CLASS CONFIDENTIAL-CLERICAL
Effective April 5, 2014

*Salary Information is listed by Salary Grade. Scroll down the schedule to find the desired Job Title. Salaries are listed in bi-weekly or hourly rates.*

**GRADE 07C**

| | Start | 1 - yr | 2 - yr | 3 - yr | 5 - yr | 10 - yr | 15 - yr | 20 - yr |
|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 04/05/2014 | 966.94 | 1,032.92 | 1,069.38 | 1,105.75 | 1,147.54 | 1,169.10 | 1,212.67 | 1,241.99 |

**GRADE 08C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 988.51 | 1,053.22 | 1,089.57 | 1,131.32 | 1,169.10 | 1,194.76 | 1,238.62 | 1,267.97 |

**GRADE 09C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1,007.34 | 1,078.81 | 1,113.86 | 1155.62 | 1,194.76 | 1,220.35 | 1,268.10 | 1,297.45 |

**GRADE 10C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1,030.27 | 1,096.30 | 1,135.40 | 1,171.84 | 1,214.90 | 1,247.90 | 1,297.70 | 1,327.01 |

**GRADE 11C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1,045.11 | 1,120.58 | 1,158.29 | 1,200.06 | 1,247.90 | 1,278.51 | 1,325.70 | 1,355.06 |

**GRADE 12C**
**316C OFFICE ASSISTANT I**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1,069.38 | 1,147.54 | 1,187.98 | 1,230.40 | 1,278.51 | 1,306.13 | 1,358.94 | 1,388.26 |

**GRADE 13C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1,089.57 | 1,169.10 | 1,210.83 | 1,258.09 | 1,311.93 | 1,340.44 | 1,400.42 | 1,429.74 |

**GRADE 14C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1,113.86 | 1,194.76 | 1,240.61 | 1,285.72 | 1,338.80 | 1,378.18 | 1,430.75 | 1,460.09 |

**GRADE 16C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1,161.02 | 1,249.36 | 1,297.40 | 1,353.06 | 1,409.64 | 1,445.74 | 1,508.94 | 1,538.27 |

**GRADE 18C**
**317C OFFICE ASSISTANT II**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1,210.83 | 1,311.93 | 1,365.62 | 1,422.20 | 1,486.67 | 1,524.40 | 1,588.73 | 1,618.04 |

**GRADE 19C**

| | Start | 1 - yr | 2 - yr | 3 - yr | 5 - yr | 10 - yr | 15 - yr | 20 - yr |
|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 04/05/2014 | 1240.61 | 1338.80 | 1398.59 | 1459.96 | 1524.40 | 1565.25 | 1628.64 | 1657.95 |

**GRADE 21C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1297.40 | 1409.64 | 1470.92 | 1538.51 | 1604.56 | 1648.53 | 1718.00 | 1747.33 |

**GRADE 22C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1327.96 | 1447.43 | 1518.08 | 1584.11 | 1653.34 | 1698.91 | 1770.63 | 1799.93 |

**GRADE 23C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1365.62 | 1486.67 | 1551.08 | 1621.84 | 1689.47 | 1736.60 | 1807.32 | 1836.68 |

**GRADE 24C**
**318C OFFICE ASSISTANT III**
**210B WORKERS COMPENSATION CLAIMS PROCESSOR**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1401.75 | 1525.90 | 1595.11 | 1669.00 | 1739.76 | 1788.44 | 1863.17 | 1892.52 |

**GRADE 25C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1436.30 | 1565.25 | 1632.82 | 1702.06 | 1777.45 | 1827.78 | 1904.69 | 1934.00 |

**GRADE 26C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1475.64 | 1609.23 | 1681.62 | 1757.03 | 1834.04 | 1882.80 | 1963.73 | 1993.05 |

**GRADE 27C**
**435B BENEFITS SYSTEMS SUPPORT SPECIALIST**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1475.64 | 1615.58 | 1689.47 | 1769.61 | 1849.77 | 1903.18 | 1984.44 | 2013.77 |

**GRADE 28C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1518.08 | 1653.34 | 1731.85 | 1807.32 | 1890.64 | 1942.57 | 2032.32 | 2061.63 |

**GRADE 29C**
**319C OFFICE ASSISTANT IV**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1554.21 | 1702.06 | 1783.78 | 1863.95 | 1951.96 | 2006.99 | 2091.35 | 2120.73 |

**GRADE 30C**

| | Start | 1 - yr | 2 - yr | 3 - yr | 5 - yr | 10 - yr | 15 - yr | 20 - yr |
|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 04/05/2014 | 1599.85 | 1745.97 | 1832.50 | 1915.84 | 2003.86 | 2058.86 | 2148.80 | 2178.14 |

**GRADE 31C**
**320C EXECUTIVE ASSISTANT I**
**287C PAYROLL AUDITOR**
**209B SENIOR WORKERS COMPENSATION CLAIMS PROCESSOR**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1642.24 | 1794.78 | 1876.55 | 1966.10 | 2057.33 | 2115.46 | 2203.11 | 2232.45 |

**GRADE 32C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1687.89 | 1846.64 | 1933.10 | 2022.77 | 2117.04 | 2178.40 | 2273.27 | 2302.59 |

**GRADE 33C**
**402C BENEFITS SPECIALIST**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1733.41 | 1900.12 | 1986.56 | 2079.32 | 2178.40 | 2239.64 | 2335.47 | 2364.82 |

**GRADE 34C**
**310C HUMAN RESOURCES ADMINISTRATIVE COORDINATOR**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1783.78 | 1951.96 | 2040.04 | 2135.89 | 2239.64 | 2300.96 | 2400.89 | 2430.26 |

**GRADE 36C**
**493B PAYROLL SYSTEM COORDINATOR**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1882.80 | 2060.45 | 2159.52 | 2263.28 | 2367.03 | 2436.21 | 2542.92 | 2572.30 |

**GRADE 37C**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 04/05/2014 | 1934.26 | 2116.33 | 2217.86 | 2324.25 | 2477.93 | 2531.02 | 2637.70 | 2667.00 |

# BENEFITS:

**PROBATION PERIOD**
Effective January 1, 2006: Employees in this bargaining unit shall serve a one (1) year probation period.

