

ARTICLE 4 - WAGES

4.1 Longevity Pay

- 4.1.1 An Association member, on his/her anniversary advancement date, shall be eligible for longevity pay according to the following schedule. Calculations are based on the employee's regular range and step rate.

Beginning of the 10th year of service in the District 5%

Beginning of the 15th year of service in the District 8 1/2%

Beginning of the 20th year of service in the District 10%

Beginning of the 25th year of service in the District 12%

Beginning of the 30th year of service in the District 15%

- 4.1.2 If an Association member is absent without pay for more than ten (10) paid days in any calendar month of his/her work year, the longevity advancement date shall be postponed one (1) month.

- 4.1.3 For each twenty (20) consecutive day increment of sub-differential status an employee's longevity advancement date shall be postponed one (1) month.

- 4.1.4 To be eligible for a longevity pay increase, an Association member must have a current satisfactory evaluation.

4.2 Overtime Pay

- 4.2.1 Overtime shall be compensated at one and one-half (1 1/2) times the regular hourly rate.

- 4.2.2 Overtime shall be compensated under the following terms:

- 4.2.2.1 Association members shall be compensated at the overtime rate for any work required or allowed to be performed in excess of eight (8) hours per day, or forty (40) hours per week.

- 4.2.2.2 Association members working four (4) hours or more per day

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Fawn Myers (District)  /Danielle Nunes (MHCEA) 

during a five (5) consecutive day work week shall be compensated at the overtime rate for any work required to be performed on the sixth (6th) and seventh (7th) consecutive day following the commencement of the work week.

4.2.2.3 Association members having an average work day of less than four (4) hours during a five (5) consecutive day work week shall be compensated at the overtime rate for any work to be performed on the seventh (7th) day following the commencement of their work week.

4.2.2.4 Association members working a four (4) day, ten (10) hour per day work week shall be compensated at the overtime rate for any work required to be performed in excess of ten (10) hours per day or on the fifth (5th), sixth (6th) and seventh (7th) consecutive day.

4.2.3 Except in the event of an emergency, no payment shall be allowed for overtime unless the overtime was authorized in advance by the employee's supervisor.

4.2.4 The District will attempt to distribute overtime in a fair and equitable manner among Association Members in the same class within each administrative Association consistent with the need of the District. Any Association member shall have the right to reject any request for overtime except in the event of an emergency.

4.2.5 For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, or other paid leave of absence shall be considered as time worked by the employee.

4.3 Holiday Pay

When an Association member is required to work on any holiday, he/she shall be paid compensation, or given compensatory time off, for such work in addition to the regular pay received for the holiday, at the rate of one and one-half (1 1/2) times his/her regular rate of pay.

4.4 Additional Hours Outside of Regular Assignment

4.4.1 Regular employees hired as hourly substitutes on a temporary short-term basis or in established positions, within the same classification, at times

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outside of their normal work year or work hours if regularly employed less than full time will be placed on the salary range and step of the appropriate job class which is equal to their current salary range and step if the temporary service is in a job class which is equal to the employee's current job assignment. Compensation for services in lower or higher level related job classification will be at the "P" step hourly equivalent of the appropriate job classification.

- 4.4.2 Any employee who will be receiving a lower rate of pay than their regular job classification for additional hours will be notified in writing in advance regarding the appropriate job classification and salary level of the work to be performed prior to beginning additional job assignment.
- 4.4.3 Summer school work is excluded from this article and is outside the collective bargaining agreement.

4.5 Differential Pay

- 4.5.1 **Night Shift Differential.** Association members working (a) shift which ends after 7:00 p.m. shall be paid a shift differential premium of five percent (5%) above the regular rate of pay for all hours worked.
- 4.5.2 **Mechanic Differential.** During the term of the Morgan Hill Unified School District Vehicle Maintenance Agreement with the City of Morgan Hill and/or the Agreement with Santa Clara County, all mechanics shall be paid a five percent (5%) mechanic differential above the regular rate of pay for all hours worked.

4.6 Callback

Any employee called back to work, in the event of an emergency, after having completed his/her regular shift for the day, shall receive at least two (2) hours of compensation.

