AGREEMENT

-between-

NORTH SHORE SCHOOL DISTRICT

-and-

NORTH SHORE SCHOOLS FEDERATED EMPLOYEES SECRETARIAL UNIT

July 1, 2017 – June 30, 2021

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AGREEMENT made this __ day of Ddecember, 2018, by and between the NORTH SHORE SCHOOLS BOARD OF EDUCATION (hereinafter referred to as the "Board") and the NORTH SHORE SCOOLS FEDERATED EMPLOYEES – SECRETARIAL UNIT (hereinafter referred to as the "Federation").

WITNESSETH:

ARTICLE I. RECOGNITION

- A. The Board recognizes the Federation as the exclusive representative for all, Senior Library Clerks, Switchboard Operators, Clerk Typists, Senior Clerk Typists, Stenographers, Senior Stenographers, Accounts Clerks, Senior Account Clerks and Principal Account Clerks, excluding students and temporary employees, and those employees designated as "Confidential" by mutual agreement or the Public Employment Relations Board, for the purpose of negotiating collectively terms and conditions of employment and administering grievances arising under this Agreement.
- B. The Federation shall be entitled to unchallenged representation status for the maximum period permissible by law.

ARTICLE II. DUES CHECKOFF

The District agrees to deduct dues for those employees who execute proper dues check off authorizations. Deductions shall commence as soon as possible following receipt of the authorization.

ARTICLE III. VACATIONS

All personnel covered by this Agreement employed for twelve (12) months shall be entitled to paid vacation time as follows:

- 1. All personnel having service with the District for more than six (6) months, but less than five (5) years, shall be entitled to two (2) weeks' vacation. New twelve-month employees (those in their first year with the District) having less than six (6) months' service at the end of a fiscal year, shall be entitled to one (1) day of vacation for each complete month of employment. Such vacation shall be taken after the close of that fiscal year.
- 2. All personnel having five (5) or more years of service with the District, but less than thirteen (13) years, shall be entitled to three (3) weeks' vacation.
- 3. All personnel having thirteen (13) years or more of service with the District shall be entitled to four (4) weeks' vacation.
- 4. The above vacations shall be taken during the period beginning July 1st and ending the third week of August except for Central Office personnel, where vacations shall be spaced according to work load, with permission of the individual's immediate supervisor and the

Assistant Superintendent for Business. School personnel shall be permitted to take vacations outside of the July 1st – the third week of August period provided thirty (30) days' notice is given and the employee receives the permission of his/her immediate supervisor and Assistant Superintendent for Business to take the vacation at the requested time.

- 5. The practice of allowing secretaries to take an additional week off without pay shall continue. The time of such additional week off will be subject to the discretion of the District.
- 6. "Vacation Days shall not be taken the five (5) working days immediately preceding the opening of school." Vacation days shall not be taken/used in the five (5) business days preceding August 31 of any given year. A member may request from the Superintendent of Schools or his/her designee leave to take vacation time during this time period. Decisions on this issue will be in the sole discretion of the Superintendent of Schools and will not be subject to grievance.
- 7. At the time of resignation and/or retirement, members shall be paid for their accrued and unused vacation days up to twenty (20) days. No member will be entitled to payout at retirement for vacation days should they be separated for cause. There is no other separation payment for accrued leave other than vacation leave.

ARTICLE IV. TIME OFF DURING THE SCHOOL YEAR

- A. Offices shall be closed for the Christmas recess (which includes Christmas Day and New Year's Day). In addition, unit members shall receive 13 paid holidays according to the schedule set forth in Appendix A.
- B. On the last working day prior to Thanksgiving Day and Christmas Day, the personnel covered by this contract will be required to work not later than fifteen (15) minutes after the dismissal of students and teachers unless an emergency situation arises.
- C. Five (5) additional days off shall be granted to each employee to be taken at the discretion of the employee subject to the approval of the immediate supervisor when school is not in session.

