



Agreement Between

**Local 5094
Health Professionals and
Allied Employees**
AFT/AFL-CIO

and

**Rutgers, the State University
of New Jersey**

Professional Staff

July 1, 2022 through June 30, 2026

Health Professionals and Allied Employees

AFT/AFL-CIO

110 Kinderkamack Road
Emerson, New Jersey 07630

(201) 262-5005

State Officers

Debbie White	President
Barbara Rosen	First Vice President
Alexis Rean-Walker	Secretary/Treasurer

Local 5094 Officers

Lisa Adams	Co-President
Ryan Novosielski	Co-President

Table of Contents

Preamble	1
Article 1 – Agreement Scope.....	1
Article 2 – Union Status	1
2.01 Recognition	1
2.02 Union Dues.....	2
2.03 Transmission of Dues	3
2.04 Union Representatives, Rights and Limitations	3
2.05 Union Access	5
2.06 Union Business	6
2.07 Information and Data.....	7
Article 3 – Professional Practitioner Status.....	8
3.01 Appointment to Position	8
3.02 Work Outside of Job Classification/ Salary Adjustment.....	8
3.03 Promotions and Transfers	10
3.04 Reassignment	11
3.05 Evaluations.....	12
Article 4 – Employee Status	13
4.01 Classification	13
4.02 Regular Full Time Negotiations Unit Employee	13
4.03 Regular Part Time Negotiations Unit Employee	13
4.04 Per Diem Employees	14
4.05 Regular Versus Temporary Employment	14
4.06 Probationary Period	14
4.07 Personnel Files	14
4.08 Seniority	15
4.09 J-Visa and H-Visa Employees.....	22
4.10 Confidential Employees	22
Article 5 – Work Time	22
5.01 Normal Workday.....	22
5.02 Normal Workweek	22
5.03 Work Schedules	22
5.04 Overtime Work: Compensatory Time Off	23
5.05 Weekend Defined	23
5.06 Staffing – State of Emergency Policy	23
Article 6 – Monetary Benefits: Time Worked	24
6.01	24
6.02 Premium Compensation Rate – Overtime Work.....	24
6.03 Pay Period.....	24
6.04 Salary Increase Date.....	25
6.05 Daylight Saving Time	25
Article 7 – Monetary Benefits: Time Not Worked	25

7.01	Standard Day	25
7.02	Holiday Designation	25
7.03	Holiday Entitlement	26
7.04	Holiday Pay	26
7.05	Holidays for Twelve Hour Shift Employees	27
7.06	Additional Paid Time Off	27
7.07	Vacation Amount	28
7.08	Vacation Accruals	28
7.09	Vacation Entitlement	29
7.10	Vacation Scheduling	29
7.11	Sick Leave	30
7.12	Bereavement Leave	32
7.13	Jury Duty Leave Amount	33
7.14	Jury Duty Leave Procedure	33
7.15	Court Appearance	33
7.16	Rest Periods	33
7.17	Meal Period	34
Article 8 – Leaves of Absence		34
8.01	Basis and Amount:	34
8.02	Procedure	34
8.03	Leave of Absence, Limitations	37
Article 9 – Monetary Benefits: Health Benefits, Prescription Drug Program, Dental Care Program, Life Insurance and Pension		37
9.01	Health Benefits	37
9.02	Prescription Drug Program	38
9.03	Dental Plan	38
9.04	Life Insurance Program:	38
9.05	Pension	38
Article 10 – Monetary Benefits Miscellaneous:		38
10.01	Terminal Benefits	38
10.02	Resignation	38
10.03	Shift Differential	39
10.04	Experience – Rehire	39
10.05	Continuing Education	39
10.06	Tuition Remission	40
10.07	Uniform Allowance	40
10.08	On-Call	41
10.09	Travel Pay	41
10.10	Cell Phone	41
Article 11 – Health and Safety		41
11.01	Health Examination	41
11.02	Employer Obligation	42
11.03	Joint Health and Safety	43
Article 12 – Employee Facilities		45
12.01	Parking	45

Article 13 – No Strike/No Lockout.....	46
Article 14 – Discipline	46
14.01 Definition.....	46
14.02 Grievance Procedure	48
Article 15 – Non-Discrimination.....	52
Article 16 – Management Rights	53
Article 17 – Sub-Contracting Services.....	53
Article 18 – Successorship.....	53
Article 19 – Joint Committees.....	53
Article 20 – Wages	54
Article 21 – Severability	58
Article 22 – Effective Date and Duration.....	59
Salary and Hourly Wage Scales.....	61
Appendix A – List of University Operating Units	81
Appendix B – Job Series.....	83
Appendix C – Flexible Work Arrangements	85
Appendix D – Per Diem Memorandum of Agreement and Wage Scale.....	95
Side Letter of Agreement #1.....	97
Side Letter of Agreement #2.....	98
Side Letter of Agreement #3.....	99
Side Letter of Agreement #4.....	100
Side Letter of Agreement #5.....	101
Side Letter of Agreement #6.....	102
Side Letter of Agreement #7.....	103
Side Letter of Agreement #8.....	104
Side Letter of Agreement #9.....	105
Side Letter of Agreement #10.....	106
Side Letter of Agreement #11.....	107
Side Letter of Agreement #12.....	108

Preamble

This Agreement is effective July 1, 2022 through June 30, 2026, and is made between the Rutgers, The State University of New Jersey (hereinafter called “University”) and the Health Professionals and Allied Employees, AFT, AFL/CIO, 110 Kinderkamack Road, Emerson, New Jersey, 07630 (hereinafter called the “Union”).

The parties recognize that it is the responsibility of the University to provide high quality educational programs, to encourage the development of new knowledge through research, and to provide patient care services to the larger community. The University recognizes that due to their education and experience, the negotiations unit employees covered by this Agreement have a unique contribution to make towards the advancement and execution of the missions of the University.

This Agreement is intended to contribute to the fulfillment of those responsibilities. The parties recognize and declare that it is their mutual goal to maintain a harmonious relationship in determining terms and conditions of employment. To this end they mutually enter into this Agreement which sets forth the employment relationship between the University and the staff members subject to this Agreement under applicable State and Federal law.

Article 1 – Agreement Scope

This Agreement covers all non-supervisory, full and part-time professional staff employees of the University (referred to herein as “negotiations unit employees”) as specified by the Public Employment Relations Commission Certification, Docket No. RO-92-115, dated February 7, 1992 and as amended by the supplementary Agreement between the University and the Union, dated July 14, 1992. This Agreement also covers all employees (including per diem, temporary and casual employees) required to be included in the negotiations unit pursuant to the Workplace Democracy Enhancement Act, P.L. 2018, c. 15. Excluded are those job titles set forth in said certificate as not being represented by the Union herein.

Article 2 – Union Status

2.01 Recognition

The University recognizes the Union as the exclusive collective bargaining representative of every negotiations unit employee covered by this Agreement.

At the time a new negotiations unit employee, subject to this Agreement is hired, the University will deliver to said negotiations unit employee a mutually agreed upon written notice provided by the Union which includes a list of Union Representatives (which Representatives are defined as negotiations unit employees under this Agreement who are authorized by the Union to represent it).

The University will provide the Union with notification of the names of new hires into negotiations unit titles, who are scheduled to attend each University Human

Resources new employee orientation session. As part of University Human Resources-New Brunswick, Human Resources-Newark, or Human Resources-Camden new employee orientation, a representative designated by the Union will be provided time set aside by the University, for thirty (30) minutes, to speak with all new negotiations unit employees.

Directly after the completion of University Human Resources-New Brunswick, Human Resources-Newark, or Human Resources-Camden new employee orientation presentations, the University's Human Resources representative will introduce the HPAE representative designated by the Union who will distribute orientation packets to the new HPAE employees.

For those negotiations unit employees who do not attend University Human Resources-New Brunswick, Human Resources-Newark, or Human Resources-Camden new employee orientation for any reason, the Union will schedule a meeting on work time for the employee to meet with a representative designated by the Union for thirty (30) minutes during the employee's first thirty (30) calendar days of employment.

2.02 Union Dues

The University agrees to deduct from the regular paycheck of negotiations unit employees included in the bargaining unit, dues for the Union, provided that the negotiations unit employee authorizes such deduction in writing or electronically in proper form to the local Human Resources Office.

The University shall make Union dues deductions from a new negotiations unit employee in the first full pay period next following the receipt by the University of the employee's signed authorization.

Union dues deductions from any negotiations unit employee in the bargaining unit shall be limited to the Union, the duly certified majority representative. The movement of an employee from one title to another title in HPAE, from one status to another status and/or from one bargaining unit to another bargaining unit in HPAE will not affect or interrupt dues deduction, unless the new title or bargaining unit is not represented by HPAE. No additional initiation fee will be collected with these situations.

For the purpose of calculating dues deductions, reimbursement/remission for tuition and continuing education shall not be included as part of the gross salary of negotiations unit employees.

The University will make every effort to immediately cease deduction of HPAE dues when a negotiations unit employee transfers out of the bargaining unit.

In the event the University deducts more dues than they should from a negotiations unit employee, the University will reimburse the individual and then deduct that amount from the next dues check to the Union. In the event the

University deducts fewer dues than they should, the University will correct the error in the next pay cycle and make the Union whole in the next dues check.

The Union will indemnify and hold the University harmless from any claims, actions or proceedings brought by any negotiations unit employee in the bargaining unit which arises from dues deductions made by the University. The University shall not be liable to the Union for any retroactive or past due dues for a negotiations unit employee who was identified by the University as excluded or confidential or in good faith was mistakenly or inadvertently omitted from the deduction of the dues.

2.03 Transmission of Dues

Dues or agency fees and initiation fees so deducted by the University shall, within ten (10) days of the date of deduction, be transmitted to the designated officer of the Union together with a list of all negotiations unit employees including: Last Name, First Name, Employee Identification Number, Status (FT, PT, Per Diem), Actual Hours Worked, Base Rate, HPAE dues deducted, Initiation Fee, COPE deduction and all other currently provided information. Once dues are transmitted to the Union, their disposition shall be the sole and exclusive responsibility of the Union. The Secretary of the Union shall certify to the University the amount of Union dues and shall notify the University of any changes in dues structure forty-five (45) days in advance of the requested date of such change. This information shall be available on-line for access by designated Union Officers. On-line access will allow for information to be downloaded in Microsoft Excel format.

The University will also supply to the Union the applicable gross pay used to calculate dues for each bargaining unit member.

2.04 Union Representatives, Rights and Limitations

The Union shall furnish the Director of Labor Relations in the Office of Human Resources or other designee of the University a list of all official Union representatives, specifying their authority and showing the name, title or office for each and the departments and shifts for which they function. The Union shall notify the University of any changes in the list within fifteen (15) working days of any change.

The University will furnish the occupational title of every University staff member such as, Department Heads or subordinate level department supervisors or Human Resources representatives who have the authority from the University to be considered either the immediate supervisor of any bargaining unit employee for oral or written complaint, or written grievance purposes, or who are otherwise empowered by the University to interpret or apply the terms and provisions of the Agreement on behalf of the University.

Both parties agree to recognize and deal with only properly authorized and empowered University or Union representatives who are officially made responsible by the parties' written compliance with the Section.

It is agreed that the Union will appoint or elect up to Fifty (50) representatives and up to eight (8) officers who will be recognized by the University in their defined authority to act for the Union. The Union agrees that no more than nine (9) representatives will be authorized to represent the University Behavioral HealthCare (UBHC), with no more than two (2) such representatives at any UBHC building site.

The names of these representatives and officers will be provided to the Director of Labor Relations and the Director of Human Resources Services and updated within thirty (30) days of any change.

The University agrees that during working hours, on its premises and without loss of base pay, or when otherwise agreed upon, Union representatives previously designated and authorized to represent the Union and recognized by the University shall be allowed to:

- a) Represent negotiations unit employees in the department/work unit.
- b) Investigate a grievance, provided such investigation time will be limited to a maximum of one (1) hour and further provided there is no interruption of work activities. In emergency situations, these time limitations may be extended if approved by the Office of Human Resources or the supervisor on duty should the Office of Human Resources be closed.
- c) Post Union notices.
- d) Attend negotiating meetings (the number of representatives to be agreed upon between the Union and the University) if designated as a member of the negotiating team and scheduled to attend by the Union.
- e) Attend scheduled meetings with the University.
- f) Attend/conduct membership meetings limited to a maximum of one hour. Any meetings conducted by the Union must be done during lunch or break time. The union representative conducting the meeting will be granted additional time not to exceed 1 hour for travel time.

The authorized Union representative shall provide reasonable notification to the employee's supervisor whenever the employee requests permission to transact such Union business. Permission will not be unreasonably withheld. It is understood that the supervisor has the right to seek rescheduling of appointments when the work situation warrants this.

2.05 Union Access

The University will provide space on centrally located bulletin boards at the GA level in the Bergen Building and the New Jersey Medical School in Newark; outside the Cafeteria at the UBHC and Robert Wood Johnson Medical School in Piscataway; a; at the Clinical Academic Building and Liberty Plaza (where permitted by the building management) in New Brunswick for the exclusive use of the Union. The University will exercise its best efforts to provide bulletin board space in any other University owned or rented building where there are more than twenty-five (25) members. In UCHC facilities, so long as permitted by the Department of Corrections, the Union will be permitted to post union notices on bulletin boards in the medication and/or nursing office. The Union may post notices on bulletin boards in employee lounges, wherever they exist. The union agrees to share the use of the bulletin board at Robert Wood Johnson Medical School with another union representing University negotiations unit employees, provided that at least one panel of the bulletin board is available for use by HPAE.

As a matter of courtesy, the Union shall provide the University's Director of Labor Relations with a copy of all postings. The University shall have the right to remove material from the bulletin boards which is profane, obscene, and/or defamatory of the State or the University and its representatives or which constitutes election campaign material.

When the Union has mail to be delivered to its officers or representatives, the University's interoffice mail system will be made available, provided that priority is retained for the business of the University.

Any mail incorrectly addressed to the Union at the University shall be forwarded with reasonable care to the Union at the address set out in the Preamble to this Agreement.

HPAE staff and representatives shall be allowed to use fax machines within the University to send grievance reports to the Office of University Labor Relations and the Union office, provided that the primary use of the fax machine is for the business use of the department.

The HPAE staff and representatives shall have the right to e-mail HPAE negotiations unit employees who have Rutgers e-mail accounts for the purpose of communication with HPAE negotiations unit employees regarding collective negotiations agreements, the investigation of grievance, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union. Rutgers e-mail use shall be consistent with University policy.

The University shall provide the Union access to negotiations unit employees including but not limited to:

1. The right to meet with individual negotiations unit employees on the campus of the University during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues;
2. The right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on the University campus to discuss workplace issues, collective negotiations, the administration collective negotiations agreements, other matters related to the duties of the Union, and internal union matters involving the governance or business of the Union.
3. HPAE shall have the right to use University buildings and other facilities that are owned or leased by the University to conduct meetings with negotiations unit employees regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal Union matters involving the governance or business of the Union. Meetings conducted in University buildings pursuant to this section shall not be for the purpose of supporting or opposing any candidate for partisan political office, or the purpose of distributing literature or information regarding partisan elections.
4. The access to negotiations unit employees set forth in numbers 1 through 3 above shall be subject to the following:
 - a) The Union will follow all regular University procedures applicable to reserving and using University facilities, including, if applicable, paying all fees ordinarily charged for reserving or using a meeting room;
 - b) The Union's access shall not interfere with University operations;
 - c) The University reserves the right to deny a request by the Union to use a University facility. A request to use a University facility by the Union shall not be unreasonably denied.

2.06 Union Business

The University agrees to provide leave of absence at the base rate of pay equal to the length of the negotiations unit employee's regular work shift for officers of the Union to attend Union activities.

The Union shall have the right to designate any Union officer (Co-Presidents, Secretaries, Treasurer and Grievance Chairpersons) for such leaves of absence. A total of twenty-five (25) days of such leave in the aggregate may be used each year of this Agreement.

This leave is to be used exclusively for participation in regularly scheduled meetings or conventions of labor organizations with which the Union is affiliated or for training programs for Union representatives and Union Officers and for which appropriate approval by the University is required. Written notice from the Union (including a Local Co- President), of the authorization of an individual to utilize such leave time shall be given to the negotiations unit employee's supervisor with a copy to the Office of University Labor Relations at least fourteen (14) days in advance of the date of such meeting except in an emergency, when less notice may be given. Granting of such leave to a negotiations unit employee shall not be unreasonably denied by the University.

In addition, the University agrees to provide leave of absence without pay for officers or representatives of the Union to attend Union activities. A total of twenty-five (25) days in the aggregate of such leave of absence without pay may be used in each year of this Agreement. Granting of such leave shall not be unreasonably denied by the University. This additional leave of absence without pay is to be used with the same conditions and restrictions as leave for Union business with pay provided in this section.

2.07 Information and Data

A full list of job titles and their respective salary ranges shall be appended to the collective negotiations agreement. This list is complete as of the date of ratification of this contract. The University shall continue to provide the Union with revisions of University and Human Resources policies in a timely manner. The Union will be placed on an email list to receive all notices of changes in University policies and the changes in the Human Resources policies.

The University shall maintain a union data library, to be updated on a monthly basis. Access will be given to a union representative(s), as approved by the Director of Labor Relations or his designee. The Union data library shall contain the following information about members of the bargaining unit, if it is on file with the University:

1. Name
2. University ID
3. Job Title
4. Current University Date of Hire
5. Department
6. Unit/School
7. Campus
8. Building
9. Work Facility Address
10. Work Telephone Number
11. Home Telephone Number
12. Cellular Telephone Number
13. Classification Description (FT or PT, per diem, exempt or non-exempt, bi-weekly standard hours)

14. Salary Table
15. Grade
16. Step
17. Hours per Pay Period
18. Hourly Rate
19. Annual Salary
20. Home Address
21. Rutgers Email Address
22. Personal Email Address
23. Union Membership Status
24. Transfer Status
25. Hourly Shift Assignments (7.5, 8, 10, 12 hour shifts)
26. Shift Assignment (day, evening, night)
27. Health Plan
28. Healthcare Coverage Description
29. Retirement Plan, when available
30. Retirement Date, when available
31. Layoff Status

The University shall maintain a listing of employee separations in the union data library which shall be updated monthly. This list will include: name, University ID, campus, title, hire date, separation date, unit/school, and salary table. All information the University is required to provide will be provided in Microsoft Excel format.

Article 3 – Professional Practitioner Status

3.01 Appointment to Position

Appointment to a position shall be in writing with the date of hire, salary and any differential stated. A job description for the specific position occupied by the newly appointed negotiations unit employee will be distributed to the employee prior to or at orientation. Further, at the time of hire or a change in position, each bargaining unit member will be informed in writing of their current normal work week and days, current travel requirements, current shift differential, and current on-call requirements.

Other job descriptions defining all positions under this Agreement will be made available for review by an authorized Union representative upon request.

Negotiations unit employees holding positions which are grant funded shall be notified in a timely manner if the status of the grant has changed and such change will impact upon the negotiations unit employee's term of employment.

3.02 Work Outside of Job Classification/ Salary Adjustment

The parties agree that negotiations unit employees will not be assigned work substantially outside of their job classification on an ongoing basis, except as below: Claims of work outside the employee's job classification as identified by the Union are to be submitted to Compensation Services with copies sent to the Director of

Human Resource Services and the negotiations unit employee's department head. The claims will be investigated and Compensation Services will provide a written decision within 90 calendar days from the date the claim was submitted. Such response shall include the substantive reason(s) for the determination. The remedy may include, but is not limited to, appointment to an acting or interim position, reclassification to another title, payment for the time period when the additional higher-level duties were performed, etc.

If warranted, additional compensation will be provided retroactive to the Monday after the date the claim was received by Compensation Services. Should the claim be denied, the Union and the negotiations unit employee may request to meet with Compensation Services to discuss the decision. The decision of Compensation Services will be final and not subject to the grievance procedure. If appropriate, any implementation will be effective within the next two (2) pay cycles.

a) Acting and Interim Appointments

Acting Appointment - The appointment of a negotiations unit employee to another position, on a temporary basis, due to the absence of an incumbent (e.g. while a manager is on leave of absence).

Interim Appointment – The temporary appointment of a negotiations unit employee to another position for which no regular incumbent exists (e.g. vacant position or position which has not previously existed), due to the business needs of the school or operating unit.

Acting and interim appointments shall be governed by University Policy 60.9.35, "Acting Appointments and Interim Appointments".

b) Job Reclassification

Job reclassification is the formal and permanent change in a position's grade due to a substantive change in job content for a period greater than thirty (30) days. Reclassification may include a change in job title. Reclassifications may be initiated by either the employer or the Union on behalf of a negotiations unit employee by submitting a request to Compensation Services to reclassify the position. Requests for reclassification will be investigated by Compensation Services and a written decision will be provided to the supervisor, the Department and the Union within ninety (90) calendar days from receipt of the request. If appropriate, any implementation will be effective within two pay cycles from the date the decision was issued. Should the claim be denied, the Union and the negotiations unit employee may request to meet with Compensation Services. The decision of Compensation Services will be final and not subject to the grievance procedure.

c) In Grade Salary Adjustment

In-grade salary adjustments may be used by management to provide increases to employees who experience a demonstrable increase in their job duties or who have fallen behind in pay according to market factors.

Requests for In-Grade Salary Adjustments will be made in writing, by the Union, to Compensation Services, with copies sent to the Director of Labor Relations. A written decision shall be rendered in ninety (90) calendar days. Should the claim be denied, the Union may request to meet with Compensation Services to discuss the decision. The decision of Compensation Services will be final and not subject to the grievance procedure.

d) Secondary Appointments for Exempt Employees

A secondary assignment is for exempt employees within the HPAE 5094 unit who may be asked and agrees to perform responsibilities within or below their current title but in another department within the operating unit. Compensation to perform these responsibilities is a rate to be determined by the HR Compensation Services Department based on secondary position title. The request to create a secondary assignment must be submitted in advance for approval by the Vice President or designee of the operating unit. The decision as to who is offered the secondary assignment is at the discretion of the department after consultation with the HR Compensation Services Department.

3.03 Promotions and Transfers

Professional staff are eligible for a promotion which occurs when there is a vacancy at a higher level for which they are qualified. The announcement of the position vacancy will include a description of the position, a detailed outline of expected educational and professional requirements and the salary range for the position.

Negotiations unit employees may bid online on any open position for which they qualify provided those positions are not being reserved for negotiations unit employees affected by a layoff or intradepartmental postings.

All regular vacant bargaining unit positions that the University intends to fill will be posted through the University Human Resources Online Employment Application Process on the Rutgers website. The announcement of the position vacancy will be posted daily online. Interested internal candidates are to apply online must apply through the University Human Resources Online Employment Application Process. Computer Kiosks for the purpose of accessing job vacancies will be available at each Human Resources Office.

Beginning thirty (30) days after ratification of this Agreement, each internal applicant within a department who applies during the first seven (7) calendar days of posting for a higher classification within the same department, as identified on the position posting, shall be interviewed.

Each internal candidate will be notified in writing of the decision with respect to his or her candidacy on a timely basis. This decision will indicate: 1.) that the applicant has been offered the position, or 2.) that the applicant has not been offered the position, including a reason for such decision.

The University agrees that seniority and all other relevant criteria will be taken into consideration in the selection of internal applicants for a position. Any dispute regarding this paragraph shall be grievable to Step Two of the grievance

procedure with the decision at Step Two being final and binding.

Negotiations unit employees who wish to transfer within the same Department in the same title must submit a request on the University's web-based tracking system. Within five (5) business days of the posting, they must notify in writing and/or e-mail of the transfer request to the immediate supervisor and appropriate HR Representative of the vacant position. The University agrees that seniority and all other relevant criteria will be taken into consideration in the selection of internal candidates. Should the negotiations unit employee be denied the transfer, said denial may be appealed to the Director of Human Resource Services who will consult with the Director of Labor Relations or designee, prior to rendering a decision within five (5) days of the denial. The Director of Human Resource Services shall render a decision on the appeal prior to any job offer being made to another candidate.

Transfer in status or classification shall not delay the use of entitled benefits.

At the time of promotion, a negotiations unit employee shall be provided the opportunity to negotiate their salary increase and shall receive written notice of final salary offer. Acceptance of the position constitutes acceptance of the salary, and the amount of the promoted negotiations unit employee's salary shall not be subject to the grievance procedure. This provision shall not result in any promoted negotiations unit employee being placed off guide.

Voluntarily transferred and promoted negotiations unit employees shall serve a ninety (90) calendar day probationary period, subject to a thirty (30) calendar day extension. Reclassifications and Involuntary transfers within a Department do not serve a probationary period. Such negotiations unit employee shall retain all benefits and rights pertaining to bargaining unit members, including access to the grievance procedure, except for the decision concerning the outcome and disposition of their probation period.

At any time prior to the end of probation, the negotiations unit employee may return to their former position, provided that it is still available. If an employee opts to return to their former position, the employee may not bid on another position for six months. Should the negotiations unit employee fail probation, the University shall return the negotiations unit employee to their former position if it is still available.

Should the negotiations unit employee's position not be available, the employee may be offered a vacant position to the classification of the former title held by the employee before the promotion, if one exists on the campus. If the vacant position is in a different department, the employee must serve a 90-calendar day probation period. If not, the employee will be placed on the recall list for one year.

3.04 Reassignment

Reassignment is the movement of a negotiations unit employee from one job assignment to another within such negotiations unit employee's job classification and within the employee's department. Such reassignment may be to another geographic location.

When a negotiations unit employee is reassigned within their job classification, such negotiations unit employee's salary shall not be reduced below that which they would have received had the negotiations unit employee continued in their original position.

When a reassignment is deemed necessary, the University will ask for volunteers. The Union may request, in writing, a Labor Relations Conference regarding a reassignment impacting five (5) or more negotiations unit employees in a single department. However, the final decision on which employee is to be reassigned resides with management and is not grievable. The Department shall notify the employee in writing, of the reason and status (permanent or temporary) for the reassignment. Except in the case of an emergency, the employee shall receive two (2) weeks' notice of a reassignment, or three (3) weeks' notice if the reassignment is to another campus. When negotiations unit employees are reassigned to another campus on a temporary basis, the new campus shall be treated as a temporary official workstation or site for purposes of travel reimbursement as per the University's "Travel and Business Expense Policy" (40.4.1).

3.05 Evaluations

The annual staff performance evaluations will be done on a prompt and timely basis. Negotiations unit employees shall have the option to provide a self-evaluation or written comments to their supervisor in anticipation of their annual performance evaluation. Any negotiations unit employee electing this option must provide the self-evaluation or written comments no later than three (3) days prior to the annual staff performance evaluation. At the time of the evaluation, the negotiations unit employee will be provided a copy of their job description. The negotiations unit employee being evaluated will be provided a copy of their performance evaluation and will have five (5) calendar days to review the evaluation. By the conclusion of the time period, the negotiations unit employee may add their comments to the performance evaluation and shall sign the performance evaluation. Comments added by the negotiations unit employee shall be attached to the evaluation and included in the negotiations unit employee's Personnel file in Human Resources.

If comments are not made within this period, or the negotiations unit employee does not sign within this period, the right to comment will be forfeited, the supervisor will note the refusal to sign and forward the evaluation to Human Resources for inclusion in the Personnel file. Once the evaluation has been signed by the supervisor and the employee, or where the time for the employee to sign has passed, no additional comments will be added to the evaluation other than notation of the refusal to sign.

Prior to evaluating a negotiations unit employee "1" or "2", the negotiations unit employee's supervisor must notify the negotiations unit employee that their performance is deficient and that their merit increment may be delayed or denied (in any fiscal year in which merit increments are given). Such notification shall be made through a written memorandum, documented oral warning, and/or written warning regarding performance issues in a timely manner after such deficiencies

are observed. Such notification shall contain a description of the performance deficiencies and the corrective actions needed to remedy the performance deficiencies.

In the event such notification is not provided, and a merit increment is delayed or denied, the negotiations unit employee shall receive a merit increment. In addition, the Campus Labor Relations Coordinator shall advise the issuing Supervisor that the employee must be properly informed of their performance deficiencies and given a three (3) month assessment period for a re-evaluation. Should the re-evaluation result in a satisfactory rating, the previous evaluation shall be void and expunged from the employee's personnel file. Should the re-evaluation continue to reflect a "1" or "2", the prior evaluation shall be maintained in the personnel file and appended to the re-evaluation. During this assessment period, the supervisor shall meet with the negotiations unit employee to review the employee's performance and the status of the corrective action plan. The employee will be provided with a fully executed copy of the re-evaluation.

Upon the mutual consent of the negotiations unit employee and their supervisor, the negotiations unit employee, the employee's supervisor, and a Union representative shall meet to discuss performance issues. Such a meeting shall not be considered part of the grievance procedure. Further, the performance rating of the negotiations unit employee is not subject to the grievance procedure.

Article 4 – Employee Status

4.01 Classification

A negotiations unit employee will be classified as either (a) full time, (b) part time, or per diem.

4.02 Regular Full Time Negotiations Unit Employee

A negotiations unit employee who is hired to fill a position for an undetermined period of time. Regular full-time non-exempt staff will work thirty-five (35), thirty-seven and one-half (37½) or forty (40) hours each week, as determined by the position.

Regular full-time exempt staff will work their regularly scheduled work hours and are expected to work the necessary hours to complete their work assignments.

Regular full-time staff shall be eligible for all benefits pertaining to full-time status.

4.03 Regular Part Time Negotiations Unit Employee

A negotiations unit employee who is hired to fill a position for an undetermined period of time. Regular part-time non-exempt staff will work twenty (20) hours or more per week but less than the Full Time equivalent for the position as well as regular part time less than twenty (20) hour employees. A regular part-time negotiations unit employee shall be eligible for pro-rated benefits. In addition, regular part-time staff shall be eligible for health insurance, as per State Legislation and as per current University policy, subject to continued approval of the State

Health Benefits Commission.

4.04 Per Diem Employees

An employee who works on a day-to-day basis as needed by the University and who does not fall under the classification of Full Time, Part Time, or Part Time Less than 20 Hours, except that employee who were hired as Per Diem prior to the effective date of this Agreement but who fit the definition of Part Time employee shall remain classified as Per Diem. This does not include casual employees as defined by the Workplace Democracy Enhancement Act.

Per Diem employees are not entitled to any benefits under this Agreement except where they are specifically provided for.

4.05 Regular Versus Temporary Employment

When a negotiations unit employee is hired or transfers into a position, such negotiations unit employee shall be advised as to their status as either a regular or temporary negotiations unit employee. Temporary staff are hired for a period of time not to exceed twelve (12) months in the same position, are not eligible for any benefits except those required by law. If the negotiations unit employee works beyond the twelve (12) months in the same position, or if the position is filled by a temporary employee beyond the twelve (12) months, the position shall be posted for bidding or closed. On a quarterly basis, the Union shall receive a list of temporary assignments including the date of the assignment.

4.06 Probationary Period

All Full and Part Time negotiations unit employee shall serve one hundred and eighty (180) calendar day probationary period following their initial date of hire. All Per Diem employees hired on or after January 1, 2024 shall serve a probationary period of one hundred and eighty (180) calendar days.

The University reserves the right to extend the initial probationary period up to an additional thirty (30) days for Full and Part Time negotiations unit employees. The University reserves the right to extend the initial probationary period up to an additional sixty (60) days for per diem negotiations unit employees. A negotiations unit employee's employment may be terminated at any time during the probationary period. Such decision shall be final and binding, and not subject to the grievance procedure.

Probationary negotiations unit employees will be eligible to use accrued sick leave after thirty (30) calendar days of employment and other accrued leave time after ninety (90) calendar days of employment.

4.07 Personnel Files

A negotiations unit employee shall, within three (3) working days of a written request to Human Resources, have an opportunity to review their central

Personnel file in the presence of an appropriate official of Human Resources to examine any criticism, commendation or any evaluation their work performance or conduct prepared by the University. Such examination shall not require a loss of paid time. If requested by the negotiations unit employee, a Union representative may accompany the negotiations unit employee.

A negotiations unit employee shall be allowed to place in such file a response of reasonable length to anything contained therein. The University will honor a request made by a negotiations unit employee for a copy of any derogatory item, the negotiations unit employee's Employment application, resume, performance evaluations or any correspondence addressed to the negotiations unit employee contained in the central Personnel file.

A negotiations unit employee may request the expungement of materials included in the file where there are pertinent and substantive inaccuracies, for reasons of time duration, relevance or fairness. Such requests will be evaluated in relation to the University's needs for comprehensive and complete records but will not be unreasonably denied.

No document of anonymous origin shall be maintained in a negotiations unit employee's central personnel file nor be a part of any personnel action taken against a negotiations unit employee.

4.08 Seniority

- A. **Accrual:** Seniority will be credited from the date of hire or rehire to all regular Full Time or Part Time negotiations unit employees upon the successful completion of their initial probationary period. Per Diem negotiations unit employees shall accrue seniority within their job classification. Seniority for bargaining unit members hired prior to July 1, 2013 shall be based on their date of hire with UMDNJ.
- B. **Loss of Seniority:** A negotiations unit employee's seniority shall be broken by resignation, dismissals from employment, or other types of terminations, layoffs of more than one (1) year or refusal of a suitable position while on recall from layoff.
- C. **Layoff:** Layoffs shall be administered in accordance with University policy except as stated below:

Seniority will prevail on layoffs due to lack of work in the job classification, efficiency reorganization or reductions due to economic considerations. Seniority will prevail on call backs within one (1) year from layoff.

If there is a facility closure, the affected employees shall be treated as laid off staff.

1. Bumping and Vacancies

Bumps shall be only as per the procedure below. Negotiations unit employees shall be able to exercise bumping rights provided that they meet the requirements for the position.

A list of vacant positions will be available for review in the campus Human Resources offices.

A negotiations unit employee who chooses to fill a vacancy or to bump another negotiations unit employee and is subsequently informed by the campus Human Resources department that the salary of the vacant or bump position is more than ten percent (10%) below the employee's current salary, shall be allowed to reconsider their decision and to go on to the recall list. In situations where a higher paid negotiations unit employee bumps an employee earning a lower salary, departments are encouraged to attempt to match the bumping negotiations unit employee's current salary, but in no event may the salary offered be less than the salary of the negotiations unit employee being bumped. In situations where a negotiations unit employee is placed in a vacancy pursuant to "a", "b" or "c" below, departments are encouraged to attempt to match the negotiations unit employee's current salary, but in no event may the salary offered be less than the amount budgeted for the offered position if such would represent a salary reduction for the negotiations unit employee.

Within their respective departments/work units, regular negotiations unit employees shall not be laid off before temporary or probationary negotiations unit employees in the same job classification.

Negotiations unit employees who have received layoff notices will be offered vacant positions as described in 4.08 a, b, and c, below prior to such vacancies being offered to negotiations unit employees on the recall list.

The University shall prepare layoff/bumping notices and serve the layoff/bumping notices to the negotiations unit employee copying the Human Resources Generalist and the Union.

Upon receiving written notice of a layoff, the negotiations unit employee will reply in writing to the Department of Human Resources within three (3) calendar days, the last of which must be a business day, indicating whether the employee wishes to accept layoff or to exercise their bumping and vacancy rights.

When an individual is identified for lay off, the negotiations unit employee will follow the process below:

- a. First, an employee identified for layoff will be offered the opportunity to fill a vacancy in their current title within the operating unit and campus. If the employee chooses not to accept the vacancy offered, the employee may opt to be placed on the recall list. No probationary period.
- b. Second, if a vacancy pursuant to "a" above is not available, the employee will be offered a vacancy in their current title

on the campus. If the employee chooses not to accept the vacancy offered, the employee may opt to be placed on the recall list. No probationary period.

