

COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA LABOR RELATIONS BOARD

STATE COLLEGE AREA EDUCATIONAL :  
SUPPORT PERSONNEL ASSOCIATION :  
PSEA/NEA :  
: :  
AND : ACT 88-11-3-E  
: :  
STATE COLLEGE AREA :  
SCHOOL DISTRICT :

**REPORT AND RECOMMENDATIONS**

**FACT FINDER: Debra K. Wallet, Esquire**

**FOR THE EMPLOYER:**

Scott C. Etter, Esquire  
Campbell Miller Williams Benson Etter & Consiglio  
720 South Atherton Street, Suite 201  
State College, PA 16801

**FOR THE UNION:**

Ms. Jane F. Brubaker  
PA State Education Association  
400 Shiloh Road  
State College, PA 16801

## **BACKGROUND**

Pursuant to Act 88 of 1992 (Act 88) and the Public Employe Relations Act (PERA), the undersigned was appointed by the Pennsylvania Labor Relations Board (Board) on January 25, 2011 as the Fact Finder in the impasse between the State College School District (District) and the State College Area Educational Support Personnel Association PSEA/NEA (Association).

In accordance with the Board's Order of January 25, 2011, the Parties filed with the Fact Finder written statements of the issues in dispute. After some clarification both before and during the Fact Finding, the parties identified five unresolved issues.

A Fact Finding was held at the law offices of Campbell Miller Williams Benson Etter & Consiglio on February 23, 2011, at which time both Parties were afforded a full opportunity to present testimony, examine and cross-examine witnesses, introduce documentary evidence, and argue orally in support of their respective positions regarding the issues in dispute.

Both representatives made professional and courteous presentations to the Fact Finder. The positions of the Parties were clearly articulated and the documentation presented was both informative and useful.

The recommendations which follow constitute the settlement proposal upon which the Parties are now required to act, as directed by statute and Board regulations. Pursuant to statutory authority, this Report will be released to the public if not accepted. A vote to accept the Report does not constitute agreement with or endorsement of the rationale in support of any recommendation, but rather represents only an agreement to resolve all outstanding issues by adopting these recommendations. The Parties are directed to review the Report and, within ten (10) days of its issuance, notify the Board of their decision to accept or reject the recommendations.

## **ISSUES**

The Fact Finder has made recommendations on the following issues:

1. Article II – Term of the Agreement
2. Article XVI – Educational Improvement
3. Article XII – Vacancies - Transfers
4. Article XVII – Insurance Benefits
5. Article XIX – Wages and Other Compensation

## **OVERVIEW AND BARGAINING HISTORY**

The District is located in Centre County, serving a 150 square mile attendance area encompassing the Borough of State College and the surrounding townships of College, Ferguson, Halfmoon, Harris, and Patton. Approximate enrollment is 7,200. Contiguous districts are Tyrone Area, Juniata Valley, Huntingdon Area, Penns Valley Area, Bellefonte Area, and Bald Eagle Area. The District is part of Intermediate Unit #10.

This is a bargaining unit consisting of approximately 450 individuals in secretarial and paraprofessional job classifications such as special education assistants, guidance and attendance paraprofessionals, and library assistants. Based upon the Order of Certification #PERA-R-98-10-E, the unit is defined as “All full-time and regular part-time white-collar nonprofessional employees including but not limited to secretarial employees and paraprofessionals.”

A prior collective bargaining agreement covered the period through June 30, 2008. By a Memorandum of Understanding, this Agreement was extended an additional two years covering the period ending June 30, 2010 with modifications to medical benefits and wages. The parties continued to work under the terms and conditions of the expired contract while bargaining on a successor agreement beginning in January, 2010. These bargaining efforts, some of which involved the use of a state-appointed mediator, failed to result in a new Agreement. Therefore, the Association filed for Fact Finding on January 19, 2011 and the undersigned Fact Finder was appointed January 25, 2011.

The parties have been able to sign off on several issues and it is assumed that all Tentative Agreements will be incorporated into any new Collective Bargaining Agreement.

It is important to note that the specific recommendations of the Fact Finder made in this report on each issue, although discussed separately, were made only after consideration of all the issue recommendations taken together and their total combined impact upon both parties in this dispute. No single recommendation stands in isolation from the total package. These issues will be addressed in the order in which they were identified. Recommended additions are shown in **Bold**.

## FACT-FINDER'S DISCUSSION AND RECOMMENDATIONS

### 1. ARTICLE II – TERM OF AGREEMENT

#### Current Agreement

The term of this Agreement shall begin July 1, 2003, and shall continue in full force and effect until June 30, 2008, or until such later date as the parties may hereinafter agree is to be the extended ending date. Any such extended date shall be evidenced by an amendment to this Agreement, to which amendment both parties shall signify their approval by affixing their signatures hereto.

#### Discussion

The Association has proposed a five-year term beginning July 1, 2010 and ending June 30, 2015. In support of its request for a longer term, the Association points out that the parties are already in the ninth month of the first year and they do not want to begin bargaining immediately after adopting the Fact Finder's report. According to the Association, the average term of agreement is 4.3 years in other District bargaining units and in contiguous districts.

The District proposes a two-year term ending June 30, 2012. Its reasoning is that with the uncertainty of its taxing capabilities and the volatility of the current economic climate in both the nation and the Commonwealth, an extended multi-year agreement is not in the best interests of either party.

It makes no sense to this Fact Finder that the parties would be required to begin bargaining immediately. As will be seen in the balance of this Report, the recommendations include wage increases and increases in healthcare premium contributions to be effective only as of July 1, 2011. This means that the major economic provisions of the prior Agreement, as modified by the Memorandum of Understanding, will remain in place without change through July 1, 2011. Therefore, the Fact Finder has provided for an additional three-year period of labor certainty in which both wages and healthcare premium contributions will increase slightly.