**VACATION**

| Years of Service | Hours of Vacation | |
|---|---|---|
| 1st year thru 4th year | 12 days | (.0462) - P |
| 5th year thru 9th year | 18 days | (.0692) - J |
| 10th year thru 15th year | 21 days | (.0808) - E |
| 16th year thru 23rd year | 25 days | (.0962) - G |
| 24th year and thereafter | 28 days | (.1077) - R |

Vacation accrual rate shall be determined based on calendar years of service for both part-time and full-time employees.

**VACATION CASH IN**
Employees may request compensation in cash for up to one week of unused vacation within each calendar year. Payment will be at the discretion of the Department Head and additionally, limited by the availability of funds in the Department's Budget. Such election must be made in writing on or before December 1 of each calendar year.

**HOLIDAY ELIGIBILITY**
In order to be eligible for holiday with pay, an employee must be employed as of the date of the holiday and have paid hours, excluding overtime, on the payroll for that pay period. Paid hours include hours actually worked, vacation time used, compensatory time used, paid leave and sick leave.
**Effective June 1, 2013:** Temporary employees of this bargaining unit are no longer eligible for holiday pay.

**2014 HEALTH INSURANCE**

Single: The Employer will contribute $394.05 - $553.26 per month for the 2014 single insurance contribution depending on the employee's plan choice.

The City will contribute $75 each month into a VEBA/HRA for full-time employees choosing the SINGLE Open Access Deductible plan. Enrollment is automatic. Three-quarter and half-time employees will receive pro-rated contributions.

Family: The Employer will contribute $749.18 - $$1,312.98 per month for the 2014 family insurance contribution depending on the employee's plan choice.

The City will contribute $35 each month into a VEBA/HRA for full-time employees choosing the FAMILY Open Access Deductible plan. Enrollment is automatic. Three-quarter and half-time employees will receive pro-rated contributions.

**OVERTIME**
Compensatory time on a time and one-half (1.5) basis or by being paid on a time and one-half (1.5) basis for such overtime work.

**REINSTATEMENT AFTER LAYOFF**
Two years

**SEVERANCE PAY**

**Effective January 1, 2013:**

If an employee requests severance pay and if the employee meets the eligibility requirements set forth in Article 22 of the contract, he/she will be granted severance pay in an amount equal to a maximum as shown below based on the number of sick leave credits accumulated and minimum years of service:

| 10 years of service & accrued sick leave hours: | Severance pay amount |
|---|---|
| 600 | $ 6,000 |
| 700 | $ 7,000 |
| 800 | $ 8,000 |
| 900 | $ 9,000 |
| 1000 | $10,000 |
| 1100 | $11,000 |
| 1200 | $12,000 |
| 1300 | $13,000 |
| 1400 | $14,000 |
| 1500 | $15,000 |
| 1600 | $16,000 |
| 1700 | $17,000 |

*For employees hired or transferred to the City after 2/27/98, any time spent working for the I.S.D. #625 will not count toward their length of service for severance pay.

For any employee who is eligible to receive severance from the City, the City will contribute 105% of the full amount of their severance payment to a Post Employment Health Plan (PEHP) in lieu of any cash payment to the employee. (Payment made in February of the year following year of retirement.)

Any employee who is eligible to receive Severance from the City under Article 22 shall have his/her accrued but unused vacation contributed to a Post Employment Health Plan (PEHP) in lieu of cash payment to the employee. Such amounts shall be made at the time of retirement.

**CALL-IN PAY**
When an employee is called to work, he/she shall receive two (2) hours pay if not put to work. If he/she is called to work and commences work, he/she shall be guaranteed four (4) hours pay, or one and one-half 1.5 times the employee's normal hourly rate for the actual number of hours worked, whichever is greater.

**OUT OF TITLE**
After ten (10) consecutive days

**FUNERAL LEAVE**
Three (3) days of such leave to attend the funeral of the employee's grandparent or grandchild.

Leave with pay for such period of time as the Head of the Department deems necessary, on account of death of the employee's mother, father, spouse, child, brother, sister, month-in-law, father-in-law, or other person who is a member of the household.

**UNION LEAVE**
Any employee elected or appointed to a full-time paid position by the exclusive representative may be granted a leave of absence without pay for not more than one year for the purpose of conducting the duties of the exclusive representative.

**SICK LEAVE FOR DEPENDENT CARE**
In the case of a serious illness or disability of an employee's child, parent or household member, the head of the department shall grant leave with pay in order for the employee to care for or make arrangements for the care of such sick or disabled persons. Such paid leave shall be drawn from the employee's accumulated sick leave credits. Use of such sick leave shall be limited to 40 hours per incident.

**SICK LEAVE ACCRUAL**
Effective January 1, 2006: Sick leave shall accumulate at the rate of .0539 of a working hour for each full hour on the payroll, excluding overtime. 14 days per year.

**SICK LEAVE CONVERSION**
Employees with more than 180 days of accumulated sick leave may convert a maximum of ten (10) days of sick for five (5) days of vacation within an IRS payroll reporting year.

**POST EMPLOYMENT HEALTH PLAN**
Employees with at least one (1) year of service shall be eligible for an Employer contribution of $260 into a Post Employment Health Plan account. To be paid by April 1 of the following year. (See Article 25 for eligibility requirements.)