MASTER AGREEMENT

BETWEEN

CITY OF TAKOMA PARK
AND
THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES

AFL-CIO
AFSCME MARYLAND COUNCIL 3 AND LOCAL 3399

JULY 1, 2023 TO JUNE 30, 2026

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ARTICLE 1
PURPOSE

It is the purpose of this Agreement to promote and ensure harmonious relations, cooperation and understanding between the City of Takoma Park, Maryland hereafter known as the Employer, and AFSCME Maryland Council 3, AFL-CIO and hereafter referred to as the Union representing Employees covered by this Agreement, and to ensure full collective bargaining on wages, hours and working conditions.

ARTICLE 2
UNION RECOGNITION

The Employer recognizes the Union as the sole and exclusive representative of all permanent Employees in Bargaining Unit 2 as certified by the Department of Labor & Industry.

SECTION 1: Deduction of Union Dues

The Employer agrees to deduct from the salary/wage of each Employee who has completed and submitted a signed card, personally or through the Union, to the Employer a bi-weekly amount equal to 1/26 of the annual dues. Such withholding for Union dues are to be sent monthly to AFSCME Maryland Council 3. The Union will notify the Employer in writing thirty (30) days prior to any change in such dues.

SECTION 2: Indemnification by Union

The Union agrees to indemnify and hold harmless the Employer from any loss or damages due to payroll errors arising from the operation of this Article and from any service fee dispute between the Union and non-Union member Employee.

SECTION 3: Job Titles

    (a)   The Union will represent those Employees who occupy a position in the Employer's classified service that requires work on a continuous basis for a minimum of twenty (20) hours per week; is classified in one of the jobs listed in (b), below; or whose duties are covered by or similar to the job specifications of these titles. Positions covered under this Agreement will not be eliminated or divided into lesser hours solely to avoid qualifying for union status.

    (b)   Accounting Assistant, Administrative Assistant, Application and Hardware Administrator, Arts & Humanities Coordinator, Audio Visual Specialist, Building Maintenance Specialist, Code Enforcement Officer, Community Engagement Specialist, Communications Specialist, Crime Analyst, Custodial Crew Leader, Custodian, Customer Service and Passport Technician, Dispatch Supervisor,

Dispatcher, Emergency Preparedness/Policy Research Manager, Equipment Operator, Grants Coordinator, Housing Specialist, Instructional Library Assistant, IT Project Specialist*, IT Systems Specialist, Librarian, Library Associate, Library Manager, Licensing Specialist, Logistics/Payroll Specialist, Mechanic, Parking Enforcement Coordinator, Parking Enforcement Officer, Photo Enforcement Analyst, Planner, Police Records Assistant, Property & Evidence Technician, Records Specialist, Recreation Center Supervisor, Recreation Facilities and Fields Manager, Recreation Program Coordinator, Recreation Programs Manager, Recreation Programs Supervisor, Recreation Specialist, ROW Crew Leader, ROW Maintenance Technician, Sanitation Driver, Sanitation Technician, School Crossing Guard, Senior Accounting Assistant, Senior Planner, Senior Code Enforcement Officer, Special Projects Coordinator, Systems Administrator, Urban Forest Manager, Vegetation Maintenance Technician, Victim/Witness Coordinator, and Video Production Manager.

*IT Project Specialist is a temporary position under ARPA.

(c)   Employees in the following titled jobs are considered as "confidential" or supervisory and as such are not represented by the Union: Accounting Supervisor, Assistant City Clerk, Assistant Recreation Director, Budget & Accounting Manager, Chief of Police, City Engineer, City Manager, Community Development Manager, Construction Manager, Deputy City Manager, Deputy Chief of Police, Deputy Director of Public Works, Director of Housing & Community Development, Director of Communications/City TV, Director of Council Affairs/City Clerk, Director of Finance, Director of Housing & Community Development, Director of Human Resources, Director of Information Technology, Director of Public Works, Director of Recreation, Equipment Maintenance Supervisor, Executive Assistant, Facility Maintenance Supervisor, Human Resources Coordinator, Human Resources Generalist, Library Director, Public Information Manager, Police Captain, Police Lieutenant, Police Sergeant, Policy and Data Analyst, ROW Supervisor, Sanitation Supervisor, Senior Police Captain, Sustainability Manager, and Vegetation Maintenance Supervisor. The positions of Police Corporal, Police Private, Police Private First Class, and Police Recruit are not represented by the Union.

(d)   If a person, meeting the requirements of (a), above is hired, promoted to, or reclassified to a position not listed in (b) or (c), above, management will inform the Union and together they will reach a mutual agreement relative to whether or not the position is to be represented by the Union.

(e)   The Employer and the Union agree that the Labor Management Committee will discuss whether newly created positions at the City should be included or excluded from the bargaining unit. Unless otherwise agreed, the committee will meet quarterly.

SECTION 4: Right to Information

The City shall furnish to the Union monthly a list, in Excel or equivalent format, of all employees in the bargaining unit. This list shall provide the name, job title, department, pay grade and step, hire date, position number, work location, bi-weekly dues amount, work e-mail address, work phone number, mailing address, and rate of pay of each bargaining unit employee. The City shall also provide to the Union monthly a list of changes in bargaining unit positions that involve new hires, lateral transfers, leaves of absence, separations, promotions, and retirements. The City shall provide to the Union quarterly a summary of health benefits designations for Employees.

ARTICLE 3
NON-DISCRIMINATION

(a)   The provisions of this Agreement will be applied equally for all members of the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, political or religious affiliation, sexual preference, gender identity, family responsibilities, physical or mental disability, genetic status, or Union activity.

(b)   The parties mutually commit themselves to promote the full realization of equal employment opportunity through a continuing affirmative action program.

(c)   The provision of this Article will be subject to the negotiated grievance procedure. However, should the grievance procedure fail to produce a resolution of any grievance arising under this Article, the grievance will not be subject to arbitration, but will be referred to the appropriate government agency having jurisdiction.

(d)   The Employer agrees that Employees will not be harassed or discriminated against for exercising their right as citizens, Union members, or for any other reason.

(e)   All reference to Employees in this Agreement designate both sexes, and whenever the male gender is used it will be construed to include both male and female Employees. The term Employees will mean bargaining unit Employees.

(f)   The Employer agrees to provide the Union with updates of the Diversity Strategic Plan and make it available to all Employees covered under this agreement. The EEO complaint regulations and procedures will be published, posted and distributed to each Employee as well as included in the Diversity Strategic Plan. It is understood that official time for preparation and preparation for resolution of a grievance/complaint pertaining to this article will be granted upon request.

ARTICLE 4
GRIEVANCES

SECTION l: Defined

A grievance is defined as a dispute between the Employer and the Union alleging that an Employee has been aggrieved by: (a) violation of an express provision of this Agreement; (b) violation of a written City of Takoma Park personnel policy; (c) violation of written work rules and practices; (d) violation of past practice established or continued after the effective date of this Agreement; (e) violation of laws, rules, or regulations that apply to Employees; and/or (f) inequitable application of any of the provisions listed above.

SECTION 2: City Code Grievance Procedure

An aggrieved Employee may, as an alternative to the grievance procedure established in this Article 4, use the grievance procedure provided under the City Code to the extent permitted under the City Code. An Employee shall not be permitted to use both this Agreement's grievance procedure and the City Code grievance procedure to challenge the same action.

SECTION 3: Immediate Elevation to Step Three

Cases involving suspension, discharge, or alleged unreasonably hazardous situations initially will be processed at Step Three.

SECTION 4: Right to Representation

(a)   No bargaining unit Employee will be disciplined, or formally counseled without a steward present if so requested by the Employee. Formal counseling is defined as performance or behavior counseling which results in a written record of the session being placed in the Employee's official personnel file.

(b)   Should an Employee believe that a need has arisen for an immediate meeting with a shop steward or other Union representative he will be allowed to do so only after requesting permission from their immediate supervisor. The Employee will be allowed reasonable time during working hours to meet, with no loss of pay or benefits. Such request will be granted so long as it does not unreasonably interfere with the performance of the Employee's work or the operations of the City.

(c)   If an Employee believes that an assigned task is illegal or unsafe, the Employee will not be denied an opportunity to make an immediate phone call to a Union representative prior to performing the task.

SECTION 5: Policy

(a)   The parties recognize and agree that the Employer and the Union will make every effort to resolve all disputes in a fair and equitable manner. The resolution of a dispute or other problem will be consistent with the terms and conditions set forth in this Agreement.

(b)   Grievances must be filed within the time frames specified in this Article. Grievances not filed or appealed in a timely manner will be considered resolved based on the Employer's last action. Grievances that have not been responded to by the Employer within the time frames set forth in this Article will be moved to the next step in the contractual procedure. When the next step is binding arbitration and the Employer does not respond within the established time frame, the Union will notify the Employer in writing that it plans to proceed to binding arbitration unless the Employer responds to the grievance within ten (10) working days. If the Employer again fails to respond to the grievance, and the Union proceeds to arbitration, the Employer will bear the full cost of the arbitration.

(c)   The parties may, by mutual agreement, waive certain steps, and/or extend stated time frames. Such mutual agreement will be reduced to writing and signed by the parties prior to the expiration of said time frame. Grievances may, by mutual agreement of the parties, be advanced to any step.

(d)   The Local President or their designee may file a grievance. A grievance must identify: (i) the Employee or Employees aggrieved; (ii) the alleged violation; and (iii) the remedy sought. Class grievances may be permitted when the grievance involves (i) multiple employees; (ii) the same underlying facts and issues; and (iii) the same alleged violations of this Agreement. Class grievances will be processed beginning at Step 3 of the grievance procedure. Decisions regarding the outcome of class grievances may vary.

(e)   At each step of the grievance procedure, the Employee is entitled to representation by a Steward, Local Union President, or Local Union Officer unless the Employee objects to such representation. At Step Three the Employee is entitled to one additional Employee representative (*e.g.*, Chief Shop Steward, Local President). The Employer recognizes and will deal with authorized Council 3 representatives at any step. If an Employee objects to representation, the Union may still have a representative present at any step to observe the meeting.

(f)   Where the Department Head is an Employee's immediate supervisor, grievances will be initiated at Step One of the following procedure. If there is no resolution at Step One, the grievance will move to Step Three.

SECTION 6: Grievance Procedure

    (a)   It is the intention of the parties to avoid filing unnecessary grievances. The parties will attempt to resolve an Employee's concerns prior to the filing of a formal written grievance. If a grievance cannot be resolved through informal discussion with an immediate supervisor it shall be processed as follows.

    (b)   **Step One**: This Step One procedure will, at a minimum, involve the Employee's Steward and the Employee's immediate supervisor. Information about the grievance will be submitted in writing to the Employee's immediate supervisor within ten (10) working days of the occurrence that gave rise to the grievance or within ten (10) working days of the time the Employee should reasonably have been expected to have knowledge of the occurrence that gave rise to the grievance. The supervisor will, within ten (10) working days of receipt of the written submission, meet with the steward and the Employee for the purpose of discussing and resolving the grievance. The immediate supervisor will, within ten (10) working days of the meeting, respond to the steward in writing addressing the issues raised by the grievance. This Step One procedure will occur during normal working hours exclusive of lunch or break times. The steward will be provided a reasonable period of time to investigate and document the Employee's problem in this and all successive steps of the grievance procedure.

    (c)   **Step Two:** If the grievance is not resolved at Step One, an appeal may be submitted in writing no later than ten (10) working days from receipt of the immediate supervisor's written response to the Employee's Department Head, or their designee. The Department Head or their designee will, within ten (10) working days from receipt of the grievance, meet with the Steward for the purpose of resolving the grievance. At the Union's discretion, present at the meeting may be the Employee, Steward, or the Local Union President, and reasonable and necessary witnesses for the Employee. The Department Head or their designee will respond in writing to the Union within ten (10) working days of the meeting.

    (d)   **Step Three**: If the grievance is not resolved at Step Two, an appeal may be then filed in writing with the City Manager, or designee, within ten (10) days from receipt of the Step Two response. The City Manager, or designee, will, within ten (10) working days from receipt of the appeal, schedule a hearing at a mutually acceptable time and date. The City Manager or their designee will respond to the Union in writing within ten (10) working days of the hearing. At the Union's discretion, present for the Union at the hearing may be the Employee, Chief Steward, or Local President, and reasonable and necessary witnesses for the Employee.

SECTION 7: Binding Arbitration

    (a)   Should the grievance not be resolved at Step Three, the Employee may request arbitration of the grievance by a neutral third party or the Local President may request arbitration for a class grievance. The decision whether to proceed to arbitration will rest solely with the Union. Arbitration will not occur without a formal written request to the City Manager by the Union within twenty (20) working days from receipt of the Step Three response. The Employer will in all cases comply with the request for Arbitration.

    (b)   The Arbitrator will be selected within ten (10) working days of a request per Subsection (a) above from a list of practicing Arbitrators mutually agreeable to the parties. In the event the parties cannot agree upon an Arbitrator within ten (10) working days of a Subsection (a) request, each party will choose one (1) Arbitrator satisfactory to the party, and the resulting two (2) Arbitrators will choose one (1) Arbitrator other than themselves to hear the dispute.

    (c)   Costs of the Arbitration, except as provided for in Section 5(b) above, will be borne equally by the parties and the Arbitrator's decision will be final and binding on the parties. The Arbitrator will in no event be empowered to change or modify any language in this Agreement. The Arbitrator will limit their decision to resolution of the dispute based on the facts of the case presented, their interpretation of the contract, and appropriate arbitration cases, not limited to this unit, along with other relevant information.

SECTION 8: Employee Rights Not Limited

Nothing in this Agreement limits the right of an Employee to utilize procedure(s) or seek remedy(ies) pursuant to local, state or Federal law, except as provided in Section 4.2 of this Article.

ARTICLE 5
STEWARDS/UNION OFFICIALS

SECTION 1: Recognition

    (a)   The Employer recognizes and will deal with all Union representatives including but not limited to Stewards, Council Representatives and the Local President or their designee in all matters relating to grievances and interpretation of this Agreement.

    (b)   "Union Representative" means any person designated or elected by the Union to officially represent its members, including full time paid staff of the Council and International Union.

SECTION 2: Steward Listing/Assignment

A written list of stewards (no more than 15) will be furnished to the Employer within thirty (30) days of the execution of this Agreement. The Union will notify the City Manager within fourteen (14) days of any changes in this listing.

SECTION 3: Processing Grievances/Meetings

Union Stewards and the Local Union Officers (President, Vice President, Treasurer, Secretary, and each of the three Trustees) recognize that their primary responsibility during work hours is to the Employer and their work for the Employer. After providing notice to their immediate supervisor and Department Head, a Steward or Local Union Officer will be allowed reasonable time during working hours with no loss of pay or benefits to investigate and settle grievances, confer with management regarding union issues, and attend workplace meetings (Labor Management Meetings, Negotiating Meetings, Grievance Meetings), so long as they provide advance notice to their immediate supervisor and Department Head. Advance notice shall be 24 hours' notice or as soon as possible if the need for this time is not known more than 24 hours in advance.

The Employer may deny time under this Section where the release time will interfere with the efficient operation of the Employer. Such requests will not be unreasonably denied. However, it is understood that work needs may justify the denial of release time. Such time will not be chargeable to any leave time. Such release time shall be arranged in a manner which causes the least disruption of, or interference with, the operations of the Employer, its employees, and supervisory personnel. If the time provided under this Section is not a sufficient amount of time that is needed by Local Union Officers and Stewards, then the Union and the Employer will meet to discuss the amount of time that is required. If the Employer denies release time under this Section, the subject meeting underlying the need for release time will be rescheduled in a manner that permits the Steward or Local Union Officer to perform their duties relative to that meeting and to a date and time that is mutually agreeable to the Employer and the Steward or Local Union Officer. The Employer and the Union, however, recognize that time is of the essence and delays shall not be unreasonable.

SECTION 4: Meetings

The Employer agrees to schedule meetings with the Union, including but not limited to grievance meetings/hearings, arbitrations, negotiations and Labor-Management meetings during normal working hours. Employees who participate in these meetings will suffer no loss of pay or benefits nor be discriminated against for attending or participating in such meetings. If the meeting relates to an employee grievance, the meeting will be scheduled during the grievant's normal working hours unless all parties agree to a different time. If no union representative is scheduled to work during the grievant's shift, the Union President or a shop steward may clock in for the time spent at the grievance meeting.

ARTICLE 6
UNION BUSINESS LEAVE

SECTION 1: Union Conventions and Training Programs

The Employer will allow two (2) bargaining unit members, inclusive of Local Union Officers and Stewards, to attend Union International and Council conventions. The Employer will be notified in writing of the name of the attendee thirty (30) days prior to the start of the absence. The Employer will also approve twenty-four (24) hours per year of Administrative Leave for each Union Officer (President, Vice President, Secretary, Treasurer, and each of the three Trustees) and Stewards to attend Union sponsored training programs. The Employer will be notified of the name of the attendees in writing ten (10) days prior to the start of a training session, and of the length of the absence.

SECTION 2: Workplace Meetings

Subject to the provisions of Article 5 and the provisions contained in this Article, the Employer agrees that during working hours, on the Employer's premises or via telework, and without loss of pay, Union representatives will be allowed to:

(a)   Prepare for and attend Labor Management Committee Meetings. Union members on these committees will be provided reasonable time each month to prepare for these meetings. Such release time may be taken provided prior notification of the time, including the amount of time initially anticipated, is given to and is not denied by their immediate supervisor and Department Head. The Employer may deny time under this Section where the release time will interfere with the efficient operation of the Employer. Such requests will not be unreasonably denied. However, it is understood that work needs may justify the denial of release time. Preparation for these meetings will be paid time so long as the preparation takes place during the Employee's regular working hours. Time spent at Labor Management Committee meetings will be paid time. The Union may request additional time for preparation purposes and such requests will not be unreasonably denied so long as the additional time sought is reasonable, necessary, and does not interfere with Employer operations. If the Employer denies release time under this Section, the subject meeting underlying the need for release time will be rescheduled in a manner that permits the Steward or Local Union Officer to perform their duties relative to that meeting and to a date and time that is mutually agreeable to the Employer and the Steward or Local Union Officer.

(b)   Prepare for and attend Negotiating Meetings. Union members on the Union's negotiations team will be provided reasonable and necessary time during Employee working hours to prepare for negotiations in the 45 days prior to the expiration of this Agreement and while negotiations are ongoing. Such release time may be taken provided prior notification of the time is given to and is not denied by their immediate supervisor and Department Head. The Employer may deny time under this Section

where the release time will interfere with the efficient operation of the Employer. Such requests will not be unreasonably denied. However, it is understood that work needs may justify the denial of release time. So long as the time spent preparing for negotiations is during the workday, Employees will suffer no loss in pay for such preparation. Time spent by Employees in negotiations will be paid time.

At least 45 days prior to the expiration of this Agreement, the Union President will provide the Employer with a list of persons on the Union's negotiations team.

Where more than two (2) Employees from one department are on the Union's Negotiation Team, bargaining sessions will be scheduled to avoid disruption to the Employer's operations.

(c)   Union Leadership Committee. The Employer will permit Local Union Officers (President, Vice President, Secretary, Treasurer, and each of the three Trustees) and the Chief Shop Steward one and one-half (1.5) hours each month, without loss of pay, to attend Union Leadership Committee meetings. Such release time may be taken provided prior notification of the time, including the amount of time initially anticipated, is given to and is not denied by their immediate supervisor and Department Head. The Employer may deny time under this Section where the release time will interfere with the efficient operation of the Employer. Such requests will not be unreasonably denied. However, it is understood that work needs may justify the denial of release time. Attendance at these meetings will be paid time so long as the meeting takes place during the Employee's regular working hours. The Union may request additional time for these meetings and such requests will not be unreasonably denied so long as the additional time sought is reasonable, necessary, and does not interfere with Employer operations. If the Employer denies release time under this Section, the subject meeting underlying the need for release time may be rescheduled in a manner that permits the Local Union Officers and Chief Shop Steward to perform their duties relative to that meeting and to a date and time that is mutually agreeable to the Employer and the Steward or Local Union Officer.

SECTION 3: Use of Employer Facilities

The Union is permitted to use City facilities and email for Union-related business and meetings so long as such use is consistent with City policies and practices regarding such use.

ARTICLE 7
LEAVE

SECTION 1: Vacation Leave

(a)   Employees will earn vacation leave days on a pay period basis based on years of service with the Employer, calculated from the Employee's initial hire date and the earned leave becomes available for the Employee's use at the end of each month. Employees will not be eligible for vacation leave unless they have completed ninety (90) days of continuous employment.

(b)   Full-time Employees will earn vacation leave based on the following schedule:

Length of Service	Pay Period	Annual
0 to 5 years	3.692 hours	12 days
Over 5 to 10 years	5.538 hours	18 days
Over 10 years	7.384 hours	24 days

Part-time Employees earn vacation leave on a *pro rata* basis.

(c)   Except in emergency situations, vacation leave will be requested as follows:

Amount of Leave	Advance Notification Required
2 - 4 days leave	Two (2) working days in advance
5 or more days leave	Five (5) working days in advance

(d)   The approval or disapproval of leave of one (1) day or less will be at the supervisor's discretion. Employees must notify their supervisor at least one (1) hour prior to their scheduled starting time under this Section. Requests will not be unreasonably denied. This provision does not preclude Employees from using vacation leave for no more than 30 minutes to "top off" their hours at the end of a workday, for a total of no more than one hour in a work week.

