

Agreement

between

City of Boston and



CTW-CLC

**City of Boston
Mayor's Office of
Housing**

October 1, 2023 – September 30, 2026

October 1, 2026 – September 30, 2027

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AGREEMENT

On December 3, 2024, the parties reached a tentative agreement subject to ratification by the Union and approval by the Mayor and Boston City Council of the October 1, 2023 through September 30, 2026 agreement and October 1, 2026 through September 30, 2027 agreement. These agreements are the product of successor collective bargaining to the October 1, 2020 to September 30, 2023 agreement between the City and the Union.

WITNESSETH

WHEREAS the above cited statutory provisions grant to employees of political subdivisions of the Commonwealth the right to bargain collectively with their Municipal Employer; and

WHEREAS the parties to this Agreement desire to establish a state of amicable understanding, cooperation and harmony; and

WHEREAS the parties to this Agreement consider themselves mutually responsible to improve the public service through the creation of increased morale and efficiency;

WHEREAS the parties agree to act at all times in such a manner so as to assure proper dignity and respect for all City employees and for the people they serve.

NOW, THEREFORE, in consideration of the mutual promises and agreements herein contained, the parties mutually agree as follows:

PREAMBLE

The collective bargaining agreement by the City and the Union has as its purpose the promotion of harmonious relations between the Union and the City to the end that a stable, constructive, and workable labor relationship be established and maintained throughout the life of the contract.

The parties agree to act at all times in such a manner as to assure proper dignity and respect for all City employees and for the people they serve.

ARTICLE 1 - PERSONS COVERED BY THIS AGREEMENT

- (a) Section 1. The City recognizes the Union as the exclusive representative for the purpose of collective bargaining relative to wages, hours and other conditions of employment, of the following employees in the Mayor's Office of Housing:

Accountant, Accounts Payable Manager, Admin Services Manager, Architect, Asset Manager, Boston Home Center Manager, Budget Manager, Clearinghouse & Inventory Manager, Compliance Monitor, Compliance Officer, Computer Specialist, Construction Manager, Construction Specialist, Construction Specialist II, Construction Supervisor, Design & Construction Services Manager, Design Services Manager, Digital Cartographer, Finance

Manager, Financial Analyst, Housing Crisis Case Coordinator, Housing Development Officer, Housing Development Officer for Supportive Housing, Housing Information Program Coordinator, Loan Monitor, Manager of Research, MIS Operations Specialist, Multilingual Program Assistant, , Network Administrator, Payroll Officer, Procurement Officer, Program Analyst, Program Assistant, Program Lead, Program Manager, Project Manager, Property Manager, Records Manager, Research Development Analyst, Secretary, Sr. Accountant, Sr Accounts Payable Specialist, Sr Admin Services Clerk, Sr. Architect, Sr Asset Manager, Sr Budget Manager, Sr Business Manager, Sr Compliance Manager, Sr Compliance Officer, Sr Housing Crisis Coordinator, Sr Environmental Compliance Manager, Sr Developer, Sr Housing Development Officer, Sr Landscape Architect, Sr Program Manager, Sr Programmer, Sr Project Manager, Sr Research & Development Analyst, Technology Support Specialist, Accounting Manager, AFFH Zoning Assistant, Analyst, Manager, Manager (DND), Tech Support Manager.

The City recognizes the Union as the exclusive representative for the purpose of collective bargaining relative to wages, hours and other conditions of employment, of the following employees in the Office of Economic Opportunity and Inclusion:

Design Services Manager (OBD), Neighborhood Business Manager (OBD), Sr. Neighborhood Business Manager (OBD), Sr. Business Manager (OBD), Program Assistant, Operations Specialist (OBD), Construction Specialist (OBD), Business and Sr. Project Manager (OBD), Sr. Program Manager (OBD), Project Manager (OBD), Innovation and Systems Manager (OBD), Architect (OBD), Graphic Designer (OBD).

Section 2. Employees shall be excluded from the coverage of this Agreement because of CONFLICT OF INTEREST if the duties and responsibilities of their position require them to:

- (a) Assist and act in a confidential capacity to persons who formulate, determine and effectuate management policies in the field of labor relations, or
- (b) Be responsible on behalf of the City or a recognized subdivision thereof for the investigation, processing or resolution of grievances under a collective bargaining agreement, or
- (c) Regularly engage in municipal personnel work in other than a purely clerical capacity.
- (d) This Agreement shall conform in all respects with the provisions of General Laws, Chapter 150E.

Section 3. The City and the Union further agree that the question of standards for determining whether any present or any future position should be deemed a managerial exclusion shall be a matter for continued negotiations after the effective date of this Agreement and, if the parties are unable to agree within ninety (90) days, may be subject to the normal statutory impasse resolution procedures at the request of either party. During the pendency of any such dispute, no person covered by this Agreement on its effective date shall be excluded from such coverage except by mutual agreement.

ARTICLE 1A – RESIDENCY

Effective upon ratification and approvals, members of the bargaining unit must be residents of the City of Boston in accordance with the City of Boston's Residency Ordinance (Ord. 1976, c. 9 as amended), except that after ten (10) continuous years of active service from date of hire with the City of Boston, bargaining unit members will be exempted from the Residency Ordinance.

ARTICLE 2 – NON-DISCRIMINATION

Section 1. The City and the Union agree not to discriminate against any employee because of race, color, religion, creed, ancestry, national origin, military status, sex, sexual orientation, age, physical or mental disability, parental status, marital status, union activity, and membership or non-membership in the Union, gender identity, gender expression, and military or veteran status. A grievance alleging a violation of this article shall be filed initially at step 3 of the grievance procedure.

Section 2. The parties agree that the Municipal Employer will not discriminate in any way against employees on account of political activity or lack thereof. The parties further agree that grievances filed pursuant to this section will be arbitrable notwithstanding the provisions of Article 6, Section 2.

Section 3. The Union and the City agree that a policy of non-discrimination by itself may not result in the achievement of equitable representation of minorities, women, or disabled persons. Therefore, the parties acknowledge that there may be a need for the aggressive recruitment and promotion of minorities, women and disabled persons.

A committee of three Union and three Management representatives shall meet upon the request of either party, to propose and consider appropriate affirmative action measures. If either party proposes an agenda at least one week prior to the first of the month, the Committee will meet in that month. No more than two (2) hours of release time shall be granted for each member of this committee per month.

ARTICLE 3 – PAYROLL DEDUCTIONS OF UNION DUES OR AGENCY FEES

Section 1. In accordance with the provisions of Section 17A, Chapter 180, of the General Laws (Chapter 740 of the Acts of 1950), accepted by the City Council of the City of Boston on January 15, 1951, and approved by the Mayor on January 17, 1951, union dues or agency fees shall be deducted weekly from the salary of each employee who executes and remits to the Municipal Employer a form of authorization for payroll deduction of either union dues or agency fees. Remittance of the aggregate amount of dues deducted shall be made to the Union's Treasurer within twenty-five (25) working days after the month in which dues are deducted.

Section 2. The Union agrees to indemnify the City for damages or other financial loss which the City may be required to pay or suffer by an administrative agency or court of competent jurisdiction as a result of the City's compliance with Section 1 of this Article.

ARTICLE 3A – COPE DEDUCTIONS

Section 1. An employee may consent in writing to the authorization of the deduction of a political education fund fee from his/her wages and to the designation of the Union as the recipient thereof. Such consent shall be in a form, acceptable to the City and shall bear the signature of the employee.

An employee may withdraw his/her political education fund fee authorization by giving at least sixty (60) days' notice in writing to the City.

Section 2. The City shall deduct such political education fund fee from the pay of employees who request such deduction and shall transmit deductions to the Treasurer of the Union together with a list of employees whose political education fund fees are transmitted.

ARTICLE 4

Intentionally left blank.

ARTICLE 5 – MANAGEMENT RIGHTS

Section 1. The City reserves and retains the sole and exclusive right to manage, operate and conduct all of its Department's operations and activities except as otherwise specifically and expressly provided in the Agreement, and subject to M.G.L. c. 150E. The enumeration of management rights in this Article is not intended to be construed as a limitation of management's rights but rather as an illustration of the nature of the rights inherent in management.

Section 2. The City, subject to the express and specific provisions of this Agreement, and subject to M.G.L. c. 150E, reserves and retains the exclusive right to hire, promote, assign, transfer, suspend, discipline, discharge, layoff and recall personnel, to issue reasonable rules and regulations and in all respects to carry out the ordinary and customary functions of municipal management.

Section 3. The City reserves and retains the right to contract out work or subcontract out work. Pursuant to the exercise of such right, no employee shall be laid off if there is available work in the same position or in a similar position that he/she is qualified to fill and is eligible to fill under this contract.

Section 4. Section intentionally left blank.

Section 5. Technological Changes.

- (a) The City may introduce new technology to the City's workforce.
- (b) The City will provide the Union and employees with thirty (30) days' notice of any change to technology. In the event of technological advancement, the City will provide on the job training to bargaining unit employees.
- (c) As stated In Article 20, § 4, perceived changes in job duties related to new technology are not a basis for reclassification.

ARTICLE 6 – DISCIPLINE AND DISCHARGE

Section 1. No employee who has completed his/her probationary period as defined in Section 4, shall be disciplined, suspended or discharged except for just cause.

Section 2. The City agrees to apply the concept of progressive discipline in all but the most serious cases. The City shall endeavor to provide counseling to employees before initiating the progressive discipline procedure.

An employee who appeals his/her suspension or discharge under Civil Service law, retirement law, or any other statutory appeal procedure shall not have access for such grievance under the contract grievance and arbitration procedure.

When an employee who is eligible to appeal his/her grievance under Civil Service Law or otherwise elects to proceed under the grievance and arbitration procedure with the Union's approval, such dispute may be processed under the contract grievance and arbitration procedure, in which case the contract grievance and arbitration procedure shall be the exclusive procedure for resolving such grievance in accordance with G.L.C. 150E, s8.

In the event of group discipline arising out of the same incident, the dispute shall be processed under the contract grievance and arbitration procedure only for those employees who are named in the grievance. Employees not named in the group grievance shall not be permitted to file a separate individual grievance over discipline arising out of the same incident.

Section 3. Documentation of any disciplinary warnings, not to include any discipline consisting of a suspension of any length of time, shall be removed from an employee's file after three (3) years (unless a lower term has been negotiated through the grievance process) provided there has been no further discipline of the employee during that time.

Section 4. The probationary period for all new employees shall be six (6) months of actual work. Any period or periods during the employee's first six (6) months of service for which an employee is not paid (including as little as one (1) day) or any period or periods during the employee's first six (6) months of service for which an employee uses paid time off shall extend the probationary period by that amount of time. For the purpose of employees working on a less than full-time schedule, the probationary period will be considered complete after the employee has actually worked six (6) months. Any employee's probationary period may be extended at the discretion of the City up to six (6) months of actual work. The employee and the union will be notified in writing of the length and reason for the extension. An employee who separates from service and is subsequently re-employed by the City of Boston shall serve a new six (6) months probationary period, except in cases of recall or reinstatement.

Section 5. Any employee provisionally promoted, promoted, provisionally appointed, transferred and/or placed in a new position in the bargaining unit shall serve a separate four (4) months of actual work evaluation period during which time the Appointing Authority for the Department the employee is promoted to, transferred to, or appointed to may request that the Appointing Authority for the Department the employee previously worked in return the employee to the same or a similar position within the Department that the employee previously worked. The Appointing Authority for the Department that the employee previously worked may then at his/her discretion return the employee to the employee's same or similar position in the Department that the employee previously worked. The transfer of the employee to the same or similar position in the Department that the employee previously worked pursuant to this Section 5 shall not require just cause and is not subject to grievance under Article 7, with the exception of the definition of a similar position. However, during the

Promotion Probation Period all other discipline, suspension. or discharge shall remain subject to Section 1 of this Article 6.

The Appointing Authority for the Department that the employee is promoted to, transferred to, or appointed to may extend the Promotion Probation Period for an additional four (4) months of actual work at his/her discretion ("Promotion Probation Extension"). Any Promotion Probation Extension under this Section 5 shall not be subject to just cause and the Union may not grieve such Promotion Probation Extension. The employee and the Union will be notified in writing of the length and reason for the extension.

ARTICLE 7 – GRIEVANCE PROCEDURE

Section 1. Only matters involving the question whether the City is complying with the written provisions of this Agreement shall constitute grievances under this Article.

Section 2. Grievances shall be processed in the following manner:

Step #1: The Union steward, with or without the aggrieved employee, and with or without the Union representative shall present the grievance orally to the employee's immediate supervisor outside the bargaining unit, or other Employer designee outside the bargaining unit and the parties shall attempt to resolve the grievance informally. If they are unable to do so, the Union may submit the grievance in writing to the employee's immediate supervisor outside the bargaining unit, or other Employer designee outside the bargaining unit. The Union must submit the grievance in writing within (30) thirty calendar days after the employee or Union had knowledge or should have had knowledge of the occurrence or failure of occurrence of the incident on which the grievance is based, or it shall be waived. The grievance shall state the specific Articles and Sections of this Agreement alleged to have been violated and specify the events and timeframe of occurrence that give rise to the grievance.

The Department shall respond to the written grievance, in writing, within seven (7) calendar days of the Union's submission of the written grievance.

Step #2: If the grievance is neither settled, nor resolved in favor of the Union at Step #1, or if no response is issued within the required time period, the Union may submit the grievance in writing to the Appointing Authority or his/her designee. The Union must submit the grievance to the Appointing Authority or his/her designee within fourteen (14) calendar days of submission of the written grievance at Step #1, or it shall be waived.

The Appointing Authority or his/her designee shall hold a hearing on the grievance within fourteen (14) calendar days after he/she receives it and shall issue a written answer thereto within seven (7) calendar days of conducting the hearing.

Step #3: If the grievance is neither settled nor resolved in favor of the Union at Step #2, or if no response is issued from the Department within the required timelines, the Union may submit the grievance to the City's Office of Labor Relations. The Union must submit the grievance to the City's Office of Labor Relations within thirty (30) calendar days after the grievance was submitted in writing at Step #2, or it shall be waived.

A Step #3 hearing shall be held within fourteen (14) calendar days of the receipt of the Union's submission to Step #3. Conducting the hearing shall be one or more of the staff of the Office of Labor Relations. In addition, the City's committee to hear grievances may include such other persons as the Office of Labor Relations may from time to time designate. The City shall issue an answer to the grievance within fourteen (14) calendar days of the Step #3 hearing.

A grievance asserting a violation of Article 2 relating to political activity may be filed initially at Step #3 and shall not be deemed waived if filed within thirty (30) calendar days of the date on which the Union had knowledge or should have had knowledge of the occurrence or failure of occurrence of the incident on which the grievance is based.

A grievance asserting a violation of Article 18, Safety and Health, may be filed initially, at the Union's discretion at Step #3 and shall not be deemed waived if filed within thirty (30) calendar days of the date on which the Union had knowledge or should have had knowledge of the occurrence or failure of occurrence of the incident on which the grievance is based.

Step #4: If the grievance is neither settled nor resolved in favor of the Union at Step #3, or if no response is received from the City within the required timelines, the Union, and not any individual employee, may submit the grievance to arbitration. The Union must submit the grievance to arbitration within forty-five (45) calendar days of submitting the grievance in writing to the Office of Labor Relations at Step #3, or it shall be waived. "Submit to arbitration" means a demand for arbitration is filed with the Labor Relations Connection, within the specified time limits.

Section 3. Written submissions of grievances shall be on forms to be agreed upon jointly and shall be signed by representatives of the Union filing the grievances. If a grievance is adjusted at any step of the grievance procedure, the adjustment shall be noted on the grievance form and shall be signed by the Employer's representative and the Union's representative reaching the agreement. At any step of the grievance procedure where no adjustment is reached, the grievance form shall bear a notation that the grievance is unsettled, shall be signed by the Employer's representative and the Union's representative then handling the grievance, and may be submitted by the Union's representative to the next step in the grievance procedure as provided herein.

Section 4. Arbitration Procedure

(a) The procedure for arbitration shall be as follows:

- (1) The parties shall maintain a list of mutually agreed to arbitrators who will serve to hear disputes at the Labor Relations Connection . Either party shall have the right to remove arbitrators from the list upon giving thirty (30) calendar days' notice to the other party and the Labor Relations Connection , in which case another arbitrator shall, by joint agreement, be added to the list.
- (2) The arbitrator shall be selected by mutual agreement of the parties. The Union shall submit to the Labor Relations Connection its demand for arbitration and a list of three (3) proposed arbitrators from the parties' agreed upon list within the specified time limits. The Labor Relations Connection will notify the City of the Union's intent to arbitrate and the names of the three (3) arbitrators for the City's selection. The City shall select one (1) arbitrator from the list and submit it to the Labor Relations Connection who will then handle the processing of the arbitration.

- (b) Arbitration hearings will be conducted as follows: A transcript of the hearing shall be made if either party so requests. Transcripts shall be paid for by the party requesting it (unless the other party also orders a copy) and in no event shall the utilization of the transcript affect any of the time limitations herein.

If either party has declared the intention to file a post-hearing brief, the brief shall be submitted within thirty (30) calendar days following the conclusion of the hearing. The arbitrator's award shall be rendered within thirty (30) calendar days following receipt of the parties' briefs. The time limits may be extended by mutual consent.

The fees and expenses of the arbitrator shall be shared equally by the parties. The decision of the arbitrator shall be final and binding on the parties. In cases where the question of arbitrability is raised, the arbitrator (as selected in accordance with this Article) may decide the arbitrability of the grievance. In the event the Employer raised the question of arbitrability, the arbitrator shall receive evidence and testimony on arbitrability and the merits of hearing the case. However, either party may move to bifurcate the case in the interest of a speedy resolution and clarification of the issue. In such case, the party requesting to bifurcate shall give the other party reasonable notice of the request and the arbitrator shall make a preliminary decision to grant or deny the request to bifurcate the case. In the event the request to bifurcate is allowed, a hearing on arbitrability shall be conducted according to the Labor Relations Connection's rules on expedited arbitration. In the event a grievance is determined to be arbitrable following a bifurcated hearing, the parties may mutually agree to select a new arbitrator to hear the merits of the underlying grievance.

- (c) Each party shall bear the expense of preparing and presenting its own case. The compensation and expenses of the arbitrator shall be borne equally by the parties.
- (d) Any issue regarding the rules and procedures for arbitration not covered above shall be subject to the voluntary Rules of the Labor Relations Connection.

Section 5. Any incident that occurred or failed to occur prior to the effective date of this Agreement shall not be the subject of any grievance hereunder.

Section 6. The arbitrator hereunder shall be without power to alter, amend, add to, or detract from the language of this Agreement. The decision of the arbitrator shall be final and binding on the parties. The arbitrator shall have no power to recommend any right or relief for any period of time prior to the effective date of this Agreement.

Section 7. Any matter which is subject to the jurisdiction of the Civil Service Commission or any Retirement Board established by law shall not be a subject of grievance or arbitration hereunder. Complaints by Civil Service employees that they are being required by the appointing authority to perform work outside their job descriptions shall be referred to the Office of Labor Relations prior to making a complaint to the Civil Service Commission.

Section 8. Compliance.

When an arbitration award is granted in favor of the Union, that award shall be complied with by the City within the timeline specified by the arbitrator, which shall not exceed 90 days, unless the City, in a timely fashion, seeks to vacate the award. If the City fails to comply with a monetary award within

the timeline specified by the arbitrator, 10% interest per calendar year shall be added unless the award is ultimately vacated by a final court judgment.

If the City does not comply with an award within ninety (90) calendar days after the date of the award, or within sixty (60) calendar days following unsuccessful court proceedings to vacate the award, whichever comes later, the City shall pay all costs and attorneys' fees involved in successfully enforcing the award in court.

Section 9. General Grievances.

In the case of a general grievance affecting employees in two or more departments, involving compliance with a written provision of this Agreement, the Union may initiate the processing of such grievances at Step #3 of the procedure set forth above. Said grievance shall be submitted to Step #3 in writing within twenty-one (21) calendar days after an employee or the Union had knowledge or should have had knowledge of the occurrence or failure of occurrence of the incident on which the grievance is based, or it shall be waived. The Union shall not process individual grievances on behalf of members who could have been named in a general grievance for the same matter.

Section 10. If a grievance is resolved at Steps # 1, or #2 of this procedure, and is not implemented within a reasonable time, the Union may immediately advance the grievance to directly to Step #3, and subsequently, to arbitration in accordance with Section 2, for a determination of all matters relating to said grievance.

If a grievance is resolved at Step #3 of this procedure, and is not implemented within a reasonable time, the Union may immediately advance the grievance to arbitration, for a determination of all matters relating to said grievance.

Section 11. In the event that any of the time limits herein fall on a Saturday, Sunday, or holiday, the date for filing shall be the following business day.

Section 12. This Article shall only apply to grievances that have been submitted in writing at Step 1 or, if permitted in this Article directly at Step 3, subsequent to the date of ratification of this Agreement. All other grievances shall be processed consistent with the language of whichever current SEIU contract (BCYF, Clerks and Techs, DND or Elderly Commission) is applicable.

ARTICLE 8 – NO STRIKE CLAUSE

Section 1. No employee covered by this Agreement shall engage in, induce or encourage any strike, work stoppage, slowdown, or withholding of services. The Union agrees that neither it nor any of its officers or agents will call, institute, authorize, participate in, sanction or ratify any such strike, work stoppage, slowdown, or withholding of services.

Section 2. Should any employee or group of employees covered by this Agreement engage in any strike, work stoppage, slowdown, or withholding of services, the Union shall forthwith disavow any such strike, work stoppage, slowdown, or withholding of services and shall refuse to recognize any picket line established in connection therewith. Furthermore, at the request of the Municipal Employer, the Union shall take all reasonable means to induce such employee or group of employees to terminate the strike, work stoppage, slowdown, or Withholding of services and to return to work forthwith.

Section 3. In consideration of the performance by the Union of its obligations under Section 1 and Section 2 of this Article, there shall be no liability on the part of the Union nor of its officers or agents for any damage resulting from the unauthorized breach of the agreements contained in this Article by individual members of the Union.

