

Contract # 73

LIBRARY  
Institute of Management and  
Labor Relations

JUL 08 1988

RUTGERS UNIVERSITY

CAMDEN COUNTY COLLEGE  
BLACKWOOD, NEW JERSEY

AGREEMENT

between

Camden County College Board of Trustees  
BOARD OF TRUSTEES

OF

CAMDEN COUNTY COLLEGE

and

INTERNATIONAL UNION OF ELECTRONIC,  
ELECTRICAL, TECHNICAL, SALARIED & MACHINE WORKERS,  
AFL - CIO, LOCAL 440

Secretaries, Clerks, Bookkeepers,  
Graphic Arts and Switchboard Operators

1988 - 1991

X July 1, 1988 - June 30, 1991

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The College shall forward a check for the total of such deductions to the Financial Secretary of the Union each pay day for which the deduction is made. The following dues deduction authorization shall be in the form as follows:

CHECKOFF AUTHORIZATION

I.U.E. LOCAL 440

TO: \_\_\_\_\_  
(Name of College & Location) (Effective Date)

I authorize and direct that you checkoff from my pay each month an amount equal to I.U.E. Local 440 membership dues, and to promptly remit same to Local 440, International Union of Electrical Workers (Affiliated with the AFL-CIO).

This checkoff is valid and is not revocable until:

- (a) the expiration of contract; or
- (b) one year from signature

Revocation shall be in effect only if I give you and Local 440, International Union of Electrical, Radio and Machine Workers written notice by individual certified mail, return receipt requested.

\_\_\_\_\_  
Date Employee's Signature

Initiation Dues: \_\_\_\_\_

ARTICLE V - AGENCY SHOP

Agency Shop Provision for Non-Members

- A. The Union President shall submit to the College Personnel Office a list of names of employees covered by this contract who are not currently dues paying members. The College in compliance with State Law and this Agreement, will deduct from non-union employees in this

to assign Union members as the College shall in its judgment determine proper; to fix all or any assignments as to wages and hours which need be uniform.

- III. Subject always to the right of the Union to bargain collectively with the College with respect to salaries, grievances, and other terms and conditions of employment, the exercise by the College of any one or more of its prerogatives, as set forth above, shall not at any time be subject to collective bargaining as provided in this Agreement.

#### ARTICLE VII - GROUP LEADERS

Group Leaders shall be chosen by the College President or his designee whenever he deems it necessary. In the selection of a Group Leader, the College President or his designee will give weight to seniority in his choice.

Group leaders shall be paid an additional five percent (5%) per year over and above their base salary.

#### ARTICLE VIII - NON-DISCRIMINATION

- I. There shall be no discrimination, interference, restraint, intimidation or coercion by the College and its representatives or by the Union and its representatives on account of any employee's sex, race, color, creed, national origin, marital status, age, handicap, or veteran's status.
- II. There shall be no discrimination against any employee on account of membership in the Union or on account of employees' participation in any Union activities, defined to mean the fulfillment of steward functions.
- III. Any employee who engages in any form of conduct or activity (sexual harassment) which violates Section 703 of Title VII shall be subject to disciplinary action up to and including discharge as the College

SECTION 6

No employee will be required to work on holidays that are observed by the College and listed in this Agreement. If the College knows of its overtime requirements, it will endeavor to give notice of three (3) days of overtime requirements and three (3) days notice of requested Saturday overtime.

SECTION 7

If requested to, employees will be expected to work reasonable overtime.

SECTION 8

If any employee is injured during the course of the work day and requires medical or surgical attention, he/she will be paid the balance of the regular work day on which such injury occurs at his/her regular hourly rate.

SECTION 9

In the event that the Board of Trustees should institute classes on Saturday during the college year, the work week for this shift should then be from Tuesday through Saturday inclusive. Employees placed on this as a weekly schedule shall either be newly hired for this schedule or old employees may select that as their regular work week.

SECTION 9A

In the event that the Board of Trustees should institute classes on Sunday during the college year, the work week for these shifts should then be Wednesday through Sunday inclusive. Employees placed on this weekly schedule shall either be newly hired for this schedule or old employees may select that as their regular work week.

All work performed in excess of seven (7) hours in a single day, or in excess of thirty-five (35) hours in a given week and all work performed on a sixth day shall be compensated at one and one-half times (1-1/2) the regular straight time rate. Double time shall be paid for all work performed on a

ARTICLE X - COLLEGE CLOSINGS

- I. If roads and/or weather conditions are deemed unsafe for travel by students and faculty and classes therefore cancelled, this same policy shall also apply to employees.
- II. When conditions at the College are such that personal safety and personal property are in danger, employees shall notify their immediate supervisor. At that point, the President or his designee will determine the extent of the conditions relating to the personal safety and personal property of the employees and at that time notify all concerned of this decision.

ARTICLE XI - REPORTING TIME

Employees who report to work at their regular starting time and have not been given at least one day's notice not to report, shall be guaranteed at least four (4) hours work or pay, except when the inability to provide four (4) hours work is due to an "Act of God" beyond the control of the College.

