

**AGREEMENT BETWEEN THE
COUNTY OF UNION
and
UNION COUNCIL NO. 8
NEW JERSEY CIVIL SERVICE ASSOCIATION**

EFFECTIVE: JANUARY 1, 2015 THROUGH DECEMBER 31, 2017

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AGREEMENT

This Agreement made this 21st day of July, 2016 between THE COUNTY OF UNION, hereinafter called "Employer" and UNION COUNCIL NO. 8, NEW JERSEY CIVIL SERVICE ASSOCIATION, IFPTE, AFL-CIO, hereinafter called the "Association."

Whereas, the parties have carried on collective negotiations for the purpose of developing a contract covering wages, hours of work and other conditions of employment; and,

Whereas, the parties, pursuant thereto, have reached an agreement on the matters hereinafter set forth,

Now, therefore, in consideration of the mutual covenants, obligations and conditions herein contained, the parties hereto agree to and with each other as follows:

ARTICLE 1

RECOGNITION

The Employer hereby recognizes the Association as the exclusive representative for the employees set forth in Unit I of the Public Employment Relations Commission's Certification dated March 13, 1970 and the employees set forth in Unit II of the Public Employment Relations Commission's Certification dated July 2, 1970 and the employees in classifications supplementing Units I and II pursuant to Consent Recognition Agreement dated November 5, 1992, as those units were defined and set forth in the Certification issued by the Public Employment Relations Commission on April 27, 1995 under Docket No. RO-95-168 to include all regularly employed non-supervisory blue collar and white collar employees employed by the County of Union including those in the following departments: Engineering and Public Works, Cornerstone Behavioral Health Hospital of Union County ("CBH"), Law, Administrative Services, Human Services, Finance, Public Safety, County Clerk, Sheriff, Prosecutor, Surrogate,

County Superintendent of Schools, Tax Board and Extension Services, and Parks & Community Renewal, Correctional Services, but excluding employees represented in other negotiations units, police, confidential employees, managerial executives, craft employees, professionals, supervisors within the meaning of the Act, and all non-contractual employees.

ARTICLE 2

MANAGEMENT RIGHTS

Section 1.

The Association recognizes that there are certain functions, responsibilities and management rights exclusively reserved to the Employer. All of the rights, powers, prerogatives and authority possessed by the Employer prior to the signing of this Agreement are retained exclusively by the Employer subject only to such limitations as are specifically provided in this Agreement.

Section 2.

Whenever the term “Employer”, “Department Head” or “Supervisor” shall be used throughout this Agreement, it shall mean and include the County Board of Freeholders and/or the County Manager and/or their designees as specifically may be provided in N.J.S.A. 40:41A-45 et seq. or the Administrative Code of the County of Union. The term “County” is interchangeable with the term “Employer.”

Section 3.

Except as modified, altered or amended by the within Agreement, the County of Union, the Board of Freeholders, the County Manager or other designees shall not be limited in the exercise of their statutory management functions. The County Board of Freeholders, the County Manager or other designees hereby retain and reserve unto themselves, without limitation, all

powers, right, authority, duties and responsibilities conferred and vested in any of them by the laws of the State of New Jersey, the Constitution of the State of New Jersey and the Constitution of the United States of America including but without limitation the following rights, privileges and functions:

- A. The executive management and administrative control of the County of Union, a body politic, and its properties and facilities and the activities of its employees related to their employment.
- B. The right to hire all employees and subject to existing civil service rules and regulations to determine their qualifications and the conditions for their continued employment or their dismissal, or demotion, and to promote and transfer all such employees.
- C. The right to determine schedules of work and the duties, responsibilities and assignments of all employees with respect thereto. This right shall not be used as a form of discipline directed against any employee.

Section 4.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board of Freeholders, the County Manager or other designees, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the extent such specific and expressed terms of this Agreement are in conformance with the laws of the State of New Jersey, the Constitution of the State of New Jersey, and the Constitution and laws of the United States.

Section 5.

Nothing contained herein shall be considered to deny or restrict the Board of Freeholders,

the County Manager or other designees, of their rights, responsibilities and authority under Title 40 and 40A, or any other state laws or regulations as they pertain to County Manager form of government.

ARTICLE 3

PAYROLL DEDUCTIONS OR ASSOCIATION DUES

Section 1.

The Employer agrees to deduct from the salaries of employees, dues for the Association when authorized in writing to do so by each employee.

An authorization for deduction of Association membership dues shall be terminated automatically when an employee is removed from the payroll of the County. Where an employee takes a leave of absence without pay for one month or more during any payroll deduction period, there shall be no obligation on the part of the County to collect funds from his salary during such absence. Upon his return to employment at the termination of his leave, the County shall continue to deduct dues from his salary in accordance with the payroll deduction program agreed upon by the parties.

Section 2.

The amount of monthly Association membership dues will be certified by the President of the Association in writing to the Employer, and the amount so certified will be uniform for all members of the Association.

Section 3.

The form permitting the deduction of dues shall provide notice to such employee that he may withdraw from the Association on January 1 and July 1 of each year provided, however, that said employee gives notice of withdrawal to the County of Union thirty (30) days in advance of

his desire to withdraw, in which event a representation fee in lieu of dues will be payable as set forth in Section 4.

Section 4.

- A. During the term of this contract, the County will continue to abide by the January 1, 1984 Agreement that if an employee covered under this contract does not become a member of the Association, the Association shall furnish the name of such person to the County requesting that the employee, through payroll deduction, pay a representation fee in lieu of dues for services rendered by the Association.
- B. The representation fee, in lieu of dues, shall be in an amount equivalent to the regular membership dues, initiation fees and assessments charged by the majority representative to its own members less the cost of benefits financed through the dues, fees and assessments and available to, or benefit only its members, but in no event shall such fee exceed eighty-five (85%) percent of the regular membership dues, fees and assessments.
- C. Any public employee who pays a representation fee in lieu of dues shall have the right to demand and receive from the majority representative, under proceedings established and maintained by the Association, which shall be in accordance with appropriate statutory provisions and Court Decisions, a return of any part of that fee paid by him which represents the employee's additional pro rata share of expenditures by the majority representative that is either in aid of activities or causes of a partisan, political or ideological nature only incidentally related to the terms and conditions of employment or applied toward the cost of any other

benefits available only to members of the majority representative. The pro rata share subject to refund shall not reflect, however, the cost of support of lobbying activities designed to foster policy goals in collective negotiations and contract administration or to secure for the employees represented advantages in wages, hours and other conditions of employment in addition to those secured through collective negotiations with the public employer.

- D. The mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.
- E. The Association will continue to notify the County Manager, in writing, of the current annual dues and/or the amount of the representation fee and will from time to time thereafter give to the County at least a sixty (60) day notice, in advance, of any changes in the annual membership or representation fee schedule so that the same can be accommodated by the County within a sufficient time after it receives the notice.
- F. The Association shall indemnify, defend and save the County of Union harmless against any and all claims, demands, suits, or other forms of liability, that shall arise out of or by reason of the action taken or not taken by the County of Union in reliance upon the representation fee information furnished by the Association or its representatives.

ARTICLE 4
ASSOCIATION BUSINESS

Section 1.

The Association shall advise the Employer in writing of the name of its representatives, the place of employment from which they are designated and the terms for which they are to serve in a representative capacity.

Section 2.

Before any representative may leave his area or place of employment, he shall be required to obtain approval in advance from his Department Head or a Department Head's designated representative.

The Association shall neither solicit members, nor conduct any business on the Employer's property during Employer-assigned working schedules of either the representative of the Association or the employee involved, except for the following:

- A. Collective negotiations.
- B. Time spent conferring with management or employees on specific grievances as specified in the Grievance Procedure, provided that there shall be no unreasonable interference with work assignments, and in the event of a conflict, the work assignments shall have priority.

Section 3.

When an authorized representative is excused from his assigned duties, he shall:

- A. Notify the Supervisor of any Employer facility visited on arrival.
- B. Notify his Supervisor or designated representative upon return to the job.
- C. Record his time out and time in with his Supervisor upon leaving and returning to

his job.

Section 4.

The Vice-President may be granted up to one (1) day per week paid release time to attend to union business with prior notification to his/her Department Head or designee. Such notification shall include both departure and returning time as applicable.

Section 5.

The President of Council 8 shall be permitted to have two (2) days per week solely to attend to union business which shall not be subject to any restrictions. The President shall notify the County as to which days he will need to attend to union business under this Section. This benefit shall be in addition to any union leave granted in any other Article or Section.

ARTICLE 5

WORK SCHEDULES

Section 1.

The Employer shall have the right, for the efficient operation of its facilities, to make changes in the commencement and termination of the daily work schedules and to vary from the daily or weekly work schedules provided, however, upon making permanent changes the Employer shall give to the Association seven (7) calendar days' notice where practicable, and further provided that permanent changes in work schedules shall comply with existing Civil Service Commission Rules.

Section 2.

Unless previously established prior to the terms of this Agreement, the normal work week shall consist of not less than thirty-five (35) hours of work per week. The Employer shall have the right to schedule the hours of work on a departmental basis as it deems appropriate to insure

maximum efficiency and productivity of its operations, provided that normal starting times shall not be scheduled earlier than 8:00 a.m., normal quitting times shall not be scheduled later than 5:00 p.m. and that hours worked are consecutive inclusive of an unpaid lunch period. If management determines that flexible hours shall be established in a department, employee preference concerning available work schedules will be accommodated whenever possible consistent with the efficient and productive operations of the department. Conflicts in choice of work schedules which may occur shall be governed by departmental seniority, provided that maximum efficiency and productivity of the department is maintained.

Section 3.

Individual departments may continue those policies or practices which have been established and made applicable to the manner in which shift and post assignments have been made. In the absence of a policy or procedure concerning shift and post assignments, or if a department seeks to change the manner in which it makes shift and post assignments, such shift and post assignments shall be made in accordance with departmental seniority principles, where all other qualifications are equal:

Departments with Union members engaging in shift bidding or overtime bidding should post seniority lists for these purposes.

In the Department of Engineering, Public Works and Facilities, employees shall be entitled to two (2) ten minute breaks – one in the morning and one in the afternoon. Each division director shall establish when those breaks shall occur.

Juvenile Detention Officers shall be granted a 30 minute break during the first half of the shift and a 30 minute break during the second half of the shift only if scheduling permits. If scheduling does not permit a break, JDOs shall not be entitled to any form of compensation for

the lack of a break.

Section 4.

Where individual departments have already established a policy or practice, prior to January 1, 2005, related to a payroll grace period for employees who report to work late, such policies shall remain in effect. In the absence of a departmental policy, employees who report late for work shall be granted a seven-minute grace period for payroll purposes only, not discipline. If an employee reports to work during this grace period, the employee shall not be docked pay.

Section 5.

The work schedule for the classification of Institutional Attendant/Certified Nursing Assistant shall continue to be extended fifteen (15) minutes at the end of the work shift and the assigned lunch period for each specific shift shall be increased from thirty (30) minutes to forty-five (45) minutes. Effective upon the execution of this Agreement, the following shift hours shall be implemented:

6:45 a.m. to 3:00 p.m. or 7:00 a.m. to 3:15 p.m.

2:45 p.m. to 11:00 p.m. or 3:00 p.m. to 11:15 p.m.

10:45 p.m. to 7:00 a.m. or 11:00 p.m. to 7:15 a.m.

Each Institutional Attendant/Certified Nursing Assistant shall select either the beginning or end of shift overlap. The selection will be in effect for a minimum of six (6) four-week schedules. Thereafter, the Institutional Attendant/Certified Nursing Assistant may select a change in starting time; again, such selection shall be in effect for a minimum of six (6) four-week schedules. In the event that all Institutional Attendants/Certified Nursing Assistants on a shift assigned to one 'unit' select the same start time, a unit reassignment shall be made by the

Director of Nursing, based upon seniority, if there is a conflict, in order to insure resident safety and a complete report for the off-going shift to the on-coming shift.

ARTICLE 6

JOB POSTINGS

The County agrees to post any new job offerings concerning unit employees at least ten (10) days in advance of appointment. Such posting will not apply to extraordinary or emergency circumstances.

ARTICLE 7

LAYOFFS

Section 1.

The County desires to maintain employment as near to a constant level as possible, and in that regard it shall use its best efforts not to lay off any employees covered hereunder during the term of this Agreement. Both parties recognize, however, that the needs of the County and its efficient operation may necessitate reassignment of personnel or the addition to or decrease in the work force.

Section 2.

The parties agree that all hirings, layoffs, separations, promotions, demotions and disciplinary actions shall be in accordance with the Civil Service Commission Rules for the State of New Jersey, as applicable to the County Manager form of government.

Section 3.

The parties agree that the County has the right to assign individuals to fill positions not in their payroll classification for emergency periods. The County will attempt to eliminate emergency situations promptly. In no event shall a payroll classification be filled during an

emergency situation in excess of thirty (30) days. The County Manager agrees to comply with Civil Service Commission Rules if the emergency condition is to extend beyond thirty (30) days subject to the availability of funds. If the emergency condition is to extend beyond thirty (30) days, the County Manager agrees that the individuals who are assigned to a higher classification who continue to perform work in that classification will be compensated within the salary scale of the higher classification subject to the availability of funds, or returned to the performance of duties appropriately assigned to the lesser classification; all of the above shall be in conformance with Civil Service Commission Rules.

ARTICLE 8

DISCIPLINE

All discipline shall be for "Just Cause." Effective upon execution of this Agreement, records of minor and major discipline will remain on file but will not be used for purposes of further discipline after three (3) years of a clean record on the same or similar issues.

ARTICLE 9

NO STRIKE OR LOCKOUTS

Section 1.

There shall be no lockouts, strikes, work stoppages, or slowdowns of any kind during the life of this Agreement. No officer or representative of the Association shall authorize, institute or condone any such activity. No employee shall participate in any such activity. The County shall have the right to take disciplinary action, including discharge, against any employee participating in a violation of the provisions of this Article.

Section 2.

The Association will not schedule any membership meeting or demonstration which may

have the same effect as a strike or work stoppage. In the event that the Association's members participate in such activities, in violation of this provision, the Association shall notify those members so engaged to cease and desist from such activities and shall instruct the members to return to their normal duties.

ARTICLE 10

GRIEVANCE PROCEDURE

Section 1.

A grievance is hereby defined as any dispute between the parties concerning the application or interpretation of this Agreement with respect to wages, hours of work or other conditions of employment.

Section 2.

The purpose of this Article is to provide for the expeditious and mutually satisfactory settlement of grievances, and to that end, the procedures to be used shall be as follows:

Step 1. An employee with a grievance shall first discuss it with his immediate Supervisor either directly or through the Association's designated representative who shall be an employee of the County for the purpose of resolving the matter informally. A grievance must be presented under the grievance procedure described herein within five (5) working days of the occurrence of the condition giving rise to the grievance. It is understood and agreed that time off the job, be it with or without pay, shall not be counted as "working days" under Step 1 of the Grievance Procedure.

Step 2. If the aggrieved party is not satisfied with the disposition of the grievance at Step 1, or if no decision has been rendered within five (5) working days after the presentation of that grievance at Step 1, the aggrieved party may file a grievance in writing with his

department head or his department head's designee. A hearing on the grievance shall be held between the department head or his department head's designee and the aggrieved party and the Association's designated representative. The department head or the department head's designee will render a final decision in writing within five (5) working days.

In those departments or agencies where the department head functions as the immediate supervisor, the grievance shall be presented at the Step 2 level.

Step 3. If the aggrieved party is not satisfied with the disposition of the grievance at Step 2, or if no decision has been rendered within five (5) working days after presentation of that grievance at Step 2, the aggrieved party may file the grievance and all supporting papers with the County Manager for review. The aggrieved member shall have his or her grievance presented by a designated representative of the Association, and the Association shall have the right to have the grievance presented by the Association's legal representative. If the County Manager and/or designee conducts any hearing, the Association shall be obligated to participate even if the grievant has selected his own attorney.

Step 4. Arbitration In the event a grievance has not been resolved to the satisfaction of the Association at Step 3 and/or within thirty (30) days from the date of the submission of the Step 3 grievance, it may request final and binding arbitration of the grievance. The Association shall make this request by mailing a written notice for arbitration to the New Jersey Public Employment Relations Commission ("PERC"), P.O. Box 429, 495 W. State Street, Trenton, New Jersey 08625-0429. A copy of the notice for arbitration shall also be mailed to the Employer designee, the County Manager and the Director of Personnel. The written notice to PERC shall request that agency to submit duplicate panels of arbitrators to each of the respective parties to this Agreement so that they may exercise their right of selection and file same directly

with PERC pursuant to its rules.

The decision of the arbitrator shall be final and binding upon the parties and shall be in writing setting forth findings of fact, reasons and conclusions on the issue(s) submitted.

No one arbitrator shall have more than one grievance submitted to him, and under consideration by him, at any one time unless the issue is the same or similar. A grievance shall be considered under consideration by an arbitrator until he has rendered his written decision.

In the event of the submission of any matter for arbitration as herein provided, the arbitrator shall have no right or power to alter or modify the terms of this Agreement or to impose upon the parties any obligation or liability not expressly assumed by the parties under the provisions of this Agreement; nor may the arbitrator deprive the parties of any right reserved, expressed or implied, by them for their benefit hereunder.

The cost of the arbitrator shall be paid equally by the parties. Each party shall be responsible for its own cost incurred in arbitration.

ARTICLE 11

LONGEVITY

Section 1.

All employees covered by this Agreement and employed by the County prior to January 1, 1973, shall be entitled to and paid longevity payments and adjustments in accordance with the longevity program adopted by Freeholder Resolution No. 163 in the year 1967 and Amendments and Supplements thereto.

Said longevity payments shall be calculated and paid in accordance with the practices as they existed prior to the effective day of this Agreement.

Section 2.

Any employee who was hired by the County subsequent to January 1, 1973 shall not be entitled to the provisions or benefits of the existing longevity program set forth in this Article.

ARTICLE 12

SENIORITY

JUVENILE DETENTION OFFICERS

Section 1.

For the purposes of this Article, seniority shall be defined as the length of the employee's uninterrupted service in the classification of Sr. Juvenile Detention Officer in the Union County Juvenile Detention Center, including sick leave, military leave and other leaves of absence which do not exceed one year.

Effective July 1, 2016, this Article 12, Seniority, shall apply to all Juvenile Detention Officers, not just to Sr. Juvenile Detention Officers.

Section 2.

The Employer agrees to provide Council 8 with an accurate up to date Sr. Juvenile Detention Officers seniority list and personnel roster containing the names, addresses, telephone numbers, date of hire, date of certification, date of promotion and date made permanent. The Employer shall provide the above list with all updates at least once per year unless an up to date version is made sooner.

Section 3.

Seniority shall be the basis upon which employees shall select vacation schedules, shifts, posts, days off and overtime except in circumstances where the granting of such vacation, shifts or overtime will interfere with the efficient operation of the Union County Juvenile Detention

Center.

Section 4. Ties in Sr. JDO Appointment Dates

If a question arises concerning the relative seniority of two or more employees who were hired on the same date, the following shall apply for purposes of breaking ties. The employee with the most seniority in the Union County Department of Human Services will have greater seniority. If the dates of seniority within Department of Human Services are the same, length of continuous employment with Union County will be used. Thereafter, any further ties will be broken by use of a lottery.

A. Application of Schedule:

1. Shifts, days off, posts and vacation will be picked by seniority.
2. The Detention Center Administration will offer operational jobs to all Sr. Juvenile Detention Officers starting from the top of the seniority list and going down to the bottom of the list.
3. All picks will be scheduled on a yearly basis, starting the second full week in November. The new schedule will take effect the second week in January.
4. The Administration will distribute a notice that informs all Sr. Juvenile Detention Officers when the picks will start. The notice will explain where, when and at what time the Sr. Juvenile Detention Officers will call in. The notice will be attached to all Sr. Juvenile Detention Officers' payroll checks. When the Sr. Juvenile Detention Officer signs for his/her check, he/she will also sign for the notice about the picks. The notice will come out no later than ten (10) days from the date that the selections are

scheduled to begin.

5. All Sr. Juvenile Detention Officers will be given a reasonable amount of time, not to exceed ten (10) minutes, to pick their shift, their days off, their job and their vacations. The schedule will be posted so that all Sr. Juvenile Detention Offices can see what selections have been made prior to their selections. The Administration shall call each Sr. Juvenile Detention Officer filling an operational post in order of seniority. The Council 8 President, or his/her designee, will monitor the calling and administration of the picks.

B. Shift Picks, Days Off and Jobs: It is agreed that those positions subject to the picks will be offered in the following manner.

1. Operational Positions:

- a) Every Sr. Juvenile Detention Officer will pick a shift, a set of days off and a job (i.e., areas of responsibility) that is available to him/her by seniority.
- b) By seniority, Sr. Juvenile Detention Officers will pick one job as a five (5) day block, in conjunction with his/her days off.

C. Rebidding Procedure:

1. When an opening occurs in a job which the Administration intends to fill, the next Sr. Juvenile Detention Officer in seniority will be offered the opening. If he/she accepts, then his/her job will be offered, and the procedure will continue down the seniority list.

D. Vacations:

1. Vacations will be picked based on seniority, with a minimum pick of ten vacation days consisting of a least one block of five vacation days first. Upon completion of five day block(s), single vacation days will then be offered on a seniority basis. A minimum of ten days, e.g., one block and five single days or two blocks, must be picked.
2. The maximum number of Sr. Juvenile Detention Officers permitted to be on vacation will be one person per shift at a time.

E. Performance Review Period:

1. There shall be a ninety (90) day evaluation period of a Sr. Juvenile Detention Officer's performance in a selected or "picked" area of responsibility. During this period, a Sr. Juvenile Detention Officer will be given additional training, counseling, etc., in an attempt to improve his/her performance. This is to be corrective in nature. After the ninety (90) day evaluation period, the Sr. Juvenile Detention Officer will be expected to maintain the same level of performance. If all attempts at corrective action fail to produce satisfactory performance, the Sr. Juvenile Detention Officer will be removed from that job, and rebidding procedures will be followed.
2. The parties agree to allow the use of one shift breaker, i.e., when the Sr. Juvenile Detention Officer works two days on one shift and three days on another. Any additional use of shift breakers shall be negotiated annually by the parties.

