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UNION CONTRACT

THIS AGREEMENT by and between NORTH JERSEY DISTRICT WATER SUPPLY COMMISSION, referred to as "North Jersey", and TEAMSTERS LOCAL #286, an affiliate of the INTERNATIONAL BROTHERHOOD OF TEAMSTERS, hereinafter referred to as the "Union", is designed to maintain and promote the harmonious relationship between North Jersey and such of its employees who are within the provisions of this agreement.

WHEREAS the relationship between North Jersey and its employees is now subject to the provisions of "The New Jersey Employer-Employee Relations Act known as Chapter 303 of the Laws of 1968, N.J.S.A. 34:13A-1 et seq; and

WHEREAS North Jersey is a public agency existing and operating pursuant to N.J.S.A. 58:5-1 et seq. as amended and supplemented, and is engaged in a vital public service in supplying potable water to consumers which affects their health and general welfare, and which operations cannot be interrupted; and

WHEREAS North Jersey has for many years recognized as an appropriate unit, a Union representing certain of its employees composed primarily of laborers, utilitymen, craft employees, water treatment and pump facility operators, sanitation and laboratory employees, but excluding the police, guards, supervisors, assistant-supervisors, foremen, clerical, administrative professional and temporary employees; and

WHEREAS the parties hereto have agreed to enter into an agreement consistent with the provisions of the aforesaid Statute

N.J.S.A. 34:13A-1 et seq.; and

WHEREAS the Union has presented proof that it represents a majority of the North Jersey employees in the aforementioned appropriate unit established by prior practice;

It is hereby agreed as follows:

ARTICLE I.

RECOGNITION

North Jersey recognizes the right of the Union and its members to be protected in their right, freely and without fear of penalty or reprisal, to join in any such employee organization; provided, however, that this recognition shall not extend to persons excepted therefrom as provided in the aforesaid Statute, and the established practice of the employer.

ARTICLE II.

UNION SECURITY

All present employees who are members of the Union under date of execution of this agreement, may be or remain members of the Union. All new employees who are hired during the period of this agreement, may voluntarily and without intimidation become and remain members of the Union. North Jersey shall in no way interfere with the solicitation of membership nor discourage the same, provided such solicitation is not done during working hours nor on the Commission's premises.

ARTICLE III.

INCORPORATION OF PRIOR RESOLUTIONS OF NORTH JERSEY

Those resolutions heretofore adopted by North Jersey as it relates to employer-employee relations as amended, supplemented, modified or revised as of the date hereof, that are attached and made a part of this Contract shall continue for the duration

of this agreement except as modified, revised or changed by any of the terms or provisions of this agreement, and any future modifications of this agreement entered into by North Jersey and the Union by mutual written agreement.

ARTICLE IV.

BULLETIN BOARDS

North Jersey shall permit the Union reasonable use of bulletin boards for the posting of notices concerning Union business and activities.

ARTICLE V.

LEAVES OF ABSENCE WITH PAY

An employee shall receive a leave of absence with pay for a period of 3 days by reason of the death of a member of the employee's immediate family, which shall include husband, wife, mother, father, brother, sister and child. A one day leave of absence shall be afforded an employee by reason of the death in his family of an aunt, uncle, mother-in-law, father-in-law, brother-in-law, sister-in-law, grand parent or grandchild and in special circumstances a foster parent, or legal guardian, at the discretion of North Jersey.

ARTICLE VI.

PROBATIONARY, TRIAL OR TEMPORARY EMPLOYEES

1. The parties agree that the terms of this agreement shall not apply to any employees hired by North Jersey during the employee's probationary, or trial period, nor shall it apply to temporary or special help for portions of a year.

2. North Jersey shall have the right to discharge any such probationary, or temporary employee for any reason whatsoever and without cause. Any such employee so discharged shall not have recourse to the grievance procedure as hereinafter set forth.

3. When any employee is assigned or promoted to a higher ranking position, such assignment or promotion shall be deemed to be temporary, unless specifically assigned or promoted on a regular basis, and while in such temporary status in the higher position he shall not have recourse to the grievance procedure as hereinafter set forth.

4. North Jersey shall not be under any obligation to re-employ any non-regular employee who may be dismissed during a trial, probationary or temporary period of employment.

5. North Jersey may in its judgment extend a trial or temporary period of any such employee but such extension or temporary employment shall not be continued for more than 6 months without notice to the Union.

ARTICLE VII.