- c. Third, if a vacancy pursuant to “a” or “b” above is not available, the employee will be offered the opportunity to fill a vacancy in the employee’s current title first or immediate prior HPAE title University-wide, or any other title they are qualified for (so long as filling the vacancy does not result in a promotion). If the employee opts not to fill a vacancy offered under this section, the employee may opt to be placed on the recall list or to proceed to “d” below. No Probationary period.
- d. Fourth, if the employee is not placed in a vacancy pursuant to “a”, “b” or “c” above, the employee may bump the least senior employee in their current title within the operating unit and campus. If an employee opts not to exercise their bumping rights under this section, the employee may opt to be placed on the recall list. If the employee is unable to bump under this section, the employee may exercise rights under “e” below. Probation if an employee has less than 10 years seniority.
- e. Fifth, if the opportunity to bump is not available pursuant to “d” above, the employee may bump the least senior employee in their current title campus-wide. If an employee opts not to exercise their bumping rights under this section, the employee may opt to be placed on the recall list. If the employee is unable to bump under this section, the employee may exercise rights under “f” below. Probation if an employee has less than 10 years seniority.
- f. Sixth, if the employee is not offered the opportunity to bump pursuant to “e” above, the employee may bump the least senior employee in their immediate prior HPAE title campus-wide. If the employee opts not to exercise their bumping rights under this section, the employee may opt to be placed on the recall list. Probation if an employee has less than 10 years seniority.
- g. If an employee is not offered an equivalent vacancy or is not eligible to bump pursuant to “d through f” of this article, the employee may then opt to fill a vacancy in a lower classification if their job title at the time of layoff is included in one of the Job Series listed in Appendix B. If there is no such vacancy available in their Job Series, the employee may bump down into a lower classification in the Job Series. Either of these moves will constitute a voluntary demotion, and the employee will no longer have rights to a position in their title at the time of layoff, or to a previously held title.

There will be no probationary period for employees with 10 or more years of consecutive UMDNJ/RU experience.

- h. Employees who exercise rights under provisions “a” through “c” above will not be required to serve a probationary period. Employees with ten (10) years of University experience and who exercise rights under provisions “d” through “f” above will not be required to serve a probationary period.

Vacancies shall be filled first before bumping. A list of vacancies shall be available for review in the campus Human Resources office.

Part-time negotiations unit employees may not bump full-time negotiations unit employees however, they may bump other part-time staff at equivalent or less hours. Full-time staff may, however, bump part-time staff. Time off benefits for full-time staff bumping into a part-time position will be prorated. Prior to regular staff being placed on the recall list, regular staff may be placed in a vacant temporary position. A negotiations unit employee placed into a temporary position will continue to be benefits eligible. Regular staff who are placed into a vacancy which is a temporary position may bid on any vacant positions. When the temporary position has ended, the regular negotiations unit employee will be placed on the recall list for a full year based upon their former title.

A negotiations unit employee who is placed in a vacancy or bumps into a position other than a temporary position may not bid on a vacant position for a period of six (6) months.

Under no circumstance will a bargaining unit employee be bumped (laid off) from their position by a non-bargaining unit employee.

2. Special Categories of Employees

All regular full or part-time negotiations unit employees shall be covered by the layoff policy regardless of salary range, consistent with the following provisions:

- a) Negotiations unit employees employed under a J-Visa shall not be eligible for coverage.
- b) Negotiations unit employees employed under a H-Visa shall have bumping rights only into the same job classification.
- c) Negotiations unit employees holding research positions may only exercise a bump into a position in their own department for which the employee is qualified and only if the project would not be seriously disrupted by the change in personnel. A decision by a Principal Investigator to deny a bump based

upon the foregoing may be appealed by the bumping employee to the school's Research Dean. If this appeal is denied, the bumping employee may appeal to the Vice President of Research. The review process will not delay the layoff or the placement of the employee on the recall list. If a negotiations unit employee in a research position cannot bump into a position in their department, the employee can bump into the immediate prior title (non-research) on the Campus or be placed in the immediate prior held title (research) provided there is a vacant position and the negotiations unit employee is qualified for such position.

The parties agree that the subject matter of any appeal to arbitration concerning the Vice President's decision on bumping rights shall be limited to whether the criteria as to which positions shall be exempt from bumping were applied. Should an arbitrator find that the criteria were not applied by the Vice President, then the employee's sole remedy shall be to refer the matter back to the Vice President for reconsideration.

- d) If an employee who held a research title is on the recall list, and there is a vacancy in the same title the employee was laid off from which the individual believes they are qualified for, but the employee is not offered the vacancy due to being deemed unqualified, the employee may appeal first to the school's Research Dean. If this appeal is denied the employee may appeal to the Vice President of Research whose decision on this matter will be final, binding and not subject to grievance or arbitration.

3. Layoff of FXB/Child Health Unit Employees

The University will notify the Union as soon as possible, of any anticipated changes in the status of any contracts or agreements between the University and the FXB/Child Health Unit that may result in layoff of bargaining unit employees.

A regular employee affected by a layoff may fill a vacancy or exercise bumping rights within the employee's job title, or to the immediate prior job title, within the employee's region. Bumping rights shall be exercised in accordance with current University policy.

In the event a negotiations unit employee is transferred out of the employee's home office that employee shall have preference in returning to the home office should a vacancy become available.

The regions within FXB/Child Health Unit which are in effect for layoff and

bumping rights are:

- Bergen, Hudson, and Passaic
- Hunterdon, Morris, Sussex, and Warren
- Middlesex and Somerset
- Essex and Union
- Monmouth and Ocean
- Camden
- Burlington and Mercer
- Cumberland, Gloucester, and Salem
- Atlantic and Cape May

The layoff of regular full and part time staff from a specific facility will not occur unless agency or temporary workers in the work unit/department are first eliminated.

The University agrees to meet with the Union at least 5 business days in advance of any notice of layoff of bargaining unit employees greater than five (5) in a single region. The purpose of the meeting is to discuss the pending layoff situation and consider alternatives to layoff. At that meeting the Union is free to set forth its position on the pending layoff.

A layoff shall be affected in the following manner:

1. Filling a vacancy within the appropriate region as specified
2. Bumping within the appropriate region as specified

4. Notice of Layoff and Information to the Union

The University will provide a minimum of thirty (30) calendar days' notice of layoff to any regular negotiations unit employee affected.

Upon receiving a written notice of layoff with rights, the negotiations unit employee will reply in writing to Department of Human Resources within three (3) calendar days, the last of which must be a business day, indicating whether the member chooses to exercise such rights or elects to be placed on the recall list. If the Department of Human Resources does not receive a response from the negotiations unit employee within two (2) days, the last of which must be a business day, of the employee being notified of the department within which the negotiations unit employee is being placed or bumping into, then the negotiations unit employee will be placed on the recall list.

The University shall continue the practice of providing the Union with a copy of each layoff notice sent to negotiations unit employees. Such notice shall be provided, by mail, fax or email, within twenty-four (24) hours of the negotiations unit employee's receipt of the layoff notice. In the event that five or more negotiations unit employees are laid off within

a pay period on a campus, the University shall, upon notification to the Union of the names and job titles of the negotiations unit employees affected by the layoff, provide the Union with a full up to date seniority list in Microsoft Excel format.

5. Recall Rights

Laid off negotiations unit employees, in the order of University seniority, have first recall rights beginning with the title and job requirements of the position from which they are laid off, to positions with comparable or lower requirements within the same classification series.

A negotiations unit employee who has been laid off with rights under this provision will be subsequently notified if a position in their former title for which the employee is qualified is now available for re-employment.

All laid off negotiations unit employees who have been employed for at least a year shall retain their rights of recall for one (1) year from the date of layoff. Should a laid off negotiations unit employee refuse a position when recalled, they shall be removed from the recall list. However, negotiations unit employees shall be allowed to refuse a position if the salary of the position is greater than or equal to ten percent (10%) less than the salary of their former position. If more than one (1) negotiations unit employee in the same job title is laid off, University-wide seniority will be utilized to determine recall rights. Should an employee be recalled to a position on a campus other than the one they were laid off from, the negotiations unit employee has the option of refusing the position and continuing on the recall list (not to exceed one year from the layoff). If the negotiations unit employee accepts the position, the employee shall not have bidding rights for a period of six (6) months.

Upon recall, a negotiations unit employee shall retain their original date of hire.

The University will maintain a file in each unit's research office in which the resumes of research negotiations unit employees staff on the recall list may be posted at their request. The University will grant access to this file to appropriate staff in each research department. Principal Investigators will be advised to review these resumes prior to filling a research vacancy.

The University shall, on a quarterly basis, provide the Union a copy of the recall list.

6. Continuity of Services

The University agrees to consider patient transition issues in determining how much actual notice is given to Mental Health and

Social Work professionals of layoff, consistent with Section C above.

4.09 J-Visa and H-Visa Employees

As part of its notification to the Union of a Labor Condition Application filed with the U.S. Department of Labor, the University shall, if allowable by law, provide the Union with the name of each individual for whom the application is being made.

4.10 Confidential Employees

When new professional confidential titles are created, the University will send a copy to the Union's HPAE Representative and the Local's Co-Presidents within 30 days of posting, and the Union may request a meeting with Labor Relations to discuss the reasons for the confidential designation. The same notification process shall be followed within 30 days of conversion of an incumbent union member to confidential status. The Union retains the right to challenge such a designation.

Article 5 – Work Time

5.01 Normal Workday

For the purposes of determining the application of any non-exempt negotiations unit employee's base compensation rate, a regular non-exempt negotiations unit employee's normal workday will be either eight (8), seven and one-half (7½) or seven (7) work hours as determined by the negotiations unit employee's position, except if they have been approved to work an alternative work arrangement, pursuant to University policy, when implemented. This hourly rate will also be used to calculate the compensation of regular part-time negotiations unit employees. All defined workdays for non-exempt negotiations unit employees shall include rest periods as specified in section 7.16 and a scheduled meal period as specified in section 7.17.

Regular full-time exempt negotiations unit employees are salaried staff, and, as such, their compensation is not determined by the number of hours they work in a workday. Exempt staff are expected to work the necessary hours to complete their work assignments.

5.02 Normal Workweek

The workweek begins at 12:01 am. Sunday and ends at midnight Saturday.

5.03 Work Schedules

Requests or preferences for time off will be submitted in writing no less than one (1) week in advance of the date(s) requested except that Personal Holiday (PH) and Administrative Leave (AL) days may be used with less notice in the case of an emergency. Management has the right to require proof of an emergency usage of a Personal Holiday (PH) and Administrative Leave (AL) days. The University will respond in writing to all written requests within one (1) week of submission. Employees who do not work in facilities/work units that shut down during the designated Mandatory Leave days may use Mandatory Leave days consistent

with the above language.

Changes requested by a negotiations unit employee in their schedule will be considered by the University and will not be unreasonably denied.

Negotiations unit employees shall receive as much notice as possible but not less than three (3) weeks' notice in writing, except in the event of an emergency, of a change in scheduled hours that requires a negotiations unit employee to work evening, night or weekend hours on a regular basis. A negotiations unit employee's schedule shall not be changed for disciplinary reasons however, the University reserves the right to change an employee's schedule if it is determined the employee needs closer supervision or for operational needs. Upon request, the University shall meet with the Union only to discuss the change in schedule and its impact on affected negotiations unit employees.

If possible and where appropriate, the University will seek volunteers to change to new departmental schedules.

5.04 Overtime Work: Compensatory Time Off

A non-exempt negotiations unit employee may request overtime payment or compensatory time off for hours worked in excess of forty (40) hours. The University retains the option of paying non-exempt negotiations unit employees overtime or granting compensatory time off as provided for in the Fair Labor Standards Act (F.L.S.A.) for public employment and such compensation will be at the rate of time and one-half (1½).

The University shall give non-exempt negotiations unit employees as much advance notice as possible relative to the scheduling of overtime.

Compensatory time off for exempt negotiations unit employees shall be in accord with current University policy and Article 6.02.

5.05 Weekend Defined

A weekend shall be defined as Saturday and Sunday for all negotiations unit employees.

5.06 Staffing – State of Emergency Policy

In the event of an Emergency Curtailment of Operations at the University operations will be carried out in accordance with Rutgers Policy 60.1.29.

When an employee is designated as essential, the employee shall be notified in writing. The University shall provide designated employees with written documentation identifying essential status.

If by July 1st of each year a negotiations unit employee is not notified otherwise, then their status shall remain the same for the following year. Said status is subject to change if operational needs require it and notice will be provided to the affected employee as soon as practicable.

In situations where negotiations unit employees are working in facilities controlled

by other entities (e.g., the State of New Jersey) and those facilities are closed for any reason (thereby preventing negotiations unit employees from coming to work) the University agrees to treat the closure period as time worked. In those cases where the facility is open, but Rutgers is closed, negotiations unit employees working in that facility shall report to work.

Rutgers shall provide the Union with a list of essential employees by November 1st of each year.

Article 6 – Monetary Benefits: Time Worked

6.01

a. Base Pay:

An employee's base pay is the employee's pay rate exclusive of any differential, premiums, bonuses or other additional forms of compensation. An employee's pay rate for all benefit time (e.g. vacation, holidays, etc.) and time worked shall be deemed to be at the base rate of pay unless specifically otherwise identified in this agreement.

b. Regular Pay:

An employee's regular pay is the employee's pay rate inclusive of base pay, experience differential, education differential and certification differential, but shall exclude all other differentials and/or pay rates.

6.02 Premium Compensation Rate – Overtime Work

The University conforms to the Fair Labor Standards Act (FLSA) for public employment. All non-exempt negotiations unit employees shall be compensated at time and one-half (1½) for all hours worked in excess of forty (40) hours. Such overtime hours shall be compensated either by (a) cash or (b) compensatory time off.

For the purpose of computing overtime, all holidays paid for both unworked and hours of paid leave except sick time, shall be counted as hours worked. Overtime pay and other premium pay shall not be pyramided.

An exempt employee who works a "full day" beyond their regular work week shall be granted a comp day for said day provided that the employee notifies their supervisor verbally and in writing of the operational necessity to work beyond their regular work week and receives the supervisor's prior approval to do so. Failure of the supervisor to respond verbally and in writing to the written notification shall be deemed approval. For the purpose of this provision, a "full day" shall be defined as the employee's regular daily hours of work. Compensatory time may be earned in half-day increments. Compensatory time must be used prior to vacation, personal, administrative, and mandatory leave days and by the end of the quarter following the quarter in which they are earned.

6.03 Pay Period

Frequency of payment will continue as heretofore. All pay checks shall be delivered and available on the Friday of each pay week. Pay stubs will clearly identify specific hours worked and compensated.

Negotiations unit employees must opt for direct deposit of their paycheck into their personal bank account. Negotiations unit employees may pick up their pay stubs on payday, or for one (1) week thereafter at a designated site at each facility.

When an error in pay has been made by the Payroll Department resulting in an under payment to the employee, the University will issue a check with the correction as soon as possible, but no greater than three (3) payroll work days of notification of the error, with proper deductions. When an error in pay is not made by the Payroll Department, the correction will be reflected as soon as possible but no greater than one (1) paycheck of receipt of the error. When an error in pay has been made resulting in an overpayment to the employee, the University will provide the employee with a written explanation and agree to a repayment plan, which may contain installments, where appropriate. Any such repayment will begin after two (2) paycheck periods.

6.04 Salary Increase Date

Salary increases which may be delayed will be paid retroactively to the date upon which the increase is scheduled to take effect, excluding cases where the effective date is postponed due to a negotiations unit employee's less than satisfactory evaluation.

6.05 Daylight Saving Time

If a non-exempt negotiations unit employee actually works one (1) hour greater than their scheduled hours of work as a result of an adjustment in daylight savings time, the employee shall receive either one (1) hour additional pay or one and one-half (1½) hours additional pay. If a non-exempt negotiations unit employee works one (1) hour less than their scheduled hours of work as a result of an adjustment in daylight savings time, they will be compensated for the time actually worked.

Article 7 – Monetary Benefits: Time Not Worked

7.01 Standard Day

For the purposes of monetary benefits for time not worked, a standard day shall be defined as the standard work week hours for that classification (i.e., non-exempt 35 hours, or 37.5 hours, or 40 hours, or exempt a minimum of 37.5 hours) divided by 5. For example, 35 hours per week divided by 5 equals a standard day of 7 hours. This is pro-rated for part-time employees (e.g., 24 hours per week divided by 5 equals 4.8 hours as a day).

7.02 Holiday Designation

All Full-Time negotiations unit employees will be entitled annually to nine (9) holidays. Part Time negotiations unit employees will have the holiday time pro-rated based on the number of hours the employee was hired to work per pay

period. The nine (9) holidays are:

New Year's Day	Labor Day
Martin Luther King's Birthday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth (to be observed annually on the third Friday of June)	Christmas
Independence Day	

For staff subject to a seven (7) day a week schedule, New Year's Day, Independence Day, and Christmas shall be observed on the actual day they occur; e.g. if Christmas falls on Saturday it will be observed on Saturday. For staff subject to a Monday - Friday schedule, these holidays will be observed as follows:

If the holiday falls on a Saturday, it will be observed the preceding Friday. If it falls on a Sunday, it will be observed the next day; Monday.

Negotiations unit employees, absent compelling documentation of illness or emergency, who call off on the scheduled day before or after a holiday, or, if scheduled to work the holiday, call off, will be salary deleted and forfeit the holiday.

Employees who wish to observe religious or cultural holidays, or Election Day, may do so by charging such absence to their yearly vacation or personal holiday allowance, or to administrative leave in accordance with those leave provisions and such requests shall not be unreasonably denied.

7.03 Holiday Entitlement

The University shall have the right, at its sole discretion, to require any negotiations unit employee to work on the holidays specified herein. The University agrees to assign holidays off on an equitable and rotational basis.

If the holiday falls on a negotiations unit employee's day off, they shall receive another day off for the holiday. The holiday may not be used prior to the date the actual holiday is observed and shall be scheduled within sixty (60) calendar days after the date the actual holiday is observed. If the negotiations unit employee has requested but not received the compensatory time off for the holiday by the sixty (60) calendar day period, the University will either pay the negotiations unit employee for the holiday at their base rate of pay, or shall schedule the negotiations unit employee for the time off, by the next pay period.

If a holiday falls during a negotiations unit employee's vacation, the day will be observed as a holiday and vacation time will not be charged for the day.

7.04 Holiday Pay

A non-exempt negotiations unit employee who is required to work on a holiday other than the Day after Thanksgiving shall be paid at a rate of time and one-half (1 ½) the basic rate of pay. A non-exempt negotiations unit employee who is required to work the Day after Thanksgiving shall be paid at a rate equal to the

basic rate of pay. In addition, non-exempt staff other than twelve-hour staff shall receive either a scheduled day off or be credited with one (1) day of compensatory time.

Exempt negotiations unit employees who are required to work on a holiday shall be credited with one (1) day of compensatory time. The exempt negotiations unit employee and their supervisor shall schedule the compensatory time off within a sixty (60) calendar day period.

7.05 Holidays for Twelve Hour Shift Employees

All Full and Part Time negotiations unit employees in active status January 1 of each year will be credited with nine (9) days off designated as follows: (a) two personal days (PH); (b) four mandatory days (ML); and (c) three administrative days (AL). A day off will be defined in accordance with Article 5.01. Negotiations unit employees may use these holidays in accordance with University Policy and this Article of the Agreement.

Full and Part Time staff that are routinely scheduled to work twelve (12) hour shifts shall be compensated for the nine (9) University designated holidays totaling seventy-two (72) hours as per 1 through 4 below:

1. For the period July 1 through November 30 of each year of this Agreement, each negotiations unit employee will be compensated for all four (4) University designated holidays which fall within this period while the negotiations unit employee was actively employed. Payment will be made in December and paid in one lump sum at the negotiations unit employee's hourly rate of pay in effect at the time payment is made.
2. For the period December 1 through June 30 of each year of this Agreement, each negotiations unit employee will be compensated for all five (5) University designated holidays which fall within this period while the negotiations unit employee was actively employed. Payment will be made in July and paid in one lump sum at the negotiations unit employee's hourly rate of pay in effect at the time the payment is made.
3. A negotiations unit employee who is not in active status on a day designated by the University as a holiday will not receive compensation for said holiday.
4. Upon termination of employment or transfer from the twelve (12) hour work shift scheduling basis, the negotiations unit employee will be compensated for accrued holiday pay for any University designated holiday which has not been paid, less any monies the negotiations unit employee may owe the University.

7.06 Additional Paid Time Off

Negotiations unit employees shall receive nine (9) days off designated as follows: (a) two personal days (PH); (b) four mandatory leave days (ML) received in November; (c) three administrative leave days (AL). Such paid days must be used in the same fiscal year as they were received and are not eligible for payout upon separation.

These leave days may be used for emergencies, personal matters, observation of religious or other days of celebration.

Rutgers may designate which facilities/work units that provide essential services to the community will not be closed like the rest of the University during the designation of the four Mandatory Leave Days referenced above.

Employees working in facilities/work units that do not shut down during the designated Mandatory Leave Days will not lose the four paid ML days. Rather they will be permitted to take the ML days or a personal day either on the same dates that Rutgers closes, or some other date at the mutual agreement of the employee and their supervisor. In the event the Rutgers facility a negotiations unit employee works in is closed and provides an additional paid day off to other University employees in the facility, the negotiations unit employee in the facility shall also receive a day off. If operationally feasible, essential employees who request the use of a ML day on the shutdown day(s) shall have them granted in seniority order. Such requests shall not be unreasonably denied.

7.07 Vacation Amount

Vacation accruals for newly hired or rehired negotiations unit employees will commence upon the successful completion of the first ninety (90) days of employment and will be credited retroactively to the negotiations unit employee's date of hire or rehire.

Vacation time will accrue in each calendar year in accordance with the following schedule. The annual rate will change in the month when the negotiations unit employee reaches a service milestone if the negotiations unit employee's anniversary date is before the 16th of the month and will change effective the following month if the negotiations unit employee's anniversary date is the 16th of the month or after.

Vacation accruals are cumulative from one year to the next up to an amount equal to one (1) year of accruals. When unusual circumstances warrant an exception, amounts greater than one (1) year can be carried over with approval from a negotiations unit employee's department head and the Campus Director of Human Resources.

7.08 Vacation Accruals

<u>Length of Service</u>	<u>Accrual Rate per Month</u>
0–10 yrs.	1 1/4 days
11–20 yrs.	1 2/3 days
Upon completion of 20 years	2 1/12 days

A negotiations unit employee will be paid for vacation at the negotiations unit employee's base rate of pay.

7.09 Vacation Entitlement

All regular Part Time staff who are included in this bargaining unit shall accrue vacation credit on a proportionate basis based upon the number of hours the negotiations unit employee is regularly scheduled to work.

Vacation credit shall not accrue while a negotiations unit employee is on an unpaid leave except that a negotiations unit employee will receive credit for the month the leave commenced provided the leave commenced on or after the 16th and will receive credit for the month the employee returns from leave provided the negotiations unit employee returns on or prior to the 15th of the month.

A negotiations unit employee who has resigned with appropriate notice, or who has been discharged, except for cause, shall be entitled to vacation allowance of unused vacation time accrued within the time limit described previously, less any overdrawn sick time allotment except that a negotiations unit employee separated during the initial hire or rehire probationary period will not be entitled to such allowance.

If a negotiations unit employee dies having vacation credits accrued within the limits described previously, a sum of money equal to the compensation computed on said negotiations unit employee's base salary rate at the time of death shall be calculated and paid to the negotiations unit employee's estate less any overdrawn sick time allotment.

7.10 Vacation Scheduling

The vacation period will be the entire year. The negotiations unit employee will, subject to the University's operating requirements, have their choice of vacation time; it being recognized, however, that vacations must be scheduled by the University in a manner designed to ensure the effective and efficient operation of the University, including staffing needs. No part of a negotiations unit employee's scheduled vacation may be charged to sick time except that if a negotiations unit employee becomes hospitalized for any portion of that vacation and wishes to have the time hospitalized charged to sick time, the employee must notify the employee's department head as soon as possible and request the use of accumulated sick time. Such notifications and requests may be made by telephone, email or letter, but if by phone, should be confirmed by email or letter. No sick time will be credited unless supporting medical evidence verifying the hospitalization is presented by the negotiations unit employee upon return to work.

The University may restrict the amount of vacation time granted to a negotiations unit employee during prime vacation periods to allow for equitable distribution of prime vacation time among negotiations unit employees. The prime vacation periods will normally be June 1st through Labor Day, December 1st through January 15th.

By September 1st of each year, a negotiations unit employee's department head/designee will advise the negotiations unit employee of the number of vacation days remaining which must be used by the end of the calendar year or forfeited.

Vacation requests for the period June 1 through November 30 that involve the use of one (1) or more weeks must be planned and requested by February 15th of each year. A written response to the negotiations unit employee's request will be provided by March 8th. Vacation requests for the period December 1st through May 31st that involve the use of one (1) or more weeks must be planned and requested by September 15th of each year. A written response to the negotiations unit employee's request will be provided by October 8th. For each vacation period, the negotiations unit employee will submit three (3) choices of vacation time in order of priority. In situations in which choices of vacation time are timely and two (2) or more negotiations unit employees request the same time period, University seniority will prevail.

Failure to submit a vacation request by February 15th will result in loss of seniority status as it relates to vacation requests for the upcoming year. Any vacation requests submitted after February 15th, including those of less than one (1) week, will be treated on a first come basis and not decided by seniority. A request must be submitted a minimum of thirty (30) days before the effective date of the vacation, unless waived by mutual agreement of the negotiations unit employee and the employee's department head/designee. A written response to the negotiations unit employee's request will be provided within seven (7) calendar days of receipt.

With approval, vacation time may be taken as single or multiple days, single or multiple weeks.

Negotiations unit employees assigned to units that are open 7 days a week, 24 hours a day, shall not be responsible for providing staff coverage as a basis for approval of requested vacation time, including weekends, unless the vacation is requested after the schedule is posted.

7.11 Sick Leave

Sick leave is defined as a necessary period of absence because of the employee's own illness or for exposure of the employee to contagious disease.

Sick time may also be used for pre-planned medical and dental appointments provided that the employee submits a request as soon as is practical with the expectation that the employee shall provide at least one week's notice if possible. Requests shall not be unreasonably denied. All requests shall be consistent with medical confidentiality. Upon request, the employee shall provide verification from the employee's medical or dental provider of the date and time of the appointment. If a request is initially denied and the employee provides verification of the medical necessity of the specific date and time of the appointment, the employee's request to utilize sick time for that date shall not be denied.

Sick leave may also be extended to include a charge to the employee's accrued sick leave time to provide medical care to a seriously ill family member as defined in the special circumstances described below. The number of days that the employee may charge to accrued sick leave time for the special circumstances described in sections 1 and 2, below, shall not exceed a total of fifteen (15) days

per fiscal year.

Sick leave shall also be extended to include the following Special Circumstances:

1. Emergency Attendance

Employee's emergency attendance on a member of the employee's family (mother, father, spouse, domestic partner, child, step child, foster child, grandchild, sister, brother, grandmother, grandfather) who is seriously ill.

2. Medically Certified Care

Employee's attendance upon the employee's seriously ill family member (as defined above) at a hospital, health care facility, or at home, or the employee's transport of the employee's seriously ill family member to medical treatment, when properly certified by a Health Care Provider on the form supplied by the University. Use of sick leave will not be permitted where the employee has failed to provide the certified form.

Medically certified care does not cover such situations as illness not defined as seriously ill, matters unrelated to medical needs, baby-sitting, running errands, and/or running a business for the family member while the employee is ill.

In addition, an employee may use up to 40 hours of accrued sick leave per fiscal year for the purposes set forth in the New Jersey Earned Sick Leave Law, and anytime designated as "NJESL" time by the employee shall be administered in accordance with the requirements of that law.

Full-time employees shall accrue fifteen (15) days of sick leave in each fiscal year at the rate of one and one fourth (1-1/4) days per month. During the first year of employment, employees will earn sick leave at the rate of one (1) day per month of service except that employees appointed on July 1st will earn sick leave at the rate of one and one fourth (1-1/4) days per month.

Regularly appointed part-time staff employees accrue sick leave on the same basis as full-time employees except that such accrual shall be prorated according to the percentage of time appointed.

For example, a 50% time employee earns seven and one-half (7.5) full-time days by the end of the fiscal year (fifteen (15) full-time days at 50% equals seven and one-half (7.5) full-time days.)

Employees will be paid for sick leave at their regular rate of pay.

Unused sick leave is cumulative.

Negotiations unit employees shall continue to be eligible to participate in the Staff Leave Donation Program pursuant to University Policy 60.9.41.

Employees are required to comply with the departmental call in procedure. If the

illness extends beyond one (1) day, the employee must continue to call in ill each day unless they have already indicated to their supervisor an expected return date. If the illness extends beyond the expected return date the employee must call in with a new expected return date.

Employees taken ill while on duty or who are seeking treatment for a work-related injury or illness and who leave their work station with their supervisor's permission shall be paid for the authorized time spent on the employer's premises and may use accrued sick leave if they desire payment for the balance of the work shift. Employees may be excused without seeking medical attention at the University by their supervisor.

Whenever a regular employee retires, except an employee who elects deferred retirement, pursuant to the provisions of a state administered retirement system and has to their credit any accrued sick leave, the employee shall be compensated for such accrued sick leave as follows: The supplemental compensation amount payment shall be computed at the rate of one-half (1/2) of the eligible employee's daily rate of pay for each day of unused accumulated sick pay accruals based upon the average annual regular rate of compensation received during the last year of their employment prior to the effective date of the employee's retirement provided however that no lump sum supplemental compensation payment shall exceed fifteen thousand (\$15,000.00) dollars.

Per University policy, a staff member can use up to fifteen (15) sick days to take care of a seriously ill family member.

Nothing in this Agreement shall be construed to waive or reduce rights or benefits provided pursuant to the New Jersey Earned Sick Leave law (Assembly Bill No. A1827 an act concerning earned sick leave signed into law on May 2nd, 2018 and supplementing New Jersey P.L. 1966, c. 113 (C 34-11-56a *et seq.*) (the "Earned Sick Leave Act").

7.12 Bereavement Leave

An employee who is absent from work due to death in the immediate family (mother father, spouse, domestic partner, partner in a civil union, step mother, step father, child, step child, ward, foster child, foster mother, foster father, sister, brother, grandmother, great grandmother, grandfather, great grandfather grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, any relative of the employee residing in the employee's household, child of a partner in a civil union, child of a domestic partner, parent of a partner in a civil union, parent of a domestic partner, step sister, or step brother) may charge up to three (3) days for such absence to attend the funeral or for mourning. Such time must be utilized within one hundred and twenty (120) calendar days from notice of the date of death, but requests for an extension to utilize bereavement leave due to a public health emergency that delays funeral or memorial observance, or for religious, cultural or travel reasons shall not be unreasonably denied. A department may require verification. However, in the event that the funeral of a member of the immediate family is held at some distant location, and the employee will attend, an exception to the above may be requested by the employee to provide for up to five (5) days

of absence to be charged to bereavement leave. If an employee requests to use available vacation time to extend the bereavement leave it will not be unreasonably denied.

In cases where the death of brother-in-law, sister-in-law, aunt or uncle, niece or nephew occurs, up to one (1) calendar day off with pay will be granted to attend the funeral services provided sick pay or other paid leave is accumulated to the credit of the staff member, and is so charged. Regular part time staff will receive pro-rated bereavement leave benefits.

7.13 Jury Duty Leave Amount

Negotiations unit employees shall be granted necessary time off, at the negotiations unit employee's base rate of pay, when the employee is summoned and performs jury duty as prescribed by applicable law and provided the negotiations unit employee was scheduled to work on the day(s). In no case will jury duty be granted or credited for more than the standard work day or work week for the negotiations unit employee.

An employee who regularly works the night shift will be paid for the day on which the jury duty is served, if the employee was scheduled to work that night, based on the standard day work hours for the employee's job classification.

The receipt of a notice to report for jury duty must be reported immediately to the negotiations unit employee's supervisor.

7.14 Jury Duty Leave Procedure

The negotiations unit employee shall notify their supervisor immediately of their requirement for this leave, and subsequently furnish evidence that the employee performed the duty for which the leave was requested.

If jury duty is canceled on a day the negotiations unit employee would have worked, the negotiations unit employee must immediately notify their supervisor and may be required by the supervisor to report to work.

7.15 Court Appearance

Negotiations unit employees shall be granted necessary time off, at the negotiations unit employee's base rate of pay, when they are summoned to testify at depositions or in court, on any matter arising within the negotiations unit employee's scope of employment at the University. The negotiations unit employee shall immediately report receipt of any subpoena or court order related to their employment at the University to the University's Office of Legal Management and to their supervisor.

7.16 Rest Periods

A non-exempt negotiations unit employee shall be entitled to a fifteen (15) minute rest period during each four (4) consecutive hours of the work shift. Such rest periods are not cumulative.

7.17 Meal Period

Non-exempt staff should not perform work during their regularly scheduled meal period unless required to do so by their supervisor. Non-exempt staff who are required to work during their regularly scheduled meal period will be paid in accordance with the Federal Labor Standards Act (FLSA). Exempt staff shall continue to be granted an unpaid meal period.

Article 8 – Leaves of Absence

8.01 Basis and Amount:

<u>Type of Leave</u>	<u>Maximum Length</u>
FMLA	In accordance with Federal Law
Military	In accordance with State and Federal Statute
Personal	1 month
Academic	6 months

8.02 Procedure

A. Federal Family and Medical Leave, New Jersey Family Leave, New Jersey Safe Act

Notwithstanding any other provisions in this agreement or in University policies, in the event that an employee is eligible, as set forth by Federal or State statute, and takes a leave of absence under the Federal Family and Medical Leave Act (FMLA), the New Jersey Family Leave Act (NJFLA), or the New Jersey SAFE Act, all applicable accrued sick time or sick leave must be used concurrently with the leave permitted by the statutes.

In the event that an employee exhausts applicable accrued paid sick time or sick leave (or, if the employee does not have paid sick time or sick leave accruals to charge concurrently with an approved leave granted pursuant to the FMLA, NJFLA, and/or New Jersey SAFE Act), the remaining statutory leave time shall be unpaid. Upon an employee's request, after all sick time is exhausted, the employee may use vacation, personal, or administrative time during this period of leave. Employees may also use donated sick time pursuant to University Policy 60.9.41 "Staff Leave Donation Program."

Leave for an employee's own serious health condition:

Medical leaves of absence due to pregnancy shall be treated the same as other medical leaves.

A medical leave shall be granted upon presentation of a letter to Human Resources from the employee's personal physician which must state when the employee's inability to work commenced, nature of the illness or injury and expected date the employee will be able to return to work. The University may, at its cost, have the employee requesting a medical leave examined by a

physician of the University's choosing as a condition of granting, continuing or extending a medical leave of absence.

Upon return from leave, the employee must present to their Human Resources Generalist documentation from the employee's personal physician indicating the date the employee has been cleared to return to work, and that the employee is able to return to work without restriction.

If an employee is approved for medical leave for their own serious health condition, only accrued sick time must be used concurrently with the statutory leave.

Notwithstanding University Policy, 60.9.20, for employees who are approved for a leave for their own serious health condition, the maximum leave permitted under the FMLA is twelve weeks.

If after an employee has exhausted the leave granted to the employee pursuant to the FMLA or New Jersey SAFE Act, the employee is still unable to perform the duties of their position because of their own serious health condition and has remaining accrued sick time available, the employee may be permitted to extend their leave of absence by utilizing any remaining accrued sick time provided that the employee provides medical certification substantiating their need for such extension due to their own serious health condition. At the employee's discretion, the employee may apply for donated sick time. If approved, the employee may use up to 12 weeks of donated time to extend their leave of absence.

If after an employee has exhausted the leave granted to the employee pursuant to the FMLA or New Jersey SAFE Act and has exhausted their accrued sick time and donated time and the employee is still unable to perform the duties of their position because of the employee's own serious health condition, the employee may be permitted to extend the employee's leave of absence by seeking a reasonable accommodation under the Americans with Disabilities Act (ADA) and/or the New Jersey Law Against Discrimination (NJLAD). To seek additional leave as an accommodation the employee must submit such request to Rutgers Office of Employment Equity and comply with the reasonable accommodation process.

Leave to care for a family member:

If an employee is approved for leave to care for a family member with a serious health condition or to care for and bond with a child after birth, adoption or placement in foster care, up to 15 days of accrued sick time or sick leave must be used concurrently with any statutory leave. Upon an employee's request, the employee may use vacation, personal, or administrative time during this period of leave, after exhausting the 15 days of sick leave.

Employees may also use donated sick time pursuant to University Policy 60.9.41 “Staff Leave Donation Program”.

For employees who are approved for leave to care for a family member, the maximum leave permitted under the FMLA and/or NJFLA is twelve weeks.

Leave under the New Jersey SAFE Act:

If an employee is approved for leave under the New Jersey SAFE Act, and such leave does not otherwise qualify for a leave of absence under the FMLA or NJFLA, the employee must use all applicable accrued sick time for the first 40 hours of such leave (or, if the employee has less than 40 hours of accrued sick time available, the balance of leave will be unpaid). Upon an employee’s request, the employee may use vacation, personal, or administrative time during this period of leave.

