

**AGREEMENT BETWEEN**

**THE COMMUNICATIONS WORKERS OF  
AMERICA  
LOCAL 1031 (AFL-CIO)**

**and**

**MAPLEWOOD MEMORIAL LIBRARY**

**JANUARY 1, 2020**

**to**

**DECEMBER 31, 2023**

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THIS AGREEMENT is made this day \_\_\_\_\_ between the TRUSTEES OF THE MAPLEWOOD MEMORIAL LIBRARY, hereinafter referred to as the "Library" or the "Employer" and THE COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO, herein after referred to as the "CWA" or the "Union."

WITNESSETH:

WHEREAS, the parties have carried on collective bargaining for the purpose of developing a contract covering wages, and the establishment of an equitable procedure for the resolution of differences and other conditions of employment;

NOW, THEREFORE, in consideration of the premises and mutual agreements herein contained, the parties hereto agree with each other in respect to the employees of the Employer recognized as being represented by the Union as follows:

#### ARTICLE 1. RECOGNITION

1.1 The Employer hereby recognizes the Union as the exclusive and sole representative for collective negotiations concerning

salaries, hours, and other terms and conditions of employment for all Department Heads, Senior Librarians, Librarians, Senior Paraprofessionals, Paraprofessionals, Supervising Library Assistants, Senior Library Assistants, and Library Assistants.

Excluded from the bargaining unit are all managerial executives, confidential employees, supervisory employees within the meaning of the Act, casual or temporary employees and employees in the following titles: Library Director, Business Manager, Administrative Assistant and Library Page.

1.2 Unless otherwise indicated, the term “employees” when used in this Agreement refers to all persons represented by the Union in the above-defined negotiating unit.

1.3 Categories of employees are defined as follows:

“Hourly employees” are those employees who are scheduled to work on average at least 6 hours, but not more than 23 hours per week.

“Part time employees” are those employees who work a

minimum of 24 hours per week and less than 35 hours per week.

“Full time employees” are those employees who work a minimum of 35 hours per week.

All hourly, part time, and full time employees, as defined herein, are included in the bargaining unit and assigned titles covered by this Agreement.

## ARTICLE 2. DUES CHECKOFF AND INDEMNIFICATION

The Union shall have the right to meet with newly hired employees that fall within the definition of the bargaining unit without charge to the pay or leave time of the employees, for up to thirty (30) minutes, within thirty (30) calendar days from the date of hire. Said meeting shall be during individual meetings or group meetings. The Union shall be able to schedule an individual or group meeting with a newly hired staff member(s) who fall within the definition of the bargaining unit on work time to meet with a representative designated by the Union for up to thirty (30) minutes, so long as the Union provides at least one (1) week advance notice to the Director. If a Shop Steward(s) attends a meeting with a newly hired staff member(s) that

falls within the definition of the bargaining unit, the Steward's time will be counted as paid time off under Article 5 section c. of this Agreement.

Within ten (10) calendar days from the date of hire of any employee who falls within the definition of the bargaining unit, the Employer shall provide the following contact information to the Union in an Excel file format or other format mutually agreed upon between the Employer and the Union: name; job title; worksite location; work telephone number; date of hire; and work email address. When requested, not to exceed two (2) times per calendar year, the Employer shall provide the Union, in an Excel file or similar format mutually agreed upon between the Employer and the Union, the following information for all negotiations unit employees: name; job title; union membership status; full-time or part-time status; worksite location; work telephone number; date of hire; and work email address.

Upon receipt of a properly written authorization from an employee, the Employer will deduct Union dues in an amount certified by the Union within thirty (30) days of receipt by the Employer. The Employer shall remit the dues to CWA Dues, PO Box 79176, Baltimore, MD 21279-0176. Said remittance shall be made by the tenth (10<sup>th</sup>) day of the month following the calendar month in which such deductions are made along with a list of the names, hours of work, titles, worksite addresses, and salaries of those from whom

such deductions were made. A copy of the list shall also be sent to CWA Local 1031, 84 Culver Road, Monmouth Junction, New Jersey 08852.

All deductions under this Article shall be subject to revocation by the employees who executed such authorizations. A written revocation must be given by the employees to the Employer within ten (10) business days following the employee's anniversary date of hire. The Employer shall notify the Union of such revocation within five (5) business days thereafter and deductions must stop as of the thirtieth (30<sup>th</sup>) day following the employee's anniversary date.

The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer or the Union under the provisions of this Article of the Agreement and for any attorney's fees and costs incurred by the Employer in connection with any such claims, suits, orders or judgments, provided the Employer has given the Union notice of such claim, suit, order or judgment.

