

SETTLEMENT MEMORANDUM

BETWEEN

**ALDEN (EWELL) FREE LIBRARY, ET AL, CONTRACTING MEMBER LIBRARIES,
WITHIN
THE BUFFALO & ERIE COUNTY PUBLIC LIBRARY SYSTEM**

AND

**THE CLERICAL & MAINTENANCE UNION OF THE BUFFALO & ERIE COUNTY PUBLIC
LIBRARY- CONTRACTING LIBRARIES**

January 1, 2019 through December 31, 2022

STATEMENT OF PURPOSE

THIS AGREEMENT entered into by the Alden (Ewell) Free Library, et al, Contracting Member Libraries, within the Buffalo & Erie County Public Library System, hereinafter referred to as the "Library" and Clerical & Maintenance Union of the Buffalo & Erie County Public Library – Contracting Libraries, NYSUT/AFT, AFL-CIO, hereinafter referred to as the "CMU," has its purpose the promotion of harmonious relations between the Library and the CMU; establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

NOW THEREFORE, it is mutually agreed as follows:

ARTICLE 1 – PARTIES AND RECOGNITION

1.1 THIS AGREEMENT made and entered into by and between the Buffalo and Erie County Public Library, acting as agent for the following contracting libraries (hereinafter "the Library"):

- Alden (Ewell) Free Library
- Amherst Public Library
- Angola Public Library
- Aurora Town Public Library
- Boston Free Library
- Cheektowaga Public Library
- Clarence Public Library
- Collins Public Library
- Concord Public Library
- Eden Library
- Elma Public Library
- Grand Island Memorial Library
- Hamburg Public Library
- Lackawanna Public Library
- Lancaster Public Library
- Marilla Free Library
- Newstead Public Library
- North Collins Library
- Orchard Park Public Library
- City of Tonawanda Public Library
- Town of Tonawanda Public Library
- West Seneca Public Library

AND THE CLERICAL & MAINTENANCE UNION OF THE BUFFALO AND ERIE COUNTY PUBLIC LIBRARY – CONTRACTING LIBRARIES, NYSUT/AFT, AFL-CIO (hereinafter "CMU") .

1.2 IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE

ADDITIONAL FUNDS THEREFORE SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

- 1.3 The Library, acting pursuant to the Public Employees' Fair Employment Act, recognizes the Association as the exclusive representative of the employees in the following employer-employee negotiating unit:

All full-time and regular part-time clerical and maintenance employees employed by Alden (Ewell) Free Library, et al, Contracting Member Libraries, individually, within the Buffalo & Erie County Public Library System.

ARTICLE 2 - DEFINITIONS

- 2.1 The following definitions shall apply in the interpretation of this Agreement:

- A. Full-time – A full-time appointment is one made to any budgeted full-time position in which an incumbent is regularly scheduled for forty (40) hours each week, on a continuing basis, throughout the year. It is considered permanent employment.
- B. Regular Part-time (RPT) – A Regular Part-time (RPT) appointment is one made to any budgeted RPT position in which an incumbent is regularly scheduled for twenty (20) hours or more, but less than forty (40) hours each week, on a continuing basis, throughout the year. It is considered permanent employment.

Positions designated as RPT, i.e. as an extension of the title, are considered permanent positions, and incumbents who otherwise meet eligibility requirements may accrue increments, accumulate seniority, and qualify for many of the fringe benefits enjoyed by full-time employees. Generally fringe benefits for RPT employees are, unless otherwise noted, pro-rated.

Example of pro-rating a benefit: If an RPT employee with 11 years of employment works an average of 30 hours per week, vacation accruals are calculated at the rate of 75% (30/40) of a full-time, forty (40) hour per week employee with 11 years of employment. The full-time 11-year employee earns 20 vacation days (160 hours) per year, accrued at the rate of 6.16 hours per pay period, based on a 26 pay period system. Therefore the 11-year RPT employee will earn 15 vacation days (120 hours) per year, accrued at the rate of 4.62 hours per pay period, based on a 26 pay period system.

- C. Actual household member – Individuals who are not blood relatives or in-laws must be a member of the employee's immediate household for at least one (1) year. An affidavit, on a form provided by the Library, establishing that such a person is a member of his/her immediate household must be filed with the B&ECPL Human Resources Manager prior to requesting leave. Such affidavit must be kept current.

ARTICLE 3 - COMPENSATION AND BENEFITS

3.1 Salary

- A. All unit members will be paid in accordance with the salary schedules set forth in Appendices A and B attached hereto. The salary schedules become effective on January 1st of each respective year. The amounts shown on the salary schedules (Appendices A and B) are the annual salary, the biweekly salary and the hourly rate, respectively.
- B. Appendix A (White Collar)
- Schedule: Job Group 1 = RPT Clerk Typists, Library Clerks
Job Group 4 = Senior Library Clerks and RPT Senior Library Clerks
Job Group 5 = Library Associates, RPT Library Associates, Library Assistants and RPT Library Assistants
Job Group 6 = Principal Library Clerks
- C. Appendix B (Blue Collar)
- Schedule: Job Group 3 = Caretaker and RPT Caretaker
- D. Full-time or RPT employees appointed to unit positions shall be paid at the probationary rate (Step 0) of the applicable job group in the applicable salary schedule for a period of six (6) months. Following completion of the required six (6) month period of actual service, employees shall be moved to Step 1 of the applicable job group in the applicable salary schedule. Thereafter, employees shall be moved to Step 2 of the applicable job group in the applicable salary schedule on the earlier of the immediately following January 1st or July 1st from the date the employee moved to Step 1. (In the case of a January 1st or July 1st start date, the employee will move from Step 0 to Step 2 on the immediately following January 1st or July 1st, as applicable.) Employees shall then be eligible to move to each successive wage increment step (Steps 3 – 5) on a yearly basis from the date of the move to Step 2, provided they have a minimum of nine (9) months of service since receiving their last increment.
- E. In computing increment eligibility, when appointments are made on January 1, or July 1 and the day falls on a holiday or non-scheduled work day, the increment period will include these days.

- F. Because of the payroll procedures that enable the Library to have a regular pay throughout the year, the increment eligibility period and pay periods may not at all times coincide. In such cases, the increment date is the first day of the respective pay period during which January 1, or July 1 falls.
- G. Promotions
All promotions within the bargaining unit will be step to step. Any time served towards earning a longevity step prior to promotion will be counted towards eligibility and time served in the higher title.
- H. Transfers/Promotions from Other Unions
Any employee, whom transfers laterally or is promoted to a position in a higher job group, from another bargaining unit (cross bargaining unit) shall receive a salary at the increment step in the range of the job grade for the position they are transferring or promoting to which is nearest, but not less than \$100.00.

3.2 Longevity Increments:

- A. Full-time or RPT employees shall be eligible for the first longevity increment (Longevity A) after completing a total of nine (9) years of continuous service with the Library and a minimum of five (5) years actual service at Step 5 of the same job group.
- B. Following the receipt of the first longevity increment (Longevity A) a Full-time or RPT employee shall receive an additional longevity increment for each additional three (3) years of actual service in the same job group, up to a total of five (5) (Longevity E), including the first longevity increment set forth in paragraph (A), above.
- C. In computing longevity increment eligibility, when appointments are made on January 1, or July 1 and the day falls on a holiday or non-scheduled work day, the increment period will include these days.

Because of the payroll procedures that enable the Library to have a regular pay throughout the year, the increment eligibility period and pay periods may not at all times coincide. In such cases, the increment date is the first day of the respective pay period during which January 1, or July 1 falls.

3.3 Transportation Expenses

- A. Mileage:
 - 1. Whenever an employee is required to use his/her personally owned automobile for library business; authorization for reimbursement is

required from the Contracting Library Director.

2. Mileage reimbursement shall be equal to the IRS mileage rate, with the minimum reimbursement equal to four dollars (\$4.00) per day.
3. Toll charges will be reimbursed if supported by appropriate receipts.

B. **Parking:**

Employees may receive reimbursement of parking charges incurred while on library business if supported by appropriate receipts.

3.4 **Emergency Call-In Pay**

- A. Should a full-time or RPT employee be called into work when he/she is not scheduled, he/she shall be paid for a minimum of three hours.
- B. Call-in pay is not incorporated into the forty (40) hour workweek.

3.5 **Overtime**

The Fair Labor Standard Act (FLSA) will dictate the compensation paid to full-time employees for overtime work:

- A. If an employee works over 40 hours in a predetermined workweek, excluding sick leave and personal leave, the employee shall receive time and one-half compensatory time for all overtime hours worked.
- B. Employees may request in writing monetary payment in lieu of compensatory time off. Written requests must be submitted to the Contracting Library Director by the third Monday in January. The election of cash payment shall remain in effect until the employee revokes it. Revocation may only occur during the month of December in each year.
- C. Compensatory time may be used in fifteen (15) minute increments.
- D. All employees shall be entitled to accumulate compensatory time to 80 hours.

