

**MEMORANDUM OF AGREEMENT  
REGARDING THE TERMS AND CONDITIONS OF PUBLIC EMPLOYMENT**

**BETWEEN**

**THE COUNTY OF DELAWARE**

**AND**

**THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.,  
LOCAL 1000, AFSCME, AFL-CIO**

**JANUARY 1, 2015 - DECEMBER 31, 2018**



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**A MEMORANDUM OF AGREEMENT REGARDING THE TERMS AND CONDITIONS OF PUBLIC EMPLOYMENT BETWEEN THE COUNTY OF DELAWARE AND THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., LOCAL 1000, AFSCME, AFL-CIO.**

**THE COUNTY OF DELAWARE**, a municipal corporation of the State of New York, with offices in the County Office Building, Delhi, New York, hereinafter designated as "the County"; and

**THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., LOCAL 1000, AFSCME, AFL-CIO**, hereinafter referred to as "the Union".

**WHEREAS**, the parties hereto desire to promote harmonious and cooperative relationships between them in accordance with the policy expressed in the Public Employees Fair Employment Act, Article XIV of the Civil Service Law, Section 200-212, Resolution #42 dated June 12, 1968, creating Delaware County Public Employees Relation Board, and now **THEREFORE**, in consideration of the premises, it is mutually agreed between the parties hereto as follows:

**ARTICLE I**  
**RECOGNITION**

The County recognizes for the duration of this agreement the Union as the sole and exclusive representative for all employees excluding: [a] All nurses employed in the Public Health Department; [b] All regular fulltime employees in the Sheriff's Department in the titles of Corrections Officer, Deputy Sheriff, Sergeant and 1<sup>st</sup> Sergeant; [c] All elected officials; [d] All seasonal employees; [e] Part-time employees who work less than an average of twenty-four (24) hours per week; [f] All department heads and County officers; Those full-time positions to be excluded from the bargaining unit are set forth in Appendix C attached hereto and incorporated herein by this reference.

**Employee Definitions:**

**Full-Time Regular Employees:** All employees are to be considered full-time regular employees unless they come under one of the following categories:

1. **Part-Time Employees:** Are those employees who for the purpose of defining this bargaining unit only are those employees whose regular work schedule is less than an average of twenty-four (24) hours per work week.
2. **Permanent Part-Time Employees:** Are those employees whose regular work schedule is between twenty-four (24) and thirty-two (32) hours per work week.
3. **Temporary Employees:** Are those employees who are employed for a specified period of time. Temporary employees shall normally be employed for a period not to exceed ninety (90) days but may be retained for a longer period if they are employed in place of an employee on leave of absence.
4. **Seasonal Employees:** A seasonal employee is an employee hired to fill a position where the nature of the service is such that it is not continuous throughout the year but recurs in each successive year.
5. **OET/CDO Workforce:** Are those employees who are employed as participants and those employees paid out of administrative funds under the Workforce Investment Act.

## **ARTICLE II**

### **DURATION OF AGREEMENT**

This agreement shall be effective from **January 1, 2015 until December 31, 2018** inclusive and from year to year thereafter unless either party serves termination notice on the other party by Certified Mail postmarked by June 1st as may correspond to a year of subsequent renewal. Termination may be in whole or in part if so specified.

## **ARTICLE III**

### **RENEGOTIATION**

The parties agree that it is desirable and mutually beneficial that negotiations of a subsequent agreement begin in a timely manner. Therefore, the parties agree to make a good faith effort to commence negotiations for a subsequent agreement by July 1 prior to the date this agreement expires. However, if either party is unable to commence negotiations by the date indicated both parties shall still have the duty to negotiate. If such agreement is not concluded by the first working day in September, either party may request the New York State Public Employees Relations Board to designate a mediator to assist the parties to reach agreement. Either party may request that the New York State Public Employees Relations Board appoint a fact-finding Board in accordance with the rules of PERB.

## **ARTICLE IV**

### **PRIORITY OF AGREEMENT**

1. Where provisions of this Agreement are in conflict with County policy or practices, this Agreement shall govern, except as provided by law.
2. Nothing herein contained shall be construed to deny or restrict any employee any rights he may have under Civil Service Law or any other applicable laws and regulations. The rights provided to employees hereunder shall be deemed in addition to those provided elsewhere.

## **ARTICLE V**

### **UNION STATUS AND RIGHTS**

1. **RIGHT OF ORGANIZATION:** Employees shall have the right to join and participate in the Union for the purpose of this Contract.
2. **RIGHT OF REPRESENTATION:** Employees shall have the right to be represented by the Union and to negotiate collectively with the County in the determination of their wages, hours and terms and conditions of employment, and the administration of grievances.
3. **NON-DISCRIMINATION:** The County and the Union will not discriminate against any employee with respect to wages, hours, or terms and conditions of employment by reason of race, creed, color, national origin, age, sex, or marital status, except as such conditions may constitute a bonafide occupational or assignment qualification.
4. **DUES-DEDUCTION:**
  - A. The County agrees to deduct from the salaries of full and part time employees membership dues or agency shop fees for the Union in a manner consistent with the law.
  - B. Delaware County shall deduct bi-weekly from the wages of each employee and remit to the Treasurer of the CSEA, Inc., Capital Station, Box 7125, Albany, New York 12224 membership dues and/or agency shop fees, and other authorized deductions. The Union assumes responsibility for the disposition of such funds so deducted once they are turned over to the Union.
5. **PAYROLL DEDUCTION:** The County agrees to provide payroll deductions as specified by CSEA for employees insurance provided through CSEA.



## ARTICLE VI UNION TIME

1. Duly authorized representatives of the Union shall be permitted to transact official Union business directly related to the administration of this Agreement and on County property during the workday, but at a reasonable time and in a reasonable manner that shall not interfere with or interrupt work or the individual duties and responsibilities of such representatives as County employees.
2. The Union shall certify to the County the names of authorized representatives and the Field Staff Representative in the areas in which their representation is effective.
3. When Union representatives meet by agreement with a County representative during the day, such meeting shall be without loss of pay.
4. Subject to reasonable rules with respect to security, safety and operating requirements, representatives of the Union may be granted access to working areas in County facilities during the working hours in such areas of employment covered by this agreement, for the purpose of observing whether the terms of this agreement are being maintained.

Union representatives desiring to conduct Union business during the work day must obtain prior approval of their department head and the head of the department in which they wish to conduct Union business. Approval of such requests shall be dependent on the work requirements of the departments involved, but shall not be unreasonably denied. In requesting permission to conduct Union business, Union representatives shall specify what employee(s) will be involved, and the amount of time required to conduct such business. All such requests shall be in writing and submitted at least two working days in advance of the date requested.
5. **BULLETIN-BOARDS:** The Union shall have the right to post notices of its legitimate activities on Union bulletin boards provided by the County in each County building. No communications posted or mailed shall tend to impugn the good name, justly or unjustly, of any person, organization or group. Notices posted on Union bulletin boards shall be approved in advance by the appropriate department head, not later than two working days after the request for approval has been received by the department head. Holidays, Saturdays and Sundays will not be considered as working days. In the event a disagreement arises between a department head and the Union over the posting of a particular notice, the matter will be referred to the Personnel Officer for a decision. Any notice posted without the approval of a department head or the Personnel Officer may be removed immediately by the County.
6. The County will credit a total of nineteen (19) working days as paid leave time for authorized union delegates to attend C.S.E.A. Board of Directors meetings, annual convention, and official regional meetings. Six (6) of the aforementioned nineteen (19) leave days including fringe benefit costs will be reimbursed to the County by C.S.E.A. The union president shall notify the appropriate department head and the Personnel Officer at least ten (10) working days in advance of the dates the leave time is to be used. Said notice shall specify the employee(s) to be using the leave, the dates requested off, and the number of paid leave days to be used by each employee. Departmental approval of the time off shall be dependent on the work requirements of the department but shall not be unreasonably denied.

**ARTICLE VII**  
**EMPLOYEE STATUS AND RIGHTS**

1. **POSITION CLASSIFICATIONS:** No employee shall be appointed or assigned under any title not appropriate to the duties to be performed as determined in the specification for that title under the position classification system for the County of Delaware. There shall be a uniform wage scale for all employees in all County Departments who are classified in the same category and labor grade.
2. **PROMOTIONS:**
  - A. Any advancement of an employee from a position in one title to a position in another title for which a higher maximum rate of pay (exclusive of any premium pay) is prescribed shall be deemed a promotion.
  - B. Notices of promotion examinations or opportunities are to be posted conspicuously in all offices and departments occupied by eligible employees. The Personnel Office shall provide the President of CSEA with forty-one (41) copies of all Civil Service examination announcements and promotion opportunities. The Union President shall be responsible for insuring that notices of promotional opportunities and examination announcements are posted in work sites.
  - C. In making promotions, the appointing authority will consider giving the opportunity to senior qualified employees within the department whenever they occur; second opportunity to be given to qualified County employees currently employed in other departments. Vacancies to be filled from outside only after exhausting previous possibilities.
  - D. The following shall be applicable to promotions within the non-competitive and labor classes only:
    - 1) Notices of promotional opportunities shall include the title of the position, minimum qualifications, work location, hourly rate or salary range, date announced and the last date applications will be accepted.
    - 2) The last filing date shall be at least fifteen (15) working days from the date the Personnel Office announces the opening.
    - 3) Employees wishing to be considered for a vacancy must file an application for promotion with the Personnel Office after the vacancy is announced and prior to the last filing date. Applications filed at any other time will not be considered. Such applications shall be provided by the Personnel Office and shall include the names of the employee, present title and work location, title and location of position applied for, and qualifications.
    - 4) In making a permanent appointment the appointing officer shall have the right to select any one of the top three (3) applicants with the greatest seniority who meet the minimum qualifications and have the ability and physical fitness to perform the work of the position.
    - 5) Pending a permanent appointment the appointing officer may make a temporary appointment to a vacant non-competitive or labor class position.
3. **SENIORITY AND TENURE**
  - A. **COMPETITIVE**

Seniority for competitive class employees shall be in accordance with Civil Service Law.
  - B. **NON-COMPETITIVE AND LABOR CLASS - SENIORITY**
    - 1) There shall be two types of Seniority for non-competitive and labor class employees, one for regular full-time employees and one for permanent part-time employees. Unless otherwise provided these two types of seniority shall be exclusive of each other and permanent part-time seniority shall be subordinate to regular full-time seniority.
    - 2) Regular full-time seniority shall be the length of continuous service since the date of permanent appointment as a regular full-time employee.

- 3) Permanent part-time seniority shall be the length of continuous service since the date of permanent appointment as a permanent part-time employee. In those instances where permanent part-time employment is immediately preceded by permanent regular full-time employment with no break in service occurring, the date of permanent appointment shall be the date of permanent appointment as a regular full-time employee.
- 4) Seniority shall be by occupational title and department.
- 5) Temporary and part-time employees shall not acquire seniority during such employment.
- 6) Breaks in service - A resignation, dismissal or a change in status to a part-time employee shall constitute a break in service. However, a dismissal which later is reversed shall not constitute a break in service.
- 7) A temporary appointment immediately preceded and followed by a permanent appointment shall not constitute a break in service.
- 8) An authorized leave of absence will not constitute a break in service.
- 9) A layoff followed by a reinstatement within one (1) year will not constitute a break in service.

C. **PROBATIONARY PERIOD**

Probationary period for competitive, non-competitive, and labor class employees shall be in accordance with the Delaware County Civil Service Rules.

D. **LAYOFF COMPETITIVE CLASS**

Layoff procedures for competitive class employees shall be in accordance with Civil Service Law and Delaware County Civil Service Rules.

Employees, regardless of class who are laid off and recalled after a break in service of less than one (1) year and who have not retired within that year, will be restored to their former benefit level. Benefit level would include calculation of leave accrual, health insurance status, longevity, seniority, and labor grade step level at which he or she left. Leave accruals, including vacation, would be prorated during the first year back.

E. **LAYOFF NON-COMPETITIVE AND LABOR CLASSES**

- 1) Whenever non-competitive or labor class positions are abolished or reduced in rank or salary grade, incumbents shall be laid off or demoted in the inverse order of their seniority by title and department. The County shall give written notice to those employees to be laid off and the president of CSEA at least ten (10) working days prior to the effective date of the layoff. If requested to do so the Personnel Officer shall meet with Union representatives to discuss the layoffs.
- 2) Employees who are notified of an impending layoff may exercise their seniority rights in the same or lower occupational classification in the same department by bumping a less senior employee provided the employee who is doing the bumping has the qualifications and ability to perform the duties of the other occupational classification and is willing to accept the work location of the employee to be bumped.
- 3) An employee who has received a notice of layoff and who wishes to bump must file a written notice of his or her intent to bump with the Personnel Office. Such notice shall indicate the title(s), shift(s) and location(s) the employee would be willing to accept. An employee who fails to submit a bumping notice within three (3) working days of the effective date of his or her layoff will lose his or her right to bump.

F. **RECALL**

- 1) Employees laid off shall retain the right to be recalled for a period of one (1) year from the date of their layoff.
- 2) In the event the work force is to be increased following a layoff the Personnel Officer shall notify the Union president, in writing, of such recall opportunities and shall meet with Union representatives to discuss same if requested to do so.

- 3) Notices of recall opportunities shall be sent to laid off employees at their last known address by certified mail. Such notice shall include the title(s) of available position(s), salary and location. If an employee fails to respond to the notice within ten (10) working days from the date of the mailing of the notice he or she shall lose all recall rights and shall be considered to have quit.
- 4) Employees will be recalled according to seniority with the employee with the greatest seniority who meets the qualifications and has the ability to perform the duties of the position being recalled first.
- 5) Employees, regardless of class who are laid off and recalled after a break in service of less than one (1) year and who have not retired within that year, will be restored to their former benefit level. Benefit level would include calculation of leave accrual, health insurance status, longevity, seniority, and labor grade step level at which he or she left. Leave accruals, including vacation, would be prorated during the first year back.
- 6) Employees who believe their layoff or recall is not in accordance with the provisions of this Article may seek reinstatement through the grievance procedure.

4. **INTRADEPARTMENTAL TRANSFERS AND SHIFT CHANGES**

Employees who wish to be transferred to a different unit or shift within his or her department where such a transfer would not involve a promotion, will be required to file an application for transfer with his or her department head. Whenever a vacancy occurs the department head will have the right to select one of the top three (3) employees by seniority, who have filed an application for transfer, and who meet the minimum qualifications of the position, and who have the ability to perform the work.

5. **DISCHARGE AND SUSPENSION REVIEW**

- A. Regular full-time and permanent part-time employees covered by this agreement in the non-competitive and labor classes shall be entitled to the following procedure before discharge or suspension of more than five (5) days in a calendar year. In cases of damage to person or property such as theft, fighting, or patient abuse, employees may be discharged or suspended pending a hearing. The beginning date of a period of proposed suspension shall govern the calendar year in which the period of suspension falls. The proposed starting date of the suspension shall not be unreasonably delayed nor shall it be manipulated in order to avoid this review procedure. Employees qualify for this procedure after completion of two (2) years of continuous full-time or permanent part-time service.
- B. An employee who is notified that he or she is to be discharged or suspended may request a hearing to review his or her discharge or suspension. Said request shall be made no later than ten (10) days following receipt of the notice of discharge or suspension.
- C. The request shall be made in writing and shall be delivered to the County Personnel Officer.
- D. The Personnel Officer shall, within five (5) working days of the receipt of the request, contact the designee of the unit president in order to attempt to mutually agree upon an impartial hearing officer. In the event that the parties are unable to agree upon an impartial hearing officer within five (5) working days, a hearing officer shall be appointed in accordance with the following:
  - 1) Either party shall secure a list of five (5) candidates named by the New York State Public Employees Relation Board as a possible hearing officer.
  - 2) The parties shall meet and will determine by lot which party will first select from said list a candidate to be eliminated as a hearing officer. The other party then selects another candidate to be eliminated. This procedure continues with the parties alternately making selections until only one candidate remains, and he or she is deemed to be the hearing officer appointed by the parties.

- 3) The fees and expenses, if any, of the hearing officer shall be borne equally by the County and the Union.
- 4) Within fifteen (15) working days of the date of his or her selection the hearing officer shall conduct a formal hearing to review the employee's discharge or suspension. Said time limit may only be extended by mutual agreement of all parties.
- 5) The hearing officer shall notify in writing the employee, designee of the unit president, the employee's department head and the County Personnel Office of the date, time and location of the hearing. Such notification shall be at least five (5) working days prior to the date of the hearing.
- 6) The hearing officer will conduct the hearing under the following guidelines:
  - a) Compliance with technical rules of evidence will not be required.
  - b) The hearing officer shall maintain an official record of all communications, documents, records, exhibits, etc., including any minutes, recordings and/or notes of the testimony given at the hearing. This record shall be available for inspection by the employee's department head, the Personnel Officer, the employee, or other persons authorized in writing by the employee. However, this record shall not be deemed a public record. The aforementioned individuals shall also have the right to copy or have provided, at their expense, copies of any information in the hearing record. Upon the completion of the hearing process the hearing officer shall forward the record of the hearing to the Personnel Officer. The Personnel Officer shall then assume responsibility for maintaining said record.
  - c) The employee shall have the right to have a Union representative, counsel, or any other representative present during the hearing.
  - d) The employee will have the right to confront and cross examine all witnesses called to testify and to call witnesses on his or her own behalf.
- 7) Upon completion of the hearing the hearing officer will submit to the County Personnel Officer along with the hearing record a report of his finding and recommendations relative to the employee's discharge or suspension.
- 8) In cases of discharge the hearing officer may recommend that:
  - a) The discharge was justified;
  - b) That the discharge was not justified and that the employee be reinstated with no penalty or punishment;
  - c) That the discharge was too severe a punishment and that the employee be reinstated with the following penalty:

Either:

    - 1] A demotion in grade or title;
    - 2] Suspension without pay for a period not exceeding two (2) months;
    - 3] A fine not exceeding one hundred (\$100.00) dollars to be deducted from the salary of the employee.
- 9) In cases of suspension without pay the hearing officer may recommend that:
  - a) The suspension was justified;
  - b) That the suspension was not justified and that no penalty be imposed;
  - c) That the suspension was too severe a punishment and that the employee be subject to a lesser penalty to be specified by the hearing officer.
- 10) The Personnel Officer shall not be bound to follow the hearing officer's recommendations. After review of the evidence in the hearing record the Personnel Officer may either:
  - a) In cases of discharge:
    - 1] Confirm the discharge;
    - 2] Set aside the discharge and direct that the employee be reinstated with or without back pay;

- b) In the event that he finds that there was unsatisfactory job performance or misconduct but that the penalty recommended was not appropriate, he may substitute either:
  - 1] A fine not to exceed \$100;
  - 2] Suspension without pay not exceeding two (2) months
  - 3] A demotion in grade or title.
- c) In cases of suspension without pay:
  - 1] Confirm the suspension proposed by the department
  - 2] Find that the suspension proposed by the department was too severe a punishment and accept the penalty recommended by the hearing officer or substitute an alternative penalty or no penalty at all.
- 11) The Personnel Officer shall notify the employee and the appropriate department head of his decision within five (5) working days of the receipt of the recommendations from the hearing officer.
- 12) The decision of the Personnel Officer shall be final and binding.
- 13) This procedure shall not give an employee any additional rights to appeal under Article 76 of the Civil Service Law or any other laws.

### **ARTICLE VIII**

### **WORK WEEK - HOURS OF WORK**

1. The work week of an employee shall be determined on a recurring seven (7) day basis starting with the first day of a pay period and ending seven (7) days later.
2. Positions will be designated by title in Appendix A as either forty (40), thirty-five (35), etc., hours per week.
3. Those employees employed on a thirty-five (35) hour per week basis will work seven (7) hours per day exclusive of meal periods, five (5) days per week. Generally the work schedule for office personnel shall be 9:00 a.m. to 5:00 p.m. with one (1) hour lunch period. However, the scheduling of the seven (7) hour work day may vary where the nature of the work requires different coverage such as the Department of Public Works. However, there shall be a minimum of one-half (½) hour lunch period.
4. Those employees employed on a forty (40) hour per week basis will work eight (8) hours a day exclusive of meal periods, five (5) days per week with a minimum of one-half (½) hour lunch period.
5. The eight (8) hour work day shall normally be scheduled between the hours of 7:00 AM. and 5:00 PM, unless department requires 24/7 coverage.
6. However, the scheduling of the hours to be worked, the starting and quitting time, lunch periods, compensation time and other details of the work week shall be the prerogative of the governing body of Delaware County or the Department Head in each particular department so long as they do not violate any existing Federal or State Law.
7. The established work schedule shall not be changed without reasonable advance notice to the employee except in an emergency when it is necessary to do so to provide for continuation of County services.
8. There shall be no rescheduling of days off or tours of duty for the sole purpose of avoiding the payment of overtime.
9. This provision shall in no way restrict the County's right to modify any schedule that is instituted if such schedule proves to be inefficient or unworkable.

**ARTICLE IX**  
**COMPENSATION**

1. Compensation of **regular full-time employees** shall be in accordance with the wage structure and wage administration procedures set forth in Appendix A.
2. **Permanent part-time employees** shall be paid an hourly rate in accordance with the salary schedule in Appendix B and their wage shall be administered in accordance with the procedures set forth in Appendix A.
3. **Part-time employees** shall be paid an hourly rate comparable to their experience and background for the work assigned and shall not be entitled to annual increments.
4. **Temporary employees** shall be paid a rate comparable to the minimum of the labor grade for the position they are filling. Temporary employees who have been employed on a temporary permanent part-time or temporary full-time basis for at least six months as of January 1 will receive an increment.
5. OET/CDO Workforce employees who are mandated by federal law to enjoy benefits shall be paid in the same manner as regular full-time employees and shall receive annual increments.
6. Seasonal employees shall be paid a rate comparable to their experience and background for the work assigned and shall not be entitled to annual increments.
7. Effective **January 1, 2015**, there will be an **\$800** salary increase **over their December 31, 2014 pay** for **full time** Delaware County employees **and prorated for part time Delaware County employees**. Full-time hourly employees in the bargaining unit will receive **.3831** cents per hour pay raise; plus increments where due. Permanent part-time employees in labor grades one (1) through five (5) shall receive a thirty-eight (**.38**) cents per hour pay raise; plus increments where due. Salary schedules will be adjusted accordingly. Eligible employees will receive increments where due.
8. Effective **January 1, 2016**, there will be a **\$1,000** salary increase **over their December 31, 2015 pay** for **full time** Delaware County employees **and prorated for part time Delaware County employees**. Full-time hourly employees in the bargaining unit will receive **.4789** cents per hour pay raise; plus increments where due. Permanent part-time employees in labor grades one (1) through five (5) shall receive a forty-eight (**.48**) cents per hour pay raise; plus increments where due. Salary schedules will be adjusted accordingly. Eligible employees will receive increments where due.
9. **Effective January 1, 2017 all employees in the bargaining unit will receive a 2% pay increase over their December 31, 2016 pay, plus increments where due.**
10. Effective **January 1, 2018**, there will be a **\$1,200** salary increase **over their December 31, 2017 pay** for **full time** Delaware County employees **and prorated for part time Delaware County employees**. Full-time hourly employees in the bargaining unit will receive **.5747** cents per hour pay raise; plus increments where due. Permanent part-time employees in labor grades one (1) through five (5) shall receive a fifty-seven (**.57**) cents per hour pay raise; plus increments where due. Salary schedules will be adjusted accordingly. Eligible employees will receive increments where due.
11. Effective 1/1/04 all employees hired after 1/25/95 shall be eligible for a step increase provided that there has been no disciplinary action, counseling memoranda or negative evaluation of that employee during the past calendar year. In the event of a disciplinary action, counseling, memorandum or negative evaluation, the department head may recommend and subject to the approval of the Personnel Officer, the employee not be eligible for a new increment until such employee has been without a negative appraisal or disciplinary action for one year. The employee may be eligible for a new increment at the next January cycle. The above determination shall not be subject to the grievance arbitration procedure or the discharge and suspension review procedure of the collective bargaining agreement. Upon the request of the employee or his representative, a meeting will be held with the employee, his representative, the Personnel Officer and the Department Head within 7 days of notification that no increment will be paid. The decision of the Personnel Officer shall be final and binding. Those employees hired after 1/25/95, shall be eligible for the next step in the salary schedule. No employee hired after 1/25/95 shall be eligible for more than one step increase based upon the years of service between 1/25/95 and the day of settlement.

Entitled employees who received an unsatisfactory evaluation, or who have been counseled regarding unsatisfactory work performance or behavior during the current year may not receive an increment in the ensuing year. The decision on whether an employee does not receive an increment will be made by the Department Head, with the approval of the Personnel Officer. The employee must have been informed that the unacceptable performance or behavior could result in not receiving an increment, at the time of the evaluation or during the counseling session. Any new evaluation procedure will be subject to negotiations as required by the Taylor Law.

12. Hourly rates that appear in the Salaried schedule shall be computed by dividing the base salary and each step by the number of regular work hours in a year rounded to four decimal places.
13. In the event the parties have not reached an agreement on salaries by January 1 of any given year, the County shall have the right to adjust the hourly rates that appear in the salaried schedule by dividing the prior year's annual salary by the number of work hours in the upcoming year. The number of work hours will be determined by multiplying the number of normal work days (260, 261 or 262) times the number of normal work hours in a day (8, 7.5 or 7).

In a year where 261 work days exist:

261 days X 8.0 hours/day = 2088 hours for 40 hours per week positions;

261 days X 7.5 hours/day = 1957.5 hours for 37.5 hours per week positions;

261 days X 7.0 hours/day = 1827 hours for 35 hours per week positions.

14. **PREMIUM PAY:** The following premium pay is subject to overtime computation:
  - A. Hourly Department of Public Works personnel employed prior to January 1, 1975, and who are assigned to bridge work, will receive fifteen (15) cents per hour in addition to their regular hourly rate.
  - B. Hourly Department of Public Works personnel hired subsequent to January 1, 1975, and who are assigned to bridge work, will receive fifteen (15) cents per hour in addition to their regular hourly rate for hours worked on such assignments.
15. **LONGEVITY PAY:**
  - A. **Effective January 1 of the year in which a full-time salaried employee reaches fifteen (15) years of continuous service as a regular full-time or permanent part-time employee, five hundred dollars (\$500) total will be added to his or her annual salary.**
  - B. Effective January 1 of the year in which a full-time salaried employee reaches twenty (20) years of continuous service as a regular full-time or permanent part-time employee, one thousand dollars (\$1000) total will be added to his or her annual salary.
  - C. **Effective January 1 of the year in which a full-time salaried employee reaches twenty-five (25) years of continuous service as a regular full-time or permanent part-time employee, one thousand and two hundred fifty dollars (\$1250) total will be added to his or her annual salary.**

The longevity amounts will be converted to an hourly rate for full-time hourly employees by dividing the longevity amount by the total number of normal work hours in a given year. Permanent part-time employees will receive a prorated amount of the longevity amount by adding an hourly amount to their hourly rate. The hourly amount to be added will be converted using the same method used for full-time hourly personnel. The longevity amount will not be added to an employees' annual salary or hourly rate in computing raises but will be considered part of their salary or hourly rate for other purposes, i.e. overtime, etc. Longevity amounts are not cumulative.



16. **SHIFT DIFFERENTIAL:**

- A. Employees in the Building Maintenance Department shall receive seventy-five (75) cents per hour for all hours worked between 6:00 PM. and 11:59 PM, and one dollar (\$1.00) per hour for all hours worked between 12:00 AM and 5:00 AM.
- B. **Communications' Dispatchers and Communications Supervisor** Office shall receive **seventy-five (75) cents** per hour for all hours worked between 3:00 PM and 10:59 PM, and one dollar (\$1.00) per hour for all hours worked between 11:00 PM and 7:00 AM.

17. **LABORERS:** Persons employed as Laborers will be paid in accordance with the hourly schedule contained in Appendix A.

18. **OVERTIME**

- A. All hourly rated Department of Public Works employees shall receive time and one-half for all hours worked in excess of eight (8) hours per day or forty (40) hours per week. All salaried employees shall receive compensatory time off according to existing departmental policies for all hours worked in excess of their normal number of hours per week, but will receive time and one-half for all hours over forty (40) hours per week if required by State or Federal Law. Registered Professional Nurses, Head Nurses, Supervising Nurses and other positions requiring the incumbent to be a registered professional nurse will receive time and one half (1 and ½) for all hours worked in excess of forty (40) hours per week.