Section 5. Hudson County JDO's coming to Union County on Intergovernmental Transfer

For calculation of annual benefit time and all other seniority considerations, year for year of Hudson County service. Any ties between a Union County employee and a Hudson County employee shall favor the Union County employee based on the year only of hire.

ARTICLE 13

VACATIONS

Section 1. Vacation Eligibility:

- A. During the first calendar year of employment, employees shall earn one (1) vacation day for each month of service during the calendar year following the date of employment.
- B. Employees with one to eight years of service shall be entitled to thirteen (13) working days vacation each year.
- C. Employees with eight completed years to ten years of service will be entitled to fourteen (14) working days vacation each year.
- D. Employees with ten completed years to fifteen years of service will be entitled to seventeen (17) working days vacation each year.
- E. Employees with fifteen completed years to twenty years of service will be entitled to nineteen (19) working days vacation each year.
- F. Employees with twenty completed years to twenty-five years of service will be entitled to twenty-two (22) working days vacation each year.
- G. Employees with twenty-five to thirty or more completed years of service will be

entitled to the following number of working days vacation each year:

twenty-five years	-	twenty-seven (27) days
twenty-six years	-	twenty-eight (28) days
twenty-seven years	-	twenty-nine (29) days
twenty-eight years	-	thirty (30) days
twenty-nine years	-	thirty-one (31) days
thirty or more years	-	thirty-two (32) days

Section 2.

Part-time employees shall receive vacation credit allowance on a pro-rated basis in accordance with Section 1 above.

Section 3.

The County shall have the exclusive right to determine when an employee's vacation shall be scheduled, except as otherwise provided in this Agreement. The County agrees to give reasonable consideration to an employee's wishes in this regard. Where conflicts in choice of dates occur, preference will be governed by Departmental seniority insofar as effective staffing requirements permit.

Section 4.

An employee who has resigned or who has otherwise separated from employment shall be entitled to the vacation allowance for the current year pro-rated upon the number of months worked in a calendar year in which the separation becomes effective, in addition to any unused vacation due for the previous year.

Section 5.

An employee who is retiring on a pension based on length of service shall be entitled to

the full vacation for the calendar year in which he retires.

Section 6.

Whenever an employee dies having to his credit any annual vacation leave, there shall be calculated and paid to his estate, a sum of money equal to the compensation figured on his salary rate at the time of his death.

Section 7.

If a paid holiday occurs during the vacation or sick leave, it is not counted as a day of vacation or sick leave.

Section 8.

Employees serving on a leave of absence without pay do not accrue vacation benefits.

Section 9.

If an employee leaves the County's employ for any reason, except as set forth in Section 5 of this Article, before the end of the calendar year after having taken a vacation allowance for the year, he will be charged with the unearned part of his vacation. This charge will be deducted from his final pay check.

Section 10.

Vacations must be taken during the current calendar year unless the Supervisor determines that it cannot be taken because of pressure of work, in which case, unused vacations may be carried into the next succeeding year only.

Section 11.

Employees working in departments which operate multiple shifts per day on a seven (7) day per week basis shall be eligible for a vacation bonus for perfect attendance (no absenteeism or lateness) in the amount of one (1) day per quarter for a total of four (4) days per calendar year

with one (1) additional day added for perfect attendance for the entire year. This program shall be on a calendar year basis.

Section 12.

Individual departments may continue any policies or practices, established prior to January 1, 2005, which have been adopted concerning the manner of distributing vacations to employees. In the absence of a departmental vacation policy, or in such case where a department seeks to change the manner in which employees select vacations, such vacations shall be granted on a departmental seniority basis. If a seniority basis is utilized, a procedure for picking or bidding for vacations shall be established.

In the Department of Engineering, Public Works and Facilities, employees may use up to three (3) individual vacation days on twenty-four (24) hour notice. These “emergency” vacation days may not be used from October through December or during emergent circumstances.

Section 13.

Employees may purchase additional vacation time according to the following schedule:

The value of:

Three (3) days pay for five (5) days vacation

Six (6) days pay for ten (10) days vacation

Nine (9) days pay for fifteen (15) days vacation

To be eligible, employees must have at least one full year in a permanent status. All of the prior years and current years regular vacation time must be utilized prior to the use of purchased vacation time.

Additional vacation purchase and scheduling is subject to the approval of the Department/Division Head based on a unit’s staffing needs.

In order to purchase days, employees must indicate the number of days they wish to purchase for the upcoming year by December 31 of the preceding year. Purchased time must be used by December 31 of the calendar-year for which it was purchased.

ARTICLE 14

SICK LEAVE

Section 1.

Sick leave may be used by employees who are unable to work because of: (1) personal illness or injury; (2) exposure to contagious disease; (3) care, for a reasonable period of time, of a seriously ill member of the employee's immediate family (defined herein as spouse, child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law and any other relatives residing in the employee's household); (4) death in the employee's immediate family. Up to five (5) days may be permitted when such absence is caused by the death and attendance at the funeral of a spouse or a child and up to three days will be permitted during the absence from duty of employees when such absence is caused by the death and attendance at the funeral of any other member of the employee's immediate family as defined herein. Sick leave may also be used by a handicapped employee for absences related to the acquisition or use of an aid for the handicapped when the aid is necessary to function on the job. In such cases, reasonable proof may be required by the County.

Section 2.

If an employee is absent for reasons that entitle him to sick leave, his Supervisor shall be notified promptly. Failure to notify the Supervisor may be cause for disciplinary action. Absence without notice for five (5) consecutive days shall constitute a resignation.

Section 3.

Sick leave is earned in the following manner:

- A. New employees shall only receive one (1) working day for the initial month of employment if they begin on the first through eighth day of the calendar month, and one-half working day if they begin on the ninth through the twenty-third day of the month.
- B. After the initial month of employment and up to the end of the first calendar year, employees shall be credited with one working day for each month of service. Thereafter, at the beginning of each calendar year in anticipation of continued employment, employees shall be credited with fifteen working days.
- C. Part-time employees shall be entitled to a proportionate amount of paid sick leave.
- D. Paid sick days shall not accrue during a leave of absence without pay or during a suspension.
- E. Sick leave credits shall not accrue after an employee has resigned or retired although his/her name is being retained on the payroll until exhaustion of vacation or other compensatory leave.
- F. Unused sick leave shall accumulate from year to year without limit.

Section 4.

Any employee who is absent on sick leave for five (5) or more consecutive working days shall be required to submit a physician's certificate as evidence substantiating the illness. The County may require an employee who has been absent because of personal illness, as a condition of his return to work, to be examined by a physician at the expense of the County. In addition, the County in its discretion may require proof of illness of an employee on sick leave whenever

such proof is reasonable.

Section 5.

An employee who has been absent on sick leave for a period totaling fifteen (15) days in one calendar year consisting of periods of less than five (5) days, shall submit acceptable medical evidence for any additional sick leave in that year unless such illness is of a chronic or recurring nature causing recurring absences of one day or less in which event only one medical certificate shall be required for every six (6) month period. The medical certificate must specify that the chronic or recurring nature of the illness is likely to cause subsequent absences from employment.

Section 6.

Effective June 1, 2001, the County agrees to introduce a modified program of payment for unused sick leave upon retirement in accordance with the following requirements:

- A. Eligibility for payment under this program requires that an employee must retire with at least twenty-five (25) years of service solely with the County of Union, and must be at least age fifty-five (55), and must have at least one hundred (100) accumulated sick days to his or her credit upon effective date of retirement.
- B. Additional rules and regulations applicable to eligibility for this benefit are attached hereto as Exhibit B and made a part hereof.
- C. Employees who are eligible for this benefit shall be compensated at one-half (1/2) the employee's daily rate of pay for each day of earned and unused sick leave to maximums set forth in Exhibit B.

Section 7.

Sick days may be used on an hourly basis with Department approval. Such approval

shall not be unreasonably denied.

Section 8.

Institutional Attendants must provide 2 hours notice for call out.

ARTICLE 15

PERSONAL BUSINESS AND RELIGIOUS LEAVE

Section 1.

Employees who are employed less than one (1) year are entitled to be granted up to three (3) days off for personal business as hereinafter defined or for religious reasons in accordance with the schedule hereinafter set forth; employees who have been employed for more than one (1) year are entitled to be granted up to three (3) days per year without reference to any schedule. Employees must make application for such personal business or religious leave stating the reason for the requested leave as far in advance as possible. The request by the employee shall be directed to his or her Department Head. The leave may only be taken if the Department Head approves and grants said leave, and if for business reasons the applicant must demonstrate that the business purpose could not be scheduled after working hours. The following schedule shall only apply to employees with less than one (1) year of employment:

- A. One (1) day after four (4) months of employment.
- B. One (1) additional day after eight (8) months of employment.
- C. The third (3rd) day may be granted between the tenth (10th) and twelfth (12th) month of employment.

Section 2.

No personal leave shall be applied for, approved or granted, immediately before or after any vacation period, holiday period or weekend, except under extraordinary circumstances.

Section 3.

Leave days, as provided herein, must be used in a one (1) year period and shall not be accumulated from year to year.

Section 4.

Employees who are entitled to a personal day benefit shall be entitled to one “peremptory” use of any given personal day per year. This single peremptory Personal Day shall not be denied or subjected to restrictions within Sections 1 or 2, except where granting the Personal Day would result in a significant impact to an operational justification indicated by the County.

ARTICLE 16

DEATH IN FAMILY

Wages up to five (5) days will be paid during the absence from duty of employees when such absence is caused by the death and attendance at the funeral of a spouse or child, and up to three (3) days will be paid during the absence from duty of employees when such absences are caused by the death and attendance at the funeral of a mother, father, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, or other relative residing in the employee’s household.

ARTICLE 17

JURY DUTY

Section 1.

An employee summoned for jury duty shall receive his regular pay from the County for such period. Such employee shall report for his regular work while excused from such attendance in court unless it is impossible or unreasonable for him to do so.

Section 2.

Any payment received for jury duty must be returned to the Employer through the employee's department head less allowance for travel and meal expense.

ARTICLE 18

HOLIDAYS

Section 1.

The Employer has designated the following days as holidays for the year 2015:

New Year's Day	Thursday, January 1, 2015
Martin Luther King's Birthday	Monday, January 19, 2015
Lincoln's Birthday	Thursday, February 12, 2015
Washington's Birthday	Monday, February 16, 2015
Good Friday	Friday, April 3, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Saturday, July 4, 2015 (Celebrated Friday, July 3, 2015)
Labor Day	Monday, September 7, 2015
Columbus Day	Monday, October 12, 2015
Election Day	Tuesday, November 3, 2015
Veteran's Day	Wednesday, November 11, 2015
Thanksgiving Day	Thursday, November 26, 2015
Day After Thanksgiving Day	Friday, November 27, 2015
Christmas Day	Friday, December 25, 2015

Section 2.

The Employer has designated the following days as holidays for the year 2016:

New Year's Day	Friday, January 1, 2016
Martin Luther King's Birthday	Monday, January 18, 2016
Lincoln's Birthday	Friday, February 12, 2016
Washington's Birthday	Monday, February 15, 2016
Good Friday	Friday, March 25, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Columbus Day	Monday, October 10, 2016
Election Day	Tuesday, November 8, 2016
Veteran's Day	Friday, November 11, 2016

Thanksgiving Day
Day After Thanksgiving Day
Christmas Day

Thursday, November 24, 2016
Friday, November 25, 2016
Sunday, December 25, 2016
(Celebrated Monday, December 26, 2016)

Section 3.

The Employer has designated the following days as holidays for the year 2017:

New Year's Day	Sunday, January 1, 2017 (Celebrated Monday, January 2, 2017)
Martin Luther King's Birthday	Monday, January 16, 2017
Lincoln's Birthday	Sunday, February 12, 2017 (Celebrated Monday, February 13, 2017)
Washington's Birthday	Monday, February 20, 2017
Good Friday	Friday, April 14, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Columbus Day	Monday, October 9, 2017
Election Day	Tuesday, November 7, 2017
Veteran's Day	Saturday, November 11, 2017 (Celebrated Friday, November 10, 2017)
Thanksgiving Day	Thursday, November 23, 2017
Day After Thanksgiving Day	Friday, November 24, 2017
Christmas Day	Monday, December 25, 2017

Section 4.

Employees who are required to work on a regularly scheduled holiday shall be paid for the holiday plus payment at straight time their regular rate of pay for all hours actually worked on the holiday, subject to the overtime provision set forth in this Agreement.

Section 5.

Employees assigned to departments which work a continuous operation of twenty-four (24) hours per day, seven (7) days per week, and who have previously been granted compensatory time for holidays which fall on a non-working day, shall now receive payment or compensatory time in lieu thereof, at the employee's discretion for such holiday not worked;

such election shall be made within two weeks from the date of the holiday.

Compensatory time under this provision of the contract must be taken within the calendar year in which such holiday occurs.

Section 6.

Employees who are absent without pay on the day before or the day after a holiday must present proof of illness or other justifiable explanation of absence for approval by the Employer to be eligible for Holiday pay.

Section 7.

Effective January 1, 2011, the value of 14 Holidays calculated at straight time will be added to the base pay of a Public Safety Telecommunication Trainee, Telecommunicator and the Sr Telecommunicator. County recognized Holidays shall be a regular workday for employees in these titles

ARTICLE 19

SALARIES

Section 1.

Except for adjustments to salary ranges as herein provided, there shall be general wage increases applicable to all classifications covered by this agreement as follows:

January 1, 2015	-	2% exclusive of increments.
January 1, 2016	-	2% exclusive of increments.
January 1, 2017	-	2% exclusive of increments.

See salary guides attached hereto.

The number of step increments shall not be increased from their present amount for the duration of the Agreement.

Effective June 1, 2001, take charge pay for LPNs and Sr. LPNs shall remain equal to RN Charge Pay for the duration of this Agreement.

Effective January 1, 2009, renewal fees for all licenses required of employees in the performance of their duties will be paid by the County for the duration of this Agreement.

Mechanics with a Commercial Drivers License ("CDL") who are not currently placed in the proper range shall be adjusted effective the date of the receipt of the license. Employees working in titles that require CDLs must obtain and maintain a CDL as a condition of employment. The County shall pay the cost for obtaining such license. The classifications of Laborer, Sign Maker 2 and Traffic Maintenance Worker shall have the maximum increased by \$1,200.00 for CDL license.

Mechanics assigned to work as Diesel Mechanics shall receive an annual \$798.00 stipend added to base pay for the time assigned effective January 1, 2001.

The stipend added to base pay for a CPA license shall be \$650.00.

Effective January 1, 2001, Senior Security Guards shall receive a \$500.00 stipend added to base pay for completion of the fire training course. All training for Security Guards shall be provided at County expense. When training is conducted during off-duty hours, employees shall be compensated at time and one-half. Effective January 1, 2001, Senior Security Guards with EMT certification shall receive a \$500.00 stipend added to base pay. Senior Security Guards shall receive a \$1,500.00 stipend added to base pay for beeper pay. The Senior Security Guards will not call for overtime. If beeper duty is split between more than one employee, the stipend added to base pay shall be pro-rated, (e.g. 2 employees = \$750.00 each).

Effective January 1, 2009, a Nursing Services Clerk Stipend added to base pay of \$250.00 for Certification from the National Association of Health Unit Coordinators shall be

provided. Recertification must be met every three (3) years for retention of Stipend.

Effective January 1, 2013, any employee holding a hazmat endorsement shall be entitled to a \$500 stipend added to base pay.

Effective January 1, 2013, any employee holding an electrician journeyman title shall be eligible for a \$300 stipend added to base pay.

The County agrees to continue the practice of reimbursement for license renewal and permitting up to 10 hours of paid time off for testing.

The principal is preserved herein that: (1) bargaining unit employees who retire during the year in which the contract is settled and ratified; (2) those employees who are on the active payroll at the time the contract is settled; and (3) employees who are on leaves of absence without pay who subsequently return to active service with the County are entitled to the retroactive pay and benefits negotiated for that contract, exclusive of the period of leave without pay.

Section 2.

The salary rates and ranges for classifications covered hereunder for the term of this Agreement shall be as set forth on Exhibit E. Salary increases where applicable shall be prorated on an hourly basis for part-time employees as set forth in Exhibit E.

Section 3.

During the term of this Agreement adjustments in rates of pay shall be as follows:

- A. Employees hired or who have been promoted and have less than one (1) year of service in the position shall receive their salary increment effective the date of the beginning pay period of the month in which the employee has completed one (1) year of service in the title hired for or promoted into.

- B. Employees who have more than one (1) year of service in their classification who possess an anniversary date of employment or promotion between January 1, and June 30th shall receive their salary increment as of January 1.
- C. Employees who have more than one (1) year of service in their classification who possess an anniversary date of employment or promotion between July 1 and December 31st shall receive their salary increment as of July 1 except as provided in Section 1.

These provisions shall not be applicable to employees hired on or after September 1, 1995 in the classifications at CBH specified in Section 1 of this Article. Instead, such employees shall receive rate of pay adjustments as provided in Section 1.

- D. Step progression is based on merit consideration, subject to past practice and to the provisions of the performance evaluation system as herein set forth.
- E. No employee shall be paid less than the starting rate or more than a maximum rate for his or her classification.

Section 4. Performance Evaluation

The present practice shall continue as to the employee evaluation system. The exceptional performance bonus is eliminated.

Section 5.

Promotional salary increases shall consist of a minimum of the highest increment of either the new or old title.

Section 6.

Bimonthly pay shall be implemented as follows:

January 1, 2016: Employees eligible for back pay under the 2009 Mastriani award shall receive one week's pay of the two week award.

January 6, 2016: All employees will receive the 1st January pay.

January 25, 2016: All employees will receive the 2nd January pay

February 10, 2016: All employees will receive the 1st February pay

February 29, 2016: All employees will receive the 2nd February pay

Thereafter employees will be paid on the 15th and 30th of each month (or 28th or 29th during the month of February).

January 15, 2017: Employees eligible for back pay under the 2009 Mastriani award shall receive one week's pay in full satisfaction of the two week award.

If an employee separates from service during January or February 2016, i.e., prior to full transition to bi-monthly pay, a calculation will be made of days worked versus days paid provided to determine if any money is owed.

If an employee eligible for the 2009 Mastriani award separates from services prior to January 15, 2017, they will receive the full amount of the award owed upon separation.

Section 7.

Institutional Attendants who are assigned to conduct orientation at CBH shall receive an additional \$1.00 per hour for the time they perform this function. Per diem Institutional Attendants shall receive a rate of \$25.46 per hour for each hour worked.

Section 8.

An Institutional Attendant who performs the duties of a language interpreter shall be paid a stipend of \$2.00 per hour or \$15.00 per shift effective July 1, 2016.

Section 9.

Effective January 1, 2016, Juvenile Detention Officer Assignment stipends shall be \$1,500.00 per year for employees designated PREA Coordinator, Training Officer, Electronic Monitoring, Fire Safety and Suicide Prevention. If a JDO holds more than one designation,

he/she would receive a stipend for each designation.

ARTICLE 20

OVERTIME

Section 1.

The employer agrees that overtime consisting of time and one-half (1½) of straight time pay shall be paid to all employees covered by this Agreement for time worked in excess of forty (40) hours of work per week. The computation of overtime shall include base pay, longevity and shift differential, where applicable.

Section 2.

The Employer further agrees that overtime consisting of straight time shall be paid to all employees covered by this Agreement whose basic work week is less than forty (40) hours of work per week for time actually worked in excess of their basic work week to forty (40) hours of work per week.

Section 3.

Paid time off for vacation, holidays, personal days, bereavement days and sick days shall be counted as standard time worked to determine the total number of hours worked per week for purposes of computing overtime under this Article.

Section 4.

Employees shall not be paid overtime unless such overtime is authorized by his or her Supervisor.

Section 5.

Overtime shall be equally distributed among employees in their respective departments as

is reasonably practical among those capable of performing the work to be done.

Section 6.

There shall be no pyramiding of premium time.

Section 7.

If an employee at CBH is called in to work overtime, the employee shall receive at least four (4) hours pay.

Section 8.

Compensatory time for employees may be instituted at the discretion of individual departments. If compensatory time is offered, such a policy will be consistent with the policy now applicable to white collar workers within the Prosecutor's office, attached hereto as Exhibit D. Once a compensatory time benefit is extended to employees, it shall not be discontinued unless negotiated by the parties.

Effective July 1, 2016, Juvenile Detention Officers shall have the option of receiving compensatory time for mandatory overtime (mandation) and training.

Section 9.

If mandatory overtime is offered to security guards and all available security guards are provided with a right of first refusal, then Sheriff's Officers may be used to fill any overtime post left open.

Section 10.

Overtime will be equally distributed amongst employees within the Department of Engineering and Public Works. All Division and Bureau employees will be included on an overtime master list to be posted within each Division or Bureau. The only exception to following the list is if the work to be done requires a special skill or if an emergency exists.

Section 11.

Juvenile Detention Center: The parties agree that the calling of mandatory overtime shall be done in reverse seniority basis and shall not start anew each month but will continually rotate through the list.

Section 12.

A mandatory overtime list shall be posted no later than 3 hours prior to end of shift. Any discipline meted out due to refusal to work a mandatory overtime assignment will remain in an employee's personnel file, but will not be used for purposes of further discipline after the employee has 18 months of a clean record regarding mandation issues.

ARTICLE 21

SHIFT DIFFERENTIAL

Section 1.

The Employer agrees to continue to pay shift premiums in the amounts and in accordance with the present practice.

The shift differential for LPNs and Senior LPNs employed at CBH is set forth in Exhibits A and E annexed hereto.

Section 2.

It is understood and agreed by and between the parties that only those employees actually working the second and third shifts shall receive the shift premiums hereinabove set forth.

Section 3.

Effective January 1, 2008, civilian posts working at the Jail shall receive a shift differential of \$.54 per hour for 4:00 PM-Midnight and Midnight-8:00 AM. There also shall be a

weekend differential of \$.56 per hour.