For employees who are approved for leave under the New Jersey SAFE Act, the maximum leave permitted under the Act is twenty days.

B. Military Leave

Military leave will be governed by applicable State and Federal Statute. An employee who has a military leave commitment on a weekend day shall not be required to make up the weekend day.

C. Workers’ Compensation

A bargaining unit member who becomes disabled due to a job related injury shall, if approved by Risk and Claims management, be granted a leave of absence. Payment during such leave will be made in accordance with the New Jersey Worker’s Compensation Act, except that in cases where the physical injury arises in and out of the course of the performance of assigned job duties and functions, payment will be seventy (70%) percent of salary.

If such leave is not approved by Risk and Claims management, application may be made by the bargaining unit member to use sick leave, if available, and then application may be made for a medical leave of absence under University policy.

D. Personal Leave

In certain circumstances employees may be permitted to take an unpaid personal leave of absence from their positions with the University. Such leaves may be applied for and are available to regular Full Time and Part Time employees working twenty (20) or more hours per week provided they have completed six (6) months of continuous service.

Requests for personal leaves must be accompanied with the reason for the leave and duration and must be submitted in writing to the employee's supervisor along with any supporting documentation.

Such request must be submitted at least two (2) weeks in advance of the starting date for the leave except in the case of a bona fide emergency. An employee shall receive a written response within five (5) work days. Supervisors shall have the right to require proof of an emergency as a condition for approval. The maximum length of a personal leave is one (1) month.

E. Return from Leave

The University shall place an employee returning from an unpaid leave of six (6) months or less in the employee's prior position. An employee who fails to return from leave within five (5) days from their scheduled date of return and without securing permission from the employee's supervisor to extend such leave, shall be discharged.

8.03 Leave of Absence, Limitations

All leaves as described above must be taken at the time of the related occurrence or shall be waived. Negotiations unit employees will be terminated for obtaining leave by false pretense or for failing to return from a leave in accordance with University policy.

Article 9 – Monetary Benefits: Health Benefits, Prescription Drug Program, Dental Care Program, Life Insurance and Pension

9.01 Health Benefits

The parties acknowledge that pursuant to N.J.S.A. 52:14-17.25 et seq., employees of the University are deemed to be employees of the State for purposes of health benefits and that health benefits are provided to eligible employees as set forth in applicable statutes and regulations. During the term of this Agreement, unless modified subsequently by Agreement of HPAE and the University, employee contributions to the cost of health and prescription benefits shall continue to be in accordance with the full implementation schedule set forth in P.L. 2011, c.78 and which percentages were in effect on June, 30, 2018. Employees of the University represented by HPAE will be eligible for the Rutgers Vision Care Program.

The parties agree that immediately following the ratification of this Agreement by the membership of HPAE, the parties will reopen negotiations over health insurance benefits and rates. It is understood by the parties that any modifications, proposed by the parties, to the design of health plans available to HPAE unit

members must be approved and adopted by the State Health Benefits Program Plan Design Committee before they can become effective.

9.02 Prescription Drug Program

The State administered Prescription Drug Program shall be continued in keeping with the legislative appropriation.

9.03 Dental Plan

It is agreed that the State shall continue the Dental Care Program, during the period of this Agreement. The program shall be administered by the State and shall provide benefits to all eligible staff and their eligible dependents.

9.04 Life Insurance Program:

Life insurance coverage is provided as part of the Public Employees Retirement System (P.E.R.S.) or the Alternate Benefit Program. Both programs are administered by the New Jersey Division of Pensions. Eligibility for participation by negotiations unit employees and benefits are governed by statute and Rules and Regulations promulgated thereunder and administered exclusively by the New Jersey Division of Pensions.

9.05 Pension

The University is a participant in the Public Employees Retirement System and the Alternate Benefits Program. Eligibility for participation by negotiations unit employees and benefits are governed by statute and Rules and Regulations promulgated thereunder and administered exclusively by the New Jersey Division of Pensions. A written description of the PERS Program or Alternate Benefits Program can be obtained from the University's Benefits or local Human Resources Office.

Article 10 – Monetary Benefits Miscellaneous:

10.01 Terminal Benefits

A Full Time or Part Time negotiations unit employee whose employment is terminated by reason of permanent layoff will receive as a terminal allowance:

- a) Thirty (30) days' notice or compensation at the negotiations unit employee's regular compensation rate to the extent such notice is deficient.
- b) Accrued but unpaid vacation and compensation time to the negotiations unit employee's termination date.

10.02 Resignation

A negotiations unit employee who terminates by resignation will give the University twenty-one (21) days written notice. Staff who resign will be entitled to

all accrued but unused vacation and compensation time, less any sick time advanced but not accrued.

Negotiations unit employees who terminate by resignation or for any other reason must return all University property, including but not limited to ID cards, parking tags and keys, and computer software.

Failure to return this property will allow University Management to withhold final paychecks.

After submitting twenty-one (21) days' notice of resignation, a negotiations unit employee shall only be eligible to use a maximum of three (3) Paid Leave days within the last three (3) weeks of employment, provided the request(s) for such Personal, Administrative, or Mandatory Leave days are approved.

10.03 Shift Differential

Effective July 1, 2010 the shift differential for all non-exempt employees will be \$2.50.

Shift differential will be paid to members of the bargaining unit for complete shifts only. To be eligible for a shift differential, an employee must work half or more of the employee's regularly scheduled hours after 3:00 pm or before 6:00am. Shift differentials are not considered to be a part of a negotiations unit employee's regular compensation rate.

10.04 Experience – Rehire

A negotiations unit employee who leaves the University in good standing and is rehired in the same job title within one (1) year of the employee's date of separation shall be placed at the same range and step as when the negotiations unit employee left.

10.05 Continuing Education

A negotiations unit employee may request in writing to the employee's supervisor, permission to participate in work-related educational workshops, seminars, conferences and/or conventions. The University will make a reasonable effort to approve such participation.

The University will grant time off without loss of pay to those negotiations unit employees approved to attend Continuing Education conferences. With permission from the employee's supervisor, exempt negotiations unit employees shall be entitled to adjust the employee's schedule to attend such conferences.

Negotiations unit employees shall be allowed to complete mandatory, University web-based courses, during regular work hours.

Night shift negotiations unit employees who are scheduled off to attend Continuing Education programs may be given as a conference day, either the night before, or the night after. Negotiations unit employees will receive a response to their request for participation within two (2) weeks of submission.

All travel arrangements must be made in conformance with University policy in order to be reimbursable.

The University agrees to reimburse negotiations unit employees for the tuition/registration fees associated with obtaining and/or maintaining “certifications” required by the University or the State of New Jersey for the position in which they are currently employed by the University. Such reimbursement shall be in accordance with Article 10.06 and charged to the employee’s tuition reimbursement allowance. Within ninety (90) days of completion of the seminar, the signed certificate/proof of attendance shall be submitted to Human Resources, and reimbursement will be paid within six (6) weeks of submission.

10.06 Tuition Remission

Regularly appointed employees who are appointed on a full- time basis as of the first day of class for the semester in which tuition remission is sought may qualify for tuition remission for themselves as set forth in the University's Educational Benefits policy in Section 60.2.1. of the University Policy Library so long as employees comply with all administrative and academic requirements.

Tuition reimbursement for training may be reimbursed on a case-by-case basis depending on the needs of the department(s).

Retired employees are eligible for tuition remission in accordance with Policy 60.2.1.

Dependent children of Negotiations Unit Employees shall be eligible for tuition remission in accordance with the provisions of Rutgers’ Policy 60.2.1., C and D.

A negotiations unit employee may request an alternate work schedule in order to take one (1), three (3) or four (4) credit course at an accredited institute of higher education or another professional course carrying continuing education units per semester (fall, spring, and summer) during the workday. Any such request shall not be denied arbitrarily.

10.07 Uniform Allowance

Should the University require staff to wear uniforms, but choose not to provide them, the University will then provide full time staff an annual uniform allowance as follows:

FY 2022	\$500
FY 2023	\$500
FY 2024	\$500
FY 2025	\$500

Part-time staff will receive an annual uniform allowance equal to one half of the applicable uniform allowance in the fiscal year.

The uniform allowance will be effective July 1st of each fiscal year to all eligible staff noted above who have completed their initial probation period prior to July

1st. Full or Part Time payments will be based on the negotiations unit employee's status as of July 1st. The negotiations unit employee must be in active pay status as of the date of payment.

10.08 On-Call

- A. Effective July 1, 2010 all non-exempt negotiations unit employees required to work on-call, as defined by the Fair Labor Standards Act (F.L.S.A.), shall receive 3.75/hour.
- B. When a non-exempt negotiations unit employee is called to work outside the employee's regularly scheduled shift, the employee will be compensated for the actual hours worked. The negotiations unit employee will be guaranteed a minimum of two (2) hours of compensation whether or not the two (2) hours are worked, except when the end of the call-in period coincides with the beginning of the employee's regular shift.
- C. An exempt negotiations unit employee required to work on-call or who is called to work at a time that the exempt negotiations unit employee is not normally scheduled to work, shall be treated in accordance with Article 5.04 of this Agreement.
- D. All current forms of on-call compensation for exempt negotiations unit employees shall be maintained at no less than their current level.

10.09 Travel Pay

Negotiations unit employees who use their car for business purposes shall be reimbursed at the then current IRS rate.

10.10 Cell Phone

Negotiations unit employees who make home visits on a regular basis as part of their job duties, such as Public Health Representatives in the New Jersey TB Center, shall receive, upon submission of a bill, up to \$100 per year for service costs provided that the department does not provide a cell phone to the negotiations unit employee.

Article 11 – Health and Safety

11.01 Health Examination

If necessary, the University will provide to each member of the bargaining unit a physical examination at the time of employment at no cost to the negotiations unit employee. Thereafter, an annual examination will be provided if required by the appropriate accrediting authority, by the University, or by statute.

Staff returning from medical or disability leave must present a note from the treating physician which indicates the date the negotiations unit employee was able to return to duty and certifying the negotiations unit employee's fitness to return to work full duty. The University may, at its own cost and expense, have a physician of its choosing perform a physical examination of the negotiations unit employee to ensure fitness and capability to return to work.

11.02 Employer Obligation

1. The University will observe and comply with all local, state, and federal health and safety laws and regulations, and shall make reasonable provisions for the safety and health of its staff, free of recognized hazards.
2. The University agrees to provide adequate and regularly maintained sanitary facilities for employees' use. Each negotiations unit employee will maintain acceptable standards of personal hygiene and cleanliness in accordance with the requirements of the job.
3. A negotiations unit employee must report incidents of unsafe and/or unhealthful conditions to the employee's supervisor immediately. The University shall respond in a timely manner to all health and safety problems reported by the Union and/or bargaining unit negotiations unit employees.
4. The University will provide safety devices for negotiations unit employees when deemed appropriate by the University or as required by law. Affected employees shall receive appropriate in-service training on new safety equipment, devices, and materials.
5. The University shall, upon request, provide the Union with the results of all health and safety inspections of the facilities of the University. The University shall notify the Union of all such inspections where the inspections were initiated as a result of a Union/employee complaint and/or grievance. The University will also notify the Union in cases where on-going health and safety hazards which may affect the HPAE Union membership are discovered.
6. The University and HPAE agree to discuss problems concerning health and safety in the regularly scheduled Labor - Management meetings. The union will have the right to one (1) representative to the University's Labor Management Health and Safety Committee. The union will have the right to one (1) representative to the University Hospital Safety Committee. Any recommendations concerning improvement or modification of health and safety conditions shall be reported to the appropriate health and safety committee.
7. In the interest of maximizing safety and staff well-being, the Rutgers and the HPAE agree that the views and recommendations of the employees covered by this Agreement will be heard and considered in the decision-making process within the University. In furtherance of this goal, the University agrees that representatives of the HPAE shall be a part of Committees that are developed to discuss strategies and identify solutions that would address issues concerning

safe patient handling, ergonomics, violence prevention, needle safety, and protective equipment and clothing. The Union will have the right to one (1) representative on each of these Committees. Should more representatives be interested in participating in a Committee, such requests shall be made to the Chair of the Committee and will not be unreasonably denied.

11.03 Joint Health and Safety

1. A General Statement

Rutgers and the Unions agree to the importance of a safe and healthy work environment and to strategically work together to improve health and safety. The University shall act in compliance with NJSA 34:6A-33 and shall furnish to each of their employees with employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death, serious injury or physical harm to their employees.

2. Response to Health and Safety Issues

- a. Employees shall report health and safety complaints to a chair, program director or dean and to the Rutgers Environmental Health and Safety (REHS). It shall be the responsibility of the department, program, or school leadership in conjunction with REHS to immediately take steps to investigate any employee complaint.
- b. The University shall use best efforts to make an initial determination of whether the conditions forming the basis for the complaint pose a danger to the health and safety of unit members within 48 hours from the filing of the complaint. If conditions pose an imminent danger to the health and safety of employees, the University shall take immediate steps to provide employees with a healthy and safe work environment. Those steps may include relocations to another university building or facility, remote work, early dismissal, or any other practical remedy. The University's initial determination shall be provided to the affected department(s), the employee(s) filing the complaint, and the Union(s) representing the employee(s), and shall include a description of the steps to be taken to remediate the unsafe or unhealthy condition.
- c. If the Union or the employee disagrees with the determination of REHS, a grievance may be filed directly with OULR. CRU union collective negotiations agreements will provide for the expedited arbitration of health and safety grievances. For an imminent danger, an employee may request to be relocated while awaiting a finding by REHS, another unit of the University, PEOSH or an arbitrator appointed in accordance with the applicable collective negotiations agreement. The University will, if feasible, accommodate such a request and relocate the employee to a different university building or permit the employee to work remotely, if the

employee's duties can be performed remotely.

3. Right to Information, including Access by Union Retained Health and Safety Expert

- a. Health and safety information requested by a Union shall be provided as soon as possible, but in no event later than seven business days from receipt of the request by the appropriate University office provided the requested information is available.
- b. At its own expense, a Union shall have the right to retain an expert. The Union may request that their expert enter the premises of the University to conduct an inspection of a condition alleged to be unsafe or unhealthy. Such a request shall not be unreasonably denied. The expert must be appropriately credentialed and/or licensed to conduct an inspection of a condition alleged to be unsafe or unhealthy. The Union shall give REHS and RUPD as much advance notice as possible, but in no event less than 24 hours' notice, that an expert will be conducting a health and safety inspection on University premises.

The inspection by the expert and any testing conducted by the expert shall not interfere with the operation of the University. The expert must act in conformity with all applicable University rules, regulations, and policies regarding access to facilities. If sampling is to be conducted, the expert must submit a sampling plan and conduct sampling in accordance with recognized industrial hygiene practices and established methods. Access to mechanical equipment and spaces will be authorized, coordinated, and provided by the appropriate University department(s) in coordination with the Union's expert. No destructive testing is permitted without prior approval.

The expert and their company must provide their credentials and a certificate of insurance in compliance with the standards of same as set for by Procurement Services and the Office of Risk Management to the Office of Rutgers Environmental Health and Safety before entering any university premises. Any laboratories or third-party entities contracted by the expert must also provide the appropriate licenses, certifications, accreditations, and certificate of insurance as required of the expert.

- c. In cases of complaints filed with University Facilities regarding temperatures below or above the indoor work environment range recommended by PEOSHA – 68 degrees to 79 degrees - the University shall initiate corrective action. If the University is unable to provide a workplace within the temperature range recommended by PEOSHA, at the discretion of the employees' department head or designee, employees may be permitted to work from an alternate University location or work remotely. However, if a determination is made that the workplace temperature is unsafe or unhealthy, the University will immediately initiate remedial action, including relocating employees or permitting remote work.

4. A Joint Health and Safety Committee

- a. A Joint Health and Safety Committee consisting of one representative from each union shall meet at least quarterly with the Chief Operating Officer of the University or their designee and other University representatives authorized to address the agenda topics. So that the meeting shall be productive and appropriate personnel can be present, an agenda of topics to be discussed shall be submitted to the office of the Chief Operating Officer of the University at least five (5) business days in advance of the meeting date. The agenda shall minimally include discussion and status updates involving previously-made complaints that are unresolved.
- b. Meetings may be called by the CRU outside of the regular quarterly meeting, with the consent of the University, to address specific agenda topics provided in advance.

5. Violence Prevention, including safe and secure parking facilities

- a. The University shall establish committees as required by the Violence Prevention in Healthcare Facilities Act for its facility(s) which are expressly covered under the Act and its implementing regulations (N.J.S.A. 26:2H-5.17 et seq.; N.J.A.C. 8:43E-11.4).
- b. The University, upon request, shall conduct safety walks to identify lighting deficiencies within parking facilities. Escorts may be requested, subject to availability of staff to accompany bargaining unit members to and from parking facilities when necessary to ensure their safety.

6. No Retaliation for Reporting Health and Safety Violations

Employees, who report health and safety concerns, will not be subject to retaliation, harassment, intimidation or discrimination.

Article 12 – Employee Facilities

12.01 Parking

1. The parking fee for all bargaining unit members will be equal to .5% of the annual salary based on the regular rate of pay as of the last pay period of the previous fiscal year. All negotiations unit employees hired during any fiscal year shall pay a prorated fee for the remainder of the fiscal year based on their salary at time of hire.

The parking fee shall be paid in pre-tax dollars.

2. Registration of vehicles and corresponding bi-weekly payments shall automatically renew, and the University shall provide at least ten business days' notice to employees of automatic renewal through a general email

announcement to university employees.

3. Employees may cancel registration for parking during a Fiscal Year by notifying the Rutgers Department of Transportation Services by opening a case via its customer service portal. Other forms of notification such as email, telephone call, text message or in-person will not be accepted. Said notification will become effective as soon as operationally feasible after the request has been made. Employees who cancel registration for parking during a Fiscal Year shall not be responsible for the bi-weekly parking fee payroll deductions remaining in the Fiscal Year.
4. Separation from Rutgers will automatically terminate bi-weekly deductions after the point the notification of termination becomes effective, and the employee is no longer receiving regular pay from the university.
5. Employees who do not pay the annual motor vehicle registration fee may purchase up to ten (10) daily permits each Fiscal Year at the rate(s) established by the Rutgers Department of Transportation.

Sponsoring departments who have established event parking may register employees who are attending or working the event for the event parking.

6. Sections 2 through 5 shall be effective July 1, 2023.

Article 13 – No Strike/No Lockout

The Union and the staff agree to refrain from any strike, work stoppage, slowdown, concerted refusal to work overtime, or concerted sick call, and will not support or condone any such job action, nor prevent or attempt to prevent the access of any person to the University's facilities during the term of this Agreement.

The University agrees that there shall be no lockouts during the term of this Agreement.

Article 14 – Discipline

14.01 Definition

Discipline shall mean official written warning, suspension without pay, disciplinary demotion or discharge from employment at the University. Dismissal from employment or demotion based upon a layoff or operational changes made by the University shall not be construed to be discipline. A counseling, although in writing, is not to be punitive or considered discipline and shall not be placed in the negotiations unit employee's central personnel file. Counseling notice is part of the performance improvement process and is an opportunity for management to constructively discuss with a negotiations unit employee, observations made about performance or behavior that is impacting productivity or office morale. Upon the mutual consent of the negotiations unit employee and the employee's supervisor, a union representative may be present.

The University shall have the right to discipline negotiations unit employees for just cause. Just cause for discipline including discharge from employment shall include

those causes set forth in the University Rules and Regulations. This list of causes is not exclusive and discipline up to and including discharge from employment may be made for any other combination of circumstances amounting to just cause. The University reserves the right to substitute a written warning in lieu of a suspension without pay and such substituted warning shall substitute for suspension in the University's scheme of progressive discipline. A written warning in lieu of a suspension of three (3) or more days shall be arbitrable.

Suspensions without pay of three (3) or more days, written warnings in lieu of a suspension of three (3) or more days, disciplinary demotions or discharge from employment shall be subject to arbitration as specified in the grievance procedure set forth in Article 14.02, However, in the event a non-exempt negotiations unit employee receives a suspension without pay for two (2) days or less, such discipline shall not be arbitrable. No other disciplinary actions shall be subject to arbitration.

The University will notify the Union and the Local Union's Co-President in writing of any suspensions or discharges within seventy-two (72) hours of the action not including weekends. Failure by the University to properly notify the Union will not void any disciplinary action, but the time limit for filing a grievance will not commence until the date the Union or negotiations unit employee was notified of the action in writing.

With respect to non-exempt staff, the University may, in lieu of suspension for a fixed number of days, and upon mutual consent of the union and the negotiations unit employee, deduct up to five (5) days from vacation balances. The disciplinary penalty will be equivalent to the same number of days of suspension and treated for all purposes as equivalent to a suspension. The use of vacation days by the employee shall not prejudice, in any manner, either the employee's grievance, should one be filed, or an arbitrator's award, should the employee's grievance be upheld.

The University shall make every effort to ensure that a negotiations unit employee shall receive a written notice of a discipline on a form expressly provided for that purpose by the Human Resources department. If such a form is not used, a negotiations unit employee shall receive a written notice of discipline that shall explicitly state the level of discipline, the date(s) of events relevant to the discipline, and the actions (or lack of actions) causing the discipline. In addition, there shall be a place on the notice for the negotiations unit employee and the Union Rep to sign that they have received the notice of discipline, and it shall be clearly stated that the negotiations unit employee's signature does not imply agreement. A negotiations unit employee shall be informed of the employee's right to have a Union Representative present at a disciplinary conference or a conference that may lead to discipline.

Prior to terminating an employee, the University shall convene a pre-termination meeting and provide the employee with a draft copy of the termination letter. At the meeting the department will review with the employee the reasons for considering termination and the employee will be provided the opportunity to respond to the allegations. The employee, at the employee's option, may request a union representative to be present at the meeting. If the employee chooses not to attend,

the meeting will resume, and the employee will be mailed a copy of the department's final decision.

This meeting is separate from the grievance procedure and shall not satisfy any steps in it.

14.02 Grievance Procedure

A. Definition

1. A breach, misinterpretation or improper application of the terms of this Agreement; or
2. A claimed violation, misinterpretation, or misapplication of rules or regulations, existing policy or orders of the University affecting the terms and conditions of employment.

B. Purpose

The purpose of this procedure is to assure prompt and equitable solutions of problems arising from the administration of this Agreement or other conditions of employment by providing an exclusive vehicle for the settlement of negotiations unit employee grievances and to facilitate the uninterrupted operations of the University.

C. General Provision

No grievance settlement reached under the terms of this Agreement shall add to, subtract from, or modify any terms of this Agreement.

Nothing in this Agreement shall be construed as compelling the Union to submit a grievance to arbitration. When a grievant has Union representation, the Union's decision to request the movement of any grievance at any step or to terminate the grievance at any step shall be final as to the interests of the grievant and the Union.

The terms of this Article shall not apply to probationary negotiations unit employees, except with respect to payroll matters concerning salary and/or benefits. This exclusion shall not apply to regular negotiations unit employees serving a probationary period due to a change in job title which is included in the negotiating unit, except that under no circumstances will the University's judgment as to the adequacy of the negotiations unit employee's performance and/or attendance in a probationary period or any action taken in pursuance thereof be deemed to be discipline or subject to grievance.

All time limits are of the essence and may be extended only by mutual agreement between authorized representatives of the University and the Union. Grievances not raised and processed in strict and absolute accordance with the grievance procedures and time limits will be waived by the Union and negotiations unit employee and will not be considered.

The lack of response by the University within the prescribed time, unless time limits have been extended by written mutual agreement, shall be construed as a negative response.

A grievance which affects a substantial number or class of negotiations unit employees, or in the case of suspension or discharge, or which the University representative at Step I lacks the authority to settle, shall be presented at Step II of the grievance procedure. A grievance in the case of suspension or discharge must be presented at Step II within twenty-one (21) calendar days of the receipt of the disciplinary notice, excluding holidays. All disciplinary grievances must be signed by the individual grievant. An e-mail received from the grievant shall suffice for the signature of the individual grievant. Requests for an extension of the time limit for the grievant to sign a disciplinary grievance shall not be unreasonably denied in the event of physical incapacity.

D. Preliminary Informal Procedure

A negotiations unit employee may orally present and discuss a grievance with the employee's immediate supervisor. At the negotiations unit employee's option, the employee may request the presence of a Union representative. If the negotiations unit employee exercises this option, the supervisor may determine that such grievance be moved to the first formal step.

Informal discussions shall not serve to extend the time within which a grievance must be filed, unless such is mutually agreed upon in writing.

If an informal discussion does not produce a satisfactory settlement, the grievant may move the grievance to the first formal step.

E. Formal Steps

Step One:

The grievance shall be reduced to writing and submitted to the department head within fourteen (14) calendar days, excluding holidays, from the date upon which the negotiations unit employee first gained or should reasonably have gained knowledge of the alleged violation of the Agreement or policy took place. The grievance shall be signed by the grievant and/or Union representative, and shall set forth the nature of the dispute, the relief sought and the specific provisions of the Agreement/policy alleged to have been violated.

The department head shall answer the grievance in writing within seven (7) calendar days, excluding holidays, after its receipt.

In the event that the department head agrees to meet with the negotiations unit employee(s) and the Union representative within seven (7) calendar days of the filing of the grievance, the department head shall have seven (7) calendar days after the meeting to respond in writing to the grievance.

Step Two:

The grievance may be appealed by written notice to the Office of University Labor Relations within seven (7) calendar days, excluding holidays, after the Step One decision was rendered or due.

The Office of University Labor Relations will convene a hearing within twenty-one (21) calendar days, excluding weekends and holidays, after receipt of the grievance unless extended by mutual agreement. The negotiations unit employee may be represented at such hearing by the Union representative, Local Union Chairperson or designee. The Office of University Labor Relations will render a decision within twenty-one (21) calendar days from the date of the conclusion of the hearing.

Discipline that is grieved in accordance with Step One of the Grievance procedure shall be stayed until resolved through Step Two. Such grieved discipline may not be referred to or relied upon in any evaluation, promotional decision or subsequent disciplinary charge, other than termination, until the grieved discipline has been resolved through Step Two. Grieved discipline shall be considered resolved through Step Two after the Vice President of Human Resources or their representative has held a hearing and rendered a decision in accordance with that step of the grievance procedure or, for discipline subject to arbitration, the time for the hearing or decision has passed.

This provision shall not apply to:

1. disciplinary demotion or discharge; and
2. discipline for conduct, which in the University's discretion, demonstrates a threat to property or the health and safety of the grievant, University staff or the public.

In the event that a negotiations unit employee serves any portion of a suspension prior to filing a grievance concerning that suspension, only the balance of the suspension will be stayed and there shall be no entitlement to reimbursement or reinstatement for the days served unless and until the grievance is sustained.

Step Three, Arbitration:

In the event the grievance has not been satisfactorily resolved in Step Two, and the grievance involved an alleged violation of the Agreement as described in the definition of a grievance in A above or in the case of discipline involves the following implemented disciplinary actions:

1. Suspension without pay of three (3) days or more,
2. Written warnings in lieu of suspension of three (3) or more days,
3. Involuntary Demotion
4. Discharge

then a request for arbitration may be brought only by the Union within sixty (60) calendar days from the date the Union received the Step Two decision.

The request for arbitration shall be submitted in writing to the Public Employment Relations Commission, with a copy sent to the Vice President for University Labor Relations and Special Counsel for Labor Affairs.

Arbitrators shall be selected, on a case-by-case basis, under the selection procedure of the Public Employment Relations Commission. A transcript of all arbitration hearings may be taken. All expenses of arbitration shall be borne by the University and Union equally, except that the cost of preparing and presenting each party's case or charge for a late cancellation shall be borne by each respective party.

The arbitrator selected shall be requested to hold the arbitration within one hundred and twenty (120) calendar days from the date selected and render a decision within thirty (30) calendar days after the close of the hearing unless such time is extended by mutual consent of the parties in writing.

The arbitrator shall have the right to subpoena relevant documents and witnesses if requested by either party.

The function of the neutral arbitrator shall be of a judicial rather than a legislative nature. The arbitrator shall give effect to the plain meaning of the Agreement language and shall not interpret such language unless the meaning of the language is unclear and ambiguous. When an arbitrator is called upon to interpret language in this Agreement, they shall render a decision which is consistent with the plain meaning of the Agreement's language, consistent with the common law of contract interpretation and with general considerations reserved to management by the Public Employee Relations Act and case interpretation of that Act.

The arbitrator shall not have the power to add to, subtract from or otherwise amend any provision of this Agreement nor shall the arbitrator have the authority to prescribe a monetary award as a penalty for a violation of this Agreement.

Should the arbitrator reinstate a negotiations unit employee with back pay, the negotiations unit employee may be paid for the hours the employee would have worked in the employee's normally scheduled work week, at the employee's base rate of pay, less any deductions required by law or other offsetting income for the back-pay period specified by the arbitrator.

The decision of the arbitrator shall be final and binding upon the University, the Union and negotiations unit employee, unless either party seeks a review in an appropriate court proceeding. In the event either party seeks a review, such procedure shall operate as a stay of the arbitrator's award until the judicial review is concluded.

With respect to contract interpretation grievances, the scope of judicial review shall be limited to determining whether the arbitrator's award is within the limits of the authority of the arbitrator as set forth in this Article.

A neutral arbitrator may hear and decide only one grievance during one arbitration proceeding unless otherwise mutually agreed in writing by the parties. In the event that either party asserts that the grievance is barred or waived by the grieving party's failure to follow procedures or adhere to the time limits specified in this Article, the neutral arbitrator selected in accordance with the provisions contained herein shall render a decision as to the waiver or bar of the issue prior to any hearing on the merits of the grievance, unless the parties mutually agree in writing otherwise. The parties agree that the issue of waiver or bar shall not be decided by the same arbitrator who decides the merits of the grievance, unless the parties mutually agree in writing otherwise. Both parties shall be given ample notice of the time and place of any hearing before the arbitrator and shall be afforded ample opportunity to present to the arbitrator evidence and contentions pertinent to the question or questions at issue, including the direct and cross-examination of all witnesses.

The arbitrator shall not substitute their judgment for the University where this Agreement has specified whose judgment will be used or the matter involved has been reserved to the University by law or this Agreement.

Upon receipt of the arbitrator's award, corrective action, if any, will be implemented as soon as practical, but in any event no later than thirty (30) calendar days after receipt of the arbitrator's award, unless a party wishes to challenge the award.

If the arbitrator's decision is not challenged within thirty (30) calendar days, the decision shall be final and binding. If challenged, the appropriate party must initiate such legal proceedings as available within thirty (30) calendar days of receipt of such award from the arbitrator. In the event such legal remedy is pursued, corrective action will be implemented no later than fifteen (15) calendar days after final resolutions by the courts.

The terms of any settlement agreed upon in a case that has been filed for arbitration shall be implemented as soon as practical, but in any event no later than forty-five (45) days after the agreement is fully executed. The agreement may contain, if appropriate, either as a term of the agreement, or as an appendix, a statement(s) concerning the implementation of the terms of the agreement.

Article 15 – Non-Discrimination

Neither the University nor the Union will discriminate against any negotiations unit employee or applicant for employment, in any matter relating to employment because of race, color, creed, national origin, ancestry, religion, sex, gender identity and expression, pregnancy, physical or mental disability, sexual orientation, marital status, civil union or domestic partnerships, age, genetic information, or military or veteran

status. Neither the University nor the Union will discriminate against any negotiations unit employee because the negotiations unit employee is or is not a member of the Union, or because the negotiations unit employee has filed any complaints or grievances with the University or the Union.

Article 16 – Management Rights

The University retains and may exercise all rights, powers, duties, authority and responsibilities confirmed upon and vested in it by the laws and constitution of the State of New Jersey and the United States of America.

Except as specifically limited or modified by the terms of this Agreement, or by law, all the rights, powers, duties, authority, prerogatives of management and the responsibility to promulgate and enforce reasonable rules and regulations governing the conduct and activities of negotiations unit employees are also retained by the University, whether exercised or not, and are to remain exclusively with the University.

Article 17 – Sub-Contracting Services

If the University contemplates contracting for work normally performed by staff covered by this Agreement and the result would be the displacement of those negotiations unit employees, the University agrees that, at least five (5) weeks prior to the execution of such contract, it will meet with the Union for the discussion of the proposed contract. If such contract is executed, the University agrees to give displaced staff consideration concerning other positions at the University for which they are qualified.

If such subcontracting necessitates the layoff of personnel, affected staff shall be given at least thirty (30) calendar days' notice prior to being laid off.

Article 18 – Successorship

The University shall notify the Union at least thirty (30) days in advance of any takeover, sale, assignment, transfer, merger, reorganization, consolidation or other change of ownership. The University agrees to provide the union with relevant information sought by the Union for the purpose of adequately representing the membership.

Article 19 – Joint Committees

In the interest of solving mutual problems, the Union and the University agree to the following joint Labor/Management Committees:

1. University-wide Labor/Management Committee

The University and the Union agree to the establishment of a University-wide Labor/Management Committee. This committee shall consist of ten (10) representatives selected by the Union and ten (10) representatives selected by

the University. These committee meetings shall be scheduled in January of each year for the entire year.

The University-wide committee shall meet twice a year to discuss overall, system wide issues of mutual concern to the Union and the University. The Director of Labor Relations of the University shall attend the meetings of this Committee. Administrators or designees from any of the Divisions or Schools of the University will attend these meetings as necessitated by the agenda, which must be submitted to the Director of Labor Relations fourteen (14) days prior to the meeting date.

The Labor-Management Committees shall function completely separate from and independent of all grievance procedures under this Agreement. These meetings shall not be considered negotiating sessions.

The University agrees to release from work, if necessary, the members of the Labor-Management Committees, at no loss of their base rate of pay for the purpose of attending Labor-Management Committee Meetings. The Union shall inform the University's Office of Human Resources of the members of these Committees fourteen (14) days prior to the first meeting.

2. Unit/School Labor Management Committees

The University and the Union agree to have ad hoc unit/school labor management committee meetings to address issues specific to the units or schools. The schools are: NJMS, RWJMS, SON, SHP, RSDM, SGS, SPH, and EOHSI. The units are: Central Administration, UBHC (including UCHC). These meetings will occur on an as needed basis but should not exceed a total of four (4) in a year.

There shall be representatives of the union (not to exceed 8) and representatives of the University (not to exceed 8). The Union will provide an agenda at least fourteen (14) days in advance of the meeting date, along with a list of employees who might need to be released from work to attend.

Article 20 – Wages

A. Compensation Plan:

The Parties acknowledge the existence and continuation during the term of this Agreement of a Compensation Plan which incorporates in particular but without limit the following basic concepts;

1. A system of position classification with appropriate position description.
2. Job descriptions for all HPAE positions which are in the database shall be provided to the HPAE within one (1) month of ratification of this agreement. Other current job descriptions shall be provided as they become available or as requested by the Union.

3. A salary range with specific minimum and maximum rates and intermediate merit incremental steps therein for each position, if applicable.
4. Regulations governing the administration of the plan, including an Employee Performance Evaluation.
5. The authority, method and procedures to effect modifications as such are required. It is agreed that during the term of this Agreement July 1, 2022 to June 30, 2026 the following salary and fringe benefit improvement shall be provided to eligible negotiations unit employees in the unit within the applicable policies and practice of the University and in keeping with the conditions set forth herein.

Subject to the conditions set forth in the paragraph below and subject to the State Legislature enacting appropriations for these specific purposes, the University agrees to the following additional benefits, effective at the time stated herein:

B. Wage Program

1. Fiscal Year 2023

- i. Effective July 1, 2022, a 4% across the board salary increase to base salary provided that the eligible employee¹ is on the University payroll in a negotiations unit position on the payment date. Any negotiations unit employee who retires between July 1, 2023 and the date of payment shall be eligible for the retroactive across the board adjustment.

2. Fiscal Year 2024

Effective July 1, 2023, all eligible employees will receive a step move and a 1.85% across the board increase provided that the eligible employee is on the University payroll in a negotiations unit position on the payment date.

Effective July 1, 2023, employees on Step 20 of the PH or PS Salary scale shall receive a 1.9% lump sum payment based on their salary of their June 30, 2023 salary (not to be added to the base salary), pro-rated for part-time employees provided that the eligible employee is on the University payroll in a negotiations unit position on the payment date.