ARTICLE 9 – STABILITY OF AGREEMENT

Section 1. No agreement, settlement, understanding, alteration or variation of the agreements, terms or provisions herein contained shall bind the parties hereto unless made and executed in writing by the City's Office of Labor Relations and the Field Services Director of the Union.

Section 2. The failure of the Municipal Employer or the Union to insist, in anyone or more incidents, upon performance of any of the terms or conditions of this Agreement shall not be considered as a waiver or relinquishment of the right of the Municipal Employer or of the Union to future performance of any such term or condition, and the obligations of the Union and the Municipal Employer to such future performance shall continue in full force and effect.

ARTICLE 10 – SENIORITY

Section 1. For purposes of this Agreement, “seniority” shall be defined as the total continuous service of an employee with the City of Boston, provided that service prior to an authorized leave of absence or prior to a layoff shall be counted toward total continuous service.

Section 2. Upon execution of this Agreement, seniority shall be the determining factor for layoff and recall pursuant to Article 13, choice of vacation, choice of break times and lunch times, the filling of vacancies on established, regular work schedules and days off.

Section 3. Shift Bidding

Seniority rights to a shift vacancy shall be limited to employees in the work unit in which the shift occurs. The employer shall post notice of the vacancy occurs via their work email addresses. Employees wishing to transfer to that shift shall notify the supervisor in writing within one week of the posting. Nothing contained herein shall be construed to require the supervisors to fill any vacancy.

In the event that the City establishes a new shift within a department the City may fill those shift vacancies regardless of seniority for a period not to exceed thirty (30) days. At the end of that period, the shift must be staffed by employees bidding for those vacancies according to seniority. If the vacancies are not filled in this manner, the City may assign employees to vacancies in order of least seniority.

ARTICLE 11 – HOURS OF WORK AND OVERTIME

A. HOURS OF WORK AND OVERTIME

Section 1. The regular work week for full-time employees shall be thirty-five hours, between Monday and Friday, and the regular workday shall be seven (7) hours. An employee on an approved alternative work schedule shall start his/her workday between the hours of 8:00 am and 10:00 am. and shall end his/her workday between the hours of 4:00 pm and 6:00 pm. Employees on an alternative work

schedule may not use lunch or break time to shorten the workday. Pursuant to Article 11, Hours of Work and Overtime, Section B, Four-Day Work Week, the parties may agree to modify the aforementioned start time and/or end time.

Section 2. All work by bargaining unit employees authorized in advance by the Deputy Director or his/her designee, in excess of thirty-five (35) hours worked within a payroll week shall result in the awarding of compensatory time off at the rate of one hour of compensatory time for each hour worked. All work by bargaining unit employees authorized in advance by the Deputy Director or his/her designee, in excess of forty (40) hours worked within a payroll week shall result in the awarding of compensatory time off at the rate of one and one-half hours of compensatory time for each hour worked.

Section 3. An employee shall not be denied overtime compensation for authorized overtime service, as specified in Section 2 of this Article, by reason of authorized absence during the week in which such overtime service is performed. However, in the event of unauthorized absence during the week in which such overtime service is performed, or in the event of absence without pay by reason of disciplinary action, such employees shall be compensated for such overtime service on a straight-time basis only.

Section 4. Compensatory time off pursuant to Section 2 must be used at a time scheduled in advance, and must be approved as follows:

- (a) by the employee's supervisor where the requested compensatory time off, alone or in combination with any other authorized leave or vacation, is not more than 2 weeks, or
- (b) by the Deputy Director or designee where the requested compensatory off, alone or in combination with any other authorized leave and/or vacation, is more than 2 weeks.

Any compensatory time earned between January 1 and June 30 shall be used no later than December 31 of the calendar year in which it is earned. Compensatory time earned between July 1 and December 31 shall be used no later than June 30 of the following calendar year. A request to use compensatory time shall not be unreasonably denied. If an employee is unable to use compensatory time in the designated six-month period, no more than 2 weeks may be carried over to the next six-month period. Notice of accrued compensatory time will be given to each unit employee 2 months prior to the end of each 6-month period.

Section 5. In the event an employee reports to this regular place of work at his/her regularly scheduled time and is sent home for lack of work, he/she shall be entitled to a day's pay.

Section 6. All employees shall be provided at least one 15-minute rest period during each one-half (1/2) workday. The rest period shall be scheduled at the middle of each one-half (1/2) workday whenever this is feasible. Employees whose duties and responsibility require it, shall receive ten (10) minutes wash-up time.

Section 7.

- a. If an employee who has left his/her place of employment after having completed work on his/her regular shift is called back to work, he/she shall be compensated for each hour worked with compensatory time at a time and one half basis, and in no event shall he/she receive less than four (4) hours compensatory time at a straight time basis.
- b. If an employee (other than an employee employed on a rotating shift or on a continuous operation) whose duties do not require him/her to work regularly on a day considered as a holiday under Section 1 of Article 14 is called in to work on a holiday, he/she shall receive, in addition to his/her regular weekly compensation, compensatory time at time and one-half rate.
- c. If an employee (other than an employee employed on a rotating shift or on continuous operation) whose regular workweek does not include Sunday is called into work on a Sunday, he/she shall receive, in addition to his/her regular weekly compensation, double time for each hour worked on such Sunday, and in no event shall he/she receive less than four (4) hours compensatory time on a straight time basis.

Section 8. All employees shall be scheduled to work on regular work shifts, which shall be defined as the hours an employee is required to work during a workday. Work shifts shall have a regular starting time and quitting time. Work schedules, which shall be defined as the workdays an employee is required to work during the work week, shall be posted on all department bulletin boards at all times. Employees shall be given reasonable notice of any change in their work shift or schedule; reasonable notice, except in extreme circumstances shall be fourteen (14) calendar days.

Section 9. The City agrees to give the Union reasonable notice of any proposed change in scheduled work shifts and an opportunity to discuss the proposed change. In the event of failure to agree on this proposed change, the City shall have the right to institute the change and the Union shall have the right to take the matter up as a grievance under the grievance procedure.

Section 10. Alternative Work Schedule. An alternative work schedule shall be a long-term change in the normal hours in the workday of an employee. An alternative work schedule may be implemented by the employer, with reasonable notice to the effected employee, for the positions which require work outside the normal workday to provide for better delivery service to the public. An alternative work schedule may be requested by any employee for up to six months, but may be revoked by the Department at any time for operational needs with a fourteen-day minimum notice to the employee. An alternative work schedule may be requested by an employee for any reason and must be approved by the Department. Preference shall be given for the following reasons:

- (a) To accommodate the medical needs of the employee
- (b) To address child care/dependent care needs of the employee
- (c) To allow the employee to further his/her education which would further the needs of the Department

When more employees wish to work an alternate schedule than can be accommodated and the employees are not distinguishable with any of the above reasons, seniority shall be the deciding factor. Any employee who elects part time work upon return from maternity leave as stated on Article 17, Section 5 shall work not less than four days and/or 28 hours in a week. An employee's request for an

alternative work schedule shall be subject to the operational needs of the division. The Director or his/her designee shall be the sole judge of the operational needs of the division, provided that such judgment shall not be exercised arbitrarily or capriciously. Where a request for an alternative work schedule is denied, the Director or his/her designee shall put the denial in writing.

An employee's request for an alternative work schedule shall be made in writing at least one month prior to the start date of the requested alternative work schedule. The request for the alternative work schedule shall contain the specific reasons for the alternative work schedule, as defined above, in subsections a), b), and c) of this Section if any. The employee shall be required to submit with the request sufficient documentation demonstrating the need for the alternative work schedule. Failure to submit the request in this manner, and/or sufficient documentation will result in the delay and/or denial of the request. The request for an alternative work schedule, with supporting documentation if required, shall be submitted to the Director or his/her designee and the Assistant Director of Human Resources. The Director or his/her designee shall approve or deny the request within fourteen (14) calendar days of receipt of employee's request for the alternative work schedule. In the event the Director or his/her designee fails to respond to the request within (14) days, the employee shall have the right to file a grievance concerning the Director's failure to respond. No employee shall be allowed to use an alternative work schedule to shorten the normal workweek except as stated above. The Director or his/her designee may in his/her discretion, authorize an alternative work schedule with less notice than required by this Section.

Section 11. Flextime shall be defined as a short-term change in the regular workweek or workday. The Department may, at its discretion, institute a flextime schedule to meet operational needs. For each hour which an employee is required to work outside the regular workday and workweek, said employee shall be entitled to one hour of earned flextime. Earned flex time must be used no later than the workweek following the workweek in which it is earned. Provided that if an employee uses flextime in the week following the workweek in which it was earned, the employee does not work a total of more than forty (40) hours in either week and/or a total of more than seventy (70) hours in the two weeks combined. Earned flextime not used the workweek following the workweek in which it is earned shall be converted to compensatory time at a straight time rate. Earned flextime may be taken only with the prior approval of the employee's supervisor.

A flextime schedule may be requested by an employee. Such a request must be made in writing to the employee's supervisor whenever possible. Requests for flextime are subject to the operational needs of that employee's unit. For purposes of this Section only, the supervisor shall be the sole judge of the operational needs of the employee's unit, provided that such judgment shall not be exercised arbitrarily or capriciously.

The parties agree that in the event the Department institutes a flextime schedule, employees may request when to take such earned flextime within the same workweek or in the week following said workweek in which it is earned. Such requests may be made to the employee's immediate supervisor or designee and they may only be denied based upon operational needs.

In instituting a flextime schedule, the Department will first seek volunteers prior to assigning employees, unless specific employees must work those events due to their knowledge/skills/expertise and therefore are assigned to work. The Department shall provide reasonable notice to employees when assigning or seeking volunteers for these events.

The Employer is the sole determiner as to whether an employee is available to use flextime. If an employee is approved for and uses flextime prior to the extracurricular event serving as the basis for such flextime, and the employee fails to work at the event, the flextime used will be deducted from the employee's applicable leave balance. Any time not covered due to insufficient leave balances will be unpaid. If an extracurricular event is cancelled or the hours reduced after flextime for the event has been taken, the employee shall be compensated as previously prearranged for the event. Should an employee be required to work additional hours at an extracurricular event, the employee will be awarded additional flextime.

Meal and/or break periods cannot be used to shorten the employee's work shift without the prior written authorization of a supervisor or manager.

B. Four-Day Workweek. The parties agree:

- (a) At the discretion of a Department Head on a case-by-case basis and subject to the operational needs of the Department, employees may be offered or request the option of a four (4) day workweek. In the event two (2) or more employees in the same title and job series simultaneously apply for a four (4) day work week, seniority in the title and job series will be the determining factor. Seniority shall be defined as the total continuous service of an employee with the City of Boston, provided that service prior to an authorized leave of absence or prior to a lay off shall be counted toward total continuous service. The only issue in this Article that can be subject to the grievance and arbitration procedure listed in Article 7 is Seniority.
- (b) A four (4) day workweek shall consist of either thirty-five (35) or forty (40) hours per week over four (4) consecutive days of either eight hours and forty-five minutes (8.75 hours) or ten (10) hours per day. At the discretion of the department head, exceptions may be granted to the requirement that the 4 days be consecutive.
- (c) The City's Director of the Office of Human Resources shall approve a four (4) day workweek after the Department Head (or their Designee) and the employee has agreed to a four (4) day workweek. In the event where a four (4) day workweek is denied, the affected employee may appeal the denial to the City's Director of Human Resources or her/his designee. The City's Director of Human Resource will make her/his decision available to the employee and the Union upon request. The decision by the Office of Human Resources shall not be subject to the grievance and arbitration procedure in Article 7. *(See Appendix A.)*

ARTICLE 12 – TEMPORARY SERVICE IN A LOWER OR HIGHER POSITION AND PROMOTIONS

Section 1. Compensation for Work in a Lower Grade. While an employee is performing, pursuant to assignment, the duties of a position in a grade lower than the grade of the position in which he/she performs regular service, he/she shall be compensated at the rate of pay for the grade of the position in which he/she performs regular service.

Section 2. Compensation for Work in a Higher Grade. An employee who is performing, pursuant to assignment, temporary service in a grade higher than the grade of the position which he/she performs regular service, other than for the purpose of filling in for an employee on vacation, shall, commencing with the sixth (6th) consecutive day of actual service in such higher grade, be compensated for such

service in such higher grade at the rate that he/she would have been entitled had he/she been promoted to such position. Any remedy based upon a grievance filed under this section shall be limited in effect to a period not to exceed five (5) days prior to the filing of the grievance in writing. A supervisor shall not refuse to provide a written assignment form when requiring an employee to work in a position classified in a higher grade, as described above.

Section 3. Temporary Service in a Higher Grade.

- (a) Temporary Service Pursuant to Civil Service: When there is an existing Civil Service list for a position in a higher grade to be filled on a temporary basis, the selection of an employee to perform temporary service in such higher grade shall be made in accordance with Civil Service rules.
- (b) Temporary Service Where Civil Service Does Not Apply: When there is no existing Civil Service list for the position to be filled temporarily, the selection of an employee to perform temporary service in such higher grade shall be made on the basis of qualifications and ability; and where qualifications and ability are substantially equal, seniority shall be the determining factor. The Appointing Authority's selection shall not be made arbitrarily, capriciously, or unreasonably. In the event that the senior applicant for the position is not selected, he/she shall be notified within five (5) business days (Monday through Friday) of the selected candidate accepting the position. In the event that the senior applicant for the position is not selected, the Appointing Authority shall, upon request by the Union, submit reasons in writing why said senior employee was not selected to fill the position. Any dispute hereunder shall be subject to the grievance and arbitration procedure.

Section 4. Promotions.

- (a) Provisional Promotion Pursuant to Civil Service: When there is an existing Civil Service list for a permanent vacancy to be filled with a provisional promotion, the selection of the employee for promotion shall be made in accordance with Civil Service rules.
- (b) Permanent Vacancy Where Civil Service Does Not Apply: When there is no existing Civil Service list for the position to be filled permanently, the selection of the employee shall be made on the basis of qualifications, abilities and performance including, but not limited to, managerial skills, interpersonal skills, technical skills and work history. The employer shall be the sole judge of qualifications and abilities required for the job. Where qualifications, abilities and performance are substantially equal, seniority shall be the determining factor. The selection of the most qualified applicant shall be subject to challenge by a more senior applicant only insofar as the grievance alleges the selection to be arbitrary, capricious or unreasonable. In the event that the senior applicant for the position is not selected, he/she shall be notified within five (5) business days (Monday through Friday) of the selected candidate accepting the position. In the event that the senior applicant for the position is not selected, the employer shall, upon request by the Union, submit reasons in writing why said senior employee was not selected to fill the position.

Selection 5. Posting Procedure for a Permanent Vacancy:

- (a) All permanent vacancies within the bargaining unit which the employer intends to fill shall be posted for a period of at least five (5) consecutive business days (Monday through Friday). Such vacancies shall be posted physically in the Personnel office of the Department in which the vacancy exists and on the City's internet site. The City shall also email posted vacancies to the Union and/or its designees.
- (b) The selection of an employee to fill a permanent vacancy shall be made from among the eligible bidders in the manner specified in this Article.

Section 6. A complaint by an employee who is junior to the employee selected under Sections 3 and 4 shall not be a subject of grievance or arbitration.

Section 7. Where a need arises the employer shall have the right to assign personnel to perform the duties and functions of any job within the employee's job series or other equally or lower graded positions not in the employee's job series without loss of pay for up to six (6) months while the employee is performing in acting status as long as the assignment is not arbitrary and capricious. After six (6) months, the assignment may be continued, subject to agreement with the Union. Any assignment may only be extended once for a maximum of six (6) months. Any dispute under this section shall be subject to the grievance and arbitration procedure.

Section 8. The provisions of this Article shall not apply to bargaining unit positions filled for a period of six (6) months or less by an employee in a full or transitional duty capacity after the employee has received, or while the employee is receiving benefits pursuant to M.G.L c. 152. If the City chooses to fill the position beyond the six-month period, the posting and selection provisions of this Article shall be applicable. An employee who returns in a transitional duty capacity shall be compensated at a level which is equal in amount to his/her former grade and step.

ARTICLE 13 – LAYOFF AND RECALL

Section 1. The City and the Union agree that if the City, in its discretion, decides to lay off employees covered by this Agreement, the following procedure shall apply.

Section 2. Definitions.

- (a) For purposes of this Article, "seniority" shall be defined as in Article 10, Section 1.
- (b) For purposes of this Article, "layoff" shall be defined as an employer initiated separation of an employee from service because of lack of work, shortage of funds, curtailment of services, elimination of positions, or any other reason except for voluntary separation, separation due to retirement, or separation constituting discipline or discharge under Article 6. The term "layoff" shall include the non-renewal of a provisional appointment if the provisional employee has at least fifteen months (15) of service.
- (c) For purposes of this Article, the terms "provisional employee", "permanent employee", "temporary employee", "probationary employee", and "tenured employee" shall be defined according to their meanings under G.L. c. 31.

- (d) For purposes of this Article, “vacancy” shall be defined as a vacant position which Management intends to fill.
- (e) For purposes of this Article, “Job series” shall be defined in accordance with Appendices B, C, and D.

Section 3. Relation to General Laws Chapter 31.

It is the intention of the parties that the provisions of this Article should be read to conform to the requirements of G.L. c. 31. It is also the intention of the parties that the provisions of this Article apply except when prohibited by law.

Section 4. Order of Layoff.

If involuntary layoffs are necessary, employees shall be selected for layoff in each job classification in each Department according to the following rules:

- (a) in job classifications subject to Civil Service laws; (i) non-permanent employees with less than six (6) months seniority may be laid off at the discretion of the City provided only that such employee shall be laid off prior to layoff of other employees in their job classifications in their department; (ii) non-permanent employees (including provisional and temporary employees) with more than six (6) months seniority shall be designated for layoff prior to permanent employees in their job classification in their department. Such non-permanent employees shall be designated for layoff in inverse order of seniority, provided that provisional employees are designated for layoff prior to other non-permanent employees; (iii) permanent employees shall be designated for layoff in accordance with the provisions of G.L. c. 31.
- (b) In job classifications not subject to Civil Service law: (i) employees in Boston Centers for Youth & Family, only, who are temporary, casual, emergency, or seasonal workers in the job titles (ii) employees with less than six months of seniority may be laid off at the discretion of the City provided only that such employees shall be laid off prior to layoff of other employees in their classifications in their department; (iii) employees with more than six (6) months seniority shall be designated for layoff in inverse order of seniority.

Section 5. Notice.

The City shall notify the Union at the Union office as to the names, job classifications, job sites and Departments of the employees designated for layoff pursuant to Section 4 above, at least twenty (20) working days prior to the intended layoff. The City shall notify employees designated for layoff pursuant to Section 4 above, at least twenty (20) working days prior to the intended layoff. Notice to an employee shall be complete upon actual notice, except that notice to an employee absent from work shall be complete three calendar days after posting of notice by certified mail, return receipt requested. It is understood that notice to employees who are absent from work due to authorized vacation leave shall be stayed pending such leave. If the notice required by this section is not provided to both the employee and the Union, the employee shall be paid the difference between the number of days of notice and the required notice. Notice to employees shall prominently include notice of bumping and recall rights and obligations under this Article.

Section 6. Bumping.

- (a) Subject to the requirements of G.L. c.31, an employee in a job classification subject to Civil Service law who is designated for layoff pursuant to Section 4 above, may, upon notice pursuant to Section 5 above, exercise the following bumping rights:
 - (i) if he/she is a nonpermanent employee, he/she may bump into a vacancy in the same job classification within the department, alternatively, he/she may bump into a vacancy in an equal or lower graded job classification within the department, or he/she may bump into a filled position in an equal or lower graded job classification within the department which is held by a nonpermanent employee who has less seniority than himself and who is the least senior nonpermanent employee in that job classification, provided that such equal or lower' graded job classification is the employee's job series, and provided that the employee is qualified to perform the duties and responsibilities of the position;
 - (ii) if he/she is a permanent employee he/she has the rights provided by G.L. c. 31; in any event he/she may bump into a vacancy in the same job classification within the department; alternatively, he/she may bump into a vacancy in an equal or lower graded job classification within the department or he/she bump into a filled position in an equal or lower graded job classification within the department which is held by a non-permanent employee provided that such equal or lower graded job classification within the department which is held by a non-permanent employee provided that such equal or lower graded job classifications are in the employee's job series and/or former job series, and provided that the employee is qualified to perform the duties and responsibilities of the position.
- (b) An employee in a job classification not subject to Civil Service Law who is designated for layoff pursuant to Section 4 above, may, upon notice pursuant to Section 5 above, exercise the following bumping rights:
 - (i) employees in the Elderly Commission, only, can bump (A) within their cluster if qualified for the cluster position they wish to bump into; or (B) into a different cluster if they have experience in the Elderly Commission in the position they wish to bump into in that different clusters;
 - (ii) all other employees covered by this Agreement may bump into a vacancy in the same job classification within the department; alternatively, he/she may bump into a vacancy in an equal or lower graded job classification within the department, or he/she may bump into a filled position in an equal or lower graded job classification within the department which is held by an employee who has less seniority than himself and who is the least senior employee in that job classification, provided that such equal or lower graded job classifications are in the employee's job series, and provided that the employee is qualified to perform the duties and responsibilities of the position.
- (c) An employee who chooses to exercise the above bumping rights must so notify his/her department within five (5) working days of notice.
- (d) Upon notice to the Union that layoffs may occur, but before administration of the layoff and bumping process described in Sections 4 through 6 above, the City encourages employees who

may be impacted by a layoff to apply for vacancies outside their job classifications and job series within their Department. Such timely applications that meet minimum job requirements will be given preference by the Department prior to filling the vacancy with an outside applicant in that prior experience with the City shall be a factor in determining qualifications.

Section 7. Recall.