#### Recommended New Agreement

The term of this Agreement shall **begin July 1, 2010**, and shall continue in full force and effect until **June 30, 2014**, or until such later date as the parties may hereinafter agree is to be the extended ending date. Any such extended date shall be evidenced by an amendment to this Agreement, to which amendment both parties shall signify their approval by affixing their signatures hereto.

### 2. ARTICLE XVI – EDUCATIONAL IMPROVEMENT

#### Current Agreement

None.

#### Discussion

The Association has proposed a new Section D to Article XVI relating to Educational Improvement:

#### D. Federal or State Mandated Requirements

Employees, who must pursue additional certification requirements due to determinations from the federal and state departments of education, shall be provided such requirements by the district for all coursework, tests, and other mandates for compliance. If the district cannot

accommodate the necessary requirements, the district will make the needed arrangements for all necessary requirements to be met. If arrangements are not made for an employee to complete the training during their regular workday, the District will provide approved activities outside of the regular workday and employees will be paid their regular rate only for the hours not provided during the regular workday (up to a maximum of 20 hours or other legal requirement).

By way of background, the Pennsylvania Department of Education requires special education paraprofessionals to be Highly Qualified according to rigid standards. At present, all current special education paraprofessionals in this Unit are deemed to be Highly Qualified. In addition, the District has developed a Special Education Instructional Paraprofessional Chapter 14 Regulations Compliance Procedures Document establishing a process for providing inservice staff development programs to ensure that these paraprofessionals remain Highly Qualified and providing for district inservice days in which to do so and at no cost to the employees.

The Association had initially proposed that the current Compliance Procedures Document be attached as an appendix to the Collective Bargaining Agreement. When this was rejected, the Association asked for the language above. It wants to make sure that the District will continue to provide these benefits.

The District does not want collective bargaining agreement language regarding what it deems to be its managerial responsibilities in this area. More convincing, it points out that the requested language is much broader than simply referencing the existing Department of Education's Special Education Regulations.

The Fact Finder sees no need for this broad language which would bind the District to requirements not currently in place. Inasmuch as all of the special education instructional paraprofessionals are already Highly Qualified and the District has a procedures document in place to continue that this remains the case, there is no current need for the requested provision.

#### Recommended New Agreement

No new Section D.

### **3. ARTICLE XII – VACANCIES - TRANSFERS**

#### Current Agreement

##### A. Definition

For purpose of this section, "vacancy" means a position that the Board of School Directors determines has become available as a result of the retirement, resignation, death or lawful dismissal of a current employee or as a result of the creation of a new or additional bargaining unit position. "Temporary Vacancy" shall mean that a position is available as a result of the absence of a current employee on approved leave. "Days" shall be defined as those days when the District Administrative Office is open for business.

##### B. Posting

1. School Year -- Whenever a vacancy or temporary vacancy arises or is anticipated within the bargaining unit, it shall be posted for bid on bulletin boards designated for such purposes in all buildings by the District within ten (10) workdays after the employer becomes aware of the existence of the vacancy and shall remain posted for a period of ten (10) workdays.
2. Summer and Leaves of Absence -- Employees who wish to be considered for vacancies during the summer must notify the personnel office in writing by the last school day. Employees on approved leaves of absence who wish to be considered for vacancies while on leave must notify the personnel office in writing no later than one week prior to the beginning of such leave. Employees who provide such written notice shall be considered for all available openings that occur during the summer or during the employee's leave of absence, in accordance with the provisions of this Article, Section D, (a) Awarding Positions.

3. Content -- All postings shall contain the minimum qualifications/skill requirements, grade classification, hours per day, days per year, location and job description.

C. Bidding

All employees in the bargaining unit, including furloughed (laid off) employees, may apply for posted vacant or newly created positions. Bids shall be submitted in writing to the personnel office within ten (10) workdays of the vacancy having been posted.

D. Awarding Positions

- a. Vacancies will be filled as soon as possible following the end of the posting period. All internal candidates within the bargaining unit providing a written bid will be interviewed before external candidates are interviewed. If any bargaining unit candidate is not interviewed prior to external candidates being interviewed, he/she shall be granted an interview prior to the filling of the vacancy.
- b. When a bargaining unit member is the selected candidate, the employee shall maintain their seniority accrual for wage scale placement for the awarded position, provided the awarded position is within the employee's classification (secretarial/clerical or paraprofessional). If the awarded position is a different classification, the employee will be placed at the beginning wage scale step for that position's pay grade. In the event that the employee's current hourly rate is higher than the beginning wage scale step for the new position's pay grade, the employee's current wage rate will be frozen (red circled) until the rate in the new grade scale catches up with the frozen wage rate. The successful internal candidate will be transferred to the new position within ten (10) workdays of the notification of assignment.
- c. All internal bargaining unit candidates shall receive written notification of the outcome of their bid within fifteen (15) workdays of the Board of School Directors approval of the hire of the successful candidate.

E. Transfer

In the event that an involuntary transfer is deemed necessary by the employer, the District will first consider volunteers, if any, for the transfer. In the event that a volunteer is not transferred, the District shall consider the seniority of the employees within the classification as one of the factors in determining which employees should be transferred. The responsible administrator will meet with the employee to be transferred to explain the reasons for the transfer. In the event of a transfer to a higher paying position, the employee shall receive the higher rate of pay.