(e)   Vacation requests will be made in writing to the immediate supervisor. Written vacation requests for leave will be approved or disapproved within five (5) working days of receipt by the supervisor. Request for vacation leave will not be accepted more than six (6) months prior to the actual starting date of the leave; in exceptional circumstances, requests for vacation leave may be made more than six (6) months in advance in order to establish priority for consideration.

(f)   Vacation requests will not be unreasonably denied. Such denial will be subject to the provisions of the grievance procedure as specified in this Agreement.

(g)   Vacation approval will not be subject to revocation except in cases of an emergency or disaster.

(h)   Employees may only be called in to work while on vacation in the event of an emergency or disaster. The Employee will have the vacation time worked restored to their vacation accrual for use at a later time.

(i)   Full-time Employees may accumulate two hundred forty (240) hours of vacation leave days; part-time Employees accumulate leave on a *pro rata* basis.

(j)   Within one month of separation from employment for any reason, Employees will be paid for all accrued but unused vacation time.

(k)   Employees on vacation leave on the day of an early closing will only be charged for the time they would have worked had they reported to work on the early closing day.

(l)   Vacation leave may be taken in increments of minutes, although requests for leave may be made in day, hour or partial hour amounts.

(m)   Any holiday as defined in this Agreement that falls within an Employee's scheduled vacation will not be counted as a day of vacation.

(n)   An Employee whose vacation approval is subsequently revoked per Subsection (e) above or who is called in from vacation pursuant to Subsection (f) above will be reimbursed by the Employer for the costs of any reservations that were made subsequent to the approval of their vacation request, provided that the Employee provides proof of the incurrence of such costs and such costs are non-refundable from the reservation agent, hotel, airline, etc.

(o)   Employees who become ill, are injured, or are hospitalized while on vacation leave will be permitted to use sick leave in lieu of vacation leave for the duration of the illness, injury or hospitalization provided:

     (i)   A written request to do so is submitted to the Employer within ten (10) working days of the end of that Employee's approved vacation leave; and

     (ii)   The request is accompanied by a doctor's certificate specifying the nature and duration of the Employee's illness, injury and/or hospitalization.

     (iii)   This provision is not intended to cover minor illnesses or injuries.

(p)   Employees may request to use advance vacation leave up to the amount they would accrue to them during the calendar year in which they use the leave. Approval is at the discretion of the City Manager.

SECTION 2: Sick and Safe Leave

    (a)   The Employer recognizes that an Employee may occasionally need to take leave from work because of injury, illness, maternity or paternity leave, domestic violence, sexual assault, or stalking, as those terms are used in the Maryland Healthy Working Families Act. As a result, sick and safe leave with pay will be granted to an Employee consistent with this Section 7.2.

    (b)   Effective January 1, 2021, full-time Employees will be front loaded 120 hours of sick and safe leave on January 1 of each year. There will be no limit to the accumulation of sick and safe leave. Part-time Employees will be front loaded sick and safe leave on a *pro rata* basis on January 1 of each year. Employees will not be paid for accumulated unused sick and safe leave at the time of termination of employment. For new employees, a *pro rata* amount of sick and safe leave will be frontloaded based on the date of hire. An employee hired between the 1st and 15th of the month will receive ten (10) hours (or the *pro rata* amount for part-time employees) for that month. An employee hired after the 15th of the month will receive five (5) hours for that month (or the *pro rata* amount for part-time employees).

    (c)   Sick and safe leave may be taken in minute increments, although requests for leave may be made in day, hour or partial hour amounts.

    (d)   The Employee will make every attempt to contact his immediate supervisor or the supervisor's designee (*i.e.*, Secretary, Foreman, etc.) within one (1) hour (post or prior) to the time the Employee would normally be expected to report for work or within one (1) hour of the time that Department's Office hours begin, whichever is earlier. If an Employee is unable to contact his supervisor or the supervisor's designee, the Employee must leave a message with his or her supervisor by voicemail, email or text, as is available and requested by the supervisor. Employees who are Police Dispatchers will telephone the on-duty shift supervisor at a minimum of one (1) hour in advance of their normal reporting time for their assigned shift.

    (e)   Employees may use accrued sick and safe leave in accordance with the provisions of the Maryland Healthy Working Families Act, and if an absence is due to quarantine, required physical or dental examinations or treatments, exposure to a contagious disease when continued work might jeopardize the health of others, or for an immediate family medical emergency.

    (f)   For purposes of this Section, "family member" has the meaning set forth in the Maryland Healthy Working Families Act, and further includes:

(i)   Domestic partner.

(ii)   Persons other than family members under the same roof: Sick and safe leave may be granted when there is a demonstrated need for the Employee to be present to care for another person with whom he resides.

(iii)   Legally related persons, other than family members, not under the same roof: Sick and safe leave may be granted when there is a demonstrated need for the Employee to be present to care for a legally related person residing outside the Employee's domicile.-

(g)   In the case of chronic or significant illness, the Employer may require a licensed medical practitioner's certificate as to the nature of the illness and as to the Employee's physical capacity to resume their duties. The certificate will indicate dates of treatment and the diagnosis and prognosis if the Employee's absence qualifies as Family and Medical leave under Section 10 of this Article 7.

(h)   Use of sick and safe leave for four (4) or more consecutive days will be supported by a licensed medical practitioner's certificate or other written verification acceptable to the Employer. Employees will not be required to provide a certificate for absences of three (3) consecutive days or less, except to explain work-related restrictions.

(i)   An Employee may be required to submit to a medical examination at the Employer's expense to determine fitness for duty when a supervisor reasonably believes that the Employee's physical or mental condition may render the Employee unable to perform the duties of the Employee's position or endanger the health or safety of others.

(j)   An Employee who shows a pattern of using sick and safe leave the day before or the day following a holiday or following a vacation day more than two (2) times in a twelve (12) month period, may be placed on sick and safe leave restriction. Employees who are on sick and safe leave restriction are required to provide satisfactory written explanation of any absence charged to sick and safe leave unless leave is supported by a physician's certificate or other documentation acceptable to the City. Sick and safe leave abuse will not be tolerated and will directly reflect on performance reviews. Continued undocumented use of sick and safe leave, where documentation is permitted by the Maryland Healthy Working Families Act, may be cause for disciplinary action to include termination of employment. An Employee who works for six (6) consecutive months without undocumented sick and safe leave will be taken off of sick and safe leave restriction.

(k)   Should a workplace closing occur due to inclement weather while an Employee is on sick and safe leave, the Employee will only be charged for that portion of the day he normally would have been required to work.

(l)   At least once each calendar year the City will provide an open enrollment period during which employees may voluntarily join the sick leave bank for eligible employees, consistent with the procedures established by the City. The City will provide the Union an opportunity to provide feedback on sick leave bank procedures prior to implementation.

SECTION 3: Personal Leave

Employees are entitled to personal leave days on an annual basis, which will be earned and used in the year earned as follows:

Length of Service	Number of personal days
0 - 5 years	2
Over 5 - 10 years	3
Over 10 - 15 years	4
Over 15 - 20 years	5
Over 20 + years	6

Part-time Employees and, effective July 1, 2023, Crossing Guards, earn personal leave on a *pro rata* basis, which will be earned and used in the year earned.

The Employer recognizes that Employees may have reason to use a day of personal leave on short notice. An Employee should contact their supervisor as soon as the Employee has knowledge of the intent to use a personal leave day. At the very least, employees must notify their supervisor within one (1) hour prior to the time the Employee would normally be expected to report for work. Requests will not be unreasonably denied.

Requests for more than one consecutive personal day must be made in writing to the Employee's immediate supervisor, or designee, using a Leave Request Form. Written requests for more than one consecutive personal day will be approved or disapproved within two (2) working days of receipt by the supervisor. Department Heads may waive this requirement at their discretion.

Requests will not be unreasonably denied.

Personal days may be used in minute increments, although requests for leave may be made in day, hour or partial hour amounts.

SECTION 4: Military Leave

(a) The Employer will grant an authorized absence to an Employee who elects, or is required, to perform service in the uniformed services, to the full extent required by the Uniformed Services Employment and Reemployment Rights Act (USERRA). An individual Employee's service limitations, available benefits, and reemployment rights will be determined in accordance with applicable provisions of this law.

(b) A full-time Employee called to active duty during the duration of the "National Emergency with Respect to Certain Terrorist Attacks," which started on September 11, 2001, is entitled to receive from the City a supplement to the pay and allowances received from the military. The amount of the supplement is the difference between the Employee's City salary and the salary and allowances paid by the military for the period of active duty. This benefit will terminate upon determination by the Federal Government that the crisis is over and/or the individual is released from active duty.

(c) An Employee who is a member of an Armed Forces Reserve organization or National Guard will be granted two calendar weeks per year for military leave, with the City paying the difference between the Employee's City salary and the salary and allowances paid by the military. The difference will be paid upon completion of the leave of absence and upon the Employee submitting a claim for the difference along with documentation of pay and allowances received from the military. On rare occasions, due to annual training being scheduled on a federal fiscal year basis, an Employee may be required to attend two (2) periods of training in one (1) calendar year. On this occasion only, an Employee will be granted an additional ten (10) days of military leave during the same year. If such duty is required beyond these ten (10) work days, the Employee will be eligible to take accumulated vacation leave or be placed in a leave without pay status.

SECTION 5: Civil Defense Leave

(a) No Employee may be discharged by reason of the Employee's participation in civil defense, civil air patrol, volunteer rescue squad, or volunteer fire department activities which are in response to an occurrence declared an emergency by the Governor at the request of the Employer.

(b) The Employee must submit written proof of their required participation. Employee will not remain in a pay status during the Employee's participation but may request annual leave.

SECTION 6: **Bereavement Leave**

(a)   Three (3) consecutive working days leave with pay will be granted upon request in the event of a death in an Employee's immediate family. Immediate family, for the purpose of Bereavement Leave, is defined as: father, mother, siblings, spouse, children, domestic partner, step family, father-in-law, mother-in-law, legal guardians, primary care giver (person who served in a role of parent or guardian without legal status), or other dependents, grandparents, grandchildren, aunts and uncles, and nieces and nephews. A qualifying event for bereavement leave also includes miscarriage, still birth, pregnancy loss, and loss incurred due to fertility treatment. In addition to the three (3) consecutive working days of leave with pay, Employees will be afforded two (2) unpaid Bereavement Leave days to be taken consecutively with the three (3) days of paid Bereavement Leave. Employees may choose to use available paid leave during the two (2) unpaid Bereavement Leave days.

(b)   In the event the deceased relative currently lived in the same household as the Employee making the request, the deceased will also be considered to have been a member of the immediate family. Bereavement leave for other relationships may be considered on a case by case basis.

(c)   Employees who require additional time off beyond the stated time may request additional reasonable time off charged to vacation. Such requests will not be unreasonably denied.

SECTION 7: Court Leave

(a)   Any Employee who is required to serve as a juror in court will be allowed the time as needed with pay and without charge to any accrued leave time. Said Employee will be paid their regular salary.

(b)   Any employee subpoenaed by a County, State or Federal court will be allowed time needed with pay and without charge to any leave time. Said Employee will be paid their regular salary. No Employee will be discharged solely because the Employee answered a lawful subpoena.

SECTION 8: Job Injury Leave

(a)   Any City Employee who sustains an injury or contracts an occupational disease directly through the performance of their work will be entitled to injury leave. Employees are responsible for informing their supervisor of all job related injuries as soon as possible following the injury. An Employee who utilizes injury leave will receive pay in the amount determined by the Workers' Compensation

Commission and as paid by the Employer's Workers' Compensation Insurance Carrier without charge against the Employee's annual or sick leave account, subject to the following conditions:

(i)   The disability must be compensable under the State Workers' Compensation Act.

(ii)   The disability must be temporary in nature.

(iii)   Payment of injury leave will be contingent upon the assignment of Workers' Compensation Insurance to the Employee for the period of injury leave.

(iv)   An Employee who may be eligible for injury leave will have the first three (3) days of absence from work charged to sick leave. Continuous absence beyond three (3) days will be cause for granting injury leave. Continued absence beyond twenty-eight (28) days will be cause to credit the Employee's sick leave with three (3) days.

(v)   The Employee will be subject to a temporary job-reassignment for the period of the disability without change in pay status, provided the Employee is unable to discharge the duties and responsibilities of their assigned position, and subject to a physician's approval, is able to perform the duties and responsibilities of the position to which they are temporarily reassigned. Refusal to accept job reassignment will terminate the Employee's eligibility to receive injury leave. Should an Employee elect not to accept temporary job reassignment, their employment with the Employer may be terminated, unless the Employee is also on FMLA leave. A temporary job-reassignment is defined as part-time or full-time duties that are consistent with medical advice provided by the attending physician and is limited to the time period specified in the attending physician's statement, which cannot exceed thirty (30) calendar days. The physician must submit an additional medical statement to extend the temporary duty assignment.

(vi)   At the Employer's expense, the Employer may require the Employee to report for a fitness for duty examination by a physician of the Employer's choice in order to determine the Employee's ability for temporary reassignment, or return to their assigned position, or for any other reason.

(vii)   The Employee is responsible for insuring that the Employer is kept aware of any and all changes in the Employee's condition or availability for work. The Employee is responsible for obtaining written documentation from a certified medical authority to verify all absences from work related to the injury or illness. Unless incapacitated, an Employee must update

their supervisor at least on a bi-weekly basis as to their condition. The employee must provide the supervisor with all medical certifications and/or changes pertaining to the ability to return to duty or restrictions to duty and for providing any changes in a prompt manner. Employees may personally deliver, send by e-mail, or may mail written documentation to the supervisor.

(viii)   The granting of injury leave will in no instance exceed six (6) months (except with special approval of the City Council).

(ix)   Annual leave and sick leave earnings and accrual will remain unchanged.

(x)   The Employee is responsible for making timely payments to the Finance Office to cover deductions that are normally withheld from pay for health insurance, retirement, and similar deductions.

(b)   If an Employee has a permanent medical condition that arose from a work related injury or illness as determined by the Workers' Compensation Commission and that prevents the Employee (even with reasonable accommodation) from performing the essential functions of their regular job (including the inability to wear protective equipment), then the worker will be considered for transfer to an available job for which the worker is fully qualified and for which the Employer can make reasonable accommodation to compensate for the Employee's disability, consistent with the requirements of the Americans with Disabilities Act. If a position is vacant and has not been posted, the employee will be considered for transfer to the position before it is posted. The transfer will be made without the Employee losing benefits or seniority. Any adjustment in pay will be made in accordance with the provisions of the City Code regarding a reduction in grade for non-disciplinary reasons.

SECTION 9: Leave of Absence Unpaid

(a)   Employees may be granted leave of absence without pay for a period of up to one (1) year.

(b)   A leave of absence without pay may be granted for education, child rearing, maternity, paternity, family care, or verifiable emergencies that may arise and cannot be managed in any other reasonable manner.

(c)   An Employee wishing to take leave without pay will so request, in writing, to the Employer at least sixty (60) days prior to the anticipated start of such leave. The Employer will respond in writing within thirty (30) days from receipt of the Employee's request.

(d)   Leave of Absence without pay will not be unreasonably denied. If denied, the

reason for denial will be clearly stated in writing by Employer in its response per (c) above.

(e)   Upon return to paid status from an authorized unpaid leave of absence, the Employee's prior service will be credited for the purpose of determining seniority.

(f)   Upon completion of an authorized unpaid leave of absence, the Employee will be returned to the position he held at the time the leave of absence began, provided the position is available. Should the same position not be available, the Employee will be assigned to another position with the Employer for which he is fully qualified. The Employee's rate of pay upon return will be at the same grade and step held at the start of the leave of absence but according to the rate of the authorized scale existing at the time of return. The time of the leave of absence will not count towards determining eligibility for merit step increases.

SECTION 10: Family and Medical Leave

(a)   In accordance with the Family Medical Leave Act of 1993 ("FMLA") the Employer will provide eligible employees who have been employed by the Employer for twelve (12) months with leave pursuant to the provisions of this Section 10.

(b)   An Employee's available paid leave shall run concurrently with any FMLA leave.

(c)   For purposes of determining an employee's leave entitlement under the FMLA, the twelve (12) month period immediately preceding the commencement of leave under the FMLA shall be the applicable measuring period.

(d)   Generally, FMLA leave may be taken for the birth, adoption, or placement in foster care of a child; an Employee's serious health condition; the serious health condition of an immediate family member; for exigent circumstances related to an immediate family member's call to active military service; or to care for an immediate family member who is injured in the line of duty as a service member. Employees should consult Human Resources regarding the specific requirements of FMLA leave entitlement.

(e)   For purposes of this Section 10, "immediate family member" means father, mother, sibling, spouse, child, domestic partner, step child, step parent, father-in-law, mother-in-law, legal guardian, or any other dependent with a serious health condition.

(f)   At the conclusion of FMLA leave, an Employee is entitled to return to the same position, or to a position with equivalent pay, benefits, and terms and conditions of employment, to the extent provided by the FMLA.

(g)   Each Employee on unpaid leave under the FMLA shall remain responsible for paying the Employee share of the premium for coverage elected by the Employee under Article 32 of this Agreement and shall directly submit to the Employer, not later than the Employee's normal payday, the amount of premium owed by the Employee, unless other arrangements are approved by the Employer. If the Employee fails to timely remit premium payments as required, the Employer shall make such payments on behalf of the Employee and, after the Employee's return from such leave, shall deduct (from wages payable to the Employee) two times the amount that would otherwise be deducted pursuant to Article 32 of this Agreement, until the entire amount paid by the Employer on behalf of the Employee has been repaid.

SECTION 11: Voting Time

(a)   Employees will be allowed to take up to two (2) hours off with pay to vote on any day an election for public office is held and on any day a primary to select candidates for elective office is held.

(b)   Voting time is not chargeable to any accrued leave time.

(c)   An Employee must be a registered voter to request voting time.

SECTION 12: Inclement Weather Leave

Each time City offices are closed due to inclement weather, Employees who are not required to report to work or to continue working, will receive normal compensation for the hours they would have worked had City offices remained open. Leave under this Section 7.12 will not be charged to the Employee. Employees who are required to work when City offices are closed due to inclement weather will be compensated in accordance with Article 10 of this Agreement.

SECTION 13: Crossing Guard Leave

Crossing Guards earn leave during the months in which they work at the part-time *pro rata* basis. A Crossing Guard who has accrued more than one hundred (100) hours of vacation leave may elect to use that leave during the months in which the Crossing Guard is not working, provided that the Crossing Guard keeps at least twenty (20) hours of leave available for use during the months in which the Crossing Guard is working.

SECTION 14: Leave Without Pay

(a)   Leave without pay is authorized only as follows:

(i)   As covered by Section 7.10 (Family Medical Leave) of this Agreement, or

(ii)   As covered by Section 7.4(c) (Military Leave) of this Agreement.

(iii)   At the discretion of the Department Head if the employee has no accrued leave, advanced leave is not appropriate, and no other paid leave is appropriate.

(b)   While in an authorized leave without pay status, the employee is required to contact their supervisor weekly during the employee's absence to keep the supervisor informed of the Employee's progress and expected time of return. At the supervisor's discretion, weekly contact may be waived. If an employee is unable to reach their supervisor directly, the employee will contact their supervisor by voicemail, email or text, as is available and requested by the supervisor.

ARTICLE 8
HOLIDAYS

(a)   The term "holiday" as used in this Agreement will refer to the following days:

New Year's Day	Independence Day
Martin Luther King's Birthday	Labor Day
President Day	Thanksgiving Day
Veterans Day	Memorial Day
Friday after Thanksgiving	Christmas
Day before Christmas	Juneteenth

(b)   If a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. If a holiday falls on a Sunday, the following Monday will be observed as the holiday.

(c)   Employees will be granted time off with pay not charged to any leave time on each observed holiday.

(d)   If a holiday falls on the regular day off of an Employee who has regularly scheduled days off other than Saturday or Sunday, the next scheduled work day of such Employee will be observed as the holiday.

(e)   Employees who are required to work on a designated holiday will be paid their regular hourly rate of pay. In addition, they will be paid one and one-half (1½) times their regular hourly rate of pay for each hour worked and two (2) times their regular rate of pay for all overtime hours worked. In lieu of receiving premium pay as set forth in this paragraph, Employees may choose to be awarded a deferred holiday to be used within 12 months of the holiday on which the Employee worked. A deferred holiday under this section will be paid at the Employee's normal straight time rate of pay and must be taken as a full day. To use a deferred holiday, Employees must submit a Leave Request Form

to their immediate supervisor stating their intent to defer the holiday and, if known, the date on which the Employee intends to use the deferred holiday. If the Employee does not yet know when they will use the deferred holiday, the Employee must, within two (2) business days of the date on which the Employee seeks to use the deferred holiday, submit a Leave Request Form to their immediate supervisor.

(f)   An Employee who is Absent Without Official Leave (AWOL) on the work day before or after the observed holiday will received no holiday pay.

(g)   Crossing Guards: The term "holidays" will include all days that the public schools are closed during the regular school year, including, but not limited to snow days, teachers meeting days, and State holidays.