4.7 Bilingual Stipend

~~Some positions~~ Positions within the District that require bilingual skills as a minimum qualification upon hire are eligible to receive an annual stipend of \$1000. In addition to performing the duties associated with their job description, the stipend allowance acknowledges that the employee may also be called upon to support the site or department with other verbal and written translation on an as-needed basis that may be outside their typical work duties. Other Association members who are bilingual and

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would like to take the District bilingual certification exam may also be eligible for the stipend, based on need at their assigned site or department. Other Association members who are certified by the District as bilingual, and who will be required by management to use their language skills during their work hours in paid status, will be paid a stipend of fifty dollars (\$50) a month. The stipend is to acknowledge verbal translation that is completed on an as-needed basis and is a part of the regular work schedule. Any work required beyond the scheduled work day – whether further verbal or written translation or the employee's regular work not finished because of translation during the work day – will be submitted on a timesheet and paid at the appropriate rate.

4.8 Professional Growth

Association Members will receive ongoing annual compensation for proof verification of completion of the following degrees:

Associates Degree \$250 (Does not cumulate with any other degree)
Bachelor's Degree \$500
Master's Degree \$1,500

Stipends are cumulative (except for the Associates Degree) not to exceed \$2,000.

Grandfather clause for current Association members:

- Stipend from previous Professional Growth cannot be combined with the degrees above;
- No Association members will receive less than their current stipend (2011-2012);
- No Association members under past, current or future professional growth language will ever receive more than \$1500; and
- No Association member shall receive more than their current stipends (2011-2012 school year) regardless of the units on file with the Human Resources Department unless they achieve a degree listed above.

4.9 Mileage

Association Members who are authorized by the District to use their own automobiles in the performance of their assigned duties shall be reimbursed for all such travel at the I.R.S. reimbursable rate.

4.10 Job Training

The District may require an employee to participate in a program of job training to

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improve and/or update the employee's skills.

- 4.10.1 The training must be directly related to the duties of the employee's job group.
- 4.10.2 The employee participating in a job training program shall be compensated at the employee's regular rate of pay for time spent in training.
- 4.10.3 The District shall pay the full cost of the training including tuition and course materials. Transportation, meals and lodging expenses shall be reimbursed at District-established rates.
- 4.10.4 Upon agreement between the District and the Association, an experienced and willing employee may be designated to perform the duties of job trainer for an individual or group of employees. The responsibilities and rate of pay shall be delineated in an Extra Duty Contract prior to the employee beginning the job training. The hours or responsibilities designated in an Extra Duty Contract for job training are in addition to the employee's typical, expected work, which may also include training for new team members, and may be spread out over a period of time and possibly at different locations.

4.11 Salary Schedules

~~Beginning July 1, 2019, the 2018-19 Classified Salary Schedule will be increased by 1.5%. (See Appendix B). Beginning July 1, 2020 the 2019-20 Classified Salary Schedule will be increased by 1.5%. (See Appendix B.1)~~

Beginning July 1, 2021, the 2020-2021 Classified Salary Schedule will be increased by 5.5% (See Appendix B).

4.12 Work Out of Class

Per Ed Code 45110 Association members who have been assigned to work in a higher classification for a period of time that exceeds five (5) working days within a fifteen (15) calendar day period shall have their salary adjusted upward for the entire period they are required to work out of classification. Unit members may request to have a meeting to discuss the working out of class assignment.

4.13 School Bus Certificate Training

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Bus Drivers who successfully complete all requirements to receive their School Bus Certificate through the District provided training program will commit to working in the District for two years after receiving their School Bus Certificate.

Bus Drivers who voluntarily separate from the District, transfer to another job classification within the District, or employment is terminated for cause and do not fulfill their full commitment will reimburse the District as follows: 0 to 12 months of service a flat fee of \$3,000; 12 to 24 months of service a flat fee of \$1,500; after 24 months of service there shall be no cost to the Association member for the training program. The fee will be deducted from the Association member's final paycheck or paid by money order or cashier's check. If the Association member fails to repay the fee upon separation, the District shall seek repayment through civil action. Association members who separate due to lay-offs will be exempt from the repayment obligation.

4.14 Drivers License Fees

The District agrees to reimburse all employees who are on a District terminal pull notice for the actual cost of the fee charged by the California Highway Patrol for renewal of their California Special Driver Certificate and the additional Department of Motor Vehicles fees above the standard class "C" (3) license fees.

4.15 Mechanics' Tool Allowance and Insurance

The District has provided and will continue to provide specialized tools and equipment for the Transportation Department as necessary. The District will continue to replace mechanics' hand tools when broken in the course of employment duties. The District agrees to reimburse mechanics for the cost of tools lost in the event of a catastrophic loss.

