

**AGREEMENT BETWEEN**  
**THE CITY OF ITHACA**  
**AND THE**  
**CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.**  
**LOCAL 1000, AFSCME, AFL-CIO**  
**CSEA ADMINISTRATIVE UNIT**

**January 1, 2016 - December 31, 2019**

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ARTICLE I  
RECOGNITION

A. Administrative Unit

1. The City of Ithaca recognized the Civil Service Employees Association Inc., Local 1000, AFSCME, AFL-CIO, City of Ithaca Administrative Unit #8901-01 of the Tompkins County Local 855, hereinafter referred to as the "Union", as the sole and exclusive representative for and on behalf of the employees of the Unit to include all employees in those titles listed on the attached Appendix A unless excluded by mutual agreement or by operation of Section 201.7(a) of the Taylor Law, and excluding all temporary employees as specified in the remainder of this Agreement.
2. In the event new titles are proposed by the City, the Union will be notified of the position and the bargaining unit in which the City proposes to place the position. Any dispute arising from the placement of a position in a specified bargaining unit will be referred to PERB for determination.
3. The employer agrees that the Administrative Unit shall be the sole and exclusive representative for all employees described in Section A.1, above, for the purpose of collective bargaining of all employees and settling grievances. The recognition granted to the Union shall continue for the maximum period allowed by Section 208 of the Civil Service Law of the State of New York.

B. Dues

1. The employer shall deduct from the wages of the employees and remit to C.S.E.A., Inc., regular membership dues to those employees who signed authorizations permitting such payroll deductions. Such dues shall be remitted to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12210 on a payroll period basis.
2. The Civil Service Employees Association, Inc., having been recognized or certified as the exclusive representative of employees within the bargaining unit represented by this Agreement, shall have deductions made from the wage or salary of employees of said bargaining unit who are not members of the Civil Service Employees Association, Inc. the amount equivalent to the dues levied by the Civil Service Employees Association, Inc. The employer shall make such deductions and transmit the amount so deducted, along with a listing of such employees to the Civil Service Association Inc., 143 Washington Avenue, Albany, New York 12210.
3. If, through inadvertence or error, the Employer fails or neglects to make a deduction which is properly due and owing from a bargaining unit member's paycheck, such deduction shall be made from the next paycheck of the bargaining unit member and submitted to the collective bargaining representative. The Employer shall not be liable to the collective bargaining representative, bargaining unit member or any party for reason of the requirements of this Article of the Agreement for the remittance or payment of any sum other than that constituting actual deductions made from employee wages earned.

4. The City will make available on a quarterly basis, the City payroll roster to the President of the Union, or his/her designee, for the purpose of obtaining information available under the New York State Freedom of Information Act. Such request will be fulfilled at a mutual time and place.
- C. The City of Ithaca Administrative Unit affirms that it does not assert the right to strike against the employer, to assist or participate in any such strike, or to impose an obligation upon its members to conduct, or to participate in such a strike.

## ARTICLE II

### MANAGEMENT RIGHTS

- A. The Union recognizes the right of the Common Council and the department heads to reorganize departments and services in the interest of improved or more efficient services to City residents provided such changes are not in violation of any other section of this Agreement or Law.
- B. It is agreed that the Employer retains the right to direct employees, to hire, promote, transfer, discipline subject to law and terms and conditions of this Agreement; to maintain the efficiency of operations entrusted to the employer; to determine the methods, means, process and personnel by which said operations are to be conducted, and to take whatever action is necessary to carry out the mission of the department, provided that such rights shall not be in violation of any section of this Agreement or mandatory sections of law.

## ARTICLE III

### RECIPROCAL RIGHTS

- A. All negotiations with respect to wages, hours, and working conditions shall be conducted by authorized representatives of the Union and the City during regular working hours or may be scheduled outside regular working hours upon mutual agreement of both parties. When meeting during working hours, the Union negotiating team shall consist of no more than five (5) City employees. In no event shall the City be required to pay overtime for employees who are involved in negotiating or conducting Union business. The Union and City may bring advisors as necessary to meetings.
- B. In accordance with the terms outlined in Section C below, the Union President or the President's designee, and the Officers of the Union shall have the right to visit the employer's facilities for the purpose of adjusting grievances and administering the terms and conditions of this agreement.
- C.
  1. The designated grievance representatives appearing on behalf of employees at each step of the grievance procedure shall not exceed one (1) representative per grievance, unless this requirement is waived by agreement of both parties.
  2. The C.S.E.A. Field Representative and agents of C.S.E.A. shall notify the Department Head on arrival of their presence and the reason for said visit.

3. The Union agrees that it and its members will restrict the amount of necessary union activity conducted on City time to the lowest possible minimum and agrees to do everything in its power to prevent abuse of City time for Union Activity and to counsel its members, when necessary, for any abuse of this privilege. The Union agrees that any member who must leave a job assignment to participate in a union activity will inform the department head or immediate supervisor as soon as the employee knows of the scheduled or unscheduled union activity. To the extent possible, the use of City time by an employee to participate in a union activity shall not cause the City to pay overtime to another employee. A union member who engages in the union activity on approved City time will furnish the Department Head with a general description of the time used (e.g., "2 hours--investigate employee grievance at youth bureau").
- D. The Union will promptly advise the Director of Human Resources, in writing, of all its officials and representatives and of any changes.
  - E. The City agrees to provide up to a total of 240 hours of paid leave time to permit the Union President or the President's designee or Officers of the union to investigate grievances and or administer the terms and conditions of this contract, including representation of an employee at a grievance proceeding, provided, however, that to the extent possible, the use of this time does not require any department to pay overtime.
  - F. The City shall provide the Union with space for a bulletin board(s) of reasonable size in the following areas: Police Department, Fire Department, City Hall, Youth Bureau, GIAC, Streets and Facilities Garage, and the Engineering and Utilities Division Offices, Water Treatment Plant and Wastewater Treatment Plant. The Union shall have the right to post notices and communications on such bulletin boards.
  - G. The City shall supply to each newly hired bargaining unit employee a copy of the contract at time of hire. CSEA will print 200 copies (total) of the contract to be provided to bargaining unit employees. Twenty (20) copies will be provided to the City Human Resources Department and the remaining copies to be held by unit 8901-01 president to be released upon request.
  - H.
    1. An employee who is elected as a member of the state C.S.E.A. Board of Directors shall be granted twelve (12) days leave per year to attend designated meetings. The employee will provide as much advance notice as possible so as not to interfere with the efficiency of City operations. The City will be reimbursed all costs to the City for wages, salaries, fringe benefits and required statutory deductions in advance of such leave.
    2. The City will allow employees who are elected as delegates to the CSEA convention to use their own leave time to attend the CSEA Annual Convention. An employee who attends the CSEA Annual Convention must draw on the employee's own vacation, personal or compensatory leave time in order to be paid for attendance at this convention.

## ARTICLE IV

### LABOR-MANAGEMENT COMMITTEES

- A. A committee composed of three members of the Union and three representatives from the City Administration shall be formed to discuss conditions of employment that may arise during the term of this contract. The committee shall meet not later than thirty (30) days following a written request by the chairperson of either side, accompanied by a proposed agenda, made to the chairperson of the other side.
- B. No reprisals shall be taken by either side against any individual for statements made at such meetings.
- C. In an effort to facilitate labor/management relations and prevent concerns from escalating into more serious problems, each Department Head shall attempt to meet with the Union President and the departmental steward on a periodic basis to discuss, evaluate and resolve issues and concerns not covered by contract language. Such meetings shall be conducted informally and are intended solely to be a forum for open and honest discussion and communication.
- D. Any alleged violation of a memorandum of agreement and understanding reached in labor management shall be considered grievable and may be referred to the grievance procedure for resolution.

## ARTICLE V

### COMPENSATION

- A. Compensation Plan
  - 1. The compensation plan is attached as Appendix B of this Agreement.
  - 2. All new employees shall be hired at the minimum step of the compensation plan for his/her job title.
  - 3. All employees who are not at the maximum step of the compensation plan shall move one step on the compensation plan annually on the employee's anniversary date in the employee's current job title, until the employee reaches the maximum step for his/her job title.
  - 4. Once an employee reaches the maximum step for his/her job title, step movement shall cease.
- B. Employee Wages For 2016-2019
  - 1. Effective May 3, 2016 – increase base pay 1.5%.
  - 2. Effective January 1, 2017 – increase base pay 1.75%.
  - 3. Effective January 1, 2018 – increase base pay 2.0%

4. Effective January 1, 2019 – increase base pay 2.0%.

The remaining employees mentioned in the MOU dated January 31, 2011 shall receive the following compensation:

1. Effective May 3, 2016 – increase base pay 1.5%
2. Effective January 1, 2017 – increase base pay 1.75% plus an additional compensation in the amount of \$1,100 for employees who, as of May 3, 2016 were enrolled in family health insurance coverage or additional compensation in the amount of \$300 for employees, who as of May 3, 2016 were enrolled in individual health insurance coverage.
3. Effective January 1, 2018 – increase base pay 2.0%
4. Effective January 1, 2019 – increase base pay 2.0%

C. Employee Incentive

The union agrees that it will participate in discussions of any City-wide employee incentive award program, should Common Council decide to implement one.

D. Part-Time Employees

1. All employees who work seventeen (17) or more hours per week but less than 30 hours per week, shall receive the benefits of this Agreement on a pro rata basis; provided, however, that health insurance coverage or contribution for said employees shall not be pro-rated.
2. All employees who work thirty (30) hours or more per week shall receive the benefits of this Agreement on a full-time basis (100 percent). Employees who work 30-35 hours/week shall receive leave time benefits at the 35 hour/week rate. Employees who work 36-40 hours/week shall receive leave time benefits at the 40 hour/week rate.

- E. The salaries and wages of employees shall be paid weekly; provided, however, that the City shall, on or after 1/1/17, have the right to change the payment frequency to bi-weekly upon thirty days' notice.

Effective 1/1/17 all bargaining unit members shall be required to participate in a direct payroll deposit plan. Direct deposits shall be made to the bank or financial institution of the employee's choice, and will be credited to said bank no later than a check would have been available for that pay period. Pay stubs showing the amount deposited as well as the appropriate withholdings breakdown shall be provided electronically, at the City's option on or after 1/1/17.

F. Reinstatement Policy

Compensation Upon Reinstatement

1. An employee who resigns or otherwise relinquishes his/her position, and who is subsequently reinstated into the same position or an equivalent position not less

than four months and not more than twelve months from the date of separation, shall be reinstated at the same salary the employee was earning at the time the employee relinquished his/her original position, plus any contractual increases applicable to the position during the period of absence; or at the contractual hiring rate per Appendix A, whichever is greater provided, however, that this section shall not apply to an employee who worked for the City of Ithaca for less than one year prior to the date of separation. For the purpose of determining step movement through the compensation plan, the employee's anniversary date shall be determined by adding the length of the separation period to the employee's original anniversary date in his/her job title.

An employee who separates from service for more than twelve months shall be rehired at the minimum step on the compensation plan.

2. For the purposes of calculating vacation, sick leave and personal leave under this agreement, an employee reinstated pursuant to this section shall be credited with his/her original seniority date minus the separation period at the one-year reinstatement anniversary.
3. Upon reinstatement, the employee will accumulate benefits based on a new hire schedule until the one-year reinstatement anniversary date. At this time, the employee's benefit accumulation rate will be based on his/her original seniority date minus the separation period, and the balance of benefits accumulated during the first year will be credited to reflect a benefit accumulation rate during the first year consistent with their current benefit accumulation rate.
4. Any unused, accumulated sick time lost by an employee shall be restored. The restored sick days will be debited from the employee sick leave bank equal to the number of hours contributed at the employee's departure. Unused personal time and/or floating holidays shall be restored only if the employee is reinstated in the same calendar year as separation.
5. In the event an employee is reinstated in the same contract year that they left City employment, at no time are they entitled to more than three personal leave days in the contract year.
6. For all purposes other than vacation, sick and personal leave, the reinstatement date shall determine seniority, unless otherwise provided by NYS Civil Service Law.

G. Promotion and Demotion Salary Rates

1. Upon promotion, the employee being promoted will move to the minimum step of the new grade. If the minimum step does not result in a salary increase of at least 10%, the employee shall be placed at the lowest step that results in a 10% increase; provided, however, that in no event will an employee be placed at a salary greater than the maximum step.
2. Upon demotion, an employee shall be placed at the minimum step for the new position, unless the employee previously held the lower job title. If the employee

previously held the lower job title, the employee's salary shall be calculated as if the employee had never vacated the lower job title.

