

AGREEMENT

BETWEEN

MANHASSET UNION FREE SCHOOL DISTRICT

- and -

MANHASSET EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION

Effective: July 1, 2019 - June 30, 2023

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AGREEMENT between the MANHASSET UNION FREE SCHOOL DISTRICT (the "District") and the MANHASSET EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION (the "Association") made this 16 day of March, 2021 as follows:

ARTICLE I - RECOGNITION

The District recognizes the Association as the exclusive negotiating agent for unit members in a unit consisting of nurses, computer technicians, information technology assistant manager, security guards, security aides, cleaners, maintainers, maintainer helpers, groundskeepers, teaching assistants, supervisory aides, clerical unit members, central office receptionist, duplicating machine operators, health aides, messengers, and excluding head custodians, assistant head custodians (evening cleaning supervisors), supervisor of buildings and grounds, administrative assistant, bookkeeper, secretary to the Superintendent of Schools, secretaries to the Assistant Superintendents, administrative officer, business office clerks, junior accountants, accountants, supervisor for transportation/central registrar and all other unit members.

ARTICLE II - DEFINITIONS

- A. "UNIT MEMBER" means a person employed full- or part-time in one of the job titles described in Article I for a period of more than forty-five (45) days.
- B. "FULL-TIME UNIT MEMBER" means a unit member who provides service to the District for the normal workday, workweek and work year as set forth in the annexed Schedules A, B, and C.
- C. "PART-TIME UNIT MEMBER" means any unit member who provides service to the District for twenty (20) hours or fewer per workweek.
- D. "PARAPROFESSIONAL" means teaching assistants, supervisory aides and health aides.
- E. "RETIREMENT" means full retirement under the New York State Unit members Retirement System or New York State Teachers Retirement System and does not mean separation in vested status from service.
- F. "CLERICAL" means clerk typists, stenographers, senior stenographers and stenographic secretaries.

- G. "SUPERINTENDENT" means the Superintendent of Schools of the District or his/her designee.

ARTICLE III - TERMINATION OF EMPLOYMENT

A. Resignation

A unit member who intends to resign shall inform his/her supervisor in writing no less than ten (10) working days (i.e., excluding any personal or vacation days to be taken) prior to the intended date of resignation. Unit members who fail to give the District at least two (2) weeks (10 working days) prior notice of resignation, shall be docked one (1) day's pay for each day less than two (2) weeks (10 working days) of notice.

B. Retirement

A unit member who intends to retire or separate in vested status from service shall inform his/her supervisor in writing no less than four (4) months prior to the intended date of retirement. Upon request of the unit member, the District may, in its sole discretion, waive any portion of the four-month notice, which decision shall not be grievable.

ARTICLE IV - UNIT MEMBER FILES AND EVALUATION PROCEDURES

A. Unit member Files

1. A file will be maintained for each unit member in the Central Administration Office.
2. Unit members shall have the right to review their files, except material of a confidential nature, during normal business hours and to make copies of materials therein. An administrator must be present during the unit member's review of their personnel file.
3. Unit members shall have the right to have an Association representative accompany them when they review their files.
4. Unit members shall have the right to append their remarks to any document in their files of an evaluative nature within fifteen (15) working days after notification that the document is going to be placed in their files.
5. Grievances, grievance claims, and other material relating to grievances shall not be placed in unit member files.

B. Evaluation Procedures

1. All unit members will be evaluated no less than once per year in accordance with procedures to be developed by the Superintendent, which procedures may be changed from time to time at the discretion of the Superintendent consistent with the provisions of this Article.
2. Upon receiving evaluation reports, unit members shall have the right to confer with their supervisors.
3. Unit members shall sign their evaluation reports, verifying that they have read the reports.
4. An unsatisfactory rating following an evaluation shall result in the denial by the District of thirty (30%) percent of the next scheduled annual salary increase. The District's determination shall be subject to the following procedural provisions:
 - a. A supervisor shall inform a unit member in writing by February 15 that he/she is considering recommending to the Superintendent that such unit member be given an unsatisfactory rating, which shall result in the withholding of thirty (30%) percent of that unit member's salary increase for the next school year unless that unit member's performance improves by June 1. Any such unit member shall have been evaluated in writing prior to February 15.
 - b. A unit member who receives such a notice shall sign it to signify its receipt by February 15.
 - c. Supervisors shall make every reasonable effort to assist such unit members to improve between February 15 and June 1.
 - d. Supervisors shall inform such unit members in writing by June 1 that their performance has improved satisfactorily or that it has not.
 - e. Unit members who are rated unsatisfactory shall be informed in writing of the final determination by the Superintendent by July 1.
 - f. This evaluation system shall not restrict the authority of the District to discipline and/or terminate unit members in the manner provided in, and to the extent permitted by, applicable laws and regulations.

ARTICLE V - WORKDAY, WORKWEEK AND WORK YEAR

- I. The normal workday and workweek and work year for unit members shall be as set forth in the annexed Schedules A, B, and C.

- A. All workdays are exclusive of lunch but include one (1) a.m. break, such break not to exceed fifteen (15) minutes. Lunch and break times will be posted by the District.

- B. There shall be no reduction of the normal workday on days prior to holidays. Any reduction in the workday shall be at the sole discretion of the Superintendent of Schools.

- C. Work Outside of Regular Work Year

Unit members who perform service beyond their work year as defined in Schedules A through C shall be compensated at their regular hourly rate.

- D. Emergency Snow removal

All Buildings and Grounds unit members shall be required to report for work, upon request, for emergency snow removal. Such assignment shall be offered to said unit members in order of seniority. If an insufficient number of said unit members shall volunteer, unit members may be assigned to report for such work in inverse order of seniority. Unit members shall be paid at the double time rate for emergency snow removal.

- E. Cleaners

Cleaners shall have no change to their shifts in the summer months. Cleaners who are regularly scheduled to work Saturdays or Sundays shall have those days be treated, for all purposes, as normal workdays (including for taking leave).

- F. Teaching Assistants and Supervisory Aides

Teaching assistants and supervisory aides assigned to the Secondary School typically combine their 30-minute lunch period and 15-minute break into one 45-minute lunch period, which accommodates the school's 42-minute teaching periods and four-minute passing time. When special events or assemblies are held, creating "X Day" scheduling, teaching assistants and supervisory aides are unable to take their 15-minute break. Thus, these unit members will be given release time for the 15-minute break times which are lost

on X Days. This release time (i.e., 15 minutes multiplied by the number of X days in a given school year) will be made up by permitting these unit members to leave school early on the Secondary School's parent-teacher conference day held in the Fall of each year.

II. Work Year for Ten Month Secretaries

Each ten (10) month secretary shall be required to work in his/her respective positions for up to four (4) additional days immediately preceding September 1st. The unit member and his/her immediate supervisor may mutually agree to have the unit member work the additional days during a different time period between July 1st and September 1st.

III. Notwithstanding the provisions of paragraph I.(C) above, all unit members shall be required to attend up to seven (7) meetings with administration, after school, each year. Unit members shall not be compensated for attending said meetings. The meetings shall be one hour in length; however, the District, shall have the ability to consolidate said meetings for a period of more than one hour. In no event shall unit members be required to attend more than seven (7) hours of meetings in any one year.

ARTICLE VI – COMPENSATION

A. Salary

1. Annualization of Salaries: Salaries for the seven groups of unit members listed below, who work full-time, are annualized based upon the indicated number of hours of service as follows:

12 Month Clerical	= 1,746.5 Hours
10 Month Clerical	= 1,400.0 Hours
Supervisory Aides, Teaching Assistants, RN (7 Hours)	= 1,372.0 Hours
Supervisory Aides, Teaching Assistants, RN (6 Hours)	= 1,176.0 Hours
Custodial, Technology, Facilities, Messenger	= 2,059.5 Hours
Security (8 Hour)	= 1,568.0 Hours
Security (6 Hour)	= 1,176.0 Hours

Annualized salaries for those unit members in these groups who work less than full time shall be pro-rated accordingly.

2.
 - a. Effective July 1, 2019, the 2018-19 salary schedules shall be increased by 1.75% step movement shall be made.
 - b. Effective July 1, 2020, the 2019-20 salary schedules shall be increased by 1.25%; step movement shall be made.

- c. Effective July 1, 2021, the 2020-21 salary schedules shall be increased by 1%; step movement shall be made.
 - d. Effective July 1, 2022, the 2021-22 salary schedules shall be increased by 1%; step movement shall be made.
- 3. Only unit members hired on or before February 1 of the contract year shall be eligible for increments, if due, effective July 1 of the following contract year.
- 4. New unit members shall be placed on Step 1-3 on the appropriate salary schedule except in extraordinary circumstances.
- 5. Effective July 1, 2019, the frozen steps between 15 and 20 on salary schedules shall be eliminated by evenly dividing the difference and applying to salary steps 16, 17, 18, and 19. This modification shall be reflected in Attachment A, salary schedules.
- 6. Effective July 1, 2019, the Clerk Typist salary column shall be modified as reflected in Attachment A, salary schedules.
- 7. Unit members who attained step 20 in the 2017-2018 school year or earlier shall receive a one-time payment of \$300, not added to base salary, in the first pay period in October 2020, provided that such unit members continue to be employed as of the first pay period of October 2020.
- 8. Night differential pay (annual) for cleaner liaison at an elementary building shall be \$3,000, and \$5,000 at the Secondary School.

B. Overtime

- 1. Work that is required by the District of unit members in any day in excess of the unit member's normal workday as defined in Article V shall be compensated at one and one-half times the regular hourly rate of each hour worked above the normal workday, or at the option of the unit member, by compensatory time for each hour worked above the normal workday; provided, however, that if the unit member's workday as defined in Article V is six (6) hours, then the first hour worked in excess of the workday shall be compensated in pay or compensatory time at straight time, not time and one-half. Unit members opting for compensatory time may not accrue more than fourteen (14) hours of compensatory time per school year. Unit members opting for

compensatory time shall give two weeks' (10 working days) notice, in writing, to his/her immediate supervisor of a request to use accrued compensatory time off.

2. Custodial workers who are required by the District to work on holidays as defined in Article IX, Section A shall be compensated by an additional one and one-half times their regular hourly rate for each hour worked, or at the option of the unit member, by compensatory time for each hour worked on a time and one-half basis. Unit members opting for compensatory time may not accrue more than fourteen (14) hours of compensatory time, per school year. Unit members opting for compensatory time shall give two weeks' (10 working days) notice, in writing, to his/her immediate supervisor of a request to use accrued compensatory time off.
3. Overtime shall be offered to cleaners, custodians and maintainers only on a rotating basis to full-time then to part-time cleaners, custodians and maintainers in order of seniority in the title. Seniority for this purpose shall be determined for cleaners on a building-by-building basis, and calculated by total months of service. Notwithstanding the foregoing, the District shall be permitted to distribute assignments without doing so on a rotating basis in order of seniority provided the administration determines that special skills are required for a particular overtime assignment. In such event, the District may distribute such overtime assignment to the unit member it deems to be the most qualified to perform said overtime assignment, without the consideration of seniority. In the event an overtime assignment is distributed in the above-referenced manner, the administration shall ensure that all of the unit member(s) within title will have been offered a substantially equal amount of total overtime by the end of the school year.

C. Longevity

1. Full-time unit members who have completed ten (10) years of continuous District service, and who have not previously been paid a longevity payment shall receive a one-time, lump sum longevity payment (not added to base salary) of One Thousand Five Hundred (\$1,500.00) Dollars. Said payment for part-time unit members shall be pro-rated for part-time unit members.
2. Full-time unit members who have completed fifteen (15) years of continuous District service shall receive a \$500.00 annual lump sum longevity payment. Said payment

shall not be added to base salary, and shall be prorated for part-time unit members.

3. Full-time unit members who have completed twenty (20) or more years of continuous District service shall receive a one-time, lump sum longevity payment (not added to base salary) of One Thousand Dollars (\$1,000.00). Said payment shall be pro-rated for part-time unit members.
4. "Full-time service" for purposes of longevity eligibility shall mean 35 or 40 hours per week, as applicable.
5. Should a unit member reach the years of service benchmarks noted above on or before September 15th (i.e., between and inclusive of the dates February 2nd -September 15th), longevity payments shall be payable in the first pay period in October. For example, a unit member who began employment with the District on September 1, 2000 and reaches completion of 20 years on September 1, 2020 would receive his/her longevity payment in the first pay period in October 2020. Should a unit member reach the years of service benchmarks noted above on or before February 1st inclusive of the dates September 16th - February 1st, longevity payments shall be 1st (i.e., between and payable in the first pay period in February. For example, a unit member who began employment with the District on January 2, 2000 and reaches completion of 20 years on January 2, 2020 would receive his/her longevity payment in the first pay period in February 2020.