When it is impracticable to grant compensatory time off, the County may, within a reasonable period of time, pay a salaried employee for overtime work.

- B. Except in emergencies no employee shall work overtime unless said overtime is necessary and has been approved by the appropriate department head or his designee.
- C. Authorized overtime will be assigned to an employee in one-quarter (1/4) hour units only.

Employees will be paid for 15 minute overtime units as follows:

<u>Extra Time Worked</u>	<u>Time Paid</u>
Less than 5 minutes	0
5 minutes or more	15 minutes

Examples:

<u>Extra Time Worked</u>	<u>Time Paid</u>
4 minutes	0
5 minutes	15 minutes
19 minutes	15 minutes
20 minutes	30 minutes
34 minutes	30 minutes
35 minutes	45 minutes
49 minutes	45 minutes
50 minutes	60 minutes

- D. Employees will be "docked" for late arrival, utilizing the same quarter (1/4) hour unit principle as overtime assignment, as follows:

<u>Minutes Late</u>	<u>Time Paid From</u>
Less than 5 minutes	Paid from regular starting time
5 - 19 minutes	15 minutes after regular starting time
20 - 34 minutes	30 minutes after regular starting time
35 - 49 minutes	45 minutes after regular starting time
50 - 60 minutes	60 minutes after regular starting time

The parties agree that this procedure shall only be used to determine how employees will be paid for late arrivals. This procedure will not change how arrival times are recorded, i.e. arrival times will be recorded as the actual time an employee arrives at work.

This procedure will not constitute a definition of late arrival, i.e. employees arriving at work less than five minutes after their normal starting time will still be considered late.

E. **The following shall not be considered hours worked for the purpose of computing overtime:**

- 1) Sick leave, except as hereinafter provided.(see Article X, 9, Sick Leave, Article XVII, for detail)

F. **The following shall be considered hours worked for the purpose of computing overtime:**

- 1) Holidays
- 2) Bereavement in the immediate family as referred to in Article X, Section 11 A..
- 3) One-half bereavement days for co-workers or close friends.
- 4) Vacation
- 5) Administrative Leave
- 6) Personal Time
- 7) Jury Duty
- 8) Military Leave
- 9) Minimum Call In Time
- 10) Compensatory Time
- 11) Sick Leave

Effective January 1, 2013

Full-time employees, who as of January 1 have worked an entire prior calendar year and who have used the equivalent of four (4) days or less sick leave\* within the current calendar year, who have less than an equivalent of four (4) days without pay, or who have a combination of sick leave\* and days without pay totaling four (4) days or less, will have sick leave counted as time worked for overtime purposes. After the employee exceeds four (4) days of sick leave\* for the current calendar year, sick leave will NOT count as time worked for overtime purposes for the remainder of the calendar year. This provision shall not restrict the County's right to ask for a physician's statement for any absence in excess of three (3) days or for a pattern of abuse of sick leave pursuant to Article X, Sick Leave.

\*Excluding documented extended illnesses of three or more contiguous days with documentation.

G. Hourly rated employees, employed in the County Department of Public Works, who are required to work on Independence Day, Thanksgiving Day, Christmas Day and/or New Year's Day, on other than regularly scheduled work assignments, shall be compensated at one and one-half ( 1 and ½) times their regular hourly rate for such hours worked. Such compensation shall be in addition to their regular straight time Holiday pay.

H. Salaried employees may accumulate a maximum of two weeks compensatory time. Any compensatory time earned in excess of two weeks shall, at the discretion of the department, be paid in the pay period it is earned, or be used no later than in the following pay period.

I. **Hourly employees may accrue up to a maximum of forty (40) hours (i.e., 26.67 hours overtime at time and a half (1½) as compensatory time within a calendar year. Once an employee exceeds forty (40) hours compensatory time, the remainder will be paid as overtime.**

**Any employee desiring to accrue compensatory time shall notify his/her department's administration no later than close of business on the Friday of the first full week in December the year before it is to take effect. New employees shall inform their department's administration at the time of hire. If an employee does not contact their department's administration by the prescribed deadline, s/he will be paid for all overtime. The decision to accrue compensatory time cannot be changed during the year. For those who choose to accrue compensatory time, the first extra hours earned will go toward compensatory time until 40 hours is reached. Compensatory time can be carried over from one year to the next year but the maximum amount of compensatory time accumulated at any one time will be 40 hours. If an employee carries over any compensatory time, the**

**difference between the amount carried over and 40 hours will come out of the first extra hours earned for the year (i.e., employee carries over 25 hours will only accrue an additional 15 hours to equal 40 hours, no additional hours can be accrued during current year). Employees can begin using compensatory time as they earn it in accordance with the following rules:**

- 1) It must be approved by his/her supervisor prior to its use;**
- 2) It can only be used in no less than fifteen (15) minute increments.**

19. **MINIMUM CALL IN TIME** - Employees who have completed their work day and who have left their work site and who are then called back to work will be paid for a minimum of four (4) hours or they will be granted a minimum of four (4) hours compensatory time. Such guaranteed minimum call in pay will not apply to an uninterrupted extension of the normal work day or where an employee is called in prior to the commencement of his or her normal work day and such call in work extends into the starting time of his or her next regularly scheduled work day. All four hour minimum call in time will be considered time worked for computing overtime.
20. **OVERTIME ASSIGNMENT** - The County agrees to develop written procedures and schedules for the assignment of overtime associated with snow removal and sanding and salting operations in the Department of Public Works. Such procedures will provide that:
  - A. Documentation of those individuals desiring overtime is maintained;
  - B. Records of employee refusal of overtime and attempts to call persons in are maintained;
  - C. Assignment of overtime is done on a rotational basis, so that overtime is distributed in a relatively equal manner.
  - D. Notwithstanding any other provision of this article or any other provision of this agreement under no circumstances shall an employee be paid more than time and one-half for any hours worked.
21. **ON-CALL PAY** - Employees in the Social Services, Mental Health, Probation Department, and Office for the Aging who are on-call will receive the following hourly on-call rates:
  - \$1.00 per hour for a weekday
  - \$1.25 per hour for a weekend day
  - \$1.50 per hour for a holiday
  - A. For purposes of computing on-call pay:
    - 1) A day shall be a twenty-four (24) hour period starting at 12 a.m.;
    - 2) Weekend days are Saturdays and Sundays;
    - 3) Holidays shall be those days observed by the County as holidays. December 25th and January 1st shall also merit holiday on-call pay when these dates are not observed as holidays by the County.
  - B. Employees will have the option of receiving compensatory time instead of pay if the department head agrees. Compensatory time will be calculated by dividing the hourly on-call rate by the employee's hourly rate, and rounding to the nearest quarter hour.
  - C. Employees will not receive the four (4) hour minimum call-in pay if they are called in during the time they are on-call.
  - D. Employees who do not respond to a call during an on-call period will not be paid on-call pay for that period. The County has the right to discipline employees who do not respond to calls during an on-call period. Hours on-call will not be considered as hours worked for the purposes of computing overtime. However, when an employee is called in to work all hours actually worked will be used in determining eligibility for overtime.
  - E. On call pay will cease during the hours the employee is drawing their regular rate of pay or overtime.
22. **TRAVEL PAY:** Travel required by the employer will be considered time worked. The parties agree that this section shall not be interpreted to mean that employees will be paid for travel that would normally be required for commuting to work. The parties agree to form a joint committee to develop guidelines to implement this section.

23. **PAY PERIODS:** A system of twenty-six (26) pay periods per year, is agreed to and shall be continued.
24. **OUT-OF-TITLE WORK:** Employees who are temporarily assigned to work in a higher job classification will be paid a salary equivalent to the salary they would have received if they had been promoted to the higher classification subject to the following conditions:
- A. Employees must be assigned to the higher duties in writing by the Department Head with the approval in writing by the Personnel Officer.
  - B. Employees are assigned to the higher classification for at least three (3) consecutive work days.
  - C. At the end of the temporary assignment the employee's salary will be reduced to the salary he or she was receiving previously.
  - D. Employees will be paid the higher out of title rate for hours actually worked and not for paid leave time used during the time they work out of title.
  - E. Use of paid leave time during the time an employee is working out of title will not break the consecutive workdays.

## **ARTICLE X**

### **EMPLOYEE BENEFITS**

- 1. The following employees are entitled to the benefits delineated in this Article:
  - A. All regular full-time employees.
  - B. Temporary employees who are employed for more than six (6) months.
  - C. Permanent part-time employees will receive pro-rated benefits as specified in this Article.
- 2. **CHANGE IN STATUS**
  - A. Full-time employees changing to a part time status will lose all previously accrued longevity and benefits including accumulated sick leave.
  - B. Full-time employees changing to permanent part-time status will retain previously accrued benefits.
  - C. Except as herein indicated, effective upon ratification of the agreement by both parties, the following shall apply to employees who retire under the NYS Retirement System and who must be off the payroll for one day, and who are then re-employed by the County within seven (7) calendar days of their retirement date:
    - 1) These employees will retain the same status they were at the time they retired for the purpose of computing their contribution to the health insurance.
    - 2) These employees will be re-credited with any sick leave not applied under Option 41J.
    - 3) These employees will be re-credited with any other paid leave time for which they were not paid or had not used at the time of their retirement.
    - 4) These employees will be re-credited with prior service for the purposes of entitlement to longevity and for calculating vacation allowance.
  - D. Employees who are re-employed by the County more than seven (7) calendar days after their retirement date will be considered Status 2 employees.

3. A day for the purpose of computing sick leave, vacation, bereavement, personal days, etc., shall be as follows:
- A. A day for those full-time employees employed on a 35 hour per week basis shall be seven (7) hours.
  - B. A day for those full-time employees employed on a 40 hour per week basis shall be eight (8) hours.
  - C. A day for those full-time employees employed on a 37.5 hour per week basis shall be eight (7.5) hours.
  - D. A day for permanent part-time employees shall be based on the hours per day should the position be full time. The following are examples of what the day would be based on the title of the position:

Examples: Account Clerk	35 Hour Week = 7.0 Hours
Building Maintenance Aide	40 Hour Week = 8.0 Hours
Home Health Aide	37.5 Hour Week = 7.5 Hours

4. **NOTICE OF RESIGNATION OR RETIREMENT**

- A. Except in an emergency employees are required to give ten (10) working days advance notice of their resignation or retirement. Paid leave time shall not be counted as part of the ten (10) days.
- B. Employees who fail to give the required ten (10) working days notice will have their entitlement to any unused paid leave time reduced by one (1) day for each day their notice is deficient.

5. **HEALTH INSURANCE**

- A. The County will maintain a health insurance plan and a prescription drug plan with a \$5.00 generic and \$10.00 brand name co-pay. Because of the unknown status of health insurance options that **have been available to the County since 2011**, the County **may** research alternative health insurance plans. A health insurance committee will be formed consisting of Union representatives and County administration.
- B. Except as hereinafter indicated, contributions to the cost of health insurance for employees hired by the County before January 25, 1995, whether or not the employee has or is eligible for health insurance coverage, hereinafter referred to as "**Status 1 employees**", will be determined as follows:

Full-time Employees

- 1) The County's contribution toward the cost of health insurance, for full-time Status 1 employees, shall be 90% of the cost of an individual plan with or without prescription, or 90% of the cost of a two-person plan with or without prescription or a combination thereof, or 90% of the cost of a family plan with or without prescription or a combination thereof.
- 2) A full-time Status 1 employee's contribution to the cost of health insurance shall be the difference between the cost of the plan the employee selects and the County's contribution to the cost.

Permanent Part-time Employees

- 1) The County's contribution toward the cost of health insurance, for permanent part-time Status 1 employees, shall be 90% of the cost of an individual plan with or without prescription.
- 2) A permanent part-time Status 1 employee's contribution toward the cost of health insurance shall be the difference between the cost of the plan the employee selects and the County's contribution to the cost individual coverage.

- C. Except as hereinafter indicated, contributions to the cost of health insurance for employees hired by the County on or after January 25, 1995, hereinafter referred to as "**Status 2 employees**", shall be as follows:

Full-time Employees

- 1) The County's contribution toward the cost of health insurance, for full-time Status 2 employees, shall be 80% of the mid-cost individual or two-person or family plan with or without prescription or a combination thereof.
- 2) A full-time Status 2 employee's contribution to the cost of health insurance shall be the difference between the cost of the plan the employee selects and the County's contribution to the same type mid-cost coverage.

Permanent Part-time Employees

- 1) The County's contribution toward the cost of health insurance, for permanent part-time Status 2 employees, shall be 80% of the mid-cost individual plan with or without prescription.
- 2) A permanent part-time Status 2 employee's contribution toward the cost of health insurance shall be the difference between the cost of the plan the employee selects and the County's contribution to the same **mid-cost** individual coverage.

- D. The County will continue a premium only pre-tax program pursuant to Section 125 of the Internal Revenue Code for as long as such program is permitted under law. During the life of the contract, the parties will review the pre-tax program to determine if additional items should be added such as child care and unreimbursed medical expenses.
- E. Current employees who leave the employment of the County, and then who are re-employed by the County, shall be considered Status 2 employees, except as outlined in the Change of Status section, C, (1) above (status at time of retirement).
- F. The County will not pay for double prescription coverage for any employee regardless of their date of employment. The County will continue to pay for double coverage-for those employees who had such double coverage as of May 11, 1989 but will not pay for such double coverage for any other employee. This provision will be implemented as follows: where two employees are eligible to be a dependent on the other's health insurance policy, at the option of the employees, one employee will elect family coverage with the other employee carried as a dependent, or each may elect individual coverage. In the event an employee becomes ineligible for coverage, as the policy holder or as a covered dependent of a policy holder, due to such factors as termination of employment, change in employment status to a position where coverage is not available or divorce, continued coverage will be made available to eligible employees without regard to reopening status, and with no lapse in coverage or disallowance for pre-existing conditions.
- G. Permanent part-time employees who elect to add dependent coverage at the time they become full-time will not be required to wait until the next reopening to add their dependents.
- H. The County will pay its share of the cost of health insurance during such time as an employee is working or receiving paid leave.

Except as otherwise provided employees who go without pay for more than fifteen (15) consecutive working days must assume the cost of their health insurance at such time as the coverage paid for by the County ceases. The Personnel Office shall notify such employees when they must assume the cost of their health insurance.

- I. In addition, for those employees with less than six (6) months of accumulated sick leave who become disabled on or off the job, and who file a disability or worker's compensation leave request, the County will continue to pay the cost of health insurance up to a maximum of six (6) months for an off-the job disability or up to a maximum of twelve (12) months for a worker's compensation disability. The six (6) or twelve (12) month limit shall include any time during which an employee is receiving paid sick leave, and shall be for any one injury or illness.

- J. During the duration of this agreement the County shall have the right to change health insurance plans and/or carriers provided any new plan adopted must provide the same or improved benefits as the plan in effect at the time this agreement is executed. A change in health insurance plans and/or carriers could include a self-funded plan. Prior to any new plan being adopted the Union will be given the opportunity to review the proposed plan and reject same if it does not provide the same benefits as contained in the existing plan.
- K. The County will continue to provide an optional dental plan for as long as the County can obtain such a plan through a carrier.
- 1) If an employee elects the dental plan instead of the prescription plan, and the dental plan costs more than the prescription plan, the employee will pay 100% of the additional cost of the dental plan.
  - 2) If an employee elects to have both the prescription and free-standing dental plans, the employee will pay 100% of the cost of the dental plan.
  - 3) An employee can only change his election regarding prescription or dental plan on January 1st of each year.
- L. **Domestic Partners: Except as hereinafter indicated, the County will provide domestic partner coverage under those health insurance plans offered by the County which will provide domestic partner coverage with no increase in premiums subject to the following:**
- 1) **The addition or continuation of a domestic partner to an employee's health insurance policy will not result in any additional cost to the County. If the addition/continuation of a domestic partner to an employee's policy results in a change from an individual to a family policy or to a two person policy, the employee will pay one hundred percent (100%) of the additional cost resulting from such a change.**
  - 2) **Children of a domestic partner are not eligible for coverage under our employee's health insurance plan unless there is a court order requiring such coverage or the child is the biological child of the employee or the employee has adopted the child. Documentation of these circumstances must be submitted to the Personnel Office before the children of a domestic partner can be covered by the employee's health insurance plan.**
  - 3) **Except as herein indicated all matters related to eligibility for and documentation of domestic partner status shall be handled in the same manner as established in the Employee Benefits Division of the New York State Department of Civil Service for state employees. It is the responsibility of the employee to submit the required documentation in a timely manner. Failure to do so will result in the disqualification of an individual as a domestic partner under this provision.**
- M. Health Insurance - Retirees: Employees who retire directly from County service under the New York State Retirement System and who have health insurance through the County at the time of their retirement, will be allowed to purchase, at the retiree's expense, a **health insurance plan** and/or prescription offered by the County.
- 1) This provision shall:
    - a) Not apply to former County employees who retired prior to the ratification/approval of the agreement by both parties except for those retirees who retired previously but who are still on a County policy under COBRA.
    - b) Only apply at the time of the employee's retirement. If an employee continues health insurance through the County at the time of their retirement but subsequently discontinues such coverage, they will not be eligible to rejoin a County plan.

- 2) If a retiree fails to submit their required contribution on a timely basis, they will be dropped from the County plan and will not be eligible to rejoin such plan.
- 3) The right to purchase health insurance through the County will be applicable during the life of the retiree and shall not extend to dependents after the a retiree's death except if required by COBRA or other Federal or State law.
- 4) The County will notify all retirees and the Union of any termination of coverage for all retirees at least six months prior to the effective date of such termination. This six month notice requirement shall not be applicable to termination of coverage for an individual retiree due to non-payment of premium.
- 5) Retirees shall be treated in the same manner as active employees in regard to health insurance.
- 6) Nothing in this provision shall prevent or limit the right of the County to place retirees and/or surviving dependents in a separately rated sub-group.

#### 6. RETIREMENT

- A. Except as hereinafter provided, the County will continue to participate in the non-Contributory 1/60th New York State Retirement Plan retroactive to 1938. Eligibility of employees covered by this agreement shall be governed by the rules and regulations of the New York State Retirement System.
- B. Employees employed on or after July 27, 1976 are covered by retirement plans mandated by the New York State Retirement System, and must, as required by the New York State Retirement System contribute to the cost of said plan.
- C. In addition to the above retirement coverage, the County agrees to continue the provisions of Option 41J, available under the New York State Retirement System the cost of which will be wholly paid by the County.
- D. The County will continue retirement plan 75i for Tier 1 and Tier 2 members.

#### 7. HOLIDAYS WITH PAY

- A. All full-time employees who have been on the County payroll for the previous thirty (30) consecutive days, who work the last scheduled working day prior to and the first scheduled working day after any of the following eleven (11) holidays shall receive their regular pay for those eleven (11) days, subject to the following conditions as outlined in numbers "D", "E", "F", "G", "H", "I", "J", and "K".
- B. The eleven (11) holidays referred to above are as follows:
  - 1) New Year's Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Christmas Day  
Two (2) Floating Holidays
  - 2) Two Floating Holidays to be taken on dates selected by the employee subject to the approval of the appropriate department head.
  - 3) **One half day either the day before Christmas or the day before New Year's Day. For employees working a 40 hour work week this equals 4 hours, for employees working a 37.5 hour work week this equals 3.75 hours, for employees working a 35 hour work week this equals 3.5 hours. Unused holiday time must be taken by no later than January 31 of the following calendar year or an employee shall be compensated for such holidays in accordance with subparagraph "H".**



- 4) Where employees' work week is Tuesday through Saturday, and when holidays fall on a Monday, the County will provide those employees with the option of a "floating holiday" instead of holiday pay. These "floating holidays" are to be taken on a date selected by the employee subject to the approval of the appropriate department head and may not be used prior to being earned, i.e. they can only be used following the Monday on which the holiday is normally observed.
- C. Permanent part-time employees shall receive the following six (6) paid holidays a year:
- 1) New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day
- D. In those departments where it is necessary to maintain operations, such as the Department of Public Works, etc., a compensatory day will be granted at a time agreeable to both the employee and the department head for those employees required to work on the holiday.
- E. Absences on the last scheduled working day prior to and the first scheduled working day after the holiday will be excused provided the employee presents a reason satisfactory to the department head.
- F. Employees who have been requested to report for essential work on a holiday and who have accepted the assignment and who then fails to report without satisfactory reason to perform such work, shall not receive holiday pay.
- G. In applying this procedure, when any of the above enumerated holidays fall on Saturday or Sunday and the State or Federal Government observes another day, it shall be the policy of Delaware County to do likewise, except as otherwise stated in this Agreement.
- H. Further in applying this policy, it shall be the prerogative of Delaware County to pay any employee a sum equal to the amount he would have received had he worked on the holiday, in addition to his regular pay, in lieu of giving a compensatory day off.  
Employees regularly scheduled for work on the Holidays mentioned, shall receive regular straight time pay for hours worked but shall be given another compensable day for the Holiday.
- I. When one of the aforementioned holidays falls within the regularly scheduled vacation period of an employee who is eligible to receive such holiday pay and he is absent from work because of such approved vacation, he shall receive a compensatory day off or pay for the day as above set forth.
- J. Generally all holidays falling on Saturday shall be taken on Friday and all holidays falling on Sunday shall be taken on Monday.
- K. In addition to the holidays designated in paragraph "B" the County may, without prejudice and without the establishment of precedent, designate any other holiday or grant time at its own discretion. Employees who are required to work on such designated holidays, shall receive compensatory time off or pay for the same.  
All holidays earned in a calendar year must be used **by January 31 of the following calendar year** or an employee shall be compensated for such holidays in accordance with subparagraph "H".
- L. Employees may not accumulate more than four (4) holidays except with the written permission of his or her department head.  
However, employees will not lose holiday pay except if an employee refuses to be scheduled for a holiday prior to exceeding the four (4) holiday limit.
- M. Notwithstanding any other provisions of this Article, employees who work on Independence Day (July 4), Thanksgiving Day, Christmas Day (December 25) and/or New Year's Day (January 1) shall receive time and one-half for all hours worked on those days.

8. **VACATIONS WITH PAY**

- A. The following vacation plan shall be implemented effective January 1, 1998.
- B. Vacations will be granted to all employees covered by this agreement who work the required period before being eligible for a vacation.
- C. Hereinafter, the vacation plan for full-time employees shall be as follows:
  - 1) One (1) year but less than seven years of continuous service, ten (10) working days.
  - 2) January 1st of the year in which an employee reaches seven (7) years of continuous service, fifteen (15) working days.
  - 3) January 1st of the year in which an employee reaches fourteen (14) years of continuous service, twenty (20) working days.
- D. Hereinafter, the vacation plan for permanent part-time employees shall be as follows:
  - 1) One (1) year but less than seven (7) years of continuous service, five (5) working days.
  - 2) January 1st of the year in which an employee reaches seven (7) years of continuous service, eight (8) working days.
  - 3) January 1st of the year in which an employee reaches fourteen (14) years of continuous service, twelve (12) working days.
- E. January 1st of each year shall be the date on which employees qualify for vacation pay allowance as hereinafter provided.
- F. Vacation eligibility shall be established as follows:
  - 1) To be eligible to receive a full vacation, an employee must have worked during at least sixty (60%) percent of the pay periods during the calendar year prior to the established eligibility date of January 1st.
  - 2) An employee who does not meet the requirements of one (1) above may receive a pro-rated vacation if the absence was caused by circumstances beyond his or her control.
  - 3) Employees entering the employ of Delaware County throughout the year shall have their first year's vacation prorated as of the January 1st date following their date of employment. Such amount shall be the allowable paid vacation time to be taken during the ensuing calendar year.
  - 4) Pro-rated vacations shall be computed on the basis of 1/52 of their regular vacation allowance for each week that the employee did work in the employ of Delaware County during his or her qualifying period.
- G. Employees terminated, for any reason, prior to December 31st of their beginning year of employment, shall not be entitled to paid vacation days.
- H. After one full calendar year of employment, employees may, upon their written request and with their department head's approval, carry over ten (10) accrued vacation days from the current vacation year to the succeeding vacation year.
- I. In situations where departmental work requirements make it difficult for an employee to use his or her vacation time, the employee may request that they be allowed to carry over additional vacation days, or that they be paid for all or part of any unused vacation days in excess of ten (10) days. Such requests will be subject to the approval of the Department Head and the Personnel Officer. However, except as herein after provided, employees will not be allowed to carry over more than twenty (20) vacation days from year to year.

It is understood that payments for accrued vacation time in lieu of an employee's taking time off shall only be made on an exception basis and only under the circumstances described herein. Such payments shall not be made to supplement an employee's annual salary.
- J. Employees who have not been given any opportunities to use their vacation time shall have the right to carry over all unused vacation time to the succeeding year, and will not be required to accept payment in lieu of time off.
- K. Employees will lose unused vacation time in excess of ten (10) days if they were given an opportunity to use this vacation and they refused to use it.

- L. Employees who resign or are discharged prior to January 1st of any year shall not be eligible for a pro-rated vacation allowance for the calendar year in which they resign or are discharged. Employees with at least one (1) year of full or permanent part-time service may take any unused vacation allowance credited to them as of the previous January 1st.
- M. Employees who retire, or the estates of those employees who die, shall receive a vacation allowance based on the time he is in service at the rate of 1/52 of his applicable vacation pay for each week in which he worked within the year prior to the applicable eligibility date of the particular vacation year. All earned vacation must be taken prior to retirement.
- N. Scheduling of vacation shall be the function of the County of Delaware through the various department heads, however, whenever practical, seniority shall be respected in the selection of vacation time. However, except as hereinafter provided, in the event a conflict in scheduling occurs, seniority shall be the determining factor provided both requests are made at least two (2) months in advance of the vacation dates requested.

Application of seniority to vacation selection in all departments shall be restricted to two consecutive weeks during the three month period of June, July and August and to two consecutive weeks during the two month period of November and December.

However, nothing in this provision shall prevent the approval of more than two consecutive weeks during these specified periods if there is no conflict in scheduling and work requirements allow for such approval.

Approval of vacation requests shall not be rescinded except for unforeseen circumstances when it is absolutely necessary to do so to insure that vital work requirements are met. Departments will make a good faith effort to avoid rescinding such approval.
- O. The following procedure shall apply to all departments:
  - 1) Requests for use of vacation time shall be submitted in writing at least two months in advance of the dates requested.
  - 2) Employees will be notified in writing if their request is approved or denied no later than ten (10) working days from the date the request was submitted. Reasons for denial will be given.
  - 3) Vacation requests submitted less than two (2) months in advance may be approved at the discretion of the department head. All such requests will be approved or denied in writing as soon as practical, however, no reason need be given for a denial.
- P. Vacation days may be taken in not less than one hour units except those employees who receive a pro-rated vacation may use whatever fraction of a day results from such pro-rating.

**9. SICK LEAVE: Beginning January 1, 2011:**

- A. Full-time employees shall be granted one (1) day of sick leave for each month of employment accumulative to one hundred eighty (180) days.
- B. Permanent Part-time employees shall be granted sick hours as follows:
  - 1) Four (4) hours of sick leave for each month of employment accumulative to eighty-three (83) days, if their position would be a 40 hour work week at full time.
  - 2) Three and one half (3.5) hours of sick leave for each month of employment accumulative to eighty-three (83) days, if their position would be a 35 hour work week at full time.
  - 3) Three and three quarter (3.75) hours of sick leave for each month of employment accumulative to eighty-three (83) days, if their position would be a 37.5 hour work week at full time.
- C. Employees may use sick time to attend to members of their immediate family whose illness requires the care of the employee. The definition of immediate family shall be the same as the definition contained in the Bereavement section (#11. A) of this Article. The use of sick leave for the care of members of immediate family shall be subject to the same provisions as use of sick leave for employee illness. The County may require a signed statement from the employee indicating what member of his/her immediate family they cared for and why they had to care for the family member for absences of three days or more.

- D. Employees shall be required to call in to notify the County of his or her illness and absence before the work day commences if physically possible. The employee's supervisor may make reasonable written rules as to how such notice is to be given and it shall not be unreasonable to require notice of at least two (2) hours.
- E. Except as otherwise provided, the County may require a doctor's certificate for any absence in excess of three (3) days. In addition, the County may require a doctor's certificate for any absence if an employee has established a pattern of abusing sick leave such as repeatedly using sick leave on the day before and after a regular day off or the day before and after a paid leave.

