50,205.54	\$52,206.63
<b>ED</b>	<b>10</b>	<b>hrly</b>	\$22.25	\$23.13	\$24.05	\$25.01	\$26.01	\$27.05	\$28.12	\$28.69	\$29.83
		<b>wkly</b>	\$778.67	\$809.67	\$841.92	\$875.46	\$910.33	\$946.62	\$984.36	\$1,003.98	\$1,044.01
		<b>yrly</b>	\$40,490.65	\$42,102.84	\$43,780.05	\$45,523.83	\$47,337.34	\$49,224.49	\$51,186.84	\$52,207.11	\$54,288.27
<b>ED</b>	<b>11</b>	<b>hrly</b>	\$23.13	\$24.05	\$25.01	\$26.01	\$27.05	\$28.12	\$29.25	\$29.83	\$31.02
		<b>wkly</b>	\$809.67	\$841.92	\$875.46	\$910.33	\$946.62	\$984.36	\$1,023.58	\$1,043.98	\$1,085.60
		<b>yrly</b>	\$42,102.84	\$43,780.05	\$45,523.83	\$47,337.34	\$49,224.49	\$51,186.84	\$53,225.96	\$54,286.83	\$56,451.18
<b>ED</b>	<b>12</b>	<b>hrly</b>	\$24.05	\$25.01	\$26.01	\$27.05	\$28.12	\$29.25	\$30.41	\$31.02	\$32.25
		<b>wkly</b>	\$841.92	\$875.46	\$910.33	\$946.62	\$984.36	\$1,023.58	\$1,064.40	\$1,085.63	\$1,128.91
		<b>yrly</b>	\$43,780.05	\$45,523.83	\$47,337.34	\$49,224.49	\$51,186.84	\$53,225.96	\$55,348.90	\$56,452.58	\$58,703.56
<b>ED</b>	<b>13</b>	<b>hrly</b>	\$25.01	\$26.01	\$27.05	\$28.12	\$29.25	\$30.41	\$31.62	\$32.25	\$33.54
		<b>wkly</b>	\$875.46	\$910.33	\$946.62	\$984.36	\$1,023.58	\$1,064.40	\$1,106.82	\$1,128.89	\$1,173.91
		<b>yrly</b>	\$45,523.83	\$47,337.34	\$49,224.49	\$51,186.84	\$53,225.96	\$55,348.90	\$57,554.88	\$58,702.20	\$61,043.17
<b>ED</b>	<b>14</b>	<b>hrly</b>	\$26.01	\$27.05	\$28.12	\$29.25	\$30.41	\$31.62	\$32.88	\$33.54	\$34.88
		<b>wkly</b>	\$910.33	\$946.62	\$984.36	\$1,023.58	\$1,064.40	\$1,106.82	\$1,150.96	\$1,173.92	\$1,220.73
		<b>yrly</b>	\$47,337.34	\$49,224.49	\$51,186.84	\$53,225.96	\$55,348.90	\$57,554.88	\$59,850.16	\$61,043.59	\$63,478.22
<b>ED</b>	<b>15</b>	<b>hrly</b>	\$27.05	\$28.12	\$29.25	\$30.41	\$31.62	\$32.88	\$34.20	\$34.88	\$36.27
		<b>wkly</b>	\$946.62	\$984.36	\$1,023.58	\$1,064.40	\$1,106.82	\$1,150.96	\$1,196.87	\$1,220.73	\$1,269.43
		<b>yrly</b>	\$49,224.49	\$51,186.84	\$53,225.96	\$55,348.90	\$57,554.88	\$59,850.16	\$62,237.11	\$63,478.18	\$66,010.17



## **SUPPLEMENTAL AGREEMENTS PART B: BOSTON CENTERS FOR YOUTH AND FAMILIES**

### **Article 11: Hours of Work and Overtime**

**Section 1.** The parties agree that the core workweek for full-time employees shall be no less than thirty-five (35) hours per week over five (5) consecutive seven (7) hour days. The parties recognize that the responsibility and nature of the work for these employees requires flexibility for hours of work, including the hours per day as well as the days per week. The workweek shall consist of five (5) consecutive days between Monday and Sunday, inclusive. All employees shall be scheduled to work on regular work shifts, which shall be defined as the hours an employee is required to work during a workday. Work shifts shall have a regular starting time and quitting time. Employees shall be given reasonable notice of any change in their work shift or schedule; reasonable notice, except in extreme circumstances shall be fourteen (14) calendar days.

**Section 2.** All authorized overtime service in excess of an employee's regular full-time workday or workweek shall be compensated with compensatory time or overtime payment on a time and one-half basis, except that service on the seventh consecutive day of actual work in a workweek shall be compensated at double time. Overtime shall be computed using the employee's regular rate of pay. The payment of either overtime pay or the granting of compensatory time off shall be at the discretion of the City, except that overtime pay will be granted for any hours worked beyond an employee's regular full-time workday or workweek where the granting of compensatory time would result in an employee having more than thirty-five (35) hours of accrued compensatory time. Once accrued, the use of compensatory time shall be subject to the operating needs of the Department and shall not be unreasonably denied. The City may, in its discretion, reduce the amount of accrued compensatory time of any employee by compensating the employee with a monetary payment, at their normal rate of pay, for any amount of the employee's compensatory time.

**Section 2A.** Notwithstanding the provisions of Section 2, above, any bargaining unit member who has four (4) or more non-documented absences in any quarter shall be ineligible for contractual overtime payments for a period of thirty (30) calendar days commencing upon notification from the Employer. For purposes of this Article, "non-documented absences" shall mean any absence not supported by acceptable medical documentation, as determined by management. Management shall not make such determinations in an arbitrary or capricious manner. Further, any such bargaining unit member who has an unpaid absence during a payroll week shall be ineligible for contractual overtime payments during that given payroll week. Nothing in this section shall preclude unit members from performing work outside their normally scheduled shift, nor does this section preclude bargaining unit members from receiving overtime compensation for hours actually worked over forty (40) hours per week

**Section 3.** An employee shall not be denied overtime compensation for authorized overtime service, as specified in Section 2 of this Article, by reason of authorized absence during the week in which such overtime service is performed. However, in the event of an unauthorized absence during the week in which such overtime service is performed, or in the event of absence without pay by reason of disciplinary action, such employee shall be compensated for such overtime service on a straight time basis only.

**Section 4.** Employees may be required to work overtime to meet the operational needs of the Department as determined by the Director, or his/her designee. Overtime work shall be distributed as equitably as possible as follows: The Department shall establish an overtime list consisting of SEIU employees in order of seniority. The Department shall first offer any authorized overtime in an SEIU position on a volunteer basis in accordance with Steps 1 through 3 below. For the purpose of a regular rotation of overtime opportunities but for such purpose only, overtime work refused shall be considered as overtime actually worked. If the Department calls an employee on the list to offer him/her an overtime opportunity but the employee does not answer, then the Department will offer the overtime opportunity to the next eligible employee; provided that the employee who did not answer shall not lose his/ her place on the rotating list. In the absence of any volunteers for overtime, the City may require employees to work overtime by inverse order of seniority. An employee will be excused from required overtime only for a compelling reason.

Step 1: The Department shall first offer an authorized overtime opportunity to SEIU members employed in the site where the overtime opportunity exists who are not already scheduled to work during any portion of the overtime shift and who are qualified to perform the overtime assignment.

Step 2: If the overtime opportunity is not accepted by an eligible site-level SEIU member at Step 1, then the Department shall offer it to SEIU members who hold the same job title as the overtime position and are not already scheduled to work during any portion of the overtime shift.

Step 3: If the overtime opportunity is not accepted by either an eligible site-level member or a member who holds the same job title as the overtime position, as set forth above in Steps 1 and 2 respectively, then the Department shall offer it to any SEIU member employed by BCYF who is not already scheduled to work during any portion of the overtime shift and is qualified to perform the overtime assignment.

The overtime list(s) shall be maintained by the Department and shall be posted in a conspicuous place in the personnel office of BCYF. Site specific overtime lists shall be posted at their respective sites. A copy of the overtime list(s) shall be provided to the Union on a monthly basis.

The parties agree to establish an overtime distribution compliance committee consisting of two (2) members of the Union and two (2) members of the City, which shall meet every three (3) months at the request of either party to discuss the implementation of overtime distribution as outlined herein. Meetings of the overtime distribution compliance committee shall be conducted separately from regular labor-management meetings, unless both parties mutually agree otherwise.

Where there is a complaint of a violation in the distribution of overtime, the City shall have thirty (30) days from the date of the complaint to correct any inequity. If said inequity is not corrected within that time, then the remedy for a violation shall be a cash payment equal to the amount of money the employee would have earned if said employee had not been deprived of the overtime opportunity.

Section 5. In the event an employee reports to his/her regular place of work at his/her regularly scheduled time and is sent home for lack of work; he/she shall be entitled to a day's pay.

Section 6. All employees shall be provided a fifteen (15) minute rest period during each one-half (1/2) workday. The rest period shall be scheduled at the middle of each one-half (1/2) workday whenever this is feasible.

Section 7. If an employee who has left his/her place of employment after having completed work on his/her regular shift is called back to work, he/she shall be paid for each hour worked on a time-and-one-half basis, and in no event shall he/she receive less than three (3) hours' pay on a straight time basis.

Section 8. The City agrees to give the Union reasonable notice of any proposed change in scheduled work shifts and an opportunity to discuss the proposed change.

Section 9. An employee who is required to work through his/her unpaid lunch hour will be granted flex-time for use during that same pay period, with the approval of his/her supervisor, or may be granted payment or compensatory time on a straight-time basis at the discretion of the City.

Section 10. In the event that an employee is asked by their supervisor to work before their regularly scheduled start time, or they are asked to work beyond their regularly scheduled end time, flex-time may be used on that day or within the same pay period. Flex-time is subject to the prior approval of Central Office or a specified designee. Flex-time not used in the same work week in which it is earned, shall be converted to compensatory time (on a time and half basis). Earned flex-time or compensatory time may be taken only with the prior approval of the employee's supervisor: such approval shall not be unreasonably denied.

## Article 19: Miscellaneous

### Section 2(a). Uniforms

Subject to operational needs and budgetary constraints the parties agree:

- I. The Department shall provide all pool personnel the following items upon commencement of employment - two (2) shirts of choice (T-Shirt, Long Sleeve T-Shirt or Tank top), two (2) pairs of swim shorts for males or two (2) swimsuits for females, one (1) sweatshirt, one (1) rescue pack w/ rescue mask and one (1) whistle. When necessary, said uniforms and/or equipment may be replaced upon request.
- II. The Department shall provide all Streetworkers a t-shirt, jacket or hooded sweatshirt upon commencement of employment with the City as a BCYF Streetworker. When necessary, said clothing may be replaced upon request.
- III. The Department shall provide all Maintenance Worker/Custodians one (1) winter weight jacket. Upon request, the Department shall replace such clothing when necessary.

## Article 20: Compensation

### Section 11(A). Night Shift Differential and Weekend Differential

1. Whenever in the course of his/her regular service an employee works a night shift, he/she shall be paid a night shift differential of twenty (20.00) dollars per week in addition to his/her regular pay. The term "night shift" shall mean a regular work shift four or more hours of which occur between 6:00 p.m. on one day and 8:00 am. on the next succeeding day.
2. There shall be a weekend differential of fifty cents (\$0.50) for all regularly scheduled hours actually worked between the hours of midnight Friday and midnight Sunday.

### Section 13. Boston Centers for Youth and Families Water Safety Instructor Upgrade/Downgrade

All Boston Centers for Youth and Families Lifeguards shall be re-titled lifeguard 1 and shall remain at pay grade CC-4. Any lifeguard who possesses a valid Water Safety Instructor (WSI) Certificate, maintains it annually, and provides proof of such certification acceptable to the Department, will be titled Lifeguard 2 and receive a one grade upgrade to CC-5 at his/her present salary step for as long as they maintain the WSI. If a Lifeguard 2 ceases to have a valid WSI, he/she shall return to a Lifeguard I at his/her current salary step.

### Side Letter of Agreement

1. Effective the first pay period after ratification Receptionists, Building Assistants and Program Assistants in the Boston Centers for Youth and Families, currently graded as CC3, shall be upgraded to CC4.
2. Effective July 1, 2013, all Boston Center for Youth and Families Lifeguards I, Lifeguards II, and Head Lifeguards who possess a valid Certified Pool Operation (CPO) certificate, maintain it, and provide proof of such certification acceptable to the Department, shall be paid a CPO stipend of fifteen dollars (\$15.00) per week in addition to his/her regular pay. If a Lifeguard I, Lifeguard II, or Head Lifeguard ceases to have a valid CPO, he/she shall cease to receive the fifteen dollar (\$15.00) stipend.

## **APPENDIX A: JOB SERIES**

### **Cluster1:**

Building Manager	(CC-7)
Maintenance Worker/Custodian	(CC-6)
Building Assistant	(CC-3)

### **Cluster2:**

Security Guard	(CC-2)
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### **Cluster3:**

GED Tester	(CC-13)
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### **Cluster4:**

Elderly Service Coordinator	(CC-15)
Elderly Service Worker	(CC-7)

### **Cluster5:**

Program Developer	(CC-15)
Job Developer	(CC-12)
Assistant Program Developer	(CC-7)

### **Cluster6:**

Social Service Coordinator	(CC-13)
Child Care Director	(CC-13)
Head Teacher	(CC-11)
Lead Teacher	(CC-10)
Child Care Worker	(CC-8)
Teacher I	(CC-8)
Assistant Teacher	(CC-4)
Van Driver	(CC-3)
Van Monitor	(CC-2)

### **Cluster7:**

Administrative Teacher	(CC-13)
Teacher II	(CC-11)
Teacher/Counselor	(CC-11)
Art Specialist	(CC-9)
Human Service Advocate	(CC-7)
Counselor	(CC-7)

### **Cluster8:**

Sr. Streetworker	(CC-11)
Sr. Youth Worker	(CC-10)
Streetworker	(CC-9)
Youth Worker	(CC-8)
Court Diversion Worker	(CC-7)

### **Cluster9:**

Lead Tennis Instructor	(CC-10)
Tennis Instructor	(CC-8)
Athletic Director	(CC-7)
Head Lifeguard	(CC-7)
Athletic Assistant	(CC-4)
Lifeguard I	(CC-4)
Lifeguard 2	(CC-5)
Gym Assistant	(CC-3)

### **Cluster10:**

Computer Instructor	(CC-14)
Tech Specialist	(CC-13)

**Cluster11:**

Resource Specialist (CC-10)

**Cluster12:**

Staff Assistant (CC-10)

Office Assistant (CC-6)

Receptionist (CC-3)

**Cluster13:**

Program Specialist (CC-8)

Program Assistant II (CC-5)

Program Assistant (CC-3)

**Cluster14:**

Program Coordinator (CC-4)

**Cluster15:**

Accountant (CC-13)

Payroll Clerk (CC-13)

Bookkeeper (CC-10)

**Appendix B**

**THE CITY OF BOSTON**

**BOSTON CENTERS FOR YOUTH & FAMILIES  
DEPARTMENT**

**DRUG AND ALCOHOL POLICY  
AND PROCEDURES**



## **I. STATEMENT OF PURPOSE**

The City of Boston Centers for Youth & Families Department (hereinafter “City of Boston”) recognizes that the misuse of alcohol and the use of drugs by City personnel may present a serious threat to the safety of our employees, our program participants, and is contrary to efficient operations. Therefore, it is the policy of the City of Boston that employees of the Boston Centers for Youth & Families Department remain drug and alcohol free while on duty.

The City of Boston also seeks to foster a safe, healthy and productive work environment for our employees. To further these goals, the City of Boston provides access to then Employee Assistance Program (EAP) and has implemented this Drug and Alcohol Policy. The goal is to provide help for our employees who have substance abuse problems while ensuring that the workplace is operating safely and efficiently. The Drug and Alcohol Policy provides the City of Boston with reasonable measures to ensure that an employee’s drug and/or alcohol use does not jeopardize the successful operation of the City of Boston, the workplace or otherwise negatively affect the City of Boston, its employees or the general public.

## **II. COVERAGE AND IMPLEMENTATION**

The Drug and Alcohol Policy covers employees who are on duty in the Boston Centers for Youth & Families Department. The Drug and Alcohol Policy is effective October 5, 2005 or when all BCYF employees are trained, whichever is later.

All employees and their eligible family members have access to the City’s Employee Assistance Program (EAP) at no charge.

When treatment is necessary, coverage is based on the parameters set forth in the employee’s health insurance plan.