¹ For negotiations unit members in the HPAE Local 5094, to be considered an “eligible employee” for purposes of the salary increases set forth in sub-paragraphs 2.a.i, 2.b.i, 2.c.i and 2.d.i, such negotiation unit members must be a negotiations unit member on June 30 of the same year as the effective date of payment of the salary increase set forth in sub-paragraphs 2.a.i, 2.b.i, 2.c.i and 2.d.i. Additionally, for negotiations unit members in the HPAE Local 5094, the salary increase shall be based on the negotiations unit member’s salary as of June 30 of the same year as the effective date of payment of the salary increase set forth in sub-paragraphs .a.i, 2.b.i, 2.c.i and 2.d.i.

3. Fiscal Year 2025

- i. Effective July 1, 2024, all eligible employees will receive a step move and a 1.6% across the board increase provided that the eligible employee is on the University payroll in a negotiations unit position on the payment date.
- ii. Effective July 1, 2024, employees on Step 20 of the PH or PS Salary scale shall receive a 1.9% lump sum payment based on their salary of their June 30, 2024 salary (not to be added to the base salary), pro-rated for part-time employees provided that the eligible employee is on the University payroll in a negotiations unit position on the payment date.

4. Fiscal Year 2026

- i. Effective July 1, 2025, all eligible employees will receive a step move and a 1.6% across the board increase provided that the eligible employee is on the University payroll in a negotiations unit position on the payment date.
- ii. Effective July 1, 2025, employees on Step 20 of the PH or PS Salary scale shall receive a 1.9% lump sum payment based on their salary of their June 30, 2025 salary (not to be added to the base salary), pro-rated for part-time employees provided that the eligible employee is on the University payroll in a negotiations unit position on the payment date.

C. Application of the Subject to Language in Section A.

In the event the University intends to withhold any of the economic provisions of this Article by invoking the “subject to” language in the prefatory paragraph of this Article, it is agreed that the invocation of the “subject to” language will be based on a determination by the University that there exists a fiscal emergency.² If the University invokes the prefatory “subject to” language as set forth in Paragraph A above, following the determination of a fiscal emergency, the University agrees as follows:

1. The University shall provide the HPAE with written notice of at least twenty-one (21) calendar days. The Notice shall contain a detailed explanation for the determination by the University that a fiscal emergency exists and shall specify the action the University intends to take to address the fiscal emergency at the conclusion of the twenty-one (21) calendar day notice period.

If due to a reduction in State funding/appropriations to the University for the next fiscal year, the University determines that a fiscal emergency exists and if based on the date the University learns of the reduction it is not possible to provide the full twenty-one (21) calendar days’ notice, the University shall

² The determination of whether a fiscal emergency exists shall not be limited to whether there is a reduction in State appropriations/funding.

provide the maximum notice possible. If the University provides fewer than twenty-one days' notice, upon request of the HPAE negotiations pursuant to paragraph 3 below shall commence within 72 hours; however, the University shall be permitted to delay the implementation of salary increases during the shortened period of negotiations.

2. Along with the Notice provided to the HPAE pursuant to paragraph 1 above, the University shall provide the latest available statements/financial documents, as follows:
 - The financial information upon which the University relies as the basis for its claim that a fiscal emergency exists;
 - The audited financial statements for the prior fiscal year;
 - Quarterly Statement of Net Position (Balance Sheet) for the current fiscal year;
 - Current projection of the Income Statement for the Unrestricted Educational and General Operating Funds (Operating Budget) for the current fiscal year;
 - Quarterly Statement of Cash Flows (Statement of Cash Flows);
 - Unaudited End of Year financial statements for the statements listed above;
 - University budget request submitted to the Department of Treasury for past, current and upcoming fiscal years; and
 - The University's Unrestricted Operating Budget for the current fiscal year and budget for the upcoming fiscal year.

The HPAE may request in writing additional financial information. Disputes over the provision of information shall be decided by the designated arbitrator on an expedited basis.

3. During the notice period, upon written request by the HPAE, the University shall commence negotiations over measures to address the fiscal emergency. The University is not obligated to negotiate to impasse in order to withhold any of the economic provisions of this Article. At any point during the notice period the HPAE may file a 14.02 (A)(1) grievance pursuant to paragraph 5 below.
4. The HPAE agrees that during the notice and negotiation period it will not initiate any legal action, in any forum, to challenge the University's intended action other than as specified in paragraph 3 above.
5. If the parties have not agreed upon measures to address the fiscal emergency, the HPAE may file a grievance under Article 14.02(A)(1) of the Agreement. The grievance shall proceed directly to arbitration under Article 14.02. Such arbitration shall be concluded within ninety (90) days of

implementation of the University's decision to withhold any of the economic provisions outlined above in this Article.

The arbitrator shall determine whether a fiscal emergency existed (exists) at the University based on the evidence presented. The arbitrator shall not have the authority to reallocate University funds.

The parties designate Arbitrator Bonnie Weinstock to hear disputes that arise under Article 20 Section A. The parties designate Arbitrator _ as an alternate to hear such disputes. If neither arbitrator is available to hear the dispute consistent with the provisions of the "subject to" language contained in Paragraph A of this Article, the parties shall mutually agree upon another arbitrator.

Article 21 – Severability

The University and the Union understand and agree that all provisions of this Agreement are subject to law. In the event that any provision of this Agreement shall be rendered illegal or invalid under any applicable law or held to be unenforceable, such illegality, invalidity or unenforceability shall affect only the particular provision, which shall be deemed of no force and effect, but it shall not affect the remaining provisions of this Agreement.

Upon request of either party, the University and the Union agree to meet and renegotiate any provision so affected, as required by law. With respect to non-mandatorily negotiable subjects, upon request of either party, the University and the Union agree to meet and discuss any provision so affected, as permitted by law.

Article 22 – Effective Date and Duration

This Agreement, except as otherwise stated shall be effective on July 1, 2022 and shall remain in effect through June 30, 2026.

This Agreement shall remain in full force and effect from the date of execution thereof through June 30, 2026. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify or amend this Agreement. Such notice shall be given to the other party in writing no later than March 1, 2026, or March of any subsequent year for which this Agreement was automatically renewed. Official notice to the University shall be made by addressing the Office of University Labor Relations or their designee. Official notice to HPAE shall be made by addressing the President of HPAE.

In witness thereof, Rutgers University and the Health Professionals and Allied Employees, AFT, AFL-CIO, have caused this Agreement to be signed by their duly authorized representatives:

Rutgers, the State University of New Jersey

Signed by:



16BA1D8077D3431...

David Cohen, Vice President for
University Labor Relations and Special
Counsel for Labor Affairs
Special Counsel for the President

Signed by:



8A5FA86EC75140F...

Abdel Kanan, Acting Assistant
VP for University Staff Labor Relations

Signed by:



7C987E98D4014AE...

Jenna A. Rottenberg, Esq.,
Associate General Counsel

Health Professional and Allied Employees, AFT, AFL-CIO

Signed by:



3F12A4C4EC8B424...

Debbie White, HPAE President



K. Lisa Adams (May 13, 2025 16:03 EDT)

K. Lisa Adams, HPAE Local 5094 Co-
President



Ryan Novosielski (May 19, 2025 02:05 EDT)

Ryan Novosielski, HPAE Local 5094 Co-
President

Salary and Hourly Wage Scales

PS Scale 2022 – 4% Increase

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 15	\$43,722	\$44,631	\$45,540	\$46,444	\$47,350	\$48,257	\$49,165	\$50,071	\$50,980	\$51,887	\$52,788	\$53,699	\$54,605	\$55,514	\$56,419	\$57,328	\$58,235	\$59,141	\$60,064	\$61,005
Grade 16	\$45,540	\$46,492	\$47,446	\$48,397	\$49,349	\$50,304	\$51,256	\$52,213	\$53,165	\$54,120	\$55,073	\$56,026	\$56,981	\$57,933	\$58,887	\$59,838	\$60,791	\$61,742	\$62,708	\$63,691
Grade 17	\$47,446	\$48,446	\$49,448	\$50,451	\$51,452	\$52,454	\$53,457	\$54,460	\$55,459	\$56,462	\$57,465	\$58,467	\$59,468	\$60,471	\$61,474	\$62,473	\$63,475	\$64,470	\$65,479	\$66,505
Grade 18	\$49,448	\$50,498	\$51,549	\$52,601	\$53,650	\$54,702	\$55,753	\$56,805	\$57,852	\$58,904	\$59,952	\$61,004	\$62,055	\$63,105	\$64,156	\$65,206	\$66,257	\$67,296	\$68,350	\$69,420
Grade 19	\$51,549	\$52,654	\$53,756	\$54,859	\$55,960	\$57,064	\$58,168	\$59,272	\$60,373	\$61,478	\$62,579	\$63,683	\$64,787	\$65,889	\$66,991	\$68,092	\$69,197	\$70,350	\$71,523	\$72,716
Grade 20	\$53,756	\$54,916	\$56,074	\$57,234	\$58,393	\$59,552	\$60,711	\$61,871	\$63,030	\$64,189	\$65,349	\$66,508	\$67,667	\$68,828	\$69,984	\$71,145	\$72,305	\$73,508	\$74,738	\$75,984
Grade 21	\$56,074	\$57,290	\$58,508	\$59,727	\$60,942	\$62,164	\$63,381	\$64,598	\$65,813	\$67,034	\$68,251	\$69,466	\$70,686	\$71,902	\$73,119	\$74,338	\$75,555	\$76,814	\$78,099	\$79,401
Grade 22	\$58,508	\$59,788	\$61,066	\$62,342	\$63,621	\$64,898	\$66,176	\$67,453	\$68,734	\$70,008	\$71,289	\$72,565	\$73,842	\$75,121	\$76,398	\$77,677	\$78,954	\$80,273	\$81,613	\$82,978
Grade 23	\$62,083	\$63,448	\$64,819	\$66,186	\$67,551	\$68,918	\$70,285	\$71,654	\$73,023	\$74,388	\$75,757	\$77,123	\$78,492	\$79,861	\$81,226	\$82,593	\$83,960	\$85,361	\$86,790	\$88,241
Grade 24	\$64,819	\$66,253	\$67,686	\$69,123	\$70,556	\$71,990	\$73,424	\$74,859	\$76,294	\$77,728	\$79,163	\$80,597	\$82,032	\$83,469	\$84,904	\$86,336	\$87,770	\$89,238	\$90,735	\$92,252
Grade 25	\$67,686	\$69,195	\$70,701	\$72,211	\$73,717	\$75,226	\$76,733	\$78,242	\$79,750	\$81,256	\$82,763	\$84,271	\$85,778	\$87,286	\$88,796	\$90,303	\$91,813	\$93,345	\$94,914	\$96,500
Grade 26	\$70,701	\$72,284	\$73,867	\$75,452	\$77,038	\$78,618	\$80,201	\$81,782	\$83,367	\$84,949	\$86,531	\$88,117	\$89,698	\$91,283	\$92,864	\$94,449	\$96,029	\$97,639	\$99,275	\$100,938
Grade 27	\$73,867	\$75,529	\$77,191	\$78,856	\$80,518	\$82,179	\$83,840	\$85,505	\$87,166	\$88,828	\$90,490	\$92,152	\$93,812	\$95,477	\$97,138	\$98,800	\$100,464	\$102,148	\$103,861	\$105,604
Grade 28	\$77,191	\$78,937	\$80,685	\$82,427	\$84,177	\$85,921	\$87,664	\$89,409	\$91,154	\$92,900	\$94,647	\$96,392	\$98,138	\$99,881	\$101,627	\$103,370	\$105,118	\$106,880	\$108,672	\$110,498
Grade 29	\$80,685	\$82,515	\$84,349	\$86,180	\$88,014	\$89,845	\$91,678	\$93,510	\$95,342	\$97,176	\$99,008	\$100,838	\$102,672	\$104,503	\$106,336	\$108,168	\$110,001	\$111,847	\$113,723	\$115,636
Grade 30	\$84,349	\$86,271	\$88,193	\$90,118	\$92,041	\$93,966	\$95,889	\$97,809	\$99,735	\$101,656	\$103,581	\$105,504	\$107,425	\$109,353	\$111,277	\$113,199	\$115,122	\$117,052	\$119,021	\$121,022
Grade 31	\$88,193	\$90,216	\$92,234	\$94,254	\$96,275	\$98,297	\$100,316	\$102,337	\$104,355	\$106,376	\$108,398	\$110,418	\$112,438	\$114,459	\$116,478	\$118,497	\$120,518	\$122,544	\$124,603	\$126,699
Grade 32	\$92,234	\$94,356	\$96,479	\$98,599	\$100,720	\$102,840	\$104,963	\$107,085	\$109,205	\$111,327	\$113,447	\$115,566	\$117,688	\$119,809	\$121,933	\$124,051	\$126,176	\$128,294	\$130,452	\$132,648
Grade 33	\$96,479	\$98,705	\$100,930	\$103,158	\$105,382	\$107,607	\$109,835	\$112,060	\$114,284	\$116,512	\$118,736	\$120,964	\$123,191	\$125,417	\$127,641	\$129,870	\$132,096	\$134,316	\$136,575	\$138,875
Grade 34	\$100,930	\$103,267	\$105,608	\$107,946	\$110,283	\$112,625	\$114,963	\$117,301	\$119,640	\$121,980	\$124,318	\$126,656	\$128,996	\$131,336	\$133,673	\$136,012	\$138,353	\$140,681	\$143,049	\$145,458
Grade 35	\$105,608	\$108,061	\$110,516	\$112,970	\$115,420	\$117,875	\$120,328	\$122,783	\$125,236	\$127,691	\$130,142	\$132,598	\$135,050	\$137,507	\$139,957	\$142,411	\$144,863	\$147,304	\$149,782	\$152,310
Grade 36	\$110,516	\$113,091	\$115,668	\$118,243	\$120,819	\$123,395	\$125,974	\$128,548	\$131,125	\$133,703	\$136,277	\$138,855	\$141,431	\$144,006	\$146,582	\$149,159	\$151,736	\$154,289	\$156,890	\$159,535
Grade 37	\$115,668	\$118,373	\$121,081	\$123,788	\$126,496	\$129,202	\$131,908	\$134,617	\$137,323	\$140,030	\$142,739	\$145,445	\$148,151	\$150,858	\$153,564	\$156,270	\$158,978	\$161,654	\$164,382	\$167,153
Grade 38	\$121,081	\$123,922	\$126,765	\$129,605	\$132,445	\$135,289	\$138,131	\$140,970	\$143,813	\$146,656	\$149,496	\$152,336	\$155,179	\$158,018	\$160,864	\$163,701	\$166,542	\$169,518	\$172,544	\$175,625
Grade 39	\$126,765	\$129,748	\$132,732	\$135,715	\$138,701	\$141,682	\$144,667	\$147,653	\$150,634	\$153,620	\$156,604	\$159,589	\$162,573	\$165,554	\$168,539	\$171,522	\$174,508	\$177,623	\$180,795	\$184,026
Grade 40	\$132,784	\$135,908	\$139,038	\$142,161	\$145,289	\$148,419	\$151,545	\$154,674	\$157,796	\$160,925	\$164,055	\$167,181	\$170,309	\$173,434	\$176,564	\$179,689	\$182,815	\$186,082	\$189,406	\$192,793
Grade 42	\$145,700	\$149,135	\$152,568	\$156,001	\$159,436	\$162,871	\$166,305	\$169,743	\$173,176	\$176,610	\$180,042	\$183,477	\$186,914	\$190,344	\$193,785	\$197,217	\$200,652	\$204,240	\$207,888	\$211,609

PS Scale 2023 – 1.85% increase

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 15	\$44,531	\$45,457	\$46,382	\$47,303	\$48,226	\$49,150	\$50,075	\$50,997	\$51,923	\$52,847	\$53,765	\$54,692	\$55,615	\$56,541	\$57,463	\$58,389	\$59,312	\$60,235	\$61,175	\$62,134
Grade 16	\$46,382	\$47,352	\$48,324	\$49,292	\$50,262	\$51,235	\$52,204	\$53,179	\$54,149	\$55,121	\$56,092	\$57,062	\$58,035	\$59,005	\$59,976	\$60,945	\$61,916	\$62,884	\$63,868	\$64,869
Grade 17	\$48,324	\$49,342	\$50,363	\$51,384	\$52,404	\$53,424	\$54,446	\$55,468	\$56,485	\$57,507	\$58,528	\$59,549	\$60,568	\$61,590	\$62,611	\$63,629	\$64,649	\$65,663	\$66,690	\$67,735
Grade 18	\$50,363	\$51,432	\$52,503	\$53,574	\$54,643	\$55,714	\$56,784	\$57,856	\$58,922	\$59,994	\$61,061	\$62,133	\$63,203	\$64,272	\$65,343	\$66,412	\$67,483	\$68,541	\$69,614	\$70,704
Grade 19	\$52,503	\$53,628	\$54,750	\$55,874	\$56,995	\$58,120	\$59,244	\$60,369	\$61,490	\$62,615	\$63,737	\$64,861	\$65,986	\$67,108	\$68,230	\$69,352	\$70,477	\$71,651	\$72,846	\$74,061
Grade 20	\$54,750	\$55,932	\$57,111	\$58,293	\$59,473	\$60,654	\$61,834	\$63,016	\$64,196	\$65,376	\$66,558	\$67,738	\$68,919	\$70,101	\$71,279	\$72,461	\$73,643	\$74,868	\$76,121	\$77,390
Grade 21	\$57,111	\$58,350	\$59,590	\$60,832	\$62,069	\$63,314	\$64,554	\$65,793	\$67,031	\$68,274	\$69,514	\$70,751	\$71,994	\$73,232	\$74,472	\$75,713	\$76,953	\$78,235	\$79,544	\$80,870
Grade 22	\$63,232	\$64,622	\$66,018	\$67,410	\$68,801	\$70,193	\$71,585	\$72,980	\$74,374	\$75,764	\$77,159	\$78,550	\$79,944	\$81,338	\$82,729	\$84,121	\$85,513	\$86,940	\$88,396	\$89,873
Grade 24	\$66,018	\$67,479	\$68,938	\$70,402	\$71,861	\$73,322	\$74,782	\$76,244	\$77,705	\$79,166	\$80,628	\$82,088	\$83,550	\$85,013	\$86,475	\$87,933	\$89,394	\$90,889	\$92,414	\$93,959
Grade 25	\$68,938	\$70,475	\$72,009	\$73,547	\$75,081	\$76,618	\$78,153	\$79,689	\$81,225	\$82,759	\$84,294	\$85,830	\$87,365	\$88,901	\$90,439	\$91,974	\$93,512	\$95,072	\$96,670	\$98,285
Grade 26	\$72,009	\$73,621	\$75,234	\$76,848	\$78,463	\$80,072	\$81,685	\$83,295	\$84,909	\$86,521	\$88,132	\$89,747	\$91,357	\$92,972	\$94,582	\$96,196	\$97,806	\$99,445	\$101,112	\$102,805
Grade 27	\$75,234	\$76,926	\$78,619	\$80,315	\$82,008	\$83,699	\$85,391	\$87,087	\$88,779	\$90,471	\$92,164	\$93,857	\$95,548	\$97,243	\$98,935	\$100,628	\$102,323	\$104,038	\$105,782	\$107,558
Grade 28	\$78,619	\$80,397	\$82,178	\$83,952	\$85,734	\$87,511	\$89,286	\$91,063	\$92,840	\$94,619	\$96,398	\$98,175	\$99,954	\$101,729	\$103,507	\$105,282	\$107,063	\$108,857	\$110,682	\$112,542
Grade 29	\$82,178	\$84,042	\$85,909	\$87,774	\$89,642	\$91,507	\$93,374	\$95,240	\$97,106	\$98,974	\$100,840	\$102,704	\$104,571	\$106,436	\$108,303	\$110,169	\$112,036	\$113,916	\$115,827	\$117,775
Grade 30	\$85,909	\$87,867	\$89,825	\$91,785	\$93,744	\$95,704	\$97,663	\$99,618	\$101,580	\$103,537	\$105,497	\$107,456	\$109,412	\$111,376	\$113,336	\$115,293	\$117,252	\$119,217	\$121,223	\$123,261
Grade 31	\$89,825	\$91,885	\$93,940	\$95,998	\$98,056	\$100,115	\$102,172	\$104,230	\$106,286	\$108,344	\$110,403	\$112,461	\$114,518	\$116,576	\$118,633	\$120,689	\$122,748	\$124,811	\$126,908	\$129,043
Grade 32	\$93,940	\$96,102	\$98,264	\$100,423	\$102,583	\$104,743	\$106,905	\$109,066	\$111,225	\$113,387	\$115,546	\$117,704	\$119,865	\$122,025	\$124,189	\$126,346	\$128,510	\$130,667	\$132,865	\$135,102
Grade 33	\$98,264	\$100,531	\$102,797	\$105,066	\$107,332	\$109,598	\$111,867	\$114,133	\$116,398	\$118,667	\$120,933	\$123,202	\$125,470	\$127,737	\$130,002	\$132,273	\$134,540	\$136,801	\$139,102	\$141,444
Grade 34	\$102,797	\$105,177	\$107,562	\$109,943	\$112,323	\$114,709	\$117,090	\$119,471	\$121,853	\$124,237	\$126,618	\$128,999	\$131,382	\$133,766	\$136,146	\$138,528	\$140,913	\$143,284	\$145,695	\$148,149
Grade 35	\$107,562	\$110,060	\$112,561	\$115,060	\$117,555	\$120,056	\$122,554	\$125,054	\$127,553	\$130,053	\$132,550	\$135,051	\$137,548	\$140,051	\$142,546	\$145,046	\$147,543	\$150,029	\$152,553	\$155,128
Grade 36	\$112,561	\$115,183	\$117,808	\$120,430	\$123,054	\$125,678	\$128,305	\$130,926	\$133,551	\$136,177	\$138,798	\$141,424	\$144,047	\$146,670	\$149,294	\$151,918	\$154,543	\$157,143	\$159,792	\$162,486
Grade 37	\$117,808	\$120,563	\$123,321	\$126,078	\$128,836	\$131,592	\$134,348	\$137,107	\$139,863	\$142,621	\$145,380	\$148,136	\$150,892	\$153,649	\$156,405	\$159,161	\$161,919	\$164,645	\$167,423	\$170,245
Grade 38	\$123,321	\$126,215	\$129,110	\$132,003	\$134,895	\$137,792	\$140,686	\$143,578	\$146,474	\$149,369	\$152,262	\$155,154	\$158,050	\$160,941	\$163,840	\$166,729	\$169,623	\$172,654	\$175,736	\$178,874
Grade 39	\$129,110	\$132,148	\$135,188	\$138,226	\$141,267	\$144,303	\$147,343	\$150,385	\$153,421	\$156,462	\$159,501	\$162,541	\$165,581	\$168,617	\$171,657	\$174,695	\$177,736	\$180,909	\$184,140	\$187,430
Grade 40	\$135,241	\$138,422	\$141,610	\$144,791	\$147,977	\$151,165	\$154,349	\$157,535	\$160,715	\$163,902	\$167,090	\$170,274	\$173,460	\$176,643	\$179,830	\$183,013	\$186,197	\$189,525	\$192,910	\$196,360
Grade 42	\$148,395	\$151,894	\$155,391	\$158,887	\$162,386	\$165,884	\$169,382	\$172,883	\$176,380	\$179,877	\$183,373	\$186,871	\$190,372	\$193,865	\$197,370	\$200,866	\$204,364	\$208,018	\$211,734	\$215,524

PS Scale 2024 – 1.6% increase

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 15	\$45,243	\$46,184	\$47,124	\$48,060	\$48,998	\$49,936	\$50,876	\$51,813	\$52,754	\$53,693	\$54,625	\$55,567	\$56,505	\$57,446	\$58,382	\$59,323	\$60,261	\$61,199	\$62,154	\$63,128
Grade 16	\$47,124	\$48,110	\$49,097	\$50,081	\$51,066	\$52,055	\$53,039	\$54,030	\$55,015	\$56,003	\$56,989	\$57,975	\$58,964	\$59,949	\$60,936	\$61,920	\$62,907	\$63,890	\$64,890	\$65,907
Grade 17	\$49,097	\$50,131	\$51,169	\$52,206	\$53,242	\$54,279	\$55,317	\$56,355	\$57,389	\$58,427	\$59,464	\$60,502	\$61,537	\$62,575	\$63,613	\$64,647	\$65,683	\$66,714	\$67,757	\$68,819
Grade 18	\$51,169	\$52,255	\$53,343	\$54,431	\$55,517	\$56,605	\$57,693	\$58,782	\$59,865	\$60,954	\$62,038	\$63,127	\$64,214	\$65,300	\$66,388	\$67,475	\$68,563	\$69,638	\$70,728	\$71,835
Grade 19	\$53,343	\$54,486	\$55,626	\$56,768	\$57,907	\$59,050	\$60,192	\$61,335	\$62,474	\$63,617	\$64,757	\$65,899	\$67,042	\$68,182	\$69,322	\$70,462	\$71,605	\$72,797	\$74,012	\$75,246
Grade 20	\$55,626	\$56,827	\$58,025	\$59,226	\$60,425	\$61,624	\$62,823	\$64,024	\$65,223	\$66,422	\$67,623	\$68,822	\$70,022	\$71,223	\$72,419	\$73,620	\$74,821	\$76,066	\$77,339	\$78,628
Grade 21	\$58,025	\$59,284	\$60,543	\$61,805	\$63,062	\$64,327	\$65,587	\$66,846	\$68,103	\$69,366	\$70,626	\$71,883	\$73,146	\$74,404	\$75,664	\$76,924	\$78,184	\$79,487	\$80,817	\$82,164
Grade 22	\$60,543	\$61,868	\$63,191	\$64,511	\$65,835	\$67,157	\$68,478	\$69,800	\$71,126	\$72,444	\$73,770	\$75,090	\$76,411	\$77,735	\$79,056	\$80,380	\$81,702	\$83,066	\$84,453	\$85,865
Grade 23	\$64,244	\$65,656	\$67,074	\$68,489	\$69,902	\$71,316	\$72,730	\$74,148	\$75,564	\$76,976	\$78,394	\$79,807	\$81,223	\$82,639	\$84,053	\$85,467	\$86,881	\$88,331	\$89,810	\$91,311
Grade 24	\$67,074	\$68,559	\$70,041	\$71,528	\$73,011	\$74,495	\$75,979	\$77,464	\$78,948	\$80,433	\$81,918	\$83,401	\$84,887	\$86,373	\$87,859	\$89,340	\$90,824	\$92,343	\$93,893	\$95,462
Grade 25	\$70,041	\$71,603	\$73,161	\$74,724	\$76,282	\$77,844	\$79,403	\$80,964	\$82,525	\$84,083	\$85,643	\$87,203	\$88,763	\$90,323	\$91,886	\$93,446	\$95,008	\$96,593	\$98,217	\$99,858
Grade 26	\$73,161	\$74,799	\$76,438	\$78,078	\$79,718	\$81,353	\$82,992	\$84,628	\$86,268	\$87,905	\$89,542	\$91,183	\$92,819	\$94,460	\$96,095	\$97,735	\$99,371	\$101,036	\$102,730	\$104,450
Grade 27	\$76,438	\$78,157	\$79,877	\$81,600	\$83,320	\$85,038	\$86,757	\$88,480	\$90,199	\$91,919	\$93,639	\$95,359	\$97,077	\$98,799	\$100,518	\$102,238	\$103,960	\$105,703	\$107,475	\$109,279
Grade 28	\$79,877	\$81,683	\$83,493	\$85,295	\$87,106	\$88,911	\$90,715	\$92,520	\$94,325	\$96,133	\$97,940	\$99,746	\$101,553	\$103,357	\$105,163	\$106,967	\$108,776	\$110,599	\$112,453	\$114,343
Grade 29	\$83,493	\$85,387	\$87,284	\$89,178	\$91,076	\$92,971	\$94,868	\$96,764	\$98,660	\$100,558	\$102,453	\$104,347	\$106,244	\$108,139	\$110,036	\$111,932	\$113,829	\$115,739	\$117,680	\$119,659
Grade 30	\$87,284	\$89,273	\$91,262	\$93,254	\$95,244	\$97,235	\$99,226	\$101,212	\$103,205	\$105,194	\$107,185	\$109,175	\$111,163	\$113,158	\$115,149	\$117,138	\$119,128	\$121,124	\$123,163	\$125,233
Grade 31	\$91,262	\$93,355	\$95,443	\$97,534	\$99,625	\$101,717	\$103,807	\$105,898	\$107,987	\$110,078	\$112,169	\$114,260	\$116,350	\$118,441	\$120,531	\$122,620	\$124,712	\$126,808	\$128,939	\$131,108
Grade 32	\$95,443	\$97,640	\$99,836	\$102,030	\$104,224	\$106,419	\$108,615	\$110,811	\$113,005	\$115,201	\$117,395	\$119,587	\$121,783	\$123,977	\$126,176	\$128,368	\$130,566	\$132,758	\$134,991	\$137,264
Grade 33	\$99,836	\$102,139	\$104,442	\$106,747	\$109,049	\$111,352	\$113,657	\$115,959	\$118,260	\$120,566	\$122,868	\$125,173	\$127,478	\$129,781	\$132,082	\$134,389	\$136,693	\$138,990	\$141,328	\$143,707
Grade 34	\$104,442	\$106,860	\$109,283	\$111,702	\$114,120	\$116,544	\$118,963	\$121,383	\$123,803	\$126,225	\$128,644	\$131,063	\$133,484	\$135,906	\$138,324	\$140,744	\$143,168	\$145,577	\$148,026	\$150,519
Grade 35	\$109,283	\$111,821	\$114,362	\$116,901	\$119,436	\$121,977	\$124,515	\$127,055	\$129,594	\$132,134	\$134,671	\$137,212	\$139,749	\$142,292	\$144,827	\$147,367	\$149,904	\$152,429	\$154,994	\$157,610
Grade 36	\$114,362	\$117,026	\$119,693	\$122,357	\$125,023	\$127,689	\$130,358	\$133,021	\$135,688	\$138,356	\$141,019	\$143,687	\$146,352	\$149,017	\$151,683	\$154,349	\$157,016	\$159,657	\$162,349	\$165,086
Grade 37	\$119,693	\$122,492	\$125,294	\$128,095	\$130,897	\$133,697	\$136,498	\$139,301	\$142,101	\$144,903	\$147,706	\$150,506	\$153,306	\$156,107	\$158,907	\$161,708	\$164,510	\$167,279	\$170,102	\$172,969
Grade 38	\$125,294	\$128,234	\$131,176	\$134,115	\$137,053	\$139,997	\$142,937	\$145,875	\$148,818	\$151,759	\$154,698	\$157,636	\$160,579	\$163,516	\$166,461	\$169,397	\$172,337	\$175,416	\$178,548	\$181,736
Grade 39	\$131,176	\$134,262	\$137,351	\$140,438	\$143,527	\$146,612	\$149,700	\$152,791	\$155,876	\$158,965	\$162,053	\$165,142	\$168,230	\$171,315	\$174,404	\$177,490	\$180,580	\$183,804	\$187,086	\$190,429
Grade 40	\$137,405	\$140,637	\$143,876	\$147,108	\$150,345	\$153,584	\$156,819	\$160,056	\$163,286	\$166,524	\$169,763	\$172,998	\$176,235	\$179,469	\$182,707	\$185,941	\$189,176	\$192,557	\$195,997	\$199,502
Grade 42	\$150,769	\$154,324	\$157,877	\$161,429	\$164,984	\$168,538	\$172,092	\$175,649	\$179,202	\$182,755	\$186,307	\$189,861	\$193,418	\$196,967	\$200,528	\$204,080	\$207,634	\$211,346	\$215,122	\$218,972

PS Scale 2025 – 1.6% increase

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 15	\$45,967	\$46,923	\$47,878	\$48,829	\$49,782	\$50,735	\$51,690	\$52,642	\$53,598	\$54,552	\$55,499	\$56,456	\$57,409	\$58,365	\$59,316	\$60,272	\$61,225	\$62,178	\$63,148	\$64,138
Grade 16	\$47,878	\$48,880	\$49,883	\$50,882	\$51,883	\$52,888	\$53,888	\$54,894	\$55,895	\$56,899	\$57,901	\$58,903	\$59,907	\$60,908	\$61,911	\$62,911	\$63,914	\$64,912	\$65,928	\$66,962
Grade 17	\$49,883	\$50,933	\$51,988	\$53,041	\$54,094	\$55,147	\$56,202	\$57,257	\$58,307	\$59,362	\$60,415	\$61,470	\$62,522	\$63,576	\$64,631	\$65,681	\$66,734	\$67,781	\$68,841	\$69,920
Grade 18	\$51,988	\$53,091	\$54,196	\$55,302	\$56,405	\$57,511	\$58,616	\$59,723	\$60,823	\$61,929	\$63,031	\$64,137	\$65,241	\$66,345	\$67,450	\$68,555	\$69,660	\$70,752	\$71,860	\$72,984
Grade 19	\$54,196	\$55,358	\$56,516	\$57,676	\$58,834	\$59,995	\$61,155	\$62,316	\$63,474	\$64,635	\$65,793	\$66,953	\$68,115	\$69,273	\$70,431	\$71,589	\$72,751	\$73,962	\$75,196	\$76,450
Grade 20	\$56,516	\$57,736	\$58,953	\$60,174	\$61,392	\$62,610	\$63,828	\$65,048	\$66,267	\$67,485	\$68,705	\$69,923	\$71,142	\$72,363	\$73,578	\$74,798	\$76,018	\$77,283	\$78,576	\$79,886
Grade 21	\$58,953	\$60,233	\$61,512	\$62,794	\$64,071	\$65,356	\$66,636	\$67,916	\$69,193	\$70,476	\$71,756	\$73,033	\$74,316	\$75,594	\$76,875	\$78,155	\$79,435	\$80,759	\$82,110	\$83,479
Grade 22	\$61,512	\$62,858	\$64,202	\$65,543	\$66,888	\$68,232	\$69,574	\$70,917	\$72,264	\$73,603	\$74,950	\$76,291	\$77,634	\$78,979	\$80,321	\$81,666	\$83,009	\$84,395	\$85,804	\$87,239
Grade 23	\$65,272	\$66,706	\$68,147	\$69,585	\$71,020	\$72,457	\$73,894	\$75,334	\$76,773	\$78,208	\$79,648	\$81,084	\$82,523	\$83,961	\$85,398	\$86,834	\$88,271	\$89,744	\$91,247	\$92,772
Grade 24	\$68,147	\$69,656	\$71,162	\$72,672	\$74,179	\$75,687	\$77,195	\$78,703	\$80,211	\$81,720	\$83,229	\$84,735	\$86,245	\$87,755	\$89,265	\$90,769	\$92,277	\$93,820	\$95,395	\$96,989
Grade 25	\$71,162	\$72,749	\$74,332	\$75,920	\$77,503	\$79,090	\$80,673	\$82,259	\$83,845	\$85,428	\$87,013	\$88,598	\$90,183	\$91,768	\$93,356	\$94,941	\$96,528	\$98,138	\$99,788	\$101,456
Grade 26	\$74,332	\$75,996	\$77,661	\$79,327	\$80,993	\$82,655	\$84,320	\$85,982	\$87,648	\$89,311	\$90,975	\$92,642	\$94,304	\$95,971	\$97,633	\$99,299	\$100,961	\$102,653	\$104,374	\$106,121
Grade 27	\$77,661	\$79,408	\$81,155	\$82,906	\$84,653	\$86,399	\$88,145	\$89,896	\$91,642	\$93,390	\$95,137	\$96,885	\$98,630	\$100,380	\$102,126	\$103,874	\$105,623	\$107,394	\$109,195	\$111,027
Grade 28	\$81,155	\$82,990	\$84,829	\$86,660	\$88,500	\$90,334	\$92,166	\$94,000	\$95,834	\$97,671	\$99,507	\$101,342	\$103,178	\$105,011	\$106,846	\$108,678	\$110,516	\$112,369	\$114,252	\$116,172
Grade 29	\$84,829	\$86,753	\$88,681	\$90,605	\$92,533	\$94,459	\$96,386	\$98,312	\$100,239	\$102,167	\$104,092	\$106,017	\$107,944	\$109,869	\$111,797	\$113,723	\$115,650	\$117,591	\$119,563	\$121,574
Grade 30	\$88,681	\$90,701	\$92,722	\$94,746	\$96,768	\$98,791	\$100,814	\$102,831	\$104,856	\$106,877	\$108,900	\$110,922	\$112,942	\$114,969	\$116,991	\$119,012	\$121,034	\$123,062	\$125,134	\$127,237
Grade 31	\$92,722	\$94,849	\$96,970	\$99,095	\$101,219	\$103,344	\$105,468	\$107,592	\$109,715	\$111,839	\$113,964	\$116,088	\$118,212	\$120,336	\$122,459	\$124,582	\$126,707	\$128,837	\$131,002	\$133,206
Grade 32	\$96,970	\$99,202	\$101,433	\$103,662	\$105,892	\$108,122	\$110,353	\$112,584	\$114,813	\$117,044	\$119,273	\$121,500	\$123,732	\$125,961	\$128,195	\$130,422	\$132,655	\$134,882	\$137,151	\$139,460
Grade 33	\$101,433	\$103,773	\$106,113	\$108,455	\$110,794	\$113,134	\$115,476	\$117,814	\$120,152	\$122,495	\$124,834	\$127,176	\$129,518	\$131,857	\$134,195	\$136,539	\$138,880	\$141,214	\$143,589	\$146,006
Grade 34	\$106,113	\$108,570	\$111,032	\$113,489	\$115,946	\$118,409	\$120,866	\$123,325	\$125,784	\$128,245	\$130,702	\$133,160	\$135,620	\$138,080	\$140,537	\$142,996	\$145,459	\$147,906	\$150,394	\$152,927
Grade 35	\$111,032	\$113,610	\$116,192	\$118,771	\$121,347	\$123,929	\$126,507	\$129,088	\$131,668	\$134,248	\$136,826	\$139,407	\$141,985	\$144,569	\$147,144	\$149,725	\$152,302	\$154,868	\$157,474	\$160,132
Grade 36	\$116,192	\$118,898	\$121,608	\$124,315	\$127,023	\$129,732	\$132,444	\$135,149	\$137,859	\$140,570	\$143,275	\$145,986	\$148,694	\$151,401	\$154,110	\$156,819	\$159,528	\$162,212	\$164,947	\$167,727
Grade 37	\$121,608	\$124,452	\$127,299	\$130,145	\$132,991	\$135,836	\$138,682	\$141,530	\$144,375	\$147,221	\$150,069	\$152,914	\$155,759	\$158,605	\$161,450	\$164,295	\$167,142	\$169,955	\$172,824	\$175,737
Grade 38	\$127,299	\$130,286	\$133,275	\$136,261	\$139,246	\$142,237	\$145,224	\$148,209	\$151,199	\$154,187	\$157,173	\$160,158	\$163,148	\$166,132	\$169,124	\$172,107	\$175,094	\$178,223	\$181,405	\$184,644
Grade 39	\$133,275	\$136,410	\$139,549	\$142,685	\$145,823	\$148,958	\$152,095	\$155,236	\$158,370	\$161,508	\$164,646	\$167,784	\$170,922	\$174,056	\$177,194	\$180,330	\$183,469	\$186,745	\$190,079	\$193,476
Grade 40	\$139,603	\$142,887	\$146,178	\$149,462	\$152,751	\$156,041	\$159,328	\$162,617	\$165,899	\$169,188	\$172,479	\$175,766	\$179,055	\$182,341	\$185,630	\$188,916	\$192,203	\$195,638	\$199,133	\$202,694
Grade 42	\$153,181	\$156,793	\$160,403	\$164,012	\$167,624	\$171,235	\$174,845	\$178,459	\$182,069	\$185,679	\$189,288	\$192,899	\$196,513	\$200,118	\$203,736	\$207,345	\$210,956	\$214,728	\$218,564	\$222,476