ARTICLE XII - SENIORITY

SECTION 1

Seniority shall be defined as the employee's length of continuous service within this specific bargaining unit, beginning with the original date of hire in a full-time capacity. In the event that the employee should leave the bargaining unit and take another non-Local 440 position within the College, his seniority in Local 440 will end.

Seniority up to three (3) years - not to exceed twelve (12) months.

Seniority three (3) years and up to five (5) years - not to exceed eighteen (18) months.

Seniority five (5) years and up to ten (10) years - not to exceed twenty-four (24) months.

Seniority ten (10) years and up to fifteen (15) years - not to exceed thirty (30) months.

Seniority fifteen (15) years and up to twenty (20) years - not to exceed thirty-six (36) months.

Seniority twenty (20) years or more - not to exceed forty-two (42) months.

#### SECTION 6

All elected union officials, up to a maximum of twelve (12), shall have super seniority for the purpose of layoffs, during the term of office to which they are elected. They will be returned to their regular standing on the seniority list upon termination of office.

#### SECTION 7

The College shall send notification to the Union each month of new hires and terminations showing name, address, date of hire, job title and salary.

#### SECTION 8

Seniority shall cease upon voluntary termination, discharge for just cause, and failure to return to work when recalled.

#### SECTION 9

Any member being elected or delegated to any Union activities necessitating a temporary leave of absence without pay shall be granted same and at the end of such leave shall be returned to their former job and rate, plus any increases granted in their absence without loss of other benefits.

- (a) The decision of the arbitrator shall be final and binding on both parties.
- (b) All time spent in the adjustment of grievances, the negotiating of the labor contract, and arbitration will be paid for by the College at straight time.
- (c) The time for meetings or for giving of decisions at each step above set forth may be extended by mutual agreement of the parties involved in the particular or respective steps.
- (d) The Union and the College shall share the cost of arbitration.
- (e) The Union and the College shall have the right to bring in the aggrieved person(s) in any of the above steps of the grievance procedure as outlined above.
- (f) A grievance must be filed in writing within fifteen (15) calendar days from the date on which the act which is the subject matter of the grievance occurred or fifteen (15) calendar days from the date on which grievant should reasonably have known of its occurrence or thereafter be barred.
- (g) Anything to the contrary notwithstanding, any challenge to the propriety of a discharge must be filed in writing to the College within five (5) working days from the date of the discharge or the same will be deemed to have been waived.
- (h) Without limitation, the College shall have the right to discharge employees within the first ninety (90) calendar days of employment.

#### ARTICLE XIV - NOTICE OF DISCHARGE

##### SECTION 1

Employees shall be discharged only for just cause.

##### SECTION 2

The Shop Chairperson shall be notified immediately of all discharges.



- (d) Employees who have worked ten (10) years shall begin to accrue four (4) weeks vacation.
- (e) Employees who have worked more than ten (10) years shall begin to accrue twenty-two (22) vacation days.
- (f) Part-time employees shall have their vacation time prorated and receive vacation pay accordingly.
- (g) It is understood that vacation time will be used within any two (2) year period. Vacation time should be taken so that it is mutually satisfactory with his/her immediate supervisor.
- (h) An employee who retires at any age shall receive a pro rata vacation pay as of the date he/she leaves the employ of the College.
- (i) The pro rata vacation pay of an employee who dies while in the employ of the College shall be paid to the beneficiary of his/her group life insurance policy.
- (j) Vacation time may be taken as it is earned.

## SECTION 2

On July 15 of each year employees will receive a memorandum from the Personnel Office advising them of the number of personal days, sick days and vacation days they have remaining. Additionally, it is agreed that the Personnel Office will notify, in writing, any employee who is in danger of losing time at least sixty (60) days prior to the end of the fiscal year.

## ARTICLE XVI - HOLIDAYS

### SECTION 1

The College agrees to pay to each eligible employee seven (7) hours pay for each of the following holidays:

- (a) Employees are allowed twelve (12) days of sick leave per year.
- (b) Accumulated days of sick leave will be unlimited.
- (c) A sick leave is subject to medical verification if requested by the immediate supervisor.
- (d) Part-time employees will have their sick leave prorated based on time worked.
- (e) Sick leave will be allocated from the time of employment for those starting other than at the start of the College school year.
- (f) Upon retirement from the service of Camden County College, as confirmed by the New Jersey Public Employee Retirement System, a Local 440 member shall receive a lump sum payment equal to \$40.00 for fifty percent (50%) of unused accumulated sick leave with the provision that:
  - 1. The Local 440 member has been employed continuously by the College (including periods of approved leaves of absence) for a period of fifteen (15) complete years or more, and
  - 2. The local 440 member has formally notified the College of an intent to retire by November 1 of the year prior to the fiscal year in which retirement will take place. In emergent circumstances, a later notice may be considered by the Board; however the College may elect to defer payment for one year to allow for budgeting.

