



LANSING SCHOOL DISTRICT

Meet & Confer Non-Union Employee Agreement

FY 2022/2023 – FY 2026/2027

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1. LEAVES OF ABSENCE

Leaves of absence without pay may be granted to employees for a period not to exceed one (1) year, or a period equivalent to the employee's length of service to the District in a regular position, whichever is shorter. A written request to the Human Resources Department is required. Several types of leave are available.

For all health-related leaves of absence (including FMLA and paternity), the employee must provide appropriate medical documentation prior to returning to work. The employee must provide a physician's certification that they are physically sound and able to perform all essential duties of their position. Any restrictions or accommodations must be reviewed and approved by the Human Resources Department before the employee may return to work. The Board may choose, at its option and expense, to have the employee examined by the Board's physician prior to the employee's return to work.

- A. Health Leaves – If an employee is not eligible for FMLA leave and/or has exhausted the FMLA leave benefit, is unable to work due to illness or injury, and has exhausted their sick leave bank, the employee may request an unpaid health leave of absence. Such leave may be granted by the District for periods not to exceed one year in combination with any FMLA leave. One additional year may be granted at the discretion of the District. For leaves of longer than six months, the District will not be required to maintain a vacant position for the employee on a leave of absence. However, upon return from a health leave of more than six months, the District will offer the employee the next comparable vacancy for which the employee is qualified and/or certified.
- B. Parental Leave – If an employee desires a parental leave of absence, they must file a written request with the Human Resources Department at least thirty (30) days prior to the anticipated date of such leave. Parental leaves shall be for the duration of the pregnancy and extended no longer than through the post-natal examination period (usually six (6) weeks after the conclusion of the pregnancy).

Non-Birthing Parent Leave – Such leave must be requested in writing prior to the birth of the child.

Adoptive leave – Upon first notification of acceptance as an adoptive parent by the adoption agency, the employee desiring leave shall apply to the Human Resources Department for an adoptive leave which shall commence when the employee assumes custody of the child.

- C. Family and Medical Leave – Eligible employees may take leaves of absence pursuant to the Family & Medical Leave Act of 1993 (FMLA). The FMLA and the associated regulations allow eligible employees to take unpaid leaves for certain health and family related reasons for up to twelve (12) work weeks without loss of employer-paid health benefits. Eligible employees taking FMLA leave will be allowed to use

accumulated sick leave and vacation leave during the FMLA leave period. Upon return from the FMLA leave, the employee will be restored to a comparable position, in accordance with the Act. Additional information regarding FMLA leaves and FMLA forms are available from the Human Resources Department.

- D. Military Service Leave – Leave of absence for an employee during the period of military service with the Armed Forces of the United States and reinstatement thereafter, shall be governed by Uniformed Services Employment and Reemployment Rights Act of 1964 and other applicable legal standards. Application for military service leave shall be made to the Director of Human Resources.
- E. General Leave – After one year of service as a non-union employee, leaves of absence without pay may be granted for a period not to exceed one (1) year to employees upon written request to the Human Resources Department for leaves other than those stated above.
- F. Leaves for Other Purposes
 - 1. Jury Duty – An employee who serves on Jury Duty will be paid the difference between the pay for that duty and the employee's regular pay, provided proof of service and pay is submitted. In order to receive payment, the employee must give the District prior notice that he/she has been summoned for jury duty and they provide satisfactory evidence that he/she has reported to and/or performed jury duty in the day(s) for which he/she claims such payment. Jury service will not be charged to sick or vacation time.
 - 2. Court Appearance – A leave of absence with full pay not chargeable against the employee's sick leave shall be granted for court appearance when subpoenaed as a witness in any case connected with the employee's employment or the school, except such case where the employee would testify against the employer, provided the employee pays to the school district any sums received as subpoena fees.
- G. Return from Leave of Absence – An employee returning from a leave of absence must notify the Human Resources Office at least one (1) month before the expiration of the leave/anticipated date of return in order to permit planning, scheduling and placement. The District may accept notice of less than one (1) month when it finds the circumstances of the individual case cannot reasonably allow fulfillment of the one (1) month notice requirement. Failure to provide such notice shall be considered as a voluntary quit. When reinstated, the employee will return to the same salary step as that held at the time the unpaid leave of absence commenced. Unpaid leaves of absence shall be excluded from the employee's accumulated service time.