3.6 **Health and Dental Insurance**

A. **Health Insurance:**

1. The Library shall offer health insurance to each full-time and RPT employee covered under this Agreement.
2. Full-time and RPT employees shall have a single health care provider chosen by the Labor Management Health Care Fund, and a choice among three insurance products: the Enhanced Plan, the Core Plan or

the Value Plan. All full-time and RPT employees will be eligible for a family or single plan, at their option, subject to the written verification requirements contained in the collective bargaining agreement. The Library shall contribute to the cost of health insurance as follows:

- a. Effective January 1, 2018 through December 31, 2020, the Library shall pay 96.5% of the Value Plan premium for all employees hired into a CMU position before 1/1/2015 or having transferred into a CMU position before 5/10/2019, and such employees electing Value Plan coverage shall contribute 3.5% of the Value Plan premium. Any such employee electing the Core Plan or the Enhanced Plan will pay 100% of the difference between those plan premiums and 96.5% of the Value Plan premium.
 - b. Effective January 1, 2021, the Library shall pay 95% of the Value Plan premium for all employees hired into a CMU position before 1/1/2015 or having transferred into a CMU position before 5/10/2019, and such employees electing Value Plan coverage shall contribute 5% of the Value Plan premium. Any such employee electing the Core Plan or the Enhanced Plan will pay 100% of the difference between those plan premiums and 95% of the Value Plan premium.
 - c. Effective January 1, 2022, the Library shall pay 90% of the Value Plan premium for all employees hired into a CMU position before 1/1/2015 or having transferred into a CMU position before 5/10/2019, and such employees electing Value Plan coverage shall contribute 10% of the Value Plan premium. Any such employee electing the Core Plan or the Enhanced Plan will pay 100% of the difference between those plan premiums and 90% of the Value Plan premium.
 - d. All employees hired into a CMU position after 1/1/2015 shall contribute 15% of the Value Plan Premium, and the Library shall pay 85% of the Value Plan premium. All employees hired into a CMU position after 1/1/2015 electing the Core Plan or the Enhanced Plan will pay 100% of the difference between those plan premiums and 85% of the Value Plan premium.
3. For active employees who transfer or promote into a CMU position from another bargaining unit within the B&ECPL after 5/9/2019, their health insurance contribution shall be based on the union contract of the position they transferred/promoted from, including application of future years. At no time shall a transfer or promotion into the CMU from another bargaining unit result in a lesser contribution than what they would have been responsible for but for the transfer or promotion.

B. Health Insurance Waiver Program:

1. Full-time and RPT employees eligible for partially-paid medical and dental insurance may waive and receive a cash payment in lieu of health insurance benefits. An employee waiving single coverage will receive \$67.00 per month. An employee waiving family coverage will receive \$100.00 per month.
2. Full-time and RPT employees do not have to wait for the annual open enrollment period to reenter into health insurance plans. With written notification, an employee can be readmitted in the following month if there is a qualifying event (for example, childbirth).

C. Dental Insurance:

Full-time and RPT employees shall be eligible for the dental insurance plan available to the equivalent job title among Erie County employees.

1. The Library shall pay the full cost of single coverage and 90% of the cost of family coverage.
2. Full-time and RPT employees participating in the Insurance Waiver Program may continue to receive dental insurance by paying the monthly premium in full.

D. Retiree Benefits:

1. Full-time and RPT employees employed in a full-time or RPT status and hired into a CMU position before 1/1/2015 or having transferred into a CMU position before 5/10/2019 who retire from a contracting library on or after the effective date of this Agreement shall be eligible to receive the following health care benefits:
 - a. Retires on or before December 31, 2019:
 - i.) Before the age of sixty-five (65) he/she will be entitled to one hundred percent (100%) of the monthly premium for the single or double rate for the Value Plan until such time that he/she is sixty-five (65) years of age. Upon verification of family status, the employer shall pay one hundred percent (100%) of the monthly premium family rate for the Value Plan until such time that he/she is sixty-five (65) years of age OR if family coverage is no longer needed. Verification of family status shall be required annually.
 - ii.) After the age of sixty-five (65) OR when a retiree turns the age of sixty-five (65), he/she will be required to select the designated Medicare Wraparound product that includes

prescription drug coverage and basic out-of-network benefits. Any future retiree and his or her eligible spouse who is under age sixty-five (65) will be provided with a single Core or Value Plan for the non-age sixty-five (65) member, depending on what plan spouse was eligible for prior to the retiree reaching age sixty-five (65). An age sixty-five (65) or older retiree, and his or her eligible spouse age sixty-five (65) or older may choose from Option A, B, or C as referenced on the attached matrix. Both members must select the same option and the employer will pay one hundred percent (100%) of the monthly premium for the single or double rate for Options A, B, or C. In addition, an age sixty-five (65) or older retiree who chooses Option D shall pay the difference in the cost between the highest premium of Option A, B, or C and the Option D premium. Upon verification of family status, the employer shall pay one hundred percent (100%) of the monthly premium family rate for the Value Plan until such time that family coverage is no longer needed. Verification of family status shall be required annually.

- b. Retires on or after January 1, 2020 but before January 1, 2023:
 - i.) Before the age of sixty-five (65) he/she will be entitled to the percentage of the monthly premium that had been paid at the time of retirement for the single or double rate for the Value Plan until such time that he/she is sixty-five (65) years of age. Upon verification of family status, the employer shall pay this percentage of the monthly premium family rate for the Value Plan until such time that he/she is sixty-five (65) years of age OR if family coverage is no longer needed. Verification of family status shall be required annually.
 - ii.) After the age of sixty-five (65) OR when a retiree turns the age of sixty-five (65), he/she will be required to select the designated Medicare Wraparound product that includes prescription drug coverage and basic out-of-network benefits. Any future retiree and his or her eligible spouse who is under age sixty-five (65) will be provided with a single Core or Value Plan for the non-age sixty-five (65) member, depending on what plan spouse was eligible for prior to the retiree reaching age sixty-five (65). An age sixty-five (65) or older retiree, and his or her eligible spouse age sixty-five (65) or older may choose from Option A, B, or C as referenced on the attached matrix. Both members must select the same option and the

employer will pay the percentage of the monthly premium that had been paid at the time of retirement for the single or double rate for Options A, B, or C. In addition, an age sixty-five (65) or older retiree who chooses Option D shall pay the difference in the cost between the highest premium of Option A, B, or C and the Option D premium. Upon verification of family status, the employer shall pay the percentage of the monthly premium family rate for the Value Plan that they had been paid at the time of the employee's retirement, until such time that family coverage is no longer needed. Verification of family status shall be required annually.

c. Retires after 12/31/2022:

- i.) Before the age of sixty-five (65) he/she will be entitled to eighty-five percent (85%) of the monthly premium for the single or double rate for the Value Plan until such time that he/she is sixty-five (65) years of age. Upon verification of family status, the employer shall pay eighty-five percent (85%) of the monthly premium family rate for the Value Plan until such time that he/she is sixty-five (65) years of age OR if family coverage is no longer needed. Verification of family status shall be required annually.**
- ii.) After the age of sixty-five (65) OR when a retiree turns the age of sixty-five (65), he/she will be required to select the designated Medicare Wraparound product that includes prescription drug coverage and basic out-of-network benefits. Any future retiree and his or her eligible spouse who is under age sixty-five (65) will be provided with a single Core or Value Plan for the non-age sixty-five (65) member, depending on what plan spouse was eligible for prior to the retiree reaching age sixty-five (65). An age sixty-five (65) or older retiree, and his or her eligible spouse age sixty-five (65) or older may choose from Option A, B, or C as referenced on the attached matrix. Both members must select the same option and the employer will pay eighty-five percent (85%) of the monthly premium for the single or double rate for Options A, B, or C. In addition, an age sixty-five (65) or older retiree who chooses Option D shall pay the difference in the cost between the highest premium of Option A, B, or C and the Option D premium. Upon verification of family status, the employer shall pay eighty-five percent (85%) of the monthly premium family rate for the Value Plan until such time that family coverage is no longer needed. Verification of family status shall be required annually.**

- d. Health care coverage will be offered for the lifetime of the retiree.
2. All employees hired into a CMU position after 1/1/2015, and who thereafter retire from a contracting library shall not be eligible to receive employer paid health care benefits.
 3. For active employees who transfer or promote into a CMU position from another bargaining unit within the B&ECPL after 5/9/2019, their bargained for retiree health insurance contribution shall be based on the union contract of the position they transferred/promoted from, including application of future years. At no time shall a transfer or promotion into the CMU from another bargaining unit result in a lesser contribution than what they would have been responsible for but for the transfer or promotion.

3.7 Vacation

- A. Vacation credits for full-time employees will accrue and be available on a biweekly pay period basis, after the first pay period of employment provided the employee is on a compensable pay status for 40 or more hours (5 or more working days) each pay period. From the start of the pay period following ratification of this Agreement, vacation accruals for full-time employees will be granted per pay period in accordance with the following schedule constituting 26 pay periods per year:

Service	Rate Per Pay Period	Rate Per Year
From date of employment through the completion of 2 years of service	3.08 hours	10 days
From 2 nd year anniversary date through the completion of 9 years of service	4.62 hours	15 days
From 9 th year anniversary date through the completion of 16 years of service	6.16 hours	20 days
From 16 th anniversary date through the completion of 25 years of service	7.70 hours	25 days
From 25 th anniversary date through successive years of service	9.23 hours	30 days

- B. Banking Vacation

An employee shall take his/her vacation during the anniversary period after which it is earned, except that he/she may place up to a maximum of 25 earned

days in a vacation bank. Said employees may bank vacation days with a maximum accrual on their anniversary date as follows:

<u>Days earned per year</u>	<u>Bank</u>	<u>Max. Accrual</u>
10	25	35
15	25	40
20	25	45
25	25	50
30	25	55

Vacation credits for RPT employees will accrue and be available for use on a pro-rated basis pursuant to the schedule set forth in Section 3.7.A, above, after the first pay period of employment providing the employee is on a compensable pay status equal to the average amount of hours scheduled per pay period. Vacation accruals will be granted by pay period for 26 pay periods per year.

- C. Effective January 1, 2019, employees shall be eligible to sell back up to sixty (60) hours of vacation each year. Such employees must have at least eighty (80) hours of vacation leave in their bank in order to be eligible for such sell back. Payment for such sell back shall be made in payroll period 24.
- D. Upon termination of employment, an employee will be entitled to receive a cash payment equal to his accrued vacation time. In no event will such payout exceed the maximum bank days.