PH Scale 2022 – 4% increase

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 12																				
35 Hours	\$21.32	\$21.76	\$22.18	\$22.62	\$23.05	\$23.47	\$23.91	\$24.37	\$24.76	\$25.19	\$25.64	\$26.05	\$26.47	\$26.93	\$27.34	\$27.75	\$28.18	\$28.61	\$29.09	\$29.53
37.5 Hours	\$19.88	\$20.30	\$20.73	\$21.11	\$21.52	\$21.91	\$22.33	\$22.74	\$23.14	\$23.52	\$23.93	\$24.35	\$24.73	\$25.14	\$25.55	\$25.93	\$26.34	\$26.77	\$27.18	\$27.60
40 Hours	\$18.65	\$19.05	\$19.45	\$19.79	\$20.17	\$20.55	\$20.92	\$21.30	\$21.67	\$22.08	\$22.42	\$22.82	\$23.16	\$23.56	\$23.95	\$24.33	\$24.68	\$25.04	\$25.39	\$25.75
Grade 13																				
35 Hours	\$22.18	\$22.63	\$23.10	\$23.52	\$24.00	\$24.44	\$24.89	\$25.33	\$25.78	\$26.25	\$26.73	\$27.15	\$27.61	\$28.07	\$28.51	\$28.96	\$29.43	\$29.88	\$30.35	\$30.80
37.5 Hours	\$20.73	\$21.12	\$21.56	\$21.99	\$22.40	\$22.84	\$23.24	\$23.64	\$24.10	\$24.52	\$24.97	\$25.36	\$25.77	\$26.20	\$26.63	\$27.05	\$27.46	\$27.89	\$28.30	\$28.77
40 Hours	\$19.45	\$19.80	\$20.19	\$20.59	\$21.00	\$21.38	\$21.77	\$22.18	\$22.61	\$22.97	\$23.38	\$23.73	\$24.14	\$24.55	\$24.99	\$25.34	\$25.74	\$26.16	\$26.56	\$26.99
Grade 14																				
35 Hours	\$23.10	\$23.62	\$24.18	\$24.60	\$25.02	\$25.47	\$25.91	\$26.40	\$26.92	\$27.37	\$27.80	\$28.29	\$28.79	\$29.29	\$29.72	\$30.18	\$30.69	\$31.21	\$31.73	\$32.25
37.5 Hours	\$21.56	\$22.02	\$22.42	\$22.88	\$23.33	\$23.74	\$24.22	\$24.68	\$25.11	\$25.55	\$25.97	\$26.43	\$26.90	\$27.34	\$27.76	\$28.20	\$28.62	\$29.10	\$29.55	\$30.00
40 Hours	\$20.19	\$20.60	\$21.02	\$21.44	\$21.87	\$22.28	\$22.71	\$23.12	\$23.54	\$23.95	\$24.37	\$24.76	\$25.18	\$25.60	\$26.00	\$26.42	\$26.87	\$27.28	\$27.70	\$28.14
Grade 15																				
35 Hours	\$24.03	\$24.54	\$25.05	\$25.52	\$26.00	\$26.52	\$27.03	\$27.53	\$28.04	\$28.51	\$29.00	\$29.50	\$30.00	\$30.50	\$30.99	\$31.51	\$32.00	\$32.46	\$32.97	\$33.50
37.5 Hours	\$22.42	\$22.90	\$23.38	\$23.85	\$24.32	\$24.76	\$25.22	\$25.69	\$26.16	\$26.63	\$27.09	\$27.55	\$28.03	\$28.48	\$28.94	\$29.42	\$29.90	\$30.38	\$30.88	\$31.41
40 Hours	\$21.02	\$21.49	\$21.90	\$22.34	\$22.79	\$23.20	\$23.62	\$24.10	\$24.52	\$24.99	\$25.39	\$25.81	\$26.27	\$26.73	\$27.14	\$27.58	\$28.05	\$28.51	\$28.97	\$29.46
Grade 16																				
35 Hours	\$25.05	\$25.58	\$26.09	\$26.61	\$27.14	\$27.65	\$28.17	\$28.68	\$29.24	\$29.75	\$30.30	\$30.78	\$31.31	\$31.84	\$32.35	\$32.88	\$33.40	\$33.95	\$34.49	\$34.99
37.5 Hours	\$23.38	\$23.87	\$24.37	\$24.85	\$25.33	\$25.80	\$26.29	\$26.81	\$27.31	\$27.77	\$28.26	\$28.76	\$29.28	\$29.74	\$30.24	\$30.69	\$31.18	\$31.67	\$32.17	\$32.68
40 Hours	\$21.90	\$22.36	\$22.84	\$23.31	\$23.72	\$24.18	\$24.67	\$25.13	\$25.59	\$26.02	\$26.50	\$26.96	\$27.40	\$27.85	\$28.30	\$28.80	\$29.28	\$29.71	\$30.14	\$30.63
Grade 17																				
35 Hours	\$26.09	\$26.63	\$27.18	\$27.72	\$28.26	\$28.83	\$29.40	\$29.95	\$30.47	\$31.02	\$31.58	\$32.15	\$32.70	\$33.26	\$33.79	\$34.35	\$34.87	\$35.43	\$35.97	\$36.56
37.5 Hours	\$24.37	\$24.88	\$25.38	\$25.90	\$26.41	\$26.94	\$27.44	\$27.97	\$28.44	\$28.96	\$29.48	\$30.00	\$30.52	\$31.03	\$31.57	\$32.09	\$32.58	\$33.08	\$33.62	\$34.15
40 Hours	\$22.84	\$23.33	\$23.80	\$24.27	\$24.76	\$25.23	\$25.72	\$26.21	\$26.72	\$27.19	\$27.66	\$28.14	\$28.60	\$29.12	\$29.58	\$30.07	\$30.56	\$31.02	\$31.54	\$32.02
Grade 18																				
35 Hours	\$27.18	\$27.75	\$28.30	\$28.89	\$29.48	\$30.07	\$30.65	\$31.22	\$31.81	\$32.36	\$32.94	\$33.50	\$34.11	\$34.67	\$35.27	\$35.83	\$36.40	\$36.99	\$37.55	\$38.17
37.5 Hours	\$25.38	\$25.92	\$26.46	\$26.99	\$27.52	\$28.06	\$28.58	\$29.15	\$29.69	\$30.21	\$30.74	\$31.29	\$31.84	\$32.36	\$32.92	\$33.45	\$34.05	\$34.59	\$35.15	\$35.74
40 Hours	\$23.80	\$24.32	\$24.79	\$25.29	\$25.80	\$26.32	\$26.84	\$27.33	\$27.79	\$28.30	\$28.84	\$29.36	\$29.87	\$30.36	\$30.84	\$31.37	\$31.87	\$32.34	\$32.86	\$33.37

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 19																				
35 Hours	\$28.30	\$28.94	\$29.57	\$30.15	\$30.75	\$31.38	\$31.95	\$32.58	\$33.22	\$33.80	\$34.41	\$34.99	\$35.62	\$36.23	\$36.83	\$37.43	\$38.03	\$38.66	\$39.26	\$39.85
37.5 Hours	\$26.46	\$27.03	\$27.58	\$28.15	\$28.72	\$29.31	\$29.86	\$30.41	\$30.99	\$31.58	\$32.14	\$32.69	\$33.27	\$33.83	\$34.38	\$34.93	\$35.52	\$36.11	\$36.71	\$37.29
40 Hours	\$24.79	\$25.32	\$25.86	\$26.38	\$26.93	\$27.45	\$28.01	\$28.51	\$29.01	\$29.56	\$30.09	\$30.63	\$31.16	\$31.69	\$32.23	\$32.77	\$33.30	\$33.85	\$34.43	\$34.96
Grade 20																				
35 Hours	\$29.57	\$30.17	\$30.80	\$31.48	\$32.10	\$32.72	\$33.36	\$34.01	\$34.64	\$35.29	\$35.92	\$36.56	\$37.19	\$37.82	\$38.44	\$39.11	\$39.76	\$40.40	\$41.10	\$41.77
37.5 Hours	\$27.58	\$28.18	\$28.81	\$29.38	\$29.96	\$30.56	\$31.16	\$31.74	\$32.32	\$32.92	\$33.54	\$34.13	\$34.73	\$35.31	\$35.90	\$36.52	\$37.12	\$37.74	\$38.33	\$38.99
40 Hours	\$25.86	\$26.41	\$26.98	\$27.53	\$28.10	\$28.65	\$29.24	\$29.76	\$30.34	\$30.87	\$31.45	\$32.00	\$32.54	\$33.10	\$33.66	\$34.22	\$34.77	\$35.34	\$35.93	\$36.55
Grade 21																				
35 Hours	\$30.80	\$31.51	\$32.18	\$32.83	\$33.48	\$34.18	\$34.84	\$35.50	\$36.17	\$36.84	\$37.51	\$38.19	\$38.84	\$39.49	\$40.19	\$40.84	\$41.52	\$42.22	\$42.91	\$43.64
37.5 Hours	\$28.81	\$29.42	\$30.02	\$30.64	\$31.26	\$31.89	\$32.52	\$33.13	\$33.78	\$34.40	\$35.00	\$35.64	\$36.26	\$36.91	\$37.54	\$38.15	\$38.76	\$39.36	\$39.99	\$40.60
40 Hours	\$26.98	\$27.55	\$28.16	\$28.72	\$29.32	\$29.89	\$30.49	\$31.09	\$31.68	\$32.26	\$32.83	\$33.40	\$34.04	\$34.59	\$35.16	\$35.76	\$36.39	\$36.97	\$37.59	\$38.21
Grade 22																				
35 Hours	\$32.18	\$32.86	\$33.54	\$34.25	\$34.94	\$35.67	\$36.37	\$37.11	\$37.80	\$38.49	\$39.19	\$39.88	\$40.58	\$41.31	\$42.01	\$42.69	\$43.38	\$44.12	\$44.82	\$45.59
37.5 Hours	\$30.02	\$30.66	\$31.31	\$31.98	\$32.66	\$33.32	\$33.99	\$34.61	\$35.26	\$35.91	\$36.60	\$37.21	\$37.89	\$38.54	\$39.20	\$39.85	\$40.52	\$41.20	\$41.88	\$42.60
40 Hours	\$28.16	\$28.79	\$29.38	\$29.99	\$30.62	\$31.23	\$31.84	\$32.43	\$33.03	\$33.68	\$34.27	\$34.88	\$35.52	\$36.14	\$36.74	\$37.34	\$37.95	\$38.60	\$39.26	\$39.89
Grade 23																				
35 Hours	\$34.12	\$34.85	\$35.64	\$36.38	\$37.14	\$37.89	\$38.68	\$39.38	\$40.13	\$40.88	\$41.64	\$42.38	\$43.14	\$43.90	\$44.65	\$45.38	\$46.14	\$46.91	\$47.68	\$48.51
37.5 Hours	\$31.88	\$32.56	\$33.28	\$33.99	\$34.65	\$35.37	\$36.08	\$36.76	\$37.47	\$38.18	\$38.88	\$39.56	\$40.27	\$40.97	\$41.69	\$42.38	\$43.08	\$43.82	\$44.53	\$45.28
40 Hours	\$29.88	\$30.52	\$31.17	\$31.84	\$32.49	\$33.13	\$33.83	\$34.49	\$35.12	\$35.78	\$36.47	\$37.11	\$37.75	\$38.40	\$39.08	\$39.74	\$40.39	\$41.08	\$41.76	\$42.45
Grade 24																				
35 Hours	\$35.64	\$36.40	\$37.19	\$37.98	\$38.77	\$39.54	\$40.35	\$41.18	\$41.95	\$42.73	\$43.50	\$44.32	\$45.06	\$45.87	\$46.65	\$47.43	\$48.26	\$49.07	\$49.86	\$50.70
37.5 Hours	\$33.28	\$34.01	\$34.73	\$35.44	\$36.19	\$36.93	\$37.66	\$38.39	\$39.16	\$39.88	\$40.60	\$41.35	\$42.08	\$42.81	\$43.54	\$44.29	\$45.01	\$45.76	\$46.54	\$47.33
40 Hours	\$31.17	\$31.87	\$32.54	\$33.25	\$33.97	\$34.62	\$35.30	\$35.98	\$36.67	\$37.37	\$38.07	\$38.78	\$39.45	\$40.12	\$40.83	\$41.53	\$42.24	\$42.93	\$43.66	\$44.38
Grade 25																				
35 Hours	\$37.19	\$38.02	\$38.86	\$39.71	\$40.52	\$41.35	\$42.15	\$43.00	\$43.86	\$44.68	\$45.46	\$46.33	\$47.13	\$47.95	\$48.81	\$49.62	\$50.43	\$51.29	\$52.14	\$53.01
37.5 Hours	\$34.73	\$35.48	\$36.28	\$37.06	\$37.81	\$38.64	\$39.36	\$40.13	\$40.90	\$41.70	\$42.46	\$43.22	\$44.01	\$44.76	\$45.53	\$46.35	\$47.12	\$47.90	\$48.72	\$49.54
40 Hours	\$32.54	\$33.30	\$34.05	\$34.76	\$35.47	\$36.19	\$36.91	\$37.64	\$38.36	\$39.10	\$39.79	\$40.53	\$41.27	\$42.02	\$42.72	\$43.45	\$44.18	\$44.92	\$45.67	\$46.44

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 26																				
35 Hours	\$38.86	\$39.75	\$40.59	\$41.46	\$42.33	\$43.19	\$44.11	\$44.96	\$45.81	\$46.66	\$47.51	\$48.44	\$49.30	\$50.16	\$51.04	\$51.89	\$52.77	\$53.66	\$54.54	\$55.48
37.5 Hours	\$36.28	\$37.10	\$37.90	\$38.72	\$39.49	\$40.33	\$41.18	\$41.95	\$42.76	\$43.60	\$44.40	\$45.20	\$46.00	\$46.84	\$47.65	\$48.47	\$49.25	\$50.07	\$50.94	\$51.75
40 Hours	\$34.05	\$34.78	\$35.53	\$36.29	\$37.06	\$37.81	\$38.59	\$39.33	\$40.09	\$40.85	\$41.64	\$42.38	\$43.12	\$43.90	\$44.68	\$45.40	\$46.21	\$46.95	\$47.73	\$48.56
Grade 27																				
35 Hours	\$40.59	\$41.52	\$42.44	\$43.35	\$44.24	\$45.17	\$46.08	\$47.00	\$47.90	\$48.83	\$49.72	\$50.65	\$51.55	\$52.47	\$53.39	\$54.30	\$55.19	\$56.17	\$57.08	\$58.03
37.5 Hours	\$37.90	\$38.76	\$39.58	\$40.46	\$41.33	\$42.16	\$43.02	\$43.88	\$44.72	\$45.55	\$46.44	\$47.28	\$48.10	\$48.99	\$49.84	\$50.69	\$51.54	\$52.40	\$53.29	\$54.17
40 Hours	\$35.53	\$36.32	\$37.13	\$37.92	\$38.73	\$39.51	\$40.33	\$41.13	\$41.93	\$42.73	\$43.52	\$44.34	\$45.13	\$45.92	\$46.74	\$47.52	\$48.34	\$49.13	\$49.93	\$50.80
Grade 28																				
35 Hours	\$42.44	\$43.39	\$44.36	\$45.30	\$46.29	\$47.22	\$48.16	\$49.15	\$50.11	\$51.06	\$52.02	\$52.96	\$53.92	\$54.88	\$55.85	\$56.80	\$57.74	\$58.75	\$59.73	\$60.73
37.5 Hours	\$39.58	\$40.50	\$41.39	\$42.30	\$43.17	\$44.11	\$44.97	\$45.87	\$46.78	\$47.67	\$48.58	\$49.45	\$50.33	\$51.25	\$52.14	\$53.02	\$53.92	\$54.83	\$55.76	\$56.70
40 Hours	\$37.13	\$37.94	\$38.79	\$39.67	\$40.50	\$41.32	\$42.14	\$42.99	\$43.85	\$44.69	\$45.53	\$46.38	\$47.18	\$48.03	\$48.89	\$49.72	\$50.55	\$51.39	\$52.24	\$53.13
Grade 29																				
35 Hours	\$44.36	\$45.34	\$46.38	\$47.37	\$48.37	\$49.37	\$50.37	\$51.40	\$52.40	\$53.40	\$54.41	\$55.40	\$56.40	\$57.42	\$58.44	\$59.44	\$60.46	\$61.48	\$62.48	\$63.54
37.5 Hours	\$41.39	\$42.33	\$43.28	\$44.22	\$45.16	\$46.09	\$47.00	\$47.93	\$48.92	\$49.84	\$50.79	\$51.71	\$52.64	\$53.62	\$54.56	\$55.49	\$56.41	\$57.38	\$58.33	\$59.32
40 Hours	\$38.79	\$39.70	\$40.56	\$41.44	\$42.33	\$43.22	\$44.14	\$44.97	\$45.84	\$46.75	\$47.64	\$48.54	\$49.38	\$50.25	\$51.13	\$52.02	\$52.89	\$53.80	\$54.70	\$55.62
Grade 30																				
35 Hours	\$46.38	\$47.40	\$48.48	\$49.52	\$50.62	\$51.66	\$52.69	\$53.76	\$54.82	\$55.87	\$56.91	\$57.97	\$59.04	\$60.07	\$61.16	\$62.22	\$63.30	\$64.33	\$65.40	\$66.49
37.5 Hours	\$43.28	\$44.28	\$45.26	\$46.27	\$47.21	\$48.19	\$49.17	\$50.17	\$51.16	\$52.16	\$53.16	\$54.13	\$55.11	\$56.13	\$57.09	\$58.07	\$59.06	\$60.04	\$61.07	\$62.09
40 Hours	\$40.56	\$41.50	\$42.40	\$43.32	\$44.27	\$45.18	\$46.14	\$47.04	\$47.95	\$48.91	\$49.82	\$50.75	\$51.66	\$52.58	\$53.54	\$54.43	\$55.38	\$56.30	\$57.25	\$58.23
Grade 31																				
35 Hours	\$48.48	\$49.57	\$50.70	\$51.79	\$52.90	\$54.03	\$55.13	\$56.25	\$57.36	\$58.47	\$59.60	\$60.69	\$61.78	\$62.88	\$64.00	\$65.08	\$66.26	\$67.36	\$68.48	\$69.62
37.5 Hours	\$45.26	\$46.32	\$47.34	\$48.38	\$49.40	\$50.42	\$51.48	\$52.51	\$53.57	\$54.59	\$55.62	\$56.68	\$57.69	\$58.75	\$59.75	\$60.82	\$61.84	\$62.87	\$63.94	\$64.99
40 Hours	\$42.40	\$43.37	\$44.37	\$45.32	\$46.32	\$47.29	\$48.26	\$49.22	\$50.21	\$51.16	\$52.12	\$53.10	\$54.07	\$55.05	\$56.02	\$56.97	\$57.95	\$58.93	\$59.91	\$60.92
Grade 32																				
35 Hours	\$50.70	\$51.85	\$53.00	\$54.17	\$55.32	\$56.48	\$57.67	\$58.84	\$60.01	\$61.19	\$62.33	\$63.50	\$64.67	\$65.85	\$66.99	\$68.17	\$69.34	\$70.50	\$71.67	\$72.87
37.5 Hours	\$47.34	\$48.44	\$49.51	\$50.62	\$51.69	\$52.77	\$53.85	\$54.93	\$56.02	\$57.12	\$58.23	\$59.29	\$60.36	\$61.45	\$62.58	\$63.63	\$64.72	\$65.80	\$66.89	\$68.05
40 Hours	\$44.37	\$45.35	\$46.39	\$47.40	\$48.47	\$49.47	\$50.47	\$51.52	\$52.54	\$53.56	\$54.55	\$55.58	\$56.60	\$57.62	\$58.66	\$59.66	\$60.68	\$61.69	\$62.73	\$63.79

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 33																				
35 Hours	\$53.00	\$54.24	\$55.48	\$56.69	\$57.91	\$59.16	\$60.36	\$61.57	\$62.80	\$64.02	\$65.26	\$66.47	\$67.69	\$68.92	\$70.15	\$71.36	\$72.57	\$73.80	\$75.03	\$76.29
37.5 Hours	\$49.51	\$50.65	\$51.78	\$52.90	\$54.07	\$55.19	\$56.35	\$57.48	\$58.65	\$59.76	\$60.90	\$62.07	\$63.21	\$64.32	\$65.50	\$66.58	\$67.71	\$68.87	\$70.02	\$71.20
40 Hours	\$46.39	\$47.43	\$48.55	\$49.61	\$50.68	\$51.75	\$52.83	\$53.89	\$54.95	\$56.06	\$57.12	\$58.19	\$59.25	\$60.30	\$61.39	\$62.41	\$63.53	\$64.60	\$65.70	\$66.81
Grade 34																				
35 Hours	\$55.48	\$56.75	\$58.03	\$59.31	\$60.56	\$61.87	\$63.21	\$64.46	\$65.76	\$67.02	\$68.33	\$69.60	\$70.92	\$72.18	\$73.46	\$74.72	\$76.03	\$77.29	\$78.61	\$79.91
37.5 Hours	\$51.78	\$52.97	\$54.17	\$55.38	\$56.60	\$57.75	\$58.94	\$60.14	\$61.39	\$62.60	\$63.80	\$64.96	\$66.18	\$67.37	\$68.59	\$69.78	\$70.97	\$72.16	\$73.38	\$74.62
40 Hours	\$48.55	\$49.65	\$50.79	\$51.89	\$53.03	\$54.15	\$55.28	\$56.40	\$57.52	\$58.67	\$59.77	\$60.90	\$62.05	\$63.18	\$64.29	\$65.40	\$66.52	\$67.63	\$68.76	\$69.93
Grade 35																				
35 Hours	\$58.03	\$59.38	\$60.79	\$62.09	\$63.45	\$64.79	\$66.12	\$67.45	\$68.81	\$70.16	\$71.50	\$72.85	\$74.20	\$75.56	\$76.90	\$78.29	\$79.64	\$80.96	\$82.33	\$83.73
37.5 Hours	\$54.17	\$55.43	\$56.70	\$57.95	\$59.23	\$60.46	\$61.71	\$62.95	\$64.24	\$65.51	\$66.77	\$68.02	\$69.26	\$70.53	\$71.76	\$73.06	\$74.31	\$75.67	\$77.01	\$78.37
40 Hours	\$50.79	\$51.97	\$53.15	\$54.32	\$55.49	\$56.69	\$57.86	\$59.06	\$60.26	\$61.42	\$62.61	\$63.79	\$64.92	\$66.13	\$67.30	\$68.48	\$69.62	\$70.82	\$72.01	\$73.23
Grade 36																				
35 Hours	\$60.79	\$62.18	\$63.54	\$64.97	\$66.40	\$67.82	\$69.23	\$70.65	\$72.05	\$73.47	\$74.88	\$76.29	\$77.74	\$79.15	\$80.54	\$81.94	\$83.38	\$84.78	\$86.23	\$87.66
37.5 Hours	\$56.70	\$58.01	\$59.34	\$60.67	\$61.96	\$63.34	\$64.64	\$65.96	\$67.25	\$68.60	\$69.90	\$71.21	\$72.54	\$73.87	\$75.23	\$76.51	\$77.82	\$79.14	\$80.45	\$81.81
40 Hours	\$53.15	\$54.38	\$55.61	\$56.86	\$58.14	\$59.35	\$60.58	\$61.82	\$63.07	\$64.30	\$65.55	\$66.79	\$68.02	\$69.25	\$70.50	\$71.71	\$72.96	\$74.17	\$75.43	\$76.69
Grade 37																				
35 Hours	\$63.53	\$65.01	\$66.53	\$68.06	\$69.50	\$71.01	\$72.50	\$74.00	\$75.48	\$76.94	\$78.46	\$79.91	\$81.42	\$82.92	\$84.39	\$85.86	\$87.37	\$88.84	\$90.33	\$91.82
37.5 Hours	\$59.34	\$60.73	\$62.13	\$63.49	\$64.88	\$66.28	\$67.65	\$69.04	\$70.46	\$71.81	\$73.23	\$74.62	\$75.98	\$77.36	\$78.78	\$80.17	\$81.52	\$82.92	\$84.31	\$85.75
40 Hours	\$55.61	\$56.93	\$58.24	\$59.54	\$60.84	\$62.16	\$63.44	\$64.73	\$66.04	\$67.32	\$68.65	\$69.93	\$71.24	\$72.55	\$73.85	\$75.17	\$76.46	\$77.83	\$79.22	\$80.65
Grade 38																				
35 Hours	\$66.53	\$68.12	\$69.67	\$71.22	\$72.79	\$74.33	\$75.89	\$77.44	\$79.02	\$80.61	\$82.15	\$83.73	\$85.28	\$86.85	\$88.41	\$89.98	\$91.55	\$93.17	\$94.85	\$96.51
37.5 Hours	\$62.13	\$63.55	\$64.99	\$66.48	\$67.97	\$69.41	\$70.88	\$72.31	\$73.77	\$75.24	\$76.69	\$78.15	\$79.61	\$81.04	\$82.52	\$83.96	\$85.43	\$86.87	\$88.34	\$89.82
40 Hours	\$58.24	\$59.61	\$60.94	\$62.32	\$63.72	\$65.05	\$66.45	\$67.83	\$69.17	\$70.55	\$71.94	\$73.27	\$74.64	\$75.99	\$77.34	\$78.75	\$80.13	\$81.54	\$82.99	\$84.45
Grade 39																				
35 Hours	\$69.67	\$71.28	\$72.96	\$74.59	\$76.21	\$77.89	\$79.47	\$81.15	\$82.79	\$84.42	\$86.07	\$87.72	\$89.36	\$90.99	\$92.62	\$94.23	\$95.88	\$97.60	\$99.35	\$101.09
37.5 Hours	\$64.99	\$66.53	\$68.11	\$69.61	\$71.17	\$72.69	\$74.21	\$75.76	\$77.25	\$78.81	\$80.35	\$81.86	\$83.39	\$84.93	\$86.43	\$87.96	\$89.52	\$91.11	\$92.75	\$94.40
40 Hours	\$60.94	\$62.36	\$63.82	\$65.25	\$66.70	\$68.15	\$69.54	\$71.00	\$72.45	\$73.86	\$75.31	\$76.73	\$78.17	\$79.62	\$81.05	\$82.49	\$83.93	\$85.44	\$86.94	\$88.51

PH Scale 2023 – 1.85% increase

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 12																				
35 Hours	\$21.71	\$22.16	\$22.59	\$23.04	\$23.48	\$23.90	\$24.35	\$24.82	\$25.22	\$25.66	\$26.11	\$26.53	\$26.96	\$27.43	\$27.85	\$28.26	\$28.70	\$29.14	\$29.63	\$30.08
37.5 Hours	\$20.25	\$20.68	\$21.11	\$21.50	\$21.92	\$22.32	\$22.74	\$23.16	\$23.57	\$23.96	\$24.37	\$24.80	\$25.19	\$25.61	\$26.02	\$26.41	\$26.83	\$27.27	\$27.68	\$28.11
40 Hours	\$19.00	\$19.40	\$19.81	\$20.16	\$20.54	\$20.93	\$21.31	\$21.69	\$22.07	\$22.49	\$22.83	\$23.24	\$23.59	\$24.00	\$24.39	\$24.78	\$25.14	\$25.50	\$25.86	\$26.23
Grade 13																				
35 Hours	\$22.59	\$23.05	\$23.53	\$23.96	\$24.44	\$24.89	\$25.35	\$25.80	\$26.26	\$26.74	\$27.22	\$27.65	\$28.12	\$28.59	\$29.04	\$29.50	\$29.97	\$30.43	\$30.91	\$31.37
37.5 Hours	\$21.11	\$21.51	\$21.96	\$22.40	\$22.81	\$23.26	\$23.67	\$24.08	\$24.55	\$24.97	\$25.43	\$25.83	\$26.25	\$26.68	\$27.12	\$27.55	\$27.97	\$28.41	\$28.82	\$29.30
40 Hours	\$19.81	\$20.17	\$20.56	\$20.97	\$21.39	\$21.78	\$22.17	\$22.59	\$23.03	\$23.39	\$23.81	\$24.17	\$24.59	\$25.00	\$25.45	\$25.81	\$26.22	\$26.64	\$27.05	\$27.49
Grade 14																				
35 Hours	\$23.53	\$24.06	\$24.63	\$25.06	\$25.48	\$25.94	\$26.39	\$26.89	\$27.42	\$27.88	\$28.31	\$28.81	\$29.32	\$29.83	\$30.27	\$30.74	\$31.26	\$31.79	\$32.32	\$32.85
37.5 Hours	\$21.96	\$22.43	\$22.83	\$23.30	\$23.76	\$24.18	\$24.67	\$25.14	\$25.57	\$26.02	\$26.45	\$26.92	\$27.40	\$27.85	\$28.27	\$28.72	\$29.15	\$29.64	\$30.10	\$30.56
40 Hours	\$20.56	\$20.98	\$21.41	\$21.84	\$22.27	\$22.69	\$23.13	\$23.55	\$23.98	\$24.39	\$24.82	\$25.22	\$25.65	\$26.07	\$26.48	\$26.91	\$27.37	\$27.78	\$28.21	\$28.66
Grade 15																				
35 Hours	\$24.47	\$24.99	\$25.51	\$25.99	\$26.48	\$27.01	\$27.53	\$28.04	\$28.56	\$29.04	\$29.54	\$30.05	\$30.56	\$31.06	\$31.56	\$32.09	\$32.59	\$33.06	\$33.58	\$34.12
37.5 Hours	\$22.83	\$23.32	\$23.81	\$24.29	\$24.77	\$25.22	\$25.69	\$26.17	\$26.64	\$27.12	\$27.59	\$28.06	\$28.55	\$29.01	\$29.48	\$29.96	\$30.45	\$30.94	\$31.45	\$31.99
40 Hours	\$21.41	\$21.89	\$22.31	\$22.75	\$23.21	\$23.63	\$24.06	\$24.55	\$24.97	\$25.45	\$25.86	\$26.29	\$26.76	\$27.22	\$27.64	\$28.09	\$28.57	\$29.04	\$29.51	\$30.01
Grade 16																				
35 Hours	\$25.51	\$26.05	\$26.57	\$27.10	\$27.64	\$28.16	\$28.69	\$29.21	\$29.78	\$30.30	\$30.86	\$31.35	\$31.89	\$32.43	\$32.95	\$33.49	\$34.02	\$34.58	\$35.13	\$35.64
37.5 Hours	\$23.81	\$24.31	\$24.82	\$25.31	\$25.80	\$26.28	\$26.78	\$27.31	\$27.82	\$28.28	\$28.78	\$29.29	\$29.82	\$30.29	\$30.80	\$31.26	\$31.76	\$32.26	\$32.77	\$33.28
40 Hours	\$22.31	\$22.77	\$23.26	\$23.74	\$24.16	\$24.63	\$25.13	\$25.59	\$26.06	\$26.50	\$26.99	\$27.46	\$27.91	\$28.37	\$28.82	\$29.33	\$29.82	\$30.26	\$30.70	\$31.20
Grade 17																				
35 Hours	\$26.57	\$27.12	\$27.68	\$28.23	\$28.78	\$29.36	\$29.94	\$30.50	\$31.03	\$31.59	\$32.16	\$32.74	\$33.30	\$33.88	\$34.42	\$34.99	\$35.52	\$36.09	\$36.64	\$37.24
37.5 Hours	\$24.82	\$25.34	\$25.85	\$26.38	\$26.90	\$27.44	\$27.95	\$28.49	\$28.97	\$29.50	\$30.03	\$30.56	\$31.08	\$31.60	\$32.15	\$32.68	\$33.18	\$33.69	\$34.24	\$34.78
40 Hours	\$23.26	\$23.76	\$24.24	\$24.72	\$25.22	\$25.70	\$26.20	\$26.69	\$27.21	\$27.69	\$28.17	\$28.66	\$29.13	\$29.66	\$30.13	\$30.63	\$31.13	\$31.59	\$32.12	\$32.61
Grade 18																				
35 Hours	\$27.68	\$28.26	\$28.82	\$29.42	\$30.03	\$30.63	\$31.22	\$31.80	\$32.40	\$32.96	\$33.55	\$34.12	\$34.74	\$35.31	\$35.92	\$36.49	\$37.07	\$37.67	\$38.24	\$38.88
37.5 Hours	\$25.85	\$26.40	\$26.95	\$27.49	\$28.03	\$28.58	\$29.11	\$29.69	\$30.24	\$30.77	\$31.31	\$31.87	\$32.43	\$32.96	\$33.53	\$34.07	\$34.68	\$35.23	\$35.80	\$36.40
40 Hours	\$24.24	\$24.77	\$25.25	\$25.76	\$26.28	\$26.81	\$27.34	\$27.84	\$28.30	\$28.82	\$29.37	\$29.90	\$30.42	\$30.92	\$31.41	\$31.95	\$32.46	\$32.94	\$33.47	\$33.99

