

## MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT dated this 11 day of October, 2024, between THE NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY, a public benefit corporation, having an address at 25-01 Jackson Avenue, Long Island City, New York 11101 (hereinafter referred to as the AUTHORITY) and LOCAL 1180 COMMUNICATIONS WORKERS OF AMERICA AFL-CIO, having an address at 6 Harrison Street, New York, New York 10013 (hereinafter referred to as the UNION).

WHEREAS, the parties hereto are party to a collective bargaining agreement covering the period May 26, 2018 through January 26, 2022 and

WHEREAS, said collective bargaining agreement expired on January 26, 2022, and

NOW, THEREFORE, be it mutually agreed as follows:

The execution of this Memorandum of Agreement, subject to the ratification of its terms by the members of the UNION in the bargaining unit and subject to approval by the UNION, constitutes the entering into of a new collective bargaining agreement by the AUTHORITY and the Union covering the period of January 27, 2022 through July 26, 2027. The AUTHORITY and the Union further agree that a new Agreement incorporating the terms of this Memorandum of Agreement with the text of the prior Agreement, will be prepared and executed by the appropriate representatives of the AUTHORITY and the UNION within sixty (60) days after this Memorandum of Agreement is executed.

The modifications to the prior collective bargaining agreement that will be incorporated into the new agreement are as follows:

### ARTICLE VI – BEREAVEMENT LEAVE

Additional Bereavement Day. One (1) day will be added to existing bereavement leave, totaling five (five) days.

- A. The AUTHORITY shall grant bereavement leave of up to Five (5) days with pay without charge to sick or annual leave immediately following the death of a family member. For purposes of this Article, family is defined as the employee's spouse; domestic partner; natural, foster or stepparent; child; foster or stepchild; brother or sister; grandparent; grandchild; father-in-law; mother-in-law; brother-in-law; sister-in-law; the father, mother or child of a domestic partner, or any relative residing in the employee's household. Domestic partner is defined in Mayoral Executive Order No. 48 and NYC Administrative Code Section 1 – 112(21).

Employees shall notify the AUTHORITY immediately following the death of a family member or within a reasonable time after the death of a family member. This time shall be taken within 6 months following the death of a family member. It shall be used in consecutive days unless there is an extenuating circumstance which requires prior approval from the AUTHORITY.

### ARTICLE VII – SALARY, TITLES, AND PROMOTIONAL GUARANTEE

New paragraph C. All Employees in active status as of the date of ratification shall be eligible to receive, as soon as practicable, a \$3,000 lump sum payment. These bonuses shall upon payment be fully pensionable.

*A lump sum cash payment in the amount of \$3,000, shall be payable as soon as practicable upon ratification of the Agreement to those employees who are in active payroll status and in a title covered by this Agreement, as of the date of ratification. Active payroll status is defined as being in active payroll status ("B Status"), military leave with pay ("K status"), or on paid family leave. The lump sum cash payment shall be pensionable, consistent with applicable law.*

*All full time per annum employees who were in active status on the date of the ratification are entitled to receive the lump sum cash payment of \$3,000. Employees who were terminated for cause, resigned, retired, or otherwise separated from service prior to the date of ratification of this Agreement shall not be eligible for the lump sum cash payment.*

*In no event shall any employee receive greater than \$3,000 in bonus payments pursuant to this section.*

## ARTICLE VIII - SALARY INCREASES

### A. General Wage Increases

- Effective January 27, 2022, eligible employees shall receive a general increase of three (3%) percent. Such increases shall apply only to employees in title on January 26, 2022 and shall be computed on the base salary rate earned by employees on January 26, 2022.
- Effective January 27, 2023, eligible employees shall receive a general increase of three (3%) percent. Such increases shall apply only to employees in title on January 26, 2023 and shall be computed on the base salary rate earned by employees on January 26, 2023.
- Effective January 27, 2024, eligible employees shall receive a general increase of three (3%) percent. Such increase shall apply only to employees in title on January 26, 2024 and shall be computed on the base salary rate earned by employees on January 26, 2024.
- Effective January 27, 2025, eligible employees shall receive a general increase of three (3%) percent. Such increase shall apply only to employees in title on January 26, 2025 and shall be computed on the base salary rate earned by employees on January 26, 2025.
- Effective January 27, 2026, eligible employees shall receive a general increase of three and a quarter percent (3.25%). Such increase shall apply only to employees in title on January 26, 2026 and shall be computed on the base salary rate earned by employees on January 26, 2026.

