

AGREEMENT

by and between the

CITY OF AUBURN

and the

**CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.
Local 1000 AFSCME/AFL-CIO**

**City of Auburn Unit 6251-00
Cayuga County Local 806**

July 1, 2014 - June 30, 2018

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**ARTICLE I
RECOGNITION**

1. Bargaining Unit

The Employer hereby recognizes the Association as the sole and exclusive collective negotiating agent of all the employees of the City of Auburn for the purpose of collective negotiations and administration of grievances arising there under with the exception of the following: all uniformed employees of the Fire Department, all uniformed employees of the Police Department, all elected officials of the City of Auburn, the Corporation Counsel, Assistant Corporation Counsel, City Manager, private Secretary to the City Manager, Comptroller, Assistant Comptroller, Director of Planning & Economic Development, City Clerk, Senior Civil Engineer, Sewer Maintenance Supervisor, Water Maintenance Supervisor, Street Maintenance Supervisor, Sanitation Supervisor, Director of Parks and Recreation, Parks Maintenance Supervisor, Civil Service Commissioners, City Treasurer, City Assessor, Director of Solid Waste, Assistant Director of Solid Waste, Director of Streets and Buildings, Director of Municipal Utilities, Director of Engineering Services, Superintendent of Parks and Recreation, Assistant to the City Manager, Secretary to the Corporation Counsel, Principal Stenographer - City Manager's Office, CIP Coordinator, Personnel Technician, Personnel Technician Trainee, Confidential Administrative Secretary, Civil Service Clerk, Secretary to Director of Planning and Economic Development, Director of Capital Projects and Grants, temporary, and seasonal employees, with the exception of School Crossing Guards and Part-Time employees as covered under attached Appendix "A" of this Agreement.

Each new classification created by the Employer during the term of this Agreement which by the job description reports to the City Manager or the Common Council shall be excluded from the Unit, and all other new positions shall be a matter of negotiations. The parties retain the right to file a placement or clarification petition with PERB. The salary grade of any new position in the Bargaining Unit will be initially established by the Employer and written notice provided to the Association which may request negotiations thereon within ten days of said notice.

2. Obligations of the Association

The Association expressly agrees, as a condition of the recognition contained in this Article, not to discriminate in representation of all of the employees within the Unit, whether members of the Association or not, or to engage in a strike, slowdown, or other work stoppage, nor to instigate, encourage, or condone the same.

3. The Employer and the Association agree not to discriminate against employees on the basis of sex, age, color, creed, or national origins, either in employment or membership.

4. For the purpose of this Agreement -

"Temporary" and "Seasonal" employees shall be defined as an employee hired for any number of hours of work per week but whose total employment period will not exceed six (6) calendar months.

"Part-time" employees shall be defined as employees who are regularly scheduled to work twenty (20) hours or less per calendar week, except as provided under Appendix "A".

**ARTICLE II
ASSOCIATION SECURITY**

1. Dues

The Employer hereby agrees to deduct, biweekly, from the pay of each employee covered by this Agreement an amount of money in payment of uniform dues in the Association, and premiums for any other CSEA sponsored programs, for those employees who have authorized such deductions by the Employer. The Employer further agrees to transmit said deductions to the Association monthly. Any and all deductions for CSEA sponsored personal lines of insurance such as automobile, home owner's, and permanent life insurance premiums may be combined in one deduction and shall be remitted to CSEA, Inc. along with Dues/Agency Fees. The above will go into effect immediately upon the City installing the necessary software to perform said operation.

The Association, having been recognized as the exclusive representative of employees within the Bargaining Unit, shall be entitled to have deductions made biweekly from the pay of each non-Association member in the Bargaining Unit an amount equivalent to the dues levied to members of the Association. Non-members of the Association shall be entitled, upon request, to a refund of a prorated amount of their Agency Shop Fee deduction used by the Association in aid of activities or causes of a political or ideological nature. The Association agrees to hold the Employer harmless for any and all damages it may sustain as a result of making this deduction. The Association hereby agrees to hold the Employer harmless for any and all damages it may sustain as a result of making the payroll deductions provided for in this Article.

2. Discrimination

Membership in the Association shall be voluntary and the Employer agrees that there shall be no discrimination, interference, restraint, or coercion by the Employer, or any of its agents, against any employee because of his membership in the Association or because of any lawful activities on behalf of the Association and his fellow members.

3. Association Business

The Association may designate two (2) or more Delegates who will be given a leave of absence with pay for up to a total of ten (10) days (the total of 10 days to be shared by all such Delegates) in each contract year to attend conventions or meetings of the Association, if such days are regularly scheduled work days of the designated Delegates. For Association meetings only, the Union agrees to give the City five (5) days prior notice thereof.

When the President of the Cayuga County Local 806 of the Civil Service Employees Association is a City of Auburn employee, five (5) additional days per contract year will be granted for his attendance at conventions and meetings of the Association.

The Association may designate up to two (2) Delegates to attend other conventions and regional meetings of the Association and, with the approval of the Department Head and the City Manager, such Delegates shall be given leaves of absence of up to two (2) days to attend such meetings without pay.

Employees who are designated or elected for the purpose of adjusting grievances or assisting in the administration of this contract shall be permitted, with Supervisor approval, a reasonable

amount of time free from their regular duties, without loss of pay or additional pay, to fulfill these obligations, provided no inordinate interruption of work is caused by same.

Use of the above referenced release time shall be granted in increments of fifteen (15) minutes or greater.

4. Negotiations

Five (5) Delegates shall be paid for attending contract negotiation sessions if held during their normal working hours.

5. Bulletin Boards

The Employer agrees to provide access to the Employer's bulletin boards in its various departments for the posting of notices by the Association. The Association will be responsible for the maintenance of the bulletin board and agrees that all materials posted shall be timely and will not contain political or controversial material and that any item to be posted which is outside the realm of the business of the Association shall be approved by the City Manager before posting.

6. Insurance Program

The Association shall have the right to designate a representative of the Association's Health and Accident Insurance Program, and the Association's Life Insurance Program, to visit the employees covered under this Agreement on the job for the purpose of providing this protection and servicing claims, provided, however, the appropriate Supervisor is notified and total assurance is given him that no inordinate interruption in the work of the employee will be involved.

7. Payroll Savings Plan

The Employer agrees to deduct for a payroll savings plan from those employees who have authorized such deduction and to transmit said deductions to a local savings bank.

8. Field Representative

The Association Field Representative may, for purposes of administering this Agreement, meet with employees on the job, provided the appropriate Supervisor is informed and no inordinate interruption of work is caused by such meeting.

The management shall notify (concurrent with the employee's notification) the Unit President on all matters of discipline which may arise.

9. Meetings

The Employer agrees to provide a municipal facility for use by the Association for meetings so long as such meetings do not interfere with operations. Such facilities are to be designated by the Employer and will be based upon the type of Association meeting to be conducted.

10. The Employer agrees to deduct for a payroll deferred compensation plan for those employees who have authorized such deductions and to transmit said deduction to the approved deferred compensation carrier for the City of Auburn in accordance with State regulations.
11. No current employee shall lose their job with the City of Auburn as a result of the Employer's decision to contract out services currently provided by City CSEA employees. Where necessary and possible, the Employer will provide retraining to affected employees.

ARTICLE III PROBATIONARY PERIODS

All new employees and all employees with less than twenty-six (26) weeks service on the effective date of this Agreement shall be regarded as probationary employees until they have been employed, within the negotiating Unit, for a period of twenty-six (26) weeks. Absence from work for any reason shall not be included in calculating an employee's twenty-six (26) week probationary period. Probationary employees may be discharged in the sole discretion of the Employer, and without recourse to this Agreement. All persons and/or current employees appointed to a new classification shall be on a probationary basis for not more than twelve (12) weeks.

Employees defined as temporary by Civil Service Law and Rules, and not as "temporary" as defined in this Agreement, shall be covered by this Article, but this Article shall not be interpreted as affecting in any way a decision of the Employer to continue or terminate such an employee, but rather the Civil Service Law and Rules shall apply to all such decisions, unless the Employer's decision was to terminate such an employee prior to the completion of his probationary period, as defined in this Article.

ARTICLE IV MANAGEMENT RIGHTS

The Employer retains the sole right to manage its business and services and to direct the work force, including the right to decide the number and location of its business and service operations, the business and service operations to be conducted and rendered, and the methods, processes, and means used in operating its business and services, and the control of the buildings, real estate, materials, parts, tools, machinery, and all equipment which may be used in the operation of its business or in supplying its services; to determine whether and to what extent the work required in operating its business and supplying its services shall be performed by employees covered by this Agreement; to maintain order and efficiency in all its departments and operations, including the sole right to discipline, suspend, and discharge employees for cause; to hire, layoff, assign, transfer, promote, and determine the qualifications of employees; to determine the schedule of its various departments, and to determine the starting and quitting time and the number of hours to be worked; subject only to such regulations governing the exercise of these rights as are expressly provided in this Agreement, or provided by law.

The above rights of the Employer are not all-inclusive, but indicate the type of matters or rights which belong to and are inherent to the Employer. Any and all the rights, powers, and authority the Employer had prior to entering this Agreement are retained by the Employer, except as expressly and specifically abridged, delegated, granted, or modified by this Agreement.

**ARTICLE V
WAGES**

July 1, 2014	0%
July 1, 2015	1%
July 1, 2016	1.5%
July 1, 2017	2.0%

On July 1, 2015, new 15-step wage schedules will be implemented using Step K wages from the 2009-14 Agreement for all grades and titles with a step differential of 2.861% between steps. The resulting Step 15 shall not be lower than Step K of the 2009-14 Agreement.

All employees shall receive the negotiated wage increase on July 1, 2015. Employees at Step K of 2009-14 Agreement schedule on June 30 will go to Step 15 of new schedules on July 1, 2015. Employees within the 2009-14 Agreement step system on June 30 will receive the negotiated wage increase and will move on the new step schedule to the step closest to their wage on their review date in fiscal year 2015-16. If step closest is lower than current wage, they will move to next higher step.

Appointment

The minimum rate for each of the classifications covered in wage Appendixes of this Agreement shall be paid to an employee upon their appointment to the position. Effective January 1, 1995, the annual rate of pay will be divided by 2080 for a 40 hour workweek employee and by 1820 for a 35 hour workweek employee to establish an hourly rate. Employees shall then be paid according to the hourly rate of pay for their classification. The contract shall also reflect the annual rate of pay for informational purposes.

In addition to the above wages:

1. Effective July 1, 2010, each employee shall receive longevity pay of \$250.00, annually, for each consecutive four (4) years of service to the time of retirement. In calculating consecutive service for purposes of longevity pay, only resignation, discharge, or other termination of employment shall be considered as terminating consecutive service. However, no accumulation of consecutive service shall occur while an employee is suspended for periods of two (2) weeks or more, or while on a leave of absence without pay for two (2) weeks or more. A City employee who voluntarily resigns his employment with the Employer, and who returns to employment with the Employer within one year, shall be entitled to all longevity payments previously enjoyed.
2. Notwithstanding any provision of this Article, a supervisory employee shall be paid a base pay which is higher than the base pay of any employee which he/she is regularly and consistently assigned to supervise.
3. If, during the term of this Agreement, there are any changes in the job duties of a classification that would result in a change in salary grade, the Employer and the Association will negotiate any increase or decrease in salary grade.
4. Any employee whose classification was lowered and whose salary was "red-lined" as a result of the 1969 Civil Service Reclassification shall retain their former salary grade and shall be subject to reassignment by the Employer when a vacancy occurs at their former permanent Civil Service classification.

5. Whenever the Employer requires a night shift, said night shift hours shall be between the hours of 3 p.m. to 11 p.m. and 11 p.m. to 7 a.m. shift. In addition to the basic wage rate, \$.20 per hour shift premium shall be paid to employees assigned to the 3.p.m. – 11 p.m. shift and \$.30 per hour for employees assigned to the 11 p.m. – 7 a.m. shift, as follows:
 - a. Qualifying hours and compensation are:

3 p.m. - 11 p.m. (evening shift)	\$0.25 (Effective 7/1/2015)
11 p.m. - 7 a.m. (overnight shift)	\$0.40 (Effective 7/1/2015)
 - b. Eligibility for payment shall be assignment to these hours or a shift in which 5 or more hours occur within these hours.
 - c. Call back and return to work hours are not eligible for premium.
 - d. Eligible employees who work qualifying hours contiguous to their assigned shift shall be entitled to premium for hours within qualifying hours.
 - e. Non-eligible employees who work an entire shift within qualifying hours shall be entitled to premium for hours within qualifying hours.
 - f. Overtime calculations shall include shift premium.
6. An employee acting for a Department Head on a temporary basis will be paid a supplemental 10% added to his/her base hourly rate during the period the employee is serving in this capacity after the fifth day retroactive to the first day. The City Manager must approve any such temporary assignment in advance.
7. The employee designated as the Registrar for the City shall receive \$4,000.00 annually for performing these duties, and the premium pay shall be added and paid as part of bi-weekly wages of the designated employee.
8. Bargaining unit members who receive a probationary or provisional appointment to a competitive class position from a labor class or non-competitive class position shall be granted a leave of absence from their current position until granted a permanent appointment to the new position.

Bargaining unit members shall return to the position for which they are on leave of absence under the following conditions:

- a. The employee fails the probationary period.
- b. The employee requests to return
- c. The employee fails to pass the required exam or is not reachable from a promotional or open competitive Civil Service List.

Transfers, Promotions and Demotions

When an employee is transferred, promoted, or demoted, his or her rate of pay for the new position shall be determined as follows:

a. Transfers

An employee transferred to another position in the same class will continue to receive the same pay rate until he is promoted or demoted or until his pay rate is adjusted in accordance with this Article.

b. Promotion

An employee promoted to a position in a class having a higher pay range shall receive a salary increase as follows:

1. If his/her rate of pay in the lower class is below the minimum salary for the higher class, his rate of pay shall be increased to the minimum rate for the higher class at which he will serve for twenty-six (26) weeks before becoming eligible for advancement to the next higher step.
2. If his/her rate of pay in the lower class falls within the range of pay for the higher class and the employee does not realize a \$.50 per hour increase, the employee shall be advanced one additional salary step.
3. If the rate of pay of the employee in the lower class is higher than the maximum rate of pay in the higher class, he shall receive no salary increase on promotion.
4. Following a promotion, the employee's future increments shall continue to be based on the anniversary date established after permanent appointment. For Step A, increase will be 6 months after permanent appointment. For those starting at a Step greater than A, increase will be one year.
5. An employee will retain the Out of Title Step or the appropriate Step outlined in item 2 above, whichever is greater, when the employee is promoted to a permanent appointment from an Out of Title assignment in the same title/position, provided the employee has been working in the out of title assignment for a minimum of 60 days.

c. Voluntary Demotion

An employee voluntarily demoted from a position in one class to another having a lower pay range shall receive a salary decrease as follows:

1. If the rate of pay of the employee in the higher class is above the maximum salary for the lower class, his rate of pay will be decreased to the maximum rate of the lower class, unless the decrease shall be less than one step, in which case his pay shall be reduced to the next lower step in the pay range.
2. If the rate of pay of the employee in the higher class is within the pay range of the lower class, his rate of pay will be decreased by one pay step.
3. Following a demotion, the employee's future increments shall continue to be based on the anniversary date established by this Article.

d. Disciplinary Demotions

It is agreed between the parties that the criteria listed in c(1), (2) and (3) above will not pertain to employees who are demoted as a result of disciplinary action and/or settlement.

**ARTICLE VI
HOURS OF WORK AND OVERTIME**

The regular workweek for employees of the following departments shall be thirty-five (35) hours per week: Engineering, Fiscal, Inspection, and all Clerical and Administrative employees who work in Memorial City Hall.

The regular workweek for all other employees covered by this Agreement shall be forty (40) hours.

Overtime shall be paid for at the employee's time and one half hourly rate or, at the option of the employee, compensatory time shall be granted at the rate of one and one-half times for all hours in excess of eight (8) hours per day or forty (40) hours per week [except as provided hereafter and which an employee is required to be at work in excess of his/her regularly scheduled workday or workweek;] such pay shall be calculated in segments of not less than one-half (1/2) hour. Compensatory hours accumulation shall not exceed a total of one hundred (100) hours but will only be paid up to seventy (70) hours upon leaving employment of the City. An employee's request for a particular day/s of compensatory time off shall not be unreasonably denied by the Employer. If an employee's requested compensatory time off is denied, the employee, at his/her option, may elect to receive payment for the overtime worked instead of compensatory time off. Compensatory time off can be taken in segments as little as one-half (1/2) hour per day. The receipt of holiday, vacation, compensatory leave, or personal leave pay for non-shift employees will be considered as having worked for the purpose of calculating overtime.

With the exception of employees called in within three (3) hours before the commencement of his/her normal working hours, an employee called into work outside of his normal working hours shall receive a minimum of three (3) hours of pay at the prescribed rate. An employee called into work outside of his normal working hours on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas shall receive a minimum of four (4) hours of pay at the prescribed rate. There shall be no pyramiding of overtime or double time under this Agreement unless otherwise specified in this Agreement.

Whenever an employee is required to work and works more than eight (8) hours in any twenty-four (24) hour period, beginning with the hour he is regularly scheduled to report for work each day, or works in excess of forty (40) hours during a calendar week shall be paid time and one-half his "straight time hourly rate" for all hours worked in excess of eight (8) hours in that twenty-four (24) hour period or forty (40) hours in that week. It is understood that the Employer may not alter a day's or a week's work schedule of an employee as to deprive him of the above described overtime wages, except during times of snow emergency.

Overtime shall be offered on a rotating basis to equalize distribution of overtime for each classification with preference being given to permanent employees. Any offer of overtime, whether the employee accepts said overtime, refuses said overtime, or does not answer or respond to a telephone call for overtime, shall be considered as overtime for the purposes of computing equalization of worked overtime. If there are no acceptances by the employees, the Employer shall then assign an employee to work said overtime. For the purpose of overtime calculations, an employee's overtime will begin when

the employee reports to work and/or punches in. No overtime will be offered to any employee within twenty-four (24) hours after calling in sick for his/her scheduled shift.

The Employer shall implement the CSEA provided overtime sheet. Overtime sheets shall be reviewed within the first week of each month with the Unit President or his/her designee. The overtime sheets shall be posted in an area accessible for review by affected employees.

It is understood that time exchanged between employees shall not require the payment of overtime.

For purposes of this Agreement, an employee's "straight time hourly rate" shall be his regular weekly pay, including longevity pay, divided by the number of hours in his regular workweek.

