

ARTICLE XVIII -- OFFICE EMPLOYEES

INTRODUCTION

The terms and conditions of employment for office employees, identified in Appendix F, are limited to those provisions cited in this Article which specifically cover these employees and provisions in other articles which do not limit themselves to other groups of employees.

Section 1. Work Schedule

- A. The standard number of working hours during any standard work week will be 37-1/2 hours, exclusive of lunch periods, without a reduction in the current established biweekly wage rate, provided, however, that overtime shall accrue after 37-1/2 hours.
- B. All office employees shall have a duty-free lunch period. This duty-free lunch period shall consist of at least 30 minutes.
- C. Each employee shall be guaranteed two 15-minute breaks per working day.
- D. Office employees who spend a majority of the workday working with a Video Display Terminal (VDT) shall be permitted to perform other job-related duties (e.g., answer phones, file, etc.) 10 minutes out of every hour.
- E. Employees shall be entitled to two days off at the completion of the standard work week.
- F. The use of sign-in and sign-out sheets designating time-in and time-out is authorized for payroll purposes only. The use of time clocks and similar devices is prohibited, except for hourly employees. Under no circumstances shall highlighting or circling be used.
- G. An employee shall be released from a work location early when it is determined by the supervising administrator that the employee's personal safety would be placed in jeopardy by remaining unaccompanied at the work location site.
- H. Ten-month employees shall have an opportunity to select an alternative teacher planning day/work year schedule when developed by the Calendar Committee and approved by the Board. At least one-half of the total number of secretarial/clerical staff members at each work location are authorized to exercise the option to select an alternative teacher planning day schedule on each of the designated days.
- I. The parties shall discuss the need for establishing a four-day work week prior to implementation of a four-day work week. A four-day work schedule may be implemented by the Board after these discussions and subsequent notification to the Union. Employees affected shall be given no less than two weeks' notice of the changed schedule.

Adoption of such schedule for any employee shall not be considered an avoidance of overtime. Such schedule shall be for four consecutive days. Where a four-day work week schedule is adopted, the workday shall consist of nine and one-half duty hours plus the duty-free lunch period.

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Each employee on the four-day work week schedule shall be entitled to two 20-minute breaks per working day.

- J. Except in unanticipated instances, employees assigned to the Office of Information Technology shall be given a minimum of two weeks' written notice before the implementation of changes in shift assignment.
- K. When an emergency is declared by the Superintendent, and employees are generally excused from work because of said emergency, those employees required to work during the emergency shall receive two times their regular rate of pay for such work.
- L. Employees may, with the approval of the work-site administrator, modify their workday schedule (i.e., beginning and ending times adjusted, but not overall daily working hours). Assignment to a flexible hours schedule will be voluntary and shall not be used to circumvent overtime provisions.
- M. Except in case of emergency, office employees shall not be used in lieu of a teacher or a temporary instructor to cover classes or supervise students.

Section 2. Overtime Rate

Overtime pay or compensatory time must be granted to all eligible employees who work over 40 hours per week in one or more positions (full and/or part-time) at one or more work locations.

- A. Employees who, with prior approval, work overtime, shall receive either compensation or compensatory time as follows:
 - 1. Employees who, with prior approval, work overtime shall be compensated at an hourly rate one and one-half times their regular hourly rate of their primary position.
 - 2. Employees shall have the option of receiving compensatory time, in lieu of overtime pay, at a rate of one and one-half times the amount of overtime worked.
 - a. The maximum number of hours of compensatory time an employee may accrue is 30 hours at any given time.
 - b. Upon termination for any reason or upon reassignment to a different position or location, employees shall be paid for authorized accrued compensatory time.
 - c. Accrued compensatory time shall not be carried over into the next fiscal year. Payment for such authorized accrued compensatory time will be made in the last pay period of the fiscal year.
 - 3. Compensatory time off and the rate(s) of pay for employees who weekly perform two or more M-DCPS jobs shall be governed by the Fair Labor Standards Act (FLSA) and the U.S. Department of Labor's Rules, Regulations, and Interpretive Bulletins regarding this Act.

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- B. Any employee who is unable to perform overtime work shall not be penalized in any manner and shall not be required to work beyond the standard workday and/or work week, except by mutual agreement of the supervising administrator and the employee.

Section 3. Additional Part-Time Employment

Employees who desire to work part-time in another position with M-DCPS (such as part-time teaching in the adult program or the secretarial/clerical inservice training program), during hours outside the regular hours of their primary employment, may do so. Payment for the primary and any such additional part-time employment will be computed in compliance with the FLSA.

Section 4. Job Vacancies

Job vacancies for which office employees are eligible to apply will be posted at each work location for a period of one week. Electronic mail may be utilized for this purpose, provided that the vacancy is also advertised in the Weekly Reader. Job advertisements shall be posted on the Union-designated bulletin board space immediately upon receipt at each work location. No vacancy shall be filled until after the fifth working day following advertisement of the position.

No new allocated clerical position will be filled for more than 60 days by any person who has not passed the clerical test for that position. The position will be re-advertised as a vacant position prior to the expiration of the 60-day period. If no employee who has passed the clerical test for that position applies, pursuant to said advertisement period, the employee presently filling the position shall be retained. During the re-advertisement period, the employee who has not passed the clerical test for that position shall continue to fill the position.

It is further understood that no person from another bargaining unit may take an open clerical position, as long as qualified office employees are available.

Section 5. Transfers/Promotions

- A. Any permanent employee may file an application for transfer using the form designated for that purpose by Human Resources. The form on which such application is made may be obtained from Human Resources or from the work site. It must be completed by the employee, signed by the supervising administrator, indicating his/her acknowledgment, and returned to the Non-Instructional Staffing, with a copy to the immediate supervisor.
- B. Consideration for transfer will be given to qualified transfer applicants on the basis of seniority, first within job classification and second within the system. That is, the transfer applicant anywhere in the system having the most experience in positions having the same job code and job title as the one to be filled will receive first consideration for transfer to that position, followed by the applicant with the next most experience, etc. If applicants have equal qualifications and seniority within the job classification, priority for consideration will be given to the applicant having the longest employment with the school system.
- C. Prior to receiving a promotion, the employee must have satisfactorily met all requirements for the position. A qualified and eligible office employee, who applies for

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a vacancy at his/her work location, which would result in a promotion, shall be given first consideration by the work location supervising administrator to fill such position. In the event a work location supervising administrator determines that a vacancy will be filled by a qualified and eligible unit member at the work location, he/she is authorized to waive the contractual requirement for advertising such vacancy district-wide.

- D. When an employee is promoted or assigned to a position which is classified in a higher pay grade, he/she shall be given an increase to the first step of the new salary range, effective the start of the next pay period after Board approval. When his/her current salary is already in excess of the first step, he/she will be placed on that step of the new grade which provides at least the equivalent of a one salary step increase, but no less than five (5%) percent. If his/her salary is equal to or above the maximum of the range for the position to which he/she is assigned, no change in salary shall be considered.
- E. Once an employee, who has fulfilled the requirements of the transfer provisions has been hired at another work location, the maximum time his/her current employer may retain him/her in the position shall be for no more than 10 workdays, unless otherwise authorized, in writing, by the Superintendent or designee.
- F. An employee who is promoted shall be considered probationary for the first 60 workdays in the new position.