3.8 Holidays

Full-time employees required to work on a holiday, listed below, will be paid regular straight time pay for the holiday, plus receive one and one-half times the number of hours in compensatory time for every hour actually worked on such a holiday. Full-time employees not scheduled to work, will receive a paid holiday on the days listed below.

- A. RPT employees required to work on a holiday, listed below, shall be paid for every hour actually worked on such a holiday, plus receive four (4) hours of compensatory time in lieu of the holiday.
 - 1. RPTs who do not work the holiday shall receive four (4) hours pay on the days listed below.
 - 2. At the discretion of the Contracting Library Director, an RPT's work schedule may be adjusted up to four (4) hours at another time during the week in which the holiday falls so that the employee will actually receive pay for the number of hours for which he/she is normally scheduled.

B. Holidays:

New Year's Day	Fourth of July
Martin Luther King, Jr. Day	Labor Day
Patriots' Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

Two (2) floating holidays shall be eliminated effective January 1, 2020.

3.9 Sick Leave

- A. Employees earn sick leave credits immediately upon entering the service of the employer at the rate of 4.62 hours bi-weekly (26 pay periods per year) for each pay period during which the employee has been on full pay status for at least 50% of the working days of the pay period.
- B. RPT employees earn sick leave credits immediately upon entering service of the employer. Sick leave credits shall be earned on a pro-rated basis.
- C. All full-time and RPT employees may accumulate sick leave up to a maximum of 1800 hours.
- D. Sick leave in excess of five (5) consecutive workdays requires a certificate or affidavit from a physician, showing incapacity and inability of the employee to perform his/her work. The statement must include the nature of and dates of the illness.
- E. At the discretion of the Contracting Library Director or the B&ECPL Human Resources Manager or his/her designee, an employee may be put on notice that a physician's note is required for absences of any duration.
- F. Employees are required to contact their supervisor on a daily basis (or indicate on the first day of illness when they expect to return) prior to the start of their shift. Immediately upon return to work, employees are required to submit an "Employee Leave Request" (PO-19) form (with physician's statement after 5 days) to their supervisor. Failure to do so may result in loss of pay for the absence, regardless of accrued leave balance.
- G. Sick leave time cannot be used in less than one-hour increments.
- H. **Reasons for Granting Sick Leave**
The Contracting Library Director shall grant sick leave with pay to a full-time or RPT employee who is incapacitated or unable to perform the duties of his/her position by reason of:
- Sickness or injury;
 - Serious illness in the employee's immediate family requiring care and

attendance of the employee. Immediate family shall include parent, spouse, brother, sister, children or grandparents, or other individual who is an actual member of the employee's household* upon submission of sufficient proof to the employer (see Definitions);

- Quarantine regulations;
- Medical and dental visit of an employee or member of immediate family, if required during business hours. The Contracting Library Director may at his/her discretion require proof of the visit;
- Maternity.

I. Sick Leave Exceptions

1. **Intended Resignation/Retirement and Sick Leave:**
Once notice has been given, a physician's note is required or vacation time will be charged.
2. **Incentive for Non-Use of Sick Leave:**
Full-time and RPT employees who use one day or less of sick leave in an anniversary year receive an extra sick day on their anniversary date. An RPT's sick day shall be pro-rated.
3. **Bonus:**
Any full-time or RPT employee who reaches the maximum of eighteen hundred (1800) hours of accumulated sick leave shall receive a \$300.00 bonus. Thereafter, an additional bonus of \$200.00 will be paid in any year in which the maximum amount of sick leave is maintained AND five (5) or less sick days are used. Payment of the initial bonus will be made in the first paycheck after the 1800 hours is reached. Payment of the yearly bonus will be made on the anniversary date of initial employment.

J. Extended Sick Leave

1. At the discretion of the Contracting Library Director, additional sick leave, with pay, for a serious illness may be granted to a full-time or RPT employee. Prior to the granting of such leave, there must be a reasonable expectation that the employee will return to work.
2. **Eligibility:**
 - a. 3 months after 10 years continuous years of service
 - b. 5 months after 15 years continuous years of service
3. No extended sick leave pay will be granted until all other accumulated leave time has been exhausted. No leave credits will be earned during the extended sick leave period.

K. Retiree Payout

1. Employees will receive a cash payment equivalent to the monetary value of accrued vacation and compensatory time at time of retirement.
2. Employees who retire from a Library with ten (10) years of service shall be eligible for the following:
 - a. Employees who have a minimum of 800 hours of accumulated sick leave as of the date of retirement shall receive \$ 3,000.
 - b. Employees who have a minimum of 1200 hours of accumulated sick leave as of the date of retirement shall receive \$ 5,000.
 - c. Employees who have a minimum of 1800 hours of accumulated sick leave as of the date of retirement shall receive \$7,000.

3.10 Personal Leave

- A. Full-time employees, including temporary and provisional personnel, will become eligible for and receive four (4) personal leave days after one (1) year of continuous service and also become eligible for, and receive the same allowance for each succeeding year of employment providing the employee is on paid status for at least six (6) months in the preceding anniversary year and otherwise meets all eligibility requirements.
- B. An RPT's Personal Leave accruals shall be pro-rated.
- C. RPT employees will become eligible for and receive personal leave time on a pro-rated basis after one (1) year of continuous service, and also become eligible for and receive the allowance on a pro-rated basis for each succeeding year of employment providing the employee is on paid status for at least six (6) months in the preceding anniversary year and otherwise meets all eligibility requirements.
- D. Personal leave time cannot be used in less than one-hour increments.
- E. Personal leave is not cumulative from year to year. Unused personal leave credit shall be added to an employee's accumulated sick leave bank at the end of the employee's anniversary year. This addition does not extend the permissible accumulation of sick leave beyond 1800 hours.
- F. Application for personal leave must be filed by an employee on the Employee Leave Request (PO19) form with the Contracting Library Director at least five (5) working days in advance when the request time is for four (4) days and three (3) working days in advance when the request is for three (3) days or

less. Advance notice requirements may be waived at the discretion of the Contracting Library Director.

3.11 Bereavement Leave

- A. A full-time employee who has a death in the immediate family (parent, spouse, brother, sister, children, grandparent, grandchildren, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, stepparent, stepchildren, great-grandparent or any other individual who is an actual member of the employee's immediate household* upon submission of sufficient proof to the employer (see Definitions) shall be given time off without loss of pay up to a maximum of five (5) consecutive calendar days from and including the date of death.
- B. If the death occurs after the employee reports to work, that day will not be counted as one of the five (5) consecutive calendar days and upon giving appropriate notice, such employee will be allowed to leave for the remainder of the shift without the loss of pay.

3.12 Jury Duty

- A. Upon presenting proof of the necessity of jury service or attending court for non-personal matters, FT and RPT employees shall receive a paid leave of absence.
- B. FT and RPT employees must indicate on the Court's questionnaire that they are placed on a paid leave of absence during the jury service period.
- C. FT and RPT employees will not be required to report for work prior to or subsequent to their court attendance/jury duty.
- D. RPT employees shall be paid on a pro-rated basis.

3.13 Leave Without Pay

- A. **Maternity Leave:**
 - 1. A full-time or RPT employee who is pregnant shall be granted a leave of absence without pay for the duration of her anticipated disability, as substantiated by her personal physician.
 - 2. After the delivery of the baby, the employee, regardless of whether she has been on sick leave or leave without pay, may return on the date recommended by her physician providing a written statement is submitted to the Contracting Library Director certifying that she is fully employable and capable of resuming her full duties.

B. Infant Child Care Leave:

1. A continuous leave of absence without pay for reason of the birth of a child within the first year of said child's birth shall be granted to a full-time or RPT employee for a period of up to six (6) months. The child must be a member of the employee's immediate household.
2. A full-time or RPT employee who has adopted a child of less than five (5) years of age or a hard-to-place or handicapped child under the age of eighteen (18) as defined in Section 451 of the N.Y. Social Services Law and who is principally responsible for the care of the child may be granted a leave period of six (6) months after assuming custody of the child.
3. In the event the contracting library employs both parents, the contracting library is not compelled to grant a second six (6) month leave for the benefit of the same child.

C. Family Care:

1. A full-time or RPT employee may be granted a leave of absence without pay for up to six (6) months to care for a parent, parent-in-law, child, or spouse who is suffering from a serious health condition, illness or injury.
2. The employee requesting Family Care leave shall be required to provide medical information supporting the need for his/her presence as a caregiver during normal hours of work and fully explaining the seriousness of the illness or injury. It is understood that any decision shall be at the discretion of the Contracting Library Director.
3. At the discretion of the Contracting Library Director, Family Care leave may be granted to a full-time or RPT employee for an individual who is an actual member of the employee's household* upon sufficient proof to the employer. (See Definitions)

D. Military Leave:

1. A full-time employee who is required to render ordered military duty, attend a training program or perform other duties under United States or New York State supervision, shall be granted military leave of absence with no loss of time or pay not to exceed thirty (30) calendar days in accordance with current Uniformed Services Employment and Reemployment Rights (USERRA) Act law.
2. A RPT employee who is required to render ordered military duty, attend a training program or perform other duties under United States or New

York State supervision, shall be granted military leave of absence with no loss of time or pay, not to exceed thirty (30) calendar days pursuant to the Military Law; however, said employee shall be paid for only those days the employee would have been scheduled.

ARTICLE 4 - WORKING CONDITIONS

4.1 Work Week

The normal work week shall be Monday through Saturday.