### Paragraph C – Longevity

Longevity Schedule - Effective October 01, 2024 increase above current Longevity payment.

2 Years of Service	\$824
	(+) \$620
3 Years of Service	\$927
	(+) \$620
4 Years of Service	\$1,030
	(+) \$620
5 Years of Service	\$1,156
	(+) \$620
10 Years of Service	\$2,021
	(+) \$620

Beginning January 27, 2026, the general wage increase of three and a quarter percent (3.25%) shall be applied to the longevity schedule above. This increase is pensionable, included in determining overtime rate and will be added to an

employee's salary on their anniversary dates at the SCA.

#### ARTICLE X – HOLIDAYS

Paragraph A. Juneteenth will be recognized as a paid holiday for all eligible employees.

Add Paragraph G. Effective 60 days after ratification, all employees in titles on said date will receive one (1) discretionary holiday on April 1st, one (1) discretionary holiday on October 1st, and one (1) discretionary holiday on January 1st of each year.

#### ARTICLE XXXVII – DURATION

This Agreement shall be effective as of January 27, 2022 and shall continue in full force and effect until July 26, 2027.

#### SIDE LETTERS

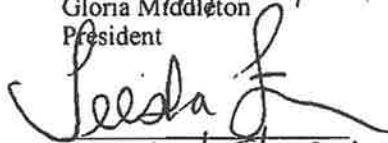
Both the AUTHORITY AND UNION agree to review and remove any side letters from the previous collective bargaining agreement covering the period May 26, 2018 through January 26, 2022 deemed to be not applicable to this collective bargaining agreement covering the period from January 27, 2022 through July 26, 2027.

The Telework Pilot Program side letter attached hereto as Exhibit B, dated 01 day of October, 2024, shall be added to this collective bargaining agreement.

WHEREFORE, the UNION and the AUTHORITY execute this Agreement by signing and dating below. This Agreement may be executed in counterparts and will be considered effective on the date the last signature is affixed hereto.

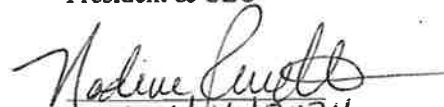
LOCAL 1180 COMMUNICATIONS  
WORKERS OF AMERICA, AFL-  
CIO

  
Dated: 10/15/2024  
Gloria Middleton  
President

  
Dated: 10/15/2024  
Teesha Foreman  
Second Vice President

NEW YORK CITY SCHOOL  
CONSTRUCTION AUTHORITY

  
Dated: 10/16/2024  
Nina Kubota  
President & CEO

  
Dated: 10/16/2024  
Nadine Rivellese  
General Counsel

**EXHIBIT A**

<b>CWA1180 SCA Titles Minimum Schedule</b>						
Last Contract Minimums on 10/26/20 increased by 3.00% effective January 27th, 2022.						
<b>SCA TITLES</b>	<b>Incumbent Rate 10/26/20</b>	<b>3.00% Increase 01/27/22</b>	<b>New Hire Rate 10/26/20</b>	<b>3.00% Increase 01/27/22</b>	<b>Promo Guarantee 10/26/20</b>	<b>3.00% Increase 01/27/22</b>
Administrative Assistant	\$61,453	\$63,297	\$53,437	\$55,040	\$1,617	\$1,666
Administrative Associate	\$65,710	\$67,681	\$57,139	\$58,853	\$1,794	\$1,848
Administrative Coordinator	\$70,985	\$73,115	\$61,726	\$63,578	\$1,884	\$1,941
Assistant Finance Specialist - A	\$49,930	\$51,428	\$43,417	\$44,720	\$1,347	\$1,387
Assistant Finance Specialist - B	\$55,160	\$56,815	\$47,965	\$49,404	\$1,347	\$1,387
Assistant Finance Specialist - C	\$62,087	\$63,950	\$53,988	\$55,608	\$1,617	\$1,666
Assistant Manager, Community Relations	\$60,978	\$62,807	\$53,024	\$54,615	\$1,617	\$1,666
Contract Compliance Officer	\$87,410	\$90,032	\$76,009	\$78,289	\$1,976	\$2,035
Contract Specialist	\$72,929	\$75,117	\$63,417	\$65,320	\$1,884	\$1,941
Documents Control Technician - A	\$47,553	\$48,980	\$41,351	\$42,592	\$1,347	\$1,387
Documents Control Technician - B	\$58,203	\$59,949	\$50,612	\$52,130	\$1,617	\$1,666
Furniture & Equipment Coordinator	\$74,897	\$77,144	\$65,128	\$67,082	\$1,929	\$1,987
Manager, Administrative Services	\$92,329	\$95,099	\$80,285	\$82,694	\$1,976	\$2,035
Manager, Furniture & Equipment	\$92,520	\$95,296	\$80,452	\$82,866	\$1,976	\$2,035
Program Coordinator	\$87,410	\$90,032	\$76,009	\$78,289	\$1,976	\$2,035
Senior Contract Specialist	\$83,286	\$85,785	\$72,422	\$74,595	\$1,976	\$2,035
Senior Program Coordinator	\$96,259	\$99,147	\$83,704	\$86,215	\$1,976	\$2,035
Senior Staff Support	\$54,962	\$56,611	\$47,793	\$49,227	\$1,347	\$1,387
<b><u>COMPOUNDED LONGEVITY INCREASE FOR YEARS IN TITLE:</u></b>	<b>Incumbent Rate 10/26/20</b>					
<b>2 Years</b>	\$824					
<b>3 Years</b>	\$927					
<b>4 Years</b>	\$1,030					
<b>5 Years</b>	\$1,166					
<b>10 Years</b>	\$2,021					