ARTICLE VII HOLIDAYS

The following days shall be recognized as holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Fourth of July	Christmas Day

Holidays falling on Saturday will be observed by the Employer the preceding Friday and those falling on Sunday will be observed by the Employer on the following Monday. In accordance with Public Law 90-363, President's Day will be recognized as falling on the third Monday in February and Memorial Day on the last Monday in May.

Employees must work or receive compensation for vacation or paid leave of absence the scheduled working day prior to and the scheduled working day after the holiday in order to be eligible for pay on the holiday. Employees absent from work the day before or day after the holiday because of sickness, excluding employees with longer continuous sickness, may be required to provide the Employer a doctor's certificate verifying the sickness or forfeit compensation for the holiday and sick day or days.

If a holiday falls on a shift worker's off- scheduled day, one (1) additional regular pay day will be credited to his workweek.

Each employee who works on a holiday shall receive his/her holiday pay plus time and one-half his/her straight time hourly rate all holiday hours worked. This paragraph shall apply to each employee who is required to report for work during the twenty-four (24) hour period which comprises the holiday. The twenty-four (24) hour period shall commence at 12:01 a.m. on the day of the recognized holiday.

Employees required to work in excess of the number of hours that comprise their regular workday during the twenty- four (24) hour holiday period shall be paid at double the straight time hourly rate; overtime which is worked prior to or after the twenty-four (24) hours comprising the holiday shall be paid for in accordance with Article VI - Hours of Work and Overtime.

**ARTICLE VIII
VACATIONS**

All full-time employees covered by this Agreement shall be granted a paid vacation for each prior calendar year or part thereof for full-time employment with the Employer in the succeeding calendar year. Any increases in vacation allowance shall be based upon the employee's anniversary date and shall be granted after completion of the stipulated years of service.

<u>Required Service</u>	<u>Time Off</u>
1 years but less than 3 years	11 days
3 years but less than 5 years	12 days
5 years but less than 8 years	13 days
8 years but less than 10 years	16 days
10 years but less than 15 years	19 days
15 years but less than 18 years	21 days
18 years but less than 20 years	22 days
20 years but less than 25 years	25 days
25 years and over	30 days

At each five (5) years of additional service after twenty-five (25) years, add one (1) day of vacation earned. Vacations will be granted on a Unit basis so as not to impair the efficiency of operations or service. Selection of vacation periods shall be made prior to May 1st of each year, with preference being given to the employees with the greatest length of service. Granting of vacations after the establishment of the vacation list, again, will be based on length of service. Vacation requests in excess of two (2) consecutive weeks will not be granted during the months of June, July, and August, when other Unit employees have requested vacation.

Vacations must be taken in the calendar year following the calendar year in which they were earned, except that a maximum of ten (10) days may be carried over into the next calendar year. Any additional carry-overs in excess of the ten (10) days must be approved by the City Manager.

Vacation leave will be granted in segments of not less than one (1) hour if such leave does not impair the efficiency of the operations.

An employee who voluntarily resigns his employment with the Employer, and who returns to employment with the Employer within one year, shall be entitled to all vacation benefits previously enjoyed.

No holiday pay or compensatory time shall be granted for any holiday that falls during an employee's scheduled vacation, but the employee's vacation shall be extended by one (1) day for each such holiday.

During vacation weeks, or during a week when the employee takes a day or several days of vacation, he shall be paid his straight time daily rate for all such vacation days.

In the event of termination, the employee shall be credited with, and paid for, all unused vacation prorated for each full month worked during the calendar year in which he is terminated.

An employee may obtain his vacation pay in advance of his vacation, provided his request for such advance payment is received by the City Comptroller at least two (2) weeks prior to the last pay day prior to the beginning of such vacation, with normal deductions being made for each pay period.

ARTICLE IX DISCIPLINE AND DISCHARGE

The following procedures shall be utilized for disciplinary and discharge matters for all employees covered by this Agreement who have completed their initial probationary employment with the City.

It is the intent of this section to provide for a swift and judicious alternative for handling discipline and discharge matters in lieu of New York State Civil Service Law Sections 75 and 76. The following procedure is intended to replace Sections 75 and 76.

Disciplinary Action shall include, but is not limited to, oral and written reprimands, suspension, demotion, discharge, fines, or any combination thereof, or other such penalties as may be proposed by the Employer.

The Employer will not commence any disciplinary action against an employee more than five (5) days after the incident which gave rise to said disciplinary action occurred, or more than five (5) days from the date which the Employer became aware of the incident. However, if a work-related incident causes the filing of criminal charge(s), the Employer shall have five (5) days from the time that it receives actual knowledge of the incident and/or the issuance of criminal charges to commence disciplinary action. In the event that the Employer has actual knowledge of a pending criminal charge(s), the Unit President shall be notified and a request for a waiver of the five-day notice of disciplinary action shall be requested on a case-by-case basis.

A notice of such discipline shall be made in writing and served upon the employee with a copy to the CSEA Unit President or his/her designee. The specific acts for which discipline is being imposed and the penalty proposed shall be specified in the notice. Employees will be presumed innocent until proven guilty and the burden of proof shall be the Employer's. The proposed discipline may not be implemented until a third step meeting has been held on the matter, or the employee may cause harm to him/herself or others, or whose presence may be disruptive to the Employer's operations, as determined by the City Manager.

If, in any case where an employee has been suspended with or without pay or discharged pending the outcome of an arbitration proceeding, an Arbitrator finds that such suspension or discharge was unwarranted, then the employee shall be reinstated and compensated for all lost wages and benefits, as determined by the Arbitrator, with the restoration of all benefits of employment, less the amount of compensation which he may have received in other employment, or in the form of any type of State or Federal benefits since his suspension from the public service.

Employees shall have the right to be represented at each step of the procedure by a CSEA representative if he/she elects to do so. Employees shall be given the opportunity to resolve the proposed discipline by settlement and waive their rights to the procedure as outlined herein. Any settlement agreed upon between the parties shall be final and binding upon all parties.

Disciplinary action proposed in the Notice of Discipline may be appealed by filing a written grievance within five (5) workdays after the receipt of such notification by the employee if he/she disagrees with the discipline proposed. Said grievance shall be processed by the Union as a Step 3 grievance. Failure to file a grievance within the time frame hereinabove specified will constitute acceptance by the employee of the penalty as proposed by the Employer and settle the matter in its entirety.

Subject to a mutual written agreement between the Civil Service Employees Association and the City Manager or his/her designee, the timetable hereinabove may be waived.

The disciplinary Arbitrator shall not have jurisdiction or authority to add to, modify, detract from, or alter in any way the provisions of this Agreement, or any amendments or supplements thereto, or to add new provisions to this Agreement or any amendments or supplements thereto. The disciplinary Arbitrator shall be limited to determining guilt or innocence and the appropriateness of the proposed penalty.

The decision of the Arbitrator shall be final and binding upon all parties.

ARTICLE X GRIEVANCES AND ARBITRATION

1. For the purposes of this Agreement, a grievance shall be defined as a dispute or controversy between an individual employee covered by this Agreement and the Employer arising out of the application or interpretation of this Agreement; or a grievance as defined by section 682, subdivision 4 of Article 16 of the General Municipal Law.
2. The inclusion in this Article of grievances, as defined by Article 16, Section 682, subdivision 4 of the General Municipal Law, is intended to substitute the grievance and arbitration procedure which the Employer previously adopted under the terms of Article 16 of the General Municipal Law and which is required by said Law, and the grievance and arbitration procedure in this Agreement shall be the only such procedure available to employees covered by this Agreement.
3. It is expressly understood and agreed by the parties that the grievance and arbitration procedure provided for in this Agreement is in lieu of action permitted by, or required of, the Employer under any Article of State or Local Civil Service Law or Rules.
4. The purpose of this Article is to provide the sole method for the settlement of grievances as defined herein and such grievances shall be settled in accordance with the following procedure:

Step 1

Grievances shall be presented, in writing, by the aggrieved employee to his Immediate Supervisor (regardless of whether that Supervisor is a member of the negotiating Unit) with or without his Association representative, at the employee's option, and within three (3) working days from the date of knowledge of the cause or occurrence giving rise to the grievance. The Immediate Supervisor shall respond to the first step grievance, in writing, within three (3) working days from the receipt of the grievance. If the response to the grievance is not acceptable to the grievant, then:

Step 2

The aggrieved employee shall submit his signed written grievance to the next level of supervision within his department or branch of government within ten (10) working days from the date of the initial discussion of the grievance with his Immediate Supervisor. If the level of supervision described above is the City Manager, Step 2 and Step 3 below shall be combined. After receipt of a written grievance at this step, the Supervisor receiving the grievance shall convene a meeting, within ten (10) working days of the date the written grievance was received by him, between the aggrieved employee, his Association representative and the Supervisor or other representative of the Employer for the purpose of resolving the grievance. If the grievance is not resolved as a result of this meeting then, not later than three (3) working days following the date the meeting occurred, the Employer will deliver, to the aggrieved employee and his Association representative, its decision on the grievance, in writing. If that decision is unacceptable to the employee then, within three (3) working days:

Step 3

The aggrieved employee may then submit his grievance to the City Manager, who within ten (10) working days after he receives the written grievance, will convene a meeting between the aggrieved employee, his Association representative, and the City Manager or the City Manager's representative who is specifically appointed by the City Manager, in writing, to represent the Employer, for the purpose of resolving the grievance. The written designation of a representative of the City Manager shall be provided to the aggrieved employee and his Association representative. If the grievance is not resolved as a result of this meeting and a written reply from the City Manager or his legal representative to the aggrieved employee is not received within fifteen (15) calendar days after completion of the third step grievance hearing, the grievance may be submitted to arbitration.

5. Failure to give an answer within the specified time limits set out above shall automatically move the grievance to the next step.
6. Should there be any dispute between the Employer and any employee concerning the existence of good and sufficient cause for discharge or discipline, such dispute shall be adjusted as a grievance in accordance with the terms of this Agreement.

Arbitration

7. In the event that a grievance is unresolved after being processed through all of the steps of the grievance procedure, or having moved through the grievance procedure by default, not later than thirty (30) calendar days after the third step procedures are complete, or thirty (30) calendar days after the time limits required by the steps in the grievance procedure have run, the Association may submit the grievance to arbitration to the American Arbitration Association (AAA) or Public Employment Relations Board (PERB).
8. The Arbitrator shall have no power to add to, subtract from, or modify any of the provisions of this Agreement.
9. The Arbitrator shall not order back pay in any case for a period of more than sixty (60) days prior to the date the grievance was initiated. All awards of back pay shall be limited to the amount of wages the employee would have earned from his employment with the Employer, but not in excess of the period above defined, less any other compensation for personal services that he has received from any source during said period. Nothing herein shall preclude the Employer from granting additional awards of back pay beyond the above time limits in cases involving extraordinary circumstances.
10. No decision of an Arbitrator or of the Employer in any grievance case shall create the basis for retroactive adjustment, or other adjustment, in any other case.
11. No Arbitrator shall decide more than one grievance on the same hearing or series of hearings except by mutual agreement between the parties.
12. The decision of the Arbitrator shall be final and binding upon the parties. The fees and expenses of the Arbitrator, and the cost of the hearing room, shall be shared equally by the Employer and the Association. All other expenses shall be borne by the party incurring them. Neither party shall be responsible for the other party's share of the divided costs nor of the expenses of witnesses or participants called by the other.

**ARTICLE XI
SICK LEAVE**

Full-time employees, upon completion of three months service, shall be permitted to accumulate up to two hundred and sixty (260) working days of paid sick leave to be applied toward time off due to illness or injury which is not work related. Such leave shall be reduced by one day for each day paid. Each full-time employee will earn sick leave credit at the rate of one-half (1/2) day per biweekly pay period, provided, however, that he/she is in paid status for at least 50% of the scheduled shifts in the pay period. Sick leave, excluding maternity leave and on-the-job injury leave, shall not qualify for paid status. Full-time employees may in no event accumulate more than two hundred sixty (260) working days of sick leave.

Sick leave and Family Sick leave will be granted in segments of not less than one (1) hour if such leave does not impair the efficiency of the operations.

Any employee who in the previous twelve (12) months uses two or less sick days shall be paid in the subsequent month of July at a rate of:

0 days used:	\$200.00
1 day used:	\$150.00
2 days used:	\$100.00

Sick leave used for family illness will count against the employee for receiving this incentive.

The Employer may require, as a condition of payment for sick leave in case of chronic absenteeism, a statement from the licensed medical professional certifying that the employee is under the physician's care and the probable period of absence from work. When an employee has used in excess of eight (8) equivalent full days of paid sick leave and/or family illness, as referenced in Article XXVI, which are not verified in the prior twelve (12) months, the Employer may require a statement from the physician's office or a statement from the family member's physician's office for any future payments of sick leave during the subsequent twelve (12) month period. For purposes of this paragraph, verified shall be defined as medical documentation from a physician's office and/or medical facility, etc., or any other reasons acceptable by the employee's Department Head.

When continuous sick leave is more than five (5) days, the Employer may require, as a condition of payment, a statement from the employee's physician's office certifying that the employee is under the physician's care and the period of disability. When continuous sick leave exceeds thirty (30) calendar days, the Employer may require a physical examination by a physician selected by the Employer. Any false representation made by the employee in connection with a claim for sick leave benefits shall be deemed just cause for discipline.

Accumulated sick leave shall not be payable at the time of termination of employment, except for the following: (1) a physician selected by the Employer certifies that the termination of the employee was necessitated by illness or injury, and then only so long as such illness or injury continues and the employee permits physical examination at reasonable intervals; and (2) any employee hired prior to July 1, 2014, retiring from the City of Auburn with ten (10) years or more of service and who, at the time of retirement, has at least seventy-five (75) days or more of accumulated sick leave shall be entitled to twenty-five (25) additional days' pay at the time of retirement. All unused sick leave time will be applied against the cost of medical coverage to the retirees, or applied to 41J at the employee's option. In the event an employee elects the medical coverage option, they shall receive one (1) day for each 2 days accrued. Employees who have an excess of 165 days, may elect both options with 165 days to be used

for 41J and all days for the medical coverage option. When an active employee dies after twenty-five (25) years of service and prior to retirement from the New York State Retirement System, the Employer shall pay to the estate any unused accumulated sick leave to a maximum of ten (10) days.

Where the Employer selects a physician for the examination of an employee, such examination will be paid for by the Employer.

Sick Leave Donation Policy

The following guidelines shall be utilized for Sick Leave Donation Program as agreed between the parties in accordance with this Article.

1. The recipient for donation must contact the Union to initiate the plan.
2. Only CSEA members from both CSEA Units may donate time.
3. Recipients wishing to utilize the Sick Leave Donation Policy will have their situation reviewed on a case-by-case basis by the City and the Union.
4. The recipient must exhaust all accruals prior to utilizing donated sick leave.
5. The recipient must provide proper medical documentation to the City.
6. Only sick leave may be donated.
7. Donors cannot contribute more than five (5) days and the wage differential will have no bearing on the day-for-day exchange.
8. Donors must have a minimum of forty-five (45) sick days accumulated to remain at the 40-day minimum after the donation.
9. The donation does not affect the donor's sick leave incentive.
10. Any time unused by the recipient will not be returned to the donor.

Survivor Benefit

Should a retired employee die before using all of the calculated sick leave credit, any balance at the time of the death will be available for their eligible dependent's use to cover health insurance costs if the retired employee had family coverage at the time of death. This benefit is available as long as coverage is continuous with no lapse in service. Should the eligible dependent not be covered under the group insurance at the time of the retired employee's death, he/she will receive one-half (1/2) of the accumulated sick leave credit payable in a lump sum to the employee's eligible dependent, as defined by the City's insurance administrator.

Transitional Duty Policy

The Employer's Transitional Duty Policy is attached in its entirety as Appendix D.

ARTICLE XII BEREAVEMENT LEAVE

In the event of the death of an employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including stepsibling), grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, or other person who is a member of the household, the employee shall be excused from work at their request to attend the funeral and handle other arrangements, but in no event shall this leave exceed three (3) consecutive working days for the employee. The Department Head may request written documentation from the employee to verify residency of other household members.

In the event of death of the employee's brother-in-law, sister-in-law, niece, nephew, aunt, or uncle, the employee shall be excused from work, at their request, to attend the funeral, and shall be paid on a daily

rate basis for the day of the funeral, provided the employee was regularly scheduled to work the day of the funeral.

One additional day shall be granted to the employee if the death of an employee's relative (relative as defined in paragraphs one and two above) requires out of state travel.

ARTICLE XIII MILITARY LEAVE

Employees covered by this Agreement who, as members of a State or National Guard or the Armed Forces of the United States, are required to report for an annual training period or for special periods of emergency, active service will be compensated by the Employer in accordance with the Employer's Military Policy attached hereto as Appendix "E".

Employees shall notify their Supervisors as far in advance as possible of required military assignments and not later than the workday following receipt of official notice of such assignments. It will be the responsibility of each employee, to be paid under this Article, to present his Supervisor with an official record of the time spent for the claimed period of active service.

No employee will be required to apply his vacation period to any period of mandatory military service.

ARTICLE XIV LEAVE OF ABSENCE

Section 1

The Employer may authorize leaves of absence with or without pay for a period or periods not to exceed three (3) calendar months in any one calendar year for the following purposes: attendance at a college, university, or business school for the purpose of training in subjects related to the work of the employee and which will be of mutual benefit to the employee and the Employer, or for other urgent, personal business.

Section 2

Any employee who is pregnant may continue working as long as her physician does not determine that the employee is unable to work due to the pregnancy.

Starting with the day of delivery and for a maximum period of six (6) weeks thereafter, the employee will be entitled to a Leave of Absence and/or utilize any available sick time or vacation time.

After six (6) weeks and to a maximum of four (4) months, and upon certification from the employee's physician that the employee is unable to work for medical reasons pertaining to the employee, the employee, at the option of the Employer, may be granted a Leave of Absence, or the employee may utilize any accumulated sick time or vacation time.

The Employer reserves the right in any dispute as to the employee's medical condition to have the employee examined at the cost of the Employer by a physician selected by the Employer.

**ARTICLE XV
PERSONAL LEAVE**

Each employee covered by this Agreement shall be entitled to take up to three (3) paid personal leave days during each contract year, or a pro-rated amount if the employee has not been employed for the full twelve (12) month period; such leave shall not be cumulative from contract year to contract year.

Upon application to the employee's Supervisor, personal leave will be granted in segments of not less than one (1) hour if such leave does not impair the efficiency of the operations. Time off may not be applied to personal leave unless application for such leave was made at least twenty-four (24) hours prior to the time the leave begins (except in cases of serious emergency) and such application was approved by the employee's Supervisor.