An employee who is laid off, or who exercises his/her right to bump into a lower graded position, or who accept a job in a lower graded position and who has at least 6 months of seniority, may exercise the following recall rights:

- (a) If the employee is a permanent Civil Service employee, he/she shall have rights accorded by G.L. c. 31.
- (b) If the employee is a non-permanent Civil Service employee, then subject to the rights of permanent Civil Service employees and subject to Civil Service requirements, he/she shall be notified by first class mail or actual notice, of vacancies in his/her job classification in his/her department or in equal or lower grades in his/her job series in his/her department, and prior to filling said vacancies with any other person, the department shall offer the position to qualified responding employees according to seniority.
- (c) If the employee is a non-Civil Service employee, he/she shall be notified by first class mail or actual notice of vacancies in his/her job classification in his/her department and prior to filling said vacancies with any other person, the department shall offer the position to qualified responding employees according to seniority.
- (d) Only an employee who has notified his/her department in writing of his interest in recall prior to his/her layoff or bumping down, and who had included a mailing address, shall be entitled to notice of vacancies. The Union shall be notified of vacancies (by mail) when the employee is notified. To be eligible for recall, an employee must respond affirmatively to his/her department within seventeen (17) calendar days of the postmarked date of the notice, or fourteen (14) calendar days of actual notice, whichever comes first. The above recall rights, except as extended by Civil Service law, shall run for two years from date of layoff.
- (e) For the purposes of employees' benefits, a recalled employee shall be treated as if returning from an authorized leave of absence. An employee's sick leave balance as of the effective date of his/her separation from employment due to a layoff shall be restored upon recall. An employee who is recalled into a lower graded position shall be placed on the wage step at the lower graded position which is closest in amount but not higher than his/her former grade and step rate.

Section 8. Dispute Resolution.

Disputes between the City and the Union regarding the meaning or application of this Article shall be resolved by grievance and expedited arbitration. A grievance must be presented in writing to the City's Office of Labor Relations within fifteen (15) calendar days of the occurrence or failure of occurrence, whichever may be the case, of the incident upon which the grievance is based, or else it shall be deemed waived. The Union must commence the expedited arbitration procedure of the American Arbitration Association within fifteen (15) calendar days of presentation to the City's Office of Labor Relations, or else it shall be deemed waived.

Section 9. If a laid off employee elects to withdraw his/her money from the retirement fund, the City shall make all reasonable efforts to ensure that such money is paid to the employee within thirty (30) calendar days after the employee notifies the retirement fund. The City shall not require any employee notified of layoff to take his/her earned vacation time as paid time off prior to the date of layoff.

Section 10. Assuming it is permitted by the Medical insurer, the City shall pay its share of medical insurance for a laid off employee for coverage through the end of the calendar month subsequent to the month of layoff. Assuming it is permitted by the medical insurer, an employee on the recall list may elect to continue his/her medical coverage after the end of the subsequent calendar month by assuming the full cost of the medical insurance payments. In this manner, medical coverage may be continued during the period that an employee retains his/her employee status by remaining on the recall list. (The benefits described in Section 10 shall remain in effect unless and until the Public Employee Committee ("PEC") and the City of Boston agree to adopt better benefits).

Section 11. Subject to the provisions of Massachusetts General Laws, Chapter 31, if the positions of employees are abolished as a result of the transfer of the functions of their department, board or commission to another department, board or commission within the bargaining unit, employees may elect to accept layoff or to be transferred to a similar position within the bargaining unit in such department, board or commission.

ARTICLE 14 – HOLIDAYS

Section 1. The following days shall be considered holidays for the purposes enumerated below:

New Year's Day	Independence Day
Martin Luther King, Jr. Day	Labor Day
President's Day	Indigenous People's Day
Patriots' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day

or the following Monday if any day aforesaid falls on Sunday except that, in a continuous operation, it shall be the actual day on which the holiday falls.

Section 2. If an employee is not required to work on any of the holidays listed in Section 1 of this Article which falls on his/her regular workday, he/she shall nevertheless be paid his/her regular weekly compensation for the workweek in which the holiday falls. If in the course of his/her regular service an employee is required to work on any of the holidays listed in Section 1 of this Article, or if the holiday falls during an employee's vacation or on his/her regular day off (such as Saturday), he/she shall receive, in addition to his/her regular compensation, either an additional day off or an additional day's pay on a straight-time basis, with the following exception:

An employee who is assigned to a continuous operation, and who works on Thanksgiving Day, Christmas Day, or New Year's Day, shall receive, in addition to his/her regular weekly compensation, time and one-half for each hour worked on such holiday.

Section 3. Notwithstanding any provision of this Agreement to the contrary, the City reserves and retains the right to determine whether an employee who works on a holiday shall receive additional time off or additional pay.

Section 4. In addition to the holidays enumerated in Section 1 of this Article, on each January 1, employees who were City of Boston employees on January 1, 2013, will be eligible for two (2) "floating holidays" that must be taken by December 31 and at a time or times requested by the employee and approved by his/her immediate supervisor outside of the bargaining unit. Employees who were not bargaining unit members on January 1, 2013, shall not receive "floating holidays."

Section 5. "Floating holidays" shall be subject to the same notice requirements and approval as outlined in Article 15 (Vacation) of this Agreement. "Floating holiday(s)" not used by December 31st of the year in which it was received, shall not carry over into the following year and may not be redeemed for monetary compensation at any time. In the event an employee follows the appropriate notice requirements and is denied the use of his/her "floating holiday(s)" and as a result unable to use the "floating holiday(s)" by the end of the calendar year, that employee may carry over his/her "floating holiday(s)" to the next calendar year. Any "floating holiday(s)" carried over must be used by December 31 of the following calendar year.

Section 6. In appropriate circumstances, the department head/supervisor may request that an employee who utilized sick leave on the day before or the day after a holiday provide a signed statement from a physician, nurse practitioner, or representative of a health clinic confirming the necessity for such absence prior to the granting of holiday pay.

ARTICLE 15 – VACATION

Section 1. Vacation leave for all members of SEIU Local 888, Mayor's Office of Housing, shall be calculated as follows:

An employee who starts work before July 1 and who actually works for six (6) months shall be entitled to one (1) week of vacation before December 31. An employee who starts work on or after July 1 shall receive two (2) weeks of vacation upon the completion of six (6) months of actual work.

Any period or periods during the first six (6) months of service for which an employee is not paid (including as little as one (1) day) shall extend the effective date of eligibility.

Section 2.

An employee who on January 1 has more than six (6) months of continuous service, but less than seven (7) years of service, shall receive three (3) weeks of vacation leave.

An employee who on January 1 has more than seven (7) years of service, but less than fourteen (14) years of service shall receive four (4) weeks of vacation leave.

An employee who on January 1 has more than fourteen (14) years of service shall receive five (5) weeks of vacation leave.

An employee who on January 1 has more than thirty (30) years of service shall receive six (6) weeks of vacation leave.

Section 3. Any employee returning from an authorized leave of absence shall be granted vacation leave in accordance with the City's Family & Medical Leave Policy, or Military Leave Policy, whichever is applicable.

Section 4. For the purpose of determining vacation entitlement in a calendar year, service with the Commonwealth of Massachusetts, the City of Boston, and the county of Suffolk, shall be included in computing length of actual service.

Any employee on an authorized leave of absence shall accrue or not accrue vacation time in accordance with the City's Family & Medical Leave Policy, or Military Leave Policy, whichever is applicable.

Section 5. If an employee transfers into the bargaining unit without a break in service subsequent to January 1 in any given year, all prior service, as outlined in Section 4, shall be counted in accordance with Section 2(A).

Section 6. Prior to departure on vacation leave, an employee may be advanced vacation pay up to the employee's maximum entitlement under this Article, provided that the amount advanced shall not exceed the vacation leave scheduled for such period.

Section 7. If the employment of an employee entitled to vacation leave under this Article is terminated by death, said employee's spouse or next of kin shall be paid an amount in lieu of such vacation entitlement. If such employee has no spouse or next of kin, the employee's vacation leave shall be paid to his/her estate.

Section 8. Vacation leave shall be taken at such times as, in the opinion of the City, will cause the least interference with the regular work of his/her department. Subject to the preceding sentence, vacation leave selection shall be determined by seniority. Employees may carry over from one year to the next year up to ten (10) days of vacation time. All carryover days must be used by December 31st of the calendar year.

Section 9. On a one-time only, non-precedent setting basis, the City will award two (2) Wellness Days for use during calendar year 2022 or 2023 to regular full-time active status Union members hired before the execution of this Agreement. These two (2) Wellness Days must be taken in full shift increments. No employee is allowed to work overtime on a day they are using a Wellness Day. This benefit is awarded on a "one-time basis" and will expire on December 31, 2023, and does not establish precedent or practice. These Wellness days shall not carry over into Calendar Year 2024 under any circumstances; nonuse of any or all of these days shall not entitle an employee to any extra leave or compensation on the basis of nonuse and is not subject to any annual buy back, rollover or severance. Use of these days are subject to approval of an employee's supervisor.

ARTICLE 16 – SICK LEAVE AND PERSONAL DAYS

Section 1. Every employee covered by this Agreement shall, subject to Section 2 of this Article, be granted sick leave, pursuant to the City of Boston's Attendance Policy without loss of pay.

Sick leave shall accrue at the rate of one (1) day for each month of actual service. Sick leave not used in the year in which it accrues, together with any accumulated sick leave standing to the employee's credit on the effective date of this Agreement and not used in the current year, may be accumulated for use in a subsequent year. Sick leave not used prior to the termination of an employee's service shall lapse, and the employee shall not be entitled to any compensation in lieu thereof, except in accordance with Section 8 of this Article.

Section 2. No employee shall be entitled to sick leave without loss of pay as provided in Section 1 of this Article unless:

The employee has notified his/her immediate supervisor of his/her absence, and if unavailable, the immediate supervisor's designee, and the cause thereof before the expiration of the first hour of absence or as soon thereafter as practicable, must notify the Department of his/her absence and the cause thereof by calling the sick line at least one and one-half (1.5) hours prior to the beginning of the employee's regularly scheduled shift; and

The Appointing Authority has approved such request. For periods of absence of five (5) consecutive working days or more, the Appointing Authority may request a signed statement from a physician, nurse practitioner, or other health care provider, confirming the necessity for such absence. In addition, the Appointing Authority may request a letter at reasonable intervals for absences which are occasioned by chronic illness or illnesses.

Section 3. There shall be established for all members of the City bargaining units an extended sick leave bank which shall be administered by the Office of Human Resources, established and utilized according to the following procedures:

- (a) To be eligible for membership, an employee must have completed his/her initial six (6) month probationary period and must have voluntarily donated one (1) sick day per year to the sick leave bank. Sick leave donated will not adversely impact the employee's attendance record or sick leave buyback but will be deducted from accumulated sick leave. The balance in the bank shall be the total number of sick leave days donated less the number of days granted by this Committee.
- (b) Enrollment in the sick leave bank will be open from January 1 to January 31 of each year. The Office of Human Resources will distribute information and authorization forms to employees at least 30 days prior to the enrollment period.
- (c) The Sick Leave Bank Committee will be responsible for the review of requests for sick leave compensation time to be withdrawn from the sick leave bank. The Committee will be comprised of three (3) representatives appointed by the City and three (3) representatives appointed by the Union. Members of the Committee shall be granted reasonable paid time off pursuant to Article 17A (Union Business). Provided the balance in the bank is sufficient, the Committee shall have authority to grant up to thirty (30) days of sick leave to an employee per fiscal year (July 1 to June 30), and shall make a determination on each application for additional sick leave within ten (10)

working days of receipt of all documentation required by the Committee. The Committee may extend for up to an additional thirty (30) days the grant of additional sick leave. Decisions of the Committee with respect to eligibility and entitlement shall be final, and shall not be the subject of grievance or arbitration.

- (d) Applications for leave to be withdrawn from the sick leave bank must be submitted in writing to the Committee administrator along with a signed statement from the employee's doctor, which fulfills the criteria in e (3) below. If the Committee has denied an application for leave, the employee may request, in writing, that the application be reconsidered at a meeting of the Committee at which the employee is present. The Office of Human Resources shall number each application for leave and shall take other steps to remove any reference to the employee's name from the medical reports or documentation. The Committee, through the Office of Human Resources, may request information from the employee's department, which may be relevant to the Committee's deliberations. The Office of Human Resources and the Committee shall at all times safeguard and shall not unnecessarily disclose or discuss confidential medical information concerning employees who have applied for sick leave. The Office of Human Resources shall make periodic status reports on the fund balance as needed by the Committee.
- (e) The following criteria shall be used by the Committee in awarding sick time from the bank:
 - (1) The employee is eligible by virtue of meeting the criteria in Paragraph A above;
 - (2) The employee has exhausted all accumulated sick leave and other paid leave (such as vacation leave, personal leave and compensatory time);
 - (3) The application is accompanied by adequate medical evidence of a serious illness which prevents the employee's immediate return to work.

The Committee may require additional information or documentation prior to making a decision on any application. Sick time from the bank shall be awarded only by a majority vote of the Committee.

Section 4. An employee on leave because of an occupational disability may take such of the sick leave allowance to which he/she is entitled under this Article as, when added to the amount of any disability (workers' compensation), will result in the payment to him/her of his/her full salary for any particular workweek.

The City agrees to support legislation authorizing it to pay such amount of compensation as, when added to the amount of any disability (workers') compensation, will result in payment of a full week's salary to an employee who is on leave because he/she was injured in the line of duty as the result of violence by a patient or person in lawful custody. The City agrees to reopen negotiations on this section, if so requested by the Union, if such legislation is enacted.

Section 5. Up to five (5) days' sick leave credit will be restored to an employee's accumulated sick leave when such employee has used sick leave allowance between the date of injury on the job and the date disability (workers') compensation is awarded, except that such sick leave shall be offset proportionately by a disability benefit that is awarded retroactively to the date disability was incurred.

Section 6. An annual report of sick leave shall be made available by request.

Section 7. Annual Redemption of Sick Leave. An employee who has used fewer than five (5) sick days in the twelve month period ending December 31 of any year in which this Agreement is in effect may elect to redeem sick days in a sum cash payment in accordance with the following schedule:

Sick Days Used	Cash Redemption
0	5 days' pay
1	4 days' pay
2	3 days' pay
3	2 days' pay
4	1 days' pay
5	0 days' pay

The per diem rate will be the employee's rate on December 31, of the applicable year.

During January the City will notify each qualifying employee of his/her redemption options. An employee may elect to redeem all or part of his/her entitlement in full days. Unredeemed sick leave days will be accumulated in the normal manner. Sick leave buyback shall be paid by March 31.

Section 8. It is agreed that employees who abuse the sick leave provisions of this Agreement shall not be entitled to paid sick leave and shall be subject to disciplinary action in accordance with the provisions of Article 6. The Union agrees to cooperate with the City in dealing with problems related to sick leave.

Section 9. Sick Leave Redemption.

Upon the retirement of an employee, who commenced employment in a position in the bargaining unit before January 1, 2018, pursuant to the regulations of the State/Boston Retirement Board, effective March 1, 2018, the City shall redeem 30%, but in no event shall an employee receive more than fifteen thousand dollars (\$15,000), of the employee's accrued but unused sick leave at the employee's final rate of pay.

Upon the retirement of an employee, who commenced employment in a position in the bargaining unit on or after January 1, 2018, pursuant to the regulations of the State/Boston Retirement Board, the City shall redeem 30%, but in no event shall an employee receive more than ten thousand dollars (\$10,000), of the employee's accrued but unused sick leave at the employee's final rate of pay.

Section 10. Sick Leave Conversion. Employees who have accumulated fifty (50) days of sick leave and who did not utilize more than three (3) sick days in the preceding calendar year, excluding sick leave redeemed pursuant to Article 16, Section 7, may convert up to nine (9) sick days to vacation days on a three for one (3:1) basis, in a manner to be prescribed by the Office of Human Resources.

Section 11. Personal Days.

Beginning in 2013, on January 1 of each year, full-time employees on the payroll as of that date will be credited with three (3) paid personal leave days, which must be taken during the same calendar year. In addition, these employees may take two (2) additional personal leave days to be deducted from the employee's accrued sick leave balance. These two (2) personal leave days shall not be considered sick leave for City purposes of monitoring sick leave usage.

Any full-time employee who begins employment after January 1 but before July 1 will be credited with two (2) personal leave days, which may be taken upon the completion of the employee's probationary period.

Personal days may not be accumulated, redeemed for monetary payment or carried forward to the following year. Employees shall provide reasonable notice prior to utilizing personal leave days which are of a non-emergency nature. Requests for personal leave are subject to the operational needs of that employee's unit. For purposes of this Section only, the supervisor shall be the sole judge of the operational needs of the employee's unit, provided that such judgment shall not be exercised arbitrarily or capriciously.

Where personal days are of an emergency nature, notification of such request shall be made within the first hour of scheduled work, or in the case of a 24-hour operation, within one hour prior to the start of an employee's work shift. The Appointing Authority in his/her discretion may authorize a personal day with less notice required by this section.

Employees shall utilize personal leave between December 15 and January 2nd only with the approval of the Appointing Authority/designee. Vacation requests shall take precedence over requests for personal days during the holiday period and shall not be unreasonably denied.

Personal days not used during the year because an employee was denied use during the holiday period may be carried over into the next year.

Part-time employees employed by the City shall receive personal leave on a pro-rated basis based on the number of hours they are scheduled to work, pursuant to this section.

ARTICLE 17 – OTHER LEAVES OF ABSENCE

Section 1. Subject to the operating needs of each department, determined by the Appointing Authority, leaves of absence without loss of pay will be permitted for the following reasons:

- (a) Attendance by an employee who is a veteran as defined in Section 21, Chapter 31 of the General Laws as a pallbearer, escort, bugler, or member of a firing squad or color detail, at the funeral or memorial services of a veteran, as so defined, or of any person who died under other than dishonorable circumstances while serving in the armed forces of the United States in time of war or insurrection;
- (b) Attendance by an employee who is a veteran as defined in Section 21, Chapter 31 of the General Laws as a delegate or alternate to state or national conventions of certain veterans' organizations as designated from time to time, during the life of this Agreement, by the Mayor;
- (c) Blood donations, if sponsored by the City of Boston and held in the employee's work location. Blood donations, if sponsored by the City of Boston and held at another City of Boston location, provided the employee reasonably believes he/she can return to his/her work site within two (2) hours.
- (d) Medical examinations for retirement purposes.

- (e) Attendance at hearings in Workers' Compensation cases as the injured person or as a witness. Any witness fees received by such injured persons or witnesses shall be remitted to the Municipal Employer.
- (f) Voting time up to a maximum of two (2) hours for voting in a state, municipal or other election, provided that the hour of opening and closing the polls in the City or Town in which an employee is registered to vote would preclude him/her from voting outside regular working hours, taking into consideration travel time from the polls to his/her regular place of employment, or vice versa.
- (g) Attendance at educational programs authorized by the City.
- (h) Emergency medical treatment for employees injured during performance of assigned work. Employees who have returned to regular duty or to light duty after having been injured during performance of assigned work will be permitted reasonable time off without loss of pay for the purpose of attending follow-up physician's appointments which cannot be scheduled during off-duty hours.
- (i) Attendance in court when required (by a subpoena or summons) to testify as a witness in a criminal case when the employee is to testify on matters which occurred during the course of employment or for the purpose of filing a complaint against a person for action that took place during the course of employment.
- (j) Attendance in court when required (by a subpoena or summons) to testify as a witness in a civil case when the employee is to testify on behalf of the City regarding matters which occurred during the course of employment.

Section 2. Military Leave.

Every employee covered by this Agreement shall be granted Military Leave consistent with the City of Boston's Military Leave Policy.

Section 3. Jury Duty.

Every employee covered by this Agreement who is required to report to jury duty shall be granted a leave of absence, without loss of pay. Upon presentation of satisfactory evidence relating to jury service and payment therefore, the City will pay such employee such sum of money as, when added to the amount received by such employee as compensation for jury service, will result in the payment to him/her of his/her full salary for any particular workweek.

Section 4. Bereavement Leave.

An employee who is in active service at the time of death shall be granted bereavement leave as outlined in the City of Boston's Bereavement Leave Policy, to be effective ninety (90) days from City Council Funding. Any additional leave shall run concurrently with other applicable leaves of absence. The City will provide thirty (30) day notice to the Union of any change to or elimination of the Bereavement Leave Policy. The Parties agree that if the City makes any changes to the Bereavement Leave Policy that results in a reduction of benefits from the contractual language of the 2020-2023 Agreement, the Parties will revert back to the prior contractual language.

Section 5. Parental Leave.

Every employee covered by this Agreement shall be granted medical and/or parental leave consistent with the City of Boston's Medical Leave Policy. Concurrent with the Parental Leave provision in the Medical Leave Policy, effective upon funding by the City Council as of March 7, 2018, employees covered by this Agreement may also be granted paid parental leave consistent with the City's Paid Parental Leave Policy. Such Paid Parental Leave shall run concurrent with the City's Medical Leave Policy and any other applicable approved leaves of absence, including those covered by the Family and Medical Leave Act and the Massachusetts Parental Leave Act. The Union waives its right to bargain over the City's decision and any impacts associated with such decision to change or eliminate the Paid Parental Leave Policy. The City will provide thirty (30) day notice to the Union of any change to or elimination of the Paid Parental Leave Policy.

Section 6. Educational Leave.

Subject to the operating needs of the department as determined by the department, an employee shall be entitled to leave of absence without pay or benefits of up to one (1) year for furthering his/her education. Preference for selection of such leaves shall be based on seniority. If the employee is rejected for an educational leave then a written explanation must be furnished to the employee stating the reason(s) for the denial.

Section 7. Medical Leave.

Every employee covered by this Agreement shall be granted medical leave consistent with the City of Boston's Family & Medical Leave Policy.

Section 8. Cancer Screening.

Consistent with the City's Cancer Screening Policy, employees/bargaining unit members shall be granted up to four (4) hours of leave for cancer screening. In addition, an employee will be entitled to be absent for the remainder of the employee's regularly scheduled work day following a cancer screening either by utilizing accrued leave or by taking unpaid leave for the remaining hours of the same work day; however, the use of such accrued leave or unpaid leave shall not count against the employee as an incident under the Attendance Policy or for purposes of the sick leave incentive in Article 17 Section 8.

ARTICLE 17A – UNION BUSINESS

Section 1. Union Representatives.