ARTICLE V. FEDERATION BUSINESS

The Board shall make available to the Federation, without charge, space for the conduct of general meetings of the membership and individual committee meetings.

No federation business meetings shall be conducted during working hours, except as granted by the Assistant Superintendent for Business.

A Federation representative may enter the premises for Federation business upon prior notice to the Assistant Superintendent for Business. Entry will be after working hours when school is not in session, unless prior approval is given by the Assistant Superintendent for Business.

Furthermore, representatives of the Federation may be excused to attend official meetings of the Long Island Educational Secretaries' Association and the New York State Educational Secretaries' Association. Payment for time lost shall be limited to not more than two (2) members of the local organization. Officers shall be free to attend a reasonable number of additional meetings. Payment for lost time shall be limited to not more than two days, with either one officer receiving pay for two days or two officers receiving pay for one day. Additional days, if any, shall be without pay. Attendance at such meetings shall be subject to the approval of the Building Principal or his/her official representative and the Superintendent or his/her official representative.

The Assistant Superintendent for Business shall supply a copy of the Board minutes to the Federation upon request of the Federation President or his/her designated representative.

ARTICLE VI. PRIOR WORK EXPERIENCE

The Board shall have the right to hire new employees at a salary which reflects all of their prior related experience. Twelve month employees hired after January 1st and ten month employees hired after February 1st shall not receive step movement in the following year.

ARTICLE VII. TRANSFERS

A. Voluntary

Notices of vacancies in the bargaining unit shall be posted in the District before being advertised. Presently employed personnel shall have the opportunity to apply for such positions, Selection of personnel to fill vacancies shall be made by the Board in its sole discretion.

B. Involuntary

No involuntary transfers will be made until the employee to be transferred has been notified and given the opportunity to meet with the Superintendent to discuss the reasons for the transfer.

ARTICLE VIII. PERSONAL BUSINESS DAYS

In the event that personal business cannot be accomplished outside of working hours, an employed shall submit his/her request for such time in writing to his/her immediate supervisor. No reason other than "personal business" need be given for absence, except for days taken before or after school holidays. The supervisor, in turn, will refer the matter, with his/her recommendation to the Superintendent (or his/her official representative). With the approval of the Superintendent (or his/her official representative) such absence on personal business for contract imployees, for the time necessary, will be allowed with full compensation not to exceed two (2) days per year.

Unused personal leave shall be added to the employee's sick leave accrual.

Personal business days may not be taken before or after Christmas recess period, vacations and/or holidays without the approval of the Superintendent.

ARTICLE IX. MEDICAL EXAMINATIONS

The Federation members hereby agree to the Board's policy as set for all employees of the District.

ARTICLE X. WORK YEAR AND HOURS OF WORK

A. The work year shall extend from September 1st through June 30th for ten (10) month employees.

The work year shall extend from July 1st through June 30th for twelve (12) month employees.

- B. The regular workweek for all personnel covered by this Agreement shall be thirty-five (35) hours per week and the regular workday shall be seven (7) hours per day when school is in session, and for the first two (2) Superintendent Conference days of each school year. Whenever school is not in session, the regular workweek shall be thirty (30) hours per week and the regular workday shall be six (6) hours per day.
- C. Time worked beyond thirty-five (35) hours per week when school is in session and thirty (30) hours per week when school is not in session and on Saturdays shall be compensated at time and one-half.
 - D. Time worked on Sunday and legal holidays shall be compensated at double time.
- E. An employee may elect compensatory time not to exceed 21 hours per year at the above rates, provided there is prior approval by the supervisor and the Assistant Superintendent for Business. Compensatory time must be utilized by September 1st of the school year following the school year in which it is accrued. Any compensatory time not utilized shall be lost.
- F. Employees hired after September 1, 1999, may, in the discretion of the District, have their work schedules modified to suit the needs of the District. Employees may be scheduled to commence work anytime between the hours of 7:00 a.m. and 9:00 a.m.
- G. Employees hired prior to September 1, 1999, may have their work schedules modified as follows:
 - 1. Employees may be scheduled to work anytime between the hours of 7:30 a.m. and 8:30 a.m.