Effective January 1, 2009, civilian posts working at the Jail shall receive a shift differential of \$.55 per hour for 4:00 PM-Midnight and Midnight-8:00 AM. There also shall be a weekend differential of \$.58 per hour.

Effective January 1, 2010, civilian posts working at the Jail shall receive a shift differential of \$.55 per hour for 4:00 PM-Midnight and Midnight-8:00 AM. There also shall be a weekend differential of \$.58 per hour.

Effective January 1, 2011, civilian posts working at the Jail shall receive a shift differential of \$.57 per hour for 4:00 PM-Midnight and Midnight-8:00 AM. There also shall be a weekend differential of \$.59 per hour.

Section 4.

Effective June 1, 2008, Laundry, Dietary, Building Maintenance Workers and Security Guards shall receive a weekend differential of \$.56 per hour.

Effective January 1, 2009, Laundry, Dietary, Building Maintenance Workers and Security Guards shall receive a weekend differential of \$.58 per hour.

Effective January 1, 2010, Laundry, Dietary, Building Maintenance Workers and Security Guards shall receive a weekend differential of \$.58 per hour.

Effective January 1, 2011, Laundry, Dietary, Building Maintenance Workers and Security Guards shall receive a weekend differential of \$.59 per hour.

Effective January 1, 2015, Laundry, Dietary, Building Maintenance Workers, Security Guards and Building Service Workers shall receive a weekend differential of \$.59 per hour.

Section 5.

During the term of this Agreement, the County shall continue its policy that those

employees in the Division of Information Systems who work night shifts, shall receive a Ten Dollar (\$10.00) shift differential per week for working a full week's scheduled night shift.

Section 6.

Nursing Service Clerks will receive the same shift differential as Building Maintenance Workers at CBH.

ARTICLE 22

CALL IN PAY

Section 1.

An employee who is called in to do work in emergencies outside of his or her regular hours shall be guaranteed a minimum of four (4) hours' pay at said employee's prevailing rate of pay under the terms of this Agreement. The prevailing rate of pay shall be in accordance with the terms set forth in the Overtime Article of this Agreement. It is understood and agreed, however, that only time actually worked will be counted as hours worked per week for purposes of computing overtime.

Effective July 1, 2016, employees called in for emergencies shall be guaranteed 4 hours of overtime. Employees called in for emergencies may be required to stay the full 4 hours at the Supervisor's discretion

Section 2.

Employees who receive standby payment will continue to receive the sum of Three Dollar (\$3.00) per hour.

Section 3.

Call-In pay for snow emergencies shall begin from the time of call as long as employees arrive for work within one (1) hour of the call.

In such cases where an employee utilizes sick leave for rest following a snow emergency, use of such sick leave shall not be held against or used against an employee for purposes of determining sick leave abuse or for any other disciplinary reasons.

ARTICLE 23

JUVENILE DETENTION OFFICERS ON OVERNIGHT TRIPS

Juvenile Detention Officers escorting residents on overnight trips; shall be compensated as follows:

A. First Overnight:

Actual elapsed hours worked, at straight time starting from the time the JDO punches-in at the Center and ending when he/she arrives at the destination hotel and phones the Center. In addition to the actual hours worked, he/she will receive eight (8) hours at the overtime rate of pay.

B. Second Overnight:

For the second day, the JDO will receive eight (8) hours pay at straight time and eight (8) hours at the overtime rate of pay.

C. Regular Days Off

When the travel day is on the JDO's regular day off, apply A. above, and add one (1) compensatory day. If a second overnight is required, and the second day is also a regular day off, apply B., above, and add two (2) compensatory days. If the two days are split with one work day and one regular day off, one (1) compensatory day will be added.

ARTICLE 24

RETENTION OF EXISTING BENEFITS

Except as otherwise provided herein, all rights, privileges, and benefits which the employees have heretofore enjoyed and are presently enjoying, shall be maintained and continued by the County during the term of this Agreement. The personnel policies and personnel regulations currently in effect shall continue to be applicable, except as otherwise expressly provided herein.

ARTICLE 25

NON DISCRIMINATION AND EQUAL EMPLOYMENT

Section 1.

There shall be no discrimination, interference, or sanction by the County or any of its agents against the employees represented by the Association because of any membership or activity in the Association. The Association or any of its agents shall not intimidate or coerce employees into membership.

Section 2.

The County and the Association hereby agree to continue their practice of not discriminating against any employee or applicant for employment because of race, creed, color, national origin, age, sex, ancestry, religion, marital status, or liability for service in the Armed Forces of the United States in compliance with all applicable Federal and State Statutes, rules and regulations.

ARTICLE 26

LEAVE OF ABSENCE

Leave of absence without pay may be granted to permanent employees for good and substantial reasons such as education or maternity in accordance with the personnel policies of Union County. Requests for leave without pay must be submitted in writing by the employee to his or her Department Head.

Employees serving on leave of absence without pay under circumstances that qualify under The Family and Medical Leave Act of 1993 (FMLA) and the New Jersey Family Leave Act (NJFLA) will have such leave considered to be taken under and in accordance with the applicable provisions of the FMLA or the NJFLA with all current amendments. The County's Policy governing Family and Medical Leaves shall be incorporated as if set forth fully herein, attached hereto as Exhibit C.

While temporary employees may be granted a leave of absence without pay as herein provided in accordance with Civil Service Commission Rules and Regulations, the Employer shall not be responsible to hold a job for the said employee.

ARTICLE 27

WORK RELATED INJURY

If an employee is injured or becomes ill, arising out of and during the course of his employment, the following procedures shall be applicable:

Section 1.

- A. The employee shall notify his Department Head and the Personnel Office of the work related injury or illness.
- B. If the County's Workers Compensation insurance carrier does not dispute the

causal relationship between the employment and the injury or illness, the employee shall be paid his or her full pay up to the first ninety (90) calendar days following the date of the injury or illness and no charge shall be made to the employee's sick leave accumulation provided the employee turns over to the County any checks received for temporary disability benefits. If the employee receives an injury which has been deliberately inflicted on the employee by any person or persons arising out of the employee's employment, the ninety (90) day calendar period herein above shall be extended up to one hundred eighty (180) calendar days.

- C. After the first ninety (90) calendar days or one hundred eighty (180) calendar days, as the case may be, from the date of the injury or illness, as hereinabove defined, the employee shall have the option to charge his or her sick leave accumulation and receive full pay provided the employee turns over all Workers' Compensation temporary disability checks to the County or the employee shall have the option to retain all such Workers' Compensation checks and not receive any additional monies from the County. If the latter option is chosen, there shall be no charge to the employee's sick leave accumulation, and the employee shall be considered as on leave of absence without pay.
- D. If the County's Workers' Compensation insurance carrier disputes the causal relationship between the employment and the sickness or injury then, in that event, in order for an employee to receive any pay from the County he shall be obligated to charge his sick leave accumulation.
- E. If any employee is absent from work for seven (7) days or less, arising out of an

injury or illness, attributable to employment so that the employee is not entitled to receive temporary disability benefits the employee shall not have any charge made against sick leave accumulation so long as the employee substantially proves that the illness or injury arose out of his or her employment.

- F. The County shall provide transportation for the initial visit to a doctor's office or to a hospital for an employee at work who becomes sick or is injured, where such doctor or hospital visit is necessary and no other means of transportation is available.

Section 2. Modified or Light Duty

The County of Union has established a Modified and Light Duty Program in all departments for an employee who receives on-the-job injuries and who, after a medical examination, is determined to be able to perform these specific types of duties as temporary assignments. In certain instances, these assignments could involve "out-of-title" work for a temporary period not to exceed 260 working days or the equivalent of one year.

Modified or light duty assignments are made at the discretion of the employee's Department Head or Designated Agent. In all cases, efforts will be made to place an employee in a modified or light duty assignment status within an employee's own Department or Division. Preference will be given to assignments within an employee's classification, followed by assignments in other classifications.

If the employee and/or the employee's Supervisor feel that a modified or light duty assignment cannot be performed due to a medical reason related to the workers' compensation illness or injury, a medical reexamination will be scheduled. The examining physician will have the final decision on the employee's medical ability to perform a modified or light duty

assignment. If the employee and/or the employee's Supervisor feels that a non-medical circumstance exists which prevents an employee from placement in a modified or light duty assignment, the final decision on the employee's ability to perform the duty will rest with the employee's Department Head and the Risk Management Unit in the Personnel Division.

An employee assigned to a modified or light duty assignment will be considered to be working in a temporary assignment. The workdays and hours will conform to the position assigned in the respective area. Should an employee be assigned to work in another area, it will be the employee's responsibility to provide transportation to that work site. The employee will be compensated at the employee's regular rate while in the modified or light duty assignment and still accrue benefits and seniority accordingly.

Any time off taken while on modified or light duty will be charged accordingly (i.e., vacation, sick, personal business, etc.). If an employee requests a sick day due to the work-related injury while on modified or light duty, he or she must contact his or her Supervisor and the treating care facility immediately. The medical facility will reexamine the employee at that time to determine if there is any additional medical problem.

Should the examining physician determine that the current illness is work related, time off will be charged to workers' compensation. If the illness is not work related, the employee will be charged accordingly.

If an employee does not visit the care facility when required and scheduled, the absence will be charged to the employee's sick time and may be the subject of disciplinary action. Follow-up visits and/or other treatment, relative to the work related injury, will be scheduled early morning or late afternoon in order not to interfere with any employee's work schedule. Any time lost due to these appointments will *not* be charged against an employee's time.

ARTICLE 28

MEAL PAY

Section 1.

Employees who heretofore received meal money will continue to receive a meal allowance. Effective January 1, 2009, bargaining unit employees shall be entitled to receive a meal allowance of \$9.50 per meal when employees are held beyond their regular shift for three (3) or more hours, when they are called in on the same day for overtime and work five (5) or more hours, and when they are asked to work overtime on a Saturday or Sunday without advance notice, or on a "non-scheduled basis." Employees will be paid meal money for every five (5) consecutive hours of work.

Meal time for "scheduled" overtime shall also be provided. Scheduled overtime shall mean overtime for which an employee receives at least seven (7) days notice.

Section 2.

Effective January 1, 2006, full-time Juvenile Detention Officers shall receive \$375.00 per year for meal allowance. Juvenile Detention Officers required to work an overtime shift beyond their normal shift shall receive an additional \$1.35 per shift providing they work more than four (4) hours. This is the only section that is applicable to all Juvenile Detention Officers. Section one (1) of this article does not apply to Juvenile Detention Officers.

Section 3.

Security guards on the second and third shift shall be able to send one Guard out to purchase a meal.

ARTICLE 29

CLOTHING

Section 1.

Retroactive to January 1, 2005, the County shall provide an allowance of One Hundred Dollar (\$100.00) per annum towards the purchase of work shoes to employees who received such an allowance in 1994, except Institutional Attendants/Certified Nursing Assistants, and shall also provide that shoe allowance to Juvenile Detention Center Officers, Senior Juvenile Detention Center Officers and non-clerical staff in the Bureau of Voice and Print Communications.

Effective January 1, 2006, Department of Public Works employees (road paving and tree climbers) and all mechanics shall be reimbursed One Hundred Fifty Dollar (\$150.00) per annum towards the purchase of oil/slip resistance boots upon proof of such purchase with a receipt reflecting same.

Section 2.

Effective January 1, 2011, the County will no longer provide uniforms to employees currently receiving same in Juvenile Detention, Engineering, Facilities Management, Motor Vehicles, Public Works, and certain CBH employees. These employees shall receive the following clothing allowance payable in December of each calendar year, with the exception of Motor Vehicles which shall receive this allowance in March, inclusive of shoe allowance and applicable maintenance allowance as follows:

JDO and Sr. JDO	\$1125
CBH (housekeeping, food service, etc)	\$ 400
Engineering, Facilities	\$ 525
Public Works, & Motor Vehicles	\$ 575

These amounts shall be 50% for part-time employees.

Employees currently receiving uniform allowance shall have their allowance adjusted as follows for 2011:

Security Guards	\$1025
CNA/LPN – FT	\$ 440
LPN – PT	\$ 280
CNA - PT	\$ 190

It shall be the responsibility of each individual employee to report for work in the proper uniform attire as required by their respective Department Head. Failure to do so may subject the employee to the disciplinary process.

The County shall continue to provide required County logo patches, silk screening, and/or embroidery.

Section 3.

The County shall provide each Juvenile Detention Officer and Senior Juvenile Detention Officer with One Hundred Dollar (\$100.00) per year to cover the costs associated with the cleaning of uniforms, effective January 1, 1999.

Section 4.

The County shall provide all Security Guards and Maintenance employees with rain gear and boots. The nature and type of rain gear and boots shall be at the sole discretion of the County.

All employees receiving the aforesaid uniforms and/or jackets are required to wear and to properly maintain such uniforms and/or jackets.

It shall be the responsibility of each individual employee to report for work in the proper uniform attire as required by the Sheriff.

Section 5.

Effective January 1, 2009, the practice of providing two (2) uniforms per year at no cost to Nursing Services Clerks shall continue for the duration of this Agreement.

Employees will be reimbursed for irreparable damage to clothing or glasses which occurs on the job by a person or persons in the care or custody of the employee sustaining the damage. The maximum reimbursement for which the County will be responsible will not exceed Thirty Five Dollar (\$35.00) for clothing per incident and One Hundred Dollar (\$100.00) for glasses per incident.

Section 6.

The County agrees to pay 50% of the cost of prescription safety glasses, where necessary, one time during the contract term for each employee in Facilities Management, Motor Vehicles, Engineering, Public Works and the Sign Shop.

Section 7.

In order to rectify the parties' failure to include a clothing allowance for communication workers in the 2008-2011 CNA, communication workers shall receive a clothing allowance of \$575.00 retroactive to January 1, 2012. Payment of this uniform allowance shall be in accordance with the County's current practice of providing a clothing allowance to other bargaining unit members.

ARTICLE 30

HEALTH BENEFITS

Section 1.

The drug prescription benefits shall include.

	Co-Pay
Retail Generic (30 day supply)	\$5.00
Retail Preferred Brand (30 day supply)	\$25.00
Retail Non-Preferred (30 day supply)	\$50.00
Mail Order Generic (90 day supply)	\$5.00
Mail Order Preferred Brand (90 day supply)	\$30.00
Mail Order Non-Preferred (90 day supply)	\$60.00

Employees who receive fully paid retirement benefits under the 2008-2011 CNA shall be provided with the Medco Rx or an equivalent plan. The plan shall provide for free mail order prescriptions and 30% co-pay for retail. It is understood that in order to provide the Medco Rx plan, the base Health Plan will be converted from CIGNA ROAP7 to CIGNA ROAP3.

The prescription network known as "Medco" (CCN II Network) will be maintained.

Drug Plan Utilization Modifications:

- Enhanced Concurrent Drug Utilization Review (Refill too soon/stockpiling).
- Preferred Drug Step Therapy (Generic or Preferred Name Brand first) limited to PPI, SSR.I and Intranaseal steroid drugs.
- Clinical Intervention (Statement of medical necessity from MD) limited to Anti-Narcoleptic Agents, Weight Loss and Anti-Neoplastic Agents.

There shall be no flow through of prescription co-payments to the Major Medical portion

of the health insurance coverage.

Effective January 1, 2006:

- (a) Retail pharmacy purchases shall be limited to thirty (30) day increments.
- (b) Dispense As Written (DAW) Procedure: Physicians prescribing name brand drugs, when the generic equivalent is available, must justify the DAW to the pharmacy.
- (c) The County will provide sample forms for mail order prescriptions and will distribute them to unit members by mail.

Section 2.

During the term of this Agreement, the County shall continue to contribute the sum of One Hundred Dollar (\$100.00) per employee per year towards the cost of a Disability Plan that provides a weekly benefit of Three Hundred Dollar (\$300.00) for twenty-six weeks. The County shall pay the difference in cost associated with increasing the weekly disability benefit from Two Hundred Seventy Five Dollar (\$275.00) to Three Hundred Dollar (\$300.00).

Section 3.

The Dental Plan in effect for 1982 (herein the base plan) shall be continued during the term of this Agreement at the expense of the County.

Effective January 1, 2006, the annual cap on the employee only basic dental plan benefit level shall be increased to \$2,000.00.

Effective January 1, 2006, employees covered by this Agreement shall have the option to maintain the existing plan or obtain an improved dental plan, either single or family, that provides coverage on an 80/20 percent basis up to \$2,000.00. Employees shall also have an option to select coverage under the Health Plex Plan. Employees who opt for any of these

coverages shall pay the full cost difference that exceeds the Employer's cost of the base plan.

Effective January 1, 2017, the annual cap on the employee only basic dental plan shall be increased to \$2,500.00.

Section 4.

The Employer reserves the right to change or modify existing carrier or carriers that provide health benefits, disability benefits, dental benefits or drug prescription benefits at any time during the term of this Agreement, provided that the coverage is substantially similar to the coverage then in effect. The Employer will give reasonable notice to the Association of its intention to change any such carrier before implementation and will meet with representatives of the Association before implementation.

Section 5.

All existing cost containment and co-pay provisions applicable to the hospitalization insurance program shall be maintained, except as follows:

1. The Horizon PPO and Horizon Traditional Plans will be maintained for employees choosing said plan with their cost being the difference between the PPO or Traditional Plan premium, whichever is applicable, and the Direct Access premium in any given year.

2. Effective June 28, 2011, P.L. 2011, Chapter 78, governs the amount of employee contributions.

3. Effective July 1, 2013, out-of-network benefits shall be \$500.00 Single/ \$1,000.00 all others. The out-of-network reimbursement benefit shall be 150% of CMS (Medicare).

4. The emergency room co-pays shall be \$25.00 per visit (to be waived if admitted).

5. The Third Party Administrator (TPA) is eliminated and the County will no longer

reimburse employees for any out-of-network charges.

6. Effective July 1, 2015, the County implemented two (2) additional plans – a high deductible plan with a health savings account (HSA) and an exclusive provider organization (EPO) plan. Employees hired on or after June 30, 2016, shall be required to choose one of these two plans during the first two (2) years of employment. Following the completion of two (2) years of employment, the employee may select any of the County's other plans. All current employees may voluntarily select one of these plans during open enrollment. With regard to the HSA, the County agrees that it will contribute \$1,000.00 towards the deductible for single coverage and \$2,000.00 towards the deductible for family coverage for both current and new employees who elect the HAS.

7. Health Benefit Buy-Out Option: Effective January 1, 2006, the health benefit buy-out option shall be \$5,000.00 annually for employees covered by spouse plan (Family and Husband/Wife) who decline additional health coverage. Also, as of June 1, 2007, the Health Benefit Buyout for Single coverage from another source in the amount of \$1,800.00 shall be effective. Health Benefit Buyout options for Family, Husband/Wife, and Single Coverages shall continue to be offered for the duration of this Agreement. The buy-out will be payable in 26 installments over the next year. Employees opting-out shall retain the right to re-enter the County Health Benefit Plan on a monthly basis. Upon re-entering the plan, payments for opting-out shall cease; this benefit shall be discontinued if the County becomes self-insured. In order to be eligible for the health-benefit opt-out payment, an employee must opt out of both health and prescription coverage.

8. In the event the County negotiates an agreement with any other bargaining unit of County employees, providing any health benefit increase more advantageous to employees, the

County agrees to reopen negotiations with Council 8 regarding those health insurance benefits which are different from those in this Agreement.

Section 6.

Effective January 1, 2006, an eye care plan shall be implemented for employees only. The County will pay the full cost of the premium associated with this benefit for employees only. Employees may opt to include dependents in the plan, at the employee's expense, with a two (2) year enrollment duration.

Section 7.

The County agrees to continue a program of subsidization of health insurance costs for retirees who were represented by the Association under the terms of the labor contract with the County at the time of retirement. The conditions and requirements for retirees to receive the benefit of this subsidization program are set forth in Article 31B.

Section 8.

The County agrees to notify the Union President when a recommendation regarding any changes to or maintenance of health care providers is to be made by the Finance Committee to the Board of Chosen Freeholders. Such notice will be provided in sufficient time so the Union can review the recommendation before adoption by the full Freeholder Board.

ARTICLE 31A

HEALTH INSURANCE BENEFITS FOR RETIREES

(Employees hired prior to December 19, 2008)

Effective December 18, 2008, there shall be a health benefit plan for employees, covered by the recognition clause of the collective bargaining agreement, subject to the following terms and conditions.

Section 1. Eligibility

Employees must have been actively employed with the County of Union as of December 18, 2008, and must retire on either a disability pension, or retire having reached the age of 55 years and having 25 years or more of service with the County, or reach the age of 62 years or older with at least 15 years of service with the County. Employees who otherwise qualify for coverage but who retire before age 55, shall be entitled to receive coverage under this plan upon reaching age 55. This benefit will only be provided to those retirees meeting the eligibility requirements who do not have health insurance coverage provided hereunder, and eligible retirees shall cooperate in good faith with the County to verify that they are not eligible to receive such substantially equivalent or better health insurance coverage.

Section 2. Description

This benefit shall consist of coverage under the Horizon Direct Access Health Insurance Plan. Subject to the vested material rights of employees covered hereunder, the County reserves the right to change or modify the plan at any time so long as the modified plan provides substantially equivalent or better coverage to that in effect for the eligible members of the bargaining unit at the time of their retirement provided such coverage remains generally available in the insurance market at commercially reasonable rates.

Section 3 Future Employees

Employees hired after December 18, 2008, the date of approval by the Board of Chosen Freeholders, shall only be eligible for the health benefit subsidy as set forth in the Collective Bargaining Agreement.

Section 4. Cessation of Subsidy

Upon implementation of retiree health benefits provided in Sections 1 and 2 above the

County shall be obliged to pay the full cost of health insurance premiums for qualifying retirees hereunder. Those qualifying retirees shall not be eligible for or receive the subsidy provided in the Collective Bargaining Agreement.

