

# **AGREEMENT**

*by and between*

## **TOWN OF AMHERST**



COUNTY OF ERIE, NEW YORK

*and*

## **CSEA, LOCAL 1000, AFSCME, AFL-CIO**



Town of Amherst Unit #6768

Erie County Local 815

***January 1, 2019 – December 31, 2023***

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## **LEGISLATIVE REVIEW**

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 THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE BODY HAS GIVEN APPROVAL.

## **PREAMBLE**

THIS AGREEMENT entered into by and between the TOWN OF AMHERST, COUNTY OF ERIE, STATE OF NEW YORK and the CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., LOCAL 1000, AFSCME, AFL-CIO, TOWN OF AMHERST UNIT OF LOCAL 815 for the purpose of establishing for those employees covered by this Agreement equitable and uniform wage rates and working conditions compatible with joint responsibilities of the Town and its employees to service the public. It shall be the further purpose of this Agreement of the parties to promote the highest degree of efficiency in the conduct of the Town's services.

## **WITNESSETH:**

It is mutually agreed and understood that this Agreement is made and executed pursuant to the Public Employees Fair Employment Act, Article 14 of the Civil Service Law of the State of New York as now is in effect and as may hereafter be amended from time to time, and also pursuant to the provisions of the Local Laws of the Town of Amherst.

For the purpose of this Agreement, the parties shall be hereinafter referred to as follows:

Town of Amherst -"Town" - Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, Town of Amherst Unit of Local 815 - "CSEA"

## **ARTICLE 1**

### **RECOGNITION**

The Town of Amherst, Erie County, New York hereby recognizes the CSEA as the exclusive bargaining agent for all full-time Town of Amherst employees listed in Schedules "A" and "B" of this agreement except the following: All same or similar titles as those listed in Schedules "A" and "B" of this agreement that are classified or designated as exempt; all elected officials, department heads and/or appointed positions; School Crossing Guards; all seasonal employees, provisional employees, probationary employees, temporary employees and part-time employees; third party sponsored employees; interns and those employees covered by any other bargaining unit.

The Bargaining Unit agrees that it will not interfere with, coerce or intimidate any employee into joining the Bargaining Unit. The Bargaining Unit recognizes that no employee is required to join the Bargaining Unit, but that every employee has the right to choose of his own free will as to whether or not he will or will not join the Bargaining Unit.

## **ARTICLE 2**

### **MANAGEMENT**

Without limitations upon the exercise of its statutory powers, duties and responsibilities, except as herein specifically provided to the contrary, the Town Board and Department Heads have the unquestioned right to exercise all normally accepted management prerogatives, subject to the grievance procedure hereinafter provided, including:

1. Subject to the provisions of the Civil Service Law of the State of New York and such rules as the Personnel Officer of the County of Erie may adopt and make applicable to the Town to appoint such employees as it may require for the performance of its duties, fix and determine their qualifications, duties, job titles and compensation, to suspend, discharge,

discipline, promote, demote or transfer or release employees because of lack of work or for other proper and legitimate reasons.

2. The right to fix operating and personnel schedules, determine work loads, arrange transfers, order new work assignments, and issue any other order or directive intended to carry out the managerial responsibilities and duties imposed upon the Town officials by law.

### **ARTICLE 3**

#### **CHECK OFF OF BARGAINING UNIT DUES**

The Town shall deduct from the wages of employees and remit to the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, 143 Washington Avenue, Albany, New York 12224, regular membership dues and deductions for group insurances for those employees authorizing such deductions. These deductions shall be made at times corresponding to the employer's regular payroll period.

Deductions for membership dues and group insurances shall be made from the employee's wages until said authorization is withdrawn in writing by said employee.

The CSEA, Inc. shall have the right to designate one (1) insurance representative for the purpose of explaining the insurance protection provided by CSEA sponsored group insurances, which designation shall be in writing, delivered to the Town of Amherst Human Resources Director on or after the effective date of this agreement, and shall subsequently be renewed, in writing, from year to year during the term of this agreement. The name and address of the insurance representative shall be set forth in the notice. The insurance representative shall not visit individual bargaining unit members covered by this agreement during working hours or on Town premises.

Any employee selecting the insurance coverage shall submit his determination for insurance, in writing, on a form approved by the Human Resources Director. The various forms of insurance available under this program will be consolidated for purposes of premium deductions. Periodic insurance premiums shall thereafter be deducted from the employee's pay. Failure on the

part of the union and/or its insurance representatives to strictly comply with the provisions of this section shall release the Town from any and all obligations, duties and responsibilities as set forth in Article 3.

CSEA, as the exclusive representative of employees covered under this Agreement, agrees to promptly provide the Town, upon demand by the Town to CSEA, with a list of members who have authorized the deduction of union dues and fees, and a list of members who have not authorized the deduction of union dues or any other fees, and to promptly update said list when changes occur to it. CSEA agrees to promptly refund non-members for any dues or agency fees that are erroneously remitted to it. CSEA further agrees to defend, indemnify and hold the Town harmless from and against any claims, actions or proceedings by any person or entity arising from deductions made by the Employer and/or other actions by the Employer for the purpose of complying with this Article.

## **ARTICLE 4**

### **WORKING CONDITIONS**

The Town shall notify the Unit President or designee and Labor Relations Specialist or designee at least seven days in advance of any change in working methods or working conditions, except where such change is required because of an emergency or major disaster over which the Town has no control. There shall be no changing of an employee's regular schedule to avoid the payment of overtime.

In the event mechanical failure or other conditions cause Town office facilities to unreasonably fall out of comfortable temperature and/or humidity ranges for periods in excess of eight hours, the Town shall immediately meet with CSEA officials to arrive at a mutually agreed upon solution to grant employees relief until such time as temperature and/or humidity levels are restored to an acceptable range.

**ARTICLE 5**  
**COMPENSATION**

All CSEA members current or separated, including transition to exempt status, (other than disciplinary dismissals or settlements) who did not leave service under any Town or State separation incentive shall receive retroactive pay for the year 2019 in the amount of \$90 per month prorated to reflect active Town service. Such payment shall be paid in a lump sum and will not be added to base salary.

Effective January 1, 2020, 2% shall be added to each pay step in accordance with Schedule A and B attached hereto. Also effective January 1, 2020, a new Grade 2 shall be created and added to Schedule A, and the titles of Clerk and Clerk Typist shall be reclassified from Grade 1 of previous salary schedules to that new Grade 2 in accordance with Schedule A attached hereto.

In addition, effective January 1, 2020, certain job titles shall be reclassified from salary grades in previous salary schedules as follows:

- Account Clerk, Account Clerk Typist and Senior Clerk Typist from Grade 4 to Grade 5
- Recreational Therapist from Grade 5 to Grade 10
- Lab Technician and Public Relations Coordinator Grade 7 to Grade 9
- Youth Service Project Coordinator and Paralegal Grade 7 to Grade 10
- Senior Engineer Assistant from Grade 12 to Grade 13
- Network Coordinator from Grade 13 to Grade 14
- Senior Electrician and Senior Plumber from Grade 17 to 18
- Add new Code Enforcement and Planning Officer title to Grade 16
- Create new Grade 21 and add new Principal Planner title to that Grade

Effective January 1, 2021, Schedules A & B shall be adjusted to reflect a 2.25% increase at each step in accordance with Schedule A and B attached hereto.

Effective January 1, 2022, Schedules A & B shall be adjusted to reflect a 2.25% increase at each step in accordance with Schedule A and B attached hereto.

Effective January 1, 2023, Schedules A & B shall be adjusted to reflect a 2% increase at each step in accordance with Schedule A and B attached hereto.

PAID LUNCH PERIOD. All forty (40) hour employees listed in Schedule A shall receive a paid lunch period.

SHIFT DIFFERENTIAL. In addition to the established wage rates, there shall be a shift differential as follows: all employees working other than the first shift (the day shift) shall be compensated as follows:

AFTERNOON SHIFT	NIGHT SHIFT
\$0.75/hour	\$0.90/hour

Effective the first full pay period of January 2020, shift differential for the afternoon shift shall be increased to ninety (\$0.90) cents per hour, and shift differential for the night shift shall be increased to one dollar and five cents (\$1.05) per hour as follows:

AFTERNOON SHIFT	NIGHT SHIFT
\$0.90/hour	\$1.05/hour

Shift premiums will be applicable only for hours worked and will not be paid for any paid time off.

Employees whose normal schedule is the day shift and who work overtime shall not receive shift differential for the overtime hours.

HAZARDOUS DUTY PAY. Effective 1/1/06, any employee that is required to work with a respirator or in a confined space shall be compensated an additional \$1.50 per hour for a minimum of one hour while assigned and performing such work.

STAND BY PAY. Effective January 1, 2003, any employee who is regularly assigned supervisory Snow and Ice duties for public roadways (November 1 through March 31), and required by the Town to be on stand-by, shall be compensated three (3) hours pay per day of their stand-by period. Effective 1/1/03, any employee who is regularly assigned Fire Safety duties, and required by the Town to be on stand-by, shall be compensated one (1) hour pay per day of their stand-by period. Stand-by periods shall be on a weekly basis (7a.m. Friday to 7 a.m. Friday)



and distributed equally by weekly rotation. Should the employee be called to duty, he or she shall be paid at the appropriate hourly rate. Each employee on stand-by will be paid his or her respective stand-by pay per day, regardless of the number of total hours worked that week.

Any employee assigned to stand-by as defined above who is not available when called shall forfeit the premium pay for that day, and shall be further disciplined by being given one day off without pay.

BRIEFING PAY. Effective 1/1/06, prior to each shift, Public Safety Dispatchers and Complaint Writers shall be paid for Briefing Time, not to exceed fifteen (15) minutes per day. Such pay shall not to be considered overtime, and will be paid at the straight time rate.

## **ARTICLE 6**

### **MILEAGE ALLOWANCE**

Any employee required to use their personal vehicle in the conduct of Town business shall be reimbursed at the current mileage rate established by the Internal Revenue Service.

## **ARTICLE 7**

### **LONGEVITY PAY**

All employees who have been engaged in full-time and continuous employment with the Town for the years indicated shall receive longevity pay on their anniversary date in accordance with the following schedules. For purpose of this Article: (i) part-time employment shall not be counted toward years of service; and (ii) where employment with the Town is interrupted for a period longer than a year for any reason except military leave and leaves of absence for which the employee is paid, the accumulation of longevity entitlement shall terminate upon the date of the interruption and shall begin upon the employee's return to full-time and continuous employment.

<b>Employees Hired Prior to 1/1/2006</b>					
<b>After Completing</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
5 years	\$ 800.00	\$ 900.00	\$ 1000.00	\$ 1100.00	\$ 1200.00
7 years	\$ 900.00	\$ 1000.00	\$ 1100.00	\$ 1200.00	\$1300.00
10 years	\$1050.00	\$1150.00	\$1250.00	\$1350.00	\$1450.00
15 years	\$1150.00	\$1250.00	\$1350.00	\$1450.00	\$1550.00
20 years	\$1250.00	\$1350.00	\$1450.00	\$1550.00	\$1650.00
25 years	\$1350.00	\$1450.00	\$1550.00	\$1650.00	\$1750.00
Plus \$100 for each additional year at twenty-five (25) years and over.					

<b>Employees Hired On or After 1/1/2006</b>					
<b>After Completing</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
5 years	\$ 600.00	\$ 700.00	\$800.00	\$900.00	\$1000.00
7 years	\$ 700.00	\$800.00	\$900.00	\$1000.00	\$1100.00
10 years	\$800.00	\$900.00	\$1000.00	\$1100.00	\$1200.00
15 years	\$900.00	\$1000.00	\$1100.00	\$1200.00	\$1300.00
20 years	\$1000.00	\$1100.00	\$1200.00	\$1300.00	\$1400.00
25 years	\$1100.00	\$1200.00	\$1300.00	\$1400.00	\$1500.00
Plus \$100 for each additional year at twenty-five (25) years and over.					

**ARTICLE 8**

**RETIREMENT BENEFITS**

The Town agrees to maintain the present retirement plan as authorized by Law, known as 75-i with riders 60-b and 41-j.

## **ARTICLE 9**

### **OVERTIME**

Section 1. All work performed over forty (40) hours in anyone calendar week shall be considered as overtime and paid for at the overtime rate of time and one-half. A weekly or bi-weekly paid employee's regular hourly rate shall be considered to be one-fortieth (1/40) of his regular weekly rate. When a weekly or bi-weekly paid employee works in any calendar week in excess of forty (40) hours, he shall be paid one and one-half times his regular hourly rate for such excess hours.