2. ABSENCE FROM WORK

- A. Sick Leave – Employees shall be granted one (1) sick leave day* per month worked, with full pay, not to exceed twelve (12) days per year.

Unused portions of each year's leave shall be allowed to accumulate up to but not exceeding 60 days (480 hours). Any accumulated sick leave that exceeds 60 days (480 hours) at the end of the fiscal year will be paid to the employee at a rate of \$60.00 per day for a maximum of 8 days.

Employees transferring to the Meet & Confer Group may transfer no more than 60 days (480 hours) of accumulated sick leave time from their previous position to be capped at 60 days (480 hours).

Sick leave with full pay may be taken for:

1. Personal illness or injury;
2. Illness or serious injury to members of the immediate family**;
3. death in the immediate family (limit five (5) days);
4. to attend the funeral of a close friend or relative (limit one (1) day per occurrence);
5. when exposure to contagious disease might create a health hazard for students or other employees; and/or
6. when unforeseen emergencies*** arise calling for the immediate presence of the employee.

*A sick leave day shall be defined as the number of hours in the employee's regular work day if the employee works a five (5) day work week. In other cases, a sick leave day shall be defined as 1/10 of the total hours regularly worked in a two (2) week period. In order to be eligible to receive a sick leave day for the month, the employee must work at least one (1) full day between the first and the fifteenth of the month.

**Immediate family shall include the employee's spouse, children, parents, foster parents, parents-in-law, siblings, and any other person who is a permanent resident of the employee's household.

***An emergency is an unforeseen incident over which the individual has no control and requires immediate attention. The individual should make, and has made, every effort in their power to resolve the situation without taking time off from work. Each case will be decided on its own merits.

- B. Personal Leave – Five (5) personal leave days with pay shall be granted annually to each full-time employee.

1. Personal leave may be taken in increments of one (1) hour;

2. Personal leave shall not be used for the day before or the day after a holiday, holiday-related day, or vacation day;
3. In the event an employee does not use some or all of their personal leave, the unused portion shall be transferred to the employee's regular sick leave balance. Personal leave shall not accumulate from year to year.

An employee shall provide a minimum of three (3) days advance notice of intent to use personal leave to their supervisor in non-emergency situations. The District reserves the right to deny more than one (1) personal day absence from each department on any one (1) day.

Personal leave requests must be approved by the employee's supervisor.

C. Inclement Weather Policy

On days when schools must be closed because of inclement weather, Meet and Confer employees are expected to report to work at the regular scheduled time unless instructed otherwise by the Superintendent or designee.

If an employee is unable to report to work at their regular scheduled time, the employee will call their immediate supervisor and advise estimated time of arrival. If the employee arrives within two hours of employee's regular scheduled time, the time will not be deducted from the employee. If the employee is more than two hours late, the entire absence will be submitted appropriately by using Inclement Weather Compensation, sick leave, personal leave, and/or vacation leave if available to the employee.

The district will pay for two (2) days of Inclement Weather Compensation, each year, to be used by Meet and Confer employees when schools are closed due to inclement weather if the employee's absence does not pose a threat to the operation of the Lansing School District and with the approval of their immediate supervisor.

If and when the two days of Inclement Weather Compensation have been exhausted, employees may use sick leave, personal leave and/or vacation time, if the employee chooses not to come in on a snow day, but only if the employee's absence does not pose a threat to the operation of the Lansing School District and must be cleared through the immediate supervisor.

If an employee is unable to use one or more of the Inclement Weather Compensation days, due to their required presence at work and the threat their absence would cause the operation of the Lansing School District, any remaining Inclement Weather Compensation will roll over to Personal Leave which must be used by the end of the fiscal year.

If the Superintendent determines that "NO" employee is to report to work, Meet and Confer employees will not submit an absence for that day.