Discussion

During the Fact Finding, the District presented a new proposal for the first time, encompassing some language in the article on Vacancies – Transfers and in the Placement on Wage Scale, a part of Article XIX. That proposal is as follows:

**A. Definition**

For purpose of this section, "vacancy" means a position that the Board of School Directors determines has become available as a result of the retirement, resignation, death or lawful dismissal of a current employee or as a result of the creation of a new or additional bargaining unit position. "Temporary Vacancy" shall mean that a position is available as a result of the absence of a current employee on approved leave. **However, a "vacancy" or "temporary vacancy" will not exist under these definitions, if the District first determines it will transfer (voluntary or involuntary) a current employee into a position that has become available for the reasons stipulated above.** "Days" shall be defined as those days when the District Administrative Office is open for business.

**B. Posting**

1. School Year -- Whenever a vacancy or temporary vacancy arises or is anticipated within the bargaining unit, it shall be posted for bid on bulletin boards designated for such

purposes in all buildings by the District within ten (10) workdays after the employer becomes aware of the existence of the vacancy and shall remain posted for a period of ten (10) workdays.

2. Summer and Leaves of Absence -- Employees who wish to be considered for vacancies during the summer must notify the personnel office in writing by the last school day. Employees on approved leaves of absence who wish to be considered for vacancies while on leave must notify the personnel office in writing no later than one week prior to the beginning of such leave. Employees who provide such written notice shall be considered for all available openings that occur during the summer or during the employee's leave of absence, in accordance with the provisions of this Article, Section D, (a) Awarding Positions.

3. Content -- All postings shall contain the minimum qualifications/skill requirements, grade classification, hours per day, days per year, location and job description.

### C. Bidding

All employees in the bargaining unit, including furloughed (laid off) employees, may apply for posted vacant or newly created positions. Bids shall be submitted in writing to the personnel office within ten (10) workdays of the vacancy having been posted.

### D. Awarding Positions

a. Vacancies will be filled as soon as possible following the end of the posting period. All internal candidates within the bargaining unit providing a written bid will be interviewed before external candidates are interviewed. If any bargaining unit candidate is not interviewed prior to external candidates being interviewed, he/she shall be granted an interview prior to the filling of the vacancy.

b. When a bargaining unit member is the selected candidate, the employee shall maintain their seniority accrual for wage scale placement for the awarded position. ~~provided the awarded position is within the employee's classification (secretarial/clerical or paraprofessional). If the awarded position is a different classification, the employee will be placed at the beginning wage scale step for that position's pay grade. In the event that the employee's current hourly rate is higher than the beginning wage scale step for the new position's pay grade, the employee's current wage rate will be frozen (red circled) until the rate in the new grade scale catches up with the frozen wage rate.~~ The successful internal candidate will be transferred to the new position within ten (10) workdays of the notification of assignment.

c. All internal bargaining unit candidates shall receive written notification of the outcome of their bid within fifteen (15) workdays of the Board of School Directors approval of the hire of the successful candidate.

### E. Transfer

In the event that an involuntary transfer is deemed necessary by the employer, ~~the District will first consider volunteers, if any, for the transfer. In the event that a volunteer is not transferred, the District shall consider the seniority of the employees within the classification as one of the factors in determining which employees should be transferred.~~ the responsible administrator will meet with the employee to be transferred to explain the reasons for the transfer. In the event of a transfer to a higher paying position, the employee shall receive the higher rate of pay.

**ARTICLE XIX  
WAGES AND OTHER COMPENSATION**

**A. Wage Schedules**

1. Rates of pay for each classification (**Secretarial/Clerical and Paraprofessional**) are in accordance with the Wage Rate Schedules found in Appendix C.

**B. Placement on Wage Schedule**

1. When an employee moves from one pay grade to another pay grade in the same employee classification (i.e., Grade III to Grade IV), the employee will maintain the same years of service for step placement purposes in the new position.

2. When an employee moves from one employee classification to another employee classification (i.e., paraprofessional to secretarial), the employee **will maintain the same years of service for step placement purposes in the new position. ~~be placed at the base rate of the appropriate pay grade. In the event that the employee's current hourly rate is higher than the beginning wage scale step for the new position's pay grade, the employee's current wage rate will be frozen (red circled) until the rate in the new grade scale catches up with the frozen wage rate.~~**

This proposal was a response, in part, to an Association request for changes in the placement of transferring employees on the wage scale.

The parties made some progress in discussing the District's proposal, but neither side was certain about all of the ramifications of this new language. The Fact Finder will make no recommendation on these changes but direct the parties to meet to discuss the possibility of including language similar to that proposed by the District.

Recommended New Agreement

No recommendation.

**4. ARTICLE XVII – INSURANCE BENEFITS**

Current Agreement

**A. Insurance Benefits**

**1. Medical Benefits**

**a. Blue Cross/PPO**

The Board agrees to provide a Capital Blue Cross Preferred Provider Organization (PPO) Health Insurance Plan starting July 1, 2006 subject to a premium co-share of ten (10.00) dollars per month for 2006-2007, 2007-2008, and an increase of five (5.00) dollars for each subsequent year, to be made by participating employees. The premium co-share then, is as follows:

2006-07	10.00/per month
2007-08	10.00/per month
2008-09	15.00/per month
2009-10	20.00/per month

This premium co-share will be made through monthly payroll deduction. At the employee's request, these deductions can be paid through a Section 125 Plan with pre-tax dollars.

Discussion

Recognizing that health care costs have increased significantly and will likely continue to go up, the Association proposes to increase the employee monthly premium cost share by \$5 per month in each year of a five-year agreement, bringing the contribution to \$45.00 per month by 2014-15. The District wants a \$15 increase for the first year and a \$10 increase in the second year of a two-year agreement.

The District explains that its premium costs have increased 12% for the 2010-2011 school year and anticipated premium increases for 2011-2012 may be closer to a 14% to 15% increase because of federal mandates under the Federal Health Insurance Law.