The Union shall furnish the Office of Labor Relations with a list of elected officials and the capacity in which they serve as well as with a list of the Union stewards for each Department. Lists shall be furnished to the Office of Labor Relations as soon as practicable after designation and the Union shall immediately notify the Office of Labor Relations of any changes.

There shall be one (1) steward for every eighteen (18) members represented by Local 888 SEIU under this Agreement at the time of ratification of this agreement. The distribution of stewards shall be determined by the union.

Section 2. Paid Leave of Absence for Union Business.

Every employee covered by this Agreement who has completed his/her initial probationary period may, subject to this Article, be eligible for paid release time. Release time without loss of pay shall only be

considered for the following reasons and shall be subject to the operating needs of each department/division as determined by the employer:

- (a) Reasonable time for stewards, as defined in Section 1 above, for the investigation of grievances, representation of employees at departmental hearings, attendance at impact bargaining negotiations or attendance at meetings of committees authorized by this Agreement. Reasonable time for members serving as trustees of the SEIU Local 888 Affordable Housing Trust. Requests for such leave shall be given in writing to the steward's/member's supervisor outside the bargaining unit indicating the date, time, and reason for the requested leave. The steward/member shall provide the request with as much advance notice as is feasible.
- (b) Stewards, grievants and witnesses who are scheduled to work at the time of the hearing but are called by the Union to testify at a grievance hearing, arbitration, or proceeding before the Massachusetts Department of Labor (formerly the Division of Labor Relations), or Civil Service Commission. Requests for such leave shall be made in writing at least seven (7) working days in advance of the hearing, or with as much advance notice as is reasonably possible, to the Office of Labor Relations, except that with regard to Step 2 grievance hearings, requests in writing shall be made to the Appointing Authority or his/her designee.
- (c) Attendance by employees who are delegates or alternates to the SEIU International Union Convention, which meets not more than every other year. Requests for such leave shall be made in writing to the Office of Labor Relations two (2) weeks in advance of the convention.
- (d) The maximum number of bargaining unit employees permitted to attend negotiation sessions with the City for a successor collective bargaining agreement shall not exceed half the number of total stewards as defined in Section 1. This shall not mean the union must designate stewards as bargaining unit representatives.
- (e) Request for such leave shall be made in writing to the Office of Labor Relations and the department at least one
(1) week in advance of the first negotiation session.
- (f) Bargaining unit representatives assigned to a twenty-four (24) hour operation who are scheduled to work in the same twenty-four (24) period (8 AM to 8AM) in which a bargaining session is scheduled, shall be released from duty for the same number of hours spent in bargaining on their next regularly scheduled work shift. Bargaining unit representatives whose assigned work shift begins before 8 AM or ends after 6 PM, who are scheduled to work on the day of a bargaining session, shall be released from duty for the same number of hours spent in bargaining before the start of his/her scheduled work shift or after the end of his/her scheduled work shift, not to exceed four (4) hours. Representatives entitled to such release time will be required to take this release time at the beginning or the end of his/her scheduled work shift, such that, to the extent possible, attendance at bargaining and the portion of shift actually worked shall be consecutive in order.
- (g) No more than eight (8) hours per month each for no more than four (4) Executive Board members for appropriate meetings. Requests for such leave shall be submitted in writing to the Office of Labor Relations and the Department at least one (1) week in advance of the meeting.

- (h) No more than eight (8) hours per month each for no more than five (5) Chapter Chairs for Chapter Chair meetings. Requests for such leave shall be submitted in writing to the Office of Labor Relations and the Department at least one (1) week in advance of the meeting.
- (i) Prior to bargaining for a successor collective bargaining agreement, the City shall provide paid release time for bargaining unit members who are scheduled to work at the time of the session, to meet with the City and establish ground rules for the conduct of negotiations. Those ground rules shall include total number of representatives to be granted release time and whether compensatory time off shall be granted when bargaining takes place during non-working hours.

Section 3. Unpaid Leave of Absence for Union Business.

Should a member of this bargaining unit, who has completed his/her initial probationary period, be elected to the position of President, Director or Secretary-Treasurer of Local 888, the City shall, upon request, permit him/her leave without pay for the period of such service to the union.

Subject to the operating needs of each department, each steward identified in Section 1 shall be entitled to a maximum of three (3) days' leave without pay, each year for the purpose of attending the following types of Union meetings: Union steward meetings, conferences, trainings, and/or conventions. Requests for such leave shall be submitted in writing to the Office of Labor Relations at least two (2) weeks in advance.

Section 4. Access to Premises.

Representatives of the Union shall be permitted to enter the premises of any department at any reasonable time for the purposes of discussing or processing grievances, provided they do not interfere with the performance of duties, and provided that they give notice of their presence prior to arrival or immediately upon arrival to the person in charge of such department or a supervisor outside of the bargaining unit. Such access shall not be unreasonably denied. Only representatives of this Union shall be granted access to the premises to discuss wages, hours, and conditions of employment regarding persons covered by this Agreement.

Union membership meetings shall be permitted on the employer's premises, provided a designated meeting space is requested by the union and approved by the department head or his/her designees in advance. Such meetings shall be permitted so long as they do not interfere with the performance of duties or substantially disrupt the department's operations. Representatives of the Union shall be permitted to enter the premises for the purpose of attending union membership meetings.

Section 5. Bulletin Boards.

Bulletin board space will be provided for Union announcements. Such announcements shall not contain anything political, denunciatory, or inflammatory; nor anything derogatory of the City or any of its officers or employees. Any Union authorized violation of this section shall entitle the City to disregard its obligations under this section.

ARTICLE 18 – SAFETY AND HEALTH

Section 1. Both parties to this Agreement shall cooperate in the enforcement of safety rules and regulations, and compliance with federal and state laws governing employee work environments. Complaints with respect to unsafe or unhealthy working conditions shall be brought immediately to

the attention of the employee's supervisor and shall be a subject of grievance hereunder. (The City's failure to adhere to federal or state laws shall not be the subject of grievance and arbitration.) At the Union's discretion, violation of this Article may be grieved initially at Step 3.

Section 2. At the request of either party, a joint safety committee(s) may be established for a specified work location(s), each committee shall consist of three representatives for each party. The purpose of such committee(s) being to promote sound safety practices and rules. Said committee(s) shall meet once a month at mutually agreed upon time. The Union shall name its representatives. Each party shall prepare and submit an agenda to the other party one week prior to the scheduled meeting. It is agreed that the first item on the agenda for each meeting shall be a discussion of health and safety issues raised at the previous meeting. Paid release time will be granted for attendance at scheduled meetings of the joint committee(s), not to exceed three (3) hours per month per committee member. Any release shall be subject to the operating needs of the department.

The parties agree that health and safety issues relative to VDTs shall be an appropriate item for discussion by the Health and Safety committees.

Section 3. Any employee covered by this contract who is sent home because of exposure or suspected exposure to a communicable disease or infection shall not have the resulting absence used against him or her for any present or future disciplinary purpose.

Section 4. This section intentionally left blank.

ARTICLE 19 – MISCELLANEOUS

Section 1. Separability.

Should any provision of this Agreement be held unlawful by a court or administrative agency of competent jurisdiction, all other provisions of this Agreement shall remain in force for the duration of the Agreement.

Section 2. Uniforms.

Subject to operational needs and budgetary constraints the parties agree that all Departments may issue uniform clothing with consultation of the Union and that the bargaining unit members shall be obligated to wear the uniform clothing so issued. If a Department issues the uniform, employees shall be obligated to wear the uniform for the entire fiscal year as duties require and dictate.

So long as the Department provides and replaces said uniform(s) when necessary, employees shall be expected to keep their uniforms in good, clean condition and shall be obligated to wear said uniform as duties require and dictate. Failure to comply may lead to progressive discipline, consistent with Article 6 of the CBA.

Effective December 2025 , and each December thereafter, employees covered by this Agreement, shall receive a uniform and clothing allowance in the amount of three hundred seventy-five dollars (\$375.00) per fiscal year.

All monetary uniform and clothing allowances existing prior to November 16, 2025 , whether contained in the Collective Bargaining Agreement, Supplemental Agreements, Side Letters to the Collective Bargaining Agreement, Settlement Agreements, Memorandum of Agreement, Memoranda of Understanding, or by practice are extinguished and replaced with the allowance above.

Section 3. Nothing in this Agreement shall prevent the City and the Union from discussing problems of mutual concern at the departmental level at any time during the life of this Agreement.

Section 4. Injury Through Act of Violence.

The City will support legislation to broaden the coverage of Chapter 800 of the Acts of 1970 to apply to bodily injury resulting from an act of violence of any person on the premises.

An employee who while in the performance of his/her duty receives bodily injuries resulting from acts of violence of a citizen, documented by a police report, and who as a result of such injury has been accepted for and is receiving Workers' Compensation payment pursuant to G.L. c. 152, shall be paid the difference between the weekly cash benefits to which he/she would be entitled under said chapter 152 and his/her regular salary, without such absence being charged against available sick leave credits, even if such absence may be less than six (6) calendar days duration. The provisions in this section shall be limited to ninety (90) calendar days after a bargaining unit member has been accepted and is receiving Workers' Compensation. This section shall not apply to injuries caused by another City of Boston employee or injuries sustained prior to the ratification of this agreement.

Section 5. Employee Files.

- (a) No material originating from the City derogatory to an employee's conduct, service, character or personality shall be placed in the personnel files unless the employee has had an opportunity to read the material. The employee shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed. Such signature does not necessarily indicate agreement with its contents, but merely signifies that the employee has read the material to be filed.
- (b) The employee shall have the right to answer any material filed and his/her answer shall be attached to the file copy.
- (c) Any employee shall have the right, on request at reasonable time, to examine all material in his/her personnel file which is neither confidential nor privileged under law, in the presence of an officer in the Personnel Office, and with a Union representative if requested by the employee. A copy of any such material shall be furnished to the employee at his/her request.

Section 6. Insurance Benefit.

Insurance Benefits shall be subject to the terms and conditions set forth in the Agreement between the Public Employee Committee and the City of Boston. Upon the expiration of said agreement, the parties shall comply with all applicable laws concerning bargaining over health insurance benefits.

Section 7. Orientation.

The Employer shall provide orientation for new members of the bargaining unit during which a representative of the Union shall be permitted fifteen minutes to address new employees and provide materials. The City shall provide to the Union designee, copies of the orientation materials. Upon the

hiring of a new employee within this bargaining unit, the City shall provide the Union designee with the name, title and Department of the new hire.

Section 8. Health and Fitness.

The City and the Union acknowledge the need for affirmative measures to address the health and well-being of City employees. Therefore, the parties agree to cooperate in the planning and implementation of programs and measures which encourage the health and longevity of all employees covered by this Agreement.

Section 9. Performance Appraisals.

The City and the Union recognize the importance of improved productivity and performance in order to provide for the optimum level and highest quality of services for the City of Boston. Accordingly, the parties acknowledge that they have established a fair and reasonable performance review system and instrument. The parties agree that the performance evaluation shall not serve as the basis for an annual step increase nor shall it constitute discipline. The parties agree that employees shall not be subject to a formal evaluation using the performance evaluation instrument agreed to by the parties more than once per year.

The Parties agree that Performance Evaluation Forms will evaluate employee performance on fixed categories of competencies. Should the City wish to change or eliminate the Performance Evaluation Forms, it will provide the Union with thirty (30) days notice.

Nothing in this Section shall preclude the City from providing performance-based feedback, engaging in discussions regarding performance throughout the year, or issuing progressive discipline as set forth in Article 6 (Discipline and Discharge.).

Section 10. Joint Labor Management Committee.

In each Department covered by this Agreement, there shall be a Joint Labor Management Committee composed of up to three (3) persons from management and up to three (3) from the Union. The committees shall meet once per month for up to two (2) hours, unless the parties agree otherwise, to discuss items of concern at any time during the life of this Agreement, including but not limited to, further application of performance appraisals, affirmative actions, health and safety conditions, job duties and workload, upgrades, job reclassifications, flex schedules and start times. Paid release time shall be granted to the Union's representatives to this committee consistent with the above limitations. Should a Joint Labor Management Committee topic merit further discussion, a subcommittee may be formed accordingly. Neither the City nor the Union waives any rights under M.G.L. c. 150E by participating in meetings held in accordance with this section.

Section 11. Long Term Disability Insurance.

The employer will make long-term disability insurance available through payroll deduction, paid in full by the employee.

Section 12. Notification Requirements for Workers' Compensation Benefits.

Any employee injured at work must immediately, or as soon as physically capable, notify in writing on City approved forms both the worker's compensation service and his/her department head of the date, time, location and nature of the injury.

A Department's personnel officer or designee shall endeavor to contact the employee at his or her last known address (using the letter attached as Appendix B) upon receipt of notice from the City's Worker's Compensation Division that the employee's benefits have been terminated. However, the employee shall bear the responsibility for notifying both the worker's compensation service and the employee's department head of all developments in the employee's worker's compensation case. In particular, the employee must notify the department head when the employee appeals any rulings of the City's Worker's Compensation Division or of the Commonwealth of Massachusetts Division of Industrial Accidents, or related entities.

Also, the employee must immediately notify his/her department head in writing when he/she has been cleared for return to work regarding his/her intent to return to work or request applicable leave. Any employee who fails to notify his/her department head of his/her ability to return to work after being medically cleared to do so through the Worker's Compensation process shall be subject to discipline or discharge. Any employee who fails to notify his/her department head accordingly, and within fourteen (14) days of receiving medical clearance to return to work fails to return may be considered to have voluntarily separated from service. Such separation shall only be a subject of the grievance and arbitration article hereunder through Step 3 and shall not be subject to arbitration.

All employees returning to work from work related injuries may be ordered to submit to a medical examination.

Section 13. Direct Deposit.

All members of the bargaining unit shall be required to receive their compensation via direct deposit. Employees shall receive electronic pay stubs.

Section 14. GPS Technology.

To improve deployment and supervision of departmental personnel and equipment, incident/service response times, and to protect its property and increase employee safety, the City intends to install GPS or other similar technology on its equipment and vehicle. The City shall bargain about the impacts, if any, resulting from its decision to implement such technology. The City will also provide the Union with written notice thirty (30) calendar days prior to such installation. In its written notice to the Union, the City shall identify the equipment and vehicles upon which it intends to install GPS technology.

Section 15. Housing Trust.

Subject to the terms set forth in the parties' Side Letter of Agreement, dated August 18, 2004, (attached to this Agreement as Appendix C), the City and the Union shall continue to administer a housing trust fund to assist lower paid SEIU employees with the high cost of housing in the City of Boston.

Section 16. Drug and Alcohol Testing.

(a) POST-ACCIDENT DRUG AND ALCOHOL TESTING

Employees who are involved in an accident, while operating a City owned vehicle, shall be subject to an alcohol and drug test following the accident whenever:

- (1) the accident involved a fatality; or

- (2) an individual suffered a bodily injury that required immediate medical treatment away from the scene of the accident and/or the employee received a citation for a moving traffic violation arising from the accident; or
- (3) one of the vehicles involved in the accident was towed away from the scene and/or the employee received a citation for a moving traffic violation arising from the accident.

A reportable accident does not include:

- a. an occurrence involving only boarding and alighting from a stationary motor vehicle; or
- b. an occurrence involving the loading or unloading of cargo.

Although testing will never delay necessary and immediate medical treatment, testing should be performed as soon as possible following the accident.

City's Responsibility: The City shall provide employees with necessary post-accident information, procedures and instructions before the employee operates a City vehicle to enable employees to comply with the post-accident testing requirements. The City is responsible for adhering to the following timeline.

<u>Time Lapsed</u>	<u>Action Required</u>
2 hours ALCOHOL	If the employee has not submitted to an alcohol test at this time, the City of Boston shall prepare and maintain on file a record stating the reason a test was not promptly administered.
8 hours ALCOHOL	Cease attempts to administer alcohol tests and prepare and maintain the record described above.
32 hours DRUGS	If the employee has not submitted to a drug test at this time, the City of Boston shall cease attempts to administer the test and prepare and maintain on file a record stating the reason a test was not promptly administered.

Employee's Responsibility: An employee is obligated to follow the post-accident instructions supplied by the City and to see that the alcohol and/or drug tests are conducted.

- An employee who is subject to a post-accident test must remain available for testing. An employee who leaves the scene before the test is administered or who does not make himself/herself readily available may be deemed to have refused to be tested and such a refusal shall be treated as a positive test.
- Further, the employee must submit to an alcohol test within eight (8) hours following the accident. During the eight (8) hour period following the accident, the employee must refrain from consuming alcohol for eight (8) hours or until the employee submits to an alcohol test, whichever comes first.
- Likewise, the employee must submit to a drug test within thirty-two (32) hours following the accident.

Under the Influence of Alcohol or Drugs shall be defined as the presence of a measurable amount which is .04% or higher of alcohol in the blood, or a verified positive drug test result, at levels specified by the Substance Abuse and Mental Health Services Administration.

Controlled Substance is any drug included in Schedules I through V, as defined by Section 802(6) of Title 21 of the United States Codes [21 USC 802(6)], the possession of which is unlawful under Chapter 13 of that title. The term does not include the use of prescribed drugs which have been legally obtained and are being used for the purpose for which they were prescribed.

All specimens will be tested at a laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA).¹

Section 17. MBTA Pass.

Effective for the duration of this contract, all full time benefits eligible and part time benefits eligible employees covered by this agreement are entitled to a pre-tax subsidy of 65% on monthly MBTA pass up to a pre-tax value of \$232 and a Bluebikes Membership at no cost to the employee. Forms to access these benefits will be available on the Beacon portal. The parties agree that the City has the unilateral right to amend, alter and revise the monthly pre-tax MBTA pass and bike benefits administered through the City's Access Boston system.

To be eligible for the 65% pre-tax subsidy on the monthly MBTA pass described above, employees must receive their monthly pass through the City of Boston's payroll deduction program. Any pass obtained through this program shall not be transferable.

For employees who purchase discounted passes directly through the MBTA based on age or disability, the City agrees to reimburse such employees up to twenty-five dollars (\$25.00) per month upon proof of such purchase satisfactory to the City.

The parties agree that the City has the unilateral right to amend, alter and revise the guidelines of the MBTA Pass Deduction Program run through the City's Treasury Department.

Section 18. Attendance.

Every employee covered by this Agreement shall be required to comply with the City of Boston Attendance Policy beginning January 1, 2013.

Section 19. Pre-Paid Group Legal Services.

- A. The City shall make a monthly contribution of thirty dollars and thirty-three cents (\$30.33) on behalf of each bargaining unit member on the City's active payroll towards a prepaid legal services plan designated by the Union. The City shall make these monthly contributions on or about the first day of each month directly to the designated benefit provider of the legal services program and shall pay to the provider this amount on behalf of all bargaining unit members on the City's active payroll on the first day of the month. A list of each bargaining unit member for which a contribution was made shall be furnished with said payment.

¹ The City will inform the Union, if and when, SAMHSA makes any changes in testing levels.

- B. The plan shall be contracted for by the Union. The contract shall provide that the Employer will be held harmless from liability arising out of the implementation and administration of the plan by the designated benefit provider and that the benefit provider shall bear all administrative costs. The Union agrees to indemnify the City for damages or other financial loss, which the City may be required to pay or suffer by an administrative agency or court of competent jurisdiction as a result of the City's compliance with Section 1 of this Article.

The contract shall also prohibit the benefit provider from using any of the funds that the City contributed (i) to defend any criminal actions brought against a bargaining unit member for conduct/alleged conduct that occurred during the employee's work hours and/or conduct/alleged conduct that involves the City or its property, (ii) to provide services, other than an initial consultation, to any bargaining unit member for any involvement as a witness in a criminal proceeding, or (iii) for any civil actions naming the City of Boston or any City of Boston employee as a party. The Union will provide a fully executed contract to the City, excluding the aforementioned. Only upon receipt of the same shall the City be obligated to make such payments as outlined in Paragraph A above.

- C. The City's responsibility under the terms of this Section shall be to make premium payments as is required under Section A. To the extent that any disputes or inquiries are made by the designated benefit provider chosen by the Union, those inquiries shall be made exclusively to the Union.

ARTICLE 20 – COMPENSATION

Section 1. Base Wage Increases.

Effective the start of the First Pay Period (FPP) following the below dates, increase the salary as follows:

Effective FPP January 2024- 2%

Effective FPP January 2025- 2%

Effective FPP January 2026- 2%

Effective the start of the FPP following the below dates, add to the annual base wage as follows:

January 2024 \$500

January 2025 \$250

January 2026 \$900

The above flat dollar increases to the wages will be added after the percentage increase each year and are increases to the annual salary.

Retroactive pay, if any, shall be limited to employees of the City on the date of City Council funding. Employees who separated from employment for any reason prior to City Council funding shall not be eligible for retroactive pay, except for employees who retired after, but not including on, September 30th, 2023.

If state aid revenue decreases compared to the prior fiscal year at any point during fiscal year 2026 only, then the next scheduled base wage increase and base dollar amount increase will be delayed by one year from the scheduled date. However, all base wage increases and base dollar amount increases due under this agreement will be paid to employees prior to the expiration of the agreement. The parties agree that this provision of the agreement shall lapse, expire and sunset on July 1, 2027.

Section 1A. New Steps.

New Steps for all SEIU wage scales are as follows:

Effective the start of the FPP in FY19, a new Step 11 will be created that will be 1% greater than the then existing Step 10 for all SEIU wage scales except BCYF.

Effective the start of the FPP in FY20, a new Step 12 will be created that will be 1% greater than the then existing Step 11 for all SEIU wage scales except BCYF.

In recognition for the hard work during the COVID-19 pandemic, bargaining unit members employed on June 30, 2022 shall receive a one-time lump sum payment of one thousand Dollars (\$1,000.00), minus standard reductions, effectuated within ninety days from City Council funding.

Section 2. Mileage.

Effective upon execution of this Agreement, the mileage allowance shall be the IRS rate.

Section 3. Promotional Raises.

On the promotion of an employee to a higher pay grade, said employee shall be placed in the higher step closest to, but not less than ten dollars (\$10.00) per week more than, the employee's pay rate prior to promotion.

Section 3A. Twenty Year Rule.

The parties acknowledge that the so-called twenty (20) year rule initially established by the 1963 Classification and Compensation Plan only applies to promotions within the bargaining unit. It does not apply to Employees who reach their twenty (20) years in their current position.