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Steps																				
Grade 19																				
35 Hours	\$28.82	\$29.48	\$30.12	\$30.71	\$31.32	\$31.96	\$32.54	\$33.18	\$33.83	\$34.43	\$35.05	\$35.64	\$36.28	\$36.90	\$37.51	\$38.12	\$38.73	\$39.38	\$39.99	\$40.59
37.5 Hours	\$26.95	\$27.53	\$28.09	\$28.67	\$29.25	\$29.85	\$30.41	\$30.97	\$31.56	\$32.16	\$32.73	\$33.29	\$33.89	\$34.46	\$35.02	\$35.58	\$36.18	\$36.78	\$37.39	\$37.98
40 Hours	\$25.25	\$25.79	\$26.34	\$26.87	\$27.43	\$27.96	\$28.53	\$29.04	\$29.55	\$30.11	\$30.65	\$31.20	\$31.74	\$32.28	\$32.83	\$33.38	\$33.92	\$34.48	\$35.07	\$35.61
Grade 20																				
35 Hours	\$30.12	\$30.73	\$31.37	\$32.06	\$32.69	\$33.33	\$33.98	\$34.64	\$35.28	\$35.94	\$36.58	\$37.24	\$37.88	\$38.52	\$39.15	\$39.83	\$40.50	\$41.15	\$41.86	\$42.54
37.5 Hours	\$28.09	\$28.70	\$29.34	\$29.92	\$30.51	\$31.13	\$31.74	\$32.33	\$32.92	\$33.53	\$34.16	\$34.76	\$35.37	\$35.96	\$36.56	\$37.20	\$37.81	\$38.44	\$39.04	\$39.71
40 Hours	\$26.34	\$26.90	\$27.48	\$28.04	\$28.62	\$29.18	\$29.78	\$30.31	\$30.90	\$31.44	\$32.03	\$32.59	\$33.14	\$33.71	\$34.28	\$34.85	\$35.41	\$35.99	\$36.59	\$37.23
Grade 21																				
35 Hours	\$31.37	\$32.09	\$32.78	\$33.44	\$34.10	\$34.81	\$35.48	\$36.16	\$36.84	\$37.52	\$38.20	\$38.90	\$39.56	\$40.22	\$40.93	\$41.60	\$42.29	\$43.00	\$43.70	\$44.45
37.5 Hours	\$29.34	\$29.96	\$30.58	\$31.21	\$31.84	\$32.48	\$33.12	\$33.74	\$34.40	\$35.04	\$35.65	\$36.30	\$36.93	\$37.59	\$38.23	\$38.86	\$39.48	\$40.09	\$40.73	\$41.35
40 Hours	\$27.48	\$28.06	\$28.68	\$29.25	\$29.86	\$30.44	\$31.05	\$31.67	\$32.27	\$32.86	\$33.44	\$34.02	\$34.67	\$35.23	\$35.81	\$36.42	\$37.06	\$37.65	\$38.29	\$38.92
Grade 22																				
35 Hours	\$32.78	\$33.47	\$34.16	\$34.88	\$35.59	\$36.33	\$37.04	\$37.80	\$38.50	\$39.20	\$39.92	\$40.62	\$41.33	\$42.07	\$42.79	\$43.48	\$44.18	\$44.94	\$45.65	\$46.43
37.5 Hours	\$30.58	\$31.23	\$31.89	\$32.57	\$33.26	\$33.94	\$34.62	\$35.25	\$35.91	\$36.57	\$37.28	\$37.90	\$38.59	\$39.25	\$39.93	\$40.59	\$41.27	\$41.96	\$42.65	\$43.39
40 Hours	\$28.68	\$29.32	\$29.92	\$30.54	\$31.19	\$31.81	\$32.43	\$33.03	\$33.64	\$34.30	\$34.90	\$35.53	\$36.18	\$36.81	\$37.42	\$38.03	\$38.65	\$39.31	\$39.99	\$40.63
Grade 23																				
35 Hours	\$34.75	\$35.49	\$36.30	\$37.05	\$37.83	\$38.59	\$39.40	\$40.11	\$40.87	\$41.64	\$42.41	\$43.16	\$43.94	\$44.71	\$45.48	\$46.22	\$46.99	\$47.78	\$48.56	\$49.41
37.5 Hours	\$32.47	\$33.16	\$33.90	\$34.62	\$35.29	\$36.02	\$36.75	\$37.44	\$38.16	\$38.89	\$39.60	\$40.29	\$41.01	\$41.73	\$42.46	\$43.16	\$43.88	\$44.63	\$45.35	\$46.12
40 Hours	\$30.43	\$31.08	\$31.75	\$32.43	\$33.09	\$33.74	\$34.46	\$35.13	\$35.77	\$36.44	\$37.14	\$37.80	\$38.45	\$39.11	\$39.80	\$40.48	\$41.14	\$41.84	\$42.53	\$43.24
Grade 24																				
35 Hours	\$36.30	\$37.07	\$37.88	\$38.68	\$39.49	\$40.27	\$41.10	\$41.94	\$42.73	\$43.52	\$44.30	\$45.14	\$45.89	\$46.72	\$47.51	\$48.31	\$49.15	\$49.98	\$50.78	\$51.64
37.5 Hours	\$33.90	\$34.64	\$35.37	\$36.10	\$36.86	\$37.61	\$38.36	\$39.10	\$39.88	\$40.62	\$41.35	\$42.11	\$42.86	\$43.60	\$44.35	\$45.11	\$45.84	\$46.61	\$47.40	\$48.21
40 Hours	\$31.75	\$32.46	\$33.14	\$33.87	\$34.60	\$35.26	\$35.95	\$36.65	\$37.35	\$38.06	\$38.77	\$39.50	\$40.18	\$40.86	\$41.59	\$42.30	\$43.02	\$43.72	\$44.47	\$45.20
Grade 25																				
35 Hours	\$37.88	\$38.72	\$39.58	\$40.44	\$41.27	\$42.11	\$42.93	\$43.80	\$44.67	\$45.51	\$46.30	\$47.19	\$48.00	\$48.84	\$49.71	\$50.54	\$51.36	\$52.24	\$53.10	\$53.99
37.5 Hours	\$35.37	\$36.14	\$36.95	\$37.75	\$38.51	\$39.35	\$40.09	\$40.87	\$41.66	\$42.47	\$43.25	\$44.02	\$44.82	\$45.59	\$46.37	\$47.21	\$47.99	\$48.79	\$49.62	\$50.46
40 Hours	\$33.14	\$33.92	\$34.68	\$35.40	\$36.13	\$36.86	\$37.59	\$38.34	\$39.07	\$39.82	\$40.53	\$41.28	\$42.03	\$42.80	\$43.51	\$44.25	\$45.00	\$45.75	\$46.51	\$47.30

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Steps																				
Grade 26																				
35 Hours	\$39.58	\$40.49	\$41.34	\$42.23	\$43.11	\$43.99	\$44.93	\$45.79	\$46.66	\$47.52	\$48.39	\$49.34	\$50.21	\$51.09	\$51.98	\$52.85	\$53.75	\$54.65	\$55.55	\$56.51
37.5 Hours	\$36.95	\$37.79	\$38.60	\$39.44	\$40.22	\$41.08	\$41.94	\$42.73	\$43.55	\$44.41	\$45.22	\$46.04	\$46.85	\$47.71	\$48.53	\$49.37	\$50.16	\$51.00	\$51.88	\$52.71
40 Hours	\$34.68	\$35.42	\$36.19	\$36.96	\$37.75	\$38.51	\$39.30	\$40.06	\$40.83	\$41.61	\$42.41	\$43.16	\$43.92	\$44.71	\$45.51	\$46.24	\$47.06	\$47.82	\$48.61	\$49.46
Grade 27																				
35 Hours	\$41.34	\$42.29	\$43.23	\$44.15	\$45.06	\$46.01	\$46.93	\$47.87	\$48.79	\$49.73	\$50.64	\$51.59	\$52.50	\$53.44	\$54.38	\$55.30	\$56.21	\$57.21	\$58.14	\$59.10
37.5 Hours	\$38.60	\$39.48	\$40.31	\$41.21	\$42.09	\$42.94	\$43.82	\$44.69	\$45.55	\$46.39	\$47.30	\$48.15	\$48.99	\$49.90	\$50.76	\$51.63	\$52.49	\$53.37	\$54.28	\$55.17
40 Hours	\$36.19	\$36.99	\$37.82	\$38.62	\$39.45	\$40.24	\$41.08	\$41.89	\$42.71	\$43.52	\$44.33	\$45.16	\$45.96	\$46.77	\$47.60	\$48.40	\$49.23	\$50.04	\$50.85	\$51.74
Grade 28																				
35 Hours	\$43.23	\$44.19	\$45.18	\$46.14	\$47.15	\$48.09	\$49.05	\$50.06	\$51.04	\$52.00	\$52.98	\$53.94	\$54.92	\$55.90	\$56.88	\$57.85	\$58.81	\$59.84	\$60.84	\$61.85
37.5 Hours	\$40.31	\$41.25	\$42.16	\$43.08	\$43.97	\$44.93	\$45.80	\$46.72	\$47.65	\$48.55	\$49.48	\$50.36	\$51.26	\$52.20	\$53.10	\$54.00	\$54.92	\$55.84	\$56.79	\$57.75
40 Hours	\$37.82	\$38.64	\$39.51	\$40.40	\$41.25	\$42.08	\$42.92	\$43.79	\$44.66	\$45.52	\$46.37	\$47.24	\$48.05	\$48.92	\$49.79	\$50.64	\$51.49	\$52.34	\$53.21	\$54.11
Grade 29																				
35 Hours	\$45.18	\$46.18	\$47.24	\$48.25	\$49.26	\$50.28	\$51.30	\$52.35	\$53.37	\$54.39	\$55.42	\$56.42	\$57.44	\$58.48	\$59.52	\$60.54	\$61.58	\$62.62	\$63.64	\$64.72
37.5 Hours	\$42.16	\$43.11	\$44.08	\$45.04	\$46.00	\$46.94	\$47.87	\$48.82	\$49.83	\$50.76	\$51.73	\$52.67	\$53.61	\$54.61	\$55.57	\$56.52	\$57.45	\$58.44	\$59.41	\$60.42
40 Hours	\$39.51	\$40.43	\$41.31	\$42.21	\$43.11	\$44.02	\$44.96	\$45.80	\$46.69	\$47.61	\$48.52	\$49.44	\$50.29	\$51.18	\$52.08	\$52.98	\$53.87	\$54.80	\$55.71	\$56.65
Grade 30																				
35 Hours	\$47.24	\$48.28	\$49.38	\$50.44	\$51.56	\$52.62	\$53.66	\$54.75	\$55.83	\$56.90	\$57.96	\$59.04	\$60.13	\$61.18	\$62.29	\$63.37	\$64.47	\$65.52	\$66.61	\$67.72
37.5 Hours	\$44.08	\$45.10	\$46.10	\$47.13	\$48.08	\$49.08	\$50.08	\$51.10	\$52.11	\$53.12	\$54.14	\$55.13	\$56.13	\$57.17	\$58.15	\$59.14	\$60.15	\$61.15	\$62.20	\$63.24
40 Hours	\$41.31	\$42.27	\$43.18	\$44.12	\$45.09	\$46.02	\$46.99	\$47.91	\$48.84	\$49.81	\$50.74	\$51.69	\$52.62	\$53.55	\$54.53	\$55.44	\$56.40	\$57.34	\$58.31	\$59.31
Grade 31																				
35 Hours	\$49.38	\$50.49	\$51.64	\$52.75	\$53.88	\$55.03	\$56.15	\$57.29	\$58.42	\$59.55	\$60.70	\$61.81	\$62.92	\$64.04	\$65.18	\$66.28	\$67.49	\$68.61	\$69.75	\$70.91
37.5 Hours	\$46.10	\$47.18	\$48.22	\$49.28	\$50.31	\$51.35	\$52.43	\$53.48	\$54.56	\$55.60	\$56.65	\$57.73	\$58.76	\$59.84	\$60.86	\$61.95	\$62.98	\$64.03	\$65.12	\$66.19
40 Hours	\$43.18	\$44.17	\$45.19	\$46.16	\$47.18	\$48.16	\$49.15	\$50.13	\$51.14	\$52.11	\$53.08	\$54.08	\$55.07	\$56.07	\$57.06	\$58.02	\$59.02	\$60.02	\$61.02	\$62.05
Grade 32																				
35 Hours	\$51.64	\$52.81	\$53.98	\$55.17	\$56.34	\$57.52	\$58.74	\$59.93	\$61.12	\$62.32	\$63.48	\$64.67	\$65.87	\$67.07	\$68.23	\$69.43	\$70.62	\$71.80	\$73.00	\$74.22
37.5 Hours	\$48.22	\$49.34	\$50.43	\$51.56	\$52.65	\$53.75	\$54.85	\$55.95	\$57.06	\$58.18	\$59.31	\$60.39	\$61.48	\$62.59	\$63.74	\$64.81	\$65.92	\$67.02	\$68.13	\$69.31
40 Hours	\$45.19	\$46.19	\$47.25	\$48.28	\$49.37	\$50.39	\$51.40	\$52.47	\$53.51	\$54.55	\$55.56	\$56.61	\$57.65	\$58.69	\$59.75	\$60.76	\$61.80	\$62.83	\$63.89	\$64.97

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 33																				
35 Hours	\$53.98	\$55.24	\$56.51	\$57.74	\$58.98	\$60.25	\$61.48	\$62.71	\$63.96	\$65.20	\$66.47	\$67.70	\$68.94	\$70.20	\$71.45	\$72.68	\$73.91	\$75.17	\$76.42	\$77.70
37.5 Hours	\$50.43	\$51.59	\$52.74	\$53.88	\$55.07	\$56.21	\$57.39	\$58.54	\$59.74	\$60.87	\$62.03	\$63.22	\$64.38	\$65.51	\$66.71	\$67.81	\$68.96	\$70.14	\$71.32	\$72.52
40 Hours	\$47.25	\$48.31	\$49.45	\$50.53	\$51.62	\$52.71	\$53.81	\$54.89	\$55.97	\$57.10	\$58.18	\$59.27	\$60.35	\$61.42	\$62.53	\$63.56	\$64.71	\$65.80	\$66.92	\$68.05
Grade 34																				
35 Hours	\$56.51	\$57.80	\$59.10	\$60.41	\$61.68	\$63.01	\$64.38	\$65.65	\$66.98	\$68.26	\$69.59	\$70.89	\$72.23	\$73.52	\$74.82	\$76.10	\$77.44	\$78.72	\$80.06	\$81.39
37.5 Hours	\$52.74	\$53.95	\$55.17	\$56.40	\$57.65	\$58.82	\$60.03	\$61.25	\$62.53	\$63.76	\$64.98	\$66.16	\$67.40	\$68.62	\$69.86	\$71.07	\$72.28	\$73.49	\$74.74	\$76.00
40 Hours	\$49.45	\$50.57	\$51.73	\$52.85	\$54.01	\$55.15	\$56.30	\$57.44	\$58.58	\$59.76	\$60.88	\$62.03	\$63.20	\$64.35	\$65.48	\$66.61	\$67.75	\$68.88	\$70.03	\$71.22
Grade 35																				
35 Hours	\$59.10	\$60.48	\$61.91	\$63.24	\$64.62	\$65.99	\$67.34	\$68.70	\$70.08	\$71.46	\$72.82	\$74.20	\$75.57	\$76.96	\$78.32	\$79.74	\$81.11	\$82.46	\$83.85	\$85.28
37.5 Hours	\$55.17	\$56.46	\$57.75	\$59.02	\$60.33	\$61.58	\$62.85	\$64.11	\$65.43	\$66.72	\$68.01	\$69.28	\$70.54	\$71.83	\$73.09	\$74.41	\$75.68	\$77.07	\$78.43	\$79.82
40 Hours	\$51.73	\$52.93	\$54.13	\$55.32	\$56.52	\$57.74	\$58.93	\$60.15	\$61.37	\$62.56	\$63.77	\$64.97	\$66.12	\$67.35	\$68.55	\$69.75	\$70.91	\$72.13	\$73.34	\$74.58
Grade 36																				
35 Hours	\$61.91	\$63.33	\$64.72	\$66.17	\$67.63	\$69.07	\$70.51	\$71.96	\$73.38	\$74.83	\$76.27	\$77.70	\$79.18	\$80.61	\$82.03	\$83.46	\$84.92	\$86.35	\$87.83	\$89.28
37.5 Hours	\$57.75	\$59.08	\$60.44	\$61.79	\$63.11	\$64.51	\$65.84	\$67.18	\$68.49	\$69.87	\$71.19	\$72.53	\$73.88	\$75.24	\$76.62	\$77.93	\$79.26	\$80.60	\$81.94	\$83.32
40 Hours	\$54.13	\$55.39	\$56.64	\$57.91	\$59.22	\$60.45	\$61.70	\$62.96	\$64.24	\$65.49	\$66.76	\$68.03	\$69.28	\$70.53	\$71.80	\$73.04	\$74.31	\$75.54	\$76.83	\$78.11
Grade 37																				
35 Hours	\$64.71	\$66.21	\$67.76	\$69.32	\$70.79	\$72.32	\$73.84	\$75.37	\$76.88	\$78.36	\$79.91	\$81.39	\$82.93	\$84.45	\$85.95	\$87.45	\$88.99	\$90.48	\$92.00	\$93.52
37.5 Hours	\$60.44	\$61.85	\$63.28	\$64.66	\$66.08	\$67.51	\$68.90	\$70.32	\$71.76	\$73.14	\$74.58	\$76.00	\$77.39	\$78.79	\$80.24	\$81.65	\$83.03	\$84.45	\$85.87	\$87.34
40 Hours	\$56.64	\$57.98	\$59.32	\$60.64	\$61.97	\$63.31	\$64.61	\$65.93	\$67.26	\$68.57	\$69.92	\$71.22	\$72.56	\$73.89	\$75.22	\$76.56	\$77.87	\$79.27	\$80.69	\$82.14
Grade 38																				
35 Hours	\$67.76	\$69.38	\$70.96	\$72.54	\$74.14	\$75.71	\$77.29	\$78.87	\$80.48	\$82.10	\$83.67	\$85.28	\$86.86	\$88.46	\$90.05	\$91.64	\$93.24	\$94.89	\$96.60	\$98.30
37.5 Hours	\$63.28	\$64.73	\$66.19	\$67.71	\$69.23	\$70.69	\$72.19	\$73.65	\$75.13	\$76.63	\$78.11	\$79.60	\$81.08	\$82.54	\$84.05	\$85.51	\$87.01	\$88.48	\$89.97	\$91.48
40 Hours	\$59.32	\$60.71	\$62.07	\$63.47	\$64.90	\$66.25	\$67.68	\$69.08	\$70.45	\$71.86	\$73.27	\$74.63	\$76.02	\$77.40	\$78.77	\$80.21	\$81.61	\$83.05	\$84.53	\$86.01
Grade 39																				
35 Hours	\$70.96	\$72.60	\$74.31	\$75.97	\$77.62	\$79.33	\$80.94	\$82.65	\$84.32	\$85.98	\$87.66	\$89.34	\$91.01	\$92.67	\$94.33	\$95.97	\$97.65	\$99.41	\$101.19	\$102.96
37.5 Hours	\$66.19	\$67.76	\$69.37	\$70.90	\$72.49	\$74.03	\$75.58	\$77.16	\$78.68	\$80.27	\$81.84	\$83.37	\$84.93	\$86.50	\$88.03	\$89.59	\$91.18	\$92.80	\$94.47	\$96.15
40 Hours	\$62.07	\$63.51	\$65.00	\$66.46	\$67.93	\$69.41	\$70.83	\$72.31	\$73.79	\$75.23	\$76.70	\$78.15	\$79.62	\$81.09	\$82.55	\$84.02	\$85.48	\$87.02	\$88.55	\$90.15

PH Scale 2024 – 1.6% increase

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 12																				
35 Hours	\$22.06	\$22.51	\$22.95	\$23.41	\$23.86	\$24.28	\$24.74	\$25.22	\$25.62	\$26.07	\$26.53	\$26.95	\$27.39	\$27.87	\$28.30	\$28.71	\$29.16	\$29.61	\$30.10	\$30.56
37.5 Hours	\$20.57	\$21.01	\$21.45	\$21.84	\$22.27	\$22.68	\$23.10	\$23.53	\$23.95	\$24.34	\$24.76	\$25.20	\$25.59	\$26.02	\$26.44	\$26.83	\$27.26	\$27.71	\$28.12	\$28.56
40 Hours	\$19.30	\$19.71	\$20.13	\$20.48	\$20.87	\$21.26	\$21.65	\$22.04	\$22.42	\$22.85	\$23.20	\$23.61	\$23.97	\$24.38	\$24.78	\$25.18	\$25.54	\$25.91	\$26.27	\$26.65
Grade 13																				
35 Hours	\$22.95	\$23.42	\$23.91	\$24.34	\$24.83	\$25.29	\$25.76	\$26.21	\$26.68	\$27.17	\$27.66	\$28.09	\$28.57	\$29.05	\$29.50	\$29.97	\$30.45	\$30.92	\$31.40	\$31.87
37.5 Hours	\$21.45	\$21.85	\$22.31	\$22.76	\$23.17	\$23.63	\$24.05	\$24.47	\$24.94	\$25.37	\$25.84	\$26.24	\$26.67	\$27.11	\$27.55	\$27.99	\$28.42	\$28.86	\$29.28	\$29.77
40 Hours	\$20.13	\$20.49	\$20.89	\$21.31	\$21.73	\$22.13	\$22.52	\$22.95	\$23.40	\$23.76	\$24.19	\$24.56	\$24.98	\$25.40	\$25.86	\$26.22	\$26.64	\$27.07	\$27.48	\$27.93
Grade 14																				
35 Hours	\$23.91	\$24.44	\$25.02	\$25.46	\$25.89	\$26.36	\$26.81	\$27.32	\$27.86	\$28.33	\$28.76	\$29.27	\$29.79	\$30.31	\$30.75	\$31.23	\$31.76	\$32.30	\$32.84	\$33.38
37.5 Hours	\$22.31	\$22.79	\$23.20	\$23.67	\$24.14	\$24.57	\$25.06	\$25.54	\$25.98	\$26.44	\$26.87	\$27.35	\$27.84	\$28.30	\$28.72	\$29.18	\$29.62	\$30.11	\$30.58	\$31.05
40 Hours	\$20.89	\$21.32	\$21.75	\$22.19	\$22.63	\$23.05	\$23.50	\$23.93	\$24.36	\$24.78	\$25.22	\$25.62	\$26.06	\$26.49	\$26.90	\$27.34	\$27.81	\$28.22	\$28.66	\$29.12
Grade 15																				
35 Hours	\$24.86	\$25.39	\$25.92	\$26.41	\$26.90	\$27.44	\$27.97	\$28.49	\$29.02	\$29.50	\$30.01	\$30.53	\$31.05	\$31.56	\$32.06	\$32.60	\$33.11	\$33.59	\$34.12	\$34.67
37.5 Hours	\$23.20	\$23.69	\$24.19	\$24.68	\$25.17	\$25.62	\$26.10	\$26.59	\$27.07	\$27.55	\$28.03	\$28.51	\$29.01	\$29.47	\$29.95	\$30.44	\$30.94	\$31.44	\$31.95	\$32.50
40 Hours	\$21.75	\$22.24	\$22.67	\$23.11	\$23.58	\$24.01	\$24.44	\$24.94	\$25.37	\$25.86	\$26.27	\$26.71	\$27.19	\$27.66	\$28.08	\$28.54	\$29.03	\$29.50	\$29.98	\$30.49
Grade 16																				
35 Hours	\$25.92	\$26.47	\$27.00	\$27.53	\$28.08	\$28.61	\$29.15	\$29.68	\$30.26	\$30.78	\$31.35	\$31.85	\$32.40	\$32.95	\$33.48	\$34.03	\$34.56	\$35.13	\$35.69	\$36.21
37.5 Hours	\$24.19	\$24.70	\$25.22	\$25.71	\$26.21	\$26.70	\$27.21	\$27.75	\$28.27	\$28.73	\$29.24	\$29.76	\$30.30	\$30.77	\$31.29	\$31.76	\$32.27	\$32.78	\$33.29	\$33.81
40 Hours	\$22.67	\$23.13	\$23.63	\$24.12	\$24.55	\$25.02	\$25.53	\$26.00	\$26.48	\$26.92	\$27.42	\$27.90	\$28.36	\$28.82	\$29.28	\$29.80	\$30.30	\$30.74	\$31.19	\$31.70
Grade 17																				
35 Hours	\$27.00	\$27.55	\$28.12	\$28.68	\$29.24	\$29.83	\$30.42	\$30.99	\$31.53	\$32.10	\$32.67	\$33.26	\$33.83	\$34.42	\$34.97	\$35.55	\$36.09	\$36.67	\$37.23	\$37.84
37.5 Hours	\$25.22	\$25.75	\$26.26	\$26.80	\$27.33	\$27.88	\$28.40	\$28.95	\$29.43	\$29.97	\$30.51	\$31.05	\$31.58	\$32.11	\$32.66	\$33.20	\$33.71	\$34.23	\$34.79	\$35.34
40 Hours	\$23.63	\$24.14	\$24.63	\$25.12	\$25.62	\$26.11	\$26.62	\$27.12	\$27.65	\$28.13	\$28.62	\$29.12	\$29.60	\$30.13	\$30.61	\$31.12	\$31.63	\$32.10	\$32.63	\$33.13
Grade 18																				
35 Hours	\$28.12	\$28.71	\$29.28	\$29.89	\$30.51	\$31.12	\$31.72	\$32.31	\$32.92	\$33.49	\$34.09	\$34.67	\$35.30	\$35.87	\$36.49	\$37.07	\$37.66	\$38.27	\$38.85	\$39.50
37.5 Hours	\$26.26	\$26.82	\$27.38	\$27.93	\$28.48	\$29.04	\$29.58	\$30.17	\$30.72	\$31.26	\$31.81	\$32.38	\$32.95	\$33.49	\$34.07	\$34.62	\$35.23	\$35.79	\$36.37	\$36.98
40 Hours	\$24.63	\$25.17	\$25.65	\$26.17	\$26.70	\$27.24	\$27.78	\$28.29	\$28.75	\$29.28	\$29.84	\$30.38	\$30.91	\$31.41	\$31.91	\$32.46	\$32.98	\$33.47	\$34.01	\$34.53

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 19																				
35 Hours	\$29.28	\$29.95	\$30.60	\$31.20	\$31.82	\$32.47	\$33.06	\$33.71	\$34.37	\$34.98	\$35.61	\$36.21	\$36.86	\$37.49	\$38.11	\$38.73	\$39.35	\$40.01	\$40.63	\$41.24
37.5 Hours	\$27.38	\$27.97	\$28.54	\$29.13	\$29.72	\$30.33	\$30.90	\$31.47	\$32.06	\$32.67	\$33.25	\$33.82	\$34.43	\$35.01	\$35.58	\$36.15	\$36.76	\$37.37	\$37.99	\$38.59
40 Hours	\$25.65	\$26.20	\$26.76	\$27.30	\$27.87	\$28.41	\$28.99	\$29.50	\$30.02	\$30.59	\$31.14	\$31.70	\$32.25	\$32.80	\$33.36	\$33.91	\$34.46	\$35.03	\$35.63	\$36.18
Grade 20																				
35 Hours	\$30.60	\$31.22	\$31.87	\$32.57	\$33.21	\$33.86	\$34.52	\$35.19	\$35.84	\$36.52	\$37.17	\$37.84	\$38.49	\$39.14	\$39.78	\$40.47	\$41.15	\$41.81	\$42.53	\$43.22
37.5 Hours	\$28.54	\$29.16	\$29.81	\$30.40	\$31.00	\$31.63	\$32.25	\$32.85	\$33.45	\$34.07	\$34.71	\$35.32	\$35.94	\$36.54	\$37.14	\$37.80	\$38.41	\$39.06	\$39.66	\$40.35
40 Hours	\$26.76	\$27.33	\$27.92	\$28.49	\$29.08	\$29.65	\$30.26	\$30.79	\$31.39	\$31.94	\$32.54	\$33.11	\$33.67	\$34.25	\$34.83	\$35.41	\$35.98	\$36.57	\$37.18	\$37.83
Grade 21																				
35 Hours	\$31.87	\$32.60	\$33.30	\$33.98	\$34.65	\$35.37	\$36.05	\$36.74	\$37.43	\$38.12	\$38.81	\$39.52	\$40.19	\$40.86	\$41.58	\$42.27	\$42.97	\$43.69	\$44.40	\$45.16
37.5 Hours	\$29.81	\$30.44	\$31.07	\$31.71	\$32.35	\$33.00	\$33.65	\$34.28	\$34.95	\$35.60	\$36.22	\$36.88	\$37.52	\$38.19	\$38.84	\$39.48	\$40.11	\$40.73	\$41.38	\$42.01
40 Hours	\$27.92	\$28.51	\$29.14	\$29.72	\$30.34	\$30.93	\$31.55	\$32.18	\$32.79	\$33.39	\$33.98	\$34.56	\$35.22	\$35.79	\$36.38	\$37.00	\$37.65	\$38.25	\$38.90	\$39.54
Grade 22																				
35 Hours	\$33.30	\$34.01	\$34.71	\$35.44	\$36.16	\$36.91	\$37.63	\$38.40	\$39.12	\$39.83	\$40.56	\$41.27	\$41.99	\$42.74	\$43.47	\$44.18	\$44.89	\$45.66	\$46.38	\$47.17
37.5 Hours	\$31.07	\$31.73	\$32.40	\$33.09	\$33.79	\$34.48	\$35.17	\$35.81	\$36.48	\$37.16	\$37.88	\$38.51	\$39.21	\$39.88	\$40.57	\$41.24	\$41.93	\$42.63	\$43.33	\$44.08
40 Hours	\$29.14	\$29.79	\$30.40	\$31.03	\$31.69	\$32.32	\$32.95	\$33.56	\$34.18	\$34.85	\$35.46	\$36.10	\$36.76	\$37.40	\$38.02	\$38.64	\$39.27	\$39.94	\$40.63	\$41.28
Grade 23																				
35 Hours	\$35.31	\$36.06	\$36.88	\$37.64	\$38.44	\$39.21	\$40.03	\$40.75	\$41.52	\$42.31	\$43.09	\$43.85	\$44.64	\$45.43	\$46.21	\$46.96	\$47.74	\$48.54	\$49.34	\$50.20
37.5 Hours	\$32.99	\$33.69	\$34.44	\$35.17	\$35.85	\$36.60	\$37.34	\$38.04	\$38.77	\$39.51	\$40.23	\$40.93	\$41.67	\$42.40	\$43.14	\$43.85	\$44.58	\$45.34	\$46.08	\$46.86
40 Hours	\$30.92	\$31.58	\$32.26	\$32.95	\$33.62	\$34.28	\$35.01	\$35.69	\$36.34	\$37.02	\$37.73	\$38.40	\$39.07	\$39.74	\$40.44	\$41.13	\$41.80	\$42.51	\$43.21	\$43.93
Grade 24																				
35 Hours	\$36.88	\$37.66	\$38.49	\$39.30	\$40.12	\$40.91	\$41.76	\$42.61	\$43.41	\$44.22	\$45.01	\$45.86	\$46.62	\$47.47	\$48.27	\$49.08	\$49.94	\$50.78	\$51.59	\$52.47
37.5 Hours	\$34.44	\$35.19	\$35.94	\$36.68	\$37.45	\$38.21	\$38.97	\$39.73	\$40.52	\$41.27	\$42.01	\$42.78	\$43.55	\$44.30	\$45.06	\$45.83	\$46.57	\$47.36	\$48.16	\$48.98
40 Hours	\$32.26	\$32.98	\$33.67	\$34.41	\$35.15	\$35.82	\$36.53	\$37.24	\$37.95	\$38.67	\$39.39	\$40.13	\$40.82	\$41.51	\$42.26	\$42.98	\$43.71	\$44.42	\$45.18	\$45.92
Grade 25																				
35 Hours	\$38.49	\$39.34	\$40.21	\$41.09	\$41.93	\$42.78	\$43.62	\$44.50	\$45.38	\$46.24	\$47.04	\$47.95	\$48.77	\$49.62	\$50.51	\$51.35	\$52.18	\$53.08	\$53.95	\$54.85
37.5 Hours	\$35.94	\$36.72	\$37.54	\$38.35	\$39.13	\$39.98	\$40.73	\$41.52	\$42.33	\$43.15	\$43.94	\$44.72	\$45.54	\$46.32	\$47.11	\$47.97	\$48.76	\$49.57	\$50.41	\$51.27
40 Hours	\$33.67	\$34.46	\$35.23	\$35.97	\$36.71	\$37.45	\$38.19	\$38.95	\$39.70	\$40.46	\$41.18	\$41.94	\$42.70	\$43.48	\$44.21	\$44.96	\$45.72	\$46.48	\$47.25	\$48.06

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 26																				
35 Hours	\$40.21	\$41.14	\$42.00	\$42.91	\$43.80	\$44.69	\$45.65	\$46.52	\$47.41	\$48.28	\$49.16	\$50.13	\$51.01	\$51.91	\$52.81	\$53.70	\$54.61	\$55.52	\$56.44	\$57.41
37.5 Hours	\$37.54	\$38.39	\$39.22	\$40.07	\$40.86	\$41.74	\$42.61	\$43.41	\$44.25	\$45.12	\$45.94	\$46.78	\$47.60	\$48.47	\$49.31	\$50.16	\$50.96	\$51.82	\$52.71	\$53.55
40 Hours	\$35.23	\$35.99	\$36.77	\$37.55	\$38.35	\$39.13	\$39.93	\$40.70	\$41.48	\$42.28	\$43.09	\$43.85	\$44.62	\$45.43	\$46.24	\$46.98	\$47.81	\$48.59	\$49.39	\$50.25
Grade 27																				
35 Hours	\$42.00	\$42.97	\$43.92	\$44.86	\$45.78	\$46.75	\$47.68	\$48.64	\$49.57	\$50.53	\$51.45	\$52.42	\$53.34	\$54.30	\$55.25	\$56.18	\$57.11	\$58.13	\$59.07	\$60.05
37.5 Hours	\$39.22	\$40.11	\$40.95	\$41.87	\$42.76	\$43.63	\$44.52	\$45.41	\$46.28	\$47.13	\$48.06	\$48.92	\$49.77	\$50.70	\$51.57	\$52.46	\$53.33	\$54.22	\$55.15	\$56.05
40 Hours	\$36.77	\$37.58	\$38.43	\$39.24	\$40.08	\$40.88	\$41.74	\$42.56	\$43.39	\$44.22	\$45.04	\$45.88	\$46.70	\$47.52	\$48.36	\$49.17	\$50.02	\$50.84	\$51.66	\$52.57
Grade 28																				
35 Hours	\$43.92	\$44.90	\$45.90	\$46.88	\$47.90	\$48.86	\$49.83	\$50.86	\$51.86	\$52.83	\$53.83	\$54.80	\$55.80	\$56.79	\$57.79	\$58.78	\$59.75	\$60.80	\$61.81	\$62.84
37.5 Hours	\$40.95	\$41.91	\$42.83	\$43.77	\$44.67	\$45.65	\$46.53	\$47.47	\$48.41	\$49.33	\$50.27	\$51.17	\$52.08	\$53.04	\$53.95	\$54.86	\$55.80	\$56.73	\$57.70	\$58.67
40 Hours	\$38.43	\$39.26	\$40.14	\$41.05	\$41.91	\$42.75	\$43.61	\$44.49	\$45.37	\$46.25	\$47.11	\$48.00	\$48.82	\$49.70	\$50.59	\$51.45	\$52.31	\$53.18	\$54.06	\$54.98
Grade 29																				
35 Hours	\$45.90	\$46.92	\$48.00	\$49.02	\$50.05	\$51.08	\$52.12	\$53.19	\$54.22	\$55.26	\$56.31	\$57.32	\$58.36	\$59.42	\$60.47	\$61.51	\$62.57	\$63.62	\$64.66	\$65.76
37.5 Hours	\$42.83	\$43.80	\$44.79	\$45.76	\$46.74	\$47.69	\$48.64	\$49.60	\$50.63	\$51.57	\$52.56	\$53.51	\$54.47	\$55.48	\$56.46	\$57.42	\$58.37	\$59.38	\$60.36	\$61.39
40 Hours	\$40.14	\$41.08	\$41.97	\$42.89	\$43.80	\$44.72	\$45.68	\$46.53	\$47.44	\$48.37	\$49.30	\$50.23	\$51.09	\$52.00	\$52.91	\$53.83	\$54.73	\$55.68	\$56.60	\$57.56
Grade 30																				
35 Hours	\$48.00	\$49.05	\$50.17	\$51.25	\$52.38	\$53.46	\$54.52	\$55.63	\$56.72	\$57.81	\$58.89	\$59.98	\$61.09	\$62.16	\$63.29	\$64.38	\$65.50	\$66.57	\$67.68	\$68.80
37.5 Hours	\$44.79	\$45.82	\$46.84	\$47.88	\$48.85	\$49.87	\$50.88	\$51.92	\$52.94	\$53.97	\$55.01	\$56.01	\$57.03	\$58.08	\$59.08	\$60.09	\$61.11	\$62.13	\$63.20	\$64.25
40 Hours	\$41.97	\$42.95	\$43.87	\$44.83	\$45.81	\$46.76	\$47.74	\$48.68	\$49.62	\$50.61	\$51.55	\$52.52	\$53.46	\$54.41	\$55.40	\$56.33	\$57.30	\$58.26	\$59.24	\$60.26
Grade 31																				
35 Hours	\$50.17	\$51.30	\$52.47	\$53.59	\$54.74	\$55.91	\$57.05	\$58.21	\$59.35	\$60.50	\$61.67	\$62.80	\$63.93	\$65.06	\$66.22	\$67.34	\$68.57	\$69.71	\$70.87	\$72.04
37.5 Hours	\$46.84	\$47.93	\$48.99	\$50.07	\$51.11	\$52.17	\$53.27	\$54.34	\$55.43	\$56.49	\$57.56	\$58.65	\$59.70	\$60.80	\$61.83	\$62.94	\$63.99	\$65.05	\$66.16	\$67.25
40 Hours	\$43.87	\$44.88	\$45.91	\$46.90	\$47.93	\$48.93	\$49.94	\$50.93	\$51.96	\$52.94	\$53.93	\$54.95	\$55.95	\$56.97	\$57.97	\$58.95	\$59.96	\$60.98	\$62.00	\$63.04
Grade 32																				
35 Hours	\$52.47	\$53.65	\$54.84	\$56.05	\$57.24	\$58.44	\$59.68	\$60.89	\$62.10	\$63.32	\$64.50	\$65.70	\$66.92	\$68.14	\$69.32	\$70.54	\$71.75	\$72.95	\$74.17	\$75.41
37.5 Hours	\$48.99	\$50.13	\$51.24	\$52.38	\$53.49	\$54.61	\$55.73	\$56.85	\$57.97	\$59.11	\$60.26	\$61.36	\$62.46	\$63.59	\$64.76	\$65.85	\$66.97	\$68.09	\$69.22	\$70.42
40 Hours	\$45.91	\$46.93	\$48.01	\$49.05	\$50.16	\$51.20	\$52.22	\$53.31	\$54.37	\$55.42	\$56.45	\$57.52	\$58.57	\$59.63	\$60.71	\$61.73	\$62.79	\$63.84	\$64.91	\$66.01