4.2 Working Hours

The normal working hours for full-time employees shall be eight (8) consecutive hours per day, forty (40) hours per week. The establishment of working hours shall be within the discretion of the head of the department.

4.3 Lunch Periods

- A. Full-time employees shall be eligible to receive a one hour paid lunch period. In the event that a Contracting Library Director determines that a flexible pattern is best suited for the facility, a minimum of one-half hour shall be given.
- B. RPT employees shall receive a one hour unpaid lunch period. In the event that a Contracting Library Director determines that a flexible pattern is best suited for the facility, a minimum of one-half hour shall be given.

4.4 Breaks

Full-time employees shall be entitled to a fifteen (15) minute break during the first half of the work day and a second fifteen (15) minute break during the second half of the work day. RPT employees who work a minimum of four (4) hours per day shall be entitled to one (1) fifteen (15) minute break. RPT employees who work eight (8) hours per day shall be entitled to a fifteen (15) minute break during the first half of the work day and a second fifteen (15) minute break during the second half of the work day.

4.5 Sunday Hours

- A. The Fair Labor Standards Act (FLSA) will dictate the payment of full-time employees for Sunday work:

If an employee works over 40 hours in a predetermined workweek, excluding sick leave and personal leave, the employee shall receive time and one-half compensatory time for hours worked on Sunday. (See Section 3.5 Overtime)
- B. RPT employees may be scheduled to work on Sundays. However, Sunday work is to be incorporated into the employees' workweek. RPT employees are

not eligible for overtime payment on Sundays unless they are required to work more than 40 hours in the workweek.

4.6 Emergency Closing

In the event the Contracting Library Director declares the closing of a Library or Libraries and/or services due to any flood, fire, uncontrolled weather conditions or other cause beyond the Library's control, affected full-time and RPT employees will not be charged any accruals or lose any pay for the time closed.

ARTICLE 5 - UNION SECURITY

5.1 Checkoff of CMU Dues and other Deductions

The Library shall deduct from the wages of employees of the bargaining unit and remit each month to Clerical & Maintenance Union of the Buffalo & Erie County Public Library – Contracting Libraries, NYSUT/AFT, AFL-CIO, membership dues for those employees authorizing such deductions.

5.2 The Library agrees to deduct CMU membership dues in accordance with the amount certified by the CMU to the Library and to maintain such dues deductions in accordance with the terms and conditions of the form of Authorization for Payroll Deduction of Union Dues provided by the CMU from the pay of all employees who have executed such authorization for payroll deduction of CMU dues, and any additional deductions for any health insurance and/or dental plan program made available through the CMU.

5.3 Payroll deduction of CMU dues under the properly executed Authorization for Payroll Deduction of Union Dues forms shall be effective at the time the form is signed by the employee and shall be deducted by the next full pay period and each pay period thereafter from the pay of the employee.

5.4 The aggregate total of all such deductions shall be remitted each month to the designated financial officer of the CMU together with a list from whom dues have been deducted on or before the fifteenth day of the following month when such deductions were made.

5.5 Any changes in the amount of Union Dues to be deducted must be certified by the CMU in writing and be forwarded to the Library.

5.6 If, through inadvertence or error, the Library fails or neglects to make a deduction which is properly due and owing from a bargaining unit member paycheck, such deduction shall be made from the next paycheck of the bargaining unit member and submitted to the collective bargaining representative. The Library shall not be liable to the collective bargaining representative, bargaining unit member or any party by reason of the requirements of this article, unit member or any party by reason of the requirements of this article of the Agreement for the remittance or payment of any

sum other than that consisting actual deductions made from employee wages earned.

ARTICLE 6 - ASSOCIATION MATTERS

6.1 Bulletin Boards

The Library will provide the Union with a bulletin board at each library location in a place that will not interfere with the operation of the library for the purpose of posting notices pertaining to the Union and its members. Such notices shall be posted only with the prior approval of the Union President and the B&ECPL Human Resources Manager, and such notices shall never contain any material derogatory to the Library or any employee.

Additionally, the Library will permit the Union to forward communications to unit members via the Library e-mail system. Such communications shall only be transmitted by the B&ECPL Human Resources Manager or his/her designee following approval by the Union President and B&ECPL Human Resources Manager, and such e-mails shall never contain any material derogatory to the Library or any employee.

There shall be no distribution, solicitation, or posting on any Library premises by employees or union officials at any time without the express approval of the B&ECPL Human Resources Manager. These limitations apply to any pamphlets, advertising or political matters, notices, or any kind of literature other than as provided above.

6.2 Union Release Time

The Association President (or designee) shall be granted reasonable release time during his/her regularly scheduled work day, where necessary, to handle Association matters (e.g. grievance handling, contract administration and enforcement etc.) Such release time shall not interfere with the actual work time of any other member. In this regard, reasonable efforts shall be made by the Association President (or designee) to conduct such business outside of such scheduled workday. Release time shall not be unreasonably withheld and shall be fully paid with no charge to accruals.

6.3 Labor Management Meetings

Labor-Management meetings will be held monthly, but may be cancelled upon mutual consent of the Library and Union for lack of pending business or other appropriate reason. A maximum of two (2) Union representatives may attend such labor-management meetings without loss of pay and/or benefits.

ARTICLE 7 - GRIEVANCE PROCEDURE

7.1 General Matters

- A. Purpose – The purpose of this procedure is to secure at the lowest practicable level solutions to grievances, which may from time to time arise. The handling of grievances at each level shall be kept as informal as practicable.
- B. Waiver For Other Remedies – The utilization of any step of this grievance procedure by any member or the CMU, shall constitute a waiver by such member or the CMU (on its own behalf and on behalf of all persons aggrieved) or both (as the case may be) of his/her and its rights, if any, to pursue any other remedy before any court, administrator, or administrative agency.
- C. Grievance Definition – A “grievance” is any claim that a provision or provisions of this Agreement has been violated.
- D. Time Limit Rules – Time limits set forth in this Grievance Procedure shall be strictly adhered to by all parties and persons. Any grievance not initiated or taken to the next step within these time limits will be considered settled on the basis of the last answer by the Library if the grievant does not move to the next step within the time limits. If the Library fails to answer a grievance within the time limits set forth herein, the grievant may move the grievance to the next step as though the grievance has been answered on the last day of the time limit period. Time limits may be extended by mutual written agreement of the Library and aggrieved member or the CMU. Consent to such an extension shall not be unreasonably withheld. To the extent that the last day of a time limit period set forth in this Article falls on a Saturday, Sunday or legal holiday, such day shall be excluded from computation of the time limit period.
- E. Freedom To Grieve – Participation by any member or party in the handling of a grievance shall be free from interference, coercion, restraint, discrimination or reprisal by the Library and by the CMU.
- F. Representation – An aggrieved member may represent him/herself at any level of the grievance procedure or (s)he may be represented by a CMU representative who is an employee of the Library; provided that representation by legal counsel or a non-employee CMU representative shall be limited to Step 2 and Step 3 in this procedure. Nothing contained in this paragraph shall be construed as limiting the right of any aggrieved member to have his/her grievance adjusted informally without the intervention of the CMU or any representative. The CMU shall be notified of all grievances, even when an aggrieved member chooses to represent him/herself.
- G. CMU Grievance – Any member may file a grievance on his/her own behalf. The CMU may file a grievance on behalf of an aggrieved member whenever a

violation or interpretation of this Agreement is alleged or questioned. The CMU may file a grievance on behalf of a group of members.

7.2 Informal Procedure – Before submitting a grievance at Step 1, an aggrieved member must discuss his/her problem with his/her immediate supervisor (Library Director or Library Manager, as the case may be) in an attempt to resolve it informally. The member shall initiate the discussion no later than the tenth (10th) calendar day after the date of the occurrence out of which the grievance arose by clearly stating to the immediate supervisor that the discussion is a grievance. Nothing in this paragraph shall be deemed to extend the time limit for submitting a grievance.

7.3 Formal Procedure

- A. Step 1 – If the matter is not resolved informally, a grievant may submit a written grievance, which must be on the form shown in Appendix C of this Agreement to his/her immediate supervisor, provided (s)he does so not later than the twentieth (20th) calendar day after the date of the occurrence out of which the grievance arose. A meeting between the grievant and immediate supervisor shall be held within ten (10) calendar days to discuss the grievance if either requests it. The immediate supervisor shall give a written answer to the grievant not later than the tenth (10th) calendar day after the day on which the grievance was submitted to him/her if no grievance meeting was requested. If a grievance meeting was requested, the immediate supervisor shall give a written answer to the grievant not later than the tenth (10th) calendar day after the day of the grievance meeting.
- B. Step 2 – If the grievant is not satisfied with the answer at Step 1, the grievant may appeal in writing to the B&ECPL Chief Operating Officer, or his/her designee, provided he/she does so within ten (10) calendar days of the day on which the Step 1 answer was given. The B&ECPL Chief Operating Officer, or his/her designee, will meet with the grievant and his/her representative, if any, not later than the tenth (10th) calendar day after the day on which the written grievance was presented to him/her. Not later than the tenth (10th) calendar day after the day on which the meeting takes place, the B&ECPL Chief Operating Officer, or his/her designee, shall present the grievant and his/her representative, if any, the CMU President and NYSUT Labor Relations Specialist, his/her written decision on the grievance.

Grievances involving all or substantially all the members in the negotiating unit may be presented by the CMU directly at Step 2.