There is really no dispute that health insurance premiums have greatly increased and it is not unreasonable for employees to be expected to make larger per month contributions in this area. This Unit has an enviably low deductible at \$150.00. It is commendable that the Association concedes that it must make greater contributions to the rising premiums.

Based upon the information presented, it appears that a yearly \$5 increase in the monthly co-share has been a part of Agreements for State College’s Education Association; Custodial, Maintenance, and Food Service Employees; and Bus Drivers. As of 2010 through 2011, the Education Association will be paying \$55 per month. However, the secretarial and paraprofessional employees of this Unit receive considerably less in wages than the professionally paid educators. Custodial, Maintenance, and Food Service Employees will be paying \$25.00 per month; Bus Drivers also \$25.00 per month in 2010-11.

Although the Fact Finder believes that the current economic situation unquestionably warrants an increase in the monthly premium contribution from Unit employees, those recommended increases will be imposed at a more modest rate, but still generally in line with, the increases of other non-professional units both within the State College District and in neighboring districts. The recommended contribution will be frozen at \$20.00 per month in this year and will bump up in each of the following three years to a \$50.00 per month co-pay in 2013-2014.

Recommended New Agreement

A. Insurance Benefits

1. Medical Benefits

a. Blue Cross/PPO

The Board agrees to provide a Capital Blue Cross Preferred Provider Organization (PPO) Health Insurance Plan **with the premium co-share as follows:**

<b>2010-11</b>	<b>\$20.00/per month</b>
<b>2011-12</b>	<b>\$30.00/per month</b>
<b>2012-13</b>	<b>\$40.00/per month</b>
<b>2013-14</b>	<b>\$50.00/per month</b>

This premium co-share will be made through monthly payroll deduction. At the employee’s request, these deductions can be paid through a Section 125 Plan with pre-tax dollars.

**5. ARTICLE XIX – WAGES AND OTHER COMPENSATION**

Current Agreement

A. Wage Schedules

1. Rates of pay for each classification (**Secretarial/Clerical and Paraprofessional**) are in accordance with the Wage Rate Schedules found in Appendix C.

## B. Placement on Wage Schedule

1. When an employee moves from one pay grade to another pay grade in the same employee classification (i.e., Grade III to Grade IV), the employee will maintain the same years of service for step placement purposes in the new position.
2. When an employee moves from one employee classification to another employee classification (i.e., paraprofessional to secretarial), the employee will be placed at the base rate of the appropriate pay grade. In the event that the employee's current hourly rate is higher than the beginning wage scale step for the new position's pay grade, the employee's current wage rate will be frozen (red circled) until the rate in the new grade scale catches up with the frozen wage rate.
3. Employees who have terminated employment with the District and are re-employed within the same year, shall be credited with their former years of service for placement on the wage schedule. Employees who have terminated employment with the District and are re-employed after a year's absence, will be placed on the base step for wage rate schedule placement.
4. Movement on the wage rate schedule shall reflect years of service within the appropriate employee classification. Credit for a year's service will be dependent upon satisfactory job performance. A full year's credit for wage rate schedule step advancement will be provided for employees beginning employment with the District prior to December 31.

### Discussion

See the previous discussion about potential new language regarding Placement on Wage Scale which the Fact Finder has directed the parties to meet and consider.

There has been agreement on two items. First, because there are no employees on the Grade II Secretary/Clerical Scale, this grade can be eliminated from the Wage Rate Schedule. Second, the use of the term "Years" along the left hand column is confusing, particularly because it starts at Year 0. The term "Step" is less confusing and more in line with commonly used pay scales. In order to transition into the complete elimination of the term "Years," the new Wage Rate Schedules will use both columns for the next Agreement.

Not surprising, the primary issue to be decided by this Fact Finder is the Wage Rate Schedule in the new Agreement. At hearing, the Association requested \$.35 per year (for five years) added to each step of all wage scales. This represents a drastic change to its original request for \$1.25 for Grade II Paraprofessionals for four years and \$1.00 in the fifth year; all other Unit employees to get \$1.00 per year for five years. These would be in addition to the normal step increases. The District proposes a 1.7% increase in each of two years, *inclusive* of the step advancement. Step advancement averages 1.7%.

Both parties have presented extensive documentation in support of their respective requests. The Fact Finder has carefully considered every page of it. While it is true the Association has gone without any increases since the expiration of the contract on June 30, 2010, the current economic climate and the financial conditions of the School District are not now favorable for substantial salary increases for this bargaining unit.

The District has made compelling arguments regarding financial uncertainty and its capacity to support salary increases. Further, the District argues quite persuasively that it has had no trouble recruiting or maintaining employees in this Unit's classifications. According to District information, Centre County officials intend to skip pay raises; Penn State University has announced within the month that it intends to cut and combine programs, including the layoff of 13 workers at the Applied Research Laboratory; and a once-believed recession proof university town has shown definite signs of recession. All of this has a direct impact on the District's tax base.

Juxtaposed against these excellent economic arguments from the District are extensive statistics offered by the Association showing how the District's wages for this Unit are on the low end when compared to similar employees in contiguous districts and to non-professional District employees in other Units such as bus drivers. The statistics also show

that the District has been increasing its Fund Balance over time and appears to be able to support a modest increase for these lower-paid workers who contribute significantly to the mission of this successful school district.

The conclusion is that a very modest increase over the step movement is warranted. Unit members have already experienced nine months without an across-the-board increase, but the Fact Finder will not make an increase retroactive. However, the greater increase will be imposed in the first year with decreasing amounts over the life of the Agreement so that the Unit members receive the most benefit. Because the economic climate is uncertain and partly because the health insurance premium share will be increased in a significant way, the Fact Finder will recommend the following increases in addition to the normal step increases: \$.35 effective July 1, 2011, \$.30 effective July 1, 2012, and \$.25 effective July 1, 2013.