(h)   Library Staff: Library staff who are required to work hours outside of their normal schedule because the Library is closed due to a designated holiday will be paid one and one-half (1 ½) times their regular hourly rate of pay for each hour worked for all hours worked during those required hours. The premium pay set forth in this section applies only for Library staff and only when such staff are required to work additional hours beyond their normal hours and only for those extra required hours.

ARTICLE 9
HOURS OF WORK

(a)   The regular work day, except for Employees in the Communications Dispatcher series, will consist of a shift of eight (8) consecutive hours within a twenty-four (24) hour period. This eight (8) hour shift will include a paid thirty (30) minute lunch break, and two paid ten (10) minute scheduled rest breaks which are not to be taken in conjunction with the lunch period. An additional 15 or 30 minutes (unpaid) may be added to the lunch period and the work day extended accordingly when requested by the Employee or crew and approved by the appropriate Team Leader. Where Public Works crews are involved the lunch period for the entire crew will be the same. A workweek begins at 12:00 am on Sunday and ends at 11:59 pm on Saturday. The normal workweek will consist of five (5) eight (8) hour days, Monday through Saturday, inclusive except in those departments required to work on a twenty-four (24) hour basis. All Employees will be scheduled to work on a regular work shift, and each work shift will have a regular starting and quitting time to be designated by the department head.

Communications Dispatchers are required to work rotating shifts and they will have input to any proposed change in the shift schedule. The Police Department will provide backup for dispatchers so that they may take their lunch and rest breaks as outlined above. Dispatchers will receive two (2) additional ten (10) minute scheduled rest breaks.

(b)   When mutually agreeable to the Employer and the Union, innovative work schedules, which may include teleworking, may be negotiated. Such schedules will not result in any

diminution of benefits nor will they be done in an effort to avoid payment of overtime.

(c)   There will be no permanent schedule or shift changes without a minimum of three (3) weeks' notice to the Union President or designee.

(d)   Employees of the Solid Waste division, in residential and public refuse pickup, will work a task work schedule. The term task work will denote the completion of any task, to be the equivalent of eight (8) hours or less. Employees completing their task will be paid for eight (8) hours of work at the appropriate rate. When the task is completed, Employees will be excused from any additional duties and allowed to leave the work site, unless an emergency is declared or the Employees accept other overtime work. "TASK WORK" means the total daily work necessary to accomplish trash and recycling collection throughout the City of Takoma Park and associated equipment cleaning by all Employees assigned to the Solid Waste Division.

   (i)   In cases of snow emergency when Employees cannot perform their tasks, the Employer will assign task Employees to snow removal work. Requests to split hours during snow emergencies will not be unreasonably denied.

   (ii)   The Employer reserves the right to modify the number of routes and their sizes. Final determination of route size will be based on averaging weight collected and City-wide coverage. Work in excess of eight (8) hours will be compensated at the rate of one and one-half (1½) times the normal rate.

   (iii)   Employees experiencing an excused lateness will not suffer any loss in pay, except for the time actually missed from work.

   (iv)   Task Employees reporting late (unexcused) for their shift may be assigned to other duties for the remainder of the day and paid for actual hours worked.

(e)   Library Staff in Bargaining Unit

   (i)   Library staff in the bargaining unit will be paid their normal hourly rate for all hours worked within a forty (40) hour workweek, or within an eight (8) hour work day.

   (ii)   When a substitute is needed for a Library Employee and such substitute work is scheduled as extra work time, such substitute work hours will be offered to Library staff in the bargaining unit before being offered to non-bargaining unit staff or non-pay volunteers. However, substitute non-bargaining unit staff will be guaranteed at least six (6) hours of desk work per month in order to meet minimum training requirements.

   (iii)   The Employer will make every effort to ensure that substitute work scheduled as extra time work is distributed equitably among Employees working within the

same job classification and/or work location who wish to work such time.

(iv)   A list showing a running total of substitute hours worked for each Employee will be posted in the Library every two (2) months. Substitute hours will be offered first to the Employee with the least number of substitute hours, who has indicated availability for substitute hours. If such Employee refuses the hours, then Employee who has indicated availability for substitute hours and who has the next lowest number of substitute hours will be asked, and so forth through the list.

(v)   Employees who are offered substitute hours and refuse them, or who cannot be reached after a reasonable attempt, will be credited, on the list, with having worked the time for the purposes of substitute time equalization only.

(f)   Crossing Guards:

(i)   The normal work week will consist of up to five (5) four-hour days, Monday through Friday. Hours of work are determined by the opening and closing times of the public schools.

(ii)   Crossing Guards working during the summer will be paid in the same manner as during the school year.

ARTICLE 10
PREMIUM PAY

SECTION 1: Rate

(a)   Employees will be compensated for overtime work as follows:

(i)   Employees will be compensated at the rate of one and one-half (1½) times their regular hourly rate of pay for time they are required to work in excess of their normal work day shift and normal work week.

(ii)   All Employees will be compensated at the rate of two (2) times their regular pay for the time they are required to work on their 7th consecutive day of work, *i.e.* if an Employee normally works Monday - Friday and then works Saturday and Sunday, the hours worked on Sunday would be paid at two (2) times their regular rate of pay; however the following Monday starts the pay cycle over at the normal rate of pay.

(iii)   All leave with pay will be considered time worked in the computation of overtime.

(iv) When City offices are closed due to severe weather conditions or a declared emergency situation, Employees who are required by the Employer to work will be paid at the rate of two and one half (2½) times their regular rate of pay for the actual hours that they work during regular office hours while the City offices are closed. This rate of pay will extend up to eight (8) hours. Any contiguous hours worked after eight (8) hours will be compensated at the rate of one and one-half times their regular rate of pay. Employees who are not required to work when City offices are closed pursuant to this subsection (iv), but who do work, will be paid at their regular rate.

(v) An "Essential Employee" is an Employee who is required to work while all other Employees are allowed to be off. All Public Works employees and all Police communications employees are Essential Employees. The Employer will notify an Employee who is in an Essential Employee position, provide the Union with a list of Essential Employee positions, and notify the Union if changes are made.

(b) The Employer will make every effort to ensure that overtime work is distributed equitably among the Employees working within the same job class and work location. Work location is defined as the same department and within the Department of Public Works as the same section, *i.e.* Building Maintenance, Mechanic Shop, Sanitation, and Right of Way. Overtime work may be performed by non-bargaining unit personnel in the same job class and work location after being offered to bargaining unit personnel.

(i) Overtime lists will be posted at each work site every six (6) months to record all overtime worked in that six (6) month posting period by all bargaining unit Employees at or working out of that site.

(ii) When overtime is necessary, it will be offered first to the Employee or Employees starting with the Employee with the least number of overtime hours.

(iii) Employees who are offered but refuse overtime will be credited with having worked the time for the purpose of overtime equalization only.

(iv) There will be no mandatory overtime unless all bargaining unit Employees qualified to perform the duties of the overtime work refuse to do so. In such a case the most junior Employee or Employees will be assigned the overtime hours.

(v) In the event that overtime work is required because of a non-work hour unexpected emergency (*i.e.* a fallen tree, water main break, building break-in, ice patch, police incidents, etc.), the supervisor receiving the call

to respond to the emergency is exempt from the requirement to offer overtime to the Employee with the least number of overtime hours and can call in the Employee best qualified to respond to the emergency in the most efficient manner. This exemption to calling in the Employee with the least number of overtime hours is only intended for unexpected emergencies and does not include snow removal.

(c)   Employees will not be forced to work overtime against their expressed desires as long as full requirements can reasonably be met by other qualified Employees willing to work.

   (i)   Police communication personnel are limited to a sixteen (16) hour workday and must have a minimum of eight (8) hours between shifts.

   (ii)   For festivals and events, employees will be limited to working twelve (12) hours, with a minimum of eight (8) hours between shifts.

   (iii)   CDL drivers will be limited to working twelve (12) hours, with a minimum of eight (8) hours between shifts.

(d)   The Employer agrees not to assign supervisory personnel to perform the work of bargaining unit personnel solely to avoid the payment of overtime to unit members, or to change the schedules of any Employee solely to avoid the payment of overtime.

(e)   Employees will be entitled to an unpaid meal break of thirty (30) minutes during the first two (2) hours of overtime which is consecutive to the end of their regular shift and for each four (4) consecutive hours of overtime worked thereafter.

(f)   An employee may elect to receive compensatory time in lieu of pay at the rate of one and one-half (1-1/2) hours for each overtime hour worked. In cases where double time or a higher rate of overtime applies, that rate will apply to the compensatory time earned. The Employer will approve such an election, subject to the following requirements:

   (i)   Employees may not accrue compensatory time in excess of eighty (80) hours. Overtime worked which would cause a person's compensatory balance to exceed eighty (80) hours shall be paid.

   (ii)   Use of compensatory time will follow the established procedures for use of annual leave. Leave request forms will be used to request and gain approval for use of compensatory time.

(iii) The parties agree that this paragraph will be administered consistent with the requirements of the Fair Labor Standards Act and the City's rules and regulations.

SECTION 2: Meal Allowance

The Employer will provide a fifteen dollar ($15.00) meal allowance under the following conditions:

(a) If any employee is called into work with less than eight (8) hours' notice and works at least four (4) hours.

(b) If an employee is called back to work less than two (2) hours after leaving the work site and works for a period of at least two (2) additional hours.

(c) If an employee works an additional two (2) hours before or after their regular work day, and the Employer did not provide advance notice of at least 24 hours of the additional hours, the employee will be provided a meal allowance, and for each consecutive eight (8) hours worked thereafter.

SECTION 3: Differentials

(a) Any employee with a Commercial Drivers License (CDL) and who is not assigned to a position requiring a CDL shall receive an additional three dollars ($3.00) per hour for actual hours worked when assigned to drive a vehicle which requires a CDL.

(b) An employee who is classified as a technician shall receive an additional three dollars ($3.00) per hour for hours actually worked when operating the Tub Grinder.

(c) Communications Dispatchers will be paid a shift differential of two dollars and fifty cents ($2.50) per hour for any work performed during the second shift. Building Maintenance Personnel who are required to work the evening shift will be paid a shift differential of two dollars and fifty cents ($2.50) per hour for hours worked during this shift.

SECTION 4: Multilingual Pay Differentials

(a) Skill Levels: A pay differential will be paid to Employees whose job requires the occasional use of multilingual skills or signing. Affected Employees will be afforded an opportunity to qualify for the multilingual pay differential.

(b)   Basic Skills: Basic skills are defined as those skills primarily required for signing or oral communication and comprehension such as those used in conversation with clients and citizens.

(c)   Advanced Multilingual Skills: Advanced skills are defined as those skills required for the written communication and comprehension in a second language, in addition to skills in oral communication and comprehension.

(d)   Certification: Prior to becoming eligible for the pay differential, the Employee must successfully pass a language certification examination required by and administered through the Employer's Human Resource Office. Testing will consist of a performance examination for those Employees who claim basic multilingual skills. A written examination assessing comprehension/translation skills will also be administered for those Employees claiming advanced skills. This program will not be administered in an arbitrary manner.

The appropriateness of an Employee's language pay differential will be re-evaluated, as needed, based on the Employee's use of the language.

(e)   Compensation: Compensation is determined by the Employee's certified language skill level. Compensation is paid for all hours actually worked during the pay period. Employees certified at the basic skill level will receive two dollars ($2.00) per hour for all hours actually worked. Employee's certified at the advance skill level will receive two dollars and twenty-five cents ($2.25) per hour for all hours actually worked. Employees receiving a multilingual pay differential are expected to assist the City when an employee's language and/or signing skills are requested.

ARTICLE 11
CALL IN TIME/STANDBY STATUS

(a)   All full-time Employees called in to work prior to the start of a shift or after leaving work for the day will be guaranteed a minimum of two (2) hours pay at the overtime rate (1½) hourly wage.

(b)   Full-time Employees called in to work for a period of time not adjacent to their workday and who work more than two (2) hours will be paid for the time actually worked at the appropriate rate and for the actual travel time.

(c)   An employee put on standby status in writing by a supervisor for three or more consecutive hours that the employee would not normally work will receive $50.00 standby pay for each day that the employee is on "standby status," as long as the employee is not entitled to compensation under any other provision of this Agreement.

ARTICLE 12
SENIORITY

(a)   Seniority is defined as the length of uninterrupted service with the Employer beginning at the Employee's hire date.

(b)   Service will only be interrupted by a resignation, retirement, or termination for just cause.

(c)   Seniority will continue to accrue during all leaves as specified in this Agreement or any other approved leave.

(d)   The Employer will furnish the Union, on a quarterly basis, a listing by seniority of all Employees in the bargaining unit. Said listing will include Employees' hire date, job title and salary.

ARTICLE 13
LAY OFFS AND RECALL

SECTION 1: Lay-off

(a)   Prior to the layoff of any Employee, all temporary and probationary Employees will first be laid off by classification and department.

(b)   If an Employee is scheduled to be laid off, that Employee may transfer to a position in an equally rated classification, or to a position in a lower rated classification, occupied by a less senior Employee, provided that the Employee is qualified for the position requested. When a senior Employee displaces a junior Employee in a lower classification, the senior Employee's salary will remain the same unless it exceeds the maximum salary of the junior Employee's job classification, in which case it will be reduced to the maximum of the lower classification. A displaced Employee may displace other, less senior, Employees in the same manner.

(c)   The Union will be provided ninety (90) days' notice in advance of any intended layoffs. Employees to be laid off will be provided a thirty (30) day notice prior to layoffs.

(d)   Employees will continue to accrue seniority while on layoff for one (1) year, or at the discretion of the City Manager up to two (2) additional years.

SECTION 2: Recall

(a)   If a regular full-time Employee is laid off in a reduction-in-force the Employee's name will be placed on a re-employment list and the Employee will have priority

re-employment rights to any vacant position for which the Employee is qualified for a period of twelve (12) months following the layoff. During the one (1) year period following the date of layoff, no new Employees will be hired to fill a vacant position until all Employees on layoff status who are on record as qualified have been offered re-employment by registered mail, return receipt requested. Re-employment offers will be made in order of seniority. Laid off Employees will be allowed two (2) weeks from receipt of offer to respond and two (2) weeks after response to report back to work. Such notice period may be waived by the written request of an Employee. An Employee who declines such an offer may be struck from the recall list.

(b)   Employees to be laid off will, at their discretion, be allowed to cash in all or a part of any accrued vacation time on a one for one basis. Leave time not cashed in will be held by the Employer and credited to the Employee upon their return to work or be paid in cash on a one for one basis if not re-employed after one (1) or two (2) additional years, if the City Manager extends the period.

ARTICLE 14
RECLASSIFICATIONS, PROMOTIONS, TRANSFERS, DEMOTION

(a)   All new and vacant bargaining unit jobs will be posted on Bulletin Boards as per Article 27 for a period of ten (10) working days. The Union President or designee will also be provided a copy of said job posting on the first day of said posting.

(b)   The Employer shall determine, in its discretion, whether to attempt to fill a vacancy in a bargaining unit position through an internal selection process or through an internal/external selection process. Employees may apply for bargaining unit positions that are to be filled through either type of selection process. No person will be hired from outside the Employer's work force unless the outside person is more qualified.

(c)   When more than one (1) Employee has applied for a promotion the most senior Employee who is more highly qualified to perform the job will be given the position. However, when two or more Employees have applied for a promotion, and it is determined that they are equally qualified, the Employee with the most seniority will be given the position.

(d)   Employees will be voluntarily transferred to new or vacant positions as follows:

   (i)   If an Employee desires to transfer to another job, the Employee will submit a letter of interest to the Employer stating the reason for the requested transfer.

   (ii)   If a vacancy exists in the classification for which a transfer has been requested, the Employee requesting the transfer will be transferred provided the Employee is qualified for the vacancy.

(iii)   Where transfers have been requested by more than one Employee to a position for which a vacancy exist, the qualified applicant able to perform the job who has the greatest seniority will be transferred.

(e)   If the Employer reclassifies an Employee's position, the Employer will ensure that the Employee will not experience a reduction in their salary or hours. In the event an Employee's duties and responsibilities increase, the Employee's salary will be increased following procedures outlined in the City Code and this Agreement.

(f)   The Employer may demote a bargaining unit member to a lower paying job for disciplinary reasons or due to inadequate performance, but only after being given written notice of their deficiencies and given a ninety (90) day opportunity to improve.

ARTICLE 15
VISITATION

Officers and Representatives of the Union, (*i.e.*, Union Representatives) including but not limited to Representatives of AFSCME Maryland Council 3 who are not Employees of the Employer will be admitted on the property of the Employer to conduct Union business upon advance notice to the City Manager. However, such visitors will not enter hazardous or restricted areas.

ARTICLE 16
UNIFORMS

(a)   The Employer will supply Employees in the following classifications with complete uniforms: Crossing Guards, Parking Enforcement Officers, Communication Dispatchers, Police Administrative Staff and Public Works Staff other than administrative personnel.

(b)   Civilian uniformed members of the police department will be provided a payment of four hundred eighty ($480) dollars per year to offset the cost of cleaning and maintaining their uniforms. This payment will be made in two increments of two hundred forty ($240) dollars each, issued on or before July 31 and January 31.

(c)   School Crossing Guards will be provided a payment of two hundred thirty ($230) dollars per school year to offset the cost of cleaning and maintaining their uniforms. This payment will be made in one payment to be issued on or before October 15, and will cover the school year from September to June.

(d)   Public Works Employees will be provided eleven (11) uniforms both summer and winter. Cleaning of the uniforms will be the responsibility of the Employer. Employees will also be issued at time of hire: one (1) set of rain gear, one (1) winter jacket, one (1) vest, three (3) pair of regular coveralls and two (2) pair of insulated coveralls. Four hundred fifty

($450) dollars per year will be provided to all Public Works Employees for the purpose of purchasing boots and gloves. This payment will be made in two increments of two hundred twenty-five ($225) dollars each to be issued on or before July 31 and January 31. Items must be purchased according to the Public Works guidelines.

(e)   Employees are responsible for taking reasonable care of issued uniforms. The Employer will replace uniforms that are damaged or worn through normal usage. The Employee is responsible for replacing or paying for the replacement of items which are damaged through neglect (*e.g.*, leaving an item on top of a truck and then driving over the item) or loss. The Employer agrees to establish and implement a tracking system for receiving cleaned uniforms and uniforms to be cleaned by the vendor.

(f)   The parties acknowledge the importance of uniforms. Employees failing to wear established uniforms will be subject to discipline unless otherwise excused by the department head.

ARTICLE 17
SAFETY AND HEALTH

The Employer agrees to comply with occupational safety and health standards and regulations as adopted by the Occupational Safety and Health Administration, U.S. Department of Labor, as well as all Maryland State and local agencies. Employees have a responsibility to cooperate with the Employer in safety training and to comply with established safety procedures.

SECTION 1: Protective Clothing

(a)   It is the Employer's responsibility to train Employees in the correct use of protective clothing and equipment, and it is the Employee's responsibility to cooperate with the Employer in said training and to follow established safety procedures.

(b)   Employees will take reasonable care of Employer furnished protective clothing. The Employer will replace worn and damaged articles as necessary. Employees will replace (or pay for replacement) items lost or damaged through neglect, *i.e.* if an Employee leaves protective equipment on top of a truck and then drives off or over the article. If there are no replacement articles available from the Employer when needed by the Employee, the Employee will be permitted to purchase such replacement articles and be reimbursed by the Employer as long as the request has been approved by the department head.

(c)   The Employer will provide safety glasses, hearing protection, dust masks and reflective safety vests to Employees.

(d)   The parties acknowledge the importance of protective equipment. When an

Employee reports to work without the appropriate issued safety clothing, equipment or appropriate work shoes, he will not be allowed to work until he has the proper clothing and shoes. An Employee will be considered in a leave without pay status until he complies.

SECTION 2: Safe Working Conditions

(a)   The Employer will make good faith efforts to provide safe and healthy working conditions for Employees. Employees will refer any unsafe or unhealthy condition to the Employer and the Union for their joint consideration. It is recognized that the Employer may re-assign any Employee until such conditions are resolved.

(b)   Employees will not be assigned to perform duties in areas which are deemed hazardous without proper training and protective equipment.

(c)   No Employee will be required to perform extensive physical duties or operate mechanical equipment or tools with which they are not familiar until they have received adequate safety training in the performance of the operation.

SECTION 3: Hazardous Work

(a)   Work deemed as hazardous will not be assigned to Employees at any time regardless of past practice.

(b)   Hazardous work will be defined as any work which poses an undue threat to an Employee's health and/or safety.

(c)   Hazardous work definition will include but not be limited to: tree removal during heavy storms; boarding up of buildings deemed structurally unsafe; emergency work performed in flood-like conditions; any work performed under conditions that are more dangerous than normal working conditions, with the exception of snow removal; responding to declared emergencies such as a terrorist incident or other duties included in job descriptions.

(d)   When a situation exists in which an Employee believes, in good faith, that they are being asked to perform a duty which is clearly outside of their job description and which may be considered as hazardous and would clearly endanger their safety or health or that of another person, the Employee will immediately notify their supervisor who will immediately correct the situation or inform the department head who may request the Employer's Risk Manager to conduct an immediate review of the situation. If the Employee is not satisfied with the results of this review, they will immediately advise their Steward and a grievance may be filed. The Union will have the right to pursue the issue at Step Three of the grievance procedure. While the issue is unresolved, the Employee will not be

required to perform the duty or action which is at issue until either the condition is corrected or a determination is rendered pursuant to the grievance procedure set forth in this Agreement. In the event the issue cannot be solved at Step Three of the grievance procedure then binding arbitration relating to health or safety issues will be conducted by a health and safety expert otherwise qualifying as an arbitrator under Article 4, Section 7 of this Agreement.