### ARTICLE 3. GRIEVANCE PROCEDURE

#### 3.1 Procedures:

- A. A grievance shall be defined as an alleged violation of the terms and provisions of this agreement made by an

employee or the CWA. A grievant shall be defined as an employee filing such a grievance.

- B. The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to grievances that may arise from time to time affecting the terms and conditions of employment. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- C. Nothing contained herein shall be construed as limiting the rights of an employee from discussing matters informally with their supervisor and having the grievance adjusted without intervention of the CWA, provided that an adjustment is not inconsistent with this Agreement. The CWA shall be given the opportunity to be present at such adjustment, provided that the grievant requests it.
- D. An employee shall institute the grievance procedure within fifteen (15) calendar days of the occurrence complained of. Failure to act within the said fifteen (15) calendar days shall be deemed to constitute an abandonment of the grievance.
- E. Procedure:



Step 1: An employee with a grievance shall first discuss the matter with the Library Director with the objective of resolving the matter informally.

Step 2: In the event that the grievant is not satisfied with the decision at Step 1, or in the event that the Library Director has rendered no decision within fifteen (15) calendar days after receiving the grievance, the matter shall be presented in writing by the grievant and/or his/her representative to the Library Director within fifteen (15) calendar days of the informal meeting. The Library Director shall render a decision within fifteen (15) calendar days after receiving the grievance.

Step 3: In the event that the grievant is not satisfied with the decision at Step 2, or in the event that the Library Director has rendered no decision within fifteen (15) calendar days after receiving the grievance, the matter shall be presented in writing by the grievant and/or his/her representative to the Library Board of Trustees within fifteen (15) calendar days of the decision. The employee may request a hearing before the Library Board of Trustees. The hearing shall be

scheduled within fifteen (15) calendar days after receipt of the grievance appeal from the Library Director's decision at Step 2. The hearing will take place within thirty-five (35) calendar days after the scheduled date is submitted to the grievant. Notice of hearing shall be made to the grievant at least forty-eight (48) hours in advance, and such hearings shall be held on Township premises. The Library Board of Trustees shall render a decision within ten (10) calendar days after receiving the grievance or holding the hearing, whichever comes later.

Step 4: In the event that the CWA is not satisfied with the decision at Step 3, or in the event that the Library Board of Trustees has rendered no decision within twenty (20) calendar days after receiving the grievance, the CWA only may file for arbitration of the grievance with the Public Employment Relations Commission (PERC). The PERC filing must be within fifteen (15) calendar days of the decision in Step 4, or the end of the timeframe in which no decision was made in Step 4. A copy of the filing shall be provided to the Library. The arbitrator's decision shall be

final and binding on the parties to the extent permitted by law. The Library and the CWA shall share the cost of the arbitrator equally.

- F. A grievance affecting a group of employees may be submitted by the CWA on behalf of the group of employees at Step 2 of the grievance procedure.
- G. An employee who is in his/her probationary period may not grieve a discharge. Additionally, an employee who is in his/her probationary period may grieve a disciplinary action through the third step, but may not arbitrate it.
- H. If the Library Director or the Library Board of Trustees does not render a decision regarding a grievance within the specified time period, it will be considered a denial of the grievance.
- I. Time limits specified at any step of the grievance procedure may be extended by mutual consent of the parties.
- J. When the employee is scheduled by the Township and the CWA to participate during scheduled working hours in grievance proceedings, the employee shall continue to be paid for those hours. When grievance proceedings go

beyond the working hours, the employee is considered on his or her own time and shall not be paid for such hours.

- K. In the event that it is necessary to require the attendance of other employees at any step of the grievance procedure scheduled by the Township and the CWA, during scheduled working hours in the grievance proceedings, such representatives shall continue to be paid for those hours.

When grievance proceedings go beyond the working hours, the employees are considered on their own time and shall not be paid for such hours.

- L. The Library and the Union agree that neither side will engage in discrimination, or coercion or the taking of reprisals against any individual in connection with his/her participation in the grievance process.

- M. When there is disciplinary action pending for an employee covered by this Agreement, if said employee notifies the Union of the matter and provides written authorization for the Union to receive information regarding the action, the Library will release a copy of the disciplinary action document to the Union.

#### ARTICLE 4. LABOR/MANAGEMENT MEETING

4.1 Labor/Management meetings, to discuss non-contract issues considered important by either the Union or the Employer, may be arranged by mutual agreement between the Union representative and the Library Director. Meetings shall be attended by such representatives for the parties as they deem useful to the discussion.