3. WORKER'S COMPENSATION (On-the-job Injury)

Please see Lansing School District Employee Handbook for worker's compensation procedures and/or contact Human Resources prior to seeking medical treatment.

If an employee becomes disabled from work as a result of a sick accidental injury(ies) while on the job, the Employer will augment the payment the employee receives through Worker's Compensation, as follows:

If an employee is injured while on duty, resulting in loss of time, the employee shall be paid the full day's pay at the regular rate for the day on which the injury occurred. The employee shall receive from the Board the difference between the Worker's Compensation payment prescribed by law and the regular salary for the first seven (7) days following the date of injury.

Beyond the seventh day the employee shall receive from the Employer the difference between the Worker's Compensation payment prescribed by law and the regular weekly income to the extent and until such time as such employee shall have exhausted any accumulated sick leave. Sick leave shall be charged on a pro-rata basis computed on the relationship of the differential pay to the regular weekly pay until the sick leave is exhausted.

4. HOLIDAYS

- A. Unless otherwise noted, all Meet and Confer employees shall receive the following recognized and observed paid holidays:

New Year's Day

Martin Luther King, Jr.'s Birthday (if scheduled as a holiday in the teacher contract)

President's Day (if scheduled as a holiday in the teacher contract)

Good Friday (or the day that is aligned to LSEA day)

Memorial Day

Independence Day (for employees scheduled to work during that week)

Labor Day

The Day before Thanksgiving (if scheduled as a holiday in the teacher contract)

Thanksgiving Day

The Day after Thanksgiving

The Day before Christmas

Christmas Day

The Day before New Year's Day

- B. When any of the above holidays fall on a Saturday, the Friday preceding shall be recognized as a paid holiday. When any of the above holidays fall on Sunday, the Monday following shall be recognized as a paid holiday.
- C. Employees shall be expected to work (or to be on paid sick leave or vacation status) the day preceding and following a holiday to be eligible for holiday pay.

- D. Holidays occurring during the vacation period shall not be charged against vacation allowance.

5. PAID VACATIONS

- A. All full-year (12-month) employees shall receive

The first two years	- 2 weeks + 1 day
Upon completion of three (3) years	- 3 weeks + 1 day
Upon completion of five (5) years	- 4 weeks + 1 day

The vacation allowance to which an individual is entitled shall be determined by the number of years of service the employee has completed by June 30 of a given year.

Meet & Confer members can carry over 10 vacation days through July 31. If the employee has more than 10 days on July 31, the days will be forfeited.

- B. Vacation will be credited to the employee yearly on July 1. Anyone with less than one year of service would not be eligible for pay out upon separation.
- C. Upon separation, employees with at least one year of service will receive pay out of all remaining vacation days at regular rate of pay. If an employee does not provide the District with thirty (30) days advance written notice of their separation from employment, the employee will be ineligible to receive any vacation payout.

6. HEALTH INSURANCE

- A. The Board shall make available health care coverage during the 12-month period during each year. For purpose of insurance coverage, employees scheduled to work at least five (5) hours per day for at least the extent of the school years shall be considered full-time, regular employees. Employees regularly scheduled for less than five (5) hours per day shall be entitled to 50% coverage paid by the Board. For new employees, coverage will become effective on the first day of the month following hire.
- B. The District shall pay the maximum amount towards the cost of medical insurance premiums for each eligible employee within the Meet & Confer bargaining unit as is permitted by 2011 PA 152 specific to the "hard cap" per section 3 of 2011 PA 152.
- C. To the extent allowed by law, the health insurance caps shall first be applied to medical premiums, then second to any payments made by the Board, if any, during the "medical benefit plan coverage year" toward Board reimbursement of co-pays, deductibles, or payments into health reimbursement arrangements, health savings accounts, flexible spending accounts, or similar accounts for healthcare costs, health insurance related taxes or fees, and any other payments required to be accounted for pursuant to The Publicly Funded Health Contribution Act, 2011 PA 152, MCL 15.561, *et seq.* At no time will the District pay more than allowed by Michigan law.