Section 4. Compensation Grade Appeal.

The procedure set forth in this section shall be the exclusive procedure for changing the compensation grade for any position that this Agreement covers. Specifically, an arbitrator is without authority to change the grade of a position through a grievance citing Article 13 (Temporary Service in a Higher or Lower Position and Promotions).

The Union agrees that any position for which an appeal is made was properly graded on the effective date of this Agreement, unless otherwise noted. In considering an appeal, the City shall not examine changes in the job content in the position for which the appeal is claimed that occurred prior to the effective date of this Agreement. Rather, the review shall be restricted to a review on the issue of whether, after the effective date of this Agreement, there was a

fundamental, substantial, and permanent change in the job content of such a position that could have the effect of changing its compensation grade.

In instances where an employee seeks an upgrade to a higher graded position, the employee must demonstrate that she/he/they actually performs a majority of the higher graded job functions listed in the higher graded job description the majority of the time.² The review shall not consider perceived changes in job duties related to new technology, state or federal mandates, and/or to increases in the volume of work. Further, the review shall not consider whether other employees in the higher graded job actually perform the duties listed in the higher graded job description.

The procedure:

1. The Union shall submit a completed CGA application on behalf of a member(s) to the Office of Labor Relations (OLR). Incomplete applications shall be returned to the Union.
2. OLR shall forward the application to OHR Classification and Compensation Unit and to the employee's Department not more than 5 calendar days after receipt.
3. OHR Classification and Compensation Unit staff shall review the application and will reach out to the department and/or the union for additional information. Applications that meet the standard for upgrading a position shall be granted. Applications that do not meet the standard for upgrading a position shall be denied and returned to the Union. OHR Classification and Compensation Unit shall complete this review and OLR will notify the Union within 60 days from receipt.
4. Within twenty calendar days of receipt of OHR's denial of a CGA, the Union may request in writing a review before the City's Director of Human Resources or her/his/their designee.
5. Upon receipt of the Union's request, the Director of Human Resources or her/his/their designee shall offer to schedule a date for the review within 7 days. The Union must cooperate in the scheduling of the review or else the review will not be held and the application will be denied. The review shall occur within 90 days of receipt of the Union's request for a review.
6. After the review, the Director of Human Resources may either grant or deny the CGA. The Director's review of the CGA shall be completed and a decision issued within 90 days of receipt of the request from the Union.
7. Should the Director of Human Resources deny a CGA after review, the Union may file a grievance in accordance with Article 7. The Grievance may be filed directly at Step 3.
8. An arbitrator is without authority to award any remedy for any period of time predating the date that the Union submitted the completed CGA application.

This section replaces any prior Collective Bargaining Agreement, Supplemental Agreements, Side Letters to the Collective Bargaining Agreement, Settlement Agreements, Memoranda of Agreement, Memoranda of Understanding, policies, or by practice, related to this issue.

Section 8. Health Insurance.

The City's contribution to group hospitalization premiums shall be as follows:

² This is the standard for state employees under M.G.L. c. 30 § 49. See *Pellegrino v. Dept of State Police*, 18 MCSR 261 (2005)

- (a) 75% of total monthly premiums for the indemnity plan selected by the employer, including Blue Care Elect Preferred or equivalent coverage;
- (b) Effective First Pay Period January 2008 the City's rate of contribution for all approved and authorized health maintenance organizations shall be 87.5%. The Employee's rate of contribution for all approved and authorized health maintenance organizations shall be 12.5%;
- (c) Effective First Pay Period January 2008 the City's rate of contribution for all approved and authorized point of service products shall be 82.5%. The employee's rate of contribution for all approved and authorized point of service products shall be 17.5%.
- (d) Effective First Pay Period January 2009 the City's rate of contribution for all approved and authorized health maintenance organizations shall be 85%. The employees' rate of contribution for all approved and authorized health maintenance organizations shall be 15%.
- (e) Effective First Pay Period January 2009 the City's rate of contribution for all approved and authorized point of service products shall be 80%. The employee's rate of contribution for all approved and authorized point of service products shall be 20%.

Section 9. Health Insurance Opt-Out. Bargaining unit members declining the City's health insurance benefit shall be eligible for the City's opt-out insurance benefit pursuant to the City's health insurance policy. Those bargaining unit members shall receive fifteen hundred dollars (\$1,500) annually for opting-out of an individual plan or twenty-five hundred dollars (\$2,500) annually for opting-out of a family plan under the above-mentioned policy,

A. Eligibility

To participate employees must currently be enrolled in, or have been enrolled in, medical coverage through the City of Boston and drop the coverage during the Open Enrollment period for at least one year;

Employees are eligible for the payment if they have coverage under another plan. Other plans include:

- (a) Your spouse's/partner's plan (as long as he or she is covered by someone other than the City of Boston, Boston Water and Sewer Commission or the Boston Public Health Commission);
- (b) A private health plan;
- (c) A plan offered through a second employer (if you have another job that provides health care benefits); or
- (d) A retiree health plan from an employer other than one of the City of Boston groups.

Section 10. Dental/Vision. The City will continue the current dental/optical insurance through the Massachusetts Public Employees Fund available to the members of the bargaining unit, paid in full by the employer. No dispute or claim relative to any and all aspects of the dental/vision plan, including but not necessarily limited to claims related to the Fund's administration of such plan, the level of

benefits provided by such plan, and/or any modification(s) to such plan, is subject to Article 7 (Grievance Procedure) of the collective bargaining agreement.

Section 11. Intentionally left blank.

Section 12. On-Call Differential.

1. Employees designated by their Deputy Director to be on-call shall receive a differential of \$300 per week plus compensatory time for hours actually worked in accordance with Article 11.

ARTICLE 21 – CAREER DEVELOPMENT AND TUITION REIMBURSEMENT

Section 1. The City and the Union recognize the importance of career development, which may include on-going training and continuing education.

Section 2. Career Development and Tuition Reimbursement Committee.

(a) The City and the Union agree to establish a Career Development and Tuition Reimbursement Committee consisting of four (4) people appointed by the City and four (4) people appointed by the Union.

(b) The Career Development and Tuition Reimbursement Committee shall meet no less than quarterly places agreed upon by the Union and the City. The committee shall make recommendations regarding career development programs, review applications for reimbursement City government-related career development programs and review applications for tuition reimbursement, consistent with the criteria set forth in this Agreement.

(c) Reimbursement shall be granted, up to a maximum of \$800 (eight hundred dollars) per member per fiscal year for eligible career development programs and/or tuition reimbursement. Tuition reimbursement shall be limited to satisfactory completion of (1) GED preparation programs and testing; (2) graduate or undergraduate level course work (City government-related) at an accredited college or university; and (3) training or certificate programs (City government-related). Satisfactory completion shall be defined as a grade of “C” (75%) or higher where grades are provided. Where no grade is provided, an employee must provide documentation of successful completion of the course, training or certificate program in order to be eligible for reimbursement.

(d) In order to receive reimbursement, an employee must provide proof of payment and satisfactory completion of eligible programs.

(e) All requests for reimbursement shall be considered on a first come first serve basis and shall be subject to the availability of funds.

Section 3. Career Development and Tuition Reimbursement Funding.

The City shall allocate \$30,000.00 (thirty thousand dollars) per fiscal year for a Career Development and Tuition Reimbursement fund. In the event the fund balance is not exhausted in any given fiscal year, the remaining balance shall carry over to the following fiscal year.

Section 4. City Required Training.

In the event that the City requires an employee to attend a convention, professional meeting, training or other activity related to an employee's job function, the City shall bear the cost of said training and shall grant the employee leave with pay to attend. The cost of mandatory City required training shall not be deducted from the Career Development and Tuition Reimbursement Fund.

ARTICLE 22 – EMPLOYER PROVISION OF INFORMATION

Section 1. The City shall be required to provide the Union and/or its designees with the following information, if feasible, for bargaining unit employees:

- (a) Every month, a list of all employees new to the bargaining unit, date of employment, classification, grade level, source of funding and department
- (b) Every six (6) months, a list of all employees who have been separated from service
- (c) A list of employees in each department/agency by title listed within each title in order of date of employment. Such lists shall be updated every year.
- (d) Every six (6) months, a list of employees retaining recall rights
- (e) Every six (6) months, a list of employees currently on authorized leave, and the number of those employees on a medical leave.

The City shall provide to the Union upon request, no more than three (3) times a year, a Position Management Report for each city department.

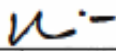
Section 2. Where the City has been providing such information to the Union at more frequent intervals, the information shall continue to be furnished at such intervals.

ARTICLE 23 – DURATION OF AGREEMENT

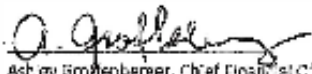
Except as otherwise provided herein this Agreement shall take effect as of the date of execution and shall continue in full force and effect until superseded by a new Collective Bargaining Agreement.

In witness hereof, the City of Boston and Service Employees International Union, Local 888, Mayor's Office of Housing have caused the Agreement to be signed, executed and delivered on the 3 day of March, 2025.

CITY OF BOSTON


Mayor Michelle Wu

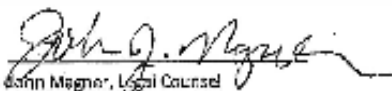

Alex Lawrence, Chief People Officer

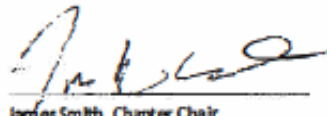

Ashley Grobenberger, Chief Financial Officer



Renee Bushey, Director, Labor Relations

SERVICE EMPLOYEE INTERNATIONAL
UNION, LOCAL 888, MOH

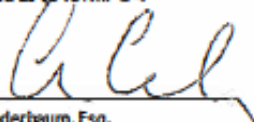

Thomas McKeever, President


John Wagner, Legal Counsel


James Smith, Chapter Chair


Theresa Strechile, Vice Chair

Approved as to form: EM


Adam Cederbaum, Esq.
Corporation Counsel

GENERAL APPENDICES

APPENDIX A: FOUR DAY WORKWEEK

SIDE LETTER OF AGREEMENT

between

CITY OF BOSTON

AND

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 888

This side letter of agreement is made under Chapter 150E of the General Laws this 28th day of March, 2012 between the City of Boston ("City") and the Service Employees International Union, Local 888 ("SEIU").

WITNESSETH

Whereas, in the most recent round of contract negotiations the parties agreed to language affording employees, with the agreement of their Department Heads and the approval of the Office of Human Resources, the option of a four (4) day workweek, as follows;

Section 4. Four-Day Workweek

- A. At the discretion of a Department Head on a case-by-case basis and subject to the operational needs of the Department, employees may be offered the option of a four (4) day workweek. In the event two (2) or more employees in the same title and job series simultaneously apply for a four (4) day work week, seniority in the title and job series will be the determining factor. Seniority shall be defined as the total continuous service of an employee with the City of Boston, provided that service prior to an authorized leave of absence or prior to a lay off shall be counted toward total continuous service. The only issue in this Article that can be subject to the grievance and arbitration procedure listed in Article 7 is Seniority.
- B. A four (4) day workweek shall consist of either thirty-five (35) or forty (40) hours per week over four (4) consecutive days of either eight hours and forty-five minutes (8.75 hours) or ten (10) hours per day. At the discretion of the department head, exceptions may be granted to the requirement that the 4 days be consecutive.
- C. The City's Director of the Office of Human Resources shall approve a four (4) day workweek after the Department Head (or their Designee) and the employee has agreed to a four (4) day workweek. In the event where a four (4) day workweek is denied, the affected employee may appeal the denial to the City's Director of Human Resources or her/his designee. The City's Director of Human Resources will make her/his decision available to the employee and the Union upon request. The decision by the Office of Human Resources shall not be subject to the grievance and arbitration procedure in Article 7.

Whereas, the parties wish to define the parameters of the four (4) day workweek in order to allow employees and Department Heads to foresee the effects of adopting such a schedule, the expectations

of employees granted a four (4) day workweek, and the responsibilities of the City with regard to contract administration;

The parties hereby agree that any employee granted approval to work a four (4) day workweek in accordance with this Section will be required to work the core hours as determined by the Department Head and/or his/her designee on his/her four (4) work days. Specific exceptions to the core hours requirement must be requested in conjunction with the request for a four (4) day workweek and must be approved by both the Department Head and the City's Director of Human Resources.

The parties further agree that the City's authorization for a four (4) day workweek is subject, in each individual case, to the operating needs of the City and the affected Department, and that such authorization can be withdrawn by the City at any time and for any reason. The City agrees to provide an affected employee with fourteen (14) calendar days' notice prior to withdrawing authorization for a four (4) day workweek. The fourteen (14) calendar day notice period may be shortened or extended by mutual agreement of the employee/union and the Department.

The parties further agree that all leave benefits referenced in the collective bargaining agreement as "days" or "work days" will be converted to hours, based on the appropriate work week of 35 or 40 hours, for all employees on an approved four (4) day workweek. In doing so, the parties acknowledge that no employee is subject to any loss or realize any gain in contractual benefits as a result of the change in calculation from days to hours, and that said change is made merely to ensure equal and accurate benefit accrual and to facilitate administration and accounting of benefits. For example:

Hours of Work (Article 11, Section E)

The parties agree that the contractual workday of seven (7) or eight (8) hours shall, for the purposes of employees granted a four (4) day workweek, be either eight hours and forty-five minutes (8.75 hours) for employees whose normal workweek is 35 hours or ten (10) hours for employees whose normal workweek is 40 hours. In addition, employees will be provided an unpaid lunch period, which must be taken during the work day and cannot be used to decrease the amount of time an employee spends at work.

The parties further agree that employees on a four (4) day workweek shall not be eligible for overtime until and unless they have worked in excess of both their usual hours per day and usual hours per week of work. All other prerequisites to overtime eligibility shall apply as per Article 11, including but not limited to the requirement for pre-authorization of overtime.

Sick Leave Accrual (Article 16, Section 1)

The City and SEIU agree that sick leave accrues at a rate of 1 day per month of actual service under the current contract language and that, expressed in hours, accrues as follows:

Employees working 35 hours per week:	Accrue 7 hours of sick leave per month of actual service
Employees working 40 hours per week:	Accrue 8 hours of sick leave per month of actual service

Annual Redemption of Sick Leave (Article 16, Section 7)

An employee who has used fewer than 35 or 40 hours of sick time in the twelve (12) month period ending December 31 of any year in which this Agreement is in effect may elect to redeem sick time in a lump sum cash payment in accordance with the following schedule:

The formula that is used to determine sick leave buy-back is as follows:

Employees working 35 hours per week:

35 hours – sick hours used in the previous year = hours of cash

redemption ***Employees working 40 hours per week:***

40 hours – sick hours used in the previous year = hours of cash redemption

Personal Days (Article 16, Section 11)

The City and SEIU agree that under the current contract language full-time employees on the payroll as of January 1 receive three (3) standalone paid personal leave days. The parties agree that personal time can be expressed in hours as follows:

Employees working 35 hours per week:	21 hours of personal time per year
Employees working 40 hours per week:	24 hours of personal time per year

Holidays (Article 14, Section 2).

The parties agree that the provisions below were designed to apply specifically to employees granted permission to work a four-day workweek in accordance with Article 11, Section E.

Employees working 35 hours per week:

When the Holiday falls on an employee's scheduled work day:

The employee will only be scheduled to work his or her remaining three (3) days that week.

The employee will receive holiday pay in the amount of seven (7) hours.

The employee will work nine (9) hours and 20 minutes on each of the three (3) remaining working days.

When the Holiday falls on a day when the employee is already scheduled to be off:

The Department Head shall grant an alternative day off, in lieu of holiday, during the same pay period in which the Holiday falls. On that day, the employee will be compensated for seven (7) hours of Holiday pay. The employee will work nine (9) hours and 20 minutes on each of the three (3) remaining working days.

Employees working 40 hours per week:

When the Holiday falls on an employee's scheduled work day:

The employee will only be scheduled to work his or her remaining three (3) days that week.

The employee will receive holiday pay in the amount of eight (8) hours.

The employee will work ten (10) hours and 40 minutes on each of the three (3) remaining working days.

When the Holiday falls on a day when the employee is already scheduled to be off:

The Department Head shall grant an alternative day off, in lieu of holiday, during the same pay period in which the Holiday falls. On that day, the employee will be compensated for eight (8) hours of Holiday pay. The employee will work ten (10) hours and 40 minutes on each of the three (3) remaining working days.

Vacation Leave (Article 15, Section 2A and 2B)

Vacation leave entitlement shall be in accordance with the service thresholds as described in Article 15, Section 2A and 2B, shall be described as hourly accumulation as follows:

Employees working 35 hours per week: ***Employees working 40 hours per week:***

One (1) week =	35 hours per year	One (1) week =	40 hours per year
Two (2) weeks =	70 hours per year	Two (2) weeks =	80 hours per year
Three (3) weeks =	105 hours per year	Three (3) weeks =	120 hours per year
Four (4) weeks =	140 hours per year	Four (4) weeks =	160 hours per year
Five (5) weeks =	175 hours per year	Five (5) weeks =	200 hours per year
Six (6) weeks =	210 hours per year	Six (6) weeks =	240 hours per year

Sick Leave Conversion (Article 16, Section 10)

Sick Leave Conversion Employees who have accumulated fifty (50) days of sick leave and who did not utilize more than three (3) sick days in the preceding calendar year, excluding sick leave redeemed pursuant to Article 16, Section 6, may convert up to nine (9) sick days to vacation days on a three for one (3:1) basis, in a manner to be prescribed by the Office of Human Resources.

CITY OF BOSTON FOUR-DAY WORKWEEK AGREEMENT

Part I. To be completed by the employee requesting a four (4) day workweek

Date request submitted to Department Head: _____

To: (Department Head): _____

Department: _____

From: (Name) _____

Position: _____

Work Location: _____

Date of appointment to current position: _____

Total Service in the Department (years/months/days): _____

Total City Service (years/months/days): _____

A four (4) day workweek shall consist of either four (4) consecutive days of eight hours and forty-five minutes (8.75 hours) for 35 hour per week employees; or four (4) consecutive days of ten (10) hours per day for 40 hour per week employees. Proposed hours of work should include the core hours as determined by the Department Head and/or his designee.

Requested _____ days _____ of
work _____ Requested
hours of work _____ a.m. to _____ p.m.

I hereby request authorization to work a four (4) day workweek, pursuant to Article 11, Section B of the collective bargaining agreement.

By affixing my signature below, I acknowledge that I have read the Side Letter of Agreement between the City of Boston and SEIU, Local 888, dated DATE, and that such Agreement shall govern the terms and conditions under which a four (4) day workweek may be granted and administered. I agree to abide by the terms of the Side Letter of Agreement and all other terms and conditions of employment. I acknowledge that authorization for a four (4) day workweek may be withdrawn by the City at any time and for any reason with fourteen (14) days' notice.

Employee Signature

Date

Part II. To be completed by the Department Head

By affixing my signature below, I acknowledge that I have read the Side Letter of Agreement between the City of Boston and SEIU, Local 888, dated DATE, and that such Agreement shall govern the terms and conditions under which a four (4) day workweek may be granted and administered.

I have received and considered the above request, and I hereby APPROVE/DENY (circle one) the proposed four (4) day workweek schedule as described herein.

Department Head

Date

Part III. To be completed by the Department of Human Resources

I hereby APPROVE/DENY (circle one) the above request for a four (4) day workweek.

Director of Human Resources

Date

In the event that a request for a four (4) day workweek is denied, the affected employee may appeal the denial to the City's Director of Human Resources or her/his designee. The City's Director of Human Resources will make her/his decision available to the employee and the Union upon request. The decision by the Office of Human Resources shall not be subject to the grievance and arbitration procedure.

APPENDIX B: RETURN TO WORK ORDER

By First-Class

Mail

EMPLOYEE'S NAME

LAST KNOWN ADDRESS

DATE

Re: Return to

Work Order

Dear NAME:

Since [DATE], you have been absent from your position as a [POSITION] in the [DEPARTMENT] under claim of an on-the-job injury. However, on [DATE], you were notified that your worker's compensation benefits were being terminated as of [DATE]. Accordingly, you are hereby ordered to report to work no later than [DATE].

This letter is being sent by the personnel division of the [DEPARTMENT] and is not related to any communications that you or your attorney may be engaged in with the City's Worker's Compensation Division.

Therefore, if you do not return to work on [DATE], then it is your responsibility to complete ALL of the following steps:

1. Contact your Departmental Personnel Officer and discuss your status (i.e., whether you plan to appeal the termination of your workers comp. Benefits, etc.) with him or her; AND
2. Make a proper written request for a medical or other leave of absence; AND
3. Produce sufficient documentation for your continued absence.

If you do not complete all of the above steps within fourteen (14) days after receiving this letter, then the Department may consider you to have voluntarily separated yourself from employment.

Again, if you do not notify your department that you intend to appeal the termination of your worker's compensation benefits and you do not intend to request a medical or other leave of absence, then you must report to work on [DATE]. Failure to do so shall constitute an unauthorized absence and shall be grounds for discipline, up to and including termination. Also, continued failure to report to work may increase the discipline that you may receive for your unauthorized leave.

Please contact me at (617)635-XXXX should you have any further questions.

Sincerely, [DEPARTMENT
PERSONNEL OFFICER]

cc: Union
Personnel
Employee Supervisor

Representative
File

APPENDIX C: HOUSING TRUST SIDE LETTER

JOINT SIDE LETTER OF AGREEMENT

Between

CITY OF BOSTON

And

LOCAL 888 SERVICE EMPLOYEES INTERNATIONAL UNION, AFL-CIO

This Agreement is made under Chapter 150E of the General laws, by and between the City of Boston, (“the City”) and Local 888, Service Employees International Union, AFL-CIO (“SEIU” or “Union”). This Agreement shall jointly apply to all SEIU Local 888 Bargaining units within the City of Boston.

The City of Boston and SEIU agree to create and administer a housing trust fund to assist lower paid SEIU employees with the high cost of housing in the City of Boston.

