

Agreement

between the

County of Passaic and the Passaic County Prosecutor

and

District 15 of the International Association of Machinists and Aerospace Workers

representing clerical employees in the Passaic County Prosecutor's Office

for the period of

January 1, 2020 to December 31, 2025

Prepared by:

The Office of the Passaic County Counsel

401 Grand Street, Room 214

Paterson, New Jersey 07505

Phone: (973) 881-4466

Fax: (973) 881-4072

Table of Contents

ARTICLE I. MANAGEMENT RIGHTS	1
ARTICLE II. RECOGNITION, UNION SHOP AND CHECK-OFF	1
ARTICLE III. STEWARDS	2
ARTICLE IV. UNION VISITON	2
ARTICLE V. PERSONAL LEAVE	2
ARTICLE VI. BEREAVEMENT LEAVE.....	3
ARTICLE VII. SICK LEAVE.....	4
ARTICLE VIII. REST PERIOD AND LUNCH BREAK.....	4
ARTICLE IX. HOLIDAYS	4
ARTICLE X. VACATIONS.....	5
ARTICLE XI. HEALTH AND INSURANCE BENEFITS	6
ARTICLE XII. WORK SCHEDULE, OVERTIME AND COMPENSATORY TIME.....	8
ARTICLE XIII. EMPLOYEE LIABILITY	9
ARTICLE XIV. SENIORITY.....	9
ARTICLE XV. NON-DISCRIMINATION.....	10
ARTICLE XVI. FULLY BARGAINED PROVISIONS	10
ARTICLE XVII. SEPARATION OF EMPLOYMENT.....	10
ARTICLE XVIII. GRIEVANCE PROCEDURE	10
ARTICLE XIX. EXISTING POLICIES.....	11
ARTICLE XX. SALARIES.....	12
ARTICLE XXI. EDUCATIONAL INCENTIVE.....	14
ARTICLE XXII. SAVINGS CLAUSE	14
ARTICLE XXIII. WORK INCURRED INJURY	14
ARTICLE XXIV. PERSONNEL FILES	15
ARTICLE XXV. INVESTIGATION OF CLERICAL EMPLOYEES	15
ARTICLE XXVI. UNION RIGHTS	16
ARTICLE XXVII. RETROACTIVE PAYMENT	16
ARTICLE XXVIII. TERM AND RENEWAL	16
SALARY GUIDE	19

THIS AGREEMENT entered into this _____ day of _____, 2023 by and between the Passaic County Prosecutor and the County of Passaic (“County” or “Employer”) with its principal place of business located at 401 Grand Street, Room 214, Paterson, New Jersey 07505 and District 15 of the International Association of Machinists and Aerospace Workers, AFL-CIO Lodge #447 with its principal place of business located at 652 4th Avenue, Brooklyn New York 11232 (“Union”) who is the designated bargaining unit for clerical employees in the Passaic County Prosecutor’s Office (collectively referred to as the “Parties” throughout the Agreement); and

WHEREAS, it is the intent of both parties to recognize that the paramount purpose of this Agreement is to maintain the high standards of excellence, morale and performance now in existence in the Passaic County Prosecutor’s Office (“PCPO”); and

Other purposes of this Agreement are:

1. The promotion of harmonious relations between the Employer and its employees;
2. The establishment of an equitable and peaceful procedure for the resolution of differences;
3. The establishment of fair rates of pay, hours of work and other conditions of employment satisfactory to both Parties; and
4. The prevention of the interruption of the efficient and effective operation of the Employer, which operation is essential to the wellbeing of the citizens of the County.

NOW, THEREFORE, the Parties mutually agree as follows:

ARTICLE I. MANAGEMENT RIGHTS

The public Employer retains the right in accordance with applicable laws and procedures to:

1. Direct employees.
2. Hire, promote, transfer, assign and retain employees in positions within the agency, and to suspend, demote, discharge or take other disciplinary action against employees, including the right to take disciplinary action when an employee fails to comply with management requests.
3. Relieve employees from duties because of the lack of work or for other legitimate reasons.
4. Maintain the efficiency of the government operations entrusted to the Employer.
5. Determine the methods, means and personnel by which such operations are to be conducted.
6. Take whatever action may be necessary to carry out the responsibilities of the Employer in situations of emergency.

ARTICLE II. RECOGNITION, UNION SHOP AND CHECK-OFF

1. The Employer recognizes the Union as the sole and exclusive authorized bargaining representative with respect to rates of pay, wages, hours of work and conditions of employment for all clerical employees employed by the PCPO.

2. There shall be a three (3) month probationary period for new employees before any benefits are realized, except for overtime pay. Benefits such as sick time, vacation time, personal time, and holidays shall accrue retroactively to the credit of the employee upon completion of the probationary period. During the three (3) month probationary period, the Employer may discharge the employee without assigning any cause. Therefore, any discharge shall not constitute a dispute or grievance within the meaning of this Agreement.
3. Employees covered by this Agreement are required to become members of the Union and to pay the Union an amount determined by the Union, no greater than periodic membership dues, and initiation fees uniformly required as a condition of requiring or retaining employment. The Employer agrees to deduct from the wages of each employee the membership dues and initiation fees of the Union, provided the Employer receives from each employee effective written authorization to make such deduction, which authorization shall conform to the requirements of the National Labor Relations Act. The Employer shall make such deduction from the employee's wages once a month, provided sufficient monies are available. The Employer shall forward the monies, so deducted, to the Union at the address indicated in this Agreement. Payment of such monies to the Union, as aforesaid, shall be deemed in full compliance with the requirements of this paragraph. The Union agrees to reimburse the Employer for any improper, erroneous or illegal payments made to it under this provision.
4. Effective December 29, 2016, new hires of the PCPO with the job title "Agent" shall not be entitled to join the Union.

ARTICLE III. STEWARDS

1. The Employer recognizes the Union's steward and officials as the Union's authorized Representatives for the purpose of settlement of grievances hereunder, provided that in the event there is more than one steward in the shop of the Employer, discussion of grievances shall be limited to the steward who is directly involved and familiar with the grievance.
2. The stewards shall suffer no loss of pay for time spent by them during regular working hours in the handling of the grievance procedure set forth hereinafter and for attendance at arbitration hearings.
3. The shop steward shall head the seniority list. The Employer shall recognize an employee as steward only after receiving written notice from the Union.

ARTICLE IV. UNION VISITATION

Properly accredited representatives of the Union shall have reasonable access at all times to the premises of the Employer, provided such access does not interfere with the normal flow of business and further provided that a proper official of the Employer is notified prior thereto.

ARTICLE V. PERSONAL LEAVE

1. Every employee shall be permitted a maximum of three (3) personal leave days per year with pay.
2. The employee shall provide three (3) days advanced notice of such leave, except in the event of personal emergency. Approval of such leave requests shall not be unreasonably refused. Except as provided herein, such leave shall not be cumulative.