- C. Step 3 – Arbitration – If the CMU is not satisfied with the decision at Step 2, it may submit the grievance to arbitration. To submit such a grievance to arbitration, the CMU must, within ten (10) calendar days of the Step 2 answer, send a letter to the Federal Mediation and Conciliation Service (FMCS) and a copy to the B&ECPL Chief Operating Officer. The letter shall specifically identify the grievance to be submitted and shall request the FMCS to send to the CMU and to the B&ECPL Chief Operating Officer a list of names of seven arbitrators. Within ten (10) calendar days of the day both parties have received

their copy of the list, the B&ECPL Chief Operating Officer, or his/her designee, and a representative of the CMU shall meet to select an arbitrator by alternately striking off one name from the list the last name remaining on said list being the arbitrator. If either party finds the initial list of arbitrators provided by FMCS to be unacceptable, the parties agree that a second list will be requested. The arbitrator's decision shall be final and binding upon all parties and the members.

- 7.4 Arbitrator's Limitations – The arbitrator shall have no power or authority to add to, subtract from or modify any of the terms of this Agreement or make any decision, which requires the commission of an act, prohibited by law or which is violative of the terms of this Agreement.
- 7.5 Shared Cost For Arbitrator – One half (1/2) the fees and expenses of the arbitrator shall be paid by the Library and one half (1/2) by the CMU. All other expenses incident to the arbitration, including those of witnesses, will be paid by the party which incurred them.

ARTICLE 8 - DISCIPLINE AND DISCHARGE

The Library shall follow a policy of progressive discipline; however, this policy shall not preclude the Library from advancing discipline and disciplinary penalties.

The following procedures shall be utilized for disciplinary and discharge matters for misconduct or unsatisfactory work performance for all employees.

- 8.1 An employee covered under the terms of this Agreement shall not be disciplined or discharged except for incompetency or misconduct while performing his/her duties. Any employee who is so disciplined or discharged shall have the right to seek review of the discipline or discharge including the penalty involved by initiating an appeal in accordance with the procedure contained in this Article. The employee shall be entitled to representation by CMU at each step of the procedure contained in this Article.
- 8.2 In any instance in which a representative of the Library seeks to discipline or discharge an employee, a written notice of discipline or discharge shall be served upon the employee. The notice shall contain the reasons for the discipline or discharge including a description of the alleged acts and/or conduct and the dates, times and places such acts occurred. Said notice shall also include the penalty being imposed. A copy of the notice shall be served concurrently upon the Unit President or his/her designee. An employee shall not be disciplined or discharged for acts which occurred more than one (1) year prior to the notice of discipline or discharge unless said acts of misconduct or incompetency would constitute a crime pursuant to the Laws of the State of New York. An employee who is disciplined or discharged shall have the right to seek review of the disciplinary matter by initiating an appeal in accordance with the procedures set forth in Section 8.3 of this article. If the employee is not satisfied with the determination of the representative of the employer at Step 1

of the procedure set forth in Section 8.3, the Union may proceed to final and binding arbitration at Step 2 of such procedure. In the event an employee is suspended without pay or discharged, the employee shall be allowed to begin his/her appeal at Step 2 of Section 8.3. The employee shall have ten (10) calendar days exclusive of the date the written notice of discipline was served to file a written appeal with the B&ECPL Chief Operating Officer for purposes of initiating a Step 1 appeal. The employee shall have ten (10) calendar days exclusive of the date the written notice of suspension without pay or discharge was served to file a written appeal with the B&ECPL Chief Operating Officer for purposes of initiating a Step 2 appeal, while simultaneously fulfilling notification requirements contained in Section 8.3, Step 2.

All records of disciplinary action will remain in the employee's personnel record/file; however, oral and written warnings will not be considered by the Library for progressive discipline purposes in future disciplinary actions for the same offense after a period of three (3) years from the date of issuance of the oral or written warning. This provision shall not preclude the Library from presenting an employee's entire disciplinary record in any proceeding, including arbitration as set forth in this Article, to the extent such record may be relevant.

8.3 Procedure

Step 1. If a written appeal is filed, the B&ECPL Chief Operating Officer, or his/her designee, shall schedule a hearing within fifteen (15) calendar days of the date of receipt of the written appeal. The B&ECPL Chief Operating Officer shall inform the affected employee and his/her Union representative in writing of the time and place the hearing is to be held. The employee and/or his/her Union representative shall be allowed to present any and all written information and oral argument concerning the proposed discipline matter. The B&ECPL Chief Operating Officer, or his/her designee, shall provide a written decision to the employee and his/her Union representative within ten (10) calendar days following the close of said hearing.

Step 2. If the Union is not satisfied with the decision of the B&ECPL Chief Operating Officer, the CMU Labor Relations Specialist may request arbitration within ten (10) calendar days from the date of receipt of the Step 1 decision by sending a letter to the Federal Mediation and Conciliation Service (FMCS) and a copy to the B&ECPL Chief Operating Officer. The letter shall specifically identify the grievance to be submitted and shall request the FMCS to send to the CMU and to the B&ECPL Chief Operating Officer a list of names of seven arbitrators. Within ten (10) calendar days of the day both parties have received their copy of the list, the B&ECPL Chief Operating Officer, or his/her designee, and a representative of the CMU shall meet to select an arbitrator by alternately striking off one name from the list the last name remaining on said list being the arbitrator. If either party finds the initial list of arbitrators provided by FMCS to be unacceptable, the parties agree that a second list will be requested. The arbitrator's decision shall be final and binding upon all parties and the members. If the arbitrator determines that the penalty imposed by the employer is inappropriate, (s)he may devise a new remedy. However, the arbitrator shall not, under any circumstances, increase the penalty imposed by the employer.

8.4 Offer of compromise and settlement at any meeting or conference prior to arbitration shall not be introduced at the arbitration hearing or accepted as evidence by the arbitrator.

8.5 Service of Notice of Discipline

Service of the notice of discipline shall be made by personal service, if possible, and if such service cannot be effectuated by personal service, it shall be made by registered or certified mail, return receipt requested. A copy of the notice of discipline will be served simultaneously with the local/unit president, and such service shall be by registered or certified mail or personal service. The time limits for presenting a grievance as defined in this article will commence at the time of receipt of the notice of discipline.

8.6 Shared Cost for Arbitration

One half (1/2) the fees and expenses of the arbitrator shall be paid by the Library and one half (1/2) by the CMU. All other expenses incident to the arbitration, including those of witnesses, will be paid by the party which incurred them.

ARTICLE 9 - LAYOFF AND RECALL

9.1 REDUCTIONS IN FORCE – In the case of a reduction in force in any job title covered by this Agreement, or a subsequent recall, the Library will comply with the provisions of the New York Civil Service Law and regulations issued thereunder.

9.1.1 Accordingly, the layoff, bumping, retrenchment and recall rights of all competitive class employees in the unit will be in accordance with Sections 80 and 81 of the New York Civil Service Law and regulations, as amended from time to time.

9.1.2 Prior to any full-time or regular part-time clerical employee being laid off within a particular contracting library, any part-time clerical employee employed in that particular contracting library shall be laid off first until the desired reduction of hours is achieved. Prior to any full-time or regular part-time maintenance employee being laid off in a particular contracting library, any part-time maintenance employee in that particular contracting library shall be laid off first until the desired reduction of hours is achieved. If the desired reduction in hours cannot be achieved through the layoff of part-time employees, New York Civil Service Law and Regulations and/or the procedures set forth within this Article shall be followed. For purposes of this subsection, the parties recognize that the Page and Senior Page job titles are not clerical job titles as the term “clerical” is used in this subsection.

9.1.3 For all other employees not subject to New York Civil Service Law Sections 80 and 81, layoff and recall will be in accordance with the following procedure:

In the case of a reduction in force in a job title in a particular contracting library, the employee with the least seniority in the affected job title will be laid off, except that if the employee previously held a lower job title in the unit in that contracting library or a

contracting library falling under the same appointing authority, he/she may displace the least senior employee in that previously-held lower job title to the extent he/she has greater unit seniority than the least senior employee to be displaced. The employee thus displaced will be laid off. If an employee does not elect to exercise his/her rights to displace, he/she will be laid off. To the extent an employee has displacement rights under this subsection and elects to exercise those rights, he/she will not forfeit recall rights to his/her previous job title. To the extent the employee exercises his/her displacement rights, he/she will be paid at a rate comparable to the rate of pay of an employee in that job title with comparable unit seniority.

Whenever a vacancy occurs in a job title within a contracting library, employees who are either on layoff from that job title in that contracting library or a contracting library falling under the same appointing authority as the contracting library at issue or who have exercised their displacement rights pursuant to this subsection, will be recalled in accordance with their job title seniority in the reverse order in which they were laid off or affected by exercising displacement rights. An employee laid off pursuant to this subsection shall have recall rights to the job title from which he or she was laid off for a period of two (2) years from the time of layoff.

An employee recalled and who thereafter performs work beginning in the first half of the fiscal year, no later than December 31, will be eligible for any contractually agreed upon pay rate increase for that fiscal year upon his/her return to work. A member recalled and who thereafter performs work beginning in the second half of the fiscal year, after December 31, will not be eligible for any contractually agreed upon pay rate increase designated for that fiscal year, but instead will be eligible at the start of the next fiscal year for any contractually agreed upon pay rate increase designated for that next fiscal year. Thereafter, employees will continue to be compensated in accordance with the terms of Article 3 – Compensation of this Agreement.

A laid off employee who is recalled in accordance with 9.1.3 within two (2) years shall be entitled to restoration of any unused sick leave and shall be reinstated to the job grade and step held at the time of layoff.

ARTICLE 10 - MANAGEMENT RIGHTS

All rights not bargained away by the Library are retained by it and may be exercised as long as such actions are not violative of law or terms and conditions of this Agreement.