D. Mileage Reimbursement

The District will reimburse unit members for use of private vehicles on school business or who, by assignment, must travel between two (2) separate school sites in a given workday at the current IRS rate.

E. Uniforms

New cleaners, maintainers, groundsmen, security guards and messengers shall receive five shirts, five pairs of trousers, and a choice of one three-season jacket or one winter parka, or one fleece vest, or thermal sweatshirt. Thereafter, such unit members shall receive three items (i.e., either shirts and/or trousers) per year, unless, with the approval of the Director of Facilities, other items are needed. Unit members shall wear their uniforms at all times that they are on duty and shall keep them neat and clean.

F. Emergency Call-In

Custodial workers shall be paid for a minimum of two and one-half (2 ½) hours if they are called in on an emergency basis to perform services on their days off or on holidays.

G. MEA Schedule C

Unit members who are assigned to perform work covered by Schedule C of the District's collective bargaining agreement with the Manhasset Education Association shall be compensated in accordance with said Schedule. Schedule C assignments shall be offered first to MEA bargaining unit members. If the assignment is not filled, it shall be offered to MESPA bargaining unit members. If the assignment remains unfilled, it may be offered to non- bargaining unit members. Any and all disputes concerning Schedule C positions shall be facilitated and/or resolved pursuant to the collective bargaining agreement between the Board and the MEA.

H. Reimbursement for Job Related Courses

The District will pay for job-related courses which have been approved in advance by the Superintendent or his/her designee, upon presentation of evidence of satisfactory completion of the course.

I. Section 125 Plan

The Plan in effect in the District permits unit members to pay for portions of their health insurance premiums, non-reimbursable medical and childcare expenses with pre-tax dollars. It is understood that before the pre-tax contributions are implemented, any unit member making such contributions shall first agree in writing to indemnify and save the District harmless against any and all claims and/or liabilities, including fees, that arise out of or by reason of action taken or not taken by the District for the purpose of complying with this Section. The Flexible Spending Account administrative fee charged to the Manhasset Educational Support Personnel Association shall be the same as that charged to the Manhasset Education Association.

J. Registered Nurses' and Teaching Assistants' Bonus

1. An annual bonus shall be paid in accordance with the following:

Registered Nurses

School Nurse Certification: \$500.00

Bachelor's Degree: \$750.00

Master's Degree: \$750.00

Teaching Assistants¹

Bachelor's Degree in Education: \$500.00

Master's Degree in Education: \$750.00

2. Said unit members shall be eligible for either the Bachelor's Degree bonus or the Master's Degree bonus, but not both.
3. Teaching Assistants hired prior to July 1, 2019 who currently possess a Bachelor's or a Master's degree in any discipline shall be eligible for either the Bachelor's Degree or the Master's Degree bonus, but not both. Teaching Assistants with a starting date on or after July 1, 2019 must possess a Bachelor's or a Master's Degree in Education or in a relevant discipline as determined by the District, which decision shall not be grievable.
4. Said bonus shall not be added to base salary and shall be pro-rated for part-time unit members.

K. Differential

Unit members who are involuntarily transferred to the evening shift shall receive a ten (10%) percent salary differential.

L. Emergency School Closing

All part-time unit members shall be compensated for the hours that they typically work during regular school hours if the District declares an emergency school closing.

ARTICLE VII - TIME RECORDS

Unit members shall sign in with scancard at time of arrival at the beginning of each workday and sign out with scancard at time of departure at the end of each workday, pursuant to procedures to be established by the Superintendent.

ARTICLE VIII - RETIREMENT

The District shall continue to provide health insurance coverage into retirement for unit members who retire with ten (10) or more years of full-time service to the District. Said coverage shall be in accordance with the respective plan applicable to them at the time of execution of this agreement. A unit member receiving health insurance coverage into

¹ Excluding teaching assistants assigned to computer labs.

retirement shall continue to pay the same percentage of the premium contribution he/she was contractually required to pay as an active unit member on the day preceding the retiree's effective date of retirement. Said contribution shall be that percentage, multiplied by the premium in effect for each year of retirement.

ARTICLE IX - HOLIDAYS, VACATIONS, LEAVES

A. Holidays

1. All unit members, except part-time unit members, with a twelve (12)-month work year shall receive the following paid holidays in each work year:

Fourth of July

Labor Day

Rosh Hashanah and the day after

Yom Kippur

Columbus Day

Veterans' Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

New Year's Day

Martin Luther King's Birthday

Lunar New Year

Presidents' Day

Good Friday

Memorial Day

2. All unit members, except part-time unit members, with a ten (10)-month work year shall receive the following paid holidays in each work year:

Labor Day

Rosh Hashanah and the day after

Yom Kippur

Columbus Day

Veterans' Day

Thanksgiving

Friday after Thanksgiving

Christmas Day

New Year's Day

Martin Luther King's Birthday

Lunar New Year

Presidents' Day

Good Friday

Memorial Day

3. The school calendar shall be determined by the District in its discretion, after consultation with the Association.
4. On the last day of school for students, 10-month unit members work a one-half day (morning) schedule. 12-month unit members work a full day.

B. Vacation

1. All twelve (12)-month unit members, with the exception of part-time unit members, are eligible for paid summer vacations in addition to the holidays provided in Section A, according to the following:

One year or less:

0.83 days per month of service, computed to the nearest half day.

More than one year, but less than five years of District service:

10 days, 0.83 days per month of service, computed to the nearest half day.

Five or more years, but less than ten years of District service:

15 days, 1.25 days per month of service, computed to the nearest half day.

Ten or more years of District service:

20 days, 1.67 days per month of service, computed to the nearest half day.

2. Vacation days shall be deemed earned and accrued monthly in accordance with section B.1, but may be used in advance of actual accrual, provided, however, that if a unit member leaves District employment for any reason, the District shall recoup the value of any vacation days used in excess of vacation days actually earned. Vacation days shall be taken during the period beginning with the close of schools

in June and prior to August 15th each year, or with prior written approval of the District, during scheduled vacation periods when schools are closed during the regular school year. The decision to grant such approval, or not, shall be in the sole discretion of the District and shall not be subject to the provisions of Article XI, provided, however, that such approval shall not be unreasonably denied. All vacations between the close of schools in June and August 15th each year shall be scheduled with the unit member's supervisor prior to June 1 each year. In addition, all vacation schedules for Buildings and Grounds unit members must also be approved by the Director of Facilities.

3. All other unit members, except part-time unit members, shall be granted vacation during the periods when students are not in school, although twelve (12)-month secretary/clericals shall continue to be required to work on two (2) days during each of the three (3) school vacation periods, in accordance with a schedule to be established by their immediate supervisors.
4. Ten (10)-month unit members who become twelve (12)-month unit members shall receive .85 pro rata service credit per year of ten (10)-month service for purposes of determining vacation eligibility; for example, ten (10) years' service as a ten (10)-month unit member entitles a unit member upon conversion from a ten (10)-to a twelve (12)-month position to eight (8) years, service credit (fifteen (15) workdays of vacation).
5. Each eligible unit member shall be required to use his/her vacation during the fiscal year (July 1-June 30) in which it is earned; provided that if the unit member's request to use vacation has been unreasonably denied by his/her immediate supervisor, the unit member shall be permitted to carry over said unused vacation into his/her next fiscal year of employment, and shall use such vacation in that fiscal year. For unit members hired on or after July 1, 2006, there shall be no payment for unused vacation.
6. For each vacation day a unit member takes during a period when summer hours are in effect, the unit member shall receive pay for an additional one-half hour. Summer hours are in effect from July 1st to August 31st and during the Holiday, Winter and Spring Recesses.

C. Personal Illness

Eligibility

- a. For the first three (3) years of full-time employment, full-time twelve (12)-month unit members shall be allowed up to twelve (12) days' absence with pay annually for personal illness, and all other full-time unit members shall be allowed up to ten (10) days' absence with pay annually for personal illness. Unused days shall not accumulate from year to year.
- b. Commencing with their fourth (4th) year of employment, full-time twelve (12)-month unit members shall each be allowed up to one hundred fifty (150) days' absence with pay annually for personal illness, and all other full-time unit members shall be allowed up to one hundred twenty-five (125) days' absence with pay annually for personal illness, and such unit members who exhaust such allowance in a given year shall be covered by the District with long-term disability insurance at the expense of the District for up to one (1) year at full pay.
- c. Notwithstanding the provisions of paragraphs 1.a. and 1.b. above, all full-time unit members hired after April 25, 1991 shall accumulate sick leave on the basis of one day per month of employment through the fourth year of full-time employment. Unused days shall not accumulate from year to year. Such unit members shall be eligible for the benefits of paragraph 1(b) in their fifth year of full-time employment, rather than the fourth year.
- d.
 - i. Notwithstanding the provisions of paragraphs 1.a., 1.b. and 1.c. above, all full-time unit members hired on or after November 22, 2000, shall be entitled to 16 personal illness days (twelve-month unit members) or 13 personal illness days (ten-month unit members) each year, non-cumulative, credited upon being hired, and prorated for unit members hired after July 1st for 12-month unit members and after September 1st for 10-month unit members.
 - ii. Notwithstanding the provisions of paragraphs 1.a., 1.b., 1.c. and 1.d.i. above, all full-time unit members hired on or after January 1, 2017, shall be entitled to 12 personal illness days (12-month unit members) or 10

personal illness days (10-month unit members) each year, non-cumulative, credited upon being hired and pro-rated for unit members hired after July 1st for twelve-month unit members and after September 1st for ten-month unit members.

iii. Commencing with the July 1st following the completion of the first school year of employment, unit members shall be permitted to accumulate up to 200 days. Upon application of the unit member, the Superintendent may, in his or her sole discretion, allow additional days of absence for illness with pay.

e. Notwithstanding the provisions of Section C, Subdivision 1, part-time twelve-month unit members employed by the District as of April 23, 1984 shall be allowed up to one hundred fifty (150) days' absence with pay annually for personal illness. All other part-time unit members employed by the District as of April 23, 1984 shall be allowed up to one hundred twenty-five (125) days' absence with pay annually for personal illness.

f. Staff hired after April 23, 1984 and employed at least half-time, but less than full-time, shall be allowed up to five (5) days' absence with pay annually. Unused days may be accumulated up to a maximum of twenty-five (25) days. Upon application of an individual unit member, the Superintendent may, in his or her sole discretion, allow additional day(s') absence with pay.

2. Procedure

An Absence Report form provided by the District shall be submitted for absences due to illness of one (1), two (2), and three (3) days. For absences of four (4) days or longer, such form shall be accompanied by a physician's statement. The District may require that any illnesses be validated by a physician selected by the District.

3. Pregnancy

Any physical disability related or incidental to pregnancy shall be governed by the provisions of this Article.

D. Personal Leave Days

1. All full-time unit members hired prior to January 1, 2017 shall be allowed annually up to three (3) days' absence with pay for legal or personal reasons, including religious observances. All full-time unit members hired on or after January 1, 2017 shall be allowed annually up to two (2) days' absence with pay for legal or personal reasons, including religious observances.
2. Application for personal leave shall be made in writing to the Superintendent at least five (5) workdays in advance of the intended leave. Additional personal leave days, without pay, may be authorized in the sole discretion of the District, and the District's determination shall not be subject to the provisions of Article XI.
3. A reason acceptable to the District must be provided upon request if the application is for personal leave on a Monday, Friday or day before or after a holiday, vacation or school recess period; provided that such request shall not be unreasonably denied.
4. During the first year of employment of full-time unit members hired prior to January 1, 2017, personal leave days will accrue at the rate of 3/12ths of a day per month for twelve (12) month unit members and at the rate of 3/10ths of a day per month for ten (10) month unit members. For all full-time unit members hired on or after January 1, 2017, during the first year of employment, personal leave days will accrue at the rate of 2/12ths of a day per month for twelve-month unit members and at the rate of 2/10ths of a day per month for ten-month unit members.

E. Child Care

Child care leave without pay for care of a newborn or newly adopted child of up to two (2) years will be granted to any unit member, with the exception of part-time unit members, with at least one (1) year of service within the District upon written application at least one (1) month prior to the intended commencement date of the leave. Eligibility for additional child care leave shall be contingent upon prior return to service for no less than two (2) full calendar years.