- The work schedule modification will be based on a demonstrable need of the District.
- 3. Prior to any change in the work schedule, the District will obtain the consent of the Association. Such consent may not be unreasonably withheld.

ARTICLE XI. EMERGENCY AND SPECIAL SCHOOL CLOSINGS

Employees shall receive regular payment for days when schools are closed for an emergency or special observations, such as snow, hurricane, national mourning, etc. No employee shall be required to report to work on such days unless the immediate supervisor of the employee deems it essential that the employee report for work. In this case, compensatory time off, equivalent to an additional half-day (on and one-half days total) shall be taken at a time mutually agreeable to the employee and the immediate supervisor.

Inclement weather – When the District institutes an early dismissal for students due to inclement weather, members cannot leave at the dismissal time. They will be required to remain until the end of their shift or unless otherwise granted early leave by the Superintendent of Schools or his/her designee.

ARTICLE XII. INSURANCE

- A. The District shall provide on behalf of the members of the bargaining unit the same Health and Major Medical Insurance Plan as provided to the North Shore Federated Teachers. Employees shall pay 20% of the premium cost of their family and individual health insurance coverage.
- B. The Board shall purchase long-term disability insurance to cover all employees on the following basis: 90 calendar day waiting period with 66-2/3 percent base salary benefit under the terms and conditions of the Hartford General Disability Insurance contract.
- C. In the case of an extended illness only, the District shall continue to pay ninety (90%) percent of the employee's health insurance premium for one (1) year from the date the employee exhausts his/her sick leave allowance and accumulation.
- D. The District shall provide life insurance to unit members in an amount equal to their salary. The District shall pay the full premium.
- E. The District shall pay the perineum cost for the Metropolitan Plan for full-time participating unit members as follows: \$25.00 per month for individual coverage and \$75.00 per month for family coverage.
- F. A unit member who retires from the School District under the State Retirement System after at least ten (10) years of employment in the District shall continue to be covered by the District health insurance program as though he/she were still in the employ of the District, except for maternity and obstetrical coverage. Unit members shall be granted District health insurance during retirement and his/her "retirement percentage" contribution will be frozen at the existing percentage contribution rate at

the time of his/her retirement.

ARTICLE XIII. RETIREMENT

A. Permanent employees shall be covered pursuant to Section 75(i) of the New York State Employees Retirement Plan.

B. Military Service Credit

The Board shall adopt such policies and/or resolutions as are required by law so that eligible members of the unit can claim military service credit toward retirement, whenever the state legislature passes legislation making the claiming of such credit possible.

C. N.Y. Retirement and Social Security Law Section 41(j) - Upon approval by the New York State Employees' Retirement System, the parties agree to adopt Section 41(j) for the Employees Retirement System (ERS). A unit member must accrue a minimum of fifty (50) sick leave days upon retirement, in order to be eligible for section 41(j).

ARTICLE XIV. GRIEVANCE PROCEDURE

Each employee shall be entitled to a representative of his/her own choice at each step of the grievance procedure.

Any dispute arising concerning the interpretation or application of the terms of this contract or the rights claimed to exist there under may be the subject of a grievance and shall be processed and resolved in accordance with the following:

- A. All grievances must be submitted to the employee's immediate supervisor within ten (10) working days following the act or condition which is the basis for the grievance. Any grievance which is not brought within ten (10) working days following the act or condition which is the basis for the grievance shall be waived. The District shall have ten (10) working days to confer with the union and/or grievant.
- B. In the event such grievance is not resolved, in writing, within five (5) working days following such presentation, it shall be presented, in writing, within five (5) working days after receipt of reply to the Assistant Superintendent for Business, by the employee.
- C. Within five (5) working days after receipt of the written grievance, the Assistant Superintendent for Business shall confer in person with the aggrieved and his/her representative, is he/she so chooses. In the event such grievance is not satisfactorily resolved, in writing, at the Assistant Superintendent for Business' level within ten (10) working days after presentation, the grievance shall be presented in writing within ten (10) working days after receipt of reply to the Superintendent of Schools for settlement. Within five (5) working days after receipt of the written grievance, the Superintendent of Schools shall confer in person with the aggrieved and his/her representative, if he/she so chooses.