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 33																				
35 Hours	\$54.84	\$56.12	\$57.41	\$58.66	\$59.92	\$61.21	\$62.46	\$63.71	\$64.98	\$66.24	\$67.53	\$68.78	\$70.04	\$71.32	\$72.59	\$73.84	\$75.09	\$76.37	\$77.64	\$78.94
37.5 Hours	\$51.24	\$52.42	\$53.58	\$54.74	\$55.95	\$57.11	\$58.31	\$59.48	\$60.70	\$61.84	\$63.02	\$64.23	\$65.41	\$66.56	\$67.78	\$68.89	\$70.06	\$71.26	\$72.46	\$73.68
40 Hours	\$48.01	\$49.08	\$50.24	\$51.34	\$52.45	\$53.55	\$54.67	\$55.77	\$56.87	\$58.01	\$59.11	\$60.22	\$61.32	\$62.40	\$63.53	\$64.58	\$65.75	\$66.85	\$67.99	\$69.14
Grade 34																				
35 Hours	\$57.41	\$58.72	\$60.05	\$61.38	\$62.67	\$64.02	\$65.41	\$66.70	\$68.05	\$69.35	\$70.70	\$72.02	\$73.39	\$74.70	\$76.02	\$77.32	\$78.68	\$79.98	\$81.34	\$82.69
37.5 Hours	\$53.58	\$54.81	\$56.05	\$57.30	\$58.57	\$59.76	\$60.99	\$62.23	\$63.53	\$64.78	\$66.02	\$67.22	\$68.48	\$69.72	\$70.98	\$72.21	\$73.44	\$74.67	\$75.94	\$77.22
40 Hours	\$50.24	\$51.38	\$52.56	\$53.70	\$54.87	\$56.03	\$57.20	\$58.36	\$59.52	\$60.72	\$61.85	\$63.02	\$64.21	\$65.38	\$66.53	\$67.68	\$68.83	\$69.98	\$71.15	\$72.36
Grade 35																				
35 Hours	\$60.05	\$61.45	\$62.90	\$64.25	\$65.65	\$67.05	\$68.42	\$69.80	\$71.20	\$72.60	\$73.99	\$75.39	\$76.78	\$78.19	\$79.57	\$81.02	\$82.41	\$83.78	\$85.19	\$86.64
37.5 Hours	\$56.05	\$57.36	\$58.67	\$59.96	\$61.30	\$62.57	\$63.86	\$65.14	\$66.48	\$67.79	\$69.10	\$70.39	\$71.67	\$72.98	\$74.26	\$75.60	\$76.89	\$78.30	\$79.68	\$81.10
40 Hours	\$52.56	\$53.78	\$55.00	\$56.21	\$57.42	\$58.66	\$59.87	\$61.11	\$62.35	\$63.56	\$64.79	\$66.01	\$67.18	\$68.43	\$69.65	\$70.87	\$72.04	\$73.28	\$74.51	\$75.77
Grade 36																				
35 Hours	\$62.90	\$64.34	\$65.76	\$67.23	\$68.71	\$70.18	\$71.64	\$73.11	\$74.55	\$76.03	\$77.49	\$78.94	\$80.45	\$81.90	\$83.34	\$84.80	\$86.28	\$87.73	\$89.24	\$90.71
37.5 Hours	\$58.67	\$60.03	\$61.41	\$62.78	\$64.12	\$65.54	\$66.89	\$68.25	\$69.59	\$70.99	\$72.33	\$73.69	\$75.06	\$76.44	\$77.85	\$79.18	\$80.53	\$81.89	\$83.25	\$84.65
40 Hours	\$55.00	\$56.28	\$57.55	\$58.84	\$60.17	\$61.42	\$62.69	\$63.97	\$65.27	\$66.54	\$67.83	\$69.12	\$70.39	\$71.66	\$72.95	\$74.21	\$75.50	\$76.75	\$78.06	\$79.36
Grade 37																				
35 Hours	\$65.75	\$67.27	\$68.84	\$70.43	\$71.92	\$73.48	\$75.02	\$76.58	\$78.11	\$79.61	\$81.19	\$82.69	\$84.26	\$85.80	\$87.33	\$88.85	\$90.41	\$91.93	\$93.47	\$95.02
37.5 Hours	\$61.41	\$62.84	\$64.29	\$65.69	\$67.14	\$68.59	\$70.00	\$71.45	\$72.91	\$74.31	\$75.77	\$77.22	\$78.63	\$80.05	\$81.52	\$82.96	\$84.36	\$85.80	\$87.24	\$88.74
40 Hours	\$57.55	\$58.91	\$60.27	\$61.61	\$62.96	\$64.32	\$65.64	\$66.98	\$68.34	\$69.67	\$71.04	\$72.36	\$73.72	\$75.07	\$76.42	\$77.78	\$79.12	\$80.54	\$81.98	\$83.45
Grade 38																				
35 Hours	\$68.84	\$70.49	\$72.10	\$73.70	\$75.33	\$76.92	\$78.53	\$80.13	\$81.77	\$83.41	\$85.01	\$86.64	\$88.25	\$89.88	\$91.49	\$93.11	\$94.73	\$96.41	\$98.15	\$99.87
37.5 Hours	\$64.29	\$65.77	\$67.25	\$68.79	\$70.34	\$71.82	\$73.35	\$74.83	\$76.33	\$77.86	\$79.36	\$80.87	\$82.38	\$83.86	\$85.39	\$86.88	\$88.40	\$89.90	\$91.41	\$92.94
40 Hours	\$60.27	\$61.68	\$63.06	\$64.49	\$65.94	\$67.31	\$68.76	\$70.19	\$71.58	\$73.01	\$74.44	\$75.82	\$77.24	\$78.64	\$80.03	\$81.49	\$82.92	\$84.38	\$85.88	\$87.39
Grade 39																				
35 Hours	\$72.10	\$73.76	\$75.50	\$77.19	\$78.86	\$80.60	\$82.24	\$83.97	\$85.67	\$87.36	\$89.06	\$90.77	\$92.47	\$94.15	\$95.84	\$97.51	\$99.21	\$101.00	\$102.81	\$104.61
37.5 Hours	\$67.25	\$68.84	\$70.48	\$72.03	\$73.65	\$75.21	\$76.79	\$78.39	\$79.94	\$81.55	\$83.15	\$84.70	\$86.29	\$87.88	\$89.44	\$91.02	\$92.64	\$94.28	\$95.98	\$97.69
40 Hours	\$63.06	\$64.53	\$66.04	\$67.52	\$69.02	\$70.52	\$71.96	\$73.47	\$74.97	\$76.43	\$77.93	\$79.40	\$80.89	\$82.39	\$83.87	\$85.36	\$86.85	\$88.41	\$89.97	\$91.59

PH Scale 2025 – 1.6% increase

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 12																				
35 Hours	\$22.41	\$22.87	\$23.32	\$23.78	\$24.24	\$24.67	\$25.14	\$25.62	\$26.03	\$26.49	\$26.95	\$27.38	\$27.83	\$28.32	\$28.75	\$29.17	\$29.63	\$30.08	\$30.58	\$31.05
37.5 Hours	\$20.90	\$21.35	\$21.79	\$22.19	\$22.63	\$23.04	\$23.47	\$23.91	\$24.33	\$24.73	\$25.16	\$25.60	\$26.00	\$26.44	\$26.86	\$27.26	\$27.70	\$28.15	\$28.57	\$29.02
40 Hours	\$19.61	\$20.03	\$20.45	\$20.81	\$21.20	\$21.60	\$22.00	\$22.39	\$22.78	\$23.22	\$23.57	\$23.99	\$24.35	\$24.77	\$25.18	\$25.58	\$25.95	\$26.32	\$26.69	\$27.08
Grade 13																				
35 Hours	\$23.32	\$23.79	\$24.29	\$24.73	\$25.23	\$25.69	\$26.17	\$26.63	\$27.11	\$27.60	\$28.10	\$28.54	\$29.03	\$29.51	\$29.97	\$30.45	\$30.94	\$31.41	\$31.90	\$32.38
37.5 Hours	\$21.79	\$22.20	\$22.67	\$23.12	\$23.54	\$24.01	\$24.43	\$24.86	\$25.34	\$25.78	\$26.25	\$26.66	\$27.10	\$27.54	\$27.99	\$28.44	\$28.87	\$29.32	\$29.75	\$30.25
40 Hours	\$20.45	\$20.82	\$21.22	\$21.65	\$22.08	\$22.48	\$22.88	\$23.32	\$23.77	\$24.14	\$24.58	\$24.95	\$25.38	\$25.81	\$26.27	\$26.64	\$27.07	\$27.50	\$27.92	\$28.38
Grade 14																				
35 Hours	\$24.29	\$24.83	\$25.42	\$25.87	\$26.30	\$26.78	\$27.24	\$27.76	\$28.31	\$28.78	\$29.22	\$29.74	\$30.27	\$30.79	\$31.24	\$31.73	\$32.27	\$32.82	\$33.37	\$33.91
37.5 Hours	\$22.67	\$23.15	\$23.57	\$24.05	\$24.53	\$24.96	\$25.46	\$25.95	\$26.40	\$26.86	\$27.30	\$27.79	\$28.29	\$28.75	\$29.18	\$29.65	\$30.09	\$30.59	\$31.07	\$31.55
40 Hours	\$21.22	\$21.66	\$22.10	\$22.55	\$22.99	\$23.42	\$23.88	\$24.31	\$24.75	\$25.18	\$25.62	\$26.03	\$26.48	\$26.91	\$27.33	\$27.78	\$28.25	\$28.67	\$29.12	\$29.59
Grade 15																				
35 Hours	\$25.26	\$25.80	\$26.33	\$26.83	\$27.33	\$27.88	\$28.42	\$28.95	\$29.48	\$29.97	\$30.49	\$31.02	\$31.55	\$32.06	\$32.57	\$33.12	\$33.64	\$34.13	\$34.67	\$35.22
37.5 Hours	\$23.57	\$24.07	\$24.58	\$25.07	\$25.57	\$26.03	\$26.52	\$27.02	\$27.50	\$27.99	\$28.48	\$28.97	\$29.47	\$29.94	\$30.43	\$30.93	\$31.44	\$31.94	\$32.46	\$33.02
40 Hours	\$22.10	\$22.60	\$23.03	\$23.48	\$23.96	\$24.39	\$24.83	\$25.34	\$25.78	\$26.27	\$26.69	\$27.14	\$27.63	\$28.10	\$28.53	\$29.00	\$29.49	\$29.97	\$30.46	\$30.98
Grade 16																				
35 Hours	\$26.33	\$26.89	\$27.43	\$27.97	\$28.53	\$29.07	\$29.62	\$30.15	\$30.74	\$31.27	\$31.85	\$32.36	\$32.92	\$33.48	\$34.02	\$34.57	\$35.11	\$35.69	\$36.26	\$36.79
37.5 Hours	\$24.58	\$25.10	\$25.62	\$26.12	\$26.63	\$27.13	\$27.65	\$28.19	\$28.72	\$29.19	\$29.71	\$30.24	\$30.78	\$31.26	\$31.79	\$32.27	\$32.79	\$33.30	\$33.82	\$34.35
40 Hours	\$23.03	\$23.50	\$24.01	\$24.51	\$24.94	\$25.42	\$25.94	\$26.42	\$26.90	\$27.35	\$27.86	\$28.35	\$28.81	\$29.28	\$29.75	\$30.28	\$30.78	\$31.23	\$31.69	\$32.21
Grade 17																				
35 Hours	\$27.43	\$27.99	\$28.57	\$29.14	\$29.71	\$30.31	\$30.91	\$31.49	\$32.03	\$32.61	\$33.19	\$33.79	\$34.37	\$34.97	\$35.53	\$36.12	\$36.67	\$37.26	\$37.83	\$38.45
37.5 Hours	\$25.62	\$26.16	\$26.68	\$27.23	\$27.77	\$28.33	\$28.85	\$29.41	\$29.90	\$30.45	\$31.00	\$31.55	\$32.09	\$32.62	\$33.18	\$33.73	\$34.25	\$34.78	\$35.35	\$35.91
40 Hours	\$24.01	\$24.53	\$25.02	\$25.52	\$26.03	\$26.53	\$27.05	\$27.55	\$28.09	\$28.58	\$29.08	\$29.59	\$30.07	\$30.61	\$31.10	\$31.62	\$32.14	\$32.61	\$33.15	\$33.66
Grade 18																				
35 Hours	\$28.57	\$29.17	\$29.75	\$30.37	\$31.00	\$31.62	\$32.23	\$32.83	\$33.45	\$34.03	\$34.64	\$35.22	\$35.86	\$36.44	\$37.07	\$37.66	\$38.26	\$38.88	\$39.47	\$40.13
37.5 Hours	\$26.68	\$27.25	\$27.82	\$28.38	\$28.94	\$29.50	\$30.05	\$30.65	\$31.21	\$31.76	\$32.32	\$32.90	\$33.48	\$34.03	\$34.62	\$35.17	\$35.79	\$36.36	\$36.95	\$37.57
40 Hours	\$25.02	\$25.57	\$26.06	\$26.59	\$27.13	\$27.68	\$28.22	\$28.74	\$29.21	\$29.75	\$30.32	\$30.87	\$31.40	\$31.91	\$32.42	\$32.98	\$33.51	\$34.01	\$34.55	\$35.08

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 19																				
35 Hours	\$29.75	\$30.43	\$31.09	\$31.70	\$32.33	\$32.99	\$33.59	\$34.25	\$34.92	\$35.54	\$36.18	\$36.79	\$37.45	\$38.09	\$38.72	\$39.35	\$39.98	\$40.65	\$41.28	\$41.90
37.5 Hours	\$27.82	\$28.42	\$29.00	\$29.60	\$30.20	\$30.82	\$31.39	\$31.97	\$32.57	\$33.19	\$33.78	\$34.36	\$34.98	\$35.57	\$36.15	\$36.73	\$37.35	\$37.97	\$38.60	\$39.21
40 Hours	\$26.06	\$26.62	\$27.19	\$27.74	\$28.32	\$28.86	\$29.45	\$29.97	\$30.50	\$31.08	\$31.64	\$32.21	\$32.77	\$33.32	\$33.89	\$34.45	\$35.01	\$35.59	\$36.20	\$36.76
Grade 20																				
35 Hours	\$31.09	\$31.72	\$32.38	\$33.09	\$33.74	\$34.40	\$35.07	\$35.75	\$36.41	\$37.10	\$37.76	\$38.45	\$39.11	\$39.77	\$40.42	\$41.12	\$41.81	\$42.48	\$43.21	\$43.91
37.5 Hours	\$29.00	\$29.63	\$30.29	\$30.89	\$31.50	\$32.14	\$32.77	\$33.38	\$33.99	\$34.62	\$35.27	\$35.89	\$36.52	\$37.12	\$37.73	\$38.40	\$39.02	\$39.68	\$40.29	\$41.00
40 Hours	\$27.19	\$27.77	\$28.37	\$28.95	\$29.55	\$30.12	\$30.74	\$31.28	\$31.89	\$32.45	\$33.06	\$33.64	\$34.21	\$34.80	\$35.39	\$35.98	\$36.56	\$37.16	\$37.77	\$38.44
Grade 21																				
35 Hours	\$32.38	\$33.12	\$33.83	\$34.52	\$35.20	\$35.94	\$36.63	\$37.33	\$38.03	\$38.73	\$39.43	\$40.15	\$40.83	\$41.51	\$42.25	\$42.95	\$43.66	\$44.39	\$45.11	\$45.88
37.5 Hours	\$30.29	\$30.93	\$31.57	\$32.22	\$32.87	\$33.53	\$34.19	\$34.83	\$35.51	\$36.17	\$36.80	\$37.47	\$38.12	\$38.80	\$39.46	\$40.11	\$40.75	\$41.38	\$42.04	\$42.68
40 Hours	\$28.37	\$28.97	\$29.61	\$30.20	\$30.83	\$31.42	\$32.05	\$32.69	\$33.31	\$33.92	\$34.52	\$35.11	\$35.78	\$36.36	\$36.96	\$37.59	\$38.25	\$38.86	\$39.52	\$40.17
Grade 22																				
35 Hours	\$33.83	\$34.55	\$35.27	\$36.01	\$36.74	\$37.50	\$38.23	\$39.01	\$39.75	\$40.47	\$41.21	\$41.93	\$42.66	\$43.42	\$44.17	\$44.89	\$45.61	\$46.39	\$47.12	\$47.92
37.5 Hours	\$31.57	\$32.24	\$32.92	\$33.62	\$34.33	\$35.03	\$35.73	\$36.38	\$37.06	\$37.75	\$38.49	\$39.13	\$39.84	\$40.52	\$41.22	\$41.90	\$42.60	\$43.31	\$44.02	\$44.79
40 Hours	\$29.61	\$30.27	\$30.89	\$31.53	\$32.20	\$32.84	\$33.48	\$34.10	\$34.73	\$35.41	\$36.03	\$36.68	\$37.35	\$38.00	\$38.63	\$39.26	\$39.90	\$40.58	\$41.28	\$41.94
Grade 23																				
35 Hours	\$35.87	\$36.64	\$37.47	\$38.24	\$39.06	\$39.84	\$40.67	\$41.40	\$42.18	\$42.99	\$43.78	\$44.55	\$45.35	\$46.16	\$46.95	\$47.71	\$48.50	\$49.32	\$50.13	\$51.00
37.5 Hours	\$33.52	\$34.23	\$34.99	\$35.73	\$36.42	\$37.19	\$37.94	\$38.65	\$39.39	\$40.14	\$40.87	\$41.58	\$42.34	\$43.08	\$43.83	\$44.55	\$45.29	\$46.07	\$46.82	\$47.61
40 Hours	\$31.41	\$32.09	\$32.78	\$33.48	\$34.16	\$34.83	\$35.57	\$36.26	\$36.92	\$37.61	\$38.33	\$39.01	\$39.70	\$40.38	\$41.09	\$41.79	\$42.47	\$43.19	\$43.90	\$44.63
Grade 24																				
35 Hours	\$37.47	\$38.26	\$39.11	\$39.93	\$40.76	\$41.56	\$42.43	\$43.29	\$44.10	\$44.93	\$45.73	\$46.59	\$47.37	\$48.23	\$49.04	\$49.87	\$50.74	\$51.59	\$52.42	\$53.31
37.5 Hours	\$34.99	\$35.75	\$36.52	\$37.27	\$38.05	\$38.82	\$39.59	\$40.37	\$41.17	\$41.93	\$42.68	\$43.46	\$44.25	\$45.01	\$45.78	\$46.56	\$47.32	\$48.12	\$48.93	\$49.76
40 Hours	\$32.78	\$33.51	\$34.21	\$34.96	\$35.71	\$36.39	\$37.11	\$37.84	\$38.56	\$39.29	\$40.02	\$40.77	\$41.47	\$42.17	\$42.94	\$43.67	\$44.41	\$45.13	\$45.90	\$46.65
Grade 25																				
35 Hours	\$39.11	\$39.97	\$40.85	\$41.75	\$42.60	\$43.46	\$44.32	\$45.21	\$46.11	\$46.98	\$47.79	\$48.72	\$49.55	\$50.41	\$51.32	\$52.17	\$53.01	\$53.93	\$54.81	\$55.73
37.5 Hours	\$36.52	\$37.31	\$38.14	\$38.96	\$39.76	\$40.62	\$41.38	\$42.18	\$43.01	\$43.84	\$44.64	\$45.44	\$46.27	\$47.06	\$47.86	\$48.74	\$49.54	\$50.36	\$51.22	\$52.09
40 Hours	\$34.21	\$35.01	\$35.79	\$36.55	\$37.30	\$38.05	\$38.80	\$39.57	\$40.34	\$41.11	\$41.84	\$42.61	\$43.38	\$44.18	\$44.92	\$45.68	\$46.45	\$47.22	\$48.01	\$48.83

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 26																				
35 Hours	\$40.85	\$41.80	\$42.67	\$43.60	\$44.50	\$45.41	\$46.38	\$47.26	\$48.17	\$49.05	\$49.95	\$50.93	\$51.83	\$52.74	\$53.65	\$54.56	\$55.48	\$56.41	\$57.34	\$58.33
37.5 Hours	\$38.14	\$39.00	\$39.85	\$40.71	\$41.51	\$42.41	\$43.29	\$44.10	\$44.96	\$45.84	\$46.68	\$47.53	\$48.36	\$49.25	\$50.10	\$50.96	\$51.78	\$52.65	\$53.55	\$54.41
40 Hours	\$35.79	\$36.57	\$37.36	\$38.15	\$38.96	\$39.76	\$40.57	\$41.35	\$42.14	\$42.96	\$43.78	\$44.55	\$45.33	\$46.16	\$46.98	\$47.73	\$48.57	\$49.37	\$50.18	\$51.05
Grade 27																				
35 Hours	\$42.67	\$43.66	\$44.62	\$45.58	\$46.51	\$47.50	\$48.44	\$49.42	\$50.36	\$51.34	\$52.27	\$53.26	\$54.19	\$55.17	\$56.13	\$57.08	\$58.02	\$59.06	\$60.02	\$61.01
37.5 Hours	\$39.85	\$40.75	\$41.61	\$42.54	\$43.44	\$44.33	\$45.23	\$46.14	\$47.02	\$47.88	\$48.83	\$49.70	\$50.57	\$51.51	\$52.40	\$53.30	\$54.18	\$55.09	\$56.03	\$56.95
40 Hours	\$37.36	\$38.18	\$39.04	\$39.87	\$40.72	\$41.53	\$42.41	\$43.24	\$44.08	\$44.93	\$45.76	\$46.61	\$47.45	\$48.28	\$49.13	\$49.96	\$50.82	\$51.65	\$52.49	\$53.41
Grade 28																				
35 Hours	\$44.62	\$45.62	\$46.63	\$47.63	\$48.67	\$49.64	\$50.63	\$51.67	\$52.69	\$53.68	\$54.69	\$55.68	\$56.69	\$57.70	\$58.71	\$59.72	\$60.71	\$61.77	\$62.80	\$63.85
37.5 Hours	\$41.61	\$42.58	\$43.52	\$44.47	\$45.38	\$46.38	\$47.27	\$48.23	\$49.18	\$50.12	\$51.07	\$51.99	\$52.91	\$53.89	\$54.81	\$55.74	\$56.69	\$57.64	\$58.62	\$59.61
40 Hours	\$39.04	\$39.89	\$40.78	\$41.71	\$42.58	\$43.43	\$44.31	\$45.20	\$46.10	\$46.99	\$47.86	\$48.77	\$49.60	\$50.50	\$51.40	\$52.27	\$53.15	\$54.03	\$54.92	\$55.86
Grade 29																				
35 Hours	\$46.63	\$47.67	\$48.77	\$49.80	\$50.85	\$51.90	\$52.95	\$54.04	\$55.09	\$56.14	\$57.21	\$58.24	\$59.29	\$60.37	\$61.44	\$62.49	\$63.57	\$64.64	\$65.69	\$66.81
37.5 Hours	\$43.52	\$44.50	\$45.51	\$46.49	\$47.49	\$48.45	\$49.42	\$50.39	\$51.44	\$52.40	\$53.40	\$54.37	\$55.34	\$56.37	\$57.36	\$58.34	\$59.30	\$60.33	\$61.33	\$62.37
40 Hours	\$40.78	\$41.74	\$42.64	\$43.58	\$44.50	\$45.44	\$46.41	\$47.27	\$48.20	\$49.14	\$50.09	\$51.03	\$51.91	\$52.83	\$53.76	\$54.69	\$55.61	\$56.57	\$57.51	\$58.48
Grade 30																				
35 Hours	\$48.77	\$49.83	\$50.97	\$52.07	\$53.22	\$54.32	\$55.39	\$56.52	\$57.63	\$58.73	\$59.83	\$60.94	\$62.07	\$63.15	\$64.30	\$65.41	\$66.55	\$67.64	\$68.76	\$69.90
37.5 Hours	\$45.51	\$46.55	\$47.59	\$48.65	\$49.63	\$50.67	\$51.69	\$52.75	\$53.79	\$54.83	\$55.89	\$56.91	\$57.94	\$59.01	\$60.03	\$61.05	\$62.09	\$63.12	\$64.21	\$65.28
40 Hours	\$42.64	\$43.64	\$44.57	\$45.55	\$46.54	\$47.51	\$48.50	\$49.46	\$50.41	\$51.42	\$52.37	\$53.36	\$54.32	\$55.28	\$56.29	\$57.23	\$58.22	\$59.19	\$60.19	\$61.22
Grade 31																				
35 Hours	\$50.97	\$52.12	\$53.31	\$54.45	\$55.62	\$56.80	\$57.96	\$59.14	\$60.30	\$61.47	\$62.66	\$63.80	\$64.95	\$66.10	\$67.28	\$68.42	\$69.67	\$70.83	\$72.00	\$73.19
37.5 Hours	\$47.59	\$48.70	\$49.77	\$50.87	\$51.93	\$53.00	\$54.12	\$55.21	\$56.32	\$57.39	\$58.48	\$59.59	\$60.66	\$61.77	\$62.82	\$63.95	\$65.01	\$66.09	\$67.22	\$68.33
40 Hours	\$44.57	\$45.60	\$46.64	\$47.65	\$48.70	\$49.71	\$50.74	\$51.74	\$52.79	\$53.79	\$54.79	\$55.83	\$56.85	\$57.88	\$58.90	\$59.89	\$60.92	\$61.96	\$62.99	\$64.05
Grade 32																				
35 Hours	\$53.31	\$54.51	\$55.72	\$56.95	\$58.16	\$59.38	\$60.63	\$61.86	\$63.09	\$64.33	\$65.53	\$66.75	\$67.99	\$69.23	\$70.43	\$71.67	\$72.90	\$74.12	\$75.36	\$76.62
37.5 Hours	\$49.77	\$50.93	\$52.06	\$53.22	\$54.35	\$55.48	\$56.62	\$57.76	\$58.90	\$60.06	\$61.22	\$62.34	\$63.46	\$64.61	\$65.80	\$66.90	\$68.04	\$69.18	\$70.33	\$71.55
40 Hours	\$46.64	\$47.68	\$48.78	\$49.83	\$50.96	\$52.02	\$53.06	\$54.16	\$55.24	\$56.31	\$57.35	\$58.44	\$59.51	\$60.58	\$61.68	\$62.72	\$63.79	\$64.86	\$65.95	\$67.07

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade 33																				
35 Hours	\$55.72	\$57.02	\$58.33	\$59.60	\$60.88	\$62.19	\$63.46	\$64.73	\$66.02	\$67.30	\$68.61	\$69.88	\$71.16	\$72.46	\$73.75	\$75.02	\$76.29	\$77.59	\$78.88	\$80.20
37.5 Hours	\$52.06	\$53.26	\$54.44	\$55.62	\$56.85	\$58.02	\$59.24	\$60.43	\$61.67	\$62.83	\$64.03	\$65.26	\$66.46	\$67.62	\$68.86	\$69.99	\$71.18	\$72.40	\$73.62	\$74.86
40 Hours	\$48.78	\$49.87	\$51.04	\$52.16	\$53.29	\$54.41	\$55.54	\$56.66	\$57.78	\$58.94	\$60.06	\$61.18	\$62.30	\$63.40	\$64.55	\$65.61	\$66.80	\$67.92	\$69.08	\$70.25
Grade 34																				
35 Hours	\$58.33	\$59.66	\$61.01	\$62.36	\$63.67	\$65.04	\$66.46	\$67.77	\$69.14	\$70.46	\$71.83	\$73.17	\$74.56	\$75.90	\$77.24	\$78.56	\$79.94	\$81.26	\$82.64	\$84.01
37.5 Hours	\$54.44	\$55.69	\$56.95	\$58.22	\$59.51	\$60.72	\$61.97	\$63.23	\$64.55	\$65.82	\$67.08	\$68.30	\$69.58	\$70.84	\$72.12	\$73.37	\$74.62	\$75.86	\$77.16	\$78.46
40 Hours	\$51.04	\$52.20	\$53.40	\$54.56	\$55.75	\$56.93	\$58.12	\$59.29	\$60.47	\$61.69	\$62.84	\$64.03	\$65.24	\$66.43	\$67.59	\$68.76	\$69.93	\$71.10	\$72.29	\$73.52
Grade 35																				
35 Hours	\$61.01	\$62.43	\$63.91	\$65.28	\$66.70	\$68.12	\$69.51	\$70.92	\$72.34	\$73.76	\$75.17	\$76.60	\$78.01	\$79.44	\$80.84	\$82.32	\$83.73	\$85.12	\$86.55	\$88.03
37.5 Hours	\$56.95	\$58.28	\$59.61	\$60.92	\$62.28	\$63.57	\$64.88	\$66.18	\$67.54	\$68.87	\$70.21	\$71.52	\$72.82	\$74.15	\$75.45	\$76.81	\$78.12	\$79.55	\$80.95	\$82.40
40 Hours	\$53.40	\$54.64	\$55.88	\$57.11	\$58.34	\$59.60	\$60.83	\$62.09	\$63.35	\$64.58	\$65.83	\$67.07	\$68.25	\$69.52	\$70.76	\$72.00	\$73.19	\$74.45	\$75.70	\$76.98
Grade 36																				
35 Hours	\$63.91	\$65.37	\$66.81	\$68.31	\$69.81	\$71.30	\$72.79	\$74.28	\$75.74	\$77.25	\$78.73	\$80.20	\$81.74	\$83.21	\$84.67	\$86.16	\$87.66	\$89.13	\$90.67	\$92.16
37.5 Hours	\$59.61	\$60.99	\$62.39	\$63.78	\$65.15	\$66.59	\$67.96	\$69.34	\$70.70	\$72.13	\$73.49	\$74.87	\$76.26	\$77.66	\$79.10	\$80.45	\$81.82	\$83.20	\$84.58	\$86.00
40 Hours	\$55.88	\$57.18	\$58.47	\$59.78	\$61.13	\$62.40	\$63.69	\$64.99	\$66.31	\$67.60	\$68.92	\$70.23	\$71.52	\$72.81	\$74.12	\$75.40	\$76.71	\$77.98	\$79.31	\$80.63
Grade 37																				
35 Hours	\$66.80	\$68.35	\$69.94	\$71.56	\$73.07	\$74.66	\$76.22	\$77.81	\$79.36	\$80.88	\$82.49	\$84.01	\$85.61	\$87.17	\$88.73	\$90.27	\$91.86	\$93.40	\$94.97	\$96.54
37.5 Hours	\$62.39	\$63.85	\$65.32	\$66.74	\$68.21	\$69.69	\$71.12	\$72.59	\$74.08	\$75.50	\$76.98	\$78.46	\$79.89	\$81.33	\$82.82	\$84.29	\$85.71	\$87.17	\$88.64	\$90.16
40 Hours	\$58.47	\$59.85	\$61.23	\$62.60	\$63.97	\$65.35	\$66.69	\$68.05	\$69.43	\$70.78	\$72.18	\$73.52	\$74.90	\$76.27	\$77.64	\$79.02	\$80.39	\$81.83	\$83.29	\$84.79
Grade 38																				
35 Hours	\$69.94	\$71.62	\$73.25	\$74.88	\$76.54	\$78.15	\$79.79	\$81.41	\$83.08	\$84.74	\$86.37	\$88.03	\$89.66	\$91.32	\$92.95	\$94.60	\$96.25	\$97.95	\$99.72	\$101.47
37.5 Hours	\$65.32	\$66.82	\$68.33	\$69.89	\$71.47	\$72.97	\$74.52	\$76.03	\$77.55	\$79.11	\$80.63	\$82.16	\$83.70	\$85.20	\$86.76	\$88.27	\$89.81	\$91.34	\$92.87	\$94.43
40 Hours	\$61.23	\$62.67	\$64.07	\$65.52	\$67.00	\$68.39	\$69.86	\$71.31	\$72.73	\$74.18	\$75.63	\$77.03	\$78.48	\$79.90	\$81.31	\$82.79	\$84.25	\$85.73	\$87.25	\$88.79
Grade 39																				
35 Hours	\$73.25	\$74.94	\$76.71	\$78.43	\$80.12	\$81.89	\$83.56	\$85.31	\$87.04	\$88.76	\$90.48	\$92.22	\$93.95	\$95.66	\$97.37	\$99.07	\$100.80	\$102.62	\$104.45	\$106.28
37.5 Hours	\$68.33	\$69.94	\$71.61	\$73.18	\$74.83	\$76.41	\$78.02	\$79.64	\$81.22	\$82.85	\$84.48	\$86.06	\$87.67	\$89.29	\$90.87	\$92.48	\$94.12	\$95.79	\$97.52	\$99.25
40 Hours	\$64.07	\$65.56	\$67.10	\$68.60	\$70.12	\$71.65	\$73.11	\$74.65	\$76.17	\$77.65	\$79.18	\$80.67	\$82.18	\$83.71	\$85.21	\$86.73	\$88.24	\$89.82	\$91.41	\$93.06

Appendix A – List of University Operating Units

For the purpose of Article 4.08, University Operating Units are defined as follows:

1. Newark /Scotch Plains Campus
 - a. NJ Medical School
 - b. Rutgers School of Dental Medicine
 - c. School of Nursing
 - d. School of Graduate Studies
 - e. School of Health Professions
 - f. Central Administration
 - g. UBHC, excluding UCHC
 - h. School of Public Health
2. New Brunswick/Piscataway Campus
 - a. Robert Wood Johnson Medical School
 - b. School of Health Professions
 - c. UBHC, excluding UCHC
 - d. School of Nursing
 - e. Central Administration
 - f. School of Graduate Studies
 - g. School of Public Health
3. Stratford/Camden Campus
 - a. School of Nursing
 - b. Rutgers School of Dental Medicine
 - c. UBHC, excluding UCHC
 - d. Central Administration
 - e. Robert Wood Johnson Medical School
 - f. School of Public Health
 - g. School of Health Professions
 - h. School of Graduate Studies
4. UCHC Campus
 - a. Inclusive of all prison facilities
5. FXB/Child Health Unit
 - a. Bergen, Hudson, and Passaic
 - b. Hunterdon, Morris, Sussex, and Warren
 - c. Middlesex and Somerset
 - d. Essex and Union
 - e. Monmouth and Ocean

- f. Camden
- g. Burlington and Mercer
- h. Cumberland, Gloucester, and Salem
- i. Atlantic and Cape May

Appendix B – Job Series

For the purposes of Article 4.07(g), the following is a list of Job Series' that staff may bump down into:

Staff Assistant

Staff Assistant I	Grade 21
Staff Assistant II	Grade 20
Staff Assistant III	Grade 19
Staff Assistant IV	Grade 18
Staff Assistant V	Grade 17

Accountants

Sr. Accountant	Grade PS 22
Accountant	Grade PH 18

Budget Analyst

Budget Analyst I	Grade 25
Budget Analyst II	Grade 22
Budget Analyst III	Grade 18

Cancer Registry Info Specialist

Cancer Registry Info Specialist I	Grade 26
Cancer Registry Info Specialist II	Grade 23
Cancer Registry Info Specialist III	Grade 20

Grants & Contracts Analyst

Grants & Contracts Analyst I	Grade 26
Grants and Contracts Analyst II	Grade 24
Grants and Contracts Analyst III	Grade 21

Habilitation Counselors

Sr. Habilitation Counselor	Grade 22
Habilitation Counselor	Grade 19

Nutritionist

Nutritionist I	Grade 24
Nutritionist II	Grade 22
Nutritionist III	Grade 20

Spec Poison Information

Spec Poison Information I	Grade 31
Spec Poison Information II	Grade 30
Spec Poison Information III	Grade 29
Spec Poison Information IV	Grade 28
Spec Poison Information V	Grade 27

Mental Health Clinician*

Mental Health Clinician II	Grade 25
Mental Health Clinician III	Grade 22

Public Health Representative*

Public Health Rep II	Grade 21
Public Health Rep III	Grade 18

Health Educator

<u>Health Educator II</u>	<u>Grade 23</u>
<u>Health Educator III</u>	<u>Grade 20</u>

Social Worker

<u>Social Worker</u>	<u>Grade 25</u>
<u>Social Worker I</u>	<u>Grade 22</u>
<u>Social Worker II</u>	<u>Grade 18</u>

(*Where bump is into a position within the same unit/population)

Appendix C – Flexible Work Arrangements

January 30, 2024

1
2

Article xx - Flexible Work Arrangements

3 All negotiations unit employees are eligible to request Flexible Work Arrangements (hereinafter
4 “flexible work arrangement(s)”). Requests for flexible work arrangements shall not be
5 unreasonably denied. This article shall not void any prior designated work schedules. A
6 department may offer a flexible work arrangement based upon the nature of the work performed
7 and departmental and/or university needs. An employee may also initiate a request for a flexible
8 work arrangement with their supervisor. In either case, the department should enter into a
9 University Flexible Work Arrangement, only if it is determined that the employee and the
10 employee’s position are suitable for a flexible work arrangement.