At the beginning of such probationary period, the promoted employee shall receive, within 10 days of receiving promotion, a copy of the job description for the position, as well as any other requirements and/or expectations of the supervising administrator for acceptable performance in the position. In all instances of concern about a promoted employee's performance, such employee shall be advised of the concern, given suggestions for improvement in a timely fashion, and allowed a reasonable amount of time for improvement to occur; in no case, however, shall such amount of time extend beyond the end of the contractual probationary period. If a promoted employee's performance is determined by the supervising administrator to be unacceptable during the probationary period, he/she shall, without recourse, be returned to a position substantially equivalent to the one held prior to the promotion, as soon as such a position is available.

- G. Where an employee is demoted, as a result of his/her inability to perform satisfactorily, such employee will be placed on the same step in the lower pay grade (e.g., from Step 5, pay grade 18 to Step 5, pay grade 17).
- H. Where an employee is reassigned to a position in a lower pay grade at his/her own request or in lieu of layoff, such employee shall be placed on the step in the lower pay grade that reflects his/her current salary. In no case shall such employee's salary exceed the maximum of the lower pay grade.
- I. Probationary employees shall not be eligible to apply and be selected for a transfer or promotion. However, employees on probationary status may be granted a transfer to a lateral or lower pay grade position.

Section 6. Layoffs

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Layoff is defined as the separation of an employee for lack of work or funds, without fault or delinquency on the employee's part. The Board agrees to provide the Union with a list of names of the employees being laid off, and such notice shall be sent at the same time that it is issued to each employee so affected.

Employees to be laid off shall be notified as soon as possible after the decision for layoff has been made. In no event shall the Board give employees less than 10 working days' notice.

It is agreed that the following guidelines shall govern when layoffs of personnel are necessary:

- A. There shall be no "bumping downward" in the layoff procedure. Employees shall be laid off by job code, according to the procedures contained in this Section.
- B. Layoffs by job code at the work location shall be in reverse order of total system seniority.
- C. When employees of the same job code at the same work location have the same total system seniority, layoff will be in reverse order of seniority at the work location.
- D. Any sick leave forfeited at the time of layoff shall be restored at the time of rehire.
- E. Confidential exempt secretarial personnel shall, in the event of layoff, be placed in the recall pool equivalent to the grade of the exempt position from which they were laid off.
- F. In instances where the UTD building steward is an office employee, said steward shall be exempted from layoff except where an entire program is eliminated.

Section 7. Recall Pool

- A. Job vacancies shall first be filled from the recall pool, providing qualified personnel are available in the pool. The absence of qualified personnel shall be certified by Human Resources.
For the purpose of this Section, the word, qualified, is interpreted to include, but not be limited to, the following:
 - 1. Testing - - must have passed the test for the position; or
 - 2. Seniority - - system-wide seniority.
- B. A recall pool shall be created and maintained for each pay grade for the duration of this Contract.
- C. Personnel who have been laid off shall be eligible to apply for advertised positions that would result in a promotion. Employees in the recall pool shall be given the same consideration for promotion as all other qualified applicants, but shall not be given preference solely because of recall pool status.
- D. Employees in the recall pool shall be obligated to inform Human Resources of their current telephone number and address on forms to be provided by M-DCPS.

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- E. Human Resources will notify the employee first by telephone of a job vacancy and confirm by certified mail. All telephone communications will be properly logged.
- F. In the event Human Resources is unable, notwithstanding due and diligent effort, to communicate by telephone to such employee in order to inform him/her of such vacancy, then the employee in the recall pool next in line shall be contacted.

Failure to contact the employee shall not result in the loss of his/her position on the recall list.
- G. Unit members placed in the recall pool, who do not accept the position offered within 72 hours of such offer, will be placed at the bottom of the recall list, regardless of seniority. Notification by telephone will be utilized, wherever possible, to expedite the process. Requests for special consideration will be reviewed by Human Resources.
- H. All job vacancies which cannot be filled from the recall pool shall be advertised, pursuant to Section 4.

Section 8. Job Classification

- A. The Office of Compensation Administration shall be responsible for the day-to-day administration and management of the classification plan.

This authority shall include:

- 1. the administration of the rules and regulations governing this classification plan Board Rules, Administrative Regulations, and provisions of the collective bargaining agreement pertaining to same;
 - 2. the supervision of all activities pertaining to the management of the classification and compensation plans;
 - 3. the classification of all new jobs;
 - 4. the reclassification of existing jobs, when necessitated by defined conditions;
 - 5. the maintenance of current and accurate job descriptions for all approved jobs; and
 - 6. the surveying of all approved jobs to ensure that each job is allocated to the proper job classification.
- B. The Office of Compensation Administration shall be the final authority for the classification or reclassification of approved jobs.

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C. Classification of New Positions

1. All requests (Job Profile Non-Instructional Personnel) for the establishment of positions new to the bargaining unit shall be submitted to Compensation Administration for classification and evaluation.
2. No job shall be approved for funding or otherwise established, until it has been classified and evaluated by Compensation Administration. Minimum qualifications and requirements may be submitted and will be used in the classification process.
3. The classification of a job will be based upon the nature and type of duties and responsibilities. As a guiding principle, those jobs which are sufficiently similar as to duties and responsibilities shall be allocated to the same class and treated the same for personnel and pay purposes.
4. The Compensation Administrator may take into account such other pertinent factors, as may exist, when determining the classification and pay grade of a new position.
5. All proposals or requests to establish new positions shall be submitted to the bargaining unit for its review and comments.

D. Reclassification of Job

1. A significant change in the duties and responsibilities of a job may necessitate reclassifying the job. Requests for job reclassification may originate from employees or supervisory personnel and shall be submitted to Compensation Administration.
2. The processing of requests for reclassification shall not be delayed, deferred, or denied and shall not require the approval of the immediate supervisor or department head.
3. Upon receipt by Compensation Administration of the request for reclassification, Compensation Administration, within 90 working days, unless time is extended by mutual consent, shall render a decision.
4. An employee occupying a job that is reclassified and the classification is assigned to a higher pay grade shall meet the minimum qualification requirements, including minimum standard test or licensing requirements.
5. Reclassification requests will be considered from January 1 through March 31 of each year. Reclassifications denied may not be resubmitted in the same calendar year. Where deemed appropriate, the Assistant Superintendent of Labor Relations is authorized to waive this provision.

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6. In reviewing requests for reclassification, the Compensation Administrator may recommend job, work unit, operational/structural, pay grade adjustment or staffing level changes as an alternative to job reclassification.
7. Salary increases for an employee whose job is reclassified and the classification is assigned to a higher pay grade shall be adjudicated in the same manner as salary increases for promotion.
8. In the event a job is reclassified and the classification is assigned to a lower pay grade, and incumbent cannot be placed in a job assigned to a comparable pay grade, the employee's rate of pay shall remain the same, unless the current rate of pay is above the maximum of the new grade, in which instance, the rate of pay shall be reduced to the maximum of the new grade.
9. Where a position is reclassified to a higher pay grade and the incumbent does not meet the M-DCPS requirements for the higher pay grade, the position shall be considered open and shall be advertised as a job vacancy. Incumbent not meeting the requirements will have 60 working days from the effective date of the reclassification to meet the job requirements. Within 60 working days, he/she may be placed in a position substantially equivalent to the one held prior to the reclassification.