- D. In the event such grievance is not satisfactorily resolved, in writing, at the Superintendent's level within ten (10) working days after presentation, the grievance shall be presented, in writing, within ten (10) working days after receipt of reply to the Board of Education for settlement. The decision of the Board shall be final and binding on all parties.
- E. A reasonable amount of time will be granted to handle any emergency grievances that may arise during working hours. It is understood that such activity shall be handled as quickly as possible.

ARTICLE XV. WORKLOAD

No employee covered under this Agreement shall be expected to do work for any other individual except the ones to whom he/she is assigned, unless be specific request of that supervisor (or supervisors) and provided that it will not interfere with his/her regular duties nor require additional working hours, except by request of the administrator.

No employee covered under this Agreement shall be required to work as a cashier in the cafeteria, except in emergency situations.

ARTICLE XVI. SICK LEAVE, BEREAVEMENT LEAVE AND FAMILY ILLNESS

A. Sick Leave

Effective July 1, 2018, all members will be entitled to twelve (12) paid sick leave days per year. Each October 1st the District shall provide each unit member with the number of his/her accumulated days as of the previous June 30. If after use of three (3) or more consecutive sick leave days being, the member may be asked to submit a medical verification or an employee affirmation attesting that the leave was for illness or injury.

B. Bereavement Leave

An employee shall be entitled up to a maximum of five (5) days of paid bereavement leave in the event of a death in the employee's immediate family. Immediate family is defined as the employee's mother, father, spouse, child, sister, brother, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, or legal guardian.

C. Family Illness

An employee shall be granted up to five (5) days of paid family illness leave per year in the event of a serious illness in the employee's immediate family. Such leave may be extended at the sole discretion of the Superintendent (or his/her official representative).

ARTICLE XVII. CHILD REARING LEAVE

- A. Employees covered by this Agreement may, upon request, be granted a child rearing leave of up to two (2) years without salary or increment. This leave may be granted provided that the employee apply for such leave at least four (4) months prior to its commencement and specify in the application the date of beginning and termination of said leave.
- B. An employee wishing to return sooner than the date specified in his/her application shall be able to do so upon two (2) months' written notice to the Superintendent of Schools or his/her official representative. The Superintendent or his/her official representative may, at his/her discretion, waive the two-month notice requirement.
- C. The District may, at its discretion, employ a secretary on child rearing leave as a substitute.
- D. The secretary, upon returning from leave, shall be granted a salary increment, if eligible, providing he/she had worked at least fifty (50%) percent of the work year in which the leave commenced.

ARTICLE XVIII. COMPENSATION

- A. Members of the unit shall be paid in accordance with the salary schedules annexed hereto in Appendix "B".
- B. Ten-month employees who work beyond the regular ten-month year shall be paid at a daily rate for each full day worked beyond the ten-month period. The daily rate shall be 1/260th of the employee's then current salary.
 - C. Employees shall be paid on a biweekly basis.
- D. Unit members with 10 years of service in the District shall receive a longevity payment of \$800. Unit members with 15 years of service in the District shall receive a longevity payment of \$1,350. Unit members with 20 years of service in the District shall receive a longevity payment of \$1,700. Unit members must have the requisite years of service by July 1, (September 1 for 10 month employees) in order to receive the longevity payment. For unit members hired after July 1, 2013, the requisite years of service must be as a clerical employee of the District to be entitled to longevity. The longevity payments shall not be cumulative.
 - E. Unit members shall be eligible to participate in a Section 125 Cafeteria Plan.

