

Contract no. 663

**Agreement Between
The County of Hunterdon
and
Communications Workers of America
AFL-CIO - LOCAL 1035**

1992-1993

LIBRARY
INSTITUTIONAL AGREEMENT

RUTGERS UNIVERSITY

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ARTICLE 1

SCOPE OF AGREEMENT AND BARGAINING UNIT

The Employer acknowledges that it has ascertained that C.W.A. Local 1035, hereinafter referred to as the Union, represents a majority of the employees set forth in the bargaining unit, and is, therefore, legally entitled to recognition by the Employer as the sole and exclusive bargaining representative of the employees in the bargaining unit.

The Employer recognizes that this Agreement constitutes an obligation of the Employer, and that the terms and provisions of this Agreement shall embrace all present and future permanent, provisional and temporary positions, full-time and part-time, in all Departments of the County of Hunterdon, and all other positions wherein authorization has been given to the Union to act on behalf of employees in such positions.

The appropriate bargaining unit shall consist of all employees of the County of Hunterdon, including some Supervisors, (as recognized past practice of the Union, except as excluded below), in any position, whether such employees are of provisional, permanent, or temporary or CEIA status; excepting employees of the Board of Elections, Board of Parks and Recreation Commissioners, Probation Officers-Probation Department, Jail employees, Sheriff's Officers-Law Enforcement, Chief Sanitarian Inspectors, County Detectives-Prosecutor's Office, Department Heads, any appointed or elected officials, Assistant County Engineer, Assistant County Road Supervisor(s), or any employee the Parties agree is in a confidential position whose work is involved solely in the labor relations process. Also excluded are Supervisors (Foreman) of the roads, bridges, traffic, construction and mechanics crews who are in a separate CWA Bargaining Unit.

Unless otherwise indicated, the terms employee or employees, when used in this Agreement, refer to all persons represented by the Union in the above defined negotiation unit.

ARTICLE 2

PAYROLL DEDUCTIONS

A. DUES CHECKOFF:

The Employer will deduct current uniform dues of employees who are members of the Union beginning with the next pay period following receipt of a duly executed form acceptable to the Employer. Such authorization may only be revoked upon thirty (30) days notice prior to January 1 or July 1. Monthly, the Employer will forward a list of all employees hired or terminated during the preceding month.

It shall be the sole obligation of the Employer to remit sums deducted to the Sec/Treasurer of the Union by the fifteenth (15) of the month following the month in which it deducts them, with a list of those employees for whom the deductions have been made. Dues shall be sent to Washington, D.C. to the C.W.A. Sec/Treasurer.

The Union shall hold the Employer harmless against all claims, demands, or other forms of liability that may arise out of the Employer deducting sums as Union dues pursuant to this Article.

B. AUTOMOBILE INSURANCE COVERAGE:

In the event the Union arranges for auto insurance coverage, the County agrees to provide payroll deductions for automobile insurance coverage for members of an appropriate group who so authorize such deductions. The Union shall hold the Employer harmless against all claims, demands or other forms of liability that may arise out of the Employer deducting sums pursuant to this Article.

The Employer also reserves the right to require a Hold Harmless Agreement from the carrier providing such group automobile insurance coverage. The contract between the insurance carrier and the County shall contain provisions reasonably acceptable to both the County and the Union.

C. C.W.A. SAVINGS AND TRUST FUND:

Effective July 1, 1982, the County shall implement a payroll deduction program for the C.W.A. Savings and Trust Fund. Implementation shall be as provided by law in the case of dues deduction and specified in a separate agreement between the County and the Union. The Union shall hold the County harmless as in the case of dues deduction discussed above.

ARTICLE 3

MANAGEMENT

It is mutually understood and agreed that the Employer has the prerogatives of management in the direction of the employees including, but not limited to, the rights of hiring, suspending, discharging in accordance with Department of Personnel Rules, promoting, transferring, scheduling to determine the standards of services to be offered by its agencies, take necessary actions in emergencies, determine the standards of selection for employment, maintain the efficiency of its operations, technology of performing its work, determine the methods, means and personnel by which its operations are to be conducted, determine the content of job classifications, subject to Department of Personnel Regulations, and any other applicable law or provision of this Agreement.

ARTICLE 4

UNION REPRESENTATIVES

The Union shall designate such members of the Union as it deems reasonably necessary as Union Representatives, who shall not be discriminated against due to their legitimate Union activity. A list of Union designated representatives shall be provided the Employer.

Any authorized representatives of the Communications Workers of America, so designated, shall have the right to enter upon the premises of the Employer during working hours for the purpose of conducting normal duties relative to the enforcement and policing of this Agreement.

The Department Head of the area to be visited shall be notified prior to such visit. Such visits shall not interfere with proper service to the Public.

ARTICLE 5

RIGHTS AND PRIVILEGES OF THE UNION

The Board of Chosen Freeholders agrees to make available to the Union all public information concerning the financial resources of the County, together with information which may be necessary for the Union to process any grievance or complaint.

The Union representatives shall be permitted to participate, during normal working hours, in negotiations, grievance proceedings, conferences, or meetings with the Employer with no loss in pay. This shall apply to any employee in connection with his or her grievance.

Representatives of Local 1035 C.W.A., or its affiliate so designated, shall be permitted to transact official Union business on the premises at all reasonable times, provided that this shall not interfere with or interrupt normal operations of the service. In addition, representatives authorized by the local union shall be entitled to attend C.W.A. conferences, training sessions and state or national Meetings. No more than twenty-five (25) days per year (aggregate total of individual days off) shall be allowed under this provision. Unused days shall not be accumulative and any unused days shall be cancelled at the end of the calendar year. No employee can utilize more than ten (10) of these days per year.

The Union may continue to utilize bulletin boards and mailboxes. The Union may utilize meeting rooms after normal business hours for local membership meetings when those rooms are not otherwise in use, provided there is no additional cost or expense to the County. Prior notice of the use of a room shall be provided to the County Administrator.

Reasonable use of telephone and telefax equipment shall be permitted, limited to calls necessary for legitimate Union business required to be performed during normal business hours.

Should the representative of the Union, or the Union itself, cause any malicious damage to any facility or equipment owned by the County, the Union hereby agrees to either repair such facility or equipment at its own cost, or to reimburse the County for the reasonable cost to repair said facility or equipment.

EMPLOYEE REPRESENTATIVES WHO ARE TO BE PRESENT AT NEGOTIATIONS:

1. No more than five (5) employees and an attorney shall appear and negotiate for Local 1035. One (1) of the five (5) employees, however, should be an employee who attends negotiations when matters under discussion involve a subject area with which said employee has special knowledge, or when the issue involves a department or group of employees with whom the designated employee is associated. If an employee of the Communications Department attends negotiations, the employee shall receive straight time pay for each

hour spent in negotiations when the employee is not on duty, if the negotiations principally concern the Communications Department and take place during the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday. A Communications Operator may attend negotiations provided he gives 48 hours notice to his Department Head or his designee.

2. For obvious reasons, there shall be no limit as to the composition of an employee negotiating committee, if the negotiating sessions are conducted after working hours.

3. After the instant agreement is executed, and until such time as a successor contract is consummated, the number of employees who negotiate during working hours should consist of no more than one (1) employee representative from a department, except that the President of the employee Union may participate in negotiations together with another employee from his department.

ARTICLE 6

ADHERENCE TO DEPARTMENT OF PERSONNEL RULES

The Employer and the Union understand and agree that all Rules promulgated by the New Jersey Department of Personnel shall be binding upon both Parties.

ARTICLE 7

RULES OF THE EMPLOYER

All rules and regulations promulgated by the Employer for the proper and efficient operation of the Public Service shall be duly and conspicuously placed.

A copy of all new rules and regulations promulgated by the Employer will be given to the Union. Failure to give the Union a copy will not affect the validity of the rule or regulation. The time limit to challenge the rule's validity will begin upon the Union's receipt of a copy of the rule or regulation.

ARTICLE 8

HOURS OF WORK

It is understood by the Parties that the hours of work in existence at the time of this Agreement for all departments shall remain in full force and effect until mutually changed. Either party reserves the right to request a change in working hours. This request will be subject to negotiations.

Those employees obligated to work in the field, or on the road traveling, shall compute their hours of work on a portal-to-portal basis.

COUNTY EMPLOYEES WORKING 35 HOURS

Work Week: Monday through Friday
8:30 a.m.-4:30 p.m. 1 Hour Lunch

LIBRARY

Work Week A: (Employees hired prior to 2/26/72)

Monday through Friday

Shift 1A: 8:30 a.m.-4:30 p.m. 1 Hour Lunch
Shift 1B: 9:00 a.m.-5:00 p.m. 1 Hour Lunch
Shift 2: 1:30 p.m.-9:00 p.m. 1/2 Hour Lunch

Work Week B: (Employees hired on or after 2/26/72, or earlier if voluntary)

Tuesday through Saturday

Saturday hours are 9:00 a.m.-5:00 p.m.

Same Hours & Shifts as above.

Employees hired after February 26, 1972 may work Tuesday through Saturday and shall be given preference for assignment to an appropriate position on the Monday through Friday work week based upon seniority. For the purposes of this Article, Seniority is defined as length of continued service with the County from date of hire.

The Library shall be open in the summer on Saturdays during the same hours that it is open at other times of the year. The Employer shall, if requested,

allow a maximum of one (1) professional Library employee and two (2) non-professional Library employees to have scheduled days off on a Saturday, such as vacation days, or personal days. These Saturday scheduled days off shall not be affected by sick leave or other similar leaves.

COUNTY EMPLOYEES WORKING 40 HOURS

ROADS & BRIDGES

Work Week: Monday through Friday
7:30 a.m.- 4:00 p.m. 1/2 Hour Lunch

BUILDING MAINTENANCE WORKERS

Work Week: Monday through Friday
Shift 1: 6:30 a.m. - 3:00 p.m. 1/2 Hour Lunch
Shift 2: 3:30 p.m. -12:00 a.m. 1/2 Hour Lunch

Maintenance Repairers and Heating and Air Conditioning Mechanic shall work Monday through Friday starting at 8:00 a.m., and working until 4:30 p.m. with one-half (1/2) hour for lunch.

FLEXIBLE WORK HOURS

A. The County may change the starting time for the Roads and Bridges Department, Building and Maintenance Department and Engineering Department with the unanimous consent of affected employees under the following conditions:

1. The Union shall receive notice of any change by 12 o'clock noon the day before. The Union will designate who to contact for each work area.
2. Flex-time will not be utilized in the Roads and Bridges or Building and Maintenance Department for snow removal duties.
3. No employee will be reassigned to another crew against his/her will as a result of change in starting time.
4. No crew will start earlier than 5:30 a.m. nor later than 7:30 a.m.

B. A flex-time committee consisting of up to three Union and three Employer representatives shall be established. This committee will meet upon the request of either party to discuss problems which may exist with the implementation of this flex-time provision.

C. In regard to Health Department professional employees, with the mutual consent of both employer and employee, the hours of work of any employee can be changed to accommodate the work schedule. The Union shall receive notice of any change by 12 o'clock noon the day before. The Union shall designate who to contact.

COMMUNICATIONS

Hours of Work and Scheduling:

Communications Operators and Senior Communications Operators shall work a schedule of six (6) days within a nine (9) day period. There shall be no extra compensation provided to employees for working the sixth (6) day during a nine (9) day period. In the event an employee is required to work, and does work, more than eight (8) hours and fifteen (15) minutes in any work day, or more than six (6) days in a nine (9) day period, he shall receive overtime pay for each hour worked at the rate of time and one-half (1 1/2) his straight time hourly rate of pay.

Communication Operators' Shift Assignments:

Communication Operators shall work on a shift basis as indicated below.