The parties shall make every effort to allow lower paid SEIU members employed by the Public Health Commission and by the Boston School Department to participate in the Housing Trust Fund established hereunder. The participation of said employees shall depend on the parties’ determination as to whether such participation is lawful, if such impediment exists.

1. Upon execution of the trust fund document by the parties, the City made a one-time contribution of five hundred thousand (\$500,000) dollars to establish the trust fund and made additional contributions thereafter.
2. Effective the first pay period in January 2018 and thereafter during the life of the trust, the City shall provide further contributions to the trust fund, equal to 10 cents per hour worked per employee.
3. SEIU and the City shall jointly administer the trust fund subject to a trust agreement to be executed by the parties.
4. The parties agree to create a joint committee to negotiate the rules by which the trust fund shall be administered (for example, the beneficiaries of the trust fund and the nature and extent of the benefits(s) bestowed).
5. The parties agree that only employees who must and/or actually reside within the City of Boston benefit from the housing trust fund.

APPENDIX D

SEIU-MOH JOB SERIES 2025

Mayor's Office of Housing

Series 1 (Neighborhood Housing Development)

- Sr. Housing Development Officer (Neighborhood Housing Development Division) N-24/Sr. Housing Development Officer (NHD ARPA) *2
- Housing Development Officer (Neighborhood Housing Development Division) N-22
- Program Assistant N-19

Series 2 (Boston Home Center - Homebuyer Services and Homeowner Services)

- Program Lead N-24 (BHC ARPA) *
- Sr. Program Manager (Homebuyer) N-23/Sr. Project Manager (Homeowner)/Sr. Project Manager Leadsafe Boston (BHC) N-23
- Program Manager (Homebuyer) N-21 /Project Manager (Homeowner)/Program Manager (Homeowner)/Project Manager Leadsafe Boston (BHC) N-21/Program Manager (Retrofit, BHC) (ARPA) *2
- Program Assistant N-19

Series 3 (Real Estate Management & Sales)

- Senior Environmental Compliance Manager (REMS) N-24
- Sr. Project Manager (Property Management) (REMS) N-23
- Property Manager (Property Management) (REMS) N-22
- Project Manager (Sales/Property Management) (REMS) N-21
- Program Assistant N-19

Series 4 (Neighborhood Housing Development)

- Senior Architect (NHD) N23
- Architect (NHD) N-21

Series 5 (Neighborhood Housing Development)

- Design and Construction Services Manager (NHD) N-24
- Construction Specialist II (NHD) N-21
- Program Assistant N-19

Series 6 (Boston Home Center)

- Construction Manager (BHC) N-23

- Construction Supervisor N-21
- Program Assistant N-19

Series 7 (Policy Development & Research)

- Housing Policy Manager N-24 /Principal Housing Policy Analyst N-24/Housing Data Manager (Senior Policy
- Development and Research Specialist) (PDR) N-24 Sr. Research and Development Analyst (PDR) N-22
- Research and Development Analyst (PDR) N-21
- Affirmatively Furthering Fair Housing Assistant N-20

Series 8 (Supportive Housing)

- Sr. Housing Development Officer (SH) N-24/ Senior Housing Officer N-24
- Housing Development Officer (SH) N-22
- Program Assistant N-19

Series 9 (IT)

- HMIS Administrator N-23
- HMIS User Specialist N-21

Series 10 (Administration & Finance - Finance Unit)

- Finance Manager (A&F)/Accounts Payable Manager (A&F) N23
- Accounting Manager (A&F)/Senior Accountant N-22
- Accountant (A&F) N-21/Senior Account Specialist (A&F) N-21
- Financial Analyst (A&F) N-20

Series 11 (Administration & Finance - Budget)

- Sr. Budget Manager (A&F) N-24
- Budget and Performance Manager (A&F) N-22

Series 12 (Administration & Finance - Loan Monitoring)

- Asset Manager (A&F) N-21
- Loan Monitor (A&F) N-19

Series 13 (Administration and Finance - Grants Management)

- Manager of Research and Development N-23
- Sr. Compliance Officer N-22

Series 14 (IT)

- Senior Developer (IT) N-24

Series 15 (IT)

- Technical Support Manager (IT) N-23
- Business Analyst/Product Owner (IT)/Innovations Manager N-22
- Technology Support Associate N-19

Series 16 (Administration & Finance - Contracts)

- Sr. Procurement Officer (ARPA) *
- Procurement Officer (A&F) N-20

Series 17 (Office of Housing Stability)

- Senior Housing Development Officer N-24
- Senior Program Manager N-23/Senior Housing Crisis Coordinator N-23
- SEIU MOH Job Series(2025)
- Housing Development Officer N-22/Strategic Housing Partnership Manager N-22
- Program Manager N-21/Housing Crisis Case Coordinator N-21
- Program Assistant N-19

Series 18 (Housing Compliance and Asset Management)

- Senior Housing Asset Manager N-24
- Senior Program Manager N-23
- Program Manager N-21
- Compliance Monitor N-20

Series 19 (GrowBoston)

- Development Officer N-22
- Program Manager N-21 (ARPA) *
- Program Assistant N-19

* These MOH positions have limited funding through ARPA and expire 2026 or when funding runs out, whichever comes first.

Office of Economic Development

Series 4 (Office of Economic Development)

- Operations Specialist (OBD) N-26 Title Inactivated
- Construction Specialist (OBD) N-20 Title Inactivated

Series 5 (Office of Economic Development)

- Business and Design Services Manager (OBD) N-24
- Sr. Neighborhood Business Manager (OBD) N-24
- Sr. Project Manager (OBD)/Sr. Program Manager (OBD)/Sr. Business Manager (OBD) N-23
- Neighborhood Business Manager (OBD) N-22
- Project Manager (OBD) N-21
- Program Assistant N-19

Series 6 (Office of Economic Development)

- Innovation and Systems Manager (OBD) N-24 Title Inactivated

Series 9 (Office of Economic Development)

- Architect (OBD) N-21 Title Inactivated

Series 11 (Office of Economic Development)

- Graphic Designer (OBD) N-21 Title Inactivate



EXECUTIVE ORDER

February 5, 2025

The Honorable Michelle Wu
Mayor of Boston
Boston City Hall

Dear Mayor Wu,

We respectfully request your approval to amend the City of Boston's Classification and Compensation Plans, Schedule A, for members of SEIU Mayor's Office of Housing (MOH). **The effective date of the new salary schedule and the rates of increase will be as follows:**

- **2% increase** effective 1/6/2024, 1/4/2025, 1/3/2026, and 1/2/2027
- **Flat dollar increases added to the hourly base wage**
 - \$500.00/\$.274725 effective 1/6/2024
 - \$250.00/\$.137362 effective 1/4/2025
 - \$900.00/\$.494505 effective 1/3/2026
 - \$800.00/\$.439560 effective 1/2/2027

This amendment to the Salary Schedule is necessary to implement the collective bargaining agreement between the city of Boston and SEIU MOH.

Respectfully,

Alex Lawrence
Chief People Officer

Approved:

Ashley Groffenberger
Chief Financial Officer, Collector-Treasurer

Approved:

Michelle Wu, Mayor

Salary Schedule A
Effective 1/6/2024
2% Increase/Add \$.274725 (\$500.00 Flat Annual)

Salary Plan	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
N	11	hourly \$ 14,477.047	\$ 14,950.783	\$ 15,485.743	\$ 16,113.547	\$ 16,762.423	\$ 17,436.898	\$ 18,139.470	\$ 18,945.924	\$ 19,788.016	\$ 20,688.817	\$ 21,621.230	\$ 21,621.230
	weekly \$ 506.70	\$ 523.28	\$ 542.00	\$ 563.97	\$ 586.68	\$ 610.29	\$ 634.88	\$ 663.11	\$ 692.58	\$ 724.11	\$ 756.74	\$ 791.36	\$ 828.86
	annually \$ 26,348.23	\$ 27,210.43	\$ 28,184.05	\$ 29,326.66	\$ 30,507.61	\$ 31,735.15	\$ 33,013.84	\$ 34,481.58	\$ 36,014.19	\$ 37,653.65	\$ 39,350.64	\$ 41,150.86	\$ 43,100.85
N	12	hourly \$ 15,485.743	\$ 16,113.547	\$ 16,762.423	\$ 17,436.898	\$ 18,139.470	\$ 18,945.924	\$ 19,788.016	\$ 20,688.817	\$ 21,621.230	\$ 22,610.360	\$ 23,681.785	\$ 24,826.482
	weekly \$ 542.00	\$ 563.97	\$ 586.68	\$ 610.29	\$ 634.88	\$ 663.11	\$ 692.58	\$ 724.11	\$ 756.74	\$ 791.36	\$ 828.86	\$ 868.93	\$ 909.76
	annually \$ 28,184.05	\$ 29,326.66	\$ 30,507.61	\$ 31,735.15	\$ 33,013.84	\$ 34,481.58	\$ 36,014.19	\$ 37,653.65	\$ 39,350.64	\$ 41,150.86	\$ 43,100.85	\$ 45,184.20	\$ 47,307.72
N	13	hourly \$ 16,762.423	\$ 17,436.898	\$ 18,139.470	\$ 18,945.924	\$ 19,788.016	\$ 20,688.817	\$ 21,621.230	\$ 22,610.360	\$ 23,681.785	\$ 24,826.482	\$ 25,993.254	\$ 27,211.219
	weekly \$ 586.68	\$ 610.29	\$ 634.88	\$ 663.11	\$ 692.58	\$ 724.11	\$ 756.74	\$ 791.36	\$ 828.86	\$ 868.93	\$ 909.76	\$ 952.39	\$ 994.99
	annually \$ 30,507.61	\$ 31,735.15	\$ 33,013.84	\$ 34,481.58	\$ 36,014.19	\$ 37,653.65	\$ 39,350.64	\$ 41,150.86	\$ 43,100.85	\$ 45,184.20	\$ 47,307.72	\$ 49,524.42	\$ 51,739.29
N	14	hourly \$ 18,139.470	\$ 18,945.924	\$ 19,788.016	\$ 20,688.817	\$ 21,621.230	\$ 22,610.360	\$ 23,681.785	\$ 24,826.482	\$ 25,993.254	\$ 27,211.219	\$ 28,428.181	\$ 29,934.109
	weekly \$ 634.88	\$ 663.11	\$ 692.58	\$ 724.11	\$ 756.74	\$ 791.36	\$ 828.86	\$ 868.93	\$ 909.76	\$ 952.39	\$ 994.99	\$ 1,047.69	\$ 1,098.07
	annually \$ 33,013.84	\$ 34,481.58	\$ 36,014.19	\$ 37,653.65	\$ 39,350.64	\$ 41,150.86	\$ 43,100.85	\$ 45,184.20	\$ 47,307.72	\$ 49,524.42	\$ 51,739.29	\$ 54,480.08	\$ 57,019.88
N	15	hourly \$ 19,788.016	\$ 20,688.817	\$ 21,621.230	\$ 22,610.360	\$ 23,681.785	\$ 24,826.482	\$ 25,993.254	\$ 27,211.219	\$ 28,428.181	\$ 29,934.109	\$ 30,943.905	\$ 32,705.249
	weekly \$ 692.58	\$ 724.11	\$ 756.74	\$ 791.36	\$ 828.86	\$ 868.93	\$ 909.76	\$ 952.39	\$ 994.99	\$ 1,036.44	\$ 1,083.04	\$ 1,133.43	\$ 1,183.96
	annually \$ 36,014.19	\$ 37,653.65	\$ 39,350.64	\$ 41,150.86	\$ 43,100.85	\$ 45,184.20	\$ 47,307.72	\$ 49,524.42	\$ 51,739.29	\$ 54,480.08	\$ 57,019.88	\$ 59,523.55	\$ 62,167.50
N	16	hourly \$ 21,621.230	\$ 22,610.360	\$ 23,681.785	\$ 24,826.482	\$ 25,993.254	\$ 27,211.219	\$ 28,428.181	\$ 29,934.109	\$ 30,943.905	\$ 32,705.249	\$ 33,029.554	\$ 33,357.102
	weekly \$ 756.74	\$ 791.36	\$ 828.86	\$ 868.93	\$ 909.76	\$ 952.39	\$ 994.99	\$ 1,036.44	\$ 1,083.04	\$ 1,133.43	\$ 1,183.96	\$ 1,235.28	\$ 1,286.70
	annually \$ 39,350.64	\$ 41,150.86	\$ 43,100.85	\$ 45,184.20	\$ 47,307.72	\$ 49,524.42	\$ 51,739.29	\$ 54,480.08	\$ 57,019.88	\$ 59,523.55	\$ 62,167.50	\$ 64,820.28	\$ 67,509.93
N	17	hourly \$ 23,681.785	\$ 24,826.482	\$ 25,993.254	\$ 27,211.219	\$ 28,428.181	\$ 29,934.109	\$ 30,943.905	\$ 32,705.249	\$ 33,029.554	\$ 33,357.102	\$ 33,684.649	\$ 34,012.197
	weekly \$ 828.86	\$ 868.93	\$ 909.76	\$ 952.39	\$ 994.99	\$ 1,036.44	\$ 1,083.04	\$ 1,133.43	\$ 1,183.96	\$ 1,235.28	\$ 1,286.70	\$ 1,338.11	\$ 1,389.52
	annually \$ 43,100.85	\$ 45,184.20	\$ 47,307.72	\$ 49,524.42	\$ 51,739.29	\$ 54,480.08	\$ 57,019.88	\$ 59,523.55	\$ 62,167.50	\$ 64,820.28	\$ 67,509.93	\$ 70,152.96	\$ 72,805.91
N	18	hourly \$ 25,993.254	\$ 27,211.219	\$ 28,428.181	\$ 29,934.109	\$ 30,943.905	\$ 32,705.249	\$ 33,029.554	\$ 33,357.102	\$ 33,684.649	\$ 34,012.197	\$ 34,340.744	\$ 34,668.291
	weekly \$ 909.76	\$ 952.39	\$ 994.99	\$ 1,036.44	\$ 1,083.04	\$ 1,133.43	\$ 1,183.96	\$ 1,235.28	\$ 1,286.70	\$ 1,338.11	\$ 1,389.52	\$ 1,440.93	\$ 1,492.34
	annually \$ 47,307.72	\$ 49,524.42	\$ 51,739.29	\$ 54,480.08	\$ 57,019.88	\$ 59,523.55	\$ 62,167.50	\$ 64,820.28	\$ 67,509.93	\$ 70,152.96	\$ 72,805.91	\$ 75,458.86	\$ 78,111.81

Salary Plan	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
N	19	hourly \$ 28,428.81	\$ 29,612.524	\$ 30,943.905	\$ 32,383.676	\$ 33,827.469	\$ 35,293.845	\$ 36,762.729	\$ 38,224.086	\$ 39,737.634	\$ 41,311.903	\$ 42,948.401	\$ 44,651.145
	weekly \$ 994.99	\$ 1,036.44	\$ 1,083.04	\$ 1,133.43	\$ 1,183.96	\$ 1,235.28	\$ 1,286.70	\$ 1,337.84	\$ 1,390.82	\$ 1,445.92	\$ 1,503.19	\$ 1,562.79	\$ 1,624.74
	annually \$ 51,739.29	\$ 53,894.79	\$ 56,317.91	\$ 58,938.29	\$ 61,565.99	\$ 64,234.80	\$ 66,908.17	\$ 69,567.84	\$ 72,322.49	\$ 75,187.66	\$ 78,166.09	\$ 81,265.08	\$ 84,486.46
N	20	hourly \$ 30,943.905	\$ 32,383.676	\$ 33,827.469	\$ 35,293.845	\$ 36,762.729	\$ 38,224.086	\$ 39,737.634	\$ 41,311.903	\$ 42,948.401	\$ 44,651.145	\$ 46,421.131	\$ 48,263.380
	weekly \$ 1,083.04	\$ 1,133.43	\$ 1,183.96	\$ 1,235.28	\$ 1,286.70	\$ 1,337.84	\$ 1,390.82	\$ 1,445.92	\$ 1,503.19	\$ 1,562.79	\$ 1,624.74	\$ 1,689.37	\$ 1,756.23
	annually \$ 56,317.91	\$ 58,938.29	\$ 61,565.99	\$ 64,234.80	\$ 66,908.17	\$ 69,567.84	\$ 72,322.49	\$ 75,187.66	\$ 78,166.09	\$ 81,265.08	\$ 84,486.46	\$ 87,839.35	\$ 91,323.78
N	21	hourly \$ 33,827.469	\$ 35,293.845	\$ 36,762.729	\$ 38,224.086	\$ 39,737.634	\$ 41,311.903	\$ 42,948.401	\$ 44,651.145	\$ 46,421.131	\$ 48,263.380	\$ 50,177.900	\$ 52,169.197
	weekly \$ 1,183.96	\$ 1,235.28	\$ 1,286.70	\$ 1,337.84	\$ 1,390.82	\$ 1,445.92	\$ 1,503.19	\$ 1,562.79	\$ 1,624.74	\$ 1,689.37	\$ 1,756.23	\$ 1,825.92	\$ 1,898.37
	annually \$ 61,565.99	\$ 64,234.80	\$ 66,908.17	\$ 69,567.84	\$ 72,322.49	\$ 75,187.66	\$ 78,166.09	\$ 81,265.08	\$ 84,486.46	\$ 87,839.35	\$ 91,323.78	\$ 94,947.94	\$ 98,715.50
N	22	hourly \$ 36,762.729	\$ 38,224.086	\$ 39,737.634	\$ 41,311.903	\$ 42,948.401	\$ 44,651.145	\$ 46,421.131	\$ 48,263.380	\$ 50,177.900	\$ 52,169.197	\$ 54,239.285	\$ 56,393.683
	weekly \$ 1,286.70	\$ 1,337.84	\$ 1,390.82	\$ 1,445.92	\$ 1,503.19	\$ 1,562.79	\$ 1,624.74	\$ 1,689.37	\$ 1,756.23	\$ 1,825.92	\$ 1,898.37	\$ 1,973.78	\$ 2,052.19
	annually \$ 66,908.17	\$ 69,567.84	\$ 72,322.49	\$ 75,187.66	\$ 78,166.09	\$ 81,265.08	\$ 84,486.46	\$ 87,839.35	\$ 91,323.78	\$ 94,947.94	\$ 98,715.50	\$ 102,636.50	\$ 106,713.69
N	23	hourly \$ 39,737.634	\$ 41,311.903	\$ 42,948.401	\$ 44,651.145	\$ 46,421.131	\$ 48,263.380	\$ 50,177.900	\$ 52,169.197	\$ 54,239.285	\$ 56,393.683	\$ 58,633.893	\$ 61,285.021
	weekly \$ 1,390.82	\$ 1,445.92	\$ 1,503.19	\$ 1,562.79	\$ 1,624.74	\$ 1,689.37	\$ 1,756.23	\$ 1,825.92	\$ 1,898.37	\$ 1,973.78	\$ 2,052.19	\$ 2,144.98	\$ 2,241.90
	annually \$ 72,322.49	\$ 75,187.66	\$ 78,166.09	\$ 81,265.08	\$ 84,486.46	\$ 87,839.35	\$ 91,323.78	\$ 94,947.94	\$ 98,715.50	\$ 103,221.39	\$ 104,248.60	\$ 105,286.09	\$ 106,338.58
N	24	hourly \$ 42,948.401	\$ 44,651.145	\$ 46,421.131	\$ 48,263.380	\$ 50,177.900	\$ 52,169.197	\$ 54,239.285	\$ 56,393.683	\$ 58,633.893	\$ 61,285.021	\$ 61,895.124	\$ 62,511.326
	weekly \$ 1,503.19	\$ 1,562.79	\$ 1,624.74	\$ 1,689.37	\$ 1,756.23	\$ 1,825.92	\$ 1,898.37	\$ 1,973.78	\$ 2,052.19	\$ 2,144.98	\$ 2,241.90	\$ 2,341.08	\$ 2,442.33
	annually \$ 78,166.09	\$ 81,265.08	\$ 84,486.46	\$ 87,839.35	\$ 91,323.78	\$ 94,947.94	\$ 98,715.50	\$ 102,636.50	\$ 106,713.69	\$ 111,538.74	\$ 112,649.13	\$ 113,770.61	\$ 114,902.09
N	25	hourly \$ 46,421.131	\$ 48,263.380	\$ 50,177.900	\$ 52,169.197	\$ 54,239.285	\$ 56,393.683	\$ 58,633.893	\$ 60,963.432	\$ 63,386.810	\$ 66,228.389	\$ 66,887.925	\$ 67,554.055
	weekly \$ 1,624.74	\$ 1,689.37	\$ 1,756.23	\$ 1,825.92	\$ 1,898.37	\$ 1,973.78	\$ 2,052.19	\$ 2,144.98	\$ 2,241.90	\$ 2,341.08	\$ 2,442.33	\$ 2,544.67	\$ 2,648.09
	annually \$ 84,486.46	\$ 87,839.35	\$ 91,323.78	\$ 94,947.94	\$ 98,715.50	\$ 102,636.50	\$ 106,713.69	\$ 111,538.74	\$ 112,649.13	\$ 113,770.61	\$ 114,902.09	\$ 116,033.57	\$ 117,165.05
N	26	hourly \$ 50,177.900	\$ 52,169.197	\$ 54,239.285	\$ 56,393.683	\$ 58,633.893	\$ 60,963.432	\$ 63,386.810	\$ 65,907.050	\$ 68,528.160	\$ 71,575.044	\$ 72,288.047	\$ 73,008.180
	weekly \$ 1,756.23	\$ 1,825.92	\$ 1,898.37	\$ 1,973.78	\$ 2,052.19	\$ 2,144.98	\$ 2,241.90	\$ 2,341.08	\$ 2,442.33	\$ 2,544.67	\$ 2,648.09	\$ 2,752.51	\$ 2,857.93
	annually \$ 91,323.78	\$ 94,947.94	\$ 98,715.50	\$ 102,636.50	\$ 106,713.69	\$ 111,538.74	\$ 112,649.13	\$ 113,770.61	\$ 114,902.09	\$ 116,033.57	\$ 117,165.05	\$ 118,296.53	\$ 119,428.01

Salary Schedule A
Effective 1/4/2025
2% Increase/Added \$.137362 (\$250.00 Flat Annual)