F. Extended Leave

Under extenuating circumstances, and upon the recommendation of the unit member's supervisor, a unit member may be granted extended leave without pay for a period up to one (1) year. The decision to grant such leave, or not, shall be in the sole discretion of the District and shall not be subject to the provisions of Article XI.

G. Jury Duty

1. All unit members, with the exception of part-time unit members, will be excused without loss of pay for a period not to exceed two (2) workweeks if called for jury duty. Any stipend or travel reimbursement received by such unit members during their first two (2) workweeks of service shall be remitted to the District. To be eligible to receive jury duty pay, unit members shall attempt to postpone their jury service to a time when school is not in session and shall, upon request, provide a copy of a letter demonstrating the attempt. Unit members shall request that they be placed "on call" for jury duty, where available.
2. Under extenuating circumstances, a unit member may request additional leave for jury duty. The Superintendent's decision concerning whether to grant such additional leave shall not be grievable.

H. Bereavement Leave

1. Upon prior approval, all unit members, with the exception of part-time unit members, shall be allowed up to five (5) days' paid bereavement leave in the event of a death in the unit member's immediate family.
2. "Immediate family" is defined as the unit member's mother, father, sister, brother, husband, wife, son, daughter, grandparent, grandchildren, uncle, aunt, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law, or other individuals living in the unit member's household.
3. The 5-day maximum for bereavement leave may be extended at the discretion of the District in unusual circumstances. The Superintendent's decision concerning whether to grant such leave shall not be grievable.

I. Workers' Compensation

Unit members who are entitled to benefits under the Workers' Compensation Law shall receive full salary for the first four (4) months of absence. If the District in its sole discretion, such discretion not to be exercised unreasonably, disputes any aspect of the unit member's entitlement to Worker's Compensation benefits, said unit member shall be required to utilize his/her accumulated sick leave during such absences. Sick leave utilized in accordance with this provision shall be re-credited to the unit member upon

receipt of the Workers' Compensation Board's determination of the number of days of disability, on a day for day basis. In the event the unit member has been absent in excess of the compensable number of days authorized by the Worker's Compensation Board for a particular injury, the District shall be entitled to deduct from the unit member's accumulated sick bank, as of the date of the determination, the difference between the authorized days of absence and the total days taken under this paragraph. A unit member who is absent in excess of four (4) months shall be paid each payroll period in an amount equal to reimbursement received by the District from the Workers' Compensation Board. Nothing in this Agreement shall in any way preclude the District from acting to separate a unit member from employment pursuant to Civil Service Law §§71-73.

J. Critical Illness

Upon prior approval of the Superintendent and/or his/her designee, all unit members, with the exception of part-time unit members, shall be allowed up to five (5) days' absence with pay for each occurrence of critical illness to a spouse, child or parent of the unit member, or other individuals living in the unit member's household. Critical illness means illness which the attending physician certifies in writing to be sufficiently critical to require the staff member's presence at the bedside. The 5-day maximum for critical illness leave may be extended at the discretion of the Superintendent in unusual circumstances. The Superintendent's decision concerning whether to grant such leave and/or extension shall not be grievable.

K. Attendance Review

1. In the event that the District determines that a unit member has demonstrated misuse of sick leave, the following procedure shall be available for use by the District.
2. The unit member shall be notified in writing of the District's concern. Said written notification shall specify the nature of the concern and shall also establish a conference date for a discussion of the District's concerns. The conference shall be held by the Assistant Superintendent for Human Resources or any other successor title which may take its place. The unit member shall have the right to Union representation at said meeting. Within (15) workdays of the conference, a writing summarizing the conference shall be prepared by the Assistant Superintendent for Human Resources and provided to the unit member. In the event that the procedure in paragraph (3) is not invoked within one (1) year of the delivery of the above summary to the unit

member, the same shall be removed from the unit member's personnel file. The District shall notify the unit member that the removal has occurred.

3. After issuance of said letter and the passage of no less than ten (10) workdays, if no improvement in the unit member's attendance record is evident, a second conference shall be held to review the lack of improvement. The unit member may be represented by the Union at said meeting. Following said meeting, the Assistant Superintendent for Human Resources, within fifteen (15) workdays of the conference, shall issue a written determination which may include a formal reprimand. A copy of said determination shall be placed in the unit member's personnel file and a copy shall be provided to the unit member. The unit member shall have the right to affix a response and related documentation to the Assistant Superintendent for Human Resources' determination within fifteen (15) days of the issuance of said determination.
4. After issuance of said determination, as set forth in paragraph (3) above, and the passage of no less than ten (10) workdays, if no improvement in the unit member's attendance record is evident, a third conference shall be held to review the lack of improvement. The unit member may be represented by the Union at said meeting. Within fifteen (15) workdays of said conference, the Assistant Superintendent for Human Resources shall issue a written determination which may include a formal reprimand and/or imposition of a fine of up to three (3%) percent of the unit member's yearly salary (Said fine shall be prorated over at least six (6) payroll periods.)
5. Unit members may be fined pursuant to paragraph 4 only once during any one school year. However, there shall be no other restrictions upon the District's implementation of the above-referenced procedure more than once in any one school year.
6. Nothing hereinabove set forth shall be deemed a prerequisite to institution of disciplinary proceedings pursuant to law which may be commenced by the District at any time in its sole discretion.
7. The decision to institute this procedure shall be reviewed by way of expedited arbitration pursuant to the rules for voluntary arbitration of the American Arbitration Association. However, the imposition of a sanction shall be grievable.

ARTICLE X - INSURANCE AND UNIT MEMBER ASSISTANCE PLAN

A. Health Insurance

1. The District shall provide such health insurance coverage as is being provided to other unit members of the District for the period July 1, 2019 to June 30, 2023, provided, however, that part-time unit members, as defined in Article II, Section C of this Agreement shall not be eligible for health insurance coverage at the expense of the District.

2. Health insurance contribution shall be in accordance with the following:

<u>Unit members hired prior to 7/1/14</u>	<u>Unit members hired on or after 7/1/14</u>
- Effective July 1, 2019: 12%	- Effective July 1, 2019: 17%
- Effective July 1, 2020: 12.5%	- Effective July 1, 2020: 17%
- Effective July 1, 2021: 12.5%	- Effective July 1, 2021: 17%
- Effective July 1, 2022: 13%	- Effective July 1, 2022: 17%

3. The dental insurance coverage provided as of June 30, 1990 shall be continued for the duration of this Agreement, subject to changes or amendments which may be made by the carrier.

B. Health Insurance Declination

1. a. Members of the unit who, during the life of this Agreement, decline District-provided health coverage for which they are eligible shall receive an annual \$2,000 declination payment (family coverage), or \$1,000 declination payment (individual coverage) provided they remain uncovered under such plan for a period of twelve consecutive months.

b. Declination payments shall commence at the end of the twelve-month period and shall be made annually each twelve months thereafter, provided the member remains uncovered under the District's plan. Payments shall be made during the December following the end of the twelve-month period. Nothing contained herein shall preclude a member from re-entering the plan within the twelve-month period, provided, however, that in the case of a member who re-enters in less than twelve months, no declination payment shall be made.

2. Members of the unit may elect a plan no more frequently than once every six months, with the exception that they may elect the Empire Plan at any time. The

foregoing is subject to any restrictions of the carrier and of the Empire Plan.

3. The parties agree that as a participating agency of the New York State Health Insurance Plan ("NYSHIP"), the District is obligated to comply with the rules and regulations of NYSHIP.

C. Unit member Assistance Plan

1. The District shall subscribe to the Unit member Assistance Plan (EAP) sponsored by the LECSA Unit member Assistance Program, or such other program which shall be mutually agreed upon between the District and the Union, on behalf of all members of the bargaining unit. The annual cost of participation shall be paid by the District.
2. The purpose of the EAP is to provide a means of helping bargaining unit members avoid or resolve the wide range of physical, psychological, behavioral, social or family problems that can threaten their health, interpersonal relationships, family life, or on-the- job performance. The EAP offers people the opportunity to actively seek help for alcoholism or drug addiction, marital problems, emotional, psychiatric, legal or financial difficulties, among others. The inclusions of the EAP in this Agreement reflects the support and endorsement of both the District and MESPA.
3. The District and MESPA desire that the EAP shall function under the highest professional standards of confidentiality. Confidentiality shall mean that there shall be no information concerning any individual released to District supervisors, to Union officials, or to anyone else without the express written consent of that individual; provided, however, that the individual must consent to release of such information as the District needs to verify that a unit member's absence is required or caused by participation in the plan or a program or course of treatment recommended by the plan. (See paragraph 7 below.)
4. Participation in any EAP service or activity on the part of any individual shall be wholly voluntary and on the basis of self-referral.
5. A unit member's EAP participation will not be made part of any supervision, review, or evaluation of his/her job performance without the express written consent of that individual; provided, however, that this shall not preclude the District's consideration of the unit member's attendance record to the same extent as it would

be considered for other unit members.

6. Members of the bargaining unit who voluntarily and on their own initiative seek assistance through the EAP shall be afforded the opportunity to do so under the terms of this clause. Unit members must utilize their own time for treatment, whether in the form of sick leave, vacation time, excused leave, or unpaid leave. The District shall be required to grant a unit member not more than a total of four (4) weeks unpaid leave annually for EAP purposes, provided that the unit member has first used all paid leave and vacation time available to him or her for such purposes.
7. Unit members who wish to avail themselves of sick, personal, vacation or unpaid leave for EAP purposes must schedule their time off with the District according to normal procedures. The District may verify with the EAP Coordinator that the unit member has enrolled in a treatment plan or facility, and that a unit member who has been granted a leave for EAP purposes in participating in his or her treatment program as required, and that a unit member who seeks to return from leave has completed the plan of treatment. The unit member, as a condition of the leave, must give the EAP a release allowing the EAP to provide all such information to the District. If a unit member secures a leave for EAP purposes but fails to participate in the prescribed treatment program as required or fails to complete the program, that unit member will be subject to discipline, including discharge. It is understood, however, that neither the EAP nor the unit member is required to reveal the nature of the unit member's problem or treatment if enrollment is voluntary by the unit member.
8. On request of either party to this Agreement, the other party shall meet upon reasonable request to discuss the effectiveness and performance of the EAP.

D. Personal Property

The District will reimburse unit members for the reasonable cost of damages to personal property, excluding automobiles, incurred in a physical altercation suffered while the unit member was acting in the discharge of his/her duties within the scope of his/her employment, up to a maximum of \$250.00 per unit member per occurrence.

E. NYSUT Benefits

Unit members may sign and deliver to the District assignments authorizing deduction for NYSUT benefits. All District payments shall be made directly to NYSUT for its distribution.

ARTICLE XI - GRIEVANCE PROCEDURES

A. Basic Principles

1. It is the intent of these procedures to provide for the swift and orderly settlement of differences in a fair and equitable manner. The parties agree that it is advantageous to attempt to resolve differences informally and that, in any event, resolution of a grievance at the earliest possible stage is agreed to be a most desirable goal.
2. Nothing contained herein will be construed as limiting the right of any unit member having a grievance under this Agreement to discuss the matter informally with the unit member's supervisor, thus having the grievance adjusted, provided that the adjustment is not inconsistent with the terms of this Agreement.
3. Time limits set forth herein shall be strictly construed, are deemed critical, and may only be extended by express written agreement of all parties concerned.
4. No remedy for a claimed violation, misinterpretation, or misapplication of this Agreement shall be sought without first pursuing the matter in accordance with these procedures through Stage 3.
5. If any provision of this procedure or any application thereof to any unit member or group of unit members in the negotiating unit shall be finally determined by any court to be contrary to law, then such provision or application shall not be deemed valid except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

B. Definitions

1. A Grievance is a claim by a unit member that the Agreement has been violated, misinterpreted or misapplied with respect to him or her.
2. Supervisor shall mean the immediate superior or the unit member presenting the

grievance.

3. Aggrieved Party shall mean any unit member or group of unit members filing a grievance.
4. Appeal shall mean the referral of a grievance matter to the next higher stage of consultation in the event that the aggrieved unit member or the Association is not satisfied with the solution offered by the lower stage of consultation.
5. Representative shall mean the person designated by the aggrieved person to act or speak on his/her behalf in grievance procedures.
6. Stage shall mean successive level of consultation for the purpose of resolving a grievance.
7. Day shall mean a calendar day.