3. In the event the Employer does not approve the employee's leave request and as a result one or more of the personal leave days is not taken within the calendar year, then the unused personal leave day(s) may be carried over to the next calendar year.
4. An employee may request of the Employer, for good cause shown, to carry over personal leave day(s) to the next calendar year. Approval of such requests shall be within the discretion of the Employer. An employee may be permitted to carry over no more than one year's worth of personal leave to the following year, absent permission from the Employer.
5. Personal leave days may be taken by the employee in one (1) hour increments.
6. All employees covered by this Agreement, upon written application setting forth the reason, may be granted a leave of absence without pay for a maximum period of three (3) year(s) by the Prosecutor. The granting of a request for leave of absence without pay will not be unreasonably withheld.
7. Each employee shall be supplied with a written certification from the Employer prior to the end of the calendar year, which shall state the number of accumulated vacation days, sick days, and personal days and any other time, which is available to the employee.

ARTICLE VI. BEREAVEMENT LEAVE

1. Employees covered by this Agreement shall be allowed three (3) consecutive days off with pay at the employee's straight time pay for a death in the immediate family.
2. The immediate family for the purpose of this section is defined as a spouse, children, including step and foster children, employee's natural parents and current stepparents, grandparents, grandson and granddaughter, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, and domestic partners, as defined by the New Jersey Domestic Partnership Act.
3. Each employee covered by this Agreement shall be allowed one (1) additional day per year for use in the event of death of the employee's husband, wife, son or daughter, mother or father and domestic partners as defined by the New Jersey Domestic Partnership Act.
4. Employees covered by this Agreement shall be allowed one (1) day off with pay at the employee's straight time pay to attend the funeral of other family members, provided the funeral occurs on a regular workday.
5. This section is amended to be consistent with Section 4.07. Bereavement Leave of the Passaic County Personnel Policies and Procedures Manual ("Employee Manual") adopted by the Board of County Commissioners of the County of Passaic ("Board") via Resolution R-10-659, which reads:

"Employees are entitled to three (3) consecutive calendar days leave of absence for the death of an employee's immediate relative. Bereavement Leave shall not extend beyond three (3) consecutive calendar days immediately following the death of a family member unless approved by the County Administrator. "Immediate relative" includes spouse, civil union partner, child, parent, stepchild, stepparent, sibling, grandparents, mother in-law, father in-law, daughter in-law, son in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are paid for all working days during the Bereavement Leave. Employees may be asked for proof at the discretion of the Director of Human Resources or County Administrator.

In the event this Agreement is richer than what is set forth in the Employee Manual, that benefit shall stand.

ARTICLE VII. SICK LEAVE

1. Every employee covered by this Agreement shall earn payment for absence due to illness at the rate of fifteen (15) days per year, which shall accumulate at the rate of 1.25 days per month.
2. Unused sick days shall be cumulative from year to year.
3. After an employee has used ten (10) or more sick days in any one calendar year, the Employer shall have the right to demand that the employee furnish a note from the doctor that said employee was in fact ill.
4. After an employee has used five (5) continuous sick days, the Employer shall have the right to demand that the employee furnish a note from a doctor that said employee was in fact ill.
5. Newly hired employees shall earn sick leave at the rate of one (1) day for each month of completed service during the first calendar year of their employment.
6. Upon retirement, an employee shall be entitled to the cash equivalent of one-half of the employee's total remaining and accrued sick time, with a maximum payment of \$15,000 for employees hired prior to April 22, 2008, and a maximum payment of \$12,000 for employees hired after April 22, 2008.
7. Sick time may be used in quarter hour increments.
8. Donated sick time shall be consistent with the Employee Manual.
9. Each employee shall be supplied with a written certification from the Employer prior to the end of the calendar year, which shall state the number of accumulated vacation days, sick days, and personal days and any other time, which is available to the employee.

ARTICLE VIII. REST PERIOD AND LUNCH BREAK

1. The work period shall provide for a fifteen (15) minute rest period during each one-half (1/2) day shift. Said break may not be used to report to work late or leave early. Break time is to be used for smoking and/or eating.
2. Lunch periods may not be included in the seven (7) hour period and may be used for emergency reasons before, during and/or at the end of the workday.

ARTICLE IX. HOLIDAYS

1. The following days are recognized paid holidays, except as modified herein:

½ day New Year's Eve
New Year's Day
Martin Luther King's Birthday
President's Day

Good Friday
 Memorial Day
 Independence Day
 Labor Day
 Columbus Day
 Election Day
 Veteran's Day
 Thanksgiving Day and day after
 ½ day Christmas Eve
 Christmas Day

2. The Union recognizes the right of the Employer to require employees to work on holidays.
3. If an employee is required to work on a holiday, the employee shall be compensated for such work at two (2) times the employee's regular rate for all hours worked, or compensatory time at two (2) times the hours worked, whichever method the Employer in his absolute discretion deems proper.
4. If a holiday falls on Saturday, it shall be celebrated on Friday. If a holiday falls on Sunday, it shall be celebrated on Monday.
5. If a holiday falls within the vacation period of an employee, the employee will not be charged a vacation day for that holiday.
6. In the event the County adopts additional holidays for all County employees by way of resolution adopted by the Board, the employees of the unit shall be afforded the holiday without re-opening the contract.

ARTICLE X. VACATIONS

1. All employees are entitled to vacation leave with pay. Compensation for employees hired prior to April 22, 2008 shall be as follows:

1 – 5 years of service	12 working days vacation each year
6 – 10 years of service	15 working days vacation each year
11 – 15 years of service	18 working days vacation each year
16 – 20 years of service	20 working days vacation each year
20+ years of service	22 working days vacation each year

For employees hired after April 22, 2008, the vacation schedule shall be as follows:

1 – 5 years of service	12 working days vacation each year
6 – 10 years of service	12 working days vacation each year
11 – 15 years of service	15 working days vacation each year
16 – 20 years of service	18 working days vacation each year
20+ years of service	20 working days vacation each year

2. Vacation leave should be credited and available for use on January 1st of each year and the amount of leave is dependent on the number of years of service.
3. Probationary employees may not utilize vacation time during their probationary period, but at the end of the probationary period, the employees shall be entitled to one accrued vacation day for

every month worked during the probationary period, provided the employee is not terminated either during or at the end of the probationary period. Employees so terminated are not entitled to vacation leave, nor to compensation for same.

4. After probation and during the first year of service up to January 1st, employees accrue one day for each month of service. As of January 1st, all employees are credited for the appropriate number of days in advance for the coming year.
5. During the calendar year in which the anniversary date of an employee's actual years of service would entitle the employee to advance to the next level of vacation leave compensation, the employee shall be entitled to a pro rata share of the increase in vacation leave compensation as follows:
 - a. For steps 2 and 3, if the anniversary date falls between January 1st and April 30th, the employee shall be entitled to three (3) additional vacation days during that calendar year. If the anniversary date falls between May 1st and August 31st, the employee shall be entitled to two (2) additional vacation days during the calendar year. If the anniversary date falls between September 1st and December 31st, the employee shall be entitled to one (1) additional vacation day during that calendar year.
 - b. For steps 4 and 5, if the anniversary date falls between January 1st and June 30th, the employee shall be entitled to two (2) additional vacation days during that calendar year. If the anniversary date falls between July 1st and December 31st, the employee shall be entitled to one (1) additional vacation day during the calendar year.
 - c. Additional vacation days earned during the calendar year as a result of the change in vacation leave entitlement shall be credited as of January 1st of that calendar year.
6. An employee who becomes ill during his vacation will not be charged vacation leave, but rather sick leave for the period of illness, provided the employee furnishes satisfactory proof such as a doctor's certificate of the illness to the Employer upon return to work.
7. An employee may request of the Prosecutor or her designee, the right to carry over into the next calendar year unused vacation days. Approval of such requests shall not be unreasonably denied. The carry over may not exceed one calendar year's value.
8. Requests made to a supervisor by clerical employees for permission to use vacation time must be approved or disapproved within a period of five days from the date of submission to said supervisors.
9. Employees may utilize their vacation time in one (1) hour increments.