ARTICLE XIX. MANAGEMENT RIGHTS

Notwithstanding any other provision in this agreement, the District retains full responsibility and sole right of management of the District, its business affairs and property, including, but without limitation, the right to supervise and direct the work forces, promulgate and enforce work rules, to plan, control, increase or decrease the working force, transfer, assign, suspend discipline and discharge employees.

ARTICLE XX. MISCELLANEOUS

Examination of Records

Upon forty-eight (48) hours' prior written notice to the Assistant Superintendent for Business, any employee will be permitted to review his/her own Personnel File excluding pre-employment confidential information.

Copy of Contract

The District shall provide all employees with a copy of the contract at no expense to the employee.

ARTICLE XXI. TERMINATION

Upon termination of employment, employees who have worked for the District for more than six (6) months shall receive reimbursement for unused vacation days earned during the year of termination of employment at his/her current rate of salary.

ARTICLE XXII. ILLEGALITY

In the event any part, provision, or term of this Agreement shall be determined or found to be contrary to law, then such provision shall not be applicable nor shall the term thereof be performed or enforced except to the extent permitted by law. However, all other terms and provisions of the Agreement shall continue in force and effect.

ARTICLE XXIII. TAYLOR LAW NOTICE

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

ARTICLE XXIV. RE-OPENER

In the event that the New York State Legislature enacts into law a statute establishing "caps" on school budgets, or on tax levies for school districts, or in any way imposes a statutory limit on any increases in the annual budgets or tax levies of school districts and in the future event that such legislation becomes law, then either party may thereupon demand the initiation of reopener negotiations respecting salary and health insurance.

ARTICLE XXV. DURATION OF AGREEMENT

This Agreement shall be effective July 1, 2017 and shall remain in full force and effect to and including June 30, 2021 and shall be automatically renewed thereafter for periods of one (1) year unless either party notifies the other in writing, by certified mail, on or before January 15, 2021 or any subsequent January 15th, of its desire to make changes herein or to terminate this Agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties the day and year first written above.

NORTH SHORE SCHOOLS BOARD OF EDUCATION

By:
President of the Board of Education

NORTH SHORE SCHOOLS FEDERATED EMPLOYEES SECRETARIAL UNIT

By: President

"Appendix A"

NORTH SHORE SCHOOLS

CIVIL SERVICE HOLIDAY CALENDAR- 2018-2019

SECRETARIAL UNIT

July 4, 2018

Independence Day

September 3, 2018

Labor Day

September 10, 2018

Rosh Hashanah

October 8, 2018

Columbus Day

November 12, 2018

Veteran's Day

November 21, 2018

Day before Thanksgiving

November 22, 2018

Thanksgiving Day

November 23, 2018

Day after Thanksgiving

January 21, 2019

Martin Luther King Jr. Day

February 18, 2019

President's Day

April 19, 2019

Good Friday

April 22, 2019

Day after Easter

May 27, 2019

Memorial Day

Note: The actual school calendar/days designated for the observance of the listed holidays will be adjusted for each year of the agreement.

APPENDIX "B"