C. Procedures

1. All grievances shall include the name and position of the aggrieved party, the identity of provisions of this Agreement allegedly violated, the time when, and the place where, the alleged events or conditions constituting the grievance existed, the identity of the party responsible for causing said events or conditions, and a statement of the nature of the grievance and the redress sought by the aggrieved party.
2. The parties shall not interrupt work activity in any phase of the grievance procedure.
3. Forms for filing grievances, serving notices, taking appeals, and making reports and recommendations, and other necessary documents will be developed by the District. The District shall then have them printed and made available so as to facilitate operation of the grievance procedure.
4. No written grievance will be entertained as described below, and such grievance will be deemed waived, unless a written grievance is forwarded at the first available stage within twenty (20) workdays after the unit member knew or should have known of the act or condition on which the grievance is based.
5. If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this Agreement shall be barred.

6. Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party, his/her representative and the Association within the specified time limit shall permit an appeal to the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.

STAGE 1

- a. A unit member having a grievance shall discuss it with his/her immediate supervisor, either directly or through a representative, with the objective of resolving the matter informally. If the unit member submits the grievance through a representative, the unit member may be present during the discussion of the grievance.
- b. If the grievance is not resolved informally, it shall be reduced to writing and presented to the immediate supervisor within the time specified in Section C. 4 above. Within fourteen (14) days after the written grievance is presented, the supervisor shall render a written decision thereon.

STAGE 2

- a. If the unit member initiating the grievance is not satisfied with the written decision at the conclusion of Stage 1 and wishes to proceed further under this grievance procedure, the unit member shall, within fourteen (14) days of receipt of that decision, file a written appeal with the Superintendent
- b. Within fourteen (14) days after receipt of the appeal, the Superintendent shall confer with the unit member and his/her representative.
- c. The Superintendent shall render a decision in writing within fourteen (14) days after the conclusion of the conference.

STAGE 3

- a. If the unit member is not satisfied with the decision at Stage 2 and wishes to proceed further under this grievance procedure, the unit member shall, within fourteen (14) days of receipt of that decision, present the grievance to the Association for its consideration.
- b. If the Association determines that the unit member has a meritorious grievance,

then it may file a written appeal of the decision at Stage 2 with the Board of Education within fourteen (14) days after the unit member has received such written decision. The grievance record maintained by the Superintendent shall be available for use by the Board of Education.

- c. Within twenty-one (21) days after the receipt of an appeal, the Board may hold a hearing on the grievance. The hearing shall be conducted in executive session.
- d. The Board shall render a decision, in writing, within fourteen (14) days after the conclusion of the hearing.

STAGE 4

- a. If the Association is not satisfied with the decision at Stage 3 and wishes to proceed further under this grievance procedure, the Association, within fourteen (14) days of the decision at Stage 3, may submit the matter for advisory arbitration in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association. The arbitrator shall have no power to alter or modify the provisions of this Agreement. Fees and expenses incurred by the arbitrator shall be shared equally by the Association and the District.

ARTICLE XII - MANAGEMENT RIGHTS

The District shall retain the discretion to establish and change policies, rules and regulations concerning terms and conditions of employment, provided that such policies, rules and regulations do not conflict with any provision of this Agreement. The District shall give adequate notice of any changes in policies, rules and regulations concerning terms and conditions of employment and shall bargain concerning the impact thereof, if any, upon the request of the Association. The District's failure to exercise any management right shall not be deemed a waiver of that right.

ARTICLE XIII - UNIT MEMBER DRUG TESTING

A. Purpose

- 1. The purpose of this Article is to establish a written procedure for conducting tests of a MESPA unit member for the presence of illegal controlled substances, their metabolites, or alcohol, under the circumstances described below. Nothing contained in this Article shall be deemed to restrict the District from testing

applicants for employment for drug or alcohol use, regardless of the position applied for, nor to prescribe the reasons for or methods of such testing.

2. For purposes of this Article, "unit member" shall be defined as any unit member whose job requires operating a motor vehicle on behalf of the District.

B. Policy Statement

1. The use of illegal controlled substances by a unit member, regardless of the position held, adversely affects the accomplishment of the District's ability to safely deliver services, impairs the efficiency of the work force, endangers the lives and security of unit members and students, and undermines the public trust and is, therefore, prohibited. In order to identify possible illegal controlled substance usage, and to curtail the introduction of illegal controlled substances and alcohol into the workplace, procedures to test for the use of illegal controlled substances and their metabolites and alcohol have been established in this Article.
2. The District and the Union, as part of their concern for bargaining unit members, recognize that the use of illegal controlled substances causes problems which may have a far-reaching negative effect on the safety of vehicles and on the health, well-being and productivity of the work force and students. It is with problems such as these in mind that the District and the Union have jointly agreed upon the establishment of a Unit member Assistance Program, the terms of which are set forth in a separate article of this Agreement. The District and the Union encourage unit members who are using illegal controlled substances to seek the confidential services of the Employee Assistance Program. Information concerning the use of illegal controlled substances revealed to EAP representatives by a unit member cannot be used for or against the unit member for any purpose.

C. Reasonable Suspicion

1. A unit member as defined herein may be ordered to submit to testing to determine the presence of illegal controlled substances or their metabolites or alcohol, based upon a reasonable suspicion as defined below in this Section of this Article. A unit member who refuses to submit to testing may be subject to discipline, including discharge, under civil service law procedures, if any, applicable to such unit member.

- a. In determining whether to order a test in a particular case, the District must balance a unit member's reasonable expectation of privacy from unreasonable intrusions against the District's interest in assuring the integrity and fitness of its unit members and the safe delivery of its services.
- b. The order to submit to testing must be justified by a reasonable suspicion that the unit member has reported for duty under influence of illegal controlled substances or alcohol or is engaging in the possession, use, distribution, or sale of illegal controlled substances either on or off duty.
- c. While the "reasonable suspicion" standard does not lend itself to precise definition or mechanical application, vague or unparticularized or unspecified or rudimentary hunches or intuitive feelings do not meet the standard.
- d. Reasonable suspicion is the quantum of knowledge sufficient to induce an ordinarily prudent and cautious person to act under the circumstances. Reasonable suspicion must be directed at a specific person and be based on specific and articulable facts and the logical inferences and deductions that can be drawn from those facts.
- e. Reasonable suspicion may be based upon, among other matters: observable phenomena, such as direct observation of use and/or the physical symptoms of using or being under the influence of illegal controlled substances such as, but not limited to, slurred speech; disorientation; a pattern of abnormal conduct or erratic behavior; a "triggering event" which warrants employer inquiry because of a direct bearing of the mental faculties of the unit member on the health and safety of others; action(s) inconsistent with normal conduct or behavior; information provided either by reliable and credible sources or which is independently corroborated; arrest or conviction for a drug-related offense, or the identification of a unit member as the focus of a criminal investigation into illegal drug possession, use or trafficking.
- f. The District will not test solely on the information of anonymous sources unless the information is reliable and credible, or there is corroborative evidence to support the reliability of that information.
- g. It is intended that where a decision is made to test, the unit member will be given a direct order to submit to the test.

- h. A decision by a unit member to seek assistance from the EAP shall not alone be the basis for reasonable suspicion justifying the testing of a unit member under this Article.

D. Procedures

1. Whenever the District believes that available facts objectively indicate that reasonable suspicion exists, as defined above, to warrant the testing of a unit member for illegal controlled substances, their metabolites, or alcohol, then the person making such determination shall document same on a District form within a reasonable time after making such determination. Such documentation shall include the objective facts contributing to and forming the basis of the reasonable suspicion, including, for example, such matters as a description of the unit member's appearance and behavior, the observations of witnesses, and the nature and source of the information. Where the information consists, in whole or part, of observations made by a confidential informant, the source of that part of the information need not be revealed; except that in the event of an arbitration to determine whether the District had reasonable suspicion to require the test, the Union may require that such confidential source be revealed in confidence to the arbitrator considering the issue of reasonable suspicion.
2. In disciplinary proceedings based upon refusal to submit to drug testing or upon testing positive for use, the District cannot be compelled to reveal the name of any confidential informant nor can evidence of the contents of the report of such confidential informant be suppressed because of the District's refusal to reveal the name of such confidential informant.
3. No unit member shall be ordered to submit to a test without the express approval of the Superintendent or his/her designee. Prior to testing, where practicable, the unit member shall be given a brief verbal explanation of the factual basis of the reasonable suspicion, including a brief description of the conduct leading to the formation of a reasonable suspicion, the unit member's acts, and the relevant dates, places and times thereof, and sources of information, except for confidential informants. The unit member may request that his/her union representative be present on this occasion, provided that this will not cause unreasonable delay in the proceedings. The unit member shall be informed of his or her right to respond or

explain any facts at that time, and shall be informed of his or her right to do so.

4. To the extent possible and practicable, all specimen collection and analysis under this agreement shall be in accordance with the standards and procedures incorporated in the

U.S. Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs, issued April 11, 1988. Such procedures shall, however, include the following:

- a. Specimen collection shall be supervised by a person of the same gender as the person to be tested.
- b. Specimen collection shall occur in a private setting free of any substances which may be used to contaminate the specimen.
- c. The person supervising the specimen collection shall provide the unit member with a container to be used to collect the sample.
- d. The person supervising the specimen collection may employ bluing agents to ensure against the adulteration of samples. A second sample may be required where there is suspicion that the first has been adulterated or substituted.
- e. Visual observation of urination will not be required or permitted except where no other means are possible to ensure the integrity of the sample or there is reason to believe that the unit member has adulterated or substituted a sample.
- f. If the unit member is unable to provide a specimen when requested, he/she shall be given a reasonable amount of water (e.g., a glass) and a reasonable amount of time to provide a sample.
- g. The specimen will be provided by the unit member being tested and the filled container will be immediately given to the person supervising the collection, who will examine the sample to determine that it is the appropriate color, clarity, temperature and volume.
- h. The specimen will be immediately sealed and tagged in three separate

containers. Two (2) will be for testing by the laboratory designated by the District. The third (3rd) will be for testing by a laboratory designated by the unit member if he or she should so choose, as provided in paragraph j below. Chain of custody documentation for each specimen shall be maintained from receipt to destruction.

- i. The specimen will undergo a screening test. Any specimen identified as positive on the initial test shall be verified by a confirming test using gas chromatography/mass spectrometry or an equivalent scientifically accepted method that provides quantitative data about the detected drug or drug metabolites.
- j. The unit member being tested shall have the right to an independent analysis from a lab of his/her choice from a list mutually agreed to by the District and the Union. The unit member shall designate, at the time the specimen is given, the laboratory, if any chosen by such unit member, and a specimen shall be provided to that laboratory, as well as to the laboratory designated by the District.
- k. Copies of all test results shall be sent to the unit member and the District. In the event two (2) separate tests are conducted in accordance with paragraph j and the test reports by both laboratories are positive, the prima facie validity of the tests shall be deemed to have been established for the purpose of any subsequent hearings in reference to such testing. In the event a unit member refuses to have the testing done by two (2) laboratories where that option is available to him or her, the hearing officer in a subsequent disciplinary hearing may draw a negative inference from such refusal in determining the guilt or innocence of the unit member on charges of substance or alcohol abuse directly connected to the allegations which led to the testing.
- l. All tests required by the District will be fully paid for by the District.
- m. All time required by the unit member to take the ordered test shall be considered paid time.

5. Throughout all aspects of these procedures, including transportation and the actual obtaining of the sample, every reasonable effort must be made to ensure the dignity and privacy of the unit member. All reasonable efforts shall be made to avoid public attention, and these procedures shall be carried out as discreetly as reasonably possible.
6. Within ten (10) working days after the test, upon written request of the unit member, the Union and the unit member may pursue to arbitration any dispute pertaining to the District's reasonable suspicion under Section C. of this Article, by filing a Demand for Arbitration upon the District. Notwithstanding any other grievance and arbitration provisions of this collective bargaining agreement, such arbitration shall be governed by the following procedures, which pertain only to arbitration under this Article of the collective bargaining agreement:
 - a. A single arbitrator from among the following arbitrators shall be called upon to conduct the "reasonable suspicion" arbitration provided for in this Article: Howard Edelman; Janet Spencer; Bonnie Weinstock. The parties shall inquire of the listed arbitrators whether they are willing to serve in this capacity, and the names of those unwilling or unavailable to serve shall be deleted. In the event that arbitration is demanded, all the arbitrators may be called, in order to schedule the hearing promptly. The first arbitrator to be called shall be rotated (e.g., the first arbitrator on the list shall be the first called for the second arbitration). The arbitrator to be used for any case shall not necessarily be the first called, but shall be the first arbitrator who agrees to hear the case (either at the time of the initial calls from the parties or upon returning the phone call from the parties).
 - b. As stated above, in the event that the District's information consists in whole or in part of observations made by a confidential informant, the Union may require that such confidential source be revealed in confidence to the arbitrator considering the issue of reasonable suspicion.
 - c. For purposes of this Article only, the decision of the arbitrator shall be final and binding; provided, however, that the arbitrator shall have no power to add to, subtract from, or modify this Agreement in any way.