2245 Hours - 0700 Hours

0645 Hours - 1500 Hours

1445 Hours - 2300 Hours

1045 Hours - 1900 Hours

1845 Hours - 0300 Hours

1045 Hours - 1900 Hours for three days

1845 Hours - 0300 Hours for three days

When this contract modification is implemented in November of 1988, employees shall be assigned to a permanent shift. Employees shall have the opportunity to bid, by seniority, to fill one of the shifts indicated above. Seniority is defined as the length of time employed in the Communications Department. No prior service in another County position will be credited for seniority purposes in connection with this shift selection process. Once an Operator is assigned to a shift, the employer has the absolute right, at its sole discretion, to reassign the employee to another shift, if necessary in the employer's opinion, to maintain operational effectiveness or efficiency, to accommodate in-service training for the employee reassigned, or other employees, to accommodate the training of new employees, to insure an adequate

number of trained personnel on any shift, or to insure adequate coverage in view of vacations and other leaves of absence taken by fellow employees. The employer will endeavor to give as much notice as possible so the employees will have time to adjust their personal schedule. New employees shall have no right to bid for shift assignments until they have completed their training period. Prior to completing their training period, new employees can be assigned to shifts at the Department's discretion. Employees will be entitled to bid for transfers in connection with any vacancies which occur after shift selections are made on a seniority basis.

The shift selection process shall not apply to Senior Communications Operators.

The employer has agreed to this change in scheduling at the request of the Union on an experimental basis. The Employer and the Union agree that this new shift assignment system will remain in place until at least December 31, 1989. It may be that this new process will not meet the needs of the Employer in a variety of respects. For example, the Employer may not be able to attract new hires to the Department if they will be assigned on a permanent basis to undesirable shifts. At any time, at its sole discretion, which decision shall not be arbitrable, the Employer may elect to terminate this experimental program after December 31, 1989, and to reinstitute the provisions and procedures for shift assignments which were in the contract between the parties which existed prior to this amendment. The County may do this without renegotiating with the Union. The County would not agree to the implementation of this program if it were not given the absolute right to terminate it if it does not suit the County's needs. The need to attract new employees referred to above is just an example, and the County may terminate the program for any other reasons which it sees fit. The Employer will endeavor to give as much notice as possible so the employees will have time to adjust their personnel schedules.

Senior Communications Operators' Shift Assignments:

Senior Communications Operators may be assigned to any of the following shifts:

0745 Hours - 1600 Hours
1545 Hours - 2400 Hours
2345 Hours - 0800 Hours

0645 Hours - 1500 Hours
1445 Hours - 2300 Hours
2345 Hours - 0700 Hours

The Employer will endeavor to give as much notice as possible if there is a switch from the current 0745 to 1600 hour and 1545 to 2400 hour rotating shifts, so the employees will have time to adjust their personal schedules.

Holiday Pay:

The question of holiday pay will be handled as follows:

The 2245 - 0700 Hour shift will be paid the eight (8) hours holiday pay for any holiday worked in which the operator has worked seven (7) hours on the holiday date. The 2245 - 0700 Hour shift in which the operator works only one (1) hour on the holiday date will not be considered as holiday pay.

The 1845 - 0300 shift will be paid eight (8) hours' holiday pay for any holiday which the operator has worked five (5) hours and fifteen (15) minutes on the holiday date. The 1845 - 0300 hour shift on which the operator works only three (3) hours on the holiday, will not be considered as holiday pay.

Changing Shifts:

It is understood and agreed that employees may switch hours or shifts provided no employee works in excess of twelve (12) consecutive hours as a result of the aforementioned switch. It is the intent of the parties that the exchange of hours or shifts between two (2) employees will be on a voluntary basis, and will incur no additional cost to the County. Hours or shifts exchanged shall strictly be a matter between the two (2) employees provided, however, a notice of exchange and substitution of employees be given to the Department Head, or his designee, no less than twenty-four (24) hours in advance. In the event no such notice is given, the employee who has been assigned the hours or shifts will be required to work. When the twenty-four (24) hour notice is given, the employee accepting the change shall be required to work.

Lunch and coffee breaks are only to be taken, (on premises), when work load permits during a shift. A Communications Operator shall be allowed to leave the board for breaks when a Senior Communications Operator covers. Unused break time shall not be credited or accumulated in any way by the employee.

The hours of work for the Supervising Communications Operator shall be five (5) eight (8) hour week days. Start and quit times to be designated by the Department Head. Overtime and Holiday compensation shall be paid as provided in Article 11 of the Agreement.

In the event of an emergency, scheduled event, or illness requiring the assignment of additional personnel for certain hours, the following pertinent procedures shall be followed:

1. EMERGENCIES:

An on-call, full-time employee shall be generally called in first. The Department has the right, however, to call in employees to deal with an emergency situation based upon the nature of the emergency and the geographical location of the employee when response time to the site, or to the Communications Center, is critical.

2. ILLNESS:

On-call personnel shall be solicited first. Should they not wish to accept the overtime, then off duty full-time employees will be solicited. If none are available, part-time employees may be solicited. If none are available, it will then constitute an emergency, and on-call personnel will be assigned.

All solicitations and/or assignments are to be done in the order of persons with the least amount of worked overtime being called or assigned first.

If a communications operator assigned to work the 0645 - 1500 Hour shift calls in sick, only those operators who have in writing indicated they wish to be called prior to the hour of 0800 may be solicited and then only if no on-call operator wishes to volunteer. If, however, none of these operators are available upon solicitation, one of the on-call operators scheduled for either the 2245-0700 hour or the 1045-1900 hour shift will automatically cover for the first four hours (0700-1100) of the 0645-1500 hour shift. This may be done either by one volunteering to "cover"; or, in the case where no operator particularly wants to "come in", "hold over", or "cover", the one with the least amount of overtime as of that date will be the operator responsible to cover. This includes part-time communications operator(s) unless doing so would interfere with their full time jobs on that day. In all instances a part-time communications operator(s) must be approved in advance by a supervisor as to having sufficient work experience to work with only another part-time communications operator on a shift(s). In the event that a full time communications operator and a part-time communications operator volunteer to "cover" then the full time operator shall cover.

The second four (4) hours of that shift, (1100 - 1500), as well as all other times, will be covered by using the standard existing method after 0800 hours.

On the remaining days of the same illness, a part-time employee may be called in.

3. SCHEDULED EVENTS:

A part-time employee may be called in.

TELEPHONE OPERATORS

Telephone operators may leave their position during breaks when relieved.

ENGINEER'S DEPARTMENT

Work week: 40 hours

The possible hours of work are as outlined below. The actual hours are to be set at County's discretion.

Monday through Friday

8:00 A.M. - 5:00 P.M.	-	1 hour lunch
8:30 A.M. - 5:00 P.M.	-	1/2 hour lunch
8:00 A.M. - 4:30 P.M.	-	1/2 hour lunch

The County may set uniform times for the entire Department or permit individual employees to work on different schedules, whichever works out best for the efficiency of the Department.

CONVERSION OF OTHER DEPARTMENTS TO FORTY (40) HOUR WEEK.

The C.W.A. agrees to consider requests by th County for the conversion of other departments to a forty (40) hour week on a case by case basis, and to negotiate over those conversions in good faith during the life of the contract.

The following Departments have been permanently converted to a forty (40) hour week:

- Jury Commission
- Purchasing
- Planning
- Solid Waste
- Comptroller
- Treasurer
- Personnel
- Administrator/Clerk to Board

ARTICLE 9

BREAKS

Each employee herein represented shall be entitled to one (1) fifteen (15) minute break for each half-day period of work, (morning and afternoon, and equivalent periods for shift work). Unused break time shall not be credited or accumulated in any way by the employee.

No break shall be taken at another employee's desk who is not on break or in other departments of employees not on break at the time, without the specific permission of the affected Department Heads.

ARTICLE 10

WAGES AND LONGEVITY

Wages shall be paid as hereinafter set forth, provided that part-time employees employed on a regularly scheduled basis shall be paid a salary according to their title pro-rata.

A. PAY FOR 1992:

Effective as of January 1, 1992 each employee shall be paid a 3% salary increase.

Effective with the pay period commencing February 21, 1992, each employee (other than those hired in 1992) shall receive 1/2 of an increment. Employees hired in 1992 shall remain at base. Each employee shall be paid in accordance with Schedule 92 A-E as appropriate. Employees should be placed 1/2 step above their step as of December 31, 1991 except that promotions and range changes are governed by Article 22.

B. ALL EMPLOYEES FOR THE YEAR 1993:

Effective as of January 1, 1993, each employee shall be paid a 3% salary increase.

Effective with the pay period commencing March 19, 1993, each employee (other than those hired in 1993) shall receive 1/2 of an increment. Employees hired in 1993 shall remain at base. Each employee shall be paid in accordance with Schedule 93 A-E, as appropriate. Employees shall be placed 1/2 step above their step as of December 31, 1992 except that promotions and range changes are governed by Article 22. The "base" step shall be deleted in 1993 and employees hired after March 19, 1993 are placed at Step 1.

C. COMMUNICATIONS OPERATORS:

As a material part of the Agreement of the Parties with regard to compensation for the positions of Communications Operator, Senior Communications Operator, and Supervising Communications Operator, it is agreed by the County and by the Union, on behalf of the employees covered under this Agreement, that employees shall not have outside employment which would prevent them from reporting to work at the scheduled time. Outside employment will be permitted, however, which does not interfere with the obligations of employees as set forth in Article 11-A-2 of this agreement.

D. PAY DAYS:

The County will implement the bi-weekly payroll on the calendar year system. Under this system, each employee will receive twenty-five (25) equal pay checks, one check every two weeks. In addition, each employee will receive two other pay checks, one at the beginning of the year, and one at the end of the year, to cover wages due for the portions of the first and last weeks of the year; provided, however, that if January 1st falls on Sunday or Monday, the employee will be paid through the receipt of twenty-six (26) equal pay checks, one check every two weeks. The system will insure that each employee receives their entire annual salary at year's end.

E. COURT ATTENDANTS:

Per diem Court Attendants hired during the term of this Agreement shall be paid as provided by N.J.S.A. 2A:11-47.

F. SCHEDULES:

Inserted for purposes of finding appropriate pay classifications and comparing where salary or wage increases, as governed by Paragraph A and B above, place employees in regards to other employees in the same or another pay classification:

- A-1 35 Hour Employees Job Titles and Ranges
- 92A 35 Hour Employees Salaries effective 2/21/92
- 93A 35 Hour Employees Salaries effective 3/19/93
- B-1 Roads & Bridges Employees Job Titles and Ranges
- 92B Road & Bridges Employees Salaries effective 2/21/92
- 93B Road & Bridges Employees Salaries effective 3/19/93
- C-1 Buildings and Maintenance Employees Job Titles and Ranges
- 92C Buildings and Maintenance Employees Salaries effective 2/21/92
- 93C Buildings and Maintenance Employees Salaries effective 3/19/93
- D-1 Communications Operators Job Titles and Ranges
- 92D Communications Operators Salaries effective 2/21/92
- 93D Communications Operators Salaries effective 3/19/93
- E-1 40 Hour Employees Job Titles and Ranges
- 92E 40 Hour Employee Salaries effective 2/21/92
- 93E 40 Hour Employee Salaries effective 3/19/93

Employees shall be assigned to a range according to job title as indicated in the above schedules. Employees shall be paid only as provided by Paragraphs A and B above as applicable, and shall have promotional increases or reclassification salary adjustments determined pursuant to Article 22.

G. EQUIPMENT OPERATORS

When the County hires employees to fill positions for Equipment Operators on Schedule B, it may hire the employee on any Step up to Step 5 by giving the prospective new employee credit, year for year, for comparable outside experience.

H. LONGEVITY

Employees who, as of January 1 of the year, have been employed more than twenty full calendar years of employment will receive additional longevity salary of \$1,000.00.