**CWA1180 SCA Titles Minimum Schedule**

Last Contract Minimums on 01/27/22 increased by 3.00% effective January 27th, 2023.

<b>SCA TITLES</b>	<b>Incumbent Rate 01/27/22</b>	<b>3.00% Increase 01/27/23</b>	<b>New Hire Rate 01/27/22</b>	<b>3.00% Increase 01/27/23</b>	<b>Promo Guarantee 01/27/22</b>	<b>3.00% Increase 01/27/23</b>
Administrative Assistant	\$63,297	\$65,195	\$55,040	\$56,691	\$1,666	\$1,715
Administrative Associate	\$67,681	\$69,712	\$58,853	\$60,619	\$1,848	\$1,903
Administrative Coordinator	\$73,115	\$75,308	\$63,578	\$65,485	\$1,941	\$1,999
Assistant Finance Specialist - A	\$51,428	\$52,971	\$44,720	\$46,061	\$1,387	\$1,429
Assistant Finance Specialist - B	\$56,815	\$58,519	\$49,404	\$50,886	\$1,387	\$1,429
Assistant Finance Specialist - C	\$63,950	\$65,868	\$55,608	\$57,276	\$1,666	\$1,715
Assistant Manager, Community Relations	\$62,807	\$64,692	\$54,615	\$56,253	\$1,666	\$1,715
Contract Compliance Officer	\$90,032	\$92,733	\$78,289	\$80,638	\$2,035	\$2,096
Contract Specialist	\$75,117	\$77,370	\$65,320	\$67,279	\$1,941	\$1,999
Documents Control Technician - A	\$48,980	\$50,449	\$42,592	\$43,869	\$1,387	\$1,429
Documents Control Technician - B	\$59,949	\$61,748	\$52,130	\$53,694	\$1,666	\$1,715
Furniture & Equipment Coordinator	\$77,144	\$79,458	\$67,082	\$69,094	\$1,987	\$2,046
Manager, Administrative Services	\$95,099	\$97,952	\$82,694	\$85,174	\$2,035	\$2,096
Manager, Furniture & Equipment	\$95,296	\$98,154	\$82,866	\$85,352	\$2,035	\$2,096
Program Coordinator	\$90,032	\$92,733	\$78,289	\$80,638	\$2,035	\$2,096
Senior Contract Specialist	\$85,785	\$88,358	\$74,595	\$76,832	\$2,035	\$2,096
Senior Program Coordinator	\$99,147	\$102,121	\$86,215	\$88,802	\$2,035	\$2,096
Senior Staff Support	\$56,611	\$58,309	\$49,227	\$50,704	\$1,387	\$1,429

**CWA1180 SCA Titles Minimum Schedule**

Last Contract Minimums on 01/27/23 increased by 3.00% effective January 27th, 2024.