**Any employee, returning to work following a paid medical leave, unpaid medical leave, Family and Medical Leave Act leave for disability, disability leave, Workers Compensation leave in excess of three days, must be able to perform the duties of the respective position, with or without reasonable accommodation in order to return to work. Therefore, the employee must provide the employer with the appropriate documentation from the medical provider to substantiate fitness for duty at full performance with or without reasonable accommodation. Should a reasonable accommodation be recommended by the medical provider, the employee must furnish the employer with medical documentation by a qualified medical provider, which substantiates the ability of the employee to perform the duties of his/her position. At the request of the employer, the employee shall provide an explanation for the requested accommodation and to provide information as to alternative accommodations. To ensure the safety of the employee and his/her work environment, the employee may be requested to provide the employer with authorization permitting the employer to discuss with the medical provider the details and circumstances of the disability, as well as any request for accommodation thereof. The employee has a right to be present any time the County has a conversation with the medical provider.**

**The employee shall engage, in good faith, in the "interactive process" required by the Americans with Disabilities Act and the New York State Human Rights Law. Should the employee fail to participate in good faith in the interactive process or fail to supply requested medical documentation, or execute appropriate authorizations for the release of medical records as requested by the employer, the request for accommodations may be deemed abandoned and the employer may be within its lawful rights to refuse reemployment or reinstatement to the employee, as appropriate, until the requirements are met.**

- F. Employees will be allowed to use sick leave in a minimum of one-quarter hour units. The use of sick leave will not result in an employee being paid for more time than their normal workday, i.e. an employee whose normal workday is eight (8) hours, works seven (7) hours and fifty (50) minutes and goes home sick ten (10) minutes early, will only be paid for eight hours, i.e. 7 and 3/4 hours work and 1/4 hour sick.
- G. Sick leave may be used for the employee and the employee's immediate family for regular medical checkups, on-going treatment, diagnostic testing, dental or vision care. In using sick leave for other than personal illness as referred to in this paragraph, only the amount of time needed to complete an examination, test or procedure and associated travel time will be used.
- H. Standard forms provided by the Personnel Office should be used for all required documentation of sick time.
- I. Employees who are scheduled to work on a holiday and who call in sick may be required to provide documentation for that absence.
- J. Employees who call in sick on a day when County Buildings have been closed by the Chairman of the Board or his/her designee or on those days where weather conditions have resulted in poor road conditions, may be required to provide documentation for that absence.

- K. Any required documentation or doctor's certificates must be received in the Personnel Office within twenty (20) calendar days from the day the sick time is taken or fifteen (15) calendar days after the employee returns to work, if time off is continuous for ten (10) or more work days.
- L. An employee who has reached their maximum number of sick days (180) on 12/31 of a given year, and does not use the number of days they would be eligible to earn during the next year, and is not at the maximum number of sick days at the end of that year will have their sick time adjusted to the maximum number of sick days

10. **PERSONAL LEAVE**

- A. Personal leave is leave with pay for personal business and is to be taken with departmental approval so as not to interfere with the proper operations of government. Employees requesting the use of personal leave will not be required to give any reason other than personal provided they request the personal leave at least two (2) working days in advance, i.e., employee requests Friday off, if the request is made on or before Tuesday, no reason need be given, if the employee requests Friday off and the request is made on or after Wednesday, the department head may require the employee to give a reason.
- B. Personal leave will not be accumulative from year to year.
- C. Personal leave may be taken in a minimum of one-half ( $\frac{1}{2}$ ) hour increments.
- D. Full-time employees who have been in the service of Delaware County for at least eight (8) weeks as of January 1, will be credited with three (3) personal days. Permanent part-time employees who have been in the service of Delaware County as a permanent part-time employee for at least eight (8) weeks as of January 1, will be credited with one (1) personal day.
- E. Those full-time employees who enter the employment of Delaware County throughout the year shall have their first year's personal leave prorated on the basis of 3/12 of a day for each full month remaining in the calendar year. Computation and crediting of such personal leave shall not begin until the first day of the calendar month following eight (8) weeks of employment.
- F. Permanent part-time employees who enter the employment of Delaware County as a permanent part-time employee or are reclassified as a permanent part-time employee throughout the year shall have their first year's personal leave prorated on the basis of one-fourth ( $\frac{1}{4}$ th) day for each full three (3) month period remaining in the calendar year from the date of employment or reclassification. Computation and crediting of such personal leave shall not begin until the first day of the calendar month following eight (8) weeks of employment or eight (8) weeks following reclassification.

11. **BEREAVEMENT**

- A. Full-time employees shall be entitled to three (3) days paid bereavement per occurrence for the death of a mother, father, child, spouse, brother, sister, grandparent and grandchildren. Family members in this section shall include step-relatives.
- B. Full-time employees shall be entitled to three (3) bereavement days per calendar year for the death of the following: father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparents-in-law, niece, nephew, aunt, uncle and great grandparents. Family members in this section shall include step-relatives.  
**Examples for full-time employees:** Mother and grandparent die in the same year: total six (6) days bereavement. Mother, father, and grandparent die in the same year: total nine (9) days bereavement. Grandparent and mother-in-law die in the same year: total six (6) days bereavement.
- C. Permanent part-time employees shall be entitled to two (2) days paid bereavement leave per calendar year for death occurring as outlined in A. and B. above.
- D. Full-time employees will be granted time with pay not to exceed three (3) one-half ( $\frac{1}{2}$ ) days per calendar year to attend **the death related event(s)** of co-workers or close personal friends. Permanent part-time employees will be granted one (1) one-half ( $\frac{1}{2}$ ) such days.

- E. Two of the one-half (½) days of bereavement for co-workers and close friends may be used in conjunction with one another in order to receive one (1) full paid day off for any one (1) **death related event**.
- F. Bereavement shall not be accumulative.
- G. Bereavement time may be taken in one hour increments.
- H. Use of bereavement time will be documented with a qualifying death announcement.

12. **JURY DUTY**

- A. Employees who are summoned for jury duty during his regular working hours, will be reimbursed by the County for the difference between his jury pay and his regular straight time hourly pay. In no case will reimbursement be in excess of eight (8) hours per day nor will the total reimbursement be in excess of thirty (30) scheduled working days per calendar year.
- B. When less than one hour exists between the start of an employee's workday and the time an employee is required to report for jury duty, the employee shall not be required to report to work and will be paid jury duty for this time. However, the employee must advise the department that they will not be reporting to work as soon as the employee becomes aware of the start time for jury duty.

When less than one hour exists between the time an employee is released from jury duty and the end of an employee's normal workday, the employee shall not be required to report to work and the employee will be paid jury duty for this time.

Except as hereinafter indicated, employees will be allowed reasonable travel time and time to change clothing prior to reporting for jury duty or prior to reporting for work following jury duty as follows:

- 1) When an employee is required to report to jury duty during their normal work day.
- 2) When an employee's workday ends shortly before the time they must report for jury duty.
- 3) When an employee's work day begins shortly, or has already begun, after they are released from jury duty.

Time to change clothing will normally be limited to thirty (30) minutes and be applicable when an employee wears a uniform or other work clothes not appropriate for jury duty.

When an employee's normal meal period occurs immediately preceding the time they are to report to jury duty, such mealtime will be subtracted from any time allowed for travel and changing clothes, i.e. an employee is scheduled to report to jury duty at 1:00 pm and they normally are scheduled for lunch between noon and 1:00 pm. Travel time is estimated at thirty (30) minutes or less and thirty (30) minutes is allowed to change clothes. In this situation, the employee is not paid jury duty between noon and 1:00 pm and no additional time can be charged to jury duty prior to 1:00 pm.

In the event an employee wants to take additional time off to prepare for jury duty, or they did not want to return to work following the completion of jury duty, and their department head has approved the additional time off, the employee must use other paid leave time to cover this time.

- C. Jury Duty served on a voluntary basis is not reimbursable.
- D. Employees must submit evidence, from Court, as to the days or part days they serve.

13. **STATE DISABILITY INSURANCE**

- A. The County agrees to continue a State Disability Insurance Plan to cover off-the-job disabilities on a contributory basis. Except as hereinafter provided, employees will contribute one-half (½) of one (1%) percent of wages paid, but not to exceed sixty (\$.60) cents per week. The County will pay the remaining cost.
- B. The County shall have the right to self-insure Off-the-job Disability provided any plan instituted shall provide the same benefits as the current plan. Prior to instituting a self-insured plan, the Union shall be given the opportunity to review said plan to insure that the benefits are the same as the current plan.

C. **Joint Off the Job Disability Review Committee**

The parties agree to form a joint committee to review the County's Off the Job Disability Plan (OJDP).

- 1) **Joint Committee Composition:** A reasonable number of representatives from all participating unions and management. Union representatives will be appointed by the CSEA Unit President.
- 2)
  - a) To consider a self-insured plan which mirrors the existing OJDP. This provision shall not limit the County's rights to self-insure the existing OJDP pursuant to subparagraph "b".
  - b) To consider an extended sickleave plan as an alternative to the existing OJDP.
  - c) To develop recommendations regarding "a" or "b" and submit same to the County and participating unions for consideration.
- 3) Any recommendations made by the Joint Committee shall not be binding on the County or the Union. Such recommendations will be submitted to the CSEA Unit President and the Personnel Officer for consideration.
- 4) Neither Union or County representatives shall be obligated to support such recommendations. It is also understood that there is no prior implied commitment or expectation that either the Board of Supervisors or the Union shall approve any recommendations of the Joint Committee.

14. **DEFERRED COMPENSATION**

The County will continue to provide a deferred compensation plan. The County shall have the right to change plans and/or carriers provided any new plan shall be comparable to the current plan.

15. **TUITION REIMBURSEMENT**

- A. The County may at its discretion during the duration of this agreement institute a Tuition Reimbursement Program for employees of the Social Services Department. The scope and details of the program shall be determined by the County based on its training needs and the availability of funds.
- B. The County shall provide the Union with the details of any program instituted and post notices of the program at various locations in the Social Services Department. Selection of participants will be made by the County based on the candidate's qualifications, work performance, and the training needs of the Social Services Department. Whenever practical, current employees will be given preference in participating in the program and due consideration will be given to any candidates recommended by the Union. However, final selection of participants will be made by the County based on the candidates qualifications, work performance and the personnel needs of the County.

16. **TOOL REPLACEMENT, MECHANICS, PUBLIC WORKS**

The Public Works Department will replace personal tools used by mechanics on the job as follows:

- A. Employees must provide the Public Works Department with an annual inventory of personal tools.
- B. Inventory must be updated as tools are added or deleted.
- C. Inventory subject to review and check by the Department.
- D. Will only replace tools needed to perform work as determined by the Department. Any tools that will not be replaced will be designated as such on the inventory.
- E. Will only replace tools on an employee's inventory (except those designated as not replaceable).
- F. Will only replace those tools lost through theft at the job site. There must be a reasonable indication that a theft occurred.

17. **EMPLOYEE RECOGNITION**

- A. The County shall continue an employee recognition programs as approved by the Board of Supervisors. The County will not be required to negotiate with the union over specific programs provided individual employees to be recognized do not receive anything with a monetary value exceeding \$50.00.

- B. The County will determine the scope and details of employee recognition programs but shall provide the Union with information concerning any programs instituted and shall post notices of same at various locations in applicable departments. Selection of employees to be recognized shall be at the sole discretion of the County, however, well defined criteria shall be applied uniformly and equitably in the selection of employees to be recognized.
18. **DIRECT DEPOSIT** The County shall continue to provide direct deposit of employees' paychecks.
19. **MODIFIED/LIMITED DUTY JOINT COMMITTEE** The parties agree to form a joint committee to consider developing a modified/limited duty program for employees receiving workers compensation.

## **ARTICLE XI**

### **GRIEVANCE PROCEDURE**

1. **EMPLOYEE PROTECTION**

Nothing contained in this Agreement shall be construed to deny to any employee his rights under Section 15 of the New York Civil Rights Law or under applicable Civil Service laws and regulations.

2. **FORMAL ACTION**

- A. An employee has the right to C.S.E.A. representation during formal disciplinary procedures including reprimands. When a request for representation is made, no such formal action shall be taken with respect to the employee until there has been a reasonable opportunity for such representative to be present. This right to union representation does not include normal progress performance and evaluation interviews or observations.
- B. If the County suspends or discharges an employee they will notify the employee by letter of the effective date of the proposed action as well as the length of any proposed action. This letter shall also specify the reasons for such action.
- C. Meetings regarding disciplinary matters shall be an attempt to foster discussion leading to a resolution of the relevant issues.
- D. The County shall advise employees of the nature of meetings with management at the beginning of such meetings.
- E. All disciplinary actions for any alleged infraction shall be made with due regard for individual privacy.

3. **RULES AND REGULATIONS**

Rules and regulations governing the personal standards of conduct of employees shall be reasonable and uniform county-wide.

4. **RIGHTS TO REPRESENTATION**

Every employee shall have the right to present his grievance to the County, free from interference, coercion, restraint, discrimination or reprisal, and shall have the right to be represented at all stages thereof.

5. **GRIEVANCE PROCEDURE** (definitions)

- A. A grievance is a claim made by an employee or group of employees of an issue arising from the terms and conditions of employment or any violation, misrepresentation or inequitable application of the Agreement or law.
- B. The term Supervisor shall mean any administrative or supervisory personnel responsible for the areas in which the alleged grievances arises.
- C. The aggrieved party shall mean any person or group of persons in the negotiating unit filing a grievance.
- D. Party in interest shall mean any party named in grievance who is not the aggrieved party.
- E. Grievance Committee is the committee created and constituted by the Union.



## **PROCEDURES**

1. Except for informal decisions at Level #1, all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of fact, conclusions and supporting reasons therefore. Each decision shall be promptly transmitted to the chairperson of the Union grievance committee, or the Unit President or his/her designee within the time limits hereafter specified.
2. If a common grievance affects a group of employees in more than one building or in more than one department, it may be submitted directly at Level #2.
3. All reasonable efforts shall be made to avoid unreasonable interruptions of work schedules. Employees involved in any grievance procedure shall not be penalized loss of pay or any leave credits.
4. The County and Union agree to make available any and all materials and relevant documents, other than communication and memorandum and records concerning the alleged grievance.
5. Except when at Level #1, the Union shall have the right at all levels of the grievance to confront and to cross-examine all witnesses called, to testify and to call witnesses on their behalf and to be furnished with a copy of any minutes made at each and every level of the grievance procedure. The Union will pay the cost of the copy of such minutes.
6. All documents and records dealing with the processing of a grievance shall be filed separately from the personal file of the participants.
7. The Personnel Officer shall be responsible for the accumulation and maintenance of an official grievance record which shall consist of a written grievance, all exhibits, transcripts, communications, minutes and/or notes of testimony and all written decisions at all levels.
8. The official grievance record shall be made available for inspection, and/or copying by the aggrieved party, his representatives, administrators and the County, but shall not be deemed as a public record.
9. The aggrieved employee or group of employees shall have the right to process a grievance personally or through a Union representative or through a representative of their own choice at Level 1 only. Only the Union shall have the right to appeal a grievance to Level 2 and above.
10. In appealing a grievance to Level 2 and above, the Union shall use a standard grievance form developed by the Union. The Union will provide the Personnel Office with a list of individuals authorized to appeal a grievance on behalf of the Union indicating at what level each individual is authorized to appeal. The County shall not be required to process a grievance that is not made on a standard form and signed by the individual authorized by the Union to appeal said grievance to the applicable level.

## **TIME LIMITS**

1. The time limits specified for either party may be extended only by mutual agreement.
2. If a decision at one level is not appealed to the next level of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal shall be barred.
3. Failure at any level of the grievance procedure to communicate a decision to the aggrieved party and/or his representatives within the specified time limit, shall permit the lodging of an appeal at the next level of the procedure within the time that would have been allotted had the decision been communicated by the final day.
4. All decisions and appeals from one level to the next shall be delivered by Return Receipt Requested mail or be hand delivered, signed for and dated.

## **LEVELS**

### **LEVEL 1 - SUPERVISOR**

1. Within a period of twenty (20) work days after the occurrence of a grievance, an aggrieved employee will first discuss an alleged grievance with his or her immediate supervisor and attempt to resolve the problem informally.
2. An informal settlement at Level 1 between the aggrieved employee and their supervisor shall not set any precedents and must be consistent with all terms and conditions of employment contained in this agreement and established past practices. Such informal settlement may be overridden by the Department Head, Personnel Officer or the Union.
3. In the event that resolution is not attained informally within twenty-five (25) work days after the occurrence of the grievance, the grievance shall be presented, by the Union, in writing to the Department Head with a copy to the Personnel Office.

### **LEVEL 2 - DEPARTMENT HEAD**

Within ten (10) working days of receipt of the written grievance, the Department Head shall deliver to the Union, his or her decision in the matter with a copy to the Personnel Office.

### **LEVEL 3 - COUNTY REPRESENTATIVE**

1. If the Department Head's decision is not satisfactory to the Union and/or the Personnel Officer, the Union must submit the grievance in writing to the Personnel Officer within five (5) working days of the receipt of the Department Head's decision or within five (5) working days of the receipt of a notice from the Personnel Officer that he or she disagrees with the Department Head's decision.
2. Within fifteen (15) working days of receipt of the written grievance, the Personnel Officer shall deliver, to the Union, his or her decision in the matter with a copy to the Department Head.

### **LEVEL 4 - ARBITRATION**

If the Personnel Officer's decision in the matter is not satisfactory to Union, the Union may submit a letter of intent to appeal the grievance to arbitration within ten (10) working days of the receipt of the Personnel Officer's decision. The parties will attempt to mutually agree upon an arbitrator. In the event the parties are unable to agree upon an impartial arbitrator within ten (10) working days after its referral to arbitration, then an appointment shall be made in accordance with the following:

1. Either party shall secure a list of five (5) candidates to be named by the New York State Public Employees Relation Board as a possible arbitrator.
2. The parties shall meet and the party requesting arbitration selects from said list the candidate to be eliminated as an arbitrator, then the other party makes a selection from said list as to a candidate to be eliminated as an arbitrator. This continues with the parties alternately making selections until only one (1) candidate remains and he or she is deemed to be the arbitrator appointed by the parties.
3. If the arbitrator's decision denies the grievance in its entirety, the party filing the grievance shall pay all of the fees and expenses of the arbitrator. If the arbitrator's decision upholds the grievance in its entirety, the party against whom the grievance was filed shall pay all of the fees and expenses of the arbitrator. If the arbitrator's decision does not either deny or uphold the grievance in its entirety, the fees and expenses of the arbitrator shall be borne equally by the parties. The arbitrator shall include in his or her decision which party or parties shall pay his or her fees and expenses as herein provided. The Union and the County shall bear the expense of their respective witnesses and other expenses they may incur.
4. The decision of the arbitrator shall be final and binding, but the arbitrator shall have no jurisdiction, power or authority to amend, modify, supplement, vary or disregard any provisions of the Agreement. Nothing herein shall be construed to allow the arbitrator to usurp or otherwise derogate the power and authority given by law to the County.
5. The decision of the arbitrator and a statement of reasons for decision shall be furnished by the arbitrator, in writing, to both the Delaware County Unit of CSEA and the Delaware County Personnel Office.

## ARTICLE XII COMPATIBILITY WITH LAW

This agreement shall be construed so as to be compatible with all Federal, State and Local Laws and the invalidity of any provisions of this Agreement by reason of any such existing law shall not affect the validity of the surviving provisions. If the enactment of legislation, or a determination by a Court of final jurisdiction (whether in a proceeding between the parties or controlling by reason of the facts) renders any portion of the Agreement invalid or unenforceable, such legislation or decision shall not affect the validity of the surviving portions of this agreement, which shall remain in full force and effect as if such invalid portion thereof had not been included therein. In the event that the current laws are so modified to permit greater security than presently permitted by law, the County and the Union will negotiate concerning possible amendments to this Agreement in accordance with such modified legislation.

## ARTICLE XIII COUNTY RIGHTS AS AN EMPLOYER

1. The County's entering into this Agreement in no way, either explicitly or implicitly, diminished its relationship as employer to its employees nor the County's rights and employees' duties such relationship entails.
2. The County retains all of its rights as an employer, including, but not limited to, the right to assign work as required, including that which requires overtime, their right to supervise as required, and the right to discipline where necessary, subject to the provisions of this Agreement, the Civil Service Law of the State of New York, and any other Federal, State or Local law.
3. **To those employees assigned a county vehicle or those seeking the use of a county owned vehicle, the county expressly reserves the right to determine when employees may be permitted use of a vehicle either on a temporary or 24 hour basis. The County, through its Human Resources and Insurance Committee, shall have the right to unilaterally determine who is eligible to use a county vehicle and may discontinue use of said vehicle, and discontinue the permission of those employees to drive a county vehicle for any purpose. The determination of the Human Resources and Insurance Committee will be final. It is further understood that the employees will be permitted use of a vehicle during the work day and to and from home, only for as long as such use is for a legitimate governmental business reason. No person employed by the county shall have a right to use a vehicle owned by the county. No claim regarding use of a vehicle based upon "past practice" or similar argument shall be applicable or honored by the parties. The County shall retain the unfettered right to terminate permission of any employee for the use of a county vehicle.**

**Where there is evidence which establishes that the employee has abused or misused the county vehicle, permission may be withdrawn immediately and the county reserves the right to assess costs and expenses for any damage caused by said employee. The decision by the County to terminate an employee's permission to use a county vehicle on a temporary or 24 hour basis, shall not be subject to the grievance arbitration procedures of the Collective Bargaining Agreement as provided in Article XI of said contract.**

**ARTICLE XIV**  
**PROHIBITION AGAINST STRIKES**

Neither the Union nor the employees it represents shall engage in any strikes against the County, nor shall the Union cause, instigate, encourage or condone such a strike. Resolution of all disputes arising from the employer-employee relationship between the County and the Union shall be resolved in accordance with the provisions of this Agreement and the Taylor Law of the State of New York.

**ARTICLE XV**  
**NOTICE AS PROVIDED BY SEC. 204-a**  
**OF CIVIL SERVICE LAW, AS AMENDED**

It is agreed by and between the parties that any provision of this Agreement requiring legislative action by the Board of Supervisors to permit its implementation by providing the additional funds therefore, shall not become effective until such approval has been given.

**ARTICLE XVI**  
**WAGE STRUCTURE - LABOR GRADES, INCREMENTS, MINIMUM**  
**AND MAXIMUM WAGE, ADMINISTRATIVE PROCEDURE**

Attached hereto as part of this agreement and marked Appendix A is a schedule of labor grades, increments, minimum and maximum wages and administrative procedures.

**ARTICLE XVII**  
**AGENCY SHOP, LABOR/MANAGEMENT RELATIONS, MISCELLANEOUS**

1. **AGENCY-SHOP**

The County agrees to institute an Agency Shop for Delaware County employees. The County agrees to deduct from the salaries of employees who are within the bargaining unit but who are not members of the Union an amount equivalent to the dues levied by the Union. Funds thus collected will be transmitted to the Treasurer of the CSEA, Inc., Capitol Station, Box 7125, Albany, New York 12224. The Union shall assume responsibility for the disposition of such funds so deducted once they are transmitted to the Union. The provisions of this article will not require any employee to become a member of the Union although they choose to do so.

2. **LABOR/MANAGEMENT RELATIONS**

The parties to this agreement agree to the principle of maintaining open lines in communication between employees and employer to promote a harmonious and cooperative relationship, and to meet and discuss problems with the objective of resolving such problems.

3. **MISCELLANEOUS**

- A. The County will provide the Union with a reasonable amount of information relative to employees covered by this agreement on a periodic basis if and when the County can obtain a computer program to accomplish this with minimal cost to the County in terms of money and time.
- B. If requested, reasonable information shall include bargaining unit member's name, address, SS#, title or title code, and membership status for those items that the program can provide.
- C. The County agrees to continue the present U.S. Savings Bond Payroll deduction plan, unless prohibitive by applicable rule or law changes.
- D. All paychecks for County employees will be placed in individual envelopes.
- E. County employees shall be reimbursed for the use of personal cars for necessary travel for County business at a rate established by the Delaware County Board of Supervisors, however, such rate shall not be less than twenty-three (23) cents per mile. A change in mileage shall apply to all Delaware County employees when such change is enacted by Resolution by the Board of Supervisors.

F. Effective with the execution of this agreement, the Department of Public Works will no longer dispense medication to employees.

4. **INCLEMENT WEATHER**

Employees who do not report to work because of inclement weather or closure of County roads due to weather conditions may elect to go without pay, or use available comp time first and then any unused personal, vacation or holiday time. Sick leave will **not** be used for this purpose, unless documentation is provided. Employees who do not have paid leave time to use will be required to go without pay.

If an employee is unable to report to work at their normal starting time because of inclement weather or closure of County roads due to weather conditions, and the employee obtains permission from their Department Head or the Department Head's designee, the employee will be permitted to make up for a late arrival of less than thirty (30) minutes by shortening their meal period and/or break time by a corresponding amount of time. Late arrivals shall not be made up by the extension of the employee's workday nor shall an employee be allowed to work at home due to inclement weather except where a Department Head has determined that it is essential that an employee's work be completed on the day in question and the Department Head has personally authorized such work. Such make up time shall be allowed no later than the employee's next scheduled workday. Make-up time shall not be allowed if such time will result in the payment of time and one half (1 and ½) on the day the time is made up. Make-up time shall be limited to a maximum of three (3) occurrences in a calendar year.

Employees who report to work more than thirty (30) minutes late, or who have already been allowed to make up for late arrivals three (3) times in a calendar year or who cannot make up time pursuant to the previous paragraph, will be required to use paid leave time to cover the time they are late or to go without pay for all or part of the time. Paid leave time will be used in a minimum of fifteen (15) minute units. Available comp time will be used first and then any unused personal, vacation or holiday time.

Department Heads shall determine those employees who may be released early in the event of inclement weather or the closure of County roads. Within the department's work requirements, an effort will be made to accommodate requests from employees who desire to leave work early. However, nothing in this provision shall be interpreted as requiring the early release of any one employee or group of employees.

5. **BUILDING CLOSURE**

In the event an employee's office/work site is closed, by the Chairman of the Board of Supervisors or his/her designee, due to a weather emergency or other unforeseen reason such as a power outage, an employee shall suffer no loss of wages due to such closure. At the discretion of the Chairman of the Board, or his/her designee, all or only selected offices/worksites may be closed. However, the Public Works Department, the Maintenance Department and the Sheriff's Department shall automatically be exempted from such closure. Closure of a County road by the Sheriff shall not constitute or require the closure of an employee's office/work site.

In the event County Buildings are closed by the Chairman of the Board of Supervisors or his/her designee, due to a weather or other unforeseen emergency, all employees who must remain at work or come to work to ensure adequate coverage of County services will be paid at time and a half (1 ½) until the buildings are reopened.

Employees who are personally directed by their Department Head or his/her designee or who are specifically required, by previously established written departmental policy or standard departmental operating procedures, to report to work or remain at work when their office/worksites has been closed by the County, shall receive time and one half for the hours they are required to work by such directive, policy or procedure.

Employees who with the approval of their Department Head or his/her designee elect to report to work or remain at work, or those employees who are in the field at the time their office/worksites is closed, and are not aware of such closure, shall be paid for the time they work beyond the closure of their office/worksites but will not receive any additional compensation or paid leave time for the hours they continue to work..

6. **PERSONNEL FILES:**

- A. Official Personnel File: Only one personnel file will be designated as an employee's official personnel file. Such designation shall be made by the Personnel Officer on a department by department basis and may be either the personnel file maintained in the employee's department or the personnel file maintained in the Personnel Office.
- B. Content of Official File: The official personnel file will include but not be limited to:
  - 1) Documents related to routine personnel transactions such as employment, promotions, transfers, terminations, etc. documents related to health insurance coverage, withholding, disability claims, retirement and similar items will be maintained in the Personnel Office
  - 2)\* Correspondence to the employee
  - 3)\* Formal and informal performance evaluations, work audits, and similar documentation of an employee's work performance
  - 4)\* Written counseling memorandum, warnings, documentation of verbal counseling and warnings, notices of disciplinary interviews/meetings, documentation of discipline imposed and similar documentation
  - 5)\* Correspondence reporting incidents involving employee misconduct, incompetency, failure to follow proper procedures/policies or similar conduct
  - 6)\* Commendations for good performance

\*These documents will hereinafter be referred to as performance documents.