These increases are admittedly a compromise. They should not be interpreted as a punishment to a school district which has been prudent in managing its Fund Balance. The recommendations are made in conjunction with increases in employee costs of health benefits. Both parties must share the pain and the uncertainty of the economic health of all of our communities, not just State College.

#### Recommended New Agreement

Attached to this Report is a set of new Wage Rate Schedules designed to do three things: (1) eliminate the Grade II Secretary/Clerical Scale because there are no employees on this scale; (2) provide for the use of both terms "Years" and "Step"; and (3) provide for the following increases in addition to the normal step increases: \$.35 effective July 1, 2011, \$.30 effective July 1, 2012, and \$.25 effective July 1, 2013.

### **ALL OTHER MATTERS**

Any other matters not specifically addressed herein are recommended to be withdrawn. As noted above, any agreements mutually made prior to the commencement of the Fact Finding that are not specifically addressed in this Report are recommended to be included, as agreed upon, in the new Agreement.

Date: March 7, 2011  
Camp Hill, Pennsylvania

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Debra K. Wallet, Esquire  
Fact Finder

**STATE COLLEGE AREA  
PARAPROFESSIONAL WAGE SCALES**

**Paraprofessionals  
2009-2010 Base Year**

<b>YEAR</b>	<b>I</b>	<b>II</b>	<b>III</b>
<b>0</b>	9.01	9.67	10.39
<b>1</b>	9.19	9.86	10.60
<b>2</b>	9.37	10.06	10.82
<b>3</b>	9.55	10.26	11.03
<b>4</b>	9.73	10.46	11.25
<b>5</b>	9.92	10.65	11.47
<b>6</b>	10.10	10.85	11.68
<b>7</b>	10.28	11.05	11.90
<b>8</b>	10.46	11.25	12.11
<b>9</b>	10.64	11.44	12.33
<b>10</b>	10.82	11.64	12.54
<b>11</b>	11.00	11.83	12.76
<b>12</b>	11.19	12.04	12.97
<b>13</b>	11.37	12.23	13.19
<b>14</b>	11.55	12.43	13.40
<b>15</b>	11.73	12.63	13.62
<b>16</b>	11.91	12.83	13.84
<b>17</b>	12.09	13.03	14.05
<b>18</b>	12.27	13.23	14.26
<b>19</b>	12.45	13.42	14.48
<b>20</b>	12.64	13.62	14.70

**STATE COLLEGE AREA  
PARAPROFESSIONAL WAGE SCALES**

**Paraprofessionals  
2010-2011**

<b>STEP</b>	<b>YEARS</b>	<b>I</b>	<b>II</b>	<b>III</b>
<b>1</b>	<b>0</b>	9.01	9.67	10.39
<b>2</b>	<b>1</b>	9.19	9.86	10.60
<b>3</b>	<b>2</b>	9.37	10.06	10.82
<b>4</b>	<b>3</b>	9.55	10.26	11.03
<b>5</b>	<b>4</b>	9.73	10.46	11.25
<b>6</b>	<b>5</b>	9.92	10.65	11.47
<b>7</b>	<b>6</b>	10.10	10.85	11.68
<b>8</b>	<b>7</b>	10.28	11.05	11.90
<b>9</b>	<b>8</b>	10.46	11.25	12.11
<b>10</b>	<b>9</b>	10.64	11.44	12.33
<b>11</b>	<b>10</b>	10.82	11.64	12.54
<b>12</b>	<b>11</b>	11.00	11.83	12.76
<b>13</b>	<b>12</b>	11.19	12.04	12.97
<b>14</b>	<b>13</b>	11.37	12.23	13.19
<b>15</b>	<b>14</b>	11.55	12.43	13.40
<b>16</b>	<b>15</b>	11.73	12.63	13.62
<b>17</b>	<b>16</b>	11.91	12.83	13.84
<b>18</b>	<b>17</b>	12.09	13.03	14.05
<b>19</b>	<b>18</b>	12.27	13.23	14.26
<b>20</b>	<b>19</b>	12.45	13.42	14.48
<b>21</b>	<b>20</b>	12.64	13.62	14.70

**STATE COLLEGE AREA  
PARAPROFESSIONAL WAGE SCALES**

**Paraprofessionals  
2011-2012**

<b>STEP</b>	<b>YEARS</b>	<b>I</b>	<b>II</b>	<b>III</b>
<b>1</b>	<b>0</b>	9.36	10.02	10.74
<b>2</b>	<b>1</b>	9.54	10.21	10.95
<b>3</b>	<b>2</b>	9.72	10.41	11.17
<b>4</b>	<b>3</b>	9.90	10.61	11.38
<b>5</b>	<b>4</b>	10.08	10.81	11.60
<b>6</b>	<b>5</b>	10.27	11.00	11.82
<b>7</b>	<b>6</b>	10.45	11.20	12.03
<b>8</b>	<b>7</b>	10.63	11.40	12.25
<b>9</b>	<b>8</b>	10.81	11.60	12.46
<b>10</b>	<b>9</b>	10.99	11.79	12.68
<b>11</b>	<b>10</b>	11.17	11.99	12.89
<b>12</b>	<b>11</b>	11.35	12.18	13.11
<b>13</b>	<b>12</b>	11.54	12.39	13.32
<b>14</b>	<b>13</b>	11.72	12.58	13.54
<b>15</b>	<b>14</b>	11.90	12.78	13.75
<b>16</b>	<b>15</b>	12.08	12.98	13.97
<b>17</b>	<b>16</b>	12.26	13.18	14.19
<b>18</b>	<b>17</b>	12.44	13.38	14.40
<b>19</b>	<b>18</b>	12.62	13.58	14.61
<b>20</b>	<b>19</b>	12.80	13.77	14.83
<b>21</b>	<b>20</b>	12.99	13.97	15.05