VACATION SCHEDULE

All regular employees shall be entitled to a vacation in accordance with the following schedule:

After employment for 1 to 5 years inclusive-10 working days;

After employment from 6 to 15 years inclusive-15 working days;

After employment for 16 years and over-20 working days.

Each such employee shall submit a written request for his preferred time of vacation which shall be subject to the approval of his Supervisor, so that the operations of the Commission shall not be unduly impaired. Should there be a conflict between employees as to the time of their vacation, priority as to the choice of time shall be subject to seniority.

ARTICLE VIII.

ASSIGNED WORK

Whenever an employee is not required for the performance of his regular duties, North Jersey may assign such employee to other duties but at the prevailing pay rate for the work being performed, provided it is not less than the rate such employee is then receiving.

ARTICLE IX.

WORKING WEEK

1. The normal week for employees, except shift employees, shall be 8 hours per day, 5 days per week, Monday through Friday inclusive.

2. The normal work schedule for shift employees shall be computed on a 7 day basis, with the period starting at 12:01 A.M. Saturday morning. Such shift employees shall work not more than 5 consecutive days, 8 hours per day. Shift employees are those who are engaged in a 24 hour day 7 days a week operation.

ARTICLE X.

OVERTIME

1. Overtime pay shall be paid for any work in excess of 8 hours per day for all employees.

2. Regular employees shall be paid overtime pay for work performed in excess of 40 hours per week, at the rate of 1½ times their regular rate of pay for work performed on the 6th or 7th day of the weekly work period.

3. Shift employees shall be paid 1½ times their regular rate of pay for any work performed beyond their 5 day normal schedule performed within the aforesaid 7 day period.

4. Those employees who are not shift employees but whose regular duties require that they work on Saturday and/or Sunday, shall be granted time off during the same period for that portion of time worked on Saturday or Sunday, without any extra compensation, except those where special conditions of employment presently exist.

5. Whenever any employee shall be required to work on any paid holiday and which is the employee's normal day off, he shall receive in addition to his regular pay, $1\frac{1}{2}$ times his regular pay for such work.

6. In computing overtime, the hourly rate of pay shall be determined by dividing the employee's weekly salary by the number of hours in his regular work week during which such overtime occurs.

ARTICLE XI.

HOLIDAY SCHEDULE

The present holiday schedule is to continue as presently in effect consisting of 12 paid holidays. Whenever any one of the designated holidays shall occur on a Saturday, the employee shall receive the day off on the preceding Friday, and whenever the holiday shall occur on a Sunday, the employee shall receive the day off on the following Monday.

ARTICLE XII.

UNIFORMS AND AUTOMOBILES.

1. Whenever the North Jersey shall require an employee to wear specific uniforms, work clothes or accessories, the expense

thereof shall be borne by North Jersey by supplying the same to the said employee.

2. Where North Jersey presently reimburses an employee for use of his automobile in the performance of his duties, the North Jersey reserves the right to revise and review such automobile use allowance monies from time to time, or to make other arrangements and discontinue the use of private automobiles.

ARTICLE XIII.

CALL-IN TIME

Whenever an employee is called to perform any work on any day when he would normally be off duty, he shall be entitled to a minimum of 4 hours pay. If he is required to work more than four hours, he shall be paid for the number of hours actually worked, subject to Article X.

ARTICLE XIV.

EMPLOYEES TIME OFF

The resolution of North Jersey of August 31, 1967 pertaining to an employee taking time off for a personal reason, is hereby rescinded by North Jersey. No employee shall take time off without prior approval of the Commissioner in charge. Deductions shall be made for any employee taking time off for personal reasons except when such time is taken for a visit to a Doctor, in which event such time off shall be charged against such employee's sick leave. No deduction for time off shall be made for visits to a Doctor or confinement to a hospital or recuperation period authorized by the Commission Doctor because of injuries sustained in the performance of his work.

ARTICLE XV.

EMPLOYEE'S BENEFITS

The present Commission policy and practices pertaining to life insurance, accidental death and dismemberment benefits, hospitalization, major medical insurance and sick leaves shall be continued by North Jersey for the duration of this agreement. The selection of the insurance underwriters is reserved to the Commission provided equal or better coverage is provided.

ARTICLE XVI.