Salary Plan N	Grade 11	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	hourly	\$ 14.903949	\$ 15.387160	\$ 15.932819	\$ 16.573179	\$ 17.235033	\$ 17.922997	\$ 18.639621	\$ 19.462204	\$ 20.321138	\$ 21.567907	\$ 21.779409	\$ 21.993028
	weekly	\$ 521.64	\$ 538.55	\$ 557.65	\$ 580.06	\$ 603.23	\$ 627.30	\$ 652.39	\$ 681.18	\$ 711.24	\$ 754.88	\$ 762.28	\$ 769.76
	annually	\$ 27,125.19	\$ 28,004.63	\$ 28,997.73	\$ 30,163.19	\$ 31,367.76	\$ 32,619.86	\$ 33,924.11	\$ 35,421.21	\$ 36,984.47	\$ 39,253.59	\$ 39,638.52	\$ 40,027.31
N	12												
	hourly	\$ 15.932819	\$ 16.573179	\$ 17.235033	\$ 17.922997	\$ 18.639621	\$ 19.462204	\$ 20.321138	\$ 21.239955	\$ 22.191016	\$ 23.527863	\$ 23.758965	\$ 23.992379
	weekly	\$ 557.65	\$ 580.06	\$ 603.23	\$ 627.30	\$ 652.39	\$ 681.18	\$ 711.24	\$ 743.40	\$ 776.69	\$ 823.48	\$ 831.56	\$ 839.73
	annually	\$ 28,997.73	\$ 30,163.19	\$ 31,367.76	\$ 32,619.86	\$ 33,924.11	\$ 35,421.21	\$ 36,984.47	\$ 38,656.72	\$ 40,387.65	\$ 42,820.71	\$ 43,241.32	\$ 43,666.13
N	13												
	hourly	\$ 17.235033	\$ 17.922997	\$ 18.639621	\$ 19.462204	\$ 20.321138	\$ 21.239955	\$ 22.191016	\$ 23.199929	\$ 24.292782	\$ 25.788076	\$ 26.041780	\$ 26.298022
	weekly	\$ 603.23	\$ 627.30	\$ 652.39	\$ 681.18	\$ 711.24	\$ 743.40	\$ 776.69	\$ 812.00	\$ 850.25	\$ 902.58	\$ 911.46	\$ 920.43
	annually	\$ 31,367.76	\$ 32,619.86	\$ 33,924.11	\$ 35,421.21	\$ 36,984.47	\$ 38,656.72	\$ 40,387.65	\$ 42,223.87	\$ 44,212.86	\$ 46,934.30	\$ 47,396.04	\$ 47,862.40
N	14												
	hourly	\$ 18.639621	\$ 19.462204	\$ 20.321138	\$ 21.239955	\$ 22.191016	\$ 23.199929	\$ 24.292782	\$ 25.460373	\$ 26.650481	\$ 28.220683	\$ 28.498713	\$ 28.779524
	weekly	\$ 652.39	\$ 681.18	\$ 711.24	\$ 743.40	\$ 776.69	\$ 812.00	\$ 850.25	\$ 891.11	\$ 932.77	\$ 987.72	\$ 997.45	\$ 1,007.28
	annually	\$ 33,924.11	\$ 35,421.21	\$ 36,984.47	\$ 38,656.72	\$ 40,387.65	\$ 42,223.87	\$ 44,212.86	\$ 46,337.88	\$ 48,503.88	\$ 51,361.64	\$ 51,867.66	\$ 52,378.73
N	15												
	hourly	\$ 20.321138	\$ 21.239955	\$ 22.191016	\$ 23.199929	\$ 24.292782	\$ 25.460373	\$ 26.650481	\$ 27.892805	\$ 29.134106	\$ 30.670153	\$ 30.972679	\$ 31.278228
	weekly	\$ 711.24	\$ 743.40	\$ 776.69	\$ 812.00	\$ 850.25	\$ 891.11	\$ 932.77	\$ 976.25	\$ 1,019.69	\$ 1,073.46	\$ 1,084.04	\$ 1,094.74
	annually	\$ 36,984.47	\$ 38,656.72	\$ 40,387.65	\$ 42,223.87	\$ 44,212.86	\$ 46,337.88	\$ 48,503.88	\$ 50,764.91	\$ 53,024.07	\$ 55,819.68	\$ 56,370.28	\$ 56,926.38
N	16												
	hourly	\$ 22.191016	\$ 23.199929	\$ 24.292782	\$ 25.460373	\$ 26.650481	\$ 27.892805	\$ 29.134106	\$ 30.342136	\$ 31.700145	\$ 33.496715	\$ 33.827507	\$ 34.161606
	weekly	\$ 776.69	\$ 812.00	\$ 850.25	\$ 891.11	\$ 932.77	\$ 976.25	\$ 1,019.69	\$ 1,061.97	\$ 1,109.51	\$ 1,172.39	\$ 1,183.96	\$ 1,195.66
	annually	\$ 40,387.65	\$ 42,223.87	\$ 44,212.86	\$ 46,337.88	\$ 48,503.88	\$ 50,764.91	\$ 53,024.07	\$ 55,222.69	\$ 57,694.26	\$ 60,964.02	\$ 61,566.06	\$ 62,174.12
N	17												
	hourly	\$ 24.292782	\$ 25.460373	\$ 26.650481	\$ 27.892805	\$ 29.134106	\$ 30.342136	\$ 31.700145	\$ 33.168711	\$ 34.641380	\$ 36.465212	\$ 36.825688	\$ 37.189770
	weekly	\$ 850.25	\$ 891.11	\$ 932.77	\$ 976.25	\$ 1,019.69	\$ 1,061.97	\$ 1,109.51	\$ 1,160.90	\$ 1,212.45	\$ 1,276.28	\$ 1,288.90	\$ 1,301.64
	annually	\$ 44,212.86	\$ 46,337.88	\$ 48,503.88	\$ 50,764.91	\$ 53,024.07	\$ 55,222.69	\$ 57,694.26	\$ 60,367.05	\$ 63,047.31	\$ 66,366.69	\$ 67,022.75	\$ 67,685.38
N	18												
	hourly	\$ 26.650481	\$ 27.892805	\$ 29.134106	\$ 30.342136	\$ 31.700145	\$ 33.168711	\$ 34.641380	\$ 36.137083	\$ 37.635345	\$ 39.453857	\$ 39.844218	\$ 40.238483
	weekly	\$ 932.77	\$ 976.25	\$ 1,019.69	\$ 1,061.97	\$ 1,109.51	\$ 1,160.90	\$ 1,212.45	\$ 1,264.80	\$ 1,317.24	\$ 1,380.88	\$ 1,394.55	\$ 1,408.35
	annually	\$ 48,503.88	\$ 50,764.91	\$ 53,024.07	\$ 55,222.69	\$ 57,694.26	\$ 60,367.05	\$ 63,047.31	\$ 65,769.49	\$ 68,496.33	\$ 71,806.02	\$ 72,516.48	\$ 73,234.04

Salary Plan	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	
N	19	hourly	\$ 29,134.06	\$ 30,342.136	\$ 31,700.145	\$ 33,168.711	\$ 34,641.380	\$ 36,137.083	\$ 37,653.345	\$ 39,125.929	\$ 40,669.748	\$ 42,603.637	\$ 43,025.496	\$ 43,451.575
	weekly	\$ 1,019.69	\$ 1,061.97	\$ 1,109.51	\$ 1,160.90	\$ 1,212.45	\$ 1,264.80	\$ 1,317.24	\$ 1,369.41	\$ 1,423.44	\$ 1,479.64	\$ 1,491.13	\$ 1,505.89	\$ 1,520.81
	annually	\$ 53,024.07	\$ 55,222.69	\$ 57,694.26	\$ 60,367.05	\$ 63,047.31	\$ 65,769.49	\$ 68,496.33	\$ 71,209.19	\$ 74,018.94	\$ 77,538.62	\$ 78,306.40	\$ 79,081.87	
N	20	hourly	\$ 31,700.145	\$ 33,168.711	\$ 34,641.380	\$ 36,137.083	\$ 37,653.345	\$ 39,125.929	\$ 40,669.748	\$ 42,275.503	\$ 43,944.731	\$ 46,009.658	\$ 46,465.578	\$ 46,926.058
	weekly	\$ 1,109.51	\$ 1,160.90	\$ 1,212.45	\$ 1,264.80	\$ 1,317.24	\$ 1,369.41	\$ 1,423.44	\$ 1,479.64	\$ 1,538.07	\$ 1,598.85	\$ 1,610.34	\$ 1,626.30	\$ 1,642.41
	annually	\$ 57,694.26	\$ 60,367.05	\$ 63,047.31	\$ 65,769.49	\$ 68,496.33	\$ 71,209.19	\$ 74,018.94	\$ 76,941.42	\$ 79,979.41	\$ 83,737.58	\$ 84,567.35	\$ 85,405.43	
N	21	hourly	\$ 34,641.380	\$ 36,137.083	\$ 37,653.345	\$ 39,125.929	\$ 40,669.748	\$ 42,275.503	\$ 43,944.731	\$ 45,681.529	\$ 47,486.915	\$ 49,693.935	\$ 50,186.699	\$ 50,684.388
	weekly	\$ 1,212.45	\$ 1,264.80	\$ 1,317.24	\$ 1,369.41	\$ 1,423.44	\$ 1,479.64	\$ 1,538.07	\$ 1,598.85	\$ 1,662.04	\$ 1,739.29	\$ 1,756.53	\$ 1,773.95	\$ 1,773.95
	annually	\$ 63,047.31	\$ 65,769.49	\$ 68,496.33	\$ 71,209.19	\$ 74,018.94	\$ 76,941.42	\$ 79,979.41	\$ 83,140.38	\$ 86,426.19	\$ 90,442.96	\$ 91,339.79	\$ 92,245.59	
N	22	hourly	\$ 37,653.345	\$ 39,125.929	\$ 40,669.748	\$ 42,275.503	\$ 43,944.731	\$ 45,681.529	\$ 47,486.915	\$ 49,366.009	\$ 51,318.820	\$ 53,678.010	\$ 54,210.614	\$ 54,748.545
	weekly	\$ 1,317.24	\$ 1,369.41	\$ 1,423.44	\$ 1,479.64	\$ 1,538.07	\$ 1,598.85	\$ 1,662.04	\$ 1,727.81	\$ 1,796.16	\$ 1,878.73	\$ 1,897.37	\$ 1,916.20	\$ 1,916.20
	annually	\$ 68,496.33	\$ 71,209.19	\$ 74,018.94	\$ 76,941.42	\$ 79,979.41	\$ 83,140.38	\$ 86,426.19	\$ 89,846.14	\$ 93,400.25	\$ 97,693.98	\$ 98,663.32	\$ 99,642.35	
N	23	hourly	\$ 40,669.748	\$ 42,275.503	\$ 43,944.731	\$ 45,681.529	\$ 47,486.915	\$ 49,366.009	\$ 51,318.820	\$ 53,349.942	\$ 55,461.432	\$ 57,986.714	\$ 58,562.404	\$ 59,143.852
	weekly	\$ 1,423.44	\$ 1,479.64	\$ 1,538.07	\$ 1,598.85	\$ 1,662.04	\$ 1,727.81	\$ 1,796.16	\$ 1,867.25	\$ 1,941.15	\$ 2,029.53	\$ 2,049.68	\$ 2,070.03	\$ 2,070.03
	annually	\$ 74,018.94	\$ 76,941.42	\$ 79,979.41	\$ 83,140.38	\$ 86,426.19	\$ 89,846.14	\$ 93,400.25	\$ 97,096.89	\$ 100,939.81	\$ 105,535.82	\$ 106,583.58	\$ 107,641.81	
N	24	hourly	\$ 43,944.731	\$ 45,681.529	\$ 47,486.915	\$ 49,366.009	\$ 51,318.820	\$ 53,349.942	\$ 55,461.432	\$ 57,658.918	\$ 59,943.932	\$ 62,648.083	\$ 63,270.388	\$ 63,898.914
	weekly	\$ 1,538.07	\$ 1,598.85	\$ 1,662.04	\$ 1,727.81	\$ 1,796.16	\$ 1,867.25	\$ 1,941.15	\$ 2,018.06	\$ 2,098.04	\$ 2,192.68	\$ 2,214.46	\$ 2,236.46	\$ 2,236.46
	annually	\$ 79,979.41	\$ 83,140.38	\$ 86,426.19	\$ 89,846.14	\$ 93,400.25	\$ 97,096.89	\$ 100,939.81	\$ 104,939.23	\$ 109,097.96	\$ 114,019.51	\$ 115,152.11	\$ 116,296.02	
N	25	hourly	\$ 47,486.915	\$ 49,366.009	\$ 51,318.820	\$ 53,349.942	\$ 55,461.432	\$ 57,658.918	\$ 59,943.932	\$ 62,320.062	\$ 64,791.908	\$ 67,690.318	\$ 68,363.045	\$ 69,042.498
	weekly	\$ 1,662.04	\$ 1,727.81	\$ 1,796.16	\$ 1,867.25	\$ 1,941.15	\$ 2,018.06	\$ 2,098.04	\$ 2,181.20	\$ 2,267.72	\$ 2,369.16	\$ 2,392.71	\$ 2,416.49	\$ 2,416.49
	annually	\$ 86,426.19	\$ 89,846.14	\$ 93,400.25	\$ 97,096.89	\$ 100,939.81	\$ 104,939.23	\$ 109,097.96	\$ 113,422.51	\$ 117,921.27	\$ 123,196.38	\$ 124,420.74	\$ 125,657.35	
N	26	hourly	\$ 51,318.820	\$ 53,349.942	\$ 55,461.432	\$ 57,658.918	\$ 59,943.932	\$ 62,320.062	\$ 64,791.908	\$ 67,362.553	\$ 70,036.085	\$ 73,143.906	\$ 73,871.169	\$ 74,605.705
	weekly	\$ 1,796.16	\$ 1,867.25	\$ 1,941.15	\$ 2,018.06	\$ 2,098.04	\$ 2,181.20	\$ 2,267.72	\$ 2,357.69	\$ 2,451.26	\$ 2,550.04	\$ 2,585.49	\$ 2,611.20	\$ 2,611.20
	annually	\$ 93,400.25	\$ 97,096.89	\$ 100,939.81	\$ 104,939.23	\$ 109,097.96	\$ 113,422.51	\$ 117,921.27	\$ 122,599.85	\$ 127,465.68	\$ 133,121.91	\$ 134,445.53	\$ 135,782.38	

Salary Schedule A
Effective 1/3/2026
2% Increase/Added \$.494505 (\$900.00 Flat Annual)

Salary Plan	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
N	11	hourly \$ 15,696.53	\$ 16,189.40	\$ 16,745.98	\$ 17,399.14	\$ 18,074.23	\$ 18,775.96	\$ 19,506.91	\$ 20,345.95	\$ 21,222.06	\$ 22,493.77	\$ 22,709.50	\$ 22,927.93
	weekly \$ 549.38	\$ 566.63	\$ 586.11	\$ 608.97	\$ 632.60	\$ 657.16	\$ 682.74	\$ 712.11	\$ 742.77	\$ 775.57	\$ 809.53	\$ 857.25	\$ 884.56
	annually \$ 28,567.69	\$ 29,464.72	\$ 30,477.68	\$ 31,666.45	\$ 32,895.11	\$ 34,172.25	\$ 35,502.59	\$ 37,029.63	\$ 38,624.16	\$ 40,329.85	\$ 42,095.40	\$ 44,577.12	\$ 45,439.45
N	12	hourly \$ 16,745.98	\$ 17,399.14	\$ 18,074.23	\$ 18,775.96	\$ 19,506.91	\$ 20,345.95	\$ 21,222.06	\$ 22,159.25	\$ 23,129.34	\$ 24,492.92	\$ 24,728.64	\$ 24,966.71
	weekly \$ 586.11	\$ 608.97	\$ 632.60	\$ 657.16	\$ 682.74	\$ 712.11	\$ 742.77	\$ 775.57	\$ 809.53	\$ 845.55	\$ 884.56	\$ 937.94	\$ 947.00
	annually \$ 30,477.68	\$ 31,666.45	\$ 32,895.11	\$ 34,172.25	\$ 35,502.59	\$ 37,029.63	\$ 38,624.16	\$ 40,329.85	\$ 42,095.40	\$ 43,968.35	\$ 45,997.12	\$ 48,772.98	\$ 49,243.96
N	13	hourly \$ 18,074.23	\$ 18,775.96	\$ 19,506.91	\$ 20,345.95	\$ 21,222.06	\$ 22,159.25	\$ 23,129.34	\$ 24,158.43	\$ 25,273.14	\$ 26,798.34	\$ 27,057.12	\$ 27,318.47
	weekly \$ 632.60	\$ 657.16	\$ 682.74	\$ 712.11	\$ 742.77	\$ 775.57	\$ 809.53	\$ 845.55	\$ 884.56	\$ 926.24	\$ 968.73	\$ 1,024.79	\$ 1,034.71
	annually \$ 32,895.11	\$ 34,172.25	\$ 35,502.59	\$ 37,029.63	\$ 38,624.16	\$ 40,329.85	\$ 42,095.40	\$ 43,968.35	\$ 45,997.12	\$ 48,772.98	\$ 51,655.84	\$ 54,639.65	\$ 55,619.65
N	14	hourly \$ 19,506.91	\$ 20,345.95	\$ 21,222.06	\$ 22,159.25	\$ 23,129.34	\$ 24,158.43	\$ 25,273.14	\$ 26,460.85	\$ 27,677.99	\$ 29,279.60	\$ 29,563.19	\$ 29,849.61
	weekly \$ 682.74	\$ 712.11	\$ 742.77	\$ 775.57	\$ 809.53	\$ 845.55	\$ 884.56	\$ 926.24	\$ 968.73	\$ 1,013.08	\$ 1,061.23	\$ 1,113.94	\$ 1,123.94
	annually \$ 35,502.59	\$ 37,029.63	\$ 38,624.16	\$ 40,329.85	\$ 42,095.40	\$ 43,968.35	\$ 45,997.12	\$ 48,772.98	\$ 51,655.84	\$ 54,639.65	\$ 57,733.07	\$ 60,937.68	\$ 62,217.60
N	15	hourly \$ 21,222.06	\$ 22,159.25	\$ 23,129.34	\$ 24,158.43	\$ 25,273.14	\$ 26,460.85	\$ 27,677.99	\$ 28,945.16	\$ 30,211.29	\$ 31,778.06	\$ 32,086.63	\$ 32,398.29
	weekly \$ 742.77	\$ 775.57	\$ 809.53	\$ 845.55	\$ 884.56	\$ 926.24	\$ 968.73	\$ 1,013.08	\$ 1,061.23	\$ 1,113.94	\$ 1,172.23	\$ 1,236.88	\$ 1,256.88
	annually \$ 38,624.16	\$ 40,329.85	\$ 42,095.40	\$ 43,968.35	\$ 45,997.12	\$ 48,772.98	\$ 51,655.84	\$ 54,639.65	\$ 57,733.07	\$ 60,937.68	\$ 64,251.29	\$ 67,675.90	\$ 69,195.90
N	16	hourly \$ 23,129.34	\$ 24,158.43	\$ 25,273.14	\$ 26,460.85	\$ 27,677.99	\$ 28,945.16	\$ 30,211.29	\$ 31,443.48	\$ 32,828.65	\$ 34,661.54	\$ 34,998.56	\$ 35,339.34
	weekly \$ 809.53	\$ 845.55	\$ 884.56	\$ 926.24	\$ 968.73	\$ 1,013.08	\$ 1,061.23	\$ 1,113.94	\$ 1,172.23	\$ 1,236.88	\$ 1,307.40	\$ 1,382.95	\$ 1,413.98
	annually \$ 42,095.40	\$ 43,968.35	\$ 45,997.12	\$ 48,772.98	\$ 51,655.84	\$ 54,639.65	\$ 57,733.07	\$ 60,937.68	\$ 64,251.29	\$ 67,675.90	\$ 71,217.14	\$ 74,886.81	\$ 76,617.60
N	17	hourly \$ 25,273.14	\$ 26,460.85	\$ 27,677.99	\$ 28,945.16	\$ 30,211.29	\$ 31,443.48	\$ 32,828.65	\$ 34,326.59	\$ 35,828.71	\$ 37,689.01	\$ 38,056.70	\$ 38,428.07
	weekly \$ 884.56	\$ 926.24	\$ 968.73	\$ 1,013.08	\$ 1,057.40	\$ 1,100.52	\$ 1,149.00	\$ 1,201.43	\$ 1,254.00	\$ 1,313.14	\$ 1,377.12	\$ 1,446.95	\$ 1,482.98
	annually \$ 45,997.12	\$ 48,772.98	\$ 51,655.84	\$ 54,639.65	\$ 57,733.07	\$ 60,937.68	\$ 64,251.29	\$ 67,675.90	\$ 71,217.14	\$ 74,886.81	\$ 78,617.60	\$ 82,409.65	\$ 84,317.60
N	18	hourly \$ 27,677.99	\$ 28,945.16	\$ 30,211.29	\$ 31,443.48	\$ 32,828.65	\$ 34,326.59	\$ 35,828.71	\$ 37,354.32	\$ 38,882.56	\$ 40,737.39	\$ 41,135.60	\$ 41,537.57
	weekly \$ 968.73	\$ 1,013.08	\$ 1,057.40	\$ 1,100.52	\$ 1,149.00	\$ 1,201.43	\$ 1,254.00	\$ 1,313.14	\$ 1,377.12	\$ 1,446.95	\$ 1,522.81	\$ 1,604.75	\$ 1,653.82
	annually \$ 50,373.95	\$ 52,680.20	\$ 54,984.55	\$ 57,227.14	\$ 59,748.15	\$ 62,474.39	\$ 65,208.26	\$ 67,984.88	\$ 70,766.25	\$ 74,142.14	\$ 77,866.81	\$ 81,759.72	\$ 83,829.72