There shall be no restrictions on when personal leave time may be used by an employee.

**ARTICLE XVI
RESIDENCY REQUIREMENTS**

All employees covered by this Agreement shall reside within a ten mile radius of the City of Auburn, but in no event shall they reside outside of Cayuga County, except Local Public Officers who must by statute reside in the City of Auburn. A Public Officer is defined as one who is appointed to discharge a public duty and receives a compensation for the same. Classifications presently considered Public Officers contained under this Agreement are as follows: Registrar of Vital Statistics, employees designated as Deputy City Treasurer and Deputy City Clerk, Plumbing Inspector, Housing Code Inspector, Building Inspector, Sealer of Weights and Measures, and Dog Warden. A determination pursuant to the New York State Public Officers Law will be made when a new classification is added under this Agreement.

All employees residing within the City of Auburn shall have no penalty. Any employee choosing to live up to 10 miles from the City of Auburn and inside Cayuga County shall forfeit a residency penalty of four (4) vacation days per year. In no event shall any employee reside outside of 10 miles from the City of Auburn or outside Cayuga County.

An employee moving outside the City of Auburn in accordance with this Article must notify the City Manager's Office. The first year's four-day penalty shall be prorated in full day increments and withdrawn from available vacation accruals. If the employee does not have sufficient vacation accruals, the remainder shall be added to the following year's penalty and withdrawn in January.

Employees who do not accrue vacation leave shall forfeit one sixty-fifth (1/65) of their hourly rate.

A determination pursuant to the New York State Public Officers Law will be made when a new classification is added under this Agreement.

**ARTICLE XVII
EDUCATION BENEFITS**

The Employer shall pay the full cost of tuition for up to three (3) credit hours, per semester, upon completion of a course at Cayuga County Community College or other institutions or technical and trade schools approved by the City Manager, based on the rate at Cayuga County Community College or technical and trade schools, but not to exceed the rate at Cayuga County Community College, in subjects approved by the City Manager as pertaining to the employee's job, or subjects which are reasonably

related to the job for any employee covered by this Agreement. Such courses shall be taken on the employee's time, without pay.

The Employer shall pay the full cost of employees' membership dues in professional societies related to their employment, recommended by the Unit Head and approved by the City Manager, and as authorized under the General Municipal Law.

ARTICLE XVIII HEALTH PLAN

Section 1. - Medical Health Insurance

The Employer shall provide health insurance coverage under the following plans for all employees covered by this Agreement. The parties expressly agree that the Employer cannot change to a new plan(s) unless it is equal to or better than the existing plan(s) A and B in the aggregate. Employees shall be allowed to change plans each year during the annual open enrollment period.

- Excellus BCBS Comprehensive Custom 13 benefits as of July 1, 2009
 - Excellus BCBS Classic Blue Regionwide as proposed on October 7, 2009
 - Excellus BCBS PPO Option J benefits as of October 7, 2009
- A. Effective July 1, 2015, employees who were paying 10% towards their health insurance premium shall increase to 11.5%.
- B. Effective July 1, 2016, employees who were paying 11.5% towards their health insurance premium shall increase to 13.5%.
- C. Effective July 1, 2017, employees who were paying 13.5% towards their health insurance premium shall increase to 15%.

Health Insurance Buyout

Employees may elect to decline the City's insurance benefits provided they can demonstrate proof of continuous coverage under a non-City plan. Any employee who exercised this option will be eligible for a \$2000.00 yearly stipend payable in two semi-annual installments and pro-rated for partial year coverage. An exception is made when two married individuals are both eligible for coverage under the City health plan. If one employee opts to participate in the City health plan (with family coverage) and the other employee opts for the buyout, they will be limited to a \$1,000 yearly stipend. City installments will normally be paid in the first payroll in January and the last payroll in June of each year. The employee must demonstrate continuous coverage throughout the non-coverage stipend period and prior to opting back into the City health coverage. Employees may opt back into City coverage, with proof of continuous coverage, during annual open enrollment or upon a qualifying event. If the employee experiences a lapse in coverage unless and until such coverage may be afforded under the terms of and in accordance with the applicable plan and in any event, will then be no longer able to obtain a \$2000 stipend during the period for which coverage has lapsed and will return to the City any stipend paid on account of a period during which coverage has lapsed. Said employee will have the opportunity to return to the City plan during the next open enrollment period. Their premium contribution rate shall be determined by their date of hire.

Prescription Drug Benefit

All Bargaining Unit employees under the City of Auburn Health Plan(s) shall be provided with prescriptions through one of the following options effective upon signing of this Agreement subject to the Third Party Administrator's ability to effectuate these options. If the Third Party Administrator is unable to effectuate these options upon signing of the Agreement, it shall be done as expeditiously as possible.

- A. The prescription may be filled at a local retail pharmacy with the following co-pays:
 - 1. \$ 5.00 – Generic Drugs
 - 2. \$15.00 – Brand Name Drugs
 - 3. \$30.00 – Non-Preferred Drugs

- B. The prescription (if eligible) may be filled utilizing the Domestic Mail Order Program for up to a ninety (90) day supply with the following co-pays.
 - 1. \$10.00 – Generic Drugs
 - 2. \$30.00 – Brand Name Drugs
 - 3. \$60.00 – Non-Preferred Drugs

- C. Only employees participating in the City health plans may utilize a voluntary alternative mail order drug program (CanaRx Services Program) for drugs available through this program for up to a ninety (90) day supply at no co-pay.

If the voluntary mail order drug program becomes economically unfeasible, as determined by either party, either party may submit proposed changes to the program to the Health Benefits Committee. The requesting party must provide documentation to the other party to support its claims under this section.

- D. If the voluntary alternative mail order drug program becomes unavailable, options A and B will continue with co-pays outlined under either option.

- E. There shall be a \$2000.00 per year, per individual cap on prescription drug co-pays. Once an individual satisfies this cap s/he shall not be obligated to make any further co-pays for the duration of the calendar year.

Health Benefit Committee

The Employer and the Association agree in principal to a concern for the rising cost of health benefits and the desirability of evaluating other health benefit programs including private, public, and self-insured plans. It is agreed that the Employer and the Association shall initiate the following actions:

- A. The Employer and the Association shall establish a Health Benefit Committee with equal representation of three (3) employees designated by the Association and three (3) employees appointed by management.

- B. Association members of the Health Benefit Committee shall be given up to three (3) hours, with pay, if scheduled to work, for the purpose of attending meetings of the Health Benefit Committee. The function of the Committee shall be to evaluate health plans, benefits, and cost

sharing for employees and to recommend modifications or changes to the plans or benefits as it relates to cost containment and cost savings for both the City and the employees.

- C. The Health Benefit Committee shall meet quarterly or, upon mutual consent, within fourteen (14) working days, or as soon thereafter as practicable, after a request to meet has been made by either party.
- D. The Health Benefit Committee will meet as soon as possible after ratification by the parties to create, design, plan, and implement educational and informational programs related the effective use of the health plans. The first program will be presented within three (3) months of this meeting of the Committee and quarterly thereafter.
- E. The Employer shall provide experience data reports from health insurance carriers and administrators directly to the Health Benefit Committee in the format and with such frequency as the Committee shall determine.
- F. The Health Benefit Committee shall be provided with each carrier rate renewal request upon submission and the Health Benefit Committee shall be briefed of any trends and/or developments by the carriers that may impact the costs of such plans. The City shall keep the Health Benefit Committee apprised of the status of rate changes with each carrier or administrator.
- G. The Health Benefit Committee shall review recurring subscriber complaints and make recommendations for the resolution of such complaints.
- H. The Health Benefit Committee shall study and address other issues and concerns brought to the attention of the Committee that impact the accessibility, quality, and costs of health care for employees covered by this Agreement.
- I. The Employer agrees to permit one (1) employee designated by the Association to use up to two (2) hours of each week, non-cumulative, during normal working hours, to act as a representative of the Health Benefit Committee to the Association membership and to perform such duties, activities, and other functions as are consistent with the work of the Health Benefit Committee herein established.
- J. The three (3) Delegates selected by the Association to serve on the Health Benefit Committee, who at any one time will be given a leave of absence with pay for up to a total of three (3) working days to be shared by such Delegates, in each contract year, to attend seminars, meetings, and conferences that specifically relate to Health Benefit plans, cost, and other factors pertinent to the work of the Health Benefit Committee. Workdays not used in the first year of the contract may be carried over to the second year of the Agreement. The Association shall promptly notify the City Manager and the Department Head(s) of the persons so designated and shall provide proper notice of any requests to attend conferences. In no event shall the above activities be permitted to interfere with the efficient operation of the departments. Additional conference days with pay will be allowed for the three (3) Delegates selected above for such conferences as are mutually determined by the Bargaining Unit and the Employer to be necessary for the purposes of the Health Benefit Committee.

Changes in Plans or Benefits

The parties agree to meet, upon the request of the Health Benefit Committee, under Section II (C) above, upon request of either party, or, beginning in 2006, the parties agree to meet in June of each contract year to discuss issues of health insurance cost containment, cost sharing, and other aspects of the health care plan(s). No change of health plan(s), benefits, or cost sharing shall be instituted except and upon the following conditions:

- A. Mutual agreement by the Employer and the Association.
- B. In the event of no mutual agreement, the Employer or Association, annually, may submit to the other party a proposed plan or proposal for changes. The receiving party shall have a period of 30 days in which to review or comment on such plan. If there are no objections, the plan shall be implemented. If the receiving party does object to the plan, the plan may be submitted to arbitration. No plan shall be implemented prior to determination by arbitration. The objecting party may submit to arbitration its proposed plan for consideration by the Arbitrator, but only if the objecting party has previously submitted a plan for consideration and review by the other party.

Retiree Health Insurance

Retiree health insurance shall be provided and paid in accordance with a Memo of Agreement dated November 12, 1992 and as modified on July 1, 1993 which states:

Individual Coverage: Sixty percent (60%) paid by the City; forty percent (40%) paid by the employee.

Dependent Coverage: Employee pays forty percent (40%) of the individual rate, then sixty-five percent (65%) of the difference between individual and family coverage.

Flex Benefit Plan

All employees will be eligible to participate in the Section 125 Flexible Benefit Plan in effect at the time of signing. All health insurance premium contributions shall be "flexed" through the premium conversion option of the Flexible Benefit Plan. Employees wishing to not participate in the premium conversion must agree to "opt out" on an annual basis. The specific terms of the Flex Benefit Plan in effect at the time of signing shall not be modified in any way during the term of this Agreement except by express written consent of the parties. The Employer shall bear the cost of administering the program, and the selection of the program administrator.

Section 2. – Dental

All full-time employees on the payroll and covered by this Agreement shall be eligible for coverage under the CSEA Horizon Dental Schedule currently available or an equivalent schedule of benefits. The cost of the Plan for the employees and their eligible dependents shall be paid at one hundred percent (100%) by the City in the amount of:

\$90.23 composite rate:	July 1, 2014 through June 30, 2015
\$91.13 composite rate:	July 1, 2015 through June 30, 2016
\$95.69 composite rate:	July 1, 2016 through June 30, 2017
\$100.47 composite rate:	July 1, 2017 through June 30, 2018

The Employer further agrees, should a new Labor Agreement not be concluded prior to July 1, 2018, to pay the prevailing CSEA Dental Plan coverage rate for 2017 - 2018 until such time as a new Labor Agreement can be concluded between the parties, which may result in a change in the monthly rate that may be paid by the Employer.

Contributions by the Employer shall be made for all months that an employee is actively at work, all periods of sick leave, all periods of paid leave of absence, and all periods an employee is paid Workers' Compensation benefits up to a maximum of twelve (12) months. If an employee has exhausted his/her paid sick leave benefits, or has been paid Workers' Compensation benefits up to a maximum of twelve (12) months and his/her employment is not terminated, he/she shall be permitted to continue his/her dental coverage by paying the full cost of such coverage monthly to the Treasurer's Office of the Employer.

Section 3. – Vision

All full-time employees on the payroll covered by this Agreement shall be eligible for voluntary coverage as guests under the available CSEA EBF Vision Plan schedule.

The Employer shall pay \$150 towards the annual premium with the employee paying the remainder through payroll deduction.

All permanent part-time employees (excluding Crossing Guards) on the payroll covered by this Agreement shall be eligible as guests under the available CSEA EBF Vision Plan schedule. The Employer shall pay \$75 towards the annual premium with the employee paying the remainder through payroll deduction.

Employees opting not to participate in the available CSEA EBF Vision Plan shall be eligible for a \$150 maximum reimbursement, per family, per year (\$75 for permanent part-time).

Section 4. – Employee Wellness Program

Beginning July 1, 2010, the Employer agrees to create an annual wellness program reimbursement fund in the amount of \$10,000 per contract year. Any funds not dispersed during the contract year shall be lost. The maximum reimbursement per employee for verified participation in wellness programs to be identified by management and agreed upon by the Health Benefits Committee shall be \$50 per contract year.

ARTICLE XIX COMPENSATION FOR TRANSPORTATION COSTS

When an employee is required to use normal public transportation facilities, the Employer shall reimburse the employee the actual transportation cost upon presentation of a paid receipt.

Whenever an employee is required by his/her Unit Head to use their personal car for transportation, reimbursement will be made by the Employer at the Employee Business Rate established by the Internal Revenue Service.

**ARTICLE XX
MECHANIC TOOLS**

Employees who supply or who are required to provide their own work tools shall be subject to the following provisions:

1. An inventory of tools will be established for each employee and regularly updated. The inventory will be confirmed and approved by the City.
2. The employee shall be responsible for providing, maintaining, and replacing said tools, except that should the tools be damaged, destroyed or lost by fire, explosion, or established theft on City premises or in the course of employment, the City shall be responsible for reimbursing the employee the cost of the loss.

**ARTICLE XXI
SENIORITY**

Seniority shall be defined as an employee's length of continuous service with the City of Auburn in the Bargaining Unit since his last date of commencing employment. Continuous service shall be broken as a result of a resignation by the employee or a discharge for just cause.

**ARTICLE XXII
JOB POSTING**

When a permanent vacancy occurs in a non-competitive or labor classification, the Employer shall post on the bulletin boards of all divisions, and provide the Union President, a copy of the notice to this effect for a period of seven (7) calendar days. This notice shall indicate the job title, salary, and qualifications, and shall provide space where employees requesting consideration for this vacancy may sign their name.

During that period between posting and selection of an employee, the Employer will have the right to assign an employee to the vacancy.

The Employer agrees that, in filling the job vacancy, the following factors will be taken into consideration: (1) Education and experience related to performing the required work; (2) Dependability (using all aspects of entire work history with the City); (3) Skill in performing the Civil Service-defined functions of the job; and (4) seniority (based on the number of qualified applicants). If the combined factor score is equal after evaluating the candidates, the date of filing application for initial employment with the City shall prevail. The Employer reserves the right to select and employ persons outside the Bargaining Unit when a vacancy occurs as outlined in the above paragraph with the provision that the Employer shall show to the Association that the person so selected is better qualified and superior to any employee requesting consideration for the vacancy in the Bargaining Unit.

The selection of the qualified applicant by the Employer shall be determinative but subject to the grievance procedure, as provided under Article X of the Contract. Employees requesting consideration for appointment to a vacancy shall be informed within thirty (30) working days from the date of the determination made by the Employer, with a copy to the Union President.

All persons appointed to a new classification shall be on a probationary basis for not more than twelve (12) weeks.

All grievances challenging the selection of the applicant to fill the vacancy, pursuant to this Article, shall be submitted within ten (10) working days from being informed by the Employer of the person selected by submitting the grievance directly to Step 3 of the Grievance and Arbitration Procedure (Article X) and proceeding to Arbitration if necessary.

A vacancy in the Laborer Grade 9 will be filled by the most senior current Laborer Grade 9 requesting a lateral move or employee requesting a voluntary demotion.

ARTICLE XXIII OUT OF TITLE PAY

If an employee is required/requested to work at a classification having a higher salary grade than the employee is presently assigned, the employee shall be paid from the third hour, retroactive to the first hour of out-of-title work, at 2 steps above his/her rate of the higher grade.

Out of title assignments shall be determined by the job classification under Civil Service.

ARTICLE XXIV WORK FORCE CHANGES

1. Competitive

- a. As provided under Civil Service Law, any reduction or reactivation of competitive class positions shall be in accordance with the Local Civil Service Regulations.
- b. After exhausting all options in Subsection (a) of this section, competitive class employees within a title who were promoted from a non-competitive or labor class position and who had permanent status in the non-competitive or labor class, shall have the right to retreat to the previous job title and/or direct line title in which she/he had permanent status provided she/he meets the minimum qualifications on the job description and has the ability to perform the work of that job immediately.

2. Non-Competitive and Laborer

In the event of reduction or reactivation of employees in the non-competitive and labor class, seniority will be observed insofar as compatible with efficiency.

- a. Layoffs shall occur in the following order:
 1. Temporary Employees
 2. Seasonal Employees who have worked 20 or more weeks in the last 12 months.
Seasonal employees who reach the 20-week threshold while probationary or permanent employees are on layoff will be laid off at the time they reach the 20-week threshold.
 3. Probationary Employees
 4. Permanent Employees
- b. When a position is eliminated, the employee shall have the right to replace another employee in the same classification with less seniority.

- c. When there are no available positions in the same classification, the employee will be permitted to replace another employee in a non-competitive or labor classification of equal or lower hourly rate, providing the employee has the physical ability and aptitude to perform the work.
- d. The Employer agrees that seasonal, temporary, and part-time employees shall not be used to work in other than entry-level positions within a given Department unless there is no qualified permanent employee available to do the work.

3. Reactivation

Reactivation of employees shall be based on seniority. An employee must notify the Employer of his intention to return within seven (7) days after date of the letter of notification for reactivation. The employee shall return to work for the Employer upon a date set by the Employer, but not less than seven (7) days.

4. Reduction in Hours

All full-time positions with incumbents in existence on June 30, 2014, shall not be reduced in the number of daily or weekly scheduled hours without mutual agreement of the parties through negotiations. The City retains the right to make layoffs should the City's financial position require such actions.

**ARTICLE XXV
PENSIONS**

The Employer shall provide each employee covered under this Agreement a pension under New York State Employees Retirement System 75G, plus the option for military service time as defined by Civil Service Law and the option of unused sick leave as additional service credit as provided under Section 41 (j) of the New York State Retirement Law. Effective July 1, 1989, Section 75-I will be provided to eligible employees.