RIGHTS OF MANAGEMENT

It is agreed that North Jersey retains the exclusive right to direct its employees in the performance of their duties, except as such right is affected or modified by the terms of this agreement. This right shall include but not be limited to the right to:

- (a) Direct;
- (b) Hire, promote and assign; and
- (c) Suspend, demote, discharge or take other disciplinary action, with reference to its employees.

The parties agree that the right to make reasonable rules and regulations shall be considered and acknowledged as the function of North Jersey as the employer, except as such right may be modified or affected by the terms of this agreement.

ARTICLE XVII.

STRIKES AND LOCKOUTS

It is agreed that the Union, its representatives and employees or either of them, shall not call or engage in a strike or threat thereof for any cause whatsoever, nor shall the Union, its representatives or any of the employees, cause or participate

in any picketing or inducement of others to picket; cessation of work, slowdown stoppage, or interference of any kind with North Jersey's operations, and North Jersey agrees not to institute a lockout. The parties agree to this because of the inherent and essential public and governmental nature of its operations as it affects the general public and the law of this State.

ARTICLE XVIII.

GRIEVANCE PROCEDURE

1. A grievance within the meaning of this agreement shall be any difference of opinion, controversy or dispute arising between the parties hereto, relating to any matter of wages, hours and working conditions, or any dispute between the parties involving interpretation of the application of any provisions of this agreement either herein specified or incorporated by reference.

2. Any aggrieved employee shall present his grievance in writing within 5 working days of its occurrence or such grievance shall be deemed to have been waived by the employee and the Union.

3. In the event of such grievance, the following steps hereinafter set forth shall be followed:

Step 1. Written grievance shall be made by the employee to his immediate supervisor and if such grievance is not settled during this conference, then said grievance shall be served upon the Chief Engineer of North Jersey or any other person who may be designated as such personnel officer for North Jersey. When a written grievance has been served upon the aforesaid personnel officer, it shall be discussed in conference between one Union Official and one Union representative, the employee, the person-

nel officer and the supervisor at the discretion of the personnel officer.

The personnel officer shall render a written determination not later than 5 working days after the aforesaid conference. Copies of such determination shall be filed with the Secretary of North Jersey and supplied to the Union official and the Union representative.

Step II. In the event that the employee's grievance is not satisfactorily settled with the Union or if it does not meet with the Union's approval, then the grievance shall be the subject of a conference between the Union official and the Union representative and the Commissioner of North Jersey in charge of the employee's department.

Step III. In the event that the Union representative is still dissatisfied with the determination of the grievance by the Commissioner, then the grievance shall be the subject of a conference between the Union official and the Union representative and the Commissioners of North Jersey, which conference shall be held on the day of the next regular meeting of North Jersey, providing at least 10 days lapse between the rendition of the Commissioner's determination referred to in the preceding step.

Step IV. In the event the grievance is not satisfactorily resolved by the foregoing grievance procedure, then the Union may, if it desires, require arbitration by the American Arbitration Association in accordance with their rules and procedures. North Jersey and the Union shall request and obtain arbitration through the American Arbitration Association for any matter which cannot be mutually agreed to by the Union and North Jersey during the period of this agreement. The decision of the arbitrator or arbitrators of the American Arbitration Association shall be final

and binding upon all parties. In the event of arbitration, the costs, fees and expenses of such arbitration proceedings shall be shared equally by North Jersey and the Union. The parties further agree that any arbitrator or arbitrators appointed pursuant to this agreement, may not change, modify or substitute, add to or subtract from the provisions of this agreement. Arbitration shall not apply in any event to the renewal of this agreement or the terms of any such renewal agreement unless mutually agreed to by North Jersey and the Union.

In the event that an employee shall be awarded retroactive pay as a result of arbitration, it is agreed that the wages or salary that such employee or employees may have earned elsewhere during the period covered by the award, shall be deducted from such award.

An authorized Union representative ^{and/} or Union official shall have reasonable opportunity to confer with any employee having a grievance during working hours with regard to any matter arising from the employer-employee relationship, but such opportunity to confer shall not substantially interfere with the employee's duties and only after such representative shall have given timely notice and secured permission from the employee's supervisor before the employee is absent from his work assignment.

ARTICLE XIX.

DISCRIMINATION

It is agreed that the parties hereto shall not discriminate against any employee because of race, color, creed, religion,

nationality or sex, and further that no employee shall be discriminated against or interfered with because of proper Union activities.

ARTICLE XX.

RETROACTIVE FEATURES

All provisions of this agreement shall become effective as of the date hereof except that vacation allowances shall be retroactive to January 1, 1970.