NORTH SHORE SCHOOL DISTRICT SECRETARIES SALARY SCHEDULE 2017-18*

Step	Telephone	Clerk	Sr. Library	Sr. Clerk Typist /	Senior	Account	Sr. Account
Operator 1	Typist	ypist Clerk	Stenographer	Stenographer	Clerk	Clerk	
1	34,559	34,559	34,559	38,004	41,001	43,098	44,900
2	35,579	35,579	35,579	39,006	42,413	44,126	45,918
3	36,606	36,606	36,606	40,030	43,454	45,160	46,955
4	38,315	38,315	38,315	41,736	45,160	46,874	48,668
5	40,030	40,030	40,030	43,454	46,874	48,576	50,374
6	41,736	41,736	41,736	45,160	48,576	50,287	52,080
7	43,454	43,454	43,454	46,874	50,287	51,989	53,783
8	45,160	45,160	45,160	48,576	51,989	53,706	55,494
.9	46,853	46,853	46,853	50,227	53,620	55,313	57,103
10	48,453	48,453	48,453	51,841	55,223	56,918	58,718
11	50,073	50,073	50,073	53,463	56,845	58,541	60,336
12	53,992	53,992	53,992	57,549	61,118	62,906	64,70
13	55,023	55,023	55,023	58,622	62,212	64,018	65,81
14	56,065	56,065	56,065	59,686	63,310	65,131	66,928
15	57,103	57,103	57,103	60,748	64,408	66,238	68,03
16	59,604	59,604	59,604	63,419	67,236	69,155	70,94
17	59,604	59,604	59,604	63,419	67,236	69,155	70,94
18	59,604	59,604	59,604	63,419	67,236	69,155	70,94
19	59,604	59,604	59,604	63,419	67,236	69,155	70,94
20	62,225	62,225	62,225	66,201	70,193	72,196	74,07

NORTH SHORE SCHOOL DISTRICT SECRETARIES SALARY SCHEDULE 2018-19*

Step	Telephone	Clerk	1	Sr. Clerk Typist /	Senior	Account	Sr. Account
Operator	Typist	Typist Clerk	Stenographer	Stenographer	Clerk	Clerk	
1	35,077	35,077	35,077	38,574	41,616	43,744	45,574
2	36,113	36,113	36,113	39,591	43,049	44,788	46,607
3	37,155	37,155	37,155	40,630	44,106	45,837	47,659
4	38,890	38,890	38,890	42,362	45,837	47,577	49,398
5	40,630	40,630	40,630	44,106	47,577	49,305	51,130
6	42,362	42,362	42,362	45,837	49,305	51,041	52,861
7	44,106	44,106	44,106	47,577	51,041	52,769	54,590
8	45,837	45,837	45,837	49,305	52,769	54,512	56,326
9	47,556	47,556	47,556	50,980	54,424	56,143	57,960
10	49,180	49,180	49,180	52,619	56,051	57,772	59,596
11	50,824	50,824	50,824	54,265	57,698	59,419	61,241
12	54,802	54,802	54,802	58,412	62,035	63,850	65,671
13	55,848	55,848	55,848	59,501	63,145	64,978	66,802
14	56,906	56,906	56,906	60,581	64,260	66,108	67,932
15	57,960	57,960	57,960	61,659	65,374	67,232	69,051
16	60,498	60,498	60,498	64,370	68,245	70,192	72,009
17	60,498	60,498	60,498	64,370	68,245	70,192	72,009
18	60,498	60,498	60,498	64,370	68,245	70,192	72,009
19	60,498	60,498	60,498	64,370	68,245	70,192	72,009
20	63,158	63,158	63,158	67,194	71,246	73,279	75,185
	*Represent	s a 1.50	% increas	se from 2017-	18 (Effective	July 1, 20)18)