**ARTICLE XXVI
FAMILY ILLNESS**

Each employee shall be allowed to use up to the equivalent of five (5) full days of his/her accumulated sick leave, per contract year, for illness in the employee's immediate family. Immediate family shall be defined as parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, or other person who is a member of the household. The Department Head may request written documentation from the employee to verify residency of other household members.

**ARTICLE XXVII
FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The parties acknowledge that the terms of the federal Family Medical Leave Act apply to Bargaining Unit members.

**ARTICLE XXVIII
MISCELLANEOUS PROVISIONS**

1. Clothing Requirements

Department of Public Works and Municipal Utilities Department employees, with the exception of clerical employees, will receive up to a \$150.00 reimbursement per year (\$200 beginning July 1, 2015) for the purchase of blue jeans, safety color shirts, or other appropriate work clothing from an agreed upon list approved by the Department Head and City Manager. A receipt must be submitted for reimbursement.

Effective July 15, 2015, Parking Enforcement employees will receive the uniform selected and provided by the Chief of Police. The City of Auburn shall replace all unserviceable items. Parking Enforcement employees shall not be eligible for the clothing allowance but will be entitled to the boot reimbursement.

All titled Mechanics will be provided annually with coveralls.

It shall be mandatory for all employees reimbursed for the above articles of clothing to wear them at all times while working. Employees may not alter the clothing in any way and any employee found not wearing the required clothing may be subject to disciplinary action.

2. Protective Boots

Effective July 1, 2015, the Employer will reimburse, every 12 months, any Department of Public Works employees (excluding clerical), Municipal Utilities Department employees (excluding clerical), and Field Engineers the cost of work boots/shoes, up to a maximum of \$100.00, which provide foot protection (toe and shank). The protective boots must be American National Standards Institute (ANSI) approved and should be made of leather. Employees are free to purchase a more expensive protective boot whereby they will assume the additional cost of same. Employees must submit an original receipt in order to receive reimbursement.

3. Personnel Files

The City shall keep a central personnel file in the City Manager's Office. Supervisors may keep working files, but material not maintained in the personnel file may not provide the basis for discipline against an employee.

Inspection Upon written request, made at least 24 hours in advance, an employee may inspect his/her personnel file subject to the following:

- A. Inspection shall occur during which the custodian of the personnel files is available during the custodian's regular work hours at a time, and in a manner, mutually acceptable to the employee and the City. Upon request, an employee may have a representative present during such inspection.
- B. Copies of materials in an employee's personnel file shall be provided to the employee, upon request, subject to the restrictions set forth in paragraph C.

- C. Pre-employment information such as reference checks and responses, medical information, or information provided the City with the specific request that it remain confidential shall not be subject to inspection or copying.

ARTICLE XXIX RETIREMENT INCENTIVE

The union agreement, ratified April 17, 2015, between the City of Auburn and CSEA Local 1000 includes a provision for a retirement incentive for full-time employees. The requirements for eligibility are as follows:

- The employee must file an application for the retirement incentive program by July 1, 2015 or within forty-five (45) calendar days of becoming eligible to retire without penalty, whichever is later.
- The employee must retire from service within seventy-five (75) calendar days after filing the retirement incentive program application.
- There is only one opportunity to apply for the retirement incentive after reaching eligibility to retire without penalty. If an employee becomes eligible to retire without penalty but chooses not to retire they cannot apply in future years. If an employee becomes eligible to retire without penalty but does not apply within the forty-five (45) day calendar period the incentive will not be available.
- If an employee wishes to retire with penalty, they will be eligible for this incentive but not excluded until they reach eligibility to retire without penalty.

ARTICLE XXX AGREEMENT

1. The foregoing constitutes the entire Agreement between the parties and no verbal statement or other agreement, except an amendment in writing annexed hereto and designated as an amendment to this Agreement, shall supersede or vary the provision herein.
2. It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.
3. Within the first fifteen days of each quarter of this Agreement, the Employer and the Association shall meet for the purpose of discussing personnel practices and where possible to resolve differences regarding such practices. Four (4) employees to be designated by the Association shall be given up to three (3) hours with pay, if scheduled to work, for the purpose of attending such quarterly meetings. The Employer and the Association shall submit an agenda of subjects to be discussed to the other party three (3) working days prior to the scheduled quarterly meeting. An absence of agenda from both parties will result in cancellation of the quarterly meeting. If requested, the City Manager shall provide a written summary of the meeting within fifteen (15) days of the request.

**ARTICLE XXXI
SAVINGS CLAUSE**

Should any provision of this Agreement be declared unlawful by any court of competent jurisdiction, the parties shall honor the remainder of the Agreement and shall meet for the purpose of renegotiating that portion declared unlawful.

**ARTICLE XXXII
DURATION**

This Agreement and any written amendments made and annexed hereto shall continue in full force and effect until midnight, June 30, 2018.

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of _____ 2015.

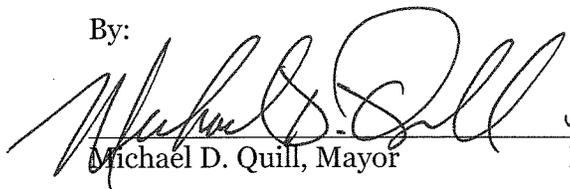
**FOR: CIVIL SERVICE EMPLOYEES
ASSOCIATION, INC. Local 1000
AFSCME, AFL-CIO, CITY OF
AUBURN UNIT 6251**

FOR: CITY OF AUBURN, NEW YORK

By:


Will Streeter
Labor Relations Specialist
5/20/15
Date

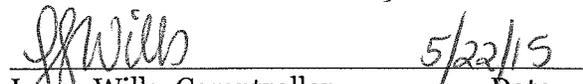
By:

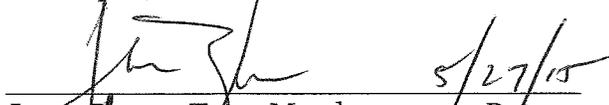

Michael D. Quill, Mayor
5/28/2015
Date

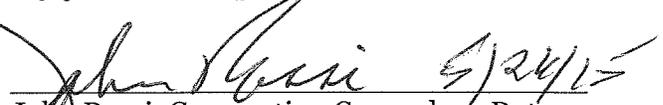

Jessica Corcoran, Unit President
5/28/15
Date


Doug Selby, City Manager
5-22-15
Date


Eric Lepak, Unit Vice-President
5/28/15
Date


Laura Wills, Comptroller
5/22/15
Date


Jason Brown, Team Member
5/27/15
Date

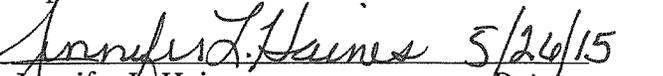

John Rossi, Corporation Counsel
5/24/15
Date


Sam Granato, Team Member
5/26/15
Date


Vicky Murphy
Director of Municipal Utilities
5/26/15
Date


John West, Team Member
5/26/15
Date


Mike Talbot
Superintendent of Public Works
05/26/15
Date


Jennifer L. Haines
Director of Planning and Economic Development
5/26/15
Date

APPENDIX A
Part-Time and Crossing Guard Employee Benefits

I. SCHOOL CROSSING GUARDS

Employees performing the duties of School Crossing Guards for the City of Auburn shall be recognized in the Bargaining Unit for wages, sick leave, and holiday days with pay, and grievance procedures, as covered by Section 682 of the General Municipal Law, with final decision being made by a tri-panel, of which one is appointed by the Association, one appointed by the City, and one appointed jointly.

II. WAGES

Part-time employees other than Crossing Guards shall receive the wage schedule of Appendix B and the approved step movement procedure.

Crossing Guards shall receive the following wage increases:

Effective July 1, 2014: Hourly Rate of \$11.30 for all hours worked.

Effective July 1, 2015: Hourly Rate of \$11.41 for all hours worked.

Effective July 1, 2016: Hourly Rate of \$11.58 for all hours worked.

Effective July 1, 2017: Hourly Rate of \$11.82 for all hours worked.

When an employee is transferred, promoted or demoted, his/her rate of pay for the new position will be in accordance with the portion of Article V addressing transfers, promotions, and demotions as more fully set out at paragraphs (a), (b), and (c).

III. HOURS OF WORK AND OVERTIME

The regular workweek for part-time employees shall be twenty (20) hours a week or less. However, notwithstanding the above, nothing contained herein shall prevent a part-time employee from working over twenty (20) hours per week if deemed necessary by management.

Whenever an employee is required to work and works more than eight (8) hours in any twenty-four (24) hour period, beginning with the hour he/she is regularly scheduled to report for work each day, or works in excess of forty (40) hours during a calendar week, he/she shall be paid time and one-half (1 1/2) his/her "straight time hourly rate" for all hours worked in excess of eight (8) hours in that twenty-four (24) hour period, or forty (40) hours in that week. Overtime shall be paid for at the employee's time and one-half (1 1/2) hourly rate.

IV. SICK LEAVE

Each Crossing Guard employee shall be credited with one (1) day of sick leave during each month at which the employee is actively at work for at least fifty (50) percent of the regularly scheduled work days, to an accumulated total of sixty (60) days.

V. HOLIDAYS

All part-time employees, other than Crossing Guards, will observe the same holidays and/or holiday schedule as full-time employees. However, in lieu of holiday pay, all part-time employees would be allowed to make up (work) any lost hours (on the day of the holiday) within the same pay period. If the holiday falls at the end of the pay period, then any lost time would be recaptured in the pay period immediately following the holiday.

Each Crossing Guard employee shall be entitled to one (1) of their normal day's pay for each holiday the school is closed during the school year, commencing with the first school day in September and terminating the last school day in June, excluding the period the schools are closed from Christmas through New Year's, Easter recess, Spring recess, other declared recess periods, or during periods personnel of the Board of Education refuse to work and thereby force the closing of schools. Days that the schools are closed for Teachers' Conference, or emergency for snow, heating failure, or similar emergency problems, the employee shall be eligible for these days of pay provided they have worked or received compensation for the prior working day and the working day after the holiday or emergency.

VI. CHANGES IN WORK FORCE

Refer to Article XXII - Job Posting.

VII. HEALTH INSURANCE

All permanent part-time employees who average more than twenty (20) hours per week in a preceding year shall be eligible for health insurance. Eligible employees' one year tolling period would begin upon completion of their probationary period.

Any eligible employee who wishes to participate will contribute fifty (50%) percent toward the premium.

VIII. BEREAVEMENT

In the event of the death of an employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including stepsibling), grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, or other person who is a member of the household, the employee shall be excused from work at their request to attend the funeral and handle other arrangements, but in no event shall this leave exceed three (3) consecutive days for the employees. The Department Head may request written documentation from the employee to verify residency of other household members.

In the event of death of the employee's brother-in-law, sister-in-law, niece, nephew, aunt, or uncle, the employee shall be excused from work at their request to attend the funeral, and shall be paid on a daily rate basis for the day of the funeral provided the employee was regularly scheduled to work the day of the funeral. A part-time employee must be scheduled to work in order to receive bereavement pay.

One additional day shall be granted to the employee if the death of an employee's relative (relative as defined in paragraphs one and two above) requires out of state travel.

A Crossing Guard must be scheduled to work in order to receive bereavement pay for the day.

IX. SENIORITY

Seniority shall be defined as an employee's length of continuous service with the City of Auburn in the Bargaining Unit since his last date of commencing employment. Continuous service shall be broken as a result of a resignation by the employee or a discharge for just cause. Part-time service shall be prorated based on the percentage of full-time equivalent.

X. RETIREMENT

Part-time employees shall be eligible to participate in the appropriate tier of the New York State and Local Retirement System with all the additions of full-time employees.

APPENDIX B
35 Hour - Employees

07/01/2015-06/30/2016 1% Increase		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Grade	35 Hour															
1		13.52	13.90	14.30	14.71	15.13	15.56	16.01	16.47	16.94	17.42	17.92	18.43	18.96	19.50	20.06
2		13.87	14.26	14.67	15.09	15.52	15.97	16.42	16.89	17.38	17.87	18.38	18.91	19.45	20.01	20.58
3		14.22	14.63	15.04	15.47	15.92	16.37	16.84	17.32	17.82	18.33	18.85	19.39	19.95	20.52	21.10
4		14.57	14.99	15.42	15.86	16.31	16.78	17.26	17.75	18.26	18.78	19.32	19.87	20.44	21.03	21.63
5/5A	Motor Vehicle Operator, Clerk	14.98	15.41	15.85	16.30	16.77	17.25	17.74	18.25	18.77	19.31	19.86	20.43	21.01	21.61	22.23
6A	Keyboard Specialist	15.38	15.82	16.27	16.74	17.22	17.71	18.22	18.74	19.28	19.83	20.39	20.98	21.58	22.20	22.83
7		15.78	16.23	16.70	17.18	17.67	18.17	18.69	19.23	19.78	20.34	20.93	21.52	22.14	22.77	23.43
8	Records Retention Clerk	16.39	16.86	17.35	17.84	18.35	18.88	19.42	19.97	20.54	21.13	21.74	22.36	23.00	23.66	24.33
9A	Senior Clerk, Senior Keyboard Specialist	16.44	16.91	17.39	17.89	18.40	18.93	19.47	20.03	20.60	21.19	21.80	22.42	23.06	23.72	24.40
9	Account Clerk, Administrative Assistant, Cashier	16.79	17.27	17.77	18.28	18.80	19.34	19.89	20.46	21.04	21.65	22.27	22.90	23.56	24.23	24.93
10/10A	RSVP Coordinator, Account Clerk/Keyboard Specialist, Secretary	17.25	17.74	18.25	18.77	19.31	19.86	20.43	21.01	21.62	22.23	22.87	23.52	24.20	24.89	25.60
11	Engineering Helper	17.76	18.27	18.79	19.33	19.88	20.45	21.03	21.63	22.25	22.89	23.54	24.22	24.91	25.62	26.36
12		18.36	18.89	19.43	19.98	20.55	21.14	21.75	22.37	23.01	23.67	24.34	25.04	25.76	26.49	27.25
13	Registrar - Vital Statistics, Senior Account Clerk, Purchasing Assistant, Planning Assistant	18.94	19.49	20.04	20.62	21.21	21.81	22.44	23.08	23.74	24.42	25.12	25.84	26.57	27.33	28.12
14	Engineering Technician, Senior Account Clerk/Keyboard Specialist, Senior Payroll Clerk	19.61	20.17	20.75	21.34	21.95	22.58	23.23	23.89	24.58	25.28	26.00	26.75	27.51	28.30	29.11
15	Code Enforcement Officer	20.29	20.87	21.47	22.09	22.72	23.37	24.04	24.72	25.43	26.16	26.91	27.68	28.47	29.28	30.12
16	Senior Engineering Technician, Office Systems & Training Coordinator, Legal Assistant	20.98	21.59	22.20	22.84	23.49	24.16	24.85	25.57	26.30	27.05	27.82	28.62	29.44	30.28	31.15
17	Planner, Plumbing Inspector, Community Development Planner	21.82	22.45	23.09	23.75	24.43	25.13	25.85	26.59	27.35	28.13	28.93	29.76	30.61	31.49	32.39
18	Personnel Technician	22.67	23.32	23.99	24.67	25.38	26.11	26.85	27.62	28.41	29.22	30.06	30.92	31.81	32.72	33.65
19	Real Property Appraiser	23.52	24.19	24.88	25.60	26.33	27.08	27.86	28.65	29.47	30.32	31.18	32.08	32.99	33.94	34.91
20		24.37	25.06	25.78	26.52	27.28	28.06	28.86	29.69	30.54	31.41	32.31	33.23	34.18	35.16	36.17
21		25.49	26.22	26.97	27.74	28.54	29.35	30.19	31.06	31.95	32.86	33.80	34.77	35.76	36.78	37.84
22		26.62	27.38	28.16	28.97	29.80	30.65	31.53	32.43	33.36	34.31	35.29	36.30	37.34	38.41	39.51
23		27.65	28.44	29.26	30.09	30.95	31.84	32.75	33.69	34.65	35.64	36.66	37.71	38.79	39.90	41.04
24		28.79	29.61	30.46	31.33	32.23	33.15	34.10	35.07	36.08	37.11	38.17	39.26	40.39	41.54	42.73
25		29.91	30.77	31.65	32.55	33.48	34.44	35.43	36.44	37.48	38.55	39.66	40.79	41.96	43.16	44.39
26		31.23	32.12	33.04	33.99	34.96	35.96	36.99	38.05	39.13	40.25	41.40	42.59	43.81	45.06	46.35
27		32.53	33.46	34.42	35.40	36.42	37.46	38.53	39.63	40.77	41.93	43.13	44.37	45.63	46.94	48.28
28		33.83	34.80	35.79	36.82	37.87	38.95	40.07	41.21	42.39	43.61	44.85	46.14	47.46	48.82	50.21
29		35.13	36.14	37.17	38.23	39.33	40.45	41.61	42.80	44.03	45.28	46.58	47.91	49.28	50.69	52.14
30		36.59	37.64	38.72	39.83	40.97	42.14	43.34	44.58	45.86	47.17	48.52	49.91	51.34	52.80	54.32