Section 2. Overtime will be paid only for hours actually worked in excess of forty (40) hours per calendar week. Paid absences for holidays provided for in Article 18, paid absences for vacation provided for in Article 19, paid absences for personal leave provided for in Article 21, paid absences for jury duty as provided for in Article 21, and paid absences for bereavement leave as provided for in Article 21 shall be considered as time worked for the purpose of computing overtime. Absences from work for any other reason, regardless of whether such absences are otherwise compensated or paid for, including, without limitation, absences for sick leave, meal breaks and time spent on stand-by, shall not be considered as time worked. Time spent on clean-up and rest periods in conformity with Article 17 shall be considered time worked. Compensatory time earned at straight time shall be counted as time worked for the purpose of computing overtime.

Section 3. Employees called in to work for emergency or other work which entitles them to a minimum of four (4) hours pay shall have only the time actually worked counted for overtime purposes. An employee who has been called in to work and receives the minimum four (4) hours shall not receive an additional four (4) hours if called back to work within those first four (4) hours for which he has already been paid.

Section 4. Subject to Department Head approval, employees shall be entitled to compensatory time on the basis of one and one-half hours off for each hour of overtime worked.

## Section 5.

(a) Overtime work shall be offered equally among all employees working in the same or similar job classification(s) within a department, or work site if applicable, on a rotational basis. The initial rotational list shall be established on the basis of seniority within the department.

(b) On each occasion when overtime is necessitated, the opportunity to work such overtime shall be offered to the employee within the job classification(s) that perform the necessary work, who has the least number of overtime hours to his/her credit at that time. Whenever practicable, at least twenty-four (24) hours advance notice for overtime work will be provided, except for in the case of emergencies. If the employee does not accept the assignment, the employee with the next fewest number of overtime hours to his/her credit will be offered the assignment. This procedure shall be followed until the required number of employees needed, have been selected for the overtime work.

(c) For the purpose of placement on the list, employees refusing overtime when asked, shall be charged with the number of overtime hours actually worked, provided that the employee is not on vacation, sick leave or any other excusable leave. Such refused hours shall be charged immediately after the work has been performed. Employees coming into the department by virtue of transfer, bid or new position shall be placed at the end of the overtime list and charged with the maximum number of overtime hours worked by the department.

(d) A record of the overtime hours worked by all employees shall be posted in the department and updated as overtime is worked.

(e) The distribution of overtime as referenced herein, for the period from November 1<sup>st</sup> through March 31<sup>st</sup> designated "Snow and Ice" activity for the Highway Department, shall not apply.

(f) There shall be no changing of an employee's regular schedule to avoid the payment of overtime.

Section 6. The premium rate of one dollar and seventy-five cents (\$1.75) per hour shall be paid to all appropriate regularly-scheduled employees who are directly engaged in work, or who are called in outside their regular hours to directly engage in work caused by sewer cave-ins, or

high water conditions when 4" pumps are required to be placed in the streets, and/or when Plant influent exceeds 50 MGD and a second MAIN INFLUENT PUMP becomes operational at the Wastewater Plant.

In addition, a premium rate of one dollar and seventy-five cents (\$1.75) per hour shall be paid to all employees when assigned and while performing the following work:

1. Pesticide application.
2. Confined space entry – all trained employees on the job assignment.
3. Confined space rescue team assigned during confined space entries and rescue.

This rate shall also be paid to employees who are called in for sanding or snowplowing and related job assignments outside of 7:00 a.m. to 3:30 p.m. Monday through Friday and for any hours worked on Saturday and Sunday.

These premium rates shall be in addition to any overtime hours worked, but the additional premium shall not be added to the normal hourly rate in computing the overtime rate.

## **ARTICLE 10**

### **MEDICAL COVERAGE**

Section 1. The Town agrees to provide and contribute to the cost of Family Type PPO medical coverage as is in effect January 1, 2006 under a plan issued by Independent Health or by any other company, provided the coverage is at least equal to that provided under the present policy with Independent Health.

The Town shall also continue to provide and contribute to the cost of a Traditional style plan issued by Independent Health or by any other company, provided the coverage is at least equal to that provided under the present Traditional style policy with Independent Health. Employees choosing the Traditional style plan shall pay the difference between the premium equivalent cost of

the Traditional style plan and the premium equivalent cost of the PPO plan on a pre-tax basis, in addition to any required contribution pursuant to Article 10, Section 5 herein.

The Town shall have the option at any time to include or discontinue within the Independent Health Traditional style policy a \$250 hospitalization deductible. Such deductible shall be self-insured by the Town. Employees incurring the hospitalization deductible or a portion thereof shall be reimbursed by the Town within two weeks of submission of a hospital bill to the Town.

Section 2. The Town will provide \$1/10/25 tiered prescription coverage with both of the aforementioned plans.

Effective September 10, 2013, the Town reserves the right to adopt the following revised prescription co – pay schedule:

Office and outpatient - \$10

Preventative - \$0

Prescription 3 tier co-payment 1/14/30

All prescription drug coverage referenced above shall be limited to those actively employed. This coverage shall not be extended to those who subsequently retire.

Section 3. The Town will provide a dental plan through The Guardian Life Insurance Company of America or an equivalent carrier. This coverage shall be limited to those actively employed. This coverage shall not be extended to employees currently on retirement or those actively employed who subsequently retire.

Section 4. The Town shall provide vision coverage through Vision Service Plan (VSP) or an equivalent carrier. The coverage shall be limited to those actively employed. This coverage shall not be extended to employees currently on retirement or those actively employed who subsequently retire.

Section 5. All newly hired employees shall be eligible for health insurance coverage following ninety (90) days of employment (or pursuant to Federal guidelines if fewer than 90 days is mandated).

Employees hired on or after September 10, 2013 shall contribute 20% of the annual premium equivalent for health insurance, including prescription drug, dental and vision immediately upon eligibility. This payment shall be made through payroll deduction biweekly on a pre-tax basis.

Employees hired prior to September 10, 2013 shall contribute 15% of the annual premium equivalent for health insurance, including prescription drug, dental and vision immediately upon eligibility. This payment shall be made through payroll deduction biweekly on a pre-tax basis.

Section 6. For pregnancies, the Town agrees to take such steps as are necessary to provide reimbursement to employees for physicians' services in an amount equal to the difference between that provided by the medical coverage of Section 1 of this Article and \$400.00.

Section 7. Upon reasonable advance written application or notice to the Human Resources Department, employees may continue health insurance coverage in the Town of Amherst health insurance group while on authorized leave without pay (excluding leaves because of extended illness pursuant to provisions of current agreement) provided that the employee makes full payment of the monthly premium equivalent on or before the first day of each month that the employee is on leave.

Section 8. Employees who retire shall have their medical coverage discontinue on the last day of the month in which they retire. However, retirees may, at their option, elect to continue their health insurance coverage provided they make the required premium equivalent payments to the Town of Amherst for such health insurance coverage.

Employees who retire may, at their option, elect to continue their prescription drug and/or dental coverages provided they make the required premium equivalent payments to the Town of Amherst for such prescription drug and/or dental coverages.

Employees who retire may, at their option, elect to continue their vision coverage provided they make the required premium equivalent payments to the Town of Amherst for such vision coverage.

Section 9. Double Coverage - The Town agrees to pay employees Seven Hundred and Fifty dollars (\$750.00) per year for waiving individual coverage, and One Thousand, Five

Hundred dollars (\$1,500.00) per year for waiving family coverage. Effective January 1, 2020, the amount of the payment for waiving individual coverage shall increase to One Thousand, Five Hundred dollars (\$1,500.00) per year, and the amount of the payment for waiving family coverage shall increase to Three Thousand dollars (\$3,000.00) per year.

Such option must be exercised each year during the month of October (Open Enrollment Period) to be effective the following January 1. This option is not self-renewing, and employees wishing to receive a waiver payment must notify the Human Resources Office *each year* during the month of October in order to be eligible for payment. Payment will be issued the first pay period in April of the following year.

This payment can be made only when the employee signs a statement that the employee has or will procure health insurance through his spouse's employment, other employment of the employee, or through a private insurance plan. The statement shall contain a waiver of all responsibility and hold harmless the Town and the Bargaining Unit for any consequences that may arise when an employee exercises this option.

The Town agrees to let the employee rejoin the plan after one year. The employee must notify the Town in writing in October for coverage to be effective the following January 1. If the employee wishes to rejoin the plan within the year, the employee must show an unanticipated change in circumstances regarding the alternative health plan (non-voluntary loss of coverage), and repay the prorated portion of the waiver payment.

Employees who resign or who are terminated prior to the end of the year shall repay the prorated portion of such payment. Employees on probation may waive their health insurance coverage at the time of eligibility and be paid on a prorated basis for the remainder of the calendar year.

If both husband and wife are employed by the Town with no dependent children, they shall be eligible for two (2) individual health insurance policies. In the event family coverage becomes necessary due to the addition of dependents, the change from individual to family coverage shall occur as soon as possible. If both husband and wife are employed by the Town



with dependent children, they shall be eligible for one family plan policy, and the double coverage waiver for one individual policy pursuant to this section.

Employees exercising the waiver option pursuant to this section shall remain eligible for dental and vision coverage subject to Section 5 and any other applicable Sections of Article 10.

Employees hired after September 10, 2013 shall not be eligible for any Health Insurance Waiver for double coverage. However, effective January 1, 2020, ALL employees shall be eligible for the Health Insurance Waiver for double coverage, regardless of date of hire.

Section 10. The parties agree to reopen negotiations with regard to the subject of Medical Coverage upon the written request of either party. In the event any insurance provider should unilaterally change, modify or delete any benefit, the parties agree to immediately negotiate the impact of such change, modification or deletion.

Section 11. The Town shall notify CSEA prior to entering a contract for health, dental, vision and prescription insurance to ascertain that such contract is equal in coverage to the current contract. The Town will allow a representative to discuss any part of the proposed health, dental, vision and prescription plan for clarification prior to implementation.

## **ARTICLE 11**

### **RECIPROCAL RIGHTS**

Section 1. The Town recognizes the right of the employee to designate representatives of the Bargaining Unit to appear on his behalf to discuss salaries, working conditions, grievances and disputes as to the terms and conditions of this contract, and to visit the employee during working hours.

Section 2. The Town agrees not to interfere with the rights of employees to become members of the Bargaining Unit, and there shall be no discrimination, interference restraint or coercion by the Town or any Town representative against any employee because of union activity performed in an official capacity on behalf of the Bargaining Unit.

Section 3. The Bargaining Unit shall have the right to post notices and communications upon the bulletin boards maintained on the premises and facilities of the Town. The material posted shall be restricted to Bargaining Unit business and will not contain salacious or non-bargaining political material. Copies of such material shall be submitted to the Human Resources Director. No such material shall be posted which is profane, obscene, defamatory of the Town or its representatives or which constitutes election campaign material for or against any person, organization or faction thereof.

Section 4. The representatives of the Bargaining Unit who are designated or elected for the purpose of adjusting grievances or assisting in the administration of this contract shall be permitted a reasonable amount of time free from their regular duties to fulfill these obligations which have as their purpose the maintenance of harmonious and cooperative relations between the Town and the employee and the uninterrupted operation of government. Any request for such leave shall be submitted in writing to the Department Head on the appropriate Bargaining Unit form.

Section 5. A single representative of the Bargaining Unit shall have the right to attend Statewide Conventions and meetings in pursuance of his or her obligations as delegate of the Bargaining Unit herein. The designated representative shall suffer no loss of pay and time shall not be charged to any accruals of the representative.

Section 6. Access to Premises. The employer agrees to permit a duly authorized representative of the Bargaining Unit to enter the premises of the employer for individual discussion of working conditions with employees, upon prior notice to the immediate supervisor, provided said representative does not unduly interfere with the performance of duties assigned to the employee.

Section 7. Employee representatives shall be designated to the Town in writing by CSEA.

Section 8. For the purpose of negotiating renewals or extensions of this collective bargaining agreement, the Town shall permit a maximum of four (4) employees time off from duty,

upon reasonable advance notice to the Department Head, for the purpose of attending and participating in the negotiating sessions. The Union shall provide the Town with a list of names of employees participating in negotiations prior to the commencement thereof. In the event the Union demonstrates a fifth member of the bargaining team is required to effectively represent the Union, the Union shall petition the employer for approval for a fifth member to serve, which approval shall not be unreasonably denied.

Section 9. The Town Shall install three (3) feet x four (4) feet locking bulletin boards, provided by CSEA, at the specific locations as follows:

Court Building  
Engineering Department  
Harlem Road Community Center (Youth Department)  
Highway Department  
Plant 16  
Police Department  
Recreation Department  
Senior Center  
Town Hall

These bulletin boards shall be for the sole purpose of posting bulletins, notices and material issued by CSEA. No such material shall be posted which is profane or obscene, or defamatory of the Town or its representatives or non-Union political/election material. Locks and keys for the bulletin boards shall be the sole and exclusive responsibility of CSEA.