4.2 Arrangements for the time, date, and place of such meetings shall be made in advance, and shall include a proposed list of employees who will attend, and an agenda of the matters to be discussed at the meeting. Matters discussed at the meeting shall be limited to those included on the agenda. The members of the Union attending such meetings shall not lose time or pay for time so spent. Meetings should be scheduled so as not to interfere with Library operations.

## ARTICLE 5. SALARIES AND PROMOTIONS

5.1 All employees covered hereunder shall receive general wage increases as set forth below:

Retroactive to 1/1/2020 - 2.0%

Retroactive to 1/1/2021 - 2.25%

Effective 1/1/2022 - 2.00%

Effective 1/1/2023 - 2.25%

5.2 Salary ranges effective January 1, 2020, January 1, 2021, January 1, 2022 and January 1, 2023 are set forth in Appendix A which is annexed to this agreement and made a part hereof as though set forth herein at length.

New hires will not be brought in at a salary which exceeds the upper limit of the range for their title.

New hires will not be brought in at a higher rate than that of an existing employee with like experience.

5.3 When an employee already working under this Agreement is advanced to a higher grade by promotion, the anniversary date for the purpose of annual step increments shall shift to the date the promotion takes effect and the anniversary date for other purposes shall not change.

5.4 The employer shall post all permanent vacancies and promotional opportunities on the Union Bulletin Board ten (10) working days (with working days defined as Monday through Friday for the purpose of this clause) in advance of appointments. Seniority, education, experience, and satisfactory evaluations may be considered in promotions and transfers.

5.5 After completion of four years of service in an entry level title, (e.g. Librarian, Library Assistant, Para Professional) an employee will

be promoted to the senior level of his/her title and moved to the entry level of the corresponding salary range.

Employees affected by this provision during the term of this Agreement will receive a promotional increase of at least 3% in addition to the regular negotiated increase.

#### ARTICLE 6. LONGEVITY

6.1 Full time and part time employees hired prior to January 1, 1994:

- After five (5) years of service – 2%
- After ten (10) years of service – 4%
- After fifteen (15) years of service – 6%
- After twenty (20) years of service – 8%
- After twenty-five (25) years of service – 10%

6.2 Full time employees hired after January 1, 1994 shall receive longevity as follows:



- After five (5) years of service - \$500.00
- After ten (10) years of service - \$1,000.00
- After fifteen (15) years of service - \$1,500.00
- After twenty (20) years of service - \$2,000.00
- After twenty-five (25) years of service - \$2,500.00

Longevity as above is prorated for part-time employees hired after January 1, 1994. Longevity for individual part time employees hired after January 1, 1994 that has been previously paid at a rate higher than the prorated amount shall be grandfathered in for payment at the previous rate the employee was paid.

6.3 Beginning January 1, 2004 for the above-mentioned employees, longevity pay will be rolled into base pay for all purposes as required by law. The longevity roll in shall be in lieu of lump sum longevity payments.

## ARTICLE 7. BENEFITS

### 7.1 Health Insurance.

Employees must work a minimum of thirty (30) hours per week on a regular basis to be eligible to receive medical/dental benefits. Employees Karen Paradiso and Heidi Wolfley shall continue to receive health insurance until they retire.

#### A. Medical:

The Township shall provide medical coverage to employees as defined in Section 7.1. Coverage shall be extended to the eligible members of their family as per health plan specifications. Unit employees shall make contributions towards the cost of their health insurance coverage in the amount set forth pursuant to P.L. 2011, c.78.

B. Dental:

The Township shall provide dental coverage to employees as defined in Section 7.1. Coverage shall be extended to the entire family of the employee as per dental plan specifications.

- C. The Library reserves the right to change carriers and/or self-insure so long as similar benefits are provided. The parties understand and agree that in the event that the State and/or the State Health Benefits Commission makes changes to the State Health Benefits Program, the Library has the unilateral right to make said changes in accordance with its statutory mandate.

ARTICLE 8. DISABILITY

In the event the municipality enters the State Disability Plan, Library full time and part time employees will be entitled to participate in such benefit.

## ARTICLE 9. HOLIDAYS

9.1 Full time and part time employees shall be entitled to compensation in accordance with Section 9.2 for the following holidays:

- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Columbus Day and Lincoln's Birthday shall be a floating holiday. Employees who work on this holiday shall take the time off as straight compensatory time within ninety (90) calendar days.