- d. If the issue of reasonable suspicion is not submitted to arbitration in accordance with this Article of the collective bargaining agreement, it shall not be submitted to arbitration under any other Article of the collective bargaining agreement. If the issue of reasonable suspicion is not submitted to arbitration in accordance with this Article of the Agreement, however, the unit member may nonetheless raise the issue of reasonable suspicion in any disciplinary proceeding initiated by the District against the unit member in connection with which the drug test is used; but in no event shall the unit member and/or the Union be able to litigate the issue of "reasonable suspicion" in both proceedings.
7. Upon being ordered to submit to a test pursuant to this Article, and notwithstanding any contrary Civil Service Law or rule (which are hereby expressly waived), a unit member shall be suspended without pay pending the District's receipt of the results of the test. If the arbitrator rules that the District had no reasonable suspicion to require the test, or if the District's test results are negative, the unit member shall be restored to the payroll with back pay. In addition, in the event that the arbitrator rules that there was no reasonable suspicion or the test results are negative, then upon request of the unit member or the Union, the unit member's record shall be expunged of any record that the unit member was required or requested to take such test.
8. In the event that a unit member refuses to submit to ordered testing or fails to cooperate in all aspects of the testing procedures, or in the event such test procedures reveal the presence of drugs or alcohol, such unit member shall be subject to discipline, including discharge. Nothing contained in this Article shall be deemed to create, delete, alter, expand upon or diminish disciplinary procedures, if any, which may be applicable to the particular unit member.

ARTICLE XIV - VACANCIES

- A. The District shall post notice of any position governed by this Agreement that the District intends to fill prior to doing so.
- B. The District will notify the Association of the hire and starting date, building assignment, tenure area or job title of all new unit members within fifteen (15) business days of hire, and the Association President or designee will be granted a

reasonable amount of time during the workday to meet with new unit members. The Association will be notified within fifteen (15) business days of unit member's separation from service.

ARTICLE XV - DUES DEDUCTION

While the Association is the exclusive bargaining agent, the Board will deduct from the paychecks of members of the Association who submit dues checkoff authorization in writing to the Board, the amount of Association dues as determined by the Association in accordance with written memoranda thereof to be filed by the Association with the Board. These deductions will be made in twenty (20) equal amounts. Unit members wishing to withdraw from the Association must notify the Association of same. The dues deduction authorization will remain in effect until no later than the second payroll following the Board's receipt of written notice from the Association advising the Board to cease deducting dues from the unit member.

ARTICLE XVI - ASSOCIATION BUSINESS

The Association President and Vice President shall be allotted two (2) release days to attend union conferences. However, if travel is involved and either officer works a night shift, then the night prior to the conference shall be included as additional release time for the officer(s) assigned to the night shift.

ARTICLE XVII - PRECEDENCE OF AGREEMENT

This Agreement governs terms and conditions of employment of the unit members and shall supersede any and all provisions contained in the Board of Education Policy Manual or Administrative Regulations.

ARTICLE XVIII- SAVINGS PROVISION

In the event that any provision of this Agreement is declared in whole or in part by any court or government agency of competent jurisdiction to be illegal, void and/or invalid, all of the other provisions of this Agreement shall remain in full force and effect and continue to be binding upon the parties to the same extent as if that part declared illegal, void and/or invalid, had never been incorporated in this Agreement.

ARTICLE XIX- COMPLETE AGREEMENT

The parties agree that all matters in dispute or controversy have been discussed in the negotiations leading to this Agreement and that this Agreement constitutes the full and complete agreement between the parties.

ARTICLE XX- DURATION


This Agreement shall be effective from July 1, 2019 to June 30, 2023 and from year to year thereafter, unless either party serves notice upon the other, by the February 1st first preceding the date of expiration, of its intent to negotiate new or changed terms of agreement, in which case it shall terminate on the following June 30. Unless it is renewed in writing by the parties or by the failure of either party to serve notice, all non-mandatory provisions of this Agreement shall expire on the expiration date of this Agreement and shall not continue in force and effect thereafter, notwithstanding any contrary provisions of law.

NOTICE REQUIRED BY SECTION 204-a, CIVIL SERVICE LAW

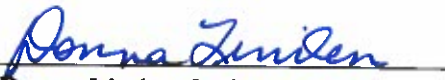
IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals as of the day and year first above written.

MANHASSET UNION FREE
SCHOOL DISTRICT

By: 
Dr. Vincent Butera, Superintendent

MANHASSET EDUCATIONAL
SUPPORT PERSONNEL
ASSOCIATION

By: 
Donna Linden, Unit President

SCHEDULE A – Paraprofessionals and Registered Professional Nurses

1. The normal workday for paraprofessionals shall be:
 - (1) Elementary: Six hours per day (30 hours per week).
 - (2) Secondary: Seven hours per day (35 hours per week).
2. The normal workday for registered professional nurses shall be seven hours per day (35 hours per week).
3. The normal workday for security guards and security aides shall be eight hours per day (40 hours per week).
4. The normal workweek, unless otherwise specified, shall be Monday through Friday.
5. The normal work year for paraprofessionals and 10-month registered professional nurses shall be determined by the District but shall be not less than 181 nor more than 185 workdays per year between September 1 and June 30.
6. The normal work year for 12-month registered professional nurses shall be July 1-June 30.

SCHEDULE B – Clericals

1. The normal workday for clericals shall be seven hours per day and thirty-five hours per week. The normal work year shall be:
 - (1) July 1 to June 30 for twelve-month unit members.
 - (2) September 1 to June 30 for ten-month unit members.
2. The normal workweek, unless otherwise specified, shall be Monday through Friday.

SCHEDULE C – All Other Support Personnel

1. The normal workday for all support unit members not covered by Schedules A and B shall be eight hours per day and forty hours per week. The normal work year for such unit members (except 1-month security guards and 10-month security aides) shall be from July 1 to June 30.
2. The normal workweek, unless otherwise specified, shall be Monday through Friday with the exception of the following titles:
 - a) groundskeepers;
 - b) maintainers;
 - c) cleaners;
 - d) maintainer helpers;
 - e) duplicating machine operators;
 - f) information technology assistant managers;
 - g) information technology aide;
 - h) messenger.

19-20 MESPA SALARY SCHEDULE

Levels → Steps ↓	6 HR TA	7 HR TA	GRD/MT	12SDMO	12SSACPT	7HRTACSI	10MTSG	12MTSG	7HR12SS	REGNURSE	RN 12-MTH	6HRSABA
1	26,277	30,656	47,372	37,403	42,832	33,649	40,532	53,236	48,169	53,069	66,046	23,038
2	27,357	31,916	48,403	38,951	44,344	34,835	41,594	54,633	48,461	54,184	67,434	23,823
3	28,350	33,075	49,649	40,464	45,837	36,009	42,838	56,265	50,156	55,387	68,931	24,498
4	29,380	34,278	50,830	42,012	47,350	37,197	43,917	57,684	51,595	56,805	70,447	25,100
5	30,387	35,451	51,990	43,505	48,826	38,357	45,047	59,167	53,125	57,733	71,851	25,810
6	31,393	36,624	53,128	45,018	50,339	39,543	46,175	60,648	54,619	58,937	73,349	26,510
7	32,410	37,811	54,332	46,512	51,850	40,732	47,336	62,173	56,096	60,139	74,845	27,185
8	33,442	39,015	55,492	48,024	53,363	41,920	48,447	63,634	57,589	61,356	76,360	27,871
9	34,446	40,188	56,652	49,536	54,856	43,093	49,577	65,116	59,101	62,558	77,856	28,547
10	35,477	41,390	57,812	51,012	56,368	44,282	50,689	66,578	60,595	63,745	79,333	29,245
11	36,496	42,578	59,059	52,505	57,880	45,469	51,835	68,082	62,106	64,919	80,794	29,896
12	37,514	43,767	60,219	54,000	59,429	46,687	52,963	69,564	63,619	66,094	82,256	30,594
13	38,532	44,954	61,444	55,512	60,923	47,860	54,108	71,067	65,130	67,294	83,750	31,258
14	39,537	46,127	62,624	57,005	62,436	49,047	55,236	72,550	66,626	68,454	85,193	31,957
15	40,544	47,302	63,828	58,518	63,983	50,265	56,381	74,055	68,175	69,628	86,654	32,608
16	41,751	48,710	65,262	60,348	65,787	51,681	57,735	75,833	69,982	71,044	88,417	33,324
17	42,959	50,118	66,998	62,176	67,590	53,098	59,089	77,612	71,789	72,461	90,180	34,040
18	44,166	51,526	68,133	64,006	69,395	54,515	60,444	79,390	73,597	73,878	91,944	34,757
19	45,373	52,934	69,569	65,834	71,198	55,932	61,798	81,169	75,404	75,295	93,707	35,473
20	46,580	54,343	71,003	67,664	73,002	57,348	63,152	82,948	77,211	76,711	95,469	36,189
HOURS	1,176	1,372	2,080	1,747	1,747	1,372	1,568	2,080	1,747	1,372	1,708	1,176
1	22,34	22,34	23,00	21,41	24,52	24,53	25,85	25,85	27,57	38,68	38,68	19,59
2	23,26	23,26	23,50	22,30	25,38	25,39	26,53	26,53	27,74	39,49	39,49	20,26
3	24,11	24,11	24,10	23,16	26,24	26,25	27,32	27,32	28,71	40,37	40,37	20,83
4	24,98	24,98	24,67	24,05	27,10	27,11	28,01	28,01	29,53	41,26	41,26	21,34
5	25,84	25,84	25,24	24,90	27,95	27,96	28,73	28,73	30,41	42,08	42,08	21,95
6	26,69	26,69	25,79	25,77	28,81	28,82	29,45	29,45	31,26	42,96	42,96	22,54
7	27,56	27,56	26,37	26,62	29,68	29,69	30,19	30,19	32,11	43,83	43,83	23,12
8	28,44	28,44	26,94	27,49	30,55	30,55	30,90	30,90	32,96	44,72	44,72	23,70
9	29,29	29,29	27,50	28,35	31,40	31,41	31,62	31,62	33,83	45,60	45,60	24,27
10	30,17	30,17	28,06	29,20	32,27	32,28	32,33	32,33	34,69	46,46	46,46	24,87
11	31,03	31,03	28,67	30,05	33,13	33,14	33,06	33,06	35,55	47,32	47,32	25,42
12	31,90	31,90	29,23	30,91	34,02	34,03	33,78	33,78	36,42	48,17	48,17	26,02
13	32,77	32,77	29,83	31,78	34,87	34,88	34,51	34,51	37,28	49,05	49,05	26,58
14	33,62	33,62	30,40	32,63	35,74	35,75	35,23	35,23	38,14	49,89	49,89	27,17
15	34,48	34,48	30,98	33,50	36,62	36,64	35,96	35,96	39,02	50,75	50,75	27,73
16	35,50	35,50	31,68	34,54	37,66	37,67	36,82	36,82	40,06	51,78	51,78	28,34
17	36,53	36,53	32,38	35,59	38,69	38,70	37,68	37,68	41,09	52,81	52,81	28,95
18	37,56	37,56	33,07	36,64	39,72	39,73	38,55	38,55	42,13	53,85	53,85	29,56
19	38,58	38,58	33,77	37,68	40,75	40,77	39,41	39,41	43,16	54,88	54,88	30,16
20	39,61	39,61	34,47	38,73	41,79	41,80	40,28	40,28	44,20	55,91	55,91	30,77

19-20 MESPA SALARY SCHEDULE (continued)