SCA TITLES	Incumbent Rate 01/27/23	3.00% Increase 01/27/24	New Hire Rate 01/27/23	3.00% Increase 01/27/24	Promo Guarantee 01/27/23	3.00% Increase 01/27/24	Effective 10/01/24
Administrative Assistant	\$65,195	\$67,151	\$56,691	\$58,392	\$1,715	\$1,767	
Administrative Associate	\$69,712	\$71,803	\$60,619	\$62,437	\$1,903	\$1,960	
Administrative Coordinator	\$75,308	\$77,567	\$65,485	\$67,450	\$1,999	\$2,059	
Assistant Finance Specialist - A	\$52,971	\$54,560	\$46,061	\$47,443	\$1,429	\$1,472	
Assistant Finance Specialist - B	\$58,519	\$60,275	\$50,886	\$52,413	\$1,429	\$1,472	
Assistant Finance Specialist - C	\$65,868	\$67,844	\$57,276	\$58,994	\$1,715	\$1,767	
Assistant Manager, Community Relations	\$64,692	\$66,632	\$56,253	\$57,941	\$1,715	\$1,767	
Contract Compliance Officer	\$92,733	\$95,515	\$80,638	\$83,057	\$2,096	\$2,159	
Contract Specialist	\$77,370	\$79,691	\$67,279	\$69,297	\$1,999	\$2,059	
Documents Control Technician - A	\$50,449	\$51,962	\$43,869	\$45,185	\$1,429	\$1,472	
Documents Control Technician - B	\$61,748	\$63,600	\$53,694	\$55,305	\$1,715	\$1,767	
Furniture & Equipment Coordinator	\$79,458	\$81,842	\$69,094	\$71,167	\$2,046	\$2,108	
Manager, Administrative Services	\$97,952	\$100,890	\$85,174	\$87,730	\$2,096	\$2,159	
Manager, Furniture & Equipment	\$98,154	\$101,099	\$85,352	\$87,912	\$2,096	\$2,159	
Program Coordinator	\$92,733	\$95,515	\$80,638	\$83,057	\$2,096	\$2,159	
Senior Contract Specialist	\$88,358	\$91,009	\$76,832	\$79,137	\$2,096	\$2,159	
Senior Program Coordinator	\$102,121	\$105,185	\$88,802	\$91,466	\$2,096	\$2,159	
Senior Staff Support	\$58,309	\$60,058	\$50,704	\$52,225	\$1,429	\$1,472	

<b>COMPOUNDED LONGEVITY INCREASE FOR YEARS IN TITLE:</b>	<b>\$620 Increase 10/01/24</b>
<b>2 Years</b>	\$1,444
<b>3 Years</b>	\$1,547
<b>4 Years</b>	\$1,650
<b>5 Years</b>	\$1,786
<b>10 Years</b>	\$2,641

**CWA1180 SCA Titles Minimum Schedule**

Last Contract Minimums on 01/27/24 increased by 3.00% effective January 27th, 2025.

SCA TITLES	Incumbent Rate 01/27/24	3.00% Increase 01/27/25	New Hire Rate 01/27/24	3.00% Increase 01/27/25	Promo Guarantee 01/27/24	3.00% Increase 01/27/25
Administrative Assistant	\$67,151	\$69,166	\$58,392	\$60,144	\$1,767	\$1,820
Administrative Associate	\$71,803	\$73,957	\$62,437	\$64,310	\$1,960	\$2,019
Administrative Coordinator	\$77,567	\$79,894	\$67,450	\$69,473	\$2,059	\$2,120
Assistant Finance Specialist - A	\$54,560	\$56,197	\$47,443	\$48,866	\$1,472	\$1,516
Assistant Finance Specialist - B	\$60,275	\$62,083	\$52,413	\$53,985	\$1,472	\$1,516
Assistant Finance Specialist - C	\$67,844	\$69,879	\$58,994	\$60,764	\$1,767	\$1,820
Assistant Manager, Community Relations	\$66,632	\$68,631	\$57,941	\$59,679	\$1,767	\$1,820
Contract Compliance Officer	\$95,515	\$98,381	\$83,057	\$85,549	\$2,159	\$2,224
Contract Specialist	\$79,691	\$82,082	\$69,297	\$71,376	\$2,059	\$2,120
Documents Control Technician - A	\$51,962	\$53,521	\$45,185	\$46,541	\$1,472	\$1,516
Documents Control Technician - B	\$63,600	\$65,508	\$55,305	\$56,964	\$1,767	\$1,820
Furniture & Equipment Coordinator	\$81,842	\$84,297	\$71,167	\$73,302	\$2,108	\$2,171
Manager, Administrative Services	\$100,890	\$103,917	\$87,730	\$90,361	\$2,159	\$2,224
Manager, Furniture & Equipment	\$101,099	\$104,132	\$87,912	\$90,549	\$2,159	\$2,224
Program Coordinator	\$95,515	\$98,381	\$83,057	\$85,549	\$2,159	\$2,224
Senior Contract Specialist	\$91,009	\$93,739	\$79,137	\$81,512	\$2,159	\$2,224
Senior Program Coordinator	\$105,185	\$108,340	\$91,466	\$94,210	\$2,159	\$2,224
Senior Staff Support	\$60,058	\$61,860	\$52,225	\$53,791	\$1,472	\$1,516

**CWA1180 SCA Titles Minimum Schedule**

Last Contract Minimums on 01/27/25 increased by 3.25% effective January 27th, 2026.