ARTICLE XXI.

DURATION

This agreement shall be binding upon the parties hereto and shall extend through December 31, 1972; however wage negotiations shall be instituted each October between the parties to this agreement.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by the duly authorized officers or agents this 28th day of July, 1970.

TEAMSTERS LOCAL #286
An affiliate of the INTERNATIONAL
BROTHERHOOD OF TEAMSTERS, CHAUFFEURS,
WAREHOUSEMEN AND HELPERS OF AMERICA

Union representatives
Byron W. Sloat
J.P. Wardlaw, Jr.

By Ralph [Signature]
President

ATTEST:

Secretary

NORTH JERSEY DISTRICT WATER SUPPLY
COMMISSION

By [Signature]
Chairman

ATTEST:

[Signature]
Secretary

LONGEVITY

December 21, 1967 - RESOLUTION

WHEREAS, it is the judgment of this Commission that a program of longevity payments is consistent with a sound employer-employee relationship and is conducive to the attraction of competent career employees and which will also provide, to a certain extent, equitable reward to those employees who have heretofore made employment in the service of the Commission their career:

NOW THEREFORE, BE IT RESOLVED:

- 1.) That beginning January 1, 1968, every regular employee of the Commission shall, in addition to his or her future basic annual salary, receive longevity payments during each calendar year on a pro-rated basis with each salary check, to be computed on his or her annual basic salary as follows:
 - a.) After 10 years of service - 1%.
 - b.) After 15 years of service - 2%.
 - c.) After 20 years of service - 3%.
 - d.) After 25 years of service - 4%.
 - e.) After 30 years of service - 5%.
- 2.) There shall be no longevity service created for the period an employee is on leave of absence without pay or any interruption of service.
- 3.) Any interruption of service due to a cause beyond the control of the employee, for military service, injury or illness, shall be considered as service for the purpose of determining the completion of said cumulative periods of service with the Commission.
- 4.) Longevity payments shall be considered as part of the employee's salary for pension purposes.
- 5.) Longevity payments shall commence and accrue and be computed on salary earned in the first full pay period following the completion of any of the said cumulative periods of service required for each longevity percentage.
- 6.) The Comptroller shall keep a separate and distinct record of the basic annual salary apart from the records of longevity payments being paid to each qualifying employee.
- 7.) All longevity payments shall be paid as part of the employee's bi-weekly pay, or other period of pay adopted by the Commission, and not in one lump sum.

- 8.) Any additional compensation from the Commission to any employee of any nature, including but not limited to overtime, shift differential or payment for assigned additional duties, shall not be included as basic annual salary for the purpose of computing longevity payments.

January 22, 1969 - RESOLUTION

BE IT RESOLVED, THAT paragraph one (1) of the Resolution of December 21, 1967 establishing longevity payments to Commission employees shall be amended as follows:

1. That beginning January 1, 1969, every regular employee of the Commission shall, in addition to his or her future basic annual salary, receive longevity payments during each calendar year on a prorated basis with each salary check, to be computed on his or her basic salary as follows:

- (a) After 5 years of service 1%
- (b) After 10 years of service 2%
- (c) After 15 years of service 3%
- (d) After 20 years of service 4%
- (e) After 25 years of service 5%
- (f) After 30 years of service 6%

All other provisions of the Resolution of December 21, 1967 shall remain in full force and effect.

JURY DUTY

December 21, 1967- -

"This Commission's policy forthwith shall be that all employees who are called to serve on Petit or Grand Jury duty shall receive their regular salary, but shall turn over to the Commission all monies received, exclusive of mileage, to the Comptroller. Commissioner Green seconded the motion, which upon roll call was unanimously adopted.

VOLUNTARY DUES DEDUCTIONS

November 25, 1959 - -

Upon motion of Commissioner Brumale, seconded by Commissioner Lee and unanimously adopted, Comptroller McLaughlin was authorized to make voluntary dues deduction from any employee of the Commission, provided that the employee designates the date the deductions are to commence, the amount to be deducted and the name of the union or the association to which the dues are to be paid. This is to become effective January 1, 1960, until terminated by the individual employee or by the Commission amending or rescinding this resolution.

TEMPORARY ASSIGNMENT

August 15, 1968 - -

"BE IT RESOLVED, that it is the policy of the Commissioners that when an employee's services are temporarily not required in the job to which he has been assigned permanently because of lack of work, and for any reason the employee does not desire or accede to a request to an assignment to another department; the Commissioner-in-charge has authority to suspend his employment without pay until his services are necessary again in his own department."