NORTH SHORE SCHOOL DISTRICT SECRETARIES SALARY SCHEDULE 2019-20*

Telephone	Clerk	Sr. Library	Sr. Clerk Typist /	Senior	Account	Sr. Account
Operator	tor Typist	Clerk	Stenographer	Stenographer	Clerk	Clerk
35,603	35,603	35,603	39,153	42,240	44,400	46,258
36,655	36,655	36,655	40,185	43,695	45,460	47,306
37,712	37,712	37,712	41,239	44,768	46,525	48,374
39,473	39,473	39,473	42,997	46,525	48,291	50,139
41,239	41,239	41,239	44,768	48,291	50,045	51,897
42,997	42,997	42,997	46,525	50,045	51,807	53,654
44,768	44,768	44,768	48,291	51,807	53,561	55,409
46,525	46,525	46,525	50,045	53,561	55,330	57,171
48,269	48,269	48,269	51,745	55,240	56,985	58,829
49,918	49,918	49,918	53,408	56,892	58,639	60,490
51,586	51,586	51,586	55,079	58,563	60,310	62,160
55,624	55,624	55,624	59,288	62,966	64,808	66,656
56,686	56,686	56,686	60,394	64,092	65,953	67,804
57,760	57,760	57,760	61,490	65,224	67,100	68,951
58,829	58,829	58,829	62,584	66,355	68,240	70,087
61,405	61,405	61,405	65,336	69,269	71,245	73,089
61,405	61,405	61,405	65,336	69,269	71,245	73,089
61,405	61,405	61,405	65,336	69,269	71,245	73,089
61,405	61,405	61,405	65,336	69,269	71,245	73,089
64,105	64,105	64,105	68,202	72,315	74,378	76,313
	35,603 36,655 37,712 39,473 41,239 42,997 44,768 46,525 48,269 49,918 51,586 55,624 56,686 57,760 58,829 61,405 61,405 61,405	Operator Typist 35,603 35,603 36,655 36,655 37,712 37,712 39,473 39,473 41,239 41,239 42,997 42,997 44,768 44,768 46,525 46,525 48,269 48,269 49,918 49,918 51,586 51,586 55,624 55,624 56,686 56,686 57,760 57,760 58,829 58,829 61,405 61,405 61,405 61,405 61,405 61,405 61,405 61,405	Operator Typist Clerk 35,603 35,603 35,603 36,655 36,655 36,655 37,712 37,712 37,712 39,473 39,473 39,473 41,239 41,239 41,239 42,997 42,997 42,997 44,768 44,768 44,768 46,525 46,525 46,525 48,269 48,269 48,269 49,918 49,918 49,918 51,586 51,586 51,586 55,624 55,624 55,624 56,686 56,686 56,686 57,760 57,760 57,760 58,829 58,829 58,829 61,405 61,405 61,405 61,405 61,405 61,405 61,405 61,405 61,405 61,405 61,405 61,405	Operator Typist Clerk Stenographer 35,603 35,603 39,153 36,655 36,655 36,655 40,185 37,712 37,712 37,712 41,239 39,473 39,473 39,473 42,997 41,239 41,239 44,768 42,997 42,997 46,525 44,768 44,768 48,291 46,525 46,525 50,045 48,269 48,269 51,745 49,918 49,918 49,918 53,408 51,586 51,586 55,079 55,624 55,624 55,624 59,288 56,686 56,686 56,686 60,394 57,760 57,760 57,760 61,490 58,829 58,829 58,829 62,584 61,405 61,405 61,405 65,336 61,405 61,405 61,405 65,336 61,405 61,405 61,405 65,336 <td< td=""><td>Operator Typist Clerk Stenographer Stenographer 35,603 35,603 39,153 42,240 36,655 36,655 36,655 40,185 43,695 37,712 37,712 37,712 41,239 44,768 39,473 39,473 39,473 42,997 46,525 41,239 41,239 44,768 48,291 42,997 42,997 46,525 50,045 44,768 44,768 48,291 51,807 46,525 46,525 50,045 53,561 48,269 48,269 48,269 51,745 55,240 49,918 49,918 53,408 56,892 51,586 51,586 55,079 58,563 55,624 55,624 59,288 62,966 56,686 56,686 60,394 64,092 57,760 57,760 57,760 61,405 61,405 65,336 69,269 61,405 61,405 61,405 65,336 <</td><td>Operator Typist Clerk Stenographer Stenographer Clerk 35,603 35,603 35,603 39,153 42,240 44,400 36,655 36,655 36,655 40,185 43,695 45,460 37,712 37,712 37,712 41,239 44,768 46,525 39,473 39,473 39,473 42,997 46,525 48,291 41,239 41,239 44,768 48,291 50,045 42,997 42,997 46,525 50,045 51,807 44,768 44,768 48,291 51,807 53,561 46,525 46,525 46,525 50,045 53,561 55,330 48,269 48,269 51,745 55,240 56,985 49,918 49,918 53,408 56,892 58,639 51,586 51,586 55,079 58,563 60,310 55,624 55,624 59,288 62,966 64,808 56,886 56,886 56,886</td></td<>	Operator Typist Clerk Stenographer Stenographer 35,603 35,603 39,153 42,240 36,655 36,655 36,655 40,185 43,695 37,712 37,712 37,712 41,239 44,768 39,473 39,473 39,473 42,997 46,525 41,239 41,239 44,768 48,291 42,997 42,997 46,525 50,045 44,768 44,768 48,291 51,807 46,525 46,525 50,045 53,561 48,269 48,269 48,269 51,745 55,240 49,918 49,918 53,408 56,892 51,586 51,586 55,079 58,563 55,624 55,624 59,288 62,966 56,686 56,686 60,394 64,092 57,760 57,760 57,760 61,405 61,405 65,336 69,269 61,405 61,405 61,405 65,336 <	Operator Typist Clerk Stenographer Stenographer Clerk 35,603 35,603 35,603 39,153 42,240 44,400 36,655 36,655 36,655 40,185 43,695 45,460 37,712 37,712 37,712 41,239 44,768 46,525 39,473 39,473 39,473 42,997 46,525 48,291 41,239 41,239 44,768 48,291 50,045 42,997 42,997 46,525 50,045 51,807 44,768 44,768 48,291 51,807 53,561 46,525 46,525 46,525 50,045 53,561 55,330 48,269 48,269 51,745 55,240 56,985 49,918 49,918 53,408 56,892 58,639 51,586 51,586 55,079 58,563 60,310 55,624 55,624 59,288 62,966 64,808 56,886 56,886 56,886