SECTION 4: Ergonomics

(a)   The Employer agrees to consider ergonomic factors and to comply with OSHA or other regulatory agency established standards with regard to new equipment and processes and as it proceeds to replace equipment or remodel existing work stations.

(b)   During every four (4) hour period in which an Employee spends all their time on a VDT/CRT, the Employee will be given a fifteen (15) minute alternative work assignment or a fifteen (15) minute rest period scheduled to interrupt continuous operation. This rest period is in addition to the rest period established in Article 9 of this Agreement. This rest period is not cumulative, and cannot be used at the beginning or end of a shift, other established rest breaks, or a lunch period.

ARTICLE 18
LABOR MANAGEMENT COMMITTEE

(a)   In order to foster cooperative and collaborative labor relations between the Employer and the Union and to attempt to resolve matters that effect bargaining unit employees, there is hereby established a Labor Management Committee. This Committee shall be comprised of three representatives of the Employer and three representatives of the Union. The Committee shall meet four (4) times per fiscal year to discuss issues of concern to the Employer and the Union. The Employer and the Union shall exchange proposed agenda items one week in advance of each meeting. If a scheduled meeting is canceled, the Employer and the Union will attempt to reschedule the meeting within three (3) weeks of the date of the canceled meeting. Additional meetings may be scheduled by mutual agreement.

(b)   The Labor Management Committee may study and make recommendations related to City policy and procedures.

(c)   The Committee will not be empowered to change the negotiated agreement.

(d)   The Union, after consulting with the appropriate department head, has the right to select, appoint, remove and substitute Labor members of the Labor Management Committee provided there is no more than one representative from a department.

ARTICLE 19
CONTRACTING OUT

(a)   Employees who have completed the probationary period will not be terminated from employment for lack of work as the result of outside contractors or temporary Employees carrying out the duties normally performed by said Employees.

(b)   Overtime and extra time within the same job class and within the same work location will be offered to Union Employees within the same job class and within the same work location before being assigned to outside contractors or temporary Employees.

(c)   Prior to contracting out or supplementing services which would eliminate positions covered by this contract as listed in Article 2, Section 4(b), the Employer agrees to form a committee to discuss alternative solutions for Employees impacted by possible job displacement. The committee will consist of no more than four (4) members with at least two (2) members covered by this Agreement and selected by Local 3399. The committee will make its recommendations to the City Manager within thirty (30) days of the formation of the committee. The recommendations of the committee will not be binding on the City.

ARTICLE 20
PERSONNEL FILES

(a)   The only official personnel file will be the file maintained under the direct supervision of Human Resources. The official personnel file is the only file that is valid for purposes of promotion, discipline and other employment actions.

(b)   By appointment with Human Resources, Employees will be permitted to examine and make copies of their complete personnel file within two (2) working days after a written request has been made to Human Resources.

(c)   **CONFIDENTIALITY:** Personnel records will be maintained in a secure and confidential manner at all times. Access to an Employee's personnel file will be restricted to those persons required to use the record to conduct official personnel business and payroll processing. Personnel records may be reviewed only by the Employee's immediate supervisor and other persons in the chain of supervision up to and including the City Manager.

(d)   Administrators will endeavor to place in an Employee's file, information of a positive nature indicating competencies, achievements, performances, or contributions of an academic, professional or civic nature. Employees may have this type of information placed in their file by providing a copy to Human Resources.

(e)   Before derogatory information is placed in a file, it must be signed and dated by the

person submitting the information for the file. Also, before derogatory information is placed in the file, the Employee will be given the opportunity to acknowledge that he has reviewed such material by affixing their signature on the actual copy to be filed. Signature by the Employee merely indicates that he has read the material to be filed and does not signify that he agrees with the content.

(f)   Unless a third party is involved, negative or derogatory information, which is no more serious than an admonishment, will be removed as requested by the Employee after two (2) years from the date of the occurrence, provided there has, in that two (2) years, been no reoccurrence of a situation significantly similar to that which gave rise to the initial inclusion of such documents in the Employee's personnel file. Such information will include but not be limited to notices of discipline, letters of counseling and/or admonishment, etc.

(g)   Employees will have the right to respond to any material filed and that response will be attached to the file copy. Furthermore, an Employee will be allowed to review any disputed material pursuant to the grievance and arbitration procedures set forth in this Agreement.

(h)   Employees will have the right to have a Union representative present during their review of their personnel file.

(i)   The Union will have the right to review and/or obtain copies of relevant information from personnel files when, in the Union's opinion, such review is helpful during the course of grievance and/or arbitration investigation, preparation, and representation, when the Union provides the Employer with that Employee's written authorization. Access to the files will be provided within two business days of receipt of the written request by Human Resources.

(j)   A copy of all information that is placed in the personnel file will be sent promptly to that Employee.

ARTICLE 21
DISCIPLINE & DISCHARGE

SECTION 1: Discipline

(a)   Discipline is intended to be corrective and not punitive. Employees will be disciplined only for just cause. Disciplinary action may be taken to correct an Employee's inappropriate behavior or as a means of causing improvement in an Employee's performance to an acceptable level. Employees will be progressively disciplined, consisting of the following steps: oral reprimand, written reprimand, probation, suspension, and discharge. An exception will be made to progressive discipline where serious violations of policy and procedure

so warrant. The severity of the discipline will be determined after the nature and gravity of the offense, its relationship to the Employee's assigned duties and responsibilities, the Employee's work record, and other relevant factors are considered. Disciplinary action will be taken in a manner designed to avoid embarrassing an Employee before other employees or the public.

(b)   An Employee will receive a written "Notice of Intent to Discipline." This Notice will include a statement of the cause for discipline and findings of any impartial disciplinary investigation. A copy of the Notice will be provided to the Union.

(c)   A "Notice of Intent to Discipline" shall be delivered within thirty (30) calendar days of the date that the Employer knew or reasonably should have known of the Employee's action giving rise to the disciplinary investigation. Nothing in this paragraph shall preclude the Employer from considering action(s) beyond thirty (30) calendar days prior to issuance of a Notice of Intent to Discipline where the actions and/or conduct involve related behavior that may not have by itself given rise to a disciplinary investigation.

(d)   An Employee who receives a "Notice of Intent to Discipline" will be asked to sign an acknowledgement of receipt. If the Employee refuses to acknowledge receipt, an appropriate written statement, signed by a witness may be used to evidence service. If an Employee is not in a duty status, the "Notice of Intent to Discipline" will be sent to the Employee's last known address by certified or registered mail, return receipt requested.

(e)   An Employee may: (i) submit a written response within ten (10) work days from the day of the Employee's receipt of the "Notice of Intent to Discipline," or (ii) request a meeting with the official who has proposed the disciplinary action to provide the Employee's response. After considering the Employee's response, if any, and any additional information obtained, the Employer will determine whether to impose the discipline and notify the Employee and the Union of the decision. If an Employee does not respond to the "Notice of Intent to Discipline" within ten (10) work days of receipt, the disciplinary action will be imposed immediately. An Employee's failure to respond to the Notice of Intent to Discipline does not preclude the Union from grieving the imposed discipline.

(f)   A disciplinary action may be processed through the grievance procedure specified in Article 4 of this Agreement. A "Notice of Intent to Discipline" is not a disciplinary action. Notice of Intent to Discipline cannot be used in any future discipline or evaluation unless discipline was imposed and (if challenged) upheld. Copies of all disciplinary actions will be forwarded to the Union President.

(g)   An Employee who has received a "Notice of Intent to Discipline" and the Employee's Union representative may take a reasonable amount of official time to prepare the Employee's response. The Employee and Union representative will

notify their supervisor(s) and Department Head prior to using official time. Leave requested for this purpose will not be unreasonably denied.

(h)   An Employee may request that a Union representative be present when the Employee is questioned during an investigation that an Employee reasonably believes could lead to discipline being imposed against the Employee. Such a request will not be denied unless honoring the request would cause delay in the administration of the discipline of more than two work days. The Employer may agree to a delay of more than two work days.

(i)   Time frames in this Article may be extended by mutual consent of the Employer and the Union. Any such request shall be reduced to writing and shall not be unreasonably denied.

SECTION 2: Suspensions, Discharges, or Reduction in Pay

(a)   A grievance based upon a suspension, discharge, or reduction in pay will be processed initially at Step Three of the grievance procedure set forth in Article 4, Section 6 of this Agreement.

(b)   An Employee may be placed on leave with pay at the time a "Notice of Intent to Discipline" of suspension or discharge is provided to the Employee, and may continue until discipline is imposed.

(c)   If a grievance regarding an Employee's suspension or discharge is taken to arbitration, and the grievance is upheld, the arbitrator will have the discretionary authority to make an Employee whole or to award a lesser remedy.

ARTICLE 22
OUT OF TITLE WORK

(a)   Employees temporarily shifted to a position in a higher classification will be compensated for the duration of the assignment at the higher classification.

(b)   Employees who are required to perform essential duties of a higher job classification in addition to the duties of their existing position for a period in excess of five (5) consecutive work days will, beginning on the sixth work day, be compensated for the duration of the assignment at that higher classification, retroactive to the first day the employee was assigned to perform the essential duties of the job with the higher classification, which will be documented.

(c)   Temporary transfer or temporary reassignment will be for a period not to exceed ninety (90) work days unless:

(i)   The position is being kept open for an Employee on authorized leave, or

(ii)   Mutually agreed upon by the Employer and the Union; otherwise any position which is filled for more than ninety (90) workdays by temporary transfer or by a temporary reassignment of that position's duties will be considered open and will be posted.

(d)   Police Communication Training Officers will be compensated for training with an increase of two dollars ($2.00) per hour for the training period and receive one (1) day of annual leave.

ARTICLE 23
CAREER DEVELOPMENT

(a)   The Employer and the Union recognize the need for the development and training of qualified Employees to fulfill the Employer's workforce requirements. The Employer agrees to the principles of Career Paths and promotion from within its own organization. In keeping such principles, the Employer and the Union will establish a Career Development Program. The Labor Management Committee will develop a feasible and affordable Career Paths Program.

(b)   The Employer agrees to support the further education of Employees. Bargaining unit members may be reimbursed, depending upon the availability of funds, for tuition for completed courses of study that would better enable Employees to perform their current jobs and compete for promotional opportunities. Such courses of study will include but not be limited to high school equivalency programs, vocational and trade programs, and college level courses. Request for tuition reimbursements must be approved in advance of attendance and must be processed in accordance with the applicable City regulations. In the event that there is a shortage of funds, the Labor Management Committee will screen such requests.

(c)   The Employer agrees to continue to provide in-house training for Employees, including skills certification on an on-going basis.

ARTICLE 24
POSITION SPECIFICATION/WORK PLANS

(a)   On the first day of work a new Employee will receive the position specification for which they have been hired. The position specification sets forth the duties and responsibilities of the position. The Union will receive a copy of the position specification for each bargaining unit position. An Employee is expected to perform the duties and responsibilities outlined in the position specification.

(b)   Within thirty (30) days of hire, of assumption of a new position, or of a reassignment or reclassification that involves changed or additional duties, an Employee's supervisor will provide the Employee with a written work plan developed after consulting with the Employee. The work plan will contain goals and timeframes for the Employee that are position specific, measurable, action oriented, realistic, and time oriented, and provide the criteria necessary for the Employee to be rated as "Meets Requirements" or "Distinguished" in their annual performance evaluation. An Employee will acknowledge receipt of the position specification and work plan by signing them. An Employee will be provided with a copy of their position specification and work plan.

(c)   The failure of an Employee to receive a work plan in a timely manner may be considered when determining an Employee's overall performance rating, and may be considered when qualifying an Employee for a higher performance rating.

(d)   Employees will work substantially in their position specifications.   If an Employee believes that their duties or responsibilities have changed and are inconsistent with the duties and responsibilities in the position specification, the Employee may request consideration for reclassification of their position. Such a request shall be submitted by the Employee to Human Resources in writing, and explain the changes in the position that the Employee believes warrant reclassification. The Employee will be notified of the Employer's decision regarding the reclassification request within forty-five (45) days of the Employer's receipt of the request. An Employee's request for reclassification will not result in a demotion for the Employee. If reclassification is considered appropriate, the effective date of the reclassification will be the date of the Employee's request. Supervisors and Department Heads may also request reclassification for employees they supervise by following the process set forth in Article 24(d).

(e)   The Employer will furnish the Union with a copy of an Employee's position specification if it changes.   The Employer will furnish the Union with a copy of the Employer's classification system.

ARTICLE 25
PERFORMANCE EVALUATIONS

(a)   An Employee will receive an annual performance evaluation, as well as oral and/or written feedback regarding their performance during the year. The annual performance evaluation will be based upon job related criteria, goals and timeframes set forth in an Employee's position specification and work plan created under Article 24 of this Agreement. Performance evaluations will include a written self-evaluation, a written employer evaluation, and a face-to-face meeting between the Employee and the Employee's supervisor, which may be conducted via remote technology. The evaluation will be placed in an Employee's personnel file, along with any response to the evaluation provided by the Employee. An Employee will be provided with a copy of their annual evaluation.

As part of an Employee's evaluation, supervisors shall provide an opportunity for employees to discuss growth opportunities and to review the Employee's position specification and work plan. Reclassifications will also be considered during the evaluation.

Annual evaluations will be completed by March 1.

(b)   If, during the evaluation cycle, an Employee's supervisor determines that the Employee's performance is not meeting the Employer's legitimate expectations, the Employee and the Union will be notified and a Performance Improvement Plan (PIP) will be developed by the supervisor, with assistance from Human Resources if necessary. An Employee will be provided with a copy of their PIP.

A PIP will include: a description of the Employee's performance; the expected performance improvements and the timeline for those expected improvements to be demonstrated; resources, if any, offered by the Employer to assist the Employee; and the anticipated next step (including discipline) if the PIP is not successfully completed.

The PIP will last for up to 90 calendar days, but nothing shall preclude the Employer from discharging an Employee before the conclusion of a PIP period when an Employee's actions so warrant pursuant to Article 21 of this Agreement. If the PIP is issued to an Employee within 90 days of an Employee's scheduled evaluation date, the evaluation date will be temporarily extended until the end of the PIP period. An Employee who successfully completes a PIP after a temporarily extended evaluation date will be compensated at the appropriate rate from the date that the evaluation was originally due.

(c)   If an Employee does not successfully complete a PIP, the Employee will be provided with a final opportunity to meet the Employer's legitimate expectations, which will last no longer than 90 days. If the Employee successfully completes this period in circumstances where there was a temporarily extended evaluation date, any adjustment to compensation will take effect only from the beginning of this period. If the Employee does not successfully complete this period, the Employee may be disciplined, up to and including discharge.

(d)   An Employee will not receive an annual performance evaluation rated below "Meets or Sometimes Exceeds Expectations," unless the Employee has received documented feedback of performance concerns from their supervisor through counseling, mandatory training, or a PIP.

(e)   If an Employee does not receive their annual performance evaluation within thirty (30) days of its due date it will be deemed "late," and the evaluation will default to "Meets or Sometimes Exceeds Expectations" until the evaluation is submitted. If the submitted evaluation is "Below Requirements and Expectations," the Employee will receive a pay

adjustment beginning when the evaluation is submitted. If the Employee is rated "Distinguished," the Employee will receive any pay adjustment due to that rating made retroactively to the original due date of the performance evaluation. For fiscal years 2024, 2025, and 2026 only, the Employer and the Union agree that the previous two sentences do not apply.

(f)   An Employee may challenge a performance evaluation rating below "Meets or Sometimes Exceeds Expectations" through a grievance up to the City Manager. The decision of the City Manager is final.

(g)   Employees may during their performance evaluation share their feedback of their supervisor's performance in their role as supervisor. Employees may also provide their feedback to the Human Resources Director, and the name and position of the employee will not be shared with the supervisor. Employees are encouraged to offer their full opinion and will not be retaliated against for providing honest feedback.

(h)   If the Employer decides to implement changes to the evaluation process for employees that are not addressed specifically by this Agreement, it will give the Union at least thirty (30) days' notice and the opportunity to meet and confer about those changes.

(i)   No pay adjustments will be linked to performance evaluation ratings in fiscal years 2024, 2025, and 2026.

ARTICLE 26
WORK RULES

(a)   The Employer agrees to provide the Union with copies of all departmental rules and regulations and within ten (10) days of the effective date of a new work rule. The Employer agrees to notify the Union of changes regarding departmental rules and regulations that will affect working conditions of Employees covered by this Agreement.

(b)   The Employer agrees to furnish each Employee in the bargaining unit with a copy of all existing written work rules. New Employees will be provided with a copy of the rules at the time of hire.

(c)   Employees will comply with all existing work rules. Existing rules will not be in conflict with the terms of this Agreement. Such rules will be equitably applied and equitably enforced.

ARTICLE 27
NOTICES

The Employer agrees to designate reasonable space labeled with the Union's name on four bulletin boards in the following locations: two in the Municipal Building, (one of which is located in the Police Department), one in the Library Building and one in the Public Works Department. The Union agrees to maintain, update and police their designated space.

ARTICLE 28
NEW EMPLOYEE ORIENTATION

The Employer will provide the Union thirty (30) minutes when orienting a new Employee, or at a mutually agreed upon time between the Union President and the Human Resources Manager, to orient them to the agreement and the Union's programs and benefits. The Union will be informed in advance of new Employees by the Human Resources Manager. Upon hire, new Employees will be informed of the Union's orientation session by the Human Resources Manager.

ARTICLE 29
PROBATIONARY PERIOD

(a)   All newly hired Employees will serve a six (6) month probationary period. At the discretion of the Employer, the probationary period may be extended for an additional ninety (90) days.

(b)   At any time during the probationary period or the extended probationary period, the Employer may remove a new Employee if in the Employer's opinion the Employee is unwilling or unable to perform the duties of the position satisfactorily or that the Employee's habits and lack of dependability do not merit continued employment.

(c)   This article does not apply to current Employees promoted to a higher position, accepting a lateral transfer, or who have accepted a demotion.

ARTICLE 30
WAGES

The Employer and the Union agree that wage adjustments for Employees pursuant to this Article 30, shall be made as follows:

Fiscal Year 2024: Full-time employees will be placed on the Fiscal Year 2024 wage scale grid at the first step where the employee's salary is at least $3,000 more than the respective employee's salary as of June 30, 2023. Part-time employees will receive a pro-rata adjustment based on the

number of hours they are regularly scheduled to work. The adjustment will be retroactive to July 1, 2023. There will be no wage adjustments or increases based on evaluations for Fiscal Year 2024.

Fiscal Year 2025: The wage scale grid will be adjusted by 3.0% effective July 1, 2024. In addition, all employees will receive a step increase (1.5%) effective July 1, 2024. In addition, employees with seven or more years of continuous employment with the City as of June 30, 2024 will receive an additional step increase (1.5%) effective July 1, 2024. There will be no wage adjustments or increases based on evaluations for Fiscal Year 2025.

Fiscal Year 2026: The wage scale grid will be adjusted by 1.5% effective July 1, 2025. In addition, employees will receive a one-step (1.5%) increase effective July 1, 2025. There will be no wage adjustments or increases based on evaluations for Fiscal Year 2026.

SECTION 1: Wage Scale

(a)   All employees covered by this Agreement shall be paid in accordance with a pay schedule approved by the City Council. The schedule for Fiscal Year 2024 is attached as Exhibit A.   Exhibit A will be updated for Fiscal Years 2025 and 2026 pursuant to Article 30.

(b)   Effective Fiscal Year 2019, the adjustment date is July 1 for all Employees.

(c)   Upon promotion, an Employee will be placed in the pay step of the new grade which is at least 6% higher than the Employee's current salary.

SECTION 2: Market Study of Municipalities and Reclassification Study

(a)   The Employer will conduct a market study every three (3) years to determine whether Employee wages are competitive within the market area composed of Annapolis, Rockville, Bowie, Laurel, Greenbelt, Gaithersburg, College Park, and Hyattsville. The results of the study will be used to determine whether changes will be made in the Market Adjustment and/or for changes in wage ranges to be effective in the next fiscal year. Benchmarks to be used in the survey will be shared with the Union prior to the start of the study, and the Union will be provided an opportunity to be involved in discussions with the Employer and contractor during the implementation of the study. The Employer will work in good faith for the market study to be completed by the end of Fiscal Year 2025.

(b)   The Employer will conduct a reclassification study at least every four (4) years. The reclassification study will be used to determine whether Employees are working primarily within their approved job descriptions and will make recommendations for any reclassifications that are needed. For Fiscal Year 2024 only, the Employer will work in good faith for the reclassification study to be completed by August 31, 2024.

(c)   Prior to the start of a study, the Employer will furnish the Union a copy of benchmarks. Any Union comments on the benchmarks will be discussed with the Union and considered by the Employer prior to the start of the study, provided the Union responds to the Employer within thirty (30) days of receiving the Employer's plans.

(d)   A copy of any completed market study or reclassification study will be furnished to the Union for comment before the study is finalized. Any comments will be considered by the Employer and contractor provided the Union response is received within thirty (30) days of the Union's receipt of the study.