**STATE COLLEGE AREA  
PARAPROFESSIONAL WAGE SCALES**

**Paraprofessionals  
2012-2013**

<b>STEP</b>	<b>YEARS</b>	<b>I</b>	<b>II</b>	<b>III</b>
<b>1</b>	<b>0</b>	9.66	10.32	11.04
<b>2</b>	<b>1</b>	9.84	10.51	11.25
<b>3</b>	<b>2</b>	10.02	10.71	11.47
<b>4</b>	<b>3</b>	10.20	10.91	11.68
<b>5</b>	<b>4</b>	10.38	11.11	11.90
<b>6</b>	<b>5</b>	10.57	11.30	12.12
<b>7</b>	<b>6</b>	10.75	11.50	12.33
<b>8</b>	<b>7</b>	10.93	11.70	12.55
<b>9</b>	<b>8</b>	11.11	11.90	12.76
<b>10</b>	<b>9</b>	11.29	12.09	12.98
<b>11</b>	<b>10</b>	11.47	12.29	13.19
<b>12</b>	<b>11</b>	11.65	12.48	13.41
<b>13</b>	<b>12</b>	11.84	12.69	13.62
<b>14</b>	<b>13</b>	12.02	12.88	13.84
<b>15</b>	<b>14</b>	12.20	13.08	14.05
<b>16</b>	<b>15</b>	12.38	13.28	14.27
<b>17</b>	<b>16</b>	12.56	13.48	14.49
<b>18</b>	<b>17</b>	12.74	13.68	14.70
<b>19</b>	<b>18</b>	12.92	13.88	14.91
<b>20</b>	<b>19</b>	13.10	14.07	15.13
<b>21</b>	<b>20</b>	13.29	14.27	15.35

**STATE COLLEGE AREA  
PARAPROFESSIONAL WAGE SCALES**

**Paraprofessionals  
2013-2014**

<b>STEP</b>	<b>YEARS</b>	<b>I</b>	<b>II</b>	<b>III</b>
<b>1</b>	<b>0</b>	9.91	10.57	11.29
<b>2</b>	<b>1</b>	10.09	10.76	11.50
<b>3</b>	<b>2</b>	10.27	10.96	11.72
<b>4</b>	<b>3</b>	10.45	11.16	11.93
<b>5</b>	<b>4</b>	10.63	11.36	12.15
<b>6</b>	<b>5</b>	10.82	11.55	12.37
<b>7</b>	<b>6</b>	11.00	11.75	12.58
<b>8</b>	<b>7</b>	11.18	11.95	12.80
<b>9</b>	<b>8</b>	11.36	12.15	13.01
<b>10</b>	<b>9</b>	11.54	12.34	13.23
<b>11</b>	<b>10</b>	11.72	12.54	13.44
<b>12</b>	<b>11</b>	11.90	12.73	13.66
<b>13</b>	<b>12</b>	12.09	12.94	13.87
<b>14</b>	<b>13</b>	12.27	13.13	14.09
<b>15</b>	<b>14</b>	12.45	13.33	14.30
<b>16</b>	<b>15</b>	12.63	13.53	14.52
<b>17</b>	<b>16</b>	12.81	13.73	14.74
<b>18</b>	<b>17</b>	12.99	13.93	14.95
<b>19</b>	<b>18</b>	13.17	14.13	15.16
<b>20</b>	<b>19</b>	13.35	14.32	15.38
<b>21</b>	<b>20</b>	13.54	14.52	15.60

**STATE COLLEGE AREA  
SECRETARY/CLERICAL WAGE SCALES**

**Secretary/Clerical Wage Scale  
2009-2010 BASE YEAR**

<b>Years</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>
<b>0</b>	9.84	10.44	11.26	12.08	13.04	14.1	15.27
<b>1</b>	10.05	10.66	11.51	12.36	13.34	14.42	15.62
<b>2</b>	10.27	10.89	11.76	12.63	13.64	14.75	15.98
<b>3</b>	10.48	11.12	12.01	12.9	13.94	15.07	16.34
<b>4</b>	10.7	11.35	12.26	13.17	14.24	15.4	16.69
<b>5</b>	10.91	11.58	12.52	13.45	14.53	15.72	17.05
<b>6</b>	11.12	11.81	12.77	13.72	14.83	16.05	17.4
<b>7</b>	11.34	12.03	13.02	13.99	15.13	16.38	17.76
<b>8</b>	11.55	12.26	13.27	14.27	15.43	16.7	18.12
<b>9</b>	11.77	12.49	13.52	14.54	15.73	17.03	18.47
<b>10</b>	11.98	12.72	13.77	14.81	16.02	17.35	18.83
<b>11</b>	12.2	12.95	14.02	15.08	16.32	17.68	19.18
<b>12</b>	12.41	13.18	14.27	15.36	16.62	18	19.54
<b>13</b>	12.62	13.41	14.53	15.63	16.92	18.33	19.9
<b>14</b>	12.84	13.64	14.78	15.9	17.22	18.65	20.25
<b>15</b>	13.05	13.87	15.03	16.17	17.51	18.98	20.61
<b>16</b>	13.27	14.1	15.28	16.45	17.81	19.3	20.96
<b>17</b>	13.48	14.33	15.53	16.72	18.11	19.63	21.32
<b>18</b>	13.69	14.56	15.78	16.99	18.41	19.96	21.67
<b>19</b>	13.91	14.78	16.03	17.27	18.71	20.28	22.03
<b>20</b>	14.12	15.02	16.28	17.54	19	20.61	22.39