ARTICLE 11

OVERTIME

A. OVERTIME RATES:

1. OVERTIME RATES FOR ALL EMPLOYEES OTHER THAN ROADS & BRIDGES, AND COMMUNICATIONS OPERATORS - Any employee required to work beyond the regular workday, seven (7) or eight (8) hour workday, depending on the Department shall be paid overtime at the rate of time and one-half (1 1/2).

Employees required work on the sixth (6) day of a workweek shall be paid at the rate of time and one-half (1 1/2) for hours worked within a regular workday, and double (2) time for any additional hours worked.

Employees required to work on the seventh (7) day of a workweek shall be paid at the rate of double (2) time for hours worked within a regular workday, and double time and one half (2 1/2) for any additional hours worked.

Where an employee is authorized to work overtime and this assignment shall require the employee to work on either the sixth (6) or seventh (7) day of his workweek at his option, then the employee shall be paid at the rates specified above for the sixth (6) day even though he may choose to work on the seventh (7) day of his workweek.

Employees scheduled to work on a holiday shall be paid their regular days pay for the holiday, plus an additional rate of time and one-half (1 1/2) for all hours worked in a normally scheduled workday. Should an employee be required to work beyond a normal workday on a holiday, he shall be paid the regular rate for the day, plus an additional double (2) time for any hours in addition to the regularly scheduled workday.

2. COMMUNICATIONS OPERATORS:

a. ON-CALL - Employees are required to be on-call for a four (4) hour period preceding the scheduled start of the shift, and for a four (4) hour period following the scheduled end of that shift. In the event an employee is called in to duty, he will receive overtime pay at the rate of one and one-half (1 1/2) times his straight time hourly rate of pay for each hour worked before and/or after his normal shift for that day, except as covered in Section B.

To facilitate an employee being on-call, the County shall provide, at its own cost, "Pagers" for each employee to have with him during on-call periods. An employee is required to respond to a page within fifteen (15) minutes. The employee may respond either in person or by telephone. After an employee is notified to report to work, he must do so within one (1) hour.

b. HOLIDAY PAY (CALENDAR DATE) - If an employee is authorized to work and does work on a holiday, he shall receive one and one-half (1 1/2) times his straight time hourly rate of pay for each hour worked on that holiday. This holiday premium rate shall be paid to the employee in addition to his regular pay for the holiday (which pay the employee received whether he works or not, since pay for the day is included in his annual salary.) In the event a holiday falls on an employee's regularly scheduled day off and he is not required to work thereon, the employee shall receive an extra day's pay for this day at his straight time hourly rate. In the event the employee, though initially scheduled off on a day which is also a holiday, is subsequently required to work thereon, he shall receive, in addition to the one day's extra pay, time and one-half (1 1/2) his straight time hourly rate of pay for each hour worked on that day. If an employee who is scheduled to work on a holiday is unable to do so due to a bona fide illness, he shall be charged a sick day and receive only his regular pay for that day.

Should an employee be required to work beyond a scheduled shift on a holiday, he shall be paid the regular rate for the day plus an additional double time for any hours beyond his regularly scheduled shift.

3. ROADS AND BRIDGES DEPARTMENT - The overtime rates of all overtime worked shall be one and eight tenths (1.8) times the employees hourly wage. This shall apply to all employees of the Roads & Bridges Department covered by this Agreement, except clerical employees, who will be paid pursuant to paragraph A-1 above.

4. HEALTH DEPARTMENT - For all telephone calls received at home, including Sundays, by Sanitarians or Public Health Investigators, the employee shall be paid for fifteen (15) minutes work at one and one-half (1 1/2) times the regular rate of pay.

B. MINIMUM GUARANTEE:

1. In addition, any employee required to work overtime shall receive a minimum of two (2) hours pay at the appropriate rate if the time worked is less than two (2) hours, with three (3) exceptions: Exception 1: an employee required to remain working and continue beyond his regularly scheduled shift. Exception 2: an employee who receives at least forty-eight (48) hours advance notice of an overtime assignment involving an early call-in, which requires the employee to work through and into his/her regular shift. Employees who are covered by either Exception No. 1 or Exception No. 2, shall be paid at the overtime rate for the actual hours worked only. Exceptions No. 3. Health Department: For all telephone calls received at home, including Sundays, by Sanitarians or Public Health Investigators, the employee shall only be paid for fifteen (15) minutes work at 1.5 times the regular rate of pay.

C. METHOD OF COMPENSATION: (Except Communications Operators)

1. All employees shall be compensated for overtime worked:

a. In certain situations wherein overtime is required, but budgetary considerations make payment for overtime impossible, employees may be asked to accept overtime on a voluntary basis to be paid in compensatory time at the above rates.

b. Employees may elect to be paid in compensatory time at the above rates for overtime worked. Such compensation may be accrued up to a maximum of 35/40 hours (one work week), which may be carried on the books at all times. All hours in excess of the above must be used within thirty (30) calendar days.

2. The 35/40 hours accrued for use at a later date may be taken in block form or on a day-to-day basis, and shall be scheduled in advance in the same manner as Vacation. If work loads do not permit the use of compensatory time when requested, the employee may elect to accept payment or to continue to carry the time on the books.

3. Should an employee's service terminate, unused earned compensatory time shall be reimbursed to the employee in the final pay.

4. Notwithstanding the above, professional employees of the Health Department may request overtime to be paid as compensatory time but the decision to grant compensatory time shall be the Director's.

D. PAYMENT OF OVERTIME:

Overtime payment shall be made to an employee by the 15th of the month following the month in which the overtime was earned.

E. EQUALIZATION:

1. It is the intention of the Parties that overtime be distributed among the employees of a Department, or work group within a Department, on an equal basis.

2. Roads and Bridges Department Formula (Snow Removal):

GROUP A -

Major Storms:

Road crews maintain roads in their district, have responsibility for this, and are first called. Overtime to be equalized among crew(s).

Isolated Call-outs or Trouble Spots:

Road problems will arise sporadically which will need attention, but will not necessitate calling out all road crews simultaneously. The County will call out one or more crews to deal with the problems. The crews may travel outside of their own district to deal with the conditions. On these occasions, when there are not major problems in the district, a traveling crew can be assigned to handle problems in an outside district, provided that crew does not work continuously in the district for more than one-half (1/2) hour, not including traveling time. After leaving a district, the traveling crew may return to the district to attend to additional trouble spots for up to one-half (1/2) hour of work, not including travel time. The County will rotate the call-in for such sporadic overtime between all Group A crews to insure, as best as possible, that this type of overtime is equalized between the various crews, taking into consideration the fact that it is impossible to make each person's overtime exactly equal to that of each other employee.

GROUP B - Equipment Operators run loaders, graders, special heavy duty plow. Overtime to be equalized among operators for these jobs.

GROUP C - Extras to be used as back-up for Road Crews. Possibly may be divided into two (2) sub-groups, (one (1) used as drivers, one (1) used as laborers, etc.). Overtime to be equalized among all men in this Group. Any man from this Group may be used to form sub-districts as agreed upon.

All employees will be paid for all overtime worked at 1.8x the employee's usual hourly rate, except when an employee shall be engaged in performing duties of a higher classification, he shall be paid at the rate of the job performed.

3. SANITARIANS/PHI. Overtime in the area of hazardous materials response is to be distributed among those employees trained in hazardous materials response. Those individuals with comparable experience and expertise will receive an equal opportunity to serve on the top of the on-call list. These individuals will also be the first persons called for other unanticipated after-hours call outs.

All other scheduled overtime is made available to all Sanitarians/PHI and is distributed among those interested and available.

F. COURT APPEARANCES:

If an employee is required to appear in Court on County business during his working hours, he shall be excused with pay. If an employee is required to appear at other than his normal working hours, he shall be compensated at this normal overtime rate plus mileage portal-to-portal.

ARTICLE 12

HOLIDAYS

The thirteen (13) legal holidays presently observed shall continue to be observed under this Agreement, (New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election day, Veteran's Day, Thanksgiving Day, and Christmas Day.) Effective 1981, Easter Sunday shall be an additional holiday for all Communication Operator titles.

The day after Thanksgiving shall be a paid day off for all employees. Employees who are required to work, by the Employer, on such paid day off, due to emergencies, or as dictated by past practice, shall receive compensatory time for their normal workday. Employees required to work beyond their normal workday shall be compensated at their normal overtime rate as provided in Article 11.

In addition to the aforesaid thirteen (13) legal holidays, also to be observed are any other legal holidays declared by the legally constituted authorities of the State or Nation.

Also, any day proclaimed by the Governor as a day off for State employees, or by the President as a day off for Federal employees may be observed by the County as determined by the Board of Chosen Freeholders in their sole discretion. In the event the Board of Chosen Freeholders grants such a day off, or grants in its own discretion a day off for County employees, then County employees will be paid therefor as if they had worked on said day. Employees who are required to work on said day, though it has been declared by the Freeholders as a day off, will receive compensatory time for their normal workday, and their normal overtime rate for all hours worked beyond their normal workday.

When a holiday, as above, falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following day, Monday. This paragraph does not apply to Communication Operator employees.

By mutual consent of the Parties, the date of observance of any of the above holidays may be moved to another day.

When holidays permit a three (3) day weekend, employees of those departments who are required to work on any of the three (3) days, shall be paid at the rate of holiday pay as set forth in Article 11, except Communications Operators. For Communications Operators, see Article 11-A-2-(b).

LIBRARY EMPLOYEES:

1. In a week when a holiday falls on a Saturday and the rest of the County observes the holiday on the preceding Friday, Library employees regularly scheduled to work Tuesday through Saturday shall work Monday through Friday with Friday as a paid holiday. In that week they will not work Saturday.

2. When Christmas Eve and New Year's Eve fall on a weekday, the Library will close at 5:00 p.m. Employees who, as a result of the early closing, would lose an opportunity to work, shall report to work earlier that day, at the time designated by management, so that by 5:00 p.m. they will have worked a full complement of the hours they would normally be entitled to work.

ARTICLE 13

VACATIONS

All employees shall be granted vacation leave based upon the following from date of hire:

<u>Years of Service</u>	<u>Annual Leave</u>
1st year	1 day/month to end of calendar year in which hired
1 through 7 years	12 days per year
8 through 10 years	16 days per year
11 through 15 years	21 days per year
16 and over	26 days per year

If any employee had earned more than twenty-six (26) days vacation as of December 31, 1989, she/he shall continue to receive that number of days per annum, but shall be frozen at that number of days and shall not accumulate any additional days.

A. Employees shall submit requests for vacation time no later than May 15th of the year with first and second choices. Approval or disapproval of a vacation request shall be given within ten (10) working days of the cutoff date for submitting vacation requests. For only those employees who submit requests by May 15th, vacations shall be scheduled on the basis of seniority. The request of a senior employee for vacation submitted after May 15th, shall not be given preference over the request of a less senior employee submitted by May 15th. Only simultaneous requests for vacation leave submitted after May 15th shall be decided on the basis of seniority.

B. All Health Department professional employees shall submit requests for vacation time no later than February 1st of each year, with first and second choices. Vacations shall be scheduled on the basis of seniority by February 15. After February first (1st), vacations will be scheduled on a first-come basis. The request of a senior employee for vacation submitted after February 15th, shall not be given preference over the request of a less senior employee submitted by February 1st. Only simultaneous requests for vacation leave submitted after February 1st shall be decided on the basis of seniority.

Vacation time may be used on a day basis. For purposes of scheduling annual vacations, requests shall state "(number) days to be used on a day basis," with no specific dates required. A separate request for the scheduling of each such day shall be made.

After an individual has been employed for a full six (6) months, the employee shall be given credit for all due vacation leave, and shall be entitled to use credited leave when requested. Should an employee's service terminate before the end of the year, earned vacation leave shall be calculated based on the number of months (or major portion thereof), completed. Unused earned vacation leave shall be reimbursed to the employee in the final pay. Used unearned vacation leave shall be deducted from the final pay. Employees of less than six (6) months shall earn and be entitled to use one day's vacation upon completion of each month of service.