<b>SCA TITLES</b>	<b>Incumbent Rate 01/27/25</b>	<b>3.25% Increase 01/27/26</b>	<b>New Hire Rate 01/27/25</b>	<b>3.25% Increase 01/27/26</b>	<b>Promo Guarantee 01/27/25</b>	<b>3.25% Increase 01/27/26</b>
Administrative Assistant	\$69,166	\$71,414	\$60,144	\$62,098	\$1,820	\$1,879
Administrative Associate	\$73,957	\$76,361	\$64,310	\$66,401	\$2,019	\$2,085
Administrative Coordinator	\$79,894	\$82,491	\$69,473	\$71,731	\$2,120	\$2,189
Assistant Finance Specialist - A	\$56,197	\$58,023	\$48,866	\$50,454	\$1,516	\$1,565
Assistant Finance Specialist - B	\$62,083	\$64,101	\$53,985	\$55,740	\$1,516	\$1,565
Assistant Finance Specialist - C	\$69,879	\$72,151	\$60,764	\$62,739	\$1,820	\$1,879
Assistant Manager, Community Relations	\$68,631	\$70,862	\$59,679	\$61,619	\$1,820	\$1,879
Contract Compliance Officer	\$98,381	\$101,578	\$85,549	\$88,329	\$2,224	\$2,296
Contract Specialist	\$82,082	\$84,750	\$71,376	\$73,696	\$2,120	\$2,189
Documents Control Technician - A	\$53,521	\$55,261	\$46,541	\$48,053	\$1,516	\$1,565
Documents Control Technician - B	\$65,508	\$67,637	\$56,964	\$58,816	\$1,820	\$1,879
Furniture & Equipment Coordinator	\$84,297	\$87,037	\$73,302	\$75,684	\$2,171	\$2,242
Manager, Administrative Services	\$103,917	\$107,294	\$90,361	\$93,298	\$2,224	\$2,296
Manager, Furniture & Equipment	\$104,132	\$107,516	\$90,549	\$93,492	\$2,224	\$2,296
Program Coordinator	\$98,381	\$101,578	\$85,549	\$88,329	\$2,224	\$2,296
Senior Contract Specialist	\$93,739	\$96,786	\$81,512	\$84,161	\$2,224	\$2,296
Senior Program Coordinator	\$108,340	\$111,861	\$94,210	\$97,271	\$2,224	\$2,296
Senior Staff Support	\$61,860	\$63,871	\$53,791	\$55,540	\$1,516	\$1,565
<b><u>COMPOUNDED LONGEVITY INCREASE FOR YEARS IN TITLE:</u></b>		<b>3.25% Increase 01/27/26</b>				
<b>2 Years</b>		\$1,491				
<b>3 Years</b>		\$1,597				
<b>4 Years</b>		\$1,704				
<b>5 Years</b>		\$1,844				
<b>10 Years</b>		\$2,727				





## EXHIBIT B

October 11, 2024

Ms. Gloria Middleton  
President  
Communications Workers of America Local 1180  
6 Harrison Street  
New York, NY 10013  
Re: Telework Pilot Program

This letter memorializes the agreement between CWA 1180 and the SCA to work together to implement a telework pilot, consisting of up to two days a week of telework for eligible represented employees.

Eligibility will be based in part, on satisfactory performance and operational needs, and will be limited to eligible represented employees whose job duties do not require a full-time physical presence at an SCA work location. This letter outlines the basic eligibility criteria and processes and is not a substitute for a memorandum of agreement; which the parties will mutually develop. The intent of the parties is to execute a memorandum of agreement and begin implementation of the telework pilot within 60 days of the ratification of the collective bargaining agreement. The actual implementation date will depend on the expediency with which the parties are able to come to agreement regarding the details of the telework pilot program. We anticipate the pilot to last for two years from date of implementation. At least 60 days before the end of the second year, the parties will discuss whether to extend for another year and will execute an extension if the parties mutually agree. Otherwise, the agreement will end.