APPENDIX B 35 Hour - Employees

07/01/2015-06/30/2016 1% Increase																
Grade	35 Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1		24,598	25,302	26,026	26,770	27,536	28,324	29,134	29,968	30,825	31,707	32,614	33,547	34,507	35,495	36,510
2		25,235	25,957	26,699	27,463	28,249	29,057	29,888	30,744	31,623	32,528	33,459	34,416	35,400	36,413	37,455
3		25,879	26,619	27,381	28,164	28,970	29,799	30,651	31,528	32,430	33,358	34,313	35,294	36,304	37,343	38,411
4		26,522	27,280	28,061	28,864	29,689	30,539	31,413	32,311	33,236	34,187	35,165	36,171	37,206	38,270	39,365
5/5A	Motor Vehicle Operator, Clerk	27,261	28,041	28,844	29,669	30,518	31,391	32,289	33,213	34,163	35,140	36,146	37,180	38,243	39,338	40,463
6A	Keyboard Specialist	27,995	28,796	29,620	30,467	31,339	32,236	33,158	34,106	35,082	36,086	37,118	38,180	39,273	40,396	41,552
7		28,725	29,547	30,392	31,261	32,156	33,076	34,022	34,995	35,997	37,026	38,086	39,175	40,296	41,449	42,635
8	Records Retention Clerk	29,838	30,691	31,569	32,473	33,402	34,357	35,340	36,351	37,391	38,461	39,562	40,693	41,858	43,055	44,287
9A	Senior Clerk, Senior Keyboard Specialist	29,921	30,777	31,657	32,563	33,494	34,453	35,438	36,452	37,495	38,568	39,671	40,806	41,974	43,175	44,410
9	Account Clerk, Administrative Assistant, Cashier	30,564	31,438	32,338	33,263	34,215	35,194	36,201	37,236	38,302	39,397	40,525	41,684	42,877	44,103	45,365
10/10A	RSVP Coordinator, Account Clerk/Keyboard Specialist, Secretary	31,393	32,292	33,215	34,166	35,143	36,149	37,183	38,247	39,341	40,466	41,624	42,815	44,040	45,300	46,596
11	Engineering Helper	32,319	33,244	34,195	35,173	36,179	37,215	38,279	39,374	40,501	41,660	42,852	44,078	45,339	46,636	47,970
12		33,416	34,372	35,355	36,367	37,407	38,478	39,578	40,711	41,875	43,074	44,306	45,573	46,877	48,218	49,598
13	Registrar - Vital Statistics, Senior Account Clerk, Purchasing Assistant, Planning Assistant	34,477	35,463	36,478	37,522	38,595	39,699	40,835	42,004	43,205	44,441	45,713	47,021	48,366	49,750	51,173
14	Engineering Technician, Senior Account Clerk/Keyboard Specialist, Senior Payroll Clerk	35,691	36,712	37,763	38,843	39,954	41,097	42,273	43,483	44,727	46,006	47,323	48,676	50,069	51,502	52,975
15	Code Enforcement Officer	36,935	37,992	39,079	40,197	41,347	42,529	43,746	44,998	46,285	47,609	48,972	50,373	51,814	53,296	54,821
16	Senior Engineering Technician, Office Systems & Training Coordinator, Legal Assistant	38,192	39,285	40,409	41,565	42,754	43,977	45,235	46,529	47,861	49,230	50,638	52,087	53,577	55,110	56,687
17	Planner, Plumbing Inspector, Community Development Planner	39,717	40,854	42,023	43,225	44,461	45,734	47,042	48,388	49,772	51,196	52,661	54,168	55,717	57,311	58,951
18	Personnel Technician	41,264	42,444	43,659	44,908	46,192	47,514	48,873	50,272	51,710	53,189	54,711	56,276	57,886	59,542	61,246
19	Real Property Appraiser	42,804	44,029	45,289	46,584	47,917	49,288	50,698	52,149	53,641	55,175	56,754	58,378	60,048	61,766	63,533
20		44,348	45,617	46,922	48,264	49,645	51,066	52,526	54,029	55,575	57,165	58,801	60,483	62,213	63,993	65,824
21		46,395	47,723	49,088	50,493	51,937	53,423	54,952	56,524	58,141	59,804	61,515	63,275	65,086	66,948	68,863
22		48,446	49,832	51,257	52,724	54,232	55,784	57,380	59,021	60,710	62,447	64,234	66,071	67,962	69,906	71,906
23		50,326	51,766	53,247	54,770	56,337	57,949	59,607	61,312	63,066	64,871	66,727	68,636	70,600	72,619	74,697
24		52,394	53,893	55,435	57,021	58,653	60,331	62,057	63,832	65,658	67,537	69,469	71,457	73,501	75,604	77,767
25		54,436	55,993	57,595	59,243	60,938	62,681	64,475	66,319	68,217	70,168	72,176	74,241	76,365	78,550	80,797
26		56,835	58,461	60,134	61,854	63,624	65,444	67,316	69,242	71,223	73,261	75,357	77,513	79,731	82,012	84,358
27		59,205	60,898	62,641	64,433	66,276	68,172	70,123	72,129	74,193	76,315	78,499	80,745	83,055	85,431	87,875
28		61,570	63,332	65,143	67,007	68,924	70,896	72,925	75,011	77,157	79,364	81,635	83,971	86,373	88,844	91,386
29		63,939	65,768	67,650	69,585	71,576	73,624	75,730	77,897	80,126	82,418	84,776	87,201	89,696	92,262	94,902
30		66,601	68,507	70,467	72,483	74,557	76,690	78,884	81,141	83,462	85,850	88,306	90,833	93,431	96,104	98,854

APPENDIX B
35 Hour - Employees

07/01/2016-06/30/2017 1.5% Increase		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Grade	35 Hour															
1		13.72	14.11	14.51	14.93	15.36	15.80	16.25	16.71	17.19	17.68	18.19	18.71	19.24	19.80	20.36
2		14.07	14.48	14.89	15.32	15.75	16.20	16.67	17.15	17.64	18.14	18.66	19.19	19.74	20.31	20.89
3		14.43	14.85	15.27	15.71	16.16	16.62	17.09	17.58	18.09	18.60	19.14	19.68	20.25	20.83	21.42
4		14.79	15.21	15.65	16.10	16.56	17.03	17.52	18.02	18.54	19.07	19.61	20.17	20.75	21.34	21.95
5/5A	Motor Vehicle Operator, Clerk	15.20	15.64	16.09	16.55	17.02	17.51	18.01	18.52	19.05	19.60	20.16	20.73	21.33	21.94	22.57
6A	Keyboard Specialist	15.61	16.06	16.52	16.99	17.48	17.98	18.49	19.02	19.57	20.12	20.70	21.29	21.90	22.53	23.17
7		16.02	16.48	16.95	17.43	17.93	18.45	18.97	19.52	20.08	20.65	21.24	21.85	22.47	23.12	23.78
8	Records Retention Clerk	16.64	17.12	17.61	18.11	18.63	19.16	19.71	20.27	20.85	21.45	22.06	22.69	23.34	24.01	24.70
9A	Senior Clerk, Senior Keyboard Specialist	16.69	17.16	17.65	18.16	18.68	19.21	19.76	20.33	20.91	21.51	22.12	22.76	23.41	24.08	24.77
9	Account Clerk, Administrative Assistant, Cashier	17.05	17.53	18.03	18.55	19.08	19.63	20.19	20.77	21.36	21.97	22.60	23.25	23.91	24.60	25.30
10/10A	RSVP Coordinator, Account Clerk/Keyboard Specialist, Secretary	17.51	18.01	18.52	19.05	19.60	20.16	20.74	21.33	21.94	22.57	23.21	23.88	24.56	25.26	25.99
11	Engineering Helper	18.02	18.54	19.07	19.62	20.18	20.75	21.35	21.96	22.59	23.23	23.90	24.58	25.28	26.01	26.75
12		18.64	19.17	19.72	20.28	20.86	21.46	22.07	22.70	23.35	24.02	24.71	25.42	26.14	26.89	27.66
13	Registrar - Vital Statistics, Senior Account Clerk, Purchasing Assistant, Planning Assistant	19.23	19.78	20.34	20.93	21.52	22.14	22.77	23.43	24.10	24.78	25.49	26.22	26.97	27.75	28.54
14	Engineering Technician, Senior Account Clerk/Keyboard Specialist, Senior Payroll Clerk	19.90	20.47	21.06	21.66	22.28	22.92	23.58	24.25	24.94	25.66	26.39	27.15	27.92	28.72	29.54
15	Code Enforcement Officer	20.60	21.19	21.79	22.42	23.06	23.72	24.40	25.09	25.81	26.55	27.31	28.09	28.90	29.72	30.57
16	Senior Engineering Technician, Office Systems & Training Coordinator, Legal Assistant	21.30	21.91	22.54	23.18	23.84	24.53	25.23	25.95	26.69	27.46	28.24	29.05	29.88	30.73	31.61
17	Planner, Plumbing Inspector, Community Development Planner	22.15	22.78	23.44	24.11	24.80	25.51	26.23	26.99	27.76	28.55	29.37	30.21	31.07	31.96	32.88
18	Personnel Technician	23.01	23.67	24.35	25.04	25.76	26.50	27.26	28.04	28.84	29.66	30.51	31.38	32.28	33.21	34.16
19	Real Property Appraiser	23.87	24.55	25.26	25.98	26.72	27.49	28.27	29.08	29.92	30.77	31.65	32.56	33.49	34.45	35.43
20		24.73	25.44	26.17	26.92	27.69	28.48	29.29	30.13	30.99	31.88	32.79	33.73	34.70	35.69	36.71
21		25.87	26.61	27.38	28.16	28.96	29.79	30.65	31.52	32.42	33.35	34.31	35.29	36.30	37.34	38.40
22		27.02	27.79	28.59	29.40	30.24	31.11	32.00	32.92	33.86	34.83	35.82	36.85	37.90	38.99	40.10
23		28.07	28.87	29.70	30.54	31.42	32.32	33.24	34.19	35.17	36.18	37.21	38.28	39.37	40.50	41.66
24		29.22	30.06	30.92	31.80	32.71	33.65	34.61	35.60	36.62	37.66	38.74	39.85	40.99	42.16	43.37
25		30.36	31.23	32.12	33.04	33.98	34.96	35.96	36.99	38.04	39.13	40.25	41.40	42.59	43.81	45.06
26		31.70	32.60	33.54	34.50	35.48	36.50	37.54	38.62	39.72	40.86	42.03	43.23	44.47	45.74	47.05
27		33.02	33.96	34.93	35.93	36.96	38.02	39.11	40.23	41.38	42.56	43.78	45.03	46.32	47.64	49.01
28		34.34	35.32	36.33	37.37	38.44	39.54	40.67	41.83	43.03	44.26	45.53	46.83	48.17	49.55	50.97
29		35.66	36.68	37.73	38.81	39.92	41.06	42.23	43.44	44.69	45.96	47.28	48.63	50.02	51.45	52.93
30		37.14	38.21	39.30	40.42	41.58	42.77	43.99	45.25	46.55	47.88	49.25	50.66	52.11	53.60	55.13

APPENDIX B 35 Hour - Employees

07/01/2016-06/30/2017 1.5% Increase																
Grade	35 Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1		24,967	25,681	26,416	27,172	27,949	28,749	29,571	30,417	31,288	32,183	33,104	34,051	35,025	36,027	37,058
2		25,613	26,346	27,100	27,875	28,673	29,493	30,337	31,205	32,098	33,016	33,960	34,932	35,931	36,959	38,017
3		26,267	27,019	27,792	28,587	29,405	30,246	31,111	32,001	32,917	33,859	34,827	35,824	36,849	37,903	38,987
4		26,919	27,690	28,482	29,297	30,135	30,997	31,884	32,796	33,734	34,699	35,692	36,713	37,764	38,844	39,955
5/5A	Motor Vehicle Operator, Clerk	27,670	28,462	29,276	30,114	30,975	31,862	32,773	33,711	34,675	35,667	36,688	37,737	38,817	39,928	41,070
6A	Keyboard Specialist	28,415	29,228	30,064	30,924	31,809	32,719	33,655	34,618	35,608	36,627	37,675	38,753	39,862	41,002	42,175
7		29,156	29,990	30,848	31,730	32,638	33,572	34,532	35,520	36,537	37,582	38,657	39,763	40,901	42,071	43,275
8	Records Retention Clerk	30,285	31,152	32,043	32,960	33,903	34,873	35,870	36,897	37,952	39,038	40,155	41,304	42,486	43,701	44,951
9A	Senior Clerk, Senior Keyboard Specialist	30,369	31,238	32,132	33,051	33,997	34,970	35,970	36,999	38,058	39,147	40,266	41,419	42,604	43,822	45,076
9	Account Clerk, Administrative Assistant, Cashier	31,022	31,910	32,823	33,762	34,728	35,722	36,744	37,795	38,876	39,988	41,132	42,309	43,520	44,765	46,045
10/10A	RSPV Coordinator, Account Clerk/Keyboard Specialist, Secretary	31,864	32,776	33,714	34,678	35,670	36,691	37,741	38,820	39,931	41,073	42,249	43,457	44,701	45,979	47,295
11	Engineering Helper	32,804	33,742	34,708	35,701	36,722	37,773	38,853	39,965	41,108	42,285	43,494	44,739	46,019	47,335	48,690
12		33,917	34,888	35,886	36,912	37,968	39,055	40,172	41,321	42,504	43,720	44,970	46,257	47,580	48,942	50,342
13	Registrar - Vital Statistics, Senior Account Clerk, Purchasing Assistant, Planning Assistant	34,994	35,995	37,025	38,085	39,174	40,295	41,448	42,634	43,853	45,108	46,399	47,726	49,091	50,496	51,941
14	Engineering Technician, Senior Account Clerk/Keyboard Specialist, Senior Payroll Clerk	36,227	37,263	38,329	39,426	40,554	41,714	42,907	44,135	45,398	46,696	48,032	49,407	50,820	52,274	53,770
15	Code Enforcement Officer	37,489	38,561	39,665	40,799	41,967	43,167	44,402	45,673	46,980	48,324	49,706	51,128	52,591	54,096	55,643
16	Senior Engineering Technician, Office Systems & Training Coordinator, Legal Assistant	38,765	39,874	41,015	42,188	43,395	44,637	45,914	47,227	48,579	49,968	51,398	52,869	54,381	55,937	57,537
17	Planner, Plumbing Inspector, Community Development Planner	40,313	41,467	42,653	43,873	45,128	46,420	47,748	49,114	50,519	51,964	53,451	54,980	56,553	58,171	59,835
18	Personnel Technician	41,883	43,081	44,313	45,581	46,885	48,227	49,606	51,026	52,485	53,987	55,532	57,120	58,755	60,436	62,165
19	Real Property Appraiser	43,447	44,690	45,968	47,283	48,636	50,027	51,459	52,931	54,445	56,003	57,605	59,253	60,949	62,692	64,486
20		45,013	46,301	47,626	48,988	50,390	51,831	53,314	54,840	56,409	58,023	59,683	61,390	63,146	64,953	66,811
21		47,091	48,439	49,825	51,250	52,716	54,224	55,776	57,372	59,013	60,701	62,438	64,224	66,062	67,952	69,896
22		49,172	50,579	52,026	53,515	55,046	56,621	58,241	59,907	61,621	63,384	65,197	67,062	68,981	70,955	72,985
23		51,081	52,542	54,046	55,592	57,182	58,818	60,501	62,232	64,012	65,844	67,728	69,665	71,659	73,709	75,817
24		53,180	54,702	56,267	57,877	59,532	61,236	62,988	64,790	66,643	68,550	70,511	72,529	74,604	76,738	78,934
25		55,252	56,833	58,459	60,132	61,852	63,622	65,442	67,314	69,240	71,221	73,259	75,354	77,510	79,728	82,009
26		57,688	59,338	61,036	62,782	64,578	66,426	68,326	70,281	72,292	74,360	76,487	78,676	80,927	83,242	85,623
27		60,093	61,812	63,580	65,399	67,270	69,195	71,175	73,211	75,306	77,460	79,676	81,956	84,300	86,712	89,193
28		62,494	64,282	66,121	68,012	69,958	71,960	74,018	76,136	78,314	80,555	82,860	85,230	87,669	90,177	92,757
29		64,898	66,755	68,665	70,629	72,650	74,728	76,866	79,065	81,327	83,654	86,048	88,509	91,042	93,646	96,326
30		67,600	69,535	71,524	73,570	75,675	77,840	80,067	82,358	84,714	87,138	89,631	92,195	94,833	97,546	100,337

APPENDIX B
35 Hour - Employees

07/01/2017-06/30/2018 2% Increase																		
Grade	35 Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
1		13.99	14.39	14.80	15.23	15.66	16.11	16.57	17.05	17.53	18.04	18.55	19.08	19.63	20.19	20.77		
2		14.35	14.77	15.19	15.62	16.07	16.53	17.00	17.49	17.99	18.50	19.03	19.58	20.14	20.71	21.31		
3		14.72	15.14	15.58	16.02	16.48	16.95	17.44	17.93	18.45	18.98	19.52	20.08	20.65	21.24	21.85		
4		15.09	15.52	15.96	16.42	16.89	17.37	17.87	18.38	18.91	19.45	20.00	20.58	21.16	21.77	22.39		
5/5A	Motor Vehicle Operator, Clerk	15.51	15.95	16.41	16.88	17.36	17.86	18.37	18.89	19.43	19.99	20.56	21.15	21.75	22.38	23.02		
6A	Keyboard Specialist	15.92	16.38	16.85	17.33	17.83	18.34	18.86	19.40	19.96	20.53	21.11	21.72	22.34	22.98	23.64		
7		16.34	16.81	17.29	17.78	18.29	18.82	19.35	19.91	20.48	21.06	21.66	22.28	22.92	23.58	24.25		
8	Records Retention Clerk	16.97	17.46	17.96	18.47	19.00	19.54	20.10	20.68	21.27	21.88	22.50	23.15	23.81	24.49	25.19		
9A	Senior Clerk, Senior Keyboard Specialist	17.02	17.51	18.01	18.52	19.05	19.60	20.16	20.74	21.33	21.94	22.57	23.21	23.88	24.56	25.26		
9	Account Clerk, Administrative Assistant, Cashier	17.39	17.88	18.40	18.92	19.46	20.02	20.59	21.18	21.79	22.41	23.05	23.71	24.39	25.09	25.81		
10/10A	RSVP Coordinator, Account Clerk/Keyboard Specialist, Secretary	17.86	18.37	18.89	19.44	19.99	20.56	21.15	21.76	22.38	23.02	23.68	24.36	25.05	25.77	26.51		
11	Engineering Helper	18.38	18.91	19.45	20.01	20.58	21.17	21.78	22.40	23.04	23.70	24.38	25.07	25.79	26.53	27.29		
12		19.01	19.55	20.11	20.69	21.28	21.89	22.51	23.16	23.82	24.50	25.20	25.92	26.67	27.43	28.21		
13	Registrar - Vital Statistics, Senior Account Clerk, Purchasing Assistant, Planning Assistant	19.61	20.17	20.75	21.34	21.95	22.58	23.23	23.89	24.58	25.28	26.00	26.75	27.51	28.30	29.11		
14	Engineering Technician, Senior Account Clerk/Keyboard Specialist, Senior Payroll Clerk	20.30	20.88	21.48	22.10	22.73	23.38	24.05	24.73	25.44	26.17	26.92	27.69	28.48	29.30	30.13		
15	Code Enforcement Officer	21.01	21.61	22.23	22.87	23.52	24.19	24.88	25.60	26.33	27.08	27.86	28.65	29.47	30.32	31.18		
16	Senior Engineering Technician, Office Systems & Training Coordinator, Legal Assistant	21.73	22.35	22.99	23.64	24.32	25.02	25.73	26.47	27.23	28.00	28.81	29.63	30.48	31.35	32.25		
17	Planner, Plumbing Inspector, Community Development Planner	22.59	23.24	23.90	24.59	25.29	26.02	26.76	27.53	28.31	29.12	29.96	30.81	31.69	32.60	33.53		
18	Personnel Technician	23.47	24.14	24.83	25.55	26.28	27.03	27.80	28.60	29.41	30.26	31.12	32.01	32.93	33.87	34.84		
19	Real Property Appraiser	24.35	25.05	25.76	26.50	27.26	28.04	28.84	29.66	30.51	31.39	32.28	33.21	34.16	35.14	36.14		
20		25.23	25.95	26.69	27.45	28.24	29.05	29.88	30.73	31.61	32.52	33.45	34.41	35.39	36.40	37.44		
21		26.39	27.15	27.92	28.72	29.54	30.39	31.26	32.15	33.07	34.02	34.99	35.99	37.02	38.08	39.17		
22		27.56	28.35	29.16	29.99	30.85	31.73	32.64	33.57	34.53	35.52	36.54	37.58	38.66	39.77	40.90		
23		28.63	29.45	30.29	31.16	32.05	32.96	33.91	34.88	35.88	36.90	37.96	39.04	40.16	41.31	42.49		
24		29.80	30.66	31.53	32.44	33.36	34.32	35.30	36.31	37.35	38.42	39.52	40.65	41.81	43.01	44.24		
25		30.97	31.85	32.76	33.70	34.66	35.66	36.68	37.73	38.80	39.92	41.06	42.23	43.44	44.68	45.96		
26		32.33	33.26	34.21	35.19	36.19	37.23	38.29	39.39	40.52	41.67	42.87	44.09	45.35	46.65	47.99		
27		33.68	34.64	35.63	36.65	37.70	38.78	39.89	41.03	42.20	43.41	44.65	45.93	47.25	48.60	49.99		
28		35.02	36.03	37.06	38.12	39.21	40.33	41.48	42.67	43.89	45.15	46.44	47.77	49.13	50.54	51.98		
29		36.37	37.41	38.48	39.58	40.72	41.88	43.08	44.31	45.58	46.88	48.22	49.60	51.02	52.48	53.98		
30		37.89	38.97	40.08	41.23	42.41	43.62	44.87	46.16	47.48	48.84	50.23	51.67	53.15	54.67	56.23		