The Library will close at 1:00 p.m. on the afternoon before Thanksgiving, the afternoon before Christmas and the afternoon before New Year's Day. The normal work shift for these days will be 10:00 a.m. to 1:00 p.m. Employees who are assigned to come in earlier than 10:00 a.m. will leave early or will be given compensatory time.

9.2 Full time employees shall receive seven (7) hours paid time off for each of these holidays. Part time employees shall receive a prorated amount of paid time off for each of these holidays.

9.3 Full time employees are granted four (4) hours paid time off for each of the following: the afternoon before Thanksgiving, the afternoon before Christmas, and the afternoon before New Year's Day. Part time employees are granted the same time off

on a prorated basis. If the Library is open for business on any of these afternoons, those employees who work those afternoons shall take the time off as compensatory time within ninety (90) calendar days of the holiday involved.

9.4 Hourly employees whose regular schedule calls for them to work on average between six (6) and twenty-three (23) hours per week will receive four (4) hours paid time off for each of the following holidays:

- Presidents Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day

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## ARTICLE 10. VACATIONS

10.1 This section will only be applicable to full time and part time employees. Any reference to "employees" under this article is in reference to full time and part time employees only.

10.2 Full time employees hired after April 29, 2004 and/or who have worked less than one (1) year shall receive one (1) day of vacation time for each full month of continuous employment from the date of employment to the end of the calendar year. Beginning with the second calendar year and through the employee's remaining years of continuous employment, regular full time employees shall receive twenty-three (23) vacation days. Employees may begin taking earned vacation time upon completion of their probationary period. Prorated amounts will be allotted for part time employees.

10.3 All vacation schedules shall be approved by the Director or his or her designee. Prior notice of at least seventy-two (72) hours is required for requests for five (5) or more consecutive days. The Library Director or designee shall approve or deny all vacation requests in a timely manner. The Library shall give consideration to emergency situations that do not meet the seventy-two (72) hour prior notice.

- 10.4 Vacation time must be used in the year in which it is earned. Unused vacation time shall be forfeited. The only exception to this provision is if the carry over of vacation is necessary for Library operation as determined by the Library Director.
- 10.5 Vacation time is advanced at the beginning of the year, with the exception of the first year of employment, therefore, if an employee separates from service or retires and has used more vacation time than earned at that point in the year, the employee shall pay to the Township the equivalent of the unearned vacation time. Such payment shall be deducted from the employee's last paycheck.
- 10.6 All employees on leave of absence without pay shall not accrue any vacation time during the period of leave.
- 10.7 When employees terminate employment, they shall be paid for all earned vacation time accrued at the rate of pay in effect on the last day they reported to work. Such employees cease



being Maplewood Library employees effective as of the close of the last day they report to work.

#### ARTICLE 11. LEAVE OF ABSENCE

Employees may be granted a one (1) year leave of absence without pay. Any request for a leave of absence shall be submitted six (6) weeks in advance in writing by the employee to the Library Director. The request shall indicate the starting date of the leave of absence, the length of time requested, and the reasons therefore.

Authorization for a leave of absence shall be granted to the employee by the Library Director in writing and the request shall be answered within the six (6) week period. Employees shall be returned to the job classification they held at the time the leave of absence was approved. Requests for leave of absence shall not be unreasonably denied.

No more than two (2) employees will be allowed on this leave at the same time.

ARTICLE 12. SICK LEAVE, FAMILY & MEDICAL LEAVE,  
DISABILITY LEAVE

12.1 Sick Leave.

- A. Full time employees hired after January 1, 2005 who have worked less than one (1) year shall receive one and one-quarter ( $1\frac{1}{4}$ ) days of sick leave for each full month of continuous employment from the date of employment until December 31 of the calendar year in which the employee was hired. Prorated amounts will be allotted for part time employees.
  
- B. Starting January 1, 2005 and beginning with an employee's second calendar year and for each of the remaining years of continuous employment, full time employees shall receive

fifteen (15) days sick allowance annually. Prorated amounts will be allotted for part time employees.

- C. Sick leave is advanced at the beginning of the year, with the exception of the first year of employment. Therefore, in the event that an employee leaves the employ of the Library and has used more sick leave than earned at that point in the year, the employee shall pay to the Library the equivalent of the unearned sick time that was taken. Such payment shall be deducted from the employee's last paycheck.
  
- D. Beginning January 1, 2007, hourly employees whose regular schedule calls for them to work on average between ten (10) and nineteen (19) hours per week shall be entitled to ten (10) hours paid sick leave time per year.
  
- E. Full time and salaried part time employees shall be allowed to accumulate a maximum of two hundred (200) prorated days of sick leave.