3. Employees who are not at the maximum step of the compensation plan following promotion or demotion shall move one step on the compensation plan annually on the employee's anniversary date in the employee's current job title, until the employee reaches the maximum step for his/her job title.
4. Once an employee reaches the maximum step for his/her job title, step movement shall cease.

H. Longevity

All employees who have not separated from service prior to the January payout, having completed between the years of service listed below shall be paid a lump sum payment (not added to base salary) as listed no later than the last pay period in January.

10 – 14 years	\$600
15 – 19 years	\$850
20+ years	\$1100

ARTICLE VI

WORK DAY, WORK WEEK, OVERTIME

A. Work in Excess of Assigned Work Week

1. Employees assigned to a 35 hour work week shall be compensated for time worked in excess of 35 hours per week, but less than 40 hours per week with compensatory time off or in the alternative, the employee may be paid at the employees regular rate of pay on an hour-for-hour basis if the employee so requests, so long as the request has been approved in advance and in writing by the employees department head.
2. All employees shall be compensated for time worked in excess of forty (40) hours per week at one-and-one-half times their regular rate of pay, in the form of cash or time off at the employee's discretion; provided, however, that time off shall not be available if its usage results in the payment of overtime for staffing coverage.
3. All employees shall notify their Department Head, in writing, of whether cash or time off has been selected, at the time the employee overtime request is made. The employee's selection shall be binding on both parties, unless mutually agreed otherwise.
4. Compensatory time may be accrued up to a maximum of 240 hours. If an employee reaches the 240-hour maximum accumulation, any additional overtime hours shall be paid in cash.

- a. For those employees grandfathered in the February 2, 2011 memorandum of understanding only, during May and November of any calendar year, these employees may submit a written request to the City to exercise the option to cash out a portion or the maximum accumulated compensatory time allowed. Payment will be made to the employee during the second pay period of June and December. No more than 20 days total will be paid out in any year (this includes the vacation buyout and floating holiday). This provision applies only to those employees specifically named in the February 2, 2011 Memorandum of Understanding.
5. Upon separation from service, other than retirement, the employee shall be paid for the employee's unused compensatory time in cash, up to the 240 hour maximum. Upon retirement, the employee shall have the option to either receive a cash payment for the employee's unused compensatory time (up to the 240-hour maximum), or apply the cash value of said compensatory time (computed at the current rate of pay) toward extended health and/or dental insurance coverage.
6. When the above language falls below the minimum mandated by the Fair Labor Standards Act and the employee is covered by the provisions of the Fair Labor Standards Act, the provisions of the Fair Labor Standards Act shall apply.
7. Requests for the use of compensatory time must be approved in advance by the employee's department head or designee. Request must be submitted twenty-four (24) hours in advance.
- B. In computing overtime, the use of any earned accruals shall be considered time worked.
- C. No employee who shall be titled a "trainee" shall be paid more than, or the same as the lowest paid Operator as defined in this section.
- D. There shall be no rescheduling of weeks, hours, or shifts to avoid the payment of overtime except as outlined in Article VII.B, Float Operator, and Article III. A, Reciprocal Rights.
- E. Shift Differentials
  1. There will be one shift differential rate for the evening and night shifts in the amount of \$1.15. Such payment will be made for all hours actually worked by an employee when a majority of the employee's regularly scheduled shift hours occur after 3:00 PM and before 7:00 AM.
  2. Shift differentials shall also be paid when an employee whose normal schedule is an evening or night shift is asked by the City to work an alternate shift. This does not apply if an employee is permanently assigned to the day shift.
  3. Employees who normally receive a shift differential shall continue to receive the differential when using paid leave.
- F. All employees called in to work outside regular working hours (unscheduled overtime) shall be compensated at straight time for the actual overtime hours worked, in accordance with

Section A of this Article, with a minimum guarantee of four (4) hours of straight time pay, but shall be compensated at time and a half for those hours actually worked in excess of forty (40) hours per week. Such time and a half hours paid shall not be duplicative of other hours paid, whether actually worked or not. At the department head's discretion, the employee may be required to work the four (4) hours once the employee comes in to work.

Example: 40 hours previously worked; two (2) hours actually worked, compensation two (2) hours paid at time and a half (1 ½ time) and two (2) hours paid at straight time.

- G. All unused holiday time shall be paid to the employee upon termination, resignation or retirement, or to the employee's beneficiary upon the death of the employee. Unused compensatory time shall be credited to the employee, or the employee's beneficiary upon the death of the employee, as specified in Section A.5 of this Article.
- H. All employees shall be entitled to two (2) fifteen-minute breaks per shift, to be taken after working at least one and one-half hours into a shift (for 35-hour week), and two (2) hours into a shift (for 40-hour week).

## ARTICLE VII

### SENIORITY AND "FLOAT" OPERATOR

- A. Seniority shall be defined as total accumulated service with the City. The employee's earned seniority shall not be lost because of absence due to illness, authorized leaves of absence, or temporary lay-off, in accordance with Civil Service Regulation (one year or less). Seniority shall apply in cases of lay-offs.
  - 1. Seniority shall apply to scheduling time off for vacations, personal leave, or other paid leave provisions.
  - 2. In determining shift assignments, time worked within the work location shall establish seniority. Date and entry into the job title shall determine seniority at that location.
  - 3. Appointments and promotions to positions shall be made on the basis of seniority, subject to an identification of differences between employees with respect to relevant factors concerning the employee's ability to perform the required duties and responsibilities satisfactorily.
    - a. The City shall have the right to appoint, promote, and assign pursuant to this Article. Employees may grieve such actions in accordance with the Grievance Procedure of this Agreement.
    - b. Promotion is movement to a higher job classification. Whenever two or more employees are rated equally by the City for promotion, the employee with the highest seniority shall be promoted.
    - c. All job announcements shall be conspicuously posted immediately.

B. Float Shift At Water Plant

1. The floating shift at the water plant shall be posted and each operator shall have the opportunity to bid on this new shift according to seniority. If no senior or current employee desires this shift, it shall be given to the new hire. The shift, when vacant, shall be posted and bid upon in the same manner.
2. Working conditions for the "Floater" at the Water Plant shall be as follows:
  - a. Regular, un-floated shift: Monday through Friday. Consecutive days may be modified at any time by mutual agreement between the City and the Union representative to accommodate personnel changes at the Water Plant that may require the change.
  - b. Where notice has been made to the floater at least two (2) days in advance of a floating assignment, all absences falling on the regularly scheduled working days (i.e. Monday through Friday) of the floater, shall be covered by the floater coming off his or her regular shift and covering the shift of the absent employee at the regular rate of pay (straight time). The Floater shall receive the corresponding shift differential for any shift work in accordance with Article 6E.
  - c. In the event of a long term absence of five (5) days or more, falling in any calendar week (Sunday through Saturday), the floater will come off his or her regular shift and cover the shift of the absent employee, and will receive his or her regular pay for working the normal forty-hour shift of the absent employee, instead of his or her own shift. The Floater shall receive the corresponding shift differential for any shift work in accordance with Article 6E.
  - d. All other absences covered for (e.g. notice less than two days), and hours worked in excess of forty (40) per week by the floater, shall be compensated at a rate of time and one-half the employee's regular rate of pay.
3. At the Water Filtration Plant, the remaining overtime work not covered by the float operator shall be assigned to operators on a rotating basis by seniority. That is to say, a list shall be established from the most senior at the top of the list to the least senior at the bottom. Assignments shall be offered to the first name on the list, which name shall then be offered to the top name of the list. If an employee declines on overtime assignment, his or her name shall be put at the bottom of the list.

ARTICLE VIII

HOLIDAYS

- A. 1. Holidays with pay at the regular rate shall be:

New Year's Day  
Martin Luther King, Jr. Day  
President's Day  
Memorial Day  
Fourth of July  
Labor Day

Columbus Day  
Veteran's Day  
Thanksgiving  
Day After Thanksgiving  
Christmas  
Two (2) Floating Holidays

The Human Resources Department shall send actual holiday observance dates for upcoming traditional and non-traditional (i.e. operators) holidays to all members in December of each year.

Part-time employees shall receive holiday pay at the straight time rate equivalent to the number of hours that the employee is regularly scheduled to work on the day that the holiday occurs. (i.e. If the employee normally works five (5) hours on Mondays, the employee will receive 5 hours holiday pay for a Monday holiday). If a holiday falls on a day that a part-time employee is not normally scheduled to work, the employee will receive pro-rated holiday pay that corresponds with the employee's regularly scheduled workweek. (i.e. A twenty (20) hour/week employee will receive four (4) hours pay; a thirty (30) hour/week employee will receive six (6) hours pay. If there is a conflict between this language and the language in Article V (D)(2), this language shall prevail.

In the event that an employee's schedule is a non-traditional workweek such that the employee is not scheduled to work on an observed holiday then the employee shall receive holiday pay at straight time equal to the number of hours in their normally scheduled day (i.e. eight hour days receive eight hours and ten hour days receive ten hours) or the employee shall be credited with the same number of hours as compensatory time.

Floating holidays shall be taken as full days off. Floating holidays shall be equivalent to the number of hours that the employee is regularly scheduled to work on the day that the floating holiday is used. (i.e. If an employee is regularly scheduled to work five (5) hours on the day that the floating holiday is used, the employee will be credited with and charged five (5) hours for that floating holiday; if an employee is regularly scheduled to work ten (10) hours on the day that the floating holiday is used, the employee will be credited with and charged ten (10) hours for that floating holiday.)

Unused floating holidays shall be paid to an employee upon separation from service. Provided that the employee gives at least two (2) weeks advance notice prior to voluntary separation

2. Employees shall take the designated holidays off with pay; provided, however, that in operations which require that City services continue to be provided on holidays (Water Plant, Wastewater Plant,), employees shall be required to work their regularly scheduled shifts on the designated holidays and shall be compensated pursuant to Section D of this Article.

3. For the above referenced operations which provide City services on holidays, if more employees are scheduled to work on the holiday than are operationally necessary, the additional employee(s) may be allowed or required to take the holiday off with pay.
- B. Employees shall request the floating holiday of the department supervisor at least three (3) working days in advance. The holiday shall be granted unless the supervisor reasonably determines that the employee is needed on the particular day requested.
- C. This Article shall apply to all except seasonal employees.
- D. Employees who work on a holiday shall be compensated at one-and-one-half (1½) times the straight time rate in cash for all hours worked and, in addition, shall be granted time off at the rate of two (2) hours for each hour worked.
- E. Any new employee hired after 1/1/96 will receive personal days and floating holiday time based on the following full time equivalent schedule:

Hire Date	35-Hour Week (Personal/Holiday)	40-Hour Week (Personal/Holiday)
1/1 to 3/31	21/14 Hours	24/16 Hours
4/1 to 6/30	14/7 Hours	16/8 Hours
7/1 to 9/30	7/7 Hours	8/8 Hours
10/1 to 12/1	0/7 Hours	0/8 Hours

All procedures established in other sections of this contract regarding the use of this time shall apply.

## ARTICLE IX

### VACATION

- A. Vacation benefits shall be earned in accordance with the following schedule:

<u>Length of Service</u>	<u>35 hr. work week</u>	<u>40 hr. work week</u>
less than 5 years	6 hrs/mo	7 hrs/mo
5-9 years	9 hrs/mo	10 hrs/mo
10-19 years	12 hrs/mo	14 hrs/mo
20-24 years	14 hrs/mo	16 hrs/mo
25 years	18 hrs/mo	20 hrs/mo

Length of service shall be based on the employee's most recent date of hire.

- B.
  - 1. Vacation shall be credited on the first day of each month beginning with the first day of the month following the month of hire. (Example: A 35 hour/week employee hired at any time during the month of May would receive 6 hours of vacation credit posted on June 1).
  - 2. Vacation may be accumulated throughout the year without a limit, but only a maximum of forty (40) days may be carried into the next fiscal year. Any time in excess of forty (40) days at year end, will be forfeited at that time. If an employee wants to convert the earned days to cash upon retirement, the employee shall be limited to converting only thirty (30) days to cash with the remainder going to purchase health insurance coverage. Vacation leave in excess of this amount may be applied toward the purchase of health and dental insurance
- C. After a new employee has completed six (6) months of employment with the City, the employee may begin to use the vacation time earned or be allowed to cash in vacation time pursuant to G of this section. If an employee separates from City employment before six (6) months of employment, then sick leave used will be charged against the employee's accrued vacation.
- D. The use of vacation must be authorized in advance by the Department Head or the Department Head's designee.
- E. Unscheduled absences from work may not be charged against vacation time without the consent of the Department Head or the Department Head's designee.
- F. Holidays occurring during an employee's scheduled vacation shall not be charged against vacation time.
- G. For those employees grandfathered in the February 2, 2011 memorandum of understanding only, during May and November of any calendar year, these employees may submit a written request to the City to exercise the option to cash out a portion or the maximum accumulated compensatory time allowed. Payment will be made to the employee during the second pay period of June and December. No more than 20 days total will be paid out in any year (this includes the vacation buyout and floating holiday). This provision applies only to those employees specifically named in the February 2, 2011 Memorandum of Understanding.
- H.
  - 1. Up to thirty (30) days of unused vacation shall be paid to an employee upon separation from service, unless the employee fails to give two (2) weeks notice prior to voluntary separation.
  - 2. Upon retirement, the employee may elect to receive a cash payment for the employee's earned, but unused vacation or, up to a maximum of thirty (30) days in lieu of such cash payment, the employee may elect to apply the cash value of the vacation toward the payment of extended health and/or dental insurance coverage.
- I. In the event that an employee dies while in service, payment of the employee's unused vacation shall be made to the employee's estate.