C. Procedures for Placing Documents in the Personnel File:

Except as hereinafter indicated, documents will be placed in an employee's official personnel file within five work days from the date of the event that resulted in the document being produced. Documents related to an on-going investigation of a complaint and/or incident need not be placed in an employee's file until such time as such investigation is complete and the complaint/incident has been substantiated to the satisfaction of the department head. Investigations will not be prolonged unnecessarily to avoid the placement of documents in the official personnel file.

No performance document will be placed in an employee's official personnel file unless the employee is given a copy of said document.

Performance documents that are to be placed in an employee's official personnel file must be signed and dated by the employee solely for the purpose of acknowledging receipt of same and that the employee is aware that said document is to be placed in their file. Performance documents will contain the following statement: "Your signature on this document only indicates that you have received same and not that you are in agreement with its contents."

Where the prior reading and acknowledgment of performance documents is not possible, two copies shall be forwarded to the employee, by certified mail, return receipt requested. The employee shall acknowledge that he or she has received the material of affixing his or her signature to one copy and returning that copy to the employer for filing.

Performance documents to be placed in an employee's official personnel file will contain the notation "To Personnel File".

If an employee refuses to sign a performance document, the following statement will be added to the document and signed and dated by the appropriate County representative: "I hereby certify that the employee named above has been given a copy of this document on this date but refused to sign the document." The Union President and the Personnel Officer shall be notified of the refusal.

D. Employee Review of Personnel File:

Employees shall have the right to review their official personnel file and/or any other personnel file maintained by the County upon reasonable advance written notice to their Department Head and/or Personnel Office. However, this right shall not be abused.

A designated representative of the employer will be present during the review of a personnel file.

No materials will be removed from their personnel file by the employee.

An employee will be provided a copy of any performance document in their file at no charge if such document was not given to the employee previously. An employee may be charged twenty-five (25) cents per page for a copy of any performance document they had received previously or any other non-performance document in their file. Multiple copies of the same document need not be provided.

Such review shall not include any reports, memorandum or other documents related to pre-employment recommendations/investigations.

Employees have the right to place in their personnel file a written response of reasonable length to anything they consider adverse to them. A County representative will sign and date such responses. Employees will be required to sign and date a record showing the review of their file.

E. Disciplinary Proceedings:

Only performance documents contained in the official personnel file can be admitted as evidence in any disciplinary proceeding. However, this provision shall in no way limit the County's right to charge an employee and present testimony on any particular issue.

F. The procedures contained in this provision having to do with employee review of their personnel file, and the placement of new documents in an employee's personnel file will be effective upon ratification of the agreement by the parties.

During the eighteen (18) month period following ratification of this agreement, the County will review existing personnel files for current employees and bring them into compliance with agreement, i.e. establish one official personnel file, ensure that documents that should be signed by employees are signed, etc.

IN WITNESS HEREOF, the parties hereto have set forth their signature on the dates noted hereafter.

CIVIL SERVICE EMPLOYEES  
ASSOCIATION

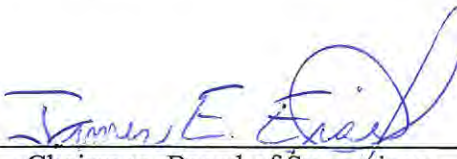
By:   
Labor Relations Specialist

Date: 2-11-15

By:   
Unit President

Date: 2-9-2015

COUNTY OF DELAWARE

By:   
Chairman, Board of Supervisors

Date: 2/9/15



**MEMORANDUM OF AGREEMENT REGARDING  
ASSIGNMENT OF OVERTIME ASSOCIATION WITH  
SNOW REMOVAL, SANDING AND SALTING OPERATIONS IN THE  
DELAWARE COUNTY DEPARTMENT OF PUBLIC WORKS**

The parties agree to use the following procedures to distribute overtime associated with snow removal, sanding and salting operations in the Department of Public Works on a temporary basis as hereinafter specified.

1. The procedures contained herein shall supplement letter "c" of paragraph #17, Overtime Assignment of Article IX, Compensation of the 1995-97 collective bargaining agreement between the parties.
2. Duration/Sunset Provision: This agreement shall only apply to the distribution of overtime associated with snow removal, sanding and salting operations that occur during the period of October 1 to April 30 and shall not continue beyond May 1 of any ensuing year despite Section 209 a, 1, e of the Taylor Law except by mutual agreement of the parties.
3. All other applicable provisions of the 1995-97 collective bargaining agreement between the parties and departmental policies and procedures will remain in effect and unchanged unless specifically modified by this agreement.
4. Both parties enter into this agreement without prejudice. No precedents will be set, no practices will be established nor will either party limit or modify any of the rights they had prior to entering into this agreement. Once this agreement expires, there shall be a return to the status quo that existed prior to the parties entering into this agreement.
5. Procedures for distribution of overtime:
  - A. For the purposes of this agreement "snow overtime" refers to overtime hours worked as the result of snow removal, sanding and salting activities; "other overtime" refers to overtime hours worked as the result of other than snow removal, sanding and salting activities; "total overtime" refers to the total hours of snow and other overtime. The basis for the equal distribution of overtime shall be the number of hours worked and not the dollar amount earned for such work.
  - B. Except as hereinafter specified, assignment of snow overtime shall be done on a rotational basis and in such a manner that the total overtime worked from May 1 to April 30 of the following year is relatively equal. Snow removal, sanding and salting schedules/assignments for the winter season shall take into consideration other overtime worked since May 1. Initial crew assignments and the rotation of crews may be changed as required to ensure the relative equal distribution of total overtime.
  - C. Nothing in this agreement shall require the equal distribution of other overtime among employees.
  - D. Nothing in this agreement shall require the equal distribution of snow overtime between employees assigned to outside patrols and employees assigned to Delhi.
  - E. Nothing in this agreement shall require the assignment of snow overtime to the following employees:
    - 1) County Solid Waste Management Personnel
    - 2) Engineering Personnel
    - 3) Office Personnel
    - 4) Maintenance Personnel
    - 5) Night Watchmen
  - F. Nothing in this agreement shall require that Mechanics and other shop personnel be assigned snow removal, sanding and salting operations during their normal work hours. Automotive Mechanics and Auto Body Repairers will not regularly be assigned to snow removal during their off hours and will only be used at the discretion of the Commissioner of Public Works.



- G. Nothing in this agreement shall prevent the Department of Public Works from assigning snow removal, sanding and salting operations to any employee to ensure adequate staffing in any given situation where, in the judgment of the Department of Public Works, weather conditions and available staff warrant such assignment.
- H. Employees who fail to respond to three (3) calls during a winter season shall have their names removed from the call list for that season. The Commissioner of Public Works may at his sole discretion excuse a failure to respond to a call-in provided: (1) the employee has a good record of regularly responding to call-ins during the previous two winter seasons and (2) the employee can demonstrate to the satisfaction of the Commissioner that they did not respond to the call-in because of circumstances beyond their control such as an unforeseen medical emergency. In order to be excused, a failure to respond to a call-in for medical reasons, whether it be due to the personal illness of the employee or to ensure that the medical needs of others are met, must be documented by a doctor's certificate.

The Commissioner shall be limited to excusing one failure to respond to a call-in per employee per winter season, i.e. October 1 to April 30th.

The Department will attempt to contact an employee two times before the employee is recorded as failing to respond.

Employees will only be considered as failing to respond to a call-in during the period they are scheduled to be on call.

**CIVIL SERVICE EMPLOYEES**  
**ASSOCIATION**

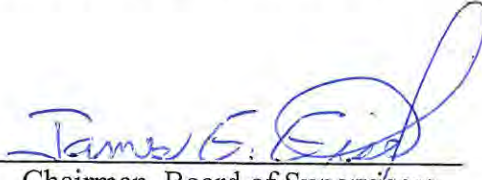
By:   
Labor Relations Specialist

Date: 2-11-15

By:   
Unit President

Date: 2-9-2015

**COUNTY OF DELAWARE**

By:   
Chairman, Board of Supervisors

Date: 2/9/15

**MEMORANDUM OF AGREEMENT  
REGARDING  
WORK WEEK IN THE  
SOLID WASTE MANAGEMENT CENTER  
COMPOSTING FACILITY**

The Public Works Department will institute a varied work week for employees working in the Composting Facility at the Solid Waste Management Center. The Composting Facility will be in operation 10 hours a day, seven days a week with the following procedures:

Article VIII, Work Week:

1. Four Day Week Schedule: The Public Works Department will institute a four day work week with ten hour days at the Composting Facility located at the Solid Waste Management Center.
2. Participating Employees: The following positions will be placed on a four day work week schedule:
  - A. All HEOs.
  - B. All MEOs
  - C. All Laborers
3. Schedule:
  - A. Work week:
    - 1) The employees in the following positions are on a ten (10) hour four day work week:
      - a) HEO(s)
      - b) MEO(s)
      - c) Laborer(s)

There will be two (2) work week schedules for these positions: Sunday through Wednesday and Wednesday through Saturday.

- 2) The employees in the following positions are on an eight (8) hour five day work week
  - a) Plant Manager  
The Plant Manager will work eight (8) hours a day Monday through Friday
  - b) Building Maintenance Mechanic(s) I and II
  - c) Assistant Building Maintenance Mechanic(s)
  - d) Building Maintenance Aides

There will be two (2) work week schedules for the maintenance positions: Sunday through Thursday and Tuesday through Saturday. The County shall have the option of changing the work week for employees in the maintenance titles to Monday through Friday and Tuesday through Saturday provided:

- a) The affected employees are given at least ten (10) working days notice, and
- b) The duration of the change is for a minimum of a two (2) month period.

Should the Monday through Friday/Tuesday through Saturday schedule be used, the schedules will be rotated on a monthly basis in order for the weekend schedule to be shared equally among the employees.

B. Work day:

- 1) Employees on a 10 hour four day work week:  
6:00 AM to 4:30 PM
- 2) Employees on an 8 hour five day work week:  
7:00 AM to 3:30 PM
- 3) All employees will be entitled to one half (½) hour lunch period and one break in the morning and one break in the afternoon per current practice. Delaware County reserves the right to stagger lunch and break times to provide continuous operations during the work day.

Article VII, Employee Status and Rights

Transfers

When a vacancy exists in the in the Sunday through Thursday or Tuesday through Saturday five (5) day work week of the maintenance employees, or the Sunday through Wednesday/Wednesday through Saturday four (4) day work week of the laborers and/or equipment operators, the department head will have the right to select one of the top three (3) Department of Public Work employees by seniority, who have filed an application for transfer, who meet the minimum qualifications of the position, who have the ability to perform the work. Skill level, past job performance and the efficiency of the facility's operation may be used as basis for the department head's decision.

All other transfers will be in accordance with Article VII, Section 4. Intradepartmental Transfers and Shift Changes.

Article IX Compensation

Overtime, Section 18

Participating hourly employees on the ten (10) hour four day work week will receive time and one half for all hours worked in excess of ten (10) hours per day or in excess of forty (40) hours per week.

Participating hourly employees on the 8 hour five day work week will receive time and one half for all hours worked in excess of eight (8) hours per day or in excess of forty (40) hours per week.

Salaried employees will continue to receive payment or compensatory time as provided in the agreement.

Article X Employee Benefits

1. §7. Holidays With Pay

§7.B.4, modified to add: "Where a holiday falls on an employee's scheduled day off, the County will provide the employee with the option of a "floating holiday" instead of holiday pay. These employees follow the same rules as stipulated in the CSEA contract for employees whose work week is Tuesday through Saturday. All rules pertaining to option and use of floating holiday are in accordance with Article X, §7.B.4. of the CSEA contract. The employee's decision to use a Floating Holiday or be paid for the holiday must be stated in writing at the beginning of the year. Delaware County will provide forms to the employees for this purpose. These Floating Holidays will be earned at 10 hours each if the employee is scheduled to work a four (4) ten (10) hour work week."

Holidays credited on January 1 of each year in accordance with §7.B.1., will be earned at 10 hours each if the employee is scheduled to work a ten (10) hour four (4) day work week.

Add new §7.B.5. "If the holiday and the County observed day differ, and the employee's normal scheduled work week fall on both days, the employee will observe the holiday, not the County observed day. (Ex. Christmas falls on a Sunday, the County observes Monday as the holiday. Where the employee's work week schedule is Sunday through Wednesday, the employee would observe Sunday as the holiday and work Monday.)"

2. Other Paid Leave Time

Employees on the ten (10) hour four day work week:

- A. Replace §9.A. with “Full-time employees shall be granted eight (8) hours of sick leave for each month of employment accumulative to one hundred eighty (180) days.”
- B. Replace the first sentence of §10.D. with “Full-time employees who have been in the service of Delaware County for at least eight (8) weeks as of January 1, will be credited with twenty-four (24) hours of personal time.”
- C. Replace §8.C. with the following:  
“Hereinafter, the vacation plan for full-time employees shall be as follows:
  - 1) One (1) year but less than seven years of continuous service, eighty (80) hours.
  - 2) January 1st of the year in which an employee reaches seven (7) years of continuous service, one hundred twenty (120) hours.
  - 3) January 1st of the year in which an employee reaches fourteen (14) years of continuous service, one hundred sixty (160) hours.”
- D. Sick Leave will be used in quarter hour increments, Vacation, and Personal Time will be used in half hour units, i.e. in order to be paid for a full ten (10) hour day, an employee must use ten (10) hours of paid leave time.
- E. §9.F. A ten (10) hour sick day shall be considered one day for the purposes of determining the number of sick days used.
- F. Holidays and Bereavement days for death occurring in the immediate family will be paid on a full ten (10) hour basis. Each of the three one half days to attend the funerals of co-workers or close friends will be paid on a five hour basis. Employees will not be required to use additional hours to be paid for a full ten (10) hour holiday or bereavement day or a one half (½) bereavement day.
- G. §12.A. Jury Duty - Modified to indicate that in no case will reimbursement be in excess of ten (10) hours per day nor will total reimbursement be in excess of thirty (30) scheduled working days per calendar year. For days that are considered a normal day off during the week, employees will not be compensated for jury duty occurring on those days.

Article XI, Grievance Procedure,

For the purposes of this article, work days shall mean the normal scheduled work days for the grievant in the Department of Public Works compost facility.

Article VII Employee Status and Rights, Promotions, Layoffs and Recalls:

- 1, §2.D.2. Promotions: For the purposes of this article, where the scheduled work week of the vacant position is four (4) ten hour days, workdays shall mean twenty-one (21) calendar days for a Department of Public Works compost facility employee scheduled for a four day week.
- 2. §3.E. & F. Layoffs and Recalls: For the purposes of this article, where the abolished position(s) normal scheduled work weeks are four (4) ten hour days, working days shall mean the laid off employees normal scheduled work days for a Department of Public Works compost facility employee scheduled for a four day week. For recall, employee must respond within fourteen (14) calendar days from the date of the notice.

Article VII Employee Status and Rights, Discharge and Review:

For employees who work the ten (10) hour four day work week:

Change first paragraph to read “thirty-two (32) hours” instead of “four (4) days in a calendar year”.

Article IX Compensation, Out of Title Work §24:

For Employees who work the ten (10) hour four day work week:

Modify B to read "Employees are assigned to the higher classification for at least three (3) consecutive work days."

All other provisions of the agreement and departmental policies and procedures will remain in effect and unchanged unless specifically modified by this agreement.

Any modification of the terms of the four (4) or five (5) day work week shall be subject to negotiations between the parties, i.e. the County and CSEA.

This agreement shall run concurrently with the Agreement by and between the County of Delaware and the CSEA, Local 1000 AFSCME, AFL-CIO.

**CIVIL SERVICE EMPLOYEES**  
**ASSOCIATION**

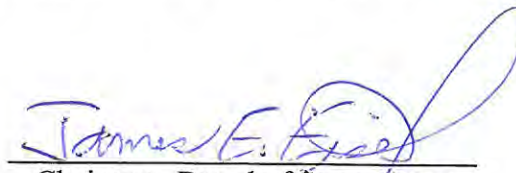
By:   
Labor Relations Specialist

Date: 2-11-15

By:   
Unit President

Date: 2-9-2015

**COUNTY OF DELAWARE**

By:   
Chairman, Board of Supervisors

Date: 2/9/15

**MEMORANDUM OF AGREEMENT  
REGARDING LABOR MANAGEMENT MEETINGS**

The parties agree to the following regarding the establishment of Labor Management Meetings:

1. County-wide Labor Management meetings will be held on a one year trial basis. The parties may mutually agree to extend these meetings beyond the one year trial period, however, despite such extension, either party shall have the right to unilaterally discontinue the meetings at anytime after the one year trial period.
2. Purpose/Powers
  - A. To discuss specific problems or potential problems in an informal manner in an attempt to resolve or avoid such problems.
  - B. The committee shall not have the authority to negotiate or bargain over mandatory or non-mandatory subjects of negotiation.
  - C. All decisions or agreements reached by the committee
    - 1) Shall not be binding on either party
    - 2) Shall not set any precedents
    - 3) Shall not themselves be subject to the grievance procedure. However such agreements or decisions shall not effect the nature of the issues over which agreements or decisions were reached, i.e. an agreement on a particular issue does not effect whether that issue is grievable or not. No agreement or decision by the committee shall preclude either party from pursuing a grievance regarding the issues.
3. Composition of the Committee
  - A. County Regular Members
    - 1) Personnel Officer or his or her designee
    - 2) Department Heads or their designees involved in a particular issue under discussion
  - B. Union Regular Members
    - 1) Union President or his/her designee
    - 2) Other Union officials or unit members designated by the Union President
  - C. Others
    - 1) Other supervisory and regular staff directly involved in particular issues under discussion
  - D. Participation in Labor Management meetings shall be limited to a reasonable number of individuals to minimize the disruption of work requirements.
4. Meeting Schedules

The committee will meet quarterly on a regular meeting date mutually agreed to by the committee, provided either party requests such a meeting. Such requests will be submitted in writing at least ten (10) working days prior to the regular meeting day and shall include a proposed agenda and the names of individuals proposed to attend the meeting.

The committee may meet at such other times as is mutually agreeable.
5. Attendance of individual employees will be subject to their department work requirements, however a good faith effort will be made to release those employees considered essential to the discussions taking place.
- Employees attending meetings during their normal work day will not lose pay. Employees are expected to return to work as soon after the conclusion of a meeting as possible.
6. Each party will keep their own notes, and records of meetings, with no recording devices allowed.
7. Each party will designate one person to coordinate the scheduling of meetings and to submit proposed agendas.

**CIVIL SERVICE EMPLOYEES**  
**ASSOCIATION**

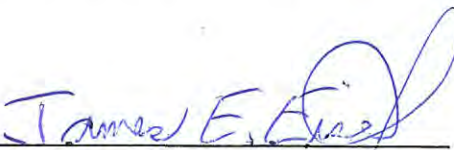
By:   
Labor Relations Specialist

Date: 2-11-15

By:   
Unit President

Date: 2-9-2015

**COUNTY OF DELAWARE**

By:   
Chairman, Board of Supervisors

Date: 2/9/15

**MEMORANDUM OF AGREEMENT  
REGARDING  
FOUR DAY WORK WEEK IN THE  
DEPARTMENT OF PUBLIC WORKS**

The Department of Public Works will institute a four day work week as herein specified subject to the following:

1. The four day work week is subject to annual approval by the Board of Supervisors and employees of the Department of Public Works except that Department of Public Works employees excluded from the four day work week schedule shall not vote on approval or disapproval of the four day work week.
2. The annual vote, provided for in "1", above by the Board of Supervisors and Department of Public Works employees shall be limited to approving or disapproving the four day work week as herein provided, i.e. the Board of Supervisors and Department of Public Works employees cannot, between themselves, modify the terms of the four day work week as herein contained. Any modification of the terms of the four day work week shall be subject to negotiations between the parties, i.e. the County and CSEA.
3. Sunset Provision: In the event the Board of Supervisors or Department of Public Works employees do not approve the four day work week in two consecutive years, this agreement shall become null and void and shall not continue into succeeding years despite Section 209a (1e) of the Civil Service Law.

Article VIII, Work Week:

1. Duration of Four Day Week Schedule:

The Department of Public Works will institute a four day work week with ten hour days for all staff except those assigned to the County landfill, and a four day work week with three nine (9) hour days and one eight (8) hour day for the office staff. Duration of the four day work week to be determined by Board Resolution.

2. Participating Employees: All Department of Public Works employees in the bargaining unit will be placed on a four day work week schedule except as follows:

- A. Engineering staff as designated by the Department of Public Works
- B. Personnel assigned to the County landfill

3. Schedule

Office Staff:

- A. Work week: Monday through Thursday or Tuesday through Friday.
- B. Work day: Employees shall work three nine (9) hour days and one eight (8) hour day.
- C. Friday, Saturday and Sunday, or Saturday, Sunday and Monday shall be considered participating employees' days off for the purposes of administering the terms of the agreement.
- D. The office of the Department of Public Works will be open Monday through Friday. Staff work weeks for the office staff must be rotated to ensure coverage on each of the five work days.
- E. Employees scheduled to work Monday through Thursday will work nine (9) hours Monday through Wednesday and eight (8) hours on Thursday. Employees scheduled to work Tuesday through Friday will work nine (9) hours Tuesday through Thursday and eight (8) hours on Friday.



All other staff:

- A. Work week: Monday through Thursday
- B. Work day: 6:00 AM to 4:30 PM with one half hour lunch period and one break in the morning and one break in the afternoon per current practice. However, the County shall have the option of changing to a 6:30 AM to 5:00 PM schedule provided the County gives affected employees at least five working days advance notice of the change in starting and quitting times.
- C. Friday, Saturday and Sunday shall be considered participating employees' days off for the purposes of administering the terms of the agreement.

4. Compensation, Overtime, Article IX Compensation

- A. Participating hourly employees will receive time and one half for all hours worked in excess of ten (10) hours per day or in excess of forty (40) hours per week.
- B. Salaried employees will continue to receive payment or compensatory time as provided in the agreement.

5. Paid Leave Time, Article X, Employee Benefits

- A. Sick Leave, Vacation, and Personal Time will be used in half hour units, i.e. in order to be paid for a full ten (10) hour day, an employee must use ten (10) hours of paid leave time. For office staff this would be nine (9) or eight (8) hours.
- B. Employees may elect not to use additional paid leave time in order to be paid for ten (10) hours, i.e. they may elect to be paid for only eight (8) hours. For office staff this would be nine (9) or eight (8) or may elect to be paid for only seven (7) hours.
- C. A ten (10) hour sick day shall be considered one day for the purposes of determining the number of sick days used.
- D. Employees who elect to be paid for eight (8) hours of paid leave time and go without pay for two hours instead of being paid for a full ten (10) hour day shall not be considered as going without pay.
- E. Holidays and Bereavement days for death occurring in the immediate family will be paid on a full ten (10) hour basis. The three one half days to attend the funerals of co-workers or close friends will be paid on a five hour basis. Employees will not be required to use additional hours to be paid for a full ten (10) hour holiday or bereavement day or a one half (½) bereavement day.
- F. Jury Duty - Modified to indicate that in no case will reimbursement be in excess of ten (10) hours per day nor will total reimbursement be in excess of thirty (30) scheduled working days per calendar year. Whereas Friday is considered a normal day off, employees will not be compensated for jury duty occurring on Friday.
- G. The office staff may not change their schedule in order to receive additional benefits.  
Example 1: Employee is scheduled to work eight hours (8) on Thursday. Employee requests and receives permission to take a floating holiday. Employee's Thursday schedule cannot be changed to a nine (9) hour day in order to receive an additional hour of leave time.  
Example 2: Employee's four day schedule is Monday through Thursday. Employee wants a Monday off. Employee may not trade schedules with a Tuesday through Friday employee in order to avoid having to use benefit time for the Monday.

6. Article XI, Grievance Procedure, Article VII Promotions, Article VII Employee Status and Rights, Layoffs and Recalls: For the purposes of these articles, workdays shall mean Monday through Thursday for an Department of Public Works employee scheduled for a four day week.

7. Article VII Employee Status and Rights, Discharge and Review: Change first paragraph to read thirty-two (32) hours instead of four (4) days in a calendar year for any Department of Public Works employee scheduled for a four day week.

8. Article IX Compensation, Out of Title Work: Modify number 2 to read "Employees are assigned to the higher classification for at least three (3) consecutive work days for those Department of Public Works employees scheduled for a four day week."

9. All other provisions of the agreement and departmental policies and procedures will remain in effect and unchanged unless specifically modified by this agreement.
10. Both parties enter into this agreement without prejudice. No precedents will be set, no practices will be established nor will either party limit or modify any of the rights they had prior to entering into this agreement. Once this agreement expires, there shall be a return to the status quo that existed prior to the parties entering into the agreement.

**CIVIL SERVICE EMPLOYEES**  
**ASSOCIATION**

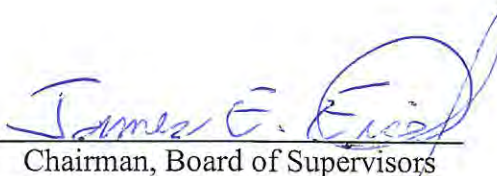
By:   
Labor Relations Specialist

Date: 2-11-15

By:   
Unit President

Date: 2-9-2015

**COUNTY OF DELAWARE**

By:   
Chairman, Board of Supervisors

Date: 2/9/15

**MEMORANDUM OF AGREEMENT REGARDING  
FOUR DAY WORK WEEK IN THE  
DEPARTMENT OF PUBLIC WORKS AUTOMOTIVE MAINTENANCE SHOP**

The Department of Public Works will institute a four day work week as herein specified subject to the following:

1. The four day work week is subject to annual approval by the Board of Supervisors and employees of the Department of Public Works Automotive Maintenance Shop except that Department of Public Works employees excluded from the four day work week schedule shall not vote on approval or disapproval of the four day work week.
2. The annual vote, provided for in "1", above, by the Board of Supervisors and Department of Public Works Automotive Mechanic Shop employees shall be limited to approving or disapproving the four day work week as herein provided, i.e. the Board of Supervisors and Department of Public Works Automotive Mechanic Shop employees cannot, between themselves, modify the terms of the four day work week as herein contained. Any modification of the terms of the four day work week shall be subject to negotiations between the parties, i.e. the County and CSEA.
3. Sunset Provision: This Agreement is in effect for a trial period from April 30, 2012 through October 27, 2012. Thereafter it shall run concurrent with the Department of Public Works Four Day Work Week. In the event the Board of Supervisors or Department of Public Works Automotive Mechanic Shop employees do not approve the four day work week in two consecutive years, this agreement shall become null and void and shall not continue into succeeding years despite Section 209a (1e) of the Civil Service Law.

Article VIII, Work Week:

1. Duration of Four Day Week Schedule:  
The Department of Public Works will institute a four day work week with ten hour days for all staff in the Automotive Mechanics Shop except those assigned to the County landfill. The duration of the four day work week to be determined by Board Resolution.
2. Participating Employees:  
All Department of Public Works employees in the Automotive Mechanics Shop except personnel assigned to the County landfill will be placed on a four day work week schedule. Adequate staffing to cover all aspects of the Department of Public Works Automotive Shop shall include, but not limited to:
  - A. Parts Clerk(s)
  - B. Senior Automotive Mechanic(s)
  - C. Automotive Mechanic(s)
  - D. Motor Equipment Maintenance Supervisor
3. Schedule:  
Work Week: Monday through Thursday or Tuesday through Friday.
  - A. Work day: 6:00 am to 4:30 pm with one half hour lunch period and one break in the morning and one break in the afternoon per current practice. However, the County shall have the option of changing to a 6:30 am to 5:00 pm schedule provided the County gives affected employees at least five working days advance notice of the change in starting and quitting times.
  - B. Days off: Friday, Saturday, Sunday or Saturday, Sunday, Monday shall be considered days off for the purposes of administering the terms of the agreement.