Section 5. Health Benefit Buyout Option

Any retiree eligible to receive benefits or then receiving benefits as described above, with either Family or Husband/Wife coverage in any of the available health benefits plans, may voluntarily opt out of that plan providing their spouse has either Family or Husband/Wife coverage either through the County or through another employer. In return for opting out, the County shall pay to the eligible retiree the sum of \$5,000.00 annually, to be paid in quarterly installments over the next year. The \$5,000.00 sum shall be reduced to \$2,500.00 per annum upon the eligible retiree's reaching Medicare eligibility. The payments will be prorated if less than one year of the benefit is available. Eligible retirees opting out shall retain the right to re-enter the County's health benefit plan on a monthly basis. Upon re-entering the plan, payments for opting out shall cease. This benefit shall be discontinued if the County becomes self-insured.

ARTICLE 31B

HEALTH INSURANCE BENEFITS FOR RETIREES

(Employees hired on or after December 19, 2008)

Effective December 19, 2008, there shall be a health insurance subsidy plan for employees, covered by the recognition clause of the collective bargaining agreement, subject to the following terms and conditions:

Section 1. Eligibility

Employees must have been actively employed for the County of Union on or after December 19, 2008; and must retire on either a disability pension or after having reached the age

of 55 years and having 25 years or more of service with the County, or retire and reach the age of 62 years or older with at least 15 years of service where the retirement has been shown to the satisfaction of the employer to have been necessitated by medical illness or disability of the employee. Employees who otherwise qualify for coverage but who retire before age 55 shall be entitled to receive coverage under this plan upon reaching age 55. This benefit will only be provided to those retirees meeting the eligibility requirements who do not have health insurance coverage from another source, and eligible retiree shall cooperate in good faith with the County to verify that no other source of health insurance is provided for them.

Section 2. Description

This benefit shall be applied to the Health Insurance Plan which is provided to members of the bargaining unit. The County reserves the right to change or modify plans at any time so long as the modified plan provides substantially similar coverage to that in effect for members of the bargaining unit.

Section 3 Subsidy

Upon implementation of this benefit, the County shall be obliged to subsidize the cost of health insurance premiums for qualifying retirees, as follows:

<u>Category</u>	<u>County's Subsidy</u>
Single, Under 65	\$189.67 per month
Single, Over 65	\$138.39 per month
H/W Under 65 P/C Retiree Family Under 65	\$540.58 per month
H/W Over 65	\$276.77 per month
H/W Retiree Over 65 H/W Spouse Over 65	\$276.77 per month

Family Over 65	\$442.88 per month
Family Retiree Over 65 Family Spouse Over 65	\$477.85 per month
P/C Retiree Over 65	\$338.69 per month

The remaining costs of the County's Hospital Insurance Plan shall be borne by the retiree.

Section 4. Modification

In the event that the amount of the County's contribution is subsequently reduced or even eliminated, the change in practice shall apply to those persons already retired. Similarly, in the event that the Hospital Insurance Plan is changed or modified in any way, the new plan shall apply to the retirees.

ARTICLE 32

DURATION

This Agreement shall be in effect from January 1, 2015 through December 31, 2017.

If either party desires to change this Agreement, it shall notify the other party in writing at least sixty (60) days before the expiration date of this Agreement. If notice is not given as herein required, this Agreement will automatically be renewed for another year.

ARTICLE 33

EDUCATION

During the term of this Agreement, the County shall continue its policy that all journeymen and craftsmen who take a course germane to their employment with the approval of the Department Head shall receive a tuition reimbursement provided they receive a passing grade in the course of approval.

Nothing set forth herein shall affect the existing practice whereby employees, from time to time, are requested by the Employer to take certain courses at the Employer's expense.

Nothing set forth herein shall affect the existing practice of in-service training whereby the Employer, from time to time, provides seminars and workshops. The Employer agrees that insofar as possible it will furnish in-service programs to personnel on each shift rather than have personnel report off-duty for those programs.

Effective January 1, 2001, Institutional Attendants/Certified Nursing Assistants employed at CBH shall be afforded the same educational benefits as set forth in the LPN Agreement annexed hereto as Exhibit A. CNA re-certification shall be paid directly to the vendor, provided said vendor is willing to follow the County voucher process.

Effective January 1, 2006, an Eight Thousand Dollar (\$8,000.00) educational fund for job related training shall be established in the Department of Administrative Services.

Effective January 1, 2009, one (1) Certified Nursing Services Clerk per year will be selected by CBH Administration to attend the annual NAHUC Convention, subject to the County EPEC approval process. The County will grant paid leave for attendance and provide reimbursement to the employee for the cost of registration.

ARTICLE 34

LABOR MANAGEMENT COMMITTEE

Section 1.

The County and the Association agree to form a Labor Management Committee for the purpose of discussing mutual concerns. The Committee shall meet four times a year, dates to be mutually agreed upon. The Committee shall consist of six members, three of whom are to be designated by the County Manager and three of whom are to be designated by the President of

the Association. The County and the Association shall each submit an agenda of items to be discussed at any such meeting one week in advance to the County Manager and the President of the Association. It is expressly recognized that this Committee shall not have any authority to modify or amend the terms and conditions of the parties' collective negotiations agreement and shall act solely as an advisory body.

Section 2.

Seniority lists of employees covered by this Agreement will be made available to the Association upon reasonable request.

The County will make every effort to provide each employee with a balance of compensatory time, sick time, etc., on a quarterly basis.

If possible, the County agrees to provide a printout demonstrating the difference between full members and agency shop fee payers.

The County agrees to provide the Union with any memos or official documents affecting the terms and conditions of employment for Union employees at least seven (7) days before implementation.

Section 3.

Effective January 1, 2009, the County agrees to pay the Union One Thousand Seven Hundred Dollar (\$1,700.00) per year to cover mailing expenses in lieu of union notifications via paychecks. The Union shall not use inter-office mail for Union business.

Section 4.

The parties agree to form a non-binding committee to review and make recommendations regarding titles and ranges.

Section 5.

Effective December 19, 2013, the Union agrees to provide the Director of the Juvenile Detention Center with a list of the names of juvenile detention officers designated to represent the union. The Union agrees to immediately provide the Director with an updated list whenever the names change.

ARTICLE 35

PUBLIC SAFETY TELECOMMUNICATORS

- A. Per diems shall be recognized under the contract.
- B. All full time employees shall have a regular shift and schedule consisting of 12 hour shifts (7 am to 7 pm and 7 pm to 7 am); 4 days on/4 days off, rotating through each 4 week cycle, to include 8 hours overtime pay every other 4 week cycle. Payment of this overtime shall be automatic except for compensatory time requests.
- C. Employees shall have the option to choose compensatory time in lieu of overtime for attendance at mandatory meetings or training sessions.
- D. All mandatory training not occurring during an employee's regularly scheduled shift shall be subject to the Overtime provisions of the Agreement.
- E. When working a holiday. Employees shall have the option to be paid or to take another day off in lieu of the holiday.
- F. Seniority: Employees shall be permitted to select vacations and shift (*day or night) by seniority. Management shall retain the right to assign employees a given shift in order to meet operational needs and balance experience on all shifts. Shift selection shall be done in October for the upcoming year. Vacation selection shall be done in November and December for the upcoming year. At this time, Employees must schedule at least 96 hours of vacation. Any

vacation not picked at that time and subsequently requested will be approved based on staffing needs.

G. A salary guide for Trainees and Telecommunicators is included in Exhibit E. Per Diem Telecommunicators will be paid between \$15 and \$20 an hour, depending upon experience.

ARTICLE 36

MISCELLANEOUS

Section 1.

Upon an employee's completion of fifteen (15) years of service with the County of Union, the Residency requirement shall be waived as to that employee.

Section 2.

The parties agree to adopt and incorporate by reference the current emergency closing policy promulgated by the County in accordance with Exhibit F attached hereto.

Section 3.

Employees working shifts in the jail shall be eligible for the same sick day incentive program as JDOs and CBH employees.

Section 4.

Employees will be granted four (4) hours of paid leave each year for use for cancer screening in accordance with the County Policy on Cancer Screening as set forth in Freeholder Resolution No. 1623A-99 as specified in Exhibit H of this contract.

Section 5.

Employees shall be permitted to take benefit time in hourly increments consistent with the Department's practice of granting such benefit time.

ARTICLE 37

SAVINGS CLAUSE

In the event that any federal or state legislation, governmental regulation or court decision cause invalidation of any Article or Section of this Agreement, all other Articles and Sections not so invalidated shall remain in full force and effect.

ARTICLE 38

FULLY-BARGAINED AGREEMENT

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargaining issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both at the time they negotiated or signed this Agreement.

IN WITNESS WHEREOF, the parties have caused the same to be executed by its respective officers or agents on this 26th day of January, 2016.

COUNTY OF UNION



Michael Yuska
Director, Administrative Services

1/24/17

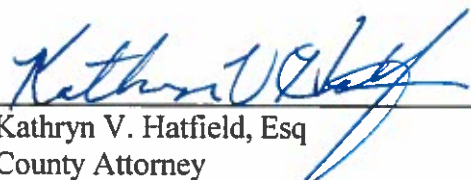
Date

By: 

Alfred Faella
County Manager

Date

APPROVED AS TO FORM:



Kathryn V. Hatfield, Esq
County Attorney

1/24/17

Date


By: 

James Pelletiere
Clerk of the Board

1/26/17

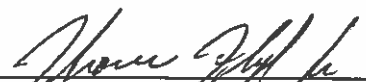
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UNION COUNCIL NO. 8, NEW JERSEY CIVIL SERVICE ASSOCIATION



Joe Salemme, Conventus, LLC
Labor Relations Consultant

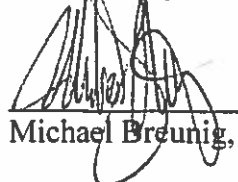
Date



Thomas Floyd, Jr., President

1/12/17

Date



Michael Breunig, Vice President

1/12/17

Date

EXHIBIT A

SPECIAL TERMS AND CONDITIONS OF EMPLOYMENT FOR LPNS AND SENIOR LPNS EMPLOYED AT CORNERSTONE BEHAVIORAL HEALTH HOSPITAL

Notwithstanding anything to the contrary in the parties' collective negotiations agreement, the parties agree that the following terms and conditions shall be implemented and be applicable to bargaining unit employees employed in the titles of LPN and Senior LPN at Cornerstone Behavioral Health. The terms and conditions of the parties' collective bargaining agreement for the period January 1, 1998 through December 31, 2000 are incorporated herein by reference, unless inconsistent with the terms hereinafter set forth.

WAGES

Effective January 1, 2001, LPNs and Senior LPNs will be paid in accordance with the salary schedule attached hereto as Exhibit E.

Effective January 1, 2009, the County will cover the cost of 2 year license renewal for LPN's.

SENIOR LPN DIFFERENTIAL

The Senior LPN differential shall remain at the current amount of \$1,071.00 for the duration of this Agreement.

CHARGE PAY

Effective June 1, 2001, for the duration of this Agreement, take charge pay for LPNs and Senior LPNs shall be \$11.25 per shift for each shift that they are required by the Employer to perform functions normally assigned to a "Head Nurse". This take charge pay is in addition to the normal pay received by the LPN and Senior LPN.

SHIFT HOURS

Effective May 28, 1989, the Employer may in its sole discretion implement the following shift hours:

7:00 a.m. - 3:15 p.m. -- 3:00 p.m. - 11:15 p.m. -- 11:00 P.M. - 7:15 a.m.

SHIFT DIFFERENTIAL

The Employer shall continue to pay shift differentials as illustrated in exhibit "E".

WEEKEND DIFFERENTIAL

The Employer shall continue to pay a weekend differential in the amount of \$3.23 per hour.

LUNCH PERIOD

Upon the effectuation of the change in shift hours as hereinabove set forth, the lunch period shall be increased from the present 30 minutes to 45 minutes. The lunch period shall be duty-free.

FINDERS FEE

During the term of this Agreement, LPNs and Senior LPNs who refer to Cornerstone Behavioral Health an RN or an LPN for employment shall continue to be entitled to receive upon the hiring and continued employment of such referred RN or LPN for a period of at least six consecutive months the following finders fee:

\$300 for a full-time RN

\$200 for a full-time LPN

To be entitled to the finders fee, the referring LPN or Senior LPN must advise both the potential employee and the nurse recruiter of the referral. The referred employee must set forth the name of the referring LPN or Senior LPN in the written employment application.

UNIFORM ALLOWANCE

Effective January 1, 2009, LPNs and Senior LPNs shall be entitled to a uniform allowance of \$390.00 for Full-Time Employees and \$255.00 for Part-Time Employees. This uniform allowance shall remain at the same rate for 2010, and increase by \$50.00 for 2011 for FT employees and \$25.00 for PT employees.

The uniforms are to be within a dress code established by the Administration of Cornerstone Behavioral Health.

The uniform allowance shall be a reimbursement to the employee and shall be paid in a lump sum. No voucher will be needed.

ATTENDANCE BONUS

LPNs, Senior LPNs, as well as CNAs, Institutional Attendants, Dietary, Laundry, Housekeepers and Nursing Services Clerks shall receive one day off with pay per quarter for perfect attendance during that quarter (no absenteeism/call-outs or lateness, with acceptable Time-Card Swiping Routines). An additional day off with pay will be provided to employees with perfect attendance throughout the whole year. Part-time employees shall receive a prorated attendance bonus. This program shall be on a calendar year basis. Instances where an employee calls-out for the day and later requests to change the sick day to another benefit day will not be eligible for an Attendance Bonus. Un-Acceptable Time-Card Swiping Routines shall be defined as any employee who neglects to swipe his/her time card in and/or out 6 times within one quarter; such instances shall be documented during daily payroll procedures. It is the right of CBH management to provide an exception for non-swiping in cases including but not limited to Time clock power failure, new employees who did not receive an ID-badge, Lost ID-badges unable to be replaced due to delays in picture taking unrelated to employee-initiated delays etc.

Employees shall continue to report to the Nursing Office every time they are without their employee ID/Time Card to be “signed in” to facilitate proper documentation for payroll purposes.

FLEX TIME

Effective January 1, 1990, the Employer may develop flexible work schedules within a 37-1/2 hour work week to accommodate the needs of the Employer and individual LPNs and Senior LPNS, provided there is consent of the employee and the Association.

EDUCATION

During the term of this Agreement, the County will continue to cover the cost of tuition, when LPNs, Senior LPNs, CNAs and Institutional Attendants are enrolled in a program leading to an RN license to a maximum of \$2,000.00 per employee per year. The employee must complete one year of service with Cornerstone Behavioral Health to become eligible for this benefit. The employee must maintain a passing grade as required by the course of study at the involved school. The school is to be approved by the Administration of Cornerstone Behavioral Health from amongst accredited schools. Such approval shall not be arbitrarily denied. Tuition reimbursement shall be paid upon completion of the semester, and presentation of the original transcript with passing grade and original receipt of payment. Prior to any reimbursement, the employee is to execute a written tuition reimbursement agreement. Provisions of the agreement will consist of the following:

- (a) After graduation, the employee will provide a written application to request to change job positions.
- (b) Provide a current NJ RN license for verification.
- (c) Attend a scheduled interview for open RN positions available for shift/unit

determined by staffing needs.

- (d) Applicants will be selected based upon interview, demonstrated performance and the availability of open positions.
- (e) Selected applicants will agree to work for Cornerstone Behavioral Health year for year on the shift/unit determined by the staffing needs of the department.
- (f) If the employee breaches the agreement, the employee is to repay the County on a proportional basis with interest a prime rate during a mutually agreed timeframe between Finance and the employee.
- (g) Employees who do not pass the NJ State Nursing Boards and do not receive a license following the completion of school will also be required to repay the County.
- (h) Employees must take the NJ State Boards and pass within a 6 month time period following the completion of school or will be required to repay the County.

Once the tuition agreement is signed, reimbursement shall begin with the following semester. Alternative work schedules to accommodate school attendance will be granted on the basis of staffing needs of the department. The employee must request an alternative work schedule in writing, providing documentation to support the request with beginning and ending dates, within a minimum of 30 days prior to the requested start date. The employee will receive a response in writing documenting the decision.

LPN Seminars for Continuing Education Units: The County will provide up to a maximum of \$300.00 per year per full-time LPN's and up to a maximum of \$200.00 per year for part-time LPN's for this purpose.

BANKING OF HOLIDAYS

Effective June 1, 2001, during the term of this Agreement, LPNs and Senior LPNs will continue to have the option of banking holidays in lieu of pay where the holiday is worked. There shall be no annual carry-over except for Christmas which may be carried over to February 1 of the following year.

Effective June 1, 2001, LPNs and Institutional Attendants at Cornerstone Behavioral Health shall be permitted to bank and carry a minimum of three (3) holidays into the next calendar year. In addition, they may take their Holidays up to 30 days in advance of the Holiday. All Holidays shall be paid at straight time.

PER DIEM STAFF

Effective December 19, 2013, the hospital shall be permitted to hire per diem staff including CNA/IA and LPNs, at an hourly rate with no benefits for weekend coverage.

DONATED LEAVE TIME

When an employee is on a leave of absence and using donated leave time for more than three months, the hospital shall have the right to hire a replacement for that employee on a temporary basis.

EXHIBIT B

**COUNTY OF UNION
UNUSED SICK LEAVE PAYMENT REGULATIONS**

1. EFFECT ON OTHER RETIREMENT BENEFITS:

The lump sum supplemental compensation provided herein for accumulated sick days shall in no way affect, increase or decrease any pension or retirement benefits to such retired employee under any other statute.

2. LIMITATIONS:

- a) no employee who elects a deferred retirement benefit shall be eligible.
- b) an individual may defer his request for lump sum payment but it must be submitted within one year of the effective date of any retirement.

3. ELIGIBILITY:

An employee must retire with at least twenty-five (25) years of service solely with the Employer and must be at least age 55, and must have at least one hundred (100) accumulated sick days to his or her credit upon effective date of retirement to be eligible for this benefit.

4. DEATH OF AN EMPLOYEE:

In the event of an employee's death within one year after the effective date of retirement but before payment of the lump sum is made, the payment of the lump sum shall be made to the employee's estate. It should be noted that retirement is contingent upon the employee surviving 30 days after the effective date of retirement.

5. DISABILITY RETIREMENT:

County employees who retire as a result of an accidental or ordinary disability retirement,

and who meet all of their applicable regulations will be considered eligible for lump sum sick leave reimbursement upon retirement for unused sick leave. If such employees receive lump sum payment and subsequently reenter County employment, they will not be eligible to have their unused sick leave reinstated to their records. Employees re-entering County Service subsequent to an accidental or ordinary disability retirement will begin earning sick leave in a manner similar to a newly hired employee.

6. RETURN TO SERVICE AFTER RETIREMENT:

Any employee who has or shall retire on age and service and who subsequently re-enters County employment will be considered to have incurred a break in service.

7. LEAVE WITHOUT PAY:

In determining an individual's eligibility, leave without pay shall not be counted towards the requirement of 25 years service with the County; prior service with other governmental entities shall also not be counted toward the requirement of 25 years service with the County.

8. COMPUTATION:

a) Sick leave credit shall be computed from the date of employment; or if a break in service has occurred, only from the date of return to employment following the break in service except that an employee who has or shall incur a break in service as a result of separation due to lay-off shall be credited with sick leave accrued before separation and after return to employment.

b) The amount shall be computed at the rate of 1/2 the employee's daily rate of pay for each day of earned and unused accumulated sick leave at the effective date of retirement based upon the average annual compensation received during the last full year

of the employee's active employment prior to the effective date of retirement. Overtime, shift, differential, stipends or other supplemental pay shall not be included in the computation.

c) Effective June 1, 2001, payment for unused accumulated sick leave shall be according to the following schedule:

100-200 accumulated sick days – 50% of the daily rate, maximum of \$10,000

201-300 accumulated sick days – 60% of the daily rate, maximum of \$12,500

301-400 accumulated sick days – 70% of the daily rate, maximum of \$15,000

over 401 accumulated sick days – 80% of the daily rate, maximum of \$18,000

d) In computing the total amount of unused accumulated sick leave pay due, periods of leave of absence without pay shall be excluded in the computation.

e) The lump sum supplemental compensation payment shall be made within 60 days after the date of retirement, if possible.

f) A retiree must be officially off the County's payroll at the time of payment.

9. GENERAL PROCEDURES:

a) An employee who is about to retire should follow the regular procedures concerning retirement. When the employee receives a copy of the official notice of retirement approval issued by the approved pension board or authority, the employee may file a request with the County Personnel Office requesting the supplemental lump sum payment. Those employees who qualify and retire during calendar year 1986 will receive their supplemental payment no later than September 1, 1987, if elected by the employee. Those employees who qualify and retire during calendar year 1987 and thereafter, will receive their supplemental payment 60 days thereafter retirement, if elected by the

employee.

10. EMPLOYEES NOT IN THE CLASSIFIED SERVICE:

a) The eligibility of an employee will be determined by such class title held at any time during the employee's employment with the County of Union. Eligibility of class title will not be approved unless the following standards and guidelines have been adhered to:

- 1) Sick leave days were earned by all employees within that class title on the basis of one working day per month during the remainder of the first calendar year of employment after initial appointment and 15 working days per calendar year thereafter.
- 2) Proof of need of sick leave usage was required when sick leave exceeded at least five consecutive days or a total of 10 days within one calendar year.
- 3) Sick leave was not advanced against anticipated sick leave to be earned in the next or future calendar years.
- 4) Sick leave or some other earned leave was charged for all compensable days when the employee was not working.
- 5) All sick leave was reportable and reported accordingly.
- 6) The time-keeping-procedure required certification of the accuracy of the employees pay time.
- 7) Sick leave records for each employee were maintained from the original date of appointment at one or more central points under the jurisdiction of the appointing authority with proper security and verification for use and

accrual.

- 8) All records are available for inspection.
- 9) Where other types of leave with pay or holidays or days off with pay were granted which were in excess of leave provided to classified employees, a detailed explanation of the character and extent of such practices shall be provided.