- J. An employee taking an extended vacation, using either earned vacation or earned compensatory time, may elect to receive the paychecks scheduled to be issued during the employee's vacation in advance, up to a maximum of four (4) paychecks. The paychecks shall be issued on the regularly scheduled payday, which immediately precedes the commencement of the employee's vacation, subject to the following conditions:
1. No vacation checks shall be issued in advance for salary scheduled to be earned and paid in a future calendar year.
  2. No vacation checks shall be issued in advance for the last pay period of the calendar year.
  3. The employee must request the advance vacation checks no later than the Friday immediately preceding the payday on which the checks are to be issued.
- K. The implementation of the vacation system in this Article, which occurred during the 1993-1995 contract, eliminates all previous methods, practices or contractual provisions used for earning, calculating, posting or receiving vacation credit.

## ARTICLE X

### LEAVES: SICK, PERSONAL AND PARENTING

#### A. Sick Leave

1. Each employee shall receive twelve (12) days of sick leave per year accumulated at the rate of one day per month beginning with the date of employment. Sick days shall be posted for each employee at the beginning of each month, beginning with the first day of the month following the month of hire. (Example: An employee hired at any time during the month of January receives the first sick day posting on February 1.)
2. Sick leave accumulation shall be unlimited.
3. Sick leave time may be used as accumulated immediately upon employment. However, if an employee separates from City employment before six (6) months of employment, then sick leave used will be charged against the employees' accrued vacation.

Employees are required to call in to their department head or his/her designated representative within one hour (if possible) of the start of their regularly scheduled work shift when utilizing sick leave if no prior notification has been given.

4. a. A Department Head may require a statement from a medical doctor prior to permitting an employee to charge absences against accumulated sick leave in cases of suspected abuse where the employee exhibits a pattern of absence, or in cases of absences that exceed three (3) consecutive workdays.

- b. An employee who suffers injuries in the course of his/her employment, and who is entitled to sick leave benefits may elect to use such benefits in lieu of Workers' Compensation benefits during the period of his/her disability. Any payments made by Workers' Compensation Board for such loss of time shall be paid to the City of Ithaca, which in turn will credit the same amount to the employee's sick leave at the regular rate.
5. Up to ten (10) days of sick leave in a year may be used for illness in the immediate family. Immediate family shall be defined as per Article XII, (B) of this contract.
6. Upon retirement, an employee's unused sick leave shall be computed at the employee's current rate of pay and applied as follows:
  - a. The value of up to \$14,000 may be taken, at the employee's option, in a lump sum cash settlement. Such payment is subject to appropriate deductions. To choose this option, the employee must notify the Human Resources Department fifteen (15) days in advance of retirement.
  - b. Any unused sick leave in excess of the above amounts shall be applied to the payment of extended health and/or dental insurance coverage.
  - c. This sub-paragraph (c) applies only to employees whose employment with the City commences on or after 1/1/17. The value of any unused sick leave in excess of the above amount (or the entire amount, should the employee elect not to receive a lump sum cash settlement), shall be used to establish a retirement fund account to pay for health insurance for the retiree and eligible dependents as elected by the retiree. Each month that such health insurance is provided by the City, the value of the retiree or dependent rate established by the Common Council shall be deducted from the retiree's retirement fund account. Once the account is exhausted, the City will no longer extend health insurance coverage to retirees and dependents except by direct, full payment to the City by the retiree or dependent at the appropriate group rate as determined by the City.
  - d. For employees whose employment with the City commenced before 1/1/17, the employee may, at the employee's option, elect to waive the cash settlement and apply all of unused sick leave toward the payment of extended health and/or dental insurance coverage or the employee may apply all of the unused sick leave, calculated at twelve (12) hours is equivalent to one month of health insurance toward the payment of extended health and/or dental coverage.
  - e. The health insurance benefit available to retirees or their dependents in a given year shall be selected by the retiree from the benefit plans offered to currently employed unit members for that year, including but not limited to medical prescription drug co-pays.
  - f. The provisions of (a) through (d) above are made with the understanding that the City will no longer extend health insurance coverage to retirees and

dependents except by direct, full payment to the City by the retiree or dependent at the appropriate group rate available and determined by the City, beyond the coverage provided by (a) through (d) above.

7. In the event of an employee's death prior to retirement, or if retired, prior to the exhaustion of remaining accumulated funds, such monies due the employee shall be applied toward the purchase of health insurance for the employee's surviving dependents, if any.
8. Employees may voluntarily make or receive a donation of accumulated sick leave, vacation leave, annual leave, and/or compensatory time to or from any City of Ithaca employee. The employee receiving must have exhausted their leave time. The request to transfer leave time must be submitted in writing to the Human Resources Department.

B. Personal Leave

1. Except as prorated for new employees and set out in Article VIII, Subparagraph E, each employee shall receive three (3) days of personal leave per contract year. Any employee who uses no sick time at all during the period January 1 through December 31 of any calendar year, and is employed with the City as a member of the CSEA Admin unit for that same period of time, shall receive the following extra personal days:

No unscheduled absences (i.e., an absence with less than twenty-four (24) hours' notice) used: Three (3) extra personal days awarded

Effective for the year beginning 1/1/2017:

One (1) unscheduled absence used: Two (2) extra personal days awarded  
Two (2) unscheduled absences used: One (1) extra personal day awarded  
Three (3) or more unscheduled absences used: No extra personal days awarded

Extra personal days awarded shall be with pay and be used at the employee's discretion in accordance with the provisions of Article X, paragraph B.2.

2. An employee must use all extra personal days in the year awarded, or those days will be forfeited at the end of the year. Unused personal leave shall not be paid upon separation from service.
3. Contribution of sick leave days to the Sick Leave Bank does not count as use of sick leave for purposes of earning these additional personal days. Personal leave shall be granted to allow the employee to conduct personal and/or family business which otherwise falls on a workday.
4. Unused personal leave, up to a maximum of three (3) days, shall be credited annually on December 31st to accumulated sick leave; it may not be used for personal leave, but may be used as accumulated sick leave would be used. Unused

personal leave will not be paid upon separation from service, nor will it be applied toward the purchase of extended health or dental insurance coverage upon retirement.

5. Requests for personal leave shall be made by the employee to the employee's supervisor at least forty-eight (48) hours in advance, or as soon as possible in the case of emergency. In the event of an emergency the employer may request proof and shall not be unreasonably denied.

C. Parenting Leave

1. Employees shall be entitled to take up to twelve (12) weeks of parenting leave for childbirth or adoption. Employees may use up to eight (8) weeks of accumulated sick leave during this parenting leave without providing a doctor's certificate.
2. Employees may use additional sick time beyond eight weeks upon presentation of a doctor's certificate attesting to the necessity for such continued leave from employment. In addition to the use of sick leave as described above, an employee may elect to use other accumulated leave time (vacation, personal, compensatory, etc) during the parenting leave.

D. Leaves of Absence Without Pay

Whenever an employee is on an approved unpaid leave of absence of 10 or more consecutive workdays, the employee's benefits shall be affected as follows:

1. When the leave of absence is for medical reasons, prior to beginning an unpaid leave of absence, the employee must first exhaust all accumulated sick leave, except that the employee may retain one week of accumulated sick leave.

An employee who has been granted a leave of absence without pay for a non-medical reason may not use accumulated sick leave and must exhaust accumulated discretionary benefit time (vacation, holiday, personal, and compensatory time) provided, however, that the employee may retain up to two weeks of such discretionary leave.

2. Both medical and non-medical leaves of absence without pay are intended to provide an employee with a continuous period of time off from work. An employee who has been placed on leave of absence status may return to work earlier than anticipated, however, once the employee has returned to work, the employee may not revert to leave of absence status unless there is a documented medical reason.
3. The employee shall not receive the leave time, which would otherwise be earned for a given month if the employee is on unpaid leave of absence on the date that the leave time is posted. (Example: An employee who is on leave of absence from February 16 through March 25 would not receive the leave time earned for March 1st, but would receive a leave time posting for April 1st.)

4. The employee shall not be paid for holidays occurring during the period the employee is on leave of absence.

5. Health and Dental Insurance

a. If an employee is on an unpaid leave of absence pursuant to the provisions of the Family and Medical Leave Act, the employee shall continue to receive health and dental insurance benefits with an employee contribution as indicated in Article XV for a period of 12 weeks, beginning with the commencement of the unpaid leave of absence. Thereafter, the employee may continue health and dental insurance coverage by directly paying the City the cost of the insurance premium equivalent established by Common Council for employees on leave of absence.

b. If an employee is on unpaid leave of absence for any reason other than that specified in (a), the employee shall continue to receive health and dental insurance benefits with an employee contribution as indicated in Appendix XV for a period of thirty (30) days, beginning with the commencement of the unpaid leave of absence. Thereafter, the employee may continue health and dental insurance coverage by directly paying the City the cost of the insurance premium equivalent as established by Common Council for employees on leaves of absence.

6. Child Care

The employee shall not be entitled to receive day care reimbursement benefits for any calendar week in which the employee is on an unpaid leave of absence for the full calendar week.

## ARTICLE XI

### SICK LEAVE BANK

- A.
1. A Sick Leave Bank has been established for employees who have suffered a prolonged illness or incapacitating accident and have exhausted their own regular accumulated sick leave. The sick leave bank is not intended to be used for short term or incidental illnesses.
  2. In the event of a prolonged illness or incapacitating accident, an application may be made for up to thirty (30) days [six (6) five-day weeks] with the right to reapply during the same absence for up to but no more than ten (10) additional days.
  3. An employee who is repaying sick bank benefits pursuant to section C below shall not be eligible to apply for additional sick bank benefits until repayment has been made in full.
- B. All employees shall be required to contribute two (2) sick days from their accumulated total to the sick leave bank to enroll at open enrollment. Thereafter employees who wish to remain in the bank must contribute one (1) sick leave day annually (prior to December 31<sup>st</sup> of each year) to the Bank. Failure to contribute shall result in the

removal of the employee from the bank. Members who are currently repaying hours to the sick bank or who are currently using sick bank hours shall be considered to have met their membership obligation for that calendar year.

January shall be designated as the open enrollment period during which time new members may join. Employees may join the sick bank on their one year anniversary date of employment or during the annual open enrollment period.

- C. Employees who receive sick bank benefits shall be required to repay sick bank benefits they received, upon their return to work. Repayment shall be at one-half of the time borrowed at the rate of one-half (1/2) sick day per month and shall commence after the member returns to full time status provided there is no further need for intermittent leave related to the original request per doctor's orders. Sick bank hours not utilized after the individual's return to full-time work and the end of any need for intermittent leave related to the original request shall be deemed to have expired at the end of six (6) months of the date of return to full time employment.
- D. If at any time the accumulated number of sick days in the sick leave bank falls below fifty (50) days, the City will contribute to the bank additional days to bring the total up to fifty (50) days.
- E. An employee-member of the Sick Leave Bank who has exhausted all of his/her accumulated sick leave may apply for sick leave absence. Such application shall be made to a Committee consisting of the CSEA Administrative Unit President and the current designated representative of Mayor of Ithaca. In evaluating an applicant for Sick Bank benefits, the committee may take into consideration the employee's sick leave record, the amount of sick leave bank benefits the employee has previously been awarded, the employee's length of employment, the employee's length of membership in the Sick Bank and other such criteria that the committee deems relevant. Sick bank time may be granted intermittently as prescribed by the health care provider. Application of sick bank accruals on an intermittent basis is limited to the qualifying illness or injury used to determine original eligibility.
- F. The sick leave bank committee may approve the employee's request, deny the employee's request, or grant partial benefits. Upon approval of full or partial sick bank benefits, the approved amount of sick bank benefits shall be transferred to the sick leave account of the applicant. The decision of the Sick Leave Bank Committee shall be final and binding and not grievable under the provisions of the Collective Bargaining Agreement.
- G. In the event both members of the Sick Leave Bank Committee cannot agree to the disposition of a sick bank application, the Committee shall select a third person, in accordance with the procedure for the selection of an arbitrator as provided in the Grievance Procedure, contained in this Agreement. The decision of the Sick Leave Bank Committee shall be final and binding upon the City and the applicant.
- H. A complete accounting of sick bank status shall be provided by the Human Resources Department and given to the Sick Bank Committee on a quarterly basis (no later than March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup> and December 31<sup>st</sup>).