Where a bargaining unit alleges that the Department has violated the terms of this Policy in applying it to an employee, the employee’s union may file and pursue a grievance consistent with the terms of the Grievance/Arbitration provision of the applicable collective bargaining agreement.

## **III. EDUCATION AND TRAINING**

To assist employees in understanding the problems associated with substance abuse and in an on-going effort to prevent and eliminate substance abuse in the workplace, the City of Boston provides its employees with substance abuse and treatment resource information. In addition, all employees will receive education and training through the Office of Human Resources in the effects of drugs-alcohol in the workplace and in the identification of actions, appearance, and conduct of an employee that may indicate drug use and/or alcohol misuse. This policy will not be implemented until that training has been completed.

## **IV. SUPPORT FOR EMPLOYEES WHO VOLUNTARILY SEEK HELP**

The City of Boston supports early diagnosis and sound treatment efforts for substance abuse and encourages each employee to seek help voluntarily. The decision to seek early diagnosis and accept treatment for a substance abuse problem is the primary responsibility of the employee. It is important for an employee to seek assistance before a substance abuse problem impairs his/her performance.

To assist employees in obtaining treatment, the City of Boston offers the services of EAP that provides assessment, counseling and referral services for employees with substance abuse problems. These services may be accessed typically from 7 a.m. to 4 p.m., Monday through Friday. The EAP provides experienced counselors to help with problems related to drugs and/or alcohol. Anonymity and confidentiality are assured.

Employees who pursue counseling or treatment, including use of EAP, and who continue to work are subject to the same job performance and behavior standards as other employees.

## **V. PROHIBITED CONDUCT**

The following conduct related to the use of drugs and alcohol is prohibited. An employee who engages in prohibited conduct will be disciplined, up to and including termination, and may be subject to drug and/or alcohol testing.

**A. PROHIBITED USE OF ALCOHOL:**

The following conduct is prohibited:

1. Consumption, possession, manufacture, distribution, dispensation, sale or storage (including in a desk, locker, motor vehicle or other repository) of alcohol on/in City property/vehicles.
2. The city of Boston prohibits employees who leave City property during work hours to consume alcohol if they are returning to work, e.g. drinking during lunch or during breaks is prohibited.
3. Employees are prohibited from being under the influence of alcohol during work. An employee with a Blood Alcohol Content (BAC) of .08% during work hours is in violation of the Policy.

**B. PROHIBITED USE OF DRUGS:**

The following conduct is prohibited:

1. Use, possession, manufacture, distribution, dispensation, sale or storage (including in a desk, locker, motor vehicle or other repository) of alcohol on/in City property/vehicles.
2. Being under the influence, defined as a verified positive drug test result, of an illegal or illegally used drug during work hours.
3. Testing positive for drugs, as defined herein.

**C. PROHIBITED CONDUCT RELATED DRUGS AND ALCOHOL:**

The following conduct to drugs and/or alcohol is prohibited:

1. Switching, adulterating or committing any other misconduct pertaining to any sample.
2. Refusing to submit to a reasonable cause drug/alcohol test in a timely manner when so ordered by the City of Boston. Such action shall be treated as a positive verified test result.
3. Failure to provide an adequate sample for testing without a valid, medical explanation or engaging in conduct that clearly obstructs the testing constitutes a refusal to submit to a test.
4. For those employees referred to treatment by the City of Boston, failure to adhere to any of the requirements of the Rehabilitation Agreement;
5. Refusing to sign the:  
Certificate of Receipt – Drug and Alcohol Policy (Appendix A);  
Laboratory’s Chain of Custody Form(s); or  
Rehabilitation Agreement (Appendix D);

**VI. DRUG AND ALCOHOL TESTING**

The methods used to determine the presence of alcohol and/or drugs in the system include a urine<sup>3</sup> and/or breath test. The City of Boston will test for drugs and/or alcohol only where it has reasonable suspicion that the employee is under the influence of drugs and/or alcohol during work hours.

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<sup>3</sup> All urinalysis tests for drugs will use the “split sample” method of collection. The employee’s urine sample will be split into two specimen bottles. One will contain the primary specimen and the other the split specimen. The split specimen will be preserved under stringent laboratory conditions. Whenever an employee receives notification of a positive drug test, the employee may request that the

## Reasonable Suspicion and/or Alcohol Use Testing:

An employee shall be sent for an alcohol and drug test whenever a supervisor(s) has reasonable suspicion to believe the employee has:

1. Violated the prohibitions of the Drug and Alcohol Policy, or
2. If the employee's behavior and appearance indicate drug use and/or alcohol misuse.

The supervisor's determination that reasonable suspicion exists to require an alcohol and/or drug test will be based on specific, contemporaneous, articulable observations including the appearance, behavior, speech, and body odors of the employee. The supervisor must directly observe the behavior in question and may not rely on third-party reports of alcohol or drug misuse. In such case, the supervisor shall get a second opinion as to whether a referral is appropriate under the circumstances from the Appointing Authority or his/her designee, e.g. another trained supervisor to act as a witness. The supervisor will complete the "check-off" form that documents evidence of reasonable suspicion.

Factors will be "short-term" in the sense that they focus on what a supervisor sees during the employee's work hours. No long term factors, such as absences or abuse of sick leave may be used for Reasonable Suspicion testing.

## **VII. IMMEDIATE CONSEQUENCES**

Specific, immediate consequences shall take place whenever an employee engages in prohibited conduct. The immediate consequences may include referral, evaluation, and treatment. However, additional disciplinary consequences, outlined in Section VIII below, also follow any violation of the Policy. The immediate consequences are outlined below.

STEP 1. The employee shall be removed from work. Pending notification of the result of the drug/alcohol test, the employee shall be placed on administrative leave with pay.

STEP 2. The employee with a confirmed, positive drug test or a BAC of .08% or greater shall be evaluated by a Substance Abuse Professional (SAP) who will determine what treatment, if any, the employee needs to resolve his or her problems associated with alcohol misuse and drug use.

Where the SAP determines that treatment is required, the employee must sign a Rehabilitation Agreement and begin treatment within three (3) days of the meeting with the SAP, or as soon thereafter as the City can make the arrangements for treatment.

STEP 3. The employee must comply with the terms of his/her program (if any). If the employee required treatment, the employee must be re-evaluated by the SAP to determine whether the employee properly followed any prescribed treatment.

## **VIII. ADDITIONAL CONSEQUENCES**

The City of Boston has established the Drug and Alcohol Policy (Policy) to protect our employees, the City of Boston and the general public from the negative effects of the substance abuse. Employees must recognize that the City shall treat a positive drug or alcohol test as a serious policy violation subject to serious disciplinary action.

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split sample be tested in a different certified laboratory. This request must be made within seventy-two (72) hour after the employee received notification of the positive drug test from the MRO. The employee must pay for the costs of the retest. However, if the retest is negative, the City will reimburse the employee for the costs of the retest.

Certain offenses, including but not limited to possession or sale of controlled substances or illegally used drugs on City premises, may result in a recommendation for termination.

The following consequences apply to an employee who has a positive alcohol and/or drug test result or other violation of the Policy:

During the initial six (6) month new hire probationary period, a positive drug or alcohol test will result in an automatic recommendation for termination.

Those employees who have completed the initial six(6) month new hire probationary period and who have a first and only positive drug and/or alcohol test will typically (a) be required to sign a Rehabilitation Agreement, (b) receive a 4-day unpaid suspension and (c) be referred to evaluation and treatment to be determined by the SAP. An employee may choose to waive her/his hearing rights prior to any disciplinary action.

Those employees who have a second positive drug or alcohol test and/or other violation of the Policy will typically (a) be required to sign a Rehabilitation Agreement and (b) be issued a twenty (20) working day unpaid suspension.

Those employees who have a third positive drug or alcohol test and/or engage in other conduct prohibited under this Policy shall be terminated.

If treatment is completed and an employee has no more violations to this policy within a five-year period, the record will be expunged from his/her personnel file. Where a gap of five (5) or more calendar years exists between violations of this Policy by an employee, the level of discipline will be handled as if this were the employee's first offense. By way of example, but not limitation, if an employee has a second positive drug or alcohol test resulting in a 20-working day suspension, and then his/her record remains clear for five (5) or more years before he/she has a third positive drug or alcohol test, barring other circumstances, such employee would receive (a) be required to sign a Rehabilitation Agreement, (b) receive a 4-day unpaid suspension and (c) be referred to evaluation and treatment to be determined by the SAP under the Policy rather than a termination. The 5-year period calculated hereunder commences on the date of the actual violation.

## **IX. INSPECTIONS**

The City of Boston respects the privacy of individuals. However, in cases where the City of Boston has reasonable cause to believe that an employee may be in possession of drugs, drug paraphernalia or alcohol in violation of this Policy while on City property, the City reserves the option to inspect all City property (including individual offices, desks and lockers).

For the purposes of inspections, reasonable cause must be based on specific, contemporaneous, articulable observations including the appearance, behavior, speech, and body odors of the employee. The supervisor must directly observe the behavior in question and may not rely on third-party reports of alcohol or drug misuse or Policy violations. Factors must be short-term in the sense that they focus on what a supervisor sees directly. No long-term factors, such as earlier observations that did not rise to the level of reasonable case may be used.

Such an inspection shall be performed by a supervisor and the head of the Department. The Union will be notified and be allowed to be present if the Department plans to search an employee's locker, locked drawer, or other area where the employee has reasonable expectation of privacy. To the greatest extent possible, the employee involved will be present during the inspection. If the employee refuses to be present at the inspection or in an urgent circumstance, the City will perform an inspection without the presence of the employee.

## **X. POLICY MODIFICATIONS**

Should the City of Boston desire to modify this Drug and Alcohol Policy, in whole or in part, it shall comply with any bargaining obligations it may have under M.G.L. Chapter 150E.

The Drug and Alcohol Policy does not create a binding employment contract or modify an existing contract.

## **XI. DEFINITIONS**

**Alcohol** – the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol's including methyl and isopropyl alcohol

**Alcohol Test** – a breath test using an evidential breath-testing device (EBT); the method of testing used to detect the level of alcohol (see Evidential Breath Test definition below). Both a screening test and a confirmation test must be used to establish a positive test result.

**Alcohol Concentration** – means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

**Alcohol Use** – means the consumption of any beverage, mixture, or preparation including any medication containing alcohol.

**Breath Alcohol Technician (BAT)** – an individual who instructs and assists individuals in the alcohol testing process and operates an Evidential Breath Testing device (EBT)

**Confirmation Test** – for alcohol testing, this means a second test, following a screening test with a result of .08% or greater, that provides quantitative data of alcohol concentration.

**City Property** – includes building, offices, warehouses, plants, facilities, land, equipment, vehicles which are owned, leased or used for City business and parking lots owned, utilized or leased by the City of Boston or any customer or supplier of the City of Boston. It also includes any other site at which the City of Boston business is transacted whether on or away from City owned or leased property.

**Drugs** – include both controlled substances and illegally used drugs.

**A Controlled Substance** is any drug included in Schedules I through V, as defined by Section 802(6) of Title 21 of the United States Code [21 USC 80296)], (e.g. cocaine, marijuana, amphetamine) the possession of which is unlawful under Chapter 13 of that title. The term does not include the use of prescribed drugs that have been legally obtained and are being used for the purpose for which they were prescribed. The following drugs will be tested for:

MARIJUANA	OPIATES (HEROIN)
COCAINE	AMPHETAMINES
PHENCYCLIDINE (PCP)	

**An Illegally Used Drug** is any prescribed drug which is legally obtainable but has not been legally obtained or is not being used for prescribed purposes, all designer drugs, and any other over-the counter or non-drug substances (e.g. airplane glue) being used for other than their intended purpose. (Note: A designer drug is a man-made drug, or combination of drugs, which is similar in basic scientific properties to a drug or controlled substance and is produced in a clandestine laboratory.)

**Drug Paraphernalia** – any item which is primarily intended or designed for use in the administering, transferring, manufacturing or storing of a drug or controlled substance and/or an illegally used drug.

**Drug Test** – a urinalysis (urine) test includes specimen collection and then testing by a laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

**Evidentiary Breath Test (EBT)** – a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Product's List of Evidential Breath Measurement Devices".

Medical Review Officer (MRO) – an independent, licensed physician responsible for receiving laboratory drug testing results. The MRO has knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate a positive test as it relates to the employee’s medical history and other biomedical information.

Reasonable Suspicion of Drug and/or Alcohol Use – Reasonable cause means such suspicion which will justify a supervisor in referring an employee for an alcohol and or drug test. Reasonable cause is more than mere speculation but less than absolute certainty. It is the amount of suspicion sufficient to convince a trained supervisor under the circumstances to believe that:

The employee has violated the Drug and Alcohol Policy or the actions, appearance, or the conduct of an employee reasonable indicate that the employee is under the influence of drugs or alcohol.

The cause must be based on fact and on specific, contemporaneous, articulable observations by a trained supervisor(s) concerning the appearance, behavior, speech, and body odors of the employee.

The supervisor must directly observe the behavior in question and may not rely on third party reports of alcohol or drug misuse.

Factors must be short-term in the sense that they focus on what a supervisor sees directly. No long-term factors, such as absences or abuse of sick leave may be used for Reasonable Cause testing.

Rehabilitation Program – includes the program an employee must enter whenever the employee violates the Drug and Alcohol Policy where so determined by the SAP. Each Rehabilitation Program will be tailored to the individual employee’s particular needs and may include both a treatment and an after-care component.

Screening Test – in alcohol testing, it means an analytical procedure to determine whether an employee may have a prohibited concentration in his or her system. In drug testing, it means an immunoassay screen to eliminate “negative” urine specimens from further consideration.

Substance Abuse Professional (SAP) – means a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professionals or addiction counselor with the knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders.

Treatment Program – is the first component of an employee’s Rehabilitation Program. The treatment program includes the inpatient or outpatient care the employee receives to resolve the employee’s drug and/or alcohol related problem when required to undergo such treatment by the City of Boston’s Substance Abuse Professional (SAP).

The treatment program is the employee’s individual course of treatment, mandated by the employee’s health care provider, which the employee must complete. When such treatment is necessary, coverage is based on the parameters set forth in the employee’s health insurance plan.

Under the Influence of Alcohol or Drugs – the presence of a measurable amount which is .08% or higher of alcohol in the blood or a verified positive drug test result, at levels specified below.

#### A. Initial Test:

The initial test shall use the immunoassay method. The following drugs will be tested for and the initial cutoff levels shall be used when screening specimens to determine whether they are negative for these five (5) drugs or classes of drugs.



These cutoff levels are subject to change by the Massachusetts Department of Public Health (MDPH) as advances in technology or other considerations warrant identification of these substances at other concentrations.

**B. Confirmation:**

1. All specimens identified as positive on the initial test shall be conformed using gas chromatography/mass spectrometry (GC/MS) techniques at the cutoff levels listed in this paragraph for each drug. All confirmations shall be by quantitative analysis.
2. These cutoff levels are subject to change by The Massachusetts Department of Public Health (MDPH) as advances in technology or other considerations warrant identification of these substances at other concentrations.

		Initial Cutoff Levels (ng/ml)
Marijuana metabolites		50
Cocaine metabolites		300
Opiate metabolites		300
Amphetamines		1,000
Phencyclidine		25

		Confirmatory test cutoff levels (ng/ml)'
Marijuana metabolite 2		15
Cocaine metabolite		150
Opiates:	Morphine	300
	Codeine	300
Phencyclidine		25
Amphetamines:	Amphetamine	500
	methamphetamine	500

**THE CITY OF BOSTON  
CERTIFICATE OF RECEIPT  
DRUG AND ALCOHOL POLICY**

I have received the Drug and Alcohol Policy of the City of Boston Centers for Youth & Families Department. I understand that I am required to read and comply with this policy. A copy of this certificate will be placed in the employee's personnel file.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
SIGNATURE FOR CITY OF BOSTON

\_\_\_\_\_  
EMPLOYEE'S NAME (PRINTED)

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

**THE CITY OF BOSTON**  
**SUBSTANCE ABUSE TESTING CONSENT FORM**

I understand that the Drug and Alcohol Policy establishes conditions under which I may be required to provide a breath and/or urine sample for alcohol and/or drug abuse testing. Should this occur, I hereby consent to such testing. I further authorize the testing laboratory to release my test results and related medical information to designated supervisors or the outside reviewing agent(s) chosen by the City of Boston.

Should there be a positive test result, I understand that the Medical Review Officer (MRO) may ask me to provide, and I agree to provide, information about any legal non-prescription drugs and other drugs for which I have a prescription that I take routinely or have taken within the last thirty (30) days.