Salaried employees hired after January 1, 2016 shall be allowed to accumulate a maximum of one hundred (100) prorated days of sick leave.

Hourly employees shall be allowed to accumulate a maximum of forty (40) hours of sick leave.

- F. Employees out of work due to illness for three (3) consecutive workdays may be required by the Library Director to submit a doctor's note upon return to work. Depending on the circumstances, additional notes may be required by the Library.

#### 12.2 Family and Medical Leave. The Township Family and Medical

Leave Policy benefits are provided in accordance with State and Federal laws. To the extent permitted by law, paid leave time must be used concurrently with a leave that qualifies under the Family and Medical Leave Act and/or the New Jersey Family Leave Act. Employees must substitute and utilize other

forms of paid leave while they take a leave that qualifies under the foregoing statutes.

12.3 Employer agrees to comply with the New Jersey Paid Sick Leave Act.

12.4 Employer shall implement and maintain the sick leave donation program as it currently exists.

### ARTICLE 13. PAYMENT FOR UNUSED SICK LEAVE UPON RETIREMENT

Employees who retire under the Public Employees Retirement System and who have accumulated unused sick leave will be paid one-half of that unused sick leave at the wage rate in effect at the time of retirement, but not to exceed \$5,800.00.

Beginning on January 1, 1990, the record for accumulating this sick leave shall be kept in hours and earned at the rate of 8.75 hours per each month worked for full time employees, and prorated for part time employees.

The employee must notify the Library Director in writing before January 1<sup>st</sup> of the year of retirement and if the employee fails to notify before January 1<sup>st</sup>, payment shall be made in the year following retirement.

#### ARTICLE 14. PERSONAL DAYS

14.1 This section will only be applicable to full time and part time employees. Any reference to "employees" under this article is in reference to full time and part time employees only.

14.2 All employees shall be entitled to have three (3) Personal Days each year, which shall be non-cumulative. Personal Days shall be granted with full pay. The length and pay of a Personal Day for part time employees shall be prorated.

14.3 Any employee hired after April 29, 2004 and/or who has worked less than one (1) year shall have Personal Days pro-rated on the basis of one (1) day for each four (4) full months work

completed. Probationary employees are not entitled to Personal Days.

14.4 Starting January 1, 2005 and beginning with an employee's second calendar year and for each of the remaining years of continuous employment, three (3) Personal Days shall be allotted and accounted for on the basis of the calendar year. When prorating for a partial year, four months work (January through April, May through August, or September through December) must be completed for each Personal Day earned.

14.5 An employee shall arrange use of Personal Days by the morning of the previous workday of the requested leave except in the case of emergency, said emergency to be determined by the Library Director.

14.6 Personal Days are advanced at the beginning of the year, with the exception of the first year of employment. Therefore, if an employee separates from service or retires and has used more personal days than earned at that point in the year, the employee shall pay to the Township the equivalent of the

unearned personal days used. Such payment shall be deducted from the employee's last paycheck.

#### ARTICLE 15. FUNERAL LEAVE

A full time employee shall be excused from work because of death in their immediate family, as defined hereafter and shall be paid the regular rate of pay for the scheduled working day not to exceed three (3) days missed related to the death. No additional days shall be granted. Part time employees will receive funeral leave on a pro-rated basis.

Immediate family is defined to mean parents, children, spouse, domestic partner, civil union partner, brother, sister, father-in-law, mother-in-law, grandfather, grandmother, grandfather-in-law, grandmother-in-law, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or unrelated person sharing the employee's household for whom the employee is the primary caregiver.



The employee must notify the Director of the absence in advance and not later than the time that they are scheduled to report for duty.

#### ARTICLE 16. UNION LEAVE

Members of the Union who are elected or designated by the Union to attend any meeting or education conference of the Union or other group with which it is affiliated, shall be granted the necessary time off without loss of pay, provided that notification is given to the Director in writing by the Union at least one (1) week in advance, and provided that such request does not exceed five (5) working days per year in the aggregate for all members. Only one (1) member shall be absent at a time.

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#### ARTICLE 17. SENIORITY

Seniority is defined to mean the accumulated length of service with the Employer computed from the recent date of hire as a regular salaried employee. Employees shall be credited for a full year of service in determining seniority for every year of service in which they

maintain twenty (20) hours or more of work per week. The Employer agrees to consider employees from lower rated job titles in filling all vacancies which may occur. In all instances, employees to be promoted must possess the skill, ability and knowledge to perform the duties required for promotion.