Levels → Steps ↓	6.5HRSAB	7HRSABA	10CLKTYP	12CLKTYP	12SRCLKTYP	CLEANER	MAINTHEL	MES	IT ASST MGR	HLTH AIDE	SEC AIDE
1	24,958	26,878	30,520	38,074	39,644	41,227	41,850	28,696	62,921	24,658	35,625
2	25,808	27,793	31,608	39,431	41,053	42,387	42,967	29,444	64,100	25,590	36,679
3	26,539	28,582	32,828	40,953	42,565	43,698	44,278	30,208	65,343	26,424	37,751
4	27,191	29,283	33,845	42,222	43,914	44,729	45,373	30,929	66,500	27,241	38,691
5	27,962	30,113	35,006	43,670	45,371	45,997	46,533	31,704	67,635	28,098	39,730
6	28,719	30,928	36,124	45,065	46,806	47,178	47,758	32,481	68,858	28,952	40,761
7	29,450	31,715	37,258	46,480	48,252	48,360	48,918	33,202	70,015	29,797	41,791
8	30,193	32,517	38,382	47,882	49,691	49,563	50,121	33,979	71,237	30,657	42,804
9	30,925	33,304	39,499	49,275	51,117	50,722	51,303	34,727	72,435	31,497	43,820
10	31,683	34,120	40,647	50,707	52,575	51,926	52,527	35,476	73,615	32,362	44,841
11	32,386	34,878	41,750	52,084	53,997	53,085	53,688	36,224	74,794	33,196	45,849
12	33,145	35,694	42,879	53,492	55,451	54,310	54,891	37,001	75,972	34,055	46,877
13	33,863	36,468	43,994	54,883	56,876	55,471	56,072	37,736	77,129	34,895	47,893
14	34,619	37,283	45,097	56,258	58,297	56,851	57,296	38,498	78,308	35,747	48,922
15	35,325	38,041	46,228	57,670	59,753	57,955	58,456	39,246	79,508	36,576	49,929
16	36,101	38,878	47,664	59,461	61,549	59,282	59,848	40,139	80,910	37,538	51,084
17	36,877	39,713	49,100	61,252	63,344	60,708	61,241	41,033	82,312	38,500	52,238
18	37,653	40,549	50,536	63,044	65,140	62,135	62,633	41,925	83,713	39,462	53,393
19	38,429	41,385	51,972	64,835	66,935	63,561	64,026	42,818	85,115	40,423	54,548
20	39,205	42,221	53,407	66,626	68,730	64,988	65,418	43,712	86,517	41,385	55,702
HOURS	1,274	1,372	1,400	1,747	1,747	2,060	2,060	1,305	2,060	1,176	1,568
1	19.59	19.59	21.79	21.79	22.69	20.01	20.32	21.99	30.54	20.97	22.72
2	20.26	20.26	22.57	22.57	23.50	20.58	20.86	22.56	31.12	21.76	23.39
3	20.83	20.83	23.44	23.44	24.36	21.21	21.49	23.15	31.72	22.47	24.08
4	21.34	21.34	24.17	24.17	25.14	21.71	22.03	23.70	32.28	23.16	24.68
5	21.95	21.95	25.00	25.00	25.97	22.33	22.59	24.29	32.83	23.89	25.34
6	22.54	22.54	25.80	25.80	26.79	22.90	23.18	24.89	33.43	24.62	26.00
7	23.12	23.12	26.61	26.61	27.62	23.48	23.75	25.44	33.99	25.34	26.65
8	23.70	23.70	27.41	27.41	28.44	24.06	24.33	26.04	34.58	26.07	27.30
9	24.27	24.27	28.21	28.21	29.26	24.62	24.90	26.61	35.16	26.78	27.95
10	24.87	24.87	29.03	29.03	30.09	25.21	25.50	27.18	35.74	27.52	28.60
11	25.42	25.42	29.81	29.81	30.91	25.77	26.06	27.76	36.31	28.23	29.24
12	26.02	26.02	30.62	30.62	31.74	26.36	26.65	28.35	36.88	28.96	29.90
13	26.58	26.58	31.42	31.42	32.56	26.93	27.22	28.92	37.44	29.67	30.54
14	27.17	27.17	32.20	32.20	33.37	27.50	27.81	29.50	38.01	30.40	31.20
15	27.73	27.73	33.01	33.01	34.20	28.08	28.38	30.07	38.60	31.10	31.84
16	28.34	28.34	34.04	34.04	35.23	28.78	29.05	30.76	39.28	31.92	32.58
17	28.95	28.95	35.06	35.06	36.26	29.47	29.73	31.44	39.96	32.74	33.32
18	29.55	29.55	36.09	36.09	37.29	30.16	30.40	32.13	40.64	33.56	34.05
19	30.16	30.16	37.11	37.11	38.31	30.85	31.08	32.81	41.32	34.37	34.79
20	30.77	30.77	38.14	38.14	39.34	31.55	31.76	33.50	42.00	35.19	35.52

20-21 MESPA SALARY SCHEDULE

Levels → Step ↓	6 HR TA	7 HR TA	GRD/MT	12SDMO	12SSACPT	7HRTACSI	10MTSG	12MTSG	7HR12SS	REGNURSE	RN 12-MTH	6HRSABA
1	26,605	31,039	47,964	37,871	43,367	34,070	41,039	53,901	48,771	53,732	66,872	23,326
2	27,699	32,315	49,008	39,438	44,898	35,270	42,114	55,316	49,067	54,861	68,277	24,121
3	28,704	33,488	50,270	40,970	46,410	36,459	43,373	56,988	50,783	56,079	69,793	24,804
4	29,747	34,706	51,465	42,537	47,942	37,662	44,466	58,405	52,240	57,313	71,328	25,414
5	30,767	35,894	52,640	44,049	49,436	38,836	45,610	59,907	53,789	58,455	72,749	26,133
6	31,785	37,082	53,792	45,581	50,968	40,037	46,752	61,406	55,302	59,674	74,266	26,841
7	32,815	38,284	55,011	47,093	52,498	41,241	47,928	62,950	56,797	60,891	75,781	27,525
8	33,860	39,503	56,186	48,624	54,030	42,444	49,053	64,429	58,309	62,123	77,315	28,219
9	34,877	40,690	57,360	50,155	55,542	43,632	50,197	65,930	59,840	63,340	78,829	28,904
10	35,920	41,907	58,535	51,650	57,073	44,836	51,323	67,410	61,352	64,542	80,325	29,611
11	36,952	43,110	59,797	53,161	58,604	46,037	52,483	68,933	62,882	65,730	81,804	30,270
12	37,983	44,314	60,972	54,675	60,172	47,271	53,625	70,434	64,414	66,920	83,284	30,976
13	39,014	45,516	62,212	56,206	61,685	48,458	54,784	71,955	65,944	68,135	84,797	31,649
14	40,031	46,704	63,407	57,718	63,216	49,660	55,926	73,457	67,459	69,310	86,258	32,356
15	41,051	47,893	64,626	59,249	64,783	50,893	57,086	74,981	69,027	70,498	87,737	33,016
16	42,273	49,319	66,078	61,102	66,609	52,327	58,457	76,781	70,857	71,932	89,522	33,741
17	43,496	50,744	67,532	62,953	68,435	53,762	59,828	78,582	72,686	73,367	91,307	34,466
18	44,718	52,170	68,985	64,806	70,262	55,196	61,200	80,382	74,517	74,801	93,093	35,191
19	45,940	53,596	70,439	66,657	72,088	56,631	62,570	82,184	76,347	76,236	94,878	35,916
20	47,162	55,022	71,891	68,510	73,915	58,065	63,941	83,985	78,176	77,670	96,662	36,641
HOURS	1,176	1,372	2,060	1,747	1,747	1,372	1,568	2,060	1,747	1,372	1,708	1,176
1	22,62	22,62	23,28	21,68	24,82	24,83	26,17	26,17	27,92	39,16	39,16	19,84
2	23,55	23,55	23,79	22,57	25,70	25,71	26,86	26,86	28,09	39,99	39,99	20,51
3	24,41	24,41	24,40	23,45	26,57	26,57	27,66	27,66	29,07	40,87	40,87	21,09
4	25,30	25,30	24,98	24,35	27,44	27,45	28,36	28,36	29,90	41,77	41,77	21,61
5	26,16	26,16	25,55	25,21	28,30	28,31	29,09	29,09	30,79	42,61	42,61	22,22
6	27,03	27,03	26,11	26,09	29,17	29,18	29,82	29,82	31,66	43,49	43,49	22,82
7	27,90	27,90	26,70	26,96	30,05	30,06	30,57	30,57	32,51	44,38	44,38	23,41
8	28,79	28,79	27,27	27,83	30,93	30,94	31,28	31,28	33,38	45,28	45,28	24,00
9	29,66	29,66	27,84	28,71	31,79	31,80	32,01	32,01	34,25	46,17	46,17	24,58
10	30,54	30,54	28,42	29,56	32,67	32,68	32,73	32,73	35,12	47,04	47,04	25,18
11	31,42	31,42	29,03	30,43	33,55	33,55	33,47	33,47	35,99	47,91	47,91	25,74
12	32,30	32,30	29,60	31,30	34,44	34,45	34,20	34,20	36,87	48,78	48,78	26,34
13	33,18	33,18	30,20	32,17	35,31	35,32	34,94	34,94	37,75	49,66	49,66	26,91
14	34,04	34,04	30,78	33,04	36,19	36,20	35,67	35,67	38,61	50,52	50,52	27,51
15	34,91	34,91	31,37	33,91	37,08	37,09	36,41	36,41	39,51	51,38	51,38	28,07
16	35,79	35,79	32,08	34,98	38,13	38,14	37,28	37,28	40,56	52,43	52,43	28,69
17	36,69	36,69	32,78	36,03	39,17	39,19	38,16	38,16	41,61	53,47	53,47	29,31
18	37,60	37,60	33,49	37,10	40,22	40,23	39,03	39,03	42,65	54,52	54,52	29,92
19	38,52	38,52	34,19	38,16	41,26	41,28	39,90	39,90	43,70	55,57	55,57	30,54
20	39,45	39,45	34,90	39,22	42,31	42,32	40,78	40,78	44,75	56,61	56,61	31,16

20-21 MESPA SALARY SCHEDULE (continued)

Levels Step ↓	6.5HRSAB	7HRSABA	10CLKTYP	12CLKTYP	12SRCLKTYP	CLEANER	MAINTHEL	MES	IT ASST MGR	HLTH AIDE	SEC AIDE
1	25,270	27,214	32,184	40,150	41,212	41,742	42,373	29,055	63,708	24,966	36,070
2	26,131	28,140	33,205	41,424	42,570	42,917	43,504	29,812	64,902	25,910	37,137
3	26,871	28,939	34,361	42,865	44,035	44,244	44,831	30,586	66,160	26,754	38,223
4	27,531	29,649	35,298	44,035	45,324	45,288	45,940	31,316	67,332	27,582	39,175
5	28,312	30,489	36,393	45,401	46,733	46,572	47,115	32,100	68,481	28,449	40,227
6	29,078	31,315	37,446	46,714	48,118	47,768	48,355	32,887	69,719	29,314	41,271
7	29,818	32,111	38,502	48,031	49,505	48,965	49,529	33,617	70,890	30,169	42,313
8	30,570	32,923	39,551	49,340	50,888	50,183	50,748	34,404	72,127	31,040	43,339
9	31,312	33,720	40,586	50,631	52,252	51,356	51,944	35,161	73,340	31,891	44,368
10	32,079	34,547	41,656	51,966	53,651	52,575	53,184	35,919	74,535	32,767	45,402
11	32,791	35,314	42,693	53,260	55,024	53,749	54,359	36,677	75,730	33,611	46,422
12	33,559	36,140	43,751	54,580	56,425	54,989	55,577	37,464	76,922	34,481	47,463
13	34,286	36,924	44,785	55,869	57,788	56,164	56,773	38,208	78,093	35,331	48,492
14	35,052	37,749	45,820	57,161	59,159	57,359	58,012	38,979	79,287	36,194	49,534
15	35,767	38,517	46,886	58,491	60,567	58,578	59,187	39,737	80,502	37,033	50,553
16	36,552	39,364	48,324	60,285	62,372	60,023	60,596	40,641	81,921	38,007	51,723
17	37,338	40,209	49,762	62,078	64,176	61,467	62,007	41,546	83,341	38,981	52,891
18	38,124	41,056	51,200	63,872	65,981	62,912	63,416	42,449	84,760	39,955	54,060
19	38,909	41,902	52,637	65,665	67,785	64,356	64,826	43,353	86,179	40,928	55,230
20	39,695	42,749	54,075	67,459	69,589	65,800	66,236	44,258	87,598	41,902	56,398
HOURS	1,274	1,372	1,400	1,747	1,747	2,060	2,060	1,305	2,060	1,176	1,568
1	19.84	19.84	22.98	22.98	23.59	20.26	20.57	22.26	30.93	21.23	23.00
2	20.51	20.51	23.71	23.71	24.37	20.83	21.12	22.84	31.51	22.03	23.68
3	21.09	21.09	24.54	24.54	25.21	21.48	21.76	23.44	32.12	22.75	24.38
4	21.61	21.61	25.21	25.21	25.94	21.98	22.30	24.00	32.69	23.45	24.98
5	22.22	22.22	25.99	25.99	26.75	22.61	22.87	24.60	33.24	24.19	25.65
6	22.82	22.82	26.74	26.74	27.54	23.19	23.47	25.20	33.84	24.93	26.32
7	23.41	23.41	27.49	27.49	28.34	23.77	24.04	25.76	34.41	25.65	26.99
8	24.00	24.00	28.24	28.24	29.13	24.36	24.63	26.36	35.01	26.39	27.64
9	24.58	24.58	28.98	28.98	29.91	24.93	25.22	26.94	35.60	27.12	28.30
10	25.18	25.18	29.75	29.75	30.71	25.52	25.82	27.52	36.18	27.86	28.96
11	25.74	25.74	30.49	30.49	31.50	26.09	26.39	28.10	36.76	28.58	29.61
12	26.34	26.34	31.24	31.24	32.30	26.69	26.98	28.71	37.34	29.32	30.27
13	26.91	26.91	31.98	31.98	33.08	27.26	27.56	29.28	37.91	30.04	30.93
14	27.51	27.51	32.72	32.72	33.86	27.84	28.16	29.87	38.49	30.78	31.59
15	28.07	28.07	33.48	33.48	34.67	28.44	28.73	30.45	39.08	31.49	32.24
16	28.69	28.69	34.51	34.51	35.70	29.14	29.42	31.14	39.77	32.32	32.99
17	29.31	29.31	35.53	35.53	36.73	29.84	30.10	31.84	40.46	33.15	33.73
18	29.92	29.92	36.56	36.56	37.77	30.54	30.78	32.53	41.15	33.98	34.48
19	30.54	30.54	37.59	37.59	38.80	31.24	31.47	33.22	41.83	34.80	35.22
20	31.16	31.16	38.61	38.61	39.83	31.94	32.15	33.91	42.52	35.63	35.97