(e)   The Union may, at its discretion, conduct its own market study and reclassification study and submit them the Employer for consideration. The Employer will consider the Union study if the market area and the benchmarks are compatible with the Employer's study. In order to receive consideration for implementation, the Union will work in good faith for the reclassification study to be completed by August 31, 2024, and the market study to be completed by the end of Fiscal Year 2025. Nothing in this provision requires the Employer to reopen this Agreement during the term of this Agreement.

(f)   For the duration of this current Agreement only, the Employer and the Union will meet to discuss options for an alternative wage structure for Employees in the Union with the goal of developing recommendations no later than September 1, 2025.

ARTICLE 31
MAINTENANCE OF BENEFITS

All benefits and rights, established in law, regulation, or written rule or policy, as currently provided by the City to bargaining unit members, except as modified by this Agreement, will remain in effect. Such benefits and rights will be put in writing and distributed to all Employees upon hire. The Employer agrees to provide annual orientations for all Employees covering retirement benefits and informing them of the deferred compensation plan that is available to them as a supplement to their retirement benefits.

The Employer agrees to keep the Union informed of any contemplated changes in retirement benefits.

ARTICLE 32
HEALTH CARE BENEFITS

SECTION 1: Health Care Coverage

Group Health coverage will be offered to Employees that is identical to the package of Group Health coverage offered to all of the Employer's employees. This will include a choice of a PPO or an HMO.

The coverage available shall be that set forth in the group insurance contract between the Employer and the carrier providing the insurance, and/or the rules and regulations adopted by the provider of the coverage. The Group Health coverage shall be governed in all aspects in accordance with the contract between the Employer and the carrier providing such insurance, and/or the rules and regulations adopted by the provider of the coverage. Employees who elect to be covered must participate in accordance with such option(s) as may be designated by the Employer.

For a regular full time Employee who selects the base HMO option, the Employer shall pay 100% of the actual annual premium cost for single coverage and 80% of the actual annual premium cost for two persons or family coverage. Part-time Employees will receive a *pro-rata* payment toward the actual premium cost based on the hours that they work. For an Employee who selects the PPO option, the Employer will pay the amount it would pay if the Employee selected the base HMO option.

The Employer and the Union will attempt to ensure that benefits under this Section are not reduced during the term of this Agreement. If, during the term of this Agreement, the Employer contemplates changes in the Group Health Package in effect at such time, the Employer will submit to the Union, in writing at least thirty (30) calendar days prior to their effective date, a description of such changes and, upon request, meet and confer with the Union over such changes.

The Employer will create an informal committee composed of two (2) members each of management, the Union, UFCW Local 400, and non-union employees, to explore health care cost containment methods.

The Employer will make a contribution to an Employee's Deferred Compensation Plan (457 Plan) that is equal to the amount it would pay for an Employee's premium cost if an Employee provides evidence of coverage of health insurance from a source other than the Employer.

SECTION 2: Dental and Vision

The Employer will pay 100% of the actual premium cost of Dental and Vision for single coverage and 80% of the actual premium cost for two persons or family coverage.

ARTICLE 33
LIFE INSURANCE

Life Insurance includes Accidental Death & Dismemberment Coverage. Amount of Benefit - 1 x salary up to $50,000 max rounded to highest $1,000.

ARTICLE 34
RETIREMENT BENEFITS

The Employer will match the Employee's contribution to the Deferred Compensation Plan (457 Plan) up to two percent of the Employee's base salary, not to include overtime.

ARTICLE 35
MANAGEMENT RIGHTS

This Agreement will not impair the right and responsibility of the Employer to:

(a)   Determine the over-all budget and mission of the Employer;

(b)   Maintain and improve the efficiency and effectiveness of operations;

(c)   Determine the services to be rendered and operations to be performed;

(d)   Determine the over-all organizational structure, methods, processes, means, job classifications or personnel by which operations are to be conducted and the location of facilities;

(e)   Direct or supervise Employees;

(f)   Hire, select, promote and establish the standards governing promotion of Employees and to classify positions;

(g)   Relieve Employees from duties because of lack of work or funds, or under conditions when the Employer determines continued work would be inefficient or non-productive;

(h)   Issue and enforce rules, policies, and procedures necessary to carry out these and all other managerial functions which are not inconsistent with Federal, State or local law or terms of this collective bargaining agreement;

(i)   Take actions to carry out the mission of government in situations of emergency;

(j)   Transfer, assign and schedule Employees;

(k)   Set the standards of productivity and technology.

ARTICLE 36
NO STRIKE OR LOCK-OUT

The Union and its members, individually and collectively, agree that during the term of this Contract, there will be no strikes, slow-ups, stoppages of work and the City agrees that there will be no liability on the part of the Union providing the Union promptly and publicly disavows such unauthorized strike, orders the Employees to return to work and attempts to bring about a prompt resumption of normal operations, and provided further that the Union notifies the City, in writing within seventy-two (72) hours after the commencement of such strike, what means it is taking to comply with the provision of this article. Under no circumstances will the Employer engage in the labor relations practice commonly known as "lock-out."

ARTICLE 37
SAVINGS CLAUSE

In the event any Article, Section or portion of this Agreement should be held invalid and unenforceable by any Court of competent jurisdiction, such decision will apply only to the specific Article, Section or portion thereof specifically specified in the Court's decision. Upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated Article, Section or portion thereof.

Nothing is intended nor should it be taken to impose upon the International Union, Local Union, or Safety Committee, a legal or financial liability for either the health and safety of Union Employees or for work connected injuries, disabilities, diseases or related losses incurred by Union Employees.

Neither this Agreement nor any portion thereof nullifies any Employee's or Employer rights under local, state, or federal laws.

ARTICLE 38
EMPLOYEE ASSISTANCE PLAN

The Employer will continue to maintain an Employee Assistance Program. It will be the policy of the program to assist, in a strictly confidential manner, Employees who seek assistance for alcoholism, drug abuse, family problems, psychological or other medical problems. This policy recognizes that these are treatable conditions and it is the Employee's responsibility to seek professional assistance.

ARTICLE 39
EMPLOYEE RECOGNITION PROGRAM

The Employer will continue to provide an Employee Recognition Program as developed through the Labor Management Committee. The program recommended by the Labor Management Committee will be presented to the City Manager for consideration.

ARTICLE 40
NEW TECHNOLOGY

"New technology" is to be defined as a change in equipment that may have a significant impact on working conditions, or the way in which work is performed or which may result in the elimination of positions which are within the purview of this Contract.

SECTION 1: Advance Notice of Technological Change

Should the Employer intend to institute any new equipment or methods of operation that may result in a material change in any job presently covered by this Agreement, the Employer will provide the Union written advance notice of at least thirty (30) days before implementing such changes. The written notice will set forth the nature of the intended changes and their probable effect on the jobs and Employees covered by this Agreement.

SECTION 2: Training

If technological changes significantly alter the essential tasks/skills of a job, the Employer agrees to provide a reasonable amount of training for the incumbent of the position to obtain the requisite skills to continue to hold the position. This training will be conducted at the Employer's expense. Any person offered this training will have the right to reject it, wherefore the rejection will discharge the Employer's obligations under this section and the Employee may be reassigned to an existing vacancy for which they are qualified or discharged from employment.

SECTION 3: Job Security

Workers affected by new technology and who are not qualified and cannot be reasonably trained to perform the duties of the revised position will have transfer rights to any vacant position for which they are qualified.

SECTION 4: Safety and Health

The Employer agrees to consider health and safety implications during the implementation of new equipment and processes.

ARTICLE 41
DURATION OF AGREEMENT

This Agreement will become effective on July 1, 2023, and will remain in full force until June 30, 2026. Thereafter, it shall automatically renew itself and continue in full force and effect from year to year unless written notice of election to terminate or modify any provision of this Agreement is given by either party to the other not later than October 1, 2025, or October 1 of any succeeding calendar year.

This Agreement is dependent upon receipt by the Employer of the revenues projected by the Employer as necessary to implement the Agreement. Should projected revenues fall below the levels needed to implement this Agreement, the Employer shall notify the Union in writing of the shortfall in revenues; the City Manager or designee may, after discussion with the City Council, request renegotiation of fiscal terms enumerated in this Agreement.

FOR THE UNION: FOR THE EMPLOYER:

BhSmith

_____   _____

AFSCME Local 3399 President

Dec. 22, 2023

ARTICLE 41
DURATION OF AGREEMENT

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FOR THE UNION: FOR THE EMPLOYER:

_____   _David Eubanks_

EXHIBIT A, ARTICLE 30
WAGES
Employee Pay Structure

CHART FOR FY 24 ATTACHED

EXHIBIT A

FISCAL 2024
Salary Scale

Grade Range	60%
Grade Increase	5.00%
Step Increase	1.50%

STEP

GRADE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	GRADE
105	35,709.34	36,244.98	36,788.66	37,340.49	37,900.59	38,469.10	39,046.14	39,631.83	40,226.31	40,829.70	41,442.15	42,063.78	42,694.74	43,335.16	43,985.19	44,644.96	45,314.64	45,994.36	46,684.27	47,384.54	48,095.31	48,816.74	49,548.99	50,292.22	51,046.61	51,812.30	52,589.49	53,378.33	54,179.01	54,991.69	55,816.57	56,653.82	105
106	37,494.81	38,057.23	38,628.09	39,207.51	39,795.62	40,392.56	40,998.45	41,613.42	42,237.63	42,871.19	43,514.26	44,166.97	44,829.48	45,501.92	46,184.45	46,877.21	47,580.37	48,294.08	49,018.49	49,753.77	50,500.07	51,257.57	52,026.44	52,806.83	53,598.94	54,402.92	55,218.96	56,047.25	56,887.96	57,741.28	58,607.40	59,486.51	106
107	39,369.55	39,960.09	40,559.49	41,167.89	41,785.41	42,412.19	43,048.37	43,694.09	44,349.51	45,014.75	45,689.97	46,375.32	47,070.95	47,777.01	48,493.67	49,221.07	49,959.39	50,708.78	51,469.41	52,241.45	53,025.08	53,820.45	54,627.76	55,447.17	56,278.88	57,123.07	57,979.91	58,849.61	59,732.35	60,628.34	61,537.76	62,460.83	107
108	41,338.03	41,958.10	42,587.47	43,226.28	43,874.68	44,532.80	45,200.79	45,878.80	46,566.98	47,265.49	47,974.47	48,694.09	49,424.50	50,165.86	50,918.35	51,682.13	52,457.36	53,244.22	54,042.88	54,853.53	55,676.33	56,511.47	57,359.15	58,219.53	59,092.83	59,979.22	60,878.91	61,792.09	62,718.97	63,659.76	64,614.65	65,583.87	108
109	43,404.93	44,056.00	44,716.84	45,387.60	46,068.41	46,759.44	47,460.83	48,172.74	48,895.33	49,628.76	50,373.19	51,128.79	51,895.72	52,674.16	53,464.27	54,266.23	55,080.23	55,906.43	56,745.03	57,596.20	58,460.15	59,337.05	60,227.10	61,130.51	62,047.47	62,978.18	63,922.85	64,881.70	65,854.92	66,842.74	67,845.39	68,863.07	109
110	45,575.18	46,258.80	46,952.69	47,656.98	48,371.83	49,097.41	49,833.87	50,581.38	51,340.10	52,110.20	52,891.85	53,685.23	54,490.51	55,307.87	56,137.48	56,979.55	57,834.24	58,701.75	59,582.28	60,476.01	61,383.15	62,303.90	63,238.46	64,187.04	65,149.84	66,127.09	67,119.00	68,125.78	69,147.67	70,184.88	71,237.66	72,306.22	110
111	47,853.93	48,571.74	49,300.32	50,039.82	50,790.42	51,552.28	52,325.56	53,110.45	53,907.10	54,715.71	55,536.44	56,369.49	57,215.03	58,073.26	58,944.36	59,828.52	60,725.95	61,636.84	62,561.39	63,499.81	64,452.31	65,419.10	66,400.38	67,396.39	68,407.33	69,433.44	70,474.95	71,532.07	72,605.05	73,694.13	74,799.54	75,921.53	111
112	50,246.63	51,000.33	51,765.34	52,541.82	53,329.94	54,129.89	54,941.84	55,765.97	56,602.46	57,451.49	58,313.27	59,187.97	60,075.78	60,976.92	61,891.58	62,819.95	63,762.25	64,718.68	65,689.46	66,674.80	67,674.93	68,690.05	69,720.40	70,766.21	71,827.70	72,905.12	73,998.69	75,108.67	76,235.30	77,378.83	78,539.51	79,717.61	112
113	52,758.96	53,550.35	54,353.60	55,168.91	55,996.44	56,836.39	57,688.93	58,554.27	59,432.58	60,324.07	61,228.93	62,147.36	63,079.57	64,025.77	64,986.15	65,960.95	66,950.36	67,954.62	68,973.94	70,008.54	71,058.67	72,124.55	73,206.42	74,304.52	75,419.09	76,550.37	77,698.63	78,864.11	80,047.07	81,247.77	82,466.49	83,703.49	113
114	55,396.91	56,227.86	57,071.28	57,927.35	58,796.26	59,678.21	60,573.38	61,481.98	62,404.21	63,340.27	64,290.38	65,254.73	66,233.55	67,227.06	68,235.46	69,258.99	70,297.88	71,352.35	72,422.63	73,508.97	74,611.61	75,730.78	76,866.74	78,019.74	79,190.04	80,377.89	81,583.56	82,807.31	84,049.42	85,310.16	86,589.82	87,888.66	114
115	58,166.76	59,039.26	59,924.85	60,823.72	61,736.07	62,662.12	63,602.05	64,556.08	65,524.42	66,507.29	67,504.90	68,517.47	69,545.23	70,588.41	71,647.24	72,721.94	73,812.77	74,919.96	76,043.76	77,184.42	78,342.19	79,517.32	80,710.08	81,920.73	83,149.54	84,396.78	85,662.74	86,947.68	88,251.89	89,575.67	90,919.31	92,283.10	115
116	61,075.09	61,991.22	62,921.09	63,864.90	64,822.88	65,795.22	66,782.15	67,783.88	68,800.64	69,832.65	70,880.14	71,943.34	73,022.49	74,117.83	75,229.60	76,358.04	77,503.41	78,665.96	79,845.95	81,043.64	82,259.30	83,493.19	84,745.58	86,016.77	87,307.02	88,616.62	89,945.87	91,295.06	92,664.49	94,054.45	95,465.27	96,897.25	116
117	64,128.85	65,090.78	66,067.14	67,058.15	68,064.02	69,084.98	70,121.26	71,173.08	72,240.67	73,324.28	74,424.15	75,540.51	76,673.62	77,823.72	78,991.08	80,175.94	81,378.58	82,599.26	83,838.25	85,095.82	86,372.26	87,667.84	88,982.86	90,317.61	91,672.37	93,047.45	94,443.17	95,859.81	97,297.71	98,757.18	100,238.53	101,742.11	117
118	67,335.29	68,345.32	69,370.50	70,411.06	71,467.22	72,539.23	73,627.32	74,731.73	75,852.71	76,990.50	78,145.35	79,317.53	80,507.30	81,714.91	82,940.63	84,184.74	85,447.51	86,729.22	88,030.16	89,350.61	90,690.87	92,051.24	93,432.01	94,833.49	96,255.99	97,699.83	99,165.32	100,652.80	102,162.60	103,695.04	105,250.46	106,829.22	118
119	70,702.06	71,762.59	72,839.03	73,931.61	75,040.58	76,166.19	77,308.69	78,468.32	79,645.34	80,840.02	82,052.62	83,283.41	84,532.66	85,800.65	87,087.66	88,393.98	89,719.89	91,065.68	92,431.67	93,818.15	95,225.42	96,653.80	98,103.61	99,575.16	101,068.79	102,584.82	104,123.59	105,685.45	107,270.73	108,879.79	110,512.98	112,170.68	119
120	74,237.16	75,350.72	76,480.98	77,628.19	78,792.61	79,974.50	81,174.12	82,391.73	83,627.61	84,882.02	86,155.25	87,447.58	88,759.30	90,090.68	91,442.05	92,813.68	94,205.88	95,618.97	97,053.25	98,509.05	99,986.69	101,486.49	103,008.79	104,553.92	106,122.23	107,714.06	109,329.77	110,969.72	112,634.26	114,323.78	116,038.63	117,779.21	120
121	77,949.02	79,118.25	80,305.03	81,509.60	82,732.24	83,973.23	85,232.83	86,511.32	87,808.99	89,126.12	90,463.02	91,819.96	93,197.26	94,595.22	96,014.15	97,454.36	98,916.17	100,399.92	101,905.92	103,434.51	104,986.02	106,560.81	108,159.23	109,781.61	111,428.34	113,099.76	114,796.26	116,518.20	118,265.98	120,039.97	121,840.57	123,668.17	121
122	81,846.47	83,074.16	84,320.28	85,585.08	86,868.86	88,171.89	89,494.47	90,836.89	92,199.44	93,582.43	94,986.17	96,410.96	97,857.12	99,324.98	100,814.85	102,327.08	103,861.98	105,419.91	107,001.21	108,606.54	110,235.32	111,888.85	113,567.19	115,270.69	116,999.75	118,754.75	120,536.07	122,344.11	124,179.28	126,041.96	127,932.59	129,851.58	122
123	85,938.79	87,227.87	88,536.29	89,864.33	91,212.30	92,580.48	93,969.19	95,378.73	96,809.41	98,261.55	99,735.47	101,231.51	102,749.98	104,291.23	105,855.60	107,443.43	109,055.08	110,690.91	112,351.27	114,036.54	115,747.09	117,483.30	119,245.55	121,034.23	122,849.74	124,692.49	126,562.88	128,461.32	130,388.24	132,344.06	134,329.22	136,344.16	123
124	90,235.73	91,589.27	92,963.10	94,357.55	95,772.91	97,209.51	98,667.65	100,147.67	101,649.88	103,174.63	104,722.25	106,293.08	107,887.48	109,505.79	111,148.38	112,815.60	114,507.84	116,225.45	117,968.84	119,738.37	121,534.44	123,357.46	125,207.82	127,085.94	128,992.23	130,927.11	132,891.02	134,884.38	136,907.65	138,961.27	141,045.68	143,161.37	124
125	94,747.52	96,168.73	97,611.26	99,075.43	100,561.56	102,069.98	103,601.03	105,155.05	106,732.37	108,333.36	109,958.36	111,607.74	113,281.85	114,981.08	116,705.80	118,456.38	120,233.23	122,036.73	123,867.28	125,725.29	127,611.17	129,525.33	131,468.21	133,440.24	135,441.84	137,473.47	139,535.57	141,628.60	143,753.03	145,909.33	148,097.97	150,319.44	125
126	99,484.89	100,977.17	102,491.82	104,029.20	105,589.64	107,173.48	108,781.09	110,412.80	112,068.99	113,750.03	115,456.28	117,188.12	118,945.94	120,730.13	122,541.09	124,379.20	126,244.89	128,138.56	130,060.64	132,011.55	133,991.73	136,001.60	138,041.62	140,112.25	142,213.93	144,347.14	146,512.35	148,710.03	150,940.68	153,204.79	155,502.87	157,835.41	126
127	104,459.14	106,026.02	107,616.41	109,230.66	110,869.12	112,532.16	114,220.14	115,933.44	117,672.44	119,437.53	121,229.09	123,047.53	124,893.24	126,766.64	128,668.14	130,598.16	132,557.13	134,545.49	136,563.67	138,612.13	140,691.31	142,801.68	144,943.71	147,117.86	149,324.63	151,564.50	153,837.97	156,145.54	158,487.72	160,865.03	163,278.01	165,727.18	127
128	109,682.09	111,327.33	112,997.23	114,692.19	116,412.58	118,158.76	119,931.15	121,730.11	123,556.07	125,409.41	127,290.55	129,199.91	131,137.90	133,104.97	135,101.55	137,128.07	139,184.99	141,272.77	143,391.86	145,542.74	147,725.88	149,941.77	152,190.89	154,473.75	156,790.86	159,142.72	161,529.86	163,952.81	166,412.10	168,908.28	171,441.91	174,013.54	128
129	115,166.20	116,893.69	118,647.10	120,426.80	122,233.21	124,066.70	125,927.70	127,816.62	129,733.87	131,679.88	133,655.07	135,659.90	137,694.80	139,760.22	141,856.62	143,984.47	146,144.24	148,336.40	150,561.45	152,819.87	155,112.17	157,438.85	159,800.44	162,197.44	164,630.40	167,099.86	169,606.36	172,150.45	174,732.71	177,353.70	180,014.01	182,714.22	129
130	120,924.51	122,738.38	124,579.45	126,448.14	128,344.87	130,270.04	132,224.09	134,207.45	136,220.56	138,263.87	140,337.83	142,442.90	144,579.54	146,748.23	148,949.46	151,183.70	153,451.45	155,753.23	158,089.52	160,460.87	162,867.78	165,310.80	167,790.46	170,307.31	172,861.92	175,454.85	178,086.68	180,757.98	183,469.35	186,221.39	189,014.71	191,849.93	130
131	126,970.73	128,875.29	130,808.42	132,770.55	134,762.11	136,783.54	138,835.29	140,917.82	143,031.59	145,177.06	147,354.72	149,565.04	151,808.52	154,085.64	156,396.93	158,742.88	161,124.03	163,540.89	165,994.00	168,483.91	171,011.17	173,576.34	176,179.98	178,822.68	181,505.02	184,227.60	186,991.01	189,795.88	192,642.81	195,532.46	198,465.44	201,442.42	131
132	133,319.27	135,319.06	137,348.85	139,409.08	141,500.21	143,622.72	145,777.06	147,963.71	150,183.17	152,435.92	154,722.46	157,043.29	159,398.94	161,789.93	164,216.78	166,680.03	169,180.23	171,717.93	174,293.70	176,908.11	179,561.73	182,255.15	184,988.98	187,763.81	190,580.27	193,438.98	196,340.56	199,285.67	202,274.95	205,309.08	208,388.71	211,514.55	132
133	139,985.23	142,085.01	144,216.29	146,379.53	148,575.22	150,803.85	153,065.91	155,361.90	157,692.33	160,057.71	162,458.58	164,895.46	167,368.89	169,879.42	172,427.61	175,014.03	177,639.24	180,303.83	183,008.38	185,753.51	188,539.81	191,367.91	194,238.43	197,152.01	200,109.29	203,110.92	206,157.59	209,249.95	212,388.70	215,574.53	218,808.15	222,090.27	133