11 Not all positions are suitable for flexible work arrangements. Suitability for a flexible work
12 arrangement is based upon the operational and service delivery needs of the department, the
13 individual employee, and the employee’s position. In all instances, consideration and approval of
14 remote work arrangements must reflect a focus on mission, service to our students and patients,
15 impact on the communities within which we operate, and a shared responsibility to provide an
16 engaging, vibrant, and connected University experience for our students.

17 Decisions regarding suitability for flexible work arrangements including, but not limited to, types
18 of remote work arrangements and forms of flexible work schedules shall rest with the University
19 and shall be final.

20 I. Definitions

21 **Ad Hoc:** A work arrangement where employees are permitted or directed by a supervisor to
22 work at an off-campus site, if job duties and technology resources permit such an
23 arrangement, during circumstances such as, but not limited to, special projects or business
24 travel. These arrangements are temporary (not to exceed 20 business days in a calendar year)
25 and require prior approval by the direct supervisor or designee and have no expectation of
26 continuance.

27 **Alternate Work Location:** A location other than the official University place of business
28 from which an employee works. Such alternate work locations must (1) be in NJ, NY, PA or
29 DE and (2) be within a reasonable commuting distance to the Assigned Work Location, as
30 mutually agreed upon by the employee and Department Head.

31 **Assigned Work Location:** Any on- or off-campus property that is owned, occupied, leased,
32 or used by Rutgers University at which the employee is regularly assigned to attend work.
33 This includes all research sites and all leased indoor and outdoor spaces or spaces occupied
34 with a user permit, license, or contract for the conduct of University business.

35 **Compressed Workweek:** A flexible work arrangement available only to those employees
36 with fully in-person schedules. A compressed workweek schedule allows an employee to
37 maintain a full-time schedule, but work hours are performed over less than five days per
38 week or ten days per pay period. For example, a compressed 40-hour workweek can be four
39 10-hour days Tuesday through Friday and Mondays off. A compressed workweek cannot be
40 combined with any other flexible work arrangement type.

41 **Department Head:** The person with the ultimate approval authority in the unit, or designee.

1

- 42 **Exempt:** Not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
43 (Employee titles coded as NL, NC, and N4).
- 44 **Emergency:** A crisis or other emergency, including certain inclement weather events, that
45 significantly disrupts a facility or facilities or the physical operation of a department as
46 determined by the university.
- 47 **Flexible Work Arrangement:** Non-standard work arrangements that include but are not
48 limited to Ad Hoc, Compressed Workweek, Flex Workday, Fully Remote, and Hybrid.
- 49 **Flex Workday:** A work schedule whereby an employee works a standard workweek but with
50 start and end times that differ from the regularly scheduled workday. This may include a split
51 schedule where an employee works a full workday in two or more periods (e.g., 9 AM-12
52 PM and 3 PM-7:30 PM)
- 53 **Fully Remote:** A work arrangement whereby an employee performs job responsibilities at an
54 Alternate Work Location for all scheduled workdays in a workweek. Such alternate work
55 locations must (1) be in NJ, NY, PA or DE and (2) be within a reasonable commuting
56 distance to the assigned work location, as mutually agreed upon by the employee and
57 Department Head. In this work arrangement an employee may be scheduled to work
58 remotely regularly but also required, at times, to attend meetings or work from an on-campus
59 work site as directed by a supervisor or as operationally necessary. Fully remote work
60 arrangements may only be considered under extraordinary circumstances for a period not to
61 exceed one year with the potential for yearly renewals.
- 62 **Hours Worked:** For fixed workweek staff; hours are computed by adding all hours actually
63 worked during the workweek plus any paid time off, such as vacation and sick time, except
64 as modified by collective negotiations agreements.
- 65 **Hybrid:** A work arrangement where an employee is both regularly scheduled to work at an
66 assigned work location for a minimum number of days during a workweek and at an alternate
67 work location for the remaining scheduled workdays in a workweek.
- 68 **Non-exempt:** The employee's position is subject to the overtime provisions of the Fair Labor
69 Standards Act (FLSA). (Employee titles coded as 35, NE, and 40).
- 70 **Standard Hours Workweek:** The standard hours for work in a workweek are set forth in
71 University Policy 60.3.14, University Policy 60.9.27, and/or the appropriate collective
72 negotiations agreements.

73 **II. Remote Work**

74
75 **A. Types of Remote Work Arrangements:**

76
77 Remote work shall be scheduled as follows:

- 78 1. **Ad Hoc:** A work arrangement where employees are permitted or directed by a supervisor
79 to work at an off-campus site, if job duties and technology resources permit such an
80 arrangement, during circumstances such as, but not limited to, special projects or

business travel. These arrangements are temporary (not to exceed 20 business days in a calendar year) and require prior approval by the direct supervisor or designee and have no expectation of continuance.

2. Hybrid:

a. 1-2 Remote Workdays: A Department Head, or designee, may approve a work arrangement where an employee is both regularly scheduled to work at an assigned work location for a minimum of 3 days during a workweek and regularly scheduled to work at an alternate work location for a maximum of 2 days during a workweek. Employees must live in NJ, NY, PA, or DE and within a commutable distance to the employee's Assigned Work Location to participate in a hybrid work arrangement.

b. 3-4 Remote Workdays: Subject to Department Head, or designee, and approval from the appropriate Cabinet Officer, a work arrangement will be permitted where an employee is both regularly scheduled to work at the employee's assigned work location for less than 3 days during a workweek and regularly scheduled to work at an alternate work location for more than 2 days during a workweek. Employees must live in NJ, NY, PA, or DE and within a commutable distance to the employee's Assigned Work Location to participate in a hybrid work arrangement.

3. Seasonal: Remote work arrangements may be modified in accordance with the seasonal business needs of the department for a period not to exceed three (3) months each fiscal year with the potential for yearly renewals.

4. Emergency: Remote work that is precipitated by a crisis or other emergency, that significantly disrupts a facility or facilities, or the physical operation of a department as determined by the university. When needed to achieve business continuity and to maintain critical functions, operations, and services, remote work arrangements may be established during an emergency as defined in Section I above until normal operations can be restored at the Assigned Work Location or until a different Assigned Work Location is designated by the university.

5. Fully Remote: The appropriate Cabinet Officer and Senior Vice President of Human Resources may approve a fully remote work agreement for a period not to exceed one year and may be renewable on a yearly basis. These employees perform job responsibilities at an alternate work location in NJ, NY, PA, or DE within a commutable distance to the employee's assigned work location. In this work arrangement an employee may be scheduled to work remotely regularly but also required, at times, to attend meetings or work from an on-campus work site as directed by a supervisor or as operationally necessary.

B. Effect on Employee's other Terms and Conditions of Employment

124 In all cases, remote work arrangements are revocable and can be discontinued at any time
125 when it is in the judgment of the department or the university that it is in the best interest of
126 the University to do so. Departments should give a minimum of 14 calendar days' notice of
127 discontinuance unless extenuating circumstances make such notice impracticable.

128 Remote work does not change an employee's terms and conditions of employment, including
129 required compliance with or the application of University policies. Additionally, an
130 employee's compensation and/or benefits do not change as a result of a remote work
131 arrangement.

132 **C. Effect on Employee's Leave**

133 Remote work is not intended to circumvent any leave that an employee has requested and is
134 entitled to pursuant to State and/or federal law, University policy, or prevailing collective
135 negotiations agreements.

136 **D. Alternate Work Location**

137 The alternate location from which an employee works remotely should be a predetermined
138 site, such as a home office, and should have a fixed work area that will provide the employee
139 with adequate access to the tools necessary for remote work, such as a telephone, computer,
140 internet connection, etc.

141 The alternate work location must be within an environment that is free of disruptions and
142 provides the appropriate level of privacy when discussing confidential or sensitive matters.

143 A supervisor or other appropriate University official may arrange to visit the alternate work
144 location both prior to and after a flexible work arrangement has been approved if there are
145 worksite-related concerns.

146 Employees with approved remote work arrangements should not hold business visits or in-
147 person meetings with professional colleagues, customers, or the public at alternate work
148 sites; exceptions to this provision must be approved in advance by the department.

149 A remote work arrangement does not convert the alternate work location into a University
150 place of business.

151 **E. Equipment, Costs, and Expenses**

152
153 Except as set forth below, employees must provide their own computer, telephone, telephone
154 service, internet connection, and any other equipment necessary to facilitate the remote work
155 arrangement, unless otherwise expressly agreed to and approved. The University does not
156 assume responsibility for the cost of employee-provided equipment or its repair or service.

157
158 The University will supply IT equipment, non-IT equipment, and office supplies, at its
159 discretion, only for the employee's primary Assigned Work Location, be it on-campus or
160 remote. The University will not reimburse employees for out-of-pocket expenses for

materials and supplies that are normally available at the employee's assigned work location. Any additional equipment is the responsibility of the employee. There will be no reimbursement for printing, cell phone, internet or home-office furniture set up. Except as provided above, all costs, whether relating to the initial set-up or the maintenance of an alternate work location, will be borne by the employee. The University does not assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes or other alternative work locations.

Departments are not prohibited from using University funds for reasonable expenses that are necessary to facilitate the remote work arrangement, if there is a legitimate business need and adequate funding exists. Such expenses must be consistent with existing University policies regarding purchasing and business expenditures and equitable across employee groups.

When available, and at its discretion, departments may issue University-owned equipment to an employee for use in remote work arrangements; however, the equipment is to be used only by the employee to perform authorized University business. When University-owned equipment is issued to an employee for remote work, the employee is responsible for protecting it from theft, damage, and unauthorized use. University-issued equipment used in the normal course of employment will continue to be supported by the department. Employees must utilize all equipment in accordance with all University and OIT Policies and Procedures.

F. Accountability and Availability

In general, remote work should not change the regular days and hours that an employee is expected to be working. All employees working remotely are required to submit an application in an approved university system detailing workdays, hours, and location, and must receive approval prior to commencing their remote work schedules. Such arrangements must be revisited and approved on a yearly basis. If it is found that an employee is not performing work during the remote work hours, or is not at their designated Alternate Work Location during remote work hours, their flexible work agreement can be revoked.

An employee with an approved remote work arrangement shall be available for communication and contact during the scheduled workday, regardless of work location. An employee with an approved remote work arrangement shall report to the regularly assigned work location on non-remote workdays. In addition, supervisors may require that on a regular remote workday an employee must report to the regularly assigned work location or elsewhere as needed for work-related meetings or other events. In that event, the supervisor should give the employee as much notice as is practicable.

Employees with approved remote work arrangements must adhere to the established standards and protocol relating to information protection, security, and technology. Failure to adhere to the standards and protocol may result in revocation of the University Remote Work Agreement and appropriate disciplinary action.

G. Assessment

202 Certain adaptations may be necessary in how supervisors communicate expectations and
203 assignments, and provide ongoing assessment and feedback, due to the fact that the employee
204 with approved remote work arrangement is not always physically present in the regular
205 Assigned Work Location. The supervisor and the employee with approved remote work
206 arrangement should agree upon a workable means for delivering such information, such as
207 regular meetings or status emails. Likewise, supervisors should also review and/or revise the
208 criteria that will be utilized for annual performance appraisals where applicable. Such criteria
209 should be clearly defined and measurable in terms of quantity, quality, or time to complete.

210 **III. Flexible Work Schedules**

211 The definitions for all terms utilized in this section are the same as those utilized in the
212 Definitions section above unless otherwise noted.

213 **A. Forms of Flexible Work Schedules**

214 **1. Flex Workday**

215 The features of a Flex Workday are as follows:

- 216 a. A variable daily schedule with a pre-defined start and end time that may
217 differ from the regularly scheduled workday but revolves around a fixed
218 number of hours, which may vary by employee; or
- 219 b. A split schedule whereby an employee works a full workday with a
220 specific number of hours in two or more periods; and
- 221 c. A meal break of at least thirty (30) consecutive minutes.

222 **2. Compressed Workweek**

223 **a. Features of a Compressed Workweek**

- 224 i. A regularly-repeating weekly, or bi-weekly, schedule that is
225 shorter than five uniform and consecutive days in one workweek,
226 or ten uniform and consecutive days in two workweeks,
227 respectively;
- 228 ii. A regular workweek (e.g., 35, 37.5 or 40 hours) that is executed
229 over the shortened period of time so that there are fewer but longer
230 days in the new workweek(s);
- 231 iii. A workday that is for a specific number of hours, not including
232 a meal break, during which the employee must be at work;
- 233 iv. A meal break of at least thirty (30) consecutive minutes; and
- 234 v. One regularly-scheduled day off that the employee receives as a
235 result of the compression of the workweek(s). The regularly
236 scheduled day off may be any day during such workweek(s),

237 mutually agreed upon by the employee and their supervisor, which
238 shall repeat with regularity.

239 b. Examples of Compressed Workweek Arrangements

240 i. 4&1 Compressed Workweek Arrangement: In a 4&1
241 Compressed Workweek Arrangement, the employee will work four
242 (4) days and receive one (1) regularly scheduled day off in each
243 workweek.

244 An employee who is in a 35-hour per week position and who is
245 placed on a 4&1 Compressed Workweek Arrangement will work
246 four 8.75 days per workweek.

247 An employee who is in a 37.5-hour per week position and who is
248 placed on a 4&1 Compressed Workweek Arrangement will work
249 four 9.38-hour days per workweek.

250 An employee who is in a 40-hour per week position and who is
251 placed on a 4&1 Compressed Workweek Arrangement will work
252 four 10-hour days per workweek.

253 ii. 9&1 Compressed Workweek Arrangement: In a 9&1
254 Compressed Workweek Arrangement, the employee will work
255 nine (9) days and receive one (1) regularly scheduled day off in
256 every two consecutive workweeks. A 9&1 Compressed Workweek
257 Arrangement must correlate with an employee's pay period as
258 defined in the Definitions section above. A 9&1 Compressed
259 Workweek Arrangement is not available to overtime-eligible
260 employees.

261 NL employees: NL employees have a minimum average workweek
262 of 37.5 hours. Accordingly, an NL employee who is placed on a
263 9&1 Compressed Workweek Arrangement will work nine days of
264 at least 8.33 hours per two consecutive workweeks.

265 N4 employees: N4 employees are required to work a minimum of
266 40 hours per workweek because their primary function is to
267 directly supervise non-exempt, 40-hour, fixed workweek
268 employees. Accordingly, an N4 employee who is placed on a 9&1
269 Compressed Workweek arrangement will work nine 8.9- hour days
270 per two consecutive workweeks.

271 **B. Flexible Work Arrangements for Part Time Employees**

272 Compressed Workweek and Flex Workday Arrangements can be implemented for part-
273 time employees by following the same guidelines set forth in section A above, prorated
274 according to the employee's part-time percentage.

C. Holidays and other Paid Leave Days

1. The value of a holiday or paid leave day is equal to 1/5 of the employee's regular workweek.
2. If a holiday falls, or paid leave day is taken, on an employee's regularly scheduled day of work, the employee shall receive the day off. If due to the Compressed Workweek Arrangement the length of the employee's workday is greater than the value of the holiday or paid leave day, the difference must be charged to another form of time or to leave without pay.
3. If a holiday falls on an employee's regularly scheduled day off, the employee shall receive an alternate day off within the same workweek. If due to the Compressed Workweek Arrangement the length of the employee's workday is greater than the value of the holiday, the difference must be charged to another form of time or to leave without pay.
4. If an employee is directed to work on a holiday, the employee shall receive pay for the holiday. Additionally, if non-exempt, the employee shall receive time-and-one-half premium pay for all hours worked on such holiday.
5. Current University policies for recording holiday time remain applicable.

IV. Process

Approval of flexible work arrangements must follow the established processes as set forth by the University.

If an employee's request for a flexible work arrangement is denied, a written explanation shall be provided to the employee along with the notice of denial. The Department Needs Assessment and Team Agreement may serve as the written explanation.

If a flexible work arrangement request cannot be supported given the results of the Department Needs Assessment and Teams Agreement, an employee may still submit the request into the Flexwork@RU System. The employee must attest to understanding the department operational needs, wants to submit a request based on specific circumstances, and provides supporting details for the request in the Flexwork@RU System. Department Heads will need to review the application and make a determination if the flexible work arrangement can be supported based on the additional details provided by the employee.

Any requests for a reasonable accommodation must be submitted to the Office of Employment Equity in University Human Resources.

A University Flexible Work Agreement may be discontinued by either the employee or the department upon written notice via email or some other method. Departments should give a minimum of fourteen (14) calendar days' notice of discontinuance unless extenuating circumstances make such notice impracticable. The employee should give as much notice as is reasonably necessary to facilitate resumed reporting to the work location.

January 30, 2024

316 V. This Article supersedes and replaces any current and existing articles in the signatories'
317 collective negotiations agreements related to flexible work arrangements (if any), including but
318 not limited to flexible work schedules and remote work.

319 **VI. Dispute Resolution**

320 Grievances alleging a violation of a University or Department's substantive determination under
321 this Article shall be concluded at the step of the grievance procedure with the Office of
322 University Labor Relations as set forth in the applicable collective negotiations agreement and
323 shall not be eligible for arbitration. If a grievance alleging a violation of the definitions or
324 processes of this Article proceeds to arbitration, an arbitrator's remedial authority is limited to
325 directing the University to comply with this Article's definitions and processes.

326

327

328

329 Agree:

330 
331 _____

332 Harry Agnostak

333

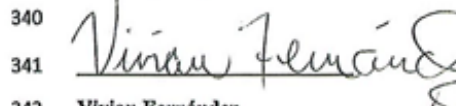
334 Date: 2-7-24

335 
336 _____

337 Julie Cartegna-Jones

338

339 Date: 2/7/24

340 
341 _____

342 Vivian Fernández

343

344 Date: 2-21-24

345

Agree:



AAUP-AFT-EOF

Date: 02/04/2024



CWA 1031

Date: 02/01/2024



HPAAE 5089

Date: 01/30/2024

January 30, 2024

346 

347 Abbe Kanan


By: [Signature] (Pub. 6, 2014 01 11 11)

HPAE 5094

348

349 Date: 2/20/24

Date: 02/04/2024

350

351 

352 Jeff Maschi


By: [Signature] (Pub. 6, 2014 12 20 11)

HPAE 5094

353

354 Date: _____

Date: 02/04/2024

355

356 

357 Chris Zigre


By: [Signature] (Pub. 6, 2014 12 20 11)

URA-AFT

358

359 Date: 2/21/24

Date: 01/30/2024

360

361 
362 David A. Cohen

363

364 Date: 2/7/2024

Appendix D – Per Diem Memorandum of Agreement and Wage Scale

MEMORANDUM OF AGREEMENT

Between

HPAE Local 5094 and

Rutgers, the State University of New Jersey

Whereas, HPAE Local 5094 and Rutgers, the State University of New Jersey (“Rutgers”), collectively (“parties”) entered into a successor collective negotiations agreement dated July 1, 2022 through June 30, 2026 (“CNA”);

Whereas, Rutgers and the HPAE Local 5094 union has agreed to meet and negotiate the rate for Per Diem HPAE 5094 titles;

HPAE Local 5094 and Rutgers agree to the attached exhibit representing the rates for HPAE 5094 Per Diem titles as of August 24, 2024.

The terms of this Agreement will remain in place until a successor agreement has been ratified by HPAE Local 5094.

The terms of this Agreement will be effective upon execution of this Agreement by all parties.

On behalf of HPAE Local 5094



K. Lisa Adams (Dec 19, 2024 11:14 EST)

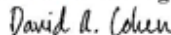
Dated: 12/19/2024



Ryan Novoselski (Jan 7, 2025 10:55 EST)

Dated: 01/07/2025

On behalf of Rutgers



108A1B697703431

Dated:

01/21/2025

Dated:

5094 Per Diem Job Title, Grade, Step

Per Diem Job Titles -- HPAE	Grade	Range	Step	Jul 2024 Rate	July 2025 Rate (3.5%)
RES TEACHING SPEC V PD	PH37	17B	17	\$33.71	\$34.25
RES STUDY COOR PD	PH37	18B	17	\$35.23	\$35.79
HABILITATION COUNSLR PD	PH37	19B	17	\$36.76	\$37.35
RES TEACHING SPEC IV PD	PH37	19B	17	\$36.76	\$37.35
STAFF ASST PD	PH37	19B	17	\$36.76	\$37.35
PROG ASST PD	PH37	19B	17	\$36.76	\$37.35
MNTL HLTH CLINICIAN III PD	PH37	22B	17	\$41.93	\$42.60
PER DIEM NUTRITIONIST	PH37	22B	17	\$41.93	\$42.60
SCREENING CLINICIAN PD	PH37	22B	17	\$41.93	\$42.60
HISTOTECHNOGIST PD	PH37	24B	17	\$46.57	\$47.32
HLTH EDUCATOR III PD	PH37	23B	17	\$44.58	\$45.29
PROGRAM COOR - PD	PH37	23B	17	\$44.58	\$45.29
RES ASSOC II PD	PH37	23B	17	\$44.58	\$45.29
REG DIETITIAN PD	PH37	24B	17	\$46.57	\$47.32
RES TEACHING SPEC III PD	PH37	24B	17	\$46.57	\$47.32
MNTL HLTH CLINICIAN II PD	PH37	25B	17	\$48.76	\$49.54
RESOURCE COORD PD	PH37	25B	17	\$48.76	\$49.54
SOCIAL WORKER PD	PH37	25B	17	\$48.76	\$49.54
SR INPAT CODER (PD)	PH37	25B	17	\$48.76	\$49.54
PSYCHOLOGIST PD	PH37	29B	17	\$58.37	\$59.30
PHYSICAL THER PD	PH37	28B	17	\$55.80	\$56.69
GRANTS WRITER PD	PH37	28B	17	\$55.80	\$56.69
USER SUPPORT SPEC II - PD	PH37	28B	17	\$55.80	\$56.69
OPTOMETRIST - PD	PH37	39B	17	\$92.64	\$94.12
SR TECHNOLOGIST PD	PH37	32B	17	\$66.97	\$68.04
SR TECHNOLOGIST PD	PH37	32B	17	\$66.97	\$68.04
PHYSICIAN ASST PD	PH37	33B	17	\$70.06	\$71.18
PHARMACIST PD	PH37	37B	17	\$84.36	\$85.71
CLIN PHARMACIST SPEC PD	PH37	38B	17	\$88.40	\$89.81

Side Letter of Agreement #1



University of Medicine & Dentistry of New Jersey

April 23, 1997

Human Resources

65 Bergen Street, Room 123
University Heights
Newark, NJ 07107-300

Ann Twomey, President
H.P.A.E.
110 Kinderkamack Road
Emerson, New Jersey 07630

RE: Layoff Notice

Dear Ms. Twomey:

The University agrees to meet with the HP AE at least one week, except in the case of an emergency, in advance of any notice of layoff of HP AE personnel greater than five on a single campus. The purpose of the meeting is to discuss pending layoff situations. At that meeting, the Union is free to set forth its position on the pending layoff.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Howard J. Prias".

Howard J. Prias, Esq.
Director of Labor Relations

HJP/mp

A handwritten signature in dark ink, appearing to read "Ann Twomey".

Ann Twomey, President
Health Professionals & Allied
Employees, AFT, AFL-CIO

c: Karen Kavanagh



The University is an affirmative action/equal opportunity employer.

Side Letter of Agreement #2

Health Professionals and Allied Employees AFT AFL-CIO

110 Kinderkamack Road
Emerson, NJ 07630
201-262-5005
1 (800) 801-5005
FAX 201-262-4335

March 25, 1997

Howard J. Pripas, Esq.
University of Medicine and Dentistry of New Jersey
Office of Labor Relations
65 Bergen St.
12th Floor - Suite 1237
Newark, NJ 07107



Re: **Letter of Understanding
Discipline of Exempt Staff Members**

Dear Mr. Pripas:

It is hereby agreed and acknowledged by both the University and the Union that the University has changed its disciplinary policy with respect to exempt staff so that such staff shall not be suspended without pay for less than five (5) days except for infractions of safety rules of major significance relating to the prevention of serious danger to the University and other staff members.

Both parties further recognize that the Union's position on disciplinary policy toward exempt staff is that such staff should not receive a suspension except for an infraction of safety provisions of major significance and that, where the University would, with just cause, otherwise issue a suspension, such staff should be given a "Written Warning in Lieu of a Suspension."

The Union reserves its right to litigate any matter arising out of the University's revised disciplinary policy with respect to exempt staff members.

Please indicate your agreement by your signature below. The signature of the University acknowledges the Union's position, but does not indicate agreement to the position.

Very truly yours,

Ann Twomey
President

AT/jg

Howard J. Pripas, Esq.
Director of Labor Relations
University of Medicine & Dentistry of New Jersey

Side Letter of Agreement #3



University of Medicine & Dentistry of New Jersey

Human Resources

May 17, 2000

65 Bergen Street, Room 1237
University Heights
Newark, NJ 07107-3001

Ann Twomey, President
Health Professionals and Allied Employees
110 Kinderkamack Road
Emerson, New Jersey 07630

RE: Bumping Rights

Dear Ms. Twomey:

The University will continue to make its best effort to place individuals who do not have bumping rights. A campus Human Resources representative shall meet with such an individual prior to the effective date of layoff to review vacant positions. Further, such an individual shall be guaranteed at least one (1) interview for a vacant position for which they are qualified.

Please indicate your agreement by signature below.

Very truly yours,

Howard J. Priola, Esq.
Director of Labor Relations

HJP/mp

c: Ronald A. Brooks

Ann Twomey, President
Health Professionals and Allied
Employees/AFT, AFL-CIO

Side Letter of Agreement #4

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

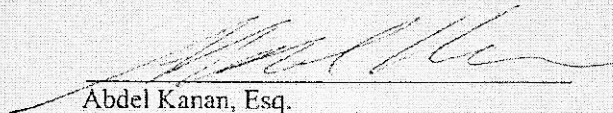
Re: Vacation Carryover

Dear Ms Twomey:

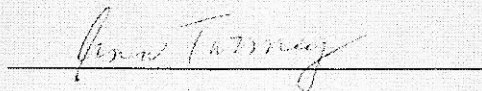
If the union believes the employee is required to carry over vacation accruals in excess of one year because they are not being allowed by the Department to schedule vacation time, they should bring this to the attention of Labor Relations and the matter will be investigated. Labor Relations will discuss the issue with the department and inform them that they must approve excess vacation carryover within the 6-month carryover period. Should the staff member not request vacation, the department may schedule the employee for vacation within the 6-month period.

Please indicate your agreement by signature below.

Very truly yours,



Abdel Kanan, Esq.
Director of Labor Relations



Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO

Side Letter of Agreement #5

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630


Re: Veteran's Day

Dear Ms Twomey:

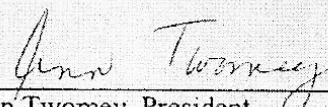
The University will agree to meet with the HPAE review ways to honor and recognize Veteran's Day.

Please indicate your agreement by signature below.

Very truly yours,

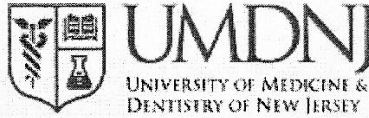


Abdel Kanan, Esq.
Director of Labor Relations



Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO

Side Letter of Agreement #6



November 5, 2011

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

Re: Vacation Carryover

Dear Ms. Twomey:

If the Union believes an exempt employee is regularly and routinely required to work excessive hours, they should bring this to the attention of Labor Relations and the situation will be investigated with the Office of Compensation Services in conjunction with the appropriate senior management of the unit. A summary of the findings of the investigation and any remedial action taken will be supplied to the union within sixty (60) days. The findings of the investigation are subject to the grievance procedure through Step 2.

Annually, in the month of September, the Vice President of Human Resources will send a communication to the UMDNJ schools and units stating that there should be a reasonable approach taken with regards to flexibility of scheduling exempt employees.

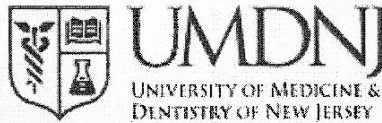
Please indicate your agreement by signature below.

Very truly yours,

Abdel Kanan, Esq.
Director of Labor Relations

Ann Twomey, President
Health Professionals & Allied Employees
AFT, AFL-CIO

Side Letter of Agreement #7



November 5, 2011

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

Re: Hiring and Promotional Opportunities for Internal Candidates

Dear Ms. Twomey:

The University is sensitive to issues presented regarding the hiring and promotional opportunities for internal candidates. Provided that internal candidates meet the requirements for a job posting, it is preferred and strongly encouraged that interviews be granted for the internal candidates who applied within the first five (5) days the position was posted.

Provided qualifications are substantially equal between an internal and external candidate, the appointment of the internal candidate is preferred and encouraged. Provided qualifications and work experience are substantially equal between internal candidates, the appointment of the senior internal candidate is preferred and encouraged. Qualifications are deemed to include, but are not limited to, consideration of work performance, time and attendance and demonstrated attributes consistent with the University's Code of Ethics and Conduct. This side letter is not subject to the grievance procedure.

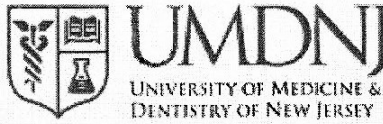
Please indicate your agreement by signature below.

Very truly yours,

Abdel Kanan, Esq.
Director of Labor Relations

Ann Twomey, President
Health Professionals & Allied Employees
AFT, AFL-CIO

Side Letter of Agreement #8



November 5, 2011

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

Re: Helpline

Dear Ms. Twomey:

A staff member may file a complaint with the University's Helpline if she/he believes that she/he has been discriminated against or subjected to harassment and/or a hostile work environment. Such complaints will be triaged and forwarded to the appropriate party for further review and resolution.

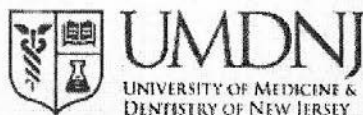
Please indicate your agreement by signature below.

Very truly yours,

Abdel Kanan, Esq.
Director of Labor Relations

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO

Side Letter of Agreement #9



November 5, 2011

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

Re: Research Staff Issues

Dear Ms. Twomey:

The University agrees that the Vice President of Research and HPAAE representatives, not to exceed three (3) staff members and one (1) staff representative, shall meet to discuss research staff issues.

Please indicate your agreement by signature below.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Abdel Kanan", is written over a horizontal line.

Abdel Kanan, Esq.
Director of Labor Relations

A handwritten signature in dark ink, appearing to read "Ann Twomey", is written over a horizontal line.

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO

Side Letter of Agreement #10



November 5, 2011

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

Re: Job Series

Dear Ms. Twomey:

Both parties agree to meet within 90 days of ratification of this agreement in order to discuss and make recommendations for job series within the HPAE 5094 titles for the purposes of bumping rights.

The committee will consist of four (4) members from the Union and four (4) members from management.

Please indicate agreement by signature below.

Very truly yours,

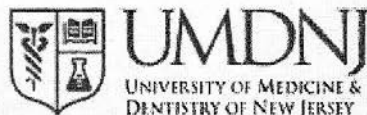
A handwritten signature in dark ink, appearing to read "Abdel Kanan", is written over a horizontal line.

Abdel Kanan, Esq.
Director of Labor Relations

A handwritten signature in dark ink, appearing to read "Ann Twomey", is written over a horizontal line.

Ann Twomey, President
Health Professions & Allied Employees
AFT, AFL-CIO

Side Letter of Agreement #11



November 5, 2011

Ann Twomey, President
Health Professionals and Allied Employees
AFT, AFL-CIO
110 Kinderkamack Road
Emerson, NJ 07630

Re: Inclement Weather Policy

Dear Ms. Twomey:

As agreed, please be advised that the University and the Union will continue to work with the UMDNJ Union Coalition to make recommendations regarding changes to the current University Inclement Weather Policy.

Please indicate agreement by signature below.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Abdel Kanan", is written over a horizontal line.

Abdel Kanan, Esq.
Director of Labor Relations

A handwritten signature in dark ink, appearing to read "Ann Twomey", is written over a horizontal line.

Ann Twomey, President
Health Professionals & Allied Employees
AFT, AFL-CIO

Side Letter of Agreement #12

Continuing Education for University Behavioral Health Care

Debbie White, President
Health Professionals and Allied Employees
110 Kinderkamack Road
Emerson, New Jersey 07630

July 1, 2023

Re: Continuing Education for University Behavioral Health Care

Dear Ms. White,

The University and Union are interested in providing clear information regarding the availability of continuing education units for negotiations unit employees assigned to University Behavioral Health Care ("UBHC"). Therefore, the University proposes the following:

The University will continue to provide opportunities for discounted and no cost continuing education units for negotiations unit employees assigned to UBHC. The University will provide negotiations unit employees assigned to UBHC with a list of available continuing education classes on a centralized website location. In addition, should additional opportunities become available, the University will send negotiations unit employees assigned to UBHC email correspondence regarding additional opportunities via their University email address.

The University will provide negotiations unit members assigned to UBHC with the opportunity to provide feedback regarding existing continuing education courses and suggestions for additional continuing education units on a bi-annual basis. The University will review those recommendations and may add additional discounted and no cost continuing education units based on that feedback.

Unless mutually approved by the University and Union, this Side Letter will sunset at the expiration of the 2022-2026 Collective Negotiations Agreement. Nothing contained within this Side Letter will be subject to the grievance procedure.
Please indicate your agreement by signature below.

Very Truly yours,

Abdel Kanan
Director of Labor Relations
Office of University Labor Relations

Debbie White, President
Health Professionals and Allied Employees

Notes