ARTICLE XI. HEALTH AND INSURANCE BENEFITS

1. Except as provided herein, all health insurance, dental insurance, life insurance, disability insurance and the Prescription Drug Plan shall remain in effect as per past practice.
2. It is agreed that existing employees on staff as of the signing of this contract shall maintain their existing health insurance coverage and no changes to plan design.

- a. The deductible for health insurance shall be \$200.00 for the employee and \$500.00 for family members, amounting to a total deductible of \$700.00 in the aggregate. Co-pays for doctor's visits will be \$15.00.
 - b. Effective June 2, 1994, pre-admission review and case management shall be part of the health insurance program. It is specifically and expressly agreed that under the preadmission review and case management provisions of the health plan, in the event of a disagreement between the employee's physician(s) and the plan's physician(s) as to proposed surgery or course of treatment, the decision of the patient and/or patient's physician shall control. In such event, the plan shall pay the expenses of the chosen surgery or course of treatment in accordance with the plan's normal payment schedules for same.
3. It is further agreed that all new employees hired after June 2, 1994 shall have the health insurance coverage known as the Blue Cross/Blue Shield Wrap-Around Program equivalent. The deductible under this program shall be \$200.00 for the employee and \$400.00 for family members, amounting to a total deductible of \$600.00 in Network and 600/1,000 out of network in the aggregate. Pre-admission review and case management shall be part of this health insurance program.
- a. Effective January 1, 2017, all out of network charges shall be paid at the following schedule:

2017	180% of the Medicare Rate Schedule
2018	180% of the Medicare Rate Schedule
2019	150% of the Medicare Rate Schedule

Any employee who subsequently retires shall be entitled to continue his/her participation in the health insurance plan and participation in the prescription drug plan upon retirement so long as he/she is employed by the County at the time of retirement.

4. It is further agreed that the co-pay under the Prescription Drug Plan shall be as follows:
- a. Generic prescription \$5.00
 - b. Brand name prescription \$10.00 per prescription
 - c. Mail Order Generic \$10.00 per prescription (for 3 month supply)
 - d. Mail Order Brand name \$20.00 per prescription (for 3 month supply)

As of March 1, 1999, any employee who has retired and any employee who subsequently retires shall be entitled to continue to participate in the health insurance and Prescription Drug Plan upon retirement. For employees hired prior to April 22, 2008, retirement shall mean at least seventeen (17) years of service to the County. For those employees hired after April 22, 2008, retirement shall mean twenty-five (25) years of service with the County.

- 5. In the event that the County changes its present insurance carriers and/or insurance plans, the new coverage for any and all health and insurance benefits shall be equal to or greater than, but not less than, the benefits and coverage levels presently in effect.
- 6. In the event the Employer desires to change health care providers or enter into a program of self-insurance regarding coverage for any existing benefits, the Union agrees to re-open negotiations

solely as to that issue, provided, however, that no change shall be made in the benefits provided for in the Article without the full consent of both parties.

7. In the event an employee is laid off (not resigned, terminated or retired), the hospitalization and prescription insurance benefits shall continue for a period of ninety (90) calendar days except if paid for by another Employer.
8. In the event of an employee's death, the hospitalization and prescription insurance benefits shall continue for a period of ninety (90) calendar days.
9. All employees covered by this Agreement will pay pre-tax medical contributions as set forth by New Jersey Chapter 78 legislation, which became effective June 28, 2011.
10. New employees hired after December 29, 2016 shall not be entitled to enroll in the County's Traditional Healthcare Plan.
11. All employees hired subsequent to December 29, 2016 shall, upon retirement and twenty-five (25) years of service to the County, be entitled to enroll only in the HBCBS Advantage EPO Design 4 plan or an equivalent plan that may be offered.

ARTICLE XII. WORK SCHEDULE, OVERTIME AND COMPENSATORY TIME

1. The standard workweek shall consist of five (5) consecutive days, Monday through Friday, with two (2) consecutive days off.
2. The hours of work shall be either six (6) hours per day with one (1) hour off for unpaid lunch for a total workweek of thirty (30) hours or seven (7) hours per day with one (1) hour off for unpaid lunch, for a total workweek of thirty-five (35) hours.
3. The determination as to which employees will work six (6) hours a day and thirty (30) hours a week and which employees will work seven (7) hours a day and thirty-five (35) hours a week shall be at the discretion of the Employer. However, all new employees hired shall be required to work seven (7) hours a day and thirty-five (35) hours a week, unless the schedule is altered by the Prosecutor. Shifts are as follows: 8:30 – 4:30; 9 – 4; 9:15 – 4:15; 9:30 – 4:30. Second shift employees are required to work either from 2:00 – 10:00 or 3:00 – 11:00.
4. Any employee who was granted the option of working a six (6) hour day shall be permitted to continue to work that schedule for the tenure of their employment with the PCPO. Said employee reserves the right to work a seven (7) hour shift if they so choose with the appropriate adjustment in salary. Any employee who opts for a thirty-five (35) hour week from a thirty (30) hour week may only do so one time.
5. The County and/or PCPO will not change hours to avoid paying overtime.
6. Employees who are required to work a thirty-five (35) hours workweek shall receive extra remuneration by way of salary adjustments specified in Article XX. Salaries.
7. Lunch periods assigned to employees shall be duty free, and with the exception of an emergency, any employee who shall be requested to work during the employee's lunch period shall be afforded a duty-free lunch period during the respective work shift in that same workday.

8. An employee required to work longer than the normal workday Monday through Friday shall be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate, starting with the first hour of overtime.
9. An employee who is required to work on a Saturday shall be remunerated at the rate of one and one-half (1 ½) times the regular hourly rate.
10. An employee who is required to work on a Sunday or a holiday shall be remunerated at the rate of two (2) times the regular rate.
11. Payment for overtime work shall be in the form of cash or compensatory time off at the employee's discretion.
12. An employee who is called to work beyond regular working hours shall either be provided with roundtrip transportation between the employee's home and the employee's workstation or be compensated at the rate set by the IRS for roundtrip personal travel between these locations or according to County policy.
13. Effective November 2, 2012, all clerical employees who are required to be "on call" shall receive the amount of one hundred dollars (\$100.00) in addition to three and one-half (3.5) compensatory hours per week for each week spent on call.