4. Compensation, Overtime, Article IX Compensation  
Participating hourly employees will receive time and one half for all hours worked in excess of ten (10) hours per day or in excess of forty (40) hours per week.  
Salaried employees will continue to receive payment or compensatory time as provided in the agreement.
5. Paid Leave Time, Article X, Employee Benefits
  - A. Sick Leave will be used in one quarter hour units, Vacation shall be used in one hour units, and Personal Time will be used in half hour units, i.e. in order to be paid for a full ten (10) hour day, an employee must use ten (10) hours of paid leave time.
  - B. Employees may elect not to use additional paid leave time in order to be paid for ten (10) hours, i.e. they may elect to be paid for only eight (8) hours.
  - C. A ten (10) hour sick day shall be considered one day for the purposes of determining the number of sick days used.
  - D. Employees who elect to be paid for eight (8) hours of paid leave time and go without pay for two hours instead of being paid for a full ten (10) hour day shall not be considered as going without pay.
  - E. Holidays and Bereavement days for death occurring in the immediate family will be paid on a full ten (10) hour basis. The three one half days to attend the funerals of co-workers or close friends will be paid on a five hour basis. Employees will not be required to use additional hours to be paid for a full ten (10) hour holiday or bereavement day or a one half (½) bereavement day.
  - F. Jury Duty - Modified to indicate that in no case will reimbursement be in excess of ten (10) hours per day nor will total reimbursement be in excess of thirty (30) scheduled working days per calendar year. Whereas Friday or Monday is considered a normal day off, employees will not be compensated for jury duty occurring on Friday or Monday, depending on the schedule.
  - G. Employees may not trade schedules in order to avoid having to use benefit time. For example, an employee's four day schedule is Monday through Thursday. The employee wants a Monday off. The employee may not trade schedules with a Tuesday through Friday employee in order to avoid having to use benefit time for Monday.
6. Article XI, Grievance Procedure, Article VII Promotions, Article VII Employee Status and Rights, Layoffs and Recalls: For the purposes of these articles, workdays shall mean Monday through Thursday or Tuesday through Friday for a Department of Public Works Automotive Mechanics Shop employee scheduled for a four day week.
7. Article VII Employee Status and Rights, Discharge and Review: Change first paragraph to read forty (40) hours in a calendar year for any Department of Public Works employee scheduled for a four day week.
8. Article IX Compensation, Out of Title Work: Modify number 2 to read "Employees in the Department of Public Works Automotive Mechanic Shop assigned to a higher classification for at least three (3) consecutive work days while scheduled for a four day week."
9. All other provisions of the agreement and departmental policies and procedures will remain in effect and unchanged unless specifically modified by this agreement.

10. Both parties enter into this agreement without prejudice. No precedents will be set, no practices will be established nor will either party limit or modify any of the rights they had prior to entering into this agreement. Once this agreement expires, there shall be a return to the status quo that existed prior to the parties entering into the agreement.

**CIVIL SERVICE EMPLOYEES**  
**ASSOCIATION**


By:   
Labor Relations Specialist

Date: 2-11-15

By:   
Unit President

Date: 2-9-2015

**COUNTY OF DELAWARE**

By:   
Chairman, Board of Supervisors

Date: 2/9/15

**APPENDIX A**  
**WAGE AND SALARY ADMINISTRATION**

1. Each labor grade represents an occupational classification or a group of occupational classifications that have been evaluated as having similar weighted values and have therefore been assigned to such labor grades for purposes of administering the terms of the Wage and Salary Structure.
2. Minimum and maximum salaries for each labor grade have been established; progression steps within each labor grade based on a yearly basis, unless otherwise stated, have also been established.
3. The procedure for administering the Wage and Salary Structure is as follows:

A. **EXPERIENCE DIFFERENTIAL**

In those areas, where recruitment of experienced personnel is difficult, persons with verifiable experience in that particular field may, at the discretion of the Personnel Officer, be placed on the existing increment schedule as follows:

One but less than two year's experience -----	Step 1
Two but less than three year's experience ---	Step 2
Three but less than four year's experience --	Step 3
Four but less than five year's experience ---	Step 4
Five or more years of experience -----	Step 5

B. **RECRUITMENT DIFFICULTIES AT MINIMUM SALARY**

In those areas where the job market changes rapidly, and where the supply of qualified personnel is limited, and where it is determined that qualified personnel with or without experience can not be recruited at the minimum salary established for the position, the Personnel Officer may authorize recruitment above the minimum salary. If persons are recruited above the minimum, then the salaries of all current employees in that classification will be brought up to the level of the new recruit.

C. **STEPS IN WAGE AND SALARY ADMINISTRATION**

Employees employed as of January 1 shall have the salary they are receiving as of December 31 adjusted as follows:

- 1) The first change in salary shall be the amount between their present salary and the next step in their progression.
- 2) Subsequent changes in salary shall be the amount noted in the wage and salary structure based on the steps of progression.

- D. Personnel employed prior to July 1st of any calendar year, shall be considered for a "step" increase on the January 1st date, following their employment, as having had one (1) year of service. Personnel employed after July 1st of any calendar year, shall on the January 1st date, following their employment, receive one-half (½) of the regular "step" increase, and one-half (½) of the regular "step" increase on the following July 1st. They shall advance to the next regular "step" on the January 1st date following.
- E. Except in the case of promotion from one labor grade to another, employees who are off step will not be placed on step until January 1st, of each year.
- F. Employees who are below the maximum of their labor grade but above the step preceding the maximum shall receive only the amount of increase to place them at the maximum at the time their increase by "step" is due.
- G. Employees who are at the maximum of their labor grade shall receive negotiated increases only.
- H. Employees who are receiving, as of December 31st, a rate in excess of their labor grades, shall receive negotiated increases only, unless and until they advance to a labor grade in which their rate of pay properly falls.

- I. Employees, regardless of their length of service, who have not reached the maximum of their labor grade, shall follow the regular procedure for reaching the maximum of their labor grade.
- J. **DEMOTION** In cases of demotion from a higher labor grade, an employee will be placed on the step in the lower labor grade as follows:
- 1) Where the employee had served in the lower position immediately before being promoted to the higher position, the employee will be placed on the step they would have been on if they had continued to serve in the lower position and had not been promoted.
  - 2) Where the employee did not serve in the lower grade position prior to serving in the higher position, the employee will be placed on the step in the lower position that they would have been on if they had served in the lower position instead of the higher position.
- K. **RECLASSIFICATION** If an employee's position is reclassified to a title in a lower labor grade through no fault of the employee and the employee's rate of pay at the time of reclassification exceeds the maximum of the lower labor grade the employee shall, during the period of incumbency, retain the rate of pay he or she was receiving in the higher rated title but will not receive any increments he or she would have received in the higher rated title.
- L. **PROMOTION AND REALLOCATION**
- 1) If an employee is promoted to another position in a higher labor grade, or if an employee's current position is reallocated to a higher labor grade, the employee will be placed on a step in the higher labor grade which will result in an increase in their salary of not less than four percent (4%).
  - 2) If the promotion or reallocation occurs on January 1 (the date when COLA raises and increments are normally granted), the previous year's salary schedule and the employee's salary on December 31st plus any increment due on January 1 will be used in calculating the 4% increase, i.e. COLA increases will be applied after the 4% increase is calculated.
  - 3) In calculating the 4% increase in hourly rate for promotion to Heavy Equipment Operator or Bridge Construction Mechanic, thirty (.30) cents will not be subtracted from the rates for these titles.
- M. **TEMPORARY ASSIGNMENTS TO HIGHER GRADE JOBS** In the event of an employee being appointed to a higher level job on a temporary basis, to replace an employee on an authorized leave of absence, the employee's salary while in the higher level job will be determined in the same manner as a promotion. At the end of the temporary employment and return of the employee to his former classification, the employee's salary will be computed as if the person had remained in his or her former classification.
- N. **HEAVY EQUIPMENT OPERATOR AND BRIDGE CONSTRUCTION MECHANIC**
- 1) Except as hereafter indicated, the first year of employment as an HEO or BCM is considered a training period with a reduced rate of thirty cents (\$.30) less per hour than the base rate for HEO or BCM. Individuals promoted to an HEO or BCM, on or after the date the 1998-2001 agreement is ratified by both parties, will have the time they received out of title pay, for the title to which they are promoted, subtracted from the one year training period as follows: one week will be subtracted for each week or any portion of a week in which the employee received out of title pay, limited to the two year period immediately preceding the date of promotion. To be eligible for this training rate an individual must possess a valid CDL B New York State Operators license or higher level license. Individuals who do not possess the appropriate driver's license shall be paid at the rate they were being paid prior to the time they entered the training program, until such time as they obtain the appropriate driver's license.

- 2) Individuals in the training period will receive general increases but no increments.
  - 3) Prior to completion of the training period, HEO trainees will be expected to demonstrate the ability to satisfactorily operate and maintain heavy equipment including a field performance test. BCM trainees will be expected to demonstrate the ability to satisfactorily perform a variety of tasks required of a BCM.
  - 4) Upon successful completion of the one (1) year training period, individuals will be placed on the base rate for HEO or BCM on his or her anniversary date. Thereafter he or she will receive regular step increases.
- O. Cooks employed in the Sheriff's Department may be placed on a ten (10) hour per day, four (4) days per week schedule at the discretion of the Sheriff provided the cooks affected by such a change have approved such a change by majority vote. While on a 10 hour day 4 day week schedule, terms and conditions of employment shall be determined in the same manner as Department of Public Works employees on the same schedule.
- P. If during the life of the contract, an error in the calculation of the rates contained in the various salary schedules is discovered, both parties will be notified of such error and said rates will be corrected based on Article IX. If an error results in an employee being overpaid, the employees rate of pay will be adjusted at the time the error is discovered, however no retroactive adjustment to the employees rate of pay will be made. If an error results in an employee being underpaid, a retroactive adjustment in the employee's rate of pay will be made.



## **APPENDIX B**

The Hourly Salary Schedule for Permanent Part-time Employees shall be as follows:

1. The **hourly** rate for positions in salaried labor grade **three** (3) through **five** (5) in Appendix A will be:

### **2015**

<b><u>Base</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
12.94	13.00	13.05	13.12	13.19	13.27

### **2016**

<b><u>Base</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
13.42	13.48	13.53	13.60	13.67	13.75

### **2017**

<b><u>Base</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
13.69	13.75	13.80	13.87	13.94	14.03

### **2018**

<b><u>Base</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
14.26	14.32	14.37	14.44	14.51	14.60

2. Hourly rates for permanent part-time positions in salaried labor grades six (6) and above shall be computed by dividing the base salary and each step in the full-time salary schedule by the total number of regular hours worked in a year by a full-time employee.

## **APPENDIX C**

### **Positions Excluded from the Bargaining Unit**

#### **Alcoholism Clinic**

Director, Alcoholism Clinic

#### **Board of Elections**

Commissioners

Deputy Commissioners

#### **Board of Supervisors**

Chairman, Board of Supervisors

Supervisors

#### **Buildings**

Superintendent Buildings and Grounds

#### **OET/CDO Workforce**

Employment and Training Director II

#### **Clerk of Board of Supervisors**

All employees employed in the office of the Clerk of the Board of Supervisors

#### **County Attorney**

County Attorneys

#### **County Clerk**

County Clerk

Deputy County Clerk

2nd Deputy County Clerk

3rd Deputy County Clerk

#### **Solid Waste**

Director of Solid Waste

#### **County Treasurer**

County Treasurer

Deputy County Treasurer

#### **Department of Emergency Services**

Director of Emergency Services

#### **District Attorney**

District Attorney

#### **Director of District Attorney Investigations**

Assistant District Attorney

Secretary to the District Attorney

#### **Drug-Abuse**

Director of Drug Abuse Program

#### **Economic Development**

Director of Economic Development

**Industrial Development**

Director of Industrial Development

**Information Technology**

Director Information Technology

**Mental Health Clinic**

Director of Community Mental Health Services

Supervising Fiscal Officer

Director Intensive Youth and Family Treatment Program

Director Children's Services and Program Development

**Office for the Aging**

Director, Office for the Aging

**Personnel Department**

All employees employed in the Personnel Office

**Planning Board**

County Planning Director

**Probation Department**

Probation Director I

**Public Health**

Director of Public Health

Director of Patient Services

**Department of Public Works Administration**

Department of Public Works Commissioner

Deputy Department of Public Works Commissioner

Assistant to Department of Public Works Commissioner

General Highway Supervisor

General Highway Supervisor II

Senior Personnel Clerk

Safety and Training Manager

**Scaler of Weights and Measures**

Director of Weights and Measures I

**Sheriff's Office**

Sheriff

Undersheriff

Major

Deputy Sheriff Lieutenant

Corrections Lieutenant

**Social Services Department**

Commissioner of Social Services

**Deputy Commissioner of Social Services**

Director of Social Services

Director of Administrative Services

Director of Programs

Director of Social Services Investigations

Accounting Supervisor Grade A/Director Fiscal Management

Director of Income Maintenance

**Tax & Assessment**

Director of Real Property Tax Services I

**Veterans Service Agency**

Director of Veterans Service Agency

**Watershed Affairs**

Commissioner of Watershed Affairs

Assistant to the Commissioner of Watershed Affairs

## SALARIED 2015

LABOR GRADE	HOURS PER WEEK	BASE	1	2	3	4	5	
3	Annual	27584	27911	28236	28559	28884	29209	
	40	13.2107	13.3673	13.523	13.6777	13.8333	13.989	40 Cleaner
	35	15.098	15.277	15.4548	15.6316	15.8095	15.9874	40 Custodial Worker
	37.5	14.0914	14.2585	14.4245	14.5895	14.7556	14.9216	40 Food Service Helper
								40 Laborer (Infirmary)
4	Annual	27764	28086	28412	28737	29064	29388	40 Laundry Worker
	40	13.2969	13.4511	13.6073	13.7629	13.9195	14.0747	40 Seamstress
	35	15.1965	15.3727	15.5512	15.7291	15.908	16.0854	35 Assessment Records Clerk Trainee
								35 Chauffeur
								35 Clerk
5	Annual	28313	28638	28965	29290	29614	29939	35 Telephone Switchboard Operator
	40	13.5599	13.7155	13.8721	14.0278	14.183	14.3386	35 Typist
	35	15.497	15.6749	15.8539	16.0317	16.2091	16.387	35 Leisure Time Activities Aide
								40 Nurses Aide
								35 Offset Printing Machine Operator Trainee
6	Annual	28681	29006	29332	29656	29982	30309	
	40	13.7361	13.8918	14.0479	14.2031	14.3592	14.5158	35 Account Clerk
	35	15.6984	15.8763	16.0547	16.2321	16.4105	16.5895	35 Account Clerk Typist
	37.5	14.6519	14.8179	14.9844	15.1499	15.3165	15.4835	35 Civil Clerk
								35 Community Services Worker
6.1	Annual	28760	29084	29407	29734	30060	30385	35 Data Base Clerk
	40	13.7739	13.9291	14.0838	14.2404	14.3966	14.5522	35 Tax and Title Searcher
	35	15.7417	15.919	16.0958	16.2748	16.4532	16.6311	35 Youth Counselor
								37.5 Home Health Aide
7	Annual	29049	29375	29699	30026	30350	30674	
	40	13.9124	14.0685	14.2237	14.3803	14.5354	14.6906	35 Medical Audit Clerk
	35	15.8998	16.0783	16.2556	16.4346	16.6119	16.7893	35 Medical Billing Clerk
								35 Medical Records Clerk
								40 Occupational Therapy Aide
8	Annual	29596	29921	30244	30572	30905	31247	40 Physical Therapy Aide
	40	14.1743	14.33	14.4847	14.6418	14.8012	14.965	35 Receptionist
	35	16.1992	16.3771	16.5539	16.7334	16.9157	17.1029	40 Rehabilitation Technician
								35 Senior Clerk
								35 Senior Typist
9	Annual	30143	30470	30799	31141	31491	31849	35 Stenographer
	40	14.4363	14.5929	14.7505	14.9143	15.0819	15.2534	35 Assessment Records Clerk
	35	16.4986	16.6776	16.8577	17.0449	17.2365	17.4324	40 Building Maintenance Aide
								35 Motor Vehicle License Clerk
								35 Offset Printing Machine Operator

## SALARIED 2015

LABOR GRADE	HOURS PER WEEK	BASE	1	2	3	4	5	
10	Annual	30581	30916	31257	31615	31979	32354	35 Administrative Aide 35 Assistant Motor Vehicle Bureau Supervisor 35 BICS Operator 35 Computer Operator 35 Early Intervention Program Specialist 35 Long Term Care Program Specialist 35 Records Management Specialist 35 Support Investigator 35 Youth Program Specialist
	40	14.6461	14.8065	14.9698	15.1413	15.3156	15.4952	
	35	16.7384	16.9217	17.1084	17.3043	17.5036	17.7088	
11	Annual	31202	31635	32078	32531	33001	33496	40 Cook 40 Dispatcher 40 Engineering Aide
	40	14.9435	15.1509	15.363	15.58	15.8051	16.0421	
	35	17.0783	17.3153	17.5577	17.8057	18.0629	18.3339	
12	Annual	31883	32332	32794	33282	33772	34277	35 Administrative Assistant 40 Assistant Housekeeper 40 Head Cook 35 Medical Records Technician 35 Mental Health Records Technician 35 Payroll Clerk 35 Personnel Clerk (Sheriff) 35 Rabies Control Coordinator 35 Records Management Coordinator 35 Support Collection Unit Supervisor 35 Tax Map Technician Trainee 35 Tax Coordinator
	40	15.2696	15.4847	15.7059	15.9397	16.1743	16.4162	
	35	17.451	17.6968	17.9496	18.2167	18.4849	18.7614	
13	Annual	32640	33118	33612	34110	34622	35135	35 Aging Services Representative 35 Assistant Social Services Computer Operations Coordinator 35 Computer HelpDesk/Trainer 35 Personnel Clerk 35 Social Services Program Specialist 35 Senior Support Investigator
	40	15.6322	15.8611	16.0977	16.3362	16.5814	16.8271	
	35	17.8654	18.127	18.3974	18.67	18.9502	19.231	
14	Annual	33733	34233	34748	35266	35801	36332	35 Assessment Records Supervisor 40 Assistant Building Maintenance Mechanic 35 Children's Program Specialist 40 Custodian 40 Dietetic Technician 35 Legal Secretary 35 Managed Care Specialist 35 Medical Auditor 35 Senior HEAP Examiner 35 Third Party Resource Specialist
	40	16.1557	16.3951	16.6418	16.8898	17.1461	17.4004	
	35	18.4636	18.7373	19.0192	19.3027	19.5955	19.8862	
15	Annual	34291	34800	35321	35857	36391	36926	35 911 Coordinator 35 Assistant to Director Veterans Services 35 Grants Manager I 35 Leisure Time Activities Director 35 Paralegal Assistant 35 Social Services Investigator Trainee 35 Tax Map Technician
	40	16.4229	16.6667	16.9162	17.1729	17.4286	17.6849	
	35	18.769	19.0476	19.3328	19.6262	19.9184	20.2113	
	37.5	17.5178	17.7778	18.0439	18.3178	18.5905	18.8639	
16	Annual	35493	36024	36558	37092	37646	38204	35 Administrative Assistant (DSS, OFA, DPW, Sheriff) 40 Assistant Food Service Manager 35 Assistant Social Worker (CMH) 35 Employment and Training Coordinator 35 Employment and Training Counselor 35 Motor Vehicle Bureau Supervisor 40 Pharmacy Aide 35 Principal Account Clerk 35 Principal Account Clerk Typist 35 Probation Officer Trainee 35 Resource Consultant 40 Senior Bridge Painter 40 Senior Engineering Aide 35 Social Services Connections Coordinator 40 Social Work Assistant *** 35 Caseworker Trainee 40 Working Supervisor 35 Youth Program Director 40 Engineering Records Clerk ***40 hr/week paid at 35 hr rate
	40	16.9986	17.2529	17.5086	17.7644	18.0297	18.2969	
	35	19.4269	19.7176	20.0099	20.3021	20.6054	20.9108	
	***	40563	41170	41781	42391	43024	43662	

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED					2015
			1	2	3	4	5	
17	Annual	36082	36614	37154	37704	38269	38827	35 Addiction Counselor 35 Alcoholism Counselor
	40	17.2807	17.5354	17.7941	18.0575	18.3281	18.5953	
	35	19.7493	20.0405	20.3361	20.6371	20.9464	21.2518	35 Drug Abuse Counselor 35 Drug Abuse Educator 35 EMS/Emergency Management Coord
	37.5	18.4327	18.7045	18.9803	19.2613	19.5499	19.835	37.5 G.I.S. Technician 35 Purchasing Agent 35 Senior Social Services Program Specialist
17.1	Annual	36655	37189	37743	38304	38865	39429	
	40	17.5551	17.8108	18.0761	18.3448	18.6135	18.8836	
	35	20.0629	20.3552	20.6585	20.9655	21.2726	21.5813	
18	Annual	37253	37813	38374	38934	39498	40059	35 Asst. to Director of EMS 35 Assist. Director Real Property Tax Serv. I 35 Case Manager 35 Computer Technician (I) 35 Junior Accountant 35 Mental Health Community Advocacy Wkr. 35 Paralegal 35 Social Services Investigator 35 Tax Collection Supervisor 35 Training and Educational Coordinator 35 District Attorney Investigator
	40	17.8415	18.1097	18.3784	18.6466	18.9167	19.1853	
	35	20.3903	20.6968	21.0038	21.3103	21.619	21.9261	
	37.5	19.0309	19.317	19.6036	19.8897	20.1778	20.4644	
19	Annual	38440	39103	39762	40424	41085	41747	35 Accounting Supervisor Grade B 40 Building Maintenance Mechanic 35 Caseworker 35 Probation Officer 35 Tax Map Supervisor 35 Child Support Coordinator
	40	18.41	18.7275	19.0431	19.3602	19.6767	19.9938	
	35	21.04	21.4028	21.7635	22.1259	22.4877	22.85	
	37.5	19.6373	19.976	20.3126	20.6508	20.9885	21.3267	
20	Annual	39536	40238	40941	41643	42346	43051	40 Occupational Therapy Assistant 40 Physical Therapy Assistant 37.5 Planner Trainee 40 Pub.Wks. Safety & Training Coordinator 35 Senior Drug Abuse Counselor 35 Senior Drug Abuse Educator 35 Coordinator of Services for Aging 35 Senior Employment and Training Counselor 35 Senior Social Services Investigator 35 Senior District Attorney Investigator
	40	18.9349	19.2711	19.6078	19.944	20.2807	20.6183	
	35	21.6398	22.0241	22.4089	22.7931	23.1779	23.5638	
	37.5	20.1972	20.5558	20.9149	21.2736	21.6327	21.9928	
21	Annual	40067	40822	41575	42331	43084	43841	40 Bridge Crew Leader 40 Building Maintenance Mechanic II
	40	19.1892	19.5508	19.9114	20.2735	20.6341	20.9966	
	35	21.9305	22.3437	22.7559	23.1697	23.5818	23.9962	40 Highway Crew Supervisor 40 Senior Automotive Mechanic 35 Senior Case Manager 40 Solid Waste Crew Supervisor
22	Annual	40858	41636	42416	43191	43966	44747	37.5 Computer Programmer Trainee 35 Computer Technician (II) 35 Grants Manager II 35 Principal Social Services Program Specialist 35 Sr. SS Systems Coordinator
	40	19.568	19.9406	20.3142	20.6853	21.0565	21.4306	
	35	22.3634	22.7893	23.2162	23.6404	24.0646	24.4921	
	37.5	20.8725	21.27	21.6685	22.0644	22.4603	22.8593	
23	Annual	41911	42764	43617	44470	45322	46176	35 Addiction Counselor (CASAC) 35 Alcoholism Counselor (CASAC) 40 Assistant Civil Engineer 35 Business Manager 40 Communications Supervisor 35 Drug Abuse Counselor (CASAC) 35 Emp. & Trng. Program Supervisor 40 Project Crew Supervisor 35 Senior Caseworker I 35 Senior Probation Officer 35 Supervising Social Services Investigator
	40	20.0723	20.4808	20.8894	21.2979	21.7059	22.1149	
	35	22.9398	23.4067	23.8736	24.3404	24.8068	25.2742	
	37.5	21.4105	21.8462	22.282	22.7178	23.153	23.5893	

## SALARIED 2015

LABOR GRADE	HOURS PER WEEK	BASE	1	2	3	4	5	
25	Annual	43509	44435	45361	46286	47213	48140	40 Bridge Construction Supervisor 35 E & T Fiscal/Office Manager 37.5 Environmental Technician 40 Motor Equipment Maintenance Supervisor 37.5 Planner 37.5 Program Coordinator 35 Senior Caseworker II 35 Senior Computer Technician
	40	20.8376	21.2811	21.7246	22.1676	22.6116	23.0556	
	35	23.8144	24.3213	24.8281	25.3344	25.8418	26.3492	
	37.5	22.2268	22.6999	23.1729	23.6455	24.119	24.5926	
26	Annual	44834	45842	46849	47858	48865	49872	37.5 GIS Analyst 35 Head Social Services Program Specialist 37.5 Health Education Coc 35 Senior Addiction Counselor 35 Senior Alcoholism Counselor (CASAC) 35 Social Worker 35 Staff Development Coordinator
	40	21.4722	21.955	22.4373	22.9205	23.4028	23.8851	
	35	24.5397	25.0914	25.6426	26.1949	26.746	27.2972	
	37.5	22.9037	23.4186	23.9331	24.4485	24.963	25.4774	
27	Annual	46157	47253	48347	49445	50540	51633	40 Assistant Employment and Training Director II 35 Case Supervisor Grade B 35 Special Education Coordinator
	40	22.1058	22.6307	23.1547	23.6806	24.205	24.7284	
	35	25.2638	25.8637	26.4625	27.0635	27.6628	28.2611	
	37.5	23.5796	24.1395	24.6983	25.2593	25.8186	26.377	
28	Annual	47486	48632	49777	50927	52071	53221	40 Civil Engineer 40 Director of Environmental Services 35 Fiscal and Information Manager 35 Social Services Computer Operations Coordinator 37.5 Program Coordinator 37.5 Network Specialist 35 Supervising Probation Officer
	40	22.7423	23.2912	23.8396	24.3903	24.9382	25.489	
	35	25.9912	26.6185	27.2452	27.8747	28.5008	29.1303	
	37.5	24.2585	24.8439	25.4289	26.0163	26.6008	27.1883	
29	Annual	48804	49977	51151	52324	53497	54672	37.5 Economic Development Specialist 37.5 Environmental Planner 37.5 GIS Coordinator 37.5 Senior Planner
	40	23.3736	23.9353	24.4976	25.0594	25.6212	26.1839	
	35	26.7126	27.3547	27.9973	28.6393	29.2813	29.9245	
	37.5	24.9318	25.531	26.1308	26.73	27.3292	27.9295	
30	Annual	50137	51354	52569	53782	55000	56213	35 Accountant 35 Managed Care Program Coordinator 35 Speech Pathologist 35 Staff Social Worker 35 Case Supervisor Grade A
	40	24.012	24.5948	25.1767	25.7577	26.341	26.9219	
	35	27.4423	28.1084	28.7734	29.4373	30.104	30.7679	
	37.5	25.6128	26.2345	26.8552	27.4748	28.0971	28.7167	
31	Annual	51465	52681	53900	55112	56331	57545	37.5 Computer Programmer II 40 Reimbursement Specialist
	40	24.648	25.2304	25.8142	26.3946	26.9784	27.5599	
	35	28.1691	28.8347	29.5019	30.1653	30.8325	31.497	
	37.5	26.2912	26.9124	27.5351	28.1543	28.777	29.3972	
32	Annual	53361	54577	55790	57006	58218	59437	37.5 Chief Planner 40 Health Care Facility Comptroller 37.5 Network Manager 35 Service Coordinator 40 Plant Manager
	40	25.556	26.1384	26.7193	27.3017	27.8822	28.466	
	35	29.2069	29.8725	30.5364	31.202	31.8654	32.5326	
	37.5	27.2598	27.881	28.5006	29.1218	29.741	30.3637	