- I. If the Sick Leave Bank is discontinued, unused leave days will be equally distributed to those employees who are members of the sick leave bank at that time.
- J. Any employee who resigns from the Sick Leave Bank shall not be entitled to retrieve the sick leave days the employee has donated from the Sick Leave Bank. If said employee wishes to rejoin the Sick Leave Bank, the employee may do so under the provisions of Section B of this Article.
- K. Any employee who leaves City employment for reasons other than retirement will have their sick leave automatically donated to the employee sick bank.
- L. The Sick Leave Bank may not be used for Workers' Compensation leaves of absence.

## ARTICLE XII

### BEREAVEMENT LEAVE

- A. In the event of death in the immediate family of the employee or family of the employee's spouse, such employee shall be allowed a leave of absence with pay to a maximum of three (3) days. This leave of absence must be approved by the Department Head. Time lost will not be charged against accumulated leave.
- B. The immediate family is defined as the spouse, domestic partner, parent, grandparent, child (including foster or step-child), brother, sister, or grandchild of the employee or the parent, grandparent, child (including foster or step-child), brother, sister, or grandchild of his/her spouse. It shall apply also to any other relative living in the same household. Bereavement leave may be extended to one (1) calendar week at the discretion of the Department Head.
- C. Bereavement leave of one day with pay shall be allowed to attend the funeral or memorial services of an employee's aunt, uncle, and/or step-siblings.

## ARTICLE XIII

### JURY DUTY AND REQUIRED COURT APPEARANCES

- A. Jury Duty

An employee shall be granted a leave of absence, with pay, at no loss of earned leave, to serve jury duty.

- B. Required Court Appearances

An employee shall also be granted paid leave pursuant to this article if the employee is directed to appear as a witness in the employee's capacity as a city employee, pursuant to subpoena, or other order of the court upon presentation to the City of proof thereof. This paid leave provision only applies to court actions in which the employee is required to

appear because the case involves City matters. The employee must inform the Department Head or supervisor of the receipt of any subpoena or other order of court before responding to the order or subpoena.

C. Compensation

Any compensation received from the court or any attorney including jury duty fees, subpoena fees or witness fees, except expense reimbursement, shall be returned to the City.

D. Shift Adjustment

An employee who works other than the normal day shift and is called to jury duty and appears for jury duty shall have his/her work hours changed to the normal day shift and then be given the appropriate amount of time off.

## ARTICLE XIV

### RETIREMENT SYSTEM

Employees shall participate in the New York State Employee Retirement System in accordance with and subject to the statutes of the State of New York now applicable or as they may hereafter be amended.

## ARTICLE XV

### HEALTH INSURANCE

- A. All employees shall contribute 20% of the health insurance premium equivalent for the type of health insurance (individual or family coverage) and plan that the employee has elected.

The premium equivalent shall not be increased by more than ten (10) percent of each year for the purposes of calculating the employee contribution.

- B. Any employee whose insurance contribution had been grandfathered at a level less than 20% shall contribute 20% of the health insurance premium effective 1/1/17, and shall be entitled to the compensation stated in Article V, Section b.

C. Waiver of Health Insurance

An employee who is eligible for enrollment in the City of Ithaca health insurance program and has procured health insurance through her/his spouse/domestic partner, may elect not to participate in the City's health insurance program and will not contribute toward the cost of health insurance. The employee shall be required to furnish proof of coverage.

Any employee desiring to waive this coverage is required to sign a waiver and complete an

enrollment form to cancel coverage.

In the event that the spouse or domestic partner is terminated from employment or the status of the employee has changed due to a qualifying event as determined by the IRS including but not limited to divorce, death, reduction of spouse/domestic health insurance benefits, thus resulting in the loss of coverage, and the employee has waived coverage then the employee may enroll in the City's health insurance plan pursuant to the procedures set forth in this contract.

All employee contributions to the premium equivalent through payroll deduction will be made with pre-tax dollars, unless the employee chooses otherwise.

- D. The existing health insurance coverage shall not be diminished without mutual agreement. The Union agrees to participate in the Labor- Management Health Insurance Committee. Benefits offered through the Labor-Management Health Insurance Committee to City employees shall be made available to employees covered by this Agreement.
- E. The City will continue to provide the Blue Cross/Blue Shield Dental Blue Option Incentive (base contract, formerly known as Schedule A) as individual and/or family coverage, at no cost to the employee.
- F. -Employees shall be responsible to pay a three-tier prescription drug co-pay of \$5.00 (generic), \$15.00 (preferred), and \$30.00 (non-preferred).

This co-payment is not reimbursable through any section of the Health Insurance program. For a two (2) month co-pay, a prescription may be filled for up to a three (3) month supply as a mail-in order; at retail, a three (3) month co-pay will be required for a three (3) month supply.

Under this co-pay each prescription may be filled for up to a three (3) month supply as a mail-in order, otherwise a 30 day supply is the limit.

- G. Employees will have the option of choosing from all health insurance plans offered by the Greater Tompkins County Health Insurance Consortium and approved by the City. The City will continue to offer the existing indemnity health insurance plan. Employees may move between plans during the annual open enrollment period in accordance with any guidelines, rules, and/or restrictions established by the Consortium from time to time.

## ARTICLE XVI

### MILEAGE REIMBURSEMENT & PARKING

- A. Employees who are required to use their personal automotive vehicles in the conduct of official business shall be reimbursed at the current IRS rate, provided, however, that they shall receive authorization from the Department Head or supervisor before using a personal vehicle for official business.
- B. The City promises to attempt to provide free parking for all employees, provided the

employees make a similar attempt to car pool whenever possible.

## ARTICLE XVII

### EDUCATIONAL ASSISTANCE

- A. The City of Ithaca agrees to pay the tuition for education courses, including technical and trade schools for employees covered by this Agreement, in accordance with the terms outlined below. The intention is to assist employees to further their education and enhance their ability and effectiveness on the job. Such assistance shall be limited to: (a) courses related to an employee's position which will further development in the performance of his/her duties; (b) courses which will assist an employee to gain promotion within his/her job classification as a City employee; (c) applicant must have approval prior to the course; (d) applicant must obtain a passing grade before reimbursement; and (e) available to full time, permanent or provisionally appointed employees. Requests to enroll in professional and staff development workshops, classes, conferences and certification programs shall be made through established departmental staff development procedures, and shall not be covered under this Article.
- B. Assistance is to be limited to four (4) courses per year for permanent or provisional employees. No employees shall receive assistance for more than a career limit of twenty (20) courses. Employees may receive tuition assistance up to a total cost of \$2,800 per year.
- C. 1. To be eligible for educational assistance, the employee or Union must submit a request for benefits for each class by email to an Education Committee consisting of:
- Director of Human Resources (or designee), and  
A representative of the Union
- and the employee must receive notice from the Committee that the request has been approved for that class.
2. All determinations shall be final and binding and are not subject to appeal.
- D. Employees may elect to use earned accruals to take job related courses during working hours.

## ARTICLE XVIII

### JOB TITLE RE-ALLOCATION

- A. During the term of the contract, the City or the Union may request re-allocation of an existing job title on the basis that there has been or will be an increase in job duties, provided that the City shall not be required under this section to review any job title more frequently than once in every five (5) years. If the job title review discloses an overall increase in job duties and a re-allocation is warranted, the City shall make an appropriate adjustment in the compensation. The adjustment to compensation shall be effective as of

the date of the request of re-allocation.

- B. This section is not intended to prevent employees or the Union from seeking a re-allocation; it is intended to specify the minimum response that the City may give to such a request. If an individual wishes to request re-allocation, (s)he should submit a request to the Director of Human Resources, with a copy to the Unit President, with what the employee believes to be sufficient justification for such a re-allocation. This section is not intended to limit the employee's rights to request a re-classification under Civil Service Law. This section is subject to the Grievance Procedure.
- C. Any request for re-allocation will be answered within ninety (90) days unless a delay is mutually agreed upon by the City and the Union.

## ARTICLE XIX

### OUT-OF-TITLE WORK

- A.
  - 1. When an employee covered by this Agreement is assigned to work at a job classification higher than the employee's regular job for two (2) or more consecutive days, the employee shall be paid as if the employee had been promoted to the higher-level position beginning on the second day.  
  
Out-of-title pay shall be paid only for days and hours actually worked by an employee; it shall not be paid for hours or days during which an employee is using paid leave time.
  - 2. This section is applicable, but not limited to, situations such as vacations and illnesses. It is not applicable to emergency situations.  
  
Holiday pay will be paid at the out of title rate when the employee performs out of title duties on both the workday prior and the workday following the holiday.
  - 3. Excluded from the application of this section are those persons whose job classification and description are defined as either Assistant or Deputy and under normal operating procedures are designated as qualified to perform at the higher level and act in place of the absent staff person.
- B. In the event a higher-level position becomes permanently vacant and a lower level employee is temporarily appointed to fill the position, said employee shall receive out-of-title compensation pursuant to this Article until such time as the vacancy is filled on a permanent basis. Out-of-title assignments for situations in which a permanent vacancy does not exist shall not exceed six (6) months.
- C. This section is subject to the Grievance Procedure.

## ARTICLE XX

### GRIEVANCE PROCEDURE

A grievant is defined as the employee, a group of employees, the Unit President or his/her designee on behalf of a group of employees or an employee or the CSEA.

- A.
  - 1. In accordance with the cooperative spirit with which this Agreement is made between the Union and the City, employee grievances shall be adjudicated by the parties with a sense of fairness and justice.
  - 2. Grievance shall be defined as any claimed violation, misinterpretation, or inequitable application of this Agreement, laws, rules, regulations, procedures, administrative orders, work rules of the City or of a department thereof; or any matter which relates to or involves employee health or safety, physical facilities, materials or equipment furnished to employees, or supervision of employees, or any other term or condition of employment.
- B.
  - 1. Should a grievant feel that the grievant's rights and/or privileges under this Agreement have been violated, the grievant may submit the grievance in writing to the grievant's immediate supervisor within twenty (20) working days of learning of the alleged violation of contractual rights.
  - 2. The written grievance shall state the right or privilege, which the grievant believes has been violated, the section of the agreement or practice which the grievant believes to be violated and any proposed remedy.
  - 3. The supervisor shall answer the grievance in writing within ten (10) working days.
- C.
  - 1. Should the grievant decide that the immediate supervisor's answer is unsatisfactory, the grievant shall, within ten (10) working days, submit the facts in writing to the Department Head, with a copy to the Director of Human Resources.
  - 2. Within ten working days of receipt of the grievance, the department head shall reply to the Union in writing, setting out the basis for the department head's position. A copy of this decision shall be sent by the department head to the grievant and to the Director of Human Resources.
- D.
  - 1. Should the grievant decide that the decision of the Department Head is not satisfactory, the grievant shall submit an appeal to the Mayor or the Mayor's designee within 10 working days of receipt of the response from the Department head.
  - 2. The appeal to the Mayor shall be in writing and shall state the manner in which an employee's rights or privileges have been violated, the sections of the agreement which have been violated and any proposed remedy.
  - 3. The grievant shall send a copy of such appeal to the Director of Human Resources

with a courtesy (i.e., not procedurally required) copy to the department Head. The grievant is responsible to give copies of all grievances to the Unit President or his/her designee that have been submitted to the City.