Chairman Brumale directed that copies of the above Resolution be posted on all bulletin boards, distributed to each supervisor and given to all interested parties.

HOLIDAYS

January 20, 1964 - -

BE IT RESOLVED, that the following days be designated as Legal Holidays for all employees of this Commission:

New Year's Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veteran's Day
Good Friday	General Election Day
Memorial Day	Thanksgiving Day
July Fourth	Christmas Day

Any employee who, because of his personal religious belief, does not desire to have time off for Good Friday or Christmas Day, because of such designation as a Legal Holiday, may obtain his equivalent day or days off as a Legal Holiday in lieu thereof.

The Reservoir Police Department, Pump Operators and Treatment Plant Operators, in lieu of the foregoing Legal Holidays, shall be entitled to 12 days, at such time as may be designated by the department heads with the approval of the Commissioner-in-charge, in order that the functions of these departments may not lack continuity. Should the employees of these departments not receive said extra day, they shall receive double time for working on any Legal Holiday.

Employees, other than those listed above and those of the Administrative Staff, when required to work on any of the aforementioned Legal Holidays, shall receive double pay for such work but shall not be entitled to any other time off from their regular employment by reason of being required to work on any such holiday.

VACATIONS

April 27, 1964 - -

"RESOLVED, that each employee, who has been in the Commission's employment for at least one year and not in excess of 15 years, shall be entitled to two week's annual paid vacation. Each employee having been in the service of the Commission in excess of 15 years shall be entitled to three weeks

paid vacation. All vacation time shall be applied for and approved by the Supervisor of each respective department, and the Supervisor's vacation shall be approved by the Commission.

Vacation periods allowed must be exercised within the calendar year granted and are not cumulative. Vacation time allowed shall not be taken for periods of less than one week at a time."

Commissioner Green further noted that vacations should be applied for at least two weeks in advance, and that the Comptroller should be notified by Supervisors of their vacation schedules in order to facilitate payroll and other processing.

July 16, 1964

1. When a paid legal holiday occurs during an employee's vacation period, the employee will be granted an additional vacation day. The additional day, or days, will be scheduled at the discretion of the employee's supervisor.
2. If a paid legal holiday occurs when an employee is on leave of absence, the employee will not be granted any additional day or days of leave time.

SICK LEAVE

October 24, 1956

RESOLVED, that each employee shall be entitled to a sick-leave credit on the basis of 2 days for each year of service with the Commission prior to the adoption of this resolution;

Each employee is to receive an additional one day per month sick-leave credit, beginning with the adoption of this resolution, for each full month of additional service.

Credits for sick-leave shall be cumulative.

The first two days of absence for any illness shall be without pay.

In order for the employee to receive his pay for illness after the first 2 days absence, the employee shall furnish a doctor's certificate, certifying to the employee's illness and the nature thereof.

All sick-leave, properly taken, shall be charged against the employee's sick-leave credit, except the first 2 days taken without pay. Upon exhausting the sick-leave credit, the employee shall not be paid until such time as he returns to work.

The foregoing shall not apply to injuries arising out of and in the course of employment which are compensable under the Workmen's Compensation Act. Payment of salary for absences for such injuries shall be limited to payments provided for in the Workmen's Compensation Act, except that such injured employee shall receive his full salary for the first week.

This resolution shall be effective as of January 1, 1957 .

November 14, 1956

Upon motion of Commissioner Lee, seconded by Commissioner Schoen, which, upon roll call, was unanimously adopted, the fourth paragraph of the resolution adopted on October 24, 1956, concerning sick leave, was amended to read as follows:

"The first two days of absence for any illness shall be without pay, except where medical certificate from the Commission's designated physician certifies that the illness occurred on the first day."

In this connection, the Secretary was instructed to contact local physicians to ascertain their willingness to serve in the capacity indicated, their charges, and other pertinent information, and to report back to the Commission at a subsequent meeting.

December 10, 1956

Commissioner Lee called attention to the designation of Commission physicians by action of the Commission at its last meeting. In order to implement the program for sick leave which becomes effective on January 1, 1957, pursuant to a resolution which was adopted on October 24, 1956, and as amended on November 14, 1956, the Commissioner offered a motion, which was seconded by Commissioner Flanigan and unanimously adopted, prescribing the following procedure:

1. In the event of an accident or emergency illness on the job, it shall be the responsibility of the employee's supervisor to notify either of the designated physicians for the purpose of obtaining emergency treatment.