STEP

GRADE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	GRADE
105	17.16795	17.42547	17.68685	17.95216	18.22144	18.49476	18.77218	19.05377	19.33957	19.62967	19.92411	20.22297	20.52632	20.83421	21.14672	21.46393	21.78588	22.11267	22.44436	22.78103	23.12274	23.46958	23.82163	24.17895	24.54164	24.90976	25.28341	25.66266	26.04760	26.43831	26.83489	27.23741	105
106	18.02635	18.29675	18.57120	18.84977	19.13251	19.41950	19.71079	20.00645	20.30655	20.61115	20.92032	21.23412	21.55263	21.87592	22.20406	22.53712	22.87518	23.21831	23.56658	23.92008	24.27888	24.64306	25.01271	25.38790	25.76872	26.15525	26.54758	26.94579	27.34998	27.76023	28.11663	28.59928	106
107	18.92767	19.21158	19.49976	19.79225	20.08914	20.39047	20.69633	21.00678	21.32188	21.64171	21.96633	22.29583	22.63026	22.96972	23.31426	23.66398	24.01894	24.37922	24.74491	25.11608	25.49282	25.87522	26.26335	26.65730	27.05716	27.46301	27.87496	28.29308	28.71748	29.14824	29.58546	30.02925	107
108	19.87405	20.17216	20.47474	20.78187	21.09359	21.41000	21.73115	22.05712	22.38797	22.72379	23.06465	23.41062	23.76178	24.11820	24.47998	24.84718	25.21988	25.59818	25.98216	26.37189	26.76747	27.16898	27.57651	27.99016	28.41001	28.83616	29.26871	29.70774	30.15335	30.60565	31.06474	31.53071	108
109	20.86775	21.18077	21.49848	21.82096	22.14827	22.48050	22.81771	23.15997	23.50737	23.85998	24.21788	24.58115	24.94987	25.32411	25.70398	26.08954	26.48088	26.87809	27.28126	27.69048	28.10584	28.52743	28.95534	29.38967	29.83051	30.27797	30.73214	31.19312	31.66102	32.13593	32.61797	33.10724	109
110	21.91114	22.23981	22.57341	22.91201	23.25569	23.60452	23.95859	24.31797	24.68274	25.05298	25.42877	25.81021	26.19736	26.59032	26.98917	27.39401	27.80492	28.22200	28.64533	29.07501	29.51113	29.95380	30.40311	30.85915	31.32204	31.79187	32.26875	32.75278	33.24407	33.74273	34.24887	34.76261	110
111	23.00670	23.35180	23.70208	24.05761	24.41847	24.78475	25.15652	25.53387	25.91688	26.30563	26.70021	27.10072	27.50723	27.91984	28.33863	28.76371	29.19517	29.63310	30.07759	30.52876	30.98669	31.45149	31.92326	32.40211	32.88814	33.38146	33.88219	34.39042	34.90627	35.42987	35.96132	36.50074	111
112	24.15703	24.51939	24.88718	25.26049	25.63940	26.02399	26.41435	26.81056	27.21272	27.62091	28.03522	28.45575	28.88259	29.31583	29.75557	30.20190	30.65493	31.11475	31.58147	32.05519	32.53602	33.02406	33.51942	34.02221	34.53255	35.05054	35.57629	36.10994	36.65159	37.20136	37.75938	38.32577	112
113	25.36489	25.74536	26.13154	26.52351	26.92137	27.32519	27.73506	28.15109	28.57336	29.00196	29.43699	29.87854	30.27671	30.78162	31.24334	31.71199	32.18767	32.67049	33.16055	33.65795	34.16282	34.67527	35.19539	35.72333	36.25918	36.80638	37.35511	37.91544	38.44735	39.06259	39.64735	40.24206	113
114	26.63313	27.03263	27.43812	27.84969	28.26743	28.69144	29.12182	29.55864	30.00202	30.45205	30.90883	31.37247	31.84305	32.32070	32.80551	33.29759	33.79706	34.30401	34.81857	35.34085	35.87096	36.40903	36.95516	37.50949	38.07213	38.64322	39.22286	39.81121	40.40838	41.01450	41.62972	42.25416	114
115	27.96479	28.38426	28.81002	29.24217	29.68081	30.12602	30.57791	31.03658	31.50212	31.97466	32.45428	32.94109	33.43521	33.93674	34.44579	34.96247	35.48691	36.01921	36.55950	37.10789	37.66451	38.22948	38.80292	39.38497	39.97574	40.57538	41.18401	41.80177	42.42879	43.06523	43.71120	44.36687	115
116	29.36303	29.80347	30.25052	30.70428	31.16485	31.63232	32.10680	32.58840	33.07723	33.57339	34.07699	34.58815	35.10697	35.63357	36.16808	36.71060	37.26126	37.82017	38.38748	38.96329	39.54774	40.14095	40.74307	41.35421	41.97453	42.60415	43.24321	43.89186	44.55023	45.21849	45.89676	46.58522	116
117	30.83118	31.29364	31.76305	32.23950	32.72309	33.21393	33.71214	34.21783	34.73109	35.25206	35.78084	36.31755	36.86232	37.41525	37.97648	38.54613	39.12432	39.71118	40.30685	40.91145	41.52513	42.14800	42.78022	43.42193	44.07325	44.73435	45.40537	46.08645	46.77775	47.47941	48.19160	48.91448	117
118	32.37274	32.85833	33.35120	33.85147	34.35924	34.87463	35.39775	35.92872	36.46765	37.01466	37.56988	38.13343	38.70543	39.28601	39.87530	40.47343	41.08053	41.69674	42.32219	42.95703	43.60138	44.25540	44.91923	45.59302	46.27692	46.97107	47.67564	48.39077	49.11663	49.85338	50.60118	51.36020	118
119	33.99137	34.50124	35.01876	35.54404	36.07720	36.61838	37.16764	37.72515	38.29103	38.86539	39.44838	40.04010	40.64070	41.25031	41.86907	42.49710	43.13456	43.78158	44.43830	45.10488	45.78145	46.46817	47.16520	47.87267	48.59076	49.31962	50.05942	50.81031	51.57246	52.34605	53.13124	53.92821	119
120	35.69094	36.22631	36.76970	37.32125	37.88106	38.44928	39.02602	39.61141	40.20558	40.80866	41.42079	42.04211	42.67274	43.31283	43.96252	44.62196	45.29129	45.97066	46.66022	47.36012	48.07052	48.79158	49.52345	50.26631	51.02030	51.78561	52.56239	53.35083	54.15109	54.96335	55.78780	56.62462	120
121	37.47549	38.03762	38.60819	39.18731	39.77512	40.37174	40.97732	41.59198	42.21586	42.84910	43.49183	44.14421	44.80638	45.47847	46.16065	46.85306	47.55585	48.26919	48.99323	49.72813	50.47405	51.23116	51.99963	52.77962	53.57132	54.37489	55.19051	56.01837	56.85864	57.71152	58.57719	59.45585	121
122	39.34926	39.93950	40.53859	41.14667	41.76387	42.39033	43.02619	43.67158	44.32665	44.99155	45.66643	46.35142	47.04669	47.75239	48.46868	49.19571	49.93365	50.68265	51.44289	52.21453	52.99775	53.79272	54.59961	55.41860	56.24988	57.09363	57.95003	58.81929	59.70157	60.59710	61.50605	62.42865	122
123	41.31673	41.93648	42.56552	43.20401	43.85207	44.50985	45.17750	45.85516	46.54299	47.24113	47.94975	48.66899	49.39903	50.14001	50.89211	51.65550	52.43033	53.21678	54.01503	54.82526	55.64764	56.48235	57.32959	58.18953	59.06238	59.94831	60.84754	61.76025	62.68665	63.62695	64.58136	65.55008	123
124	43.38256	44.03330	44.69380	45.36421	46.04467	46.73534	47.43637	48.14792	48.87013	49.60319	50.34723	51.10244	51.86898	52.64701	53.43672	54.23827	55.05184	55.87762	56.71579	57.56652	58.43002	59.30647	60.19607	61.09901	62.01549	62.94573	63.88991	64.84826	65.82099	66.80830	67.81043	68.82758	124
125	45.55169	46.23497	46.92850	47.63242	48.34690	49.07211	49.80819	50.55532	51.31364	52.08335	52.86460	53.65757	54.46243	55.27937	56.10856	56.95018	57.80444	58.67150	59.55158	60.44485	61.35152	62.27180	63.20587	64.15396	65.11627	66.09301	67.08441	68.09068	69.11204	70.14872	71.20096	72.26896	125
126	47.82928	48.54671	49.27491	50.01404	50.76425	51.52571	52.29860	53.08308	53.87932	54.68751	55.50782	56.34044	57.18555	58.04333	58.91398	59.79769	60.69466	61.60508	62.52915	63.46709	64.41910	65.38539	66.36617	67.36166	68.37208	69.39766	70.43863	71.49521	72.56764	73.65615	74.76099	75.88241	126
127	50.22074	50.97405	51.73866	52.51474	53.30246	54.10200	54.91353	55.73723	56.57329	57.42189	58.28322	59.15747	60.04483	60.94550	61.85968	62.76758	63.70709	64.66270	65.63264	66.61713	67.61639	68.63063	69.66009	70.70499	71.76557	72.84205	73.93468	75.04370	76.16936	77.31189	78.47157	79.64865	127
128	52.73178	53.52275	54.32559	55.14048	55.96758	56.80710	57.65921	58.52409	59.40195	60.29298	61.19738	62.11534	63.04707	63.99278	64.95267	65.92696	66.91586	67.91958	68.93839	69.97247	71.02206	72.08739	73.16870	74.26623	75.38022	76.51093	77.65859	78.82347	80.00582	81.20591	82.42399	83.66035	128
129	55.36836	56.19889	57.04187	57.89750	58.76596	59.64745	60.54217	61.45030	62.37205	63.30763	64.25725	65.22111	66.19942	67.19241	68.20030	69.22330	70.26165	71.31558	72.38531	73.47109	74.57316	75.69176	76.82713	77.97954	79.14923	80.33647	81.54152	82.76464	84.00611	85.26620	86.54520	87.84337	129
130	58.13678	59.00883	59.89397	60.79238	61.70426	62.62983	63.56927	64.52281	65.49065	66.47301	67.47011	68.48216	69.50933	70.55203	71.61032	72.68447	73.77474	74.88136	76.00458	77.14465	78.30182	79.47634	80.66849	81.87852	83.10669	84.35329	85.61859	86.90287	88.20642	89.52951	90.87246	92.23554	130
131	61.04362	61.95928	62.88867	63.83200	64.78948	65.76132	66.74774	67.74895	68.76519	69.79667	70.84362	71.90627	72.98486	74.07964	75.19083	76.31869	77.46347	78.62543	79.80481	81.00188	82.21691	83.45016	84.70191	85.97244	87.26203	88.57096	89.89952	91.24802	92.61674	94.00599	95.41608	96.84732	131
132	64.09580	65.05724	66.03310	67.02360	68.02895	69.04938	70.08512	71.13640	72.20345	73.28650	74.38580	75.50158	76.63411	77.78362	78.95037	80.13463	81.33665	82.55670	83.79505	85.05197	86.32775	87.62267	88.93701	90.27106	91.62513	92.99951	94.39450	95.81042	97.24757	98.70629	100.18688	101.68969	132
133	67.30059	68.31010	69.33475	70.37477	71.43040	72.50185	73.58938	74.69322	75.81362	76.95082	78.10509	79.27666	80.46581	81.67280	82.89789	84.14136	85.40348	86.68453	87.98480	89.30457	90.64414	92.00380	93.38386	94.78462	96.20639	97.64948	99.11423	100.60094	102.10995	103.64160	105.19623	106.77417	133

FISCAL 2025
Salary Scale

Grade Range	60%
Grade Increase	5.00%
Step Increase	1.50%

STEP

GRADE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	GRADE
105	36,780.62	37,332.33	37,892.31	38,460.70	39,037.61	39,623.17	40,217.52	40,820.78	41,433.10	42,054.59	42,685.41	43,325.69	43,975.58	44,635.21	45,304.74	45,984.31	46,674.08	47,374.19	48,084.80	48,806.07	49,538.16	50,281.23	51,035.45	51,800.99	52,578.00	53,366.67	54,167.17	54,979.68	55,804.37	56,641.44	57,491.06	58,353.43	105
106	38,619.65	39,198.95	39,786.93	40,383.73	40,989.49	41,604.33	42,228.40	42,861.82	43,504.75	44,157.32	44,819.68	45,491.98	46,174.36	46,866.97	47,569.98	48,283.53	49,007.78	49,742.90	50,489.04	51,246.37	52,015.07	52,795.30	53,587.23	54,391.03	55,206.90	56,035.00	56,875.53	57,728.66	58,594.59	59,473.51	60,365.61	61,271.10	106
107	40,550.63	41,158.89	41,776.28	42,402.92	43,038.96	43,684.55	44,339.82	45,004.91	45,679.99	46,365.19	47,060.67	47,766.58	48,483.07	49,210.32	49,948.48	50,697.70	51,458.17	52,230.04	53,013.49	53,808.69	54,615.82	55,435.06	56,266.59	57,110.59	57,967.25	58,836.75	59,719.30	60,615.09	61,524.32	62,447.19	63,383.89	64,334.65	107
108	42,578.17	43,216.84	43,865.09	44,523.07	45,190.91	45,868.78	46,556.81	47,255.16	47,963.99	48,683.45	49,413.70	50,154.90	50,907.23	51,670.84	52,445.90	53,232.59	54,031.08	54,841.54	55,664.17	56,499.13	57,346.62	58,206.81	59,079.92	59,966.12	60,865.61	61,778.59	62,705.27	63,645.85	64,600.54	65,569.55	66,553.09	67,551.38	108
109	44,707.07	45,377.68	46,058.35	46,749.22	47,450.46	48,162.22	48,884.65	49,617.92	50,362.19	51,117.62	51,884.38	52,662.65	53,452.59	54,254.38	55,068.19	55,894.22	56,732.63	57,583.62	58,447.37	59,324.08	60,213.95	61,117.16	62,033.91	62,964.42	63,908.89	64,867.52	65,840.53	66,828.14	67,830.56	68,848.02	69,880.74	70,928.95	109
110	46,942.43	47,646.56	48,361.26	49,086.68	49,822.98	50,570.33	51,328.88	52,098.81	52,880.30	53,673.50	54,478.60	55,295.78	56,125.22	56,967.10	57,821.60	58,688.93	59,569.26	60,462.80	61,369.74	62,290.29	63,224.64	64,173.01	65,135.61	66,112.64	67,104.33	68,110.90	69,132.56	70,169.55	71,222.09	72,290.42	73,374.78	74,475.40	110
111	49,289.55	50,028.89	50,779.33	51,541.02	52,314.13	53,098.84	53,895.33	54,703.75	55,524.31	56,357.18	57,202.53	58,060.57	58,931.48	59,815.45	60,712.68	61,623.37	62,547.73	63,485.94	64,438.23	65,404.80	66,385.88	67,381.66	68,392.39	69,418.27	70,459.55	71,516.44	72,589.19	73,678.03	74,783.20	75,904.94	77,043.52	78,199.17	111
112	51,754.03	52,530.34	53,318.29	54,118.07	54,929.84	55,753.78	56,590.09	57,438.94	58,300.53	59,175.03	60,062.66	60,963.60	61,878.05	62,806.23	63,748.32	64,704.54	65,675.11	66,660.24	67,660.14	68,675.04	69,705.17	70,750.75	71,812.01	72,889.19	73,982.53	75,092.26	76,218.65	77,361.93	78,522.36	79,700.19	80,895.69	82,109.13	112
113	54,341.73	55,156.85	55,984.21	56,823.97	57,676.33	58,541.47	59,419.60	60,310.89	61,215.55	62,133.79	63,065.79	64,011.78	64,971.96	65,946.54	66,935.73	67,939.77	68,958.87	69,993.25	71,043.15	72,108.80	73,190.43	74,288.28	75,402.61	76,533.65	77,681.65	78,846.88	80,029.58	81,230.02	82,448.47	83,685.20	84,940.48	86,214.59	113
114	57,058.81	57,914.70	58,783.42	59,665.17	60,560.15	61,468.55	62,390.58	63,326.43	64,276.33	65,240.48	66,219.08	67,212.37	68,220.55	69,243.86	70,282.52	71,336.76	72,406.81	73,492.91	74,595.31	75,714.24	76,849.95	78,002.70	79,172.74	80,360.33	81,565.73	82,789.22	84,031.06	85,291.53	86,570.90	87,869.46	89,187.50	90,525.32	114
115	59,911.75	60,810.43	61,722.59	62,648.43	63,588.15	64,541.97	65,510.10	66,492.76	67,490.15	68,502.50	69,530.04	70,572.99	71,631.58	72,706.06	73,796.65	74,903.60	76,027.15	77,167.56	78,325.07	79,499.95	80,692.45	81,902.83	83,131.38	84,378.35	85,644.02	86,928.68	88,232.61	89,556.10	90,899.44	92,262.93	93,646.88	95,051.58	115
116	62,907.34	63,850.95	64,808.72	65,780.85	66,767.56	67,769.07	68,785.61	69,817.39	70,864.65	71,927.62	73,006.54	74,101.64	75,213.16	76,341.36	77,486.48	78,648.78	79,828.51	81,025.94	82,241.32	83,474.94	84,727.07	85,997.98	87,287.94	88,597.26	89,926.22	91,275.12	92,644.24	94,033.91	95,444.42	96,876.08	98,329.23	99,804.16	116
117	66,052.71	67,043.50	68,049.15	69,069.89	70,105.94	71,157.53	72,224.89	73,308.26	74,407.89	75,524.01	76,656.87	77,806.72	78,973.82	80,158.43	81,360.80	82,581.22	83,819.93	85,077.23	86,353.39	87,648.69	88,963.42	90,297.87	91,652.34	93,027.13	94,422.53	95,838.87	97,276.45	98,735.60	100,216.64	101,719.89	103,245.68	104,794.37	117
118	69,355.34	70,395.68	71,451.61	72,523.38	73,611.24	74,715.40	75,836.13	76,973.68	78,128.28	79,300.21	80,489.71	81,697.05	82,922.51	84,166.35	85,428.84	86,710.28	88,010.93	89,331.09	90,671.06	92,031.13	93,411.59	94,812.77	96,234.96	97,678.48	99,143.66	100,630.82	102,140.28	103,672.38	105,227.47	106,805.88	108,407.97	110,034.09	118
119	72,823.11	73,915.46	75,024.19	76,149.55	77,291.80	78,451.17	79,627.94	80,822.36	82,034.70	83,265.22	84,514.19	85,781.91	87,068.64	88,374.67	89,700.29	91,045.79	92,411.48	93,797.65	95,204.61	96,632.68	98,082.17	99,553.41	101,046.71	102,562.41	104,100.84	105,662.36	107,247.29	108,856.00	110,488.84	112,146.17	113,828.37	115,535.79	119
120	76,464.27	77,611.23	78,775.40	79,957.03	81,156.39	82,373.73	83,609.34	84,863.48	86,136.43	87,428.48	88,739.90	90,071.00	91,422.07	92,793.40	94,185.30	95,598.08	97,032.05	98,487.53	99,964.84	101,464.32	102,986.28	104,531.08	106,099.04	107,690.53	109,305.89	110,945.47	112,609.66	114,298.80	116,013.28	117,753.48	119,519.78	121,312.58	120
121	80,287.48	81,491.79	82,714.17	83,954.88	85,214.21	86,492.42	87,789.81	89,106.65	90,443.25	91,799.90	93,176.90	94,574.55	95,993.17	97,433.07	98,894.57	100,377.98	101,883.65	103,411.91	104,963.09	106,537.53	108,135.60	109,757.63	111,403.99	113,075.05	114,771.18	116,492.75	118,240.14	120,013.74	121,813.95	123,641.16	125,495.77	127,378.21	121
122	84,301.86	85,566.38	86,849.88	88,152.63	89,474.92	90,817.04	92,179.30	93,561.99	94,965.41	96,389.90	97,835.74	99,303.28	100,792.83	102,304.72	103,839.29	105,396.88	106,977.84	108,582.50	110,211.24	111,864.41	113,542.38	115,245.51	116,974.19	118,728.81	120,509.74	122,317.39	124,152.15	126,014.43	127,904.64	129,823.21	131,770.56	133,747.12	122
123	88,516.95	89,844.70	91,192.37	92,560.26	93,948.66	95,357.89	96,788.26	98,240.08	99,713.69	101,209.39	102,727.53	104,268.44	105,832.47	107,419.96	109,031.26	110,666.73	112,326.73	114,011.63	115,721.80	117,457.63	119,219.49	121,007.79	122,822.90	124,665.25	126,535.23	128,433.25	130,359.75	132,315.15	134,299.88	136,314.37	138,359.09	140,434.48	123
124	92,942.80	94,336.94	95,751.99	97,188.27	98,646.10	100,125.79	101,627.67	103,152.09	104,699.37	106,269.86	107,863.91	109,481.87	111,124.10	112,790.96	114,482.82	116,200.06	117,943.06	119,712.21	121,507.89	123,330.51	125,180.47	127,058.18	128,964.05	130,898.51	132,861.99	134,854.92	136,877.74	138,930.91	141,014.87	143,130.09	145,277.05	147,456.20	124
125	97,589.94	99,053.78	100,539.59	102,047.68	103,578.40	105,132.08	106,709.06	108,309.69	109,934.34	111,583.35	113,257.10	114,955.96	116,680.30	118,430.50	120,206.96	122,010.07	123,840.22	125,697.82	127,583.29	129,497.04	131,439.49	133,411.09	135,412.25	137,443.44	139,505.09	141,597.66	143,721.63	145,877.45	148,065.61	150,286.60	152,540.90	154,829.01	125
126	102,469.43	104,006.47	105,566.57	107,150.07	108,757.32	110,388.68	112,044.51	113,725.18	115,431.06	117,162.52	118,919.96	120,703.76	122,514.31	124,352.03	126,217.31	128,110.57	130,032.23	131,982.71	133,962.45	135,971.89	138,011.47	140,081.64	142,182.86	144,315.61	146,480.34	148,677.55	150,907.71	153,171.33	155,468.89	157,800.93	160,167.94	162,570.46	126
127	107,592.90	109,206.80	110,844.90	112,507.57	114,195.19	115,908.11	117,646.74	119,411.44	121,202.61	123,020.65	124,865.96	126,738.95	128,640.03	130,569.63	132,528.18	134,516.10	136,533.84	138,581.85	140,660.57	142,770.48	144,912.04	147,085.72	149,292.01	151,531.39	153,804.36	156,111.42	158,453.09	160,829.89	163,242.34	165,690.97	168,176.34	170,698.98	127
128	112,972.55	114,667.14	116,387.14	118,132.95	119,904.95	121,703.52	123,529.07	125,382.01	127,262.74	129,171.68	131,109.25	133,075.89	135,072.03	137,098.11	139,154.58	141,241.90	143,360.53	145,510.94	147,693.60	149,909.01	152,157.64	154,440.01	156,756.61	159,107.96	161,543.05	163,966.20	166,425.69	168,922.07	171,455.91	174,027.74	176,638.16	179,287.73	128
129	118,621.18	120,400.49	122,206.50	124,039.60	125,900.19	127,788.70	129,705.53	131,651.11	133,625.88	135,630.26	137,664.72	139,729.69	141,825.63	143,953.02	146,112.31	148,304.00	150,528.56	152,786.49	155,078.28	157,404.46	159,765.52	162,162.01	164,594.44	167,063.35	169,569.30	172,112.84	174,694.54	177,314.96	179,974.68	182,674.30	185,414.41	188,195.63	129
130	124,552.23	126,420.52	128,316.83	130,241.58	132,195.20	134,178.13	136,190.80	138,233.66	140,307.17	142,411.78	144,547.95	146,716.17	148,916.92	151,150.67	153,417.93	155,719.20	158,054.99	160,425.81	162,832.20	165,274.68	167,753.80	170,270.11	172,824.16	175,416.52	178,047.77	180,718.49	183,429.26	186,180.70	188,973.41	191,808.01	194,685.13	197,605.41	130
131	130,779.85	132,741.54	134,732.67	136,753.66	138,804.96	140,887.04	143,000.34	145,145.35	147,322.53	149,532.37	151,775.35	154,051.98	156,362.76	158,708.20	161,088.83	163,505.16	165,957.74	168,447.10	170,973.81	173,538.42	176,141.49	178,783.61	181,465.37	184,187.35	186,950.16	189,754.41	192,600.73	195,489.74	198,422.08	201,398.42	204,419.39	207,485.68	131
132	137,318.84	139,378.62	141,469.30	143,591.34	145,745.21	147,931.39	150,150.36	152,402.61	154,688.65	157,008.98	159,364.12	161,754.58	164,180.90	166,643.61	169,143.27	171,680.42	174,255.62	176,869.46	179,522.50	182,215.34	184,948.57	187,722.79	190,538.64	193,396.72	196,297.67	199,242.13	202,230.76	205,264.22	208,343.19	211,468.34	214,640.36	217,859.97	132
133	144,184.78	146,347.55	148,542.77	150,770.91	153,032.47	155,327.96	157,657.88	160,022.75	162,423.09	164,859.43	167,332.32	169,842.31	172,389.94	174,975.79	177,600.43	180,264.44	182,968.40	185,712.93	188,498.62	191,326.10	194,195.99	197,108.93	200,065.57	203,066.55	206,112.55	209,204.24	212,342.30	215,527.44	218,760.35	222,041.75	225,372.38	228,752.96	133