Dual coverage in medical insurance is prohibited. Employees who are covered by another employer's (i.e., spouse's employer) medical plan shall not be eligible for the Board provided medical coverage.

Non-union employees who are discovered to have provided false information shall immediately be removed from the Board's medical coverage for the remainder the fiscal year.

It shall be the responsibility of the employee to inform the Board within thirty (30) days of any change that may affect his/her insurance status

- D. Full-time employees not electing the health insurance option will receive \$425.00 per month additional compensation.

7. LIFE INSURANCE

The Employer agrees to pay in full the premium on a term life insurance policy of \$20,000, including Accidental Death and Dismemberment, for Meet & Confer employees. Employees in the position of Executive Team Member Assistant will receive a \$25,000 life insurance policy, including Accidental Death and Dismemberment.

8. GROUP LONG-TERM DISABILITY

The employer shall provide group long-term disability income insurance with the following benefits:

- A. Up to 60 % of monthly salary with a maximum of \$7,500 per month;
- B. Social Security and Michigan School Employees' Retirement benefits will be offset to the degree that they would add to the basic benefit in excess of 70% of monthly salary;
- C. Payments to continue to age 65.

The waiting period before the benefit commences is sixty (60) calendar days or after all sick leave is consumed, whichever comes later.

9. DENTAL INSURANCE

The Board shall provide a full family dental plan for all employees.

10. VISION REIMBURSEMENT

The Board shall provide the Lansing School District self-funded vision reimbursement plan to full time employees and eligible family members.

11. INSURANCE COVERAGE

- A. The Board retains the right to initiate a change in vision, dental, or hospitalization programs, which would be substantially equivalent to or better than the coverage now specified. Advance notice of any such changes will be provided to all affected employees.
- B. Upon acceptance of written application by the insurance carriers, employees shall become eligible for insurance benefit programs beginning the first day of the month following employment. The employee must be actively at work on the day that the coverage becomes effective. Board contributions for coverage shall cease the end of the month during which the employee terminates or retires.

Changes in family status shall be promptly reported by the employee to the Benefits Administration Office within 30 days of such change. The employee shall be responsible for any overpayment of premiums made by the Board on his/her behalf for failure to comply with this paragraph.

- C. Employees, their spouses, or dependent children who cease to be eligible for Board-paid medical, dental, or vision insurance shall have the right to continue such coverage through COBRA. Changes in dependent status (marriage, divorce, birth, adoptions, death, children no longer dependent) must be reported within 30 days of the event.

Coverage may be continued for 36 months except for termination of employment or reduction in hours. In those cases, maximum extension is 18 months.

12. LONGEVITY PAY

- A. Longevity payments will be made according to the following schedule:

Upon completion of 2 years	\$ 550.00
Upon completion of 5 years	\$ 1000.00
Upon completion of 10 years	\$ 1400.00
Upon completion of 15 years	\$ 1700.00

The longevity to which an individual is entitled shall be determined by the number of years that the employee has completed by December 1 of a given year.

- B. Longevity payments shall be paid in a lump sum, on a regular pay day, as soon as practical following December 1. Longevity will be prorated.

13. OVERTIME (Only for regularly scheduled overtime hours)

For purposes of overtime, the Lansing School District will comply with current state and federal law. Any employees that are eligible for overtime wages will be paid at a rate of

time-and-one-half of their regular hourly rate for hours worked in excess of forty (40) in any work week.

All overtime work must be authorized in advance of being performed.

14. SEPARATION LEAVE

Retirement: Upon qualifying for retirement under the Michigan Public School Employees' Retirement Plan, and upon having fifteen (15) years of service with the Lansing School District, Meet and Confer employees, or upon death, the employee's beneficiary, shall receive a lump sum payment which will consist of:

- \$200.00 for each year of service with the Lansing School District
- A pay out of 50% of remaining sick leave at a rate of \$60 per day.
- Upon separation, employees with at least one year of service will receive pay out of all remaining vacation days at regular rate of pay.