Eligibility Criteria for CWA 1180 Office Titles :

- Full-time employee
- Employed by the SCA for at least 90 calendar days.
- If an employee transfers to a new department, division, or unit, and/or their work responsibilities change, they must be employed for at least 45 calendar days in their new job function.
- Satisfactory performance for the past twelve months based on last evaluation and any changes since then. Telework can be revoked due to poor job performance.
- The employee must be able to demonstrate a continued ability to:
  - Prioritize work to meet deadlines.
  - Accomplish job duties with the minimum amount of supervision appropriate for their job function.
  - Effectively, transparently, and timely communicate and respond to coworkers, supervisors, clients, stakeholders, and external parties.
  - Manage time effectively.
- Operational needs of the Department will be paramount.
  - Must be available for training in person or for special events when participation is expected.
  - Department Head(s) will set the frequency and schedule for telework, including start and end times and lunch breaks, to ensure consistency of operations and allow for meetings and other forms of communication.
  - Department Head(s) may adjust the frequency and schedule of telework.
  - Must be able to report to the office on 24 hours' notice, or a shorter time in the event of an emergency.
  - No adverse impact on other staff who are in the office, or on job assignments, training, or development.
  - Must work in a job that does not require continued physical presence at a work location.
  - If a Department Head and HR determine that employees who regularly work in field locations have administrative

or other reporting responsibilities that would allow for one full day of telework, those employees will be considered eligible for one day of telework per week to complete their administrative and reporting functions.

- Determinations of eligibility will be based on job functions rather than title.
- Telework while on leave will be considered on a case-by-case basis taking into account all the facts and circumstances.
  
- Must telework from an approved alternate work location.
  - Designated, safe workspace at alternate work location.
  - Must have secure, appropriate internet access at telework location.
  - Responsible to have all necessary equipment and supplies to perform work at alternate work location. SCA will provide a laptop computer only.
- Sign a Pilot Telework Agreement acknowledging the pilot telework policy and related expectations.

**Process**

SCA will share eligibility list with CWA 1180 prior to implementation. CWA 1180 can request a Labor/Management meeting to discuss eligibility list prior to implementation.

If an individual is denied telework, or their telework privilege is revoked, they may discuss the reason for the denial with their supervisor and resolve, if possible. If there is no resolution, they may appeal in writing to the Department Head. If the employee is still not satisfied with the decision of the Department Head, they may appeal in writing to HR. A decision by HR is final, shall not be considered discipline, and is not grievable in any forum. If there is a meeting between the individual and Authority during the appeal, the employee may bring union representation.

If an entire group of employees is denied or revoked telework based on work responsibilities, union representatives may request a Labor/Management meeting in writing for reconsideration from the Telework Committee, consisting of representatives from Human Resources, Legal, and the applicable Department Head(s). This decision shall not be considered discipline, will be final and not grievable in any forum, except for an alleged violation of the process outlined by the parties relating to eligibility.

**Employees Whose Job Functions Require Continued Physical Presence at an SCA Work Location**

Parties agree to hold a Labor/Management committee meeting to explore alternate work flexibility options that meet the operational needs of the SCA, as determined by Department Heads and HR, for employees who are ineligible for telework solely due to their job functions.

Sincerely,



Nina Kubota  
President & CEO

Date: 10/16/2024

Agreed,



Gloria Middleton  
President, Communications Workers of  
America Local 1180

Date: 10/15/2024

**APPENDIX "A"**

Summary Plan Description, March 2022

[https://www.cwa1180.org/docs/default-source/benefits-files/2022-benefits-files/1180-sbf-summary-plan-description---\(final\)\(3-24-22\).pdf?sfvrsn=a2bf834d\\_2](https://www.cwa1180.org/docs/default-source/benefits-files/2022-benefits-files/1180-sbf-summary-plan-description---(final)(3-24-22).pdf?sfvrsn=a2bf834d_2)

## APPENDIX "B"

Title	Title Code
Administrative Assistant	SC218
Administrative Associate	SC203
Administrative Coordinator	SC225
Assistant Finance Specialist - A	SC230
Assistant Finance Specialist - B	SC231
Assistant Finance Specialist - C	SC232
Assistant Manager, Community Relations	SC236
Contract Compliance Officer	SC234
Contract Specialist	SC216
Documents Control Technician -A	SC241
Documents Control Technician - B	SC242
Furniture & Equipment Coordinator	SC240
Manager, Administrative Services	SC233
Manager, Furniture & Equipment	SC239
Program Coordinator	SC237
Senior Contract Specialist	SC217
Senior Program Coordinator	SC238
Senior Staff Support	SC213