I understand that any communication I may have with the collection site personnel, testing laboratories or MRO is not meant to create or imply any form of a doctor/patient relationship.

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EMPLOYEE'S SIGNATURE

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EMPLOYEE'S NAME (PRINTED)

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FOR THE CITY

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DATE

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DATE

**THE CITY OF BOSTON**  
**ALCOHOL/DRUG TESTING INFORMATION REFERRAL FORM**

Referring Supervisor: Complete this form when sending an applicant/employee for alcohol and/or drug testing. Please print all information. The referring supervisor shall explain to the employee his/her reason(s) for making the referral at the time such action is taken if so asked by the employee or Union steward.

Applicant/Employee: Present this form and valid picture identification to collection site personnel at the time of your arrival at the designated collection site.

NAME OF INDIVIDUAL TO BE TESTED: \_\_\_\_\_

INDIVIDUAL'S TELEPHONE NUMBER(S):      HOME: \_\_\_\_\_

WORK: \_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_

WORK TELEPHONE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Union Steward/Employee Comment Section (optional): \_\_\_\_\_

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**THE CITY OF BOSTON  
REHABILITATION AGREEMENT**

Name (Print & Initial): \_\_\_\_\_ Date: \_\_\_\_\_

On \_\_\_\_\_, 20\_\_\_\_, the City of Boston and I agreed that I seek counseling and referral to treatment for alcohol and /or drug abuse, in addition to any other consequences pursuant to the City's Drug and Alcohol Policy. The following conditions apply to my individual rehabilitation agreement:

I understand I must comply with the requirements of my after-care program(s). Furthermore, the City's Employee Assistance Program (EAP) personnel will notify the City in writing or appear for testimony at disciplinary hearings in the event an employee has not complied with the designated after-care program.

I understand that I am required to regularly attend my after-care sessions according to my individual rehabilitation plan and that my attendance will be monitored. Further, I understand the City will institute appropriate disciplinary action under the Drug and Alcohol Policy if I do not regularly attend. I also understand that one (1) or more unauthorized absences will be considered a serious disciplinary offense that may result in a recommendation for progressive discipline up to and including termination. The City and I agree that the Substance Abuse Professional (SAP) has the sole discretion to determine whether an absence is authorized and that the SAP's decision regarding an unauthorized absence is not grievable or subject to the grievance rules.

I authorize my after-care providers to submit monthly proof of enrollment and compliance of the programs to the Appointing Authority/designee of my Department. I understand these reports, to the greatest extent possible, will contain general, non-specific information regarding my enrollment and compliance and that any information regarding my treatment and after-care is confidential.

I will pay for all costs of treatment and after-care not covered under my health insurance plan.

I understand that if I violate the City's Drug and Alcohol Policy during or after treatment, I will be subject to discipline, up to and including termination. I hereby agree to all of the above conditions and authorize my after-care provider(s) to provide the City of Boston with proof of my enrollment and attendance.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date

Appointing Authority/Designee's Name \_\_\_\_\_

Appointing Authority/Designee's Signature \_\_\_\_\_

Date

# **APPENDIX C: WAGE SCALE FOR BOSTON CENTERS FOR YOUTH & FAMILIES**

## Salary Schedule A Effective 1/7/2012 1% Increase

Salary Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
CC	1	hrly	\$13.78	\$14.32	\$14.89	\$15.49	\$16.10	\$16.74	\$17.41	\$18.10
		wkly	\$482.17	\$501.33	\$521.28	\$542.01	\$563.56	\$585.98	\$609.30	\$633.54
		yrly	\$25,072.93	\$26,069.39	\$27,106.30	\$28,184.39	\$29,305.05	\$30,471.14	\$31,683.36	\$32,944.21
CC	2	hrly	\$14.32	\$14.89	\$15.49	\$16.10	\$16.74	\$17.41	\$18.10	\$18.82
		wkly	\$501.36	\$521.30	\$542.01	\$563.59	\$586.01	\$609.32	\$633.56	\$658.78
		yrly	\$26,070.80	\$27,107.72	\$28,184.39	\$29,306.47	\$30,472.56	\$31,684.78	\$32,945.27	\$34,256.67
CC	3	hrly	\$14.89	\$15.49	\$16.10	\$16.74	\$17.41	\$18.10	\$18.82	\$19.57
		wkly	\$521.28	\$542.01	\$563.56	\$585.98	\$609.30	\$633.54	\$658.76	\$684.98
		yrly	\$27,106.30	\$28,184.39	\$29,305.05	\$30,471.14	\$31,683.36	\$32,943.85	\$34,255.43	\$35,618.98
CC	4	hrly	\$15.49	\$16.10	\$16.74	\$17.41	\$18.10	\$18.82	\$19.57	\$20.35
		wkly	\$542.01	\$563.56	\$585.98	\$609.30	\$633.54	\$658.76	\$684.98	\$712.25
		yrly	\$28,184.39	\$29,305.05	\$30,471.14	\$31,683.36	\$32,943.85	\$34,255.43	\$35,618.83	\$37,036.95
CC	5	hrly	\$16.10	\$16.74	\$17.41	\$18.10	\$18.82	\$19.57	\$20.35	\$21.16
		wkly	\$563.56	\$585.98	\$609.30	\$633.54	\$658.76	\$684.99	\$712.26	\$740.63
		yrly	\$29,305.05	\$30,471.14	\$31,683.36	\$32,943.85	\$34,255.43	\$35,619.54	\$37,037.58	\$38,512.89
CC	6	hrly	\$16.74	\$17.41	\$18.10	\$18.82	\$19.57	\$20.35	\$21.16	\$22.00
		wkly	\$585.98	\$609.30	\$633.54	\$658.76	\$684.99	\$712.26	\$740.64	\$770.14
		yrly	\$30,471.14	\$31,683.36	\$32,943.85	\$34,255.43	\$35,619.54	\$37,037.58	\$38,513.11	\$40,047.38
CC	7	hrly	\$17.41	\$18.10	\$18.82	\$19.57	\$20.35	\$21.16	\$22.00	\$22.88
		wkly	\$609.30	\$633.54	\$658.76	\$684.99	\$712.26	\$740.64	\$770.13	\$800.81
		yrly	\$31,683.36	\$32,943.85	\$34,255.43	\$35,619.54	\$37,037.58	\$38,513.11	\$40,046.84	\$41,642.16
CC	8	hrly	\$18.10	\$18.82	\$19.57	\$20.35	\$21.16	\$22.00	\$22.88	\$23.79
		wkly	\$633.54	\$658.76	\$684.99	\$712.26	\$740.64	\$770.13	\$800.81	\$832.73
		yrly	\$32,943.85	\$34,255.43	\$35,619.54	\$37,037.58	\$38,513.11	\$40,046.84	\$41,642.32	\$43,301.86
CC	9	hrly	\$18.82	\$19.57	\$20.35	\$21.16	\$22.00	\$22.88	\$23.79	\$24.74
		wkly	\$658.76	\$684.99	\$712.26	\$740.64	\$770.13	\$800.81	\$832.72	\$865.91
		yrly	\$34,255.43	\$35,619.54	\$37,037.58	\$38,513.11	\$40,046.84	\$41,642.32	\$43,301.67	\$45,027.07
CC	10	hrly	\$19.57	\$20.35	\$21.16	\$22.00	\$22.88	\$23.79	\$24.74	\$25.73
		wkly	\$684.98	\$712.25	\$740.62	\$770.13	\$800.80	\$832.71	\$865.90	\$900.42
		yrly	\$35,618.83	\$37,036.87	\$38,512.40	\$40,046.84	\$41,641.61	\$43,300.96	\$45,027.03	\$46,821.85
CC	11	hrly	\$20.35	\$21.16	\$22.00	\$22.88	\$23.79	\$24.74	\$25.73	\$26.75
		wkly	\$712.25	\$740.62	\$770.12	\$800.80	\$832.71	\$865.89	\$900.41	\$936.31
		yrly	\$37,036.87	\$38,512.40	\$40,046.13	\$41,641.61	\$43,300.96	\$45,026.32	\$46,821.23	\$48,687.94
CC	12	hrly	\$21.16	\$22.00	\$22.88	\$23.79	\$24.74	\$25.73	\$26.75	\$27.82
		wkly	\$740.62	\$770.12	\$800.80	\$832.71	\$865.89	\$900.41	\$936.32	\$973.65
		yrly	\$38,512.40	\$40,046.13	\$41,641.61	\$43,300.96	\$45,026.32	\$46,821.23	\$48,688.53	\$50,629.96
CC	13	hrly	\$22.00	\$22.88	\$23.79	\$24.74	\$25.73	\$26.75	\$27.82	\$28.93
		wkly	\$770.12	\$800.80	\$832.71	\$865.89	\$900.41	\$936.32	\$973.63	\$1,012.46
		yrly	\$40,046.13	\$41,641.61	\$43,300.96	\$45,026.32	\$46,821.23	\$48,688.53	\$50,628.94	\$52,647.93
CC	14	hrly	\$22.88	\$23.79	\$24.74	\$25.73	\$26.75	\$27.82	\$28.93	\$30.08
		wkly	\$800.80	\$832.71	\$865.89	\$900.41	\$936.32	\$973.63	\$1,012.45	\$1,052.83
		yrly	\$41,641.61	\$43,300.96	\$45,026.32	\$46,821.23	\$48,688.53	\$50,628.94	\$52,647.41	\$54,747.05
CC	15	hrly	\$23.79	\$24.74	\$25.73	\$26.75	\$27.82	\$28.93	\$30.08	\$31.28
		wkly	\$832.71	\$865.89	\$900.41	\$936.32	\$973.63	\$1,012.45	\$1,052.82	\$1,094.81
		yrly	\$43,300.96	\$45,026.32	\$46,821.23	\$48,688.53	\$50,628.94	\$52,647.41	\$54,746.79	\$56,930.24



# Salary Schedule A

Effective 1/5/2013

2% Increase

Salary Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
CC	1	hrly	\$14.05	\$14.61	\$15.19	\$15.80	\$16.42	\$17.08	\$17.76	\$18.46
		wkly	\$491.82	\$511.36	\$531.70	\$552.85	\$574.83	\$597.70	\$621.48	\$646.21
		yrly	\$25,574.39	\$26,590.77	\$27,648.43	\$28,748.07	\$29,891.15	\$31,080.57	\$32,317.03	\$33,603.09
CC	2	hrly	\$14.61	\$15.19	\$15.80	\$16.42	\$17.08	\$17.76	\$18.46	\$19.20
		wkly	\$511.39	\$531.73	\$552.85	\$574.86	\$597.73	\$621.51	\$646.23	\$671.96
		yrly	\$26,592.22	\$27,649.88	\$28,748.07	\$29,892.60	\$31,082.01	\$32,318.48	\$33,604.17	\$34,941.80
CC	3	hrly	\$15.19	\$15.80	\$16.42	\$17.08	\$17.76	\$18.46	\$19.20	\$19.96
		wkly	\$531.70	\$552.85	\$574.83	\$597.70	\$621.48	\$646.21	\$671.93	\$698.68
		yrly	\$27,648.43	\$28,748.07	\$29,891.15	\$31,080.57	\$32,317.03	\$33,602.72	\$34,940.54	\$36,331.36
CC	4	hrly	\$15.80	\$16.42	\$17.08	\$17.76	\$18.46	\$19.20	\$19.96	\$20.76
		wkly	\$552.85	\$574.83	\$597.70	\$621.48	\$646.21	\$671.93	\$698.68	\$726.49
		yrly	\$28,748.07	\$29,891.15	\$31,080.57	\$32,317.03	\$33,602.72	\$34,940.54	\$36,331.20	\$37,777.69
CC	5	hrly	\$16.42	\$17.08	\$17.76	\$18.46	\$19.20	\$19.96	\$20.76	\$21.58
		wkly	\$574.83	\$597.70	\$621.48	\$646.21	\$671.93	\$698.69	\$726.51	\$755.45
		yrly	\$29,891.15	\$31,080.57	\$32,317.03	\$33,602.72	\$34,940.54	\$36,331.93	\$37,778.33	\$39,283.15
CC	6	hrly	\$17.08	\$17.76	\$18.46	\$19.20	\$19.96	\$20.76	\$21.58	\$22.44
		wkly	\$597.70	\$621.48	\$646.21	\$671.93	\$698.69	\$726.51	\$755.45	\$785.54
		yrly	\$31,080.57	\$32,317.03	\$33,602.72	\$34,940.54	\$36,331.93	\$37,778.33	\$39,283.38	\$40,848.33
CC	7	hrly	\$17.76	\$18.46	\$19.20	\$19.96	\$20.76	\$21.58	\$22.44	\$23.34
		wkly	\$621.48	\$646.21	\$671.93	\$698.69	\$726.51	\$755.45	\$785.53	\$816.83
		yrly	\$32,317.03	\$33,602.72	\$34,940.54	\$36,331.93	\$37,778.33	\$39,283.38	\$40,847.78	\$42,475.00
CC	8	hrly	\$18.46	\$19.20	\$19.96	\$20.76	\$21.58	\$22.44	\$23.34	\$24.27
		wkly	\$646.21	\$671.93	\$698.69	\$726.51	\$755.45	\$785.53	\$816.83	\$849.38
		yrly	\$33,602.72	\$34,940.54	\$36,331.93	\$37,778.33	\$39,283.38	\$40,847.78	\$42,475.16	\$44,167.90
CC	9	hrly	\$19.20	\$19.96	\$20.76	\$21.58	\$22.44	\$23.34	\$24.27	\$25.23
		wkly	\$671.93	\$698.69	\$726.51	\$755.45	\$785.53	\$816.83	\$849.38	\$883.22
		yrly	\$34,940.54	\$36,331.93	\$37,778.33	\$39,283.38	\$40,847.78	\$42,475.16	\$44,167.70	\$45,927.62
CC	10	hrly	\$19.96	\$20.76	\$21.58	\$22.44	\$23.34	\$24.27	\$25.23	\$26.24
		wkly	\$698.68	\$726.49	\$755.44	\$785.53	\$816.82	\$849.37	\$883.22	\$918.43
		yrly	\$36,331.20	\$37,777.61	\$39,282.65	\$40,847.78	\$42,474.44	\$44,166.98	\$45,927.57	\$47,758.29
CC	11	hrly	\$20.76	\$21.58	\$22.44	\$23.34	\$24.27	\$25.23	\$26.24	\$27.29
		wkly	\$726.49	\$755.44	\$785.52	\$816.82	\$849.37	\$883.21	\$918.42	\$955.03
		yrly	\$37,777.61	\$39,282.65	\$40,847.05	\$42,474.44	\$44,166.98	\$45,926.84	\$47,757.65	\$49,661.70
CC	12	hrly	\$21.58	\$22.44	\$23.34	\$24.27	\$25.23	\$26.24	\$27.29	\$28.38
		wkly	\$755.44	\$785.52	\$816.82	\$849.37	\$883.21	\$918.42	\$955.04	\$993.13
		yrly	\$39,282.65	\$40,847.05	\$42,474.44	\$44,166.98	\$45,926.84	\$47,757.65	\$49,662.30	\$51,642.56
CC	13	hrly	\$22.44	\$23.34	\$24.27	\$25.23	\$26.24	\$27.29	\$28.37	\$29.51
		wkly	\$785.52	\$816.82	\$849.37	\$883.21	\$918.42	\$955.04	\$993.11	\$1,032.71
		yrly	\$40,847.05	\$42,474.44	\$44,166.98	\$45,926.84	\$47,757.65	\$49,662.30	\$51,641.51	\$53,700.89
CC	14	hrly	\$23.34	\$24.27	\$25.23	\$26.24	\$27.29	\$28.37	\$29.51	\$30.68
		wkly	\$816.82	\$849.37	\$883.21	\$918.42	\$955.04	\$993.11	\$1,032.70	\$1,073.88
		yrly	\$42,474.44	\$44,166.98	\$45,926.84	\$47,757.65	\$49,662.30	\$51,641.51	\$53,700.36	\$55,841.99
CC	15	hrly	\$24.27	\$25.23	\$26.24	\$27.29	\$28.37	\$29.51	\$30.68	\$31.91
		wkly	\$849.37	\$883.21	\$918.42	\$955.04	\$993.11	\$1,032.70	\$1,073.88	\$1,116.71
		yrly	\$44,166.98	\$45,926.84	\$47,757.65	\$49,662.30	\$51,641.51	\$53,700.36	\$55,841.73	\$58,068.84