Section 10. The Town agrees that in the event it establishes a new job classification(s), it shall provide the Bargaining Unit President with a copy of the description(s) and proposed salary level(s).

## **ARTICLE 12**

### **GRIEVANCE PROCEDURE**

The Town and the Bargaining Unit desire that all members of the Bargaining Unit be treated fairly and equitably. It is intended that this grievance procedure will provide a means of resolving grievances at the lowest level and that nothing in this Article should be interpreted as discouraging a member or his representative from discussing any problem in an informal manner

with his immediate supervisor or department head. Such discussion shall not interfere with the right of any member to process grievances through the grievance procedure.

Grievances shall be processed in accordance with the provisions of this Article. The term "grievance" as used herein shall mean a complaint by either party to this contract that there has been a violation, misapplication, misinterpretation, or inequitable application of this agreement provided, however, that the term "grievance" shall not apply to any matter as to which (a) a method of review is prescribed or provided by law or by any regulation having the force of law: or (b) the Town is not empowered to act.

To encourage the resolution of the grievance at the department level, it shall be the fundamental responsibility of supervisors at all administrative levels to make prompt determination respecting grievances in accordance with these procedures. Both parties shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination and reprisal by any person or party to this agreement.

A member may be represented at all steps of this grievance procedure by the Bargaining unit or counsel, or both. All grievance meetings shall be mutually agreed upon and scheduled by the parties.

When several members of the Bargaining unit have an identical grievance, the Bargaining unit may select one individual case for processing, with the understanding that the decision in such case shall be applied to the other identical cases.

A record of all grievances filed pursuant to these procedures and the disposition made thereof shall be maintained by the Human Resources Department for reference purposes.

The time limit specified herein shall be observed, unless extended in writing by mutual agreement of the parties. Failure of the grievant to request review of a determination made at any step of the grievance procedure within the specified time limit shall automatically conclude the grievance process as to such grievance.

Grievances shall be filed within ten (10) working days from the time the grievant became aware of the facts or omissions which gave rise to the grievance, unless for good cause,

the grievant is unable to do so. Employees shall have the right to union representation at any or all steps of the grievance process.

### **STEP 1**

The grievant shall present his grievance orally to his immediate supervisor and attempt to adjust the matter.

### **STEP 2**

If the grievance is not satisfactorily adjusted at Step 1, the grievant shall present his grievance in writing, on a form to be provided, to his immediate supervisor within ten (10) working days from the decision at Step 1. The written grievance shall contain a factual statement outlining the acts constituting the grievance, the date, time and place of the occurrence, and the relief requested. The written grievance shall contain a statement of the section of the Collective Bargaining Agreement or the written Rules of the Department which he contends have been violated. The immediate supervisor shall give his answer in writing within ten (10) working days of the receipt thereof. Employees shall have the right to make the Department Head aware of the Step 2 issue at any time during the grievance process.

### **STEP 3**

If the grievance is not satisfactorily settled at Step 2, the Bargaining Unit representative, within five (5) working days, shall forward the grievance to the Bargaining Unit's Grievance Committee. If, upon review of the grievance, the Committee believes the grievance is valid, it will forward a copy of the written grievance and the written answer of the immediate supervisor to the Department Head within five (5) working days of receipt of the grievance by the Grievance Committee. The Department Head shall, within a period of five (5) working days of presentation to him, discuss the matter with the Grievance Committee in an attempt to satisfactorily settle the grievance. Should this discussion fail to produce a satisfactory settlement within five (5) working days from the date of completion of the discussion, then separate written reports of the dispute shall be made by the Grievance Committee and the Department Head.

The written report made by the Bargaining Unit's Grievance Committee and the Department Head at Step 3 shall be filed within five (5) working days with the Human Resources Director, and at the same time, served on the other party.

The Bargaining Unit's Grievance Committee shall consist of three (3) members selected by the Bargaining Unit. One Committee member shall be permitted to leave his work with no loss of pay after notice to his supervisor for the purpose of adjusting a grievance at Steps 1 and 2, and all three (3) Grievance Committee members shall be permitted to attend the meeting at Step 3 with the Department Head with no loss of pay.

#### **STEP 4**

Should the grievance fail to be resolved, as outlined at Step 3, either of the parties may avail themselves of the services of the Public Employment Relations Board (PERB) to provide a list of five (5) arbitrators. The arbitration proceeding shall be conducted by the arbitrator as soon as possible after his selection. The method of selection of the arbitrator shall be that the party requesting arbitration shall strike one name of the five submitted and the other party shall then strike one name. This procedure shall be repeated until one arbitrator remains. The decision of the arbitrator shall be final and binding on the parties, and the arbitrator shall be requested to issue his decision within thirty (30) days after the hearing is concluded.

The parties shall share the cost of the arbitrator equally.

The arbitrator is prohibited from adding to, subtracting from, or modifying the terms of the Collective Bargaining Agreement or the written Rules and Regulations of the Department.

Each party shall be responsible for compensating its own representatives and witnesses. The grievant and the three Grievance Committee members shall be permitted to attend the arbitration hearing, but shall not be paid by the Town for said attendance, except for one Grievance Committee member who shall be excused from duty with no loss of pay.

If either party desires a verbatim record of the proceeding, it may cause such a record to be made, provided it pays for the record and makes a copy of the record available, without charge, to the other party and the arbitrator.

### **STEP 5**

Should any person be aggrieved by the determination as provided for in this Article, application may be made for judicial review, as provided by law.

## **ARTICLE 13**

### **MINIMUM EMPLOYMENT**

1. Each employee shall receive compensation based on a minimum time of thirty-five or forty hours per week, according to their regular work schedule.
2. Employees called in for emergency work shall be paid a minimum of four hours' salary.

## **ARTICLE 14**

### **NO STRIKE CLAUSE**

The CSEA further recognizes the status of the Town employees as "public employees", and the provisions of law applicable thereto which prohibit strikes, the willful absence from one's position, a stoppage of work or the abstinence in whole or in part from the full, faithful, proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in conditions or compensation, or the rights, privileges and obligation of employment.

The CSEA further recognizes that any public employee who engages in said acts is subject to the penalties provided under State Law.

The CSEA shall not engage in a strike nor cause, instigate, encourage or condone one. In the event a strike or work stoppage occurs, the CSEA shall exert its best efforts to prevent and terminate the same.

## **ARTICLE 15**

### **SALARIES**

The payment of salaries and the granting of annual salary increments shall be pursuant to the Plan of Class Titles and Salary Ranges as approved by the Town Board of the Town of Amherst.

Whenever employees are required to work in a higher job classification, they shall be paid the rate of pay of the higher job classification for all hours actually worked in the higher classification.

The salaries and wages of employees shall be paid on the same day every two weeks. In the event this day is a holiday, wherever possible, the preceding day shall be the pay day.

## **ARTICLE 16**

### **CIVIL SERVICE PROCEDURES**

Appointment, promotion, transfer, reinstatement, probation, disciplinary action, retirement and other Civil Service procedures shall be pursuant to the Civil Service Law and the Rules for the Classified Service of the County of Erie as issued by the Personnel Officer and the provisions of the Town Law of the State of New York.

Every appointment to a permanent position from an Open Competitive list, and any appointment to a position in the Non-Competitive or Labor Class shall be for a probationary term of not less than eight (8) weeks or more than twenty-six (26) weeks.



## **ARTICLE 17**

### **ATTENDANCE**

1. Record of Attendance. Each department shall maintain a daily record of the attendance and punctuality of each employee.

2. Tardiness. Each department shall establish rules regarding penalties for tardiness, but such penalties shall not preclude disciplinary action in cases of tardiness.

3. Lunch Periods. All employees shall have a lunch period of at least one-half hour.

4. Rest Periods. All employees' work schedule shall provide for a fifteen (15) minute rest period during each one-half shift. The rest period shall be scheduled at the middle of the shift, whenever this is feasible.

5. Clean-up Time. Employees shall be granted a fifteen (15) minute personal clean-up period prior to the end of each work shift.

## **ARTICLE 18**

### **HOLIDAYS**

1. Paid holidays shall be New Year's Day, Martin Luther King, Jr. Day, Washington's Birthday, Good Friday, Easter (if worked), Memorial Day, Independence Day, Labor Day, Columbus Day (effective January 1, 2020), Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas Day and any other day as may be approved by the Town Board.

Effective January 1, 2020, all employees shall be granted one Floating Holiday. Such Floating Holiday may be taken on a date of their choice with the Department Head's prior permission. Such substituted holidays may not be used solely for purposes of generating additional overtime compensation for the employee.

2. When a holiday falls on Sunday, the Monday following shall be observed as the holiday, and when such holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Employees who are engaged in a Continuous Service Operation, shall observe

Independence Day, Christmas Day and New Years Day on the day they actually fall if it is on either a Saturday or Sunday.

3. If emergency or continuous service requires that an employee work on one of the holidays listed in this Article, and such holiday work is authorized by the Department Head, the employee shall be paid their regular work day compensation, and also either be compensated at the overtime rate or, with prior Department Head approval, be offered compensatory time off at time and one-half on an approved future date.

4. If a holiday falls during an employee's vacation, the vacation shall be extended an extra day.

## **ARTICLE 19**

### **VACATION**

#### **1. Vacation Allowance.**

(a) Except where other provisions are made by law for annual, weekly, per diem or hourly employees, an employee shall be entitled to an annual vacation with pay not to exceed two weeks after completion of one year of continuous service, not to exceed three weeks after completion of five years of continuous service, not to exceed four weeks after completion of ten years of continuous service, not to exceed five weeks after completion of fifteen years of continuous service, and not to exceed six weeks after completion of twenty-five years of continuous service.

(b) Employees hired after September 10, 2013 shall be entitled to one week of paid vacation after the first year, two weeks after two years, three weeks after seven years, four weeks after twelve years and 5 weeks after twenty years. Effective January 1, 2020, employees hired after September 10, 2013 shall be entitled to an annual vacation with pay not to exceed two weeks after completion of one year of continuous service, not to exceed three weeks after completion of five years of continuous service, not to exceed four weeks after completion of ten years of

continuous service, and not to exceed five weeks after completion of fifteen years of continuous service.

(c) As stated above, employees shall be entitled to an annual vacation with pay not to exceed two weeks after completion of one year of continuous service. However, effective January 1, 2020, following sixty days (60) of continuous service during the first year of hire, employees may use up to one week of vacation time prior to reaching one year of continuous service.

(d) Current employees shall be provided with a one-time, one (1) additional vacation day annual adjustment for each year of the Agreement for a total adjustment of five (5) vacation days beginning at mutual ratification in 2019 for the life of this Agreement. This provision shall sunset at the expiration of the Agreement on December 31, 2023.

2. Time of Vacation. Vacation requests shall not be unreasonably denied. Wherever possible, vacations shall be granted at the time requested by the employee. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater seniority shall be given his choice of vacation period in the event of any conflict over vacation periods. Vacation periods shall be taken each year.

3. Vacation Pay. Vacation pay shall be based on a forty-hour week and at the rate in effect for the week immediately preceding the vacation of any employee. For any employee who has consecutively worked more than forty hours per week for a three-month period immediately preceding his vacation, he shall receive compensation for vacation based on his average work week for the three months immediately preceding his vacation.

4. Vacation not Cumulative. Vacation time shall not be cumulative, and if not taken, expires at the end of the employees annual vacation allotment period: except however, upon providing advance notice to the Department Head at least ninety (90) days prior to receiving their annual vacation allotment, employees may carry over a reasonable amount of previously earned vacation into the following vacation accrual cycle for a period not to exceed ninety (90) days.

5. Reinstatement and Leave of Absence. A leave of absence without pay or resignation followed by reinstatement within one year shall constitute an interruption of service, provided, however, that leave without pay for more than six months, or the period between resignation and reinstatement, shall not be counted in determining the eligibility for annual vacation in any calendar year.

6. Vacation Pay at Retirement. An employee who retires from the service of the Town will receive vacation pay on a pro rata basis for the calendar year in which he retires.

7. Vacation Pay at Resignation. Employees with a minimum of five (5) years of full time service who subsequently resign from service shall receive vacation pay on a pro-rated basis for the calendar year in which they resign.

8. Death. In the case of death of an employee, payment for such vacation period shall be made to his estate.

9. Effective January 1, 2003, employees with earned vacation may elect to receive the cash equivalent of up to five (5) vacation days in lieu of taking such time off. In order to exercise this option, employees must provide written notice to the Department Head and Town Comptroller of their intention to receive such payment no later than September 1<sup>st</sup> of the year in which the vacation would normally be taken. Payment will be made by February 15<sup>th</sup> of the following year. The Town reserves the right to allow additional vacation days to be purchased solely at the discretion of the Town.