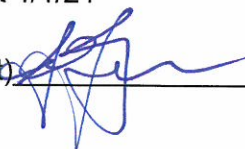
However, should the economic improvements be specific to one unit (e.g., step and column improvement), the parties will need immediately to bargain a mutually agreeable alternate economic improvement for this bargaining unit.

4.16 Salary Placement

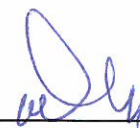
Initial placement on the salary schedule of a new permanent worker shall be on Step A of the designated range for the job classification in which he/she is employed. A higher step placement within the range may be authorized by the Assistant Superintendent of Human Resources at the time of the appointment for an individual who is highly qualified. In addition, for classes where there have been difficulty recruiting candidates, the Assistant Superintendent of Human Resources may authorize a higher step placement for new hires. In that event, all current/permanent workers within the same job classification and who have similar training, education

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and verifiable experience shall be advanced to the same range as the new hire, provided that it is higher than the worker's current salary.

~~4.17~~ **Wages**

~~Should the district agree to a negotiated salary increase with any of the District's other bargaining Associations for the duration of the agreement, the parties would immediately meet to bargain additional improvements for the MHCEA bargaining Association.~~

4.17 Parity of Settlements

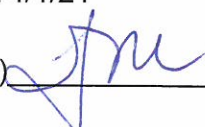
The parties agree that if the ongoing economic improvements negotiated by or granted to other employee groups within the District exceed the ongoing economic improvements offered during negotiations (separate from any improvements as a result of concessions) with the Association for the same period of time, that the District and Association shall immediately reopen negotiations and reach a new agreement in parity with the economic improvements settled with other employee groups. This article in no way limits any employee group to bargain and settle on matters unique to their own group.

~~4.18~~ **Two (2) Additional Staff Development Days**

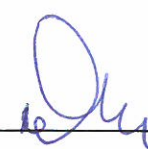
~~Effective with the 2007-2008 school year, all 10- and 11-month employees will work two (2) staff development days annually. The District will determine the placement of the additional days based upon the annual school calendar.~~

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ARTICLE 7- HEALTH AND WELFARE

7.1 Active Employee Health and Welfare Benefits

- 7.1.1 Health benefits will be provided in part by participation in a health benefits program.
- 7.1.2 The District agrees to pay the minimum contribution required by PERS Health per month per eligible worker while enrolled in the PERS Health Benefits program. Workers working less than four (4) hours are not eligible for participation in the PERS Health Plan.
- 7.1.3 The District shall offer each worker employed more than three (3) hours the opportunity to participate in any District selected health and welfare plans for which they are eligible. All employees will be enrolled in a group life insurance plan for the employee only.
- 7.1.4 The District will make available to each worker a Section 125 plan that includes premium only plan (POP) and no cash out.
- 7.1.5 The District shall allocate the following prorated amount to each worker employed by the District for use in a group medical plan, health maintenance organization, dental insurance and/or a vision insurance program toward the payment of premiums for coverage defined in 7.1.3:

3.5 but less than 5 hours	50%
5 but less than 6 hours	62.5%
6 but less than 7 hours	75%
7 or more hours	100%

The district total annual contribution to classified health and welfare for each full-time employee is as follows:

2018/19	\$10,200
2021/22	\$12,000

- 7.1.6 Health benefits are provided annually for active employees. Employees remain eligible for health and welfare benefits for the duration of their employment. Coverage begins the first of the month following the date of hire if hire date is between the 1st and the 15th day of the month. Coverage begins the first of the 2nd month following the date of hire if hire date is from the 16th to the end of the month. Coverage ends the last day of the same month employment ends. When an employee

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leaves the District, whether it be voluntarily or involuntarily, the employee may enroll in COBRA continuation coverage for eligible health and welfare benefits at their own expense. Employees who are on an unpaid leave of absence may also apply for COBRA within the guidelines of COBRA continuation coverage.

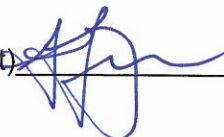
- 7.1.7 The District agrees to continue payments for health and welfare benefits as provided under this Agreement during the absence of any worker who is on paid leave status (see Section 10.8.5).
- 7.1.8 If the administrative and reserve costs charged by any plan administrator exceeds one percent (1%) of the premiums paid, the District and the Association are in agreement that the District's payment of any additional cost is subject to re-negotiation.
- 7.1.9 Probationary members who continue with unbroken service shall receive benefits equivalent to those of permanent Association members.
- 7.1.10 Married spouses and registered domestic partners will be allowed to consolidate health insurance premiums made on their behalf by the District.
- 7.1.11 Workers who enroll in District health and welfare plans and dependent care and health flex plans, and who need to make worker contributions to cover the premiums of those plans for July and August, will do so in eleven (11) equal monthly payments. Workers will retain twelve (12) month coverage.