2. When an employee is absent because of illness, it shall be the duty of his supervisor to notify one of the designated physicians for the purpose of obtaining verification and certification of the illness. When the employee resides in an area not convenient for visitation by the Commission's designated physicians, cooperation between them and the physician in attendance for the purpose of obtaining verification and certification, will be acceptable to the Commission. It should be clearly understood that this action is not intended to direct or limit the employee's selection of a personal physician for treatment of illness; the action is taken for the purposes stated herein.

3. The Comptroller shall establish and maintain records of sick leave credits to which each employee is entitled and of charges against such credits in pursuance of the Commission's action of October 24, 1956, and as amended on November 14, 1956.

4. It shall be the duty of the supervisor to fully inform all employees under his supervision with respect to the sick leave program, and to place them on notice that effective as of January 1, 1957, absences because of illness will be charged against their respective accumulated credits in accordance with the previous action of the Com-

mission. It should be understood that any information required in connection with employees' sick leave credits or charges against such credits, shall be obtained only by the supervisors from the Comptroller.

5. A copy of this action, and of previous actions related to the subject matter hereof, shall be furnished to all of the supervisors, and to the designated physicians, and the latter shall bill the Commission for services rendered pursuant to the authority contained herein.

December 20, 1956

Upon motion of Commissioner Lee, seconded by Commissioner Furrey, which, upon roll call, was unanimously adopted, and in accordance with the suggestion of the Chairman, action taken by the Commission on December 10, with respect to implementation of the sick leave program and with particular reference to the first sentence of sub-paragraph No. 2, was amended to read as follows:

"2. When an employee is absent because of illness, it shall be the duty of his supervisor, at the request of the employee, to notify one of the designated physicians for the purpose of obtaining verification and certification of the illness.****."

At the direction of the Chairman, and with the concurrence of the Board, the minutes of the meeting of December 10, 1956, as modified, amended and corrected by action recorded herein, were approved.

March 21, 1958

Upon motion of Commissioner Furrey, seconded by Commissioner Schoen and unanimously adopted, the following resolution was approved by the Commission:

WHEREAS, under present regulations, an employee injured in the course of employment does not receive his salary, but only workmen's compensation allowance during temporary disability, and

WHEREAS, this has proved to be inequitable since the employee cannot utilize any of his sick-leave credits,

BE IT RESOLVED, that the regulations adopted October 24, 1956, and amendments thereto, are amended as follows: Any employee disabled through injury as a result of, or arising from, his respective employment, may, with the approval of the Commission, receive a special leave of absence with regular salary for such period of disability, when certified by a physician approved by the Commission. Such period of special leave of absence to be approved by the Commission. The regular salary received for such special leave of absence shall, however, be reduced by the amount of any workmen's compensation award under Chapter 15 of Title 34 of the Revised Statutes, paid or awarded for such temporary disability (NOT permanent disability), because of the same injury requiring such special leave, if any.

50% of the period of special leave of absence so granted shall be charged against the employee's sick-leave credits to which the employee shall be entitled. The employee shall supply the Commission with a copy of the Workmen's Compensation Award, or verification of the same, in order to obtain these benefits. Any prior regulations of the Commission inconsistent herewith, are hereby rescinded.

Chairman Green directed that, in order to avoid misunderstanding as to the intent of the foregoing resolution, the minutes should reflect the fact that the terms of the resolution do not apply to, nor include, employees who have no accumulated sick-leave credits.

October 26, 1964

Commissioner Green commented upon a meeting held with employee representatives to discuss various problems, including the matter of the need for medical certificates to certify absences because of illness.

Upon motion of Commissioner Green, seconded by Commissioner Schamach and, upon roll call, unanimously adopted, the following regulation is established to clarify the ruling on this matter:

"A doctor's certificate shall be required from employees who are absent for 2 days or more because of illness."

Further, it was directed that supervisors shall have discretion to engage the Commission's physician for the sole and express purpose of determining whether or not the employee is actually ill.

November 9, 1964

Upon recommendation of Commissioner Green and with concurrence of the Board, the ruling concerning absence because of sickness as reported in the minutes of October 26, 1964, is amended to read:

"A doctor's certificate shall be required from employees who are absent for 3 days or more because of illness."