APPENDIX B 35 Hour - Employees

07/01/2017-06/30/2018 2% Increase																
Grade	35 Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1		25,466	26,195	26,944	27,715	28,508	29,324	30,163	31,026	31,913	32,826	33,766	34,732	35,725	36,747	37,799
2		26,126	26,873	27,642	28,433	29,246	30,083	30,944	31,829	32,739	33,676	34,640	35,631	36,650	37,699	38,777
3		26,792	27,559	28,347	29,158	29,993	30,851	31,733	32,641	33,575	34,536	35,524	36,540	37,586	38,661	39,767
4		27,458	28,243	29,051	29,883	30,738	31,617	32,521	33,452	34,409	35,393	36,406	37,448	38,519	39,621	40,755
5/5A	Motor Vehicle Operator, Clerk	28,224	29,031	29,862	30,716	31,595	32,499	33,429	34,385	35,369	36,381	37,422	38,492	39,593	40,726	41,891
6A	Keyboard Specialist	28,983	29,813	30,665	31,543	32,445	33,373	34,328	35,310	36,321	37,360	38,429	39,528	40,659	41,822	43,019
7		29,739	30,590	31,465	32,365	33,291	34,243	35,223	36,231	37,267	38,334	39,430	40,558	41,719	42,912	44,140
8	Records Retention Clerk	30,891	31,775	32,684	33,619	34,581	35,570	36,588	37,635	38,711	39,819	40,958	42,130	43,335	44,575	45,850
9A	Senior Clerk, Senior Keyboard Specialist	30,977	31,863	32,775	33,712	34,677	35,669	36,689	37,739	38,819	39,929	41,072	42,247	43,456	44,699	45,978
9	Account Clerk, Administrative Assistant, Cashier	31,643	32,548	33,479	34,437	35,423	36,436	37,478	38,551	39,654	40,788	41,955	43,155	44,390	45,660	46,966
10/10A	RSVP Coordinator, Account Clerk/Keyboard Specialist, Secretary	32,502	33,431	34,388	35,372	36,384	37,425	38,495	39,597	40,730	41,895	43,094	44,326	45,595	46,899	48,241
11	Engineering Helper	33,460	34,417	35,402	36,415	37,457	38,528	39,631	40,764	41,931	43,130	44,364	45,633	46,939	48,282	49,663
12		34,596	35,585	36,603	37,651	38,728	39,836	40,976	42,148	43,354	44,594	45,870	47,182	48,532	49,921	51,349
13	Registrar - Vital Statistics, Senior Account Clerk, Purchasing Assistant, Planning Assistant	35,694	36,715	37,766	38,846	39,958	41,101	42,277	43,486	44,730	46,010	47,326	48,680	50,073	51,506	52,979
14	Engineering Technician, Senior Account Clerk/Keyboard Specialist, Senior Payroll Clerk	36,951	38,008	39,096	40,214	41,365	42,548	43,765	45,018	46,306	47,630	48,993	50,395	51,837	53,320	54,845
15	Code Enforcement Officer	38,239	39,333	40,458	41,615	42,806	44,031	45,291	46,586	47,919	49,290	50,700	52,151	53,643	55,178	56,756
16	Senior Engineering Technician, Office Systems & Training Coordinator, Legal Assistant	39,540	40,671	41,835	43,032	44,263	45,530	46,832	48,172	49,550	50,968	52,426	53,926	55,469	57,056	58,688
17	Planner, Plumbing Inspector, Community Development Planner	41,119	42,296	43,506	44,751	46,031	47,348	48,703	50,096	51,529	53,003	54,520	56,080	57,684	59,334	61,032
18	Personnel Technician	42,720	43,942	45,200	46,493	47,823	49,191	50,599	52,046	53,535	55,067	56,642	58,263	59,930	61,644	63,408
19	Real Property Appraiser	44,315	45,583	46,887	48,229	49,609	51,028	52,488	53,990	55,534	57,123	58,757	60,438	62,168	63,946	65,776
20		45,913	47,227	48,578	49,968	51,398	52,868	54,381	55,937	57,537	59,183	60,876	62,618	64,409	66,252	68,148
21		48,033	49,407	50,821	52,275	53,771	55,309	56,891	58,519	60,193	61,915	63,687	65,509	67,383	69,311	71,294
22		50,156	51,591	53,067	54,585	56,147	57,753	59,405	61,105	62,853	64,651	66,501	68,404	70,361	72,374	74,444
23		52,103	53,593	55,127	56,704	58,326	59,995	61,711	63,477	65,293	67,161	69,082	71,059	73,092	75,183	77,334
24		54,244	55,796	57,392	59,034	60,723	62,460	64,247	66,086	67,976	69,921	71,921	73,979	76,096	78,273	80,512
25		56,357	57,970	59,628	61,334	63,089	64,894	66,751	68,660	70,625	72,645	74,724	76,862	79,061	81,322	83,649
26		58,841	60,525	62,256	64,037	65,870	67,754	69,693	71,686	73,737	75,847	78,017	80,249	82,545	84,907	87,336
27		61,294	63,048	64,852	66,707	68,616	70,579	72,598	74,675	76,812	79,009	81,270	83,595	85,986	88,447	90,977
28		63,743	65,567	67,443	69,373	71,357	73,399	75,499	77,659	79,881	82,166	84,517	86,935	89,422	91,980	94,612
29		66,196	68,090	70,038	72,042	74,103	76,223	78,404	80,647	82,954	85,327	87,768	90,280	92,862	95,519	98,252
30		68,953	70,925	72,954	75,042	77,189	79,397	81,668	84,005	86,408	88,881	91,423	94,039	96,730	99,497	102,344

APPENDIX B
40 Hour - Employees

07/01/2015-06/30/2016 1% Increase																
Grade	40 Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1		12.20	12.55	12.91	13.27	13.65	14.05	14.45	14.86	15.29	15.72	16.17	16.64	17.11	17.60	18.10
2		12.50	12.86	13.23	13.61	14.00	14.40	14.81	15.23	15.67	16.12	16.58	17.05	17.54	18.04	18.56
3		12.81	13.18	13.56	13.94	14.34	14.75	15.17	15.61	16.05	16.51	16.99	17.47	17.97	18.49	19.02
4		13.12	13.50	13.89	14.28	14.69	15.11	15.54	15.99	16.45	16.92	17.40	17.90	18.41	18.94	19.48
5	Custodial Worker	13.48	13.86	14.26	14.67	15.09	15.52	15.96	16.42	16.89	17.37	17.87	18.38	18.91	19.45	20.01
6		13.83	14.23	14.63	15.05	15.48	15.93	16.38	16.85	17.33	17.83	18.34	18.86	19.40	19.96	20.53
7		14.18	14.59	15.00	15.43	15.87	16.33	16.79	17.27	17.77	18.28	18.80	19.34	19.89	20.46	21.05
5B	Clerk	14.98	15.41	15.85	16.30	16.77	17.25	17.74	18.25	18.77	19.31	19.86	20.43	21.01	21.62	22.23
8	Sr. Cit/Spec Events Coordinator	14.72	15.14	15.57	16.02	16.48	16.95	17.43	17.93	18.44	18.97	19.51	20.07	20.65	21.24	21.85
9	Laborer, Custodian	15.07	15.50	15.94	16.40	16.87	17.35	17.85	18.36	18.88	19.42	19.98	20.55	21.14	21.74	22.36
6B	Keyboard Specialist	15.38	15.82	16.28	16.74	17.22	17.71	18.22	18.74	19.28	19.83	20.40	20.98	21.58	22.20	22.83
10	Parking Meter Attendant, Parking Fee Collector, Parking Enforcement Officer	15.47	15.91	16.36	16.83	17.31	17.81	18.32	18.84	19.38	19.93	20.50	21.09	21.70	22.32	22.95
11	Wastewater Treatment Plant Attendant, Water Plant Attendant, Water Meter Reader	15.91	16.36	16.83	17.31	17.81	18.32	18.84	19.38	19.94	20.51	21.09	21.70	22.32	22.96	23.61
12/9B	Water Maintenance Worker, Sewer Maintenance Worker, Recreation Maintenance Worker, Senior Keyboard Specialist, Motor Equipment Operator Grade 1, WWTP Operator Trainee, WTP Operator Trainee, Senior Clerk, Groundskeeper	16.44	16.91	17.39	17.89	18.40	18.93	19.47	20.02	20.60	21.19	21.79	22.42	23.06	23.72	24.40
9C	Account Clerk	16.79	17.28	17.77	18.28	18.80	19.34	19.89	20.46	21.05	21.65	22.27	22.90	23.56	24.23	24.93
10B	Secretary	17.25	17.75	18.25	18.78	19.31	19.87	20.43	21.02	21.62	22.24	22.87	23.53	24.20	24.89	25.61
13	Laboratory Technician, Head Custodian, Water Meter Repair Worker, Weigh Scale Operator, Parking Meter Repair Worker, Motor Equipment Operator - Grade 2, Municipal Recycling Enforcement Officer	16.95	17.43	17.93	18.44	18.97	19.51	20.07	20.64	21.23	21.84	22.47	23.11	23.77	24.45	25.15
13B	Senior Account Clerk	19.61	20.17	20.75	21.34	21.95	22.58	23.23	23.89	24.58	25.28	26.00	26.75	27.51	28.30	29.11
14	Heavy Equipment Operator Grade 1, Sewer Inspector, WWTP Operator, WTP Operator, Building Maintenance Mechanic,	17.53	18.03	18.55	19.08	19.62	20.18	20.76	21.35	21.97	22.59	23.24	23.90	24.59	25.29	26.02
15	Dog Control Officer, Tree Trimmer, Sign Maintenance Worker, Automotive Mechanic	18.13	18.65	19.18	19.73	20.30	20.88	21.47	22.09	22.72	23.37	24.04	24.73	25.43	26.16	26.91
16	Labor Foreperson, Mason, Water Maintenance Service Worker, Water Meter Service Worker, HEO/Mechanic, Landfill Operator, Water Distribution Crew Chief	18.73	19.26	19.82	20.38	20.97	21.57	22.18	22.82	23.47	24.14	24.83	25.54	26.27	27.03	27.80
17	Head Automotive Mechanic, Sanitation Foreperson	19.47	20.02	20.60	21.19	21.79	22.42	23.06	23.72	24.40	25.09	25.81	26.55	27.31	28.09	28.89
18	Maintenance Mechanic (Water)	20.21	20.79	21.38	21.99	22.62	23.27	23.94	24.62	25.33	26.05	26.80	27.56	28.35	29.16	30.00
19	Senior Building Maintenance Mechanic, Director of Recreation, Supervisor Water Treatment Operator, Supervisor Waste Water Treatment Operator, WWTP Operator II	20.95	21.55	22.17	22.80	23.45	24.12	24.82	25.53	26.26	27.01	27.78	28.57	29.39	30.23	31.10
20		21.69	22.32	22.95	23.61	24.29	24.98	25.70	26.43	27.19	27.97	28.77	29.59	30.43	31.31	32.20
21	Signal Electrician	22.68	23.33	23.99	24.68	25.39	26.11	26.86	27.63	28.42	29.23	30.07	30.93	31.81	32.72	33.66
22	Industrial Pretreatment Coordinator	23.66	24.34	25.04	25.75	26.49	27.25	28.03	28.83	29.66	30.50	31.38	32.27	33.20	34.15	35.12
23		24.57	25.27	25.99	26.74	27.50	28.29	29.10	29.93	30.79	31.67	32.57	33.50	34.46	35.45	36.46
24		25.56	26.29	27.04	27.82	28.61	29.43	30.27	31.14	32.03	32.95	33.89	34.86	35.86	36.88	37.94
25		26.54	27.30	28.08	28.89	29.71	30.56	31.44	32.34	33.26	34.21	35.19	36.20	37.23	38.30	39.39
26		27.70	28.49	29.31	30.15	31.01	31.90	32.81	33.75	34.71	35.71	36.73	37.78	38.86	39.97	41.11
27		28.84	29.66	30.51	31.38	32.28	33.20	34.15	35.13	36.14	37.17	38.23	39.33	40.45	41.61	42.80
28		29.97	30.83	31.71	32.62	33.55	34.51	35.50	36.51	37.56	38.63	39.74	40.88	42.05	43.25	44.49
29		31.11	32.00	32.92	33.86	34.83	35.82	36.85	37.90	38.99	40.10	41.25	42.43	43.64	44.89	46.18
30		32.39	33.32	34.27	35.25	36.26	37.30	38.37	39.46	40.59	41.75	42.95	44.18	45.44	46.74	48.08

APPENDIX B 40 Hour - Employees

07/01/2015-06/30/2016 1% Increase																
Grade	40 Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1		25,371	26,097	26,843	27,611	28,401	29,214	30,050	30,909	31,794	32,703	33,639	34,601	35,591	36,609	37,657
2		26,009	26,753	27,519	28,306	29,116	29,949	30,806	31,687	32,593	33,526	34,485	35,472	36,487	37,530	38,604
3		26,648	27,410	28,195	29,001	29,831	30,684	31,562	32,465	33,394	34,350	35,332	36,343	37,383	38,452	39,553
4		27,297	28,078	28,881	29,708	30,558	31,432	32,331	33,256	34,208	35,186	36,193	37,229	38,294	39,389	40,516
5	Custodial Worker	28,035	28,837	29,662	30,511	31,383	32,281	33,205	34,155	35,132	36,137	37,171	38,235	39,328	40,454	41,611
6		28,768	29,591	30,438	31,309	32,205	33,126	34,074	35,049	36,051	37,083	38,144	39,235	40,357	41,512	42,700
7		29,493	30,337	31,205	32,098	33,016	33,960	34,932	35,931	36,959	38,017	39,105	40,223	41,374	42,558	43,775
5B	Clerk	31,159	32,050	32,967	33,910	34,881	35,879	36,905	37,961	39,047	40,164	41,313	42,495	43,711	44,962	46,248
8	Sr. Cit/Spec Events Coordinator	30,614	31,490	32,391	33,317	34,270	35,251	36,259	37,297	38,364	39,462	40,591	41,752	42,946	44,175	45,439
9	Laborer, Custodian	31,339	32,235	33,157	34,106	35,082	36,085	37,118	38,180	39,272	40,396	41,551	42,740	43,963	45,221	46,515
6B	Keyboard Specialist	31,996	32,911	33,853	34,821	35,818	36,842	37,896	38,981	40,096	41,243	42,423	43,637	44,885	46,169	47,490
10	Parking Meter Attendant, Parking Fee Collector, Parking Enforcement Officer	32,167	33,088	34,034	35,008	36,010	37,040	38,100	39,190	40,311	41,464	42,650	43,871	45,126	46,417	47,745
11	Wastewater Treatment Plant Attendant, Water Plant Attendant, Water Meter Reader	33,090	34,037	35,011	36,012	37,043	38,102	39,192	40,314	41,467	42,653	43,874	45,129	46,420	47,748	49,114
12/9B	Water Maintenance Worker, Sewer Maintenance Worker, Recreation Maintenance Worker, Senior Keyboard Specialist, Motor Equipment Operator Grade 1, WWTP Operator Trainee, WTP Operator Trainee, Senior Clerk, Groundskeeper	34,187	35,165	36,171	37,206	38,270	39,365	40,492	41,650	42,842	44,067	45,328	46,625	47,959	49,331	50,742
9C	Account Clerk	34,933	35,932	36,960	38,018	39,105	40,224	41,375	42,559	43,776	45,029	46,317	47,642	49,005	50,407	51,849
10B	Secretary	35,885	36,911	37,967	39,054	40,171	41,320	42,502	43,718	44,969	46,256	47,579	48,940	50,341	51,781	53,262
13	Laboratory Technician, Head Custodian, Water Meter Repair Worker, Weigh Scale Operator, Parking Meter Repair Worker, Motor Equipment Operator - Grade 2, Municipal Recycling Enforcement Officer	35,246	36,254	37,291	38,358	39,456	40,585	41,746	42,940	44,169	45,432	46,732	48,069	49,444	50,859	52,314
13B	Senior Account Clerk	40,790	41,957	43,157	44,392	45,662	46,968	48,312	49,694	51,116	52,579	54,083	55,630	57,222	58,859	60,543
14	Heavy Equipment Operator Grade 1, Sewer Inspector, WWTP Operator, WTP Operator, Building Maintenance Mechanic,	36,458	37,501	38,574	39,677	40,812	41,980	43,181	44,417	45,687	46,994	48,339	49,722	51,144	52,608	54,113
15	Dog Control Officer, Tree Trimmer, Sign Maintenance Worker, Automotive Mechanic	37,710	38,789	39,899	41,041	42,215	43,423	44,665	45,943	47,257	48,609	50,000	51,430	52,902	54,415	55,972
16	Labor Foreperson, Mason, Water Maintenance Service Worker, HEO/Mechanic, Landfill Operator, Water Distribution Crew Chief	38,956	40,071	41,217	42,397	43,610	44,857	46,141	47,461	48,819	50,215	51,652	53,130	54,650	56,213	57,821
17	Head Automotive Mechanic, Sanitation Foreperson, Water Meter Service Worker	40,492	41,651	42,842	44,068	45,329	46,626	47,960	49,332	50,743	52,195	53,688	55,224	56,804	58,429	60,101
18	Maintenance Mechanic (Water)	42,035	43,237	44,475	45,747	47,056	48,402	49,787	51,211	52,676	54,183	55,734	57,328	58,968	60,655	62,391
19	Senior Building Maintenance Mechanic, Director of Recreation, Supervisor Water Treatment Operator, Supervisor Waste Water Treatment Operator, WWTP Operator II	43,579	44,826	46,108	47,427	48,784	50,180	51,616	53,092	54,611	56,174	57,781	59,434	61,134	62,883	64,682
20		45,126	46,417	47,745	49,111	50,516	51,961	53,447	54,977	56,549	58,167	59,832	61,543	63,304	65,115	66,978
21	Signal Electrician	47,167	48,516	49,904	51,332	52,801	54,312	55,865	57,464	59,108	60,799	62,538	64,327	66,168	68,061	70,008
22	Industrial Pretreatment Coordinator	49,223	50,631	52,080	53,570	55,102	56,679	58,300	59,968	61,684	63,449	65,264	67,131	69,052	71,027	73,059
23		51,099	52,561	54,064	55,611	57,202	58,839	60,522	62,254	64,035	65,867	67,751	69,690	71,684	73,734	75,844
24		53,164	54,685	56,250	57,859	59,514	61,217	62,968	64,770	66,623	68,529	70,490	72,506	74,581	76,714	78,909
25		55,206	56,786	58,410	60,081	61,800	63,568	65,387	67,258	69,182	71,161	73,197	75,291	77,445	79,661	81,940
26		57,616	59,265	60,960	62,704	64,498	66,344	68,242	70,194	72,202	74,268	76,393	78,579	80,827	83,139	85,518
27		59,978	61,694	63,459	65,274	67,142	69,063	71,038	73,071	75,161	77,312	79,524	81,799	84,139	86,546	89,022
28		62,342	64,125	65,960	67,847	69,788	71,785	73,838	75,951	78,124	80,359	82,658	85,023	87,455	89,957	92,531
29		64,711	66,562	68,467	70,426	72,440	74,513	76,645	78,838	81,093	83,413	85,800	88,254	90,779	93,376	96,048
30		67,376	69,304	71,287	73,326	75,424	77,582	79,802	82,085	84,433	86,849	89,334	91,889	94,518	97,223	100,004