E. Pay-Grade Adjustment

The Compensation Administrator, with the concurrence of the Assistant Superintendent for Labor Relations, may adjust the pay grade of a job in the bargaining unit to achieve a greater degree of equity in the grade relationship of jobs in the bargaining unit. In the event the pay grade of a position is so adjusted, the employee's rate of pay shall remain the same, unless the current rate of pay is less than Step 1 of the new grade, in which case, the rate of pay shall be adjusted to Step 1 of the new grade. Prior to adjusting the grade of any job or class of jobs, the bargaining unit will be notified for its review and comment.

F. Classification Appeal

1. Whenever an office employee has just cause to question a reclassification decision, the employee may, within 20 days, request, in writing, a review of the decision.
2. Such request shall be forwarded to the Assistant Superintendent for Labor Relations by the employee.
3. The Assistant Superintendent for Labor Relations or designee, within 20 days of receipt of appeal request, shall schedule an appeal conference, and the employee shall be so notified, in writing, of the conference.
4. At such conference, the employee may be accompanied by a representative of the Union and may produce any documents and evidence to support the claim for reclassification.

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5. The Assistant Superintendent for Labor Relations or designee shall, within 20 workdays after the appeal conference, render the decision and notify the employee, in writing.
6. The decision of the Assistant Superintendent for Labor Relations shall be final and shall not be subject to the grievance procedure, litigation, or review process.

G. Annual Review

The parties may meet annually to review reclassification, classification, appeal, grade adjustment, and such other matters that relate to the classification system.

Section 9. Probationary Employees

Employees who are new in the system shall be considered probationary for the first 90 working days. Thereafter, they shall be considered annual employees subject to annual reappointment. During such probationary period, the employee may be terminated without recourse.

At the beginning of such probationary period, the newly-hired employee shall receive a copy of the job description for the position, as well as any other requirements and/or expectations of the supervising administrator for acceptable performance in the position. In all instances of concern about an employee's performance, such employee shall be advised of the concern, given suggestions for improvement in a timely fashion, and allowed a reasonable amount of time for improvement to occur. In no case, however, shall such amount of time extend beyond the end of the contractual probationary period.

Section 10. Job Descriptions

- A. Compensation Administration will review and revise job descriptions as it deems necessary. All job descriptions shall be submitted to the Union for its review and comment. Implementation of job descriptions shall also be a subject for the Union's review and comment. The role of the Union in this regard will be advisory in nature.
- B. Office employees who allege they are regularly performing duties substantially divergent from those authorized in official job descriptions shall have the right to a hearing on such allegations with their supervising administrator and that administrator's supervisor. Such allegations shall not be pursued through the grievance procedure unless such a conference has been held. The purpose of the hearing is to clarify for all parties concerned the scope of duties for which the unit member may be held accountable, to avoid unnecessary grievances, and to reduce morale problems that may exist due to misunderstandings or misinterpretations of job responsibilities. If satisfactory resolution is not achieved at this conference, the employee shall be entitled to utilize the grievance procedure.

Section 11. Early Release on Working Day Preceding Holiday

On a working day which immediately precedes a holiday or vacation, principals or supervising administrators shall have the authority to release unit members 30 minutes early. If the holiday

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falls on a Monday or the recess begins on a Monday, principals or supervising administrators may, on the preceding Friday, release unit members 30 minutes early.

Section 12. Re-employment/Longevity Rights

- A. Re-employed employees who resigned in good standing or were laid off shall retain credit for their years of experience with the school system (i.e., salary steps and accumulated sick leave).
- B. A year of experience for salary purposes is defined as 99 or more days of service with M-DCPS in any school year.

Section 13. Technological Impact

The parties agree to continue to monitor the work place in regards to the health, safety, welfare, and training needs of office employees.

Section 14. Assignment -- Members of the Same Family

- A. Members of the same family shall not be assigned to the Division of Finance. Applicants shall disclose whether any such relationship exists prior to potential assignment to this Office. In the event that such a relationship is subsequently incurred, the employees shall disclose the relationship, and a transfer to a position of equal grade in as similar a function as possible shall be expeditiously arranged by the system.
- B. "Members of the same family", for purposes of this Section, means individuals related as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

Section 15. Temporary Duty

- A. A full-time employee subpoenaed as a witness in a case not involving personal litigation shall be granted temporary duty leave with pay, and any witness fees shall be retained by the employee.
- B. When an employee is assigned to service away from his/her school or regular place of employment and that assignment requires: (a) the employment of a temporary instructor; (b) payment of travel expenses; or, (c) out-of-county attendance, the employee must complete a request for temporary duty form obtained from Human Resources. The request must be signed and approved by the principal, department head, or division head, as appropriate, and forwarded to Human Resources for final approval. Employees will receive their regular pay and may be allowed expenses, as provided by law, as indicated in Appendix D, Section 3 of this Contract. Temporary duty may be granted to unit members for the following types of assignments:
 - 1. to attend duly-authorized conferences and conventions of national, regional, and state organizations in the field in which the employee is directly involved;

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2. to attend PTA/PTSA regional and state conferences and conventions;
3. to attend conventions or conferences of recognized civic groups;
4. to attend state meetings of educational sororities and fraternities;

(In items 1. through 4. above, the employee must be an officer, official delegate, or have a significant part on the program.)

5. to attend meetings and conferences as the representative of the Superintendent. Only the Superintendent or his/her designated representative(s) will approve this type of assignment;
6. to participate in a staff development program approved by the Board; and
7. to attend meetings of educational legislative committees.

C. Conditions Limiting Temporary Duty Assignments

Temporary instructors will not be provided to cover absences of personnel granted temporary duty under item B.

Section 16. Professionalization of Office Employees

Notwithstanding the wide range of currently available career opportunities for M-DCPS office employees, the task at hand is to make this district even more appealing and progressive in today's competitive market to attract and retain excellent office employees. It is widely recognized that the parties have pioneered a number of creative and innovative programs, services, and strategies. These initiatives have resulted from truly collaborative efforts. The ability to be successful once again will depend upon our achieving consensus on and sustaining a comprehensive initiative which will enhance the office employee profession.

A. New Employee Orientation

1. Where possible, all newly-hired office employees will attend the New Employee Orientation Program during their probation period.
2. The Union will be provided one hour's time during the New Employee Orientation Program to give Union information.
3. A Union-designated representative shall be given a reasonable amount of time during employee preparation days to consult with new employees at the work location, such time to be mutually agreed to between a Union-designated representative and the principal or immediate supervisor.

B. Training for New Employees

1. Personnel newly-hired as school secretary/treasurers (Job Codes: Elementary - 4550; Junior High - 4121; Senior High - 4112; Opportunity Centers - 4122) shall

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attend a three-day workshop on accounting procedures prior to the normal 10-month reporting date. The workshop shall be conducted by the Accounting Department in a location to be determined by that department during the three workdays prior to the normal 10-month reporting date for clerical personnel. Personnel required to attend this workshop shall be reimbursed at their normal daily rate for these days.

2. Newly-hired secretary/treasurers are defined as those personnel appointed to the aforementioned job codes who have not previously served in the capacity of secretary/treasurer in a public school district school, exceptional student education center, or adult center. Personnel who cannot attend this workshop due to an extenuating circumstance, such as illness or death in the family, may be excused with the permission of the principal. Reimbursement shall not be provided for any days not present at the workshop.
3. The parties agree to establish a committee to develop a comprehensive training program for all newly-hired employees and submit recommendations for consideration by the Superintendent and UTD President or Designee.

C. Career Development

To encourage M-DCPS secretarial/clerical personnel to enter the teaching profession, including confidential exempt secretaries, the Office of Professional Development and Career Development will provide the linkage to area colleges and universities for employees pursuing a degree in education.