~~7.2 Retiree Health and Welfare Benefits~~

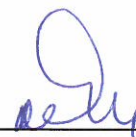
- ~~7.2.1 The post-employment retirement benefit will sunset on December 31, 2019. To qualify for this retirement benefit, an Association member must have been employed by the District for at least ten (10) continuous years, be at least fifty-five (55) years of age and not more than sixty-five (65) years of age as of December 31, 2019, and enrolled in a District-provided medical plan. The post-employment retirement benefit is capped at \$9,000 annually, prorated for part-time employees, for not more than 10 years or until the month in which the retiree turns 65, whichever comes first.~~
- ~~7.2.2 To receive this benefit, an employee must notify the District, in writing, of his/her intent to retire by October 1, 2019. The retired employee must also retire under the provisions of the Public Employees Retirement System.~~

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- ~~7.2.3 In order to receive retiree health benefits, the employee must be currently enrolled in the PERS medical plan at the time of retirement.~~
- ~~7.2.4 Less than full-time employees shall receive the prorata dollar portion of the \$9000 annual post-employment retirement benefit.~~
- 7.2.5 The District agrees to contribute the amount set by government code Section 22857 subdivision (B) of the California Public Employees' Retirement Law per eligible retiree, per month and increase annually in accordance with PERS regulations. ~~This amount is deducted from the post-employment retirement benefit. If the District and the Association agree to terminate participation in the PERS medical insurance plan, the District shall have no further obligation for payment of the basic contribution.~~
- ~~7.2.6 The District shall pay such contribution for the retiree unless or until the retiree becomes eligible for health premiums through other employment or until the death of the retiree.~~
- ~~7.2.7 If the retiree elects not to continue enrollment in the PERS Health Plan upon retirement, the retiree shall receive their full portion directly, or prorata thereof, of the \$9000 post-employment benefit under the terms of this article.~~

7.3 Insurance Carriers

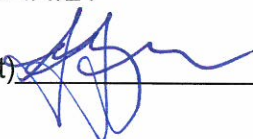
The District and MHCEA may establish a Health and Welfare Benefits Committee with all labor groups to annually review member participation in health and welfare benefits. The Health and Welfare Benefits Committee shall review information and may make advisory recommendations.

The MHCEA President or designee and the Superintendent or designee shall mutually select the specific carriers for the coverages enumerated in Section 7.1.3 and assume the responsibility to inform each Association member of the available options, and provide information regarding the specific available coverages

If the District and MHCEA mutually agree to leave CALPERS and join an alternate health care provider, any savings realized to the District by this change of providers will be reviewed by the Health and Welfare Benefits Committee. Should the District agree to a negotiated increase in employer contribution for health and welfare benefits with any of the other District's bargaining units for the duration of the agreement, the parties would immediately meet to bargain

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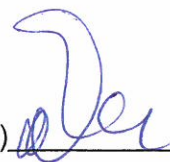
additional improvements above and beyond the minimum employer contribution for the MHCEA bargaining association.

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ARTICLE 19 - DURATION

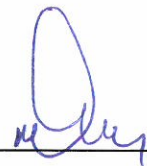
This Agreement shall remain in effect from July 1, 2021 through June 30, 2024. ~~July 1, 2018 through June 30, 2021.~~

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Appendices

Appendix A ~~2019 – 2020 & 2020 – 2021~~ Classification and Ranges

Appendix B 2021 - 22 Classified Salary ~~2019 – 2020 & 2020 – 2021~~
~~Classified Salary Schedules~~

Appendix C MHCEA Contract Definitions

Appendix D Bus Driver Recruitment Side Letter ~~2019 – 2020~~ 2021-22

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Fawn Myers (District)  _____ /Danielle Nunes (MHCEA)  _____

**Bus Driver Recruitment Sideletter Agreement
Between Morgan Hill Unified School District and
Morgan Hill Classified Employees Association
2021-22**

Due to a persistent shortage of qualified Bus Drivers, and in an effort to fill vacancies of Bus Driver positions within the Transportation Department, the Morgan Hill Unified School District (District) and the Morgan Hill Classified Employees Association (Association) agree to the following for the 2019-20 school year.