10. An employee may transfer and accumulate up to 30 weeks of unused vacation time into a special account to be used to pay for health insurance upon retirement. Each accumulated vacation day shall be converted to a dollar amount at the employee's rate at the time of banking. If the employee does not use or discontinues use of the accumulated vacation time for health insurance benefits, the accumulated amount shall be paid to the employee in equal amounts over a five-year period. Any vacation banked for purposes of being applied toward the future payment for continued health coverage upon retirement is subject to all Federal and State withholding and tax requirements during the calendar year in which it is banked. In the event of the

employee's death, payment shall be made to the employee's estate or a beneficiary designated by the employee, in a lump sum.

## **ARTICLE 20**

### **SICK LEAVE**

1. Application of Sick Leave. Only permanent employees are entitled to sick leave as otherwise provided for in this contract.

2. Reasons for Granting Sick Leave. Sick leave with pay may be granted in accordance with this Article to an employee when incapacitated or unable to perform the duties of his position because of:

- (a) Sickness or injury:
- (b) Serious illness in the employee's immediate family requiring care and attendance of the employee. Immediate family shall include the parent, spouse, brother, sister, son, daughter, stepchild, grandparent, or other blood relative who is an actual member of the employee's household:
- (c) Quarantine regulations:
- (d) Medical or dental visits.

Prior to returning to work following three (3) or more continuous days of sick leave, employees may be required to provide a physician's certificate at the discretion of the Director of Human Resources. In order to maintain confidentiality, the employee may elect to submit the certificate to the Director of Human Resources, who will in turn notify the Department Head that the employee has complied with contractual obligations. In the event an employee is required to undergo a physical examination by a Town Doctor at the discretion of the Director of Human Resources before returning to work, the employee shall visit the Town Doctor and receive medical clearance prior to returning to work.

3. Sick Leave Credits. A credit for sick leave under this Article shall be allowed at the rate of one and one-quarter working days per month of service commencing as of the date of employment. Such leave as is not used shall accumulate but not to exceed 300 days.

Employees hired after December 31, 2002 shall accrue sick leave credit at the rate of one (1) working day per month of service.

Employees hired after September 10, 2013 accrue six (6) sick days after completing six (6) months of service. After completion of one year of service, and through completion of five (5) years of service, new employees shall accrue one (1) sick day per month until they reach a total of nine (9) total sick days per year. Following completion of five (5) years of service, employees hired after September 10, 2013 with a minimum total of at least 35 unused sick leave days accrued shall earn one additional sick day per year for each year in which they maintain a minimum total of at least 35 unused sick leave days accrued.

Prior to returning to work following three (3) or more continuous days of sick leave, employees shall be required to provide a physician's certificate to the Director of Human Resources. Medical documentation for absences of fewer than three (3) days may be required at the discretion of the Director of Human Resources. The Director of Human Resources will in turn notify the Department Head that the employee has complied with contractual obligations. In the event an employee is required to undergo a physical examination by a Town Doctor at the discretion of the Director of Human Resources before returning to work, the employee shall visit the Town Doctor and receive medical clearance prior to returning to work.

The Town agrees to contribute matching funds for the first three (3) years of employment for a CSEA Disability Income Protection Plan for employees hired after September 10, 2013 to be finalized and agreed by parties pending additional information.

4. Extended Sick Leave. An employee who has been engaged in full-time and continuous employment with the Town for at least five (5) years may receive additional sick leave with pay as may be approved by the Town Board, up to a maximum of seven (7) months, in addition to the sick leave accumulated by such employee. A leave of absence without pay without

a resignation followed by reinstatement within one year shall not constitute an interruption of service.

Applications for extended sick leave will not be entertained unless the employee has exhausted all of his accrued sick leave and any other paid leave benefits such as personal leave, vacation, overtime, compensatory credits and all other accrued credits, and nothing contained elsewhere in this Agreement shall be construed to foreclose the Town from requiring the use of any such accrued leave or leave benefits prior to the consideration or grant of extended sick leave.

Employees on extended sick leave with pay pursuant to Town Board resolution shall not be entitled to accrue sick leave.

5. Notice of Absence on Sick Leave. When absence is required under this Article, the employee shall report the same to his immediate supervisor at least two hours before the starting time of his shift where possible.

6. Sick Leave Records. Accurate records of the attendance and sick leave status of each employee shall be maintained and open for his inspection.

7. Transfer of Sick Leave Credits. In case of transfer to a different department, accumulated sick leave shall be transferred with the employee and he shall receive credit in the department to which he is transferred.

8. Absence for Less than Full Day. Absences of less than a full day due to illness shall be chargeable to sick leave in one hour increments, subject to Department Head or designee's approval.

9. Injury on the Job. When an employee is injured on the job, any time required immediately after the injury to obtain first aid or treatment by a physician shall be considered as time worked, unless he is admitted as an in-patient in a hospital.

10. Absence Due to Injury. Employees who are unable to perform the duties of their employment because of injuries received in the service of the employer, and who receive Workers' Compensation benefits, shall receive a supplemental sum equal to the difference between their wages and their compensation benefits chargeable to sick leave on a pro rata basis.

11. Physical Examination. The expense of any physical examination requested by the Town shall be paid for by the Town and be performed during the employee's working hours.

12. Sick Leave Buy-back. The Town agrees that upon retirement, or the death of an employee, any accumulated unused sick leave up to a limit of 100 days can be bought back at a ratio of 1:3 (e.g., an employee with 280 days of unused sick leave may use only 100 days at a ratio of 1:3). The remainder, to a maximum of 165 days, can be applied to the employee's additional service credit for retirement as per Section 41-j of the New York State Retirement and Social Security Law.

In the alternative, employees wishing to apply accumulated unused sick leave toward either 100% or 50% (at the employees option) of the cost for continued health coverage upon retirement in lieu of a lump sum buy back may do so up to a limit of 100 days at a ratio of eighty (80) percent (maximum 80 days). Accumulated unused sick leave to be applied toward the payment for continued health coverage upon retirement is subject to all Federal and State withholding and tax requirements at the time of separation for retirement. Employees may also elect to apply any or all accrued vacation time due upon retirement pursuant to Article 19 toward continued health coverage in the same manner.

13. Sick Leave Incentive. Effective January 1, 2020, employees who work their entire work schedule in any annual quarter (January 1 – March 31; April 1 – June 30; July 1 – September 30; October 1 – December 31) without using any sick leave or reporting late (except in the case of verified emergency) shall be awarded four (4) hours of compensation at their regular hourly rate. Sick Leave Incentive shall not be forfeited for any absence except sick leave (except for use due to snow or other emergencies), Workers' Compensation or disciplinary leave. Workers' Compensation hearings shall not be considered lost time for purposes of this incentive.



## **ARTICLE 21**

### **LEAVE OF ABSENCE WITH PAY**

1. Leave Because of Death in Family. Leave of absence with pay of not to exceed five (5) days shall be granted to an employee in the event of death occurring in the employees' immediate family, namely, spouse, parent, child, sibling, grandchild, stepchild or stepparent who served in loco parentis. Leave of absence of not to exceed three (3) days shall be granted upon the death of an employee's grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law or any other blood relative residing in the employee's household. Leave of absence of not to exceed one (1) day shall be granted upon the death of an employee's aunt, uncle, niece, nephew or cousin. Employees may, upon prior request and approval of the Department Head in consultation with the Director of Human Resources, be granted one (1) day to attend the funeral of individuals not included in the family set forth above.

2. Leave for Jury Duty. On proof of required jury duty, leave of absence shall be granted with pay to all employees, provided, however, that such employees shall reimburse the Town for jury fees received by them.

3. Time off for Civil Service Examinations.

(a) Permanent employees shall be allowed time off with pay to take promotional and open competitive Town Civil Service examinations.

(b) Upon written application in advance to the Town, a permanent employee shall be allowed time off with pay on a day when he/she is scheduled to work 12:00 a.m. to 8:00 a.m. (midnight shift) to permit him/her to take a New York State Civil Service examination for a promotional position within the employment of the Town. Such provision will not be made in the event of an emergency or major disaster over which the Town has no control.

4. Personal Leave. After completion of the probationary period, permanent, full-time employees shall be allowed four (4) personal leave days each calendar year, non-cumulative, providing they meet all eligibility requirements. For employees whose probationary period is completed after January 1 of any year, personal leave entitlement for the balance of the year shall

be provided on a proportionate basis: i.e., one day of personal leave for each three (3) full months of service. Any unused personal leave days shall be added at the end of each calendar year to the employee's total number of sick leave credits, but in no event shall the total of sick leave credits exceed the maximum allowed under Article 20, Section 3.

In the event the personal leave is denied, the Department Head shall set forth the reason or reasons for the denial.

## **ARTICLE 22**

### **LEAVE OF ABSENCE WITHOUT PAY**

1. Eligibility Requirements. Employees shall be eligible for leaves of absence after six (6) months service with the employer.

2. Application for Leave Without Pay. Any request for a leave of absence shall be submitted in writing by the employee to the Department Head. The request shall state the reason the leave of absence is being requested and the approximate length of time off the employee desires, which shall not exceed one year.

3. Maternity Leave. In addition to sick leave entitlement, an employee may, at their option, retain up to five (5) sick days prior to the leave without pay. An employee shall be entitled to leave without pay for maternity leave, provided that the total of leave without pay and accumulated sick leave shall not exceed twelve (12) months. An adoptive parent shall be entitled to leave without pay for a period of not more than three (3) months from the date of an adoption, provided the adopted child requires the attention of the employee.

4. Leave Because of Extended Illness. When an employee has exhausted all of his sick leave credits and is still incapacitated and unable to perform the duties of his position, he may be granted a leave of absence without pay for a period not to exceed one year.

Employees on leave of absence without pay shall not be entitled to accrue sick leave.

5. Leave for War Work. A permanent employee may, at the discretion of the Department Head and approval by the Town Board, be granted a leave of absence without pay for a period not exceeding one year to enter the service of the Federal Government in time of war. Such leave of absence may be renewed for additional periods, not exceeding one year in each instance. However, no such renewal of leave of absence without pay shall extend beyond six months after the termination of the war.

6. Education Leave for Veterans. Any veteran who is qualified to receive education or training or vocational rehabilitation under the provisions of any Federal or New York State Law, shall be granted leave of absence without pay for the period of such education, training or vocational rehabilitation. Such leave of absence shall not extend beyond a period of four years, nor beyond the period for which the veteran shall be eligible to continue the education, training or vocational rehabilitation, and it shall terminate at any time that the veteran ceases actual attendance upon the courses required by the education, training or rehabilitation program.

7. Educational Purposes. On the approval of the Department Head, permanent employees may be granted leave of absence without pay for a period of one year for the purpose of acquiring additional education and training that will increase the usefulness and efficiency of the employee in his position.

8. Employment Opportunities. Employees shall be granted a leave of absence without pay to enable such employees to serve temporarily, provisionally, for trial periods, or for periods necessary to qualify for permanent appointment to a competitive class, or another position of a higher class that requires such conditions to be met, or where an employee is offered a job on a permanent transfer, so long as said employment is with any agency of the employer.

9. Seniority: Return to position. Employees shall be returned to the position they held at the time the leave of absence was requested.

10. No Accruals. While on leave of absence without pay as provided for in this Article 22, employees shall not accrue sick leave, personal days, vacation, holidays or other leave entitlements. In addition, the accrual of seniority will be suspended for the duration of the leave.

## **ARTICLE 23**

### **MILITARY LEAVE OF ABSENCE**

Any employee who is required to render ordered military duty shall be granted military leave of absence pursuant to the Military Law.

## **ARTICLE 24**

### **CLOTHING ALLOWANCE**

1. Effective January 1, 2020, the Town shall pay, per annum, a sum not to exceed one hundred and seventy-five and no/100 dollars (\$175.00) for the purchase of protective footwear to those employees currently provided with protective footwear. This footwear must appropriately provide protection for the hazards encountered by employees while performing the normal functions of their jobs within their respective departments as determined by the Department Head. This allowance shall be paid to the employee upon submission of a voucher with a copy of the statement or bill indicating that the item purchased was protective footwear, and showing the total cost of the purchase.

2. Effective January 1, 2020, clothing allowance shall be eliminated for all employees. In exchange, adjustments to the Longevity Schedules as reflected in Article 7 above shall take effect.

3. Rain jackets, rain pants and heavy-duty pull-over boots shall be provided by the Town for those employees who are required to work in the field as determined by the Town.

All items as provided above remain the property of the Town and are only to be used in accordance with the departmental policy.

Upon separation, all items, other than those worn out through normal use, must be returned to the Town.

## ARTICLE 25

### WORK FORCE CHANGES

#### 1. Definitions.

(a) "Position" means one of the positions included under one class title in Schedule A and B to the Agreement.

(b) "Class" means a group of similar positions included under the same title in Schedule A and B.

(c) "Salary/Wage Range" means the range of compensation from "A" to "J" appearing in Schedule A and from "A" to "K" appearing in Schedule B.