LABOR GRADE	HOURS PER WEEK	BASE	SALARIED					2015
			1	2	3	4	5	
33	Annual	54119	55336	56553	57718	58985	60201	37.5 Senior Computer Programmer 35 Senior Staff Social Worker
	40	25.9191	26.5019	27.0848	27.6427	28.2495	28.8319	
	35	29.6218	30.2879	30.954	31.5917	32.2852	32.9507	
	37.5	27.647	28.2687	28.8904	29.4856	30.1328	30.754	
34	Annual	55196	56410	57629	58792	60060	61276	37.5 Public Health Epidemiologist
	40	26.4349	27.0163	27.6001	28.1571	28.7644	29.3467	
	35	30.2113	30.8758	31.543	32.1795	32.8736	33.5391	
	37.5	28.1972	28.8174	29.4401	30.0342	30.682	31.3032	
35	Annual	56272	57487	58703	59868	61135	62352	37.5 Director of Rehabilitation Serv
	40	26.9502	27.5321	28.1145	28.6724	29.2792	29.8621	
	35	30.8002	31.4652	32.1308	32.7685	33.462	34.1281	
	37.5	28.7469	29.3676	29.9888	30.5839	31.2312	31.8529	
35.1	Annual	56978	58190	59409	60626	61840	63057	37.5 Computer Programmer/Analyst 35 Service Care Coordinator
	40	27.2883	27.8688	28.4526	29.0354	29.6169	30.1997	
	35	31.1866	31.85	32.5172	33.1834	33.8478	34.514	
	37.5	29.1075	29.7267	30.3494	30.9711	31.5913	32.213	
36	Annual	58186	59401	60619	61838	63047	64266	37.5 Physical Therapist
	40	27.8669	28.4488	29.0321	29.6159	30.1949	30.7787	
	35	31.8478	32.5129	33.1795	33.8467	34.5085	35.1757	
	37.5	29.7246	30.3453	30.9676	31.5903	32.2079	32.8307	
37	Annual	59396	60610	61827	63043	64257	65475	
	40	28.4464	29.0278	29.6106	30.193	30.7744	31.3578	
	35	32.5101	33.1746	33.8407	34.5063	35.1708	35.8374	
	37.5	30.3428	30.963	31.5847	32.2059	32.8261	33.4483	
38	Annual	60752	61967	63183	64397	65613	66830	40 Registered Physician's Assistant 37.5 Supervising Programmer/Analyst 35 Supervising Social Worker
	40	29.0958	29.6777	30.2601	30.8415	31.4239	32.0067	
	35	33.2523	33.9174	34.5829	35.2474	35.913	36.5791	
	37.5	31.0355	31.6562	32.2774	32.8976	33.5188	34.1405	
39	Annual	62095	63310	64527	65740	66958	68174	
	40	29.739	30.3209	30.9037	31.4847	32.068	32.6504	
	35	33.9874	34.6524	35.3186	35.9825	36.6492	37.3147	
	37.5	31.7216	32.3423	32.964	33.5837	34.2059	34.8271	

## SALARIED 2015

LABOR GRADE	HOURS PER WEEK	BASE	1	2	3	4	5	
40	Annual	63437	64655	65869	67086	68302	69517	40 Senior Civil Engineer
	40	30.3817	30.965	31.5465	32.1293	32.7117	33.2936	
	35	34.7219	35.3886	36.0531	36.7192	37.3848	38.0498	
	37.5	32.4072	33.0294	33.6496	34.2713	34.8925	35.5132	
41	Annual	64780	65997	67214	68428	69646	70862	
	40	31.0249	31.6078	32.1906	32.772	33.3554	33.9377	
	35	35.457	36.1232	36.7893	37.4537	38.1204	38.786	
	37.5	33.0932	33.7149	34.3367	34.9568	35.5791	36.2003	
42	Annual	66126	67341	68559	69770	70990	72206	
	40	31.6695	32.2514	32.8348	33.4148	33.999	34.5814	
	35	36.1938	36.8588	37.5255	38.1883	38.856	39.5216	
	37.5	33.7808	34.4015	35.0238	35.6424	36.2656	36.8868	
43	Annual	67469	68686	69902	71117	72334	73548	
	40	32.3127	32.8956	33.478	34.0599	34.6427	35.2241	
	35	36.9288	37.595	38.2605	38.9256	39.5917	40.2562	
	37.5	34.4669	35.0886	35.7098	36.3305	36.9522	37.5724	
44	Annual	68814	70031	71243	72460	73678	74895	
	40	32.9569	33.5398	34.1202	34.7031	35.2864	35.8693	
	35	37.665	38.3311	38.9945	39.6606	40.3273	40.9934	
	37.5	35.154	35.7757	36.3949	37.0166	37.6388	38.2605	
45	Annual	70158	71372	72589	73804	75020	76238	
	40	33.6006	34.182	34.7648	35.3467	35.9291	36.5125	
	35	38.4007	39.0651	39.7313	40.3963	41.0619	41.7285	
	37.5	35.8406	36.4608	37.0825	37.7032	38.3244	38.9466	
46	Annual	71363	72579	73798	75011	76227	77442	35 Supervising Psychologist
	40	34.1777	34.7601	35.3439	35.9248	36.5072	37.0891	
	35	39.0602	39.7258	40.393	41.0569	41.7225	42.3875	
	37.5	36.4562	37.0774	37.7001	38.3198	38.941	39.5617	
47	Annual	72707	73923	75141	76353	77570	78786	
	40	34.8214	35.4037	35.9871	36.5675	37.1504	37.7328	
	35	39.7958	40.4614	41.1281	41.7915	42.4576	43.1232	
	37.5	37.1428	37.764	38.3862	39.0054	39.6271	40.2483	
48	Annual	74051	75266	76484	77698	78916	80131	
	40	35.465	36.0469	36.6303	37.2117	37.795	38.3769	
	35	40.5315	41.1965	41.8632	42.5276	43.1943	43.8593	
	37.5	37.8294	38.4501	39.0723	39.6925	40.3147	40.9354	

## SALARIED 2015

LABOR GRADE	HOURS PER WEEK	BASE	1	2	3	4	5	
49	Annual	75396	76608	77828	79042	80259	81475	
	40	36.1092	36.6897	37.2739	37.8554	38.4382	39.0206	
	35	41.2677	41.931	42.5988	43.2633	43.9294	44.595	
	37.5	38.5165	39.1356	39.7589	40.3791	41.0008	41.622	
50	Annual	76736	77954	79173	80387	81604	82816	40 Senior Civil Engineer II
	40	36.751	37.3343	37.9181	38.4995	39.0824	39.6628	
	35	42.0011	42.6678	43.335	43.9995	44.6656	45.329	
	37.5	39.201	39.8232	40.446	41.0662	41.6879	42.307	
51	Annual	78081	79299	80516	81732	82946	84162	
	40	37.3951	37.9784	38.5613	39.1437	39.7251	40.3075	
	35	42.7373	43.4039	44.0701	44.7356	45.4001	46.0657	
	37.5	39.8881	40.5103	41.1321	41.7533	42.3734	42.9946	
52	Annual	79426	80642	81861	83073	84290	85506	
	40	38.0393	38.6216	39.2055	39.7859	40.3688	40.9511	
	35	43.4735	44.139	44.8062	45.4696	46.1357	46.8013	
	37.5	40.5752	41.1964	41.8192	42.4383	43.06	43.6812	
53	Annual	80777	81986	83205	84417	85635	86851	
	40	38.6863	39.2653	39.8491	40.4296	41.0129	41.5953	
	35	44.2129	44.8747	45.5419	46.2053	46.8719	47.5375	
	37.5	41.2654	41.883	42.5057	43.1249	43.7471	44.3683	
54	Annual	82113	83330	84547	85761	86980	88195	
	40	39.3261	39.909	40.4919	41.0733	41.6571	42.239	
	35	44.9442	45.6103	46.2764	46.9409	47.6081	48.2731	
	37.5	41.9479	42.5696	43.1913	43.8115	44.4342	45.0549	
55	Annual	83458	84674	85890	87106	88324	89537	
	40	39.9703	40.5527	41.1351	41.7174	42.3008	42.8817	
	35	45.6804	46.3459	47.0115	47.6771	48.3437	49.0077	
	37.5	42.635	43.2562	43.8774	44.4986	45.1208	45.7405	
56	Annual	84801	86019	87235	88450	89665	90879	
	40	40.6135	41.1968	41.7792	42.3611	42.943	43.5244	
	35	46.4154	47.0821	47.7477	48.4127	49.0777	49.7422	
	37.5	43.3211	43.9433	44.5645	45.1852	45.8059	46.4261	

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED					2015
			1	2	3	4	5	
65	Annual	37032	37548	38083	38632	39193	39751	40
	40	17.7356	17.9828	18.239	18.5019	18.7706	19.0378	
65.5	Annual	40176	40742	41329	41927	42544	43156	40 Licensed Practical Nurse
	40 GPN	19.2414 18.9414	19.5125	19.7936	20.08	20.3755	20.6686	
66	Annual	43212	44087	45283	45838	46708	47584	40
	40	20.6954	21.1145	21.6873	21.9531	22.3697	22.7893	
66.5	Annual	46354	47299	48244	49190	50130	51077	40 Registered Professional Nurse
	40 GN	22.2002 21.9002	22.6528	23.1054	23.5584	24.0086	24.4622	
67	Annual	47156	48134	49117	50101	51075	52066	40 Head Nurse Trainee
	40	22.5843	23.0527	23.5235	23.9947	24.4612	24.9358	
67.5	Annual	50355	51406	52463	53517	54572	55628	40 Head Nurse
	40	24.1164	24.6197	25.126	25.6307	26.136	26.6418	
69	Annual	50873	51857	52836	53821	54803	55785	40
	40	24.3645	24.8357	25.3046	25.7763	26.2466	26.717	
69.5	Annual	54042	55094	56139	57186	58238	59286	40 Nurse Practitioner 40 Supervising Nurse
	40	25.8822	26.386	26.8865	27.3879	27.8918	28.3937	
70	Annual	55639	56888	58135	59378	60627	61873	37.5 Occupational Therapist
	37.5	28.4235	29.0616	29.6986	30.3336	30.9716	31.6082	

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED					2015	
			1	2	3	4	5		
82	Hourly 40	14.53	14.6225	14.7199	14.8283	14.9387	15.0491		40 Laborer
83	Hourly 40	14.7561	14.8459	14.9357	15.0292	15.1402	15.2534		40 Bus Driver (OFA&Veterans) 40 Motor Equipment Operator
84	Hourly 40	15.1035	15.1974	15.2928	15.3908	15.5081	15.6271		40 Automotive Mechanic Helper 40 Bridge Painter
85	Hourly 40	15.5871	15.6892	15.792	15.8989	16.028	16.1568		40 Automotive Parts Clerk
86	Hourly 40	16.1988	16.329	16.464	16.5966	16.7302	16.8658		
87	Hourly 40	16.775	16.8881	17.004	17.1207	17.2596	17.3979		40 Bridge Construction Mechanic 40 Bridge Welder 40 Heavy Equipment Operator 40 Senior Automotive Parts Clerk 40 Welder
	Training Rate HEO/BC	16.475							
88	Hourly 40	17.8386	17.9605	18.0822	18.2027	18.3494	18.4953		40 Automotive Body Repairer 40 Automotive Mechanic 40 Sign Shop Worker
90	Hourly 40	18.528	18.6519	18.7868	18.9106	19.0345	19.1694		40 Crane Operator

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2016					
			1	2	3	4	5	
3	Annual	28584	28911	29236	29559	29884	30209	
	40	13.6897	13.8463	14.0019	14.1566	14.3123	14.4679	40 Cleaner
								40 Custodial Worker
	35	15.6453	15.8243	16.0022	16.179	16.3569	16.5348	40 Food Service Helper
								40 Laborer (Infirmary)
4								40 Laundry Worker
	37.5	14.6023	14.7693	14.9354	15.1004	15.2664	15.4324	40 Seamstress
	Annual	28764	29086	29412	29737	30064	30388	35 Assessment Records Clerk Trainee
	40	13.7759	13.9301	14.0862	14.2419	14.3985	14.5536	35 Chauffeur
								35 Clerk
5								35 Telephone Switchboard Operator
	35	15.7438	15.9201	16.0985	16.2764	16.4554	16.6327	35 Typist
	Annual	29313	29638	29965	30290	30614	30939	35 Leisure Time Activities Aide
	40	14.0388	14.1944	14.3511	14.5067	14.6619	14.8175	40 Nurses Aide
								35 Offset Printing Machine Operator Trainee
6								
	35	16.0443	16.2222	16.4012	16.5791	16.7564	16.9343	
	Annual	29681	30006	30332	30656	30982	31309	35 Account Clerk
	40	14.215	14.3707	14.5268	14.682	14.8381	14.9947	35 Account Clerk Typist
								35 Civil Clerk
6.1								35 Community Services Worker
	35	16.2458	16.4236	16.6021	16.7794	16.9579	17.1368	35 Data Base Clerk
								35 Tax and Title Searcher
	37.5	15.1627	15.3287	15.4953	15.6608	15.8273	15.9944	35 Youth Counselor
								37.5 Home Health Aide
7	Annual	29760	30084	30407	30734	31060	31385	
	40	14.2529	14.408	14.5627	14.7193	14.8755	15.0311	
	35	16.289	16.4663	16.6431	16.8221	17.0005	17.1784	
8	Annual	30049	30375	30699	31026	31350	31674	35 Medical Audit Clerk
	40	14.3913	14.5474	14.7026	14.8592	15.0144	15.1695	35 Medical Billing Clerk
								35 Medical Records Clerk
	35	16.4472	16.6256	16.803	16.9819	17.1593	17.3366	40 Occupational Therapy Aide
								40 Physical Therapy Aide
9								35 Receptionist
								40 Rehabilitation Technician
								35 Senior Clerk
								35 Senior Typist
								35 Stenographer
8	Annual	30596	30921	31244	31572	31905	32247	35 Assessment Records Clerk
	40	14.6533	14.8089	14.9636	15.1207	15.2802	15.444	40 Building Maintenance Aide
								35 Motor Vehicle License Clerk
	35	16.7466	16.9245	17.1013	17.2808	17.4631	17.6502	35 Offset Printing Machine Operator
								35 Patients Agent
9								35 Purchasing Clerk
								35 Senior Account Clerk
								35 Senior Account Clerk Typist
								35 Senior Community Services Worker
								35 Stock Clerk
9								35 Third Party Resource Clerk
								40 Ward Clerk
	Annual	31143	31470	31799	32141	32491	32849	35 Aging Services Aide
	40	14.9152	15.0718	15.2294	15.3932	15.5608	15.7323	35 Assistant E&T Counselor/Coordinator
								35 Drafter
9								40 Geriatric Care Technician
								35 HEAP Examiner
								35 Office of Long Term Care Assistant
								35 Probation Assistant
								40 Senior Nurses Aide
9								35 Social Services Program Specialist Trainee
								35 Social Services Security and Safety Aide
								35 Support Collector

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2016					
			1	2	3	4	5	
10	Annual	31581	31916	32257	32615	32979	33354	35 Administrative Aide 35 Assistant Motor Vehicle Bureau Supervisor 35 BICS Operator 35 Computer Operator 35 Early Intervention Program Specialist 35 Long Term Care Program Specialist 35 Records Management Specialist 35 Support Investigator 35 Youth Program Specialist
	40	15.125	15.2854	15.4488	15.6202	15.7945	15.9741	
	35	17.2857	17.4691	17.6557	17.8517	18.0509	18.2562	
11	Annual	32202	32635	33078	33531	34001	34496	40 Cook 40 Dispatcher 40 Engineering Aide
	40	15.4224	15.6298	15.842	16.0589	16.284	16.5211	
	35	17.6256	17.8626	18.1051	18.353	18.6103	18.8812	
12	Annual	32883	33332	33794	34282	34772	35277	35 Administrative Assistant 40 Assistant Housekeeper 40 Head Cook 35 Medical Records Technician 35 Mental Health Records Technician 35 Payroll Clerk 35 Personnel Clerk (Sheriff) 35 Rabies Control Coordinator 35 Records Management Coordinator 35 Support Collection Unit Supervisor 35 Tax Map Technician Trainee 35 Tax Coordinator
	40	15.7486	15.9636	16.1849	16.4186	16.6533	16.8951	
	35	17.9984	18.2441	18.497	18.7641	19.0323	19.3087	
13	Annual	33640	34118	34612	35110	35622	36135	35 Aging Services Representative 35 Assistant Social Services Computer Operations Coordinator 35 Computer HelpDesk/Trainer 35 Personnel Clerk 35 Social Services Program Specialist 35 Senior Support Investigator
	40	16.1111	16.34	16.5766	16.8151	17.0603	17.306	
	35	18.4127	18.6743	18.9447	19.2173	19.4975	19.7783	
14	Annual	34733	35233	35748	36266	36801	37332	35 Assessment Records Supervisor 40 Assistant Building Maintenance Mechanic 35 Children's Program Specialist 40 Custodian 40 Dietetic Technician 35 Legal Secretary 35 Managed Care Specialist 35 Medical Auditor 35 Senior HEAP Examiner 35 Third Party Resource Specialist
	40	16.6346	16.874	17.1207	17.3688	17.625	17.8793	
	35	19.0109	19.2846	19.5665	19.85	20.1429	20.4335	
15	Annual	35291	35800	36321	36857	37391	37926	35 911 Coordinator 35 Assistant to Director Veterans Services 35 Grants Manager I 35 Leisure Time Activities Director 35 Paralegal Assistant 35 Social Services Investigator Trainee 35 Tax Map Technician
	40	16.9018	17.1456	17.3951	17.6518	17.9076	18.1638	
	35	19.3164	19.595	19.8801	20.1735	20.4658	20.7586	
	37.5	18.0286	18.2886	18.5548	18.8286	19.1014	19.3747	
16	Annual	36493	37024	37558	38092	38646	39204	35 Administrative Assistant (DSS, OFA, DPW, Sheriff) 40 Assistant Food Service Manager 35 Assistant Social Worker (CMH) 35 Employment and Training Coordinator 35 Employment and Training Counselor 35 Motor Vehicle Bureau Supervisor 40 Pharmacy Aide 35 Principal Account Clerk 35 Principal Account Clerk Typist 35 Probation Officer Trainee 35 Resource Consultant 40 Senior Bridge Painter 40 Senior Engineering Aide 35 Social Services Connections Coordinator 40 Social Work Assistant *** 35 Caseworker Trainee 40 Working Supervisor 40 Engineering Records Clerk 35 Youth Program Director
	40	17.4775	17.7318	17.9875	18.2433	18.5086	18.7759	
	35	19.9743	20.2649	20.5572	20.8495	21.1527	21.4581	
	***	41706	42313	42923	43534	44167	44805	***40 hr/week paid at 35 hr rate

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2016					
			1	2	3	4	5	
17	Annual	37082	37614	38154	38704	39269	39827	35 Addiction Counselor
	40	17.7596	18.0144	18.273	18.5364	18.807	19.0742	35 Alcoholism Counselor
	35	20.2967	20.5878	20.8834	21.1845	21.4937	21.7991	35 Drug Abuse Counselor
	37.5	18.9436	19.2153	19.4912	19.7722	20.0608	20.3458	35 Drug Abuse Educator
17.1	Annual	37655	38189	38743	39304	39865	40429	35 EMS/Emergency Management Coord
	40	18.034	18.2896	18.5551	18.8238	19.0924	19.3625	37.5 G.I.S. Technician
	35	20.6103	20.9026	21.2058	21.5129	21.8199	22.1286	35 Purchasing Agent
								35 Senior Social Services Program Specialist
18	Annual	38253	38813	39374	39934	40498	41059	35 Asst. to Director of EMS
	40	18.3204	18.5886	18.8573	19.1255	19.3956	19.6643	35 Assist. Director Real Property Tax Serv. I
	35	20.9376	21.2441	21.5512	21.8577	22.1664	22.4735	35 Case Manager
	37.5	19.5418	19.8278	20.1144	20.4005	20.6886	20.9752	35 Computer Technician (I)
19	Annual	39440	40103	40762	41424	42085	42747	35 Junior Accountant
	40	18.8889	19.2064	19.522	19.8391	20.1557	20.4727	35 Mental Health Community Advocacy Wkr.
	35	21.5873	21.9502	22.3109	22.6732	23.035	23.3974	35 Paralegal
	37.5	20.1481	20.4868	20.8235	21.1617	21.4994	21.8375	35 Social Services Investigator
20	Annual	40536	41238	41941	42643	43346	44051	35 Tax Collection Supervisor
	40	19.4138	19.75	20.0867	20.4229	20.7596	21.0972	35 Training and Educational Coordinator
	35	22.1872	22.5714	22.9562	23.3404	23.7252	24.1111	35 District Attorney Investigator
	37.5	20.708	21.0667	21.4258	21.7844	22.1436	22.5037	40 Occupational Therapy Assistant
21	Annual	41067	41822	42575	43331	44084	44841	40 Physical Therapy Assistant
	40	19.6681	20.0297	20.3903	20.7524	21.113	21.4756	37.5 Planner Trainee
	35	22.4778	22.8911	23.3032	23.717	24.1292	24.5435	40 Pub.Wks. Safety & Training Coordinator
								35 Senior Drug Abuse Counselor
22	Annual	41858	42636	43416	44191	44966	45747	35 Senior Drug Abuse Educator
	40	20.0469	20.4195	20.7931	21.1643	21.5354	21.9095	35 Coordinator of Services for Aging
	35	22.9108	23.3366	23.7635	24.1877	24.6119	25.0394	35 Senior Employment and Training Counselor
	37.5	21.3834	21.7808	22.1793	22.5752	22.9711	23.3701	35 Senior Social Services Investigator
23	Annual	42911	43764	44617	45470	46322	47176	35 Senior District Attorney Investigator
	40	20.5512	20.9598	21.3683	21.7768	22.1849	22.5939	40 Bridge Crew Leader
	35	23.4871	23.954	24.4209	24.8878	25.3541	25.8216	40 Building Maintenance Mechanic II
	37.5	21.9213	22.3571	22.7928	23.2286	23.6639	24.1001	40 Highway Crew Supervisor
	Annual							40 Senior Automotive Mechanic
	40							35 Senior Case Manager
	35							40 Solid Waste Crew Supervisor
	37.5							
	Annual							37.5 Computer Programmer Trainee
	40							35 Computer Technician (II)
	35							35 Grants Manager II
	37.5							35 Principal Social Services Program Specialist
	Annual							35 Sr. SS Systems Coordinator
	40							
	35							
	37.5							



[illegible]

## SALARIED 2016

LABOR GRADE	HOURS PER WEEK	BASE	1	2	3	4	5	
33	Annual	55119	56336	57553	58718	59985	61201	37.5 Senior Computer Programmer 35 Senior Staff Social Worker
	40	26.398	26.9808	27.5637	28.1216	28.7284	29.3108	
	35	30.1691	30.8352	31.5014	32.139	32.8325	33.4981	
	37.5	28.1579	28.7796	29.4013	29.9964	30.6437	31.2649	
34	Annual	56196	57410	58629	59792	61060	62276	37.5 Public Health Epidemiologist
	40	26.9138	27.4952	28.079	28.636	29.2433	29.8257	
	35	30.7586	31.4231	32.0903	32.7269	33.4209	34.0865	
	37.5	28.708	29.3282	29.951	30.5451	31.1928	31.814	
35	Annual	57272	58487	59703	60868	62135	63352	37.5 Director of Rehabilitation Serv
	40	27.4291	28.011	28.5934	29.1513	29.7581	30.341	
	35	31.3476	32.0126	32.6782	33.3158	34.0093	34.6754	
	37.5	29.2577	29.8784	30.4996	31.0948	31.742	32.3637	
35.1	Annual	57978	59190	60409	61626	62840	64057	37.5 Computer Programmer/Analyst 35 Service Care Coordinator
	40	27.7672	28.3477	28.9315	29.5144	30.0958	30.6786	
	35	31.734	32.3974	33.0646	33.7307	34.3952	35.0613	
	37.5	29.6184	30.2375	30.8603	31.482	32.1022	32.7239	
36	Annual	59186	60401	61619	62838	64047	65266	37.5 Physical Therapist
	40	28.3458	28.9277	29.511	30.0948	30.6739	31.2577	
	35	32.3952	33.0602	33.7269	34.3941	35.0558	35.723	
	37.5	30.2355	30.8562	31.4784	32.1011	32.7188	33.3415	
37	Annual	60396	61610	62827	64043	65257	66475	
	40	28.9253	29.5067	30.0896	30.6719	31.2534	31.8367	
	35	33.0575	33.7219	34.3881	35.0536	35.7181	36.3848	
	37.5	30.8536	31.4738	32.0955	32.7167	33.3369	33.9591	
38	Annual	61752	62967	64183	65397	66613	67830	40 Registered Physician's Assistant 37.5 Supervising Programmer/Analyst 35 Supervising Social Worker
	40	29.5747	30.1566	30.739	31.3204	31.9028	32.4856	
	35	33.7997	34.4647	35.1303	35.7947	36.4603	37.1264	
	37.5	31.5464	32.167	32.7883	33.4084	34.0296	34.6513	
39	Annual	63095	64310	65527	66740	67958	69174	
	40	30.2179	30.7998	31.3827	31.9636	32.5469	33.1293	
	35	34.5348	35.1998	35.8659	36.5298	37.1965	37.8621	
	37.5	32.2324	32.8531	33.4748	34.0945	34.7167	35.3379	

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2016					
			1	2	3	4	5	
40	Annual	64437	65655	66869	68086	69302	70517	40 Senior Civil Engineer
	40	30.8606	31.444	32.0254	32.6082	33.1906	33.7725	
	35	35.2693	35.936	36.6004	37.2666	37.9321	38.5972	
	37.5	32.918	33.5402	34.1604	34.7821	35.4033	36.024	
41	Annual	65780	66997	68214	69428	70646	71862	
	40	31.5038	32.0867	32.6695	33.251	33.8343	34.4167	
	35	36.0044	36.6705	37.3366	38.0011	38.6678	39.3333	
	37.5	33.6041	34.2258	34.8475	35.4677	36.0899	36.7111	
42	Annual	67126	68341	69559	70770	71990	73206	
	40	32.1485	32.7304	33.3137	33.8937	34.478	35.0603	
	35	36.7411	37.4061	38.0728	38.7356	39.4034	40.069	
	37.5	34.2917	34.9124	35.5346	36.1533	36.7765	37.3977	
43	Annual	68469	69686	70902	72117	73334	74548	
	40	32.7917	33.3745	33.9569	34.5388	35.1216	35.7031	
	35	37.4762	38.1423	38.8079	39.4729	40.139	40.8035	
	37.5	34.9778	35.5995	36.2207	36.8414	37.4631	38.0833	
44	Annual	69814	71031	72243	73460	74678	75895	
	40	33.4358	34.0187	34.5991	35.182	35.7653	36.3482	
	35	38.2124	38.8785	39.5419	40.208	40.8747	41.5408	
	37.5	35.6649	36.2866	36.9057	37.5275	38.1497	38.7714	
45	Annual	71158	72372	73589	74804	76020	77238	
	40	34.0795	34.6609	35.2438	35.8257	36.408	36.9914	
	35	38.948	39.6125	40.2786	40.9436	41.6092	42.2759	
	37.5	36.3515	36.9716	37.5934	38.214	38.8352	39.4575	
46	Annual	72363	73579	74798	76011	77227	78442	35 Supervising Psychologist
	40	34.6566	35.239	35.8228	36.4037	36.9861	37.568	
	35	39.6076	40.2731	40.9403	41.6043	42.2698	42.9349	
	37.5	36.967	37.5883	38.211	38.8307	39.4519	40.0725	
47	Annual	73707	74923	76141	77353	78570	79786	
	40	35.3003	35.8827	36.466	37.0465	37.6293	38.2117	
	35	40.3432	41.0088	41.6754	42.3388	43.0049	43.6705	
	37.5	37.6536	38.2748	38.8971	39.5162	40.1379	40.7591	
48	Annual	75051	76266	77484	78698	79916	81131	
	40	35.944	36.5259	37.1092	37.6906	38.2739	38.8558	
	35	41.0788	41.7438	42.4105	43.075	43.7417	44.4067	
	37.5	38.3402	38.9609	39.5831	40.2033	40.8255	41.4462	