# Salary Schedule A

Effective 1/4/2014

3% Increase

Salary Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
CC	1	hrly	\$14.47	\$15.05	\$15.65	\$16.27	\$16.92	\$17.59	\$18.29	\$19.02
		wkly	\$506.57	\$526.70	\$547.65	\$569.43	\$592.07	\$615.63	\$640.13	\$665.60
		yrly	\$26,341.62	\$27,388.50	\$28,477.88	\$29,610.52	\$30,787.89	\$32,012.98	\$33,286.54	\$34,611.19
CC	2	hrly	\$15.05	\$15.65	\$16.27	\$16.92	\$17.59	\$18.29	\$19.02	\$19.77
		wkly	\$526.73	\$547.68	\$569.43	\$592.10	\$615.66	\$640.15	\$665.62	\$692.12
		yrly	\$27,389.99	\$28,479.37	\$29,610.52	\$30,789.38	\$32,014.47	\$33,288.03	\$34,612.30	\$35,990.06
CC	3	hrly	\$15.65	\$16.27	\$16.92	\$17.59	\$18.29	\$19.02	\$19.77	\$20.56
		wkly	\$547.65	\$569.43	\$592.07	\$615.63	\$640.13	\$665.59	\$692.09	\$719.64
		yrly	\$28,477.88	\$29,610.52	\$30,787.89	\$32,012.98	\$33,286.54	\$34,610.81	\$35,988.75	\$37,421.30
CC	4	hrly	\$16.27	\$16.92	\$17.59	\$18.29	\$19.02	\$19.77	\$20.56	\$21.38
		wkly	\$569.43	\$592.07	\$615.63	\$640.13	\$665.59	\$692.09	\$719.64	\$748.29
		yrly	\$29,610.52	\$30,787.89	\$32,012.98	\$33,286.54	\$34,610.81	\$35,988.75	\$37,421.14	\$38,911.02
CC	5	hrly	\$16.92	\$17.59	\$18.29	\$19.02	\$19.77	\$20.56	\$21.38	\$22.23
		wkly	\$592.07	\$615.63	\$640.13	\$665.59	\$692.09	\$719.65	\$748.30	\$778.11
		yrly	\$30,787.89	\$32,012.98	\$33,286.54	\$34,610.81	\$35,988.75	\$37,421.89	\$38,911.68	\$40,461.64
CC	6	hrly	\$17.59	\$18.29	\$19.02	\$19.77	\$20.56	\$21.38	\$22.23	\$23.12
		wkly	\$615.63	\$640.13	\$665.59	\$692.09	\$719.65	\$748.30	\$778.11	\$809.11
		yrly	\$32,012.98	\$33,286.54	\$34,610.81	\$35,988.75	\$37,421.89	\$38,911.68	\$40,461.88	\$42,073.78
CC	7	hrly	\$18.29	\$19.02	\$19.77	\$20.56	\$21.38	\$22.23	\$23.12	\$24.04
		wkly	\$640.13	\$665.59	\$692.09	\$719.65	\$748.30	\$778.11	\$809.10	\$841.33
		yrly	\$33,286.54	\$34,610.81	\$35,988.75	\$37,421.89	\$38,911.68	\$40,461.88	\$42,073.21	\$43,749.25
CC	8	hrly	\$19.02	\$19.77	\$20.56	\$21.38	\$22.23	\$23.12	\$24.04	\$25.00
		wkly	\$665.59	\$692.09	\$719.65	\$748.30	\$778.11	\$809.10	\$841.33	\$874.86
		yrly	\$34,610.81	\$35,988.75	\$37,421.89	\$38,911.68	\$40,461.88	\$42,073.21	\$43,749.42	\$45,492.94
CC	9	hrly	\$19.77	\$20.56	\$21.38	\$22.23	\$23.12	\$24.04	\$25.00	\$25.99
		wkly	\$692.09	\$719.65	\$748.30	\$778.11	\$809.10	\$841.33	\$874.86	\$909.72
		yrly	\$35,988.75	\$37,421.89	\$38,911.68	\$40,461.88	\$42,073.21	\$43,749.42	\$45,492.73	\$47,305.44
CC	10	hrly	\$20.56	\$21.38	\$22.23	\$23.12	\$24.04	\$25.00	\$25.99	\$27.03
		wkly	\$719.64	\$748.29	\$778.10	\$809.10	\$841.32	\$874.85	\$909.72	\$945.98
		yrly	\$37,421.14	\$38,910.94	\$40,461.13	\$42,073.21	\$43,748.67	\$45,491.99	\$47,305.39	\$49,191.04
CC	11	hrly	\$21.38	\$22.23	\$23.12	\$24.04	\$25.00	\$25.99	\$27.03	\$28.11
		wkly	\$748.29	\$778.10	\$809.09	\$841.32	\$874.85	\$909.70	\$945.97	\$983.68
		yrly	\$38,910.94	\$40,461.13	\$42,072.46	\$43,748.67	\$45,491.99	\$47,304.65	\$49,190.38	\$51,151.55
CC	12	hrly	\$22.23	\$23.12	\$24.04	\$25.00	\$25.99	\$27.03	\$28.11	\$29.23
		wkly	\$778.10	\$809.09	\$841.32	\$874.85	\$909.70	\$945.97	\$983.70	\$1,022.92
		yrly	\$40,461.13	\$42,072.46	\$43,748.67	\$45,491.99	\$47,304.65	\$49,190.38	\$51,152.17	\$53,191.84
CC	13	hrly	\$23.12	\$24.04	\$25.00	\$25.99	\$27.03	\$28.11	\$29.23	\$30.39
		wkly	\$809.09	\$841.32	\$874.85	\$909.70	\$945.97	\$983.70	\$1,022.90	\$1,063.69
		yrly	\$42,072.46	\$43,748.67	\$45,491.99	\$47,304.65	\$49,190.38	\$51,152.17	\$53,190.76	\$55,311.91
CC	14	hrly	\$24.04	\$25.00	\$25.99	\$27.03	\$28.11	\$29.23	\$30.39	\$31.60
		wkly	\$841.32	\$874.85	\$909.70	\$945.97	\$983.70	\$1,022.90	\$1,063.68	\$1,106.10
		yrly	\$43,748.67	\$45,491.99	\$47,304.65	\$49,190.38	\$51,152.17	\$53,190.76	\$55,311.37	\$57,517.25
CC	15	hrly	\$25.00	\$25.99	\$27.03	\$28.11	\$29.23	\$30.39	\$31.60	\$32.86
		wkly	\$874.85	\$909.70	\$945.97	\$983.70	\$1,022.90	\$1,063.68	\$1,106.10	\$1,150.21
		yrly	\$45,491.99	\$47,304.65	\$49,190.38	\$51,152.17	\$53,190.76	\$55,311.37	\$57,516.98	\$59,810.91

**Salary Schedule A**  
**Effective 1/3/2015**  
**3% Increase**

Salary Plan	Grade		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
CC	1	hrly	\$14.91	\$15.50	\$16.12	\$16.76	\$17.42	\$18.12	\$18.84	\$19.59
		wkly	\$521.77	\$542.50	\$564.08	\$586.52	\$609.84	\$634.10	\$659.33	\$685.57
		yrly	\$27,131.87	\$28,210.15	\$29,332.22	\$30,498.83	\$31,711.53	\$32,973.37	\$34,285.14	\$35,649.52
CC	2	hrly	\$15.50	\$16.12	\$16.76	\$17.42	\$18.12	\$18.84	\$19.59	\$20.37
		wkly	\$542.53	\$564.11	\$586.52	\$609.87	\$634.13	\$659.36	\$685.59	\$712.88
		yrly	\$28,211.69	\$29,333.76	\$30,498.83	\$31,713.06	\$32,974.91	\$34,286.67	\$35,650.67	\$37,069.76
CC	3	hrly	\$16.12	\$16.76	\$17.42	\$18.12	\$18.84	\$19.59	\$20.37	\$21.18
		wkly	\$564.08	\$586.52	\$609.84	\$634.10	\$659.33	\$685.56	\$712.85	\$741.23
		yrly	\$29,332.22	\$30,498.83	\$31,711.53	\$32,973.37	\$34,285.14	\$35,649.13	\$37,068.42	\$38,543.94
CC	4	hrly	\$16.76	\$17.42	\$18.12	\$18.84	\$19.59	\$20.37	\$21.18	\$22.02
		wkly	\$586.52	\$609.84	\$634.10	\$659.33	\$685.56	\$712.85	\$741.23	\$770.74
		yrly	\$30,498.83	\$31,711.53	\$32,973.37	\$34,285.14	\$35,649.13	\$37,068.42	\$38,543.77	\$40,078.35
CC	5	hrly	\$17.42	\$18.12	\$18.84	\$19.59	\$20.37	\$21.18	\$22.02	\$22.90
		wkly	\$609.84	\$634.10	\$659.33	\$685.56	\$712.85	\$741.24	\$770.75	\$801.45
		yrly	\$31,711.53	\$32,973.37	\$34,285.14	\$35,649.13	\$37,068.42	\$38,544.54	\$40,079.03	\$41,675.49
CC	6	hrly	\$18.12	\$18.84	\$19.59	\$20.37	\$21.18	\$22.02	\$22.90	\$23.81
		wkly	\$634.10	\$659.33	\$685.56	\$712.85	\$741.24	\$770.75	\$801.46	\$833.38
		yrly	\$32,973.37	\$34,285.14	\$35,649.13	\$37,068.42	\$38,544.54	\$40,079.03	\$41,675.73	\$43,335.99
CC	7	hrly	\$18.84	\$19.59	\$20.37	\$21.18	\$22.02	\$22.90	\$23.81	\$24.76
		wkly	\$659.33	\$685.56	\$712.85	\$741.24	\$770.75	\$801.46	\$833.37	\$866.57
		yrly	\$34,285.14	\$35,649.13	\$37,068.42	\$38,544.54	\$40,079.03	\$41,675.73	\$43,335.41	\$45,061.73
CC	8	hrly	\$19.59	\$20.37	\$21.18	\$22.02	\$22.90	\$23.81	\$24.76	\$25.75
		wkly	\$685.56	\$712.85	\$741.24	\$770.75	\$801.46	\$833.37	\$866.58	\$901.11
		yrly	\$35,649.13	\$37,068.42	\$38,544.54	\$40,079.03	\$41,675.73	\$43,335.41	\$45,061.90	\$46,857.72
CC	9	hrly	\$20.37	\$21.18	\$22.02	\$22.90	\$23.81	\$24.76	\$25.75	\$26.77
		wkly	\$712.85	\$741.24	\$770.75	\$801.46	\$833.37	\$866.58	\$901.11	\$937.01
		yrly	\$37,068.42	\$38,544.54	\$40,079.03	\$41,675.73	\$43,335.41	\$45,061.90	\$46,857.52	\$48,724.61
CC	10	hrly	\$21.18	\$22.02	\$22.90	\$23.81	\$24.76	\$25.75	\$26.77	\$27.84
		wkly	\$741.23	\$770.74	\$801.44	\$833.37	\$866.56	\$901.09	\$937.01	\$974.36
		yrly	\$38,543.77	\$40,078.26	\$41,674.96	\$43,335.41	\$45,061.13	\$46,856.75	\$48,724.56	\$50,666.77
CC	11	hrly	\$22.02	\$22.90	\$23.81	\$24.76	\$25.75	\$26.77	\$27.84	\$28.95
		wkly	\$770.74	\$801.44	\$833.36	\$866.56	\$901.09	\$937.00	\$974.35	\$1,013.19
		yrly	\$40,078.26	\$41,674.96	\$43,334.64	\$45,061.13	\$46,856.75	\$48,723.79	\$50,666.09	\$52,686.09
CC	12	hrly	\$22.90	\$23.81	\$24.76	\$25.75	\$26.77	\$27.84	\$28.95	\$30.10
		wkly	\$801.44	\$833.36	\$866.56	\$901.09	\$937.00	\$974.35	\$1,013.21	\$1,053.61
		yrly	\$41,674.96	\$43,334.64	\$45,061.13	\$46,856.75	\$48,723.79	\$50,666.09	\$52,686.73	\$54,787.59
CC	13	hrly	\$23.81	\$24.76	\$25.75	\$26.77	\$27.84	\$28.95	\$30.10	\$31.30
		wkly	\$833.36	\$866.56	\$901.09	\$937.00	\$974.35	\$1,013.21	\$1,053.59	\$1,095.60
		yrly	\$43,334.64	\$45,061.13	\$46,856.75	\$48,723.79	\$50,666.09	\$52,686.73	\$54,786.48	\$56,971.27
CC	14	hrly	\$24.76	\$25.75	\$26.77	\$27.84	\$28.95	\$30.10	\$31.30	\$32.55
		wkly	\$866.56	\$901.09	\$937.00	\$974.35	\$1,013.21	\$1,053.59	\$1,095.59	\$1,139.28
		yrly	\$45,061.13	\$46,856.75	\$48,723.79	\$50,666.09	\$52,686.73	\$54,786.48	\$56,970.71	\$59,242.77
CC	15	hrly	\$25.75	\$26.77	\$27.84	\$28.95	\$30.10	\$31.30	\$32.55	\$33.85
		wkly	\$901.09	\$937.00	\$974.35	\$1,013.21	\$1,053.59	\$1,095.59	\$1,139.28	\$1,184.72
		yrly	\$46,856.75	\$48,723.79	\$50,666.09	\$52,686.73	\$54,786.48	\$56,970.71	\$59,242.49	\$61,605.23