21-22 MESPA SALARY SCHEDULE

Levels --> Steps ↓	6 HR TA	7 HR TA	GRD/MT	12SDMO	12SSACPT	7HRTACS	10MTSG	12MTSG	7HR12SS	REGNURSE	RN 12-MTH	6HRSABA
1	26,871	31,349	48,444	38,250	43,801	34,411	41,449	54,440	49,259	54,269	67,540	23,559
2	27,976	32,638	49,498	39,832	45,347	35,623	42,535	55,869	49,558	55,410	68,960	24,362
3	28,991	33,823	50,773	41,380	46,874	36,824	43,807	57,538	51,291	56,640	70,491	25,052
4	30,044	35,053	51,980	42,962	48,421	38,039	44,911	58,989	52,762	57,886	72,041	25,668
5	31,075	36,253	53,166	44,489	49,930	39,224	46,066	60,506	54,327	59,040	73,477	26,394
6	32,103	37,453	54,330	46,037	51,478	40,437	47,220	62,020	55,855	60,271	75,009	27,109
7	33,143	38,667	55,561	47,564	53,023	41,653	48,407	63,580	57,365	61,500	76,538	27,800
8	34,199	39,898	56,748	49,110	54,570	42,868	49,544	65,073	58,892	62,744	78,088	28,501
9	35,226	41,097	57,934	50,657	56,097	44,068	50,699	66,589	60,438	63,973	79,617	29,193
10	36,279	42,326	59,120	52,167	57,644	45,284	51,836	68,084	61,966	65,187	81,128	29,907
11	37,322	43,541	60,395	53,693	59,190	46,497	53,008	69,622	63,511	66,387	82,622	30,573
12	38,363	44,757	61,582	55,222	60,774	47,744	54,161	71,138	65,058	67,589	84,117	31,286
13	39,404	45,971	62,834	56,768	62,302	48,943	55,332	72,675	66,803	68,816	85,645	31,965
14	40,431	47,171	64,041	58,295	63,848	50,157	56,485	74,192	68,134	70,003	87,120	32,680
15	41,462	48,372	65,272	59,841	65,431	51,402	57,657	75,731	69,717	71,203	88,615	33,346
16	42,696	49,812	66,739	61,713	67,275	52,850	59,042	77,549	71,566	72,651	90,417	34,078
17	43,931	51,251	68,207	63,583	69,119	54,300	60,426	79,368	73,413	74,101	92,220	34,811
18	45,165	52,692	69,675	65,454	70,965	55,748	61,812	81,186	75,262	75,549	94,024	35,543
19	46,399	54,132	71,143	67,324	72,809	57,197	63,196	83,006	77,110	76,998	95,827	36,275
20	47,634	55,572	72,610	69,195	74,654	58,646	64,580	84,825	78,958	78,447	97,629	37,007
HOURS	1,176	1,372	2,060	1,747	1,747	1,372	1,568	2,060	1,747	1,372	1,708	1,176
1	22.85	22.85	23.52	21.89	25.07	25.08	26.43	26.43	28.20	39.55	39.55	20.03
2	23.79	23.79	24.03	22.80	25.96	25.96	27.13	27.13	28.37	40.39	40.39	20.72
3	24.65	24.65	24.65	23.69	26.83	26.84	27.94	27.94	29.36	41.28	41.28	21.30
4	25.55	25.55	25.23	24.59	27.72	27.73	28.64	28.64	30.20	42.19	42.19	21.83
5	26.42	26.42	25.81	25.47	28.58	28.59	29.38	29.38	31.10	43.03	43.03	22.44
6	27.30	27.30	26.37	26.35	29.47	29.47	30.11	30.11	31.97	43.93	43.93	23.05
7	28.18	28.18	26.97	27.23	30.35	30.36	30.87	30.87	32.84	44.83	44.83	23.64
8	29.08	29.08	27.55	28.11	31.24	31.24	31.60	31.60	33.71	45.73	45.73	24.24
9	29.95	29.95	28.12	29.00	32.11	32.12	32.33	32.33	34.60	46.63	46.63	24.82
10	30.85	30.85	28.70	29.86	33.00	33.01	33.06	33.06	35.47	47.51	47.51	25.43
11	31.74	31.74	29.32	30.73	33.88	33.89	33.81	33.81	36.35	48.39	48.39	26.00
12	32.62	32.62	29.89	31.61	34.79	34.80	34.54	34.54	37.24	49.26	49.26	26.60
13	33.51	33.51	30.50	32.49	35.66	35.67	35.29	35.29	38.12	50.16	50.16	27.18
14	34.38	34.38	31.09	33.37	36.55	36.56	36.02	36.02	39.00	51.02	51.02	27.79
15	35.26	35.26	31.69	34.25	37.45	37.47	36.77	36.77	39.91	51.90	51.90	28.36
16	36.31	36.31	32.40	35.33	38.51	38.52	37.65	37.65	40.97	52.95	52.95	28.98
17	37.36	37.36	33.11	36.40	39.56	39.58	38.54	38.54	42.02	54.01	54.01	29.60
18	38.41	38.41	33.82	37.47	40.62	40.63	39.42	39.42	43.08	55.06	55.06	30.22
19	39.45	39.45	34.54	38.54	41.68	41.69	40.30	40.30	44.14	56.12	56.12	30.85
20	40.51	40.51	35.25	39.61	42.73	42.74	41.19	41.19	45.20	57.18	57.18	31.47

21-22 MESPA SALARY SCHEDULE (continued)

Levels → Steps ↓	6.5HRSAB	7HRSABA	10CLKTYP	12CLKTYP	12SRCLKTYP	CLEANER	MAINTHEL	MES	IT ASST MGR	HLTH AIDE	SEC AIDE
1	25,523	27,486	33,789	42,152	42,696	42,159	42,797	29,346	64,345	25,216	36,431
2	26,392	28,421	34,741	43,339	44,002	43,346	43,939	30,110	65,551	26,169	37,508
3	27,140	29,228	35,827	44,694	45,413	44,686	45,279	30,892	66,821	27,022	38,605
4	27,806	29,945	36,681	45,760	46,638	45,741	46,399	31,629	68,005	27,858	39,567
5	28,595	30,794	37,707	47,040	47,994	47,038	47,586	32,421	69,166	28,733	40,629
6	29,369	31,628	38,690	48,266	49,326	48,246	48,839	33,216	70,416	29,607	41,684
7	30,116	32,432	39,664	49,481	50,650	49,455	50,024	33,953	71,600	30,471	42,736
8	30,876	33,252	40,636	50,694	51,973	50,685	51,255	34,748	72,848	31,350	43,772
9	31,625	34,057	41,585	51,877	53,270	51,870	52,463	35,513	74,074	32,210	44,812
10	32,400	34,892	42,574	53,111	54,607	53,101	53,716	36,278	75,281	33,095	45,856
11	33,119	35,667	43,541	54,317	55,925	54,286	54,903	37,044	76,487	33,947	46,886
12	33,895	36,501	44,526	55,546	57,271	55,539	56,133	37,839	77,691	34,826	47,938
13	34,629	37,293	45,472	56,727	58,567	56,726	57,341	38,590	78,874	35,684	48,977
14	35,403	38,126	46,439	57,933	59,885	57,933	58,592	39,369	80,080	36,556	50,029
15	36,125	38,902	47,435	59,176	61,240	59,164	59,779	40,134	81,307	37,403	51,059
16	36,918	39,758	48,871	60,967	63,049	60,923	61,202	41,047	82,740	38,387	52,240
17	37,711	40,611	50,308	62,759	64,858	62,082	62,627	41,961	84,174	39,371	53,420
18	38,505	41,467	51,743	64,550	66,667	63,541	64,050	42,873	85,607	40,355	54,601
19	39,298	42,321	53,180	66,342	68,476	65,000	65,474	43,787	87,041	41,337	55,782
20	40,092	43,176	54,615	68,133	70,285	66,458	66,898	44,701	88,474	42,321	56,962
HOURS	1,274	1,372	1,400	1,747	1,747	2,060	2,060	1,305	2,060	1,176	1,568
1	20.03	20.03	24.13	24.13	24.44	20.47	20.78	22.49	31.24	21.44	23.23
2	20.72	20.72	24.81	24.81	25.19	21.04	21.33	23.07	31.82	22.25	23.92
3	21.30	21.30	25.58	25.58	26.00	21.69	21.98	23.67	32.44	22.98	24.62
4	21.83	21.83	26.19	26.19	26.70	22.20	22.52	24.24	33.01	23.69	25.23
5	22.44	22.44	26.93	26.93	27.47	22.83	23.10	24.84	33.58	24.43	25.91
6	23.05	23.05	27.63	27.63	28.23	23.42	23.71	25.45	34.18	25.18	26.58
7	23.64	23.64	28.32	28.32	28.99	24.01	24.28	26.02	34.76	25.91	27.26
8	24.24	24.24	29.02	29.02	29.75	24.60	24.88	26.63	35.36	26.66	27.92
9	24.82	24.82	29.69	29.69	30.49	25.18	25.47	27.21	35.96	27.39	28.58
10	25.43	25.43	30.40	30.40	31.26	25.78	26.08	27.80	36.54	28.14	29.24
11	26.00	26.00	31.09	31.09	32.01	26.35	26.65	28.39	37.13	28.87	29.90
12	26.60	26.60	31.80	31.80	32.78	26.96	27.25	29.00	37.71	29.61	30.57
13	27.18	27.18	32.47	32.47	33.52	27.54	27.84	29.57	38.29	30.34	31.24
14	27.79	27.79	33.16	33.16	34.28	28.12	28.44	30.17	38.87	31.09	31.91
15	28.36	28.36	33.87	33.87	35.05	28.72	29.02	30.75	39.47	31.81	32.56
16	28.98	28.98	34.90	34.90	36.09	29.43	29.71	31.45	40.17	32.64	33.32
17	29.60	29.60	35.92	35.92	37.13	30.14	30.40	32.15	40.86	33.48	34.07
18	30.22	30.22	36.95	36.95	38.16	30.85	31.09	32.85	41.56	34.32	34.82
19	30.85	30.85	37.97	37.97	39.20	31.55	31.78	33.55	42.25	35.15	35.58
20	31.47	31.47	39.00	39.00	40.23	32.26	32.47	34.25	42.95	35.99	36.33