Compensatory time received for on call work shall be maintained separately from regular compensatory time earned for overtime, shall not be subject to the F.L.S.A., may not be cashed in at any time, may only be carried into the following calendar year after which it is earned, and may not be used in any instance where it will cause overtime for the PCPO.

14. Employees covered under this Agreement shall be entitled to two (2) compensatory days of seven (7) hours on the first day of each calendar year that can be taken in fifteen (15) minute increments.

ARTICLE XIII. EMPLOYEE LIABILITY

The Employer and the County shall provide legal defense and indemnification in all cases in accordance with the terms of the prevailing law at the time the claim arises.

ARTICLE XIV. SENIORITY

1. The principle of seniority is defined as an employee's total length of service with the Employer and is hereby recognized and will apply in all cases of promotions, transfers, jobs and shift preference.
2. The Employer shall maintain an accurate, up to date seniority roster with each employee's date of permanent employment, classification and pay-rate. Such record shall be available to the Union's representative upon request.
3. Where openings in non-entry level positions occur, the openings shall be posted on the bulletin boards on the primary and satellite offices, together with basic jobs duties, shifts, and wage rates on such jobs. Copies of all postings shall be forwarded to the Union.

ARTICLE XV. NON-DISCRIMINATION

The Employer and the Union agree to comply with all Federal and State laws against discrimination.

ARTICLE XVI. FULLY BARGAINED PROVISIONS

This Agreement shall not be modified in whole or in part by the Parties except by an instrument in writing only, executed by all Parties.

ARTICLE XVII. SEPARATION OF EMPLOYMENT

1. Upon discharge, the employee will receive no later than the next pay period all monies to which the employee is entitled.
2. Upon resignation, the employee will receive, no later than the next pay period, all monies to which the employee is entitled, provided that the employee has notified the Employer at least two (2) weeks prior to such resignation.

ARTICLE XVIII. GRIEVANCE PROCEDURE

When a grievance has been formally submitted in writing and the Union represents the grievant, and where the Union steward requires time to investigate such grievance to achieve an understanding of the specific work problem during working hours, the employee and his/her designated representative will be granted time off without loss of pay to attend step one meetings, step two meetings or hearings, and arbitration hearings and to travel to and from such meetings and hearings.

If a meeting or hearing extends beyond the employee's normal working hours, compensatory time equal to the additional time spent at the meeting or hearing will be granted but will not be considered time worked for the computation of overtime.

A reasonable number of witnesses and resource persons employed by the State will be granted time off without loss of pay to attend step one meetings, step two meetings or hearings, and arbitration hearings and to travel to and from such meetings and hearings.

1. **Definition.**

For purpose of this Agreement, the term "grievance" means any complaint, difference or dispute between the Employer and any employee with respect to the interpretation, application, or violation of any of the provisions of this Agreement or any applicable rule or regulation or policies, agreements or administrative decisions affecting any employee(s) covered by this Agreement, which governs the terms and conditions of employment.

2. **Procedure.**

- a. **Step 1:** Within ten (10) working days of its occurrence the matter shall be reduced to writing on an approved grievance form and submitted to the First Assistant Prosecutor. The First Assistant Prosecutor shall respond in writing no later than ten (10) working days from receipt of the written grievance.

- b. **Step 2:** In the event the grievance is not resolved at Step 1, then the matter may be appealed within ten (10) working days in writing to the Prosecutor. The ten (10) working day period for appeal to the Prosecutor shall run either from the date of receipt of the First Assistant Prosecutor's written response or upon the completion date of Step 1 where there is no response. The Prosecutor shall have ten (10) working days in which to respond.
- c. **Step 3:** In the event the grievance is not resolved at Step 2, then the Union, and only the Union, may submit the matter within ten (10) working days to binding arbitration in accordance with the procedures of the New Jersey Public Employment Relations Commission.

The written request for arbitration by the Union must be filed with the Public Employment Relations Commission and a copy served upon the Prosecutor's response at Step 2.

- i. No response at any step within the time allotted shall be deemed to be a denial of the grievance at that Step.
- ii. Written disposition of all grievances shall be forwarded to the Union.
- iii. In the event of arbitration, the costs of the arbitrator's services shall be shared equally by the Parties except that late cancellation fees shall be the sole responsibility of the party requesting the postponement.
- iv. Time limits shall be strictly adhered to and a grievance not raised or processed within the time allotted shall be deemed to be abandoned.
- v. Documents, communications or records dealing with a grievance, except disciplinary matters, shall not be filed in any employee's personnel file.
- vi. Meetings and hearings pursuant to this procedure shall not be conducted in public and shall only be attended by the parties in interest and authorized representatives.
- vii. A grievance must be raised at Step 1 no later than ten (10) working days following its occurrence.
- viii. Nothing in this Agreement or grievance procedure shall affect or apply to the right of the Employer to discipline or discharge employees nor deprive any employee of their rights in such cases pursuant to civil service rules and regulations or otherwise.
- ix. There shall be no loss of pay for employees for time spent during grievance meetings or hearings as a grievant or as a witness, but such employee shall not receive overtime or compensatory time.

ARTICLE XIX. EXISTING POLICIES

- 1. The provisions of any valid and existing Board ordinances or resolutions validly providing employment benefits with regard to matters covered by this Agreement shall remain in effect unless this Agreement provides for some other benefit.

2. In the event the Board negotiates an improvement in any wage or fringe benefit on a county-wide basis, then the employees in this bargaining unit shall have the right to request immediate negotiations as to such issue only, any other provisions of this Agreement to the contrary notwithstanding.
3. The Prosecutor agrees that all benefits, terms and conditions of employment relating to the status of the PCPO, which benefits, terms and conditions of employment are not specifically set forth in this Agreement, shall be maintained at no less than the highest standards in effect at the time of the commencement of collective bargaining negotiations between the parties leading to the execution of this Agreement.
4. Unless a contrary intent is expressed in this Agreement, all existing benefits, rights, duties, obligations and conditions of employment applicable to any employee covered by this Agreement pursuant to any rules, regulations, instructions, directive, memorandum, statute or otherwise, shall not be limited, restricted, impaired, removed or abolished.

ARTICLE XX. SALARIES

1. The salary guide from the 2015-2019 Collective Bargaining Agreement shall have each step increased by one percent (1%).
2. Effective and retroactive to January 1, 2020, all IAMAW members shall move one (1) step on the new salary guide. Any employees off-guide or at the maximum step shall receive two points and one quarter percent (2.25%) cost of living adjustment.
3. Effective and retroactive to January 1, 2021, all IAMAW members shall move one (1) step on the new salary guide. Any employees off-guide or at the maximum step shall receive two points and one quarter percent (2.25%) cost of living adjustment.
4. Effective and retroactive to January 1, 2022, all IAMAW members shall move one (1) step on the new salary guide. Any employees off-guide or at the maximum step shall receive two points and one quarter percent (2.25%) cost of living adjustment.
5. Effective and retroactive to January 1, 2023, all IAMAW members shall move one (1) step on the new salary guide. Any employees off-guide or at the maximum step shall receive two points and one-half percent (2.5%) cost of living adjustment.
6. Effective and retroactive to January 1, 2024, all IAMAW members shall move one (1) step on the new salary guide. Any employees off-guide or at the maximum step shall receive two points and one-half percent (2.5%) cost of living adjustment.
7. Effective and retroactive to January 1, 2025, all IAMAW members shall move one (1) step on the new salary guide. Any employees off-guide or at the maximum step shall receive two points and one-half percent (2.5%) cost of living adjustment.
8. Increments shall be paid when due to all eligible employees according to the employee's anniversary date, pursuant to the Salary Guide for Clerical Employees of the Passaic County Prosecutor's Office, a copy of which is attached to this Agreement.
9. Employees designated to work a thirty-five (35) hour workweek shall continue to receive a salary adjustment. Said adjustment will consist of setting their base salary two levels higher at the same

step, according to the Salary Guide for Clerical Employees of the Passaic County Prosecutor's Office. (For example, an employee at Step 1, Level 3 shall move to Step 1, Level 5).