15. MILEAGE REIMBURSEMENT

An employee who is required as a part of the job on a regular basis to use a personal vehicle for transportation in order to perform duties shall be reimbursed at the maximum current allowable Internal Revenue Service per-mile rate.

16. EVALUATION OF EMPLOYEES

All Meet and Confer employees shall be evaluated yearly.

A. The Meet and Confer evaluation process shall consist of two steps:

Step 1: Mid-Year Evaluation shall be completed no later than January 15th and will consist of a conference between the employee and his/her supervisor(s) to:

1. Review employee's job duties, work performance expectations and any changes that will occur during the year related to the employee's duties;
2. Review the areas that may need attention; and
3. Provide the employee with a copy of the Meet and Confer Evaluation for self-evaluation (to be used in the May evaluation conference with employee)

Step 2: Final Evaluation shall be completed by May 15th and will consist of a conference between the employee and their supervisor(s) to:

1. Discuss the evaluation completed by both the supervisor(s) and the employee;
2. Provide employee with copies of the completed evaluation; and
3. Discuss improvement plans, if applicable (attach copy of improvement plan)
 - a. The Performance Improvement Plan shall include key information about the issue, including a prior verbal counseling(s) or written warning(s), the work performance and/or behavior issue that must be addressed and

corrected during the PIP period, and the dates on which the employee's work performance and/or behavior will be reviewed.

- b. The PIP should identify training and or recommendations assisting the employee to succeed with the Performance Improvement Plan.
- B. Meet and Confer employees that have reached the top step of a level will receive a stipend \$1,250.
- C. Meet and Confer step increases will go into effect yearly, on July 1st, following the final yearly evaluation; except for year 1 & 2 of this agreement (refer to salary schedule). An annual evaluation must have been completed **AND** the employee must receive a minimum rating of "Effective" on their final evaluation to receive a step increase.
- D. Meet and Confer employees may request a review of their salary, step, level, or group by submitting the "Step/Level Change Request" from along with justification documentation (new education, certifications, trainings/workshops/conferences, other skills attained, or additional duties) to Meet and Confer Representative by May 1st.

17. SPECIAL CONFERENCES

Special conferences for important matters will be arranged upon request of either the employees or the Director of Human Resources. Such meetings shall be between no more than three (3) representatives of either group. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested.

18. RESIDENCY

Each employee must maintain their current place of residence and current email address on file with the Human Resources Department.

19. LAYOFF

Employees will be given a thirty (30) calendar day notice before the effective date of a layoff.

20. PROFESSIONAL DEVELOPMENT

Each employee shall be eligible to be reimbursed for up to \$1000 which they may use as to pay a membership fee for a professional organization, for conference expenses related to training, or for tuition reimbursement.

21. EMPLOYEE INCENTIVES

Any employee who enrolls and sends their child(ren) to any Lansing Public School for a full school year shall receive a \$500 annual stipend.

22. EMPLOYEE PROTECTION

Any case of employment-related assault and battery upon an employee shall be immediately reported by the employee to their immediate supervisor. Upon written request, the Board shall select and make available to the employee an attorney for the purpose of an initial consultation to advise the employee of any rights and obligations in connection with handling of the incident by law enforcement and judicial authorities.

The District shall hold an employee harmless or insure them adequately for omissions arising from performance within the course and scope of employment provided the employee was not grossly negligent or committed misconduct.

Personal Property Loss: The Board will repair or reimburse employees the current value (up to a maximum of \$500 per incident) of any clothing or other personal property damaged or destroyed as the result of an accident, act of vandalism, or assault and/or battery upon them suffered in the course of their employment unless such loss is covered by insurance, or reimbursement is obtained from other sources. (Forms for reimbursement are available from one's immediate supervisor.)

23. DUE PROCESS PROCEDURE

"We will work with HR to develop a due procedure for employees."

24. INSURANCE CONTINUATION

Employees or their dependents that cease to be eligible for health insurance coverage shall have a right to continue medical, dental, or vision group coverage on a direct payment basis with the Lansing School District. Coverage may be continued for 36 months, except for termination of employment or reduction in hours, which shall be limited to 18 months.