The Board and the Union agree that M-DCPS secretarial/clerical personnel who become certified to teach and are hired for full-time teaching positions shall be placed on the teachers' salary schedule at the first step which would provide them a salary increase.

D. Career Ladder

The parties agree to reconvene the Joint M-DCPS/UTD Career Ladder Task Force for the purpose of reviewing and enhancing the Professional Office Personnel Development Plan for consideration by the Superintendent and the UTD President or Designee. Said task force shall make recommendations to the Superintendent and the UTD President or Designee by June 30, 2007.

E. Professional Office Personnel Development Program (POPDP)

It is the intent of the parties to offer a comprehensive training program to improve the skills and increase the productivity of office personnel. The parties have, therefore, agreed to merge two existing programs: the M-DCPS Professional Secretary Program and the Inservice Education Program. The new comprehensive program will be called the POPDP. The POPDP will provide an optional, well-defined Professional Secretary Program (formerly M-DCPS Certified Professional Secretary Program) leading to a professional secretary certificate.

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The POPDP program administered by the BHRD will provide:

1. Compensation for POPDP courses taken by full-time employees after normal working hours.

CORE COURSES:

Employees shall receive an increase of \$1.25 per day in the daily rate of pay after satisfactory completion of four core courses, two of which shall be designated by Office of Professional Development and Career Development and two core courses selected by the employees in their area of work assignment.

These courses must be satisfactorily completed before any elective courses are taken. Satisfactory completion of a course is determined by the evaluation procedures in the component design.

ELECTIVE COURSES:

Employees shall receive an additional increase of \$.20 per day in the daily rate of pay after satisfactory completion of each additional elective course, up to a maximum of 18 courses. Satisfactory completion of an elective course is determined by the evaluation procedures in the component design.

Those office personnel interested in participating in the Professional Secretary Program may take elective courses above the maximum compensated number of 18. These additional elective courses will not be compensated but will be banked and applied toward the Professional Secretary Program. The registration fee for these additional elective courses leading to a Professional Secretary Certificate shall be reimbursed to the employee. To obtain such reimbursement, the employee shall submit verification of successful completion of the courses and the paid receipts.

2. The optional Professional Secretary Program will be comprised of designated courses within the POPDP. Upon successful completion of the program, the participants will receive a certificate of completion and will be eligible for the annual \$275 Professional Secretary supplement.
3. The Office of Professional Development and Career Development will be responsible for scheduling and advertising all courses within the POPDP. Additionally, the geographic distribution of all POPDP courses will be coordinated throughout the district to facilitate accessibility to these courses. Courses will be advertised to all work locations on an ongoing basis.
4. Collaboration between M-DCPS and other institutions, colleges, universities to offer courses for office personnel. Tuition, fees, etc., are the responsibility of the student.

The parties agree that fees for inservice and professional development courses that are paid for by the employees shall be uniform throughout the District.

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Additionally, these courses shall be offered throughout the year including the summer recess months.

5. College courses satisfactorily completed will be individually reviewed and considered in lieu of courses taken in the Professional Office Personnel Development Program (PODP) and/or the Professional Secretary Program.
6. POPDP courses satisfactorily completed by part-time employees will not be compensated. However, course credit will be banked until such time as the employee becomes full-time.

F. Certified Professional Secretary

Employees who pass the National Certified Professional Secretary Examination shall be eligible for a supplement of \$1,100. Additionally, these employees shall be reimbursed for the cost of the examination upon receipt of proof up to \$200.

G. Office Employee of the Year

The Union and Board, in their continuing efforts to recognize outstanding office personnel, shall develop and implement guidelines and procedures for the nomination, selection, and recognition of an annual Office Employee of the Year. Released time with pay shall be granted to Union representatives serving in this capacity.

H. Evaluation Procedures

The parties agree that all employees are entitled to a fair, equitable, and impartial evaluation. The current evaluation procedure shall continue in force until establishment of a new evaluation procedure by mutual agreement. All documents and procedures pertaining to observation/evaluation systems (i.e., "Interpretative Guide to Evaluation of Office Personnel, Evaluation Instrument, and Evaluation Procedures") are hereby incorporated and made a part of this Contract.

I. Child-Care Program

The parties recognize that a significant and growing number of employees have pre-school age children. Unresolved concerns about caring for them can affect an employee's performance. Therefore, M-DCPS and UTD agree to explore the development of an educationally sound, affordable, and safe pre-school, child-care program for its employees' children.

J. Mentor Secretaries

The parties agree to implement the Mentor Secretary/Clerical Program for the following positions:

- Registrar
- Secretary/Treasurer
- Principal's Secretary
- Data Input Specialist

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1. Criteria

Mentor Clericals shall have three consecutive years of acceptable annual evaluations; be currently working in the position for which they are to be a mentor; and said applicant shall have three years' experience in the position for which they are to be a mentor.

2. Responsibilities

The mentor shall provide feedback, guidance, and practical job assistance to the mentee during the first calendar year the mentee holds that position.

Mentors and mentees shall arrange and make a minimum of three work-site visits to the mentee's and/or the mentor's worksite for a minimum of six hours during the mentee's 90-day or 60-day probationary period. The time and duration of said work-site visits shall be mutually agreed upon by the mentor, mentee, and both work-site administrators.

Mentors shall be required to periodically attend training sessions or meetings related to mentoring.

3. Stipend

The parties agree that the stipend for said mentors shall be \$475, to be paid at the completion of the one-year assignment. Those mentors who, for any reason, cannot complete said assignment or assume the duties and responsibilities of another mentor, shall receive a prorated stipend.

The parties agree to monitor this joint M-DCPS/UTD Mentor Secretary/Clerical Program Committee charged with implementation and providing clarification and interpretations of the program's intent. Said committee shall interview all candidates for the purposes of initial appointment and the creation of a pool of available mentors to be assigned by the committee, as needed. The committee shall provide recommendations to the Superintendent and the UTD President or Designee on the status and effectiveness of the program.

Section 17. Tuition Reimbursement - - Office Employees

1. Tuition reimbursement is available to office personnel who take college credit courses when such courses are part of a formal program leading toward a Bachelor's degree in education or in a critical staff shortage area or in a job-related area and when such courses strengthen professional skills and improve effectiveness in performance of employee's primary job assignment.
2. No advance approval is needed for a course which is required or is accepted as an elective in a formal program of study leading to a Bachelor's degree in education or in a job-related area. Advance approval by the office employee's principal or administrative supervisor is needed for other courses; such approval shall be given only

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when the course is directly related to the performance of the office employee's primary job assignment; however, such approval shall not be arbitrarily withheld.

3. Office employees shall be eligible to receive reimbursement for tuition for a maximum nine undergraduate credits earned per fiscal year. Reimbursement shall not exceed \$100 per semester hour or the equivalent. Effective the Fall semester of the 2007-2008 school year, the maximum undergraduate credits per fiscal year for reimbursement shall increase to twelve (12).
4. To obtain tuition reimbursement, the office employee's principal or administrative supervisor shall submit the following documentation to the Compensation Administration:
 - a. the official transcript (with raised seal) indicating successful completion of the course(s) and the credits earned.
 - b. verification from the college/university of the tuition paid (Form FT1).
 - c. the principal's or administrative supervisor's advance written approval when required under paragraph 2.
5. Requests for tuition reimbursement must be submitted no later than two years after the end of the term/semester during which the course was completed. An office employee who believes that special circumstances beyond his/her control prevented compliance with this timeframe may appeal, in writing, to the Assistant Superintendent, Labor Relations, who shall review the appeal and render a decision. A copy of the appeal and decision shall be furnished to the office employee and the Union.