If the Employer decides to reduce the number of employees in any particular job group, the employee or employees with the least seniority shall be laid off first. For the purpose of this article, "job group" will be defined as either Title or Department.

In the event of a layoff, the employee or employees to be laid off should be given at least thirty (30) days notice prior to the date of layoff.

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Employees shall be recalled for work from layoff in the order of their seniority, provided that they have the requisite qualifications and ability to perform the work.

## ARTICLE 18. OUT OF TITLE WORK

In the event that an employee is assigned to perform work in a job classification higher than his/her job group for a period in excess of two (2) consecutive weeks or ten (10) consecutive work days, the employee shall be paid at the lowest salary in effect for the job group of the wage scale of the work which he/she is performing or paid at a rate of five percent (5%) over the employee's current base wage, whichever is higher. The higher rate of pay shall not apply whenever an employee is filling in for another employee who is on vacation.

## ARTICLE 19. NON-DISCRIMINATION CLAUSE

The provisions of this Agreement shall be applied equally to all employees of the bargaining unit without discrimination as to age, sex, handicap, sexual preference, marital status, race, color, creed, national origin, Union membership, Union activity, or political affiliation.

## ARTICLE 20. HEALTH AND SAFETY

20.1 The Employer agrees that no employee shall be required to work under any conditions which are unsafe or unhealthful and agrees to continue to provide healthful and safe working conditions for the employees. This includes providing proper heating in the winter and air conditioning in the summer. Absent compelling circumstances to the contrary, in the event of an HVAC malfunction that lasts more than one hour, resulting in temperatures exceeding 90 degrees in the summer or below 60 degrees in the winter, the Library shall close the facility to patrons and release the employees. All employees covered by this Agreement will be paid for the hours scheduled to work that day, provided the employee has not chosen to use time off prior to closure, and will not be required to make up the time.

Whenever the Library is closed for an entire day due to extreme temperatures, weather conditions or other emergencies, all employees covered by this Agreement will be

paid for the hours scheduled to work that day and will not be required to make up the time.

20.2 A Safety and Health Committee will be established which will consist of at least two (2) Union Representatives and the Library Director. The Library Director in his/her sole discretion may increase or decrease the number of Union Representatives on the Committee provided there are at least two (2). This Committee will meet quarterly, and more often if necessary, to discuss and resolve issues of health and safety at the Library. The issues of security and the implementation of secure operating practices and procedures will also be addressed by this Committee. The union may provide input on the scheduled construction project funded in 2021 through this committee. The union agrees that any input is advisory in nature and that project decisions rest solely with management.

20.3 Employees serving as representatives on this Committee will attend meetings during their regular work hours and will not suffer any loss of wages for doing so.

## ARTICLE 21. PROBATIONARY EMPLOYEES

Any employee shall remain probationary until after completion of one hundred eighty (180) calendar days of service from the date of the last hiring.

They shall have no seniority rights during this probationary period.

Their employment may be terminated at any time at the sole discretion of the Employer. Discharges during the probationary period shall not be subject to the grievance procedure.

## ARTICLE 22. HOURS OF WORK

22.1 This section will only be applicable to full time and part time employees. Any reference to "employees" under this article is in reference to full time and part time employees only.

22.2 In this document where “prorated” longevity, sick leave, vacation time, holiday time, Personal Days, or other benefit is allotted regarding part time employees, the prorated amount is based on the average number of hours the employee works compared to the average number of hours per week for full time employees.

22.3 The workweek is thirty-five (35) hours for full-time employees. All employees will be scheduled to work every fourth Saturday, except in the case of a surplus of workers. Then, seniority will determine who may choose not to work.

22.4 Employees may vary the number of hours in a given work week, this variation being acceptable within the terms of this Agreement provided the hours average thirty-five (35) per week within a four (4) week period, prorated for part time employees, and provided further that the hours actually worked (exclusive of other paid leave and paid lunch and break time) in any one work week do not exceed forty (40) hours.

For employees hired after April 5, 2008, normal working hours should begin no earlier than one (1) hour before the library is scheduled to open and should end no later than the library's closing time.

An employee may request a variant schedule, with the Library Director's approval, provided that the hours average thirty-five (35) hours per week within a four (4) week period, pro-rated for part time employees, and provided further that the hours actually worked (exclusive of other paid leave and paid lunch and break time) in any one work week do not exceed forty (40) hours. A variant schedule must be a regular schedule (a consistent pattern of days and hours worked per week, pay period or month). Requests for variant schedules must be submitted to the Director, in writing. Approved variant schedules are subject to change, with the employee given written notice by the Library Director at least thirty (30) days prior to the effective date of the change. Exceptions may be made for operational needs as determined by the Library Director.