The Board may initiate, during the term of this agreement, a new health insurance benefit program and/or a cafeteria benefit program. Both the implementation and the continuation of any such new insurance program(s) shall be at the discretion of the Board during the term of the agreement. Upon implementation of such program(s), a special conference may be initiated by the Board or employee to explore its terms.

Participation in such new program(s) by employees shall be voluntary. If participation is elected, it shall be as an alternative to the group medical coverage described in Section 11 of this Agreement.

25. Discussion Procedures

At least sixty (60) days prior to the expiration of this Agreement, the parties will begin discussing a new Agreement covering wages and other matters.

This Agreement incorporates the agreement reached by the parties on all agreed issues which were part of our discussion. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in writing and signed by both parties as an amendment to this Agreement.

26. Duration of Agreement

All non-economic language in the Agreement shall be effective July 1, 2022 and continue in effect until June 30, 2027. There will be an economic discussion upon completion of year three (3) of the agreement, on or around July 1, 2025. Meet & Confer employees may request an economic discussion before year three (3) IF there is a significant change in global economics and a majority Meet & Confer employees agree to a request for discussion.

FOR THE BOARD OF EDUCATION OF LANSING PUBLIC SCHOOL DISTRICT

By: [Signature]

Its: President

Date: 9/15/2022

By: [Signature]

Its: Secretary

Date: 09/15/2022

By: [Signature]

Its: Superintendent of Schools

Date: Sept 15, 22

FOR MEET & CONFER NON-UNION EMPLOYEE GROUP

By: [Signature]

Its: Representative

Date: 9/15/2022

By: [Signature]

Its: Representative

Date: 9/14/2022

By: [Signature]

Its: Representative

Date: 9/15/22

APPENDIX A
Salary Schedule
2022/2023

4% Increase; Freeze Steps
\$3,000 Total Retention Honorarium (\$1,500 paid 9/30/22, \$750 paid 2/3/23, \$750 paid 6/23/23)

Supervisors/Managers

	Level 1	Level 2	Level 3
Step 1	56,454	67,148	78,856
Step 2	56,885	68,832	81,206
Step 3	59,618	71,078	83,624
Step 4	61,477	73,427	86,114
Step 5	63,914	75,573	88,681
Step 6	66,445	77,816	91,325

Specialist/Group Leader

	Level 1	Level 2	Level 3	Level 4
Step 1	44,361	56,825	65,556	72,000
Step 2	47,612	59,635	67,148	74,140
Step 3	50,844	61,098	69,708	77,816
Step 4	54,049	63,113	71,078	78,273
Step 5	57,010	65,584	73,330	81,951

Coordinators/Technicians

	Level 1	Level 2	Level 3
Step 1	30,763	43,414	48,168
Step 2	32,873	45,128	50,693
Step 3	34,985	46,974	51,636
Step 4	36,365	48,764	54,894
Step 5	38,466	50,142	58,146

Executive Team Member Assistant

	Level 1
Step 1	65,123
Step 2	69,159
Step 3	71,491
Step 4	74,518
Step 5	77,003

APPENDIX A
Salary Schedule
2023/2024

3% Increase; Freeze Steps
\$1,500 Total Retention Honorarium (\$750 paid 2/2/24, \$750 paid 6/21/24)

Supervisors/Managers

	Level 1	Level 2	Level 3
Step 1	58,148	69,163	81,222
Step 2	58,592	70,897	83,643
Step 3	61,407	73,211	86,133
Step 4	63,322	75,630	88,698
Step 5	65,832	77,841	91,342
Step 6	68,439	80,151	94,065

Specialist/Group Leader

	Level 1	Level 2	Level 3	Level 4
Step 1	45,692	58,530	67,523	74,160
Step 2	49,041	61,425	69,163	76,365
Step 3	52,370	62,931	71,800	80,151
Step 4	55,671	65,007	73,211	80,622
Step 5	58,721	67,552	75,530	84,410

Coordinators/Technicians

	Level 1	Level 2	Level 3
Step 1	31,686	44,717	49,614
Step 2	33,860	46,482	52,214
Step 3	36,035	48,384	53,186
Step 4	37,456	50,227	56,541
Step 5	39,620	51,647	59,891