ARTICLE 11 - NO STRIKE CLAUSE

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

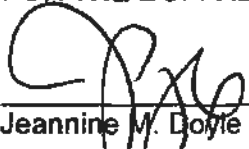
- 11.2 The CMU further recognizes that any public employee who engages in said acts is subject to the penalties provided under New York State Law.
- 11.3 The CMU shall not engage in a strike, nor cause, instigate, encourage or condone one. In the event a strike or work stoppage occurs, the CMU shall exert its best efforts to prevent and terminate the same.
- 11.4 No lockout of employees shall be instituted by the Library during the term of this Agreement.

ARTICLE 12 – DURATION

Unless otherwise noted, the terms of this Agreement shall become effective as of January 1, 2019, unless otherwise specified herein, and continue in full force and effect until December 31, 2022.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have signed their names below on the dates indicated.

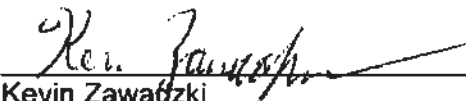
FOR THE BUFFALO & ERIE COUNTY PUBLIC LIBRARY



Jeannine M. Doyle
Chief Operating Officer
Buffalo & Erie County Public Library

8/22/19
Date

**FOR THE CLERICAL & MAINTENANCE UNION OF
THE BUFFALO & ERIE COUNTY PUBLIC LIBRARY –
CONTRACTING LIBRARIES**



Kevin Zawadzki
President, Clerical & Maintenance Union of the
Buffalo & Erie County Public Library – Contracting Libraries

8/22/19
Date

Clerical Maintenance Union - White Collar
As of January 1, 2019

Appendix A - 1

	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step A	Step B	Step C	Step D	Step E
GRP 01	28,009	29,628	30,630	31,653	32,666	33,673	34,176	34,688	35,185	35,697	36,194
	1,077.27	1,139.54	1,178.08	1,217.42	1,256.38	1,295.12	1,314.46	1,334.15	1,353.27	1,372.96	1,392.08
	13.466	14.244	14.726	15.218	15.705	16.189	16.431	16.677	16.916	17.162	17.401
GRP 02	28,504	30,148	31,210	32,255	33,311	34,355	34,880	35,420	35,932	36,456	36,980
	1,096.31	1,159.54	1,200.38	1,240.58	1,281.19	1,321.35	1,341.54	1,362.31	1,382.00	1,402.15	1,422.31
	13.704	14.494	15.005	15.507	16.015	16.517	16.769	17.029	17.275	17.527	17.779
GRP 03	29,463	31,165	32,271	33,380	34,478	35,605	36,157	36,729	37,274	37,831	38,382
	1,133.19	1,198.65	1,241.19	1,283.85	1,326.08	1,369.42	1,390.65	1,412.65	1,433.62	1,455.04	1,476.23
	14.165	14.983	15.515	16.048	16.576	17.118	17.383	17.658	17.920	18.188	18.453
GRP 04	30,609	32,396	33,561	34,734	35,924	37,111	37,706	38,278	38,877	39,466	40,050
	1,177.27	1,246.00	1,290.81	1,335.92	1,381.69	1,427.35	1,450.23	1,472.23	1,495.27	1,517.92	1,540.38
	14.716	15.575	16.135	16.699	17.271	17.842	18.128	18.403	18.691	18.974	19.255
GRP 05	32,223	34,106	35,412	36,687	37,993	39,289	39,990	40,697	41,407	42,112	42,817
	1,239.35	1,311.77	1,362.00	1,411.04	1,461.27	1,511.12	1,538.08	1,565.27	1,592.58	1,619.69	1,646.81
	15.492	16.397	17.025	17.638	18.266	18.889	19.226	19.566	19.907	20.246	20.585
GRP 06	34,412	36,431	37,975	39,501	41,028	42,576	43,476	44,373	45,250	46,145	47,039
	1,323.54	1,401.19	1,460.58	1,519.27	1,578.00	1,637.54	1,672.15	1,706.65	1,740.38	1,774.81	1,809.19
	16.544	17.515	18.257	18.991	19.725	20.469	20.902	21.333	21.755	22.185	22.615
GRP 07	36,731	38,902	40,780	42,661	44,543	46,411	47,434	48,452	49,473	50,488	51,515
	1,412.73	1,496.23	1,568.46	1,640.81	1,713.19	1,785.04	1,824.38	1,863.54	1,902.81	1,941.85	1,981.35
	17.659	18.703	19.606	20.510	21.415	22.313	22.805	23.294	23.785	24.273	24.767
GRP 08	39,241	41,571	43,772	45,970	48,156	50,338	51,470	52,589	53,712	54,843	55,973
	1,509.27	1,598.88	1,683.54	1,768.08	1,852.15	1,936.08	1,979.62	2,022.65	2,065.85	2,109.35	2,152.81
	18.866	19.986	21.044	22.101	23.152	24.201	24.745	25.283	25.823	26.367	26.910

Clerical Maintenance Union - White Collar
As of January 1, 2020

Appendix A - 2

	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step A	Step B	Step C	Step D	Step E
GRP 01	28,710	30,368	31,396	32,444	33,484	34,516	35,031	35,556	36,065	36,589	37,099
	1,104.23	1,168.00	1,207.54	1,247.85	1,287.85	1,327.54	1,347.35	1,367.54	1,387.12	1,407.27	1,426.88
	13.803	14.600	15.094	15.598	16.098	16.594	16.842	17.094	17.339	17.591	17.836
GRP 02	29,218	30,900	31,990	33,062	34,143	35,214	35,751	36,306	36,831	37,367	37,904
	1,123.77	1,188.46	1,230.38	1,271.62	1,313.19	1,354.38	1,375.04	1,396.38	1,416.58	1,437.19	1,457.85
	14.047	14.856	15.380	15.895	16.415	16.930	17.188	17.455	17.707	17.965	18.223
GRP 03	30,200	31,945	33,078	34,214	35,339	36,496	37,061	37,646	38,205	38,777	39,341
	1,161.54	1,228.65	1,272.23	1,315.92	1,359.19	1,403.69	1,425.42	1,447.92	1,469.42	1,491.42	1,513.12
	14.519	15.358	15.903	16.449	16.990	17.546	17.818	18.099	18.368	18.643	18.914
GRP 04	31,375	33,205	34,399	35,601	36,822	38,039	38,648	39,235	39,849	40,452	41,051
	1,206.73	1,277.12	1,323.04	1,369.27	1,416.23	1,463.04	1,486.46	1,509.04	1,532.65	1,555.85	1,578.88
	15.084	15.964	16.538	17.116	17.703	18.288	18.581	18.863	19.158	19.448	19.736
GRP 05	33,028	34,959	36,298	37,604	38,944	40,271	40,991	41,714	42,442	43,164	43,888
	1,270.31	1,344.58	1,396.08	1,446.31	1,497.85	1,548.88	1,576.58	1,604.38	1,632.38	1,660.15	1,688.00
	15.879	16.807	17.451	18.079	18.723	19.361	19.707	20.055	20.405	20.752	21.100
GRP 06	35,273	37,342	38,923	40,489	42,053	43,640	44,564	45,481	46,381	47,299	48,214
	1,356.65	1,436.23	1,497.04	1,557.27	1,617.42	1,678.46	1,714.00	1,749.27	1,783.88	1,819.19	1,854.38
	16.958	17.953	18.713	19.466	20.218	20.981	21.425	21.866	22.299	22.740	23.180
GRP 07	37,648	39,876	41,800	43,728	45,656	47,572	48,620	49,662	50,710	51,750	52,803
	1,448.00	1,533.69	1,607.69	1,681.85	1,756.00	1,829.69	1,870.00	1,910.08	1,950.38	1,990.38	2,030.88
	18.100	19.171	20.096	21.023	21.950	22.871	23.375	23.876	24.380	24.880	25.386
GRP 08	40,223	42,611	44,866	47,120	49,360	51,596	52,757	53,903	55,056	56,214	57,373
	1,547.04	1,638.88	1,725.62	1,812.31	1,898.46	1,984.46	2,029.12	2,073.19	2,117.54	2,162.08	2,206.65
	19.338	20.486	21.570	22.654	23.731	24.806	25.364	25.915	26.469	27.026	27.583