As long as vacancies occur and as long as Human Resources does not have an eligibility list of candidates to fill vacancies, the District agrees to pay a referral bonus to any permanent classified employee who refers a new hire as Bus Driver to the District with the following parameters:

- A permanent classified employee who refers a candidate who does NOT have a Bus Driver Certificate is eligible for a **\$500 referral bonus** once the referred candidate completes training and is hired by the District as a Bus Driver.
- A permanent classified employee who refers a candidate who DOES have a Bus Driver Certificate and is hired by the District as a Bus Driver is eligible for a **\$2000 referral bonus**.
- Statutory deductions will be withheld on all bonuses paid.

Permanent classified employees who refer candidates for hire as a Bus Driver will complete a referral form to be signed by the Director of Transportation. Once the candidate is hired and receives his/her first paycheck, the identified permanent classified employee who made the referral and completed the referral form will receive the referral bonus in the same pay cycle.

As long as vacancies exist and the District has difficulty recruiting new hires, the District may also pay a signing bonus of \$2000 for each new hire payable in the new hire's first paycheck. In turn, the new hire receiving the signing bonus will agree to work for the District for a minimum of one year. Failure on the part of the employee to complete one year of service will result in the employee repaying a pro-rated portion of the signing bonus deducted from the last paycheck.

As long as vacancies exist and the District has difficulty recruiting new hires, the District may also consider a contractual buy-out of a Bus Driver who has provided at least two months of service via a contracted vendor. If this occurs, the Association agrees that the formerly contracted Bus Driver would be hired by the District and become a probationary employee, subject to evaluation, but would not go through the typical recruitment and selection process identified in the Merit System. The Association agrees to waive the Merit System for contracted Bus Drivers ONLY in the event that there are no current candidates on the eligibility list at the time of the hire.



MHCEA President

4/7/2021

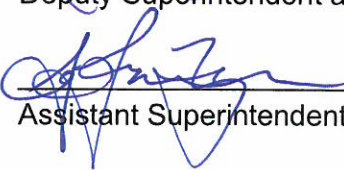
Date



Deputy Superintendent and Chief Financial Officer

4/7/2021

Date



Assistant Superintendent of Human Resources

4/11/2021

Date

APPENDIX A

MORGAN HILL UNIFIED SCHOOL DISTRICT CLASSIFICATIONS AND RANGES FOR CLASSIFIED EMPLOYEES 2021-22

ADMINISTRATIVE AND OFFICE SUPPORT		STUDENT AND INSTRUCTIONAL SUPPORT		MAINTENANCE, OPERATIONS, TRANSPORTATION	
Position Title	Range	Position Title	Range	Position Title	Range
Administrative Assistant I (formerly Administrative Secretary I)	46	Student Supervisor	35	Custodian	45
Administrative Assistant II (formerly Administrative Secretary II)	48	Community Liaison	39	Custodian Lead	48
Administrative Assistant III (formerly Administrative Secretary III)	49	Paraprofessional	41	Custodian Foreperson	50
Administrative Office Support (formerly Staff Secretary)	47	Paraprofessional, Bilingual	41	Delegate Behind the Wheel	51
Administrative Office Support, Bilingual (formerly Staff Secretary, Bilingual)	47	Student Support Specialist	47	Dispatcher	54
Administrative Specialist (formerly Executive Secretary)	51	Student Support Specialist Lead	51	Groundskeeper	47
Administrative Specialist, Bilingual (formerly Executive Secretary, Bilingual)	51	School Linked Services Coordinator	47	Grounds Foreperson	54
Registrar I	44	Migrant Recruiter	51	Mechanic	59
Registrar II	45	Library Technician	41	School Van Driver	43
District Office Assistant	41	Health Assistant	41	School Bus Driver	49
School Office Assistant	41	Specialized Health Care Assistant	45	Senior Maintenance Technician	56
Vocational Office Assistant	41	Licensed Vocational Nurse	63		
		Job Developer	60		
FISCAL AND HUMAN RESOURCES		STUDENT NUTRITION		INFORMATION TECHNOLOGY	
Position Title	Range	Position Title	Range	Position Title	Range
ASB Bookkeeper	44	Student Nutrition Assistant	36	Information Technology Specialist I	44
Buyer	58	Student Nutrition Lead	39	Information Technology Specialist II	51
Accounting Specialist	53	Student Nutrition Foreperson	44	Data Systems Analyst	58
Human Resources Specialist	53	Delivery Driver	43	Student Assessment Data Specialist	47