Section 18. Dismissal, Suspension, Reduction-in-Grade, or Non-Reappointment of Office Employees

- A. The employee shall have the right to representation on any matter, including discussions on disciplinary action.
- B. The Board agrees to promptly furnish UTD with a copy of any disciplinary action notification against any office employee in this bargaining unit.
- C. Office employees dismissed, suspended, reduced in grade, or not reappointed shall be entitled to appeal such action to an impartial administrative law judge. The employee shall be notified of such action and of his/her right to appeal by certified mail. The employee shall have 20 calendar days in which to notify the School Board Clerk of the employee's intent to appeal such action. The Board shall appoint such impartial administrative law judge who shall set the date, time, and place mutually agreeable to the employee and the Board for the hearing of the appeal. The Board shall set a time limit at which time the administrative law judge shall present the findings. The findings of the administrative law judge shall not be binding on the Board, and the Board shall retain final authority on all dismissal, suspension, reductions-in-grade, and non-reappointments.

ARTICLE XVIII (cont.)

- D. The employee shall not be employed during the time of appeal of such dismissal, suspension, reduction-in-grade, or non-reappointment and, if reinstated by Board action, shall receive payment for the days not worked, less any monies which the employee received from unemployment compensation and shall not lose any longevity or be charged with a break in service due to said dismissal, suspension, reduction-in-grade, or non-reappointment.
- E. In those cases where an employee has not complied with Board Rules and/or administrative regulations, but the infraction is not deemed serious enough to recommend dismissal, the supervising administrator may recommend suspension up to 30 calendar days without pay. All suspensions must be approved by the Superintendent.
- F. Nothing contained in this Article shall prevent the Board from disciplining the officers and official representatives of UTD greater than other employees who participate in a strike, if evidence is presented and upheld in an administrative hearing or court proceeding, that these officers and official representatives of UTD encouraged participation by other bargaining unit members in an unlawful job action. Employees disciplined for allegedly engaging in a strike shall have a hearing before an impartial administrative law judge, pursuant to Section 18(C) of this Article.

Section 19. Employee Absences

- A. An employee shall be deemed to be absent-without-leave whenever he/she is absent and has not given prior notice to the appropriate administrator or designee that accrued sick or personal leave is to be used or other leave has been appropriately applied for and approved. Any member of the unit who is willfully absent from duty without leave shall forfeit compensation for the time of such absence and be subject to dismissal.
- B. An unauthorized absence for three consecutive working days shall be evidence of abandonment of position. Unauthorized absences totaling 10 or more workdays during the previous 12-month period shall be evidence of excessive absenteeism. Either of the foregoing may result in disciplinary actions, including termination. Such action shall not be taken in an arbitrary or capricious manner. An employee recommended for termination for abandonment of position shall have the right to request a review of the facts concerning the unauthorized leave by the Chief Personnel Officer for Human Resources or designee. Such right shall exist for a period of 10 working days after notification of termination. The employee shall have the right to representation in the review of the facts concerning the unauthorized leave.
- C. When an employee will be absent from work due to illness or injury or due to personal reasons, he/she shall notify the supervising administrator (or designee) as soon as possible, but no later than one hour before the start of his/her scheduled workday. Where an absent employee does not notify his/her supervising administrator, as stipulated herein, and where there are not extenuating circumstances, as determined by the supervising administrator, such employee will have the option to use personal leave or leave without pay. However, such determination by the supervising administrator shall not be made arbitrarily.

ARTICLE XVIII (cont.)

Section 20. Salary

- A. Salary compensation for office employees shall be paid in accordance with Salary Schedule UO, as stipulated in Article XVIII, Section 21 of this Contract.
- B. The Board will comply with prevailing federal minimum wage standards in accordance with the requirements of the Fair Labor Standards Act and the U.S. Department of Labor's Rules, Regulations, and Interpretive Bulletins regarding the Act and the Florida Minimum Wage.
- C. The first step of each pay grade shall be the starting rate for new employees to M-DCPS. However, the supervising administrator may recommend to the Assistant Superintendent, Labor Relations, that an initial compensation rate be authorized at a salary step higher than the first step of the assigned pay grade where a candidate has been deemed exceptionally well-qualified for the position within one year of hire/rehire. If the request is denied by the supervising administrator, the employee may appeal to the appropriate Regional/Assistant Superintendent or designee.
- D. Office employees who are designated by the principal as having the primary responsibility for arranging for temporary instructors on a regular basis shall be paid an annual supplement as follows:

Adult/Vocational Day Program	\$800
Adult/Vocational Evening Program	\$600
Summer Program	\$250
K-12 Program	
Full-Time Student Population (Oct. FTE)	
1,000 or less	\$ 800
1,001 - 2,000	\$1,000
2,001 - 3,500	\$1,200
3,501	\$1,500
Summer	\$ 250

- E. Alternative Education Stipend

Eligible office employees will receive this stipend as referenced in Article XXV, Section 2.

If additional sites are subsequently established, office employees assigned to these sites will be eligible to receive such supplements.
- F. Where an employee is required to wear a uniform (i.e., dental clinic, etc.) the cost, not to exceed \$250 annually, shall be borne by the employer.
- G. The office employees in the regular school program, at each M-DCPS work location, who are responsible for handling revenue transactions for the community school program and fee-supported pre-kindergarten programs shall be paid a supplement

ARTICLE XVIII (cont.)

based on the size of the individual community school program's annual revenue transactions for the previous fiscal year. Supplements shall be authorized for a community school program whose revenues recorded in the internal account are \$25,000 or less or more than \$25,000. Such supplements will be paid in a lump sum on or before September 1 of the subsequent fiscal year, as detailed in the schedule below.

\$25,000 or Less

More Than \$25,000

\$600

\$840

- H. Office employees assigned to shift work at Office of Information Technology shall be paid a shift differential as follows: 6.5 percent of base salary for employees on the second shift and 13 percent of base salary for employees on the third shift. The designated shift differential amount will be effective the beginning of the pay period immediately following the shift change.

The parties agree to establish a joint ad hoc committee for the purpose of exploring differentiated salaries for teachers and clerical employees working full-time in an evening program. Said committee will also explore providing an appropriate salary differential for full-time clerical employees who are assigned to work weekends as a part of their regular work week assignment.

ARTICLE XVIII (cont.)