**Effective 1/2/2016  
3% Increase**

<b>Salary Plan</b>	<b>Grade</b>		<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>
CC	1	hrly	\$15.35	\$15.97	\$16.60	\$17.26	\$17.95	\$18.66	\$19.40	\$20.18
		wkly	\$537.42	\$558.78	\$581.00	\$604.11	\$628.13	\$653.13	\$679.11	\$706.13
		yrly	\$27,945.82	\$29,056.46	\$30,212.19	\$31,413.80	\$32,662.87	\$33,962.57	\$35,313.69	\$36,719.01
CC	2	hrly	\$15.97	\$16.60	\$17.26	\$17.95	\$18.66	\$19.40	\$20.18	\$20.98
		wkly	\$558.81	\$581.03	\$604.11	\$628.16	\$653.16	\$679.14	\$706.16	\$734.27
		yrly	\$29,058.04	\$30,213.77	\$31,413.80	\$32,664.45	\$33,964.16	\$35,315.27	\$36,720.19	\$38,181.85
CC	3	hrly	\$16.60	\$17.26	\$17.95	\$18.66	\$19.40	\$20.18	\$20.98	\$21.81
		wkly	\$581.00	\$604.11	\$628.13	\$653.13	\$679.11	\$706.13	\$734.24	\$763.47
		yrly	\$30,212.19	\$31,413.80	\$32,662.87	\$33,962.57	\$35,313.69	\$36,718.60	\$38,180.47	\$39,700.26
CC	4	hrly	\$17.26	\$17.95	\$18.66	\$19.40	\$20.18	\$20.98	\$21.81	\$22.68
		wkly	\$604.11	\$628.13	\$653.13	\$679.11	\$706.13	\$734.24	\$763.46	\$793.86
		yrly	\$31,413.80	\$32,662.87	\$33,962.57	\$35,313.69	\$36,718.60	\$38,180.47	\$39,700.09	\$41,280.70
CC	5	hrly	\$17.95	\$18.66	\$19.40	\$20.18	\$20.98	\$21.81	\$22.68	\$23.59
		wkly	\$628.13	\$653.13	\$679.11	\$706.13	\$734.24	\$763.48	\$793.87	\$825.50
		yrly	\$32,662.87	\$33,962.57	\$35,313.69	\$36,718.60	\$38,180.47	\$39,700.88	\$41,281.40	\$42,925.76
CC	6	hrly	\$18.66	\$19.40	\$20.18	\$20.98	\$21.81	\$22.68	\$23.59	\$24.53
		wkly	\$653.13	\$679.11	\$706.13	\$734.24	\$763.48	\$793.87	\$825.50	\$858.39
		yrly	\$33,962.57	\$35,313.69	\$36,718.60	\$38,180.47	\$39,700.88	\$41,281.40	\$42,926.01	\$44,636.07
CC	7	hrly	\$19.40	\$20.18	\$20.98	\$21.81	\$22.68	\$23.59	\$24.52	\$25.50
		wkly	\$679.11	\$706.13	\$734.24	\$763.48	\$793.87	\$825.50	\$858.37	\$892.57
		yrly	\$35,313.69	\$36,718.60	\$38,180.47	\$39,700.88	\$41,281.40	\$42,926.01	\$44,635.47	\$46,413.58
CC	8	hrly	\$20.18	\$20.98	\$21.81	\$22.68	\$23.59	\$24.52	\$25.50	\$26.52
		wkly	\$706.13	\$734.24	\$763.48	\$793.87	\$825.50	\$858.37	\$892.57	\$928.14
		yrly	\$36,718.60	\$38,180.47	\$39,700.88	\$41,281.40	\$42,926.01	\$44,635.47	\$46,413.76	\$48,263.46
CC	9	hrly	\$20.98	\$21.81	\$22.68	\$23.59	\$24.52	\$25.50	\$26.52	\$27.57
		wkly	\$734.24	\$763.48	\$793.87	\$825.50	\$858.37	\$892.57	\$928.14	\$965.12
		yrly	\$38,180.47	\$39,700.88	\$41,281.40	\$42,926.01	\$44,635.47	\$46,413.76	\$48,263.24	\$50,186.35
CC	10	hrly	\$21.81	\$22.68	\$23.59	\$24.52	\$25.50	\$26.52	\$27.57	\$28.67
		wkly	\$763.46	\$793.86	\$825.48	\$858.37	\$892.56	\$928.12	\$965.12	\$1,003.59
		yrly	\$39,700.09	\$41,280.61	\$42,925.21	\$44,635.47	\$46,412.97	\$48,262.45	\$50,186.29	\$52,186.77
CC	11	hrly	\$22.68	\$23.59	\$24.52	\$25.50	\$26.52	\$27.57	\$28.67	\$29.82
		wkly	\$793.86	\$825.48	\$858.36	\$892.56	\$928.12	\$965.11	\$1,003.58	\$1,043.59
		yrly	\$41,280.61	\$42,925.21	\$44,634.68	\$46,412.97	\$48,262.45	\$50,185.50	\$52,186.07	\$54,266.68
CC	12	hrly	\$23.59	\$24.52	\$25.50	\$26.52	\$27.57	\$28.67	\$29.82	\$31.01
		wkly	\$825.48	\$858.36	\$892.56	\$928.12	\$965.11	\$1,003.58	\$1,043.60	\$1,085.22
		yrly	\$42,925.21	\$44,634.68	\$46,412.97	\$48,262.45	\$50,185.50	\$52,186.07	\$54,267.34	\$56,431.22
CC	13	hrly	\$24.52	\$25.50	\$26.52	\$27.57	\$28.67	\$29.82	\$31.01	\$32.24
		wkly	\$858.36	\$892.56	\$928.12	\$965.11	\$1,003.58	\$1,043.60	\$1,085.19	\$1,128.47
		yrly	\$44,634.68	\$46,412.97	\$48,262.45	\$50,185.50	\$52,186.07	\$54,267.34	\$56,430.08	\$58,680.41
CC	14	hrly	\$25.50	\$26.52	\$27.57	\$28.67	\$29.82	\$31.01	\$32.24	\$33.53
		wkly	\$892.56	\$928.12	\$965.11	\$1,003.58	\$1,043.60	\$1,085.19	\$1,128.46	\$1,173.46
		yrly	\$46,412.97	\$48,262.45	\$50,185.50	\$52,186.07	\$54,267.34	\$56,430.08	\$58,679.83	\$61,020.05
CC	15	hrly	\$26.52	\$27.57	\$28.67	\$29.82	\$31.01	\$32.24	\$33.53	\$34.86
		wkly	\$928.12	\$965.11	\$1,003.58	\$1,043.60	\$1,085.19	\$1,128.46	\$1,173.46	\$1,220.26
		yrly	\$48,262.45	\$50,185.50	\$52,186.07	\$54,267.34	\$56,430.08	\$58,679.83	\$61,019.77	\$63,453.39

## **SUPPLEMENTAL AGREEMENTS PART C: BOSTON POLICE DEPARTMENT OPERATIONS UNIT**

### **Part 1. Boston Police Department Operations Unit SWAPs:**

An employee in the Boston Police Department (BPD) Operations unit may exchange (“swap”) a scheduled shift with another BPD Operations employee up to a maximum of six (6) times per month. All exchanged shifts must be made up by the employee within thirty (30) days of the swap. An employee who exchanges a shift with another employee is required to work the shift he/she agreed to cover for the other employee, as well as the rest of his/her remaining shifts.

Employees shall not be permitted to use sick leave on a day they are scheduled to work a swapped shift or for a regularly scheduled shift immediately preceding or following the swapped shift. Supervisors may permit exceptions in the event of a documented emergency. A supervisor’s refusal to permit an exception shall not be subject to the grievance procedure outlined in Article 7 beyond Step 3.

If an employee swaps a shift and fails to report for either the shift he/she has agreed to cover or any regularly scheduled shift immediately preceding or following the swapped shift that employee will not be permitted to swap a shift for ninety (90) days after the employee has worked any previously approved swap. Further, failure to work an agreed-to shift or a regularly scheduled shift immediately preceding or following a swapped shift may result in progressive discipline consistent with Article 6 of this Agreement.

### **Part 2. Upgrades and Specialty Pay**

- a. Effective the first pay period after ratification Head Clerk and Secretary in Boston Police Department District B-2, Rowena Wesley, currently graded R13, shall be upgraded to R15.
- b. Effective the first pay period after ratification Boston Police Department Occupational Health Services Unit employees in the following titles, who as a regular function of their positions perform the function of taking hair, urine or other specimens for drug testing from Boston Police Department and EMS personnel, shall receive a twenty dollar (\$20.00) weekly stipend:
  1. Administrative Analyst
  2. Administrative Assistant
  3. Claims Investigator
  4. Police Clerk Typist

## **SUPPLEMENTAL AGREEMENTS PART D: DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT**

### **Article 11: Hours of Work and Overtime**

**Section 1.** The regular work week for full-time employees shall be thirty-five hours, between Monday and Friday, and the regular workday shall be seven (7) hours. An employee on an approved alternative work schedule shall start his/her workday between the hours of 8:00 am and 10:00 am. and shall end his/her workday between the hours of 4:00 pm and 6:00 pm. Employees on an alternative work schedule may not use lunch or break time to shorten the workday. Pursuant to Article, 11, Hours of Work and Overtime, Section B, Four-Day Work Week, the parties may agree to a modify the aforementioned start time and/or end time.

**Section 2.** All work by bargaining unit employees authorized in advance by the Deputy Director or his/her designee, in excess of thirty-five (35) hours worked within a payroll week shall result in the awarding of compensatory time off at the rate of one hour of compensatory time for each hour worked. All work by bargaining unit employees authorized in advance by the Deputy Director or his/her designee, in excess of forty (40) hours worked within a payroll week shall result in the awarding of compensatory time off at the rate of one and one-half hours of compensatory time for each hour worked.

**Section 3.** An employee shall not be denied overtime compensation for authorized overtime service, as specified in Section 2 of this Article, by reason of authorized absence during the week in which such overtime service is performed. However, in the event of unauthorized absence during the week in which such overtime service is performed, or in the event of absence without pay by reason of disciplinary action, such employees shall be compensated for such overtime service on a straight-time basis only.

**Section 4.** Compensatory time off pursuant to Section 2 must be used at a time scheduled in advance, and must be approved as follows:

- (a) by the employee's supervisor where the requested compensatory time off, alone or in combination with any other authorized leave or vacation, is not more than 2 weeks, or
- (b) by the Deputy Director or designee where the requested compensatory off, alone or in combination with any other authorized leave and/or vacation, is more than 2 weeks.

Any compensatory time earned between January 1 and June 30 shall be used no later than December 31 of the calendar year in which it is earned. Compensatory time earned between July 1 and December 31 shall be used no later than June 30 of the following calendar year. A request to use compensatory time shall not be unreasonably denied. If an employee is unable to use compensatory time in the designated six-month period, no more than 2 weeks may be carried over to the next six-month period. Notice, of accrued compensatory time will be given to each unit employee 2 months prior to the end of each 6-month period.

**Section 5.** In the event an employee reports to this regular place of work at his/her regularly scheduled time and is sent home for lack of work, he/she shall be entitled to a day's pay.

**Section 6.** All employees shall be provided at least one 15-minute rest period during each one-half (1/2) workday. The rest period shall be scheduled at the middle of each one-half (1/2) workday whenever this is feasible. Employees whose duties and responsibilities require it, shall receive ten (10) minutes wash-up time.

**Section 7.**

- (a) If an employee who has left his/her place of employment after having completed work on his/her regular shift is called back to work, he/she shall be compensated for each hour worked with compensatory time at a time and one-half basis, and in no event shall he/she receive less than four (4) hours compensatory time at a straight time basis.



- (b) If an employee (other than an employee employed on a rotating shift or on a continuous operation) whose duties do not require him/her to work regularly on a day considered as a holiday under Section 1 of Article 14 is called in to work on a holiday, he/she shall receive, in addition to his/her regular weekly compensation, compensatory time at time and one-half rate.
- (c) If an employee (other than an employee employed on a rotating shift or on continuous operation) whose regular workweek does not include Sunday is called into work on a Sunday, he/she shall receive, in addition to his/her regular weekly compensation, double time for each hour worked on such Sunday, and in no event shall he/she receive less than four (4) hours compensatory time on a straight time basis.

Section 8. All employees shall be scheduled to work on regular work shifts, which shall be defined as the hours an employee is required to work during a workday. Work shifts shall have a regular starting time and quitting time. Work schedules, which shall be defined as the workdays an employee is required to work during the work week, shall be posted on all department bulletin boards at all times. Employees shall be given reasonable notice of any change in their work shift or schedule; reasonable notice, except in extreme circumstances shall be fourteen (14) calendar days.

Section 9. The City agrees to give the Union reasonable notice of any proposed change in scheduled work shifts and an opportunity to discuss the proposed change. In the event of failure to agree on this proposed change, the City shall have the right to institute the change and the Union shall have the right to take the matter up as a grievance under the grievance procedure.

Section 10. Alternative Work Schedule. An alternative work schedule shall be a long term change in the normal hours in the workday of an employee. An alternative work schedule may be implemented by the employer, with reasonable notice to the effected employee, for the positions which require work outside the normal workday to provide for better delivery service to the public. An alternative work schedule may be requested by any employee for up to six months, but may be revoked by the Department at any time for operational needs with a fourteen-day minimum notice to the employee. An alternative work schedule may be requested by an employee for any reason and must be approved by the Department. Preference shall be given for the following reasons:

- (a) To accommodate the medical needs of the employee
- (b) To address child care/dependent care needs of the employee
- (c) To allow the employee to further his/her education which would further the needs of the Department

When more employees wish to work an alternate schedule than can be accommodated and the employees are not distinguishable with any of the above reasons, seniority shall be the deciding factor. Any employee who elects part time work upon return from maternity leave as stated on Article 17, Section 5 shall work not less than four days and/or 28 hours in a week. An employee's request for an alternative work schedule shall be subject to the operational needs of the division. The Director or his/her designee shall be the sole judge of the operational needs of the division, provided that such judgment shall not be exercised arbitrarily or capriciously. Where a request for an alternative work schedule is denied, the Director or his/her designee shall put the denial in writing.

An employee's request for an alternative work schedule shall be made in writing at least one month prior to the start date of the requested alternative work schedule. The request for the alternative work schedule shall contain the specific reasons for the alternative work schedule, as defined above, in subsections a), b), and c) of this Section if any.

The employee shall be required to submit with the request sufficient documentation demonstrating the need for the alternative work schedule. Failure to submit the request in this manner, and/or sufficient documentation will result in the delay and/or denial of the request. The request for an alternative work schedule, with supporting documentation if required, shall be submitted to the Director of his/her designee and the Assistant Director of Human Resources. The Director or his/her designee shall approve or deny the request within fourteen (14) calendar days of receipt of employee's request for the alternative work schedule. In the event the Director of his/her designee fails to respond to the request within (14) days, the employee shall have the right to file a grievance concerning the Director's failure to respond. No employee shall be allowed to use an alternative work schedule to shorten the normal workweek except as stated above. The Director of his/her designee may in his/her discretion, authorize an alternative work schedule with less notice than required by this Section.

Section 11. Flextime shall be defined as a short-term change in the regular workweek or workday. The Department may, at its discretion, institute a flextime schedule to meet operational needs. For each hour which an employee is required to work outside the regular workday and workweek, said employee shall be entitled to one hour of earned flextime. Earned flex time must be used no later than the workweek following the workweek in which it is earned. Provided that if an employee uses flextime in the week following the workweek in which it was earned, the employee does not work a total of more than forty (40) hours in either week and/or a total of more than seventy (70) hours in the two weeks combined. Earned flextime not used the workweek following the workweek in which it is earned shall be converted to compensatory time at a straight time rate. Earned flextime may be taken only with the prior approval of the employee's supervisor.

A flextime schedule may be requested by an employee. Such a request must be made in writing to the employee's supervisor whenever possible. Requests for flextime are subject to the operational needs of that employee's unit. For purposes of this Section only, the supervisor shall be the sole judge of the operational needs of the employee's unit, provided that such judgment shall not be exercised arbitrarily or capriciously.

The parties agree that in the event the Department institutes a flextime schedule, employees may request when to take such earned flextime within the same workweek or in the week following said workweek in which it is earned. Such requests may be made to the employee's immediate supervisor or designee and they may only be denied based upon operational needs.

In instituting a flextime schedule, the Department will first seek volunteers prior to assigning employees, unless specific employees must work those events due to their knowledge/skills/expertise and therefore are assigned to work. The Department shall provide reasonable notice to employees when assigning or seeking volunteers for these events.

The Employer is the sole determiner as to whether an employee is available to use flextime. If an employee is approved for and uses flextime prior to the extracurricular event serving as the basis for such flextime, and the employee fails to work at the event, the flextime used will be deducted from the employee's applicable leave balance. Any time not covered due to insufficient leave balances will be unpaid. If an extracurricular event is cancelled or the hours reduced after flextime for the event has been taken, the employee shall be compensated as previously prearranged for the event. Should an employee be required to work additional hours at an extracurricular event, the employee will be awarded additional flextime.

Meal and/or break periods cannot be used to shorten the employee's work shift without the prior written authorization of a supervisor or manager.

#### Article 15: Vacation

Section 2. Vacation leave for only those members of SEIU Local 888, who were employed in the Department of Neighborhood Development prior to December 31, 2011, shall be calculated as follows:

- (a) An employee who starts work before July 1 and who actually works for six (6) months shall be entitled to one (1) week of vacation before December 31. An employee who starts work on or after July 1 shall receive one (1) week of vacation upon the completion six (6) months of actual work. The Appointing Authority in his/her discretion may grant an additional week of vacation leave to such employees who were hired after July 1 and who have completed six (6) months of service. In no event shall the vacation entitlement for such employees exceed that established in Section 2(b). Any period or periods during the first six (6) months of service for which an employee is not paid (including as little as one (1) day) shall extend the effective date of eligibility.
- (b) An employee who on January 1 has more than six (6) months of continuous service, but less than seven (7) years of service, shall receive three (3) weeks of vacation leave.
- (c) An employee who on January 1 has more than seven (7) years of service, but less than fourteen (14) years of service shall receive four (4) weeks of vacation leave.
- (d) An employee who on January 1 has more than fourteen (14) years of service shall receive five (5) weeks of vacation leave.
- (e) An employee who on January 1 have more than thirty (30) years of service shall receive six (6) weeks of vacation leave.

## Article 20: Compensation

### Section 4: Compensation Grade Appeal

Members of SEIU Local 888 who are employed in the Department of Neighborhood Development shall have the right to appeal in writing, on forms supplied by the City, relative to the propriety of the compensation grade assigned to any existing position on the effective date of this Agreement. Within twenty (20) working days after the filing of such appeal, the Supervisor of Labor Relations and/or whomever else said supervisor may designate, shall conduct a job audit, and within ten (10) working days after such audit shall conduct a hearing on the appeal. The City shall answer the appeal in writing within ten (10) working days after the hearing is held.

If the compensation grade appeal is denied, or if no written answer is given within thirty (30) working days after the filing of such appeal, the Union, and only the Union, may submit the appeal to final and binding arbitration. Such submission must be made within thirty (30) days after the expiration of the thirty (30) days referred to herein, and in all other respects must conform to the requirements set forth in Step #4 of the grievance and arbitration procedure.

The Union agrees that any position for which an appeal is made was properly graded on the effective date of this Agreement. In any arbitration case arising from any such appeal, the arbitrator shall not examine changes in job content which occurred prior to the effective date of this Agreement in the position for which the appeal is claimed, but shall restrict him/herself to the sole issue whether, after the effective date of this Agreement, there was a change in the job content of such position which could have the effect of changing its compensation grade.