EXHIBIT C
POLICY GOVERNING FAMILY AND MEDICAL LEAVES

THE COUNTY OF UNION
FAMILY LEAVE AND MEDICAL
LEAVE ACT POLICY

- I. STATEMENT OF PURPOSE:** It is the policy of the County of Union to protect and to promote the stability and economic security of families by providing family and medical leaves of absence to eligible employees. The Family and Medical Leave Act of 1993, 29 U.S.C. §2611 et seq., (the “FMLA”) and the New Jersey Family Leave Act, N.J.S.A. 34:1113-1 et seq. (the “FLA”) provide that eligible employees may take an unpaid leave of absence due to certain qualifying events. All requests for a family or medical leave of absence under either the FMLA or the FLA or both are subject to this policy.
- II. SCOPE AND EFFECTIVE DATE:** This policy applies to all Union County employees who have worked for the County for at least 12 consecutive months and applies to all applications for a family or medical leave of absence made on or after the date of adoption. Employees who have not been employed by the County for at least 12 consecutive months are not eligible for family or medical leave.
- III. ELIGIBILITY AND QUALIFYING EVENTS:** You must be an eligible employee (employed by the County for at least 12 consecutive months), have worked a sufficient number of hours, and request to take a leave of absence because of one or more of the qualifying events described below. Generally, temporary and provisional employees will not be eligible for family or medical leave because they will not have completed 12 months of employment or will not have worked a sufficient number of hours in the prior 12 month period.

<u>REASON FOR LEAVE</u> (Qualifying Events)	<u>ELIGIBILITY REQUIREMENTS</u>	<u>STATUTE</u>
<p align="center">MEDICAL LEAVE</p> <p>Your own serious health condition that prevents you from performing the essential functions of your job.</p>	<p>You must be employed by the County for at least 12 consecutive months and have worked at least 1250 hours during the 12 months immediately prior to starting your leave.</p>	<p align="center">Family and Medical Leave Act ("FMLA")</p>
<p>FAMILY LEAVE ¹</p> <p>1. The birth of your child.</p> <p>2. The placement of a child with you for adoption or foster care.</p> <p>3. To care for a spouse, parent or dependent child who has a serious health condition that leaves them unable to work or attend school.</p>	<p>You must be employed by the County for at least 12 consecutive months and have worked at least 1250 hours (FMLA) or 1000 hours (FLA) during the 12 months immediately prior to starting your leave.</p>	<p align="center">Family and Medical Leave Act ("FMLA") and Family Leave Act ("FLA")</p>
<p>FAMILY LEAVE ²</p> <p>To care for a parent in-law who has a serious health condition that leaves them unable to work or attend school.</p>	<p>You must be employed by the County for at least 12 consecutive months and have worked at least 1000 hours during the 12 months immediately prior to starting your leave.</p>	<p align="center">Family Leave Act ("FLA")</p>

¹ Leave taken for the birth, adoption or placement of a child in foster care may only be taken within 12 months of the birth, adoption or placement. Under the FMLA, leave must be completed within the first twelve months, whereas, under the FLA, leave must start within the first twelve months following birth, adoption or foster care placement.

² Leave to care for a parent in-law is available only under the FLA.

IV. DURATION OF LEAVE: Employees can take up to 12 weeks of either family or medical leave, or a combination of each, in any 12 month period. Under the FMLA, eligible employees with qualifying circumstances can take up to 12 weeks of either family or medical leave or some of each, in any 12 month period. Under the FLA, eligible employees with qualifying circumstances can take up to 12 weeks of family leave in any 24 month period. Family leave will run simultaneously under both laws, so employees can take no more than a maximum of 12 weeks of family leave in any twelve month period. Because the FLA does not include medical leave, use of medical leave under the FMLA will not impact the right to take family leave under the FLA.

The 12 month (FMLA) or 24 month (FLA) period begins as of the first day of leave and continues forward for 12 or 24 months. For example, if an employee took 4 weeks of medical leave starting on June 1, 2000, he/she could take up to an additional 8 weeks of medical leave during the remainder of the 12 months through May 31, 2001.

V. DEFINITION OF “SERIOUS HEALTH CONDITION”: A “serious health condition” is defined as an illness, injury, impairment or physical or mental condition that leaves the individual unable to perform the essential functions of his/her job (or leaves a child unable to attend school) and involves one of the following:

- Hospital Care - inpatient care (e.g., overnight stay) in a hospital or other medical care facility including any period of incapacity or treatment in connection with the inpatient care;
- Absence Plus Treatment - a period of incapacity of more than three consecutive calendar days that involves either treatment two or more times by a health care provider or treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment, such as physical therapy or a medication regimen;
- Pregnancy- any period of incapacity due to pregnancy or for prenatal care;
- Chronic Conditions Requiring Treatment - a chronic condition which requires periodic visits for treatment by a health care provider that continues over an extended period and may cause episodic periods of incapacity, such as asthma, diabetes, epilepsy or clinical depression;

- Permanent Long-Term Condition Requiring Supervision - a period of incapacity which is permanent or long-term for which treatment may not be effective, such as strokes or terminal cancer; or
- Multiple Treatments (Non-Chronic Conditions) - a period of absence to receive multiple treatments from a health care provider for restorative surgery after an accident or injury, such as chemotherapy for cancer or dialysis for kidney disease.

“Serious health condition” may include treatment for substance abuse but does not include absences due to an employee’s use or abuse of alcohol or other controlled substances.

“Serious health condition” does not include routine physical, eye, or dental examinations.

VI. ADVANCE NOTICE: In all cases, an employee requesting a family or medical leave must complete a Request for Leave of Absence form, which should be submitted to the County Human Resources Department at least 30 days before the date you want to start your leave. If the need for the leave of absence is unforeseeable (such as a medical emergency), you must notify the County Human Resources Department as soon as possible. If you do not complete and submit the required forms or if you fail to give advanced notice, the County may deny your leave request or delay the commencement of the leave. Any employee who takes a leave of absence without authorization may be considered to have voluntarily quit his/her job through job abandonment.

The County will respond in writing to all requests for leave by completing the Response to Request for Leave of Absence form.

VII. HOW LEAVE MAY BE TAKEN: Generally, leave is taken in consecutive days and/or weeks. Under certain circumstances, however, leave may be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying event, such as taking off a ½ day every Thursday to receive chemotherapy

treatments. A reduced leave schedule is a leave schedule that reduces your usual number of working hours per workweek or per workday, such as changing from a full time to a part-time schedule to care for a child recovering from surgery.

If a leave of absence is requested due to the birth or adoption of a child, intermittent or reduced leave only can be taken with the approval of your Department Head. If a leave is requested due to the serious health condition of the employee or an immediate family member, intermittent or reduced leave will be approved only if a health care provider states that the leave is medically necessary, meaning that the proposed intermittent or reduced leave schedule is the best way to accommodate the particular medical condition. Employees requesting an intermittent or reduced leave of absence for a planned medical treatment must work cooperatively with their supervisor and make efforts to schedule the leave and any corresponding treatment to minimize the disruption to County operations.

VIII. MEDICAL CERTIFICATION: If you are requesting a Leave of Absence due to your own serious health condition or the serious health condition of your spouse, parent, parent-in-law, or child, you must submit a Medical Certification form completed and signed by a health care provider. If you do not submit the Medical Certification Form prior to starting a foreseeable leave (or as soon as possible after starting an unforeseen leave), the County will delay or deny the leave. The County may require periodic recertifications from the health care provider. The County also may require, at its own expense, that you submit to a medical examination by a health care provider designated by the County concerning the information stated in the Medical Certification.

IX. SUBSTITUTION OF PAID LEAVE: Under the FMLA and the FLA, leaves of absence are unpaid. In order to assist employees and provide a level of financial security, the

County will pay accrued, unused sick time to employees absent on a medical leave or a family leave to care for an immediate family member, starting from the first day of absence and continuing until either the employee returns or exhausts his/her sick leave benefits. In addition, employees may choose to be paid for their accrued vacation and personal/religious leave following exhaustion of sick leave benefits (or at the start of leave when sick leave benefits are exhausted or not available, such as family leave for birth or adoption).

Once all time off benefits are exhausted, leave will be unpaid. Employees on medical leave for their own serious health condition, however, may be eligible for temporary disability benefits, if covered, or workers' compensation (depending on the cause of the serious health condition). Temporary disability benefits and workers' compensation are not available to employees absent on family leave.

Employees do not earn/accrue additional sick leave, personal time and vacation time during an unpaid family or medical leave. If, prior to your leave, you used more paid time off than you accrued as of that time, your negative balance will remain until after you return from your leave and again begin accruing time off benefits. The first benefits you accrue upon return from leave will be credited against your negative balance. Once you pay back any excess vacation or sick time, you will resume accruing sick and vacation time benefits. For example, if you used 12 sick days prior to starting a medical leave of absence, but had only 10 days available (including sick days earned that year and accrued from prior years), you will not be paid for any sick days and will not earn any additional sick days during your medical leave. The first two sick days you earn upon returning from medical leave will be used to pay back the extra two days you took before starting your leave.

Employees will not be paid for holidays occurring during a family or medical leave of

absence.

X. CONTINUATION OF BENEFITS: During family or medical leave, the County will continue your group health care benefits at the level and under the conditions that coverage was provided prior to you starting your leave, subject to any benefit changes affecting other employees in similar positions. This means that to the extent you contribute to the cost of your health insurance, you must make arrangements and make timely payment of your share of the premium cost while on leave. If you fail to make timely payments, your health care benefits may be terminated.

Seniority rights will accrue for up to twelve weeks of family leave and/or medical leave, provided you return to work for the County at the scheduled end of the leave. If you do not return, seniority accruals will stop as of your last day of active (paid) employment prior to starting leave.

XI. SPOUSES EMPLOYED BY THE COUNTY: If a husband and wife are both employed by the County in the same department, family leave due to the birth or adoption of a child or to care for a parent with a serious health condition, will be limited to a total of 12 weeks between them. The 12 weeks can be taken entirely by either spouse or split between the two spouses.

XII. RETURN FROM LEAVE: Employees are expected to return to work on their scheduled return to work date. If you need to extend your leave you must submit a written request to your supervisor or the County Division of Personnel Management at least 7 calendar days before your scheduled return to work date. Employees should use a Request for Leave of Absence form to request an extension.

If you wish to return to work prior to the expiration of your approved leave, you must

give written notice at least 5 working days prior to your planned return, by submitting a Notice of Intention to Return from Leave form to your supervisor or the County Division of Personnel Management. Before permitting employees to return to work following a medical leave of absence due to their own serious health condition, the County may require that you provide a certificate from your treating health care provider. The certificate must state that you are able to resume working without restrictions or must list any restrictions your health care provider finds relative to your ability to perform the essential functions of the position. If you do not return to work at the expiration of an approved leave, you will be considered to have voluntarily resigned your employment with the County.

XIII. RESTORATION TO POSITION: For most employees, when you return from leave, you will be restored to your prior position. If that position was filled during your leave, you will be assigned to an equivalent job, with equivalent pay, benefits, status, and other terms and conditions of employment. If the position was eliminated during your leave and you would have been laid off had you been working, then you will not be eligible for reinstatement upon completion of your leave of absence.

An additional exception exists for certain “key” employees of the County who may not be guaranteed reinstatement if their absence will cause grievous economic harm to the County. Under the FMLA, you are a “key” employee if you are among the highest paid 10% of County employees. Under the FLA, you are a “key” employee if you are among the highest paid 5% of County employees. If you are a “key” employee, the County will notify you of that fact at the time you request leave.

XIV. COORDINATION OF FMLA AND FLA LEAVES: If your leave qualifies under both the FMLA and the FLA, the leave will run simultaneously under both laws. Family leave

due to the birth or adoption of a child or to care for a parent, child or spouse with a serious medical condition will be limited to 12 weeks because the time off will qualify simultaneously as both FMLA and FLA family leave. Employees should speak to a Human Resources representative to understand how much leave they are eligible to request.

XV. OUTSIDE EMPLOYMENT: Employees are prohibited from accepting new full time employment while absent on an approved family or medical leave of absence. This requirement does not preclude an employee who had a full time job outside of the County prior to starting his/her leave of absence from continuing that employment.

XVI. NON-RETALIATION: No employee will be subject to retaliation or any negative employment action as a result of requesting family or medical leave under this policy or as a result of testifying or reporting any actual violation of this policy or the law.

EXHIBIT D

**SIDE LETTER AGREEMENT
COMPENSATORY TIME/PROSECUTOR'S CLERICAL EMPLOYEES**

By and Between the County of Union (hereinafter the "County") and Union Council No. 8, New Jersey Civil Service Association (hereinafter "Council"), dated this 25th day of November, 2003.

Whereas, the County and Council 8 are parties to a duly executed collective negotiations agreement for the period of January 1, 2001 through December 31, 2004 (hereinafter the "Agreement"); and

Whereas, the parties mutually agreed to enter into negotiations regarding the utilization of compensatory time in lieu of overtime by the clerical employees in the County Prosecutors Office; and

Whereas, the parties did, in fact, enter into such negotiations and in good faith have reached an agreement as described below; and

Whereas, both parties agrees that this Sidebar Agreement will supplement the terms and conditions of employment set forth in the Agreement and that, where inconsistent with the Agreement, this Sidebar Agreement will be controlling; and

Whereas, both parties agree that the terms and conditions of this Sidebar Agreement shall be incorporated into the successor Agreement at such time as the full terms and conditions of the successor Agreement are mutually agreed to by the parties; and

Whereas, the parties agree and acknowledge that this Sidebar Agreement is made without prejudice or precedent to future collective negotiations between the parties;

Now, therefore, in consideration of the mutual promises and covenants contained herein, the

parties agree as follows:

Clerical employees in the County Prosecutor's Office may choose compensatory time in lieu of overtime providing that accumulated compensatory time does not exceed forty (40) hours per year and is approved by the employee's supervisor. Compensatory time must be utilized within the calendar year in which it is earned, except for compensatory time earned in the last quarter of the calendar year which may be utilized within the first quarter of the next calendar year. In the event that the compensatory time off cannot be scheduled, overtime will be paid.

EXHIBIT E

SALARY SCHEDULES

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
ACCOUNT CLERK AFTER 5/1/92 35	35.0	17	29,158	48,288	1,125	29,742	49,254	1,148	30,337	50,240	1,171
ACCOUNT CLERK AFTER 5/1/92 37.5	37.5	17	30,034	47,230	1,012	30,635	48,175	1,032	31,248	49,139	1,052
ACCOUNT CLERK AFTER 5/1/92 40	40.0	16	31,293	49,802	1,157	31,919	50,799	1,180	32,558	51,815	1,204
ACCOUNT CLERK PRIOR 5/1/92 35	35.0	16	32,257	48,056	987	32,903	49,018	1,007	33,562	49,999	1,027
ACCOUNT CLERK PRIOR 5/1/92 37.5	37.5	15	33,131	47,984	990	33,794	48,944	1,010	34,470	49,923	1,030
ACCOUNT CLERK PRIOR 5/1/92 40	40.0	15	34,391	49,532	1,009	35,079	50,523	1,030	35,781	51,534	1,050
ACCOUNTING ASSISTANT 35	35.0	16	32,524	48,372	991	33,175	49,340	1,010	33,839	50,327	1,031
ADMINISTRATIVE CLERK 35	35.0	16	38,560	57,452	1,181	39,332	58,602	1,204	40,119	59,775	1,229
ASSISTANT CHIEF CLERK (CO CLERK) 35	35.0	16	42,403	62,013	1,226	43,252	63,254	1,250	44,118	64,520	1,275
ASSISTANT COMMUNICATIONS TECHNICIAN 40	40.0	16	41,543	57,887	1,022	42,374	59,045	1,042	43,222	60,226	1,063
ASSISTANT HEAD COOK 37.5	37.5	15	34,282	49,771	1,033	34,968	50,767	1,053	35,668	51,783	1,074
ASSISTANT PAYROLL SUPERVISOR 35	35.0	16	39,599	55,766	1,010	40,391	56,882	1,031	41,199	58,020	1,051
ASSISTANT STOREKEEPER 37.5	37.5	13	38,236	58,250	1,540	39,001	59,415	1,570	39,782	60,604	1,602
ASSISTANT SUPERVISING BRIDGE REPAIRER / MASON 40	40.0	17	40,373	60,607	1,190	41,181	61,820	1,214	42,005	63,057	1,238
ASSISTANT SUPERVISING BRIDGE REPAIRER 40	40.0	16	39,376	59,423	1,253	40,164	60,612	1,278	40,968	61,825	1,304
ASSISTANT SUPERVISING CARPENTER 40	40.0	15	48,366	68,306	1,329	49,334	69,673	1,356	50,321	71,067	1,383
ASSISTANT SUPERVISING ELECTRICIAN 40	40.0	16	47,651	67,297	1,228	48,605	68,643	1,252	49,578	70,016	1,277
ASSISTANT SUPERVISING MAINTENANCE REPAIRER 40	40.0	14	45,950	64,221	1,305	46,869	65,506	1,331	47,807	66,817	1,358
ASSISTANT SUPERVISING MECHANIC 40	40.0	15	48,602	68,548	1,330	49,575	69,919	1,356	50,567	71,318	1,383
ASSISTANT SUPERVISING OMNIBUS OPERATOR 37.5	37.5	14	37,976	56,418	1,317	38,736	57,547	1,344	39,511	58,698	1,371
ASSISTANT SUPERVISING PAINTER 40	40.0	15	48,366	68,306	1,329	49,334	69,673	1,356	50,321	71,067	1,383
ASSISTANT SUPERVISOR ACCOUNTS 35	35.0	15	36,642	55,178	1,236	37,375	56,282	1,260	38,123	57,408	1,286
ASSISTANT SUPERVISOR BUILDING SERVICES 37.5	37.5	15	37,245	55,875	1,242	37,990	56,993	1,267	38,750	58,133	1,292
ASSISTANT SUPERVISOR BUILDING SERVICES 40	40.0	14	38,279	56,305	1,288	39,045	57,432	1,313	39,826	58,581	1,340
ASSISTANT SUPERVISOR TRAFFIC MAINTENANCE 40	40.0	16	39,376	59,423	1,253	40,164	60,612	1,278	40,968	61,825	1,304

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
BRIDGE CONSTRUCTION INSPECTOR 35	35.0	14	35,923	53,352	1,245	36,642	54,420	1,270	37,375	55,509	1,295
BRIDGE CONSTRUCTION INSPECTOR 40	40.0	15	43,963	63,062	1,273	44,843	64,324	1,299	45,740	65,611	1,325
BRIDGE OPERATOR 40	40.0	15	36,664	54,250	1,172	37,398	55,335	1,196	38,146	56,442	1,220
BRIDGE REPAIRER 40	40.0	16	37,183	56,874	1,231	37,927	58,012	1,255	38,686	59,173	1,280
BUILDING MAINTENANCE WORKER / ASST FOREMAN 37.5	37.5	13	34,083	51,013	1,302	34,765	52,034	1,328	35,461	53,075	1,355
BUILDING MAINTENANCE WORKER / SIGN MAKER PRIOR 1/1/03 40	40.0	14	39,175	57,373	1,300	39,959	58,521	1,326	40,759	59,692	1,352
BUILDING MAINTENANCE WORKER AFTER 5/1/92 40	40.0	17	33,186	52,058	1,110	33,850	53,100	1,132	34,527	54,162	1,155
BUILDING MAINTENANCE WORKER PRIOR 5/1/92 40	40.0	15	36,284	51,787	1,034	37,010	52,823	1,054	37,751	53,880	1,075
BUILDING SERVICE WORKER 40	40.0	15	32,358	47,246	993	33,006	48,191	1,012	33,667	49,155	1,033
BUYER 37.5	37.5	14	36,325	53,926	1,257	37,052	55,005	1,282	37,794	56,106	1,308
CARPENTER / CONSTRUCTION COORD 40	40.0	15	47,651	67,297	1,310	48,605	68,643	1,336	49,578	70,016	1,363
CARPENTER / LOCKSMITH 40	40.0	14	40,373	58,795	1,316	41,181	59,971	1,342	42,005	61,171	1,369
CARPENTER 37.5	37.5	14	36,918	54,644	1,266	37,657	55,737	1,291	38,411	56,852	1,317
CARPENTER 40	40.0	13	42,681	59,976	1,330	43,535	61,176	1,357	44,406	62,400	1,384
CARPENTERS HELPER 37.5	37.5	13	33,696	49,185	1,191	34,370	50,169	1,215	35,058	51,173	1,240
CARPENTERS HELPER 40	40.0	14	36,384	54,054	1,262	37,112	55,136	1,287	37,855	56,239	1,313
CASHIER 35	35.0	15	35,648	53,978	1,222	36,361	55,058	1,246	37,089	56,160	1,271
CHIEF CLERK 37.5	37.5	13	38,715	58,917	1,554	39,490	60,096	1,585	40,280	61,298	1,617
CHIEF COURT CLERK 35	35.0	15	43,472	61,587	1,208	44,342	62,819	1,232	45,229	64,076	1,256
CHIEF PROBATE CLERK 35	35.0	15	42,941	60,957	1,201	43,800	62,177	1,225	44,676	63,421	1,250
CHILDRENS SUPERVISOR 40	40.0	15	35,672	51,058	1,026	36,386	52,080	1,046	37,114	53,122	1,067
CLERK 1 AFTER 5/1/92 35	35.0	15	28,759	47,812	1,270	29,335	48,769	1,296	29,922	49,745	1,322
CLERK 1 AFTER 5/1/92 37.5	37.5	17	29,348	46,430	1,005	29,935	47,359	1,025	30,534	48,307	1,045
CLERK 1 AFTER 5/1/92 40	40.0	15	30,894	49,329	1,229	31,512	50,316	1,254	32,143	51,323	1,279
CLERK 1 PRIOR 5/1/92 35	35.0	15	31,859	47,580	1,048	32,497	48,532	1,069	33,147	49,503	1,090
CLERK 1 PRIOR 5/1/92 37.5	37.5	15	32,448	47,169	981	33,097	48,113	1,001	33,759	49,076	1,021
CLERK 1 PRIOR 5/1/92 40	40.0	15	33,992	49,058	1,004	34,672	50,040	1,025	35,366	51,041	1,045
CLERK 2 (Former Sr Docket Clk) 35	35.0	15	34,253	52,321	1,205	34,939	53,368	1,229	35,638	54,436	1,253
CLERK 2 35	35.0	16	34,170	50,202	1,002	34,854	51,207	1,022	35,552	52,232	1,043
CLERK 2 37.5	37.5	15	34,129	49,172	1,003	34,812	50,156	1,023	35,509	51,160	1,043
CLERK 2 40	40.0	15	36,417	51,795	1,025	37,146	52,831	1,046	37,889	53,888	1,067
CLERK 3 35	35.0	15	37,840	56,586	1,250	38,597	57,718	1,275	39,369	58,873	1,300
CLERK 3 37.5	37.5	13	34,926	52,267	1,334	35,625	53,313	1,361	36,338	54,380	1,388
CLERK 3 40	40.0	14	36,792	54,054	1,233	37,528	55,136	1,258	38,279	56,239	1,283