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2016					
			1	2	3	4	5	
49	Annual	76396	77608	78828	80042	81259	82475	
	40	36.5881	37.1686	37.7529	38.3343	38.9171	39.4995	
	35	41.815	42.4784	43.1461	43.8106	44.4767	45.1423	
	37.5	39.0273	39.6465	40.2697	40.8899	41.5116	42.1328	
50	Annual	77736	78954	80173	81387	82604	83816	40 Senior Civil Engineer II
	40	37.2299	37.8132	38.397	38.9784	39.5613	40.1418	
	35	42.5484	43.2151	43.8823	44.5468	45.2129	45.8763	
	37.5	39.7119	40.3341	40.9568	41.577	42.1987	42.8179	
51	Annual	79081	80299	81516	82732	83946	85162	
	40	37.874	38.4574	39.0402	39.6226	40.204	40.7864	
	35	43.2846	43.9513	44.6174	45.283	45.9475	46.613	
	37.5	40.399	41.0212	41.6429	42.2641	42.8843	43.5055	
52	Annual	80426	81642	82861	84073	85290	86506	
	40	38.5182	39.1006	39.6844	40.2648	40.8477	41.4301	
	35	44.0208	44.6864	45.3536	46.017	46.6831	47.3487	
	37.5	41.0861	41.7073	42.33	42.9492	43.5709	44.1921	
53	Annual	81777	82986	84205	85417	86635	87851	
	40	39.1652	39.7443	40.3281	40.9085	41.4919	42.0742	
	35	44.7603	45.422	46.0892	46.7526	47.4193	48.0848	
	37.5	41.7762	42.3939	43.0166	43.6358	44.258	44.8792	
54	Annual	83113	84330	85547	86761	87980	89195	
	40	39.8051	40.3879	40.9708	41.5522	42.136	42.7179	
	35	45.4915	46.1576	46.8238	47.4882	48.1554	48.8205	
	37.5	42.4587	43.0805	43.7022	44.3223	44.9451	45.5658	
55	Annual	84458	85674	86890	88106	89324	90537	
	40	40.4492	41.0316	41.614	42.1964	42.7797	43.3606	
	35	46.2277	46.8933	47.5588	48.2244	48.8911	49.555	
	37.5	43.1458	43.767	44.3883	45.0095	45.6317	46.2513	
56	Annual	85801	87019	88235	89450	90665	91879	
	40	41.0924	41.6758	42.2581	42.84	43.4219	44.0034	
	35	46.9628	47.6294	48.295	48.96	49.6251	50.2895	
	37.5	43.8319	44.4542	45.0754	45.696	46.3167	46.9369	

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2016					
			1	2	3	4	5	
65	Annual	38032	38548	39083	39632	40193	40751	40
	40	18.2146	18.4617	18.7179	18.9808	19.2495	19.5168	
65.5	Annual	41176	41742	42329	42927	43544	44156	40 Licensed Practical Nurse
	GPN 40	19.7203 19.4203	19.9914	20.2725	20.5589	20.8544	21.1475	
66	Annual	44212	45087	46283	46838	47708	48584	40
	40	21.1743	21.5934	22.1662	22.432	22.8487	23.2682	
66.5	Annual	47354	48299	49244	50190	51130	52077	40 Registered Professional Nurse
	GN 40	22.6791 22.3791	23.1317	23.5843	24.0374	24.4875	24.9411	
67	Annual	48156	49134	50117	51101	52075	53066	40 Head Nurse Trainee
	40	23.0632	23.5316	24.0024	24.4737	24.9401	25.4148	
67.5	Annual	51355	52406	53463	54517	55572	56628	40 Head Nurse
	40	24.5953	25.0987	25.6049	26.1097	26.6149	27.1207	
69	Annual	51873	52857	53836	54821	55803	56785	40
	40	24.8434	25.3147	25.7835	26.2553	26.7256	27.1959	
69.5	Annual	55042	56094	57139	58186	59238	60286	40 Nurse Practitioner 40 Supervising Nurse
	40	26.3611	26.8649	27.3654	27.8669	28.3707	28.8726	
70	Annual	56639	57888	59135	60378	61627	62873	37.5 Occupational Therapist
	37.5	28.9344	29.5724	30.2095	30.8444	31.4825	32.119	

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2016						
			1	2	3	4	5		
82	Hourly	40	15.0089	15.1014	15.1988	15.3072	15.4176	15.528	40 Laborer
83	Hourly	40	15.235	15.3248	15.4146	15.5081	15.6191	15.7323	40 Bus Driver (OFA&Veterans) 40 Motor Equipment Operator
84	Hourly	40	15.5824	15.6763	15.7717	15.8697	15.987	16.106	40 Automotive Mechanic Helper 40 Bridge Painter
85	Hourly	40	16.066	16.1681	16.2709	16.3778	16.5069	16.6357	40 Automotive Parts Clerk
86	Hourly	40	16.6777	16.8079	16.9429	17.0755	17.2091	17.3447	
87	Hourly	40	17.2539	17.367	17.4829	17.5996	17.7385	17.8768	40 Bridge Construction Mechanic 40 Bridge Welder 40 Heavy Equipment Operator 40 Senior Automotive Parts Clerk 40 Welder
	Training Rate HEO/BCI		16.9539						
88	Hourly	40	18.3175	18.4394	18.5611	18.6816	18.8283	18.9742	40 Automotive Body Repairer 40 Automotive Mechanic 40 Sign Shop Worker
90	Hourly	40	19.0069	19.1308	19.2657	19.3895	19.5134	19.6483	40 Crane Operator

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2017					
			1	2	3	4	5	
3	Annual	29156	29489	29821	30150	30482	30813	
	40	14.0173	14.1774	14.337	14.4952	14.6548	14.8139	40 Cleaner
	35	16.0198	16.2027	16.3852	16.5659	16.7484	16.9302	40 Custodial Worker 40 Food Service Helper 40 Laborer (Infirmary) 40 Laundry Worker
	37.5	14.9518	15.1226	15.2928	15.4615	15.6318	15.8015	40 Seamstress
4	Annual	29339	29668	30000	30332	30665	30996	35 Assessment Records Clerk Trainee
	40	14.1053	14.2635	14.4231	14.5827	14.7428	14.9019	35 Chauffeur 35 Clerk 35 Telephone Switchboard Operator
	35	16.1203	16.3011	16.4835	16.6659	16.8489	17.0308	35 Typist
5	Annual	29899	30231	30564	30896	31226	31558	35 Leisure Time Activities Aide 40 Nurses Aide
	40	14.3745	14.5341	14.6942	14.8538	15.0125	15.1721	35 Offset Printing Machine Operator Trainee
	35	16.428	16.6104	16.7934	16.9758	17.1571	17.3396	
6	Annual	30275	30606	30939	31269	31602	31935	35 Account Clerk 35 Account Clerk Typist 35 Civil Clerk
	40	14.5553	14.7144	14.8745	15.0332	15.1933	15.3534	35 Community Services Worker 35 Data Base Clerk 35 Tax and Title Searcher
	35	16.6346	16.8165	16.9995	17.1808	17.3637	17.5467	35 Youth Counselor
	37.5	15.5256	15.6954	15.8662	16.0354	16.2062	16.3769	37.5 Home Health Aide
6.1	Annual	30355	30686	31015	31349	31681	32013	
	40	14.5938	14.7529	14.9111	15.0716	15.2313	15.3909	
	35	16.6786	16.8604	17.0412	17.2247	17.4071	17.5896	
7	Annual	30650	30983	31313	31647	31977	32307	35 Medical Audit Clerk 35 Medical Billing Clerk 35 Medical Records Clerk
	40	14.7356	14.8957	15.0543	15.2149	15.3736	15.5322	40 Occupational Therapy Aide 40 Physical Therapy Aide 35 Receptionist
	35	16.8407	17.0236	17.2049	17.3885	17.5698	17.7511	40 Rehabilitation Technician 35 Senior Clerk 35 Senior Typist 35 Stenographer
8	Annual	31208	31539	31869	32203	32543	32892	35 Assessment Records Clerk 40 Building Maintenance Aide 35 Motor Vehicle License Clerk
	40	15.0038	15.163	15.3216	15.4822	15.6457	15.8135	35 Offset Printing Machine Operator 35 Patients Agent 35 Purchasing Clerk
	35	17.1473	17.3291	17.5104	17.694	17.8808	18.0725	35 Senior Account Clerk 35 Senior Account Clerk Typist 35 Senior Community Services Worker 35 Stock Clerk 35 Third Party Resource Clerk 40 Ward Clerk
9	Annual	31766	32099	32435	32784	33141	33506	35 Aging Services Aide 35 Assistant E&T Counselor/Coordinator 35 Drafter
	40	15.2721	15.4322	15.5938	15.7615	15.9332	16.1087	40 Geriatric Care Technician 35 HEAP Examiner 35 Office of Long Term Care Assistant
	35	17.4538	17.6368	17.8214	18.0132	18.2093	18.4099	35 Probation Assistant 40 Senior Nurses Aide 35 Social Services Program Specialist Trainee 35 Social Services Security and Safety Aide 35 Support Collector

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2017					
			1	2	3	4	5	
10	Annual	32213	32554	32902	33267	33639	34021	35 Administrative Aide 35 Assistant Motor Vehicle Bureau Supervisor 35 BICS Operator 35 Computer Operator 35 Early Intervention Program Specialist 35 Long Term Care Program Specialist 35 Records Management Specialist 35 Support Investigator 35 Youth Program Specialist
	40	15.487	15.651	15.8183	15.9938	16.1726	16.3563	
	35	17.6995	17.8868	18.078	18.2786	18.483	18.6929	
11	Annual	32846	33288	33740	34202	34681	35186	40 Cook 40 Dispatcher 40 Engineering Aide
	40	15.7913	16.0038	16.2212	16.4433	16.6736	16.9163	
	35	18.0473	18.2901	18.5385	18.7923	19.0555	19.333	
12	Annual	33541	33999	34470	34968	35467	35983	35 Administrative Assistant 40 Assistant Housekeeper 40 Head Cook 35 Medical Records Technician 35 Mental Health Records Technician 35 Payroll Clerk 35 Personnel Clerk (Sheriff) 35 Rabies Control Coordinator 35 Records Management Coordinator 35 Support Collection Unit Supervisor 35 Tax Map Technician Trainee 35 Tax Coordinator
	40	16.1255	16.3457	16.5721	16.8115	17.0514	17.2995	
	35	18.4291	18.6808	18.9396	19.2132	19.4874	19.7709	
13	Annual	34313	34800	35304	35812	36334	36858	35 Aging Services Representative 35 Assistant Social Services Computer Operations Coordinator 35 Computer HelpDesk/Trainer 35 Personnel Clerk 35 Social Services Program Specialist 35 Senior Support Investigator
	40	16.4966	16.7308	16.9731	17.2173	17.4683	17.7202	
	35	18.8533	19.1209	19.3978	19.6769	19.9637	20.2516	
14	Annual	35428	35938	36463	36991	37537	38079	35 Assessment Records Supervisor 40 Assistant Building Maintenance Mechanic 35 Children's Program Specialist 40 Custodian 40 Dietetic Technician 35 Legal Secretary 35 Managed Care Specialist 35 Medical Auditor 35 Senior HEAP Examiner 35 Third Party Resource Specialist
	40	17.0327	17.2779	17.5303	17.7841	18.0466	18.3072	
	35	19.4659	19.7462	20.0346	20.3247	20.6247	20.9225	
15	Annual	35997	36516	37047	37594	38139	38685	35 911 Coordinator 35 Assistant to Director Veterans Services 35 Grants Manager I 35 Leisure Time Activities Director 35 Paralegal Assistant 35 Social Services Investigator Trainee 35 Tax Map Technician
	40	17.3063	17.5558	17.8111	18.074	18.3361	18.5986	
	35	19.7786	20.0637	20.3555	20.656	20.9555	21.2555	
	37.5	18.46	18.7262	18.9985	19.279	19.5585	19.8385	
16	Annual	37223	37764	38309	38854	39419	39988	35 Administrative Assistant (DSS, OFA, DPW, Sheriff) 40 Assistant Food Service Manager 35 Assistant Social Worker (CMH) 35 Employment and Training Coordinator 35 Employment and Training Counselor 35 Motor Vehicle Bureau Supervisor 40 Pharmacy Aide 35 Principal Account Clerk 35 Principal Account Clerk Typist 35 Probation Officer Trainee 35 Resource Consultant 40 Senior Bridge Painter 40 Senior Engineering Aide 35 Social Services Connections Coordinator 40 Social Work Assistant *** 35 Caseworker Trainee 40 Working Supervisor 35 Youth Program Director 40 Engineering Records Clerk ***40 hr/week paid at 35 hr rate
	40	17.8957	18.1558	18.4178	18.6798	18.9514	19.225	
	35	20.4522	20.7495	21.0489	21.3484	21.6588	21.9714	
	***	42541	43159	43782	44405	45050	45701	



LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2017					
			1	2	3	4	5	
17	Annual	37824	38366	38917	39478	40054	40624	35 Addiction Counselor
	40	18.1846	18.4452	18.7101	18.9798	19.2567	19.5308	35 Alcoholism Counselor
	35	20.7824	21.0802	21.383	21.6912	22.0077	22.3209	35 Drug Abuse Counselor
	37.5	19.3969	19.6749	19.9574	20.2451	20.5405	20.8328	35 Drug Abuse Educator
17.1	Annual	38408	38953	39518	40090	40662	41238	35 EMS/Emergency Management Coord
	40	18.4654	18.7274	18.999	19.274	19.549	19.826	37.5 G.I.S. Technician
	35	21.1033	21.4027	21.7132	22.0275	22.3418	22.6582	35 Purchasing Agent
								35 Senior Social Services Program Specialist
18	Annual	39018	39589	40161	40733	41308	41880	35 Assist. To Director of EMS
	40	18.7587	19.0332	19.3082	19.5832	19.8596	20.1346	35 Assist. Director Real Property Tax Serv. I
	35	21.4385	21.7522	22.0665	22.3808	22.6967	23.011	35 Case Manager
	37.5	20.0092	20.3021	20.5954	20.8887	21.1836	21.4769	35 Computer Technician (I)
19	Annual	40229	40905	41577	42252	42927	43602	35 Junior Accountant
	40	19.3409	19.6659	19.9889	20.3135	20.638	20.9625	35 Mental Health Community Advocacy Wkr.
	35	22.1038	22.4753	22.8445	23.2154	23.5863	23.9571	35 Paralegal
	37.5	20.6303	20.9769	21.3215	21.6677	22.0138	22.36	35 Social Services Investigator
20	Annual	41347	42063	42780	43496	44213	44932	35 Tax Collection Supervisor
	40	19.8784	20.2226	20.5673	20.9115	21.2563	21.6019	35 Training and Educational Coordinator
	35	22.7181	23.1115	23.5055	23.8989	24.2929	24.6879	35 District Attorney Investigator
	37.5	21.2036	21.5708	21.9385	22.3056	22.6733	23.0421	
21	Annual	41888	42658	43427	44198	44966	45738	40 Occupational Therapy Assistant
	40	20.1385	20.5087	20.8784	21.249	21.6183	21.9894	40 Physical Therapy Assistant
	35	23.0154	23.4385	23.861	24.2846	24.7066	25.1308	37.5 Planner Trainee
								40 Pub. Wks. Safety & Training Coordinator
22	Annual	42695	43489	44284	45075	45865	46662	35 Senior Drug Abuse Counselor
	40	20.5264	20.9082	21.2904	21.6707	22.0505	22.4337	35 Senior Drug Abuse Educator
	35	23.4588	23.8951	24.3319	24.7665	25.2005	25.6385	35 Coordinator of Services for Aging
	37.5	21.8949	22.3021	22.7097	23.1154	23.5205	23.9292	35 Senior Employment and Training Counselor
23	Annual	43769	44639	45509	46379	47248	48120	35 Senior Social Services Investigator
	40	21.0428	21.4611	21.8793	22.2976	22.7154	23.1346	35 Senior District Attorney Investigator
	35	24.0489	24.5269	25.0049	25.483	25.9604	26.4396	
	37.5	22.4456	22.8918	23.3379	23.7841	24.2297	24.6769	

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2017					
			1	2	3	4	5	
25	Annual	45399	46344	47288	48232	49177	50123	40 Bridge Construction Supervisor
								35 E & T Fiscal/Office Manager
	40	21.8264	22.2808	22.7346	23.1885	23.6428	24.0976	37.5 Environmental Technician
	35	24.9445	25.4637	25.9824	26.5011	27.0203	27.5401	40 Motor Equipment Maintenance Supervisor
	37.5	23.2815	23.7662	24.2503	24.7344	25.219	25.7041	37.5 Planner
26	Annual	46751	47779	48806	49835	50862	51889	35 Senior Caseworker II
								35 Senior Computer Technician
	40	22.4764	22.9707	23.4644	23.9591	24.4529	24.9466	37.5 Program Coordinator
	35	25.6874	26.2522	26.8165	27.3819	27.9462	28.5104	37.5 GIS Analyst
	37.5	23.9749	24.5021	25.0287	25.5564	26.0831	26.6097	35 Head Social Services Program Specialist
27	Annual	48100	49218	50334	51454	52571	53686	37.5 Health Education Coordinator
								35 Senior Addiction Counselor
	40	23.125	23.6625	24.199	24.7375	25.2745	25.8106	35 Senior Alcoholism Counselor (CASAC)
	35	26.4286	27.0429	27.656	28.2714	28.8852	29.4978	35 Social Worker
	37.5	24.6667	25.24	25.8123	26.3867	26.9595	27.5313	35 Staff Development Coordinator
28	Annual	49456	50625	51793	52966	54132	55305	40 Assistant Employment and Training Director II
								35 Case Supervisor Grade B
	40	23.7769	24.3389	24.9005	25.4644	26.025	26.5889	35 Special Education Coordinator
	35	27.1736	27.8159	28.4577	29.1022	29.7429	30.3874	40 Civil Engineer
	37.5	25.3621	25.9615	26.5605	27.1621	27.76	28.3615	40 Director of Environmental Services
29	Annual	50800	51997	53194	54390	55587	56785	35 Fiscal and Information Manager
								35 Social Services Computer Operations Coordinator
	40	24.4231	24.9986	25.574	26.149	26.7245	27.3005	37.5 Program Coordinator
	35	27.9121	28.5698	29.2275	29.8846	30.5423	31.2005	37.5 Network Specialist
	37.5	26.0513	26.6651	27.279	27.8923	28.5062	29.1205	35 Supervising Probation Officer
30	Annual	52160	53401	54640	55878	57120	58357	37.5 Economic Development Specialist
								37.5 Environmental Planner
	40	25.0769	25.6736	26.2692	26.8644	27.4615	28.0563	37.5 GIS Coordinator
	35	28.6593	29.3412	30.022	30.7022	31.3846	32.0643	37.5 Senior Planner
	37.5	26.7487	27.3851	28.0205	28.6554	29.2923	29.9267	35 Accountant
31	Annual	53514	54755	55998	57234	58478	59716	35 Managed Care Program Coordinator
								35 Speech Pathologist
	40	25.7279	26.3245	26.9221	27.5163	28.1144	28.7096	35 Staff Social Worker
	35	29.4033	30.0852	30.7681	31.4473	32.1308	32.811	35 Case Supervisor Grade A
	37.5	27.4431	28.0795	28.7169	29.3508	29.9887	30.6236	37.5 Computer Programmer II
32	Annual	55448	56689	57926	59166	60402	61646	40 Reimbursement Specialist
	40	26.6577	27.2543	27.849	28.4452	29.0394	29.6375	37.5 Chief Planner
	35	30.4659	31.1478	31.8275	32.5088	33.1879	33.8714	40 Health Care Facility Comptroller
	37.5	28.4349	29.0713	29.7056	30.3415	30.9754	31.6133	37.5 Network Manager

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2017					
			1	2	3	4	5	
33	Annual	56221	57463	58704	59892	61185	62425	37.5 Senior Computer Programmer 35 Senior Staff Social Worker
	40	27.0293	27.6264	28.2231	28.7942	29.4159	30.012	
	35	30.8907	31.5731	32.2549	32.9077	33.6181	34.2995	
	37.5	28.8313	29.4682	30.1046	30.7138	31.3769	32.0128	
34	Annual	57320	58558	59802	60988	62281	63522	37.5 Public Health Epidemiologist
	40	27.5577	28.1529	28.751	29.3212	29.9428	30.5394	
	35	31.4945	32.1747	32.8582	33.5099	34.2203	34.9022	
	37.5	29.3949	30.0297	30.6677	31.2759	31.939	32.5754	
35	Annual	58417	59657	60897	62085	63378	64619	37.5 Director of Rehabilitation Serv
	40	28.0851	28.6813	29.2774	29.8486	30.4702	31.0668	
	35	32.0973	32.7786	33.4599	34.1126	34.8231	35.5049	
	37.5	29.9574	30.5933	31.2292	31.8385	32.5015	33.1379	
35.1	Annual	59138	60374	61617	62859	64097	65338	37.5 Computer Programmer/Analyst 35 Service Care Coordinator
	40	28.4317	29.026	29.6236	30.2207	30.8159	31.4125	
	35	32.4934	33.1725	33.8555	34.5379	35.2181	35.9	
	37.5	30.3272	30.961	31.5985	32.2354	32.8703	33.5067	
36	Annual	60370	61609	62851	64095	65328	66571	37.5 Physical Therapist
	40	29.024	29.6197	30.2168	30.8149	31.4077	32.0053	
	35	33.1703	33.8511	34.5335	35.217	35.8945	36.5775	
	37.5	30.959	31.5944	32.2313	32.8692	33.5015	34.139	
37	Annual	61604	62842	64084	65324	66562	67805	
	40	29.6173	30.2125	30.8096	31.4058	32.001	32.5986	
	35	33.8484	34.5286	35.211	35.8923	36.5725	37.2555	
	37.5	31.5918	32.2267	32.8636	33.4995	34.1344	34.7718	
38	Annual	62987	64226	65467	66705	67945	69187	40 Registered Physician's Assistant 37.5 Supervising Programmer/Analyst 35 Supervising Social Worker
	40	30.2822	30.8779	31.4745	32.0697	32.6659	33.263	
	35	34.6082	35.289	35.9709	36.6511	37.3324	38.0148	
	37.5	32.301	32.9364	33.5728	34.2077	34.8436	35.4805	
39	Annual	64357	65596	66838	68075	69317	70557	
	40	30.9409	31.5365	32.1337	32.7284	33.3255	33.9216	
	35	35.361	36.0418	36.7242	37.4038	38.0863	38.7676	
	37.5	33.0036	33.639	34.2759	34.9103	35.5472	36.1831	

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2017					
			1	2	3	4	5	
40	Annual	65726	66968	68206	69448	70688	71927	40 Senior Civil Engineer
	40	31.599	32.1962	32.7913	33.3885	33.9846	34.5803	
	35	36.1132	36.7956	37.4758	38.1582	38.8396	39.5203	
	37.5	33.7056	34.3426	34.9774	35.6144	36.2503	36.8856	
41	Annual	67096	68337	69578	70817	72059	73299	
	40	32.2577	32.8543	33.451	34.0466	34.6438	35.2399	
	35	36.8659	37.5478	38.2297	38.9104	39.5929	40.2742	
	37.5	34.4082	35.0446	35.681	36.3164	36.9533	37.5892	
42	Annual	68469	69708	70950	72185	73430	74670	
	40	32.9178	33.5135	34.1106	34.7043	35.3029	35.899	
	35	37.6203	38.3011	38.9835	39.6621	40.3462	41.0275	
	37.5	35.1123	35.7477	36.3846	37.0179	37.6564	38.2923	
43	Annual	69838	71080	72320	73559	74801	76039	
	40	33.576	34.1731	34.7692	35.3649	35.962	36.5572	
	35	38.3725	39.0549	39.7363	40.417	41.0995	41.7797	
	37.5	35.8144	36.4513	37.0872	37.7226	38.3595	38.9944	
44	Annual	71210	72452	73688	74929	76172	77413	
	40	34.2356	34.8327	35.4269	36.0236	36.6212	37.2178	
	35	39.1264	39.8088	40.4879	41.1698	41.8527	42.5346	
	37.5	36.5179	37.1549	37.7887	38.4251	39.0626	39.699	
45	Annual	72581	73819	75061	76300	77540	78783	
	40	34.8947	35.4899	36.087	36.6827	37.2788	37.8764	
	35	39.8797	40.5599	41.2423	41.9231	42.6044	43.2874	
	37.5	37.221	37.8559	38.4928	39.1282	39.7641	40.4015	
46	Annual	73810	75051	76294	77531	78772	80011	35 Supervising Psychologist
	40	35.4856	36.0822	36.6798	37.2745	37.8712	38.4668	
	35	40.5549	41.2368	41.9198	42.5995	43.2813	43.9621	
	37.5	37.8513	38.4877	39.1251	39.7595	40.3959	41.0313	
47	Annual	75181	76421	77664	78900	80141	81382	
	40	36.1447	36.7409	37.3385	37.9327	38.5293	39.126	
	35	41.3082	41.9896	42.6725	43.3516	44.0335	44.7154	
	37.5	38.5544	39.1903	39.8277	40.4615	41.0979	41.7344	
48	Annual	76552	77791	79034	80272	81514	82754	
	40	36.8038	37.3995	37.9971	38.5923	39.1894	39.7856	
	35	42.0615	42.7423	43.4253	44.1055	44.7879	45.4692	
	37.5	39.2574	39.8928	40.5303	41.1651	41.8021	42.4379	

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2017				
			1	2	3	4	5
49	Annual	77924	79160	80405	81643	82884	84125
	40	37.4635	38.0577	38.6563	39.2514	39.8481	40.4447
	35	42.8154	43.4945	44.1786	44.8588	45.5407	46.2225
	37.5	39.961	40.5949	41.2333	41.8682	42.5046	43.141
50	Annual	79291	80533	81776	83015	84256	85492
	40	38.1207	38.7178	39.3154	39.9111	40.5077	41.1019
	35	43.5665	44.2489	44.9319	45.6126	46.2945	46.9736
	37.5	40.6621	41.299	41.9364	42.5718	43.2082	43.8421
51	Annual	80663	81905	83146	84387	85625	86865
	40	38.7803	39.3774	39.974	40.5707	41.1659	41.762
	35	44.3203	45.0027	45.6846	46.3665	47.0467	47.728
	37.5	41.3656	42.0026	42.639	43.2754	43.9103	44.5462
52	Annual	82035	83275	84518	85754	86996	88236
	40	39.4399	40.0361	40.6337	41.2279	41.825	42.4212
	35	45.0742	45.7555	46.4385	47.1176	47.8	48.4813
	37.5	42.0692	42.7051	43.3426	43.9764	44.6133	45.2492
53	Annual	83413	84646	85889	87125	88368	89608
	40	40.1024	40.6952	41.2928	41.887	42.4846	43.0808
	35	45.8313	46.5088	47.1918	47.8709	48.5538	49.2352
	37.5	42.7759	43.4082	44.0456	44.6795	45.3169	45.9528
54	Annual	84775	86017	87258	88496	89740	90979
	40	40.7572	41.3543	41.951	42.5462	43.1442	43.7399
	35	46.5797	47.2621	47.944	48.6242	49.3077	49.9885
	37.5	43.4744	44.1113	44.7477	45.3826	46.0205	46.6559
55	Annual	86147	87387	88628	89868	91110	92348
	40	41.4168	42.013	42.6096	43.2058	43.8029	44.3981
	35	47.3335	48.0148	48.6967	49.378	50.0604	50.7407
	37.5	44.1779	44.8138	45.4503	46.0862	46.7231	47.3579
56	Annual	87517	88759	90000	91239	92478	93717
	40	42.0755	42.6726	43.2692	43.8649	44.4606	45.0563
	35	48.0863	48.7687	49.4505	50.1313	50.8121	51.4929
	37.5	44.8805	45.5174	46.1538	46.7892	47.4246	48.06

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED					2017
			1	2	3	4	5	
65	Annual	38793	39319	39865	40425	40997	41566	40
	40	18.6505	18.9034	19.1659	19.4351	19.7101	19.9837	
65.5	Annual	42000	42577	43176	43786	44415	45039	40 Licensed Practical Nurse
	40 GPN	20.1923 19.8923	20.4697	20.7577	21.051	21.3534	21.6534	
66	Annual	45096	45989	47209	47775	48662	49556	40
	40	21.6808	22.1101	22.6966	22.9688	23.3952	23.825	
66.5	Annual	48301	49265	50229	51194	52153	53119	40 Registered Professional Nurse
	40 GN	23.2216 22.9216	23.6851	24.1486	24.6125	25.0736	25.538	
67	Annual	49119	50117	51119	52123	53117	54127	40 Head Nurse Trainee
	40	23.6149	24.0947	24.5764	25.0591	25.537	26.0226	
67.5	Annual	52382	53454	54532	55607	56683	57761	40 Head Nurse
	40	25.1837	25.699	26.2173	26.7341	27.2514	27.7697	
69	Annual	52910	53914	54913	55917	56919	57921	40
	40	25.4375	25.9202	26.4005	26.8832	27.3649	27.8466	
69.5	Annual	56143	57216	58282	59350	60423	61492	40 Nurse Practitioner 40 Supervising Nurse
	40	26.9918	27.5077	28.0202	28.5337	29.0495	29.5635	
70	Annual	57772	59046	60318	61586	62860	64130	37.5 Occupational Therapist
	37.5	29.6267	30.28	30.9323	31.5826	32.2359	32.8872	