A vacation carryover of up to one-third (1/3) of a year's vacation credit is permitted upon written notice filed by December 1st. The carryover must be used in the succeeding year or such vacation is forfeited.

HOLIDAY, SICK OR BEREAVEMENT DURING VACATION:

If an employee is on vacation, and becomes ill during that time; not allowing him to continue his vacation, and can provide a doctors proof of such illness, or should a death in the family occur in accordance with the provisions of the bereavement leave paragraph contained in this contract; then that time may be changed to sick and/or bereavement leave, as applicable, and his vacation leave shall be reinstated. If a holiday occurs during a vacation, it shall not be counted as a day of vacation.

ARTICLE 14

LEAVES OF ABSENCE

A. SICK LEAVE

Sick Leave shall accumulate at the rate of one and one-fourth (1-1/4) days per month in the first year of service, commencing in the first month, or major portion thereof, from date of hire. After an employee has been employed for six (6) months, it is assumed that the employee shall remain in the service of the County for the remainder of the calendar year and the total number of sick days, pro-rata, shall be credited to the employee. Employees of less than six (6) months shall be credited for one and one-quarter days at the beginning of each month of service. If separation occurs before the end of the year, and more sick leave has been taken than appropriate on a pro-rata basis, the per diem rate of pay for the excess days shall be deducted from the final pay. If an employee of less than six (6) months utilizes more than seven and one-half (7-1/2) sick days and remains employed beyond six (6) months, the employee may recoup any lost pay by utilizing sick days which are credited to him as the employee begins his seventh month.

Sick leave shall accumulate year-to-year, with an additional fifteen (15) days credited to the employee at the beginning of each successive calendar year. If holiday occurs during paid Sick Leave, it shall not be counted as paid Sick Leave. (excludes Communications Operators)

Attendance Incentive Bonus

If any employee uses seven (7) or less days sick leave in any given year, the employee will receive Fifteen Dollars (\$15.00) for each unused sick day out of his/her regular annual allotment of fifteen (15).

Payment Schedule:

<u>Employee Use</u>	<u>Payment</u>
0 days	\$ 225
1 day	210
2 days	195
3 days	180
4 days	165
5 days	150
6 days	135
7 days	120
8 days or more	no payment

Employees will still retain all unused sick days.

B. MATERNITY LEAVE

An employee shall notify the Employer of her pregnancy as soon as it is medically confirmed. Said employee may request a maternity leave without pay, and said leave shall be granted. A maternity leave of absence shall be for the maximum period allowed by Department of Personnel Rules. The employee may elect to return to work at an earlier date, provide the employee shall be deemed medically fit to return to the duties and responsibilities of her position.

A full-time VDT operator who is pregnant and experiencing significant discomfort at her work station may request reassignment to other work allowing greater flexibility as to position and posture. Such requests will be given consideration and may be granted at the discretion of the County in full or in part when there is comparable work available. These accommodations are, as to their degree or continuity, subject to the overriding needs of the employing agency. Grievances concerning the determination to grant or refuse such requests or otherwise directly related to those determinations are non-contractual and processed only through Step 3 of the Grievance Procedure.

C. BEREAVEMENT LEAVE

All Employees shall receive five (5) working days leave in the event of the death of a spouse, child, step-child, ward, son-in-law, daughter-in-law, sister, sister-in-law, brother, brother-in-law, grandparent (of employee or employee's spouse), grandchild (of employee or employee's spouse), parent, step-parent, father-in-law, mother-in-law, and any other member of the immediate household. This leave is separate and distinct from any other leave time. In the event of multiple deaths, special consideration will be given to the employee by the Employer.

The bereavement time need not be taken consecutively. However, the full five days must be taken within 53 weeks of the date of death. In the event the employee is going to utilize any of the time for such things as attending to the estate, the employee must give at least 48 hours notice of the intended use.

Any unused bereavement days may be accumulated. Those accumulated days may be used for leave time in connection with any death of a person who is close to the employee or to be added to the number of days which the employee may take for the death of an individual who is presently on the schedule.

D. PERSONAL LEAVE

After being employed for a six (6) full months, an employee shall receive four (4) days leave for personal business, non-accumulative, unless prevented by the Employer due to exigencies of the work from taking them, in which case they are to be carried over into the next calendar year. After six (6) months of employment, each employee shall be given credit for each calendar year for all personal leave, and shall be entitled to use credited leave when requested. Should an employee's service begin after the first, or terminate before the end of the year, then personal leave shall be calculated based on the number of quarters (or major portion thereof), completed. Unused earned personal leave shall be reimbursed to the final pay. Used unearned personal leave shall be deducted from the final pay.

E. OTHER LEAVES

All other proper and authorized leaves as provided in the Rules of the Department of Personnel shall be recognized, and constitute a part of this Agreement.

F. FAMILY LEAVE

Qualified employees shall be entitled to all benefits under the Family Leave Act.

If an employee has applied for and is receiving family leave, an employee can apply for an extension of an additional twelve (12) weeks, which will be granted if the County has found a reliable and competent employee to fill the position who has communicated to the County a willingness to continue to fill the position for the additional twelve (12) weeks. This requirement does not apply if the County does not deem it necessary to fill the position.

Employees on Family Leave are only entitled to paid health benefits for the initial twelve (12) week leave.

ARTICLE 15

JURY DUTY

Should an employee be obligated to serve as a juror, he shall receive full pay from the County for all time spent on jury duty.

Remuneration received from the Court for such service will not be deducted from the wages received for the corresponding workdays.

ARTICLE 16

BENEFITS (MEDICAL AND OTHER)

All benefits currently enjoyed by employees shall remain in effect and become part of this Agreement, including all rights and privileges under the PERS, and as provided by Department of Personnel authority, or as dictated by past practices of the County. A past practice is a practice which has occurred previously and continues to occur regularly during the term of the Agreement. Those practices, which are management's prerogative, may be changed at any time by the County, without negotiation with the Union. Those practices which are working conditions may not be changed by the County without negotiations first with the Union. Past practices can be established and recognized on a department wide basis only.

In addition, the Employer agrees to provide, at no cost to the employees, medical coverage in the form of Blue Cross, Blue Shield, Rider J, and Major Medical as currently provided through the State Health Benefits Plan for all employees and their eligible dependents. The Employer shall also pay the monthly Medicare premium for each employee and spouse over age sixty-five (65) years.

The County may change insurance carriers or programs provided the new carrier and/or program has benefits comparable to the current State Health Benefits Program and provided there is no diminution of benefit and/or services.

The County will, prior to changing carriers and/or program, give the Union no less than 60 days notice of the intended change, along with a complete listing of the benefit level of the existing program and the proposed new program. In the event the Union makes a claim of diminution of benefit, such a claim will be settled via an expedited arbitration hearing (grievance to be submitted directly to arbitration after discussion with County Administrator/Clerk).

In addition, effective January 1, 1981, the Employer agrees to provide, on a contributory basis from the Employer and the Employee, New Jersey Temporary Disability Insurance.

Each employee shall receive for on the job injuries, a leave of absence with full pay, for up to twenty-six (26) weeks, with no loss in sick leave credit, or any other leave time. Any monies received by employees from Workmen's Compensation during the leave of absence, which is for regular maintenance, shall be reimbursed to the County.

The employer further agrees to provide health insurance as a supplement to Medicare for retired County employees as provided by law (See N.J.S.A. 40A:10-23).

Each employee eligible to participate in the State Health Benefits Program shall be reimbursed for actual expenses incurred by the employee or their dependents as defined by the State Health Benefits Program, for vision care, prescription drugs, dental care, chiropractic services and discretionary physical or optical examinations (not otherwise covered by insurance because they are discretionary), or for the premium paid by the employee for any type of health or health-related insurance (such as vision care, prescription, drug and/or dental insurance), up to and including a maximum amount of Three Hundred Seventy-Five Dollars (\$375.00) per year in 1992, and Four Hundred Dollars (\$400.00) per year in 1993. The County shall reimburse the employee upon presentation of a receipt showing the following:

1. The name of the employee or dependent as defined by the State Health Benefit Program, for whom the vision care, prescription drug, dental care cost, discretionary examination, chiropractic services, or insurance premium was incurred.

2. In the case of a prescription, the prescription number.

3. The amount which the employee spent and the date the cost was incurred.

4. The name of:

(a) The eye doctor who was consulted or the vision care service who filled the optical prescription.

(b) The name of the pharmacy from who the prescription drug was purchased.

(c) The name of the dentist who was consulted.

(d) The name of the doctor or chiropractor who was consulted.

5. The insurance company, type of insurance and proof of payment when insurance premiums are claimed.

6. Receipts from the provider must be submitted by November 1 of each year for payment by December 15. Receipts submitted after November 1 shall be processed and paid no later than March 31 of the succeeding year. In the case where an employee has reached reimbursable expenses of Three Hundred Seventy-Five Dollars (\$375.00) in 1992 [Four Hundred Dollars (\$400.00) in 1993] before November 1, the employee may submit a bill for payment and shall receive the reimbursement within six weeks. No receipts for a given year shall be submitted later than January 15 of the subsequent year. Receipts submitted after January 15 shall not be honored.

The Employer also agrees to grant to all employees covered under this Agreement any other medical, dental, vision, or prescription plans granted to any other County employee groups during the term of this Agreement, (on the same terms and conditions to such other employee groups).

TRAINING - COMMUNICATIONS OPERATORS:

It is understood and agreed by the Parties that the employees covered by this Agreement are required to take, or to give, certain training. Training shall be arranged by the County at no expense to the employee for tuition and books. Training may be given to the employee during his normal work hours, or on his day off, in which case the employee who is required to attend such training on his day off shall be paid at the rate of straight time for each hour of training received on that day. In the event an employee volunteers for training on his day off, he shall receive no compensation for any hours of training received on that day. Authorization and/or requests shall be in writing.

ARTICLE 17

EMPLOYEE EXPENSES

A. Employees required to use personal vehicles in the pursuit of proper and necessary County business shall be reimbursed at the rate of twenty cents (\$.20) per mile.

All such personal car mileage shall be submitted on the proper forms, to be provided, and such mileage shall be computed on a portal-to-portal basis.

When any class of employment requires the use of specialized equipment, such as uniforms, rain gear, and safety equipment, these shall be provided, and maintained, by the Employer at no expense to the employees. Painters and heating and air conditioning mechanics shall receive appropriate protective work clothing.

Automobile and truck repairer mechanics will be supplied with a uniform which they will be required to wear at work. The County will clean the uniforms.

All employees (except temporary employees), in the Health, Buildings and Maintenance and Roads and Bridges Departments will be provided with an initial issue of two (2) pairs of shoes which they will be required to wear at work. Shoes will not be issued to new employees until they have been employed for ninety (90) calendar days. Employees who wear out their shoes will be issued a replacement pair upon turning in the worn shoes.

Employees in the Health, Buildings and Maintenance and Roads and Bridges Departments who do not have a uniform supplied to them by the County will get a \$100.00 clothing allowance payable during the first quarter of the calendar year.

It is recognized that employees in the position of Mechanical Repairer, (excluding Helper), at any grade, Maintenance Repairer (Painter/Carpenter) and Heating and Air Conditioning Mechanics, provide their own tools for use on County jobs; and that such use of personal tools, to which only the individual owner has access, is a normal aspect of the trade, and that such employees shall receive an additional compensation of two dollars (\$2.00) per week for such use of their tools to be paid semi-annually. Any employee in the title of Mechanical Repairer - Helper, required to provide the use of his own tools, will also receive the tool allowance.

All other necessary expenses born by employees in the course of work, which have been, by past practice, subject to reimbursement to the employees, shall remain in effect for the duration of this Agreement.