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
CLERK 3 BI-LI 35	35.0	15	37,840	56,586	1,250	38,597	57,718	1,275	39,369	58,873	1,300
CLERK 3 BI-LI 37.5	37.5	13	34,926	52,267	1,334	35,625	53,313	1,361	36,338	54,380	1,388
CLERK 4 (CO CLERK) 35	35.0	15	36,642	55,164	1,235	37,375	56,268	1,260	38,123	57,394	1,285
CLERK 4 37.5	37.5	14	36,166	53,744	1,256	36,890	54,819	1,281	37,628	55,916	1,306
CLERK 4 40	40.0	14	38,774	56,903	1,295	39,550	58,042	1,321	40,341	59,203	1,347
CLERK DRIVER 35	35.0	15	36,197	51,803	1,040	36,921	52,840	1,061	37,660	53,897	1,082
CLERK DRIVER 37.5	37.5	15	34,926	50,120	1,013	35,625	51,123	1,033	36,338	52,146	1,054
CLERK DRIVER 40	40.0	15	37,258	53,217	1,064	38,004	54,282	1,085	38,765	55,368	1,107
CLERK STENOGRAPHER 1 AFTER 5/1/92 35	35.0	18	30,156	49,474	1,073	30,760	50,464	1,095	31,376	51,474	1,117
CLERK STENOGRAPHER 1 AFTER 5/1/92 37.5	37.5	15	30,830	52,280	1,430	31,447	53,326	1,459	32,076	54,393	1,488
CLERK STENOGRAPHER 1 AFTER 5/1/92 40	40.0	17	32,289	50,991	1,100	32,935	52,011	1,122	33,594	53,052	1,145
CLERK STENOGRAPHER 1 PRIOR 5/1/92 35	35.0	16	33,257	49,242	999	33,923	50,227	1,019	34,602	51,232	1,039
CLERK STENOGRAPHER 1 PRIOR 5/1/92 37.5	37.5	15	33,928	48,932	1,000	34,607	49,911	1,020	35,300	50,910	1,041
CLERK STENOGRAPHER 1 PRIOR 5/1/92 40	40.0	15	35,389	50,721	1,022	36,097	51,736	1,043	36,819	52,771	1,063
CLERK STENOGRAPHER 2 35	35.0	16	34,253	50,418	1,010	34,939	51,427	1,031	35,638	52,456	1,051
CLERK STENOGRAPHER 2 37.5	37.5	15	34,926	50,120	1,013	35,625	51,123	1,033	36,338	52,146	1,054
CLERK STENOGRAPHER 2 40	40.0	14	36,187	53,814	1,259	36,911	54,891	1,284	37,650	55,989	1,310
CLERK STENOGRAPHER 3 35	35.0	15	35,048	53,266	1,215	35,749	54,332	1,239	36,464	55,419	1,264
CLERK STENOGRAPHER 3 37.5	37.5	14	35,726	53,215	1,249	36,441	54,280	1,274	37,170	55,366	1,300
CLERK STENOGRAPHER 3 40	40.0	14	37,182	55,001	1,273	37,926	56,102	1,298	38,685	57,225	1,324
CLERK STENOGRAPHER 4 35	35.0	15	37,436	56,108	1,245	38,185	57,231	1,270	38,949	58,376	1,295
CLERK TRANSCRIBER AFTER 5/1/92 35	35.0	17	29,757	48,998	1,132	30,353	49,978	1,154	30,961	50,978	1,177
CLERK TRANSCRIBER AFTER 5/1/92 37.5	37.5	15	30,631	52,024	1,426	31,244	53,065	1,455	31,869	54,127	1,484
CLERK TRANSCRIBER AFTER 5/1/92 40	40.0	16	31,890	50,516	1,164	32,528	51,527	1,187	33,179	52,558	1,211
CLERK TRANSCRIBER PRIOR 5/1/92 35	35.0	16	32,855	48,766	994	33,513	49,742	1,014	34,184	50,737	1,035
CLERK TRANSCRIBER PRIOR 5/1/92 37.5	37.5	15	33,731	48,699	998	34,406	49,673	1,018	35,095	50,667	1,038
CLERK TRANSCRIBER PRIOR 5/1/92 40	40.0	15	34,992	50,246	1,017	35,692	51,251	1,037	36,406	52,277	1,058
COMMUNICATIONS TECHNICIAN 35	35.0	13	44,519	63,896	1,491	45,410	65,174	1,520	46,319	66,478	1,551
COMMUNITY SERVICE AIDE 35	35.0	15	30,899	48,366	1,164	31,517	49,334	1,188	32,148	50,321	1,212
COMMUNITY YOUTH WORKER 40	40.0	15	33,468	48,710	1,016	34,138	49,685	1,036	34,821	50,679	1,057
COMPUTER OPERATOR 35	35.0	15	36,049	52,555	1,100	36,770	53,607	1,122	37,506	54,680	1,145

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
COMPUTER OPERATOR 37.5	37.5	15	38,287	56,265	1,199	39,053	57,391	1,223	39,835	58,539	1,247
COMPUTER OPERATOR 40	40.0	17	38,179	54,039	933	38,943	55,120	952	39,722	56,223	971
COMPUTER OPERATOR TRAINEE 35	35.0	15	34,007	50,215	1,081	34,688	51,220	1,102	35,382	52,245	1,124
COMPUTER OPERATOR TRAINEE 40	40.0	15	36,142	51,694	1,037	36,865	52,728	1,058	37,603	53,783	1,079
COOK 37.5	37.5	15	31,615	45,814	947	32,248	46,731	966	32,893	47,666	985
COOK 40	40.0	18	36,382	54,062	982	37,110	55,144	1,002	37,853	56,247	1,022
COORDINATOR OF VOLUNTEERS 35	35.0	16	33,361	50,834	1,092	34,029	51,851	1,114	34,710	52,889	1,136
CUSTOMER SERVICE REPRESENTATIVE 35	35.0	10	34,992	45,197	1,021	35,692	46,101	1,041	36,406	47,024	1,062
DATA CONTROL CLERK 35	35.0	15	31,063	46,632	1,038	31,685	47,565	1,059	32,319	48,517	1,080
DATA CONTROL CLERK 37.5	37.5	16	34,129	49,172	940	34,812	50,156	959	35,509	51,160	978
DATA CONTROL CLERK 40	40.0	17	33,195	48,114	878	33,859	49,077	895	34,537	50,059	913
DATA ENTRY OPERATOR 1 35	35.0	16	32,454	48,292	990	33,104	49,258	1,010	33,767	50,244	1,030
DATA ENTRY OPERATOR 1 37.5	37.5	16	34,222	49,138	932	34,907	50,121	951	35,606	51,124	970
DATA ENTRY OPERATOR 1 40	40.0	13	34,589	49,777	1,168	35,281	50,773	1,192	35,987	51,789	1,216
DATA ENTRY OPERATOR 2 35	35.0	16	33,353	49,361	1,001	34,021	50,349	1,021	34,702	51,356	1,041
DATA ENTRY OPERATOR 2 37.5	37.5	15	37,848	54,655	1,120	38,605	55,749	1,143	39,378	56,864	1,166
DATA ENTRY OPERATOR 3 (ADM / FINANCE) 35	35.0	15	34,064	52,096	1,202	34,746	53,138	1,226	35,441	54,201	1,251
DATA ENTRY OPERATOR 3 35	35.0	15	32,996	50,825	1,189	33,656	51,842	1,212	34,330	52,879	1,237
DATA ENTRY OPERATOR 3 37.5	37.5	14	41,473	60,054	1,327	42,303	61,256	1,354	43,150	62,482	1,381
DATA ENTRY OPERATOR 4 (PROS) 35	35.0	15	43,917	62,083	1,211	44,796	63,325	1,235	45,692	64,592	1,260
DATA ENTRY OPERATOR 4 35	35.0	15	33,652	51,605	1,197	34,326	52,638	1,221	35,013	53,691	1,245
DATA ENTRY OPERATOR 4 37.5	37.5	15	43,965	62,599	1,242	44,845	63,851	1,267	45,742	65,129	1,292
DATA PROCESSING PROGRAMMER (PROS) 35	35.0	15	34,998	53,203	1,214	35,698	54,268	1,238	36,412	55,354	1,263
DATA PROCESSING PROGRAMMER TRAINEE 35	35.0	15	34,997	53,203	1,214	35,697	54,268	1,238	36,411	55,354	1,263
DATA PROCESSING PROGRAMMER TRAINEE 40	40.0	15	39,997	60,803	1,387	40,797	62,020	1,415	41,613	63,261	1,443
DIETICIAN HELPER 37.5	37.5	15	32,984	48,626	1,043	33,644	49,599	1,064	34,317	50,591	1,085
DRAFTING TECHNICIAN 35	35.0	15	36,022	51,323	1,020	36,743	52,350	1,040	37,478	53,397	1,061
DRIVER (JTPA) 40	40.0	16	23,361	43,326	1,248	23,829	44,193	1,273	24,306	45,077	1,298
ELECTRICIAN / HEATING AIR COND MECHANIC 40	40.0	14	41,367	59,988	1,330	42,195	61,188	1,357	43,039	62,412	1,384
ELECTRICIAN 37.5	37.5	13	35,575	54,825	1,481	36,287	55,922	1,510	37,013	57,041	1,541
ELECTRICIAN 40	40.0	14	41,367	59,988	1,330	42,195	61,188	1,357	43,039	62,412	1,384
ELECTRICIANS HELPER 40	40.0	14	38,376	56,423	1,289	39,144	57,552	1,315	39,927	58,704	1,341
ENGINEERING AIDE / TRAFFIC 40	40.0	15	40,484	57,842	1,157	41,294	58,999	1,180	42,120	60,179	1,204
ENGINEERING AIDE 35	35.0	15	35,424	50,611	1,012	36,133	51,624	1,033	36,856	52,657	1,053

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
EQUIPMENT OPERATOR 40	40.0	16	38,578	58,992	1,276	39,350	60,172	1,301	40,137	61,376	1,327
EXECUTION CLERK 35	35.0	16	34,253	50,418	1,010	34,939	51,427	1,031	35,638	52,456	1,051
FOOD SERVICE WORKER / SUPERVISOR 37.5	37.5	15	31,196	46,615	1,028	31,820	47,548	1,049	32,457	48,499	1,069
FOOD SERVICE WORKER AFTER 5/1/92 37.5	37.5	17	23,654	41,655	1,059	24,128	42,489	1,080	24,611	43,339	1,102
FOOD SERVICE WORKER PRIOR 5/1/92 37.5	37.5	15	30,336	44,293	930	30,943	45,179	949	31,562	46,083	968
GLAZIER 40	40.0	14	39,377	57,610	1,302	40,165	58,763	1,328	40,969	59,939	1,355
HEAD COOK 37.5	37.5	14	35,079	51,903	1,202	35,781	52,942	1,226	36,497	54,001	1,250
HEAD COOK 40	40.0	14	41,020	59,569	1,325	41,841	60,761	1,351	42,678	61,977	1,379
HEALTH INSURANCE BENEFITS CLERK 37.5	37.5	14	35,726	53,215	1,249	36,441	54,280	1,274	37,170	55,366	1,300
HEATING AIR CONDITIONING MECHANIC 40	40.0	13	38,228	56,255	1,387	38,993	57,381	1,414	39,773	58,529	1,443
HEAVY EQUIPMENT OPERATOR / INSPECTOR MOSQUITO EXTERM 40	40.0	14	39,774	58,082	1,308	40,570	59,244	1,334	41,382	60,429	1,361
HEAVY EQUIPMENT OPERATOR / TRACTOR TRAILER 40	40.0	16	40,695	61,514	1,301	41,509	62,745	1,327	42,340	64,000	1,354
HEAVY EQUIPMENT OPERATOR 40	40.0	14	39,774	60,417	1,475	40,570	61,626	1,504	41,382	62,859	1,534
INSPECTOR MOSQUITO EXTERMINATION 35	35.0	14	37,022	54,654	1,259	37,763	55,748	1,285	38,519	56,863	1,310
INSPECTOR MOSQUITO EXTERMINATION 40	40.0	14	42,310	62,462	1,439	43,157	63,712	1,468	44,021	64,987	1,498
INSPECTOR ROAD OPENINGS 35	35.0	14	37,022	54,654	1,259	37,763	55,748	1,285	38,519	56,863	1,310
INSTITUTIONAL ATTENDANT (PER DIEM)	PD	1				-	25.46	-	-	25.46	-
INSTITUTIONAL ATTENDANT AFTER 5/1/92 37.5	37.5	18	28,855	46,018	954	29,433	46,939	973	30,022	47,878	992
INSTITUTIONAL ATTENDANT PRIOR 5/1/92 37.5	37.5	15	33,799	48,890	1,006	34,475	49,868	1,026	35,165	50,866	1,047
INVENTORY CONTROL CLERK 35	35.0	15	37,642	56,350	1,247	38,395	57,477	1,272	39,163	58,627	1,298
INVENTORY CONTROL CLERK 40	40.0	14	37,205	55,031	1,273	37,950	56,132	1,299	38,709	57,255	1,325
INVESTIGATOR CONSUMER PROTECTION 37.5	37.5	13	25,095	38,701	1,047	25,597	39,476	1,068	26,109	40,266	1,089
INVESTIGATOR COUNTY ADJUSTER 35	35.0	15	35,048	53,266	1,215	35,749	54,332	1,239	36,464	55,419	1,264
INVESTIGATOR COUNTY MEDICAL EXAMINER 40	40.0	13	39,377	59,752	1,567	40,165	60,948	1,599	40,969	62,167	1,631
INVESTIGATOR COUNTY MEDICAL EXAMINER PD	PD	1		142.35	-	-	145.20	-		148.11	-
JUVENILE DETENTION OFFICER 40	40.0	15	38,079	54,780	1,113	38,841	55,876	1,136	39,618	56,994	1,158
JUVENILE DETENTION OFFICER PT	PT	1	18.31	26.34	-	18.68	26.87	-	19.06	27.41	-

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
KEYBOARDING CLERK 1 / ELECTION CLERK 35	35.0	16	33,034	49,042	1,001	33,695	50,023	1,021	34,369	51,024	1,041
KEYBOARDING CLERK 1 AFTER 5/1/92 35	35.0	17	29,158	48,288	1,125	29,742	49,254	1,148	30,337	50,240	1,171
KEYBOARDING CLERK 1 AFTER 5/1/92 37.5	37.5	16	30,034	48,214	1,136	30,635	49,179	1,159	31,248	50,163	1,182
KEYBOARDING CLERK 1 AFTER 5/1/92 40	40.0	14	31,293	49,802	1,322	31,919	50,799	1,349	32,558	51,815	1,376
KEYBOARDING CLERK 1 BI-LI AFTER 5/1/92 35	35.0	17	29,158	48,288	1,125	29,742	49,254	1,148	30,337	50,240	1,171
KEYBOARDING CLERK 1 BI-LI AFTER 5/1/92 40	40.0	14	31,293	49,802	1,322	31,919	50,799	1,349	32,558	51,815	1,376
KEYBOARDING CLERK 1 BI-LI PRIOR 5/1/92 35	35.0	14	32,257	48,056	1,129	32,903	49,018	1,151	33,562	49,999	1,174
KEYBOARDING CLERK 1 BI-LI PRIOR 5/1/92 40	40.0	14	34,391	49,532	1,082	35,079	50,523	1,103	35,781	51,534	1,125
KEYBOARDING CLERK 1 PRIOR 5/1/92 35	35.0	14	32,257	48,056	1,129	32,903	49,018	1,151	33,562	49,999	1,174
KEYBOARDING CLERK 1 PRIOR 5/1/92 37.5	37.5	13	33,131	51,284	1,396	33,794	52,310	1,424	34,470	53,357	1,453
KEYBOARDING CLERK 1 PRIOR 5/1/92 40	40.0	13	34,391	49,532	1,165	35,079	50,523	1,188	35,781	51,534	1,212
KEYBOARDING CLERK 2 / ADM ASST (SHERIFF) 35	35.0	16	38,560	57,452	1,181	39,332	58,602	1,204	40,119	59,775	1,229
KEYBOARDING CLERK 2 / ELECTION CLERK (CO CLERK) 35	35.0	15	34,925	50,119	1,013	35,624	51,122	1,033	36,337	52,145	1,054
KEYBOARDING CLERK 2 / OFFICE MANAGER 35	35.0	16	42,403	62,013	1,226	43,252	63,254	1,250	44,118	64,520	1,275
KEYBOARDING CLERK 2 / RESERVATION SPCLST (PARKS) 35	35.0	16	42,403	62,012	1,226	43,252	63,253	1,250	44,118	64,519	1,275
KEYBOARDING CLERK 2 35	35.0	16	33,454	49,477	1,001	34,124	50,467	1,021	34,807	51,477	1,042
KEYBOARDING CLERK 2 37.5	37.5	15	34,129	49,172	1,003	34,812	50,156	1,023	35,509	51,160	1,043
KEYBOARDING CLERK 2 40	40.0	15	36,653	52,009	1,024	37,387	53,050	1,044	38,135	54,111	1,065
KEYBOARDING CLERK 3 35	35.0	15	34,253	52,322	1,205	34,939	53,369	1,229	35,638	54,437	1,253
KEYBOARDING CLERK 3 37.5	37.5	13	34,926	52,268	1,334	35,625	53,314	1,361	36,338	54,381	1,388
KEYBOARDING CLERK 3 40	40.0	14	37,336	54,609	1,234	38,083	55,702	1,259	38,845	56,817	1,284
KEYBOARDING CLERK 4 / FORMS DESIGN TECH 1 35	35.0	15	37,436	56,109	1,245	38,185	57,232	1,270	38,949	58,377	1,295
KEYBOARDING CLERK 4 35	35.0	15	36,642	55,164	1,235	37,375	56,268	1,260	38,123	57,394	1,285
LABORATORY ASSISTANT 37.5	37.5	15	34,413	49,191	985	35,102	50,175	1,005	35,805	51,179	1,025
LABORATORY TECHNICIAN 37.5	37.5	14	34,727	50,741	1,144	35,422	51,756	1,167	36,131	52,792	1,190
LABORER 1 AFTER 5/1/92 37.5	37.5	16	31,028	54,257	1,452	31,649	55,343	1,481	32,282	56,450	1,511
LABORER 1 AFTER 5/1/92 40	40.0	18	33,883	54,608	1,151	34,561	55,701	1,174	35,253	56,816	1,198
LABORER 1 PRIOR 5/1/92 37.5	37.5	16	34,129	50,893	1,048	34,812	51,911	1,069	35,509	52,950	1,090
LABORER 1 PRIOR 5/1/92 40	40.0	16	36,982	54,338	1,085	37,722	55,425	1,106	38,477	56,534	1,129

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
LAUNDRY WORKER 37.5	37.5	15	33,225	48,094	991	33,890	49,056	1,011	34,568	50,038	1,031
LEGAL STENOGRAPHER 35	35.0	16	34,253	50,418	1,010	34,939	51,427	1,031	35,638	52,456	1,051
LIBRARY ASSISTANT 37.5	37.5	15	34,250	49,314	1,004	34,935	50,301	1,024	35,634	51,308	1,045
LINEN ROOM ATTENDANT 37.5	37.5	16	22,115	42,483	1,273	22,558	43,333	1,298	23,010	44,200	1,324
MAIL CLERK 37.5	37.5	15	33,131	47,984	990	33,794	48,944	1,010	34,470	49,923	1,030
MAIL CLERK 40	40.0	15	34,391	49,532	1,009	35,079	50,523	1,030	35,781	51,534	1,050
MAINTENANCE REPAIRER 37.5	37.5	14	35,523	51,694	1,155	36,234	52,728	1,178	36,959	53,783	1,202
MAINTENANCE REPAIRER 40	40.0	15	36,702	53,143	1,096	37,437	54,206	1,118	38,186	55,291	1,140
MAINTENANCE REPAIRER WELDER 40	40.0	14	39,377	57,610	1,302	40,165	58,763	1,328	40,969	59,939	1,355
MASON / PLASTERER 37.5	37.5	14	35,523	52,553	1,216	36,234	53,605	1,241	36,959	54,678	1,266
MASON / PLASTERER 40	40.0	15	41,400	58,903	1,167	42,228	60,082	1,190	43,073	61,284	1,214
MASON 40	40.0	14	39,468	57,715	1,303	40,258	58,870	1,329	41,064	60,048	1,356
MECHANIC (CDL) 40	40.0	18	41,165	61,903	1,152	41,989	63,142	1,175	42,829	64,405	1,199
MECHANIC 37.5	37.5	14	35,523	51,694	1,155	36,234	52,728	1,178	36,959	53,783	1,202
MECHANIC 40	40.0	17	39,377	59,772	1,200	40,165	60,968	1,224	40,969	62,188	1,248
MECHANIC HYDRAULICS 40	40.0	17	39,378	59,772	1,200	40,166	60,968	1,224	40,970	62,188	1,248
MECHANICS HELPER 40	40.0	15	33,189	48,101	994	33,853	49,064	1,014	34,531	50,046	1,034
MEDICAL RECORDS CLERK 37.5	37.5	15	34,727	49,884	1,010	35,422	50,882	1,031	36,131	51,900	1,051
MEDICAL TRANSCRIBER 35	35.0	16	34,053	50,190	1,009	34,735	51,194	1,029	35,430	52,218	1,049
MEDICAL TRANSCRIBER 37.5	37.5	15	33,928	48,932	1,000	34,607	49,911	1,020	35,300	50,910	1,041
MEDICAL TRANSCRIBER 40	40.0	15	36,187	51,671	1,032	36,911	52,705	1,053	37,650	53,760	1,074
MESSENGER / DELIVERY WORK 40	40.0	15	36,983	54,766	1,186	37,723	55,862	1,209	38,478	56,980	1,233
MESSENGER 35	35.0	16	32,952	48,880	996	33,612	49,858	1,015	34,285	50,856	1,036
MESSENGER 37.5	37.5	15	33,131	47,984	990	33,794	48,944	1,010	34,470	49,923	1,030
MESSENGER 40	40.0	15	34,977	50,233	1,017	35,677	51,238	1,037	36,391	52,263	1,058
MOTOR BROOM DRIVER 40	40.0	16	38,578	58,992	1,276	39,350	60,172	1,301	40,137	61,376	1,327
MOTOR VEHICLE OPERATOR 1 37.5	37.5	16	35,802	52,629	1,052	36,519	53,682	1,073	37,250	54,756	1,094
MOTOR VEHICLE OPERATOR 1 40	40.0	15	38,190	56,137	1,196	38,954	57,260	1,220	39,734	58,406	1,245
NURSING SERVICES CLERK PRIOR 9/1/95 37.5	37.5	15	34,798	49,831	1,002	35,494	50,828	1,022	36,204	51,845	1,043
OCCUPATIONAL THERAPY AIDE 37.5	37.5	15	34,727	49,884	1,010	35,422	50,882	1,031	36,131	51,900	1,051
OCCUPATIONAL THERAPY ASST 37.5	37.5	14	36,122	53,691	1,255	36,845	54,765	1,280	37,582	55,861	1,306
OFFICE APPLIANCE OPERATOR AFTER 5/1/92 (PROS) 35	35.0	17	29,471	48,662	1,129	30,061	49,636	1,151	30,663	50,629	1,174
OFFICE APPLIANCE OPERATOR AFTER 5/1/92 35	35.0	17	29,158	48,288	1,125	29,742	49,254	1,148	30,337	50,240	1,171
OFFICE APPLIANCE OPERATOR PRIOR 5/1/92 (PROS) 35	35.0	16	32,571	48,430	991	33,223	49,399	1,011	33,888	50,387	1,031