22.5 All employees shall be prepared to work one (1) evening a week. Within each department, the assignment of evening hours shall be based on seniority.

22.6 Employees may elect or be asked to work extra time, accruing up to eight (8) hours time with prior permission of the Department Head, which accrued time is to be taken as time off. Beyond eight (8) hours, extra time may be accrued on request of the Department Head or Director. In the case of Department Heads themselves, accrual beyond eight (8) hours must be by permission of the Library Director. The number of hours which may be accrued may not exceed thirty-five (35) hours for full time employees, prorated for part time employees. This paragraph applies only to hours actually worked (exclusive of other paid leave and paid lunch and break time) up to forty (40) hours in any one workweek. Hours actually worked in excess of forty (40) hours per week will be paid at time and one half.

22.7 Accrued extra time must be taken off with permission of the Department Head, or in the case of a Department Head, with permission of the Library Director. Accrued extra time may not be taken off within sixty (60) days of termination of employment. The Employer is liable for payment for unused accrued extra time.

22.8 Extra Compensatory Time.

- A. Employees who are assigned to work a full day on Saturday shall receive one (1) hour compensatory time for each Saturday worked.
- B. Employees who, with the Director's approval, are assigned to work nights will receive one (1) hour of compensatory time for each night worked.

22.9 Sunday Hours

- A. All employees shall be compensated at one and one-half their normal rates of pay for any hours worked on a Sunday. For purposes of this section only, "all employees" shall be understood to include hourly employees.

- B. Hours on Sunday shall be scheduled for public desks as follows: Employees shall be assigned on a voluntary basis beginning with the most senior; if there are insufficient volunteers, then employees shall be assigned to work in inverse order of seniority; unassigned work is not permitted.

In going through the seniority lists, management will give all employees an opportunity to sign up for one Sunday before any employee is allowed to sign up for more than one Sunday.

When seeking volunteers, management will go through the salaried workers' seniority list first, and then go through the hourly workers' seniority list. When assigning people to work, management will go through the hourly workers' seniority list first and then go through the salaried workers' seniority list.

- C. No employees shall be required to work more than one Sunday in four.

22.10 Off-premises work. Work is to be performed on Library premises, with the exception of assigned or permitted off

premises job related duties such as library outreach, training, or attendance at professional meetings, as approved by the Library Director.

22.11 Meal Time. All employees will receive up to a one hour unpaid meal period when scheduled to work a 7 hour shift.

22.12 Rest Periods. All employees will receive one 15 minute paid break per 3 ½ hour work period.

#### ARTICLE 23. TIME WORKED ON HOLIDAYS

When the Library is open on any legal holiday, the Library Director shall staff each of the following sections: Adult Circulation Desk, Adult Reference Desk, Information Desk, Children's Reference Desk, and Children's Circulation Desk (but no past 6:00 p.m. in the Children's room), on a seniority basis, from a list of volunteers qualified to work in each of the sections of the Library so listed. If there are insufficient volunteers, then the employees shall be assigned to work in inverse order of seniority. Said employees shall receive time and one-half (1½) either in compensatory time off or in

cash. Said payment to be determined at the option of the employee.

Unassigned holiday work is not permitted.

#### ARTICLE 24. MANAGEMENT RIGHTS

It is recognized that the management of the Library, the control of its properties, and the maintenance of order and efficiency are solely the responsibilities of the Employer. Accordingly, the Employer retains the following rights except specifically provided in this Agreement including, but not limited to selection and direction of the employee; to hire, suspend or discharge for just cause; to make reasonable rules which shall not be inconsistent with this Agreement; to assign, promote, demote or transfer; to determine the amount of overtime to be worked; to relieve employees from duties because of lack of work; to decide on the number and location of facilities; to determine the work to be performed; to determine the amount of supervision necessary; to decide the staff and scheduling and the work assignments; to have the right to change or introduce processes and methods for the purpose of facility, efficiency and operation of the Library.

## ARTICLE 25. FULLY BARGAINED CLAUSE

The foregoing constitutes the entire Agreement between the parties and shall supersede any and all Rules and Regulations in conflict therewith which were previously in effect. All other Rules and Regulations affecting conditions of work which were in effect at the time of signing of this Agreement shall remain in effect and are made part of this Agreement.

Nothing herein shall be construed to supersede any decision issued by a Governmental Agency of competent jurisdiction relevant to the issues covered in this Agreement.