(d) "Job Group" means a group of classes of positions allocated to the same salary/wage range set out in Schedule A and B.

(e) "Increment Step" means the point in the increment scale reached through successful periods of actual service as designated in steps "A" to "J" appearing in Schedule A and "A" to "K" appearing in Schedule B.

(f) "Actual Service" means active service in the position after deduction of any periods of leaves without pay. Military Leave, pursuant to Section 243 of the Military Law, shall be deemed actual service.

(g) "Promotion" means the advancement of an employee to a higher class or the reassignment of an employee to a higher paying position.

(h) "Demotion" means the reassignment, not requested by the employee, of an employee from a position in one job classification to a lower paying position in the same job classification or in another job classification.

2. New Appointments. An employee appointed to a position in a class title shall be paid the "A" rate of pay established for the class as set forth in Schedule A and B.

#### 3. Increments.

(a) The regular increment dates for employees covered by this Agreement shall be either January 1 or July 1, providing they have the required period of actual service.

Employees appointed to a position shall be entitled to an adjustment of pay to the amount shown under the column "B" in Schedule A and B after nine (9) months of actual service on January 1 or July 1, as the case may be. Subsequent adjustments to the increments shown under "C" through "K" shall not be made until twelve (12) months from the date of the adjustment to the increment shown under "B", and not more frequently than annually thereafter. The adjustment to the increment shown under "D" shall be based solely on merit.

(b) Employees promoted to a position shall be entitled to their first increment following promotion after six (6) months of actual service in the new position on January 1, or July 1, as the case may be. Subsequent adjustments will be treated as provided in subparagraph (a) above.

(c) Employees voluntarily leaving Town service prior to 8/1/14, 8/1/15, or 8/1/16 shall have a sum of \$1000 added to base salary at time of separation for the year in which they leave service. (See also Article 5.)

(d) Employees who are classified as Laborer and Laborer Crew Chief, but who are represented by the Bargaining Unit, shall not be covered by this subparagraph 3 of Article 25, but shall be subject to the same increment and adjustment rules and procedures in effect for Laborers and Laborer Crew Chiefs employed in the Town's Highway Department.

(e) An employee appointed or promoted to a position in a higher job group shall receive a salary or wage rate at the increment step in the range for the higher position which is nearest to, but not less than, the salary or wage rate paid to the employees at the time of appointment or promotion.

#### 4. Demotions.

(a) A permanent full-time employee who accepts appointment to a position that is in a job group lower than the job group of the position in which he is serving, shall, upon appointment to the lower position, receive a salary or wage rate at the increment step in the salary or wage range in the lower job corresponding to the increment step reached in his former position.

(b) An employee who is relegated back to his previous position from a higher classification to which he was provisionally appointed because of his inability to prove to the Employer that he was able to fulfill the standards of the job, or pass a Civil Service Examination required for permanent appointment to that job, or who voluntarily relinquishes such job, shall not be considered as demoted.

5. Reinstatement.

(a) A permanent full-time employee covered by this Agreement who has been laid off and subsequently reinstated to the same job in accordance with the provisions of this Agreement shall be reinstated at the same salary or wage step he occupied at the time of the layoff.

(b) A permanent full-time employee who has resigned and is subsequently reinstated pursuant to the appropriate provisions of this Agreement to the same job shall be reinstated at the same salary or wage step he occupied at the time of resignation.

(c) An employee who is promoted temporarily or provisionally to a higher position and who is returned to his position in a lower grade shall, upon return to the lower position, receive a salary or wage rate at the increment level he would have reached had he continued to serve continuously in that position.

6. Transfers. Employees desiring to transfer to other jobs may submit an application in writing to their immediate supervisor. The application shall state the reason for the requested transfer.

7. Reallocation. Upon the reallocation of a class of positions to a higher job group, the employee or the employees serving in the reallocated positions shall receive a salary or a wage at the increment step in the higher job group that corresponds with the increment step in which they were serving in the lower group.

8. Reclassification. When an employee class title is reclassified to a higher title and job group, it shall be considered as a new position and a promotion. The salary will then be determined in accordance with the salary rule on promotions.

9. Leaves of Absence.

(a) Military Leave, pursuant to Section 243 of the Military Law, shall be deemed actual service.

(b) Other Leaves Without Pay over three months shall constitute an interruption of continuous service for computing yearly increments.

(c) FMLA. Employees shall be entitled to use FMLA according to provisions of the law.

**ARTICLE 26**

**JOB POSTINGS**

1. Whenever an opportunity for promotion, provisional appointment or job opening occurs in other than a temporary situation in any existing job classification, or as the result of the development or establishment of a new job classification, a notice of the opening shall be posted on all bulletin boards stating the job classification, rate of pay and the nature of the job requirements in order to qualify. The posting shall be for a period of not less than ten (10) work days. The CSEA President shall receive a copy of all such postings.

2. During this period, employees who wish to apply for the open position, including employees on layoff, may do so. Bids shall be submitted on the appropriate "Job Bid Application" form to the Department Head in the department in which the vacant position exists. Employees should also submit copies of the completed bid form to the CSEA President and the Town's Director of Human Resources.

3. Whenever the Town announces a vacancy in a non-competitive position, employees wishing to be considered for the appointment who meet the posting qualifications and legitimate operating needs of the department shall be allowed to file an application in accordance with this Article. Appointments to higher salaried vacant positions in the non-competitive class shall be made on the basis of qualifications, requisite skills, training, education, experience and job performance (if applicable) as determined by the Department Head. In the event two or more



qualified Bargaining Unit members are equally qualified as determined by the Department Head, the employee with greater seniority shall be appointed.

## **ARTICLE 27**

### **SENIORITY**

Seniority means the length of an employee's continuous service with the Town of Amherst from the date of his last hire on a full-time basis for Non-competitive and Labor classes. Seniority for Competitive class positions means the length of an employee's continuous service with the Town of Amherst in the classified service from the first permanent appointment. Once per year, the employer shall post on all bulletin boards a seniority list showing the continuous service for each employee. A copy of the seniority list shall be furnished to the local union when it is posted. The seniority list will show the names, job titles and the date of hire of all employees in the unit entitled to seniority. An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause and retirement. However, if an employee is rehired to work in any capacity within one year, the break in continuous service shall be removed from his record.

## **ARTICLE 28**

### **LAYOFF**

1. The employer shall forward a list of those employees being laid off to the Unit President and the CSEA Labor Relations Specialist on the same date that the notices are issued to employees.

2. Employees to be laid off will have at least fourteen (14) calendar days' notice of layoff.

3. When a permanent employee in the Competitive class is to be laid off, Section 80 and other pertinent sections of the Civil Service Law will be invoked and will govern the layoff procedure of such employee.

4. When any other employee in the Non-competitive or Labor Class is to be laid off due to a reduction in the work force, he shall be permitted to exercise his seniority right to bump or replace an employee with less seniority. Such employee may, if he so desires, bump an employee in an equal or lower job classification provided the bumping employee has greater seniority than the employee whom he bumps and the necessary qualifications.

5. Layoff in lieu of bump. In the event of a layoff, the employee may not wish to bump into a job held by a junior employee in which event he will be entitled to be processed as a layoff and placed on the preferred eligible list or on the recall list.

## **ARTICLE 29**

### **RECALL**

When the work force is increased after a layoff, employees will be recalled according to seniority. Notice of recall shall be sent to the employee at his last known address by registered or certified mail. If an employee fails to respond within seven (7) days within the date of mailing of the notice of recall, he shall be considered a quit. Recall rights for an employee shall expire after a period equal to his seniority unless the employee is deemed to be a quit. Written notice of expiration of recall rights shall be sent to the employee at his last known address by registered or certified mail.

Recall rights for competitive class employees will expire in accordance with the Classified Rules of Civil Service.

Bumping, recall or transfer referred to herein is restricted to the employees in the unit.

## **ARTICLE 30**

### **DISCIPLINE**

In the event that the Town, pursuant to its rights under Article 2 hereof, shall discipline any employee who is not covered by the provisions of Section 75 of the New York State

Civil Service Law by suspending or discharging the employee, the CSEA representative shall be immediately notified.

Such discipline may be made the subject of a grievance under the grievance procedure of this agreement, but only if such grievance is filed within five (5) days from the date of discipline and only on the basis that no cause existed for such discipline. If it is determined that no cause for discipline existed, the Town will reinstate such employee and pay his full salary or wages, without overtime, for the lost time.

The Town of Amherst endorses the principle of Progressive Discipline prior to suspension and/or discharge of an employee; however, this section does not cover the more serious offenses such as fighting, stealing, the drinking of intoxicating beverages on the job or on Town premises, possession or use of narcotics or drugs, gambling, or insubordination, in which cases Progressive Discipline will not be required.

However, any employee who is covered by Section 75 of the New York State Civil Service Law shall be disciplined only in the manner provided for in such law. Their right of appeal shall be as prescribed in Section 76 of the New York State Civil Service Law.

## **ARTICLE 31**

### **PERSONNEL FILE**

For purposes of this Article, there shall be one official personnel file maintained for each employee, and such file shall be kept in the Town Human Resources Office. Employees shall have the opportunity to review their personnel files upon five days' written notice. The Personnel file cannot be removed from its regular place of maintenance or storage and must be reviewed in the presence of the normal custodian of such files.

The Town shall notify employees when a derogatory document relating to job performance and/or conduct on the job is about to be placed into their personnel files. Employees shall be given an opportunity to acknowledge receipt of any such document prior to it being placed in their personal files. Employees who determine that there is an item in the file in which they seek

to respond may file such response. With the exception of disciplinary actions and personnel transactions, any material in the personal file of an adverse nature shall be removed from the file after eighteen (18) months upon the employee's request

## **ARTICLE 32**

### **SAVINGS CLAUSE**

If a section, sub-section, sentence, clause, phrase or portion of this Agreement is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding will not affect the validity of the remaining portions of this Agreement.

## **ARTICLE 33**

### **IMPASSE PROCEDURE**

If the Town and the Bargaining Unit are unable to reach a agreement in their negotiations in future contracts as to any matter that may arise under Article 14 of the New York State Civil Service Law, the matter or matters in dispute shall be referred to the New York State Public Employees Relations Board pursuant to Section 209 of said Article for disposition.

## **ARTICLE 34**

### **SAFE PLACE TO WORK**

1. Safe Place to Work. The Town and the Department Heads will make every effort to provide employees with a safe place to work.

2. Mutual Respect. In order to maintain good order and morale, and to eliminate hostility within the Town of Amherst, departmental employees shall extend proper respect to all fellow employees while on duty.

3. The Town agrees to adhere to the Workplace Violence Act. Employees shall extend proper respect to all fellow employees while on duty.

4. Pledge Against Discrimination and Coercion. The provisions of this agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, physical or mental disability, national origin, political affiliation, political activity or sexual orientation. The Union shall share equally with the Town the responsibility for applying this provision of the agreement.

### **ARTICLE 35**

#### **RESIDENCY**

After twenty (20) years of continuous full-time service with the Town, employees may move their domiciles outside of the limits of the Town of Amherst. The distance of the new residence may not exceed a 30-mile radius (excluding Canada) of Amherst Town Hall, currently located at 5583 Main Street, Williamsville, NY.

### **ARTICLE 36**

#### **GENDER CLAUSE**

The provisions hereinbefore stated shall apply to all male and female employees.

### **ARTICLE 37**

#### **VOLUNTARY SEPARATION INCENTIVE**

The Town of Amherst shall offer a voluntary separation incentive with flexible parameters and a continuing health insurance option to CSEA employees during calendar years 2021 and 2023 with ample prior notice. The package offered in a voluntary separation incentive shall be a consistent package for all targeted employees and not vary from any contractual benefits if any are involved, and shall be finalized each offering year by a MOA between the parties.

## **ARTICLE 38**

### **FLEXIBLE HIRING PROCEDURE**

Effective at ratification, the Town may use some discretion in placing new and promoted employees on the salary schedules pursuant to the following Flexible Hiring Procedure:

1. This provision applies to employees in the same job title as the new hire.
2. Any employee in the same job title with three (3) or more years of service can be no less than three (3) steps from the new hire.
3. Any employee with more than three (3) years of service who is within three (3) steps from new hire will move up one (1) step automatically regardless of any decision made in Paragraph 4 of this Procedure.
4. Any employee in the same title can petition the Review Board for equal pay to the new hire based on experience, qualifications, etc. Upon the filing of such petitions, the current employee's credentials will be reviewed by a Review Board, consisting of the Director of Human Resources, the Town Board Liaison to Human Resources, two (2) Union Reps and the Department Head where the employee is assigned.
5. Approval or disapproval of the employee's petition will be determined by a majority vote of the Review Board.
6. Employees hired under this provision are only eligible for this flexible salary placement once during their career with the Town.
7. If a new title is introduced, any current employee qualified for the new title can petition as in Paragraph 4 above.