**ARTICLE XVIII - - OFFICE PERSONNEL
10-MONTH (UO)
(Effective August 3, 2006*)**

GRD	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08	STEP 09	STEP 10	STEP 12	STEP 13	STEP 14
15	11,988	12,108	12,283	12,862	13,475	14,116	14,786	16,434	17,469	18,294	20,286	26,285
16	12,862	12,991	13,475	14,116	14,786	15,488	16,224	18,035	19,070	19,894	21,887	27,878
17	13,475	13,610	14,116	14,786	15,488	16,224	16,995	18,891	19,927	20,751	22,744	28,730
18	14,786	14,934	15,488	16,224	16,995	17,804	18,649	20,730	21,765	22,589	24,582	30,559
19	15,488	15,643	16,224	16,995	17,804	18,649	19,536	21,713	22,749	23,573	25,566	31,538
20	16,995	17,165	17,804	18,649	19,536	20,464	21,438	23,830	24,866	25,690	27,683	33,645
21	18,649	18,835	19,536	20,464	21,438	22,458	23,524	26,145	27,180	28,005	29,998	35,948
22	19,536	19,731	20,464	21,438	22,458	23,524	24,639	27,386	28,422	29,246	31,239	37,183
23	20,464	20,669	21,438	22,458	23,524	24,639	25,809	28,689	29,724	30,548	32,541	38,479
24	21,438	21,652	22,458	23,524	24,639	25,809	27,038	30,051	31,087	31,911	33,904	39,835
25	22,458	22,683	23,525	24,639	25,809	27,038	28,323	31,366	32,406	33,198	35,191	41,115
26	23,581	23,817	24,701	25,871	27,099	28,390	29,739	32,934	34,026	34,858	36,951	43,171
27	24,760	25,008	25,936	27,164	28,454	29,809	31,226	34,581	35,728	36,601	38,798	45,329

The top step of this schedule has been increased by \$1,000 over the prior schedule.

All 2005-2006 employees meeting eligibility requirements as defined in Article XVIII, Section 12(B), shall advance a step effective August 3, 2006. Only eligible employees in an active pay status as of the date of School Board ratification shall be entitled to any retroactive adjustments resulting from this Agreement.

Employees at the SIZ sites on this schedule will be paid ten (10) additional days during the 2006-2007 school year. Actual salaries will be proportional to the additional days worked at the SIZ school site.

*Effective date may be earlier for those employees who report to work before August 3, 2006 in accordance with the applicable 2006-2007 school year calendar.

ARTICLE XVIII (cont.)

**ARTICLE XVIII - - OFFICE PERSONNEL
10-MONTH (UO)
EFFECTIVE THE FIRST DAY OF THE 2007-2008 10-MONTH SCHOOL CALENDAR FOR OFFICE EMPLOYEES**

GRD	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08	STEP 09	STEP 10	STEP 12	STEP 13	STEP 14
16	13,475	13,610	13,746	14,116	14,786	15,488	16,224	18,035	19,070	19,894	21,887	28,878
17	14,116	14,257	14,400	14,786	15,488	16,224	16,995	18,891	19,927	20,751	22,744	29,730
18	15,488	15,643	15,799	16,224	16,995	17,804	18,649	20,730	21,765	22,589	24,582	31,559
19	16,224	16,386	16,550	16,995	17,804	18,649	19,536	21,713	22,749	23,573	25,566	32,538
20	17,804	17,982	18,162	18,649	19,536	20,464	21,438	23,830	24,866	25,690	27,683	34,645
21	19,536	19,731	19,929	20,464	21,438	22,458	23,524	26,145	27,180	28,005	29,998	36,948
22	20,464	20,669	20,875	21,438	22,458	23,524	24,639	27,386	28,422	29,246	31,239	38,183
23	21,438	21,652	21,869	22,458	23,524	24,639	25,809	28,689	29,724	30,548	32,541	39,479
24	22,458	22,683	22,909	23,524	24,639	25,809	27,038	30,051	31,087	31,911	33,904	40,835
25	23,525	23,760	23,998	24,639	25,809	27,038	28,323	31,366	32,406	33,198	35,191	42,115
26	24,701	24,948	25,198	25,871	27,099	28,390	29,739	32,934	34,026	34,858	36,951	44,171
27	25,936	26,196	26,458	27,164	28,454	29,809	31,226	34,581	35,728	36,601	38,798	46,329

The top step of this schedule has been increased by \$1,000 over the prior schedule.

All 2006-2007 employees meeting eligibility requirements as defined in Article XVIII, Section 12(B), shall advance a step effective the first day of the 2007-2008 10-Month School Calendar for Office Employees.

Employees at the SIZ sites on this schedule will be paid (10) additional days during the 2007-2008 school year. Actual salaries will be proportional to the additional days worked at the SIZ school sites.

Effective date may be earlier for those employees who report to work before the applicable 2007-2008 school year calendar.

ARTICLE XVIII (cont.)

**ARTICLE XVIII - - OFFICE PERSONNEL
10-MONTH (UO)**

EFFECTIVE THE FIRST DAY OF THE 2008-2009 10-MONTH SCHOOL CALENDAR FOR OFFICE EMPLOYEES

GRD	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08	STEP 09	STEP 10	STEP 12	STEP 13	STEP 14
17	14,786	14,934	15,083	15,234	15,488	16,224	16,995	18,891	19,927	20,751	22,744	30,730
18	16,224	16,386	16,550	16,716	16,995	17,804	18,649	20,730	21,765	22,589	24,582	32,559
19	16,995	17,165	17,337	17,510	17,804	18,649	19,536	21,713	22,749	23,573	25,566	33,538
20	18,649	18,835	19,024	19,214	19,536	20,464	21,438	23,830	24,866	25,690	27,683	35,645
21	20,464	20,669	20,875	21,084	21,438	22,458	23,524	26,145	27,180	28,005	29,998	37,948
22	21,438	21,652	21,869	22,088	22,458	23,524	24,639	27,386	28,422	29,246	31,239	39,183
23	22,458	22,683	22,909	23,138	23,524	24,639	25,809	28,689	29,724	30,548	32,541	40,479
24	23,524	23,759	23,997	24,237	24,639	25,809	27,038	30,051	31,087	31,911	33,904	41,835
25	24,639	24,885	25,134	25,386	25,809	27,038	28,323	31,366	32,406	33,198	35,191	43,115
26	25,871	26,130	26,391	26,655	27,099	28,390	29,739	32,934	34,026	34,858	36,951	45,171
27	27,164	27,436	27,711	27,988	28,454	29,809	31,226	34,581	35,728	36,601	38,798	47,329

The top step of this schedule has been increased by \$1,000 over the prior schedule.

All 2007-2008 employees meeting eligibility requirements as defined in Article XVIII, Section 12(B), shall advance a step effective the first day of the 2008-2009 10-Month School Calendar for Office Employees.

ARTICLE XVIII (cont.)

**ARTICLE XVIII -- OFFICE EMPLOYEES
12-MONTH (UO)
EFFECTIVE July 1, 2006**

GRD	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08	STEP 09	STEP 10	STEP 12	STEP 13	STEP 14
15	14,040	14,181	14,318	14,996	15,710	16,457	17,237	19,160	20,402	21,432	23,824	31,025
16	14,996	15,146	15,710	16,457	17,237	18,056	18,914	21,024	22,267	23,297	25,689	32,881
17	15,710	15,867	16,457	17,237	18,056	18,914	19,815	22,025	23,267	24,297	26,689	33,876
18	17,237	17,409	18,056	18,914	19,815	20,757	21,742	24,167	25,410	26,440	28,832	36,008
19	18,056	18,237	18,914	19,815	20,757	21,742	22,777	25,314	26,557	27,587	29,979	37,149
20	19,815	20,013	20,757	21,742	22,777	23,856	24,992	27,784	29,026	30,057	32,449	39,607
21	21,742	21,959	22,777	23,856	24,992	26,184	27,425	30,481	31,723	32,754	35,146	42,291
22	22,777	23,005	23,856	24,992	26,184	27,425	28,725	31,928	33,172	34,202	36,594	43,731
23	23,856	24,095	24,992	26,184	27,425	28,725	30,090	33,447	34,689	35,719	38,111	45,241
24	24,992	25,242	26,184	27,425	28,725	30,090	31,520	35,035	36,278	37,308	39,700	46,822
25	26,184	26,446	27,425	28,725	30,089	31,521	33,071	36,532	37,319	38,324	40,716	47,833
26	27,493	27,768	28,796	30,161	31,593	33,097	34,725	38,359	39,185	40,240	42,752	50,225
27	28,868	29,157	30,236	31,669	33,173	34,752	36,461	40,277	41,144	42,252	44,889	52,736

The top step of this schedule has been increased by \$1200 over the prior schedule.