10. Four additional salary steps (designated as Steps A through D) are created in the Salary Guide for Clerical Employees. Steps currently designated as Steps A, B, and C will be predestinated as Steps E, F, G. The four additional salary steps are effective January 1, 1996.
11. An additional step, designated as Step 12, is created in the Salary Guide for Clerical Employees effective January 1, 1998.
12. It is agreed that, except as provided herein, clerical employees hired after November 1, 1991, the date of the signing of the 1991-1992 Agreement between the Prosecutor of the County of Passaic and the Passaic County Prosecutor's Clerical Association shall not be entitled to receive longevity benefits during the course of their employment with the PCPO. An exception to the policy will be existing County employees already receiving longevity benefits who transfer into the PCPO. Such transferred employees shall continue to receive their longevity benefits.

Every full-time employee, provisional, permanent, classified or unclassified shall be paid longevity as provided herein, on a pro-rated basis with each salary check during the calendar year and such payments shall be considered as part of the total salary.

13. As previously amended, effective November 1, 1991, longevity pay shall continue to be determined by length of employment as follows:

2% of base pay at the completion of 7 years
4% of base pay at the completion of 10 years
6% of base pay at the completion of 15 years
8% of base pay at the completion of 20 years
10% of base pay at the completion of 25 years

All clerical employees hired after November 1, 1991, who are not otherwise receiving longevity, shall be entitled to senior service pay in lieu of longevity pay pursuant to the following schedule:

- a. One thousand five hundred dollars (\$1,500.00) added to the base pay of employees after ten (10) years of service.
 - b. Twenty-five hundred dollars (\$2,500.00) added to the base pay of employees after fifteen (15) years of service.
 - c. Thirty-five hundred dollars (\$3,500.00) after twenty (20) years of service.
 - d. Five thousand dollars (\$5,000.00) added to the base pay of employees after twenty-four (24) years of service. "Service" is defined as service with the PCPO.
14. Out of Title Pay: an employee who is the sole employee to assume the job responsibilities of another employee who holds a higher paid title for more than ten (10) consecutive days shall be compensated at a higher rate, retroactive to the first day of such assignment.
 15. Effective January 1, 2017, the County, at its discretion, can change from bi-weekly payroll to bi-monthly payroll.

ARTICLE XXI. EDUCATIONAL INCENTIVE

Effective November 2, 2012, all employees covered by this Agreement who have attained an associate's level degree shall receive thereafter an annual educational incentive payment of one thousand dollars (\$1,000.00); the annual incentive payment to employees who have completed a bachelor's level degree shall be one thousand five hundred dollars (\$1,500.00); and the annual incentive payment to employees who have completed a master's level degree shall be two thousand dollars (\$2,000.00).

Incentive payments shall be awarded upon submission of proof of degree and shall be included in the employee's base salary.

ARTICLE XXII. SAVINGS CLAUSE

Should any part of this Agreement or any provisions contained herein be declared invalid by operation of law or by any tribunal of competent jurisdiction, such invalidation of such part or provision shall not invalidate the remaining portions hereof and they shall remain in full force and effect.

ARTICLE XXIII. WORK INCURRED INJURY

Where an employee covered under this Agreement suffers a work-connected injury or disability, the Employer shall continue such employee at full pay, during the continuance of such employee's inability to work, for a period of up to one year. During this period of time, all temporary disability benefits accruing under the provisions of the Workers' Compensation Act shall be paid over the Employer.

The employee shall be required to present evidence by a certificate of a responsible physician that the employee is unable to work and, the Prosecutor may reasonably require that said employee present such certificates from time to time.

In the event the employee contends that he/she is entitled to a period of disability beyond the period established by the treating physician, or a physician employed by the Prosecutor or by its insurance carrier, then, and in that event, the burden shall be upon the employee to establish such additional period of disability by obtaining a judgment in the Division of Workers' Compensation establishing such further period of disability and such findings by the Division of Workers' Compensation or, if there is an appeal there from, the final decision of the last reviewing court, shall be binding upon the Parties.

For the purpose of this Article, injury or illness incurred while the employee is attending an Employer sanctioned training program shall be considered in the line of duty.

In the event a dispute arises as to whether an absence shall be computed or designated as sick leave or as an injury on duty, the Parties agree to be bound by the decision of an appropriate Workers' Compensation judgment, or, if there is an appeal there from, the final decision of the last reviewing court.

An injury on duty requiring time off for treatment, recuperation or rehabilitation shall not be construed a sick leave or sick leave occasion under the terms of the sick leave policy heretofore agreed upon between the Parties.

In the event of disagreement concerning whether the injury is disabling or work connected, the matter may be submitted to an arbitration panel of three (3) physicians – one of the employee's choice, one of the Employer's choice, and a third selected by the two (2) physicians appointed by the Parties.

ARTICLE XXIV. PERSONNEL FILES

A personnel file shall be established and maintained for each employee covered by this Agreement. Such files are confidential records and shall be maintained in the office of the Prosecutor and may be used for evaluation purposes.

Upon advance notice and at reasonable times, any member of the PCPO may at any time review his personnel file. However, this appointment for review must be made through the Prosecutor or her designated representative.

Any correspondence to be placed in an employee's personnel file will be provided to the employee upon request. All employees will be permitted to review their personnel file annually upon written request of the Prosecutor and under the supervision of an authorized person of the PCPO. All requests must be granted within one pay period.

Whenever a written complaint concerning an employee or his actions is to be placed in his personnel file, a copy shall be made available to the employee and the employee shall be given the opportunity to rebut any material if the employee so desires, and the employee shall be permitted to place said rebuttal in his file. (When the employee is given a copy of the complaint, the identification of the complainant shall be excised.) However, if any disciplinary action is taken based on any complaint, prior to said disciplinary action, the employee shall be furnished with all the details of the complaint, including the identity of the complainant.

All personnel files will be carefully maintained and safeguarded permanently, and nothing placed in any file shall be removed there from, unless both the Employer and the employee agree upon such removal. Unless so agreed, removal of any material from a personnel file by any employee shall subject that employee to appropriate disciplinary action.