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED					2017		
			1	2	3	4	5			
82	Hourly	40	15.3091	15.4034	15.5028	15.6133	15.726	15.8386		40 Laborer
83	Hourly	40	15.5397	15.6313	15.7229	15.8183	15.9315	16.0469		40 Bus Driver (OFA&Veterans) 40 Motor Equipment Operator
84	Hourly	40	15.894	15.9898	16.0871	16.1871	16.3067	16.4281		40 Automotive Mechanic Helper 40 Bridge Painter
85	Hourly	40	16.3873	16.4915	16.5963	16.7054	16.837	16.9684		40 Automotive Parts Clerk
86	Hourly	40	17.0113	17.1441	17.2818	17.417	17.5533	17.6916		
87	Hourly	40	17.599	17.7143	17.8326	17.9516	18.0933	18.2343		40 Bridge Construction Mechanic 40 Bridge Welder 40 Heavy Equipment Operator 40 Senior Automotive Parts Clerk 40 Welder
	Training Rate HEO/BCI		17.299							
88	Hourly	40	18.6839	18.8082	18.9323	19.0552	19.2049	19.3537		40 Automotive Body Repairer 40 Automotive Mechanic 40 Sign Shop Worker
90	Hourly	40	19.387	19.5134	19.651	19.7773	19.9037	20.0413		40 Crane Operator

LABOR GRADE	SALARIED 2018							
	HOURS PER WEEK	BASE	1	2	3	4	5	
3	Annual	30356	30689	31021	31350	31682	32013	
	40	14.5383	14.6978	14.8568	15.0144	15.1734	15.3319	40 Cleaner
	35	16.6152	16.7975	16.9792	17.1593	17.341	17.5222	40 Custodial Worker
								40 Food Service Helper
	37.5	15.5075	15.6777	15.8473	16.0153	16.1849	16.354	40 Laborer (Infirmary)
4	Annual	30539	30868	31200	31532	31865	32196	40 Laundry Worker
	40	14.626	14.7835	14.9425	15.1015	15.261	15.4195	40 Seamstress
	35	16.7154	16.8955	17.0772	17.2589	17.4412	17.6223	35 Assessment Records Clerk Trainee
								35 Chauffeur
								35 Clerk
5	Annual	31099	31431	31764	32096	32426	32758	35 Telephone Switchboard Operator
	40	14.8942	15.0532	15.2126	15.3716	15.5297	15.6887	35 Typist
	35	17.0219	17.2036	17.3859	17.5676	17.7482	17.9299	35 Leisure Time Activities Aide
								40 Nurses Aide
								35 Offset Printing Machine Operator Trainee
6	Annual	31475	31806	32139	32469	32802	33135	
	40	15.0742	15.2328	15.3922	15.5503	15.7098	15.8693	35 Account Clerk
	35	17.2277	17.4089	17.5911	17.7718	17.954	18.1363	35 Account Clerk Typist
	37.5	16.0792	16.2483	16.4184	16.587	16.7571	16.9272	35 Civil Clerk
								35 Community Services Worker
6.1	Annual	31555	31886	32215	32549	32881	33213	35 Data Base Clerk
	40	15.1125	15.2711	15.4286	15.5886	15.7476	15.9066	35 Tax and Title Searcher
	35	17.2715	17.4527	17.6327	17.8155	17.9973	18.179	35 Youth Counselor
								37.5 Home Health Aide
7	Annual	31850	32183	32513	32847	33177	33507	
	40	15.2538	15.4133	15.5714	15.7313	15.8894	16.0474	35 Medical Audit Clerk
	35	17.433	17.6152	17.7958	17.9787	18.1593	18.3399	35 Medical Billing Clerk
								35 Medical Records Clerk
								40 Occupational Therapy Aide
8	Annual	32408	32739	33069	33403	33743	34092	40 Physical Therapy Aide
	40	15.5211	15.6796	15.8376	15.9976	16.1604	16.3276	35 Receptionist
	35	17.7384	17.9195	18.1002	18.283	18.4691	18.6601	40 Rehabilitation Technician
								35 Senior Clerk
								35 Senior Typist
9	Annual	32966	33299	33635	33984	34341	34706	35 Stenographer
	40	15.7883	15.9478	16.1087	16.2759	16.4468	16.6216	35 Assessment Records Clerk
	35	18.0438	18.2261	18.41	18.601	18.7964	18.9962	40 Building Maintenance Aide
								35 Motor Vehicle License Clerk
								35 Offset Printing Machine Operator



## SALARIED 2018

LABOR GRADE	HOURS	BASE PER WEEK	1	2	3	4	5	
10	Annual	33413	33754	34102	34467	34839	35221	35 Administrative Aide 35 Assistant Motor Vehicle Bureau Supervisor 35 BICS Operator 35 Computer Operator 35 Early Intervention Program Specialist 35 Long Term Care Program Specialist 35 Records Management Specialist 35 Support Investigator 35 Youth Program Specialist
	40	16.0024	16.1657	16.3324	16.5072	16.6853	16.8683	
	35	18.2885	18.4751	18.6656	18.8654	19.069	19.2781	
11	Annual	34046	34488	34940	35402	35881	36386	40 Cook 40 Dispatcher 40 Engineering Aide
	40	16.3056	16.5172	16.7337	16.955	17.1844	17.4262	
	35	18.6349	18.8768	19.1242	19.3771	19.6393	19.9157	
12	Annual	34741	35199	35670	36168	36667	37183	35 Administrative Assistant 40 Assistant Housekeeper 40 Head Cook 35 Medical Records Technician 35 Mental Health Records Technician 35 Payroll Clerk 35 Personnel Clerk (Sheriff) 35 Rabies Control Coordinator 35 Records Management Coordinator 35 Support Collection Unit Supervisor 35 Tax Map Technician Trainee 35 Tax Coordinator
	40	16.6384	16.8578	17.0833	17.3218	17.5608	17.808	
	35	19.0153	19.266	19.5238	19.7964	20.0695	20.3519	
13	Annual	35513	36000	36504	37012	37534	38058	35 Aging Services Representative 35 Assistant Social Services Computer Operations Coordinator 35 Computer HelpDesk/Trainer 35 Personnel Clerk 35 Social Services Program Specialist 35 Senior Support Investigator
	40	17.0081	17.2414	17.4828	17.7261	17.9761	18.227	
	35	19.4379	19.7044	19.9803	20.2583	20.5441	20.8309	
14	Annual	36628	37138	37663	38191	38737	39279	35 Assessment Records Supervisor 40 Assistant Building Maintenance Mechanic 35 Children's Program Specialist 40 Custodian 40 Dietetic Technician 35 Legal Secretary 35 Managed Care Specialist 35 Medical Auditor 35 Senior HEAP Examiner 35 Third Party Resource Specialist
	40	17.5421	17.7864	18.0378	18.2907	18.5522	18.8118	
	35	20.0482	20.3273	20.6147	20.9037	21.2025	21.4992	
15	Annual	37197	37716	38247	38794	39339	39885	35 911 Coordinator 35 Assistant to Director Veterans Services 35 Grants Manager I 35 Leisure Time Activities Director 35 Paralegal Assistant 35 Social Services Investigator Trainee 35 Tax Map Technician
	40	17.8147	18.0632	18.3175	18.5795	18.8405	19.102	
	35	20.3596	20.6437	20.9343	21.2337	21.532	21.8309	
	37.5	19.0023	19.2674	19.5387	19.8181	20.0966	20.3755	
16	Annual	38423	38964	39509	40054	40619	41188	35 Administrative Assistant (DSS, OFA, DPW, Sheriff) 40 Assistant Food Service Manager 35 Assistant Social Worker (CMH) 35 Employment and Training Coordinator 35 Employment and Training Counselor 35 Motor Vehicle Bureau Supervisor 40 Pharmacy Aide 35 Principal Account Clerk 35 Principal Account Clerk Typist 35 Probation Officer Trainee 35 Resource Consultant 40 Senior Bridge Painter 40 Senior Engineering Aide 35 Social Services Connections Coordinator 40 Social Work Assistant *** 35 Caseworker Trainee 40 Working Supervisor 35 Youth Program Director 40 Engineering Records Clerk ***40 hr/week paid at 35 hr rate
	40	18.4018	18.6609	18.9219	19.183	19.4535	19.7261	
	35	21.0307	21.3268	21.6251	21.9234	22.2326	22.5441	
	***	43912	44530	45153	45776	46422	47072	

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2018					
			1	2	3	4	5	
17	Annual	39024	39566	40117	40678	41254	41824	35 Addiction Counselor
	40	18.6897	18.9492	19.2131	19.4818	19.7577	20.0307	35 Alcoholism Counselor
	35	21.3596	21.6563	21.9579	22.2649	22.5802	22.8922	35 Drug Abuse Counselor
	37.5	19.9356	20.2125	20.494	20.7806	21.0748	21.366	35 Drug Abuse Educator
17.1	Annual	39608	40153	40718	41290	41862	42438	35 EMS/Emergency Management Coord
	40	18.9693	19.2304	19.501	19.7749	20.0489	20.3247	37.5 G.I.S. Technician
	35	21.6793	21.9776	22.2868	22.5999	22.913	23.2282	35 Purchasing Agent
								35 Senior Social Services Program Specialist
18	Annual	40218	40789	41361	41933	42508	43080	35 Assist. To Director of EMS
	40	19.2615	19.535	19.8089	20.0829	20.3582	20.6322	35 Assist. Director Real Property Tax Serv. I
	35	22.0131	22.3257	22.6388	22.9518	23.2666	23.5796	35 Case Manager
	37.5	20.5456	20.8373	21.1295	21.4217	21.7155	22.0077	35 Computer Technician (I)
19	Annual	41429	42105	42777	43452	44127	44802	35 Junior Accountant
	40	19.8415	20.1652	20.4871	20.8103	21.1336	21.4569	35 Mental Health Community Advocacy Wkr.
	35	22.676	23.046	23.4138	23.7833	24.1527	24.5222	35 Paralegal
	37.5	21.1642	21.5096	21.8529	22.1977	22.5425	22.8874	35 Social Services Investigator
20	Annual	42547	43263	43980	44696	45413	46132	35 Tax Collection Supervisor
	40	20.3769	20.7198	21.0632	21.4061	21.7495	22.0939	35 Training and Educational Coordinator
	35	23.2879	23.6798	24.0722	24.4641	24.8566	25.2501	35 District Attorney Investigator
	37.5	21.7354	22.1011	22.4674	22.8332	23.1995	23.5668	35 Accounting Supervisor Grade B
21	Annual	43088	43858	44627	45398	46166	46938	40 Building Maintenance Mechanic
	40	20.636	21.0048	21.3731	21.7423	22.1102	22.4799	35 Caseworker
	35	23.584	24.0055	24.4264	24.8484	25.2687	25.6913	35 Probation Officer
								35 Tax Map Supervisor
22	Annual	43895	44689	45484	46275	47065	47862	35 Child Support Coordinator
	40	21.0225	21.4028	21.7835	22.1624	22.5407	22.9224	40 Occupational Therapy Assistant
	35	24.0257	24.4603	24.8955	25.3284	25.7608	26.197	40 Physical Therapy Assistant
	37.5	22.424	22.8296	23.2358	23.6398	24.0434	24.4506	37.5 Planner Trainee
23	Annual	44969	45839	46709	47579	48448	49320	40 Pub.Wks. Safety & Training Coordinator
	40	21.5369	21.9535	22.3702	22.7869	23.2031	23.6207	35 Senior Drug Abuse Counselor
	35	24.6136	25.0898	25.566	26.0421	26.5178	26.9951	35 Senior Drug Abuse Educator
	37.5	22.9727	23.4171	23.8616	24.306	24.7499	25.1954	35 Coordinator of Services for Aging
	Annual							35 Senior Employment and Training Counselor
	40							35 Senior Social Services Investigator
	35							35 Senior District Attorney Investigator
	37.5							40 Bridge Crew Leader
	Annual							40 Building Maintenance Mechanic II
	40							40 Highway Crew Supervisor
	35							40 Senior Automotive Mechanic
	37.5							35 Senior Case Manager
	Annual							40 Solid Waste Crew Supervisor
	40							37.5 Computer Programmer Trainee
	35							35 Computer Technician (II)
	37.5							35 Grants Manager II
	Annual							35 Principal Social Services Program Specialist
	40							35 Sr. SS Systems Coordinator
	35							
	37.5							
	Annual							35 Addiction Counselor (CASAC)
	40							35 Alcoholism Counselor (CASAC)
	35							40 Assistant Civil Engineer
	37.5							35 Business Manager
	Annual							40 Communications Supervisor
	40							35 Drug Abuse Counselor (CASAC)
	35							35 Emp. & Trng. Program Supervisor
	37.5							40 Project Crew Supervisor
	Annual							35 Senior Caseworker I
	40							35 Senior Probation Officer
	35							35 Supervising Social Services Investigator
	37.5							

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2018					
			1	2	3	4	5	
25	Annual	46599	47544	48488	49432	50377	51323	40 Bridge Construction Supervisor 35 E & T Fiscal/Office Manager
	40	22.3175	22.7701	23.2222	23.6743	24.1269	24.58	37.5 Environmental Technician 40 Motor Equipment Maintenance Supervisor
	35	25.5057	26.023	26.5397	27.0564	27.5736	28.0914	37.5 Planner 35 Senior Caseworker II
	37.5	23.8054	24.2881	24.7704	25.2526	25.7354	26.2186	35 Senior Computer Technician 37.5 Program Coordinator
26	Annual	47951	48979	50006	51035	52062	53089	37.5 GIS Analyst 35 Head Social Services Program Specialist
	40	22.965	23.4574	23.9492	24.442	24.9339	25.4258	37.5 Health Education Coordinator 35 Senior Addiction Counselor
	35	26.2458	26.8084	27.3706	27.9338	28.4959	29.058	35 Senior Alcoholism Counselor (CASAC) 35 Social Worker
	37.5	24.496	25.0212	25.5458	26.0715	26.5962	27.1208	35 Staff Development Coordinator
27	Annual	49300	50418	51534	52654	53771	54886	40 Assistant Employment and Training Director II 35 Case Supervisor Grade B 35 Special Education Coordinator
	40	23.6111	24.1466	24.681	25.2174	25.7524	26.2864	
	35	26.9841	27.5961	28.2069	28.8199	29.4313	30.0416	
	37.5	25.1852	25.7563	26.3264	26.8986	27.4692	28.0388	
28	Annual	50656	51825	52993	54166	55332	56505	40 Civil Engineer 40 Director of Environmental Services 35 Fiscal and Information Manager
	40	24.2605	24.8204	25.3798	25.9416	26.5	27.0618	35 Social Services Computer Operations Coordinator
	35	27.7263	28.3662	29.0055	29.6475	30.2857	30.9278	37.5 Program Coordinator 37.5 Network Specialist
	37.5	25.8779	26.4751	27.0718	27.671	28.2667	28.8659	35 Supervising Probation Officer
29	Annual	52000	53197	54394	55590	56787	57985	37.5 Economic Development Specialist 37.5 Environmental Planner 37.5 GIS Coordinator 37.5 Senior Planner
	40	24.9042	25.4775	26.0508	26.6236	27.1968	27.7706	
	35	28.462	29.1171	29.7723	30.4269	31.0821	31.7378	
	37.5	26.5645	27.176	27.7875	28.3985	29.01	29.622	
30	Annual	53360	54601	55840	57078	58320	59557	35 Accountant 35 Managed Care Program Coordinator 35 Speech Pathologist 35 Staff Social Worker 35 Case Supervisor Grade A
	40	25.5556	26.1499	26.7433	27.3362	27.931	28.5235	
	35	29.2063	29.8856	30.5638	31.2414	31.9212	32.5982	
	37.5	27.2593	27.8932	28.5262	29.1586	29.7931	30.425	
31	Annual	54714	55955	57198	58434	59678	60916	37.5 Computer Programmer II 40 Reimbursement Specialist
	40	26.204	26.7984	27.3937	27.9856	28.5814	29.1743	
	35	29.9475	30.6267	31.3071	31.9836	32.6645	33.3421	
	37.5	27.951	28.5849	29.2199	29.8513	30.4868	31.1193	
32	Annual	56648	57889	59126	60366	61602	62846	37.5 Chief Planner 40 Health Care Facility Comptroller 37.5 Network Manager 35 Service Coordinator 40 Plant Manager
	40	27.1303	27.7246	28.317	28.9109	29.5029	30.0987	
	35	31.006	31.6853	32.3623	33.0411	33.7176	34.3985	
	37.5	28.939	29.5729	30.2049	30.8383	31.4697	32.1052	

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2018					
			1	2	3	4	5	
33	Annual	57421	58663	59904	61092	62385	63625	37.5 Senior Computer Programmer 35 Senior Staff Social Worker
	40	27.5005	28.0953	28.6897	29.2586	29.8779	30.4717	
	35	31.4291	32.1089	32.7882	33.4384	34.1461	34.8248	
	37.5	29.3338	29.9683	30.6023	31.2092	31.8697	32.5032	
34	Annual	58520	59758	61002	62188	63481	64722	37.5 Public Health Epidemiologist
	40	28.0268	28.6197	29.2155	29.7835	30.4028	30.9971	
	35	32.0307	32.7083	33.3892	34.0383	34.746	35.4253	
	37.5	29.8953	30.5277	31.1632	31.7691	32.4296	33.0636	
35	Annual	59617	60857	62097	63285	64578	65819	37.5 Director of Rehabilitation Serv
	40	28.5522	29.1461	29.7399	30.3089	30.9282	31.5225	
	35	32.6311	33.3098	33.9885	34.6388	35.3465	36.0257	
	37.5	30.4557	31.0891	31.7226	32.3295	32.99	33.624	
35.1	Annual	60338	61574	62817	64059	65297	66538	37.5 Computer Programmer/Analyst 35 Service Care Coordinator
	40	28.8975	29.4895	30.0848	30.6796	31.2725	31.8669	
	35	33.0257	33.7022	34.3826	35.0624	35.74	36.4193	
	37.5	30.824	31.4554	32.0904	32.7249	33.3573	33.9913	
36	Annual	61570	62809	64051	65295	66528	67771	37.5 Physical Therapist
	40	29.4875	30.0809	30.6758	31.2716	31.8621	32.4574	
	35	33.7001	34.3782	35.058	35.7389	36.4138	37.0941	
	37.5	31.4534	32.0863	32.7208	33.3563	33.9862	34.6212	
37	Annual	62804	64042	65284	66524	67762	69005	
	40	30.0785	30.6715	31.2663	31.8602	32.4531	33.0484	
	35	34.3755	35.0531	35.7329	36.4116	37.0892	37.7696	
	37.5	32.0838	32.7162	33.3507	33.9842	34.6166	35.2516	
38	Annual	64187	65426	66667	67905	69145	70387	40 Registered Physician's Assistant 37.5 Supervising Programmer/Analyst 35 Supervising Social Worker
	40	30.7409	31.3343	31.9286	32.5216	33.1154	33.7102	
	35	35.1325	35.8106	36.4899	37.1675	37.8462	38.526	
	37.5	32.7903	33.4232	34.0572	34.6897	35.3231	35.9576	
39	Annual	65557	66796	68038	69275	70517	71757	
	40	31.397	31.9904	32.5852	33.1777	33.7725	34.3664	
	35	35.8823	36.5605	37.2403	37.9174	38.5972	39.2759	
	37.5	33.4902	34.1231	34.7576	35.3895	36.024	36.6575	

## SALARIED 2018

LABOR GRADE	HOURS PER WEEK	BASE	1	2	3	4	5	
40	Annual	66926	68168	69406	70648	71888	73127	40 Senior Civil Engineer
	40	32.0527	32.6475	33.2404	33.8352	34.4291	35.0225	
	35	36.6316	37.3114	37.9891	38.6689	39.3476	40.0257	
	37.5	34.1895	34.824	35.4564	36.0909	36.7244	37.3573	
41	Annual	68296	69537	70778	72017	73259	74499	
	40	32.7088	33.3032	33.8975	34.4909	35.0857	35.6796	
	35	37.3815	38.0608	38.74	39.4182	40.098	40.7767	
	37.5	34.8894	35.5234	36.1573	36.7903	37.4248	38.0582	
42	Annual	69669	70908	72150	73385	74630	75870	
	40	33.3664	33.9598	34.5546	35.1461	35.7423	36.3362	
	35	38.133	38.8112	39.491	40.1669	40.8484	41.5271	
	37.5	35.5908	36.2238	36.8582	37.4891	38.1252	38.7586	
43	Annual	71038	72280	73520	74759	76001	77239	
	40	34.022	34.6169	35.2107	35.8041	36.3989	36.9919	
	35	38.8823	39.5621	40.2408	40.919	41.5988	42.2764	
	37.5	36.2902	36.9246	37.5581	38.1911	38.8255	39.458	
44	Annual	72410	73652	74888	76129	77372	78613	
	40	34.6791	35.2739	35.8659	36.4602	37.0556	37.6499	
	35	39.6333	40.3131	40.9896	41.6689	42.3492	43.0285	
	37.5	36.9911	37.6255	38.257	38.8909	39.5259	40.1599	
45	Annual	73781	75019	76261	77500	78740	79983	
	40	35.3357	35.9286	36.5235	37.1169	37.7107	38.306	
	35	40.3837	41.0613	41.7411	42.4193	43.098	43.7783	
	37.5	37.6914	38.3239	38.9584	39.5913	40.2248	40.8598	
46	Annual	75010	76251	77494	78731	79972	81211	35 Supervising Psychologist
	40	35.9243	36.5187	37.114	37.7064	38.3008	38.8942	
	35	41.0564	41.7356	42.416	43.093	43.7723	44.4505	
	37.5	38.3193	38.9533	39.5883	40.2202	40.8542	41.4871	
47	Annual	76381	77621	78864	80100	81341	82582	
	40	36.5809	37.1748	37.7701	38.3621	38.9564	39.5508	
	35	41.8068	42.4855	43.1658	43.8424	44.5216	45.2009	
	37.5	39.0197	39.6531	40.2881	40.9195	41.5535	42.1875	
48	Annual	77752	78991	80234	81472	82714	83954	
	40	37.2375	37.8309	38.4262	39.0192	39.614	40.2079	
	35	42.5572	43.2354	43.9157	44.5933	45.2731	45.9518	
	37.5	39.7201	40.353	40.988	41.6204	42.2549	42.8884	

LABOR GRADE	SALARIED 2018						
	HOURS PER WEEK	BASE	1	2	3	4	5
49	Annual	79124	80360	81605	82843	84084	85325
	40	37.8946	38.4866	39.0829	39.6758	40.2701	40.8645
	35	43.3082	43.9847	44.6661	45.3437	46.023	46.7022
	37.5	40.4209	41.0524	41.6884	42.3208	42.9548	43.5888
50	Annual	80491	81733	82976	84215	85456	86692
	40	38.5493	39.1442	39.7395	40.3329	40.9272	41.5192
	35	44.0564	44.7362	45.4165	46.0947	46.7739	47.4505
	37.5	41.1193	41.7538	42.3888	43.0217	43.6557	44.2871
51	Annual	81863	83105	84346	85587	86825	88065
	40	39.2064	39.8012	40.3956	40.9899	41.5829	42.1767
	35	44.8073	45.4871	46.1664	46.8456	47.5233	48.202
	37.5	41.8202	42.4547	43.0886	43.7226	44.355	44.9885
52	Annual	83235	84475	85718	86954	88196	89436
	40	39.8635	40.4574	41.0527	41.6446	42.2395	42.8333
	35	45.5583	46.237	46.9174	47.5939	48.2737	48.9524
	37.5	42.5211	43.1545	43.7895	44.4209	45.0554	45.6889
53	Annual	84613	85846	87089	88325	89568	90808
	40	40.5235	41.114	41.7093	42.3012	42.8966	43.4904
	35	46.3125	46.9874	47.6678	48.3443	49.0246	49.7033
	37.5	43.225	43.8549	44.4899	45.1213	45.7563	46.3898
54	Annual	85975	87217	88458	89696	90940	92179
	40	41.1758	41.7706	42.3649	42.9579	43.5536	44.147
	35	47.058	47.7378	48.4171	49.0947	49.7756	50.4537
	37.5	43.9208	44.5553	45.1893	45.8217	46.4572	47.0902
55	Annual	87347	88587	89828	91068	92310	93548
	40	41.8329	42.4267	43.0211	43.6149	44.2098	44.8027
	35	47.809	48.4877	49.1669	49.8456	50.5255	51.2031
	37.5	44.6217	45.2552	45.8891	46.5226	47.1571	47.7895
56	Annual	88717	89959	91200	92439	93678	94917
	40	42.489	43.0838	43.6782	44.2716	44.8649	45.4583
	35	48.5588	49.2386	49.9179	50.5961	51.2742	51.9524
	37.5	45.3216	45.9561	46.59	47.223	47.8559	48.4889

40 Senior Civil Engineer II

LABOR GRADE	HOURS PER WEEK	BASE	SALARIED 2018					
			1	2	3	4	5	
65	Annual	39993	40519	41065	41625	42197	42766	40
	40	19.1537	19.4057	19.6671	19.9353	20.2093	20.4818	
65.5	Annual	43200	43777	44376	44986	45615	46239	40 Licensed Practical Nurse
	40 GPN	20.6897 18.9414	20.966	21.2529	21.545	21.8463	22.1451	
66	Annual	46296	47189	48409	48975	49862	50756	40
	40	22.1724	22.6001	23.1844	23.4555	23.8803	24.3084	
66.5	Annual	49501	50465	51429	52394	53353	54319	40 Registered Professional Nurse
	40 GN	23.7074 21.9002	24.1691	24.6307	25.0929	25.5522	26.0148	
67	Annual	50319	51317	52319	53323	54317	55327	40 Head Nurse Trainee
	40	24.0991	24.5771	25.057	25.5378	26.0139	26.4976	
67.5	Annual	53582	54654	55732	56807	57883	58961	40 Head Nurse
	40	25.6619	26.1753	26.6916	27.2064	27.7217	28.238	
69	Annual	54110	55114	56113	57117	58119	59121	40
	40	25.9148	26.3956	26.874	27.3549	27.8348	28.3147	
69.5	Annual	57343	58416	59482	60550	61623	62692	40 Nurse Practitioner 40 Supervising Nurse
	40	27.4631	27.977	28.4875	28.999	29.5129	30.0249	
70	Annual	58972	60246	61518	62786	64060	65330	37.5 Occupational Therapist
	37.5	30.1262	30.777	31.4268	32.0746	32.7254	33.3742	

LABOR GRADE	HOURS	BASE PER WEEK	SALARIED 2018						
			1	2	3	4	5		
82	Hourly	4	15.8838	15.9781	16.0775	16.188	16.3007	16.4133	40 Laborer
83	Hourly	4	16.1144	16.206	16.2976	16.393	16.5062	16.6216	40 Bus Driver (OFA&Veterans) 40 Motor Equipment Operator
84	Hourly	4	16.4687	16.5645	16.6618	16.7618	16.8814	17.0028	40 Automotive Mechanic Helper 40 Bridge Painter
85	Hourly	4	16.962	17.0662	17.171	17.2801	17.4117	17.5431	40 Automotive Parts Clerk
86	Hourly	4	17.586	17.7188	17.8565	17.9917	18.128	18.2663	
87	Hourly	4	18.1737	18.289	18.4073	18.5263	18.668	18.809	40 Bridge Construction Mechanic 40 Bridge Welder 40 Heavy Equipment Operator 40 Senior Automotive Parts Clerk 40 Welder
	Training Rate HEO/B		17.8737						
88	Hourly	4	19.2586	19.3829	19.507	19.6299	19.7796	19.9284	40 Automotive Body Repairer 40 Automotive Mechanic 40 Sign Shop Worker
90	Hourly	4	19.9617	20.0881	20.2257	20.352	20.4784	20.616	40 Crane Operator