**STATE COLLEGE AREA  
SECRETARY/CLERICAL WAGE SCALES**

**Secretary/Clerical 2010 - 2011**

<b>STEP</b>	<b>YEARS</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>
<b>1</b>	<b>0</b>	<del>9.84</del>	10.44	11.26	12.08	13.04	14.10	15.27
<b>2</b>	<b>1</b>	<del>10.05</del>	10.66	11.51	12.36	13.34	14.42	15.62
<b>3</b>	<b>2</b>	<del>10.27</del>	10.89	11.76	12.63	13.64	14.75	15.98
<b>4</b>	<b>3</b>	<del>10.48</del>	11.12	12.01	12.90	13.94	15.07	16.34
<b>5</b>	<b>4</b>	<del>10.70</del>	11.35	12.26	13.17	14.24	15.40	16.69
<b>6</b>	<b>5</b>	<del>10.91</del>	11.58	12.52	13.45	14.53	15.72	17.05
<b>7</b>	<b>6</b>	<del>11.12</del>	11.81	12.77	13.72	14.83	16.05	17.40
<b>8</b>	<b>7</b>	<del>11.34</del>	12.03	13.02	13.99	15.13	16.38	17.76
<b>9</b>	<b>8</b>	<del>11.55</del>	12.26	13.27	14.27	15.43	16.70	18.12
<b>10</b>	<b>9</b>	<del>11.77</del>	12.49	13.52	14.54	15.73	17.03	18.47
<b>11</b>	<b>10</b>	<del>11.98</del>	12.72	13.77	14.81	16.02	17.35	18.83
<b>12</b>	<b>11</b>	<del>12.20</del>	12.95	14.02	15.08	16.32	17.68	19.18
<b>13</b>	<b>12</b>	<del>12.41</del>	13.18	14.27	15.36	16.62	18.00	19.54
<b>14</b>	<b>13</b>	<del>12.62</del>	13.41	14.53	15.63	16.92	18.33	19.90
<b>15</b>	<b>14</b>	<del>12.84</del>	13.64	14.78	15.90	17.22	18.65	20.25
<b>16</b>	<b>15</b>	<del>13.05</del>	13.87	15.03	16.17	17.51	18.98	20.61
<b>17</b>	<b>16</b>	<del>13.27</del>	14.10	15.28	16.45	17.81	19.30	20.96
<b>18</b>	<b>17</b>	<del>13.48</del>	14.33	15.53	16.72	18.11	19.63	21.32
<b>19</b>	<b>18</b>	<del>13.69</del>	14.56	15.78	16.99	18.41	19.96	21.67
<b>20</b>	<b>19</b>	<del>13.91</del>	14.78	16.03	17.27	18.71	20.28	22.03
<b>21</b>	<b>20</b>	<del>14.12</del>	15.02	16.28	17.54	19.00	20.61	22.39

**STATE COLLEGE AREA  
SECRETARY/CLERICAL WAGE SCALES**

**Secretary/Clerical 2011 - 2012**

<b>STEP</b>	<b>YEARS</b>	<b>#</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>
<b>1</b>	<b>0</b>	<del>10.19</del>	10.79	11.61	12.43	13.39	14.45	15.62
<b>2</b>	<b>1</b>	<del>10.40</del>	11.01	11.86	12.71	13.69	14.77	15.97
<b>3</b>	<b>2</b>	<del>10.62</del>	11.24	12.11	12.98	13.99	15.10	16.33
<b>4</b>	<b>3</b>	<del>10.83</del>	11.47	12.36	13.25	14.29	15.42	16.69
<b>5</b>	<b>4</b>	<del>11.05</del>	11.70	12.61	13.52	14.59	15.75	17.04
<b>6</b>	<b>5</b>	<del>11.26</del>	11.93	12.87	13.80	14.88	16.07	17.40
<b>7</b>	<b>6</b>	<del>11.47</del>	12.16	13.12	14.07	15.18	16.40	17.75
<b>8</b>	<b>7</b>	<del>11.69</del>	12.38	13.37	14.34	15.48	16.73	18.11
<b>9</b>	<b>8</b>	<del>11.90</del>	12.61	13.62	14.62	15.78	17.05	18.47
<b>10</b>	<b>9</b>	<del>12.12</del>	12.84	13.87	14.89	16.08	17.38	18.82
<b>11</b>	<b>10</b>	<del>12.33</del>	13.07	14.12	15.16	16.37	17.70	19.18
<b>12</b>	<b>11</b>	<del>12.55</del>	13.30	14.37	15.43	16.67	18.03	19.53
<b>13</b>	<b>12</b>	<del>12.76</del>	13.53	14.62	15.71	16.97	18.35	19.89
<b>14</b>	<b>13</b>	<del>12.97</del>	13.76	14.88	15.98	17.27	18.68	20.25
<b>15</b>	<b>14</b>	<del>13.19</del>	13.99	15.13	16.25	17.57	19.00	20.60
<b>16</b>	<b>15</b>	<del>13.40</del>	14.22	15.38	16.52	17.86	19.33	20.96
<b>17</b>	<b>16</b>	<del>13.62</del>	14.45	15.63	16.80	18.16	19.65	21.31
<b>18</b>	<b>17</b>	<del>13.83</del>	14.68	15.88	17.07	18.46	19.98	21.67
<b>19</b>	<b>18</b>	<del>14.04</del>	14.91	16.13	17.34	18.76	20.31	22.02
<b>20</b>	<b>19</b>	<del>14.26</del>	15.13	16.38	17.62	19.06	20.63	22.38
<b>21</b>	<b>20</b>	<del>14.47</del>	15.37	16.63	17.89	19.35	20.96	22.74