Clerical Maintenance Union - White Collar
As of January 1, 2021

Appendix A - 3

	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step A	Step B	Step C	Step D	Step E
GRP 01	29,428	31,127	32,180	33,255	34,320	35,379	35,907	36,444	36,966	37,504	38,027
	1,131.85	1,197.19	1,237.69	1,279.04	1,320.00	1,360.73	1,381.04	1,401.69	1,421.77	1,442.46	1,462.58
	14.148	14.965	15.471	15.988	16.500	17.009	17.263	17.521	17.772	18.031	18.282
GRP 02	29,948	31,672	32,791	33,889	34,996	36,094	36,645	37,213	37,752	38,301	38,852
	1,151.85	1,218.15	1,261.19	1,303.42	1,346.00	1,388.23	1,409.42	1,431.27	1,452.00	1,473.12	1,494.31
	14.398	15.227	15.765	16.292	16.825	17.353	17.618	17.891	18.150	18.414	18.679
GRP 03	30,955	32,743	33,905	35,069	36,223	37,409	37,987	38,586	39,160	39,747	40,325
	1,190.58	1,259.35	1,304.04	1,348.81	1,393.19	1,438.81	1,461.04	1,484.08	1,506.15	1,528.73	1,550.96
	14.882	15.742	16.301	16.860	17.415	17.985	18.263	18.551	18.827	19.109	19.387
GRP 04	32,159	34,035	35,258	36,492	37,744	38,990	39,616	40,217	40,845	41,463	42,076
	1,236.88	1,309.04	1,356.08	1,403.54	1,451.69	1,499.62	1,523.69	1,546.81	1,570.96	1,594.73	1,618.31
	15.461	16.363	16.951	17.544	18.146	18.745	19.046	19.335	19.637	19.934	20.228
GRP 05	33,854	35,832	37,205	38,544	39,917	41,278	42,016	42,756	43,503	44,244	44,986
	1,302.08	1,378.15	1,430.96	1,482.46	1,535.27	1,587.62	1,616.00	1,644.46	1,673.19	1,701.69	1,730.23
	16.276	17.227	17.887	18.531	19.191	19.845	20.200	20.556	20.915	21.271	21.628
GRP 06	36,155	38,276	39,896	41,502	43,104	44,732	45,679	46,619	47,540	48,483	49,421
	1,390.58	1,472.15	1,534.46	1,596.23	1,657.85	1,720.46	1,756.88	1,793.04	1,828.46	1,864.73	1,900.81
	17.382	18.402	19.181	19.953	20.723	21.506	21.961	22.413	22.856	23.309	23.760
GRP 07	38,590	40,872	42,844	44,822	46,798	48,761	49,835	50,904	51,979	53,044	54,124
	1,484.23	1,572.00	1,647.85	1,723.92	1,799.92	1,875.42	1,916.73	1,957.85	1,999.19	2,040.15	2,081.69
	18.553	19.650	20.598	21.549	22.499	23.443	23.959	24.473	24.990	25.502	26.021
GRP 08	41,228	43,676	45,987	48,298	50,594	52,886	54,076	55,251	56,432	57,620	58,808
	1,585.69	1,679.85	1,768.73	1,857.62	1,945.92	2,034.08	2,079.85	2,125.04	2,170.46	2,216.15	2,261.85
	19.821	20.998	22.109	23.220	24.324	25.426	25.998	26.563	27.131	27.702	28.273

Clerical Maintenance Union - White Collar
As of January 1, 2022

Appendix A - 4

	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step A	Step B	Step C	Step D	Step E
GRP 01	30,164	31,905	32,985	34,087	35,179	36,263	36,806	37,355	37,889	38,443	38,977
	1,160.15	1,227.12	1,268.65	1,311.04	1,353.04	1,394.73	1,415.62	1,436.73	1,457.27	1,478.58	1,499.12
	14.502	15.339	15.858	16.388	16.913	17.434	17.695	17.959	18.216	18.482	18.739
GRP 02	30,697	32,465	33,611	34,734	35,872	36,997	37,561	38,143	38,696	39,258	39,824
	1,180.65	1,248.65	1,292.73	1,335.92	1,379.69	1,422.96	1,444.65	1,467.04	1,488.31	1,509.92	1,531.69
	14.758	15.608	16.159	16.699	17.246	17.787	18.058	18.338	18.604	18.874	19.146
GRP 03	31,728	33,563	34,755	35,947	37,128	38,345	38,938	39,551	40,140	40,741	41,334
	1,220.31	1,290.88	1,336.73	1,382.58	1,428.00	1,474.81	1,497.62	1,521.19	1,543.85	1,566.96	1,589.77
	15.254	16.136	16.709	17.282	17.850	18.435	18.720	19.015	19.298	19.587	19.872
GRP 04	32,964	34,886	36,140	37,405	38,688	39,965	40,606	41,221	41,866	42,499	43,129
	1,267.85	1,341.77	1,390.00	1,438.65	1,488.00	1,537.12	1,561.77	1,585.42	1,610.23	1,634.58	1,658.81
	15.848	16.772	17.375	17.983	18.600	19.214	19.522	19.818	20.128	20.432	20.735
GRP 05	34,701	36,729	38,135	39,508	40,916	42,309	43,066	43,826	44,591	45,350	46,112
	1,334.65	1,412.65	1,466.73	1,519.54	1,573.69	1,627.27	1,656.38	1,685.62	1,715.04	1,744.23	1,773.54
	16.683	17.658	18.334	18.994	19.671	20.341	20.705	21.070	21.438	21.803	22.169
GRP 06	37,059	39,233	40,895	42,540	44,181	45,852	46,821	47,784	48,728	49,695	50,656
	1,425.35	1,508.96	1,572.88	1,636.15	1,699.27	1,763.54	1,800.81	1,837.85	1,874.15	1,911.35	1,948.31
	17.817	18.862	19.661	20.452	21.241	22.044	22.510	22.973	23.427	23.892	24.354
GRP 07	39,555	41,893	43,915	45,943	47,967	49,980	51,081	52,177	53,279	54,371	55,478
	1,521.35	1,611.27	1,689.04	1,767.04	1,844.88	1,922.31	1,964.65	2,006.81	2,049.19	2,091.19	2,133.77
	19.017	20.141	21.113	22.088	23.061	24.029	24.558	25.085	25.615	26.140	26.672
GRP 08	42,259	44,768	47,137	49,506	51,859	54,209	55,428	56,632	57,843	59,062	60,278
	1,625.35	1,721.85	1,812.96	1,904.08	1,994.58	2,084.96	2,131.85	2,178.15	2,224.73	2,271.62	2,318.38
	20.317	21.523	22.662	23.801	24.932	26.062	26.648	27.227	27.809	28.395	28.980

Clerical Maintenance Union - Blue Collar
As of January 1, 2019

Appendix B - 1

	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step A	Step B	Step C	Step D	Step E
GRP 01	27,531	29,268	30,570	31,872	32,743	33,611	34,154	34,690	35,229	35,770	36,311
	1,058.88	1,125.68	1,175.77	1,225.84	1,259.36	1,292.72	1,313.60	1,334.24	1,354.96	1,375.76	1,396.56
	13.236	14.071	14.697	15.323	15.742	16.159	16.420	16.678	16.937	17.197	17.457
GRP 02	28,061	29,850	31,194	32,537	33,434	34,330	34,896	35,472	36,030	36,596	37,163
	1,079.28	1,148.08	1,199.75	1,251.44	1,285.92	1,320.40	1,342.16	1,364.32	1,385.76	1,407.52	1,429.36
	13.491	14.351	14.997	15.643	16.074	16.505	16.777	17.054	17.322	17.594	17.867
GRP 03	29,083	30,967	32,381	33,794	34,734	35,676	36,269	36,885	37,471	38,068	38,663
	1,118.56	1,191.04	1,245.40	1,299.76	1,335.92	1,372.16	1,394.96	1,418.64	1,441.20	1,464.16	1,487.04
	13.982	14.888	15.568	16.247	16.699	17.152	17.437	17.733	18.015	18.302	18.588
GRP 04	29,950	31,945	33,443	34,940	35,938	36,935	37,565	38,185	38,827	39,458	40,086
	1,151.92	1,228.64	1,286.25	1,343.84	1,382.24	1,420.56	1,444.80	1,468.64	1,493.36	1,517.60	1,541.76
	14.399	15.358	16.078	16.798	17.278	17.757	18.060	18.358	18.667	18.970	19.272
GRP 05	31,683	33,850	35,476	37,101	38,185	39,268	40,025	40,785	41,546	42,301	43,054
	1,218.56	1,301.92	1,364.44	1,426.96	1,468.64	1,510.32	1,539.44	1,568.64	1,597.92	1,626.96	1,655.92
	15.232	16.274	17.056	17.837	18.358	18.879	19.243	19.608	19.974	20.337	20.699
GRP 06	34,035	36,537	38,415	40,292	41,546	42,796	43,765	44,728	45,675	46,629	47,584
	1,309.04	1,405.28	1,477.48	1,549.68	1,597.92	1,646.00	1,683.28	1,720.32	1,756.72	1,793.44	1,830.16
	16.363	17.566	18.469	19.371	19.974	20.575	21.041	21.504	21.959	22.418	22.877
GRP 07	36,525	39,495	41,725	43,955	45,440	46,927	48,025	49,117	50,207	51,307	52,408
	1,404.80	1,519.04	1,604.81	1,690.56	1,747.68	1,804.88	1,847.12	1,889.12	1,931.04	1,973.36	2,015.68
	17.560	18.988	20.060	21.132	21.846	22.561	23.089	23.614	24.138	24.667	25.196
GRP 08	39,225	42,625	45,177	47,728	49,429	51,131	52,347	53,554	54,764	55,971	57,192
	1,508.64	1,639.44	1,737.56	1,835.68	1,901.12	1,966.56	2,013.36	2,059.76	2,106.32	2,152.72	2,199.68
	18.858	20.493	21.719	22.946	23.764	24.582	25.167	25.747	26.329	26.909	27.496