ARTICLE XXV. INVESTIGATION OF CLERICAL EMPLOYEES

In an effort to ensure that departmental investigations are conducted in a manner, which is conducive to good order and discipline, the following rules are hereby adopted:

1. The interrogation of a member of the office shall be at a reasonable hour, preferably when the member of the office is on duty, unless the exigencies of the investigation dictate otherwise.
2. The interrogation shall take place at a location designated by the Prosecutor. Usually, it will be at the PCPO or the location where the incident allegedly occurred.
3. The member of the office shall be informed of the nature of the investigation before any interrogation commences. Sufficient information to reasonably apprise the member of the allegations should be provided. If it is known that the member of the office is being interrogated as a witness only, the member should be so informed at the initial contact.
4. The questioning shall be reasonable at length. Fifteen (15) minutes time shall be provided for personal necessities, meals, telephone calls and rest periods at the end of every two (2) hours.
5. The member of the office shall not be subject to any offensive language, nor shall the member be threatened with transfer, dismissal or other disciplinary punishment. No promise or reward shall be made as an inducement to answering questions.

6. At every stage of the proceedings, the PCPO shall afford an opportunity for a member of the office, if the member so requests, to consult with counsel and/or an Association representative before being questioned concerning a violation of the rules and regulations which shall not delay the interrogation beyond one (1) hour for consultation with the Association representative, nor more than two (2) hours for consultation with the attorney. However, this paragraph shall not apply to routine day-to-day investigations.
7. In cases other than department investigations, if a member of the office is under arrest or if the member is a suspect or the target of a criminal investigation, the member shall be given his/her rights pursuant to the provisions of the United States and New Jersey Constitutions, as well as the current decisions of the United States Supreme Court and the appellate courts of the State of New Jersey.
8. Nothing herein shall be construed to deprive the PCPO or its employees of the ability to conduct the routine and daily operations of the office.
9. These rules shall apply to personal interrogations of members but shall not apply to requests for written reports.

ARTICLE XXVI. UNION RIGHTS

1. The Association shall have the right to post Union notices using their own stationery on available bulletin boards.
2. Any representative of the Union that is scheduled to participate in negotiations or grievance procedures during work hours will suffer no loss in pay or benefits.
3. The Employer agrees to provide facilities for the Union to conduct meetings during off-duty hours.

ARTICLE XXVII. RETROACTIVE PAYMENT

Retroactive payment of salary increases shall be paid by separate check from the regular payroll period check due at the time of payment.

ARTICLE XXVIII. TERM AND RENEWAL

1. This Agreement shall become effective and retroactive to January 1, 2020 and shall continue in full force and effect until December 31, 2025 or until a successor agreement is reached. In the event such a successor agreement is not reached by December 31, 2025, both Parties expressly intend and agree to continue to remain bound by the terms of this Agreement in all respects during any interim period until a successor agreement is reached.

This means, inter alia, that during any such interim period, the Employer specifically agrees to continue to:

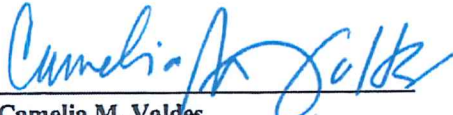
- a. Award all salary step increases an employee may be entitled to pursuant to Article XX. Salaries;
- b. Award all incremental vacation increases an employee may be entitled to pursuant to Article X. Vacations;

- c. Provide health and related coverage for all employees pursuant to Article XI. Health and Insurance Benefits; and
- d. Compensate employees for overtime work pursuant to Article XII. Work Schedule, Overtime and Compensatory Time.

It is further specifically intended by the Parties that this Article shall survive the expiration of the underlying Agreement, shall be severable there from and shall continue in full force and effect until a successor agreement is reached.


- 2. It is understood that this Agreement shall be binding upon the Parties, their successors and assigns, and that upon notice to either party pursuant to the regulations of the Public Employment Relations Commission (PERC), either party shall have the obligation to commence negotiations for a successor agreement pursuant to the Rules of the New Jersey Public Employment Relations Commission.

IN WITNESS WHEREOF, the Parties hereto have caused these presents to be signed and attested to this _____ day of _____ ~~2023~~ 2024.

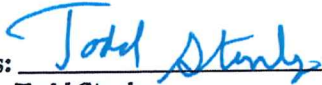


Camelia M. Valdes
Passaic County Prosecutor

Witness: _____
Neil J. Cleary
First Assistant Prosecutor




Matthew P. Jordan, Esq.
Passaic County Administrator

Witness: 