STEP

GRADE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	GRADE
105	17.68299	17.94824	18.21746	18.49072	18.76808	19.04960	19.33535	19.62538	19.91976	20.21855	20.52183	20.82966	21.14210	21.45924	21.78112	22.10784	22.43946	22.77605	23.11769	23.46444	23.81642	24.17367	24.53628	24.90432	25.27788	25.65705	26.04191	26.43254	26.82903	27.23146	27.63993	28.05453	105
106	18.56714	18.84565	19.12833	19.41526	19.70649	20.00208	20.30211	20.60665	20.91575	21.22948	21.54792	21.87114	22.19921	22.53220	22.87018	23.21323	23.56143	23.91485	24.27358	24.63768	25.00725	25.38235	25.76309	26.14954	26.54178	26.93991	27.34400	27.75416	28.17048	28.59303	29.02193	29.45726	106
107	19.49550	19.78793	20.08475	20.38602	20.69181	21.00219	21.31722	21.63698	21.96153	22.29096	22.62532	22.96470	23.30917	23.65881	24.01369	24.37390	24.73950	25.11060	25.48726	25.86956	26.25761	26.65147	27.05124	27.45701	27.86887	28.28690	28.71120	29.14187	29.57900	30.02269	30.47303	30.93012	107
108	20.47027	20.77733	21.08899	21.40532	21.72640	22.05230	22.38308	22.71883	23.05961	23.40550	23.75659	24.11293	24.47463	24.84175	25.21437	25.59259	25.97648	26.36613	26.76162	27.16304	27.57049	27.98405	28.40381	28.82986	29.26231	29.70125	30.14676	30.59897	31.05795	31.52382	31.99668	32.47663	108
109	21.49379	21.81619	22.14344	22.47559	22.81272	23.15491	23.50223	23.85477	24.21259	24.57578	24.94442	25.31858	25.69836	26.08384	26.47509	26.87222	27.27530	27.68443	28.09970	28.52119	28.94901	29.38325	29.82400	30.27136	30.72543	31.18631	31.65410	32.12891	32.61085	33.10001	33.59651	34.10046	109
110	22.56847	22.90700	23.25061	23.59937	23.95336	24.31266	24.67735	25.04751	25.42322	25.80457	26.19164	26.58451	26.98328	27.38803	27.79885	28.21583	28.63907	29.06865	29.50468	29.94725	30.39646	30.85241	31.31520	31.78492	32.26170	32.74562	33.23681	33.73536	34.24139	34.75501	35.27634	35.80548	110
111	23.69690	24.05235	24.41314	24.77933	25.15102	25.52829	25.91121	26.29988	26.69438	27.09480	27.50122	27.91374	28.33244	28.75743	29.18879	29.62662	30.07102	30.52209	30.97992	31.44462	31.91629	32.39503	32.88096	33.37417	33.87478	34.38290	34.89865	35.42213	35.95346	36.49276	37.04015	37.59576	111
112	24.88174	25.25497	25.63826	26.01830	26.40858	26.80470	27.20677	27.61488	28.02910	28.44954	28.87628	29.30942	29.74906	30.19530	30.64823	31.10795	31.57457	32.04819	32.52891	33.01685	33.51210	34.01478	34.52500	35.04288	35.56852	36.10205	36.64358	37.19323	37.75113	38.31740	38.89216	39.47554	112
113	26.12583	26.51772	26.91548	27.31922	27.72900	28.14494	28.56711	28.99562	29.43055	29.87201	30.32009	30.77489	31.23652	31.70507	32.18064	32.66335	33.15330	33.65060	34.15536	34.66769	35.18771	35.71552	36.25125	36.79502	37.34695	37.90715	38.47576	39.05290	39.63869	40.23327	40.83677	41.44932	113
114	27.43212	27.84360	28.26126	28.68518	29.11545	29.55219	29.99547	30.44540	30.90208	31.36561	31.83610	32.31364	32.79832	33.29032	33.78967	34.29652	34.81097	35.33313	35.86313	36.40107	36.94709	37.50130	38.06382	38.63477	39.21424	39.80251	40.39955	41.00554	41.62062	42.24493	42.87861	43.52179	114
115	28.80373	29.23578	29.67432	30.11944	30.57123	31.02980	31.49524	31.96767	32.44719	32.93389	33.42790	33.92932	34.43826	34.95483	35.47916	36.01134	36.55151	37.09979	37.65628	38.22113	38.79445	39.37636	39.96701	40.56651	41.17501	41.79264	42.41953	43.05582	43.70166	44.35718	45.02254	45.69788	115
116	30.24391	30.69757	31.15804	31.62541	32.09979	32.58129	33.07000	33.56605	34.06955	34.58059	35.09930	35.62579	36.16013	36.70258	37.25312	37.81191	38.37909	38.95478	39.53910	40.13219	40.73417	41.34518	41.96536	42.59484	43.23376	43.88227	44.54050	45.20861	45.88674	46.57504	47.27362	47.98264	116
117	31.75611	32.23245	32.71594	33.20668	33.70478	34.21035	34.72350	35.24436	35.77302	36.30962	36.85426	37.40708	37.96818	38.53771	39.11577	39.70251	40.29805	40.90252	41.51605	42.13879	42.77088	43.41244	44.06363	44.72458	45.39545	46.07638	46.76753	47.46904	48.18107	48.90379	49.63735	50.38191	117
118	33.34392	33.84407	34.35174	34.86701	35.39002	35.92087	36.45968	37.00658	37.56167	38.12510	38.69698	39.27743	39.86659	40.46459	41.07156	41.68763	42.31295	42.94764	43.59186	44.24573	44.90942	45.58306	46.26681	46.96081	47.66522	48.38020	49.10590	49.84249	50.59013	51.34898	52.11924	52.90100	118
119	35.01111	35.53628	36.06932	36.61036	37.15952	37.71691	38.28266	38.85690	39.43976	40.03135	40.63182	41.24130	41.85992	42.48782	43.12514	43.77201	44.42859	45.09502	45.77145	46.45802	47.15489	47.86221	48.58015	49.30885	50.04848	50.79921	51.56120	52.33462	53.11964	53.91643	54.72518	55.54605	119
120	36.76167	37.31309	37.87279	38.44088	39.01749	39.60276	40.19680	40.79975	41.41175	42.03292	42.66342	43.30337	43.95292	44.61221	45.28139	45.96061	46.65002	47.34977	48.06002	48.78092	49.51264	50.25533	51.00915	51.77429	52.55091	53.33914	54.13926	54.95135	55.77562	56.61225	57.46144	58.32336	120
121	38.59975	39.17875	39.76643	40.36292	40.96837	41.58289	42.20664	42.83974	43.48233	44.13457	44.79659	45.46854	46.15056	46.84282	47.54546	48.25865	48.98253	49.71726	50.46302	51.21997	51.98827	52.76809	53.55961	54.36301	55.17845	56.00613	56.84622	57.69891	58.56440	59.44286	60.33451	61.23952	121
122	40.52974	41.13768	41.75475	42.38107	43.01679	43.66204	44.31697	44.98172	45.65645	46.34130	47.03642	47.74196	48.45809	49.18496	49.92274	50.67158	51.43165	52.20313	52.98617	53.78097	54.58768	55.40650	56.23759	57.08116	57.93737	58.80643	59.68853	60.58386	61.49262	62.41501	63.35124	64.30150	122
123	42.55623	43.19457	43.84249	44.50012	45.16763	45.84514	46.53282	47.23081	47.93927	48.65836	49.38824	50.12906	50.88100	51.64421	52.41887	53.20516	54.00323	54.81328	55.63548	56.47001	57.31706	58.17682	59.04947	59.93522	60.83424	61.74676	62.67296	63.61305	64.56725	65.53576	66.51879	67.51658	123
124	44.68404	45.35489	46.03461	46.72513	47.42513	48.13740	48.85946	49.59335	50.33624	51.09128	51.85765	52.63551	53.42504	54.22642	55.03982	55.86541	56.70340	57.55395	58.41726	59.29352	60.18292	61.08566	62.00195	62.93198	63.87596	64.83409	65.80660	66.79370	67.79561	68.81255	69.84473	70.89240	124
125	46.91824	47.62201	48.33634	49.06139	49.79731	50.54427	51.30243	52.07197	52.85305	53.64584	54.45053	55.26729	56.09630	56.93774	57.79181	58.65869	59.53857	60.43164	61.33812	62.25819	63.19206	64.13994	65.10204	66.07857	67.06975	68.07580	69.09694	70.13339	71.18539	72.25317	73.33697	74.43702	125
126	49.26415	50.00311	50.75316	51.51446	52.28717	53.07148	53.86750	54.67557	55.49570	56.32814	57.17306	58.03065	58.90111	59.78463	60.68140	61.59162	62.51549	63.45323	64.40503	65.37110	66.35167	67.34694	68.35715	69.38250	70.42324	71.47959	72.55178	73.64006	74.74466	75.86583	77.00382	78.15888	126
127	51.72736	52.50327	53.29082	54.09018	54.90153	55.72505	56.56093	57.40934	58.27048	59.14454	60.03171	60.93219	61.84617	62.77386	63.71547	64.67120	65.64127	66.62589	67.62528	68.63966	69.66925	70.71429	71.77500	72.85163	73.94440	75.05357	76.17937	77.32206	78.48189	79.65912	80.85401	82.06682	127
128	54.31373	55.12843	55.95536	56.79469	57.64661	58.51131	59.38888	60.27981	61.18401	62.10177	63.03330	63.97880	64.93848	65.91255	66.90124	67.90476	68.92333	69.95718	71.00654	72.07164	73.15271	74.25001	75.36376	76.49421	77.64089	78.80620	79.98927	81.18965	82.42015	83.66237	84.92219	86.19602	128
129	57.02941	57.88486	58.75313	59.63442	60.52894	61.43687	62.35843	63.29380	64.24321	65.20686	66.18496	67.17773	68.18540	69.20818	70.24630	71.30000	72.36950	73.45504	74.55687	75.67522	76.81035	77.96250	79.13194	80.31892	81.52370	82.74656	83.98776	85.24757	86.52629	87.82418	89.14155	90.47867	129
130	59.88088	60.77910	61.69078	62.61614	63.55539	64.50872	65.47635	66.45848	67.45533	68.46710	69.49421	70.53664	71.59469	72.66859	73.75862	74.86500	75.98807	77.12779	78.28471	79.45898	80.65087	81.85822	83.08469	84.33487	85.59989	86.88389	88.18715	89.50995	90.85260	92.21539	93.59862	95.00260	130
131	62.87493	63.81805	64.77532	65.74695	66.73316	67.73415	68.75017	69.78142	70.82814	71.89056	72.96892	74.06345	75.17440	76.30202	77.44655	78.60825	79.78737	80.98418	82.19895	83.43193	84.68341	85.95366	87.24297	88.55161	89.87988	91.22808	92.59650	93.98545	95.39523	96.82616	98.27855	99.75273	131
132	66.01867	67.00895	68.01409	69.03430	70.06981	71.12086	72.18767	73.27049	74.36955	75.48509	76.61736	77.76663	78.93312	80.11712	81.31888	82.53866	83.77674	85.03339	86.30889	87.60353	88.91758	90.25134	91.60511	92.97919	94.37388	95.78949	97.22633	98.68472	100.16499	101.66747	103.19248	104.74037	132
133	69.31961	70.35040	71.41479	72.48601	73.57330	74.67690	75.79706	76.93401	78.08802	79.25934	80.44823	81.65496	82.87978	84.12298	85.38482	86.66559	87.96558	89.28506	90.62434	91.98370	93.36346	94.76391	96.18537	97.62815	99.09257	100.57896	102.08765	103.61896	105.17324	106.75084	108.35211	109.97739	133