8. Employees hired under this article shall follow Town of Amherst § 45-3 "Employees to be Town Residents" residency requirements, and current provisional rules.

### ARTICLE 39

#### EFFECTIVE DATE

1. Effective Date. The effective date of this Agreement shall be January 1, 2019, and the Agreement shall continue in full force and effect for a period of five years thereafter through December 31, 2023, unless extended or modified by mutual agreement of the parties. Notice of intent to change or amend the provisions of this Agreement shall be served in writing by the party desiring such change or amendment to the other party 180 days prior to said expiration date.

Shall neither party to this Agreement send a notice of intent to change or amend this Agreement as herein provided, then this Agreement shall be considered to have been automatically renewed for another year.

2. Changes. Should either party to this Agreement wish to initiate collective bargaining discussions, they shall mail in writing to the other party of this Agreement, notification not less than 180 days before the termination date of this Agreement or the termination date of the annual renewal that they wish to commence negotiations.

IN WITNESS WHEREOF, the parties have set their hands and seals this 29  
day of October 2019.

CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.,  
LOCAL 1000, AFSCME, AFL-CIO, TOWN OF AMHERST  
UNIT OF LOCAL 815

TOWN OF AMHERST

By Susan L. Roberts  
President

By [Signature]  
Supervisor

[Signature]  
Labor Relations Specialist

[Signature]  
Director of Human Resources

**Schedule A Effective 1/1/2019**

		<b>salary hourly</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>
<b>GRADE</b>	<b>CLASS TITLE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>
1	Clerk Clerk Typist File Clerk Receptionist	S	26,190 (14.335)	28,007 (15.329)	29,825 (16.325)	31,642 (17.319)	33,064 (18.097)	34,470 (18.867)	35,159 (19.244)	36,205 (19.816)	36,929 (20.213)	37,667 (20.617)
3	Clerk Stenographer Records Inventory Clerk Senior Clerk Assessment Clerk	S	31,411 (17.193)	32,237 (17.645)	33,064 (18.097)	34,470 (18.867)	35,878 (19.638)	37,417 (20.48)	38,166 (20.89)	39,211 (21.462)	39,996 (21.891)	40,795 (22.329)
4	Account Clerk Account Clerk Typist Jr. Systems Software Specialist Laboratory Assistant Senior Clerk Typist Recreation Assistant	S H	32,747 (17.924) (15.684)	33,609 (18.396) (16.096)	34,470 (18.867) (16.509)	35,878 (19.638) (17.183)	37,417 (20.48) (17.92)	39,070 (21.385) (18.712)	39,851 (21.812) (19.086)	40,897 (22.385) (19.587)	41,714 (22.832) (19.978)	42,549 (23.289) (20.378)
5	Cook Program Leader (Youth) Senior Account Clerk	S	33,367 (18.263)	34,623 (18.951)	35,878 (19.638)	37,417 (20.48)	39,070 (21.385)	40,824 (22.345)	41,640 (22.792)	42,686 (23.364)	43,540 (23.831)	44,411 (24.308)
6	Engineer Assistant Recreational Therapist Senior Account Clerk Typist Refuse Control Clerk Senior Clerk Stenographer WWTP Process Controller (40 hours) Assistant Accountant Police Complaint Writer (40 hours)	S H	34,798 (19.047) (16.666)	36,107 (19.763) (17.293)	37,417 (20.48) (17.92)	39,070 (21.385) (18.712)	40,824 (22.345) (19.552)	42,589 (23.311) (20.397)	43,442 (23.778) (20.805)	44,487 (24.35) (21.306)	45,377 (24.837) (21.732)	46,284 (25.333) (22.167)



**Schedule A Effective 1/1/2019**

		<b>salary hourly</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>
<b>GRADE</b>	<b>CLASS TITLE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>
7	Laboratory Technician (Environmental Chemistry) (40 hours)	S	35,554 (19.46)	37,312 (20.422)	39,070 (21.385)	40,824 (22.345)	42,589 (23.311)	44,459 (24.334)	45,348 (24.821)	46,393 (25.393)	47,320 (25.901)	48,267 (26.418)
	Principal Clerk Typist	H	(17.028)	(17.87)	(18.712)	(19.552)	(20.397)	(21.293)	(21.718)	(22.219)	(22.663)	(23.116)
	Principal Tax Clerk											
	Recreation Leader (Sr. Citizens)											
	Registered Nurse											
	Secretarial Stenographer											
	Supervising Tax Clerk											
	Youth Service Project Coordinator											
	Public Relations Coordinator (Youth Services)											
	Paralegal											
8	Administrative Assistant		37,150	38,987	40,824	42,589	44,459	46,466	47,396	48,441	49,410	50,398
	Director of Volunteers	S	(20.334)	(21.339)	(22.345)	(23.311)	(24.334)	(25.433)	(25.942)	(26.514)	(27.045)	(27.585)
	Junior Planner	H	(17.792)	(18.672)	(19.552)	(20.397)	(21.293)	(22.254)	(22.699)	(23.2)	(23.664)	(24.137)
	Computer Support Assistant											
	Junior Accountant											
	Principal Account Clerk Typist											
	Food Service Manager											
	Community Center Manager											
	Community Development Assistant											
	Building & Zoning Clerk											
	Web Page Master											
9	Accountant		38,330	40,460	42,589	44,459	46,466	48,586	49,558	50,603	51,615	52,647
	Junior Planning Draftsworker	S	(20.98)	(22.145)	(23.311)	(24.334)	(25.433)	(26.594)	(27.125)	(27.697)	(28.251)	(28.816)
	Program Coordinator (Sr. Services)											
	Social Caseworker (Sr. Citizens)											
	Youth Service Program Coordinator											
	Recreation Supervisor											
10	Bookkeeping Machine Operator		40,013	42,236	44,459	46,466	48,586	50,828	51,844	52,890	53,948	55,027
	Computer Support Technician	S	(21.901)	(23.118)	(24.334)	(25.433)	(26.594)	(27.82)	(28.377)	(28.949)	(29.528)	(30.119)
		H	(19.163)	(20.228)	(21.293)	(22.254)	(23.269)	(24.343)	(24.83)	(25.33)	(25.837)	(26.354)
11	Real Property Appraisal Technician	S	41,355 (22.635)	43,911 (24.034)	46,466 (25.433)	48,586 (26.594)	50,614 (27.703)	53,057 (29.041)	54,118 (29.621)	55,164 (30.194)	56,267 (30.797)	57,392 (31.413)





**Schedule A Effective 1/1/2019**

**salary  
hourly**

**1827 1827 1827 1827 1827 1827 1827 1827 1827 1827**  
**2088 2088 2088 2088 2088 2088 2088 2088 2088 2088**

<b>GRADE</b>	<b>CLASS TITLE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>
19	WWTP Maintenance Supervisor		58,496	62,484	66,473	69,528	72,814	76,228	77,753	78,798	80,374	81,982
	Supervising Code Enforcement Officer	S	(32.017)	(34.2)	(36.384)	(38.056)	(39.854)	(41.723)	(42.558)	(43.13)	(43.992)	(44.872)
		H	(28.015)	(29.925)	(31.836)	(33.299)	(34.873)	(36.508)	(37.238)	(37.739)	(38.493)	(39.263)
20	Electrician Crew Chief		61,185	65,356	69,528	72,814	76,228	79,760	81,356	82,401	84,049	85,730
		H	(29.303)	(31.301)	(33.299)	(34.873)	(36.508)	(38.199)	(38.963)	(39.464)	(40.253)	(41.058)

**Schedule A Effective 1/1/2020**

		salary hourly	1834 2096	1834 2096	1834 2096	1834 2096	1834 2096	1834 2096	1834 2096	1834 2096	1834 2096	1834 2096
GRADE	CLASS TITLE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
1	File Clerk Receptionist	S	26,714 (14.566)	28,567 (15.576)	30,421 (16.588)	32,275 (17.598)	33,725 (18.389)	35,160 (19.171)	35,862 (19.554)	36,929 (20.136)	37,668 (20.539)	38,421 (20.949)
2	Clerk Clerk Typist	S	27,248 (14.857)	29,138 (15.888)	31,029 (16.919)	32,921 (17.95)	34,400 (18.757)	35,863 (19.555)	36,579 (19.945)	37,668 (20.538)	38,421 (20.949)	39,189 (21.368)
3	Clerk Stenographer Assessment Clerk	S	32,039 (17.47)	32,882 (17.929)	33,725 (18.389)	35,160 (19.171)	36,596 (19.954)	38,166 (20.81)	38,929 (21.226)	39,996 (21.808)	40,796 (22.244)	41,611 (22.689)
4	Jr. Systems Software Specialist Records Inventory Clerk Laboratory Assistant Recreation Assistant	S H	33,402 (18.213) (15.936)	34,281 (18.692) (16.355)	35,160 (19.171) (16.775)	36,596 (19.954) (17.46)	38,166 (20.81) (18.209)	39,852 (21.729) (19.013)	40,648 (22.164) (19.393)	41,715 (22.745) (19.902)	42,549 (23.2) (20.3)	43,400 (23.664) (20.706)
5	Cook Account Clerk Account Clerk Typist Senior Clerk Senior Clerk Typist	S	34,034 (18.558)	35,315 (19.256)	36,596 (19.954)	38,166 (20.81)	39,852 (21.729)	41,640 (22.705)	42,473 (23.159)	43,539 (23.74)	44,411 (24.215)	45,299 (24.7)
6	Engineer Assistant Senior Account Clerk Senior Account Clerk Typist Refuse Control Clerk Senior Clerk Stenographer WWTP Process Controller (40 hours) Senior Records Inventory Clerk Police Complaint Writer (40 hours)	S H	35,494 (19.354) (16.934)	36,830 (20.082) (17.571)	38,166 (20.81) (18.209)	39,852 (21.729) (19.013)	41,640 (22.705) (19.866)	43,441 (23.687) (20.726)	44,310 (24.161) (21.14)	45,377 (24.742) (21.649)	46,284 (25.237) (22.082)	47,210 (25.742) (22.524)
7	Principal Clerk Typist Principal Tax Clerk Recreation Leader (Sr. Citizens) Secretarial Stenographer Supervising Tax Clerk Program Leader (Youth)	S H	36,265 (19.774) (17.302)	38,058 (20.751) (18.157)	39,852 (21.729) (19.013)	41,640 (22.705) (19.866)	43,441 (23.687) (20.726)	45,348 (24.726) (21.636)	46,254 (25.221) (22.068)	47,321 (25.802) (22.577)	48,267 (26.318) (23.028)	49,232 (26.844) (23.488)

**Schedule A Effective 1/1/2020**

		<b>salary hourly</b>	<b>1834 2096</b>	<b>1834 2096</b>	<b>1834 2096</b>	<b>1834 2096</b>	<b>1834 2096</b>	<b>1834 2096</b>	<b>1834 2096</b>	<b>1834 2096</b>	<b>1834 2096</b>	<b>1834 2096</b>
<b>GRADE</b>	<b>CLASS TITLE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>
8	Administrative Assistant		37,893	39,766	41,640	43,441	45,348	47,396	48,344	49,410	50,399	51,406
	Director of Volunteers	S	(20.661)	(21.683)	(22.705)	(23.687)	(24.726)	(25.843)	(26.36)	(26.941)	(27.48)	(28.03)
	Junior Planner	H	(18.079)	(18.973)	(19.866)	(20.726)	(21.636)	(22.612)	(23.065)	(23.573)	(24.045)	(24.526)
	Computer Support Assistant											
	Junior Accountant											
	Principal Account Clerk Typist											
	Food Service Manager											
	Community Center Manager											
	Community Development Assistant											
	Building & Zoning Clerk											
	Case Manager (Sr. Citizens)											
	Web Page Master											
9	Junior Planning Draftsworker		39,097	41,269	43,441	45,348	47,396	49,558	50,549	51,615	52,648	53,700
	Program Coordinator (Sr. Services)	S	(21.318)	(22.502)	(23.687)	(24.726)	(25.843)	(27.022)	(27.562)	(28.144)	(28.706)	(29.28)
	Social Caseworker (Sr. Citizens)	H	(18.653)	(19.689)	(20.726)	(21.636)	(22.612)	(23.644)	(24.117)	(24.626)	(25.118)	(25.62)
	Youth Service Program Coordinator											
	Laboratory Technician (Environmental Chemistry) (40 hours)											
	Public Relations Coordinator											
	Recreation Supervisor											
10	Computer Support Technician		40,814	43,081	45,348	47,396	49,558	51,845	52,881	53,948	55,027	56,127
	Paralegal	S	(22.254)	(23.49)	(24.726)	(25.843)	(27.022)	(28.269)	(28.834)	(29.415)	(30.004)	(30.604)
	Recreational Therapist	H	(19.472)	(20.554)	(21.636)	(22.612)	(23.644)	(24.735)	(25.23)	(25.738)	(26.253)	(26.778)
	Youth Service Project Coordinator											
11	Real Property Appraisal Technician		42,182	44,789	47,396	49,558	51,626	54,118	55,201	56,267	57,392	58,540
	Assistant Accountant	S	(23)	(24.422)	(25.843)	(27.022)	(28.149)	(29.508)	(30.098)	(30.68)	(31.293)	(31.919)