Clerical Maintenance Union - Blue Collar
As of January 1, 2020

Appendix B - 2

	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step A	Step B	Step C	Step D	Step E
GRP 01	28,082	29,853	31,181	32,509	33,398	34,283	34,837	35,384	35,934	36,485	37,037
	1,080.08	1,148.19	1,199.27	1,250.35	1,284.54	1,318.58	1,339.88	1,360.92	1,382.08	1,403.27	1,424.50
	13.501	14.352	14.991	15.629	16.057	16.482	16.749	17.012	17.276	17.541	17.806
GRP 02	28,623	30,447	31,817	33,188	34,102	35,017	35,595	36,182	36,749	37,328	37,906
	1,100.88	1,171.04	1,223.73	1,276.46	1,311.62	1,346.81	1,369.04	1,391.62	1,413.42	1,435.69	1,457.92
	13.761	14.638	15.297	15.956	16.395	16.835	17.113	17.395	17.668	17.946	18.224
GRP 03	29,665	31,587	33,028	34,470	35,429	36,390	36,995	37,623	38,220	38,829	39,436
	1,140.96	1,214.88	1,270.31	1,325.77	1,362.65	1,399.62	1,422.88	1,447.04	1,470.00	1,493.42	1,516.77
	14.262	15.186	15.879	16.572	17.033	17.495	17.786	18.088	18.375	18.668	18.960
GRP 04	30,549	32,584	34,111	35,639	36,658	37,673	38,316	38,948	39,603	40,246	40,887
	1,174.96	1,253.23	1,311.96	1,370.73	1,409.92	1,448.96	1,473.69	1,498.00	1,523.19	1,547.92	1,572.58
	14.687	15.665	16.400	17.134	17.624	18.112	18.421	18.725	19.040	19.349	19.657
GRP 05	32,317	34,526	36,185	37,844	38,948	40,055	40,826	41,600	42,376	43,148	43,915
	1,242.96	1,327.92	1,391.73	1,455.54	1,498.00	1,540.58	1,570.23	1,600.00	1,629.85	1,659.54	1,689.04
	15.537	16.599	17.397	18.194	18.725	19.257	19.628	20.000	20.373	20.744	21.113
GRP 06	34,715	37,267	39,183	41,097	42,376	43,653	44,641	45,623	46,588	47,561	48,537
	1,335.19	1,433.35	1,507.04	1,580.65	1,629.85	1,678.96	1,716.96	1,754.73	1,791.85	1,829.27	1,866.81
	16.690	17.917	18.838	19.758	20.373	20.987	21.462	21.934	22.398	22.866	23.335
GRP 07	37,255	40,285	42,560	44,834	46,349	47,865	48,986	50,099	51,212	52,333	53,456
	1,432.88	1,549.42	1,636.92	1,724.38	1,782.65	1,840.96	1,884.08	1,926.88	1,969.69	2,012.81	2,056.00
	17.911	19.368	20.462	21.555	22.283	23.012	23.551	24.086	24.621	25.160	25.700
GRP 08	40,009	43,478	46,080	48,682	50,417	52,154	53,394	54,625	55,860	57,090	58,336
	1,538.81	1,672.23	1,772.31	1,872.38	1,939.12	2,005.92	2,053.62	2,100.96	2,148.46	2,195.77	2,243.69
	19.235	20.903	22.154	23.405	24.239	25.074	25.670	26.262	26.856	27.447	28.046

Clerical Maintenance Union - Blue Collar

Appendix B - 3

As of January 1, 2021

	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step A	Step B	Step C	Step D	Step E
GRP 01	28,644	30,451	31,805	33,159	34,066	34,969	35,533	36,092	36,654	37,215	37,777
	1,101.69	1,171.19	1,223.27	1,275.35	1,310.23	1,344.96	1,366.65	1,388.15	1,409.77	1,431.35	1,452.96
	13.771	14.639	15.291	15.942	16.378	16.812	17.083	17.352	17.622	17.892	18.162
GRP 02	29,195	31,056	32,453	33,852	34,784	35,718	36,306	36,905	37,484	38,074	38,663
	1,122.88	1,194.46	1,248.19	1,302.00	1,337.85	1,373.77	1,396.38	1,419.42	1,441.69	1,464.38	1,487.04
	14.036	14.931	15.602	16.275	16.723	17.172	17.455	17.743	18.021	18.305	18.588
GRP 03	30,258	32,219	33,689	35,158	36,138	37,118	37,735	38,376	38,985	39,605	40,225
	1,163.77	1,239.19	1,295.73	1,352.23	1,389.92	1,427.62	1,451.35	1,476.00	1,499.42	1,523.27	1,547.12
	14.547	15.490	16.197	16.903	17.374	17.845	18.142	18.450	18.743	19.041	19.339
GRP 04	31,160	33,234	34,793	36,352	37,390	38,426	39,081	39,728	40,396	41,051	41,704
	1,198.46	1,278.23	1,338.19	1,398.15	1,438.08	1,477.92	1,503.12	1,528.00	1,553.69	1,578.88	1,604.00
	14.981	15.978	16.727	17.477	17.976	18.474	18.789	19.100	19.421	19.736	20.050
GRP 05	32,964	35,216	36,909	38,601	39,728	40,855	41,644	42,432	43,222	44,011	44,793
	1,267.85	1,354.46	1,419.58	1,484.65	1,528.00	1,571.35	1,601.69	1,632.00	1,662.38	1,692.73	1,722.81
	15.848	16.931	17.745	18.558	19.100	19.642	20.021	20.400	20.780	21.159	21.535
GRP 06	35,410	38,012	39,967	41,918	43,222	44,527	45,533	46,536	47,520	48,512	49,508
	1,361.92	1,462.00	1,537.19	1,612.23	1,662.38	1,712.58	1,751.27	1,789.85	1,827.69	1,865.85	1,904.15
	17.024	18.275	19.215	20.153	20.780	21.407	21.891	22.373	22.846	23.323	23.802
GRP 07	38,000	41,090	43,411	45,731	47,276	48,822	49,966	51,101	52,235	53,379	54,525
	1,461.54	1,580.38	1,669.65	1,758.88	1,818.31	1,877.77	1,921.77	1,965.42	2,009.04	2,053.04	2,097.12
	18.269	19.755	20.871	21.986	22.729	23.472	24.022	24.568	25.113	25.663	26.214
GRP 08	40,810	44,348	47,002	49,656	51,426	53,196	54,461	55,717	56,977	58,232	59,503
	1,569.62	1,705.69	1,807.77	1,909.85	1,977.92	2,046.00	2,094.65	2,142.96	2,191.42	2,239.69	2,288.58
	19.620	21.321	22.597	23.873	24.724	25.575	26.183	26.787	27.393	27.996	28.607

Clerical Maintenance Union - Blue Collar
As of January 1, 2022

Appendix B - 4

	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step A	Step B	Step C	Step D	Step E
GRP 01	29,216	31,059	32,442	33,823	34,748	35,668	36,244	36,814	37,386	37,960	38,532
	1,123.69	1,194.58	1,247.77	1,300.88	1,336.46	1,371.85	1,394.00	1,415.92	1,437.92	1,460.00	1,482.00
	14.046	14.932	15.597	16.261	16.706	17.148	17.425	17.699	17.974	18.250	18.525
GRP 02	29,779	31,678	33,101	34,530	35,479	36,431	37,032	37,644	38,232	38,836	39,437
	1,145.35	1,218.38	1,273.12	1,328.08	1,364.58	1,401.19	1,424.31	1,447.85	1,470.46	1,493.69	1,516.81
	14.317	15.230	15.914	16.601	17.057	17.515	17.804	18.098	18.381	18.671	18.960
GRP 03	30,863	32,864	34,364	35,861	36,860	37,860	38,490	39,144	39,765	40,398	41,030
	1,187.04	1,264.00	1,321.69	1,379.27	1,417.69	1,456.15	1,480.38	1,505.54	1,529.42	1,553.77	1,578.08
	14.838	15.800	16.521	17.241	17.721	18.202	18.505	18.819	19.118	19.422	19.726
GRP 04	31,784	33,900	35,489	37,080	38,139	39,193	39,863	40,523	41,203	41,872	42,538
	1,222.46	1,303.85	1,364.96	1,426.15	1,466.88	1,507.42	1,533.19	1,558.58	1,584.73	1,610.46	1,636.08
	15.281	16.298	17.062	17.827	18.336	18.843	19.165	19.482	19.809	20.131	20.451
GRP 05	33,623	35,922	37,648	39,372	40,523	41,673	42,476	43,281	44,088	44,891	45,689
	1,293.19	1,381.62	1,448.00	1,514.31	1,558.58	1,602.81	1,633.69	1,664.65	1,695.69	1,726.58	1,757.27
	16.165	17.270	18.100	18.929	19.482	20.035	20.421	20.808	21.196	21.582	21.966
GRP 06	36,117	38,773	40,766	42,756	44,088	45,417	46,444	47,466	48,470	49,481	50,498
	1,389.12	1,491.27	1,567.92	1,644.46	1,695.69	1,746.81	1,786.31	1,825.62	1,864.23	1,903.12	1,942.23
	17.364	18.641	19.599	20.556	21.196	21.835	22.329	22.820	23.303	23.789	24.278
GRP 07	38,759	41,912	44,279	46,646	48,223	49,797	50,964	52,123	53,279	54,446	55,615
	1,490.73	1,612.00	1,703.04	1,794.08	1,854.73	1,915.27	1,960.15	2,004.73	2,049.19	2,094.08	2,139.04
	18.634	20.150	21.288	22.426	23.184	23.941	24.502	25.059	25.615	26.176	26.738
GRP 08	41,625	45,234	47,942	50,648	52,453	54,261	55,551	56,832	58,117	59,396	60,692
	1,600.96	1,739.77	1,843.92	1,948.00	2,017.42	2,086.96	2,136.58	2,185.85	2,235.27	2,284.46	2,334.31
	20.012	21.747	23.049	24.350	25.218	26.087	26.707	27.323	27.941	28.556	29.179

APPENDIX C

GRIEVANCE FORM

TO: _____ Chief Operating Officer, B&ECPL or
Contract Library Director

- (1) Who is grieving:

- (2) What the library did or failed to do that the grievant(s) object(s) to:

- (3) Paragraph of the Agreement - or written personnel rule - the foregoing act or failure to act violated:

- (4) Action the grievant(s) believe(s) the Library should take to remedy the situation described above:

- (5) The grievant discussed this grievance with his/her immediate supervisor on
(date) _____.

- (6) Grievant does / does not (circle one) request an informal hearing.

- (7) By submitting this written grievance, the grievant(s) waive(s) all right to have the matter herein grieved adjusted by any other procedure which would otherwise have been available to him.

Signature of Grievant(s) _____

Dated: _____