- E. 1. Within 10 working days of receipt of the appeal from the grievant, the Mayor shall schedule a meeting with the grievant and the Union, the Department Head and the employee in order to determine whether the matter can be resolved without arbitration.
- 2. The decision of the Mayor after this meeting must be served on the employee and the Union within 10 working days from the date of the meeting.
- F. 1. In the event that the Union is dissatisfied with the decision reached by the Mayor, the Union may demand arbitration by sending a demand for arbitration to PERB within 10 working days of receipt of the Mayor's decision.
- 2. Copies of this demand shall be sent to the Mayor, with courtesy (i.e., not procedurally required) copies to the Department Head and the Director of Human Resources
- 3. A list of arbitrators shall be demanded from PERB and the parties shall select an arbitrator in compliance with PERB's rules.
- G. 1. The arbitrator shall have no power to add to or subtract from or modify the provisions of this Agreement in arriving at a decision on the issue or issues presented. The arbitrator's decision shall be binding upon both parties.
- 2. Any fees and expenses of the arbitrator shall be divided equally between the parties. Each party shall bear the cost of preparing its own case.

## ARTICLE XXI

### DISCIPLINARY PROCEDURES

- A. 1. No employee shall be disciplined or dismissed except for just cause. Should there be any dispute concerning the existence of just cause for dismissal or discipline, such dispute shall be adjusted as a grievance in accordance with the terms of this Agreement.
- 2. The following disciplinary procedure for incompetency or misconduct shall apply to all employees as provided herein in lieu of the procedure specified in the Civil Service Law, Section 75 and 76. This entire disciplinary procedure shall apply to all permanent employees in the bargaining unit, and to all employees entitled by law to the protections of Section 75 of the Civil Service Law.
- B. 1. In the event a Department Head sees fit to impose disciplinary action on an employee, a Notice of Discipline shall be served on the employee, which describes the employee's rights. A copy of the Notice of Discipline shall be sent to the Director of Human Resources. The Notice shall specify the act(s) that warrant disciplinary

- action and the corresponding sanction(s). (See sample Appendix B).
2. The Union shall be advised by personal delivery, or if not possible, by registered or certified mail that said Notice of Discipline has been served on an employee, within forty-eight (48) hours of employee notification.
- C. The employee has the right to dispute the discipline by filing a grievance within ten (10) calendar days of service of the Notice.
  - D. The disciplinary grievance procedure provides for a hearing by an impartial arbitrator at its final stage.
  - E. The employee has the right to be represented by the Union or by an attorney at every stage of the proceeding.
  - F. If an employee is being considered for disciplinary action and is being interrogated to determine whether the City shall take disciplinary action against the employee, the employee shall be advised of employee's right to have union representation prior to the beginning of any interrogation.
  - G. In the event allegations of employee misconduct which generate concern for the safety and welfare of other employees are brought to the attention of the City, but require further investigation on the part of the City to determine their truth, the City may temporarily suspend the employee or employees against whom the allegations have been made, with pay, up to thirty (30) days. If said allegations prove unfounded, all records of the allegations shall be removed from the employee's personnel file and the employee shall suffer no loss of wages, benefits or leave time. If after investigation the City believes the allegations to be substantiated, disciplinary action may be commenced pursuant to this Article.
  - H. No disciplinary action shall be commenced by the City more than twelve (12) months after the Department Head learns of the occurrence of the alleged act(s) for which discipline is being considered; provided, however, that in no event may the City commence disciplinary action for any alleged act(s) which occurred more than five (5) years prior to when the City learned of the alleged act(s). Such time limitation shall not apply where the act(s) would, if proven in a court of appropriate jurisdiction, constitute a criminal offense. It is further understood that such time limitation applies only to the commencement of disciplinary action, and that an employee's full employment and disciplinary record may be used for the purpose of determining an appropriate penalty.
  - I. The City shall notify the Union President, in writing, when discipline against an employee is commenced pursuant to this Article.

## ARTICLE XXII

### CHANGES IN WORKING CONDITIONS

The employer shall notify the Union in writing at least nine (9) calendar days in advance of any change in working methods or working conditions, except where such change is required because

of an emergency or major disaster over which the employer has no control.

## ARTICLE XXIII

### PAST PRACTICE

- A. The City shall not diminish or impair any existing benefit, privilege, or practice related to wages, hours, or working conditions without prior negotiations, where applicable with the Union.
- B. The practice, confirmed by arbitrator's decision, regarding the responsibility of the City to provide summer camp programs for Youth Bureau or GIAC employees at no charge to the employee, is hereby modified by this agreement as follows:
  - 1. Bargaining unit members who are employed at the City's Youth Bureau or GIAC may send their children to summer camp programs at the cost of one half the rate charged to City residents.
  - 2. Payments made by bargaining unit members for Youth Bureau or GIAC summer camp programs are eligible for reimbursement under the City day care assistance program at the appropriate reimbursement rate.
  - 3. Any other free programming for the children of bargaining unit members is hereby ended unless specifically negotiated between the City and the Union.
- C. All memoranda of understanding, which predate this agreement regarding conditions affected by the agreement, unless specifically incorporated into this agreement, shall henceforth be null and void.

## ARTICLE XXIV

### UNIFORMS AND EQUIPMENT

Safety shoes and work clothing shall be provided for Water and Wastewater Plant Operators and Trainees, Senior Water Treatment Plant Operators, Assistant Chief Water and Wastewater Plant Operators, Industrial Wastewater Pretreatment Coordinators, Wastewater Treatment Plant Instrumentation Technicians and Trainees, Wastewater Treatment Plant Maintenance Coordinators, Watershed Coordinators, the Supervisor of Electrical Services, Electrical Technicians, Storekeepers, the Parts and Supply Manager, Water Meter Technicians, Senior Water Meter Technicians, Utilities Systems Location Technicians, Senior Plan Examiners, Electrical Inspectors, Senior Code Inspectors, Code Inspectors, Housing Inspectors, and Exterior Property Maintenance Inspectors. Safety shoes shall also be provided to Forestry Technicians. Uniforms shall be provided for Community Service Officers and Senior Community Service Officers. Such clothing and safety shoes shall be replaced on an annual basis or as needed under normal wear and tear (use).

The City shall provide for the dry cleaning of uniforms or portions of uniforms for Community Service Officers and Senior Community Service Officers at a cleaning establishment designated by the City at no cost to the employee, provided, however, that the only portion of a uniform which

is entitled to no cost dry cleaning is that portion of a uniform which is composed "dry cleaning only" material. Such "no cost" dry cleaning shall be provided not more than 2 times per year or, in the event of an unexpected work-related incident which requires the portion of the uniform to be cleaned, with the prior written approval of the department head.

## ARTICLE XXV

### DAY CARE

For employees whose employment with the City commenced prior to 1/1/17, the City shall continue to provide the established Day Care Assistance Program (Cash Subsidy Program, Flexible Spending Account and Flexible Work Schedule) according to the program and procedures adopted by the Ithaca Common Council.

All employees whose employment with the City commences on or after 1/1/17 shall not be entitled to this provision of the Collective Bargaining Agreement.

## ARTICLE XXVI

### DIVERSITY STATEMENT

CSEA Administrative Unit of Tompkins County Local 855, CSEA/AFSCME membership is committed to a work environment that values and supports diversity and inclusion. Collectively we will strive to learn about diversity, educate ourselves and promote acceptance of the differences of others within our workforce.

ARTICLE XXVII

DURATION

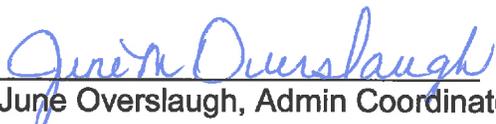
This agreement shall become effective upon signing, unless otherwise stated, and shall terminate December 31, 2019. Unless procedures are amended by an act of law, this agreement will continue automatically.

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISIONS 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.

CITY OF ITHACA

  
\_\_\_\_\_  
Svante Myrick, Mayor

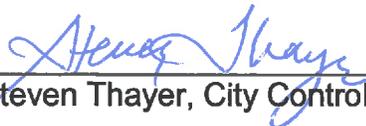
C.S.E.A. ADMINISTRATIVE UNIT

  
\_\_\_\_\_  
June Overslaugh, Admin Coordinator

City Negotiating Team Members:

  
\_\_\_\_\_  
Aaron Lavine, City Attorney

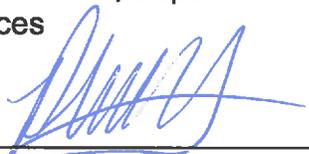
  
\_\_\_\_\_  
Schelley Michell-Nunn,  
Director of Human Resources

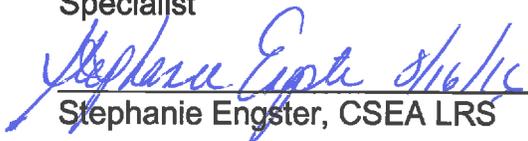
  
\_\_\_\_\_  
Steven Thayer, City Controller

CSEA Negotiating Team Members:

  
\_\_\_\_\_  
Connie Baker, Accounts Payable

  
\_\_\_\_\_  
Ronald Smith, Supervisor of Electrical  
Services

  
\_\_\_\_\_  
Phil Vanwormer, Network Integration  
Specialist

  
\_\_\_\_\_  
Stephanie Engster, CSEA LRS

## APPENDIX A

Dear

In accordance with the provisions of the Agreement between the City of Ithaca and the Civil Service Employees Association, you are informed that a disciplinary proceeding against you is hereby instituted. The reasons for this disciplinary action and the corresponding penalty are contained in the attachment to this letter.

If you wish to grieve this Notice of Discipline, you may do so by completing a Grievance Form and filing it within ten (10) calendar days of service of this Notice with this office.

You are provided two copies of the Notice of Discipline so that you can furnish one to your union representative, (employees in your negotiating unit are represented by the Civil Service Employees Association {C.S.E.A.}), and a copy of the Dismissal and Grievance Procedure Article. You should read carefully the attached statements relating to the disciplinary grievance procedures and to the rights provided to you by the City-C.S.E.A. Agreement.

You and/or your representative should contact this office within the ten (10) calendar days to arrange a meeting to discuss the possibility of settling this Notice of Discipline on a mutually satisfactory basis. Such settlement discussion in no way abridges or otherwise limits your contractual rights to appeal this Notice of Discipline.

Very truly yours,

## APPENDIX B

### 2016 CSEA ADMINISTRATIVE UNIT GRADE PLAN

Grade	Point Range	Title	Points	35 hours/week					40 hours/week				
				Entry	Step 2	Step 3	Step 4	Maximum	Entry	Step 2	Step 3	Step 4	Maximum
18	575-599	Senior Plan Examiner	597	49040	52105	55168	58235	61299	56045	59548	63050	66554	70055
17	550-574	Chief Inspector of Plumbing	557	47613	50588	53563	56539	59515	54414	57814	61215	64616	68016
17	550-574	Electrical Inspector	551	47613	50588	53563	56539	59515	54414	57814	61215	64616	68016
17	550-574	GIS Administrator	553	47613	50588	53563	56539	59515	54414	57814	61215	64616	68016
17	550-574	Housing and Land Use Supervisor	573	47613	50588	53563	56539	59515	54414	57814	61215	64616	68016
17	550-574	Watershed Coordinator	551	47613	50588	53563	56539	59515	54414	57814	61215	64616	68016
16	525-549	Historic Preservation & Neighborhood Planner	545	46183	49070	51956	54841	57728	52780	56080	59379	62676	65975
16	525-549	Laboratory Director	529	46183	49070	51956	54841	57728	52780	56080	59379	62676	65975
16	525-549	Senior Code Inspector	539	46183	49070	51956	54841	57728	52780	56080	59379	62676	65975
16	525-549	Senior Planner	545	46183	49070	51956	54841	57728	52780	56080	59379	62676	65975
16	525-549	Supervisor of Electrical Services	527	46183	49070	51956	54841	57728	52780	56080	59379	62676	65975
15	500-524	Assistant Chief Wastewater Treatment Plant Operator	515	44754	47552	50349	53146	55944	51148	54345	57541	60739	63936
15	500-524	Coordinator of Recreation Programs for Individuals with Disabilities	509	44754	47552	50349	53146	55944	51148	54345	57541	60739	63936
15	500-524	GIAC Program Coordinator	509	44754	47552	50349	53146	55944	51148	54345	57541	60739	63936
15	500-524	Historic Preservation Planner	515	44754	47552	50349	53146	55944	51148	54345	57541	60739	63936
15	500-524	Hospitality Employment Training Program Coordinator	503	44754	47552	50349	53146	55944	51148	54345	57541	60739	63936
15	500-524	Recreation Program Coordinator	505	44754	47552	50349	53146	55944	51148	54345	57541	60739	63936
15	500-524	Senior Water Treatment Plant Operator	515	44754	47552	50349	53146	55944	51148	54345	57541	60739	63936
15	500-524	Sidewalk Program Manager	509	44754	47552	50349	53146	55944	51148	54345	57541	60739	63936
15	500-524	Youth Program Coordinator	515	44754	47552	50349	53146	55944	51148	54345	57541	60739	63936
14	475-499	Code Inspector	493	43326	46035	48743	51449	54158	49516	52612	55706	58799	61895
14	475-499	Stock Room Manager	479	43326	46035	48743	51449	54158	49516	52612	55706	58799	61895
13	450-474	Assistant Civil Engineer	459	41898	44517	47135	49754	52372	47884	50877	53868	56862	59854
13	450-474	Building Inspector	463	41898	44517	47135	49754	52372	47884	50877	53868	56862	59854
13	450-474	Forestry Technician	471	41898	44517	47135	49754	52372	47884	50877	53868	56862	59854
13	450-474	Junior Transportation Engineer	453	41898	44517	47135	49754	52372	47884	50877	53868	56862	59854
13	450-474	Office Manager	452	41898	44517	47135	49754	52372	47884	50877	53868	56862	59854
13	450-474	Planner	465	41898	44517	47135	49754	52372	47884	50877	53868	56862	59854
13	450-474	Senior GIS Specialist	471	41898	44517	47135	49754	52372	47884	50877	53868	56862	59854
12	425-449	Administrative Coordinator	432	40469	42998	45529	48058	50588	46251	49141	52033	54924	57814
12	425-449	GIAC Program Leader	438	40469	42998	45529	48058	50588	46251	49141	52033	54924	57814
12	425-449	GIS Specialist	427	40469	42998	45529	48058	50588	46251	49141	52033	54924	57814
12	425-449	Recreation Program Specialist	435	40469	42998	45529	48058	50588	46251	49141	52033	54924	57814
12	425-449	Specialist in Recreation for Individuals with Disabilities	432	40469	42998	45529	48058	50588	46251	49141	52033	54924	57814
12	425-449	Youth Program Leader	432	40469	42998	45529	48058	50588	46251	49141	52033	54924	57814
11	400-424	Housing Inspector	421	39041	41481	43921	46362	48801	44618	47407	50196	52985	55773
11	400-424	Recreation Program Leader	408	39041	41481	43921	46362	48801	44618	47407	50196	52985	55773
11	400-424	Senior Community Service Officer	422	39041	41481	43921	46362	48801	44618	47407	50196	52985	55773
11	400-424	Senior Water Meter Technician	410	39041	41481	43921	46362	48801	44618	47407	50196	52985	55773
11	400-424	Wastewater Treatment Plant Operator/ Mechanic	409	39041	41481	43921	46362	48801	44618	47407	50196	52985	55773