All 2005-2006 employees meeting eligibility requirements as defined in Article XVIII, Section 12(B), shall advance a step effective July 1, 2006.

Only eligible employees in an active pay status as of the date of School Board ratification shall be entitled to any retroactive adjustments resulting from this agreement.

ARTICLE XVIII (cont.)

**ARTICLE XVIII -- OFFICE EMPLOYEES
12-MONTH (UO)
EFFECTIVE July 1, 2007**

GRD	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08	STEP 09	STEP 10	STEP 12	STEP 13	STEP 14
16	15,710	15,867	16,026	16,457	17,237	18,056	18,914	21,024	22,267	23,297	25,689	34,081
17	16,457	16,622	16,788	17,237	18,056	18,914	19,815	22,025	23,267	24,297	26,689	35,076
18	18,056	18,237	18,419	18,914	19,815	20,757	21,742	24,167	25,410	26,440	28,832	37,208
19	18,914	19,103	19,294	19,815	20,757	21,742	22,777	25,314	26,557	27,587	29,979	38,349
20	20,757	20,965	21,174	21,742	22,777	23,856	24,992	27,784	29,026	30,057	32,449	40,807
21	22,777	23,005	23,235	23,856	24,992	26,184	27,425	30,481	31,723	32,754	35,146	43,491
22	23,856	24,095	24,336	24,992	26,184	27,425	28,725	31,928	33,172	34,202	36,594	44,931
23	24,992	25,242	25,494	26,184	27,425	28,725	30,090	33,447	34,689	35,719	38,111	46,441
24	26,184	26,446	26,710	27,425	28,725	30,090	31,520	35,035	36,278	37,308	39,700	48,022
25	27,425	27,699	27,976	28,725	30,089	31,521	33,071	36,532	37,319	38,324	40,716	49,033
26	28,796	29,084	29,375	30,161	31,593	33,097	34,725	38,359	39,185	40,240	42,752	51,425
27	30,236	30,538	30,844	31,669	33,173	34,752	36,461	40,277	41,144	42,252	44,889	53,936

The top step of this schedule has been increased by \$1200 over the prior schedule.

All 2006-2007 employees meeting eligibility requirements as defined in Article XVIII, Section 12(B), shall advance a step effective July 1, 2007.

ARTICLE XVIII (cont.)

**ARTICLE XVIII -- OFFICE EMPLOYEES
12-MONTH (UO)
EFFECTIVE July 1, 2008**

GRD	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08	STEP 09	STEP 10	STEP 12	STEP 13	STEP 14
17	17,237	17,409	17,583	17,759	18,056	18,914	19,815	22,025	23,267	24,297	26,689	36,276
18	18,914	19,103	19,294	19,487	19,815	20,757	21,742	24,167	25,410	26,440	28,832	38,408
19	19,815	20,013	20,213	20,415	20,757	21,742	22,777	25,314	26,557	27,587	29,979	39,549
20	21,742	21,959	22,179	22,401	22,777	23,856	24,992	27,784	29,026	30,057	32,449	42,007
21	23,856	24,095	24,336	24,579	24,992	26,184	27,425	30,481	31,723	32,754	35,146	44,691
22	24,992	25,242	25,494	25,749	26,184	27,425	28,725	31,928	33,172	34,202	36,594	46,131
23	26,184	26,446	26,710	26,977	27,425	28,725	30,090	33,447	34,689	35,719	38,111	47,641
24	27,425	27,699	27,976	28,256	28,725	30,090	31,520	35,035	36,278	37,308	39,700	49,222
25	28,725	29,012	29,302	29,595	30,089	31,521	33,071	36,532	37,319	38,324	40,716	50,233
26	30,161	30,463	30,767	31,075	31,593	33,097	34,725	38,359	39,185	40,240	42,752	52,625
27	31,669	31,986	32,306	32,629	33,173	34,752	36,461	40,277	41,144	42,252	44,889	55,136

The top step of this schedule has been increased by \$1200 over the prior schedule.

All 2007-2008 employees meeting eligibility requirements as defined in Article XVIII, Section 12(B), shall advance a step effective July 1, 2008.

ARTICLE XVIII (cont.)

Section 22. Job Listing

<u>JOB CODE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>
4009	Citizens Information Specialist	18
4031	M/WBE Certification Specialist	22
4032	Purchasing Documentation Specialist	21
4033	Purchasing Assistant	22
4034	Buyer Assistant II	20
4035	Buyer Support Specialist	23
4036	FFE Data Assistant	21
4037	Senior FFE Data Assistant	23
4038	Buyer Assistant I	17
4040	Procurement Specialist	21
4052	Business Management Assistant	23
4053	Reprographics Specialist	24
4054	Educational Payment Specialist	22
4098	Transcript Specialist	23
4099	Senior Transcript Specialist	24
4110	SBAB Communications Specialist	20
4112	Treasurer High School	22
4114	Secretary High School	22
4115	Treasurer Elementary (12 mo)	22
4116	Treasurer Middle School (12 mo)	22
4117	Treasurer Elementary (10 mo)	22
4118	Treasurer Middle School (10 mo)	22
4120	Secretary/Treasurer Middle School (12 mo)	22
4121	Secretary/Treasurer Middle School (10 mo)	22
4122	School Secretary (12 mo)	20
4123	School Secretary (10 mo)	20
4128	Secretary/Treasurer Educ. Center (10 mo)	22
4129	Secretary/Treasurer Educ. Center (12 mo)	22
4130	Secretary Education Centers (12 mo)	22
4131	Treasurer Education Centers (12 mo)	22
4201	Community School Specialist (12 mo)	19
4202	Community School Specialist (10 mo)	19
4205	Student Services Specialist I (10 mo)	16
4206	Student Services Specialist I (12 mo)	16
4207	Student Services Specialist II (10 mo)	18
4208	Student Services Specialist II (12 mo)	18
4209	School Clerk I (12 mo)	16
4210	School Clerk I (10 mo)	16
4211	Library/Media Center Assistant (10 mo)	17
4212	Library/Media Center Assistant (12 mo)	17
4215	School Clerk II (10 mo)	18
4216	School Clerk II (12 mo)	18
4230	Reports Clerk	19

ARTICLE XVIII (cont.)