Todd Stanley
PCPO Fiscal Officer

DISTRICT 15, LODGE 447 OF THE
IAMAW



Kevin Weidman, Business Representative

Witness: _____
Rolla Tareky Zindaki
Shop Steward



Michele Lazzaro
Shop Steward

Henry Hernandez
Union Committee Member



Awilda Conner
Union Committee Member

SALARY GUIDE

**PCPO Clerical Salary
Guide 2020-2025**

	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	2025	32,178	33,872	35,549	37,236	38,926	40,609	42,299	43,990	45,681	47,364	49,056	50,743
	2024	32,178	33,872	35,549	37,236	38,926	40,609	42,299	43,990	45,681	47,364	49,056	50,743
	2023	32,178	33,872	35,549	37,236	38,926	40,609	42,299	43,990	45,681	47,364	49,056	50,743
	2022	32,178	33,872	35,549	37,236	38,926	40,609	42,299	43,990	45,681	47,364	49,056	50,743
	2021	32,178	33,872	35,549	37,236	38,926	40,609	42,299	43,990	45,681	47,364	49,056	50,743
1.00%	2020	32,178	33,872	35,549	37,236	38,926	40,609	42,299	43,990	45,681	47,364	49,056	50,743
Level 7	2019	31,859	33,537	35,197	36,867	38,541	40,207	41,880	43,554	45,229	46,895	48,570	50,241
	2025	33,772	35,549	37,333	39,095	40,872	42,639	44,419	46,186	47,957	49,737	51,508	53,278
	2024	33,772	35,549	37,333	39,095	40,872	42,639	44,419	46,186	47,957	49,737	51,508	53,278
	2023	33,772	35,549	37,333	39,095	40,872	42,639	44,419	46,186	47,957	49,737	51,508	53,278
	2022	33,772	35,549	37,333	39,095	40,872	42,639	44,419	46,186	47,957	49,737	51,508	53,278
	2021	33,772	35,549	37,333	39,095	40,872	42,639	44,419	46,186	47,957	49,737	51,508	53,278
1.00%	2020	33,772	35,549	37,333	39,095	40,872	42,639	44,419	46,186	47,957	49,737	51,508	53,278
Level 8	2019	33,438	35,197	36,963	38,708	40,467	42,217	43,979	45,729	47,482	49,245	50,998	52,750
	2025	35,448	37,311	39,183	41,044	42,910	44,781	46,646	48,510	50,380	52,251	54,120	55,985
	2024	35,448	37,311	39,183	41,044	42,910	44,781	46,646	48,510	50,380	52,251	54,120	55,985
	2023	35,448	37,311	39,183	41,044	42,910	44,781	46,646	48,510	50,380	52,251	54,120	55,985
	2022	35,448	37,311	39,183	41,044	42,910	44,781	46,646	48,510	50,380	52,251	54,120	55,985
	2021	35,448	37,311	39,183	41,044	42,910	44,781	46,646	48,510	50,380	52,251	54,120	55,985
1.00%	2020	35,448	37,311	39,183	41,044	42,910	44,781	46,646	48,510	50,380	52,251	54,120	55,985
Level 9	2019	35,097	36,942	38,795	40,638	42,485	44,338	46,184	48,030	49,881	51,734	53,584	55,431
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	2025	37,233	39,189	41,155	43,107	45,064	47,021	48,983	50,942	52,908	54,923	56,823	58,780
	2024	37,233	39,189	41,155	43,107	45,064	47,021	48,983	50,942	52,908	54,923	56,823	58,780
	2023	37,233	39,189	41,155	43,107	45,064	47,021	48,983	50,942	52,908	54,923	56,823	58,780
	2022	37,233	39,189	41,155	43,107	45,064	47,021	48,983	50,942	52,908	54,923	56,823	58,780
	2021	37,233	39,189	41,155	43,107	45,064	47,021	48,983	50,942	52,908	54,923	56,823	58,780
1.00%	2020	37,233	39,189	41,155	43,107	45,064	47,021	48,983	50,942	52,908	54,923	56,823	58,780
Level 10	2019	36,864	38,801	40,748	42,680	44,618	46,555	48,498	50,438	52,384	54,379	56,260	58,198
	2025	39,093	41,146	43,195	45,249	47,297	49,345	51,406	53,449	55,506	57,565	59,668	61,667
	2024	39,093	41,146	43,195	45,249	47,297	49,345	51,406	53,449	55,506	57,565	59,668	61,667
	2023	39,093	41,146	43,195	45,249	47,297	49,345	51,406	53,449	55,506	57,565	59,668	61,667
	2022	39,093	41,146	43,195	45,249	47,297	49,345	51,406	53,449	55,506	57,565	59,668	61,667
	2021	39,093	41,146	43,195	45,249	47,297	49,345	51,406	53,449	55,506	57,565	59,668	61,667
1.00%	2020	39,093	41,146	43,195	45,249	47,297	49,345	51,406	53,449	55,506	57,565	59,668	61,667
Level 11	2019	38,706	40,739	42,767	44,801	46,829	48,856	50,897	52,920	54,956	56,995	59,077	61,056
	2025	41,032	43,195	45,355	47,516	49,678	51,829	53,999	56,159	58,318	60,486	62,643	64,806
	2024	41,032	43,195	45,355	47,516	49,678	51,829	53,999	56,159	58,318	60,486	62,643	64,806
	2023	41,032	43,195	45,355	47,516	49,678	51,829	53,999	56,159	58,318	60,486	62,643	64,806
	2022	41,032	43,195	45,355	47,516	49,678	51,829	53,999	56,159	58,318	60,486	62,643	64,806
	2021	41,032	43,195	45,355	47,516	49,678	51,829	53,999	56,159	58,318	60,486	62,643	64,806
1.00%	2020	41,032	43,195	45,355	47,516	49,678	51,829	53,999	56,159	58,318	60,486	62,643	64,806
Level 12	2019	40,626	42,767	44,906	47,046	49,186	51,316	53,464	55,603	57,741	59,887	62,023	64,164
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	2025	43,088	45,357	47,628	49,899	52,173	54,382	56,710	58,979	61,248	63,517	65,782	68,054
	2024	43,088	45,357	47,628	49,899	52,173	54,382	56,710	58,979	61,248	63,517	65,782	68,054
	2023	43,088	45,357	47,628	49,899	52,173	54,382	56,710	58,979	61,248	63,517	65,782	68,054
	2022	43,088	45,357	47,628	49,899	52,173	54,382	56,710	58,979	61,248	63,517	65,782	68,054
	2021	43,088	45,357	47,628	49,899	52,173	54,382	56,710	58,979	61,248	63,517	65,782	68,054
1.00%	2020	43,088	45,357	47,628	49,899	52,173	54,382	56,710	58,979	61,248	63,517	65,782	68,054