FISCAL 2026
Salary Scale

Grade Range	60%
Grade Increase	5.00%
Step Increase	1.50%

STEP

GRADE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	GRADE
105	37,332.33	37,892.31	38,460.70	39,037.61	39,623.17	40,217.52	40,820.78	41,433.10	42,054.59	42,685.41	43,325.69	43,975.58	44,635.21	45,304.74	45,984.31	46,674.08	47,374.19	48,084.80	48,806.07	49,538.16	50,281.23	51,035.45	51,800.98	52,578.00	53,366.67	54,167.17	54,979.68	55,804.37	56,641.44	57,491.06	58,353.43	59,228.73	105
106	39,198.95	39,786.93	40,383.73	40,989.49	41,604.33	42,228.40	42,861.82	43,504.75	44,157.32	44,819.68	45,491.98	46,174.36	46,866.97	47,569.98	48,283.53	49,007.78	49,742.90	50,489.04	51,246.37	52,015.07	52,795.30	53,587.23	54,391.03	55,206.90	56,035.00	56,875.53	57,728.66	58,594.59	59,473.51	60,365.61	61,271.10	62,190.16	106
107	41,158.89	41,776.28	42,402.92	43,038.96	43,684.55	44,339.82	45,004.91	45,679.99	46,365.19	47,060.67	47,766.58	48,483.07	49,210.32	49,948.48	50,697.70	51,458.17	52,230.04	53,013.49	53,808.69	54,615.82	55,435.06	56,266.59	57,110.59	57,967.24	58,836.75	59,719.30	60,615.09	61,524.32	62,447.19	63,383.89	64,334.65	65,299.67	107
108	43,216.84	43,865.09	44,523.07	45,190.91	45,868.78	46,556.81	47,255.16	47,963.99	48,683.45	49,413.70	50,154.90	50,907.23	51,670.84	52,445.90	53,232.59	54,031.08	54,841.54	55,664.17	56,499.13	57,346.62	58,206.81	59,079.92	59,966.12	60,865.61	61,778.59	62,705.27	63,645.85	64,600.54	65,569.54	66,553.09	67,551.38	68,564.65	108
109	45,377.68	46,058.34	46,749.22	47,450.46	48,162.22	48,884.65	49,617.92	50,362.19	51,117.62	51,884.38	52,662.65	53,452.59	54,254.38	55,068.19	55,894.22	56,732.63	57,583.62	58,447.37	59,324.08	60,213.95	61,117.15	62,033.91	62,964.42	63,908.89	64,867.52	65,840.53	66,828.14	67,830.56	68,848.02	69,880.74	70,928.95	71,992.89	109
110	47,646.56	48,361.26	49,086.68	49,822.98	50,570.33	51,328.88	52,098.81	52,880.30	53,673.50	54,478.60	55,295.78	56,125.22	56,967.10	57,821.60	58,688.93	59,569.26	60,462.80	61,369.74	62,290.29	63,224.64	64,173.01	65,135.61	66,112.64	67,104.33	68,110.90	69,132.56	70,169.55	71,222.09	72,290.42	73,374.78	74,475.40	75,592.53	110
111	50,028.89	50,779.33	51,541.02	52,314.13	53,098.84	53,895.32	54,703.75	55,524.31	56,357.18	57,202.53	58,060.57	58,931.48	59,815.45	60,712.68	61,623.37	62,547.72	63,485.94	64,438.23	65,404.80	66,385.88	67,381.66	68,392.39	69,418.27	70,459.55	71,516.44	72,589.19	73,678.03	74,783.20	75,904.94	77,043.52	78,199.17	79,372.16	111
112	52,530.34	53,318.29	54,118.07	54,929.84	55,753.78	56,590.09	57,438.94	58,300.53	59,175.03	60,062.66	60,963.60	61,878.05	62,806.22	63,748.32	64,704.54	65,675.11	66,660.24	67,660.14	68,675.04	69,705.17	70,750.75	71,812.01	72,889.19	73,982.53	75,092.26	76,218.65	77,361.93	78,522.36	79,700.19	80,895.69	82,109.13	83,340.77	112
113	55,156.85	55,984.21	56,823.97	57,676.33	58,541.47	59,419.60	60,310.89	61,215.55	62,133.79	63,065.79	64,011.78	64,971.96	65,946.54	66,935.73	67,939.77	68,958.87	69,993.25	71,043.15	72,108.80	73,190.43	74,288.28	75,402.61	76,533.65	77,681.65	78,846.88	80,029.58	81,230.02	82,448.47	83,685.20	84,940.48	86,214.59	87,507.80	113
114	57,914.70	58,783.42	59,665.17	60,560.15	61,468.55	62,390.58	63,326.43	64,276.33	65,240.48	66,219.08	67,212.37	68,220.55	69,243.86	70,282.52	71,336.76	72,406.81	73,492.91	74,595.31	75,714.24	76,849.95	78,002.70	79,172.74	80,360.33	81,565.73	82,789.22	84,031.06	85,291.52	86,570.90	87,869.46	89,187.50	90,525.32	91,883.20	114
115	60,810.43	61,722.59	62,648.43	63,588.15	64,541.97	65,510.10	66,492.76	67,490.15	68,502.50	69,530.04	70,572.99	71,631.58	72,706.06	73,796.65	74,903.60	76,027.15	77,167.56	78,325.07	79,499.95	80,692.45	81,902.83	83,131.38	84,378.35	85,644.02	86,928.68	88,232.61	89,556.10	90,899.44	92,262.93	93,646.88	95,051.58	96,477.35	115
116	63,850.95	64,808.72	65,780.85	66,767.56	67,769.07	68,785.61	69,817.39	70,864.65	71,927.62	73,006.54	74,101.64	75,213.16	76,341.36	77,486.48	78,648.78	79,828.51	81,025.94	82,241.32	83,474.94	84,727.07	85,997.97	87,287.94	88,597.26	89,926.22	91,275.12	92,644.24	94,033.91	95,444.41	96,876.08	98,329.22	99,804.16	101,301.22	116
117	67,043.50	68,049.15	69,069.89	70,105.94	71,157.53	72,224.89	73,308.26	74,407.89	75,524.01	76,656.87	77,806.72	78,973.82	80,158.43	81,360.80	82,581.22	83,819.93	85,077.23	86,353.39	87,648.69	88,963.42	90,297.87	91,652.34	93,027.13	94,422.53	95,838.87	97,276.45	98,735.60	100,216.64	101,719.88	103,245.68	104,794.37	106,366.28	117
118	70,395.67	71,451.61	72,523.38	73,611.23	74,715.40	75,836.13	76,973.68	78,128.28	79,300.21	80,489.71	81,697.05	82,922.51	84,166.35	85,428.84	86,710.28	88,010.93	89,331.09	90,671.06	92,031.13	93,411.59	94,812.77	96,234.96	97,678.48	99,143.66	100,630.81	102,140.28	103,672.38	105,227.47	106,805.88	108,407.97	110,034.09	111,684.60	118
119	73,915.46	75,024.19	76,149.55	77,291.80	78,451.17	79,627.94	80,822.36	82,034.70	83,265.22	84,514.19	85,781.91	87,068.64	88,374.67	89,700.29	91,045.79	92,411.48	93,797.65	95,204.61	96,632.68	98,082.17	99,553.41	101,046.71	102,562.41	104,100.84	105,662.36	107,247.29	108,856.00	110,488.84	112,146.17	113,828.37	115,535.79	117,268.83	119
120	77,611.23	78,775.40	79,957.03	81,156.39	82,373.73	83,609.34	84,863.48	86,136.43	87,428.48	88,739.90	90,071.00	91,422.07	92,793.40	94,185.30	95,598.08	97,032.05	98,487.53	99,964.84	101,464.32	102,986.28	104,531.08	106,099.04	107,690.53	109,305.89	110,945.47	112,609.66	114,298.80	116,013.28	117,753.48	119,519.78	121,312.58	123,132.27	120
121	81,491.79	82,714.17	83,954.88	85,214.21	86,492.42	87,789.80	89,106.65	90,443.25	91,799.90	93,176.90	94,574.55	95,993.17	97,433.07	98,894.56	100,377.98	101,883.65	103,411.91	104,963.09	106,537.53	108,135.60	109,757.63	111,403.99	113,075.05	114,771.18	116,492.75	118,240.14	120,013.74	121,813.95	123,641.16	125,495.77	127,378.21	129,288.88	121
122	85,566.38	86,849.88	88,152.63	89,474.92	90,817.04	92,179.30	93,561.98	94,965.41	96,389.90	97,835.74	99,303.28	100,792.83	102,304.72	103,839.29	105,396.88	106,977.84	108,582.50	110,211.24	111,864.41	113,542.38	115,245.51	116,974.19	118,728.81	120,509.74	122,317.38	124,152.15	126,014.43	127,904.64	129,823.21	131,770.56	133,747.12	135,753.33	122
123	89,844.70	91,192.37	92,560.26	93,948.66	95,357.89	96,788.26	98,240.08	99,713.69	101,209.39	102,727.53	104,268.44	105,832.47	107,419.96	109,031.26	110,666.73	112,326.73	114,011.63	115,721.80	117,457.63	119,219.49	121,007.79	122,822.90	124,665.25	126,535.23	128,433.25	130,359.75	132,315.15	134,299.88	136,314.37	138,359.09	140,434.48	142,540.99	123
124	94,336.94	95,751.99	97,188.27	98,646.09	100,125.79	101,627.67	103,152.09	104,699.37	106,269.86	107,863.91	109,481.87	111,124.09	112,790.96	114,482.82	116,200.06	117,943.06	119,712.21	121,507.89	123,330.51	125,180.47	127,058.18	128,964.05	130,898.51	132,861.99	134,854.92	136,877.74	138,930.91	141,014.87	143,130.09	145,277.04	147,456.20	149,668.04	124
125	99,053.78	100,539.59	102,047.68	103,578.40	105,132.08	106,709.06	108,309.69	109,934.34	111,583.35	113,257.10	114,955.96	116,680.30	118,430.50	120,206.96	122,010.07	123,840.22	125,697.82	127,583.29	129,497.04	131,439.49	133,411.08	135,412.25	137,443.43	139,505.09	141,597.66	143,721.63	145,877.45	148,065.61	150,286.60	152,540.90	154,829.01	157,151.45	125
126	104,006.47	105,566.57	107,150.07	108,757.32	110,388.68	112,044.51	113,725.18	115,431.05	117,162.52	118,919.96	120,703.76	122,514.31	124,352.03	126,217.31	128,110.57	130,032.23	131,982.71	133,962.45	135,971.89	138,011.47	140,081.64	142,182.86	144,315.61	146,480.34	148,677.55	150,907.71	153,171.32	155,468.89	157,800.93	160,167.94	162,570.46	165,009.02	126
127	109,206.80	110,844.90	112,507.57	114,195.19	115,908.11	117,646.73	119,411.44	121,202.61	123,020.65	124,865.96	126,738.95	128,640.03	130,569.63	132,528.17	134,516.10	136,533.84	138,581.85	140,660.57	142,770.48	144,912.04	147,085.72	149,292.01	151,531.39	153,804.36	156,111.42	158,453.09	160,829.89	163,242.34	165,690.97	168,176.34	170,698.98	173,259.47	127
128	114,667.14	116,387.14	118,132.95	119,904.94	121,703.52	123,529.07	125,382.01	127,262.74	129,171.68	131,109.25	133,075.89	135,072.03	137,098.11	139,154.58	141,241.90	143,360.53	145,510.94	147,693.60	149,909.01	152,157.64	154,440.01	156,756.61	159,107.96	161,494.58	163,966.20	166,425.69	168,922.07	171,455.91	174,027.74	176,638.16	179,287.73	181,977.04	128
129	120,400.50	122,206.50	124,039.60	125,900.19	127,788.70	129,705.52	131,651.10	133,625.88	135,630.27	137,664.71	139,729.69	141,825.63	143,953.02	146,112.31	148,304.00	150,528.56	152,786.49	155,078.29	157,404.46	159,765.52	162,162.01	164,594.44	167,063.35	169,569.30	172,112.85	174,694.53	177,314.95	179,974.68	182,674.30	185,414.41	188,195.63	191,018.56	129
130	126,420.52	128,316.83	130,241.58	132,195.20	134,178.13	136,190.80	138,233.66	140,307.17	142,411.78	144,547.95	146,716.17	148,916.91	151,150.67	153,417.93	155,719.20	158,054.99	160,425.81	162,832.20	165,274.68	167,753.80	170,270.11	172,824.16	175,416.52	178,047.77	180,718.49	183,429.26	186,180.70	188,973.41	191,808.01	194,685.13	197,605.41	200,569.49	130
131	132,741.55	134,732.67	136,753.66	138,804.96	140,887.04	143,000.34	145,145.35	147,322.53	149,532.37	151,775.35	154,052.00	156,362.76	158,708.20	161,088.82	163,505.16	165,957.73	168,447.10	170,973.81	173,538.41	176,141.49	178,783.61	181,465.37	184,187.35	186,950.16	189,754.41	192,600.73	195,489.74	198,422.08	201,398.41	204,419.39	207,485.68	210,597.97	131
132	139,378.62	141,469.30	143,591.34	145,745.21	147,931.39	150,150.36	152,402.61	154,688.65	157,008.98	159,364.12	161,754.58	164,180.90	166,643.61	169,143.27	171,680.41	174,255.62	176,869.46	179,522.50	182,215.33	184,948.56	187,722.79	190,538.64	193,396.71	196,297.67	199,242.13	202,230.76	205,264.22	208,343.19	211,468.33	214,640.36	217,859.97	221,127.86	132
133	146,347.55	148,542.77	150,770.91	153,032.47	155,327.96	157,657.88	160,022.74	162,423.09	164,859.43	167,332.32	169,842.31	172,389.94	174,975.79	177,600.43	180,264.44	182,968.40	185,712.93	188,498.62	191,326.10	194,195.99	197,108.93	200,065.57	203,066.55	206,112.55	209,204.24	212,342.30	215,527.44	218,760.35	222,041.75	225,372.38	228,752.96	232,184.26	133

STEP

GRADE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	GRADE
105	17.94824	18.21746	18.49072	18.76808	19.04960	19.33535	19.62538	19.91976	20.21855	20.52183	20.82966	21.14210	21.45924	21.78112	22.10784	22.43946	22.77605	23.11769	23.46446	23.81642	24.17367	24.53628	24.90432	25.27788	25.65705	26.04191	26.43254	26.82903	27.23146	27.63993	28.05453	28.47535	105
106	18.84565	19.12833	19.41526	19.70649	20.00208	20.30211	20.60665	20.91575	21.22948	21.54792	21.87114	22.19921	22.53220	22.87018	23.21323	23.56143	23.91485	24.27358	24.63768	25.00725	25.38235	25.76309	26.14954	26.54178	26.93991	27.34400	27.75416	28.17048	28.59303	29.02193	29.45726	29.89912	106
107	19.78793	20.08475	20.38602	20.69181	21.00219	21.31722	21.63698	21.96153	22.29096	22.62532	22.96470	23.30917	23.65881	24.01369	24.37390	24.73950	25.11060	25.48726	25.86956	26.25761	26.65147	27.05124	27.45701	27.86887	28.28690	28.71120	29.14187	29.57900	30.02269	30.47303	30.93012	31.39407	107
108	20.77733	21.08899	21.40532	21.72640	22.05230	22.38308	22.71883	23.05961	23.40550	23.75659	24.11293	24.47463	24.84175	25.21437	25.59259	25.97648	26.36613	26.76162	27.16304	27.57049	27.98405	28.40381	28.82986	29.26231	29.70125	30.14676	30.59897	31.05795	31.52382	31.99668	32.47663	32.96378	108
109	21.81619	22.14343	22.47559	22.81272	23.15491	23.50223	23.85477	24.21259	24.57578	24.94442	25.31858	25.69836	26.08384	26.47509	26.87222	27.27530	27.68443	28.09970	28.52119	28.94901	29.38325	29.82400	30.27136	30.72543	31.18631	31.65410	32.12891	32.61085	33.10001	33.59651	34.10046	34.61197	109
110	22.90700	23.23061	23.59937	23.95336	24.31266	24.67735	25.04751	25.42322	25.80457	26.19164	26.58451	26.98328	27.38803	27.79835	28.21583	28.63907	29.06885	29.50468	29.94725	30.39846	30.85241	31.31520	31.78492	32.26170	32.74652	33.23681	33.73536	34.24139	34.75501	35.27634	35.80548	36.34296	110
111	24.05235	24.41314	24.77933	25.15102	25.52829	25.91121	26.29988	26.69438	27.09480	27.50122	27.91374	28.33244	28.75743	29.18879	29.62663	30.07103	30.52209	30.97992	31.44462	31.91629	32.39503	32.88096	33.37417	33.87478	34.38290	34.89865	35.42213	35.95346	36.49276	37.04015	37.59576	38.15969	111
112	25.25471	25.63379	26.01830	26.40858	26.80470	27.20677	27.61488	28.02910	28.44954	28.87628	29.30942	29.74906	30.19530	30.64823	31.10795	31.57457	32.04819	32.52891	33.01685	33.51210	34.01478	34.52500	35.04288	35.56852	36.10205	36.64358	37.19323	37.75113	38.31740	38.89216	39.47544	40.06768	112
113	26.51772	26.91548	27.31922	27.72900	28.14494	28.56711	28.99562	29.43055	29.87201	30.32009	30.77489	31.23652	31.70507	32.18064	32.66335	33.15330	33.65060	34.15536	34.66769	35.18771	35.71552	36.25125	36.79502	37.34695	37.90715	38.47576	39.05290	39.63869	40.23327	40.83677	41.44932	42.07106	113
114	27.84360	28.26126	28.68518	29.11545	29.55219	29.99547	30.44540	30.90208	31.36561	31.83610	32.31364	32.79834	33.29032	33.78967	34.29652	34.81097	35.33313	35.86313	36.40107	36.94709	37.50130	38.06382	38.63477	39.21430	39.80251	40.39955	41.00554	41.62062	42.24493	42.87861	43.52179	44.17461	114
115	29.23578	29.67432	30.11944	30.57123	31.02980	31.49524	31.96767	32.44719	32.93389	33.42790	33.92932	34.43826	34.95483	35.47916	36.01134	36.55151	37.09979	37.65628	38.22113	38.79445	39.37636	39.96701	40.56651	41.17501	41.79264	42.41952	43.05582	43.70166	44.35718	45.02254	45.69788	46.38334	115
116	30.69557	31.15804	31.62541	32.09979	32.58129	33.07000	33.56605	34.06955	34.58059	35.09930	35.62579	36.16017	36.70251	37.25311	37.81191	38.37909	38.95472	39.53910	40.13218	40.73417	41.34518	41.96536	42.59484	43.23376	43.88227	44.54050	45.20861	45.88674	46.57504	47.27366	47.98277	48.70251	116
117	32.23245	32.71594	33.20668	33.70478	34.21035	34.72350	35.24436	35.77302	36.30962	36.85426	37.40708	37.96818	38.53771	39.11577	39.70251	40.29804	40.90252	41.51605	42.13879	42.77088	43.41244	44.06363	44.72458	45.39545	46.07638	46.76753	47.46904	48.18107	48.90379	49.63735	50.38191	51.13764	117
118	33.84407	34.35174	34.86701	35.39002	35.92087	36.45968	37.00658	37.56167	38.12510	38.69698	39.27743	39.86659	40.46459	41.07156	41.68763	42.31295	42.94764	43.59186	44.24573	44.90942	45.58306	46.26681	46.96081	47.66522	48.37520	49.10590	49.84249	50.59013	51.34898	52.11922	52.90101	53.69452	118
119	35.53628	36.06932	36.61036	37.15952	37.71691	38.28266	38.85690	39.43976	40.03135	40.63182	41.24130	41.85992	42.48782	43.12514	43.77201	44.42859	45.09502	45.77145	46.45802	47.15489	47.86221	48.58015	49.30885	50.04848	50.79921	51.56120	52.33462	53.11963	53.91643	54.72518	55.54605	56.37924	119
120	37.31309	37.87279	38.44088	39.01749	39.60276	40.19680	40.79975	41.41175	42.03292	42.66342	43.30337	43.95292	44.61221	45.28139	45.96061	46.65002	47.34977	48.06002	48.78092	49.51264	50.25532	51.00915	51.77429	52.55091	53.33917	54.13926	54.95135	55.77562	56.61225	57.46143	58.32328	59.19821	120
121	39.17875	39.76643	40.36292	40.96837	41.58289	42.20664	42.83974	43.48233	44.13457	44.79659	45.46853	46.15056	46.84282	47.54546	48.25865	48.98253	49.71726	50.46302	51.21997	51.98827	52.76809	53.55961	54.36301	55.17845	56.00613	56.84622	57.69891	58.56440	59.44286	60.33451	61.23952	62.15812	121
122	41.13768	41.75475	42.38107	43.01679	43.66204	44.31697	44.98172	45.65645	46.34130	47.03642	47.74196	48.45809	49.18496	49.92274	50.67158	51.43165	52.20313	52.98617	53.78097	54.58768	55.40550	56.23658	57.08013	57.93633	58.80438	59.68444	60.57571	61.48034	62.41501	63.35123	64.30150	65.26602	122
123	43.19457	43.84249	44.50012	45.16763	45.84514	46.53282	47.23081	47.93927	48.65836	49.38824	50.12906	50.88100	51.64421	52.41887	53.20516	54.00323	54.81328	55.63548	56.47001	57.31706	58.17682	59.04947	59.93521	60.83424	61.74676	62.67296	63.61305	64.56725	65.53576	66.51879	67.51658	68.52932	123
124	45.35384	46.03461	46.72513	47.42601	48.13740	48.85946	49.59235	50.33624	51.09128	51.85765	52.63551	53.42504	54.22642	55.03982	55.86541	56.70340	57.55395	58.41726	59.29351	60.18292	61.08566	62.00195	62.93198	63.87596	64.83409	65.80460	66.79370	67.79561	68.81254	69.84473	70.89240	71.95579	124
125	47.62201	48.33634	49.06139	49.79731	50.54427	51.30243	52.07197	52.85305	53.64584	54.45053	55.26729	56.09630	56.93774	57.79181	58.65869	59.53857	60.43164	61.33812	62.25819	63.19206	64.13994	65.10204	66.07857	67.06975	68.07580	69.09694	70.13339	71.18539	72.25317	73.33697	74.43702	75.55358	125
126	50.00311	50.75316	51.51446	52.28717	53.07148	53.86755	54.67557	55.49570	56.32813	57.17306	58.03015	58.90111	59.78463	60.68140	61.59162	62.51549	63.45323	64.40502	65.37110	66.35167	67.34844	68.35715	69.38250	70.42324	71.47959	72.55178	73.64006	74.74466	75.86583	77.00382	78.15888	79.33126	126
127	52.50327	53.29082	54.09018	54.90153	55.72505	56.56093	57.40934	58.27048	59.14454	60.03171	60.93219	61.84617	62.77386	63.71547	64.67120	65.64127	66.62589	67.62528	68.63966	69.66925	70.71429	71.77500	72.85163	73.94440	75.05357	76.17937	77.32206	78.48189	79.65912	80.85401	82.06682	83.29782	127
128	55.12843	55.95536	56.79469	57.64661	58.51131	59.38898	60.27981	61.18401	62.10177	63.03330	63.97980	64.93950	65.91259	66.90218	67.90571	68.92479	69.95718	71.00454	72.06761	73.14363	74.23578	75.36375	76.49421	77.64162	78.80624	79.98834	81.18816	82.40599	83.64208	84.89671	86.17017	87.46272	128
129	57.88485	58.75313	59.63442	60.52894	61.43687	62.35843	63.29380	64.24321	65.20686	66.18496	67.17773	68.18540	69.20818	70.24630	71.29999	72.36949	73.45503	74.55686	75.67521	76.81034	77.96249	79.13193	80.31891	81.52370	82.74655	83.98775	85.24757	86.52628	87.82418	89.14154	90.47867	91.83585	129
130	60.77910	61.69078	62.61614	63.55539	64.50872	65.47635	66.45850	67.45538	68.46720	69.49421	70.53662	71.59467	72.66859	73.75862	74.86500	75.98797	77.12779	78.28471	79.45898	80.65086	81.86063	83.08854	84.33486	85.59989	86.88389	88.18715	89.50995	90.85260	92.21539	93.59862	95.00260	96.42764	130
131	63.81805	64.77532	65.74695	66.73315	67.73415	68.75016	69.78142	70.82814	71.89056	72.96892	74.06345	75.17441	76.30202	77.44655	78.60825	79.78737	80.98418	82.19895	83.43193	84.68341	85.95366	87.24296	88.55161	89.87988	91.22808	92.59650	93.98545	95.39523	96.82616	98.27855	99.75273	101.24902	131
132	67.00895	68.01409	69.03430	70.06981	71.12086	72.18767	73.27049	74.36954	75.48509	76.61736	77.76662	78.93312	80.11712	81.31888	82.53866	83.77674	85.03339	86.30889	87.60353	88.91758	90.25134	91.60511	92.97919	94.37388	95.78949	97.22633	98.68472	100.16499	101.66747	103.19248	104.74037	106.31147	132
133	70.35940	71.41479	72.48601	73.57330	74.67690	75.79706	76.93401	78.08802	79.25934	80.44823	81.65496	82.87978	84.12298	85.38482	86.66559	87.96558	89.28506	90.62434	91.98370	93.36346	94.76391	96.18537	97.62815	99.09257	100.57896	102.08764	103.61896	105.17324	106.75084	108.35210	109.97739	111.62705	133