**Schedule A Effective 1/1/2020**

		<b>1834</b>	<b>1834</b>	<b>1834</b>	<b>1834</b>	<b>1834</b>	<b>1834</b>	<b>1834</b>	<b>1834</b>	<b>1834</b>	<b>1834</b>
		<b>2096</b>	<b>2096</b>	<b>2096</b>	<b>2096</b>	<b>2096</b>	<b>2096</b>	<b>2096</b>	<b>2096</b>	<b>2096</b>	<b>2096</b>
<b>salary</b>											
<b>hourly</b>											
<b>GRADE</b>	<b>CLASS TITLE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>
19	WWTP Maintenance Supervisor	59,666	63,734	67,802	70,918	74,270	77,753	79,308	80,374	81,981	83,621
	Supervising Code Enforcement Officer	S (32.533)	(34.751)	(36.97)	(38.669)	(40.496)	(42.395)	(43.243)	(43.825)	(44.701)	(45.595)
		H (28.466)	(30.407)	(32.348)	(33.835)	(35.434)	(37.096)	(37.838)	(38.346)	(39.113)	(39.896)
20	Electrician Crew Chief	62,408	66,663	70,918	74,270	77,753	81,355	82,983	84,049	85,730	87,445
		S (34.029)	(36.349)	(38.669)	(40.496)	(42.395)	(44.36)	(45.247)	(45.828)	(46.745)	(47.68)
		H (29.775)	(31.805)	(33.835)	(35.434)	(37.096)	(38.815)	(39.591)	(40.1)	(40.902)	(41.72)
21	Principal Planner	63,656	67,996	72,336	75,755	79,308	82,982	84,643	85,730	87,445	89,194
		S (34.709)	(37.075)	(39.442)	(41.306)	(43.243)	(45.247)	(46.152)	(46.745)	(47.68)	(48.634)
		H (30.37)	(32.441)	(34.512)	(36.143)	(37.838)	(39.591)	(40.383)	(40.902)	(41.72)	(42.554)

**Schedule A Effective 1/1/2021**

		<b>salary hourly</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>	<b>1827 2088</b>
<b>GRADE</b>	<b>CLASS TITLE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>
1	File Clerk Receptionist	S	27,315 (14.951)	29,210 (15.988)	31,106 (17.026)	33,001 (18.063)	34,484 (18.875)	35,951 (19.677)	36,669 (20.071)	37,760 (20.668)	38,515 (21.081)	39,285 (21.503)
2	Clerk Clerk Typist	S	27,861 (15.25)	29,794 (16.308)	31,728 (17.366)	33,661 (18.424)	35,173 (19.252)	36,670 (20.071)	37,402 (20.472)	38,515 (21.081)	39,286 (21.503)	40,071 (21.933)
3	Clerk Stenographer Assessment Clerk	S	32,760 (17.931)	33,622 (18.403)	34,484 (18.875)	35,951 (19.677)	37,419 (20.481)	39,024 (21.36)	39,805 (21.787)	40,896 (22.384)	41,713 (22.832)	42,548 (23.288)
4	Jr. Systems Software Specialist Records Inventory Clerk Laboratory Assistant Recreation Assistant	S H	34,154 (18.694) (16.357)	35,052 (19.186) (16.787)	35,951 (19.677) (17.218)	37,419 (20.481) (17.921)	39,024 (21.36) (18.69)	40,748 (22.303) (19.516)	41,563 (22.749) (19.906)	42,653 (23.346) (20.428)	43,506 (23.813) (20.836)	44,376 (24.289) (21.253)
5	Cook Account Clerk Account Clerk Typist Senior Clerk Senior Clerk Typist	S	34,800 (19.048)	36,110 (19.765)	37,419 (20.481)	39,024 (21.36)	40,748 (22.303)	42,577 (23.304)	43,429 (23.77)	44,519 (24.367)	45,410 (24.855)	46,318 (25.352)
6	Engineer Assistant Senior Account Clerk Senior Account Clerk Typist Refuse Control Clerk Senior Clerk Stenographer WWTP Process Controller (40 hours) Senior Records Inventory Clerk Police Complaint Writer (40 hours)	S H	36,293 (19.865) (17.382)	37,658 (20.612) (18.036)	39,024 (21.36) (18.69)	40,748 (22.303) (19.516)	42,577 (23.304) (20.391)	44,419 (24.312) (21.273)	45,307 (24.799) (21.699)	46,398 (25.396) (22.221)	47,326 (25.904) (22.666)	48,272 (26.422) (23.119)
7	Principal Clerk Typist Principal Tax Clerk Recreation Leader (Sr. Citizens) Secretarial Stenographer Supervising Tax Clerk Program Leader (Youth)	S H	37,081 (20.296) (17.759)	38,914 (21.3) (18.637)	40,748 (22.303) (19.516)	42,577 (23.304) (20.391)	44,419 (24.312) (21.273)	46,368 (25.38) (22.207)	47,295 (25.887) (22.651)	48,386 (26.484) (23.173)	49,353 (27.013) (23.636)	50,340 (27.553) (24.109)

**Schedule A Effective 1/1/2021**

		<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>
		<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>
	<b>salary hourly</b>										
<b>GRADE</b>	<b>CLASS TITLE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>
8	Administrative Assistant	38,745	40,661	42,577	44,419	46,368	48,462	49,431	50,522	51,533	52,563
	Director of Volunteers	S (21.207)	(22.256)	(23.304)	(24.312)	(25.38)	(26.525)	(27.056)	(27.653)	(28.206)	(28.77)
	Junior Planner	H (18.556)	(19.474)	(20.391)	(21.273)	(22.207)	(23.21)	(23.674)	(24.196)	(24.68)	(25.174)
	Computer Support Assistant										
	Junior Accountant										
	Principal Account Clerk Typist										
	Food Service Manager										
	Community Center Manager										
	Community Development Assistant										
	Building & Zoning Clerk										
	Case Manager (Sr. Citizens)										
	Web Page Master										
9	Junior Planning Draftsworker	39,976	42,198	44,419	46,368	48,462	50,673	51,686	52,777	53,832	54,908
	Program Coordinator (Sr. Services)	S (21.881)	(23.097)	(24.312)	(25.38)	(26.525)	(27.736)	(28.29)	(28.887)	(29.465)	(30.054)
	Social Caseworker (Sr. Citizens)	H (19.146)	(20.21)	(21.273)	(22.207)	(23.21)	(24.269)	(24.754)	(25.276)	(25.782)	(26.297)
	Youth Service Program Coordinator										
	Laboratory Technician (Environmental Chemistry) (40 hours)										
	Public Relations Coordinator										
	Recreation Supervisor										
10	Computer Support Technician	41,732	44,050	46,368	48,462	50,673	53,011	54,071	55,161	56,265	57,390
	Paralegal	S (22.842)	(24.111)	(25.38)	(26.525)	(27.736)	(29.015)	(29.595)	(30.192)	(30.796)	(31.412)
	Recreational Therapist	H (19.987)	(21.097)	(22.207)	(23.21)	(24.269)	(25.388)	(25.896)	(26.418)	(26.947)	(27.486)
	Youth Service Project Coordinator										
11	Real Property Appraisal Technician	43,131	45,797	48,462	50,673	52,788	55,336	56,443	57,533	58,683	59,857
	Assistant Accountant	S (23.608)	(25.067)	(26.525)	(27.736)	(28.893)	(30.288)	(30.894)	(31.49)	(32.12)	(32.762)





**Schedule A Effective 1/1/2021**

		<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>	<b>1827</b>
		<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>	<b>2088</b>
<b>salary</b>											
<b>hourly</b>											
<b>GRADE</b>	<b>CLASS TITLE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>
19	WWTP Maintenance Supervisor	61,008	65,168	69,328	72,514	75,941	79,502	81,092	82,183	83,826	85,503
	Supervising Code Enforcement Officer	S (33.393)	(35.669)	(37.946)	(39.69)	(41.566)	(43.515)	(44.385)	(44.982)	(45.882)	(46.8)
		H (29.218)	(31.211)	(33.203)	(34.729)	(36.37)	(38.076)	(38.837)	(39.36)	(40.147)	(40.95)
20	Electrician Crew Chief	63,813	68,163	72,514	75,941	79,502	83,186	84,850	85,940	87,659	89,412
		S (34.928)	(37.309)	(39.69)	(41.566)	(43.515)	(45.531)	(46.442)	(47.039)	(47.98)	(48.939)
		H (30.562)	(32.645)	(34.729)	(36.37)	(38.076)	(39.84)	(40.637)	(41.159)	(41.982)	(42.822)
21	Principal Planner	65,088	69,526	73,964	77,460	81,092	84,849	86,547	87,659	89,412	91,201
		S (35.626)	(38.055)	(40.484)	(42.397)	(44.386)	(46.442)	(47.371)	(47.98)	(48.939)	(49.918)
		H (31.173)	(33.298)	(35.423)	(37.098)	(38.837)	(40.637)	(41.45)	(41.982)	(42.822)	(43.679)

**Schedule A Effective 1/1/2022**

		salary hourly	1820 2080	1820 2080	1820 2080	1820 2080	1820 2080	1820 2080	1820 2080	1820 2080	1820 2080	1820 2080
GRADE	CLASS TITLE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
1	File Clerk Receptionist	S	27,929 (15.346)	29,867 (16.41)	31,806 (17.476)	33,744 (18.54)	35,260 (19.374)	36,760 (20.198)	37,494 (20.601)	38,609 (21.214)	39,382 (21.638)	40,169 (22.071)
2	Clerk Clerk Typist	S	28,488 (15.653)	30,464 (16.739)	32,441 (17.825)	34,419 (18.911)	35,965 (19.761)	37,495 (20.602)	38,244 (21.013)	39,382 (21.638)	40,170 (22.071)	40,973 (22.513)
3	Clerk Stenographer Assessment Clerk	S	33,497 (18.405)	34,378 (18.889)	35,260 (19.374)	36,760 (20.198)	38,261 (21.023)	39,903 (21.924)	40,701 (22.363)	41,816 (22.976)	42,652 (23.435)	43,505 (23.904)
4	Jr. Systems Software Specialist Records Inventory Clerk Laboratory Assistant Recreation Assistant	S H	34,922 (19.188) (16.789)	35,841 (19.693) (17.231)	36,760 (20.198) (17.673)	38,261 (21.023) (18.395)	39,903 (21.924) (19.184)	41,665 (22.893) (20.031)	42,498 (23.351) (20.432)	43,613 (23.963) (20.968)	44,485 (24.442) (21.387)	45,375 (24.931) (21.815)
5	Cook Account Clerk Account Clerk Typist Senior Clerk Senior Clerk Typist	S	35,583 (19.551)	36,922 (20.287)	38,261 (21.023)	39,903 (21.924)	41,665 (22.893)	43,535 (23.92)	44,406 (24.399)	45,521 (25.011)	46,432 (25.512)	47,360 (26.022)
6	Engineer Assistant Senior Account Clerk Senior Account Clerk Typist Refuse Control Clerk Senior Clerk Stenographer WWTP Process Controller (40 hours) Senior Records Inventory Clerk Police Complaint Writer (40 hours)	S H	37,110 (20.39) (17.841)	38,506 (21.157) (18.512)	39,903 (21.924) (19.184)	41,665 (22.893) (20.031)	43,535 (23.92) (20.93)	45,418 (24.955) (21.836)	46,327 (25.454) (22.273)	47,442 (26.067) (22.809)	48,391 (26.588) (23.265)	49,358 (27.12) (23.73)
7	Principal Clerk Typist Principal Tax Clerk Recreation Leader (Sr. Citizens) Secretarial Stenographer Supervising Tax Clerk Program Leader (Youth)	S H	37,916 (20.833) (18.229)	39,790 (21.863) (19.13)	41,665 (22.893) (20.031)	43,535 (23.92) (20.93)	45,418 (24.955) (21.836)	47,412 (26.05) (22.794)	48,359 (26.571) (23.25)	49,474 (27.184) (23.786)	50,463 (27.727) (24.261)	51,472 (28.281) (24.746)