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
OFFICE APPLIANCE OPERATOR PRIOR 5/1/92 35	35.0	16	32,257	48,056	987	32,903	49,018	1,007	33,562	49,999	1,027
OMNIBUS OPERATOR 37.5	37.5	14	36,837	54,076	1,231	37,574	55,158	1,256	38,326	56,262	1,281
PAINTER 37.5	37.5	13	36,224	54,104	1,375	36,949	55,187	1,403	37,688	56,291	1,431
PAINTER 40	40.0	14	39,377	57,610	1,302	40,165	58,763	1,328	40,969	59,939	1,355
PARKING ATTENDANT 40	40.0	15	35,288	50,603	1,021	35,994	51,616	1,041	36,714	52,649	1,062
PAYROLL CLERK 35	35.0	15	33,235	48,005	985	33,900	48,966	1,004	34,578	49,946	1,025
PAYROLL SUPERVISOR 35	35.0	15	40,180	57,291	1,141	40,984	58,437	1,164	41,804	59,606	1,187
PAYROLL SUPERVISOR 37.5	37.5	14	40,602	59,015	1,315	41,415	60,196	1,342	42,244	61,400	1,368
PERSONNEL ASSISTANT 37.5	37.5	14	40,374	58,750	1,313	41,182	59,925	1,339	42,006	61,124	1,366
PHYSICAL THERAPY AIDE 37.5	37.5	15	34,727	49,884	1,010	35,422	50,882	1,031	36,131	51,900	1,051
PHYSICAL THERAPY ASSISTANT 37.5	37.5	14	36,122	53,691	1,255	36,845	54,765	1,280	37,582	55,861	1,306
PLUMBER STEAMFITTER 37.5	37.5	14	37,718	55,587	1,276	38,473	56,699	1,302	39,243	57,833	1,328
POLICE SIGNAL TECHNICIAN 40	40.0	18	36,122	53,368	958	36,845	54,436	977	37,582	55,525	997
PRINCIPAL ACCOUNT CLERK 35	35.0	15	35,048	53,266	1,215	35,749	54,332	1,239	36,464	55,419	1,264
PRINCIPAL ACCOUNT CLERK 37.5	37.5	14	35,726	53,215	1,249	36,441	54,280	1,274	37,170	55,366	1,300
PRINCIPAL ACCOUNT CLERK 40	40.0	14	37,182	55,001	1,273	37,926	56,102	1,298	38,685	57,225	1,324
PRINCIPAL ACCOUNT CLERK STENOGRAPHY 35	35.0	15	35,048	53,266	1,215	35,749	54,332	1,239	36,464	55,419	1,264
PRINCIPAL ACCOUNT CLERK STENOGRAPHY 37.5	37.5	14	35,726	53,215	1,249	36,441	54,280	1,274	37,170	55,366	1,300
PRINCIPAL ACCOUNT CLERK STENOGRAPHY 40	40.0	14	37,182	55,001	1,273	37,926	56,102	1,298	38,685	57,225	1,324
PRINCIPAL BUYER 37.5	37.5	15	42,705	61,520	1,254	43,560	62,751	1,279	44,432	64,007	1,305
PRINCIPAL CASHIER 35	35.0	15	40,429	60,427	1,333	41,238	61,636	1,360	42,063	62,869	1,387
PRINCIPAL CLERK TRANSCRIBER 35	35.0	15	34,851	53,032	1,212	35,549	54,093	1,236	36,260	55,175	1,261
PRINCIPAL CLERK TRANSCRIBER 37.5	37.5	14	35,481	52,921	1,246	36,191	53,980	1,271	36,915	55,060	1,296
PRINCIPAL CLERK TRANSCRIBER 40	40.0	14	36,982	54,766	1,270	37,722	55,862	1,296	38,477	56,980	1,322
PRINCIPAL COURT CLERK PROBATE 35	35.0	16	39,684	58,782	1,194	40,478	59,958	1,218	41,288	61,158	1,242
PRINCIPAL DATA CONTROL CLERK 35	35.0	15	34,253	52,321	1,205	34,939	53,368	1,229	35,638	54,436	1,253
PRINCIPAL DATA CONTROL CLERK 40	40.0	14	36,792	54,054	1,233	37,528	55,136	1,258	38,279	56,239	1,283
PRINCIPAL DRAFTING TECHNICIAN 35	35.0	16	39,034	58,008	1,186	39,815	59,169	1,210	40,612	60,353	1,234
PRINCIPAL ENGINEERING AIDE 35	35.0	14	39,416	57,504	1,292	40,205	58,655	1,318	41,010	59,829	1,344
PRINCIPAL LEGAL STENOGRAPHER 35	35.0	15	36,642	55,164	1,235	37,375	56,268	1,260	38,123	57,394	1,285
PRINCIPAL LIBRARY ASSISTANT 37.5	37.5	14	39,353	57,536	1,299	40,141	58,687	1,325	40,944	59,861	1,351

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
PRINCIPAL MEDICAL RECORDS CLERK 37.5	37.5	14	38,293	56,273	1,284	39,059	57,399	1,310	39,841	58,547	1,336
PRINCIPAL PAYROLL CLERK 35	35.0	9	40,861	53,491	1,403	41,679	54,561	1,431	42,513	55,653	1,460
PRINCIPAL PAYROLL CLERK 37.5	37.5	14	36,325	53,926	1,257	37,052	55,005	1,282	37,794	56,106	1,308
PRINCIPAL PURCHASING ASSISTANT 35	35.0	12	41,515	65,492	1,998	42,346	66,802	2,038	43,193	68,139	2,079
PRINCIPAL PURCHASING ASSISTANT 37.5	37.5	14	42,229	60,955	1,338	43,074	62,175	1,364	43,936	63,419	1,392
PRINTING MACHINE OPERATOR 1 AFTER 5/1/92 35	35.0	17	29,158	48,288	1,125	29,742	49,254	1,148	30,337	50,240	1,171
PRINTING MACHINE OPERATOR 1 PRIOR 5/1/92 35	35.0	16	32,257	48,056	987	32,903	49,018	1,007	33,562	49,999	1,027
PRINTING MACHINE OPERATOR 2 35	35.0	16	36,642	55,164	1,158	37,375	56,268	1,181	38,123	57,394	1,204
PROBATE ASSISTANT 35	35.0	15	36,049	54,451	1,227	36,770	55,541	1,251	37,506	56,652	1,276
PROBATE CLERK 35	35.0	15	37,840	56,586	1,250	38,597	57,718	1,275	39,369	58,873	1,300
PROBATE CLERK TYPING 35	35.0	15	37,840	56,586	1,250	38,597	57,718	1,275	39,369	58,873	1,300
PROGRAM DEVELOPMENT AIDE 35	35.0	16	33,353	49,361	1,001	34,021	50,349	1,021	34,702	51,356	1,041
PROGRAM MONITOR 35	35.0	19	30,899	48,366	919	31,517	49,334	938	32,148	50,321	956
PROGRAM SPECIALIST 2 35	35.0	15	35,341	53,447	1,207	36,048	54,516	1,231	36,769	55,607	1,256
PROGRAM SPECIALIST 3 35	35.0	16	25,942	46,249	1,269	26,461	47,174	1,295	26,991	48,118	1,320
PROPERTY CLERK / KEYBOARDING CLERK 1 35	35.0	15	37,042	55,638	1,240	37,783	56,751	1,265	38,539	57,887	1,290
PROPERTY CLERK 35	35.0	15	34,253	52,321	1,205	34,939	53,368	1,229	35,638	54,436	1,253
PURCHASING ASSISTANT 35	35.0	16	34,253	50,418	1,010	34,939	51,427	1,031	35,638	52,456	1,051
PURCHASING ASSISTANT 37.5	37.5	14	33,856	50,522	1,190	34,534	51,533	1,214	35,225	52,564	1,239
RECEPTIONIST AFTER 5/1/92 35	35.0	17	29,158	48,288	1,125	29,742	49,254	1,148	30,337	50,240	1,171
RECEPTIONIST AFTER 5/1/92 40	40.0	17	32,289	50,991	1,100	32,935	52,011	1,122	33,594	53,052	1,145
RECEPTIONIST PRIOR 5/1/92 35	35.0	16	32,257	48,056	987	32,903	49,018	1,007	33,562	49,999	1,027
RECEPTIONIST PRIOR 5/1/92 40	40.0	15	35,389	50,721	1,022	36,097	51,736	1,043	36,819	52,771	1,063
RECORDS SUPPORT TECHNICIAN 1 35	35.0	16	32,410	48,238	989	33,059	49,203	1,009	33,721	50,188	1,029
RECORDS SUPPORT TECHNICIAN 2 (CO CLERK) 35	35.0	15	35,488	50,839	1,023	36,198	51,856	1,044	36,922	52,894	1,065
RECORDS SUPPORT TECHNICIAN 2 35	35.0	16	34,650	50,898	1,016	35,343	51,916	1,036	36,050	52,955	1,057
RECORDS SUPPORT TECHNICIAN 3 35	35.0	16	39,684	58,782	1,194	40,478	59,958	1,218	41,288	61,158	1,242
RECREATION AIDE 35	35.0	15	30,899	48,366	1,164	31,517	49,334	1,188	32,148	50,321	1,212
RECREATION AIDE 37.5	37.5	15	34,727	49,884	1,010	35,422	50,882	1,031	36,131	51,900	1,051
RECREATION THERAPY AIDE 37.5	37.5	15	34,727	49,884	1,010	35,422	50,882	1,031	36,131	51,900	1,051
RECYCLING PROGRAM AIDE 35	35.0	16	33,454	49,476	1,001	34,124	50,466	1,021	34,807	51,476	1,042
ROAD INSPECTOR 35	35.0	14	35,923	53,352	1,245	36,642	54,420	1,270	37,375	55,509	1,295
ROAD REPAIRER 1 40	40.0	17	37,581	55,332	1,044	38,333	56,439	1,065	39,100	57,568	1,086

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
ROAD REPAIRER 2 40	40.0	15	40,544	58,099	1,170	41,355	59,261	1,194	42,183	60,447	1,218
ROAD REPAIRER 3 40	40.0	16	40,926	61,004	1,255	41,745	62,225	1,280	42,580	63,470	1,306
SECRETARIAL ASSISTANT 37.5	37.5	18	39,973	63,946	1,332	40,773	65,225	1,358	41,589	66,530	1,386
SECRETARIAL ASSISTANT AFTER 1/1/73 35	35.0	18	38,809	62,083	1,293	39,586	63,325	1,319	40,378	64,592	1,345
SECRETARIAL ASSISTANT PRIOR 1/1/73 35	35.0	19	44,736	69,132	1,284	45,631	70,515	1,310	46,544	71,926	1,336
SECRETARIAL ASSISTANT PRIOR 1/1/78 (OPER SVC) 35	35.0	19	45,899	70,334	1,286	46,817	71,741	1,312	47,754	73,176	1,338
SECRETARIAL ASSISTANT STENOGRAPHY AFTER 1/1/78 35	35.0	18	38,809	62,083	1,293	39,586	63,325	1,319	40,378	64,592	1,345
SECRETARIAL ASSISTANT STENOGRAPHY PRIOR 1/1/78 35	35.0	18	43,274	67,394	1,340	44,140	68,742	1,367	45,023	70,117	1,394
SECRETARIAL ASSISTANT TRANSCRIBING 35	35.0	18	40,333	63,894	1,309	41,140	65,172	1,335	41,963	66,476	1,362
SECURITY GUARD 40	40.0	15	35,288	50,603	1,021	35,994	51,616	1,041	36,714	52,649	1,062
SENIOR ACCOUNT CLERK 35	35.0	16	33,353	49,361	1,001	34,021	50,349	1,021	34,702	51,356	1,041
SENIOR ACCOUNT CLERK 37.5	37.5	14	34,926	51,716	1,199	35,625	52,751	1,223	36,338	53,807	1,248
SENIOR ACCOUNT CLERK 40	40.0	15	35,487	50,840	1,024	36,197	51,857	1,044	36,921	52,895	1,065
SENIOR ACCOUNTANT 37.5	37.5	14	39,911	58,197	1,306	40,710	59,361	1,332	41,525	60,549	1,359
SENIOR BUILDING MAINTENANCE WORKER 40	40.0	15	38,693	54,377	1,046	39,467	55,465	1,067	40,257	56,575	1,088
SENIOR BUYER 37.5	37.5	14	38,972	57,079	1,293	39,752	58,221	1,319	40,548	59,386	1,346
SENIOR CARPENTER 37.5	37.5	14	39,982	57,920	1,281	40,782	59,079	1,307	41,598	60,261	1,333
SENIOR CARPENTER 40	40.0	15	42,366	61,163	1,253	43,214	62,387	1,278	44,079	63,635	1,304
SENIOR CASHIER 35	35.0	15	38,038	57,583	1,303	38,799	58,735	1,329	39,575	59,910	1,356
SENIOR CITIZEN PROGRAM AIDE PT	PT	1		21.29	-		21.72			22.16	
SENIOR CLERK TRANSCRIBER 35	35.0	16	35,288	51,448	1,010	35,994	52,477	1,030	36,714	53,527	1,051
SENIOR CLERK TRANSCRIBER 37.5	37.5	15	39,378	54,625	1,016	40,166	55,718	1,037	40,970	56,833	1,058
SENIOR CLERK TRANSCRIBER 40	40.0	15	36,309	51,795	1,032	37,036	52,831	1,053	37,777	53,888	1,074
SENIOR CLERK TRANSCRIBER BI-LI (PROS) 35	35.0	16	34,053	50,190	1,009	34,735	51,194	1,029	35,430	52,218	1,049
SENIOR COMMUNICATIONS TECHNICIAN 35	35.0	15	51,437	72,127	1,379	52,466	73,570	1,407	53,516	75,042	1,435
SENIOR COMMUNITY SERVICE AIDE 35	35.0	14	37,520	54,256	1,195	38,271	55,342	1,219	39,037	56,449	1,244
SENIOR COMPUTER OPERATOR 35	35.0	16	38,440	57,300	1,179	39,209	58,446	1,202	39,994	59,615	1,226
SENIOR COOK 37.5	37.5	14	33,436	48,767	1,095	34,105	49,743	1,117	34,788	50,738	1,139
SENIOR COOK 40	40.0	14	37,359	54,728	1,241	38,107	55,823	1,265	38,870	56,940	1,291
SENIOR COURT CLERK PROBATE 35	35.0	16	39,034	58,008	1,186	39,815	59,169	1,210	40,612	60,353	1,234
SENIOR CUSTOMER SERVICE REPRESENTATIVE 35	35.0	15	36,741	49,884	876	37,476	50,882	894	38,226	51,900	912

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
SENIOR DATA CONTROL CLERK 35	35.0	16	33,155	49,123	998	33,819	50,106	1,018	34,496	51,109	1,038
SENIOR DRAFTING TECHNICIAN (JTPA) 35	35.0	15	38,220	53,927	1,047	38,985	55,006	1,068	39,765	56,107	1,089
SENIOR DRIVER 40	40.0	17	29,580	48,725	1,126	30,172	49,700	1,149	30,776	50,694	1,172
SENIOR ELECTRICIAN 37.5	37.5	15	41,512	59,627	1,208	42,343	60,820	1,232	43,190	62,037	1,256
SENIOR ELECTRICIAN 40	40.0	15	44,361	63,540	1,279	45,249	64,811	1,304	46,154	66,108	1,330
SENIOR ENGINEERING AIDE 35	35.0	15	37,618	53,220	1,040	38,371	54,285	1,061	39,139	55,371	1,082
SENIOR FOOD SERVICE WORKER 37.5	37.5	15	32,355	46,508	944	33,003	47,439	962	33,664	48,388	982
SENIOR INSPECTOR MOSQUITO EXTERMINATION 35	35.0	14	41,438	59,885	1,318	42,267	61,083	1,344	43,113	62,305	1,371
SENIOR INVESTIGATOR CONSUMER PROTECTION 37.5	37.5	16	31,708	47,500	987	32,343	48,450	1,007	32,990	49,419	1,027
SENIOR INVESTIGATOR COUNTY ADJUSTER 35	35.0	15	36,181	54,615	1,229	36,905	55,708	1,254	37,644	56,823	1,279
SENIOR INVESTIGATOR COUNTY MEDICAL EXAMINER 35	35.0	16	42,125	63,888	1,360	42,968	65,166	1,387	43,828	66,470	1,415
SENIOR JUVENILE DETENTION OFFICER 40	40.0	14	40,471	58,913	1,317	41,281	60,092	1,344	42,107	61,294	1,371
SENIOR LAUNDRY WORKER 37.5	37.5	12	34,966	55,045	1,673	35,666	56,146	1,707	36,380	57,269	1,741
SENIOR LEGAL STENOGRAPHER 35	35.0	15	35,048	53,266	1,215	35,749	54,332	1,239	36,464	55,419	1,264
SENIOR LIBRARY ASSISTANT 37.5	37.5	13	34,547	51,779	1,326	35,238	52,815	1,352	35,943	53,872	1,379
SENIOR MAIL CLERK 40	40.0	15	36,302	51,809	1,034	37,029	52,846	1,054	37,770	53,903	1,076
SENIOR MAINTENANCE REPAIRER 37.5	37.5	14	36,918	54,640	1,266	37,657	55,733	1,291	38,411	56,848	1,317
SENIOR MAINTENANCE REPAIRER 40	40.0	15	42,366	61,163	1,253	43,214	62,387	1,278	44,079	63,635	1,304
SENIOR MAINTENANCE REPAIRER CARPENTER 35	35.0	15	41,100	59,033	1,196	41,922	60,214	1,219	42,761	61,419	1,244
SENIOR MAINTENANCE REPAIRER CARPENTER 37.5	37.5	14	36,918	54,640	1,266	37,657	55,733	1,291	38,411	56,848	1,317
SENIOR MAINTENANCE REPAIRER CARPENTER 40	40.0	15	42,366	61,163	1,253	43,214	62,387	1,278	44,079	63,635	1,304
SENIOR MAINTENANCE REPAIRER PAINTER 37.5	37.5	14	36,918	54,640	1,266	37,657	55,733	1,291	38,411	56,848	1,317
SENIOR MASON 40	40.0	15	42,367	61,163	1,253	43,215	62,387	1,278	44,080	63,635	1,304
SENIOR MECHANIC (CDL) 40	40.0	18	43,154	64,281	1,174	44,018	65,567	1,197	44,899	66,879	1,221
SENIOR MECHANIC 37.5	37.5	14	36,918	54,640	1,266	37,657	55,733	1,291	38,411	56,848	1,317
SENIOR MECHANIC 40	40.0	18	41,367	62,152	1,155	42,195	63,396	1,178	43,039	64,664	1,201
SENIOR MEDICAL RECORDS CLERK 37.5	37.5	13	34,926	52,267	1,334	35,625	53,313	1,361	36,338	54,380	1,388
SENIOR MEDICAL TRANSCRIBER 35	35.0	16	35,796	52,266	1,029	36,512	53,312	1,050	37,243	54,379	1,071
SENIOR MESSENGER 40	40.0	16	38,560	57,452	1,181	39,332	58,602	1,204	40,119	59,775	1,229