An employee, except Communications Operators, working authorized overtime to a meal period (defined as 6:00 A.M., 12:00 Noon, 6:00 P.M., 12:00 Midnight), shall be provided a meal by the County up to Six Dollars and Fifty Cents (\$6.50) in value. Should the County be unable to provide such meal, the employee shall be paid at the rate of Six Dollars and Fifty Cents (\$6.50) for such meal. If the employee works less than the minimum overtime (two (2) hours), the meal rate, if applicable, shall be Three Dollars and Twenty-Five Cents (\$3.25).

B. COMMUNICATIONS OPERATORS:

All Communications Operators working a scheduled eight (8) hour shift plus four (4) or more hours authorized overtime, and for each subsequent continuous four (4) hour period of work, shall be provided a meal by the County up to Six Dollars and Fifty Cents (\$6.50) in value. When a Communications Operator is held over on duty for three (3), but less than four (4) hours, he shall be entitled to a meal allowance of three-fourths (3/4) of the regular meal allowance in lieu of providing a meal as discussed herein. Communications Operators who voluntarily agree to work one (1) or more eight (8) hour shifts beyond six (6) days in the standard nine (9) day work week shall not be entitled to a meal, provided one (1) or more hours notice to the employee was given prior to the start of the shift. If less than one (1) hour notice was given, then the Communications Operator(s) shall be provided a meal by the County up to Six Dollars and Fifty Cents (\$6.50) in value. Meals, for work beyond this eight (8) hour shift, shall be calculated in accordance with the eight (8) hour plus four (4) hour method previously described in this paragraph. Should the County be unable to provide any such meal, the employee shall be paid at the rate of Six Dollars and Fifty Cents (\$6.50) for such meal.

C. SANITARIANS/PUBLIC HEALTH INVESTIGATORS ONLY

1. Employees will not be required to use personal vehicles on County business.

The current practice of the County in allowing employees (hired prior to January 1, 1986) on twenty-four hour call living within the County, of taking their County vehicles home at the end of the day, cannot be changed without a discussion and an agreement with the Union.

For all other employees, the County may implement a Vehicle Use Policy which is designed, in the County's opinion, to accomplish the policy objectives of the County. The policy shall provide that employees will not be required to use personal vehicles on County business. However, the policy need not necessarily permit employees to take County vehicles home at the end of the day.

2. Safety equipment such as hard hats, protective ear wear, equipment necessary to do specialized jobs, and other required safety equipment shall be provided for and maintained by the employer at no expense to the employee.

3. The County shall provide meal reimbursement in a reasonable amount to its employees while attending meetings, conferences and training courses. Registration fees shall be borne by the County.

4. The County shall reimburse Sanitary Inspectors for Sanitary Inspector First Grade License, Pesticide License and dues to the National and New Jersey Environmental Health Association, not to exceed a total of One Hundred Dollars (\$100.00) per employee. The County shall reimburse Public Health Investigators for their Pesticide License.

5. TUITION:

The employer will pay to the employee the actual cost per college credit earned [not to exceed One Hundred Thirty-Five Dollars (\$135.00) per credit and not to exceed a maximum of Three Hundred Dollars (\$300.00) total reimbursement per semester] for a course in health science, environmental science, public health or public administration if related to the employee's employment. The Department Head's determination as to whether the course is in one of these areas and is related to the employee's employment shall be binding. In order to be eligible for tuition reimbursement, the employee must receive the prior written permission of the Department Head before enrolling in the course. In addition, the employee must receive a grade of at least "C" or better in order to be entitled to reimbursement. The amount will be paid at the end of the course. This payment will be a one-time sum payment, and will not be reflected in the salary in future years.

ARTICLE 18

EMPLOYEE FACILITIES

Adequate facilities shall be provided for employees for purposes of daily breaks, eating of lunches and for relief in time of momentary illness incurred while at work.

Representatives of the County and the Union will survey facilities and discuss the needs for an employee lounge and sickroom. When space is located, such lounge and sickroom will be established.

The parking lot at the rear of the Administration Building on Main Street will be patrolled from 8:00 a.m. to 1:00 p.m. by a uniformed patrolman. All employees authorized to park will display official identification. The patrolled parking area shall be reserved for employees with no reserved parking spaces for individuals except four (4) parking spaces reserved for judges in the Court House, two (2) parking spaces for the handicapped, four (4) parking spaces reserved for the Sheriff's Department, and four (4) parking spaces reserved for Department Heads.

The Union and the Employer shall mutually determine which employees shall be issued permits according to the following: all employees working full time in offices bordering upon the County Parking lot, and part time employees working in the same offices who work a minimum of four days per week. Parking for these employees will be on a first come first served basis. No other permits will be issued to any other persons either as a courtesy or for any other reason.

ARTICLE 19

SAFETY

The Employer agrees to insure the safety and adequacy of all working areas and equipment provided for employee use. The Union reserves the right to call upon the Employer, or any appropriate State or Federal agency, to investigate any matter involving work area or equipment. Such requests will only be made where the Union feels that the employee is subject to a possible impairment of health and safety.

A joint Safety Committee shall be established consisting of three (3) employees, and one (1) alternate, designated by the Union; and three (3) members, and one (1) alternate, designated by the Employer. This Committee, consisting of three (3) members from each side, shall meet bi-monthly, with special meetings to be called by either Party when necessary. The function of the Safety Committee shall be to advise the Employer concerning safety and health matters, but not to handle grievances. In the discharge of this function, the Safety Committee shall consider existing practices and rules, and recommend adoption of new practices and rules to the Employer.

The Safety Committee shall be appointed within thirty (30) days of the signing of this Agreement.

ARTICLE 20

UNSCHEDULED CLOSING OF COUNTY DEPARTMENTS

Should an employee report for work, and subsequently should the County decide to close County Offices for whatever reason, such employee who reports to work shall be credited for the day's work. Should the County, for whatever reason, close County Offices before the start of the workday, or during the regularly scheduled workday, all employees will be credited with a day's work.

ARTICLE 21

JOB CLASSIFICATIONS AND VACANCIES

The Employer shall post in all departments, advance notice for seven (7) working days of any position to be filled.

Prior to posting such notice, the Employer shall submit to the Union the proposed Title and Salary for the position to be filled.

When the Employer establishes a new job, for which there is no rate of compensation provided in the Schedules attached, the Employer and the Union shall reach agreement on an appropriate rate of compensation for the Title, in relation to existing positions, prior to promulgation of the advance notice. The Employer agrees that no appointment shall be made to any such position prior to an agreement of the Parties on the above.

ARTICLE 22

PROMOTIONS AND TITLE CHANGES

A. REVIEW BOARD:

The Employer agrees to establish a Review Board to study requests for promotions and/or changes in title. The Board shall also review the status of provisional employees who have passed Department of Personnel examinations, and have not been granted permanent appointment due to the absence of a complete certified list for the position held.

The Board shall be comprised of no more than three (3) members appointed by the County, and no more than three (3) members appointed by the Union, in equal numbers, with a Chairman acceptable to both Parties.

The recommendations of this Board shall be advisory.

B. PROMOTIONS:

Upon being promoted, an employee shall retain the same step on the salary schedule in the range to which he is promoted, if the new range is two (2) or less ranges higher. If the range to which he is promoted is more than two (2) ranges higher than his previous range, he shall lose one (1) step for every two (2) ranges his new range exceeds his old range beyond the initial two (2) ranges mentioned above.

A change in the range assigned to an employees position caused by a reclassification by the Merit System Board shall not be considered a promotion under the preceding paragraph.

C. RECLASSIFICATIONS:

When a range change is the result of a reclassification, the employee will be placed in the new range at the minimum; provided, however, if said minimum is less than ten per cent (10%) above his previous annual salary, he will be placed at the next higher step that will result in a ten per cent (10%) increase in annual compensation over his previous annual salary.

D. OUT OF SERIES POSITION IN ANOTHER DEPARTMENT:

Employees who apply for and receive an out of series position in another department, which position is in a higher range on the salary guide, shall be placed on the appropriate range on the salary guide at base, or such higher step necessary to insure no decrease in pay.

ARTICLE 23

TEMPORARY EMPLOYEES

Temporary employees are those hired during a period of emergency or to fill a temporary position, (position required for a period of not more than four (4) months, or for recurrent periods aggregating not more than four (4) months in any twelve (12) month period). Extension of such a position beyond these limitations will automatically change its status to permanent, and all benefits granted to Permanent and Provisional employees shall accrue to the employee, retroactive to date of hire.

These employees shall be paid at the rate of the title, and duties shall be scheduled within the regular workday. Overtime shall be provided in accordance with Article 11 of this Agreement.

The provisions of Article 21 shall apply to Temporary positions.

ARTICLE 24

DISCRIMINATION AND DISCIPLINE

A. DISCRIMINATION

No employee shall be discharged or discriminated against because of race, age, creed, sex, color, ethnic background, political affiliation, or Union activity.

B. DISCIPLINE

In any case of disciplinary action (except letters of reprimand), including discharge, the Employer will notify the Union of the action taken no later than the next workday.

An employee may be subject to Discipline for the reasons permitted by Department of Personnel Rules as they are amended from time to time. Currently the reasons are as follows:

1. Incompetency, inefficiency or failure to perform duties;
2. Insubordination;
3. Inability to perform duties;
4. Chronic or excessive absenteeism or lateness;
5. Conviction of a crime;
6. Conduct unbecoming a public employee;
7. Neglect of duty;
8. Misuse of public property, including motor vehicles; and
9. Other sufficient cause.

Minor Disciplinary Actions, except written reprimands, involving employees with permanent status in any title, may be appealed to arbitration by the Union with the consent of the employee. Prior to pursuing an appeal to arbitration of a minor disciplinary action, the employee shall participate in an administrative hearing as required by Department of Personnel Rules.

Major Disciplinary Actions may only be appealed to the Merit System Board.

ARTICLE 25

PERSONNEL FILES

Employees shall have the right to inspect, and review their own individual personnel files upon request to the County. The employer recognizes and agrees to permit this review and examination at any reasonable time. An employee shall have the right to define, explain, or object, in writing, to anything found in his personnel file. This writing shall become a part of the employee's personnel file.

For the purposes of this Agreement, a personnel file is defined as any and all recorded matter concerning the employee, maintained by the Personnel Department or the Appointing Authority.

Copies of all material presently in an employee's personnel file shall be provided to the employee, upon request, one (1) time only. Thereafter, copies of all materials added to the employee's file shall be provided to the employee at the time of insertion.

No document of anonymous origin shall be maintained in the file, if, after investigation by the Department Head, no basis for substantiation of any matter contained therein is found.

ARTICLE 26

ECONOMY LAYOFFS

Layoffs shall be accomplished according to the rules and regulations of the New Jersey Department of Personnel.

An employee covered by this Agreement who is laid off pursuant to the provisions hereof, may file a grievance complaining of the layoff, in which case, the employee shall only take the grievance beyond Step 1 to the Merit System Board, in accordance with the Merit System Board, notwithstanding the language of Paragraph (b) under Step 1 or Article 27, "Grievance Procedure," providing an option to employees to take grievances either to the Merit System Board or to arbitration.

ARTICLE 27

GRIEVANCE PROCEDURE

Any grievance or dispute which may arise between the Parties, including the application, meaning, or interpretation of this Agreement shall follow this procedure:

STEP 1:

(a) The Union Representative shall present the grievance, or dispute, in writing, to the employee's immediate Supervisor within ten (10) working days of its occurrence, or ten (10) working days after the employee becomes aware of the event. The immediate Supervisor shall adjust the matter and respond, in writing, within three (3) working days. Failure to present the grievance within the time provided shall constitute an abandonment of the grievance and bar its filing thereafter.

(b) If the matter remains unsettled after Step 1, the employee may pursue the matter, at his or her option, either in the remainder of this procedure, or take the matter before the Merit System Board, in accordance with the Department of Personnel procedures. In the event the employee elects to pursue Department of Personnel remedies, then the employee shall be forever precluded from advancing the grievance through the remainder of the grievance procedure.