22-23 MESPA SALARY SCHEDULE

Levels Steps	6 HR TA	7 HR TA	GRD/MT	12SDMO	12SSACPT	7HRTACSI	10MTSG	12MTSG	7HR12SS	REGNURSE	RN 12-MTH	6HRSABA
1	27,140	31,662	48,928	38,633	44,239	34,755	41,863	54,984	49,752	54,812	68,216	23,795
2	28,256	32,964	49,993	40,230	45,800	35,979	42,960	56,428	50,054	55,964	69,649	24,606
3	29,281	34,161	51,281	41,794	47,343	37,192	44,245	58,113	51,804	57,206	71,195	25,303
4	30,344	35,404	52,500	43,392	48,905	38,419	45,360	59,579	53,290	58,465	72,761	25,925
5	31,386	36,616	53,698	44,934	50,429	39,616	46,527	61,111	54,870	59,630	74,211	26,658
6	32,424	37,828	54,873	46,497	51,993	40,841	47,692	62,640	56,414	60,874	75,759	27,380
7	33,474	39,054	56,117	48,040	53,553	42,070	48,891	64,216	57,939	62,115	77,304	28,078
8	34,541	40,297	57,315	49,601	55,116	43,297	50,039	65,724	59,481	63,371	78,869	28,786
9	35,578	41,508	58,513	51,164	56,658	44,509	51,206	67,255	61,042	64,613	80,414	29,485
10	36,642	42,749	59,711	52,689	58,220	45,737	52,354	68,765	62,586	65,839	81,939	30,206
11	37,695	43,976	60,999	54,230	59,782	46,962	53,538	70,318	64,146	67,051	83,448	30,879
12	38,747	45,205	62,198	55,774	61,382	48,221	54,703	71,849	65,709	68,265	84,958	31,599
13	39,798	46,431	63,462	57,336	62,925	49,432	55,885	73,402	67,269	69,504	86,501	32,285
14	40,835	47,643	64,681	58,878	64,486	50,659	57,050	74,934	68,815	70,703	87,992	33,007
15	41,877	48,856	65,925	60,439	66,085	51,916	58,234	76,488	70,414	71,915	89,501	33,679
16	43,123	50,310	67,406	62,330	67,948	53,379	59,632	78,324	72,282	73,378	91,322	34,419
17	44,370	51,764	68,889	64,219	69,810	54,843	61,030	80,162	74,147	74,842	93,143	35,159
18	45,617	53,219	70,372	66,109	71,675	56,305	62,430	81,998	76,015	76,304	94,964	35,898
19	46,863	54,673	71,854	67,997	73,537	57,769	63,828	83,836	77,881	77,768	96,785	36,638
20	48,110	56,128	73,336	69,887	75,401	59,232	65,226	85,673	79,748	79,231	98,605	37,377
HOURS	1,176	1,372	2,060	1,747	1,747	1,372	1,568	2,060	1,747	1,372	1,708	1,176
1	23.08	23.08	23.75	22.11	25.32	25.33	26.70	26.70	28.48	39.95	39.95	20.23
2	24.03	24.03	24.27	23.03	26.22	26.22	27.40	27.40	28.65	40.79	40.79	20.92
3	24.90	24.90	24.89	23.92	27.10	27.11	28.22	28.22	29.65	41.70	41.70	21.52
4	25.80	25.80	25.49	24.84	27.99	28.00	28.93	28.93	30.50	42.61	42.61	22.05
5	26.69	26.69	26.07	25.72	28.87	28.87	29.67	29.67	31.41	43.46	43.46	22.67
6	27.57	27.57	26.64	26.62	29.76	29.77	30.42	30.42	32.29	44.37	44.37	23.28
7	28.46	28.46	27.24	27.50	30.65	30.66	31.18	31.18	33.16	45.27	45.27	23.88
8	29.37	29.37	27.82	28.39	31.55	31.56	31.91	31.91	34.05	46.19	46.19	24.48
9	30.25	30.25	28.40	29.29	32.43	32.44	32.66	32.66	34.94	47.09	47.09	25.07
10	31.16	31.16	28.99	30.16	33.33	33.34	33.39	33.39	35.82	47.99	47.99	25.69
11	32.05	32.05	29.61	31.04	34.22	34.23	34.14	34.14	36.72	48.87	48.87	26.26
12	32.95	32.95	30.19	31.93	35.14	35.15	34.89	34.89	37.61	49.76	49.76	26.87
13	33.84	33.84	30.81	32.82	36.02	36.03	35.64	35.64	38.51	50.66	50.66	27.45
14	34.72	34.72	31.40	33.70	36.91	36.92	36.38	36.38	39.39	51.53	51.53	28.07
15	35.61	35.61	32.00	34.60	37.83	37.84	37.14	37.14	40.31	52.42	52.42	28.64
16	36.67	36.67	32.72	35.68	38.69	38.91	38.03	38.03	41.37	53.48	53.48	29.27
17	37.73	37.73	33.44	36.76	39.56	39.97	38.92	38.92	42.44	54.55	54.55	29.90
18	38.79	38.79	34.16	37.84	41.03	41.04	39.82	39.82	43.51	55.62	55.62	30.53
19	39.85	39.85	34.88	38.92	42.09	42.11	40.71	40.71	44.58	56.68	56.68	31.15
20	40.91	40.91	35.60	40.00	43.16	43.17	41.60	41.60	45.65	57.75	57.75	31.78

22-23 MESPA SALARY SCHEDULE (continued)

Levels → Steps ↓	6.5HRSAB	7HRSABA	10CLKTYP	12CLKTYP	12SRCLKTYP	CLEANER	MAINTHEL	MES	IT ASST MGR	HLTH AIDE	SEC AIDE
1	25,778	27,761	34,127	42,573	43,123	42,581	43,225	29,639	64,988	25,468	36,795
2	26,656	28,705	35,088	43,772	44,441	43,779	44,378	30,411	66,206	26,431	37,883
3	27,411	29,520	36,185	45,141	45,868	45,133	45,732	31,201	67,490	27,292	38,991
4	28,084	30,244	37,048	46,218	47,105	46,198	46,863	31,945	68,685	28,137	39,963
5	28,881	31,102	38,084	47,510	48,473	47,508	48,062	32,745	69,857	29,020	41,035
6	29,663	31,944	39,077	48,749	49,820	48,728	49,327	33,548	71,120	29,903	42,101
7	30,417	32,756	40,061	49,976	51,156	49,950	50,524	34,293	72,316	30,776	43,163
8	31,185	33,585	41,043	51,201	52,493	51,192	51,768	35,095	73,577	31,664	44,210
9	31,941	34,398	42,001	52,396	53,802	52,389	52,968	35,868	74,815	32,532	45,260
10	32,724	35,241	42,999	53,642	55,153	53,632	54,253	36,641	76,033	33,426	46,315
11	33,450	36,024	43,977	54,861	56,485	54,829	55,452	37,414	77,252	34,286	47,355
12	34,234	36,866	44,971	56,102	57,844	56,094	56,694	38,217	78,468	35,174	48,417
13	34,975	37,666	45,928	57,295	59,153	57,293	57,914	38,976	79,663	36,041	49,467
14	35,757	38,507	46,903	58,512	60,483	58,512	59,178	39,763	80,881	36,922	50,529
15	36,486	39,291	47,910	59,768	61,853	59,756	60,377	40,535	82,121	37,777	51,570
16	37,287	40,156	49,360	61,577	63,679	61,229	61,814	41,457	83,567	38,771	52,762
17	38,088	41,017	50,810	63,386	65,506	62,703	63,253	42,381	85,016	39,765	53,954
18	38,890	41,882	52,261	65,196	67,334	64,176	64,691	43,302	86,463	40,759	55,147
19	39,691	42,744	53,711	67,005	69,161	65,650	66,129	44,225	87,911	41,750	56,340
20	40,493	43,608	55,162	68,815	70,988	67,123	67,567	45,148	89,359	42,744	57,532
HOURS	1,274	1,372	1,400	1,747	1,747	2,060	2,060	1,305	2,060	1,176	1,568
1	20.23	20.23	24.37	24.37	24.68	20.67	20.98	22.71	31.55	21.66	23.47
2	20.92	20.92	25.06	25.06	25.44	21.25	21.54	23.30	32.14	22.48	24.16
3	21.52	21.52	25.84	25.84	26.26	21.91	22.20	23.91	32.76	23.21	24.87
4	22.05	22.05	26.46	26.46	26.96	22.43	22.75	24.48	33.34	23.93	25.49
5	22.67	22.67	27.20	27.20	27.75	23.06	23.33	25.09	33.91	24.68	26.17
6	23.28	23.28	27.90	27.90	28.52	23.65	23.95	25.71	34.52	25.43	26.85
7	23.88	23.88	28.61	28.61	29.28	24.25	24.53	26.28	35.10	26.17	27.53
8	24.48	24.48	29.31	29.31	30.05	24.85	25.13	26.89	35.72	26.93	28.20
9	25.07	25.07	29.99	29.99	30.80	25.43	25.72	27.49	36.32	27.66	28.86
10	25.69	25.69	30.71	30.71	31.57	26.03	26.34	28.08	36.91	28.42	29.54
11	26.26	26.26	31.40	31.40	32.33	26.62	26.92	28.67	37.50	29.15	30.20
12	26.87	26.87	32.11	32.11	33.11	27.23	27.52	29.29	38.09	29.91	30.88
13	27.45	27.45	32.80	32.80	33.86	27.81	28.11	29.87	38.67	30.65	31.55
14	28.07	28.07	33.49	33.49	34.62	28.40	28.73	30.47	39.26	31.40	32.23
15	28.64	28.64	34.21	34.21	35.41	29.01	29.31	31.06	39.86	32.12	32.89
16	29.27	29.27	35.25	35.25	36.45	29.72	30.01	31.77	40.57	32.97	33.65
17	29.90	29.90	36.28	36.28	37.50	30.44	30.71	32.48	41.27	33.81	34.41
18	30.53	30.53	37.32	37.32	38.54	31.15	31.40	33.18	41.97	34.66	35.17
19	31.15	31.15	38.35	38.35	39.59	31.87	32.10	33.89	42.68	35.50	35.93
20	31.78	31.78	39.39	39.39	40.63	32.58	32.80	34.60	43.38	36.35	36.69

CODE	HRS/DAY	TOTAL HOURS	ANNUAL CONTRACT	DESCRIPTION
6 HR TA	6	1,176	10-MONTH	TEACHER ASSISTANT (TA) - NOTE: FTE APPLIED FOR SCHEDULES LESS THAN 6.0 HR / DAY
7 HR TA	7	1,372	10-MONTH	TEACHER ASSISTANT (TA)
GRD/MT	8	2,060	12-MONTH	GROUNDKEEPER / MAINTAINER
12SDMO	7	1,747	12-MONTH	STENOGRAPHER / DUPLICATING MACHINE OPERATOR
12SSACPT	7	1,747	12-MONTH	SENIOR STENOGRAPHER / ACCOUNT CLERK / PRINCIPAL TYPIST CLERK
7HRTACSI	7	1,372	10-MONTH	TEACHER ASSISTANT (TA) / COMPUTER SPECIALIST / IN-SCHOOL SUSPENSION SUPERVISOR
10MTSG	8	1,568	10-MONTH	MAINTAINER / SECURITY GUARD
12MTSG	8	2,060	12-MONTH	MAINTAINER / SECURITY GUARD
7HR12SS	7	1,747	12-MONTH	STENOGRAPHIC / SECRETARY
REGNURSE	7	1,372	10-MONTH	REGISTERED NURSE
RN 12-MTH	7	1,708	12-MONTH	REGISTERED NURSE
6HRSABA	6	1,176	10-MONTH	SUPERVISORY AIDE / MONITOR - NOTE: FTE APPLIED FOR SCHEDULES LESS THAN 6.0 HR / DAY
6.5HRSABA	6.5	1,274	10-MONTH	SUPERVISORY AIDE / MONITOR
7HRSABA	7	1,372	10-MONTH	SUPERVISORY AIDE / MONITOR
10CLKTYP	7	1,372	10-MONTH	CLERK TYPIST
12CLKTYP	7	1,747	12-MONTH	CLERK TYPIST/IT AIDE
12SRCLKTYP	7	1,747	12-MONTH	SENIOR CLERK TYPIST
CLEANER	8	2,060	12-MONTH	CLEANER
MAINTHEL	8	2,060	12-MONTH	MAINTAINER HELPER
MES	5	1,305	12-MONTH	MESSANGER
IT ASST MGR	8	2,060	12-MONTH	AUDIO / VISUAL / TECHNICIAN
HLTHAIDE	6	1,176	10-MONTH	HEALTH AIDE
SEC AIDE	6	1,568	10-MONTH	SECURITY AIDE