**2016 CSEA ADMINISTRATIVE UNIT GRADE PLAN (Page 2)**

Grade	Point Range	Title	Points	35 hours/week					40 hours/week					
				Entry	Step 2	Step 3	Step 4	Maximum	Entry	Step 2	Step 3	Step 4	Maximum	
10	375-399	CADD Technician	382	37613	39964	42314	44666	47017		42986	45673	48360	51046	53733
10	375-399	Electrical Technician	391	37613	39964	42314	44666	47017		42986	45673	48360	51046	53733
10	375-399	Engineering Technician	396	37613	39964	42314	44666	47017		42986	45673	48360	51046	53733
10	375-399	Industrial Wastewater Pretreatment Coordinator	382	37613	39964	42314	44666	47017		42986	45673	48360	51046	53733
10	375-399	Network Integration Specialist	397	37613	39964	42314	44666	47017		42986	45673	48360	51046	53733
10	375-399	Supervising Customer Service Representative	399	37613	39964	42314	44666	47017		42986	45673	48360	51046	53733
10	375-399	Wastewater Treatment Plant Maintenance Coordinator	396	37613	39964	42314	44666	47017		42986	45673	48360	51046	53733
10	375-399	Water/ Wastewater Treatment Plant Operator	382	37613	39964	42314	44666	47017		42986	45673	48360	51046	53733
9	350-374	CDL Program Coordinator	373	36185	38446	40709	42969	45230		41354	43938	46524	49108	51692
9	350-374	Wastewater Treatment Plant Instrumentation Technician	358	36185	38446	40709	42969	45230		41354	43938	46524	49108	51692
9	350-374	Wastewater Treatment Plant Operator	352	36185	38446	40709	42969	45230		41354	43938	46524	49108	51692
9	350-374	Water Treatment Plant Operator	352	36185	38446	40709	42969	45230		41354	43938	46524	49108	51692
8	325-349	Administrative Assistant	328	34757	36929	39102	41272	43445		39722	42204	44687	47168	49652
8	325-349	Database Specialist	334	34757	36929	39102	41272	43445		39722	42204	44687	47168	49652
8	325-349	GIS Map Technician	346	34757	36929	39102	41272	43445		39722	42204	44687	47168	49652
8	325-349	Laboratory Technician	340	34757	36929	39102	41272	43445		39722	42204	44687	47168	49652
8	325-349	Utilities Systems Location Technician	346	34757	36929	39102	41272	43445		39722	42204	44687	47168	49652
7	300-324	Community Service Officer	307	33328	35412	37494	39577	41660		38089	40471	42850	45230	47611
7	300-324	Customer Service Representative	322	33328	35412	37494	39577	41660		38089	40471	42850	45230	47611
6	275-299	Accounts Payable Coordinator	298	31899	33894	35887	37881	39875		36457	38735	41014	43293	45571
6	275-299	Exterior Property Maintenance Inspector	295	31899	33894	35887	37881	39875		36457	38735	41014	43293	45571
6	275-299	Financial Management Assistant	298	31899	33894	35887	37881	39875		36457	38735	41014	43293	45571
6	275-299	Permit Clerk	292	31899	33894	35887	37881	39875		36457	38735	41014	43293	45571
6	275-299	Stock Room Clerk	289	31899	33894	35887	37881	39875		36457	38735	41014	43293	45571
6	275-299	Water Meter Technician	283	31899	33894	35887	37881	39875		36457	38735	41014	43293	45571
5	250-274	Customer Service Representative Trainee	259	30471	32375	34279	36185	38089		34825	37001	39176	41354	43530
5	250-274	GIAC Program Assistant	259	30471	32375	34279	36185	38089		34825	37001	39176	41354	43530
5	250-274	Office Assistant	265	30471	32375	34279	36185	38089		34825	37001	39176	41354	43530
5	250-274	Recreation Program Assistant	265	30471	32375	34279	36185	38089		34825	37001	39176	41354	43530
5	250-274	Wastewater Treatment Plant Instrumentation Technician Trainee	259	30471	32375	34279	36185	38089		34825	37001	39176	41354	43530
5	250-274	Youth Program Assistant	253	30471	32375	34279	36185	38089		34825	37001	39176	41354	43530
4	225-249	Wastewater Treatment Plant Operator Trainee	229	29043	30858	32673	34489	36304		33193	35266	37341	39415	41489
4	225-249	Water Treatment Plant Operator Trainee	229	29043	30858	32673	34489	36304		33193	35266	37341	39415	41489
3	200-224	Financial Clerk	209	27614	29341	31066	32793	34519		31559	33532	35504	37477	39450
2	175-199	Data Entry Specialist	185	26186	27822	29460	31096	32733		29927	31797	33669	35538	37409
2	175-199	Keyboard Specialist	179	26186	27822	29460	31096	32733		29927	31797	33669	35538	37409
2	175-199	Receptionist	179	26186	27822	29460	31096	32733		29927	31797	33669	35538	37409
1	below 175	No titles assigned		24758	26306	27853	29399	30947		28295	30063	31831	33600	35369

## 2017 CSEA ADMINISTRATIVE UNIT GRADE PLAN

Grade	Point Range	Title	Points	35 hours/week					40 hours/week					
				Entry	Step 2	Step 3	Step 4	Maximum	Entry	Step 2	Step 3	Step 4	Maximum	
18	575-599	Senior Plan Examiner	597	49898	53017	56133	59254	62372		57026	60590	64153	67719	71281
17	550-574	Chief Inspector of Plumbing	557	48446	51473	54500	57528	60557		55366	58826	62286	65747	69206
17	550-574	Electrical Inspector	551	48446	51473	54500	57528	60557		55366	58826	62286	65747	69206
17	550-574	GIS Administrator	553	48446	51473	54500	57528	60557		55366	58826	62286	65747	69206
17	550-574	Housing and Land Use Supervisor	573	48446	51473	54500	57528	60557		55366	58826	62286	65747	69206
17	550-574	Watershed Coordinator	551	48446	51473	54500	57528	60557		55366	58826	62286	65747	69206
16	525-549	Historic Preservation & Neighborhood Planner	545	46991	49929	52865	55801	58738		53704	57061	60418	63773	67130
16	525-549	Laboratory Director	529	46991	49929	52865	55801	58738		53704	57061	60418	63773	67130
16	525-549	Senior Code Inspector	539	46991	49929	52865	55801	58738		53704	57061	60418	63773	67130
16	525-549	Senior Planner	545	46991	49929	52865	55801	58738		53704	57061	60418	63773	67130
16	525-549	Supervisor of Electrical Services	527	46991	49929	52865	55801	58738		53704	57061	60418	63773	67130
15	500-524	Assistant Chief Wastewater Treatment Plant Operator	515	45537	48384	51230	54076	56923		52043	55296	58548	61802	65055
15	500-524	Coordinator of Recreation Programs for Individuals with Disabilities	509	45537	48384	51230	54076	56923		52043	55296	58548	61802	65055
15	500-524	GIAC Program Coordinator	509	45537	48384	51230	54076	56923		52043	55296	58548	61802	65055
15	500-524	Historic Preservation Planner	515	45537	48384	51230	54076	56923		52043	55296	58548	61802	65055
15	500-524	Hospitality Employment Training Program Coordinator	503	45537	48384	51230	54076	56923		52043	55296	58548	61802	65055
15	500-524	Recreation Program Coordinator	505	45537	48384	51230	54076	56923		52043	55296	58548	61802	65055
15	500-524	Senior Water Treatment Plant Operator	515	45537	48384	51230	54076	56923		52043	55296	58548	61802	65055
15	500-524	Sidewalk Program Manager	509	45537	48384	51230	54076	56923		52043	55296	58548	61802	65055
15	500-524	Youth Program Coordinator	515	45537	48384	51230	54076	56923		52043	55296	58548	61802	65055
14	475-499	Code Inspector	493	44084	46841	49596	52349	55106		50383	53533	56681	59828	62978
14	475-499	Stock Room Manager	479	44084	46841	49596	52349	55106		50383	53533	56681	59828	62978
13	450-474	Assistant Civil Engineer	459	42631	45296	47960	50625	53289		48722	51767	54811	57857	60901
13	450-474	Building Inspector	463	42631	45296	47960	50625	53289		48722	51767	54811	57857	60901
13	450-474	Forestry Technician	471	42631	45296	47960	50625	53289		48722	51767	54811	57857	60901
13	450-474	Junior Transportation Engineer	453	42631	45296	47960	50625	53289		48722	51767	54811	57857	60901
13	450-474	Office Manager	452	42631	45296	47960	50625	53289		48722	51767	54811	57857	60901
13	450-474	Planner	465	42631	45296	47960	50625	53289		48722	51767	54811	57857	60901
13	450-474	Senior GIS Specialist	471	42631	45296	47960	50625	53289		48722	51767	54811	57857	60901
12	425-449	Administrative Coordinator	432	41177	43750	46326	48899	51473		47060	50001	52944	55885	58826
12	425-449	GIAC Program Leader	438	41177	43750	46326	48899	51473		47060	50001	52944	55885	58826
12	425-449	GIS Specialist	427	41177	43750	46326	48899	51473		47060	50001	52944	55885	58826
12	425-449	Recreation Program Specialist	435	41177	43750	46326	48899	51473		47060	50001	52944	55885	58826
12	425-449	Specialist in Recreation for Individuals with Disabilities	432	41177	43750	46326	48899	51473		47060	50001	52944	55885	58826
12	425-449	Youth Program Leader	432	41177	43750	46326	48899	51473		47060	50001	52944	55885	58826
11	400-424	Housing Inspector	421	39724	42207	44690	47173	49655		45399	48237	51074	53912	56749
11	400-424	Recreation Program Leader	408	39724	42207	44690	47173	49655		45399	48237	51074	53912	56749
11	400-424	Senior Community Service Officer	422	39724	42207	44690	47173	49655		45399	48237	51074	53912	56749
11	400-424	Senior Water Meter Technician	410	39724	42207	44690	47173	49655		45399	48237	51074	53912	56749
11	400-424	Wastewater Treatment Plant Operator/ Mechanic	409	39724	42207	44690	47173	49655		45399	48237	51074	53912	56749