STEP 2:

If the grievance, or dispute has not satisfactorily been settled in Step 1, the Union shall present it in writing to the Department Head, within five (5) working days after receiving the response from Step 1, or within five (5) working days after the response was due. The Department Head shall have five (5) working days to adjust the matter, and respond, in writing.

STEP 3:

If the grievance, or dispute, has not been satisfactorily adjusted in Step 2, the Union shall present it to the Board of Chosen Freeholders or their designated representative, within five (5) working days after receiving the response from Step 2, or within five (5) working days after the response was due. The Board shall settle the matter, and respond in writing, within five (5) working days. If the Board intends to convene a hearing into the matter, the time for this step shall be extended to fifteen (15) calendar days, provided the Union has been notified in writing of this intent within five (5) working days after the matter has been presented to the Board. This notice shall specify the time, and date of the hearing.

STEP 4:

If no settlement of the grievance, or dispute has been reached between the Parties in Step 3, either one (1) or both may move the grievance, or dispute to arbitration within thirty (30) calendar days of receiving the Board's response, or within thirty (30) calendar days of the time the response was due.

ARBITRATION:

Any Party wishing to move a grievance to arbitration shall notify the Public Employment Relations Commission, and the other Party, that they are moving a grievance to arbitration, and request that a list of arbitrators be furnished to the Employer, and the Union. The arbitrator shall be chosen in accordance with procedures set forth by the Public Employment Relations Commission.

The arbitrator shall hear the matter on the evidence, and within the meaning of this Agreement, such rules and regulations as may be in effect by the Department of Personnel of the State of New Jersey, which might be pertinent, and render his award in writing, which shall be final, and binding.

The cost of the arbitrator's fee shall be borne equally by the Parties.

EXTENSIONS AND MODIFICATIONS:

Time extensions may be mutually agreed to by the County, and the Union, by a proper instrument in writing.

GROUP OR POLICY GRIEVANCE:

A group or policy grievance, or dispute shall be presented, in writing, by the Union, at the lowest step at which a settlement may be obtained.

ARTICLE 28

COPIES OF MINUTES

Copies of the minutes of the Public Meetings including Executive Sessions of the Board of Chosen Freeholders and any other Boards or Commissions of the County which have employees covered under this Agreement shall be provided to the Union at no charge no later than five (5) days after said minutes have been made available to the Public.

ARTICLE 29

EMPLOYEE ASSISTANCE

If the County proposes to discipline or terminate an employee and an investigation reveals that the employee has an emotional, personal, or health problem which is the cause of the employee's job performance, the County will cooperate and use reasonable efforts to assist the employee with professional help.

The County will distribute to each new employee, a copy of the contract and a statement that the C.W.A. is the recognized employee representative and a statement giving the name, address and telephone number of a person who can be contacted if an employee wants further information.

ARTICLE 30

BENEFITS FOR PART TIME EMPLOYEES

This Article defines benefits for part time employees.

Part time employees are permanent employees who work less than a full work week. Part time employees may work every day of the week for a period of time less than a full work day. They may also work regularly for less than five days per week.

Article 12-Holidays

If a part time employee's regularly scheduled work day is on a contractually defined holiday, the employee will receive the holiday. If not, the employee will not be entitled to the holiday.

Article 13-Vacations

A. Part time employees who work every regularly scheduled work day for less than a full work day shall receive a vacation allotment in accordance with Article 13.

B. Part time employees who work less than a full work week will receive a pro-rata vacation allotment based upon a fraction, the numerator of which is the number of days the employee works in the week and the denominator will be the number of five (5).

In either event, the part time employee's vacation "day" will be equal to the number of hours which the employee normally works in a day.

Article 14-Leaves of Absence

A. Sick Leave

Part time employees who work a full work week are entitled to a full sick leave allotment.

Part time employees who work less than a full work week are entitled to a pro-rata sick leave entitlement based upon a fraction, the numerator of which shall be the number of days regularly worked and the denominator of which shall be five (5).

Attendance Incentive Bonus

In order to be eligible for the Attendance Incentive Bonus, part time employees must be employed for at least twenty (20) hours per week. Those part timers who qualify will receive a pro-rata portion of the scheduled benefit. The amount to be received will be determined through a formula where the number of hours worked per week will be divided by the regular full time hours worked per week in that department. That percentage will be multiplied times the scheduled payment to determine the amount to be received.

The following applies to three day per week and four day per week employees who qualify:

<u>THREE (3) DAYS PER WEEKS</u>		<u>FOUR (4) DAYS PER WEEK</u>	
<u>EMPLOYEE USE</u>	<u>PAYMENT</u>	<u>EMPLOYEE USE</u>	<u>PAYMENT</u>
0 Days	\$ 135.00	0 Days	\$ 180.00
1 Day	120.00	1 Day	165.00
2 Days	105.00	2 Days	150.00
3 Days	90.00	3 Days	135.00
4 Days	75.00	4 Days	120.00
5 Days or More	- 0 -	5 Days	105.00
		6 Days or More	- 0 -

B. Maternity Leave

Part time employees are entitled to maternity leave.

C. Bereavement Leave

Part time employees shall be entitled to Bereavement Leave where the period of bereavement coincides with regularly scheduled work days.

D. Personal Days

Part time employees who work a full work week are entitled to a full allotment of personal days.

Part time employees who work less than a full work week are entitled to a pro-rata Personal Day allotment based upon a fraction, the numerator of which shall be the number of days regularly worked and the denominator of which shall be five (5).

In regard to all "leave days", a part time employee's "leave day" shall be equal to the number of hours the part time employee normally works.

Article 16-Benefits (Medical and Other)

A part time employee does not get medical benefits unless she/he are employed twenty (20) or more hours per week.

ARTICLE 31

RESPONSIBLE RELATIONS

The Employer, its representatives and employees shall act within the accepted standards of common decency, courtesy, and respect.

ARTICLE 32

GENERAL PROVISIONS

SECTION 1:

This Agreement constitutes the complete and final understanding of the Parties during the term thereof.

SECTION 2:

All terms of masculine gender shall be construed to include the feminine gender, and all terms stated in the singular shall be construed to include the plural, unless a different intention is clearly understood from the context in which such terms are used.

SECTION 3:

The County may continue its present practice of having Sanitary Inspector Trainees execute an employment agreement. A copy will be provided to the Union. The interpretation of the agreement is subject to appropriate law.

ARTICLE 33

DURATION OF AGREEMENT

The terms and provisions of this agreement shall be in force commencing January 1, 1992, and shall remain in effect and full force through December 31, 1993. The Parties agree to begin negotiating for a successor Agreement no later than September 15, 1993.

IN WITNESS WHEREOF, the Parties have hereto affixed their signatures on this day of .

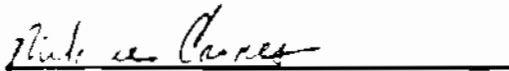
ATTEST:


DOROTHY K. BERTANY, CLERK

BOARD OF CHOSEN FREEHOLDERS
HUNTERDON COUNTY


GEORGE B. MELICK
FREEHOLDER DIRECTOR

ATTEST:


MELANIE CARNES, SECRETARY

C.W.A. LOCAL 1035


LOUIS MC CLINTOCK,
PRESIDENT

COMMUNICATIONS WORKERS
OF AMERICA


JOHN LOOS,
INTERNATIONAL REPRESENTATIVE

Schedule A-1
35 Hours
(40 Hour Week in Certain Departments)
JOB TITLES AND RANGES

RANGE 1

RANGE 2

TELEPHONE OPERATOR	OFFSET MACHINE OPERATOR
ADDRESSOGRAPH MACHINE OPERATOR	DOCKET CLERK (TYPING)
BOOKKEEPING MACHINE OPERATOR	DOCKET CLERK
CLERK	LIBRARY PAGE
CLERK-TYPIST	MAIL CLERK
DATA ENTRY MACHINE OPERATOR	RECEPTIONIST

RANGE 3

ACCOUNT CLERK	SECRETARY-DIRECTOR FREEHOLDER
ACCOUNT CLERK (TYPING)	SENIOR CLERK
CLERK STENOGRAPHER	SENIOR CLERK TYPIST
CLERK TRANSCRIBER	SENIOR DOCKET CLERK (TYPING)
INDEX CLERK (TYPING)	SENIOR DATA ENTRY MACHINE OPERATOR
LIBRARY ASSISTANT	
LIBRARY ASSISTANT (TYPING)	
TRAINEE-WEIGHTS & MEASURES	SENIOR BOOKKEEPING MACHINE OPERATOR
PAYROLL CLERK	WORD PROCESSING OPERATOR
COURT CLERK	

RANGE 4

MICROFILM OPERATOR	SENIOR OFFSET-MACHINE OPERATOR
MESSENGER	PROBATE ASSISTANT

RANGE 5

ADVERTISING & SALES CLERK	SENIOR ACCOUNT CLERK
PRINCIPAL CLERK	SENIOR CLERK STENOGRAPHER
PRINCIPAL CLERK TYPIST	SENIOR COURT CLERK
SERGEANT AT ARMS	SENIOR ACCOUNT CLERK
CLERK DRIVER-LIBRARY	TRANSCRIBER
SENIOR LIBRARY ASSISTANT (TYPING)	SENIOR LIBRARY ASSISTANT
CLERK DRIVER	

Schedule A-1 (Continued)

RANGE 5 (Continued)

SENIOR PAYROLL CLERK
ACCOUNT CLERK (FORMER CLERK/
BOOKKEEPER-DOUBLE ENTRY)
PRINCIPAL DOCKET CLERK

SENIOR CLERK TRANSCRIBER
SENIOR INDEX CLERK
SENIOR WORD PROCESSING
OPERATOR
SENIOR MAIL CLERK

RANGE 6

SENIOR MICROFILM OPERATOR

STOCK CLERK

RANGE 7

PLANNING DRAFTSMAN
PRINCIPAL ACCOUNT CLERK
PRINCIPAL CLERK STENOGRAPHER
SENIOR CLERK DRIVER-LIBRARY
COORDINATOR DENTAL HEALTH SRVS.
HOUSING ASSISTANCE TECHNICIAN
LIBRARY EXHIBIT ARTIST
PRINCIPAL PERSONNEL CLERK
(STENOGRAPHER)
PRINCIPAL PAYROLL CLERK
PURCHASING EXPEDITOR
SENIOR ACCOUNT CLERK (FORMER
SENIOR CLERK BOOKKEEPER
DOUBLE ENTRY)
PRINCIPAL MICROFILM OPERATOR

PRINCIPAL INDEX CLERK
PROBATE CLERK
PRINCIPAL CLERK TRANSCRIBER
PRINCIPAL LIBRARY ASSISTANT
SUPERVISING CLERK
ADMINISTRATIVE CLERK
PRINCIPAL LIBRARY ASSISTANT
(TYPING)
PRINCIPAL COURT CLERK
SUPERVISING CLERK TYPIST
FIELD REPRESENTATIVE, HOUSING
INSPECTION
LEGAL STENOGRAPHER
SENIOR CLERK DRIVER
PUBLIC HEALTH INVESTIGATOR

RANGE 8

SHERIFF'S OFFICER

SENIOR STOCK CLERK
SECURITY GUARD

Schedule A-1 (Continued)

RANGE 9

LIBRARY INTERNE	SENIOR PROBATE CLERK
PRINCIPAL ACCOUNT CLERK (FORMER PRINCIPAL CLERK BOOKEEPER DOUBLE ENTRY)	SUPERVISING LIBRARY ASSISTANT LIBRARY TRAINEE TAX CLERK
SUPERVISING CLERK STENOGRAPHER	INVESTIGATOR (PROBATION)
SUPERVISING INDEX CLERK	ADMINISTRATIVE SECRETARY
ASSISTANT SUPERINTENDENT - WEIGHTS & MEASURES	HOME LOAN ADVISOR HOUSING ASSISTANCE TECHNICIAN
SENIOR PLANNING DRAFTSMAN	CHIEF CLERK
LEGAL SECRETARY II	SUPERVISOR OF ACCOUNTS
ASSISTANT CLERK TO THE GRAND JURY	SENIOR PUBLIC HEALTH INVESTIGATOR