**Schedule A Effective 1/1/2022**

		<b>salary hourly</b>	<b>1820 2080</b>	<b>1820 2080</b>	<b>1820 2080</b>	<b>1820 2080</b>	<b>1820 2080</b>	<b>1820 2080</b>	<b>1820 2080</b>	<b>1820 2080</b>	<b>1820 2080</b>	<b>1820 2080</b>
<b>GRADE</b>	<b>CLASS TITLE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>
8	Administrative Assistant		39,617	41,576	43,535	45,418	47,412	49,552	50,543	51,658	52,692	53,746
	Director of Volunteers	S	(21.768)	(22.844)	(23.92)	(24.955)	(26.05)	(27.227)	(27.771)	(28.384)	(28.952)	(29.531)
	Junior Planner	H	(19.047)	(19.988)	(20.93)	(21.836)	(22.794)	(23.823)	(24.3)	(24.836)	(25.333)	(25.839)
	Computer Support Assistant											
	Junior Accountant											
	Principal Account Clerk Typist											
	Food Service Manager											
	Community Center Manager											
	Community Development Assistant											
	Building & Zoning Clerk											
	Case Manager (Sr. Citizens)											
	Web Page Master											
9	Junior Planning Draftsworker		40,876	43,147	45,418	47,412	49,552	51,813	52,849	53,964	55,043	56,144
	Program Coordinator (Sr. Services)	S	(22.459)	(23.707)	(24.955)	(26.05)	(27.227)	(28.469)	(29.038)	(29.651)	(30.244)	(30.848)
	Social Caseworker (Sr. Citizens)	H	(19.652)	(20.744)	(21.836)	(22.794)	(23.823)	(24.91)	(25.408)	(25.944)	(26.463)	(26.992)
	Youth Service Program Coordinator											
	Laboratory Technician (Environmental Chemistry) (40 hours)											
	Public Relations Coordinator											
	Recreation Supervisor											
10	Computer Support Technician		42,671	45,041	47,412	49,552	51,813	54,204	55,288	56,402	57,531	58,681
	Paralegal	S	(23.446)	(24.748)	(26.05)	(27.227)	(28.469)	(29.782)	(30.378)	(30.99)	(31.61)	(32.243)
	Recreational Therapist	H	(20.515)	(21.654)	(22.794)	(23.823)	(24.91)	(26.06)	(26.581)	(27.117)	(27.659)	(28.212)
	Youth Service Project Coordinator											
11	Real Property Appraisal Technician		44,101	46,827	49,552	51,813	53,975	56,581	57,713	58,827	60,004	61,203
	Assistant Accountant	S	(24.232)	(25.729)	(27.227)	(28.469)	(29.657)	(31.088)	(31.71)	(32.323)	(32.969)	(33.628)







**Schedule A Effective 1/1/2022**

		<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>
		<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>
<b>salary</b>											
<b>hourly</b>											
<b>GRADE</b>	<b>CLASS TITLE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>
19	WWTP Maintenance Supervisor	62,381	66,634	70,888	74,146	77,650	81,291	82,917	84,032	85,712	87,427
	Supervising Code Enforcement Officer	S (34.275)	(36.612)	(38.949)	(40.739)	(42.665)	(44.666)	(45.559)	(46.171)	(47.095)	(48.037)
		H (29.991)	(32.036)	(34.081)	(35.647)	(37.332)	(39.082)	(39.864)	(40.4)	(41.208)	(42.032)
20	Electrician Crew Chief	65,248	69,697	74,146	77,650	81,291	85,058	86,759	87,874	89,631	91,424
		S (35.851)	(38.295)	(40.739)	(42.665)	(44.666)	(46.735)	(47.67)	(48.282)	(49.248)	(50.233)
		H (31.369)	(33.508)	(35.647)	(37.332)	(39.082)	(40.893)	(41.711)	(42.247)	(43.092)	(43.954)
21	Principal Planner	66,553	71,091	75,628	79,203	82,917	86,758	88,494	89,631	91,424	93,253
		S (36.568)	(39.061)	(41.554)	(43.518)	(45.559)	(47.669)	(48.623)	(49.248)	(50.233)	(51.238)
		H (31.997)	(34.178)	(36.36)	(38.078)	(39.864)	(41.711)	(42.545)	(43.092)	(43.954)	(44.833)

**Schedule A Effective 1/1/2023**

		salary hourly	1820 2080	1820 2080	1820 2080	1820 2080	1820 2080	1820 2080	1820 2080	1820 2080	1820 2080	1820 2080
GRADE	CLASS TITLE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
1	File Clerk Receptionist	S	28,488 (15.653)	30,464 (16.739)	32,442 (17.825)	34,418 (18.911)	35,965 (19.761)	37,495 (20.601)	38,244 (21.013)	39,381 (21.638)	40,169 (22.071)	40,972 (22.512)
2	Clerk Clerk Typist	S	29,058 (15.966)	31,074 (17.073)	33,090 (18.181)	35,107 (19.29)	36,684 (20.156)	38,245 (21.014)	39,009 (21.433)	40,169 (22.071)	40,973 (22.513)	41,792 (22.963)
3	Clerk Stenographer Assessment Clerk	S	34,167 (18.773)	35,066 (19.267)	35,965 (19.761)	37,495 (20.601)	39,027 (21.443)	40,701 (22.363)	41,515 (22.81)	42,652 (23.435)	43,505 (23.904)	44,375 (24.382)
4	Jr. Systems Software Specialist Records Inventory Clerk Laboratory Assistant Recreation Assistant	S H	35,621 (19.572) (17.125)	36,558 (20.087) (17.576)	37,495 (20.601) (18.026)	39,027 (21.443) (18.763)	40,701 (22.363) (19.568)	42,499 (23.351) (20.432)	43,348 (23.818) (20.84)	44,485 (24.442) (21.387)	45,375 (24.931) (21.815)	46,282 (25.43) (22.251)
5	Cook Account Clerk Account Clerk Typist Senior Clerk Senior Clerk Typist	S	36,295 (19.942)	37,661 (20.693)	39,027 (21.443)	40,701 (22.363)	42,499 (23.351)	44,406 (24.399)	45,294 (24.887)	46,431 (25.512)	47,360 (26.022)	48,308 (26.543)
6	Engineer Assistant Senior Account Clerk Senior Account Clerk Typist Refuse Control Clerk Senior Clerk Stenographer WWTP Process Controller (40 hours) Senior Records Inventory Clerk Police Complaint Writer (40 hours)	S H	37,852 (20.798) (18.198)	39,276 (21.58) (18.883)	40,701 (22.363) (19.568)	42,499 (23.351) (20.432)	44,406 (24.399) (21.349)	46,326 (25.454) (22.272)	47,253 (25.963) (22.718)	48,391 (26.588) (23.265)	49,358 (27.12) (23.73)	50,345 (27.662) (24.205)
7	Principal Clerk Typist Principal Tax Clerk Recreation Leader (Sr. Citizens) Secretarial Stenographer Supervising Tax Clerk Program Leader (Youth)	S H	38,674 (21.249) (18.593)	40,586 (22.3) (19.512)	42,499 (23.351) (20.432)	44,406 (24.399) (21.349)	46,326 (25.454) (22.272)	48,360 (26.571) (23.25)	49,327 (27.102) (23.715)	50,464 (27.727) (24.261)	51,472 (28.282) (24.746)	52,502 (28.847) (25.241)







**Schedule A Effective 1/1/2023**

		<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>	<b>1820</b>
		<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>
<b>salary</b>											
<b>hourly</b>											
<b>GRADE</b>	<b>CLASS TITLE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>
19	WWTP Maintenance Supervisor	63,628	67,967	72,306	75,629	79,203	82,917	84,575	85,712	87,426	89,175
	Supervising Code Enforcement Officer	S (34.961)	(37.344)	(39.728)	(41.554)	(43.518)	(45.559)	(46.47)	(47.095)	(48.036)	(48.997)
		H (30.591)	(32.676)	(34.762)	(36.36)	(38.078)	(39.864)	(40.661)	(41.208)	(42.032)	(42.873)
20	Electrician Crew Chief	66,553	71,091	75,629	79,203	82,917	86,759	88,494	89,631	91,424	93,252
		S (36.568)	(39.061)	(41.554)	(43.518)	(45.559)	(47.67)	(48.623)	(49.248)	(50.233)	(51.238)
		H (31.997)	(34.178)	(36.36)	(38.078)	(39.864)	(41.711)	(42.545)	(43.092)	(43.954)	(44.833)
21	Principal Planner	67,884	72,512	77,141	80,787	84,575	88,493	90,264	91,424	93,252	95,118
		S (37.299)	(39.842)	(42.385)	(44.388)	(46.47)	(48.623)	(49.596)	(50.233)	(51.238)	(52.263)
		H (32.637)	(34.862)	(37.087)	(38.84)	(40.661)	(42.545)	(43.396)	(43.954)	(44.833)	(45.73)









**Schedule B SALARY PLAN EFFECTIVE 1/1/2021 - Revised 7/2021**

<b>GRADE</b>	<b>CLASS TITLE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>	<b>STEP K</b>
1	Recreation Attendant "B"	13.19	13.38	13.55	13.74	14.30	14.88	15.52	15.82	16.35	16.67	17.01
2	Cleaner Kitchen Helper Messenger	14.61	14.83	15.06	15.28	15.93	16.57	17.30	17.65	18.18	18.54	18.91
3	Laborer Recreation Attendant "A"	16.68	17.30	17.94	18.79	19.80	20.71	21.73	22.17	22.69	23.15	23.61
4	Maintenance Worker	17.88	18.55	19.22	20.13	21.14	22.05	23.03	23.49	24.01	24.49	24.98
5	Senior Maintenance Worker	17.93	18.82	19.70	20.88	21.88	22.97	24.00	24.48	25.00	25.50	26.02
6	Dog Control Officer	18.47	19.39	20.30	21.15	22.11	23.16	24.21	24.69	25.21	25.71	26.22
7	Automotive Mechanic Laborer Crew Chief	18.84	19.78	20.71	21.88	23.06	24.21	25.35	25.86	26.39	26.91	27.45
8	Working Auto Crew Chief Working Crew Chief	20.47	21.38	22.33	23.35	24.41	25.51	26.76	27.83	29.08	30.68	32.03

**Schedule B SALARY PLAN EFFECTIVE 1/1/2022**

<b>GRADE</b>	<b>CLASS TITLE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>	<b>STEP K</b>
1	Recreation Attendant "B"	13.49	13.68	13.86	14.05	14.62	15.22	15.87	16.18	16.71	17.05	17.39
2	Cleaner Kitchen Helper Messenger	14.94	15.16	15.40	15.62	16.29	16.95	17.69	18.05	18.59	18.95	19.33
3	Laborer Recreation Attendant "A"	17.06	17.69	18.34	19.21	20.25	21.17	22.22	22.67	23.20	23.67	24.14
4	Maintenance Worker	18.28	18.97	19.66	20.58	21.62	22.54	23.55	24.02	24.55	25.04	25.54
5	Senior Maintenance Worker	18.33	19.24	20.15	21.35	22.38	23.49	24.54	25.03	25.57	26.08	26.60
6	Dog Control Officer	18.89	19.82	20.76	21.63	22.61	23.68	24.75	25.24	25.78	26.29	26.81
7	Automotive Mechanic Laborer Crew Chief	19.27	20.22	21.17	22.38	23.58	24.75	25.92	26.45	26.98	27.52	28.06
8	Working Auto Crew Chief Working Crew Chief	20.93	21.86	22.83	23.88	24.96	26.08	27.36	28.46	29.73	31.37	32.75

**Schedule B SALARY PLAN EFFECTIVE 1/1/2023**

<b>GRADE</b>	<b>CLASS TITLE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>	<b>STEP G</b>	<b>STEP H</b>	<b>STEP I</b>	<b>STEP J</b>	<b>STEP K</b>
1	Recreation Attendant "B"	13.76	13.95	14.14	14.33	14.91	15.52	16.18	16.50	17.05	17.39	17.74
2	Cleaner Kitchen Helper Messenger	15.24	15.47	15.71	15.93	16.62	17.29	18.05	18.41	18.96	19.33	19.72
3	Laborer Recreation Attendant "A"	17.40	18.05	18.71	19.59	20.65	21.60	22.67	23.12	23.67	24.14	24.62
4	Maintenance Worker	18.65	19.34	20.05	20.99	22.05	22.99	24.02	24.50	25.04	25.54	26.05
5	Senior Maintenance Worker	18.70	19.63	20.55	21.78	22.82	23.96	25.03	25.53	26.08	26.60	27.13
6	Dog Control Officer	19.26	20.22	21.18	22.06	23.06	24.15	25.25	25.75	26.29	26.82	27.35
7	Automotive Mechanic Laborer Crew Chief	19.65	20.63	21.60	22.82	24.05	25.25	26.44	26.98	27.52	28.07	28.62
8	Working Auto Crew Chief Working Crew Chief	21.35	22.30	23.29	24.36	25.46	26.60	27.91	29.03	30.32	32.00	33.41