NORTH SHORE SCHOOL DISTRICT SECRETARIES SALARY SCHEDULE 2020-21*

Step	Telephone Operator	Clerk Typist	Sr. Library Clerk	Sr. Clerk Typist / Stenographer	Senior Stenographer	Account Clerk	Sr. Account Clerk
- 1	36,137	36,137	36,137	39,740	42,874	45,066	46,952
2	37,205	37,205	37,205	40,788	44,350	46,142	48,016
3	38,278	38,278	38,278	41,858	45,440	47,223	49,100
4	40,065	40,065	40,065	43,642	47,223	49,015	50,891
5	41,858	41,858	41,858	45,440	49,015	50,796	52,675
6	43,642	43,642	43,642	47,223	50,796	52,584	54,459
7	45,440	45,440	45,440	49,015	52,584	54,364	56,240
8	47,223	47,223	47,223	50,796	54,364	56,160	58,029
9	48,993	48,993	48,993	52,521	56,069	57,840	59,711
10	50,667	50,667	50,667	54,209	57,745	59,519	61,397
11	52,360	52,360	52,360	55,905	59,441	61,215	63,092
12	56,458	56,458	56,458	60,177	63,910	65,780	67,656
13	57,536	57,536	57,536	61,300	65,053	66,942	68,821
14	58,626	58,626	58,626	62,412	66,202	68,107	69,985
15	59,711	59,711	59,711	63,523	67,350	69,264	71,138
16	62,326	62,326	62,326	66,316	70,308	72,314	74,185
17	62,326	62,326	62,326	66,316	70,308	72,314	74,185
18	62,326	62,326	62,326	66,316	70,308	72,314	74,185
19	62,326	62,326	62,326	66,316	70,308	72,314	74,185
20	65,067	65,067	65,067	69,225	73,400	75,494	77,458
	*Represent	s a 1.50	% increa	se from 2019-	20 (Effective	July 1, 20	020)