Exceptions to the period of employment and notification timeliness described above will be granted only in cases of unforeseen disability retirement from the College.

ARTICLE XXI - HOSPITALIZATION AND PRESCRIPTION PLAN

The College shall pay all premiums to provide for full Blue Cross - Blue Shield coverage, with Rider J premiums for employees and eligible dependents and Major Medical. The College will provide a prescription plan (\$1.00 per prescription) for each employee, spouse, and his/her unmarried eligible dependents.

ARTICLE XXII - JURY DUTY

An employee who is required to be absent from work in order to serve jury duty shall receive from the College the difference between the daily jury duty pay and the amount payable at his/her regular straight time earnings for a normal work day.

ARTICLE XXIII - WORKMEN'S COMPENSATION INSURANCE

All employees are covered by Workmen's Compensation Insurance.

SECTION 1

In the event of an accident, the employee shall immediately notify his/her immediate supervisor.

SECTION 2

Time lost from work due to an injury occurring while at work shall not be taken from the employee's allowed sick days until clarified under the Workmen's Compensation Insurance Program.

SECTION 3

Employees shall be allowed time off from work, without loss of pay, to attend compensation hearings which occur during their regular work day.

ARTICLE XXIV - DENTAL INSURANCE

All full-time employees and eligible dependents will be covered by the New Jersey Dental Plan, premium to be paid by the College. The terms and conditions of the dental benefit package will be identical to coverage in existence for other employees of the College as of July 1, 1983.

ARTICLE XXVII - REST PERIOD

Employees will be given a fifteen (15) minute rest period in the morning and a fifteen (15) minute rest period in the afternoon without loss of pay.

ARTICLE XXVIII - WASH-UP TIME

All employees shall receive five (5) minutes wash-up time before the regular lunch period and before quitting time, or supper time if working overtime.

ARTICLE XXIX - SAFETY CONDITIONS

The College President or his designee and Union Chairwoman or her designee shall comprise the Safety Committee. They shall meet when deemed necessary to discuss and rectify any safety condition they feel necessary to institute. Employees shall use all protective devices and safety equipment provided by the College, and observe all College safety rules.

ARTICLE XXX - BULLETIN BOARDS

The College shall make available to the Union a bulletin board for the purpose of posting official Union notices.

ARTICLE XXXI - UNION VISITATION

Officers or Representatives of the Union shall, upon request of the Union, be admitted to the College during working hours for the purpose of ascertaining whether or not this Agreement is being observed by the parties or for assisting in the adjustment of grievances upon permission of the College President or his designee.

ARTICLE XXXII - PROMOTIONS AND POSTING OF VACANCIES

SECTION 1

It is the policy and intention of the College to upgrade its employees. Job vacancies on permanent or new positions will be posted for a period of not less than three (3), but not more than five (5) working days exclusively within

Tests with passing scores will be kept on file for future openings. Applicants may avail themselves of the opportunity to examine their individual tests after it has been graded.

ARTICLE XXXIII - MISCELLANEOUS

SECTION 1

Employees working a minimum of two (2) hours of overtime will receive a meal allowance compensation not to exceed \$4.00 for meals eaten off campus, after submission of a receipt to the Business Office. During add/drop and registration periods however, employees who are in the aforesaid overtime status will continue to secure a slip from the Business Office which will entitle them to a meal at the College cafeteria.

All newly created jobs, within the unit, which have not been posted will be discussed with the President and/or Vice President of the Local before posting.

ARTICLE XXXIV - COLLEGE SPONSORED PROGRAMS

A. WELLNESS PROGRAM

A Wellness Program will be developed and maintained by the College for the physical health of all employees. It is understood that the Wellness Program will be available at no cost to Local 440 members.

B. HUMAN RESOURCES DEVELOPMENT

Camden County College is committed to fostering an environment that enables individuals to seek opportunities for professional growth and enrichment. The College will help employees to develop their potential and improve their ability to meet job responsibilities by providing opportunities and encouraging participation in educational training and development programs.

C.

Maximum Salaries for Positions

<u>Position</u>	<u>1988-1989</u>	<u>1989-1990</u>	<u>1990-1991</u>
Bookstore Clerk	\$12,606	\$13,488	\$14,432
Mail Clerk/Console Attendant	16,742	17,914	19,168
Console Attendant	16,867	18,048	19,311
"C" Secretary	17,625	18,859	20,179
Ledger Clerk	18,128	19,397	20,755
"B" Secretary (10-month)	15,406	16,484	17,638
"B" Secretary	18,631	19,935	21,330
Junior Bookkeeper	19,388	20,745	22,197
"A" Secretary	19,887	21,279	22,769
Offset Machine Operator	21,052	22,526	24,103
Purchasing Secretary	21,404	22,902	24,505
Dean's Secretary	21,404	22,902	24,505
Senior Bookkeeper	22,102	23,649	25,304

ARTICLE XXXVI - TERMINATION OR MODIFICATION

This agreement shall remain in full force and effect to and including June 30, 1991. Negotiations for the next subsequent contract shall commence in March 1991.