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
SENIOR OCCUPATIONAL THERAPY AIDE 37.5	37.5	15	37,010	52,378	1,025	37,751	53,426	1,045	38,507	54,495	1,066
SENIOR OFFICE APPLIANCE OPERATOR 35	35.0	16	34,650	50,898	1,016	35,343	51,916	1,036	36,050	52,955	1,057
SENIOR PAINTER 37.5	37.5	14	37,824	55,717	1,278	38,581	56,832	1,304	39,353	57,969	1,330
SENIOR PAINTER 40	40.0	15	42,366	61,163	1,253	43,214	62,387	1,278	44,079	63,635	1,304
SENIOR PAYROLL CLERK 35	35.0	13	34,426	51,582	1,320	35,115	52,614	1,346	35,818	53,667	1,373
SENIOR PAYROLL CLERK 37.5	37.5	14	35,726	53,215	1,249	36,441	54,280	1,274	37,170	55,366	1,300
SENIOR PHYSICAL THERAPY AIDE 37.5	37.5	15	37,010	52,378	1,025	37,751	53,426	1,045	38,507	54,495	1,066
SENIOR PLANNING AIDE 35	35.0	15	35,671	53,589	1,195	36,385	54,661	1,218	37,113	55,755	1,243
SENIOR PROBATE CLERK 35	35.0	16	40,317	59,415	1,194	41,124	60,604	1,218	41,947	61,817	1,242
SENIOR PURCHASING ASSISTANT 35	35.0	17	37,170	53,897	984	37,914	54,975	1,004	38,673	56,075	1,024
SENIOR RECEPTIONIST 35	35.0	15	34,253	52,321	1,205	34,939	53,368	1,229	35,638	54,436	1,253
SENIOR RECREATION THERAPY AIDE 37.5	37.5	15	35,726	51,068	1,023	36,441	52,090	1,043	37,170	53,132	1,064
SENIOR SECURITY GUARD 40	40.0	15	35,687	51,349	1,044	36,401	52,376	1,065	37,130	53,424	1,086
SENIOR STOCK CLERK 37.5	37.5	14	35,125	51,220	1,150	35,828	52,245	1,173	36,545	53,290	1,196
SENIOR STOREKEEPER 37.5	37.5	15	43,741	62,450	1,247	44,616	63,699	1,272	45,509	64,973	1,298
SENIOR TELEPHONE OPERATOR 35	35.0	16	35,563	51,696	1,008	36,275	52,730	1,028	37,001	53,785	1,049
SENIOR TELEPHONE OPERATOR 37.5	37.5	15	39,414	54,625	1,014	40,203	55,718	1,034	41,008	56,833	1,055
SENIOR TRAFFIC ANALYST 35	35.0	14	37,337	54,558	1,230	38,084	55,650	1,255	38,846	56,763	1,280
SENIOR TRAFFIC ENUMERATOR 40	40.0	14	37,337	54,558	1,230	38,084	55,650	1,255	38,846	56,763	1,280
SENIOR TRAFFIC MAINTENANCE WORKER 40	40.0	17	41,668	59,905	1,073	42,502	61,104	1,094	43,353	62,327	1,116
SENIOR WELDER 40	40.0	14	41,974	61,235	1,376	42,814	62,460	1,403	43,671	63,710	1,431
SEWER REPAIRER 2 40	40.0	16	37,581	57,807	1,264	38,333	58,964	1,289	39,100	60,144	1,315
SIGN MAKER 2 40	40.0	15	42,445	62,386	1,329	43,294	63,634	1,356	44,160	64,907	1,383
SIGN MAKER 3 40	40.0	17	43,325	63,896	1,210	44,192	65,174	1,234	45,076	66,478	1,259
SIGN MAKER 4 40	40.0	14	48,217	67,186	1,355	49,182	68,530	1,382	50,166	69,901	1,410
SIGN MAKER WOOD AND METAL 40	40.0	14	39,175	57,373	1,300	39,959	58,521	1,326	40,759	59,692	1,352
SOCIAL SERVICE ASSISTANT 35	35.0	15	34,253	52,321	1,205	34,939	53,368	1,229	35,638	54,436	1,253
STOCK CLERK / ASST STOREKEEPER 37.5	37.5	13	38,236	58,250	1,540	39,001	59,415	1,570	39,782	60,604	1,602
STOCK CLERK 35	35.0	15	33,529	48,459	995	34,200	49,429	1,015	34,884	50,418	1,036
STOCK CLERK 37.5	37.5	15	35,925	51,884	1,064	36,644	52,922	1,085	37,377	53,981	1,107
STOCK CLERK 40	40.0	15	36,248	55,309	1,271	36,973	56,416	1,296	37,713	57,545	1,322
STOCK HANDLER / LABORER 37.5	37.5	15	36,178	51,633	1,030	36,902	52,666	1,051	37,641	53,720	1,072
STOCK HANDLER 35	35.0	14	32,089	46,645	1,040	32,731	47,578	1,061	33,386	48,530	1,082

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
STOCK HANDLER 37.5	37.5	15	33,799	48,890	1,006	34,475	49,868	1,026	35,165	50,866	1,047
STOCK HANDLER 40	40.0	15	36,982	52,617	1,042	37,722	53,670	1,063	38,477	54,744	1,084
STOREKEEPER 37.5	37.5	12	39,115	60,742	1,802	39,898	61,957	1,838	40,696	63,197	1,875
SUPERVISING ACCOUNT CLERK 35	35.0	15	36,642	55,164	1,235	37,375	56,268	1,260	38,123	57,394	1,285
SUPERVISING ACCOUNT CLERK 37.5	37.5	15	38,190	56,137	1,196	38,954	57,260	1,220	39,734	58,406	1,245
SUPERVISING ACCOUNT CLERK 40	40.0	14	39,116	56,970	1,275	39,899	58,110	1,301	40,697	59,273	1,327
SUPERVISING CASHIER 35	35.0	16	47,333	68,848	1,345	48,280	70,225	1,372	49,246	71,630	1,399
SUPERVISING CLERK TRANSCRIBER 35	35.0	15	37,100	55,637	1,236	37,842	56,750	1,261	38,599	57,885	1,286
SUPERVISING DRAFTING TECHNICIAN 35	35.0	14	41,413	59,547	1,295	42,242	60,738	1,321	43,087	61,953	1,348
SUPERVISING ENGINEERING AIDE 35	35.0	15	43,918	62,083	1,211	44,797	63,325	1,235	45,693	64,592	1,260
SUPERVISING HEALTH INSURANCE BENEFITS CLERK 37.5	37.5	14	42,304	61,041	1,338	43,151	62,262	1,365	44,015	63,508	1,392
SUPERVISING OMNIBUS OPERATOR 37.5	37.5	13	39,115	58,759	1,511	39,898	59,935	1,541	40,696	61,134	1,572
SUPERVISING PROPERTY CLERK 35	35.0	15	35,965	54,937	1,265	36,685	56,036	1,290	37,419	57,157	1,316
SUPERVISING RECEPTIONIST 35	35.0	16	40,838	60,163	1,208	41,655	61,367	1,232	42,489	62,595	1,257
SUPERVISING TELEPHONE OPERATOR 35	35.0	16	40,838	60,163	1,208	41,655	61,367	1,232	42,489	62,595	1,257
SUPERVISING TELEPHONE OPERATOR 37.5	37.5	13	40,658	60,597	1,534	41,472	61,809	1,564	42,302	63,046	1,596
SUPERVISOR OF ACCOUNTS / OFFICE MGR 35	35.0	16	43,288	64,803	1,345	44,154	66,100	1,372	45,038	67,422	1,399
SUPERVISOR OF ACCOUNTS 35	35.0	15	37,642	56,350	1,247	38,395	57,477	1,272	39,163	58,627	1,298
SUPERVISOR OF CENTRAL MAILING ROOM 40	40.0	16	38,893	58,000	1,194	39,671	59,160	1,218	40,465	60,344	1,242
SUPERVISOR OF ELECTRONICS REPAIR 37.5	37.5	18	43,155	64,281	1,174	44,019	65,567	1,197	44,900	66,879	1,221
TECHNICIAN MANAGEMENT INFORMATION SYSTEMS 35	35.0	16	39,034	58,008	1,186	39,815	59,169	1,210	40,612	60,353	1,234
TELEPHONE OPERATOR AFTER 5/1/92 35	35.0	18	29,957	49,234	1,071	30,557	50,219	1,092	31,169	51,224	1,114
TELEPHONE OPERATOR AFTER 5/1/92 37.5	37.5	15	30,631	52,024	1,426	31,244	53,065	1,455	31,869	54,127	1,484
TELEPHONE OPERATOR PRIOR 5/1/92 35	35.0	16	33,057	48,998	996	33,719	49,978	1,016	34,394	50,978	1,037
TELEPHONE OPERATOR PRIOR 5/1/92 37.5	37.5	15	33,731	48,699	998	34,406	49,673	1,018	35,095	50,667	1,038
TELEPHONE SYSTEM INSTALLER REPAIRER 35	35.0	15	36,350	50,648	953	37,077	51,661	972	37,819	52,695	992
TELEPHONE SYSTEM INSTALLER REPAIRER 40	40.0	15	41,542	57,887	1,090	42,373	59,045	1,111	43,221	60,226	1,134

TITLE	HRS	Steps	1/1/15 Min	1/1/15 Max	1/1/15 Step	1/1/16 Min	1/1/16 Max	1/1/16 Step	1/1/17 Min	1/1/17 Max	1/1/17 Step
TRAFFIC ANALYST 40	40.0	15	35,726	53,215	1,166	36,441	54,280	1,189	37,170	55,366	1,213
TRAFFIC ENUMERATOR 40	40.0	15	35,726	53,215	1,166	36,441	54,280	1,189	37,170	55,366	1,213
TRAFFIC MAINTENANCE WORKER 40	40.0	18	37,581	57,053	1,082	38,333	58,195	1,103	39,100	59,359	1,126
TRAFFIC SAFETY COORDINATOR 35	35.0	15	32,382	48,855	1,098	33,030	49,833	1,120	33,691	50,830	1,143
TRUCK DRIVER 37.5	37.5	15	34,926	50,120	1,013	35,625	51,123	1,033	36,338	52,146	1,054
TRUCK DRIVER 40	40.0	17	37,780	56,028	1,073	38,536	57,149	1,095	39,307	58,292	1,117
WELDER 40	40.0	14	39,975	58,319	1,310	40,775	59,486	1,337	41,591	60,676	1,363
X-RAY TECHNICIAN 37.5	37.5	14	36,722	54,398	1,263	37,457	55,486	1,288	38,207	56,596	1,314
YOUTH WORKER 40	40.0	15	38,079	54,767	1,113	38,841	55,863	1,135	39,618	56,981	1,158

Public Safety Telecommunicators			
Public Safety Telecommunicator Trainee			
Step	2015	2016	2017
1	30,678	31,292	31,918
2	33,703	34,377	35,065
3	34,695	35,389	36,097
4	42,210	43,054	43,915
5	44,715	45,609	46,521
6	47,220	48,164	49,127
7	48,825	49,802	50,798
Public Safety Telecommunicator			
Step	2015	2016	2017
1	34,700	35,394	36,102
2	37,314	38,060	38,821
3	39,928	40,727	41,541
4	42,542	43,393	44,261
5	45,156	46,059	46,980
6	47,770	48,725	49,700
7	50,384	51,392	52,420
8	52,998	54,058	55,139
Senior Public Safety Telecommunicator			
Step	2015	2016	2017
1	36,430	37,159	37,902
2	39,060	39,841	40,638
3	41,690	42,524	43,374
4	44,320	45,206	46,110
5	46,950	47,889	48,847
6	49,580	50,572	51,583
7	52,212	53,256	54,321
8	55,000	56,100	57,222
Supervising Public Safety Telecommunicator			
Step	2015	2016	2017
1	52,500	53,550	54,621
2	55,160	56,263	57,388
3	57,832	58,989	60,169
4	60,498	61,708	62,942
5	63,164	64,427	65,716
6	65,830	67,147	68,490
7	68,496	69,866	71,263
8	73,200	74,664	76,157

EXHIBIT F
EMERGENCY CLOSING POLICY

UNION COUNTY BOARD OF CHOSEN FREEHOLDERS RESOLUTION NO. 391-01

4/11/2001

WHEREAS, on occasion it has been determined by the County Manager that County Offices should be closed due to a snow emergency, with the exception of 24 day per week facilities or operations, and those divisions directly involved in snow removal operations; and

WHEREAS, the Union County Board of Chosen Freeholders adopted official Policies in 1984 and 1993 and 2000 pertaining to snow emergency closing as they affect overtime, sick time, vacation time and other personnel matters; and

WHEREAS, the Union County Board of Chosen Freeholders now desires to rescind those policies and adopt a new policy that shall pertain to the closing of all County of Union offices due to an emergency, not limited to snow, effective January 1, 2001.

NOW, THEREFORE, BE IT RESOLVED by the Union County Board of Chosen Freeholders that the policy for a declared emergency day as it effects overtime, sick time, vacation time and compensation shall be as follows:

24HOUR FACILITIES:

- Employees who report and work between the hours of 12:00 a.m. and 11:59 p.m. shall receive one additional day's pay, or part thereof based upon actual hours worked, at straight time.
- Employees who call in but do not report for work due to the emergency shall have no change or charge to sick time or personal time.
- Employees who are on an approved leave of absence prior to the declared emergency day shall not receive any credit for additional time off.
- Employees who call in sick on the emergency day shall not receive any credit for additional time off.

- Employees who have a scheduled day off shall not receive any credit for additional time off.

RECORD OF VOTE															
FREEHOLDER	Aye	Nay	Abs	Pass	Res.	Sec	NP	FREEHOLDER	Aye	Nay	Abs	Pass	Res.	Sec	NP
ESTRADA	X				X			STENDER							
HOLMES							X	SULLIVAN	X						
RUOTOLO	X					X		MINGO VICE-CHAIRMAN							X
SCANLON	X														
SCUTARI	X				X			MIRABELLA CHAIRMAN	X						
APPROVED AS TO FORM						I hereby certify the above to be a true copy of a resolution adopted by the Board of chosen Freeholders of the County of Union on the date above mentioned.									
COUNTY ATTORNEY															

NON-24 — HOUR FACILITIES REQUIRED TO WORK DUE TO THE EMERGENCY DAY

- Employees who report and work between the hours of 12:00 a.m. and 11:59 p.m. shall receive one additional day pay, or part thereof based upon actual hours worked, at straight time.
- Employees who do not report to work due to the emergency shall have no change to sick time or personal time.
- Employees who are on an approved leave of absence prior to the declared emergency day shall not receive any credit for additional time off.
- Employees who call in sick on the emergency day shall not receive any credit for additional time off.
- Employees who have a scheduled day off shall not receive any credit for additional time off.

NON 24 HOUR FACILITIES

- Employees who report and are required to work shall receive compensatory time for time actually worked.
- Employees who report to work and are subsequently sent home should not receive any credit for additional time off.

- Employees who do not report to work due to the emergency shall have no charge to sick time or personal time.
- Employees who are on an approved leave of absence prior to the declared emergency day shall not receive any credit for additional time off.
- Employees who call in sick on the emergency day shall not receive any credit for additional time off.
- Employees who have a scheduled day off shall not receive any credit for additional time off.

BE IT FURTHER RESOLVED that Union County Board of Chosen Freeholders recognizes the importance of maintaining all County operations during severe snow, and other emergency conditions to the greatest extent possible.

BE IT FURTHER RESOLVED that the County Manager shall only be authorized to declare a snow or other emergency closing in the future if the Governor declares a State of Emergency affecting the County of Union.

EXHIBIT G

JDO ACADEMY CLOTHING ALLOWANCE

Required Equipment for COTA [Sea Girt]

2 pair Trousers [Uniform of the Day]: Dickies Traditional	\$70.00
Work Pants Lot #874H	
Black Plain Toed Shoes	Annual Reimbursement
Athletic Shoes	\$75.00
Sufficient Underwear and handkerchiefs For 5 nights	Personal Items
Dress Socks [black]	Personal Items
Athletic Socks [white]	Personal Items
Cotton Sweat Suit [Stenciling Required]	\$60.00
Crew Neck Tee Shirts [Stenciling Required]	\$55.00
Mouth Piece	\$10.00
Gym Shorts [stenciling required]	\$55.00
Athletic Supporter [Male]	Personal Items
Athletic Bra [Female]	Personal Items
Black Leather Belt, silver buckle	\$25.00
White Sheets [2]	Personal Items
Blankets [white]	Personal Items
Pillow	Personal Item
Pillow Cases	Personal Items
Towels [bath and hand]	Personal Items
Laundry bag	\$10.00
Pajamas	Personal Items
Shoe Polish & Brush	\$10.00
Flashlights, Hangars, Water Bottle, Shower Slippers	\$25.00
Personal Hygiene Items	Personal Items
Est Total Out of Pocket:	\$300.00 - \$350.00

EXHIBIT H CANCER SCREENING RESOLUTION

12/9/99

WHEREAS, the Board of Chosen Freeholders of the County of Union desires to establish a Cancer Screening Policy for the County's employees effective January 1, 2000, and

WHEREAS, pursuant to this Policy, employees will be granted four (4) hours of paid leave each year for use for cancer screening, and

WHEREAS, the four (4) hours of paid leave will not be counted toward the employee's sick, personal or vacation time, and

WHEREAS, in order to be paid for such leave, an employee must submit a medical certification verifying that the employee was absent from work for the purpose of cancer screening. The medical certification must be signed by the physician or other qualified medical personnel performing the cancer screening. Failure to submit such a certification may result in forfeiture of time; and

WHEREAS, employees will be given one (1) four (4) hour block of time annually to be used for cancer screening. Employees may not break this block of time into smaller hourly increments, and

WHEREAS, employees will be responsible for the cost, if any, of the cancer screening; and

WHEREAS, the County seeks to offer this benefit to its exclusionary and represented employees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Union that it hereby adopts this policy for exclusionary employees and authorizes and directs the Director of Administrative Services to engage in collective negotiations with the various exclusive bargaining representatives for the purpose of providing such units with the benefits associated with the County's Cancer Screening Policy.

NO EFFICIENCY OF FUNDS REQUIRED

11/23/99 12/9/99

RECORD OF VOTE															
FREEHOLDER	Aye	Nay	Abs	Pass	Res.	Sec	NP	FREEHOLDER	Aye	Nay	Abs	Pass	Res.	Sec	NP
GONCALVES	X							SCANLON	X				(X)		
HOLMES	X							STENDER							X
MINGO	X							SULLIVAN VICE-CHAIRMAN	X					X	
MIRABELLA	X						X	SCUTARI CHAIRMAN	X						
FUOTOLO	X														

APPROVED AS TO FORM <div style="text-align: center;"><i>[Signature]</i></div> COUNTY ATTORNEY	I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Union on the date so mentioned. <div style="text-align: right;"><i>[Signature]</i></div>
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EXHIBIT I
INDIVIDUAL AGREEMENT

THIS AGREEMENT made this ___ day of _____, 2008, by and between the **County of Union** (herein the “**County**”) and _____, (herein the “**Employee**”), with the approval and consent of **Union Council No. 8** (hereinafter “**Co8**”)

Insert Name of Individual Employee

WHEREAS, the County and Co8 are parties to a collective bargaining agreement (“**CBA**”) covering the period January 1, 2008 through December 31, 2011; and

WHEREAS, the Employee is a member of the Co8 bargaining unit covered by the CBA; and

WHEREAS, in order to obtain the agreement to enter into the CBA, the Co8 agreed to a zero percent increase to base pay for calendar years 2008 and 2010 and other agreements as more particularly set forth in the Memorandum of Agreement dated December 18, 2008, attached hereto as Appendix A (herein the “**Memorandum**”); and

WHEREAS, the Co8 and Employee only agreed to said zero percent increases based upon the assurances from the County and the Co8 that the retiree health insurance benefits set forth in the Memorandum were fully vested and would not be subsequently eliminated, modified or otherwise limited, except in accordance with the terms of said Memorandum; and

WHEREAS, all parties hereto acknowledge that the Employee has relied to his or her detriment upon the aforesaid assurances and that the elimination, modification or other limitation upon the bargained-for retiree health insurance benefits, except in accordance with the terms and conditions of the Memorandum, would constitute immediate, irreparable and substantial harm to the Employee and his/her dependents; and

WHEREAS, the County and Co8 agree that the development of the guarantees set forth in this Agreement were bargained for in good faith within the meaning of the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-1 *et seq.* (herein the “Act”);

NOW, THEREFORE, in consideration of the mutual covenants, promises, and undertakings herein set forth the parties agree as follows:

WITNESSETH:

1. The County and the Co8 agree that the retiree health insurance benefits set forth in the Memorandum will not be changed except in accordance with the terms and conditions of the Memorandum.

2. The County and Co8 agree that the retiree health insurance benefits set forth in the Memorandum may only be changed as to the Employee and his/her eligible dependents with the written consent of the Employee.

3. The County and Co8 agree that any future collective bargaining agreement, sidebar agreement or other agreement or contract into which they may enter, whether written or oral, will be subject to the terms and conditions of this Agreement and the Memorandum of Agreement and that any provision of such future agreement which purports to change any terms or conditions of this Agreement shall be unenforceable as against the Employee and his/her dependents unless the Employee provides his/her written consent for such change(s).

4. The parties hereto agree that good and valuable consideration was provided for the covenants and guarantees set forth in this Agreement by all parties hereto and it is the intent of all such parties that this Agreement be fully enforceable according to its plain language which all parties agree is to be construed in favor of the Employee and against the County and the Co8.

5. This Agreement and its interpretation and performance shall be governed by the laws of the State of New Jersey without giving effect to its conflicts of law rules.

6. All parties are bound by this Agreement and each of its provisions. Anyone who succeeds to their rights and responsibilities, such as their successors and assigns, as well as the Employee's heirs and the executor of his/her estate, also are bound. This Agreement is made for the benefit of all the parties hereto and all who succeed to their rights and responsibilities, and expressly includes their officials, employees, agents, attorneys, successors and assigns.

7. This Agreement embodies the entire agreement between the parties hereto and supersedes any prior or contemporaneous agreement, representation or understanding, whether written or oral. This Agreement may not be modified except by written instrument executed by all the parties hereto.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

WHEREFORE THE PARTIES HERETO SET THEIR HANDS THIS ____ DAY OF _____, 2009.

COUNTY OF UNION

By: George W. Devanney
George W. Devanney
County Manager

ATTEST

Council No. 8

By: _____
Ed Lozinski
President

ATTEST

Employee Signature

_____, Employee
Print Name

ATTEST