RANGE 10

FIELD REPRESENTATIVE FOR HOUSING REHABILITATION

RANGE 11

SENIOR INVESTIGATOR (PROBATION)	LEGAL SECRETARY I
DEPUTY SUPERINTENDENT - WEIGHTS & MEASURES	SUPERVISING ACCOUNT CLERK
SENIOR SANITATION INSPECTOR	ENGINEERING AIDE

RANGE 12

SUPERVISOR OF SENIOR CITIZENS ACTIVITIES
DATA PROCESSING PROGRAMMER
SANITARY INSPECTOR TRAINEE

RANGE 13

PROGRAM DEVELOPMENT SPECIALIST (COMMUNITYSERVICE)	ADMINISTRATIVE ANALYST
CONSTRUCTION INSPECTOR	RECORDS MANAGEMENT ANALYST
SENIOR ENGINEER AIDE	PERSONNEL TECHNICIAN DISTRICT RECYCLING COORDINATOR

RANGE 14

SENIOR DATA PROCESSING PROGRAMMER	CRIMINAL JUSTICE PLANNER SANITARY INSPECTOR
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Schedule A-1 (Continued)

RANGE 15

SENIOR CONSTRUCTION INSPECTOR
ASSISTANT LIBRARIAN
SENIOR PERSONNEL TECHNICIAN
SENIOR PROGRAM DEVELOPMENT
SPECIALIST (COMMUNITY SERVICE)

SUPERVISOR OF HOUSING
REHABILITATION
MANAGEMENT SPECIALIST
PRINCIPAL ENGINEER AIDE

RANGE 16

ASSISTANT PLANNER

SENIOR SANITARY INSPECTOR

RANGE 17

SENIOR LIBRARIAN (TECHNICAL
SERVICES)
SUPERVISING PROGRAM
DEVELOPMENT SPECIALIST (COMMUNITY SERVICE)
SUPERVISING ENGINEERING AIDE
ASSISTANT ENGINEER

PRINCIPAL PERSONNEL TECHNICIAN
SUPERVISING ADMINISTRATIVE
ANALYST

RANGE 18

SENIOR PLANNER

PRINCIPAL SANITARY INSPECTOR

RANGE 19

PRINCIPAL LIBRARIAN
PRINCIPAL LIBRARIAN-TECHNICAL SERVICES

PRINCIPAL LIBRARIAN-REFERENCE

RANGE 20

PRINCIPAL PLANNER

RANGE 21

SUPERVISING LIBRARIAN
SUPERVISING LIBRARIAN-REFERENCE

SENIOR ENGINEER

RANGE 22

SUPERVISING PLANNER

Schedule A-1 (Continued)

RANGE 23

RANGE 24

PRINCIPAL ENGINEER

RANGE 25

ASSISTANT PLANNING DIRECTOR

Schedule B-1
40 Hours
JOB TITLES AND RANGES
ROADS & BRIDGES

RANGE S-1

RANGE 1

LABORER

CLERK DRIVER

RANGE 2

STOCK CLERK

RANGE 3

MAINTENANCE REPAIRER-PAINTER
MECHANICAL REPAIRER HELPER
TRAFFIC MAINTENANCE WORKER
COMMUNICATIONS OPERATOR
(TYPING)

ROAD REPAIRER
MECHANIC'S HELPER
ADMINISTRATIVE CLERK/
COMMUNICATIONS OPERATOR

RANGE 4

SR. STOCK CLERK
BRIDGE REPAIRER

TRUCK DRIVER

RANGE 5

MECHANIC
EQUIPMENT OPERATOR (1ST 6
MOS. OF TRAINING
SENIOR TRAFFIC MAINTENANCE WORKER

SENIOR MAINTENANCE REPAIRER-
PAINTER
SENIOR ROAD REPAIRER

RANGE 6

SENIOR BRIDGE REPAIRER
TREE SURGEON

EQUIPMENT OPERATOR
(2ND 6 MOS. OF TRAINING)

Schedule B-1 (Continued)

RANGE 7

SENIOR MECHANIC HEAVY EQUIPMENT OPERATOR
EQUIPMENT OPERATOR (AFTER 12 MOS. OF TRAINING)

RANGE 8

ASSISTANT SUPERVISING MECHANIC
ASSISTANT TREE SUPERINTENDENT

RANGE 9

RANGE 10

RANGE 11

Schedule C-1
40 Hours
JOB TITLES AND RANGES
BUILDINGS & MAINTENANCE

RANGE 1

BUILDING SERVICE WORKER MESSENGER

RANGE 2

BUILDING MAINTENANCE WORKER

RANGE 3

**SENIOR BUILDING MAINTENANCE WORKER SENIOR MESSENGER
MAINTENANCE REPAIRER MAINTENANCE REPAIRER (PAINTER)
 MAINTENANCE REPAIRER (CARPENTER)**

RANGE 4

SUPERVISOR, BUILDING SERVICE

RANGE 5

**SENIOR MAINTENANCE REPAIRER PRINCIPAL MESSENGER
SENIOR MAINTENANCE REPAIRER (PAINTER) SENIOR MAIL CLERK
SENIOR MAINTENANCE REPAIRER (CARPENTER)
SENIOR MAINTENANCE REPAIRER (REFRIGERATION AND AIR CONDITIONING)**

RANGE 6

RANGE 7

**ASSISTANT SUPERVISING MAINTENANCE REPAIRER
MAINTENANCE REPAIRER (HEATING ELECTRICAL HEATING
AIR CONDITIONING & REFRIGERATION)**

RANGE 8

Schedule C-1 (Continued)

RANGE 9

SENIOR MAINTENANCE REPAIRER (HEATING, ELECTRICAL HEATING,
AIR CONDITIONING & REFRIGERATION)
SUPERVISING MAINTENANCE REPAIRER

RANGE 10

RANGE 11

ELECTRICIAN

RANGE 12

HEATING & AIR CONDITIONING MECHANIC

RANGE 13

RANGE 14

ASSISTANT SUPERVISOR, HEATING & AIR CONDITIONING MECHANIC

RANGE 15

RANGE 16

SUPERVISOR, HEATING & AIR CONDITIONING MECHANIC

Schedule D-1
40 Hours
JOB TITLES AND RANGES
COMMUNICATIONS OPERATORS

RANGE 1

COMMUNICATIONS OPERATOR

RANGE 2

RANGE 3

SENIOR COMMUNICATIONS OPERATOR

RANGE 4

RANGE 5

SUPERVISING COMMUNICATIONS OPERATOR

Schedule E-1
40 Hours
JOB TITLES AND RANGES

Included in this Schedule are all job titles which are included in Schedule A-1, to the extent that the departments which have been converted to forty (40) hours have openings for those positions. Current Departments on a forty (40) hour week are:

Engineers
Jury Commission
Purchasing
Solid Waste
Comptroller
Treasurer
Personnel
Administrator/Clerk to Board

GUIDE 92A - 35 HOUR EMPLOYEES SALARIES EFFECTIVE 2/21/92

BASE	JNC	.5	1.5	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	MAX.5	
1	13906	520	14166	14847	15528	16048	16568	17103	17655	18209	18763	19461	20141
2	14484	546	14757	15451	16146	16695	17262	17844	18426	19008	19604	20356	21076
3	15093	576	15381	16089	16804	17404	18015	18626	19243	19877	20525	21311	22060
4	15711	603	16012	16744	17495	18137	18777	19427	20098	20778	21458	22275	23054
5	16382	643	16704	17474	18259	18933	19623	20335	21048	21761	22476	23327	24142
6	17099	706	17452	18254	19056	19784	20534	21282	22031	22780	23528	24414	25278
7	17592	745	17965	18786	19623	20404	21191	21978	22765	23552	24337	25260	26164
8	18417	780	18807	19667	20552	21379	22204	23031	23857	24683	25510	26472	27412
9	19284	862	19715	20621	21530	22398	23266	24133	25000	25867	26735	27741	28743
10	20244	909	20699	21693	22624	23470	24381	25290	26199	27110	28020	29068	30116
11	21257	956	21735	22799	23643	24600	25556	26513	27469	28425	29382	30475	31568
12	22316	1004	22818	23797	24774	25777	26781	27786	28791	29795	30799	31940	33080
13	23436	1055	23963	24965	25967	27021	28075	29129	30182	31236	32290	33482	34675
14	24609	1107	25163	26192	27219	28324	29431	30538	31645	32750	33857	35103	36348
15	25838	1161	26418	27474	28531	29694	30857	32019	33182	34344	35506	36806	38106
16	27125	1221	27736	28821	29905	31127	32348	33568	34788	36010	37229	38585	39944
17	28486	1281	29127	30243	31359	32639	33921	35204	36484	37766	39048	40466	41883
18	29909	1347	30583	31732	32880	34225	35571	36916	38262	39607	40953	42436	43919
19	31404	1414	32111	33294	34476	35888	37300	38713	40127	41541	42955	44505	46056
20	32975	1483	33717	34934	36152	37635	39120	40605	42089	43573	45057	46677	48298
21	34626	1556	35404	36657	37911	39469	41028	42587	44145	45704	47263	48959	50653
22	36355	1639	37175	38468	39760	41395	43031	44667	46304	47939	49574	51348	53123
23	38171	1719	39031	40366	41700	43418	45136	46854	48573	50291	52010	53866	55722
24	40078	1805	40981	42358	43735	45539	47344	49148	50951	52755	54559	56501	58444
25	42087	1895	43035	44458	45878	47771	49666	51560	53453	55347	57243	59274	61305

GUIDE 928 - ROADS AND BRIDGES EMPLOYEES SALARIES EFFECTIVE 2/21/92

9.5 MAX.5

BASE	INC	.5	1.5	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5 MAX.5		
51	16922	697	17271	18068	18866	19581	20316	21056	21798	22537	23277	24154	25010
1	18803	795	19201	20074	20965	21795	22626	23458	24289	25121	25953	26920	27869
2	19100	827	19514	20403	21300	22144	22989	23833	24678	25523	26366	27349	28324
3	20111	889	20556	21476	22397	23287	24179	25070	25959	26849	27741	28769	29797
4	20438	905	20891	21819	22747	23653	24558	25464	26369	27275	28180	29222	30265
5	21260	956	21738	22695	23652	24608	25564	26521	27477	28434	29391	30485	31579
6	21480	965	21963	22920	23879	24846	25812	26778	27745	28711	29676	30781	31886
7	22284	1003	22786	23762	24739	25742	26745	27748	28750	29752	30754	31894	33035
8	24013	1080	24554	25569	26585	27664	28744	29825	30905	31984	33064	34282	35498
9	24717	1110	25272	26304	27336	28448	29559	30669	31780	32892	34004	35253	36500
10	25644	1155	26222	27274	28325	29479	30632	31786	32940	34094	35247	36538	37829
11	26570	1197	27169	28243	29316	30511	31707	32903	34098	35293	36488	37821	39155