APPENDIX B
40 Hour - Employees

07/01/2016-06/30/2017 1.5% Increase		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Grade	40 Hour															
1		12.38	12.73	13.10	13.47	13.86	14.26	14.66	15.08	15.51	15.96	16.42	16.88	17.37	17.86	18.38
2		12.69	13.06	13.43	13.81	14.21	14.61	15.03	15.46	15.90	16.36	16.83	17.31	17.80	18.31	18.84
3		13.00	13.38	13.76	14.15	14.56	14.97	15.40	15.84	16.30	16.76	17.24	17.73	18.24	18.76	19.30
4		13.32	13.70	14.09	14.50	14.91	15.34	15.78	16.23	16.69	17.17	17.66	18.17	18.69	19.22	19.77
5	Custodial Worker	13.68	14.07	14.47	14.89	15.31	15.75	16.20	16.67	17.14	17.63	18.14	18.66	19.19	19.74	20.31
6		14.04	14.44	14.85	15.28	15.72	16.16	16.63	17.10	17.59	18.10	18.61	19.15	19.69	20.26	20.84
7		14.39	14.80	15.23	15.66	16.11	16.57	17.05	17.53	18.04	18.55	19.08	19.63	20.19	20.77	21.36
5B	Clerk	15.20	15.64	16.09	16.55	17.02	17.51	18.01	18.52	19.05	19.60	20.16	20.74	21.33	21.94	22.57
8	Sr. Cit/Spec Events Coordinator	14.94	15.37	15.81	16.26	16.72	17.20	17.69	18.20	18.72	19.26	19.81	20.37	20.96	21.56	22.17
9	Laborer, Custodian	15.29	15.73	16.18	16.64	17.12	17.61	18.11	18.63	19.16	19.71	20.28	20.86	21.45	22.07	22.70
6B	Keyboard Specialist	15.61	16.06	16.52	16.99	17.48	17.98	18.49	19.02	19.57	20.13	20.70	21.29	21.90	22.53	23.17
10	Parking Meter Attendant, Parking Fee Collector, Parking Enforcement Officer	15.70	16.15	16.61	17.08	17.57	18.07	18.59	19.12	19.67	20.23	20.81	21.41	22.02	22.65	23.30
11	Wastewater Treatment Plant Attendant, Water Plant Attendant, Water Meter Reader	16.15	16.61	17.08	17.57	18.08	18.59	19.13	19.67	20.24	20.81	21.41	22.02	22.65	23.30	23.97
12/9B	Water Maintenance Worker, Sewer Maintenance Worker, Recreation Maintenance Worker, Senior Keyboard Specialist, Motor Equipment Operator Grade 1, WWTP Operator Trainee, WTP Operator Trainee, Senior Clerk, Groundskeeper	16.68	17.16	17.65	18.16	18.68	19.21	19.76	20.32	20.91	21.50	22.12	22.75	23.40	24.07	24.76
9C	Account Clerk	17.05	17.53	18.04	18.55	19.08	19.63	20.19	20.77	21.36	21.97	22.60	23.25	23.91	24.60	25.30
10B	Secretary	17.51	18.01	18.53	19.06	19.60	20.16	20.74	21.33	21.94	22.57	23.22	23.88	24.57	25.27	25.99
13	Laboratory Technician, Head Custodian, Water Meter Repair Worker, Weigh Scale Operator, Parking Meter Repair Worker, Motor Equipment Operator - Grade 2, Municipal Recycling Enforcement Officer	17.20	17.69	18.20	18.72	19.25	19.80	20.37	20.95	21.55	22.17	22.80	23.46	24.13	24.82	25.53
13B	Senior Account Clerk	19.90	20.47	21.06	21.66	22.28	22.92	23.58	24.25	24.94	25.66	26.39	27.15	27.92	28.72	29.54
14	Heavy Equipment Operator Grade 1, Sewer Inspector, WWTP Operator, WTP Operator, Building Maintenance Mechanic	17.79	18.30	18.82	19.36	19.92	20.49	21.07	21.67	22.29	22.93	23.59	24.26	24.96	25.67	26.41
15	Dog Control Officer, Tree Trimmer, Sign Maintenance Worker, Automotive Mechanic	18.40	18.93	19.47	20.03	20.60	21.19	21.80	22.42	23.06	23.72	24.40	25.10	25.82	26.55	27.31
16	Labor Foreperson, Mason, Water Maintenance Service Worker, Water Meter Service Worker, HEO/Mechanic, Landfill Operator, Water Distribution Crew Chief	19.01	19.55	20.11	20.69	21.28	21.89	22.52	23.16	23.82	24.50	25.21	25.93	26.67	27.43	28.22
17	Head Automotive Mechanic, Sanitation Foreperson	19.76	20.32	20.91	21.50	22.12	22.75	23.40	24.07	24.76	25.47	26.20	26.95	27.72	28.51	29.33
18	Maintenance Mechanic (Water)	20.51	21.10	21.70	22.32	22.96	23.62	24.29	24.99	25.71	26.44	27.20	27.98	28.78	29.60	30.45
19	Senior Building Maintenance Mechanic, Director of Recreation, Supervisor Water Treatment Operator, Supervisor Waste Water Treatment Operator, WWTP Operator II	21.27	21.87	22.50	23.14	23.81	24.49	25.19	25.91	26.65	27.41	28.20	29.00	29.83	30.69	31.56
20		22.02	22.65	23.30	23.97	24.65	25.36	26.08	26.83	27.60	28.38	29.20	30.03	30.89	31.77	32.68
21	Signal Electrician	23.02	23.68	24.35	25.05	25.77	26.50	27.26	28.04	28.84	29.67	30.52	31.39	32.29	33.21	34.16
22	Industrial Pretreatment Coordinator	24.02	24.71	25.41	26.14	26.89	27.66	28.45	29.26	30.10	30.96	31.85	32.76	33.70	34.66	35.65
23		24.94	25.65	26.38	27.14	27.91	28.71	29.53	30.38	31.25	32.14	33.06	34.01	34.98	35.98	37.01
24		25.94	26.69	27.45	28.23	29.04	29.87	30.73	31.61	32.51	33.44	34.40	35.38	36.39	37.44	38.51
25		26.94	27.71	28.50	29.32	30.16	31.02	31.91	32.82	33.76	34.73	35.72	36.74	37.79	38.87	39.99
26		28.12	28.92	29.75	30.60	31.47	32.37	33.30	34.25	35.23	36.24	37.28	38.34	39.44	40.57	41.73
27		29.27	30.11	30.97	31.85	32.76	33.70	34.67	35.66	36.68	37.73	38.81	39.92	41.06	42.23	43.44
28		30.42	31.29	32.19	33.11	34.06	35.03	36.03	37.06	38.12	39.21	40.34	41.49	42.68	43.90	45.15
29		31.58	32.48	33.41	34.37	35.35	36.36	37.40	38.47	39.57	40.70	41.87	43.07	44.30	45.57	46.87
30		32.88	33.82	34.79	35.78	36.81	37.86	38.94	40.06	41.20	42.38	43.59	44.84	46.12	47.44	48.80

APPENDIX B 40 Hour - Employees

07/01/2016-06/30/2017 1.5% Increase																
Grade	40 Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1		25,751	26,488	27,246	28,025	28,827	29,652	30,500	31,373	32,270	33,194	34,143	35,120	36,125	37,159	38,222
2		26,399	27,154	27,931	28,730	29,552	30,398	31,268	32,162	33,082	34,029	35,002	36,004	37,034	38,093	39,183
3		27,048	27,822	28,618	29,436	30,278	31,145	32,036	32,952	33,895	34,865	35,862	36,888	37,944	39,029	40,146
4		27,707	28,499	29,315	30,153	31,016	31,903	32,816	33,755	34,721	35,714	36,736	37,787	38,868	39,980	41,124
5	Custodial Worker	28,455	29,269	30,107	30,968	31,854	32,766	33,703	34,667	35,659	36,679	37,729	38,808	39,918	41,060	42,235
6		29,200	30,035	30,895	31,779	32,688	33,623	34,585	35,574	36,592	37,639	38,716	39,823	40,963	42,135	43,340
7		29,935	30,792	31,673	32,579	33,511	34,470	35,456	36,470	37,514	38,587	39,691	40,827	41,995	43,196	44,432
5B	Clerk	31,626	32,531	33,462	34,419	35,404	36,417	37,459	38,530	39,633	40,767	41,933	43,133	44,367	45,636	46,942
8	Sr. Cit/Spec Events Coordinator	31,073	31,962	32,876	33,817	34,785	35,780	36,803	37,856	38,939	40,053	41,199	42,378	43,591	44,838	46,120
9	Laborer, Custodian	31,809	32,719	33,655	34,618	35,608	36,627	37,675	38,752	39,861	41,002	42,175	43,381	44,622	45,899	47,212
6B	Keyboard Specialist	32,476	33,405	34,361	35,344	36,355	37,395	38,465	39,565	40,697	41,862	43,059	44,291	45,558	46,862	48,203
10	Parking Meter Attendant, Parking Fee Collector, Parking Enforcement Officer	32,650	33,584	34,545	35,533	36,550	37,595	38,671	39,777	40,915	42,086	43,290	44,529	45,803	47,113	48,461
11	Wastewater Treatment Plant Attendant, Water Plant Attendant, Water Meter Reader	33,586	34,547	35,536	36,552	37,598	38,674	39,780	40,918	42,089	43,293	44,532	45,806	47,116	48,464	49,851
12/9B	Water Maintenance Worker, Sewer Maintenance Worker, Recreation Maintenance Worker, Senior Keyboard Specialist, Motor Equipment Operator Grade 1, WWTP Operator Trainee, WTP Operator Trainee, Senior Clerk, Groundskeeper	34,700	35,693	36,714	37,764	38,845	39,956	41,099	42,275	43,484	44,728	46,008	47,324	48,678	50,071	51,504
9C	Account Clerk	35,457	36,471	37,515	38,588	39,692	40,827	41,996	43,197	44,433	45,704	47,012	48,357	49,740	51,163	52,627
10B	Secretary	36,423	37,465	38,537	39,640	40,774	41,940	43,140	44,374	45,644	46,950	48,293	49,675	51,096	52,558	54,061
13	Laboratory Technician, Head Custodian, Water Meter Repair Worker, Weigh Scale Operator, Parking Meter Repair Worker, Motor Equipment Operator - Grade 2, Municipal Recycling Enforcement Officer	35,774	36,798	37,851	38,934	40,048	41,193	42,372	43,584	44,831	46,114	47,433	48,790	50,186	51,622	53,099
13B	Senior Account Clerk	41,402	42,586	43,805	45,058	46,347	47,673	49,037	50,440	51,883	53,367	54,894	56,465	58,080	59,742	61,451
14	Heavy Equipment Operator Grade 1, Sewer Inspector, WWTP Operator, WTP Operator, Building Maintenance Mechanic	37,005	38,063	39,152	40,272	41,425	42,610	43,829	45,083	46,373	47,699	49,064	50,468	51,912	53,397	54,924
15	Dog Control Officer, Tree Trimmer, Sign Maintenance Worker, Automotive Mechanic	38,276	39,371	40,498	41,656	42,848	44,074	45,335	46,632	47,966	49,338	50,750	52,202	53,695	55,232	56,812
16	Labor Foreperson, Mason, Water Maintenance Service Worker, HEO/Mechanic, Landfill Operator, Water Distribution Crew Chief	39,541	40,672	41,836	43,033	44,264	45,530	46,833	48,173	49,551	50,968	52,427	53,927	55,469	57,056	58,689
17	Head Automotive Mechanic, Sanitation Foreperson, Water Meter Service Worker,	41,100	42,275	43,485	44,729	46,009	47,325	48,679	50,072	51,504	52,978	54,494	56,053	57,656	59,306	61,003
18	Maintenance Mechanic (Water)	42,665	43,886	45,142	46,433	47,762	49,128	50,534	51,979	53,466	54,996	56,570	58,188	59,853	61,565	63,327
19	Senior Building Maintenance Mechanic, Director of Recreation, Supervisor Water Treatment Operator, Supervisor Waste Water Treatment Operator, WWTP Operator II	44,233	45,498	46,800	48,139	49,516	50,933	52,390	53,889	55,430	57,016	58,647	60,325	62,051	63,827	65,653
20		45,802	47,113	48,461	49,847	51,273	52,740	54,249	55,801	57,398	59,040	60,729	62,466	64,254	66,092	67,983
21	Signal Electrician	47,875	49,244	50,653	52,102	53,593	55,126	56,703	58,326	59,994	61,711	63,476	65,292	67,160	69,082	71,058
22	Industrial Pretreatment Coordinator	49,961	51,390	52,861	54,373	55,929	57,529	59,175	60,868	62,609	64,400	66,243	68,138	70,087	72,093	74,155
23		51,865	53,349	54,875	56,445	58,060	59,721	61,430	63,188	64,995	66,855	68,768	70,735	72,759	74,840	76,982
24		53,961	55,505	57,093	58,727	60,407	62,135	63,913	65,741	67,622	69,557	71,547	73,594	75,699	77,865	80,093
25		56,034	57,637	59,286	60,983	62,727	64,522	66,368	68,267	70,220	72,229	74,295	76,421	78,607	80,856	83,169
26		58,481	60,154	61,875	63,645	65,466	67,339	69,265	71,247	73,285	75,382	77,539	79,757	82,039	84,386	86,800
27		60,877	62,619	64,410	66,253	68,149	70,098	72,104	74,167	76,289	78,471	80,717	83,026	85,401	87,845	90,358
28		63,277	65,087	66,949	68,865	70,835	72,861	74,946	77,090	79,296	81,564	83,898	86,298	88,767	91,307	93,919
29		65,682	67,561	69,494	71,482	73,527	75,631	77,794	80,020	82,309	84,664	87,087	89,578	92,141	94,777	97,489
30		68,387	70,344	72,356	74,426	76,556	78,746	80,999	83,316	85,700	88,152	90,674	93,268	95,936	98,681	101,504