APPENDIX B

MORGAN HILL UNIFIED SCHOOL DISTRICT CLASSIFIED SALARY SCHEDULE 2021-22

RANGE	PROB	A	B	C	D	E	5% BEG 10TH YEAR	8.5% BEG 15TH YEAR	10% BEG 20TH YEAR	12% BEG 25TH YEAR	15% BEG 30TH YEAR
35	16.29	16.70	17.54	18.43	19.36	20.34	21.37	22.07	22.38	22.78	23.39
36	16.70	17.11	17.98	18.89	19.85	20.85	21.91	22.62	22.94	23.35	23.98
37	17.11	17.54	18.43	19.36	20.34	21.37	22.45	23.19	23.51	23.94	24.58
38	17.54	17.98	18.89	19.85	20.85	21.91	23.02	23.77	24.10	24.54	25.19
39	17.98	18.43	19.36	20.34	21.37	22.45	23.59	24.36	24.70	25.15	25.82
40	18.43	18.89	19.85	20.85	21.91	23.02	24.18	24.97	25.32	25.78	26.47
41	18.89	19.36	20.34	21.37	22.45	23.59	24.79	25.60	25.95	26.42	27.13
42	19.36	19.85	20.85	21.91	23.02	24.18	25.41	26.24	26.60	27.08	27.81
43	19.85	20.34	21.37	22.45	23.59	24.79	26.04	26.89	27.26	27.76	28.50
44	20.34	20.85	21.91	23.02	24.18	25.41	26.69	27.57	27.95	28.45	29.22
45	20.85	21.37	22.45	23.59	24.79	26.04	27.36	28.25	28.64	29.17	29.95
46	21.37	21.91	23.02	24.18	25.41	26.69	28.04	28.96	29.36	29.89	30.70
47	21.91	22.45	23.59	24.79	26.04	27.36	28.74	29.68	30.09	30.64	31.46
48	22.45	23.02	24.18	25.41	26.69	28.04	29.46	30.43	30.85	31.41	32.25
49	23.02	23.59	24.79	26.04	27.36	28.74	30.20	31.19	31.62	32.19	33.06
50	23.59	24.18	25.41	26.69	28.04	29.46	30.95	31.97	32.41	33.00	33.88
51	24.18	24.79	26.04	27.36	28.74	30.20	31.73	32.77	33.22	33.82	34.73
52	24.79	25.41	26.69	28.04	29.46	30.95	32.52	33.59	34.05	34.67	35.60
53	25.41	26.04	27.36	28.74	30.20	31.73	33.33	34.42	34.90	35.54	36.49
54	26.04	26.69	28.04	29.46	30.95	32.52	34.17	35.29	35.77	36.42	37.40
55	26.69	27.36	28.74	30.20	31.73	33.33	35.00	36.17	36.67	37.33	38.33
56	27.36	28.04	29.46	30.95	32.52	34.17	35.88	37.07	37.58	38.27	39.29
57	28.04	28.74	30.20	31.73	33.33	35.00	36.75	37.98	38.50	39.20	40.26
58	28.74	29.46	30.95	32.52	34.17	35.88	37.67	38.93	39.47	40.19	41.26
59	29.46	30.20	31.73	33.33	35.00	36.75	38.59	39.87	40.43	41.16	42.26
60	30.20	30.95	32.52	34.17	35.88	37.67	39.56	40.88	41.44	42.19	43.32
61	30.95	31.73	33.33	35.00	36.75	38.59	40.53	41.87	42.45	43.22	44.38
62	31.73	32.52	34.17	35.88	37.67	39.56	41.54	42.92	43.51	44.30	45.49
63	32.52	33.33	35.00	36.75	38.59	40.53	42.55	43.97	44.58	45.39	46.60
64	33.33	34.17	35.88	37.67	39.56	41.54	43.61	45.07	45.69	46.52	47.77
65	34.17	35.00	36.75	38.59	40.53	42.55	44.68	46.17	46.81	47.66	48.93

Effective: 07/01/2021, 5.5% increase

Approved:

Note: The percentage increase to the salary schedule is made on the first range, first cell. The A rate is a 2.5% increase from the PROB rate. Each step B-E is a 5% increase from previous step. For employees eligible to receive longevity pay, the pay rates listed are used in calculating additional pay only. Annual salaries for employees eligible to receive longevity pay are calculated using Step E to determine Base Pay and applying the longevity percentage (5%, 8.5%, 10%, 12%, or 15%) to the Base Pay amount.