## ARTICLE 26. SAVING CLAUSE

If any provisions of this Agreement should be held invalid by operation of law or regulation by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal or appropriate administrative

agency pending a final determination as to its validity, such provisions shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

#### ARTICLE 27. JOB ASSIGNMENT AND EVALUATION

Job assignments will be reviewed and a job description will be provided for each employee. Each employee's job duties will be reviewed to be sure the employee is working in the correct title. Each employee will be given an evaluation annually in writing and provided with a copy.

## ARTICLE 28. STAFF DEVELOPMENT/CONTINUING EDUCATION

The Library will pay the annual professional association membership fee for the New Jersey Library Association (NJLA) for all Full Time and Salaried Part Time professional librarians. Total professional association membership fee for the NJLA shall not exceed \$1,500.00 in any one year during the term of this contract based on seniority.

## ARTICLE 29. JURY DUTY AND COURT APPEARANCE

All employees shall be excused from work when they are required to be present for jury service and shall receive their usual compensation during the time they are on jury service. Employees required to serve on a jury shall present their department head with a copy of the jury service notification indicating the date(s) they are to serve within two (2) business days of receipt of the jury notice. The employee's regular salary shall be reduced by any payment received by the employee from the court system for jury duty.

If the employee is dismissed from jury service, the employee must return to work unless the employee's dismissal is less than two (2)



hours before the end of the employee's workday. Employees will not be required to work an evening shift while on jury duty.

#### ARTICLE 30. RENEWAL

This Agreement shall become effective retroactive to January 1, 2020 and shall remain in full force and effect until December 31, 2023 and is the full and complete Agreement between the parties. This Agreement shall continue from year to year unless either party requests in writing ninety (90) days prior to its termination a modification or revision of terms and conditions set forth.

IN WITNESS WHEREOF, the parties hereto set their respective signatures.

For the Library

K. M. ...  
Jan 7 25

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\_\_\_\_\_  
\_\_\_\_\_

For the Union

Robert ...  
Cynthia ...

Phyllis ...  
...

## Appendix A – Salary Ranges

### 2020 (+ 2%)

Dept. Head	\$73,481.64	\$ 88,516.53
Sr. Librarian	\$56,901.89	\$ 70,672.19
Librarian	\$52,828.97	\$ 54,795.36
Sr. Paraprofessional	\$47,349.10	\$ 60,415.37
Paraprofessional	\$43,951.29	\$ 45,381.60
Super. Library Asst.	\$45,521.74	\$ 54,942.92
Sr. Library Assistant	\$35,828.81	\$ 43,729.96
Library Assistant	\$33,018.25	\$ 34,421.86
Custodian	\$29,768.04	\$ 38,164.15

### 2021 (+2.25%)

Dept. Head	\$75,134.98	\$ 90,508.15
Sr. Librarian	\$58,182.19	\$ 72,262.32
Librarian	\$54,017.62	\$ 56,028.26
Sr. Paraprofessional	\$48,414.46	\$ 61,774.72
Paraprofessional	\$44,940.20	\$ 46,402.68
Super. Library Asst.	\$46,545.98	\$ 56,179.13
Sr. Library Assistant	\$36,634.96	\$ 44,713.89
Library Assistant	\$33,761.16	\$ 35,196.35
Custodian	\$30,437.82	\$ 39,022.84

### 2022 (+2%)

Dept. Head	\$76,637.68	\$ 92,318.31
Sr. Librarian	\$59,345.83	\$ 73,707.57
Librarian	\$55,097.98	\$ 57,148.82
Sr. Paraprofessional	\$49,382.75	\$ 63,010.21
Paraprofessional	\$45,839.00	\$ 47,330.74
Super. Library Asst.	\$47,476.90	\$ 57,302.72
Sr. Library Assistant	\$37,367.65	\$ 45,608.17
Library Assistant	\$34,436.38	\$ 35,900.28
Custodian	\$31,046.57	\$ 39,803.30

### 2023 (+2.25%)

Dept. Head	\$78,362.03	\$ 94,395.48
Sr. Librarian	\$60,681.11	\$ 75,365.99
Librarian	\$56,337.68	\$ 58,434.67
Sr. Paraprofessional	\$50,493.86	\$ 64,427.94
Paraprofessional	\$46,870.38	\$ 48,395.68
Super. Library Asst.	\$48,545.13	\$ 58,592.03
Sr. Library Assistant	\$38,208.43	\$ 46,634.35
Library Assistant	\$35,211.20	\$ 36,708.03
Custodian	\$31,745.12	\$ 40,698.87