### Section 12: On-Call Differential

1. Employees, including the Manager of Security Operations and the Communication Specialist, designated by their Deputy Director to be on-call shall receive a differential of \$150.00 per week plus compensatory time for hours actually worked in accordance with Article 11.

## **APPENDIX A: DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT JOB SERIES**

The following is the job series for DND/SEIU positions:

### **Series 1**

- Sr. Housing Development Officer (Neighborhood Housing Development Division) N-24
- Housing Development Officer (Neighborhood Housing Development Division) N-22
- Housing Development Officer for Supportive Housing (Homelessness Prevention and Tenancy Preservation) N-22
- Housing Information Program Coordinator (Homelessness Prevention and Tenancy Preservation) N-20
- Multilingual Program Assistant N-20
- Program Assistant N-19
- Secretary N-17

### **Series 2**

- Sr. Program Manager (Homebuyer Services) /Boston Home Center Manager N-23
- Program Manager (Homebuyer Services) N-21
- Multilingual Program Assistant N-20

### **Series 3**

- Sr. Project Manager (Homeowner Services) / Sr. Project Manager Leadsafe Boston (BHC) N-23
- Project Manager (Homeowner Services) /Program Manager (Homeowner Services)/ Project Manager Leadsafe Boston (BHC) N-21
- Program Assistant N-19
- Secretary N-17

### **Series 4**

- Operations Specialist (OBD) N-26
- Construction Specialist (OBD) N-20

### **Series 5**

- Sr. Neighborhood Business Manager (OBD) N-24
- Sr. Project Manager (OBD) /Sr. Program Manager (OBD) /Sr. Business Manager (OBD) N-23
- Neighborhood Business Manager (OBD) N-22
- Project Manager (OBD) N-21
- Program Assistant N-19
- Secretary N-17

### **Series 6**

- Innovation and Systems Manager (OBD) N-24

### **Series 7**

- Senior Environmental Compliance Manager (REMS) N-24
- Sr. Project Manager (Property Management) (REMS) N-23
- Sr. Project Manager (Sales) (REMS) N-23
- Property Manager (Property Management) (REMS) N-22
- Project Manager (Sales) (REMS) N-21
- Program Assistant N-19
- Secretary N-17

#### Series 8

- Clearinghouse and Inventory Manager (REMS) N-22
- Program Assistant N-19
- Secretary N-17

#### Series 9

- Design Services Manager (OBD) N-24
- Architect (OBD) N-21

#### Series 10

- Architect (NHD) N-21

#### Series 11

- Graphic Designer (OBD) N-21

#### Series 12

- Design and Construction Services Manager (NHD) N-23
- Construction Specialist N-20 (NHD)
- Program Assistant N-19
- Secretary N-17

#### Series 13

- Construction Manager (BHC) N-23
- Construction Specialist (BHC) N-20
- Program Assistant N-19
- Secretary N-17

#### Series 14

- Sr. Landscape Architect (NHD) N-22

#### Series 15

- Manager of Research (PDR) N-23
- Program Assistant N-19
- Secretary N-17

#### Series 16

- Sr. Research and Development Analyst (PDR) N-22
- Compliance Officer (NHD) N-21- HMIS
- Program Assistant N-19
- Secretary N-17

#### Series 17

- Digital Cartographer (PDR) N-22
- Program Assistant N-19
- Secretary N-17

#### Series 18

- Finance Manager (A&F) / Accounts Payable Manager (A&F) N-22
- Accountant (A&F) N-21
- Payroll Officer (A&F)/ Financial Analyst (A&F)/Sr. Accounts Payable Specialist (A&F) N-19

#### Series 19

- Sr. Budget Manager (A&F) N-24
- Budget Manager (A&F) N-22
- Sr. Budget Analyst (A&F) N-21

#### Series 20

- Senior Asset Manager (A&F) N-24
- Asset Manager (A&F) N-21
- Loan Monitor (A&F) N-19

#### Series 21

- Sr. Compliance Manager (A&F) N-24
- Sr. Compliance Officer (A&F) N-22
- Compliance Officer (A&F) N-21
- Compliance Monitor (A&F) N-20

#### Series 22

- Senior Programmer (A&F-MIS) N-23
- Program Analyst (A&F-MIS) N-22

#### Series 23

- Network Administrator (A&F-MIS) N-22
- Computer Specialist (A&F-MIS) N-20
- MIS Operations Specialist (A&F-MIS) N-19

#### Series 24

- Procurement Officer (A&F) N-20

#### Series 25

- Records Manager (A&F) N-21

#### Series 26

- Administrative Services Manager (A&F) N-21
- Sr. Administrative Services Clerk (A&F) N-18



# APPENDIX B: WAGE SCALE FOR DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT

## Schedule A Effective 1/7/2012 1% Increase

Sal Plan	Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
N	11	hrly	\$10.93	\$11.29	\$11.71	\$12.19	\$12.69	\$13.21	\$13.75	\$14.37	\$15.02	\$15.96
		wkly	\$382.52	\$395.27	\$409.68	\$426.59	\$444.07	\$462.23	\$481.16	\$502.88	\$525.56	\$558.48
		yrly	\$19,890.78	\$20,554.26	\$21,303.49	\$22,182.75	\$23,091.52	\$24,036.14	\$25,020.11	\$26,149.58	\$27,328.95	\$29,040.85
N	12	hrly	\$11.71	\$12.19	\$12.69	\$13.21	\$13.75	\$14.37	\$15.02	\$15.71	\$16.43	\$17.44
		wkly	\$409.68	\$426.59	\$444.07	\$462.23	\$481.16	\$502.88	\$525.56	\$549.82	\$574.93	\$610.23
		yrly	\$21,303.49	\$22,182.75	\$23,091.52	\$24,036.14	\$25,020.11	\$26,149.58	\$27,328.95	\$28,590.55	\$29,896.42	\$31,732.00
N	13	hrly	\$12.69	\$13.21	\$13.75	\$14.37	\$15.02	\$15.71	\$16.43	\$17.19	\$18.01	\$19.14
		wkly	\$444.07	\$462.23	\$481.16	\$502.88	\$525.56	\$549.82	\$574.93	\$601.57	\$630.43	\$669.91
		yrly	\$23,091.52	\$24,036.14	\$25,020.11	\$26,149.58	\$27,328.95	\$28,590.55	\$29,896.42	\$31,281.73	\$32,782.29	\$34,835.43
N	14	hrly	\$13.75	\$14.37	\$15.02	\$15.71	\$16.43	\$17.19	\$18.01	\$18.89	\$19.79	\$20.98
		wkly	\$481.16	\$502.88	\$525.56	\$549.82	\$574.93	\$601.57	\$630.43	\$661.26	\$692.68	\$734.15
		yrly	\$25,020.11	\$26,149.58	\$27,328.95	\$28,590.55	\$29,896.42	\$31,281.73	\$32,782.29	\$34,385.47	\$36,019.57	\$38,175.57
N	15	hrly	\$15.02	\$15.71	\$16.43	\$17.19	\$18.01	\$18.89	\$19.79	\$20.73	\$21.66	\$22.82
		wkly	\$525.56	\$549.82	\$574.93	\$601.57	\$630.43	\$661.26	\$692.68	\$725.49	\$758.26	\$798.82
		yrly	\$27,328.95	\$28,590.55	\$29,896.42	\$31,281.73	\$32,782.29	\$34,385.47	\$36,019.57	\$37,725.37	\$39,429.76	\$41,538.86
N	16	hrly	\$16.43	\$17.19	\$18.01	\$18.89	\$19.79	\$20.73	\$21.66	\$22.58	\$23.60	\$24.96
		wkly	\$574.93	\$601.57	\$630.43	\$661.26	\$692.68	\$725.49	\$758.26	\$790.16	\$826.02	\$873.46
		yrly	\$29,896.42	\$31,281.73	\$32,782.29	\$34,385.47	\$36,019.57	\$37,725.37	\$39,429.76	\$41,088.47	\$42,953.10	\$45,419.92
N	17	hrly	\$18.01	\$18.89	\$19.79	\$20.73	\$21.66	\$22.58	\$23.60	\$24.71	\$25.82	\$27.20
		wkly	\$630.43	\$661.26	\$692.68	\$725.49	\$758.26	\$790.16	\$826.02	\$864.80	\$903.69	\$951.84
		yrly	\$32,782.29	\$34,385.47	\$36,019.57	\$37,725.37	\$39,429.76	\$41,088.47	\$42,953.10	\$44,969.55	\$46,991.62	\$49,495.87
N	18	hrly	\$19.79	\$20.73	\$21.66	\$22.58	\$23.60	\$24.71	\$25.82	\$26.95	\$28.08	\$29.45
		wkly	\$692.68	\$725.49	\$758.26	\$790.16	\$826.02	\$864.80	\$903.69	\$943.18	\$982.74	\$1,030.76
		yrly	\$36,019.57	\$37,725.37	\$39,429.76	\$41,088.47	\$42,953.10	\$44,969.55	\$46,991.62	\$49,045.33	\$51,102.54	\$53,599.48
N	19	hrly	\$21.66	\$22.58	\$23.60	\$24.71	\$25.82	\$26.95	\$28.08	\$29.20	\$30.37	\$31.83
		wkly	\$758.26	\$790.16	\$826.02	\$864.80	\$903.69	\$943.18	\$982.74	\$1,022.10	\$1,062.87	\$1,113.93
		yrly	\$39,429.76	\$41,088.47	\$42,953.10	\$44,969.55	\$46,991.62	\$49,045.33	\$51,102.54	\$53,149.21	\$55,268.98	\$57,924.35
N	20	hrly	\$23.60	\$24.71	\$25.82	\$26.95	\$28.08	\$29.20	\$30.37	\$31.58	\$32.84	\$34.40
		wkly	\$826.02	\$864.80	\$903.69	\$943.18	\$982.74	\$1,022.10	\$1,062.87	\$1,105.27	\$1,149.34	\$1,203.87
		yrly	\$42,953.10	\$44,969.55	\$46,991.62	\$49,045.33	\$51,102.54	\$53,149.21	\$55,268.98	\$57,473.79	\$59,765.76	\$62,601.05
N	21	hrly	\$25.82	\$26.95	\$28.08	\$29.20	\$30.37	\$31.58	\$32.84	\$34.15	\$35.51	\$37.18
		wkly	\$903.69	\$943.18	\$982.74	\$1,022.10	\$1,062.87	\$1,105.27	\$1,149.34	\$1,195.20	\$1,242.87	\$1,301.15
		yrly	\$46,991.62	\$49,045.33	\$51,102.54	\$53,149.21	\$55,268.98	\$57,473.79	\$59,765.76	\$62,150.50	\$64,629.42	\$67,659.81
N	22	hrly	\$28.08	\$29.20	\$30.37	\$31.58	\$32.84	\$34.15	\$35.51	\$36.93	\$38.40	\$40.18
		wkly	\$982.74	\$1,022.10	\$1,062.87	\$1,105.27	\$1,149.34	\$1,195.20	\$1,242.87	\$1,292.49	\$1,344.06	\$1,406.35
		yrly	\$51,102.54	\$53,149.21	\$55,268.98	\$57,473.79	\$59,765.76	\$62,150.50	\$64,629.42	\$67,209.54	\$69,890.89	\$73,130.22
N	23	hrly	\$30.37	\$31.58	\$32.84	\$34.15	\$35.51	\$36.93	\$38.40	\$39.93	\$41.53	\$43.43
		wkly	\$1,062.87	\$1,105.27	\$1,149.34	\$1,195.20	\$1,242.87	\$1,292.49	\$1,344.06	\$1,397.69	\$1,453.44	\$1,520.12
		yrly	\$55,268.98	\$57,473.79	\$59,765.76	\$62,150.50	\$64,629.42	\$67,209.54	\$69,890.89	\$72,679.76	\$75,578.97	\$79,046.36
N	24	hrly	\$32.84	\$34.15	\$35.51	\$36.93	\$38.40	\$39.93	\$41.53	\$43.18	\$44.91	\$46.95
		wkly	\$1,149.34	\$1,195.20	\$1,242.87	\$1,292.49	\$1,344.06	\$1,397.69	\$1,453.44	\$1,511.47	\$1,571.80	\$1,643.21
		yrly	\$59,765.76	\$62,150.50	\$64,629.42	\$67,209.54	\$69,890.89	\$72,679.76	\$75,578.97	\$78,596.28	\$81,733.75	\$85,446.74
N	25	hrly	\$35.51	\$36.93	\$38.40	\$39.93	\$41.53	\$43.18	\$44.91	\$46.70	\$48.57	\$50.75
		wkly	\$1,242.87	\$1,292.49	\$1,344.06	\$1,397.69	\$1,453.44	\$1,511.47	\$1,571.80	\$1,634.55	\$1,699.81	\$1,776.35
		yrly	\$64,629.42	\$67,209.54	\$69,890.89	\$72,679.76	\$75,578.97	\$78,596.28	\$81,733.75	\$84,996.34	\$88,390.35	\$92,370.07
N	26	hrly	\$38.40	\$39.93	\$41.53	\$43.18	\$44.91	\$46.70	\$48.57	\$50.51	\$52.52	\$54.87
		wkly	\$1,344.06	\$1,397.69	\$1,453.44	\$1,511.47	\$1,571.80	\$1,634.55	\$1,699.81	\$1,767.69	\$1,838.29	\$1,920.35
		yrly	\$69,890.89	\$72,679.76	\$75,578.97	\$78,596.28	\$81,733.75	\$84,996.34	\$88,390.35	\$91,920.02	\$95,590.97	\$99,858.22