Executive Team Member Assistant

	Level 1
Step 1	67,077
Step 2	71,234
Step 3	73,636
Step 4	76,754
Step 5	79,314

APPENDIX A
Salary Schedule
2024/2025

2% Increase; Evaluation-Based Step Increase
(Minimum rank of Effective require to receive step increase)

Supervisors/Managers

	Level 1	Level 2	Level 3
Step 1	59,311	70,547	82,847
Step 2	61,387	72,315	85,316
Step 3	62,636	74,676	87,856
Step 4	64,589	77,143	90,472
Step 5	67,149	79,398	93,169
Step 6	69,808	81,755	95,947

Specialist/Group Leader

	Level 1	Level 2	Level 3	Level 4
Step 1	46,606	59,701	68,874	75,644
Step 2	50,022	62,654	70,547	77,893
Step 3	53,418	64,190	73,236	81,755
Step 4	56,785	66,308	74,676	82,235
Step 5	59,896	68,904	77,041	86,099

Coordinators/Technicians

	Level 1	Level 2	Level 3
Step 1	32,320	45,612	50,607
Step 2	34,538	47,412	53,259
Step 3	36,756	49,352	55,390
Step 4	38,206	51,232	57,672
Step 5	40,413	52,680	61,089

Executive Team Member Assistant

	Level 1
Step 1	68,419
Step 2	72,659
Step 3	75,109
Step 4	78,290
Step 5	80,901

APPENDIX A
Salary Schedule
2025/2026

1% Increase; Evaluation-Based Step Increase
(Minimum rank of Effective require to receive step increase)

Supervisors/Managers

	Level 1	Level 2	Level 3
Step 1	59,905	71,253	83,676
Step 2	62,001	73,039	86,170
Step 3	63,263	75,423	88,735
Step 4	65,235	77,915	91,377
Step 5	67,821	80,192	94,101
Step 6	70,507	82,573	96,907

Specialist/Group Leader

	Level 1	Level 2	Level 3	Level 4
Step 1	47,073	60,299	69,563	76,401
Step 2	50,523	63,281	71,253	78,672
Step 3	53,953	64,832	73,969	82,573
Step 4	57,353	66,972	75,423	83,058
Step 5	60,495	69,594	77,812	86,960

Coordinators/Technicians

	Level 1	Level 2	Level 3
Step 1	32,644	46,069	51,114
Step 2	34,884	47,887	53,792
Step 3	37,124	49,846	55,944
Step 4	38,589	51,745	58,249
Step 5	40,818	53,207	61,700

Executive Team Member Assistant

	Level 1
Step 1	69,104
Step 2	73,386
Step 3	75,861
Step 4	79,073
Step 5	81,711

APPENDIX A
Salary Schedule
2026/2027

1% Increase; Evaluation-Based Step Increase
(Minimum rank of Effective require to receive step increase)

Supervisors/Managers

	Level 1	Level 2	Level 3
Step 1	60,505	71,966	84,513
Step 2	62,621	73,770	87,032
Step 3	63,896	76,178	89,623
Step 4	65,888	78,695	92,291
Step 5	68,500	80,994	95,043
Step 6	71,213	83,399	97,877

Specialist/Group Leader

	Level 1	Level 2	Level 3	Level 4
Step 1	47,544	60,902	70,259	77,166
Step 2	51,029	63,914	71,966	79,459
Step 3	54,493	65,481	74,709	83,399
Step 4	57,927	67,642	76,178	83,889
Step 5	61,100	70,290	78,591	87,830

Coordinators/Technicians

	Level 1	Level 2	Level 3
Step 1	32,971	46,530	51,626
Step 2	35,233	48,366	54,330
Step 3	37,496	50,345	56,504
Step 4	38,975	52,263	58,832
Step 5	41,227	53,740	62,317

Executive Team Member Assistant

	Level 1
Step 1	69,796
Step 2	74,120
Step 3	76,620
Step 4	79,864
Step 5	82,529