APPENDIX B
40 Hour - Employees

07/01/2017-06/30/2018 2% Increase																
Grade	40 Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1		12.63	12.99	13.36	13.74	14.14	14.54	14.96	15.38	15.82	16.28	16.74	17.22	17.72	18.22	18.74
2		12.95	13.32	13.70	14.09	14.49	14.91	15.33	15.77	16.22	16.69	17.16	17.66	18.16	18.68	19.21
3		13.26	13.64	14.03	14.44	14.85	15.27	15.71	16.16	16.62	17.10	17.59	18.09	18.61	19.14	19.69
4		13.59	13.98	14.38	14.79	15.21	15.64	16.09	16.55	17.03	17.51	18.01	18.53	19.06	19.61	20.17
5	Custodial Worker	13.95	14.35	14.76	15.19	15.62	16.07	16.53	17.00	17.49	17.99	18.50	19.03	19.58	20.14	20.71
6		14.32	14.73	15.15	15.58	16.03	16.49	16.96	17.45	17.94	18.46	18.99	19.53	20.09	20.66	21.25
7		14.68	15.10	15.53	15.98	16.43	16.90	17.39	17.88	18.40	18.92	19.46	20.02	20.59	21.18	21.79
5B	Clerk	15.51	15.95	16.41	16.88	17.36	17.86	18.37	18.89	19.44	19.99	20.56	21.15	21.76	22.38	23.02
8	Sr. Cit/Spec Events Coordinator	15.24	15.67	16.12	16.58	17.06	17.55	18.05	18.56	19.10	19.64	20.20	20.78	21.38	21.99	22.62
9	Laborer, Custodian	15.60	16.04	16.50	16.98	17.46	17.96	18.48	19.00	19.55	20.11	20.68	21.27	21.88	22.51	23.15
6B	Keyboard Specialist	15.93	16.38	16.85	17.33	17.83	18.34	18.86	19.40	19.96	20.53	21.12	21.72	22.34	22.98	23.64
10	Parking Meter Attendant, Parking Fee Collector, Parking Enforcement Officer	16.01	16.47	16.94	17.42	17.92	18.44	18.96	19.51	20.06	20.64	21.23	21.84	22.46	23.10	23.76
11	Wastewater Treatment Plant Attendant, Water Plant Attendant, Water Meter Reader	16.47	16.94	17.43	17.92	18.44	18.97	19.51	20.07	20.64	21.23	21.84	22.46	23.11	23.77	24.45
12/9B	Water Maintenance Worker, Sewer Maintenance Worker, Recreation Maintenance Worker, Senior Keyboard Specialist, Motor Equipment Operator Grade 1, WWTP Operator Trainee, WTP Operator Trainee, Senior Clerk, Groundskeeper	17.02	17.50	18.00	18.52	19.05	19.59	20.15	20.73	21.32	21.93	22.56	23.21	23.87	24.55	25.26
9C	Account Clerk	17.39	17.88	18.40	18.92	19.46	20.02	20.59	21.18	21.79	22.41	23.05	23.71	24.39	25.09	25.81
10B	Secretary	17.86	18.37	18.90	19.44	19.99	20.57	21.16	21.76	22.38	23.02	23.68	24.36	25.06	25.77	26.51
13	Laboratory Technician, Head Custodian, Water Meter Repair Worker, Weigh Scale Operator, Parking Meter Repair Worker, Motor Equipment Operator - Grade 2, Municipal Recycling Enforcement Officer	17.54	18.05	18.56	19.09	19.64	20.20	20.78	21.37	21.98	22.61	23.26	23.93	24.61	25.31	26.04
13B	Senior Account Clerk	20.30	20.88	21.48	22.10	22.73	23.38	24.05	24.73	25.44	26.17	26.92	27.69	28.48	29.30	30.13
14	Heavy Equipment Operator Grade 1, Sewer Inspector, WWTP Operator, WTP Operator, Building Maintenance Mechanic,	18.15	18.67	19.20	19.75	20.31	20.90	21.49	22.11	22.74	23.39	24.06	24.75	25.46	26.18	26.93
15	Dog Control Officer, Tree Trimmer, Sign Maintenance Worker, Automotive Mechanic	18.77	19.31	19.86	20.43	21.01	21.61	22.23	22.87	23.52	24.19	24.89	25.60	26.33	27.08	27.86
16	Labor Foreperson, Mason, Water Maintenance Service Worker, Water Meter Service Worker, HEO/Mechanic, Landfill Operator, Water Distribution Crew Chief	19.39	19.94	20.52	21.10	21.71	22.33	22.97	23.62	24.30	24.99	25.71	26.44	27.20	27.98	28.78
17	Head Automotive Mechanic, Sanitation Foreperson	20.15	20.73	21.32	21.93	22.56	23.21	23.87	24.55	25.26	25.98	26.72	27.49	28.27	29.08	29.91
18	Maintenance Mechanic (Water)	20.92	21.52	22.14	22.77	23.42	24.09	24.78	25.49	26.22	26.97	27.74	28.53	29.35	30.19	31.05
19	Senior Building Maintenance Mechanic, Director of Recreation, Supervisor Water Treatment Operator, Supervisor Waste Water Treatment Operator, WWTP Operator II	21.69	22.31	22.95	23.61	24.28	24.98	25.69	26.43	27.18	27.96	28.76	29.58	30.43	31.30	32.20
20		22.46	23.10	23.76	24.44	25.14	25.86	26.60	27.36	28.15	28.95	29.78	30.63	31.51	32.41	33.34
21	Signal Electrician	23.48	24.15	24.84	25.55	26.28	27.03	27.81	28.60	29.42	30.26	31.13	32.02	32.93	33.88	34.85
22	Industrial Pretreatment Coordinator	24.50	25.20	25.92	26.66	27.43	28.21	29.02	29.85	30.70	31.58	32.48	33.41	34.37	35.35	36.36
23		25.43	26.16	26.91	27.68	28.47	29.29	30.12	30.99	31.87	32.78	33.72	34.69	35.68	36.70	37.75
24		26.46	27.22	28.00	28.80	29.62	30.47	31.34	32.24	33.16	34.11	35.09	36.09	37.12	38.18	39.28
25		27.48	28.26	29.07	29.90	30.76	31.64	32.55	33.48	34.43	35.42	36.43	37.48	38.55	39.65	40.78
26		28.68	29.50	30.34	31.21	32.10	33.02	33.97	34.94	35.94	36.97	38.02	39.11	40.23	41.38	42.57
27		29.85	30.71	31.59	32.49	33.42	34.38	35.36	36.37	37.41	38.48	39.58	40.71	41.88	43.08	44.31
28		31.03	31.92	32.83	33.77	34.74	35.73	36.75	37.80	38.89	40.00	41.14	42.32	43.53	44.78	46.06
29		32.21	33.13	34.08	35.05	36.06	37.09	38.15	39.24	40.36	41.52	42.71	43.93	45.18	46.48	47.81
30		33.54	34.50	35.48	36.50	37.54	38.62	39.72	40.86	42.03	43.23	44.46	45.74	47.05	48.39	49.78

APPENDIX B 40 Hour - Employees

07/01/2017-06/30/2018 2% Increase																
Grade	40 Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1		26,266	27,018	27,791	28,586	29,404	30,245	31,110	32,000	32,916	33,858	34,826	35,823	36,848	37,902	38,986
2		26,927	27,698	28,490	29,305	30,143	31,006	31,893	32,805	33,744	34,709	35,702	36,724	37,775	38,855	39,967
3		27,589	28,378	29,190	30,025	30,884	31,768	32,676	33,611	34,573	35,562	36,580	37,626	38,703	39,810	40,949
4		28,261	29,069	29,901	30,756	31,636	32,542	33,473	34,430	35,415	36,428	37,471	38,543	39,645	40,780	41,946
5	Custodial Worker	29,024	29,855	30,709	31,588	32,491	33,421	34,377	35,361	36,372	37,413	38,483	39,584	40,717	41,882	43,080
6		29,784	30,636	31,512	32,414	33,341	34,295	35,277	36,286	37,324	38,392	39,490	40,620	41,782	42,977	44,207
7		30,534	31,408	32,306	33,231	34,181	35,159	36,165	37,200	38,264	39,359	40,485	41,643	42,835	44,060	45,321
5B	Clerk	32,259	33,182	34,131	35,108	36,112	37,145	38,208	39,301	40,425	41,582	42,772	43,995	45,254	46,549	47,880
8	Sr. Cit/Spec Events Coordinator	31,694	32,601	33,534	34,493	35,480	36,495	37,539	38,613	39,718	40,855	42,023	43,226	44,462	45,734	47,043
9	Laborer, Custodian	32,445	33,373	34,328	35,310	36,320	37,359	38,428	39,528	40,658	41,822	43,018	44,249	45,515	46,817	48,157
6B	Keyboard Specialist	33,125	34,073	35,048	36,051	37,082	38,143	39,234	40,357	41,511	42,699	43,920	45,177	46,470	47,799	49,167
10	Parking Meter Attendant, Parking Fee Collector, Parking Enforcement Officer	33,303	34,256	35,236	36,244	37,281	38,347	39,444	40,573	41,734	42,928	44,156	45,419	46,719	48,055	49,430
11	Wastewater Treatment Plant Attendant, Water Plant Attendant, Water Meter Reader	34,258	35,238	36,246	37,283	38,350	39,447	40,576	41,737	42,931	44,159	45,422	46,722	48,059	49,434	50,848
12/9B	Water Maintenance Worker, Sewer Maintenance Worker, Recreation Maintenance Worker, Senior Keyboard Specialist, Motor Equipment Operator Grade 1, WWTP Operator Trainee, WTP Operator Trainee, Senior Clerk, Groundskeeper	35,394	36,406	37,448	38,519	39,621	40,755	41,921	43,120	44,354	45,623	46,928	48,271	49,652	51,072	52,534
9C	Account Clerk	36,166	37,201	38,265	39,360	40,486	41,644	42,835	44,061	45,322	46,618	47,952	49,324	50,735	52,187	53,680
10B	Secretary	37,151	38,214	39,308	40,432	41,589	42,779	44,003	45,262	46,557	47,889	49,259	50,668	52,118	53,609	55,143
13	Laboratory Technician, Head Custodian, Water Meter Repair Worker, Weigh Scale Operator, Parking Meter Repair Worker, Motor Equipment Operator - Grade 2, Municipal Recycling Enforcement Officer	36,490	37,534	38,608	39,712	40,849	42,017	43,219	44,456	45,728	47,036	48,382	49,766	51,190	52,654	54,161
13B	Senior Account Clerk	42,230	43,438	44,681	45,959	47,274	48,626	50,018	51,449	52,921	54,435	55,992	57,594	59,242	60,937	62,680
14	Heavy Equipment Operator Grade 1, Sewer Inspector, WWTP Operator, WTP Operator, Building Maintenance Mechanic,	37,745	38,825	39,935	41,078	42,253	43,462	44,705	45,984	47,300	48,653	50,045	51,477	52,950	54,465	56,023
15	Dog Control Officer, Tree Trimmer, Sign Maintenance Worker, Automotive Mechanic	39,042	40,159	41,308	42,489	43,705	44,955	46,242	47,565	48,925	50,325	51,765	53,246	54,769	56,336	57,948
16	Labor Foreperson, Mason, Water Maintenance Service Worker, HEO/Mechanic, Landfill Operator, Water Distribution Crew Chief	40,332	41,485	42,672	43,893	45,149	46,441	47,769	49,136	50,542	51,988	53,475	55,005	56,579	58,198	59,863
17	Head Automotive Mechanic, Sanitation Foreperson, Water Meter Service Worker	41,922	43,121	44,355	45,624	46,929	48,272	49,653	51,073	52,534	54,037	55,583	57,174	58,809	60,492	62,223
18	Maintenance Mechanic (Water)	43,519	44,764	46,044	47,362	48,717	50,111	51,544	53,019	54,536	56,096	57,701	59,352	61,050	62,797	64,593
19	Senior Building Maintenance Mechanic, Director of Recreation, Supervisor Water Treatment Operator, Supervisor Waste Water Treatment Operator, WWTP Operator II	45,117	46,408	47,736	49,101	50,506	51,951	53,438	54,966	56,539	58,157	59,820	61,532	63,292	65,103	66,966
20		46,719	48,055	49,430	50,844	52,299	53,795	55,334	56,917	58,546	60,221	61,944	63,716	65,539	67,414	69,342
21	Signal Electrician	48,832	50,229	51,666	53,144	54,665	56,229	57,837	59,492	61,194	62,945	64,746	66,598	68,504	70,463	72,479
22	Industrial Pretreatment Coordinator	50,960	52,418	53,918	55,461	57,047	58,679	60,358	62,085	63,861	65,688	67,568	69,501	71,489	73,535	75,638
23		52,903	54,416	55,973	57,574	59,222	60,916	62,659	64,451	66,295	68,192	70,143	72,150	74,214	76,337	78,521
24		55,041	56,615	58,235	59,901	61,615	63,378	65,191	67,056	68,975	70,948	72,978	75,066	77,213	79,422	81,695
25		57,155	58,790	60,472	62,202	63,982	65,812	67,695	69,632	71,624	73,673	75,781	77,949	80,179	82,473	84,833
26		59,650	61,357	63,112	64,918	66,775	68,686	70,651	72,672	74,751	76,890	79,090	81,352	83,680	86,074	88,536
27		62,095	63,871	65,699	67,578	69,512	71,500	73,546	75,650	77,815	80,041	82,331	84,686	87,109	89,601	92,165
28		64,542	66,389	68,288	70,242	72,251	74,319	76,445	78,632	80,882	83,196	85,576	88,024	90,543	93,133	95,797
29		66,995	68,912	70,884	72,912	74,998	77,143	79,350	81,620	83,956	86,358	88,828	91,370	93,984	96,673	99,438
30		69,755	71,750	73,803	75,915	78,087	80,321	82,619	84,982	87,414	89,915	92,487	95,133	97,855	100,655	103,534

APPENDIX C
Application for Retirement Incentive Program
City of Auburn, New York

The union agreement ratified April 17, 2015 between the City of Auburn and CSEA Local 1000 includes a provision for a retirement incentive for full-time employees. The requirements for eligibility are as follows:

- The employee must file an application for the retirement incentive program by July 1, 2015 or within forty-five (45) calendar days of becoming eligible to retire without penalty, whichever is later.
- The employee must retire from service within seventy-five (75) calendar days after filing the retirement incentive program application.
- There is only one opportunity to apply for the retirement incentive after reaching eligibility to retire without penalty. If an employee becomes eligible to retire without penalty but chooses not to retire they cannot apply in future years. If an employee becomes eligible to retire without penalty but does not apply within the forty-five (45) day calendar period the incentive will not be available.
- If an employee wishes to retire with penalty, they will be eligible for this incentive but not excluded until they reach eligibility to retire without penalty.

By signing this form, the employee is committing, through retirement, to a separation of full-time service from the City of Auburn, NY. The employee is acknowledging they have read and understand the terms and conditions of their retirement and this incentive. The employee is acknowledging by signing this agreement that they cannot withdraw the application and return to the City of Auburn employment in their current position.

Employee Name: _____ Employee Number: _____

Employee Home Address: _____

Employee Telephone: _____ Employee Date of Hire: _____

Date of Eligibility: _____ Date of Retirement: _____

____ I have read and understand the provisions/obligations of this incentive program and choose to accept the \$10,000 payment.

____ I have read and understand the provisions/obligations of this incentive program and choose to accept the \$12,500 health insurance value to be added to my health insurance bank upon retirement.

Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

APPENDIX D

Transitional Duty Policy

In an effort to return disabled workers to employment at the earliest possible date after a nonworking-related or work-related disabling injury, and to create an environment that will facilitate employee recovery from injury or illness, the City of Auburn has promulgated a Transitional Duty Policy (Light Duty Policy). The City of Auburn defines "light duty" as a temporary work assignment within the disabled worker's physical abilities, knowledge, and skills. To effectuate this Policy, every City employee is expected to cooperate with their treating physician and the City in an effort to allow a safe and expeditious return to regular job duties by participation in the Transitional Duty Program. All such modified work duty assignments are to be within the limitations set forth by an approved physician. The approved physician shall be encouraged to release temporarily disabled employees to a modified duty work status. Also, the physician must describe the employee's work capacities in sufficient detail to allow the City to determine a suitable work or task assignment.

The employee's regular department shall attempt to locate or design a work assignment within the capacities described by the physician. If no suitable temporary assignment is available within the employee's regular department, the City Manager shall be contacted in order to consider other alternatives. The City Manager will attempt, when feasible, to coordinate a temporary re-assignment of the employee on an inter-department basis. The department of which the employee is regularly assigned will continue to provide regular wages.

Upon release to work without restrictions, the employee shall be returned to his/her permanent department and his/her regular position.

Guidelines/Procedures

An injured worker who is considered to be a candidate for Modified Duty will be identified to the City Manager by the Department Head who will then communicate, in writing, with the employee's treating physician. Included in this letter will be a list of typical modified duty assignments. The doctor will indicate which assignments may or may not be within the physical capability of the employee, and will also be requested to list any initiations (i.e., hours per day, lifting, etc.) pertaining to the employee.

Upon receipt of information from the treating physician regarding the modified duties, the employee will meet with his/her Department Head who will arrange the schedule and activities consistent with the medical release and capabilities.

The Department Head will monitor the employee's recovery progress through regular contact or meetings to reassess when and how often duties may get changed. All changes in work assignment will be made after receiving concurrence from the employee's attending physician, in writing. Notification of changes will be in writing with copies provided to the employee, the attending physician, and PERMA.

After the treating physician determines that the injured person is cleared for normal duties, the employee will be taken off Modified Duty assignment and returned to his/her regular position.

The Transitional Duty Program requires the participation of all injured employees who have been released by their physician to perform modified duty work.

A detailed job description will be provided to the treating physician at the appropriate time.

Duration of light duty work assignments

The program provides modified duty work to injured employees for a period of up to 60 days. At the end of the 60-day period, if the employee is unable to assume regular duties without restrictions, the Department Head, with the City Manager's approval, may grant an extension of the modified duty work. This extension will be based on analysis and advice provided by the injured employee's treating physician. All transitional duty jobs are of a temporary nature and are not to be considered permanent.

APPENDIX E
Military Leave Policy

Effective October 14, 2004, upon exhaustion of the paid military leave required by Section 242 of the NYS Military Law and/or those provisions under the City's various Collective Bargaining Agreements; the City of Auburn will provide the following enhanced benefits for all of its employees ordered to military duty for a period of one (1) year.

1. Employees will receive the difference between the wages paid by the City and their total entitlement paid for ordered military duty.
2. Dependents of employees enrolled in the City's health insurance plan will continue to receive health insurance benefits under the plan. An employee's premium contributions will continue to be required. An employee's coverage will continue until such time as military benefits are available; at such time, the City's health insurance plan will become secondary.
3. Annual benefits and sick leave, as provided by the various Collective Bargaining Agreements and the Management Ordinance, will continue to accrue during the period that an employee is on military leave.
4. In the event an employee's tour of duty extends beyond one (1) year, the employee may make written application to the City Manager for an extension of these benefits. An extension of benefits will be considered on a case-by-case basis.

**APPENDIX F
PUBLIC WORKS/MUNICIPAL UTILITIES
JOB INTERVIEW RATING SHEET**

I. Vacant Position Title: _____ Salary Grade: _____
Applicant Interviewed: _____

Date of Interview: _____ Interviewed by: _____

II. Is the applicant currently: a Bargaining Unit member? Yes No City Employee: Yes No
If yes to either question, applicant's current position: _____

How long in that position? _____

Any other previously held position(s) with the City of Auburn? If so, what?

Position: _____ How long? _____

III. <u>Criteria</u>	<u>Rating</u>
1. Education and experience related to performing the required work	_____
2. Dependability (using all aspects of entire work history with the City)	_____
3. Skill in performing the Civil Service defined functions of the job	_____
4. Seniority (based on the number of qualified applicants)	_____
TOTAL COMBINED FACTOR SCORE:	_____

In the event of a tie with regard to the combined factor score, the applicant with the greatest seniority will serve as a tie breaker. The date of the earliest filed original application that gave rise to the applicant's employment with the City of Auburn will serve as the tiebreaker for tied seniority.

Application Date: _____

Rating System: (Items 1-4 above) 0-5 with 0 being "Not meeting Requirements" to 5 being "Far Exceeds Requirements" for 5 or less applicants. For 6 or more applicants, the rating system shall be equal to the number of applicants. (i.e. seven applicants shall have 0-7 system)

Additional notes may be made on the reverse side.

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