Salary Plan	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
N	19	hourly \$ 30,211.293	\$ 31,443.483	\$ 32,828.652	\$ 34,326.590	\$ 35,828.712	\$ 37,354.329	\$ 38,882.556	\$ 40,402.952	\$ 41,977.647	\$ 43,515.518	\$ 45,318.130	\$ 47,424.356
	weekly \$ 1,057.40	\$ 1,100.52	\$ 1,149.00	\$ 1,201.43	\$ 1,254.00	\$ 1,307.40	\$ 1,360.89	\$ 1,414.10	\$ 1,469.22	\$ 1,526.54	\$ 1,586.13	\$ 1,649.39	\$ 1,712.59
	annually \$ 54,984.55	\$ 57,227.14	\$ 59,748.15	\$ 62,474.39	\$ 65,208.26	\$ 67,984.88	\$ 70,766.25	\$ 73,533.37	\$ 76,399.32	\$ 79,989.39	\$ 80,772.53	\$ 81,563.50	\$ 81,563.50
N	20	hourly \$ 32,828.652	\$ 34,326.590	\$ 35,828.712	\$ 37,354.329	\$ 38,882.556	\$ 40,402.952	\$ 41,977.647	\$ 43,515.518	\$ 45,318.130	\$ 47,424.356	\$ 49,530.584	\$ 51,636.812
	weekly \$ 1,149.00	\$ 1,201.43	\$ 1,254.00	\$ 1,307.40	\$ 1,360.89	\$ 1,414.10	\$ 1,469.22	\$ 1,526.54	\$ 1,586.13	\$ 1,649.39	\$ 1,712.59	\$ 1,779.67	\$ 1,849.39
	annually \$ 59,748.15	\$ 62,474.39	\$ 65,208.26	\$ 67,984.88	\$ 70,766.25	\$ 73,533.37	\$ 76,399.32	\$ 79,984.88	\$ 82,479.00	\$ 85,703.19	\$ 88,927.28	\$ 92,151.37	\$ 95,375.46
N	21	hourly \$ 35,828.712	\$ 37,354.329	\$ 38,882.556	\$ 40,402.952	\$ 41,977.647	\$ 43,515.518	\$ 45,318.130	\$ 47,424.356	\$ 49,530.584	\$ 51,636.812	\$ 53,743.040	\$ 55,849.268
	weekly \$ 1,254.00	\$ 1,307.40	\$ 1,360.89	\$ 1,414.10	\$ 1,469.22	\$ 1,526.54	\$ 1,586.13	\$ 1,649.39	\$ 1,712.59	\$ 1,779.67	\$ 1,849.39	\$ 1,919.11	\$ 1,988.83
	annually \$ 65,208.26	\$ 67,984.88	\$ 70,766.25	\$ 73,533.37	\$ 76,399.32	\$ 79,984.88	\$ 82,479.00	\$ 85,703.19	\$ 88,927.28	\$ 92,151.37	\$ 95,375.46	\$ 98,599.55	\$ 101,823.64
N	22	hourly \$ 38,882.556	\$ 40,402.952	\$ 41,977.647	\$ 43,515.518	\$ 45,318.130	\$ 47,424.356	\$ 49,530.584	\$ 51,636.812	\$ 53,743.040	\$ 55,849.268	\$ 57,955.496	\$ 60,061.724
	weekly \$ 1,360.89	\$ 1,414.10	\$ 1,469.22	\$ 1,526.54	\$ 1,586.13	\$ 1,649.39	\$ 1,712.59	\$ 1,779.67	\$ 1,849.39	\$ 1,919.11	\$ 1,988.83	\$ 2,058.55	\$ 2,128.27
	annually \$ 70,766.25	\$ 73,533.37	\$ 76,399.32	\$ 79,984.88	\$ 82,479.00	\$ 85,703.19	\$ 88,927.28	\$ 92,151.37	\$ 95,375.46	\$ 98,599.55	\$ 101,823.64	\$ 105,047.73	\$ 108,271.82
N	23	hourly \$ 41,977.647	\$ 43,515.518	\$ 45,318.130	\$ 47,424.356	\$ 49,530.584	\$ 51,636.812	\$ 53,743.040	\$ 55,849.268	\$ 57,955.496	\$ 60,061.724	\$ 62,167.952	\$ 64,274.180
	weekly \$ 1,469.22	\$ 1,526.54	\$ 1,586.13	\$ 1,649.39	\$ 1,712.59	\$ 1,779.67	\$ 1,849.39	\$ 1,919.11	\$ 1,988.83	\$ 2,058.55	\$ 2,128.27	\$ 2,197.99	\$ 2,267.71
	annually \$ 76,399.32	\$ 79,380.24	\$ 82,479.00	\$ 85,703.19	\$ 89,054.71	\$ 92,543.06	\$ 96,168.26	\$ 99,938.83	\$ 103,858.60	\$ 107,914.99	\$ 112,034.44	\$ 116,214.89	\$ 120,456.34
N	24	hourly \$ 45,318.130	\$ 47,089.664	\$ 48,931.158	\$ 50,847.834	\$ 52,839.701	\$ 54,911.445	\$ 57,065.165	\$ 59,306.601	\$ 61,637.315	\$ 64,069.968	\$ 66,592.621	\$ 69,205.274
	weekly \$ 1,586.13	\$ 1,648.14	\$ 1,712.59	\$ 1,779.67	\$ 1,849.39	\$ 1,921.90	\$ 1,997.28	\$ 2,075.73	\$ 2,157.31	\$ 2,242.13	\$ 2,330.38	\$ 2,422.15	\$ 2,517.60
	annually \$ 82,479.00	\$ 85,703.19	\$ 89,054.71	\$ 92,543.06	\$ 96,168.26	\$ 99,938.83	\$ 103,858.60	\$ 107,914.99	\$ 112,034.44	\$ 116,214.89	\$ 120,456.34	\$ 124,758.79	\$ 129,122.24
N	25	hourly \$ 48,931.158	\$ 50,847.834	\$ 52,839.701	\$ 54,911.445	\$ 57,065.165	\$ 59,306.601	\$ 61,637.315	\$ 64,069.968	\$ 66,592.621	\$ 69,205.274	\$ 71,817.927	\$ 74,430.580
	weekly \$ 1,712.59	\$ 1,779.67	\$ 1,849.39	\$ 1,921.90	\$ 1,997.28	\$ 2,075.73	\$ 2,157.31	\$ 2,242.13	\$ 2,330.38	\$ 2,422.15	\$ 2,517.60	\$ 2,613.05	\$ 2,708.50
	annually \$ 89,054.71	\$ 92,543.06	\$ 96,168.26	\$ 99,938.83	\$ 103,858.60	\$ 107,914.99	\$ 112,034.44	\$ 116,214.89	\$ 120,456.34	\$ 124,758.79	\$ 129,122.24	\$ 133,536.69	\$ 137,999.14
N	26	hourly \$ 52,839.701	\$ 54,911.445	\$ 57,065.165	\$ 59,306.601	\$ 61,637.315	\$ 64,069.968	\$ 66,592.621	\$ 69,205.274	\$ 71,817.927	\$ 74,430.580	\$ 77,043.233	\$ 79,655.886
	weekly \$ 1,849.39	\$ 1,921.90	\$ 1,997.28	\$ 2,075.73	\$ 2,157.31	\$ 2,242.13	\$ 2,330.38	\$ 2,422.15	\$ 2,517.60	\$ 2,613.05	\$ 2,708.50	\$ 2,803.95	\$ 2,900.40
	annually \$ 96,168.26	\$ 99,938.83	\$ 103,858.60	\$ 107,914.99	\$ 112,034.44	\$ 116,214.89	\$ 120,456.34	\$ 124,758.79	\$ 129,122.24	\$ 133,536.69	\$ 137,999.14	\$ 142,513.59	\$ 147,078.04

Salary Schedule A
Effective 1/2/2027
2% Increase/Added \$,439,560 (\$800.00 Flat Annual)

Salary Plan	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
N	11	hourly \$ 16,450.02	\$ 16,952.75	\$ 17,520.45	\$ 18,186.69	\$ 18,875.28	\$ 19,591.04	\$ 20,336.61	\$ 21,192.43	\$ 22,086.06	\$ 23,383.20	\$ 23,603.25	\$ 23,825.50
	weekly \$ 575.75	\$ 593.35	\$ 613.22	\$ 636.53	\$ 660.63	\$ 685.69	\$ 711.78	\$ 741.74	\$ 773.01	\$ 818.41	\$ 826.11	\$ 833.89	
	annually \$ 29,939.04	\$ 30,854.02	\$ 31,887.24	\$ 33,099.77	\$ 34,353.01	\$ 35,655.69	\$ 37,012.64	\$ 38,570.23	\$ 40,196.64	\$ 42,557.43	\$ 42,957.92	\$ 43,362.41	
N	12	hourly \$ 17,520.45	\$ 18,186.69	\$ 18,875.28	\$ 19,591.04	\$ 20,336.61	\$ 21,192.43	\$ 22,086.06	\$ 23,042.00	\$ 24,031.48	\$ 25,422.34	\$ 25,662.78	\$ 25,905.62
	weekly \$ 613.22	\$ 636.53	\$ 660.63	\$ 685.69	\$ 711.78	\$ 741.74	\$ 773.01	\$ 806.47	\$ 841.10	\$ 889.78	\$ 898.20	\$ 906.70	
	annually \$ 31,887.24	\$ 33,099.77	\$ 34,353.01	\$ 35,655.69	\$ 37,012.64	\$ 38,570.23	\$ 40,196.64	\$ 41,936.45	\$ 43,737.31	\$ 46,268.66	\$ 46,706.26	\$ 47,148.24	
N	13	hourly \$ 18,875.28	\$ 19,591.04	\$ 20,336.61	\$ 21,192.43	\$ 22,086.06	\$ 23,042.00	\$ 24,031.48	\$ 25,081.16	\$ 26,218.16	\$ 27,773.86	\$ 28,037.82	\$ 28,304.16
	weekly \$ 660.63	\$ 685.69	\$ 711.78	\$ 741.74	\$ 773.01	\$ 806.47	\$ 841.10	\$ 877.84	\$ 917.64	\$ 972.09	\$ 981.32	\$ 990.65	
	annually \$ 34,353.01	\$ 35,655.69	\$ 37,012.64	\$ 38,570.23	\$ 40,196.64	\$ 41,936.45	\$ 43,737.31	\$ 45,647.71	\$ 47,717.06	\$ 50,548.44	\$ 51,028.84	\$ 51,514.04	
N	14	hourly \$ 20,336.61	\$ 21,192.43	\$ 22,086.06	\$ 23,042.00	\$ 24,031.48	\$ 25,081.16	\$ 26,218.16	\$ 27,432.92	\$ 28,671.11	\$ 30,304.75	\$ 30,594.01	\$ 30,886.17
	weekly \$ 711.78	\$ 741.74	\$ 773.01	\$ 806.47	\$ 841.10	\$ 877.84	\$ 917.64	\$ 960.15	\$ 1,003.49	\$ 1,060.67	\$ 1,070.79	\$ 1,081.02	
	annually \$ 37,012.64	\$ 38,570.23	\$ 40,196.64	\$ 41,936.45	\$ 43,737.31	\$ 45,647.71	\$ 47,717.06	\$ 49,927.93	\$ 52,181.43	\$ 55,154.65	\$ 55,681.11	\$ 56,212.83	
N	15	hourly \$ 22,086.06	\$ 23,042.00	\$ 24,031.48	\$ 25,081.16	\$ 26,218.16	\$ 27,432.92	\$ 28,671.11	\$ 29,963.62	\$ 31,255.07	\$ 32,853.18	\$ 33,157.92	\$ 33,485.82
	weekly \$ 773.01	\$ 806.47	\$ 841.10	\$ 877.84	\$ 917.64	\$ 960.15	\$ 1,003.49	\$ 1,048.73	\$ 1,093.93	\$ 1,149.86	\$ 1,160.88	\$ 1,172.00	
	annually \$ 40,196.64	\$ 41,936.45	\$ 43,737.31	\$ 45,647.71	\$ 47,717.06	\$ 49,927.93	\$ 52,181.43	\$ 54,533.81	\$ 56,884.24	\$ 59,792.79	\$ 60,365.63	\$ 60,944.20	
N	16	hourly \$ 24,031.48	\$ 25,081.16	\$ 26,218.16	\$ 27,432.92	\$ 28,671.11	\$ 29,963.62	\$ 31,255.07	\$ 32,511.91	\$ 33,924.78	\$ 35,793.97	\$ 36,138.09	\$ 36,485.69
	weekly \$ 841.10	\$ 877.84	\$ 917.64	\$ 960.15	\$ 1,003.49	\$ 1,048.73	\$ 1,093.93	\$ 1,137.92	\$ 1,187.37	\$ 1,252.79	\$ 1,264.83	\$ 1,277.00	
	annually \$ 43,737.31	\$ 45,647.71	\$ 47,717.06	\$ 49,927.93	\$ 52,181.43	\$ 54,533.81	\$ 56,884.24	\$ 59,171.68	\$ 61,743.11	\$ 65,144.97	\$ 65,771.33	\$ 66,403.95	
N	17	hourly \$ 26,218.16	\$ 27,432.92	\$ 28,671.11	\$ 29,963.62	\$ 31,255.07	\$ 32,511.91	\$ 33,924.78	\$ 35,452.68	\$ 36,984.86	\$ 38,882.36	\$ 39,257.40	\$ 39,636.19
	weekly \$ 917.64	\$ 960.15	\$ 1,003.49	\$ 1,048.73	\$ 1,093.93	\$ 1,137.92	\$ 1,187.37	\$ 1,240.84	\$ 1,294.47	\$ 1,360.88	\$ 1,374.01	\$ 1,387.27	
	annually \$ 47,717.06	\$ 49,927.93	\$ 52,181.43	\$ 54,533.81	\$ 56,884.24	\$ 59,171.68	\$ 61,743.11	\$ 64,523.88	\$ 67,312.42	\$ 70,765.90	\$ 71,448.47	\$ 72,137.87	
N	18	hourly \$ 28,671.11	\$ 29,963.62	\$ 31,255.07	\$ 32,511.91	\$ 33,924.78	\$ 35,452.68	\$ 36,984.86	\$ 38,540.97	\$ 40,099.76	\$ 41,991.74	\$ 42,397.87	\$ 42,808.02
	weekly \$ 1,003.49	\$ 1,048.73	\$ 1,093.93	\$ 1,137.92	\$ 1,187.37	\$ 1,240.84	\$ 1,294.47	\$ 1,348.93	\$ 1,403.49	\$ 1,469.71	\$ 1,483.93	\$ 1,498.28	
	annually \$ 52,181.43	\$ 54,533.81	\$ 56,884.24	\$ 59,171.68	\$ 61,743.11	\$ 64,523.88	\$ 67,312.42	\$ 70,144.58	\$ 72,981.58	\$ 76,424.98	\$ 77,164.14	\$ 77,910.69	

Salary Plan	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
N	19	hourly \$ 31.255078	\$ 32.511912	\$ 33.924785	\$ 35.452681	\$ 36.984846	\$ 38.540975	\$ 40.099767	\$ 41.650571	\$ 43.256759	\$ 45.268778	\$ 45.707680	\$ 46.150973
	weekly \$ 1,093.93	\$ 1,137.92	\$ 1,187.37	\$ 1,240.84	\$ 1,294.47	\$ 1,348.93	\$ 1,403.49	\$ 1,457.77	\$ 1,513.99	\$ 1,568.24	\$ 1,623.70	\$ 1,679.16	\$ 1,734.62
	annually \$ 56,884.24	\$ 59,171.68	\$ 61,743.11	\$ 64,523.88	\$ 67,312.42	\$ 70,144.58	\$ 72,981.58	\$ 75,804.04	\$ 78,727.30	\$ 81,550.76	\$ 84,373.21	\$ 87,195.66	\$ 90,018.11
N	20	hourly \$ 33.924785	\$ 35.452681	\$ 36.984846	\$ 38.540975	\$ 40.099767	\$ 41.650571	\$ 43.256759	\$ 44.927388	\$ 46.664052	\$ 48.471017	\$ 49.286741	\$ 49.765825
	weekly \$ 1,187.37	\$ 1,240.84	\$ 1,294.47	\$ 1,348.93	\$ 1,403.49	\$ 1,457.77	\$ 1,513.99	\$ 1,568.24	\$ 1,623.70	\$ 1,679.16	\$ 1,734.62	\$ 1,790.08	\$ 1,845.54
	annually \$ 61,743.11	\$ 64,523.88	\$ 67,312.42	\$ 70,144.58	\$ 72,981.58	\$ 75,804.04	\$ 78,727.30	\$ 81,550.76	\$ 84,373.21	\$ 87,195.66	\$ 90,018.11	\$ 92,840.56	\$ 95,663.01
N	21	hourly \$ 36.984846	\$ 38.540975	\$ 40.099767	\$ 41.650571	\$ 43.256759	\$ 44.927388	\$ 46.664052	\$ 48.471017	\$ 50.349341	\$ 52.304350	\$ 53.158195	\$ 53.675991
	weekly \$ 1,294.47	\$ 1,348.93	\$ 1,403.49	\$ 1,457.77	\$ 1,513.99	\$ 1,568.24	\$ 1,623.70	\$ 1,679.16	\$ 1,734.62	\$ 1,790.08	\$ 1,845.54	\$ 1,900.99	\$ 1,956.45
	annually \$ 67,312.42	\$ 70,144.58	\$ 72,981.58	\$ 75,804.04	\$ 78,727.30	\$ 81,550.76	\$ 84,373.21	\$ 87,195.66	\$ 90,018.11	\$ 92,840.56	\$ 95,663.01	\$ 98,485.46	\$ 101,307.91
N	22	hourly \$ 40.099767	\$ 41.650571	\$ 43.256759	\$ 44.927388	\$ 46.664052	\$ 48.471017	\$ 50.349341	\$ 52.304350	\$ 54.336055	\$ 56.790556	\$ 57.344677	\$ 57.904340
	weekly \$ 1,403.49	\$ 1,457.77	\$ 1,513.99	\$ 1,572.46	\$ 1,633.24	\$ 1,696.49	\$ 1,762.23	\$ 1,830.65	\$ 1,901.76	\$ 1,975.72	\$ 2,052.61	\$ 2,134.31	\$ 2,216.01
	annually \$ 72,981.58	\$ 75,804.04	\$ 78,727.30	\$ 81,550.76	\$ 84,373.21	\$ 87,195.66	\$ 90,018.11	\$ 92,840.56	\$ 95,663.01	\$ 98,485.46	\$ 101,307.91	\$ 104,130.36	\$ 106,952.81
N	23	hourly \$ 43.256759	\$ 44.927388	\$ 46.664052	\$ 48.471017	\$ 50.349341	\$ 52.304350	\$ 54.336055	\$ 56.790556	\$ 58.646028	\$ 61.273332	\$ 61.872280	\$ 62.477218
	weekly \$ 1,513.99	\$ 1,572.46	\$ 1,633.24	\$ 1,696.49	\$ 1,762.23	\$ 1,830.65	\$ 1,901.76	\$ 1,975.72	\$ 2,052.61	\$ 2,134.31	\$ 2,216.01	\$ 2,297.71	\$ 2,379.41
	annually \$ 78,727.30	\$ 81,550.76	\$ 84,373.21	\$ 87,195.66	\$ 90,018.11	\$ 92,840.56	\$ 95,663.01	\$ 98,485.46	\$ 101,307.91	\$ 104,130.36	\$ 106,952.81	\$ 109,775.26	\$ 112,597.71
N	24	hourly \$ 46.664052	\$ 48.471017	\$ 50.349341	\$ 52.304350	\$ 54.336055	\$ 56.790556	\$ 58.646028	\$ 61.273332	\$ 63.309621	\$ 66.123019	\$ 66.770466	\$ 67.424384
	weekly \$ 1,633.24	\$ 1,696.49	\$ 1,762.23	\$ 1,830.65	\$ 1,901.76	\$ 1,975.72	\$ 2,052.61	\$ 2,134.31	\$ 2,216.01	\$ 2,297.71	\$ 2,379.41	\$ 2,461.11	\$ 2,542.81
	annually \$ 84,928.58	\$ 88,217.25	\$ 91,635.80	\$ 95,193.92	\$ 98,891.62	\$ 102,737.60	\$ 106,735.77	\$ 111,517.46	\$ 112,607.55	\$ 113,708.54	\$ 114,809.53	\$ 115,910.52	\$ 117,011.51
N	25	hourly \$ 50.349341	\$ 52.304350	\$ 54.336055	\$ 56.790556	\$ 58.646028	\$ 61.273332	\$ 63.309621	\$ 66.123019	\$ 68.353456	\$ 71.368961	\$ 72.068866	\$ 72.775769
	weekly \$ 1,762.23	\$ 1,830.65	\$ 1,901.76	\$ 1,975.72	\$ 2,052.61	\$ 2,134.31	\$ 2,216.01	\$ 2,297.71	\$ 2,379.41	\$ 2,461.11	\$ 2,542.81	\$ 2,624.51	\$ 2,706.21
	annually \$ 91,635.80	\$ 95,193.92	\$ 98,891.62	\$ 102,737.60	\$ 106,735.77	\$ 110,896.77	\$ 115,223.51	\$ 119,722.78	\$ 124,403.29	\$ 129,270.88	\$ 134,333.29	\$ 139,495.70	\$ 144,658.11
N	26	hourly \$ 54.336055	\$ 56.790556	\$ 58.646028	\$ 60.932293	\$ 63.309621	\$ 65.781747	\$ 68.353456	\$ 71.027955	\$ 73.809497	\$ 77.042874	\$ 77.799518	\$ 78.563730
	weekly \$ 1,901.76	\$ 1,975.72	\$ 2,052.61	\$ 2,132.63	\$ 2,215.84	\$ 2,302.36	\$ 2,392.37	\$ 2,485.98	\$ 2,583.33	\$ 2,696.50	\$ 2,772.98	\$ 2,849.46	\$ 2,925.94
	annually \$ 98,891.62	\$ 102,737.60	\$ 106,735.77	\$ 110,896.77	\$ 115,223.51	\$ 119,722.78	\$ 124,403.29	\$ 129,270.88	\$ 134,333.29	\$ 140,218.03	\$ 141,595.12	\$ 142,972.21	\$ 144,349.30