<u>JOB CODE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>
4233	Boundary Clerk	19
4234	Attendance Services Specialist	25
4235	Student Work Certification Clerk	20
4236	FTE Support Specialist	25
4237	Nursing Assistant Certification Specialist	22
4270	Elementary School Assistant (10 mo)	20
4275	Elementary School Assistant (12 mo)	20
4290	Receptionist	15
4303	Risk Benefits Specialist II	21
4304	Risk Benefits Specialist I	20
4305	Student Financial Aide Clerk	17
4306	Student Information Specialist I	19
4307	Student Information Specialist II	21
4308	Registration Clerk - VTEC	16
4309	Testing Clerk/Proctor	17
4310	Senior Student Information Specialist	22
4311	Student Placement Clerk	17
4312	Registrar Education Centers (12 mo)	22
4314	Registrar - Vocational and Adult Centers	23
4316	Risk Compliance Assistant	23
4317	Coverage Continuation Benefits Specialist	22
4318	Senior Risk/Benefits Specialist	24
4319	Registrar - GED	20
4320	Senior Wage and Salary Specialist	24
4321	Wage and Salary Analyst	23
4323	Foreign Student Advisor	25
4324	Registrar - New Student Reception Center	21
4325	Registrar Middle School	22
4326	Registrar Home Education	23
4327	Registrar High School	23
4328	E-Rate Management Support Specialist	24
4333	Personnel Aide	21
4334	Fingerprint Technician	20
4335	Payroll/Personnel Assistant II	21
4336	Senior Fingerprint Technician	23
4337	Personnel Assistant - Operations and Records	23
4338	Personnel Assistant - Retirement/Leave/Unemployment Compensation	23
4339	Personnel Assistant - Certification	23
4340	Personnel Assistant - Wage and Salary Administration	23
4341	Leave Clerk I	19
4342	Leave Specialist	22
4343	Senior Leave Specialist	24
4344	Senior Personnel Assistant, Personnel Records	24
4345	Retirement Enrollment Clerk	18
4346	Retirement Clerk	19

ARTICLE XVIII (cont.)

<u>JOB CODE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>
4347	Certification Aide	21
4348	Employee Resource Specialist	24
4349	Senior Retirement Clerk	20
4350	Personnel Testing Specialist	23
4351	Retirement Specialist	22
4352	Compensation System Specialist	25
4357	Staffing Assistant	18
4358	Personnel Information Specialist	20
4359	Personnel Records Clerk	17
4360	Contract Clerk I	19
4361	Contract Clerk II	21
4363	Travel Reservation Clerk	20
4367	Purchasing Documentation Analyst	22
4375	Lead Systems Support Specialist	25
4376	Senior Systems Support Specialist	24
4379	Web Support Specialist	25
4380	Exchange Support Specialist	25
4381	Technical Writer/GIS Specialist	25
4403	Payroll/Personnel Assistant I	18
4430	Materials Management Aide	21
4431	Inventory Control Specialist	19
4432	Inventory Accounting Specialist I	19
4433	Textbook Requisition Specialist	19
4434	Inventory Accounting Specialist II	20
4438	Field Trip Clerk	18
4439	Fuel Procurement Specialist	20
4440	Transaction Control Clerk	18
4441	Senior Fuel Procurement Specialist	21
4461	Building Operations Aide	21
4499	Communications Office Specialist II	24
4500	Communications Office Specialist I	22
4501	Technological Training Support Specialist	22
4502	Office Assistant II	17
4503	Office Assistant I (12 mo)	15
4504	Office Assistant I (10 mo)	15
4510	Secretary I	17
4525	Building Code Assistant	22
4526	Contract Management Support Specialist	25
4527	Contract and Financial Services Specialist	25
4528	Maintenance Satellite Aide	23
4529	Secretary II (10 mo)	19
4530	Secretary II (12 mo)	19
4531	Secretary III	20
4536	Grants Assistant	21
4537	Contract Services Assistant	22

ARTICLE XVIII (cont.)

<u>JOB CODE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>
4538	Senior Secretary	21
4543	Word Processing Operator	19
4544	Senior Word Processing Operator	20
4547	Office Manager	24
4550	Secretary/Treasurer Elementary School (10 mo)	22
4556	Secretary/Treasurer Elementary School (12 mo)	22
4558	School Police Case Specialist	23
4800	Senior Payroll Specialist	25
4810	Payroll Specialist II	24
4811	Payroll Specialist I	18
4817	Payroll Control Technician	25
4818	Payroll Deduction Specialist II	22
4820	Senior Payroll Deduction Specialist	23
4821	Payroll Deduction Specialist I	20
4840	Accounting Specialist	23
4850	Property Specialist	24
4851	Property Auditor	25
4881	Fiscal Assistant II	20
4882	Fiscal Assistant III	21
4883	Fiscal Assistant I	19
4884	Senior Fiscal Assistant	22
4885	Accounts Payable Senior Specialist	24
4886	Accounting Technician - Special Revenue Funds	24
4887	Senior Accounting Technician, Special Revenue Funds	25
4888	Commodity Resource Specialist	24
4890	Accounting Clerk I	16
4891	Accounting Clerk II	18
4892	Accounting Clerk III	19
4893	Senior Accounting Clerk	21
4905	School Accounting Resource Specialist	25
4909	Cashier - SBAB Dining Facility	17
4910	Cashier	18
4912	Chief Treasury Management Clerk	24
4913	Bank Reconciliation Specialist	24
4918	Finance Clerk II	18
4921	Treasury Clerk III	21
4922	Senior Treasury Management Clerk	23
4923	Senior Records Technician	21
4924	Forms Technician	20
4925	Records Center Technician	19
4926	Forms Analyst	23
4927	Records Analyst	23
4928	Laboratory Aide	23
4931	Test Distribution Clerk	17
4932	Senior Production Control Scheduler	24

ARTICLE XVIII (cont.)

<u>JOB CODE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>
4933	Operations Support Specialist	25
5061	SBAB Communications Operator	17
5062	Bindery Equipment Operator	18
5063	Copy Machine Operator II	18
5064	Switchboard Operator	15
5065	Copy Machine Operator I	16
5066	Printing Center Clerk	19
5067	Copy Machine Operator II	18
5068	Duplicating Equipment Operator	21
5069	Graphics Illustrator/Production Specialist	23
5070	Graphics and Materials Production Technology Specialist	24
5072	Offset Printer I	20
5073	Illustrator Clerk	20
5074	Illustrator/Graphics Analyst	23
5075	Graphics Production Manager	25
5076	Offset Printer II	22
5090	Student Testing/Evaluation Clerk	23
5091	Controlled Choice Technical Assistant	25
5092	Data Input Specialist I	17
5094	Data Input Specialist II (10 mo)	19
5095	Data Input Specialist II (12 mo)	19
5097	Chief Data Input Specialist	20
5098	Production Control Scheduler	21
5099	Tape Librarian	18
5100	Systems Documentation Specialist	20
5102	Senior Minicomputer Operator	22
5103	Minicomputer Operator	20
5104	Support Services Specialist	21
5105	Facilities Resources Technician	22
5106	Production Operator	23
5110	Computer Operator	22
5112	Senior Computer Operator	25
5113	Micrographics Technician	19
5114	Senior Micrographics Technician	21
5115	Systems Support Specialist	22
5116	Production Control Specialist	20
5117	Senior Production Control Specialist	22
5118	Senior Production Operator	25
5119	Senior Imaging System Technician	23
5128	Statistical Clerk	21
5343	Media Assistant	21
5344	Advertising/Underwriting Assistant	20
6195	Dental Assistant	20
6196	Dental Clinic Manager	22
6292	Media Programs Information Analyst	23

ARTICLE XVIII (cont.)

<u>JOB CODE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>
6293	Film Library Specialist	21
6303	Communications Assistant	23
6374	Bookstore Clerk	18

2007-2008 Pay Grade 15 eliminated. Positions assigned to Pay Grade 15 reassigned to Pay Grade 16. Impacted employees shall be placed on the same step on the higher pay grade. Eligible employees shall advance one step.

2008-2009 Pay Grade 16 eliminated. Positions assigned to Pay Grade 16 reassigned to Pay Grade 17. Impacted employees shall be placed on the same step on the higher pay grade. Eligible employees shall advance one step.