**Schedule A**  
**Effective 1-5-2013**  
**2% Increase**

Sal Plan	Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
N	11	hrly	\$11.15	\$11.52	\$11.94	\$12.43	\$12.94	\$13.47	\$14.02	\$14.66	\$15.32	\$16.28
		wkly	\$390.17	\$403.18	\$417.88	\$435.12	\$452.95	\$471.48	\$490.78	\$512.93	\$536.07	\$569.65
		yrly	\$20,288.60	\$20,965.35	\$21,729.56	\$22,626.40	\$23,553.35	\$24,516.86	\$25,520.51	\$26,672.57	\$27,875.53	\$29,621.67
N	12	hrly	\$11.94	\$12.43	\$12.94	\$13.47	\$14.02	\$14.66	\$15.32	\$16.02	\$16.76	\$17.78
		wkly	\$417.88	\$435.12	\$452.95	\$471.48	\$490.78	\$512.93	\$536.07	\$560.81	\$586.43	\$622.44
		yrly	\$21,729.56	\$22,626.40	\$23,553.35	\$24,516.86	\$25,520.51	\$26,672.57	\$27,875.53	\$29,162.36	\$30,494.35	\$32,366.64
N	13	hrly	\$12.94	\$13.47	\$14.02	\$14.66	\$15.32	\$16.02	\$16.76	\$17.53	\$18.37	\$19.52
		wkly	\$452.95	\$471.48	\$490.78	\$512.93	\$536.07	\$560.81	\$586.43	\$613.60	\$643.04	\$683.31
		yrly	\$23,553.35	\$24,516.86	\$25,520.51	\$26,672.57	\$27,875.53	\$29,162.36	\$30,494.35	\$31,907.36	\$33,437.94	\$35,532.14
N	14	hrly	\$14.02	\$14.66	\$15.32	\$16.02	\$16.76	\$17.53	\$18.37	\$19.27	\$20.19	\$21.40
		wkly	\$490.78	\$512.93	\$536.07	\$560.81	\$586.43	\$613.60	\$643.04	\$674.48	\$706.54	\$748.83
		yrly	\$25,520.51	\$26,672.57	\$27,875.53	\$29,162.36	\$30,494.35	\$31,907.36	\$33,437.94	\$35,073.18	\$36,739.96	\$38,939.08
N	15	hrly	\$15.32	\$16.02	\$16.76	\$17.53	\$18.37	\$19.27	\$20.19	\$21.14	\$22.10	\$23.28
		wkly	\$536.07	\$560.81	\$586.43	\$613.60	\$643.04	\$674.48	\$706.54	\$740.00	\$773.43	\$814.80
		yrly	\$27,875.53	\$29,162.36	\$30,494.35	\$31,907.36	\$33,437.94	\$35,073.18	\$36,739.96	\$38,479.88	\$40,218.35	\$42,369.63
N	16	hrly	\$16.76	\$17.53	\$18.37	\$19.27	\$20.19	\$21.14	\$22.10	\$23.03	\$24.07	\$25.46
		wkly	\$586.43	\$613.60	\$643.04	\$674.48	\$706.54	\$740.00	\$773.43	\$805.97	\$842.54	\$890.93
		yrly	\$30,494.35	\$31,907.36	\$33,437.94	\$35,073.18	\$36,739.96	\$38,479.88	\$40,218.35	\$41,910.24	\$43,812.17	\$46,328.32
N	17	hrly	\$18.37	\$19.27	\$20.19	\$21.14	\$22.10	\$23.03	\$24.07	\$25.20	\$26.34	\$27.74
		wkly	\$643.04	\$674.48	\$706.54	\$740.00	\$773.43	\$805.97	\$842.54	\$882.09	\$921.76	\$970.88
		yrly	\$33,437.94	\$35,073.18	\$36,739.96	\$38,479.88	\$40,218.35	\$41,910.24	\$43,812.17	\$45,868.94	\$47,931.46	\$50,485.79
N	18	hrly	\$20.19	\$21.14	\$22.10	\$23.03	\$24.07	\$25.20	\$26.34	\$27.49	\$28.64	\$30.04
		wkly	\$706.54	\$740.00	\$773.43	\$805.97	\$842.54	\$882.09	\$921.76	\$962.04	\$1,002.40	\$1,051.37
		yrly	\$36,739.96	\$38,479.88	\$40,218.35	\$41,910.24	\$43,812.17	\$45,868.94	\$47,931.46	\$50,026.23	\$52,124.59	\$54,671.47
N	19	hrly	\$22.10	\$23.03	\$24.07	\$25.20	\$26.34	\$27.49	\$28.64	\$29.79	\$30.97	\$32.46
		wkly	\$773.43	\$805.97	\$842.54	\$882.09	\$921.76	\$962.04	\$1,002.40	\$1,042.54	\$1,084.12	\$1,136.21
		yrly	\$40,218.35	\$41,910.24	\$43,812.17	\$45,868.94	\$47,931.46	\$50,026.23	\$52,124.59	\$54,212.20	\$56,374.36	\$59,082.83
N	20	hrly	\$24.07	\$25.20	\$26.34	\$27.49	\$28.64	\$29.79	\$30.97	\$32.21	\$33.50	\$35.08
		wkly	\$842.54	\$882.09	\$921.76	\$962.04	\$1,002.40	\$1,042.54	\$1,084.12	\$1,127.37	\$1,172.33	\$1,227.94
		yrly	\$43,812.17	\$45,868.94	\$47,931.46	\$50,026.23	\$52,124.59	\$54,212.20	\$56,374.36	\$58,623.27	\$60,961.07	\$63,853.07
N	21	hrly	\$26.34	\$27.49	\$28.64	\$29.79	\$30.97	\$32.21	\$33.50	\$34.83	\$36.22	\$37.92
		wkly	\$921.76	\$962.04	\$1,002.40	\$1,042.54	\$1,084.12	\$1,127.37	\$1,172.33	\$1,219.11	\$1,267.73	\$1,327.17
		yrly	\$47,931.46	\$50,026.23	\$52,124.59	\$54,212.20	\$56,374.36	\$58,623.27	\$60,961.07	\$63,393.51	\$65,922.01	\$69,013.00
N	22	hrly	\$28.64	\$29.79	\$30.97	\$32.21	\$33.50	\$34.83	\$36.22	\$37.67	\$39.17	\$40.99
		wkly	\$1,002.40	\$1,042.54	\$1,084.12	\$1,127.37	\$1,172.33	\$1,219.11	\$1,267.73	\$1,318.34	\$1,370.94	\$1,434.48
		yrly	\$52,124.59	\$54,212.20	\$56,374.36	\$58,623.27	\$60,961.07	\$63,393.51	\$65,922.01	\$68,553.73	\$71,288.70	\$74,592.82
N	23	hrly	\$30.97	\$32.21	\$33.50	\$34.83	\$36.22	\$37.67	\$39.17	\$40.73	\$42.36	\$44.30
		wkly	\$1,084.12	\$1,127.37	\$1,172.33	\$1,219.11	\$1,267.73	\$1,318.34	\$1,370.94	\$1,425.64	\$1,482.51	\$1,550.52
		yrly	\$56,374.36	\$58,623.27	\$60,961.07	\$63,393.51	\$65,922.01	\$68,553.73	\$71,288.70	\$74,133.35	\$77,090.55	\$80,627.29
N	24	hrly	\$33.50	\$34.83	\$36.22	\$37.67	\$39.17	\$40.73	\$42.36	\$44.05	\$45.81	\$47.89
		wkly	\$1,172.33	\$1,219.11	\$1,267.73	\$1,318.34	\$1,370.94	\$1,425.64	\$1,482.51	\$1,541.70	\$1,603.24	\$1,676.07
		yrly	\$60,961.07	\$63,393.51	\$65,922.01	\$68,553.73	\$71,288.70	\$74,133.35	\$77,090.55	\$80,168.20	\$83,368.43	\$87,155.67
N	25	hrly	\$36.22	\$37.67	\$39.17	\$40.73	\$42.36	\$44.05	\$45.81	\$47.64	\$49.54	\$51.77
		wkly	\$1,267.73	\$1,318.34	\$1,370.94	\$1,425.64	\$1,482.51	\$1,541.70	\$1,603.24	\$1,667.24	\$1,733.81	\$1,811.87
		yrly	\$65,922.01	\$68,553.73	\$71,288.70	\$74,133.35	\$77,090.55	\$80,168.20	\$83,368.43	\$86,696.27	\$90,158.16	\$94,217.47
N	26	hrly	\$39.17	\$40.73	\$42.36	\$44.05	\$45.81	\$47.64	\$49.54	\$51.52	\$53.57	\$55.96
		wkly	\$1,370.94	\$1,425.64	\$1,482.51	\$1,541.70	\$1,603.24	\$1,667.24	\$1,733.81	\$1,803.05	\$1,875.05	\$1,958.76
		yrly	\$71,288.70	\$74,133.35	\$77,090.55	\$80,168.20	\$83,368.43	\$86,696.27	\$90,158.16	\$93,758.42	\$97,502.79	\$101,855.38

**Schedule A**  
**Effective 1/4/2014**  
**3% Increase**

Sal Plan	Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
N	11	hrly	\$11.48	\$11.87	\$12.30	\$12.81	\$13.33	\$13.87	\$14.44	\$15.09	\$15.78	\$16.76
		wkly	\$401.87	\$415.28	\$430.41	\$448.18	\$466.54	\$485.62	\$505.50	\$528.32	\$552.15	\$586.74
		yrly	\$20,897.26	\$21,594.31	\$22,381.45	\$23,305.19	\$24,259.95	\$25,252.37	\$26,286.13	\$27,472.75	\$28,711.79	\$30,510.32
N	12	hrly	\$12.30	\$12.81	\$13.33	\$13.87	\$14.44	\$15.09	\$15.78	\$16.50	\$17.26	\$18.32
		wkly	\$430.41	\$448.18	\$466.54	\$485.62	\$505.50	\$528.32	\$552.15	\$577.64	\$604.02	\$641.11
		yrly	\$22,381.45	\$23,305.19	\$24,259.95	\$25,252.37	\$26,286.13	\$27,472.75	\$28,711.79	\$30,037.23	\$31,409.18	\$33,337.64
N	13	hrly	\$13.33	\$13.87	\$14.44	\$15.09	\$15.78	\$16.50	\$17.26	\$18.06	\$18.92	\$20.11
		wkly	\$466.54	\$485.62	\$505.50	\$528.32	\$552.15	\$577.64	\$604.02	\$632.01	\$662.33	\$703.81
		yrly	\$24,259.95	\$25,252.37	\$26,286.13	\$27,472.75	\$28,711.79	\$30,037.23	\$31,409.18	\$32,864.58	\$34,441.08	\$36,598.11
N	14	hrly	\$14.44	\$15.09	\$15.78	\$16.50	\$17.26	\$18.06	\$18.92	\$19.85	\$20.79	\$22.04
		wkly	\$505.50	\$528.32	\$552.15	\$577.64	\$604.02	\$632.01	\$662.33	\$694.72	\$727.73	\$771.29
		yrly	\$26,286.13	\$27,472.75	\$28,711.79	\$30,037.23	\$31,409.18	\$32,864.58	\$34,441.08	\$36,125.38	\$37,842.16	\$40,107.25
N	15	hrly	\$15.78	\$16.50	\$17.26	\$18.06	\$18.92	\$19.85	\$20.79	\$21.78	\$22.76	\$23.98
		wkly	\$552.15	\$577.64	\$604.02	\$632.01	\$662.33	\$694.72	\$727.73	\$762.20	\$796.63	\$839.24
		yrly	\$28,711.79	\$30,037.23	\$31,409.18	\$32,864.58	\$34,441.08	\$36,125.38	\$37,842.16	\$39,634.27	\$41,424.90	\$43,640.72
N	16	hrly	\$17.26	\$18.06	\$18.92	\$19.85	\$20.79	\$21.78	\$22.76	\$23.72	\$24.79	\$26.22
		wkly	\$604.02	\$632.01	\$662.33	\$694.72	\$727.73	\$762.20	\$796.63	\$830.15	\$867.82	\$917.66
		yrly	\$31,409.18	\$32,864.58	\$34,441.08	\$36,125.38	\$37,842.16	\$39,634.27	\$41,424.90	\$43,167.54	\$45,126.53	\$47,718.17
N	17	hrly	\$18.92	\$19.85	\$20.79	\$21.78	\$22.76	\$23.72	\$24.79	\$25.96	\$27.13	\$28.57
		wkly	\$662.33	\$694.72	\$727.73	\$762.20	\$796.63	\$830.15	\$867.82	\$908.56	\$949.41	\$1,000.01
		yrly	\$34,441.08	\$36,125.38	\$37,842.16	\$39,634.27	\$41,424.90	\$43,167.54	\$45,126.53	\$47,245.01	\$49,369.40	\$52,000.36
N	18	hrly	\$20.79	\$21.78	\$22.76	\$23.72	\$24.79	\$25.96	\$27.13	\$28.31	\$29.50	\$30.94
		wkly	\$727.73	\$762.20	\$796.63	\$830.15	\$867.82	\$908.56	\$949.41	\$990.90	\$1,032.47	\$1,082.92
		yrly	\$37,842.16	\$39,634.27	\$41,424.90	\$43,167.54	\$45,126.53	\$47,245.01	\$49,369.40	\$51,527.02	\$53,688.33	\$56,311.61
N	19	hrly	\$22.76	\$23.72	\$24.79	\$25.96	\$27.13	\$28.31	\$29.50	\$30.68	\$31.90	\$33.44
		wkly	\$796.63	\$830.15	\$867.82	\$908.56	\$949.41	\$990.90	\$1,032.47	\$1,073.82	\$1,116.65	\$1,170.29
		yrly	\$41,424.90	\$43,167.54	\$45,126.53	\$47,245.01	\$49,369.40	\$51,527.02	\$53,688.33	\$55,838.56	\$58,065.59	\$60,855.32
N	20	hrly	\$24.79	\$25.96	\$27.13	\$28.31	\$29.50	\$30.68	\$31.90	\$33.18	\$34.50	\$36.14
		wkly	\$867.82	\$908.56	\$949.41	\$990.90	\$1,032.47	\$1,073.82	\$1,116.65	\$1,161.19	\$1,207.50	\$1,264.78
		yrly	\$45,126.53	\$47,245.01	\$49,369.40	\$51,527.02	\$53,688.33	\$55,838.56	\$58,065.59	\$60,381.97	\$62,789.91	\$65,768.66
N	21	hrly	\$27.13	\$28.31	\$29.50	\$30.68	\$31.90	\$33.18	\$34.50	\$35.88	\$37.31	\$39.06
		wkly	\$949.41	\$990.90	\$1,032.47	\$1,073.82	\$1,116.65	\$1,161.19	\$1,207.50	\$1,255.68	\$1,305.76	\$1,366.99
		yrly	\$49,369.40	\$51,527.02	\$53,688.33	\$55,838.56	\$58,065.59	\$60,381.97	\$62,789.91	\$65,295.31	\$67,899.67	\$71,083.39
N	22	hrly	\$29.50	\$30.68	\$31.90	\$33.18	\$34.50	\$35.88	\$37.31	\$38.80	\$40.34	\$42.21
		wkly	\$1,032.47	\$1,073.82	\$1,116.65	\$1,161.19	\$1,207.50	\$1,255.68	\$1,305.76	\$1,357.89	\$1,412.06	\$1,477.51
		yrly	\$53,688.33	\$55,838.56	\$58,065.59	\$60,381.97	\$62,789.91	\$65,295.31	\$67,899.67	\$70,610.35	\$73,427.36	\$76,830.61
N	23	hrly	\$31.90	\$33.18	\$34.50	\$35.88	\$37.31	\$38.80	\$40.34	\$41.95	\$43.63	\$45.63
		wkly	\$1,116.65	\$1,161.19	\$1,207.50	\$1,255.68	\$1,305.76	\$1,357.89	\$1,412.06	\$1,468.41	\$1,526.99	\$1,597.04
		yrly	\$58,065.59	\$60,381.97	\$62,789.91	\$65,295.31	\$67,899.67	\$70,610.35	\$73,427.36	\$76,357.35	\$79,403.27	\$83,046.10
N	24	hrly	\$34.50	\$35.88	\$37.31	\$38.80	\$40.34	\$41.95	\$43.63	\$45.37	\$47.18	\$49.32
		wkly	\$1,207.50	\$1,255.68	\$1,305.76	\$1,357.89	\$1,412.06	\$1,468.41	\$1,526.99	\$1,587.95	\$1,651.34	\$1,726.35
		yrly	\$62,789.91	\$65,295.31	\$67,899.67	\$70,610.35	\$73,427.36	\$76,357.35	\$79,403.27	\$82,573.25	\$85,869.48	\$89,770.34
N	25	hrly	\$37.31	\$38.80	\$40.34	\$41.95	\$43.63	\$45.37	\$47.18	\$49.06	\$51.02	\$53.32
		wkly	\$1,305.76	\$1,357.89	\$1,412.06	\$1,468.41	\$1,526.99	\$1,587.95	\$1,651.34	\$1,717.25	\$1,785.83	\$1,866.23
		yrly	\$67,899.67	\$70,610.35	\$73,427.36	\$76,357.35	\$79,403.27	\$82,573.25	\$85,869.48	\$89,297.16	\$92,862.91	\$97,043.99
N	26	hrly	\$40.34	\$41.95	\$43.63	\$45.37	\$47.18	\$49.06	\$51.02	\$53.06	\$55.18	\$57.64
		wkly	\$1,412.06	\$1,468.41	\$1,526.99	\$1,587.95	\$1,651.34	\$1,717.25	\$1,785.83	\$1,857.14	\$1,931.31	\$2,017.52
		yrly	\$73,427.36	\$76,357.35	\$79,403.27	\$82,573.25	\$85,869.48	\$89,297.16	\$92,862.91	\$96,571.17	\$100,427.87	\$104,911.05