## 2017 CSEA ADMINISTRATIVE UNIT GRADE PLAN (Page 2)

Grade	Point Range	Title	Points	35 hours/week					40 hours/week				
				Entry	Step 2	Step 3	Step 4	Maximum	Entry	Step 2	Step 3	Step 4	Maximum
10	375-399	CADD Technician	382	38271	40663	43054	45448	47840	43738	46472	49206	51939	54673
10	375-399	Electrical Technician	391	38271	40663	43054	45448	47840	43738	46472	49206	51939	54673
10	375-399	Engineering Technician	396	38271	40663	43054	45448	47840	43738	46472	49206	51939	54673
10	375-399	Industrial Wastewater Pretreatment Coordinator	382	38271	40663	43054	45448	47840	43738	46472	49206	51939	54673
10	375-399	Network Integration Specialist	397	38271	40663	43054	45448	47840	43738	46472	49206	51939	54673
10	375-399	Supervising Customer Service Representative	399	38271	40663	43054	45448	47840	43738	46472	49206	51939	54673
10	375-399	Wastewater Treatment Plant Maintenance Coordinator	396	38271	40663	43054	45448	47840	43738	46472	49206	51939	54673
10	375-399	Water/ Wastewater Treatment Plant Operator	382	38271	40663	43054	45448	47840	43738	46472	49206	51939	54673
9	350-374	CDL Program Coordinator	373	36818	39119	41421	43721	46022	42078	44707	47338	49967	52597
9	350-374	Wastewater Treatment Plant Instrumentation Technician	358	36818	39119	41421	43721	46022	42078	44707	47338	49967	52597
9	350-374	Wastewater Treatment Plant Operator	352	36818	39119	41421	43721	46022	42078	44707	47338	49967	52597
9	350-374	Water Treatment Plant Operator	352	36818	39119	41421	43721	46022	42078	44707	47338	49967	52597
8	325-349	Administrative Assistant	328	35365	37575	39786	41994	44205	40417	42943	45469	47993	50521
8	325-349	Database Specialist	334	35365	37575	39786	41994	44205	40417	42943	45469	47993	50521
8	325-349	GIS Map Technician	346	35365	37575	39786	41994	44205	40417	42943	45469	47993	50521
8	325-349	Laboratory Technician	340	35365	37575	39786	41994	44205	40417	42943	45469	47993	50521
8	325-349	Utilities Systems Location Technician	346	35365	37575	39786	41994	44205	40417	42943	45469	47993	50521
7	300-324	Community Service Officer	307	33911	36032	38150	40270	42389	38756	41179	43600	46022	48444
7	300-324	Customer Service Representative	322	33911	36032	38150	40270	42389	38756	41179	43600	46022	48444
6	275-299	Accounts Payable Coordinator	298	32457	34487	36515	38544	40573	37095	39413	41732	44051	46368
6	275-299	Exterior Property Maintenance Inspector	295	32457	34487	36515	38544	40573	37095	39413	41732	44051	46368
6	275-299	Financial Management Assistant	298	32457	34487	36515	38544	40573	37095	39413	41732	44051	46368
6	275-299	Permit Clerk	292	32457	34487	36515	38544	40573	37095	39413	41732	44051	46368
6	275-299	Stock Room Clerk	289	32457	34487	36515	38544	40573	37095	39413	41732	44051	46368
6	275-299	Water Meter Technician	283	32457	34487	36515	38544	40573	37095	39413	41732	44051	46368
5	250-274	Customer Service Representative Trainee	259	31004	32942	34879	36818	38756	35434	37649	39862	42078	44292
5	250-274	GIAC Program Assistant	259	31004	32942	34879	36818	38756	35434	37649	39862	42078	44292
5	250-274	Office Assistant	265	31004	32942	34879	36818	38756	35434	37649	39862	42078	44292
5	250-274	Recreation Program Assistant	265	31004	32942	34879	36818	38756	35434	37649	39862	42078	44292
5	250-274	Wastewater Treatment Plant Instrumentation Technician Trainee	259	31004	32942	34879	36818	38756	35434	37649	39862	42078	44292
5	250-274	Youth Program Assistant	253	31004	32942	34879	36818	38756	35434	37649	39862	42078	44292
4	225-249	Wastewater Treatment Plant Operator Trainee	229	29551	31398	33245	35093	36939	33774	35883	37994	40105	42215
4	225-249	Water Treatment Plant Operator Trainee	229	29551	31398	33245	35093	36939	33774	35883	37994	40105	42215
3	200-224	Financial Clerk	209	28097	29854	31610	33367	35123	32111	34119	36125	38133	40140
2	175-199	Data Entry Specialist	185	26644	28309	29976	31640	33306	30451	32353	34258	36160	38064
2	175-199	Keyboard Specialist	179	26644	28309	29976	31640	33306	30451	32353	34258	36160	38064
2	175-199	Receptionist	179	26644	28309	29976	31640	33306	30451	32353	34258	36160	38064
1	below 175	No titles assigned		25191	26766	28340	29913	31489	28790	30589	32388	34188	35988

## 2018 CSEA ADMINISTRATIVE UNIT GRADE PLAN

Grade	Point Range	Title	Points	35 hours/week					40 hours/week					
				Entry	Step 2	Step 3	Step 4	Maximum	Entry	Step 2	Step 3	Step 4	Maximum	
18	575-599	Senior Plan Examiner	597	50896	54077	57256	60439	63619		58167	61802	65436	69073	72707
17	550-574	Chief Inspector of Plumbing	557	49415	52502	55590	58679	61768		56473	60003	63532	67062	70590
17	550-574	Electrical Inspector	551	49415	52502	55590	58679	61768		56473	60003	63532	67062	70590
17	550-574	GIS Administrator	553	49415	52502	55590	58679	61768		56473	60003	63532	67062	70590
17	550-574	Housing and Land Use Supervisor	573	49415	52502	55590	58679	61768		56473	60003	63532	67062	70590
17	550-574	Watershed Coordinator	551	49415	52502	55590	58679	61768		56473	60003	63532	67062	70590
16	525-549	Historic Preservation & Neighborhood Planner	545	47931	50928	53922	56917	59913		54778	58202	61626	65048	68473
16	525-549	Laboratory Director	529	47931	50928	53922	56917	59913		54778	58202	61626	65048	68473
16	525-549	Senior Code Inspector	539	47931	50928	53922	56917	59913		54778	58202	61626	65048	68473
16	525-549	Senior Planner	545	47931	50928	53922	56917	59913		54778	58202	61626	65048	68473
16	525-549	Supervisor of Electrical Services	527	47931	50928	53922	56917	59913		54778	58202	61626	65048	68473
15	500-524	Assistant Chief Wastewater Treatment Plant Operator	515	46448	49352	52255	55158	58061		53084	56402	59719	63038	66356
15	500-524	Coordinator of Recreation Programs for Individuals with Disabilities	509	46448	49352	52255	55158	58061		53084	56402	59719	63038	66356
15	500-524	GIAC Program Coordinator	509	46448	49352	52255	55158	58061		53084	56402	59719	63038	66356
15	500-524	Historic Preservation Planner	515	46448	49352	52255	55158	58061		53084	56402	59719	63038	66356
15	500-524	Hospitality Employment Training Program Coordinator	503	46448	49352	52255	55158	58061		53084	56402	59719	63038	66356
15	500-524	Recreation Program Coordinator	505	46448	49352	52255	55158	58061		53084	56402	59719	63038	66356
15	500-524	Senior Water Treatment Plant Operator	515	46448	49352	52255	55158	58061		53084	56402	59719	63038	66356
15	500-524	Sidewalk Program Manager	509	46448	49352	52255	55158	58061		53084	56402	59719	63038	66356
15	500-524	Youth Program Coordinator	515	46448	49352	52255	55158	58061		53084	56402	59719	63038	66356
14	475-499	Code Inspector	493	44966	47778	50588	53396	56208		51391	54604	57815	61025	64238
14	475-499	Stock Room Manager	479	44966	47778	50588	53396	56208		51391	54604	57815	61025	64238
13	450-474	Assistant Civil Engineer	459	43484	46202	48919	51638	54355		49696	52802	55907	59014	62119
13	450-474	Building Inspector	463	43484	46202	48919	51638	54355		49696	52802	55907	59014	62119
13	450-474	Forestry Technician	471	43484	46202	48919	51638	54355		49696	52802	55907	59014	62119
13	450-474	Junior Transportation Engineer	453	43484	46202	48919	51638	54355		49696	52802	55907	59014	62119
13	450-474	Office Manager	452	43484	46202	48919	51638	54355		49696	52802	55907	59014	62119
13	450-474	Planner	465	43484	46202	48919	51638	54355		49696	52802	55907	59014	62119
13	450-474	Senior GIS Specialist	471	43484	46202	48919	51638	54355		49696	52802	55907	59014	62119
12	425-449	Administrative Coordinator	432	42001	44625	47253	49877	52502		48001	51001	54003	57003	60003
12	425-449	GIAC Program Leader	438	42001	44625	47253	49877	52502		48001	51001	54003	57003	60003
12	425-449	GIS Specialist	427	42001	44625	47253	49877	52502		48001	51001	54003	57003	60003
12	425-449	Recreation Program Specialist	435	42001	44625	47253	49877	52502		48001	51001	54003	57003	60003
12	425-449	Specialist in Recreation for Individuals with Disabilities	432	42001	44625	47253	49877	52502		48001	51001	54003	57003	60003
12	425-449	Youth Program Leader	432	42001	44625	47253	49877	52502		48001	51001	54003	57003	60003
11	400-424	Housing Inspector	421	40518	43051	45584	48116	50648		46307	49202	52095	54990	57884
11	400-424	Recreation Program Leader	408	40518	43051	45584	48116	50648		46307	49202	52095	54990	57884
11	400-424	Senior Community Service Officer	422	40518	43051	45584	48116	50648		46307	49202	52095	54990	57884
11	400-424	Senior Water Meter Technician	410	40518	43051	45584	48116	50648		46307	49202	52095	54990	57884
11	400-424	Wastewater Treatment Plant Operator/ Mechanic	409	40518	43051	45584	48116	50648		46307	49202	52095	54990	57884