Level 13	2019	42,661	44,908	47,156	49,405	51,656	53,844	56,149	58,395	60,642	62,888	65,131	67,380
	2025	45,240	47,622	50,008	52,388	54,774	57,160	59,545	61,925	64,298	66,672	69,050	71,427
	2024	45,240	47,622	50,008	52,388	54,774	57,160	59,545	61,925	64,298	66,672	69,050	71,427
	2023	45,240	47,622	50,008	52,388	54,774	57,160	59,545	61,925	64,298	66,672	69,050	71,427
	2022	45,240	47,622	50,008	52,388	54,774	57,160	59,545	61,925	64,298	66,672	69,050	71,427
	2021	45,240	47,622	50,008	52,388	54,774	57,160	59,545	61,925	64,298	66,672	69,050	71,427
1.00%	2020	45,240	47,622	50,008	52,388	54,774	57,160	59,545	61,925	64,298	66,672	69,050	71,427
Level 14	2019	44,792	47,150	49,513	51,869	54,232	56,594	58,955	61,312	63,661	66,012	68,366	70,720
	2025	47,503	50,010	52,511	55,014	57,510	60,017	62,521	65,025	67,484	69,989	72,471	74,958
	2024	47,503	50,010	52,511	55,014	57,510	60,017	62,521	65,025	67,484	69,989	72,471	74,958
	2023	47,503	50,010	52,511	55,014	57,510	60,017	62,521	65,025	67,484	69,989	72,471	74,958
	2022	47,503	50,010	52,511	55,014	57,510	60,017	62,521	65,025	67,484	69,989	72,471	74,958
	2021	47,503	50,010	52,511	55,014	57,510	60,017	62,521	65,025	67,484	69,989	72,471	74,958
1.00%	2020	47,503	50,010	52,511	55,014	57,510	60,017	62,521	65,025	67,484	69,989	72,471	74,958
Level 15	2019	47,033	49,515	51,991	54,469	56,941	59,423	61,902	64,381	66,816	69,296	71,753	74,216
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	2025	49,967	52,608	55,243	57,878	60,511	63,150	65,782	68,413	71,044	73,280	75,919	78,483
	2024	49,967	52,608	55,243	57,878	60,511	63,150	65,782	68,413	71,044	73,280	75,919	78,483
	2023	49,967	52,608	55,243	57,878	60,511	63,150	65,782	68,413	71,044	73,280	75,919	78,483
	2022	49,967	52,608	55,243	57,878	60,511	63,150	65,782	68,413	71,044	73,280	75,919	78,483
	2021	49,967	52,608	55,243	57,878	60,511	63,150	65,782	68,413	71,044	73,280	75,919	78,483
1.00%	2020	49,967	52,608	55,243	57,878	60,511	63,150	65,782	68,413	71,044	73,280	75,919	78,483
Level 16	2019	49,472	52,087	54,696	57,305	59,912	62,525	65,131	67,736	70,341	72,554	75,167	77,706
	2025	52,400	55,156	57,915	60,682	63,421	66,085	68,681	71,279	73,959	76,635	79,299	81,974
	2024	52,400	55,156	57,915	60,682	63,421	66,085	68,681	71,279	73,959	76,635	79,299	81,974
	2023	52,400	55,156	57,915	60,682	63,421	66,085	68,681	71,279	73,959	76,635	79,299	81,974
	2022	52,400	55,156	57,915	60,682	63,421	66,085	68,681	71,279	73,959	76,635	79,299	81,974
	2021	52,400	55,156	57,915	60,682	63,421	66,085	68,681	71,279	73,959	76,635	79,299	81,974
1.00%	2020	52,400	55,156	57,915	60,682	63,421	66,085	68,681	71,279	73,959	76,635	79,299	81,974
Level 17	2019	51,881	54,610	57,342	60,081	62,793	65,431	68,001	70,573	73,227	75,876	78,514	81,162
	2025	55,082	57,981	60,884	63,713	66,519	69,272	72,006	74,843	77,649	80,451	83,234	86,033
	2024	55,082	57,981	60,884	63,713	66,519	69,272	72,006	74,843	77,649	80,451	83,234	86,033
	2023	55,082	57,981	60,884	63,713	66,519	69,272	72,006	74,843	77,649	80,451	83,234	86,033
	2022	55,082	57,981	60,884	63,713	66,519	69,272	72,006	74,843	77,649	80,451	83,234	86,033
	2021	55,082	57,981	60,884	63,713	66,519	69,272	72,006	74,843	77,649	80,451	83,234	86,033
1.00%	2020	55,082	57,981	60,884	63,713	66,519	69,272	72,006	74,843	77,649	80,451	83,234	86,033
Level 18	2019	54,537	57,407	60,281	63,082	65,860	68,586	71,293	74,102	76,880	79,654	82,410	85,181
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	2025	57,754	60,800	63,838	66,737	69,600	72,462	75,334	78,140	81,056	83,961	86,844	89,705
	2024	57,754	60,800	63,838	66,737	69,600	72,462	75,334	78,140	81,056	83,961	86,844	89,705
	2023	57,754	60,800	63,838	66,737	69,600	72,462	75,334	78,140	81,056	83,961	86,844	89,705
	2022	57,754	60,800	63,838	66,737	69,600	72,462	75,334	78,140	81,056	83,961	86,844	89,705
	2021	57,754	60,800	63,838	66,737	69,600	72,462	75,334	78,140	81,056	83,961	86,844	89,705
1.00%	2020	57,754	60,800	63,838	66,737	69,600	72,462	75,334	78,140	81,056	83,961	86,844	89,705
Level 19	2019	57,182	60,198	63,206	66,076	68,911	71,745	74,588	77,366	80,253	83,130	85,984	88,817
	2025	60,814	63,854	66,882	69,885	72,906	75,915	78,835	81,694	84,653	87,612	90,554	93,509
	2024	60,814	63,854	66,882	69,885	72,906	75,915	78,835	81,694	84,653	87,612	90,554	93,509
	2023	60,814	63,854	66,882	69,885	72,906	75,915	78,835	81,694	84,653	87,612	90,554	93,509
	2022	60,814	63,854	66,882	69,885	72,906	75,915	78,835	81,694	84,653	87,612	90,554	93,509
	2021	60,814	63,854	66,882	69,885	72,906	75,915	78,835	81,694	84,653	87,612	90,554	93,509
1.00%	2020	60,814	63,854	66,882	69,885	72,906	75,915	78,835	81,694	84,653	87,612	90,554	93,509
Level 20	2019	60,212	63,222	66,220	69,193	72,184	75,163	78,054	80,885	83,815	86,745	89,657	92,583
	2025	63,718	66,882	71,565	73,209	76,380	79,411	82,412	85,233	88,237	91,239	94,255	97,287

	2024	63,718	66,882	71,565	73,209	76,380	79,411	82,412	85,233	88,237	91,239	94,255	97,287
	2023	63,718	66,882	71,565	73,209	76,380	79,411	82,412	85,233	88,237	91,239	94,255	97,287
	2022	63,718	66,882	71,565	73,209	76,380	79,411	82,412	85,233	88,237	91,239	94,255	97,287
	2021	63,718	66,882	71,565	73,209	76,380	79,411	82,412	85,233	88,237	91,239	94,255	97,287
1.00%	2020	63,718	66,882	71,565	73,209	76,380	79,411	82,412	85,233	88,237	91,239	94,255	97,287
Level 21	2019	63,087	66,220	70,856	72,484	75,624	78,625	81,596	84,389	87,363	90,336	93,322	96,324
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	2025	66,719	70,041	73,374	76,764	79,870	82,970	85,935	88,888	92,004	95,114	98,216	101,326
	2024	66,719	70,041	73,374	76,764	79,870	82,970	85,935	88,888	92,004	95,114	98,216	101,326
	2023	66,719	70,041	73,374	76,764	79,870	82,970	85,935	88,888	92,004	95,114	98,216	101,326
	2022	66,719	70,041	73,374	76,764	79,870	82,970	85,935	88,888	92,004	95,114	98,216	101,326
	2021	66,719	70,041	73,374	76,764	79,870	82,970	85,935	88,888	92,004	95,114	98,216	101,326
1.00%	2020	66,719	70,041	73,374	76,764	79,870	82,970	85,935	88,888	92,004	95,114	98,216	101,326
Level 22	2019	66,058	69,348	72,648	76,004	79,079	82,149	85,084	88,008	91,093	94,172	97,244	100,323
	2025	69,670	73,138	76,622	80,201	83,354	86,503	89,482	92,489	95,679	98,864	102,046	105,232
	2024	69,670	73,138	76,622	80,201	83,354	86,503	89,482	92,489	95,679	98,864	102,046	105,232
	2023	69,670	73,138	76,622	80,201	83,354	86,503	89,482	92,489	95,679	98,864	102,046	105,232
	2022	69,670	73,138	76,622	80,201	83,354	86,503	89,482	92,489	95,679	98,864	102,046	105,232
	2021	69,670	73,138	76,622	80,201	83,354	86,503	89,482	92,489	95,679	98,864	102,046	105,232
1.00%	2020	69,670	73,138	76,622	80,201	83,354	86,503	89,482	92,489	95,679	98,864	102,046	105,232
Level 23	2019	68,980	72,414	75,863	79,407	82,529	85,647	88,596	91,573	94,732	97,885	101,036	104,190
	2025	72,616	76,233	79,862	83,637	86,835	90,070	93,027	96,085	99,355	102,611	105,872	109,060
	2024	72,616	76,233	79,862	83,637	86,835	90,070	93,027	96,085	99,355	102,611	105,872	109,060
	2023	72,616	76,233	79,862	83,637	86,835	90,070	93,027	96,085	99,355	102,611	105,872	109,060
	2022	72,616	76,233	79,862	83,637	86,835	90,070	93,027	96,085	99,355	102,611	105,872	109,060
	2021	72,616	76,233	79,862	83,637	86,835	90,070	93,027	96,085	99,355	102,611	105,872	109,060
1.00%	2020	72,616	76,233	79,862	83,637	86,835	90,070	93,027	96,085	99,355	102,611	105,872	109,060
Level 24	2019	71,897	75,478	79,071	82,809	85,975	89,178	92,106	95,134	98,371	101,595	104,824	107,980