GUIDE 92C - BUILDING AND MAINTENANCE EMPLOYEES SALARIES EFFECTIVE 2/21/92

BASE	INC	.5	1.5	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	MAX.5	
1	18154	755	18532	19371	20231	21030	21830	22630	23431	24229	25030	25967	26881
2	19102	827	19516	20406	21306	22150	22992	23836	24682	25527	26370	27351	28326
3	19802	890	20247	21168	22089	22979	23871	24762	25652	26542	27433	28462	29490
4	20802	936	21270	22215	23159	24094	25030	25969	26906	27843	28779	29851	30924
5	21814	981	22305	23270	24235	25216	26197	27180	28162	29143	30124	31241	32359
6	22901	1030	23416	24407	25399	26428	27457	28490	29521	30551	31581	32748	33915
7	24048	1080	24589	25605	26621	27703	28785	29867	30948	32031	33112	34330	35548
8	25250	1136	25819	26862	27904	29040	30178	31315	32449	33586	34723	35997	37271
9	26513	1195	27111	28184	29256	30450	31644	32838	34033	35227	36420	37750	39082
10	27841	1251	28467	29568	30671	31925	33178	34431	35685	36938	38191	39582	40972
11	29234	1312	29891	31022	32156	33472	34788	36105	37421	38737	40054	41507	42958
12	30696	1382	31387	32554	33719	35100	36483	37865	39247	40630	42011	43528	45047
13	32231	1451	32957	34157	35358	36808	38258	39708	41158	42608	44059	45647	47235
14	33842	1525	34605	35843	37080	38603	40127	41650	43174	44697	46220	47880	49542
15	35536	1598	36335	37610	38886	40485	42083	43683	45282	46881	48480	50216	51952
16	37312	1679	38152	39466	40781	42460	44140	45819	47497	49176	50855	52670	54487

92D - COMMUNICATIONS OPERATORS SALARIES - 2/21/92

19455 * - TRAINING RATE FOR SIX (6) MONTHS FROM DATE OF HIRE

	BASE	INC	.5	1.5	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5 MAX.5	
1	20955	928	21419	22359	23299	24227	25155	26083	27012	27941	28869	29936	31002
2	21968	975	22476	23439	24402	25379	26356	27331	28307	29283	30260	31374	32486
3	23070	1025	23583	24570	25557	26581	27606	28631	29654	30677	31702	32863	34025
4	24211	1072	24747	25759	26772	27847	28923	29999	31074	32149	33162	34312	35522
5	25405	1128	25969	27009	28050	29180	30309	31438	32567	33698	34828	36094	37360

* (\$1,500 LESS THAN RANGE 1 BASE)

NEWLY HIRED EMPLOYEES MOVE TO RANGE 1 BASE AT THE END OF SIX MONTHS.

GUIDE 92E - 40 HOUR EMPLOYEES SALARIES EFFECTIVE 2/21/92

	BASE	INC	.5	1.5	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5 MAX.5	
1	15598	594	15896	16683	17490	18123	18755	19397	20058	20730	21402	22210	22979
2	16259	624	16571	17396	18242	18907	19587	20288	20993	21698	22402	23244	24047
3	16960	699	17310	18172	19034	19756	20496	21235	21976	22716	23458	24337	25194
4	17711	734	18078	18961	19865	20642	21417	22192	22969	23745	24522	25437	26330
5	18529	771	18915	19842	20791	21606	22422	23239	24055	24870	25686	26640	27571
6	19386	854	19813	20784	21755	22611	23467	24323	25178	26034	26890	27884	28875
7	19983	902	20434	21429	22421	23318	24218	25118	26017	26917	27814	28849	29887
8	20983	942	21455	22470	23488	24433	25377	26322	27266	28210	29154	30234	31314
9	22031	992	22527	23567	24605	25598	26591	27581	28572	29562	30554	31683	32812
10	23135	1039	23655	24792	25857	26822	27863	28903	29942	30985	32024	33200	34378
11	24295	1092	24841	25930	27020	28113	29208	30301	31392	32485	33580	34809	36038
12	25504	1147	26078	27196	28313	29460	30608	31755	32903	34052	35200	36483	37767
13	26783	1205	27386	28531	29676	30881	32086	33290	34494	35698	36902	38246	39590
14	28123	1266	28756	29933	31108	32371	33636	34902	36166	37430	38694	40097	41501
15	29529	1326	30192	31399	32608	33937	35265	36592	37922	39252	40579	42045	43510
16	31001	1394	31698	32938	34177	35573	36969	38364	39758	41153	42547	44077	45609
17	32555	1464	33287	34563	35839	37302	38768	40232	41695	43160	44626	46227	47827
18	34184	1538	34953	36265	37577	39115	40652	42189	43728	45265	46804	48478	50152
19	35890	1615	36698	38049	39401	41015	42629	44244	45859	47476	49092	50843	52596
20	37686	1696	38534	39925	41316	43011	44709	46406	48101	49797	51492	53325	55158
21	39572	1779	40461	41894	43327	45108	46889	48670	50451	52232	54014	55933	57851
22	41549	1873	42486	43964	45440	47309	49178	51048	52918	54787	56656	58664	60673
23	43624	1964	44606	46133	47658	49620	51583	53547	55511	57475	59439	61541	63642
24	45804	2062	46835	48409	49983	52045	54107	56167	58229	60291	62354	64553	66752
25	48099	2166	49182	50809	52432	54596	56762	58926	61090	63254	65420	67722	70024

GUIDE 93 A - 35 HOUR EMPLOYEES SALARIES EFFECTIVE 3/19/93

INC	1	2	3	4	5	6	7	8	9	10 MAX		
1	536	14859	15726	16262	16797	17332	17899	18470	19040	19612	20477	21013
2	562	15481	16348	16912	17480	18080	18678	19279	19878	20506	21427	21989
3	593	16138	17005	17610	18241	18870	19499	20141	20806	21474	22425	23018
4	621	16802	17689	18350	19011	19669	20351	21051	21751	22452	23435	24056
5	662	17536	18460	19154	19847	20576	21313	22045	22782	23518	24535	25197
6	727	18339	19263	19991	20764	21535	22305	23078	23848	24619	25673	26400
7	767	18887	19811	20612	21420	22233	23042	23854	24663	25471	26565	27332
8	803	19773	20741	21595	22445	23296	24148	24997	25850	26700	27833	28636
9	888	20750	21729	22622	23518	24410	25304	26196	27089	27984	29161	30049
10	936	21788	22900	23705	24643	25581	26515	27454	28393	29328	30551	31487
11	985	22879	23860	24845	25830	26815	27801	28784	29771	30756	32023	33008
12	1034	24020	25001	26033	27066	28103	29137	30172	31205	32240	33555	34589
13	1087	25225	26202	27290	28372	29461	30545	31630	32716	33802	35171	36258
14	1140	26487	27467	28604	29743	30885	32024	33164	34301	35443	36868	38008
15	1196	27808	28789	29985	31184	32381	33578	34777	35972	37170	38651	39847
16	1258	29196	30174	31430	32690	33947	35202	36461	37719	38972	40513	41771
17	1319	30660	31640	32959	34276	35601	36918	38238	39559	40880	42479	43798
18	1387	32194	33173	34559	35945	37330	38717	40102	41487	42875	44542	45929
19	1456	33803	34783	36237	37692	39146	40603	42058	43516	44971	46709	48165
20	1527	35493	36471	38001	39527	41059	42587	44115	45644	47172	48983	50510
21	1603	37267	38246	39851	41455	43061	44667	46271	47879	49483	51371	52974
22	1688	39134	40110	41795	43478	45164	46850	48537	50218	51905	53872	55560
23	1771	41087	42066	43835	45605	47374	49144	50915	52685	54455	56508	58279
24	1859	43139	44118	45975	47834	49693	51550	53409	55267	57125	59267	61126
25	1957	45301	46282	48277	50181	52131	54081	56031	57984	59936	62168	64120

ROUTE 93B - ROADS AND BRIDGES EMPLOYEES SALARIES EFFECTIVE 3/19/93

NO.	INC	1	2	3	4	5	6	7	8	9	10 MAX	
51	718	18148	19071	19792	20544	21306	22070	22833	23593	24356	25401	26119
1	819	20186	21167	22021	22876	23733	24589	25446	26303	27159	28295	29114
2	852	20525	21504	22374	23243	24113	24983	25854	26722	27592	28747	29599
3	916	21630	22611	23526	24445	25363	26281	27194	28115	29031	30233	31149
4	932	21984	22962	23896	24828	25761	26695	27626	28560	29491	30706	31638
5	985	22882	23868	24855	25838	26824	27808	28795	29779	30765	32034	33019
6	994	23118	24096	25094	26088	27084	28079	29075	30069	31064	32345	33339
7	1033	23986	24964	25997	27031	28062	29098	30126	31162	32192	33509	34542
8	1112	25847	26825	27939	29049	30164	31276	32388	33499	34613	36007	37119
9	1143	26602	27583	28729	29874	31017	32161	33306	34450	35597	37023	38166
10	1190	27603	28580	29769	30957	32144	33334	34523	35710	36899	38369	39559
11	1233	28600	29580	30811	32041	33274	34505	35736	36967	38199	39713	40946

GUIDE RATE - 40 HOUR EMPLOYEES SALARIES EFFECTIVE 3/19/93

INC	1	2	3	4	5	6	7	8	9	10 MAX	
1	612	16679	18340	18992	19642	20315	21005	21698	22390	23362	23974
2	643	17309	19132	19815	20534	21258	21986	22712	23436	24447	25090
3	720	18189	19966	20731	21490	22253	23016	23779	24544	25589	26309
4	756	18998	20861	21661	22458	23257	24058	24857	25658	26742	27498
5	794	19879	21834	22674	23515	24356	25197	26035	26878	28001	28795
6	880	20847	22847	23730	24612	25493	26374	27255	28139	29301	30181
7	929	21512	23556	24479	25409	26333	27261	28187	29110	30319	31248
8	970	22584	24680	25651	26624	27598	28569	29542	30514	31768	32738
9	1022	23714	25853	26878	27899	28918	29939	30959	31982	33285	34307
10	1070	24899	27092	28161	29236	30304	31377	32451	33518	34874	35944
11	1125	26148	28392	29521	30647	31772	32895	34024	35150	36557	37682
12	1181	27451	29753	30935	32116	33299	34481	35665	36846	38309	39490
13	1241	28828	31187	32427	33670	34908	36149	37389	38629	40157	41398
14	1304	30271	32690	33993	35297	36600	37902	39203	40506	42094	43398
15	1366	31781	34270	35639	37006	38374	39746	41112	42480	44132	45498
16	1436	33367	35920	37359	38796	40233	41669	43107	44539	46259	47695
17	1508	35040	37667	39175	40686	42192	43700	45210	46720	48508	50016
18	1584	36793	39496	41081	42662	44248	45831	47415	49000	50864	52448
19	1663	38630	41414	43077	44738	46404	48066	49734	51395	53342	55005
20	1747	40563	43429	45174	46926	48671	50417	52163	53910	55939	57686
21	1832	42591	45544	47379	49212	51048	52880	54718	56551	58670	60502
22	1929	44725	47766	49690	51616	53541	55470	57392	59320	61528	63457
23	2023	46956	50097	52119	54142	56165	58188	60211	62234	64540	66563
24	2124	49302	52543	54668	56791	58913	61038	63162	65287	67693	69817
25	2231	51773	55117	57349	59579	61808	64037	66266	68498	71009	73240

930 - COMMUNICATIONS OPERATORS SALARIES - 3/19/93

21039 • - TRAINING RATE FOR SIX (6) MONTHS FROM DATE OF HIRE

RANGE	INC	1	2	3	4	5	6	7	8	9	10 MAX	
1	956	22539	23520	24475	25432	26388	27343	28301	29256	30214	31454	32410
2	1004	23653	24631	25637	26644	27649	28652	29660	30663	31673	32958	33962
3	1056	24818	25796	26851	27906	28962	30017	31070	32125	33180	34517	35573
4	1104	26041	27022	28127	29237	30345	31452	32560	33667	34646	36036	37140
5	1162	27329	28310	29473	30637	31799	32962	34126	35291	36454	37900	39062

* (\$1,500 LESS THAN RANGE 1, STEP 1)

NEWLY HIRED EMPLOYEES MOVED TO RANGE 1, STEP 1 AT THE END OF SIX MONTHS.