## 2018 CSEA ADMINISTRATIVE UNIT GRADE PLAN (Page 2)

Grade	Point Range	Title	Points	35 hours/week					40 hours/week					
				Entry	Step 2	Step 3	Step 4	Maximum	Entry	Step 2	Step 3	Step 4	Maximum	
10	375-399	CADD Technician	382	39036	41476	43915	46357	48797		44613	47401	50190	52978	55766
10	375-399	Electrical Technician	391	39036	41476	43915	46357	48797		44613	47401	50190	52978	55766
10	375-399	Engineering Technician	396	39036	41476	43915	46357	48797		44613	47401	50190	52978	55766
10	375-399	Industrial Wastewater Pretreatment Coordinator	382	39036	41476	43915	46357	48797		44613	47401	50190	52978	55766
10	375-399	Network Integration Specialist	397	39036	41476	43915	46357	48797		44613	47401	50190	52978	55766
10	375-399	Supervising Customer Service Representative	399	39036	41476	43915	46357	48797		44613	47401	50190	52978	55766
10	375-399	Wastewater Treatment Plant Maintenance Coordinator	396	39036	41476	43915	46357	48797		44613	47401	50190	52978	55766
10	375-399	Water/ Wastewater Treatment Plant Operator	382	39036	41476	43915	46357	48797		44613	47401	50190	52978	55766
9	350-374	CDL Program Coordinator	373	37554	39901	42249	44595	46942		42920	45601	48285	50966	53649
9	350-374	Wastewater Treatment Plant Instrumentation Technician	358	37554	39901	42249	44595	46942		42920	45601	48285	50966	53649
9	350-374	Wastewater Treatment Plant Operator	352	37554	39901	42249	44595	46942		42920	45601	48285	50966	53649
9	350-374	Water Treatment Plant Operator	352	37554	39901	42249	44595	46942		42920	45601	48285	50966	53649
8	325-349	Administrative Assistant	328	36072	38327	40582	42834	45089		41225	43802	46378	48953	51531
8	325-349	Database Specialist	334	36072	38327	40582	42834	45089		41225	43802	46378	48953	51531
8	325-349	GIS Map Technician	346	36072	38327	40582	42834	45089		41225	43802	46378	48953	51531
8	325-349	Laboratory Technician	340	36072	38327	40582	42834	45089		41225	43802	46378	48953	51531
8	325-349	Utilities Systems Location Technician	346	36072	38327	40582	42834	45089		41225	43802	46378	48953	51531
7	300-324	Community Service Officer	307	34589	36753	38913	41075	43237		39531	42003	44472	46942	49413
7	300-324	Customer Service Representative	322	34589	36753	38913	41075	43237		39531	42003	44472	46942	49413
6	275-299	Accounts Payable Coordinator	298	33106	35177	37245	39315	41384		37837	40201	42567	44932	47295
6	275-299	Exterior Property Maintenance Inspector	295	33106	35177	37245	39315	41384		37837	40201	42567	44932	47295
6	275-299	Financial Management Assistant	298	33106	35177	37245	39315	41384		37837	40201	42567	44932	47295
6	275-299	Permit Clerk	292	33106	35177	37245	39315	41384		37837	40201	42567	44932	47295
6	275-299	Stock Room Clerk	289	33106	35177	37245	39315	41384		37837	40201	42567	44932	47295
6	275-299	Water Meter Technician	283	33106	35177	37245	39315	41384		37837	40201	42567	44932	47295
5	250-274	Customer Service Representative Trainee	259	31624	33601	35577	37554	39531		36143	38402	40659	42920	45178
5	250-274	GIAC Program Assistant	259	31624	33601	35577	37554	39531		36143	38402	40659	42920	45178
5	250-274	Office Assistant	265	31624	33601	35577	37554	39531		36143	38402	40659	42920	45178
5	250-274	Recreation Program Assistant	265	31624	33601	35577	37554	39531		36143	38402	40659	42920	45178
5	250-274	Wastewater Treatment Plant Instrumentation Technician Trainee	259	31624	33601	35577	37554	39531		36143	38402	40659	42920	45178
5	250-274	Youth Program Assistant	253	31624	33601	35577	37554	39531		36143	38402	40659	42920	45178
4	225-249	Wastewater Treatment Plant Operator Trainee	229	30142	32026	33910	35795	37678		34449	36601	38754	40907	43059
4	225-249	Water Treatment Plant Operator Trainee	229	30142	32026	33910	35795	37678		34449	36601	38754	40907	43059
3	200-224	Financial Clerk	209	28659	30451	32242	34034	35825		32753	34801	36848	38896	40943
2	175-199	Data Entry Specialist	185	27177	28875	30576	32273	33972		31060	33000	34943	36883	38825
2	175-199	Keyboard Specialist	179	27177	28875	30576	32273	33972		31060	33000	34943	36883	38825
2	175-199	Receptionist	179	27177	28875	30576	32273	33972		31060	33000	34943	36883	38825
1	below 175	No titles assigned		25695	27301	28907	30511	32119		29366	31201	33036	34872	36708

## 2019 CSEA ADMINISTRATIVE UNIT GRADE PLAN

Grade	Point Range	Title	Points	35 hours/week					40 hours/week					
				Entry	Step 2	Step 3	Step 4	Maximum	Entry	Step 2	Step 3	Step 4	Maximum	
18	575-599	Senior Plan Examiner	597	51914	55159	58401	61648	64891		59330	63038	66745	70454	74161
17	550-574	Chief Inspector of Plumbing	557	50403	53552	56702	59853	63003		57602	61203	64803	68403	72002
17	550-574	Electrical Inspector	551	50403	53552	56702	59853	63003		57602	61203	64803	68403	72002
17	550-574	GIS Administrator	553	50403	53552	56702	59853	63003		57602	61203	64803	68403	72002
17	550-574	Housing and Land Use Supervisor	573	50403	53552	56702	59853	63003		57602	61203	64803	68403	72002
17	550-574	Watershed Coordinator	551	50403	53552	56702	59853	63003		57602	61203	64803	68403	72002
16	525-549	Historic Preservation & Neighborhood Planner	545	48890	51947	55000	58055	61111		55874	59366	62859	66349	69842
16	525-549	Laboratory Director	529	48890	51947	55000	58055	61111		55874	59366	62859	66349	69842
16	525-549	Senior Code Inspector	539	48890	51947	55000	58055	61111		55874	59366	62859	66349	69842
16	525-549	Senior Planner	545	48890	51947	55000	58055	61111		55874	59366	62859	66349	69842
16	525-549	Supervisor of Electrical Services	527	48890	51947	55000	58055	61111		55874	59366	62859	66349	69842
15	500-524	Assistant Chief Wastewater Treatment Plant Operator	515	47377	50339	53300	56261	59222		54146	57530	60913	64299	67683
15	500-524	Coordinator of Recreation Programs for Individuals with Disabilities	509	47377	50339	53300	56261	59222		54146	57530	60913	64299	67683
15	500-524	GIAC Program Coordinator	509	47377	50339	53300	56261	59222		54146	57530	60913	64299	67683
15	500-524	Historic Preservation Planner	515	47377	50339	53300	56261	59222		54146	57530	60913	64299	67683
15	500-524	Hospitality Employment Training Program Coordinator	503	47377	50339	53300	56261	59222		54146	57530	60913	64299	67683
15	500-524	Recreation Program Coordinator	505	47377	50339	53300	56261	59222		54146	57530	60913	64299	67683
15	500-524	Senior Water Treatment Plant Operator	515	47377	50339	53300	56261	59222		54146	57530	60913	64299	67683
15	500-524	Sidewalk Program Manager	509	47377	50339	53300	56261	59222		54146	57530	60913	64299	67683
15	500-524	Youth Program Coordinator	515	47377	50339	53300	56261	59222		54146	57530	60913	64299	67683
14	475-499	Code Inspector	493	45865	48734	51600	54464	57332		52419	55696	58971	62246	65523
14	475-499	Stock Room Manager	479	45865	48734	51600	54464	57332		52419	55696	58971	62246	65523
13	450-474	Assistant Civil Engineer	459	44354	47126	49897	52671	55442		50690	53858	57025	60194	63361
13	450-474	Building Inspector	463	44354	47126	49897	52671	55442		50690	53858	57025	60194	63361
13	450-474	Forestry Technician	471	44354	47126	49897	52671	55442		50690	53858	57025	60194	63361
13	450-474	Junior Transportation Engineer	453	44354	47126	49897	52671	55442		50690	53858	57025	60194	63361
13	450-474	Office Manager	452	44354	47126	49897	52671	55442		50690	53858	57025	60194	63361
13	450-474	Planner	465	44354	47126	49897	52671	55442		50690	53858	57025	60194	63361
13	450-474	Senior GIS Specialist	471	44354	47126	49897	52671	55442		50690	53858	57025	60194	63361
12	425-449	Administrative Coordinator	432	42841	45518	48198	50875	53552		48961	52021	55083	58143	61203
12	425-449	GIAC Program Leader	438	42841	45518	48198	50875	53552		48961	52021	55083	58143	61203
12	425-449	GIS Specialist	427	42841	45518	48198	50875	53552		48961	52021	55083	58143	61203
12	425-449	Recreation Program Specialist	435	42841	45518	48198	50875	53552		48961	52021	55083	58143	61203
12	425-449	Specialist in Recreation for Individuals with Disabilities	432	42841	45518	48198	50875	53552		48961	52021	55083	58143	61203
12	425-449	Youth Program Leader	432	42841	45518	48198	50875	53552		48961	52021	55083	58143	61203
11	400-424	Housing Inspector	421	41328	43912	46496	49078	51661		47233	50186	53137	56090	59042
11	400-424	Recreation Program Leader	408	41328	43912	46496	49078	51661		47233	50186	53137	56090	59042
11	400-424	Senior Community Service Officer	422	41328	43912	46496	49078	51661		47233	50186	53137	56090	59042
11	400-424	Senior Water Meter Technician	410	41328	43912	46496	49078	51661		47233	50186	53137	56090	59042
11	400-424	Wastewater Treatment Plant Operator/ Mechanic	409	41328	43912	46496	49078	51661		47233	50186	53137	56090	59042

## 2019 CSEA ADMINISTRATIVE UNIT GRADE PLAN (Page 2)

Grade	Point Range	Title	Points	35 hours/week					40 hours/week				
				Entry	Step 2	Step 3	Step 4	Maximum	Entry	Step 2	Step 3	Step 4	Maximum
10	375-399	CADD Technician	382	39817	42306	44793	47284	49773	45505	48349	51194	54038	56881
10	375-399	Electrical Technician	391	39817	42306	44793	47284	49773	45505	48349	51194	54038	56881
10	375-399	Engineering Technician	396	39817	42306	44793	47284	49773	45505	48349	51194	54038	56881
10	375-399	Industrial Wastewater Pretreatment Coordinator	382	39817	42306	44793	47284	49773	45505	48349	51194	54038	56881
10	375-399	Network Integration Specialist	397	39817	42306	44793	47284	49773	45505	48349	51194	54038	56881
10	375-399	Supervising Customer Service Representative	399	39817	42306	44793	47284	49773	45505	48349	51194	54038	56881
10	375-399	Wastewater Treatment Plant Maintenance Coordinator	396	39817	42306	44793	47284	49773	45505	48349	51194	54038	56881
10	375-399	Water/ Wastewater Treatment Plant Operator	382	39817	42306	44793	47284	49773	45505	48349	51194	54038	56881
9	350-374	CDL Program Coordinator	373	38305	40699	43094	45487	47881	43778	46513	49251	51985	54722
9	350-374	Wastewater Treatment Plant Instrumentation Technician	358	38305	40699	43094	45487	47881	43778	46513	49251	51985	54722
9	350-374	Wastewater Treatment Plant Operator	352	38305	40699	43094	45487	47881	43778	46513	49251	51985	54722
9	350-374	Water Treatment Plant Operator	352	38305	40699	43094	45487	47881	43778	46513	49251	51985	54722
8	325-349	Administrative Assistant	328	36793	39094	41394	43691	45991	42050	44678	47306	49932	52562
8	325-349	Database Specialist	334	36793	39094	41394	43691	45991	42050	44678	47306	49932	52562
8	325-349	GIS Map Technician	346	36793	39094	41394	43691	45991	42050	44678	47306	49932	52562
8	325-349	Laboratory Technician	340	36793	39094	41394	43691	45991	42050	44678	47306	49932	52562
8	325-349	Utilities Systems Location Technician	346	36793	39094	41394	43691	45991	42050	44678	47306	49932	52562
7	300-324	Community Service Officer	307	35281	37488	39691	41897	44102	40322	42843	45361	47881	50401
7	300-324	Customer Service Representative	322	35281	37488	39691	41897	44102	40322	42843	45361	47881	50401
6	275-299	Accounts Payable Coordinator	298	33768	35881	37990	40101	42212	38594	41005	43418	45831	48241
6	275-299	Exterior Property Maintenance Inspector	295	33768	35881	37990	40101	42212	38594	41005	43418	45831	48241
6	275-299	Financial Management Assistant	298	33768	35881	37990	40101	42212	38594	41005	43418	45831	48241
6	275-299	Permit Clerk	292	33768	35881	37990	40101	42212	38594	41005	43418	45831	48241
6	275-299	Stock Room Clerk	289	33768	35881	37990	40101	42212	38594	41005	43418	45831	48241
6	275-299	Water Meter Technician	283	33768	35881	37990	40101	42212	38594	41005	43418	45831	48241
5	250-274	Customer Service Representative Trainee	259	32256	34273	36289	38305	40322	36866	39170	41472	43778	46082
5	250-274	GIAC Program Assistant	259	32256	34273	36289	38305	40322	36866	39170	41472	43778	46082
5	250-274	Office Assistant	265	32256	34273	36289	38305	40322	36866	39170	41472	43778	46082
5	250-274	Recreation Program Assistant	265	32256	34273	36289	38305	40322	36866	39170	41472	43778	46082
5	250-274	Wastewater Treatment Plant Instrumentation Technician Trainee	259	32256	34273	36289	38305	40322	36866	39170	41472	43778	46082
5	250-274	Youth Program Assistant	253	32256	34273	36289	38305	40322	36866	39170	41472	43778	46082
4	225-249	Wastewater Treatment Plant Operator Trainee	229	30745	32667	34588	36511	38432	35138	37333	39529	41725	43920
4	225-249	Water Treatment Plant Operator Trainee	229	30745	32667	34588	36511	38432	35138	37333	39529	41725	43920
3	200-224	Financial Clerk	209	29232	31060	32887	34715	36542	33408	35497	37585	39674	41762
2	175-199	Data Entry Specialist	185	27721	29453	31188	32918	34651	31681	33660	35642	37621	39602
2	175-199	Keyboard Specialist	179	27721	29453	31188	32918	34651	31681	33660	35642	37621	39602
2	175-199	Receptionist	179	27721	29453	31188	32918	34651	31681	33660	35642	37621	39602
1	below 175	No titles assigned		26209	27847	29485	31121	32761	29953	31825	33697	35569	37442