**Schedule A**  
**Effective 1/3/2015**  
**3% Increase**

Sal Plan	Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
N	11	hrly	\$11.83	\$12.22	\$12.67	\$13.19	\$13.73	\$14.29	\$14.88	\$15.55	\$16.25	\$17.27
		wkly	\$413.93	\$427.73	\$443.32	\$461.62	\$480.53	\$500.19	\$520.67	\$544.17	\$568.71	\$604.34
		yrly	\$21,524.17	\$22,242.14	\$23,052.89	\$24,004.35	\$24,987.75	\$26,009.94	\$27,074.71	\$28,296.93	\$29,573.15	\$31,425.63
N	12	hrly	\$12.67	\$13.19	\$13.73	\$14.29	\$14.88	\$15.55	\$16.25	\$17.00	\$17.78	\$18.87
		wkly	\$443.32	\$461.62	\$480.53	\$500.19	\$520.67	\$544.17	\$568.71	\$594.97	\$622.14	\$660.34
		yrly	\$23,052.89	\$24,004.35	\$24,987.75	\$26,009.94	\$27,074.71	\$28,296.93	\$29,573.15	\$30,938.35	\$32,351.46	\$34,337.77
N	13	hrly	\$13.73	\$14.29	\$14.88	\$15.55	\$16.25	\$17.00	\$17.78	\$18.60	\$19.49	\$20.71
		wkly	\$480.53	\$500.19	\$520.67	\$544.17	\$568.71	\$594.97	\$622.14	\$650.97	\$682.20	\$724.92
		yrly	\$24,987.75	\$26,009.94	\$27,074.71	\$28,296.93	\$29,573.15	\$30,938.35	\$32,351.46	\$33,850.52	\$35,474.31	\$37,696.05
N	14	hrly	\$14.88	\$15.55	\$16.25	\$17.00	\$17.78	\$18.60	\$19.49	\$20.44	\$21.42	\$22.70
		wkly	\$520.67	\$544.17	\$568.71	\$594.97	\$622.14	\$650.97	\$682.20	\$715.56	\$749.57	\$794.43
		yrly	\$27,074.71	\$28,296.93	\$29,573.15	\$30,938.35	\$32,351.46	\$33,850.52	\$35,474.31	\$37,209.14	\$38,977.43	\$41,310.47
N	15	hrly	\$16.25	\$17.00	\$17.78	\$18.60	\$19.49	\$20.44	\$21.42	\$22.43	\$23.44	\$24.70
		wkly	\$568.71	\$594.97	\$622.14	\$650.97	\$682.20	\$715.56	\$749.57	\$785.06	\$820.53	\$864.42
		yrly	\$29,573.15	\$30,938.35	\$32,351.46	\$33,850.52	\$35,474.31	\$37,209.14	\$38,977.43	\$40,823.30	\$42,667.65	\$44,949.94
N	16	hrly	\$17.78	\$18.60	\$19.49	\$20.44	\$21.42	\$22.43	\$23.44	\$24.43	\$25.54	\$27.01
		wkly	\$622.14	\$650.97	\$682.20	\$715.56	\$749.57	\$785.06	\$820.53	\$855.05	\$893.85	\$945.19
		yrly	\$32,351.46	\$33,850.52	\$35,474.31	\$37,209.14	\$38,977.43	\$40,823.30	\$42,667.65	\$44,462.57	\$46,480.33	\$49,149.71
N	17	hrly	\$19.49	\$20.44	\$21.42	\$22.43	\$23.44	\$24.43	\$25.54	\$26.74	\$27.94	\$29.43
		wkly	\$682.20	\$715.56	\$749.57	\$785.06	\$820.53	\$855.05	\$893.85	\$935.81	\$977.89	\$1,030.01
		yrly	\$35,474.31	\$37,209.14	\$38,977.43	\$40,823.30	\$42,667.65	\$44,462.57	\$46,480.33	\$48,662.36	\$50,850.48	\$53,560.37
N	18	hrly	\$21.42	\$22.43	\$23.44	\$24.43	\$25.54	\$26.74	\$27.94	\$29.16	\$30.38	\$31.87
		wkly	\$749.57	\$785.06	\$820.53	\$855.05	\$893.85	\$935.81	\$977.89	\$1,020.63	\$1,063.44	\$1,115.40
		yrly	\$38,977.43	\$40,823.30	\$42,667.65	\$44,462.57	\$46,480.33	\$48,662.36	\$50,850.48	\$53,072.83	\$55,298.98	\$58,000.96
N	19	hrly	\$23.44	\$24.43	\$25.54	\$26.74	\$27.94	\$29.16	\$30.38	\$31.60	\$32.86	\$34.44
		wkly	\$820.53	\$855.05	\$893.85	\$935.81	\$977.89	\$1,020.63	\$1,063.44	\$1,106.03	\$1,150.15	\$1,205.40
		yrly	\$42,667.65	\$44,462.57	\$46,480.33	\$48,662.36	\$50,850.48	\$53,072.83	\$55,298.98	\$57,513.72	\$59,807.56	\$62,680.98
N	20	hrly	\$25.54	\$26.74	\$27.94	\$29.16	\$30.38	\$31.60	\$32.86	\$34.17	\$35.53	\$37.22
		wkly	\$893.85	\$935.81	\$977.89	\$1,020.63	\$1,063.44	\$1,106.03	\$1,150.15	\$1,196.03	\$1,243.72	\$1,302.73
		yrly	\$46,480.33	\$48,662.36	\$50,850.48	\$53,072.83	\$55,298.98	\$57,513.72	\$59,807.56	\$62,193.42	\$64,673.60	\$67,741.72
N	21	hrly	\$27.94	\$29.16	\$30.38	\$31.60	\$32.86	\$34.17	\$35.53	\$36.95	\$38.43	\$40.23
		wkly	\$977.89	\$1,020.63	\$1,063.44	\$1,106.03	\$1,150.15	\$1,196.03	\$1,243.72	\$1,293.35	\$1,344.94	\$1,408.00
		yrly	\$50,850.48	\$53,072.83	\$55,298.98	\$57,513.72	\$59,807.56	\$62,193.42	\$64,673.60	\$67,254.17	\$69,936.66	\$73,215.90
N	22	hrly	\$30.38	\$31.60	\$32.86	\$34.17	\$35.53	\$36.95	\$38.43	\$39.96	\$41.56	\$43.48
		wkly	\$1,063.44	\$1,106.03	\$1,150.15	\$1,196.03	\$1,243.72	\$1,293.35	\$1,344.94	\$1,398.63	\$1,454.43	\$1,521.84
		yrly	\$55,298.98	\$57,513.72	\$59,807.56	\$62,193.42	\$64,673.60	\$67,254.17	\$69,936.66	\$72,728.66	\$75,630.19	\$79,135.52
N	23	hrly	\$32.86	\$34.17	\$35.53	\$36.95	\$38.43	\$39.96	\$41.56	\$43.21	\$44.94	\$47.00
		wkly	\$1,150.15	\$1,196.03	\$1,243.72	\$1,293.35	\$1,344.94	\$1,398.63	\$1,454.43	\$1,512.46	\$1,572.80	\$1,644.95
		yrly	\$59,807.56	\$62,193.42	\$64,673.60	\$67,254.17	\$69,936.66	\$72,728.66	\$75,630.19	\$78,648.07	\$81,785.37	\$85,537.49
N	24	hrly	\$35.53	\$36.95	\$38.43	\$39.96	\$41.56	\$43.21	\$44.94	\$46.73	\$48.60	\$50.80
		wkly	\$1,243.72	\$1,293.35	\$1,344.94	\$1,398.63	\$1,454.43	\$1,512.46	\$1,572.80	\$1,635.59	\$1,700.88	\$1,778.14
		yrly	\$64,673.60	\$67,254.17	\$69,936.66	\$72,728.66	\$75,630.19	\$78,648.07	\$81,785.37	\$85,050.44	\$88,445.57	\$92,463.45
N	25	hrly	\$38.43	\$39.96	\$41.56	\$43.21	\$44.94	\$46.73	\$48.60	\$50.54	\$52.55	\$54.92
		wkly	\$1,344.94	\$1,398.63	\$1,454.43	\$1,512.46	\$1,572.80	\$1,635.59	\$1,700.88	\$1,768.77	\$1,839.40	\$1,922.22
		yrly	\$69,936.66	\$72,728.66	\$75,630.19	\$78,648.07	\$81,785.37	\$85,050.44	\$88,445.57	\$91,976.07	\$95,648.79	\$99,955.31
N	26	hrly	\$41.56	\$43.21	\$44.94	\$46.73	\$48.60	\$50.54	\$52.55	\$54.65	\$56.84	\$59.37
		wkly	\$1,454.43	\$1,512.46	\$1,572.80	\$1,635.59	\$1,700.88	\$1,768.77	\$1,839.40	\$1,912.85	\$1,989.24	\$2,078.05
		yrly	\$75,630.19	\$78,648.07	\$81,785.37	\$85,050.44	\$88,445.57	\$91,976.07	\$95,648.79	\$99,468.31	\$103,440.71	\$108,058.38

**Schedule A**  
**Effective 1-2-2016**  
**3% Increase**

<b>Sal Plan</b>	<b>Grade</b>		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
N	11	hrly	\$12.18	\$12.59	\$13.05	\$13.58	\$14.14	\$14.72	\$15.32	\$16.01	\$16.74	\$17.78
		wkly	\$426.34	\$440.57	\$456.62	\$475.47	\$494.95	\$515.20	\$536.29	\$560.50	\$585.78	\$622.47
		yrly	\$22,169.90	\$22,909.40	\$23,744.48	\$24,724.48	\$25,737.38	\$26,790.24	\$27,886.95	\$29,145.84	\$30,460.34	\$32,368.40
N	12	hrly	\$13.05	\$13.58	\$14.14	\$14.72	\$15.32	\$16.01	\$16.74	\$17.51	\$18.31	\$19.43
		wkly	\$456.62	\$475.47	\$494.95	\$515.20	\$536.29	\$560.50	\$585.78	\$612.82	\$640.81	\$680.15
		yrly	\$23,744.48	\$24,724.48	\$25,737.38	\$26,790.24	\$27,886.95	\$29,145.84	\$30,460.34	\$31,866.50	\$33,322.00	\$35,367.90
N	13	hrly	\$14.14	\$14.72	\$15.32	\$16.01	\$16.74	\$17.51	\$18.31	\$19.16	\$20.08	\$21.33
		wkly	\$494.95	\$515.20	\$536.29	\$560.50	\$585.78	\$612.82	\$640.81	\$670.50	\$702.66	\$746.67
		yrly	\$25,737.38	\$26,790.24	\$27,886.95	\$29,145.84	\$30,460.34	\$31,866.50	\$33,322.00	\$34,866.04	\$36,538.54	\$38,826.93
N	14	hrly	\$15.32	\$16.01	\$16.74	\$17.51	\$18.31	\$19.16	\$20.08	\$21.06	\$22.06	\$23.38
		wkly	\$536.29	\$560.50	\$585.78	\$612.82	\$640.81	\$670.50	\$702.66	\$737.03	\$772.05	\$818.27
		yrly	\$27,886.95	\$29,145.84	\$30,460.34	\$31,866.50	\$33,322.00	\$34,866.04	\$36,538.54	\$38,325.41	\$40,146.75	\$42,549.78
N	15	hrly	\$16.74	\$17.51	\$18.31	\$19.16	\$20.08	\$21.06	\$22.06	\$23.10	\$24.15	\$25.44
		wkly	\$585.78	\$612.82	\$640.81	\$670.50	\$702.66	\$737.03	\$772.05	\$808.62	\$845.15	\$890.35
		yrly	\$30,460.34	\$31,866.50	\$33,322.00	\$34,866.04	\$36,538.54	\$38,325.41	\$40,146.75	\$42,048.00	\$43,947.68	\$46,298.44
N	16	hrly	\$18.31	\$19.16	\$20.08	\$21.06	\$22.06	\$23.10	\$24.15	\$25.16	\$26.30	\$27.82
		wkly	\$640.81	\$670.50	\$702.66	\$737.03	\$772.05	\$808.62	\$845.15	\$880.70	\$920.67	\$973.54
		yrly	\$33,322.00	\$34,866.04	\$36,538.54	\$38,325.41	\$40,146.75	\$42,048.00	\$43,947.68	\$45,796.45	\$47,874.74	\$50,624.20
N	17	hrly	\$20.08	\$21.06	\$22.06	\$23.10	\$24.15	\$25.16	\$26.30	\$27.54	\$28.78	\$30.31
		wkly	\$702.66	\$737.03	\$772.05	\$808.62	\$845.15	\$880.70	\$920.67	\$963.89	\$1,007.23	\$1,060.91
		yrly	\$36,538.54	\$38,325.41	\$40,146.75	\$42,048.00	\$43,947.68	\$45,796.45	\$47,874.74	\$50,122.23	\$52,376.00	\$55,167.18
N	18	hrly	\$22.06	\$23.10	\$24.15	\$25.16	\$26.30	\$27.54	\$28.78	\$30.04	\$31.30	\$32.82
		wkly	\$772.05	\$808.62	\$845.15	\$880.70	\$920.67	\$963.89	\$1,007.23	\$1,051.25	\$1,095.35	\$1,148.87
		yrly	\$40,146.75	\$42,048.00	\$43,947.68	\$45,796.45	\$47,874.74	\$50,122.23	\$52,376.00	\$54,665.02	\$56,957.95	\$59,740.99
N	19	hrly	\$24.15	\$25.16	\$26.30	\$27.54	\$28.78	\$30.04	\$31.30	\$32.55	\$33.85	\$35.47
		wkly	\$845.15	\$880.70	\$920.67	\$963.89	\$1,007.23	\$1,051.25	\$1,095.35	\$1,139.21	\$1,184.65	\$1,241.57
		yrly	\$43,947.68	\$45,796.45	\$47,874.74	\$50,122.23	\$52,376.00	\$54,665.02	\$56,957.95	\$59,239.13	\$61,601.79	\$64,561.41
N	20	hrly	\$26.30	\$27.54	\$28.78	\$30.04	\$31.30	\$32.55	\$33.85	\$35.20	\$36.60	\$38.34
		wkly	\$920.67	\$963.89	\$1,007.23	\$1,051.25	\$1,095.35	\$1,139.21	\$1,184.65	\$1,231.91	\$1,281.03	\$1,341.81
		yrly	\$47,874.74	\$50,122.23	\$52,376.00	\$54,665.02	\$56,957.95	\$59,239.13	\$61,601.79	\$64,059.23	\$66,613.81	\$69,773.97
N	21	hrly	\$28.78	\$30.04	\$31.30	\$32.55	\$33.85	\$35.20	\$36.60	\$38.06	\$39.58	\$41.44
		wkly	\$1,007.23	\$1,051.25	\$1,095.35	\$1,139.21	\$1,184.65	\$1,231.91	\$1,281.03	\$1,332.15	\$1,385.28	\$1,450.24
		yrly	\$52,376.00	\$54,665.02	\$56,957.95	\$59,239.13	\$61,601.79	\$64,059.23	\$66,613.81	\$69,271.80	\$72,034.76	\$75,412.37
N	22	hrly	\$31.30	\$32.55	\$33.85	\$35.20	\$36.60	\$38.06	\$39.58	\$41.16	\$42.80	\$44.79
		wkly	\$1,095.35	\$1,139.21	\$1,184.65	\$1,231.91	\$1,281.03	\$1,332.15	\$1,385.28	\$1,440.59	\$1,498.06	\$1,567.49
		yrly	\$56,957.95	\$59,239.13	\$61,601.79	\$64,059.23	\$66,613.81	\$69,271.80	\$72,034.76	\$74,910.52	\$77,899.09	\$81,509.59
N	23	hrly	\$33.85	\$35.20	\$36.60	\$38.06	\$39.58	\$41.16	\$42.80	\$44.51	\$46.29	\$48.41
		wkly	\$1,184.65	\$1,231.91	\$1,281.03	\$1,332.15	\$1,385.28	\$1,440.59	\$1,498.06	\$1,557.84	\$1,619.98	\$1,694.30
		yrly	\$61,601.79	\$64,059.23	\$66,613.81	\$69,271.80	\$72,034.76	\$74,910.52	\$77,899.09	\$81,007.51	\$84,238.93	\$88,103.61
N	24	hrly	\$36.60	\$38.06	\$39.58	\$41.16	\$42.80	\$44.51	\$46.29	\$48.13	\$50.05	\$52.33
		wkly	\$1,281.03	\$1,332.15	\$1,385.28	\$1,440.59	\$1,498.06	\$1,557.84	\$1,619.98	\$1,684.65	\$1,751.90	\$1,831.49
		yrly	\$66,613.81	\$69,271.80	\$72,034.76	\$74,910.52	\$77,899.09	\$81,007.51	\$84,238.93	\$87,601.96	\$91,098.93	\$95,237.36
N	25	hrly	\$39.58	\$41.16	\$42.80	\$44.51	\$46.29	\$48.13	\$50.05	\$52.05	\$54.13	\$56.57
		wkly	\$1,385.28	\$1,440.59	\$1,498.06	\$1,557.84	\$1,619.98	\$1,684.65	\$1,751.90	\$1,821.83	\$1,894.58	\$1,979.88
		yrly	\$72,034.76	\$74,910.52	\$77,899.09	\$81,007.51	\$84,238.93	\$87,601.96	\$91,098.93	\$94,735.35	\$98,518.26	\$102,953.97
N	26	hrly	\$42.80	\$44.51	\$46.29	\$48.13	\$50.05	\$52.05	\$54.13	\$56.29	\$58.54	\$61.15
		wkly	\$1,498.06	\$1,557.84	\$1,619.98	\$1,684.65	\$1,751.90	\$1,821.83	\$1,894.58	\$1,970.24	\$2,048.92	\$2,140.39
		yrly	\$77,899.09	\$81,007.51	\$84,238.93	\$87,601.96	\$91,098.93	\$94,735.35	\$98,518.26	\$102,452.36	\$106,543.93	\$111,300.13