**STATE COLLEGE AREA  
SECRETARY/CLERICAL WAGE SCALES**

**Secretary/Clerical 2012-2013**

<b>STEP</b>	<b>YEARS</b>	<b>#</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>
<b>1</b>	<b>0</b>	<del>10.49</del>	11.09	11.91	12.73	13.69	14.75	15.92
<b>2</b>	<b>1</b>	<del>10.70</del>	11.31	12.16	13.01	13.99	15.07	16.27
<b>3</b>	<b>2</b>	<del>10.92</del>	11.54	12.41	13.28	14.29	15.40	16.63
<b>4</b>	<b>3</b>	<del>11.13</del>	11.77	12.66	13.55	14.59	15.72	16.99
<b>5</b>	<b>4</b>	<del>11.35</del>	12.00	12.91	13.82	14.89	16.05	17.34
<b>6</b>	<b>5</b>	<del>11.56</del>	12.23	13.17	14.10	15.18	16.37	17.70
<b>7</b>	<b>6</b>	<del>11.77</del>	12.46	13.42	14.37	15.48	16.70	18.05
<b>8</b>	<b>7</b>	<del>11.99</del>	12.68	13.67	14.64	15.78	17.03	18.41
<b>9</b>	<b>8</b>	<del>12.20</del>	12.91	13.92	14.92	16.08	17.35	18.77
<b>10</b>	<b>9</b>	<del>12.42</del>	13.14	14.17	15.19	16.38	17.68	19.12
<b>11</b>	<b>10</b>	<del>12.63</del>	13.37	14.42	15.46	16.67	18.00	19.48
<b>12</b>	<b>11</b>	<del>12.85</del>	13.60	14.67	15.73	16.97	18.33	19.83
<b>13</b>	<b>12</b>	<del>13.06</del>	13.83	14.92	16.01	17.27	18.65	20.19
<b>14</b>	<b>13</b>	<del>13.27</del>	14.06	15.18	16.28	17.57	18.98	20.55
<b>15</b>	<b>14</b>	<del>13.49</del>	14.29	15.43	16.55	17.87	19.30	20.90
<b>16</b>	<b>15</b>	<del>13.70</del>	14.52	15.68	16.82	18.16	19.63	21.26
<b>17</b>	<b>16</b>	<del>13.92</del>	14.75	15.93	17.10	18.46	19.95	21.61
<b>18</b>	<b>17</b>	<del>14.13</del>	14.98	16.18	17.37	18.76	20.28	21.97
<b>19</b>	<b>18</b>	<del>14.34</del>	15.21	16.43	17.64	19.06	20.61	22.32
<b>20</b>	<b>19</b>	<del>14.56</del>	15.43	16.68	17.92	19.36	20.93	22.68
<b>21</b>	<b>20</b>	<del>14.77</del>	15.67	16.93	18.19	19.65	21.26	23.04

**STATE COLLEGE AREA  
SECRETARY/CLERICAL WAGE SCALES**

**Secretary/Clerical 2013-2014**

<b>STEP</b>	<b>YEARS</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>
<b>1</b>	<b>0</b>	<del>10.74</del>	11.34	12.16	12.98	13.94	15.00	16.17
<b>2</b>	<b>1</b>	<del>10.95</del>	11.56	12.41	13.26	14.24	15.32	16.52
<b>3</b>	<b>2</b>	<del>11.17</del>	11.79	12.66	13.53	14.54	15.65	16.88
<b>4</b>	<b>3</b>	<del>11.38</del>	12.02	12.91	13.80	14.84	15.97	17.24
<b>5</b>	<b>4</b>	<del>11.60</del>	12.25	13.16	14.07	15.14	16.30	17.59
<b>6</b>	<b>5</b>	<del>11.81</del>	12.48	13.42	14.35	15.43	16.62	17.95
<b>7</b>	<b>6</b>	<del>12.02</del>	12.71	13.67	14.62	15.73	16.95	18.30
<b>8</b>	<b>7</b>	<del>12.24</del>	12.93	13.92	14.89	16.03	17.28	18.66
<b>9</b>	<b>8</b>	<del>12.45</del>	13.16	14.17	15.17	16.33	17.60	19.02
<b>10</b>	<b>9</b>	<del>12.67</del>	13.39	14.42	15.44	16.63	17.93	19.37
<b>11</b>	<b>10</b>	<del>12.88</del>	13.62	14.67	15.71	16.92	18.25	19.73
<b>12</b>	<b>11</b>	<del>13.10</del>	13.85	14.92	15.98	17.22	18.58	20.08
<b>13</b>	<b>12</b>	<del>13.31</del>	14.08	15.17	16.26	17.52	18.90	20.44
<b>14</b>	<b>13</b>	<del>13.52</del>	14.31	15.43	16.53	17.82	19.23	20.80
<b>15</b>	<b>14</b>	<del>13.74</del>	14.54	15.68	16.80	18.12	19.55	21.15
<b>16</b>	<b>15</b>	<del>13.95</del>	14.77	15.93	17.07	18.41	19.88	21.51
<b>17</b>	<b>16</b>	<del>14.17</del>	15.00	16.18	17.35	18.71	20.20	21.86
<b>18</b>	<b>17</b>	<del>14.38</del>	15.23	16.43	17.62	19.01	20.53	22.22
<b>19</b>	<b>18</b>	<del>14.59</del>	15.46	16.68	17.89	19.31	20.86	22.57
<b>20</b>	<b>19</b>	<del>14.81</del>	15.68	16.93	18.17	19.61	21.18	22.93
<b>21</b>	<b>20</b>	<del>15.02</del>	15.92	17.18	18.44	19.90	21.51	23.29